

**GOVERNMENT OF WEST BENGAL**  
**Department of Personnel & Administrative Reforms**  
**(e-Governance Cell)**  
**5,Council House Street,(3rd Floor),Kolkata-1**

**No.151-PAR-23012/6/2022-eGov**

From: Additional Chief Secretary  
to the Govt. of West Bengal

**Dated: Kolkata, the 12th July, 2024**

**To:** The Additional Chief Secretary/Principal Secretary/Secretary,  
Department of.....

**Sub: Regarding Proforma in c/w details of CITP brought under 192-IT/06/2020/P&AR-e-Gov dated: 16/10/2020**

Sir/Madam,

In compliance of the Para 2(f) of the Finance Deptt.'s memorandum No.1086-F(P2) dated 01/03/2024, I am directed to forward herewith a proforma related to detail particulars of CITP who have been brought under the notification No.192-IT/06/2020/P&AR-e-Gov, date 16/10/2020 for necessary ratification except those who are covered by the Memo No.4878-F(P2) dated 05/12/2022 or Memo No.1845-F(P2) dated 17/4/2023.

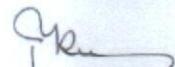
Therefore, you are requested to furnish duly signed and filled in prescribed proforma (hard copy) to this end and also to upload the data in the web portal "<https://www.wbcitp.in>". The login credentials are attached herewith.

Particulars are to be submitted in the prescribed proforma (as attached only) without any modification. Soft copy of prescribed format may be downloaded from the internet address <https://www.wbcitp.in/proforma.xlsx>.

Certificate as mentioned in the proforma is to be given under seal and signature of Head of Department only.

Encl: Proforma and  
Login credential

Yours faithfully,



Additional Chief Secretary  
to the Govt. of West Bengal

**No.151/1(26)-PAR-23012/6/2022-eGov**

**Dated: Kolkata, the 12th July, 2024**

Copy forwarded to:

- 1) The District Magistrate,  
District : .....
- 2) Finance Deptt (Audit Branch), Govt. of West Bengal
- 3) Sr. P.A. to Additional Chief Secretary, Department of P. & A. R., Nabanna, Howrah
- 4) Guard file for record

  
Deputy Secretary  
to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL  
Department of Personnel & Administrative Reforms  
(e-Governance Cell)  
5,Council House Street,(3rd Floor),Kolkata-1

No. 161-PAR-23012/6/2022-eGov

Dated: Kolkata, the 26<sup>th</sup> July, 2024

Corrigendum

In inviting a reference to this Deptt.'s Letter No. 151-PAR-23012/6/2022-eGov dated 12/07/2024, the Memo No. as mentioned in the last line of para- 1 shall correctly be read as "1875-F(P2)" in place of "1845-F(P2)".

The other contents of the original letter remain unchanged.

All concerned are being informed accordingly.

Sd/-

Special Commissioner  
to the Govt. of West Bengal

No. 161/1(80)-PAR-23012/6/2022-eGov

Dated: Kolkata, the 26<sup>th</sup> July, 2024

Copy forwarded for kind information to :-

1) The Additional Chief Secretary/Principal Secretary/Secretary,

Department of.....

✓ 2) The District Magistrate,

District : .....

3) Finance Deptt (Audit Branch), Govt. of West Bengal

4) Sr. P.A. to Secretary, Department of Personnel & Administrative Reforms, Nabanna, Howrah

5) Guard file for record

Special Commissioner  
to the Govt. of West Bengal

Proforma containing Data in respect of Contractual IT Personnel for ratification as per FD's Memo No.1086-F(P2) dated 01/3/2022

Department/District :

**Name of Office**