

Government of West Bengal
Finance Department
Audit Branch

No. 585(65)-F(Y)

Date : 27-01-2010

From : C. C. Bhattacharya,
Joint Secretary to the
Government of West Bengal,
Finance Department.

To : The Principal Secretary/Secretary,
_____.

Sir/Madam,

It has been experienced that during the final months i.e. February and March of the financial year large number of bills are presented before the Pay & Accounts Offices, I&II Kolkata leading to huge accumulation of the bills in those offices and extreme pressure on the staff concerned. There is likelihood of committing mistakes resulting in complications when the Officers and Staff are to work under high stress, such a situation is avoidable if submissions of the bills are made in systematic and phased manner. Finance Department issues guidelines every year in this respect and these are reiterated in the following manner for the financial year 2009-2010 for adherence.

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| A) | SANCTIONS ISSUED UPTO

27-01-2010
16-02-2010
05-03-2010 | DATE BY WHICH BILLS ARE TO BE
SUBMITTED TO PAY AND ACCOUNTS
OFFICES

09-02-2010
23-02-2010
15-03-2010 |
| B) | BILLS AGAINST CONTINGENT
EXPENSES INCURRED AND TA
BILLS FOR THE JOURNEYS
UNDERTAKEN UPTO

28-01-2010
08-03-2010 | DATE BY WHICH BILLS ARE TO BE
SUBMITTED TO PAY AND ACCOUNTS
OFFICES

16-02-2010
18-03-2010 |
| C) | ALL OTHER BILLS: | 22-03-2010 |
| D) | The pay bills for March 2010 should be presented by 12-03-2010. Bills for all other personal claims must be submitted on or before 12-03-2010. | |
| E) | i) Bills returned before 02-02-2010 shall be resubmitted before 12-02-2010.
ii) Bills returned from 02-02-2010 to 15-03-2010 shall be resubmitted within 7-days from the date of return and the bills returned on 19 th & 22 nd March, 2010 shall be resubmitted within 3-days. | |

iii) Bills returned during the period from 23-03-2010 to 26-03-2010 shall be resubmitted on the very next day of the date of return.

iv) Bills returned on 30-03-2010 shall be resubmitted on the same day by 3 p.m.

v) Bills returned on 31-03-2010 shall be resubmitted by 2 p.m. on 31-03-2010.

F) Closing of March, 2010 accounts shall be completed by mid-night of 31st March, 2010. Cheque/Cheques remained undelivered on mid-night of 31st March, 2010 should be cancelled forthwith so that no Cheque is delivered next day under any circumstances. This should be strictly adhered to.

G) You are, therefore, requested to please issue suitable instructions to all drawing and disbursing Officers under your administrative control and under the payment control of Kolkata Pay & Accounts Offices to strictly follow the above programme so that the work in the Kolkata Pay & Accounts Offices can be carried out smoothly at the end of the financial year. Failing to comply with the above time schedule may lead to non-realisation of bills for which DDOs shall be responsible.

H) No advance drawal shall be made without specific concurrence of the concerned Administrative Group of Finance Department. No amount shall be credited to the Deposit Account (PL/LF/Deposit Account) unless specific authorization to that effect is given in the G.O. However, this restriction shall not apply to those accounts opened under statutory provisions.

Yours faithfully,
Sd/- C.C.Bhattacharyya.
Joint Secretary to the
Government of West Bengal
Finance Department.

No. 585/1(250)-F(Y)

Date : 27-01-2010

Copy forwarded for information and necessary action to the :-

1. The
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2. Pay & Accounts Officer, Kolkata Pay & Accounts Officer-I, 81/2/2, Phears Lane, Kolkata-700 012.
3. Pay & Accounts Officer, Kolkata Pay & Accounts Officer-II, P-1, Hyde Lane, Jawahar Building, Kolkata-700 073 – with 500 extra copies for circulation to the Drawing and Disbursing Officers under their payment control.
4. Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata-1.
5. Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-1.
6. The Commissioner, Presidency Division, 11, N.S. Road, Kolkata-1.

Sd/- C.C.Bhattacharyya.
Joint Secretary to the
Government of West Bengal
Finance Department.