

Government of West Bengal
Finance Department
Audit Branch, Group T
(E-1510318)

Memo No: 3270-F(Y)

Date: 02.09.2026

MEMORANDUM

SUB: Functioning of Departmental Tender Committees

In continuation of Memo No. 5965-F(Y) dated 14th September 2018, Administrative Departments and their Subordinate Offices are directed to immediately operationalize their Departmental Tender Committees (DTC) if not done already.

The Committee shall comprise at least the following members:

- An officer in the rank of Joint Secretary or above as Chairman.
- An Engineer/Technical Expert of appropriate seniority.
- The Financial Adviser.
- Any other officer as desired by the Additional Chief Secretary/Principal Secretary/Secretary of the Department.

It is reiterated that the DTCs shall discharge their responsibilities in evaluating and recommending tender-related matters, as detailed in the aforementioned Memo.

All Administrative Departments/ Subordinate Offices are requested to ensure strict compliance with these instructions with immediate effect.



(P K Mishra, IAS)
Additional Chief Secretary
to the Govt. of West Bengal

Copy forwarded for information and necessary action to:

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Pr. A.G. (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 requesting to circulate concerned offices/autonomous bodies/Parastatals under the administrative control of his Department.
5. Special Secretary / Additional Secretary / Commissioner/ Joint Secretary / Deputy Secretary, Finance Department.
6. The General Manager, Reserve Bank of India, Banking Department, 15-N.S. Road, Kolkata-1.
7. Financial Advisor, _____ Department.
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Old Khadya Bhavan, 3rd Floor (East side), 11A Mirza Ghalib Street, Kolkata - 700 087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhavan, 2nd & 3rd Floor, (West side), 11A Mirza Ghalib Street, Kolkata - 700 087.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, Salt Lake, Kolkata - 700064.
13. Commissioner, _____ Division,
14. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police
15. Sub-Divisional Officer, _____
16. Treasury Officer, _____
17. Block Development Officer, _____
18. Group _____ / _____ Branch, Finance Department.
19. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



**Deputy Secretary to the
Government of West Bengal**