

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

No. 1899-F

Calcutta, the 27th February, 1986

MEMORANDUM

In Government Order bearing No. 4472-F, dated 8th April, 1983, and No. 7615-F, dated 20th August, 1985, instructions were issued for payment to contractors, suppliers and others by Crossed or Account Payee Cheque where amount of payment will be more than Rs. 50. In view of large number of request to received from the D.D.O.s with reference to last para of G.O. dated 28.8.85. the Governor has been pleased to order that the Treasuries/Calcutta Pay & Accounts Office will issue, irrespective of the endorsement made by the D.D.O.s, the Account Payee Cheques in favour of suppliers and persons not in Government service in respect of amounts exceeding Rs. 500.

The normal facility of purchasing demand draft by the D.D.O.s will be available for bonafide Government remittance to suppliers etc. at the outstation. The payment made out of permanent advance will not attract this order and recoupment bills of the permanent advance to any supplier of amounts within the available balance of permanent advance will not attract this order and recoupment bills of the permanent advance may be admitted by the Pay & Accounts Office/Treasuries. Emergent payment where possible if met out of undisbursed amount lying with the Cashier may also be paid by the Calcutta Pay & Accounts Office/Treasuries by cheque in favour of the D.D.O. for the purpose of recoupment of the amount spent out of undisbursed amount. Petrol, diesel and other fuel bills where payable at the outstation and cannot be paid by cheque without paying additional charges on account of commission of clearance of the cheque may also be paid in the favour of D.D.O.s at the request of the D.D.O.s and on the basis of their certificate that the payment cannot be made by Demand Draft or Account Payee Cheque in view of non-availability of facility of clearance of the cheque.

In terms of Note 4 of Sub-Clause (c) of Clause (2) of Rule 6 of Appendix-11 of Treasury Rules, Vol.-2, all personal claims including G.P.F. advance etc. may be paid by cheque in favour of the employee concerned. If, however, concerned employee and the D.D.O. desires payment by cheque in favour of the D.D.O. that may also be allowed in terms of the provision of this rule. At the Treasuries and Calcutta Pay & Accounts Office where cheque system of payment is in vogue, and payment to Government Officer and staff other than salary payment may be made by Account Payees Cheque invariably for amounts over Rs. 5000.

The guidelines given above may be adopted with effect from 15th March, 1986. Suitable amendment to S. R.-242 of West Bengal Treasury Rules, Vol.-I. will be made in due course.

Sd/- K. K. Bagchi

Jt. Secretary to the
Government of West Bengal.