Government of West Bengal
Finance Department
Audit Branch

No. 1507 -F(Y) Dated, 15th March, 2017

To: 1. Additional Chief Secretary / Principal Secretary / Secretary,
.... Department,
Government of West Bengal
2. Financial Advisor,
.... Department,
Government of West Bengal

Sub: Minutes of Meeting with Financial Advisors

Sir / Madam,

I am directed to forward herewith a copy of the minutes of the meeting with FAs held at the Conference Hall of PWD, 8th Floor, Nabanna, Howrah on 14th February, 2017 for your kind information and taking necessary action.

Thanking you,

Yours faithfully,

(Subrata Kr. De)
Deputy Secretary to the
Government of West Bengal

Minutes of Meeting with Financial Advisors and Deputy Financial Advisors

Date : 14/02/17 Venue : Conference Hall of the PWD, Nabanna

Agenda :

1. Budget
2. Role of FA for successful compliance of e-tender provisions by the Statutory Bodies / PSUs / Other parastatals.
3. Matters related to Final Accounts of PSUs
4. WBTR / WBFR matters
5. IFMS / HRMS
6. Training needs of the officers of FA setup.
7. Work evaluation of AO (Audit)
8. Reference to Finance Department
9. Miscellaneous.

The meeting was presided by Sri H.K.Dwivedi, IAS, Principal Secretary, Finance Department. Sri Parwez Ahmed Siddiqui, IAS, Secretary, Finance Department was also present in the meeting. The detailed lists of participants are enclosed as annexure.

Agenda wise discussion was taken up and the resolutions of the meeting are as follows :

1) Budget

The Financial Advisors were apprised of the crucial matters related to the Budget for the Financial Year 2017 including the newly created Demands for the merged departments. It was pointed out that many times the Grant-in-Aid heads of "31-02" and "35"are being misused. Even when the expenditure is not of Capital Grant nature, the fund is allotted as Capital Grant so that the proceeds could be transferred to the LF/Deposit A/c of the parastatals. It was further reiterated that no fund should be transferred to Bank A/c without specific concurrence of Gr T of Finance Department. It was also pointed out that no pure Government office can receive Grant-In-Aid. The FAs were requested to take up the issue with the Principal Secretary of the administrative department to take necessary steps for opening of deposit A/c in the Pay and Accounts Offices in favour of the parastatals, if not already opened.

2) Role of FA for successful compliance of e-tender provisions by the Statutory Bodies / PSUs / Other parastatals.

The FA should continue to observe the provisions of FD Memo No. 4143-F(Y) dated 11.08.2014 read with Memo No. 4986-F(Y) dated 21.09.16 while releasing grants and other assistance to the Statutory Bodies / PSUs / Local Bodies / Parastatals, etc. No Grant should be released in favour of the Local Bodies/PRIs/PSUs/parastatals who are not following e-tender in complete form including online EMD.

3) Matters related to Final Accounts of PSUs

As per memo no. 3282-F(Y) dated 23/06/14 and Memo No. 4603-F(Y) dated 01.09.2016, the FA has been nominated as a member in the BOD / Board of Commissioners / Governing Body, etc. of the parastatals. As a member of the Board, the FA should continue to monitor whether the Final Accounts of the organisations have been timely prepared and placed before the competent authority by the concerned officers of the Organisation. The Financial Advisors were apprised that a policy decision restructuring of PSUs and parastatals is under process. Some of such institutions might be merged with other similar organisations or may be subsumed with the concerned Directorate/ Department. The FA would assist the departments the entire process. Any deviations noticed in functioning of the parastatlas should be brought to the notice of the Departmental Secretaries by FA for further improvements.

4) WBTR/WBFR Matters

The Financial Advisors should advise the departments in all WBTR and WBFR related matters. The revised guideline for re-tender as per FD Memo No. 925-F(Y) dated 14.02.17 is to be complied by all the offices under administrative control of Government of West Bengal including the Urban Local Bodies/PRIs/PSUs/Statutory Bodies/ other parastatals. Many Government projects are now being executed by the PSUs as per 47D of WBFR. Some parastatals are also working as implementing agency for important schemes in terms of FD Memo No. 3626-F(Y) dated 10.07.2014. The administrative departments are requested to take initiatives for opening of Deposit Accounts of all such institutions wherever applicable. The Financial Advisors should give clear and unambiguous views regarding acceptability of the justifications given by the administrative department in case of procurement of articles from single source as per para 2a and 2b of FD Notification No. 1956-F(Y) dated 04.04.14 before referring the file to Finance Department.

It has also been noticed that files are being referred to Finance Department for allowing execution of work by inviting "Short Tender Notice" in relaxation of normal tender rules citing urgency and shortage of time. In some cases such proposals have also been received even for regular events which happen more or less on the same day or during the same period every year. Finance Department will not be in position to consider such proposals for regular events. The administrative departments should also justify why it was not possible to foresee the work in time and invite tenders as per normal tender rules.

It was also advised that process for renewal or fresh tender for AMC type of works should be initiated in such a manner that it is completed before expiry of existing term.

It was also decided that a comprehensive Tender Rules Rules / Policy will be framed and published by the Finance Department in supersession of the numerous existing rules.

5) IFMS/HRMS

It was decided that the e-Governance Group will arrange for a refresher training of the different modules of the IFMS and HRMS for the officers of FA setup. Regarding HRMS, the officers of FA setup would neither be nodal officer nor would they be engaged in day to day implementation process of HRMS. However, the FA should be aware of the progress made by the department in the implementation of HRMS modules.

6) Training needs of the officers of FA setup

The team of experts nominated in the last review meeting has not yet conducted any training for the new officers of FA setup. The members are requested to conduct such trainings from time to time and submit report to Finance Department. The newly posted officers of FA setup should approach the members for training immediately after their posting.

7) Work evaluation of AO (Audit)

The work of compliance of the pending audit paragraphs of the various departments was discussed and reviewed. The FA should submit regular progressive report for the pending audit paragraphs to the departmental secretaries and also to the as per the format circulated along with the notice of this meeting in all future review meetings.

With the merger of the departments the AO(Audit) officers have recently been rearranged among the various departments. They should continue to assist the FA and the Principal Secretary in monitoring the process and act as a co-ordinating officer of the Department.

8) Reference to Finance Department.

It has been noticed that many times files are being referred to Finance Department unnecessarily though it was well within the delegated authority of the administrative department to dispose the issue. The FA should take notice of such cases and advise the department accordingly. No File is to be referred to Finance Department without the exclusive views of FA of that Department. However, before referring files to Finance Department FA should clearly specify the points on which the relaxation or concurrence is required and specify the concerned Group of Finance Department to which the issue is related. In case of any confusion the file should always be routed through the administrative Group of that administrative department.

9) Miscellaneous

The concerned administrative departments are to take necessary steps to provide required resources to the officers of FA setup. In order to strengthen the FA setup the following decisions were taken in the meeting :

i. The Financial advisors may be designated as Financial Advisor and ex-officio Joint/Special/Additional/Secretary of the administrative Department. Similarly, the Deputy Financial Advisors and Accounts Officers will be designated as Deputy Financial Advisors and ex-officio Deputy Secretary and Accounts Officers and ex-officio Assistant Secretary of the Department respectively.

ii. It was in principal agreed that one Data Entry Operator may be engaged in the FA setup to compile various reports and related jobs in terms of FD memo No. 5859-F(Y) dated. However, the administrative department will have to send specific proposals in this regard which will be considered by the Finance Department on case to case basis according to the merits of the case.

iii. Presently, as a result of additional responsibilities assigned to the FA setup, apart from the FA, the DFA/AO/AO(Audit) are also required to visit various offices like PSUs, Grant-in-Aid institutions, Statutory Bodies and directorate offices under the administrative department every now and then. Thus, one more non-operational vehicle may be allowed for the FA setup to allow them to function effectively. However, the administrative department will have to send specific proposals in this regard which will be considered by the Finance Department on case to case basis according to the merits of the case.

The meeting ended with thanks to all.

(H.K.Dwivedi, IAS)
Principal Secretary, Finance Department