

**Government of West Bengal
Finance Department
Audit Branch**

No. 560 - F(Y)

Dated, 18th January, 2018

MEMORANDUM

Sub: Steps to be followed for issuance of DDO Code and drawal authority for a new DDO

Finance Department have recently modified the provisions for issuance of drawal authority for Drawing and Disbursing Officers as per FD Memo No. 7580-F(Y) dated 07.12.2018. Now, to make the entire process more uniform and transparent, the detailed steps for sanction of a new DDO or changing the jurisdiction of a DDO from one Treasury to another are prescribed below:

Steps for Sanction of new DDO:

1. The Administrative Department will first send a proposal to Group T of Finance Department along with necessary justifications and with the views of Financial Advisor of the Department and approval of the ACS/Principal Secretary/Secretary of the Department specifying the following information :
 - a. Name and address of the Office (In case the office is a new one the Office Creation Order is to be furnished)
 - b. Designation, Scale of Pay and post creation order (for newly created post) of the proposed DDO.
 - c. Name of the proposed Treasury / PAO.
 - d. Expenditure Head of Accounts (Mentioning object class) which are proposed to be drawn by the concerned DDO
2. After obtaining approval from Finance Department the Administrative Department will issue an order assigning the DDO function to such officer and forward the Order along with all details and 4 copies of Specimen signatures of the DDO to the Directorate of Treasuries and Accounts (DTA) for issuance of Drawal Authority and DDO Code. A copy of the order should also be endorsed to the office of Accountant General (Accounts & Entitlement), West Bengal.
3. After verification of all details the Directorate of Treasuries and Accounts will issue DDO Code and a letter of authority to draw fund and forward the same along with one copy of specimen signature to the concerned Treasury Officer. DTA will also endorse one copy of the drawal authority along with specimen signature and DDO code to the office of Accountant General (Accounts & Entitlement), West Bengal and to the Head of the concerned Office.
4. The concerned Officer will then approach the Treasury with a copy of the Order of Administrative Department and Drawal authority & DDO Code issued by the DTA for issuance of BTR and start functioning as DDO.

Steps for issuance of drawal authority/DDO code when an office is shifted from jurisdiction of one Treasury to other

1. The Administrative Department will first send a proposal to Group T of Finance Department along with necessary justifications and with the views of Financial Advisor of the Department and approval of the ACS/Principal Secretary/Secretary of the Department for shifting an office from the jurisdiction of one Treasury to other.
2. After obtaining approval from Finance Department the Administrative Department will issue an order for assigning the DDO function to the concerned officer under jurisdiction of new Treasury and forward the Order along with all details and 4 copies of Specimen signatures of the DDO to the Directorate of Treasuries and Accounts for issuance of Drawal Authority and DDO Code under the new Treasury. A copy of the order should also be endorsed to the office of Accountant General (Accounts & Entitlement), West Bengal.
3. After verification of all details the Directorate of Treasuries and Accounts will issue new DDO Code and a letter of authority to draw fund and forward the same along with one copy of specimen signature to the Treasury Officer of the new Treasury with intimation to the old treasury. DTA will also endorse one copy of the drawal authority along with specimen signature and the new DDO code to the office of Accountant General (Accounts & Entitlement), West Bengal and to the Head of the concerned Office. The Old DDO Code will be deactivated by DTA in due course.
4. The concerned Officer will then approach the new Treasury with a copy of the Order of Administrative Department and Drawal authority & new DDO Code issued by the DTA for issuance of BTR and start functioning as DDO.

This order takes immediate effect and is issued in supersession of all relevant Rules and provisions prevailing in this regard. Necessary amendments in Rule 4.018, 4.019 and other relevant rules / provisions of WBTR, 2005 will be made in due course.

(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal

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, Govt of West Bengal.

5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department
_____.
7. Commissioner, _____ Division.
8. Director _____
_____.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____
_____.
11. Sub-Divisional Officer, _____.
12. Block Development Officer, _____.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata – 700064.
16. Treasury Officer, _____.
17. Group _____ / _____ Branch, Finance Department.
18. 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