

**Government of West Bengal
Finance Department
Organisation & Methods
Writers' Building
Calcutta-70001**

No.1-O&M

Date: 21.1.2000

ORDER

Sub: Admissibility of Dot Pen and Refill to different categories of Officers and Staffs of the Govt. of West Bengal.

Officer down to the rank of Section Officer and the Staff down to the category-'C' shall be entitled to have Jotter Dot Pen and refill.

2. The Officer belongs to Group-'A' Service may be allowed to get Jotter Dot Pen & refill within the expenditure of Rs. 50/- (Rupees fifty) only biennially.

3. The staff down to the category-'C' may be allowed to have Dot Pen & refill within the expenditure limit of Rs. 25/- (Rupees twenty five) only annually.

In no circumstances deviation from this ceiling will be allowed.

Sd/- S.Gupta

Joint Secretary,
Finance Department.