

Government of West Bengal
Finance Department
Audit Branch
(File No. e 850154)

No. 1870-F(Y)

Date: 16th April, 2024

MEMORANDUM

Sub : Process of drawal of terminal benefit bills

In terms of FD Memo No. 1219-F(P2)/FA/N/2M/18/24 dated 07.03.2024, the Heads of the Administrative Departments were delegated financial power to sanction terminal benefits of Casual / Daily Rated / Contractual workers / employees of different categories up to ₹5 lakh in each case.

Now, to enable the Administrative Departments to draw the terminal benefit bills without any hindrance, it is hereby clarified that the concerned bills are to be drawn under the following Heads of Accounts under Demand No. 18:

- i. "2071-01-104-005-Payment of Gratuity to part time teachers attached to Government Homoeopathic Medical Colleges and Hospitals-04-Pension/Gratuities-V";
- ii. "2071-01-104-007-Payment of gratuity to Part Time Teachers (PTT) and Contractual Whole Time Teacher (CWTT)- 04-Pension/Gratuities-V";
- iii. "2071-01-104-008-Payment of Gratuity to Contractual/Casual/Daily rated Workers engaged in Government Offices-04-Pension/Gratuities-V";
- iv. "2071-01-104-009-Payment of Terminal Benefit to Anganwadi Workers & Anganwadi Helpers- 04-Pension/Gratuities-V";
- v. "2071-01-104-010-Payment of Gratuity to State Aided College Teachers (SACT) of State-aided Govt. / Non-Govt. Colleges-04-Pension/Gratuities-V".

The sanction of the Head of the Administrative Department will be treated as valid allotment order for the purpose. After sanction of the terminal benefit under the concerned Head of Account by the Head of Department, the DDO will draw the bill by entering the amount of sanction in e-Billing module of WBIFMS instead of existing practice of allotting fund through e-Bantan.


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.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
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, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. 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