

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

Memo No. 1990- F(Y)

Dated, 27<sup>th</sup> March, 2018

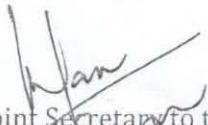
**MEMORANDUM**

**Sub: Committee for finalization of modalities of sub-mission of Utilization Certificate.**

At present, there is no standard guidelines in WBTR/WBFR for submission of Utilization Certificate in respect of any Grant/Loan due to which administrative departments find it difficult to monitor the utilization of fund accurately as well as AG, WB, (A&E) is unable to monitor the process of submission of UC efficiently.

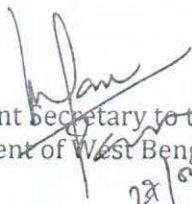
In order to finalize the modalities of submission of Utilization Certificate, the undersigned is directed to state that the Governor has been pleased to constitute a High Level Committee under the Finance Department with the following officials as members:

01.	Sri Debasis Bhattacharyya, WBA & AS, Joint Secretary, Finance Department, Budget Branch	- Chairman
02.	Sri Subrata Kumar De, WBA & AS, Joint Secretary, Finance Department, Group-T	- Member Convener
03.	Sri Amit Kumar Sarkar, WBA & AS, Joint Secretary, Finance Department, e-Gov. Group	- Member
04.	Sri Sanjoy Ghosh, WBA & AS, Assistant Secretary, Finance Department, Group-T	- Member
05.	Sri Mukesh Kumar Singh, WBCS(Exe.), Joint Secretary, Deptt. of Youth Service & Sports Department	- Member
06.	Smt. Esha Sengupta, Joint Secretary, P & RD Deptt.	- Member
07.	One Officer deputed by Urban Development & Municipal Affairs Department not below the rank of Special Secretary/Joint Secretary	- Member
08.	One Officer deputed by Health & Family Welfare Department not below the rank of Special Secretary/Joint Secretary- Member,	- Member
09.	One Officer deputed by Department of Higher Education, Science & Technology and Bio-Technology not below the rank of Special Secretary/Joint Secretary	- Member
10.	One Officer deputed by School Education Department not below the rank of Special Secretary/Joint Secretary	- Member
11.	One Officer deputed by Department of Women & Child Development and Social Welfare not below the rank of Special Secretary/Joint Secretary	- Member
12.	One Officer deputed by the Accountant General (A&E), WB not below the rank of Senior Accounts Officer	- Member

  
Joint Secretary to the  
Government of West Bengal  
Finance Department  
27/3/18

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001. He is requested to depute one Officer not below the rank of Senior Accounts Officer.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. The Additional Chief Secretary/ Secretary/Commissioner/Joint Secretary, Finance Department.
4. The Additional Chief Secretary, Health & Family Welfare Department. He is requested to depute one Officer not below the rank of Special Secretary/Joint Secretary dealing with the allotment of fund and collection/compilation of UC related works.
5. The Principal Secretary, Department of Higher Education, Science & Technology and Bio-Technology. He is requested to depute one Officer not below the rank of Special Secretary/Joint Secretary dealing with the allotment of fund and collection/compilation of UC related works.
6. The Secretary, Urban Development & Municipal Affairs Department. He is requested to depute one Officer not below the rank of Special Secretary/Joint Secretary dealing with the allotment of fund and collection/compilation of UC related works.
7. The Secretary, School Education Department. He is requested to depute one Officer not below the rank of Special Secretary/Joint Secretary dealing with the allotment of fund and collection/compilation of UC related works.
8. The Secretary, Department of Women & Child Development and Social Welfare. He is requested to depute one Officer deputed by not below the rank of Special Secretary/Joint Secretary dealing with the allotment of fund and collection/compilation of UC related works.
9. Sri Debasis Bhattacharyya, WBA & AS, Joint Secretary, Finance Department, Budget Branch
10. Sri Subrata Kumar De, WBA & AS, Joint Secretary, Finance Department, Group-T
11. Sri Amit Kumar Sarkar, WBA & AS, Joint Secretary, Finance Department, e-Gov. Group
12. Sri Sanjoy Ghosh, WBA & AS, Assistant Secretary, Finance Department, Group-T
13. Sri Mukesh Kumar Singh, WBCS(Exe.), Joint Secretary, Deptt. of Youth Service & Sports Department
14. Smt. Esha Sengupta, Joint Secretary, P & RD Deptt.
15. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this memo in the website of Finance Department.

  
Joint Secretary to the  
Government of West Bengal  
27/03/18