

**GOVERNMENT OF WEST BENGAL**

Finance [Audit] Department,  
"NABANNA" 10<sup>th</sup> floor  
Mandirtala, Howrah - 711 102

No.:5688-F(Y)

Dated, Howrah the 3<sup>rd</sup> November, 2016.

M E M O R A N D U M

Sub: Procedure for Transfer of EMD received online through the e-tender portal to the Security Deposit Head of Account maintained at the Treasury/PAO.

Finance Department vide G.O. No. 3975-F(Y) dated 28.08.2016 has detailed the procedure of accounting of EMD money of the successful bidders through e-Tender portal of the Government of West Bengal. But after abolition of LOC system Security Deposit Account of the Works/Forest Departments is maintained at the treasuries vide G.O. No. 3292-F(Y) dated 24.04.2015. Now the question arises as how the EMD money shall be transferred to the Security Deposit Account maintained at the treasury and how the refund shall be made to the contractors/suppliers on successful completion of the intended work. The matter was under active consideration of the Government for sometime time past and the Governor is pleased to prescribe the following procedure for the same.

- 1) The Departmental Officer of the department inviting tender shall submit the bill through the regular DDO of the establishment for transfer of fund into Security Deposit Account maintained at the Treasury/PAO. The sanction order for such shall be made by the Departmental Officer in whose favour deposit was made.
- 2) The bill shall be submitted at the Treasury/PAO where the Security Deposit Account exists and through the regular DDO already transacting business with the Treasury/PAO in TR Form No. 42 through e-Billing module of IFMS under the Head of Account '8443-00-103-001-23' for transfer of fund to the Security Deposit Account (Under head of account '8443-00-108-004-07-Works Security Deposit or '8443-00-109-003-07-Forest Security Deposit') following the procedure detailed in G.O. No. 1611-F(Y) dated 18.03.2016.
- 3) DDO shall ensure the Operator Code and Scheme ID assigned by the Treasury/PAO while preparing the transfer bill through e-Billing module.
- 4) After successful completion of the work, DDO shall prepare the refund of Security Deposit Bill in TR Form No. 70C through e-Billing module of IFMS under the Head of Account '8443-00-108-004-23-Works Security Deposit' or '8443-00-109-003-23-Forest Security Deposit', as the case may be, following the usual procedure.
- 5) In case after transferring the fund from EMD account head to Security Deposit Account, any amount of Security Deposit or part thereof is required to be forfeited due to terms of the tender or any other reasons, such may be transferred to the appropriate revenue head of the government in TR Form No.70C accompanied by TR-7A challan through e-Billing module of IFMS.
- 6) Payment from the head of EMD and receipt into the Security Deposit Account shall be reflected in the Plus-Minus Memo of the concerned Treasury/PAO accordingly.


Sd/- P. A. Siddiqui  
Secretary to the  
Government of West Bengal

No.5688/1(500)-F(Y)

Dated, the 3<sup>rd</sup> November, 2016

Copy forwarded for information and necessary to :-

- 01) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata- 1.
- 02) The Principal Accountant General (Audit) West Bengal, Treasury Buildings, Kolkata- 1.
- 03) The Additional Chief Secretary/Principal Secretary/Secretary, \_\_\_\_\_  
\_\_\_\_\_
- 04) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata- 700012.
- 05) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700 073.
- 06) All Special Secretary/Joint Secretary/Deputy Secretary/Assistant Secretary/O.S.D./Registrar of this Department
- 07) The Deputy Secretary, Finance Department, Accounts Branch, Nabanna, Howrah
- 08) The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Salt Lake, Kolkata-91
- 09) The District Magistrate/Judge \_\_\_\_\_  
\_\_\_\_\_
- 10) The Sub-Divisional Officer, \_\_\_\_\_  
\_\_\_\_\_
- 11) The Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
- 12) The Commissioner, \_\_\_\_\_
- 13) The Superintendent of Police, \_\_\_\_\_
- 14) The Pr. Industrial Training Institute, \_\_\_\_\_  
\_\_\_\_\_
- 15) The Superintending Engineer/Exe. Engineer, \_\_\_\_\_  
\_\_\_\_\_
- 16) All Groups/Cells/Branches of this Department
- ✓ 17) 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