

Received on 04/07/25
Sujit

Government Of West Bengal
Labour Department
Establishment Branch
New Secretariat Buildings, 12th Floor
1, No K.S. Roy Road, Kolkata-700001

No: Labr/ 949 (60)/Estt

Dated, Kolkata, the 2nd July, 2025

From : The Deputy Secretary
to the Govt. of West Bengal

To :


1. Labour Commissioner, Govt of West Bengal.
2. Director of ESI (MB) Scheme, Govt of West Bengal.
3. OSD & e.o Director of Employment, Govt of West Bengal.
4. Financial Advisor, Labour Department, Govt of West Bengal.
5. Judge-in-Charge, Directorate of Industrial Tribunals, Govt of West Bengal.
6. Judge, EI Court, Govt of West Bengal.
7. Commissioner, Directorate of Employees' Compensation, Govt of West Bengal.
8. Sr P.S to Hon'ble Minister-in-Charge, Labour Department, Govt of West Bengal.
9. Welfare Commissioner, W.B. Labour Welfare Board, Govt of West Bengal.
10. Director of State Labour Institute, Govt of West Bengal.
11. Director of Boilers, Govt of West Bengal.
12. Director of Factories, Govt of West Bengal.
13. Deputy Secretary (All) / Assistant Secretary (All) of Labour Department
14. Sr. Law Officer, Labour Department
15. P.S/P.A. to Secretary of this Department
16. PS/PA to all OSD & Ex-officio Secretaries, Labour Department.
17. PS/PA to Special Secretary, Labour Department.
18. PS/PA to Additional Secretary(All), Labour Department.
19. PS/PA to Joint Secretary(All), Labour Department.
- ✓ 20. All OSDs / Section Officers of Labour Department
21. All Head Assistants of Labour Department
22. Office Copy / Guard File

Sub: Circulation of Letter No.60-CS/2025 Dated.24th June,2025.

Sir,

I am directed to send herewith a copy of the Letter No. 60-CS/2025 Dated.24th June,2025 of the Chief Secretary, Govt. of West Bengal regarding submission of Reports on Participation in National/International Meetings, Conferences and Workshops for information, compliance and taking necessary action.

Yours faithfully,


Deputy Secretary
to the Govt. of West Bengal

DS (ESH.)

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25/06/25

JS (ESH.)
25/06/25

Tammy, USA
25.06.2025



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24-6-25

Government of West Bengal
Office of the Chief Secretary
Nabanna

No. 60-CS/2025

Date:- 24.06.2025

From:

The Chief Secretary to the
Government of West Bengal

To:

The Additional Chief Secretary; Principal Secretary; Secretary
Department [All]
Government of West Bengal

Sub: Submission of Reports on Participation in National/International
Meetings, Conferences, and Workshops

Madam/Sir

It has come to notice that, in several cases, officers who attend national or international conferences, workshops, and meetings – whether within the country or abroad – do not submit reports of these meetings after their return.

To ensure proper documentation and facilitate sharing of relevant insights or follow-up actions, it is decided that officers authorized to participate in such official engagements shall submit reports of the meetings and relevant proceedings at the earliest after their return.

The concerned officials shall submit the reports through the concerned Department to this office for information and record.

You are requested to bring this to the notice of all concerned.

JS (Estt.)

for wide circulation.

JS
24/6/25

Yours faithfully

24/6/25

Chief Secretary
Government of West Bengal