

**Government of West Bengal**  
**Finance Department**  
**Audit Branch (Group T)**  
**"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102**  
**(E-16907)**

No. 1175- F(Y)

Dated, Howrah the 30<sup>th</sup> January, 2026

**MEMORANDUM**

Subject: Cut off Time line for SNA SPARSH Bill as on 31st March, 2026

The Finance Dept, vide Memo. No. 1165-F(Y), dated, Howrah, the 30th March 2026, has notified to keep all Treasuries/Pay & Accounts Offices open on 31.03.2026.

Further, vide Circular No. R-08/4/2024-GBA-CGA/E.Comp. 16018/1468-1688 dated 25.03.2026, the Ministry of Finance has prescribed specific timelines for various activities.

Based on the aforesaid cut-off timelines, the following stage-wise timelines have been prescribed for different stakeholders under the WBJIT application to facilitate smooth processing of the bills. Adequate mandatory buffer time has been incorporated, considering the technical processing requirements at the WBJIT level and PFMS constraints relating to file processing.

Cut-off for the SNA SPARSH Bills to be processed on 31.3.2026 are as follows:

1. Forwarding of FTO from Agency to DDO latest by 1:30 pm
2. Forwarding of WBJIT Bills to Treasuries latest by 2:00 pm
3. Treasury mandate shortlist latest by 3:00 pm

On 31st March 2026, it is also to be noted that the PFMS system will not permit any activity beyond the prescribed cut-off time for respective stages.

In case of any problems/ confusion, the e-Governance cell of the Finance Dept may be contacted.

sd/-

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, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> 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. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_
8. Director, \_\_\_\_\_  
\_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
13. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Sub-Divisional Officer, \_\_\_\_\_
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
16. Block Development Officer, \_\_\_\_\_.
17. 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