

**Government of West Bengal
Finance Department
Audit Branch**

Date: 18.01.2013

No 531(65)-F(Y)

From: Shri Samiran Pal, WBCS(Exe)
Joint Secretary to the Government of West Bengal.

To : The Additional Chief Secretary/ Principal Secretary/ Secretary

Sub: Year ending programme for Pay & Accounts Office-I, II & III, Kolkata for
Financial year 2012-2013

Sir/ Madam,

It has been experienced that during the final months i.e. February and March of the financial year large number of bills are presented before the Pay & Accounts Offices-I, II & III, Kolkata leading to huge accumulation of bills in those offices and extreme pressure on the staff concerned. There is likelihood of committing mistakes resulting in complications when the Officers & Staff are to work under high stress. Such a situation is avoidable if submissions of the bills are made in systematic and phased manner. Finance Department issues guidelines every year in this respect and these are reiterated, in the following manner for the financial year 2012-2013 for adherence

A	Sanction issued upto	Date by which bills are to be submitted to Pay & Accounts Offices
	28.01.2013	11.02.2013
	18.02.2013	25.02.2013
	05.03.2013	15.03.2013
B	Bills against Contingent Expenses incurred and TA bills for the Journeys undertaken up to	Date by which bills are to be submitted to Pay & Accounts Offices
	28.01.2013	11.02.2013
	11.03.2013	19.03.2013
	All other Bills	21.03.2013

C) Salary Bills for March 2013 should be presented by 11.03.2013

D) Bills for other personal claims must be submitted on or before 11.03.2013

E) i) Bills returned up to 04.02.2013 shall be resubmitted on or before 11.02.2013

ii) Bills returned after 04.02.2013 but within 14.03.2013 shall be resubmitted within 7 days from the date of return and the bills returned between 15th & 22nd March shall be resubmitted within 25.03.2013.

iii) Bills returned on 25.03.2013 & 26.03.2013 shall be resubmitted on the same day by 3.00p.m.

iv) Bills returned before 2 p.m on 28.03.2013 shall be resubmitted by 2.30 p.m and the subsequent returned bills should be submitted within an hour from the time of return and after 8 p.m on 28.03.2013 no resubmission of bills should be allowed.

F) Closing of March,2013 accounts shall be completed by the midnight of 28th March, 2013. Cheque(s) remaining undelivered on 28.03.2013 upto midnight shall be cancelled forthwith so that no cheques are delivered next day under any circumstances. This should be strictly adhered to.

G) You are, therefore, requested to please issue suitable instructions to all drawing and disbursing officers under your administrative control and under the payment control of Kolkata Pay & Accounts Offices to strictly follow the above programmes so that the work in Kolkata Pay & Accounts Offices can be carried out smoothly at the end of the financial year. Failing to comply with the above time schedule may lead to non realisation of bills for which D.D.Os shall be responsible.

H) No advance drawal shall be made without specific concurrence of the concerned Administrative Group of the Finance Department. No amount shall be credited to the Deposit Account(PL/LF/ Deposit Account) unless specific authorisation to that effect is given in the G.O. However, this restriction shall not apply to those accounts opened under statutory provisions.

Yours faithfully,

Sd/- S.Pal
Joint Secretary to the
Government of West Bengal

No.531/1(100)-F(Y)

Date : 18.01.2013

1) The-----

2) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012

3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata-700073

4) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB market, Salt Lake, Kolkata-700091


With 500 extra copies for the three Pay&Accounts Office for circulation to the Drawing& Disbursing Officers under their payment control.

5)The Director of Treasuries & Accounts , West Bengal , New India Assurance Building(2nd & 3rd floor), 4, Lyons Range, Kolkata-700001

6) The Accounts Officer, West Bengal Secretariat, Writers Buildings, Kolkata-700001

7) The Finance Department, Accounts Branch , Bikash Bhavan, Salt Lake, Kolkata-700091

8) The Commissioner, Presidency Division,11, N.S. Road, Kolkata-1


Deputy Secretary to the
Government of West Bengal

18/01/13