

Government of West Bengal
Finance Department
Audit Branch

No. 6924-F(Y)

Dated, 13th November, 2017

To

Additional Chief Secretary / Principal Secretary / Secretary,
..... Department,
Government of West Bengal

Sub: Review Meeting with Financial Advisors

Sir / Madam,

I am directed to inform you that 3rd quarterly review meeting of the Financial Advisors will be held in the Conference Hall of Finance Department at 12th Floor of Nabanna, Howrah on the 22nd of November, 2017, at 11.30AM to discuss the following agenda items:

1. Budget matters
2. Report on the Bank Accounts of the Directorate, Society etc. Under the administrative control of the Department as per Annexure-A enclosed with Memo. No. 3368-F(Y) dated 31.05.2017 (if not submitted earlier)
3. Surrender of fund from Bank Accounts / Deposit Accounts and Certificate as required by Memo No.6351-F(Y), dt.18.10.2017 and submission of a report in the format given in Annexure-B attached herewith.
4. Role of FA for successful compliance of e-tender / e-Auction provisions by the Statutory Bodies / PSUs / other Parastatals
5. Matters related to Final Accounts of PSUs
6. WBTR / WBFR matters
7. IFMS
8. HRMS
9. Work evaluation of AO (Audit) – up to date position of outstanding paras as per previously circulated proforma.
10. References made to Finance Department
11. Outstanding Advances — Report on unadjusted Advances in annexed proforma-C
12. Miscellaneous.

It is therefore requested to kindly depute your Departmental Financial Advisor and Deputy Financial Advisor / Accounts Officer to attend the meeting along with these reports.

Yours faithfully,

Sd/- S. K. De

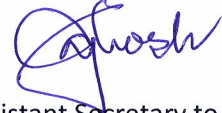
Deputy Secretary to the
Government of West Bengal

No. 6924/1(10)-F(Y)

Dated, 13th November, 2017

Copy forwarded for information and with the request to attend the meeting to:

1. Sri P.A. Siddiqui, IAS, Secretary, Finance Department.
2. Sri Pawan Kadyan, IAS, Joint Secretary, Finance Department.
3. Sri Debasish Bhattacharya, WBA&AS, Joint Secretary, Group 'N', Finance Department.
4. Financial Advisor, _____ Department.
5. Sri Subrata Kumar Sarkar, WBA&AS, Joint Director of Treasuries & Accounts, West Bengal, Mitra Building, 3rd Floor, 8, Lyons Range, Kolkata – 700001.
6. Sri Amit Sarkar, WBA&AS, Deputy Secretary, E-Governance Group, Finance Department.
7. Sri Subrata Kr. De, WBA&AS, Deputy Secretary, Group T, Finance Department.
8. Sri Sanjay Ghosh, WBA&AS, Assistant Secretary, Group T, Finance Department.
9. P.A. to Principal Secretary, Finance Department.
10. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Notice in the Finance Department website.



Assistant Secretary to the
Government of West Bengal

Annexure-B

Name of the Administrative Department:

Sl No.	Name of the Parastatal (Corporations, PSUs, Board, Society, Samiti, Authority etc.)	Whether having LF/PL/Deposit A/c.	Whether the unutilised funds in LF/PL/Deposit Accounts/Bank Accounts have been refunded as per FD Memo 5536-F(Y) Dt.04.09.17 and subsequent orders issued in this regard. If yes, the amount may be specified.	Whether the MD/CEO/Administrative Head has certified that all e-tender/e-Auction formalities and all other financial norms are observed in ALL CASES by the organisation.	Remarks

**Signature of
ACS/Principal Secretary/ Secretary**

