

Government of West Bengal
Finance Department
Audit Branch (Group T)
Nabanna, Howrah
(E-1453918)

No: 2060-F(Y)

Date: 09.06.2026

CIRCULAR

SUB: Procedural Guidelines for engaging Security, Scavenging, Housekeeping, Diet Supply agencies.

The Finance Department frequently receives proposals from Administrative Departments seeking extension of tenure of agencies providing security, housekeeping, scavenging and diet to Hospitals/ Correctional Homes.

These proposals are often submitted at the very end of the existing contract term, or occasionally *post facto*, citing that a fresh tender process is currently underway.

Now, to promote further transparency and fairness, and to streamline the administrative process, the Governor is pleased to direct the following:

- **Timely Initiation of Tenders:** Administrative Departments shall, henceforth, initiate a fresh tender process at least three (3) months prior to the expiration of the existing agency's term.
- **Utilization of the GeM Portal:** Tenders for these services should preferably be processed through the Government e-Marketplace (GeM) platform.
- **Restriction on Extensions:** Proposals for extension of tenure for such agencies shall not be considered hereafter, except under highly compelling and exceptional circumstances.


This order takes immediate effect and shall remain in force until further orders.



(P.K.Mishra, IAS)
Additional Chief Secretary
Finance Department

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, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
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.



Joint Secretary to the
Government of West Bengal