Government of West Bengal
Finance (Budget) Department
NABANNA, Howrah – 711 102

No.740 -FB

Dated 2nd September, 2019

<u>M E M O R A N D U M</u>

Sub.: Up gradation of Rural Infrastructure Development Fund (RIDF) Module and process for submission of online request for release of fund for RIDF projects.

For managing the Rural Infrastructure Development Fund (RIDF) we have a separate RIDF Module in the website of the Finance Department. With the increasing numbers of RIDF projects of different Administrative Departments there has been a growing demand for upgrading the existing RIDF Module by incorporating certain other user friendly features

2.   Now, the undersigned is directed by the order of the Governor to say that the Governor is pleased to upgrade the existing RIDF Module, whereby the Administrative Departments will not only be able to monitor the financial progress of all projects but also be able to send the request of fund etc through it. This will definitely ensure faster processing for release of fund for RIDF projects. Furthermore, it will also help the users with all the relevant information about a RIDF project at a click of a button.

3.   Under the upgraded version of the RIDF Module the Administrative Departments will be able to:

➤ Generate Format-P from the system by entering certain essential information relating to a project like Awarded Cost, percentage of physical progress, details of UC submitted, proposal for release of fund etc.

➤ Prepare "REQUEST for release of fund" to the Finance (Budget) Department. However, while making online request the Administrative Department shall have to attach the following in pdf format :

    i.   Authenticated Format-P (as generated from RIDF Module)

    ii.   Authenticated Statement-A as generated from AAFS Module of IFMS or authenticated Statement-A as prepared manually (if not generated from AAFS Module)

    iii.   Authenticated Statement H

    iv.   Copy/copies of work order/s

    v.   MOU/Government Orders (where claim for fund release is more than the admissible amount)

    vi.   Supporting documents for lapsed amount etc.

➢ See the status of the fund request from the MIS Menu.

➢ View/download all MIS reports under pdf format.

4. Nodal Officer of the respective Administrative Department will be able to create Operator/s in the RIDF Module. Only the Nodal Officer is authorised to send fund request proposal to the Finance (Budget) Department through this Module. After the necessary approval the UO of FD will be uploaded in the Module. The Administrative Departments will download the UO, issue necessary Government order and release project-wise fund through AAFS Module of IFMS.

5. The RIDF Module is available in the website of Finance Department (www.wbfin.nic.in). The user-id and password for this new version of RIDF Module is the same as that of the old version of RIDF Module. The user manual of the Module is available under 'User Administration' Menu.

6. The new system will go live from 9th September, 2019. The Administrative Department will be able to send their proposal for release of fund under RIDF projects through the new system from 9th September, 2019 onwards. However, till 15th September, 2019 it is not being mandatory. **It will become mandatory on and from 16th September, 2019 only**. The idea is to allow this time period from 9th September, 2019 till 15th September, 2019 to the officers and staff handling these projects to get more acquainted with the new system and for which the necessary training has already been imparted by the Finance Department. **Any request(s) received otherwise from 16th September, 2019 onwards will not be processed under any circumstances**.

7. This is issued in the interest of public service.

(H.K. Dwivedi)
Additional Chief Secretary
to the Government of West Bengal

No.   /1(250)-FB

Dated 2nd September, 2019

Copy forwarded for information & necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001;
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2 Govt. Place (West), Kolkata-700 001;
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. complex, 'C' East Wing, 5th Floor, Salt Lake, Section-1, Kolkata-700064;
4. Accountant General (E&RSA), West Bengal, 3rd MSO Building, CGO complex, DF Block, 5th Floor, Section-1, Salt Lake, Kolkata-700064;
5. _____Group/Branch, Finance Department;
6. Sr. P.S. to Chief Secretary;
7. The   Additional   Chief   Secretary/Principal   Secretary/Secretary, _____Department.
8. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Building, 8 Lyons Range, Kolkata-700001;
9. The Commissioner, _____ Division,
10. District Magistrate, _____ _____District;
11. The Treasury Officer, _____Treasury;
12. The State Information Officer, National Informatics Centre, Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091;
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012;
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700012;
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Salt Lake, Sector-III, Kolkata-7000106;
16. The Chief General Manager, NABARD, Abhilasha, 2nd Floor, 6, Royd Street, Kolkata – 700 016.
17. Sri Sumit Mitra, Network Administrator, Finance Department for uploading the Memorandum in the Finance Department's Website.

Deputy Secretary
to the Government of West Bengal