

**GOVERNMENT OF WEST BENGAL  
FINANCE (AUDIT) DEPARTMENT  
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 4681-F(H).

Dated, Howrah the 6<sup>th</sup> September, 2016.

**From** : S. K. Ram, W.B.C.S. (Exe.),  
Joint Secretary.

**To** : The Principal Accountant General (A & E), West Bengal,  
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.

**Sub** : Proposal for issuance of authority for D.D.O. functions of Finance  
Department and North Bengal Development Department.

Sir,

I am directed to say that the Governor has been pleased to declare Shri Tara Prasad Basak, Deputy Secretary of Finance Department to act as the Drawing and Disbursing Officer (D.D.O.) in respect of Finance Department and North Bengal Development Department as per provision TR 4.028(4) of W.B.T.R., 2005 vice Shri Bankim Chandra Mandal, Deputy Secretary

Sl. No.	Department	D.D.O. Code	Salary Head of Account	Head of Account for Non-Salary items
1)	Finance Department	CAB/FNA/008	"2052-Sectt. General Services-00-090-Sectt.-NP-Non Plan-007-Finance Department-V-01-Salaries"	"2052-Sectt. General Services-00-090-Sectt.-NP-Non Plan-007-Finance Department-FA-V-13-Office Expenses"
2)	North Bengal Development Department	CAB/NBA/001	"2052-Sectt. General Services-00-090-Sectt.-NP-Non Plan-033-Deptt. of North Bengal Development (N.B.)-V-01-Salaries"	"2052-Sectt. General Services-00-090-Sectt.-NP-Non Plan-033-Deptt. of North Bengal Development (N.B.)-V-13-Office Expenses"

since retired.

2. Shri Basak shall function as Drawing and Disbursing Officer of the Departments with D.D.O. Codes and heads of accounts as detailed in the margin.

3. I am, therefore, directed to request you to

issue the authority in favour of Shri Tara Prasad Basak, Deputy Secretary (Designation of D.D.O.) to function as D.D.O. of the Departments in margin. Four sets of specimen signature of Shri Tara Prasad Basak, the Drawing and Disbursing Officer, duly attested by me are enclosed for necessary action from your end.

4. This issues with the concurrence of the Group-T of Finance Department vide U.O. No.Group-T/2016-2017/0389, dated 05.09.2016.

Yours faithfully,

Sd/- S. K. Ram.

Joint Secretary to the  
Government of West Bengal.

\*\*\*\*\*

No. 4681/1(125)-F(H).

Dated, Howrah the 6<sup>th</sup> September, 2016.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Principal Accountant General (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3<sup>rd</sup> M.S.O. Building, 5<sup>th</sup> Floor, Block-DF, Sector-I, Salt Lake, Kolkata-700 064.
- 3) The Director of Treasuries and Accounts, West Bengal, 4, Lyons Range, Kolkata-700 001.
- 4) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 5) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 6) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III, I.B. Market (1<sup>st</sup> Floor), Salt Lake, Kolkata-700 106.
- 7) The Manager, Reserve Bank of India, Public Accounts Department, Kolkata-700 001.
- 8) The P.S. to Minister-in-Charge, Finance and Excise Department, Government of West Bengal.
- 9) The P.S. to Minister-in-Charge, North Bengal Development Department, Government of West Bengal.
- 10) The P.A. to Principal Secretary, Finance Department, Government of West Bengal.
- 11) The P.A. to Principal Secretary, North Bengal Development Department, Government of West Bengal.
- 12) Shri Tara Prasad Basak, Deputy Secretary, Finance Department.
- 13) All Secretaries / Commissioners / Special Secretaries / Joint Secretaries / Deputy Secretaries / Assistant Secretaries / O.S.D.s / Registrars of Finance Department.
- 14) All Groups / Cells / Branches of Finance Department.
- 15) Shri Mainak Mukhopadhyay, Principal System Analyst / Scientist-D, Nabanna, Howrah-711 102.
- 16) Shri Sumit Mitra, Network Administrator, Finance Department — for uploading in the website of Finance Department.
- 17) Shri Uttam Kumar Dutta, Section Officer, Finance Department, Group-'H'.
- 18) Shri Chandra Sekhar Bera, Upper Division Assistant, Finance Department, Group-'H'.
- 19) Shri Saumitra Biswas (Software Personnel), Finance Department, Group-'H', Nabanna, Howrah.
- 20) Office copy.



Assistant Secretary to the  
Government of West Bengal.