

**Government of West Bengal
Finance Department
Audit Branch**

No 1972-F(Y)

Dated 27th March, 2018

MEMORANDUM


Sub: Revised guidelines regarding submission of bills to the Treasuries/PAOs for the FY 2017-18

Finance Department has already issued guidelines regarding submission of bills to the Treasuries/PAOs for the FY 2017-18 vide Memo. No. 975-F(Y) dt.16.02.2018 wherein it has been mentioned that no bills shall be received by the Treasuries/PAOs after 4 PM on 29.03.2018.

However, in order to give more time to the Treasury/PAOs for processing the heavy flow of bills and advices during the financial year ending, it has been decided that the Treasuries/PAOs will remain open on 31st March, 2018 also and accordingly some schedules of submission of bills as mentioned at Sl. No. F in Table A and under para 3, 4, 8, 9 & 12 are amended as follows:


1. Works & Forest Division Bills against Sanction/Allotment issued after 20.03.2018 will be submitted by 29.03.2018. *(In partial modification of Sl F in Table A)*
2. No new bills shall be received by the Treasuries/PAOs after 4 PM on 31.03.2018 *(In partial modification of para 3)*
3. Bills returned on 28.03.2018, 29.03.2018 and 31.03.2018 must be re-submitted by 4 PM on the same day of objection *(In partial modification of para 4)*
4. TOs/PAOs shall ensure that no mandates/cheque/Nil Bill/PL transfer statements are left pending for delivery through system on 31.03.2018 *(In partial modification of para 9)*
5. Treasuries/PAOs shall deliver all the cheques/mandates for salaries through system mandatorily within 31.03.2018 with specific instruction for non-encashment before 02.04.2018 *(In partial modification of para 12)*

Closing of March 2018 Accounts shall be completed by 11 PM on 31.03.2018. Cheques remaining undelivered up to 11 PM on 31.03.2018 should be cancelled forthwith so that no cheque is delivered on next day under any circumstances. All other provisions as contained in this Department Memo. No.975-F(Y), dt.16.02.2018 shall continue to remain in force.


(H.K. Dwivedi)
Additional Chief Secretary
to the Government of West Bengal

Copy forwarded for information and necessary action to:

1. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department. **He is requested to circulate this Memo. to all parastatals under the administrative control of his department.**
2. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
3. Financial Advisor, _____ Department.
4. Commissioner, _____ Division, _____
5. Director, _____
6. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
7. District Magistrate / District Judge / Superintendent of Police, _____
8. Sub-Divisional Officer, _____
9. Block Development Officer, _____
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, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata - 700 064.
13. Treasury Officer, _____
14. Group ___ / _____ Branch, Finance Department.
15. 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
Government of West Bengal