

**GOVERNMENT OF WEST BENGAL
FINANCE (AUDIT) DEPARTMENT
NABANNA, MANDIRTALA, HOWRAH-711 102**

No. 434(12)-F(Y).

Dated, Howrah the 24th January, 2014.

From : G. Samanta,
Joint Secretary.

To : 1) The Additional Secretary / Principal Secretary / Secretary,
Public Works Department / Public Health Engineering Department / Housing
Department / Irrigation and Waterways Department / Water Resources Investigation
and Development Department / Sundarban Affairs Department / Municipal Affairs
Department / Urban Development Department / Forest Department,

2) The Deputy Accountant General (Accounts & V.L.C.),
Office of the Principal Accountant General (A & E), West Bengal,
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.

3) The Principal Chief Conservator of Forest (General), Government of West Bengal,
Aranya Bhavan, 10A, LA Block, Sector-III, Kolkata-700 098.

4) The Principal Chief Conservator of Forest (Wild Life), Government of West Bengal,
Aranya Bhavan, 10A, LA Block, Sector-III, Kolkata-700 098.

Sub : Minutes of the meeting held at Nabanna, Howrah on 21.01.2014
pertaining to the close of the financial year, 2013-2014.

Sir,

I am directed to enclose a copy of the minutes of the meeting held with the representatives of the Principal Accountant General (A & E), West Bengal, Engineering Department's / Directorates and Forest Department / Directorate on 21.01.2014 at 12 noon in the Conference Hall of Finance Department at Nabanna, Howrah, pertaining to the closure of financial year 2013-2014 and allied matters for your information and necessary action for compliance with the decisions taken in the said meeting as recorded in the minutes.

Yours faithfully,

Sd/- G. Samanta.

Joint Secretary to the
Government of West Bengal.

No. 434/1(125)-F(Y).

Dated, Howrah the 24th January, 2014.

Copy forwarded for information and necessary action to :-

- 1) The -----
2) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012.
3) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,
P-1, Hyde Lane, Jawahar Building, Kolkata-73.

Contd....P/2.

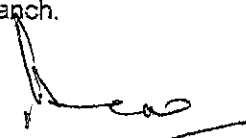
- 4) The Pay and Accounts Officer, Kolkata Pay and Accounts Office—III, I.B. Market, Sector—III, Salt Lake, Kolkata—91.
- 5) The Director of Treasuries and Accounts, West Bengal, New India Assurance Buildings (2nd and 3rd Floor), 4, Lyons Range, Kolkata—700 001.
- 6) The Assistant Secretary, Finance Department, Accounts Branch, Nabanna, Mandirtala, Howrah—711 102.
- 7) The Assistant Secretary, Finance Department, Accounts Branch, Group—'B', Bikash Bhavan, 9th Floor, Salt Lake, Kolkata—91.
- 8) The Divisional Commissioner, Presidency Division / Burdwan Division / Jalpaiguri Division,

- 9) The District Magistrate, -----

- 10) The Sub-Divisional Officer, -----

- 11) The Treasury Officer, -----

- 12) The Chief Engineer, Public Works Directorate, Nabanna, Mandirtala, Howrah—711 102.
- 13) The Chief Engineer, Public Works (Roads) Directorate, Nabanna, Mandirtala, Howrah—711 102.
- 14) The Chief Engineer, Public Works (Electrical) Directorate, Nabanna, Mandirtala, Howrah—711 102.
- 15) The Chief Engineer—in-Charge of National Highway, Public Works (Roads) Directorate, Writers' Buildings, Kolkata—700 001.
- 16) The Chief Engineer, Durgapur Expressway, Public Works (Roads) Directorate, Writers' Buildings, Kolkata—700 001.
- 17) The Chief Engineer, Public Health Engineering Directorate (C.B.), N.S. Buildings (6th Floor), Kolkata—700 001.
- 18) The Chief Engineer, Sate Water Investigation Directorate, Sech Bhavan (3rd Floor), Bidhannagar, Kolkata—700 091.
- 19) The Chief Engineer—I, Irrigational and Waterways, Investigation Directorate, Sech Bhavan (3rd Floor), Bidhannagar, Kolkata—700 091.
- 20) The Director of Personnel and E.O. Chief Engineer, Irrigational and Waterways Directorate, Sech Bhavan, Bidhannagar, Kolkata—700 091.
- 21) The Chief Engineer—I, Water Resources Development Directorate, Old Khadya Bhavan, 11A, Mirza Ghalib Street, Kolkata—700 087.
- 22) The Chief Engineer, Housing Directorate (C.B.), N.S. Buildings, 1, K. S. Roy Road, Kolkata—700 001.
- 23) The Chief Engineer, Municipal Engineering Directorate, Bikash Bhavan (1st Floor), Kolkata—700 091.
- 24) The Administrator, Urban Development Department, Sech Bhavan, Kolkata—700 091.
- 25) The Chief Engineer, Public Works Directorate (C.B.), N.S. Buildings, Block—A (5th Floor), Kolkata—700 001.
- 26) The Sr. P.A. to the Principal Secretary, Finance Department.
- 27) The P.A. to O.S.D. & E.O. Secretary, Finance Department, Budget Branch.
- 28) Office copy.


Joint Secretary to the
Government of West Bengal.

Minutes of the meeting held with the representatives of Principal Accountant General (A&E), West Bengal, Engineering Departments / Directorates and Forest Department/Directorate on 21.01.2014 in the Conference Hall of Finance Department at NABANNA (12th floor), pertaining to the closure of Financial Year 2013-14 and allied matters.

Officials present: As per list enclosed.

Sri A. R. Chakraborty, OSD & Ex-officio Secretary, Finance (Budget) Department, welcomed the participants and initiated the discussion by reiterating the importance of submission of monthly accounts to the AG.WB in time.

A. The following dates have been fixed for the Financial Year 2013-14 closure-

Item no.	Related to	Last date
1	Issue of cheques by all the Accounting units. No cheque shall be issued after the end of the working hour on 31.3.2014 and the Accounts shall be closed without fail by the midnight of 31.3.2014	31.3.2014
2	The dates for submission of March accounts for the year FY 2013-14	
	i) Treasuries / Pay & Accounts offices/Pension Disbursement office	16.4.2014
	ii) Engineering Divisions	17.4.2014
	iii) Forest Divisions-	
	(a) Preliminary (main) Accounts	17.4.2014
	(b) Supplementary Accounts	22.4.2014
3	Encashment/validity of LOC cheques issued on or before 31.3.2014	10.4.2014
4	Submission of consolidated report on Engineering / Forest Division-wise last cheque-number with cheque book number to the DTA, West Bengal, New India Assurance Building (2 nd and 3 rd floor), 4, Lyons Range, Kolkata – 700001 through Fax (no.033-2248-4742) & over phone nos.033-2243-8067 / 2231-5027 / 2231-8865 / 2248-3262 / 2242-9267 / 2262-1162.	03.4.2014

OSD & Ex-officio Secretary, Finance (Budget) Department requested all to stick to the deadlines mentioned above positively.

B. (i) The representatives of the Pr. AG.,WB suggested that all the works and forest departments earmark nodal officers for the purpose of communication of their respective accounts-related issues in the interest of finalization, submission and acceptance of the monthly accounts at AG WB office without loss of time. The officers present in the meeting


readily agreed and submitted the details of their respective departmental officers who will act as nodal officers. The list is attached.

(ii) The officials from the office of Pr. AG.,WB also raised the issue of difficulty being faced by them in getting reimbursement from the NHAI for the works done with the fund from our state budget, although the expenditure has been admitted by the AG WB. The concerned officers of PW (Roads) Dptt., have been requested to keep contact with the officers of Pr. AG.,WB to solve the problem of reimbursement without any wastage of time.

(iii) AGWB officials also highlighted the problem being faced by them for change in the Works/Forest DDO-ship including shifting of such DDO's from one Treasury /PAO to another Treasury / PAO because of absence of any order authorizing transfer of the LOC cheque issuing authority and the treasury-link bank on which the LOC would be issued concurrently with the order authorizing transfer of DDO. While orders are being issued for change / shifting of Works / Forest DDO's by the respective departments with concurrence of Finance Department, change / shifting of the LOC authority is not being done with proper authority since such DDO's also act as Public Works Disbursers. Accordingly, Works and Forest departments are requested to move Finance Department for concurrence to change of remittance and LOC cheque issuing arrangement as well in terms of TR 3.15 and TR 4.023 of WBTR, 2005 and take up with AGWB for authority to give effect to the changed arrangement as per provisions in para 8 of Appendix-5 of WBTR, 2005, when any occasion arise to change the Works / Forest DDO-ship. Both the changes, i.e., in DDO-ship and Public Works Disburser function, should be taken up with the Finance Department and AGWB concurrently by the respective Works / Forest Department.

- C. Departmental authorities are requested to take up the problems being faced by them regarding the online LOC monitoring system with Finance (Budget) Department separately.
- D. All the departmental authorities are requested to reconcile their departmental accounts with the books of accounts maintained in the AG., WB., without fail in terms of Rule 385 of WBFR.

The meeting ended with vote of thanks to all the attending officials.


[A.R. Chakraborty]
OSD & Ex-officio Secretary
Finance Department