

Government of West Bengal
Finance Department
Audit Branch (Group T)
"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102
(E- 1492851)

No:-3123 - F(Y)

Date:20-08-2026

From: Secretary to the Govt. of West Bengal.

To: 1. ACS/Pr.Secy./ Secy.all departments.

Subject: Suggestions regarding enhancement of delegation of financial powers (administrative expenditure category), in prescribed format, for smooth functioning of all departments including their subordinate offices.

Sir/Madam,

With a view to ensuring smooth and expeditious functioning of your department including subordinate offices, the State Government is considering enhancement of the existing delegation of financial powers under the "Administrative Expenditure" category.

In this context, I am directed to request to kindly furnish your Department's suggestions regarding enhancement of delegation of financial powers, in prescribed format (in excel file) to sogroup@gmail.com within 21 days from the date of issue of this letter.



Additional Chief Secretary to the
Government of West Bengal

Prescribed Format

Sl. no	Items of expenditure	Object head of budget	Delegation to					Remarks
			SDO / heads of offices at subdivision and block level	Other District officers including Divisional Fire Officer (excluding SP)	District Magistrate, Distt. Judge	Heads of departments (other than Div Commissioners / Secretaries / Addl Chief Secretaries)	Addl. Chief Secretary/ Principal Secretary/ Secretary/ Div Commissioner	
1	2	3	4	5	6	7	8	9
Existing								
Proposed								
Justification								

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 Circular in the website of Finance Department.


Joint Secretary to the
Government of West Bengal