

**Government of West Bengal**  
**Finance Department**  
**Audit Branch (Group T)**  
**"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102**  
**(E-16907)**

No. 601 - F(Y)

Dated, Howrah the 17<sup>th</sup> February, 2025

**MEMORANDUM**

It has been experienced that during the fag end of the Financial Year i.e. in February and March of every Financial Year, large numbers of bills are presented before the Treasuries /Pay & Accounts Offices leading to huge accumulation of bills in those Offices. Such a situation may be avoided if submission of bills is made in a systematic and phased manner. Finance Department issues guidelines every year in this respect and like previous occasions all the DDOs are requested to adhere to the following schedules for submission of bills in February/March 2025:

Sl. No.	Description	Date by which bills/Advices are to be submitted to Treasury/PAO
A	Allotment/Sanction (including JIT-SPARSH) issued: Upto 17.02.2025 Between 18.02.2025 to 28.02.2025 Between 01.03.2025 to 10.03.2025 Between 11.03.2025 to 21.03.2025 Between 22.03.2025 to 26.03.2025 On 28.03.2025	28.02.2025 10.03.2025 15.03.2025 22.03.2025 26.03.2025 28.03.2025
B	(a) Bill on account of arrear salaries & other personal claims including retirement benefits (b) T.A. Bills for Journey completed- (i) Till 28.02.2025 (ii) Between 01.03.2025 to 19.03.2025 (iii) Between 20.03.2025 to 26.03.2025 <i>No further personal claims (refer a &amp; b) will be entertained at Treasuries thereafter.</i>	18.03.2025  13.03.2025 20.03.2025 28.03.2025
C	Salary bills, Wages bill and Remuneration Bills for the month of March 2025. Grant in Aid Salary Bills and Salary from LF A/Cs for the month of March 2025.	18.03.2025  21.03.2025
D	Works & Forest Division bills from the Deposit Account maintained at the Treasury/PAO in TR-70B & 70C.	24.03.2025
E	Works & Forest Division Bills in TR-70 against Sanction/Allotment has been issued: Upto 17.02.2025 Between 18.02.2025 to 28.02.2025 Between 01.03.2025 to 10.03.2025 Between 11.03.2025 to 21.03.2025 Between 22.03.2025 to 26.03.2025 On 28.03.2025	28.02.2025 10.03.2025 15.03.2025 22.03.2025 26.03.2025 28.03.2025
H	E-Advices of the Deposit Accounts of LF/PL/PF Administrators/Operators.	24.03.2025

2. All Sub-Allotting Officers shall distribute the fund to the DDOs for drawal and disbursement well ahead without holding them till the fag end.
3. **No new bills shall be received by the Pay & Accounts Offices/ Treasuries after 4 p.m. on 28.03.2025.**
4. Pay & Accounts Offices/Treasuries shall put in all efforts to process all Bills/Advices on day to day basis.
5. DDOs should ensure that objected bills are re-submitted in the Pay & Accounts Offices/ Treasuries in the following manner:
  - a. Bills returned/objected before **13.03.2025** shall be resubmitted by **17.03.2025**.
  - b. Bills returned/objected during the period from **13.03.2025** to **21.03.2025** must be resubmitted by **24.03.2025**.
  - c. Bills returned between **24.03.2025** and **25.03.2025** must be resubmitted by **26.03.2025**.
  - d. Bills returned on **26.03.2025** must be resubmitted on **26.03.2025**.
  - e. Bills returned on **28.03.2025** must be resubmitted by **4 PM** on **28.03.2025**.
6. Pay & Accounts Officer/Additional Pay & Accounts Officer/Treasury Officer/Additional Treasury Officer shall arrange to generate and deliver payment mandate/cheques/Nil Bill Statements/PL Transfer Statements, on day to day basis. **No requests for back end delivery of cheques/Nil Bills/PL Transfer statements after the end of the Financial Year will be entertained.**
7. Receipts for FY 2024-25 through Treasury link-banks & e-Treasury (GRIPS) will be **permitted beyond 28.03.2025**, till such date as authorized by the Reserve Bank of India. All such receipts shall be duly incorporated into the monthly accounts for the month of March-2025.
8. (a) No advance shall be drawn without specific concurrence of the Finance Department, Group-T.  
(b) U.O No issued by the Finance Department (Group-T) shall mandatorily be quoted in all orders sanctioning an advance drawal.
9. (a) No amount shall be transferred to the PL/LF deposit account unless specifically authorized by the Finance Department (Group-T) except for the following:
  - i. Where there are standing orders authorizing such transfer with the concurrence of Finance Department.
  - ii. Transfer of Grants to Grantee Institutions in their respective LF/PL accounts.
  - iii. Transfer of funds guided by FD Memo No. 3626-F(Y) Dated: 10.07.2014 read along with FD Memo No. 1033 Dated: 20.02.2018.
- 10.(a) Salary for the month of March, 2025 in respect of State Government employees, Employees of Non-Government aided educational institutions, Libraries, Employees of Panchayat Bodies; Employees paid out of deposit accounts/Grant-in-aid etc. shall be paid on **02.04.2025**.  
(b) Monthly Wages, Honorarium, Remuneration, Stipend shall also be paid on **02.04.2025**.

Pay & Accounts Offices/Treasuries shall generate the referred mandates on RBI for credit into the Bank Account on **02.04.2025** and deliver cheques (if any, in this regard) through system mandatorily within **28.03.2025** with specific instruction for non-encashment before **02.04.2025**.

11. Monthly Pension for the month of March, 2025 shall be paid on **02.04.2025**.
12. District Magistrates and Sub-divisional Officers (in the outlying sub-divisions) shall issue necessary instructions on the above lines to the DDOs so that the work in the Treasuries can be completed smoothly at the close of the financial year.
13. The Treasuries as and when necessary, may be strengthened temporarily by deputing staff from other sections of the District or Sub-Divisional Offices in the month of March 2025. District Magistrates and Sub-Divisional Officers shall look into the matter in consultation with the Treasury Officer.
14. Monthly accounts for the month of March, 2025 must be submitted to the Office of the Accountant General (A&E), West Bengal by **16.04.2025**.
15. The timelines for preferring bills in the Treasuries should be strictly followed. System will *restrict the preparation and submission of bills after 4 PM on 28.03.2025*. All the Administrative Departments, Sub-Allottee Officers, Pay & Accounts/Treasury Officers, DDOs and Administrators of Deposit Account holders are requested to plan accordingly.



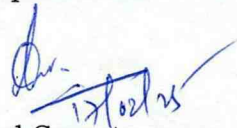
Additional Chief Secretary  
Government of West Bengal  
Finance Department

No.601/1[500]- F(Y)

Dated, Howrah the 17<sup>th</sup> February, 2025

Copy forwarded for information and necessary action to:

1. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department. He is requested to circulate this order to all the Offices/local bodies/Parastatals under the Department.
2. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700001.
3. District Magistrate / District Judge / Superintendent of Police / Commissioner \_\_\_\_\_
4. Sub-Divisional Officer, \_\_\_\_\_.
5. Pay & Accounts Officer / Treasury Officer, \_\_\_\_\_.
6. Chief General Manager, Reserve Bank of India, Kolkata Regional Office, Kolkata 700001.
7. Central Pension Processing Cell, Pension Disbursing Banks, \_\_\_\_\_.
8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Special Secretary  
Government of West Bengal  
Finance Department