

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

No. 9189-F

Kolkata, the 14th November, 2005

MEMORANDUM

The undersigned is directed to refer to this deptt. Circular Letter No. 4970(75)-F, dated 05-05-2004 and to reiterate that it is the duty of the D.D.O.'s/Heads of Offices to Furnish some statutory certificates viz. drawal/non-drawal of non-refundable advance, temporary advance, one time lump sum 90% withdrawal, list of family members, missing credits etc. to the office of the A.G., W.B. at the time of forwarding final payment application of the subscribers under their control.

It has been again reported by the office of the A.G., W.B. that a good no. of final payment cases are lying pending with the office of the A.G., W.B. due to want of some important information as mentioned above inspite of repeated futile correspondences.

Under the circumstances all D.D.O.s'/Head of Offices are hereby instructed to forward the claim by furnishing all requisits information in respect of statutory certificates with proper verification/their office records.

Sd/- P. K. Dasgupta

Special Secretary to the
Government of West Bengal
Finance Department