

Government of West Bengal
Finance Department
Audit Branch

No. 1503-F(Y)

Date: 3rd April, 2020

MEMORANDUM

Sub: **Surrender of funds from Bank/LF/PL/Deposit Accounts**

Finance Department had earlier issued Memo Nos. 1296-F(Y) dated 17.03.2020 for surrender of unutilised funds lying in Bank Accounts upto Financial Year 2019-20.

The Departments are requested to surrender all funds pertaining to previous financial years including 2019-20 which have been transferred to Bank Account/LF/PL/Deposit Accounts (except CSS/CN/Externally aided Schemes) and lying unutilized by **09.04.2020**.

The funds surrendered may be requisitioned whenever required and Finance Department will release the same from the State Budget immediately.

All the Department are also requested to submit a report (MS Excel file) of surrendered fund in the following format to email ID: sogroupt@gmail.com by 09.04.2020(5.00 PM).

Format of Report.

Name of Department:

Sl No.	Name of Scheme	Amount Deposited in Lakhs(Rs)		
		From Bank Account	From PL/LF/Deposit Account	Total



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. **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, 3rd 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