

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH

No.1500-F(Y)

Dated, 3<sup>rd</sup> April, 2020

CORRIGENDUM

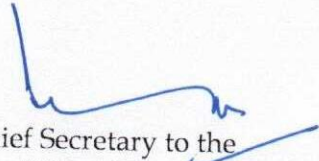
Sub : Revised Annexure-1 for submission of bills / advices to Treasuries

The modalities for submission and processing of bills in Treasuries / Pay & Accounts Offices in the background of combating the spread of COVID 19 were issued vide Memorandum Nos. 1380-F(Y) Dated-23.03.2020 and 1399-F(Y) Dated 24.03.2020.

As per Memo No. 1399-F(Y) Dated 24.03.2020 it was made mandatory for all Drawing & Disbursing Officers (DDOs) and PL/ LF/Deposit Account Operators to submit through mail to the Treasury Officer a scanned copy of signed **Annexure-1** format containing brief details of the bills / advices submitted online. The Treasuries are supposed to receive and process only those Bills / Advices the details of which are clearly specified in scanned copy of Annexure 1 received in their official mail ID.

In order to enable treasury Officers to understand the nature and priority of the Bills / Advices submitted online and to dispose them quickly, a **Revised Annexure-1 format** is hereby prescribed. All the DDOs and PL/ LF/ Deposit Account Operators shall henceforth submit the Bill /E-advice details in the Revised Annexure-1 format, through their e-mail ID to the official e-mail ID of the Treasury officer.

This order shall take immediate effect.

  
Addl. Chief Secretary to the  
Govt. of West Bengal.

Annexure-1 (revised)

DDO / Operator Code		Annexure-1 (revised)				
Sl. No	Reference Number	Bill Number/ Memo Number and Date.	Designation	Description i.e. purpose of drawal like related with COVID-19 or not, payment of wages, advertisement bill, diet bill,etc.	Gross Amount	Remarks (detailing the reasons for urgency)

Date:

Time:

*Signature of DDO/LF-PL Deposit Account Administrator*

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. **This may kindly be forwarded to all Statutory/Autonomous/Local Bodies/ Grant in Aid institutions, etc under the Administrative control of the 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. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
16. Treasury 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