

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 1240-F (Y)

Date : 10.02.2012

**MEMORANDUM**

**S u b : Introduction of T.R. Form No. 36A**

In view of the difficulties being faced by different Government Offices due to absence of an appropriate bill form for drawing charges on account of repayment of principal amount of loan taken by the Government and payment of interest thereon, necessity for introduction of a new bill form was being felt for quite some time past.

Now, after careful consideration of the matter and in consultation with the Accountant General (A&E), West Bengal, the undersigned is directed by order of the Governor to state that the Governor is pleased to adopt the enclosed Bill Form named as T.R. Form No. 36A in terms of Rule 5.11 under Chapter V of the West Bengal Treasury Rules, 2005, for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc. by the Government.

The new Form introduced hereby shall be adopted with effect from 1<sup>st</sup> April, 2012.

Necessary amendment to the relevant Rule of the West Bengal Treasury Rules, 2005 will be made in due course.

This has the concurrence of the Accountant General (A&E), West Bengal vide their memo no. AM-1/2-1/TV/344 dated 22.09.2011.

Sd/- H.K. Dwivedi  
Secretary to the  
Government of West Bengal,  
Finance Department.

Cont.....P/2.

No. 1240/1(500)-F(Y)

Date : 10.02.2012

Copy with copy of T.R. Form No. 36A forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata-700001 (Express AM-I Section).
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place West, Kolkata-700001.
- 3) The Accountant General (RW & LBA), West Bengal, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, CGO Complex, DF Block, Sector-I, Salt Lake, Kolkata-700064.
- 4) The Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata-700001.
- 5) The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
- 6) The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Salt Lake, Kolkata-700091.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073.
- 9) The Additional Chief Secretary/Principal Secretary/Secretary, \_\_\_\_\_
- 10) The District Magistrate/Judge, \_\_\_\_\_
- 11) The Sub-Divisional Officer, \_\_\_\_\_
- 12) The Treasury Officer, \_\_\_\_\_
- 13) The Director, \_\_\_\_\_
- 14) The Commissioner, \_\_\_\_\_
- 15) The Principal, Industrial Training Institute, \_\_\_\_\_
- 16) The Superintendent of Police, \_\_\_\_\_
- 17) The Superintending Engineer/Executive Engineer, \_\_\_\_\_
- 18) \_\_\_\_\_ Branch/Group \_\_\_\_\_ Finance Department.
- 19) All Special Secretaries/Additional Secretaries/ Joint Secretaries/Deputy Secretaries of Finance Department.
- 20) Pr. A.O & Ex-officio Dy. Secy, Finance (Budget) Deptt. for uploading in Finance Deptt's Website \_\_\_\_\_  
Joint Secretary to the Government of West Bengal Finance Department.  
WJ

**T.R. FORM NO. 36(A)**  
**Simple Receipt Bill Form**

[ See T.R. 5.11 ]

Name of the Office \_\_\_\_\_

**Bill for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc.**

D.D.O. Code \_\_\_\_\_ Bill No. \_\_\_\_\_

Grant No. \_\_\_\_\_ Date \_\_\_\_\_

Head of Account: \_\_\_\_\_ Token / T.V. No. \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Account Code \_\_\_\_\_

Received the sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_

\_\_\_\_\_ ) being the

Sanctioned by \_\_\_\_\_

Vide Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (Copy enclosed) for

the purpose of \_\_\_\_\_

Name of the Recipient/Recipient Organization (if any): \_\_\_\_\_

Certified that :

(a) Amount claimed in this bill was not drawn before and the total of office copy agrees with fair copy of bill,

(b) (i) The utilisation report, in respect of the previous loans/advances/subsidies/investments drawn, has been furnished and accepted by the sanctioning authority/ Principal Accountant General (A&E) West Bengal.

(ii) Utilisation report in respect of the present amount will be furnished to the sanctioning authority/Principal Accountant General (A&E), West Bengal in due course.

Or

Utilisation Certificate not required.

(c) In respect of withdrawal from Contingency Fund [Major head 8000]/Civil Advance [Major head 8550] this is to certify that the previous withdrawal has been adjusted by issuance of necessary order.

Please pay by account payee cheque drawn in favour of \_\_\_\_\_

Or

Please pay transfer credit to the Deposit/L.F. Account

\_\_\_\_\_ under Head of Account \_\_\_\_\_

(Title of the Deposit Account - Challan enclosed)

Bill Clerk      Accountant      Signature of the D.D.O. \_\_\_\_\_  
Designation \_\_\_\_\_

Place :

Date :

Countersigned

Date \_\_\_\_\_ 20 \_\_\_\_\_ Signature of the Competent Authority

**For use in the Treasury**

\* Pay ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ ) issue Account Payee cheque in favour of \_\_\_\_\_  
\_\_\_\_\_ / by transfer credit to \_\_\_\_\_

Examined and entered.

Accountant / J.A.O. \_\_\_\_\_ T.O./A.T.O./P.A.O./A.P.A.O. \_\_\_\_\_

**For use in Accountant General (Audit), West Bengal's Office**

Admitted for ₹ \_\_\_\_\_

Objected to ₹ \_\_\_\_\_

Reason of Objection \_\_\_\_\_

Auditor

S.O. J.A.O. Audit Officer

N.B. :- Separate bill may be used for repayment of loans and interest of loan.

\* ~~Strike out which is not applicable~~