



**Government of West Bengal**  
**Finance Department**  
**12<sup>th</sup> Floor, NABANNA**  
**325, S.C. Chatterjee Road, Howrah-711102**

**Memo No. 4391-F(Y)**

**Date: 01/11/2022**

**Notice for Workshop cum sensitization programme of Finance Department & AGWB on 12/11/2022**

Madam / Sir,

The Principal Accountant General, West Bengal has desired to interact with the senior officials of the selective offices of the Presidency Division, West Bengal for generating better insight on State Financial Management and also to mend up the gaps observed in the financial activities executed at the Department, DDO and Treasury levels which lay its impact on State financial accounts. Accordingly the Finance Department, Government of West Bengal has organized a **Workshop cum sensitization programme on 12<sup>th</sup> November, 2022(Saturday) at 10.00 am** in the **Conference Hall of Subhanna, 12<sup>th</sup> Floor, DF Block, Sector 1, Bidhannagar, Kolkata – 700064.**

The major topics of discussion are:

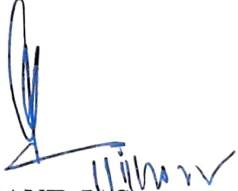
- A. Unadjusted Advances
- B. Utilization Certificates
- C. Grant in Aids
- D. Personal Deposit Accounts
- E. National Highway expenditure and its vouching and accounting
- F. Issues observed on Treasury Inspection
- G. Natural Resource Accounting
- H. Miscellaneous items

The participants listed in the **Annexure “A”** appended herewith are requested to make it convenient to attend the workshop.

A programme schedule of the workshop is also attached herewith in **Annexure “B”** for reference.

We look forward to your presence at this initiative.

Mr. Pritam Chandra Gupta WBA&AS, Deputy Director, DTAWB, Mobile No: 9474002352 Email: jdt4-wb@gov.in shall be the Nodal Officer for the Workshop.

  
**(MANOJ PANT, IAS)**  
**Additional Chief Secretary**  
**Finance Department**  
**Govt. of West Bengal**

1-13) The Additional Chief Secretary / Principal Secretary / Secretary:

Home and Hill Affairs, Health & Family Welfare, Panchayat and Rural Development, Women & Child Development and Social Welfare, Backward Class Welfare and Tribal Development, Agriculture, Urban Development & Municipal Affairs, Food & Supplies, Forest, Public Works, Public Health Engineering, Irrigation and Waterways, Transport Department, Government of West Bengal

14) The Principal Accountant General, West Bengal

15) The Director, Directorate of Treasuries & Accounts, West Bengal

16) The Commissioner, West Bengal State Election Commission

17) The Director, West Bengal Police Directorate

18-21) The District Magistrate, Howrah, North 24 Pgs, South 24 Pgs, Nadia District

22-25) The Superintendent of Police, Howrah, North 24 Pgs, South 24 Pgs, Nadia District

26-30) The Commissioner of Police, Kolkata Police, Howrah, Barrackpore, Bidhannagar Police Commissionerate

31-42) The Sub Divisional Officer, Bidhannagar, Bongaon, Barrackpore, Bashirhat, Uluberia, Canning, Kakdwip, Dimond Harbour, Baruipur, Ranaghat, Kalyani, Tehatta Sub Division

43-45) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I,II,III

46-68) The Treasury Officer, Howrah-I, Howrah-II, Alipur-I, Alipur-II, Barasat-I, Barasat-II, Krishnagar-I, Krishnagar-II, Bidhannagar, Bongaon, Barrackpore-I, Barrackpore-II, Bashirhat, Uluberia, Canning, Kakdwip, Dimond Harbour, Baruipur, Ranaghat, Kalyani, Tehatta, PD Cell, Kolkata Collectorate Treasury

69) The Sr. PA to the Divisional Commissioner, Presidency Division

70) The Network Administrator, Finance Department, Govt. of West Bengal for uploading in the website of Finance Department.

71) Office Copy

  
**Additional Chief Secretary**  
**Finance Department**

1.	<b>State Govt. Administrative Departments:</b> <b>a. To be represented by one officer not below the rank of Special Secretary of the respective Department and</b> <b>b. The Financial Advisor of the Department</b>
i.	Home and Hill Affairs Department
ii.	Health & Family Welfare Department
iii.	Panchayat and Rural Development Department
iv.	Women & Child Development and Social Welfare Department
v.	Backward Class Welfare and Tribal Development Department
vi.	Agriculture Department
vii.	Urban Development & Municipal Affairs Department
viii.	Food & Supplies Department
ix.	Forest Department
x.	Public Works Department
xi.	Public Health Engineering Department
xii.	Irrigation and Waterways Department
xiii.	Transport Department
2.	<b>Office of the District Magistrate:</b> <b>(To be represented by one officer not below the rank of Additional District Magistrate )</b>
i.	Office of the District Magistrate, North 24 Parganas
ii.	Office of the District Magistrate, South 24 Parganas
iii.	Office of the District Magistrate, Howrah
iv.	Office of the District Magistrate, Nadia
3.	<b>Office of the Superintendent of Police:</b> <b>(To be represented by one officer not below the rank of Dy. SP)</b>
i.	Office of the Superintendent of Police, North 24 Parganas
ii.	Office of the Superintendent of Police, South 24 parganas
iii.	Office of the Superintendent of Police, Howrah
iv.	Office of the Superintendent of Police, Nadia
4.	<b>Office of the Sub Divisional Administrative Officers:</b>
i.	The Sub Divisional Officer, Barrackpore
ii.	The Sub Divisional Officer, Bashirhat
iii.	The Sub Divisional Officer, Bongaon
iv.	The Sub Divisional Officer, Bidhannagar
v.	The Sub Divisional Officer, Baruipur
vi.	The Sub Divisional Officer, Canning
vii.	The Sub Divisional Officer, Diamond Harbour
viii.	The Sub Divisional Officer, Kakdwip
ix.	The Sub Divisional Officer, Uluberia
x.	The Sub Divisional Officer, Ranaghat
xi.	The Sub Divisional Officer, Kalyani
xii.	The Sub Divisional Officer, Tehatta
5.	<b>Office of the Police Commissionerate:</b> <b>(To be represented by one officer not below the rank of Dy. CP)</b>
i.	Office of the Commissioner, Kolkata Police
ii.	Office of the Commissioner, Barrackpore Police Commissionerate
iii.	Office of the Commissioner, Bidhannagar Police Commissionerate
iv.	Office of the Commissioner, Howrah Police Commissionerate
6.	<b>The Secretary , West Bengal State Election Commission:</b> <b>(To be represented by one officer not below the rank of Jt. Secretary)</b>
7.	<b>Office of the Director, West Bengal Police Directorate</b> <b>(To be represented by one officer not below the rank of Jt. Director)</b>

8.	<b>Pay &amp; Accounts Officers and Treasury Officers:</b>
i.	Pay & Accounts Officer and three Addl. Pay & Accounts Officers, Kolkata PAO-I
ii.	Pay & Accounts Officer and three Additional Pay & Accounts Officers, Kolkata PAO-II
iii.	Pay & Accounts Officer and three Additional Pay & Accounts Officers, Kolkata PAO-III
iv.	Treasury Officer, Barasat I
v.	Treasury Officer, Barasat II
vi.	Treasury Officer, Barrackpore I
vii.	Treasury Officer, Barrackpore II
viii.	Treasury Officer, Bidhannagar
ix.	Treasury Officer, Bongaon
x.	Treasury Officer, Basirhat
xi.	Treasury Officer, Alipore I
xii.	Treasury Officer, Alipore II
xiii.	Treasury Officer, Baruipur
xiv.	Treasury Officer, Canning
xv.	Treasury Officer, Diamond Harbour
xvi.	Treasury Officer, Kakdwip
xvii.	Treasury Officer, Howrah I
xviii.	Treasury Officer, Howrah II
xix.	Treasury Officer, Uluberia
xx.	Treasury Officer, Krishnanagar I
xxi.	Treasury Officer, Krishnanagar II
xxii.	Treasury Officer, Kalyani
xxiii.	Treasury Officer, Ranaghat
xxiv.	Treasury Officer, Tehatta
xxv.	Dy. Director, PD Cell
xxvi.	Treasury Officer, Kolkata Collectorate

**Annexure B- (Memo No. 4391-F(Y) Date: 01/11/2022)**

**PROGRAMME SCHEDULE**

<b>TIME</b>	<b>PARTICULARS</b>
<b>10:00 am</b>	<b>Registration of Participants (at the conference hall)</b>
<b>10:30 am</b>	<b>Welcome Address by the Addl. Chief Secretary, Finance Department, Govt. of WB</b>
<b>10:45 am</b>	<b>Address by the Pr. Accountant General, WB</b>
<b>11:00 am</b>	<b>Presentation from Office of the Pr. Accountant General, WB</b>
<b>12:15 pm</b>	<b>Tea Break</b>
<b>12:30 pm</b>	<b>Discussion and Feedback sharing</b>
<b>02:00 pm</b>	<b>Closure of Meeting followed by Lunch</b>