

Government of West Bengal
Finance Department
Audit Branch
NABANNA, Howrah- 711102

No. 776 -F(Y)

Dated, Howrah the 15.02.2024

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 2024:

Sl. No.	Description	Date by which bills/Advices are to be submitted to Treasury/PAO
A	Allotment/Sanction issued: Upto 16.02.2024 Between 17.02.2024 to 29.02.2024 Between 01.03.2024 to 10.03.2024 Between 11.03.2024 to 21.03.2024 Between 22.03.2024 to 26.03.2024 On 27.03.2024 On 28.03.2024	29.02.2024 11.03.2024 15.03.2024 22.03.2024 27.03.2024 27.03.2024 28.03.2024
B	(a) Bill on account of arrear salaries & other personal claims including retirement benefits (b) T.A. Bills for Journey completed- (i) Before 29.02.2024 (ii) Between 01.03.2024 to 10.03.2024 (iii) Between 11.03.2024 to 24.03.2024 <i>No further personal claims (refer a & b) will be entertained at Treasuries thereafter.</i>	18.03.2024 12.03.2024 18.03.2024 27.03.2024
C	Salary bills and Wages bill for the Month of March 2024. Grant in Aid Salary Bills for March 2024.	18.03.2024 21.03.2024
D	Works & Forest Division bills from the Deposit Account maintained at the Treasury/PAO in TR-70B & 70C.	22.03.2024
E	Works & Forest Division Bills in TR-70 against Sanction/Allotment has been issued: Upto 16.02.2024 Between 17.02.2024 to 29.02.2024 Between 01.03.2024 to 10.03.2024 Between 11.03.2024 to 21.03.2024 Between 22.03.2024 to 26.03.2024 On 27.03.2024 On 28.03.2024	29.02.2024 11.03.2024 15.03.2024 22.03.2024 27.03.2024 27.03.2024 28.03.2024
H	E-Advices of the Deposit Accounts of LF/PL/PF Administrators/Operators.	22.03.2024

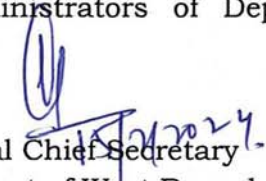
2. All Sub-Allotting Officers shall distribute the fund to the DDOs for drawal and disbursement well ahead without holding them till the fag end.

3. **No new bills shall be received by the Treasury/Pay & Accounts Offices after 4 p.m. on 28.03.2024.**
4. Treasury/Pay & Accounts Offices shall dispose of all the bills received in the Treasury, in the following manner:
 - a. Bills received from **01.03.2024** to **15.03.2024** should be processed within the next day of receipt of the bill.
 - b. Bills received on and after **18.03.2024** should be processed on the same day.
5. DDOs should ensure that objected bills should be re-submitted in the Treasury/ Pay & Accounts Offices in the following manner:
 - a. Bills returned/objected before **13.03.2024** shall be resubmitted by **15.03.2024**.
 - b. Bills returned/objected during the period from **13.03.2024** to **20.03.2024** must be resubmitted by **22.03.2024**.
 - c. Bills returned between **21.03.2024** and **22.03.2024** must be resubmitted by **27.03.2024**.
 - d. Bills returned on **27.03.2024** must be resubmitted on **27.03.2024**.
 - e. Bills returned on **28.03.2024** must be resubmitted by **4 PM** on **28.03.2024**.
6. Pay & Accounts Officer/ Additional Pay & Accounts Officer/Treasury Officer/Additional Treasury Officer shall arrange for the generation of payment mandate/delivery of cheques/Nil Bill Statements/PL Transfer Statements, if any, as soon as bills are passed and ensure that no mandate/cheque/Nil Bill/PL transfer statements are pending for delivery through system on 28.03.2024. **In no case any request for back end delivery of cheque/Nil Bill/PL Transfer statements shall be entertained.**
7. Receipts for FY 2023-24 through Treasury link-banks & e-Treasury (GRIPS) will be **permitted beyond 28.03.2024**, 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-2024.
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 where there are standing orders authorizing such transfer with the concurrence of Finance Department.
(b) No concurrence of Finance Department (Group-T) will be required for transferring Grants to Grantee Institutions in their respective LF/PL deposit accounts and for making payments to implementing agencies under Rule 47D of WBFR and as per FD Memo No. 3626-F(Y) dated-10.07.2014 read along with Memo No. 1033-F(Y) dated- 20.02.2018.
- 10.(a) Salary for the month of March, 2024 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 **02.04.2024**.

(b) Monthly Wages, Honorarium, Remuneration, Stipend shall also be paid on **02.04.2024**.

Treasury/Pay & Accounts Offices shall generate the referred mandates on RBI for credit into the Bank Account on **02.04.2024** and deliver cheques (if any, in this regard) through system mandatorily within **28.03.2024** with specific instruction for non-encashment before **02.04.2024**.

11. Monthly Pension for the month of March, 2024 shall be paid on **02.04.2024**.
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 2024. 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, 2024 must be submitted to the Office of the Accountant General (A&E), West Bengal by **19.04.2024**.
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 28.03.2024*. All the Administrative Departments, Sub-Allottee Officers, Treasury/Pay & Accounts Officers, DDOs and Administrators of Deposit Account holders are requested to plan accordingly.



Additional Chief Secretary
Government of West Bengal
Finance Department

No. 776/1[300]- F(Y)

Dated, Howrah the 15.02.2024

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, 3rd 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