

Government of West Bengal
Finance Department
E-Governance group
325 Sarat Chatterjee Road, Nabanna, Howrah – 711102.

Memo No 2960 F(c Gov)

Dated :12/8/2026

MEMORANDUM

**Sub: Guidelines for Timely Submission of Monthly Treasury Accounts via AGWB
Middleware and Streamlining of Electronic Transmission Process**

In continuation of the Government's ongoing efforts to modernize and streamline the financial reporting system, and in accordance with Treasury Rule 2.35(2) and the guidelines issued by the Comptroller and Auditor General (CAG) of India, the Government of West Bengal hereby issues the following instructions regarding submission of Monthly Treasury Accounts:

1. All Treasuries, Pay and Accounts Offices (PAOs), and Collector Offices shall strictly adhere to the prescribed timelines for electronic transmission of Monthly Treasury Accounts to the AGWB middleware, as laid down in the Treasury Rules and the instructions issued by the Directorate of Treasuries and Accounts (DTA), West Bengal from time to time.
2. Any delay in transmission of Monthly Treasury Accounts beyond the prescribed timeline shall be supported by a written justification from the concerned Treasury Officer (TO) or PAO.
3. Monthly Accounts data shall automatically be transmitted to AGWB middleware, with the sole e-signature of the PAO/Treasury Officer, wherever the e-signature of the concerned e-Accounts Approver is not available for any reason, as in the following cases:
 - (a) **at the day end** of the last prescribed date for accounts submission for the relevant month; or
 - (b) **at the day end** of the date of actual submission by the APAO/Treasury Officer to the e-Accounts approver, in cases where the submission has taken place beyond the scheduled date.
4. These instructions shall apply only to electronic data transmission / online submission of Monthly Treasury Accounts to the AGWB middleware introduced vide order no 579-F(Y) dated 02/02/2024. The existing procedures for submission of hard copies of Monthly Treasury Accounts, including the requirement of signatures of both the Treasury Officer and the Collector, shall remain unchanged.

This order shall take effect immediately. All concerned authorities are directed to ensure strict compliance.



Additional Chief Secretary
Finance Department
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The PA to the Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-1.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-1.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary,
..... Department, Government of West Bengal.
9. The Secretary, Finance (Audit) Department, Government of West Bengal.
10. The Commissioner, Division.
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.
13. The.....Department/Directorate...
.....
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-1.
15. The Director
16. The District Magistrate/District Judge/Superintendent of Police.....
17. The Sub-Divisional Officer,
.....
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer,
22. The Group/
Branch, Finance Department


 Special Secretary to the
 Government of West Bengal