

Government of West Bengal  
Finance Department  
Audit Branch

No. 1423-F(Y)

Date : 26.03.2020

**NOTIFICATION**

**Sub : Revised Working procedure for the Treasuries for combating the outbreak of Corona Virus (COVID 19)**

Finance Department vide Memorandum No. 1346-F(P2) dated-23.03.2020 had earlier issued the guidelines for management of treasuries and roles of Officers and Staff in view of the Complete Safety Restriction imposed by the State Government for combating the Outbreak of Corona Virus. Subsequently vide order No.1380-F(Y) dated-23.03.2020 additional measures were prescribed for functioning of the Treasuries with an aim to avoid gathering at the offices as well as to maintain social distancing as per provisions required for combating the spread of COVID-19.

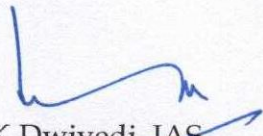
Recently the Government of India has announced lock down period of 21 days starting from the Mid-night of 24.03.2020 across the country to strengthen the safety measures. Accordingly, the Governor is pleased to direct the following **additional measures and working guidelines** for functioning of the Treasuries: -

1. All the TO/ATO and Staff may in consultation with the DM/SDO consider to work from the temporary residence at the station where they are posted at present or from his/her permanent residence wherein the necessary infrastructure for working in IFMS is available.
2. Similarly, in case of officers and Staff of Pay & Accounts Offices in Kolkata, all PAO/APAO may in consultation with DTA W.B consider to work from temporary residence or from permanent residence.
3. Bills/Advices submitted by the DDOs /PL Operators shall have to be accepted for processing at the Treasuries following the G.O No. 1380-F(Y) dated-23.03.2020 and 1399-F(Y) dated-24.03.2020.
4. In this exigency, TO/ATO is hereby empowered for processing of entire bill starting from receipt of bill online to processing / cheque printing /delivery / Nil Bill Statement Generation-Delivery / Payment mandate, etc.
5. TO/ATO and one Treasury Staff shall attend or may assign a Staff to attend the Offices only where printing and delivery of cheques are required and as per requirement of DM/SDO or DTA, as the case may be. In case where printing of cheques would be required, Treasury Officer/Pay & Accounts Officer shall fix any particular date or more than one date of the week in consultation with DM/SDO with intimation to the DDOs on which all the Cheques shall be printed and delivered to the DDOs physically. Cheque Writer may accordingly be informed to come at the Office on that particular dates for printing of cheques. In case of Pay & Accounts Offices in Kolkata, DTA WB may be consulted for this purpose. TO/ATO/PAO/APAO shall ensure that the stock of blank cheque leaf is readily available on the date of printing of cheques. Necessary arrangements may be made beforehand in this regard.



6. TO/ATO may also entrust any Treasury Staff having the infrastructure at home for receipt of bill from home online. In that case a Mobile Reimbursement charges not exceeding Rs. 500/- may be made to the Treasury Staffs for data usage charges/phone call costs provided no separate mobile reimbursement facility is enjoyed by him/her at present.
7. Any clarification, either required from the DDOs/PL Operators may be collected either through phone or through email without insisting anybody to visit the Treasury.
8. Similarly, the Officials of e-Governance Group of Finance Department and DTA WB may also be contacted for any clarification either through phone or mail.
9. TO/ATO and all the Staffs should keep close contact among themselves so that any instructions/directions regarding working of the Treasuries/guidelines of the Government could be exchanged / clarified in faster way.
10. The PAOs / APAOs / TOs/ATOs or any other officer or Staff of the Treasury / PAO shall not leave the HQ without prior express permission of the Head of the Office / Controlling Officer.
11. All officers and Staff of the Treasury shall keep their mobile phone on 24x7.
12. The functioning of this methodology will be put to use for Trial on 28.03.2020 (Saturday) and 29.03.2020 (Sunday). The PAOs and TOs shall make necessary arrangements accordingly by Friday i.e. 27.03.2020.

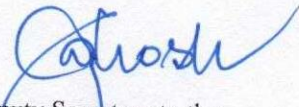
This order shall take effect from 1<sup>st</sup> April, 2020.

  
H K Dwivedi, IAS  
Additional Chief Secretary



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. Financial Advisor, \_\_\_\_\_ Department.
5. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
6. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
7. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_.
8. Sub-Divisional Officer, \_\_\_\_\_.
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, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata – 700 064.
12. Treasury Officer, \_\_\_\_\_
13. Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
14. 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