

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

No. 7700-F

Kolkata, the 1<sup>st</sup> September, 2005.

***Sub: West Bengal Treasury Rules, 2005 Drawal of bills relating to personal claims of Government Employees-Payment by Open Cheque or Account Payee Cheque.***

**MEMORANDUM**

The undersigned is directed to draw attention to Rule 4.044(1) of the West Bengal Treasury Rules, '05 and Para 5(2)(iv) of Appendix-10 ibid which came into force w.e.f. 10.06.2005. It has been laid down therein that save & except salary cheques all other personal claims of Government Employees above Rs. 20,000/- shall be drawn by Account Payee Cheque in favour of the claimant but when a cheque is issued in favour of the person not in Government Employment for a sum exceeding Rs. 2,500/- the cheque should be Account Payee one in the name of the Payee.

Thus the limit on drawal of bills relating to personal claim in cash has been raised to Rs. 20,000/- from the existing Rs. 10,000/-.

All concerned including Kolkata Pay & Accounts Offices and the Treasuries are requested to act accordingly.

*Sd/- P. K. Guha Roy*

Special Secretary to the  
Government of West Bengal  
Finance Department.