

Government of West Bengal
Finance Department
Audit Branch

No. 544(65)-F(Y)

Kolkata, the 17th January, 2012

From : Swapan Kr. Paul,
Joint Secretary to the
Government of West Bengal.

To : The Additional Chief Secretary / 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 & 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 2011-2012 for adherence.

A)	SANCTIONS ISSUED UPTO	DATE BY WHICH BILLS ARE TO BE SUBMITTED TO PAY AND ACCOUNTS OFFICES
	27.01.2012	10.02.2012
	15.02.2012	23.02.2012
	29.02.2012	09.03.2012
	15.03.2012	19.03.2012
B)	BILLS AGAINST CONTINGENT EXPENSES INCURRED AND TA BILLS FOR THE JOURNEYS UNDERTAKEN UPTO	DATE BY WHICH BILLS ARE TO BE SUBMITTED TO PAY AND ACCOUNTS OFFICES
	27.01.2012	15.02.2012
	09.03.2012	15.03.2012
	15.03.2012	19.03.2012
	19.03.2012	23.03.2012

- C) i) The Pay bills for March, 2012 should be presented by 12.03.2012.
- ii) DDOs attached with the Pay & Accounts Office-III, at Salt Lake shall submit their regular pay bills for the month of March, 2012 between 5th March, 2012 and 15th March, 2012 positively at the Pay & Accounts Office-III at Salt Lake.
- D) Bills for other personal claims must be submitted on or before 12.03.2012.
- E) i) Bills returned upto 03.02.2012 shall be resubmitted on or before 13.02.2012.
- ii) Bills returned between 06.02.2012 and 16.03.2012 shall be resubmitted within 7 days from the date of return and the bills returned between 19th & 23rd March, 2012 shall be resubmitted within 3 days.
- iii) Bills returned during the period from 26.03.2012 to 28.03.2012 shall be resubmitted on the very next day of the date of return.
- iv) Bills returned on 29.03.2012 shall be resubmitted on the same day by 3 p.m.

- v) Bills returned before 2 p.m. on 30.03.2012 shall be resubmitted by 2 p.m. on 30.03.2012 and the subsequent returned bills should be resubmitted within an hour from the time of return and after 8-00 p.m. on 30.03.2012 no resubmission of bills shall be allowed.
- F) Closing of March, 2012 accounts shall be completed by midnight of 30th March, 2012. Cheque/Cheques remained undelivered on mid-night of 30th March, 2012 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 programmes 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,




Joint Secretary to the
Government of West Bengal
Finance Department

No. 544/1(250)-F(Y)

Kolkata, the 17th January, 2012

Copy forwarded for information and necessary action to :-

1. The
2. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
3. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata - 700 073.
4. The Pay & Accounts Officer, Pay & Accounts Office-III, I.B. Market, Salt Lake, Kolkata - 700 091.
- With 500 extra copies for the three Pay & Accounts Office-III for circulation to the Drawing and Disbursing Officers under their payment control.
5. The Director of Treasuries & Accounts, West Bengal
6. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata - 1.
7. The Commissioner, Presidency Division, 11, N.S. Road, Kolkata-1.



Joint Secretary to the
Government of West Bengal
Finance Department