

GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH

No. 1880-F(Y)

Dated, 6<sup>th</sup> June, 2020

MEMORANDUM

**Sub: Submission of physical copies of bills/advices/sub-vouchers etc to the Treasuries**

Finance Department vide Memorandum No.1380-F(Y) Dated-23.03.2020, and subsequent order No. 1399-F(Y) dated 24.03.2020 and 1500-F(Y) dated-03.04.2020, allowed the Treasuries/Pay & Accounts Offices to receive and process e-Bills/e-Advices on the basis of signed Annexure-1 submitted by DDOs / LF- PL operators through mail without physical bills and advices.

Now the Governor is pleased to decide that from 08.06.2020 the Treasuries/Pay and Accounts Offices will start following the usual process of receiving physical Bills and Advices after observing all social distancing norms. There will be no receipt of Bills or Advices at Treasuries/Pay & Accounts Offices from 08.06.2020 on the basis of Annexure I as per the Memo Numbers ibid.



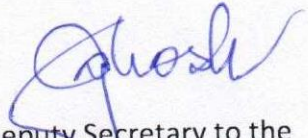
(H.K. Dwivedi)

**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, 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. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
13. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police \_\_\_\_\_
14. Sub-Divisional Officer, \_\_\_\_\_
15. Treasury Officer, \_\_\_\_\_
16. Block Development Officer, \_\_\_\_\_
17. 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