



H.K. Dwivedi, IAS

**Principal Secretary**

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6<sup>th</sup> September, 2013.

No.FS-160/2013

The Additional Chief Secretary/Principal Secretary/Secretary,

Department,

Government of West Bengal.

**Sub : Submission of Quarterly Report on Status of Scheme**

Sir/Madam,

The matter of monitoring of Release and Expenditure of Plan Fund was discussed in the Review meeting of the Hon'ble Chief Minister held on 20<sup>th</sup> August, 2013 at Town Hall, Kolkata.

2. Finance Department has now developed a software for capturing Quarterly Expenditure Report for schemes which are being executed under the State Plan by the administrative departments. The link Quarterly Report on 'Scheme Status' has been made available at the Finance Department's website at [www.wbfin.gov.in](http://www.wbfin.gov.in). The online application would capture all necessary details of the schemes. The software also has a facility for downloading the MIS on 'Scheme Status' by the Addl. Chief Secretary/Principal Secretary/Secretary of the concerned administrative department.

3. You are requested to kindly upload the Quarterly Report within 10 days following the end of each quarter. The reporting schedule is given as under:

Name of the Quarter	Months	Time
First	April to June	By 10 <sup>th</sup> of July
Second	July to September	By 10 <sup>th</sup> of October
Third	October to December	By 10 <sup>th</sup> of January
Fourth	January to March	By 10 <sup>th</sup> of April

4. You are further requested that the status of the schemes **as on 31<sup>st</sup> August, 2013** may kindly be **uploaded by 15<sup>th</sup> September, 2013 positively**. User guideline for use of the software is enclosed herewith for your ready reference.

The matter is most urgent.

Thanking you,

Yours faithfully,

Sd/-

(H.K. Dwivedi)

Encl.: As stated.

Copy forwarded to :

- ✓ The Chief Secretary, Government of West Bengal for information.
2. Shri A.R. Chakraborty, Secretary, Finance (Budget) Department for information and necessary action.
3. P.S. to FM for kind information of Hon'ble FM.

(H K Dwivedi)