

OFFICE LETTER-HEAD

Memo No: -

Date:-

To
The Special Secretary,
Group-T, Finance Department,
Govt. of West Bengal,
Nabanna, Howrah-711102

Sub: Request to Creation of Nodal Officer / Transfer or Switching User / DSC Deactivation / User Blocking / Admin Password Generation / Certificates Deactivation / Menu Enable/Dual Charge (As Applicable)

Dear Sir/Ma'am,

(Body of the Forwarding Letter)

Enclo: Request Form (Creation of Nodal Officer / Transfer or Switching User / DSC Deactivation / User Blocking / Admin Password Generation) (As Applicable)

Yours faithfully,

(Signature & Seal of the Competent Authority)

Memo No:-

Date:-

Copy forwarded for information to:

1. e-Tender Monitoring Cell, Finance Dept., Govt. Of W.B.
- 2.
- 3.

Sending mail ID- helpdesk.eproc-wb@nic.in & helpdesk2.eproc-wb@nic.in & osdegov15.fdwb@bangla.gov.in