

**Indian Audit and Accounts Department
Accountant General (A&E), West Bengal**

No. BS-I/LAN/Out/2007-2008/D-206

Kolkata, the 1st April, 2008.

To
The Joint Secretary Finance Department,
Government of West Bengal Writers' Buildings, Kolkata-1

Sub: Information for obtaining of Loan ID No. from the Office of the Accountant General (A&E), West Bengal.

Sir,

This Office is to allot computer generated Loan Identification No. to all types of Loanees, you are therefore, requested to bring the same to the notice of all the D.D.Os working under your Department for obtaining computer generated Loan Identification No. of the concerned loanee from the office of the Accountant General (A&E), West Bengal in respect of all types of Loans and Advances i.e. Motor Car, Motor Cycle Computer, Marriage and Illness and Bi-cycle.

Further, to facilitate for obtaining Loan Identification No. from this Office, the following loanee-wise information may please be furnished to this Office immediately.

- i) Name of the Loanee.
- ii) Designation;
- iii) Type of the Loan.
- iv) The amount of Loan/ Advance taken by the Loanee.
- v) T.V., Date, and Token No. along with the copy of sanction order through which Loan/Advance were obtained.
- vi) Commencement of 1st recovery, if already made,
- vii) Signature with full Postal Address of the D.D.O. along with the Telephone No. from where the loans were disbursed
- viii) Major Head of Salary under which the loans were booked at the time of the drawal of the loan/advance along with Treasury Code No.

Loan Identification No. must be mentioned in the recovery schedule after obtaining the same from this office for keeping the all categories of loan accounts up-to-date.

Yours faithfully,

Sd/- Illegible
Deputy Accountant General (A/cs, & VLC)