

Government of West Bengal  
Finance Department  
Audit Branch  
Nabanna, Howrah-711102

No. 1959 -F(Y)

Dated, the 26th March, 2018

From: The Joint Secretary to the  
Govt. of West Bengal,  
Finance Department

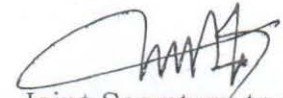
To : 1. Additional Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal  
2. Financial Adviser  
.....Department.

Sub: Minutes of Meeting with Financial Adviser.

Sir/Madam,

I am directed to forward herewith a copy of the minutes of the meeting with FAs held in two slots at Conference Hall of the Finance Department, Nabanna, Howrah on 13<sup>th</sup> March, 2018 for your kind information and taking necessary action.

Yours faithfully



Joint Secretary to the  
Govt. of West Bengal

No. 1959/1 (6) -F(Y)

Dated, the 26<sup>th</sup> March, 2018

Copy forwarded for information and necessary action to:

1. The Secretary, Budget Branch, Finance Department.
2. The Joint Secretary, Group T, Finance Department.
3. The Joint Secretary, Budget Branch, Finance Department.
4. The Joint Secretary, Finance (e- Gov) Department.
5. The Joint Secretary, PPP Cell, Finance Department.
6. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

Assistant Secretary to the  
Govt. of West Bengal

# Minutes of Meeting with Financial Advisors and Deputy Financial Advisors

Date : 13/03/18 Venue : Conference Hall of the Finance Department, Nabanna

## Agenda :

1. References made to Finance Department with specific views of FA of the Department.
2. Matters relating to Financial Year ending of 2017-18.
3. Issues related to FD's Memo. No.1033-F(Y) dated 20.02.2018.
4. Budget Matters.
5. Administrative approval and completion of e-tender formalities before sanction of fund.
6. Role of FA for successful compliance of e-tender / e-Auction provisions by the Statutory Bodies / PSUs / other Parastatals.
7. WBTR / WBFR matters.
8. Miscellaneous.

The meeting was presided by Sri Parwez Ahmed Siddiqui, IAS, Secretary, Finance Department. Sri Pawan Kadyan, IAS, Joint Secretary, Finance Department was also present in the meeting. The meeting was held in two sessions – First session being from 11.00 AM to 12.30 PM and the second session being from 3.00 PM to 4.30 PM. 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) Reference to Finance Department.

It was pointed out 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. Whenever, a file is referred to Finance Department the FA of the Department should specify the points of reference on which the relaxation or concurrence is required and **should provide his specific views / recommendations/ observations** on that issue. **The FA should also give the reasons / justifications behind his views** and specify the concerned Group(s) of Finance Department to which the issue is related for reference.

Finance Department had earlier issued numerous orders like Memorandum No. 5304-F(Y) dated 25.08.17 specifying **various Annexure / Proforma / Forms which are required to be sent to FD duly filling and signing by appropriate authorities for obtaining concurrence on specified issues**. In spite of that every month many files are required to be returned by Finance Department only for **non-submission of duly filled up and signed Annexures / Forms / Formats thus causing unnecessary delay** in disposal of files and execution of important projects of the State Government. It was pointed out that the FA system is an extension of the Finance Department in the Administrative Department.

**Thus, the FAs should give their recommendations / views for referring a file to Finance Department only after checking and ensuring that all the related Annexures / Forms / Formats as required under different rules / orders / guidelines.**

For facilitating the Financial Advisors while referring files to Finance Department a suggestive format of note sheet is as below which they may suitably modify as per the requirement of the issue.

### Suggestive format of note sheet for referring files to Finance Department by FA

File No :	
Brief Description of the issues <b>with the amount</b>	



<b>involved.</b>	
Head of Account (s)	If applicable.
Whether a similar issue was earlier referred to FD. If yes, the File No., UO No.  (Observation given by FD in that occasion is to be given or copy of U.O. No to be attached and Flag Reference given)	
Referred to which Groups other not related Rows below may be deleted	Reasons for referring to the Group of FD
Admin Group (Group Name)	
Group N	
Group T	
Group P1 / P2	
Medical Cell of Finance Department	
Relevant GO Nos.	
Whether Relevant Annexures / Forms / Statement / Formats are filled up and signed.	Details of Annexure / Forms / Statement / Format names and Numbers which are attached
Specific Views of the FA	
	Signature of FA of the Department

**2) Matters relating to Financial Year ending 2017-18 :**

The Financial Advisors were apprised that Finance Department has issued a Memo No. 975-F(Y) dated 16.02.2018 as per which a detailed schedule has been prescribed for presenting bills at the Treasuries / Pay and Accounts Offices. All the FAs were directed to approach the Secretary in charge of the Department and do the needful to ensure that the schedule may be duly adhered to by all the offices under the Administrative control of the Department.

**3) Issues related to FD's Memo. No. 1033-F(Y) dated 20.02.2018**

The details of the Memo were discussed in the meeting. It was decided that the Finance Department will consider about :

- Allowing the Urban and Rural Local bodies to act as an implementing agency as per Rule 47 D of WBFR so that they can also execute jobs of the Administrative Departments other than their controlling Department.
- Allowing 3% contingency where the implementing agencies are not eligible to get any agency commission.

**4) Budget Matters :**

Some Financial Advisors present in the meeting requested for doing needful so that the surrender of funds are reflected in IFMS. On behalf of Finance Department it was clarified that as per the present provisions, only that portion of fund which has been withdrawn by Finance Department will be reflected in IFMS. The FAs were also advised to study Budget Publication No. 29 where the mapping of the HOA of the present Financial Year with that of the next year has been done.

**5) Administrative approval and completion of e-tender formalities before sanction of fund.**

The details of FD Memo No. 222-F(Y) dated 10.01.2018 was discussed in the meeting. All the FAs were instructed to adhere to the provisions of the said memo in all future occasions to ensure timely completion of all projects and schemes of West Bengal Government.

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

It was pointed out that some Statutory Bodies / PSUs / Local Bodies / Parastatals, etc. have still not linked their Bank accounts with the e-procurement portal of West Bengal for receiving Tender Fees / EMD by **online mode**. It was reiterated that inviting e-tender without receiving the tender fees / EMD by online mode will not be treated as proper adherence of the e-tender rules of West Bengal Government. All the FAs were requested to take immediate steps for linkage of the Bank accounts of all the Statutory Bodies / PSUs / Local Bodies / Parastatals, etc. under the Administrative Control of their Department with the e-procurement portal of West Bengal Government.

7) **WBTR/WBFR Matters**

It was decided that the convenor of the Rule Revision Committee of WBFR will share the draft rules with the Financial Advisors by mail. All the Financial Advisors were requested to go through the draft rules and submit their views / proposals, if any.

8) **Miscellaneous**

The Following decisions were also taken in the meeting :

- i. Due to abolition of the Plan / Non Plan status of expenditure w.e.f 01.04.2018, Group N of Finance Department will issue a Memorandum in modification of FB Memo No. 152-F.B. for assigning financial powers to the FA setup.
- ii. Finance Department has sent communication to all the Administrative Departments for providing information required for revision of the cadre schedule of West Bengal Audit and Accounts Service. All the FAs were requested to approach the Administrative Departments for sending the information as early as possible. In case the Department wants to change the designation (in commensurate with their organogram ) / seniority / basic scale of pay attached to such posts as per their present requirement, the same may also be informed.
- iii. The Finance Department is in the process of reconstituting the panel of Transaction Advisors. In case the FAs are having any proposals in this respect the same may kindly be informed as early as possible.
- iv. It was also informed to all the FAs that with effect from 01.04.2018, the Finance Department will receive files only through e-office.

The meeting ended with thanks to all.



( P.A. Siddiqui, IAS )  
Secretary, Finance Department