

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

No. 5253-F

Calcutta, the 31<sup>st</sup> May, 1990

**MEMORANDUM**

***Subject: Rounding off of financial transactions in Government Accounts to nearest whole-rupee.***

The undersigned is directed to say that the question of simplification of accounting procedure and management of receipts and payments arising out of Government transactions has been under consideration for sometime past and after careful consideration of all aspects of the issue the undersigned is directed by order of the Governor to say that the Governor has been pleased to decide that all State Government transactions involving fractions of a rupee shall be brought into accounts by rounding off to the nearest rupee (fractions of 50 paise and above to be rounded off to the next higher rupee and the fractions of less than 50 paise to be ignored).

2. Having regard to scope, magnitude and variety of Government transactions, it has been decided as under:

i) Except for petty cash (i.e. across the counter type) transactions which are reflected in departmental cash books, all Government transactions, whether involving actual receipts/payments or book adjustments should be in whole rupee.

ii) The only type of transactions which have to involve paise would be cash transactions for petty purchase or sales, tram-bus fare which are reflected in subsidiary books of accounts like cash books.

3. Interest on loans/advances to Government employees which is computed as a percentage of base amount and recovery of which is effected in instalments, will now be made recoverable in whole rupee.

In Departments where across the counter, sale of articles takes place there should be no difficulty in accounting because the cash book will be rounded off. All 'Inner Column' deductions from salary bills on account of P. L. I./Income Tax/ Professional Tax, etc, will be rounded off to the nearest rupee. Similarly, all entitlements due to an employee of the Government by way of H. R. A./D. A./ T.A., etc. will be rounded off to the nearest rupee. All books transactions including entries appearing in 'Inner Columns' of bills will have to be in whole- rupee. All transactions through Cheques/Drafts/Challans will only be in whole- rupee.

All claims on Government by utility/service institutions like the Electricity Boards/ Corporations, etc. will have to be made in whole-rupee. Since the State Government will discharge its

liability on their claims in whole-rupee such service institutions are advised to change over to bills in whole-rupee for all customers with a view to reducing work-load in their own office. All local bodies/undertaking, etc. under the control of the State Government should restructure their tax claims, Octroi, etc. so that amounts are realised in whole-rupee. All Organisations/Institutions like the West Bengal Public Service Commission, etc. which received revenues in terms of examination fees, etc. should rationalise the fee structure so that fractions are eliminated.

The Sales Tax Authority of the State will advise their assesses who are responsible for remitting Sales Tax collected from customers to make the deposits to Government Accounts in whole-rupee.

4. All transactions relating to payment of pensions to the State Government Pensioners shall be made in whole-rupee.
5. The amount of Government transactions converted into Indian Currency from Foreign Currencies should be rounded off to whole-rupee.
6. Payments for claims in respect of office expenses, other charges etc., where claimants have no objection, shall be rounded off to the whole-rupee, provided that the rounding off of the fraction of a rupee shall be done in respect of the net amount payable on a bill and not in respect of the individual items of claims or adjustments in the bill.
7. In the case of travelling allowance bill of a Government employee the rounding off shall be done only at the last stage and not in respect of each item, e.g. Railway fare, Mileage, Daily Allowance, etc. comprising the claims of the individual.
8. All administrative Departments/Heads of Departments/Heads of Offices are hereby advised to eliminate paise from their transactions which are settled in Cheques/Drafts/Challans or through Book adjustments.
9. Necessary amendments to S. R.-93 of W.B.T.R., Volume-I, will be carried out in due course.

*Sd/- T. K. Bose*

Deputy Secretary to the  
Government of West Bengal  
Finance Department.