

No.4559-F(Y)

Dated, 1st September, 2014

MEMORANDUM

In has been brought to the notice of the Finance Department that non-Government officials of local bodies are functioning as Drawing and Disbursing officers. Attention of all the Administrative Departments is being drawn to the provisions of TR 4.195 (1) of WBTR, 2005 in which it has been enjoined that only Chief Executive officer / Executive officer / Project officer / Finance officer of local bodies is authorised to draw fund related to Grants-in-aid, Contribution etc., from the Treasury / PAO. As envisaged in TR 1.04(O) of WBTR, 2005, these officials of the local bodies will function as DDO, only if they are Group-A Government employees.

Therefore, all the Administrative Departments are requested to ensure that only a Government officer designated as Chief Executive officer / Executive officer / Project officer / Finance officer of a local body is declared as its Drawing and Disbursing officer with concurrence of Finance Department.

However, where DM / SDO is acting as the DDO of a local body, they will continue to act as such until the DDO-ship of the concerned local body is changed to conform to the codal provisions as mentioned above, where necessary.

Sd/-H.K. Dwivedi
Principal Secretary to the
Government of West Bengal

No.4559/1(500)-F(Y)


Dated, 1st September, 2014

Copy forwarded for information and necessary action to-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.

2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, CGO Complex, MSO Building, 5th floor, Block DF, Sector-I, Salt Lake, Kol - 64
4. The Chief Secretary to the Government of West Bengal.
5. The Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department, Govt. of West Bengal.
6. PA to the Principal Secretary, Finance Department, Government of West Bengal.
7. Secretary, Finance (Audit) Department, Government of West Bengal
8. Joint Secretary, Finance (Budget) Department, Government of West Bengal.
9. Financial Advisor,Department, Govt. of West Bengal.
10. The Commissioner, _____ Division.
11. The OSD & Ex-Officio Joint Secretary, Finance (Budget) Department, for uploading this order in the Finance Department website.
12. The _____ Department

13. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range (2nd & 3rd floor), Kolkata – 700 001.
14. Director _____
15. The District Magistrate/Judge/Supdt. Of Police, _____
16. The Sub-Divisional Officer, _____
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata – 700 012.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 700 012.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
20. The Treasury Officer, _____
21. The Group _____ / _____ Branch, Finance Department.


(G. Samanta)

Joint Secretary to the
Government of West Bengal