

Government of West Bengal
Finance Department
Audit Branch, Group T
(E File No. 278123)

No. 1001 -F(Y)

Date: 27.02.2024

Memorandum

Finance Department had earlier, in terms of FD Memo No. 3482-F(Y) dated 25.05.2023, delegated the financial power to the Administrative Departments for procuring AMC services in terms of Rule 47(14)(2)(b) of WBFR subject to certain conditions.

Now, in order to make the process smoother and for faster execution, it has been decided that the Bills for the following types of routine contingent expenditures may be drawn in TR Form 26 wherein the 'contract or agreement with the concerned parties or demand letter based on such contract or agreement' will be treated as valid sub voucher :

1. Payment for Annual Maintenance Contract (AMC).
2. Payment for purchasing fuel for Government vehicles from PSU Oil companies.
3. Payment to **NIC/NICSI** for software and website development services.
4. Payment for procurement of arms/ammunitions from the Ordinance Factories.

However, the Administrative Departments and the procuring offices would remain responsible for realising the required goods/service from the concerned parties. The details of the goods so received should also be updated in the stock register after observing the usual procedures.

Advance Bills drawn earlier for procurement of Arms/ammunitions from Ordinance factories may also be adjusted by submitting the Original Receipts issued by the Ordinance Factories as sub vouchers with the adjustment bills as per TR Form 28.

This order is issued in partial modification of the relevant provisions of WBTR, 2005 and will take immediate effect.


Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Deputy Secretary to the
Government of West Bengal