

**Government of West Bengal**  
**Finance (Audit) Department**  
**'NABANNA'**  
**Mandirtala, 325, Sarat Chatterjee Road, Howrah-711102.**

No. 545(65)-F(Y)

Howrah, the 2<sup>nd</sup> February, 2015

From : Shri Gautam Samanta  
Joint Secretary to the  
Government of West Bengal.

To : The Additional Chief Secretary/Principal Secretary/Secretary

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 Kolkata Pay & Accounts Offices-I, II & III leading to huge accumulation of bills in those offices and extreme pressure of 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 2014-2015 for adherence.

A	Sanction issued upto	Date by which bills are to be submitted to Pay & Accounts Offices
	31.01.2015	13.02.2015
	20.02.2015	27.02.2015
	09.03.2015	17.03.2015
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
	31.01.2015	13.02.2015
	09.03.2015	16.03.2015
	All other Bills	23.03.2015

C) The Salary Bills for March 2015 should be presented by 13.03.2015.

D) **Bills for other personal claims must be submitted on or before 13.03.2015.**

E) i) Bills returned upto 06.02.2015 shall be resubmitted on or before 13.02.2015.

ii) Bills returned upto 06.02.2015 upto 17.03.2015 shall be resubmitted within 23.03.2015 from the date of return and the bills returned between 18<sup>th</sup> & 24<sup>th</sup> March, 2015 shall be resubmitted within 27<sup>th</sup> March, 2015.

iii) Bills returned on 27.03.2015 & 30.03.2015 shall be resubmitted on the same day by 3.00 p.m.

iv) Bills returned before 2 p.m. on 31.03.2015 shall be resubmitted by 3 p.m. and the subsequent returned bills should be submitted within an hour from the time of return and after **8 p.m. on 31.03.2015** no resubmission of bills should be allowed.

Contd.....p/2

F) Closing of March, 2015 accounts shall be completed by the midnight of 31<sup>st</sup> March, 2015. Cheque(s) remaining undelivered on 31.03.2015 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. Failure to comply with the above time schedule may lead to non realization 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 authorization to that effect is given in the G.O. However, this restriction shall not apply to those accounts opened under statutory provisions.

Yours faithfully,



Joint Secretary to the  
Government of West Bengal