

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

No. 2753-F

Calcutta, the 13<sup>th</sup> March, 1987

From : Shri G. N. Chatterjee  
Deputy Secretary to the  
Government of West Bengal.

To : The Treasury Officer, Jalpaiguri  
P. O. & Dist : Jalpaiguri.

Sir,

With reference to your Letter No. 2392-T. A. dated 27th November, 1986 addressed to Joint Secretary, Finance Department regarding facility of purchasing demand drafts by the Drawing and Disbursing Officers, I am to inform you that "Outstation" means a place outside the limit of the city or town at which the Treasury/Bank is situated. Any supplier from outstation may be paid by demand draft, provided the supplier desires so and amount to be paid is not less than Rs. 50. Payments to suppliers within the limits of Jalpaiguri town cannot be made by demand draft. If the office of Superintendent of Police wants to purchase demand draft on account of such payment, the circumstances of taking such action will require the approval of the Administrative Department viz. Home (Police) Department, who in turn will have to consult Finance Department for deviation in the payment procedure.

Yours faithfully,

*Sd/- G. N. Chatterjee*

Deputy Secretary to the  
Government of West Bengal  
Finance Department.