

Government of West Bengal
Finance Department
Audit Branch

No.5639-F(Y)

Dated, 22nd July, 2015

MEMORANDUM

Consequent upon merger of (i) Bidhannagar Municipality and Rajarhat-Gopalpur Municipality with the newly constituted Bidhannagar Municipal Corporation, (ii) Bally Municipality with existing Howrah Municipal Corporation, and (iii) Kulti, Ranigunj and Jamuria Municipalities with existing Asansol Municipal Corporation, balance in the Local Fund (LF) and Provident Fund Deposit(PFD) accounts of those merged municipalities need to be transferred to the LF and PFD accounts of the respective Municipal Corporation with which the respective municipality has been merged. Prescribing the procedure of transfer of the fund balance of the Municipalities to the respective fund account of the Municipal Corporation was under consideration of Finance Department.

Now, therefore, the undersigned directed to lay down the following procedure under TR 6.31(2) of WBTR, 2005 for transfer of the balances of the fund accounts of the municipality to the fund accounts of the Municipal Corporation maintained in the Treasury/PAO.

I. Merger of Bidhannagar Municipality and Rajarhat-Gopalpur municipality with the newly constituted Bidhannagar Municipal Corporation

1. Balances of the existing LF accounts/PFD accounts of Bidhannagar Municipality and Rajarhat-Gopalpur municipality maintained at Bidhannagar Treasury and Barasat-I treasury respectively will be taken over in the new LF / PFD account of Bidhannagar Municipal Corporation after balance verification under TR 6.34 of WBTR, 2005, in the following manner-
 - i. The Administrators of the LF accounts/PFD accounts of Bidhannagar Municipality and Rajarhat-Gopalpur municipality will draw cheque of the respective municipality for the verified balance in favour of the Administrator of the LF/PFD accounts of Bidhannagar Municipal Corporation and hand over the same to the latter after necessary pay order enfacement of the respective Treasury, i.e., Bidhannagar Treasury in case of Bidhannagar Municipality and Barasat Treasury-I in case of Rajarhat-Gopalpur municipality.
 - ii. Administrator of the LF /PFD account of Bidhannagar Municipal Corporation will deposit the cheques with duly filled TR-7 (challan) under "**8448-102--001- 07 Deposits**" for LF and u/h "**8336-00-800-005-19**" for PFD account in the Treasury-link bank of Bidhannagar Treasury, after necessary acknowledgement on the back of the cheques with "Received payment by transfer credit to *respective heads of LF/PFD*."
 - iii. The Treasury link bank of Bidhannagar Treasury will incorporate the proceeds of the cheque of Bidhannagar Municipality in both debit scroil and the credit scroil and send them to that treasury with paid cheque and receipted challan to account for the transactions. This will cause the balance of LF/PFD account of Bidhannagar municipality turn into zero. Treasury officer, Bidhannagar Treasury will then close the LF/PFD account of Bidhannagar municipality.

- iv. SBI, Bikash Bhavan branch, i.e., treasury-link bank of Bidhanagar Treasury will realise the proceeds of the cheque of Rajarhat-Gopalpur municipality from SBI, Barasat, i.e., the treasury-link bank of Barasat Treasury-I and credit the proceeds to Govt account and send the credit scroll with receipted challan to Bidhanagar Treasury.
- v. Barasat Treasury-I will debit the LF /PFD account of Rajarhat-Gopalpur municipality once the encashed cheques with debit scroll is received from their Treasury link bank, i.e., SBI, Barasat. This will cause the balance of LF/PFD account of Rajarhat-Gopalpur municipality turn into zero. Treasury officer, Barasat Treasury-I will then close the LF/PFD account of Rajarhat-Gopalpur municipality.


II. Merger of Bally Municipality with Howrah Municipal Corporation

1. Balances of the existing LF accounts/PFD accounts of Bally Municipality maintained at Howrah Treasury -I will be taken over in LF / PFD account of Howrah Municipal Corporation after verification under TR 6.34 of WBTR, 2005 in the following manner-
 - i. The Administrator of the LF account/PFD account of Bally Municipality will draw cheque of the municipality for the verified balance in favour of the Administrator of the LF/PFD accounts of Howrah Municipal Corporation and hand over the same to the latter after necessary pay order enforcement of Howrah Treasury-I.
 - ii. Administrator of the LF /PFD account of Howrah Municipal Corporation will deposit the cheques with duly filled TR-7 (challan) under *"8448-102--001- 07 Deposits" for LF and u/h "8336-00-800-005-19"* for PFD account in Howrah Treasury-I after necessary acknowledgement on the back of the cheques with *"Received payment by transfer credit to respective LF/PFD account of Howrah Municipal Corporation"*.
 - iii. The Treasury officer, Howrah Treasury-I will make necessary arrangement for transfer of the LF/PFD balance of Bally Municipality to the LF/PFD account of Howrah Municipal Corporation. This will cause the balance of LF/PFD account of Bally municipality turn into zero. Treasury officer, Howrah Treasury-I will then close the LF/PFD account of Bally municipality.

III. Merger of Kulti, Raniganj and Jamuria Municipalities with Asansol Municipal Corporation

1. Balances of the existing LF accounts/PFD accounts of Kulti, Raniganj and Jamuria Municipalities maintained at Asansol Treasury -II will be taken over in LF / PFD account of Asansol Municipal Corporation after verification under TR 6.34 of WBTR, 2005 in the following manner-
 - i. The Administrators of the LF account/PFD accounts of Kulti, Raniganj and Jamuria Municipalities will draw cheque of the respective municipality for the verified balance in favour of the Administrator of the LF/PFD accounts of Asansol Municipal Corporation and hand over the same to the latter after necessary pay order enforcement of Asansol Treasury-II.

- ii. Administrator of the LF /PFD account of Asansol Municipal Corporation will deposit the cheques with duly filled TR-7 (challan) under "**8448-102--001- 07 Deposits**" for LF and u/h "**8336-00-800-005-19**" for PFD account in Asansol Treasury-II after necessary acknowledgement on the back of the cheques with "Received payment by transfer credit to **respective LF/PFD account of Asansol Municipal Corporation**".
- iii. The Treasury officer, Asansol Treasury-II will make necessary arrangement for transfer of the LF/PFD balance of **Kulti, Raniganj and Jamuria Municipalities** to the LF/PFD accounts of Asansol Municipal Corporation. This will cause the balance of LF/PFD account of **Kulti, Raniganj and Jamuria Municipalities** turn into zero. Treasury officer, Asansol Treasury-II will then close the LF/PFD account of **Kulti, Raniganj and Jamuria Municipalities**.
- iv. Since SDO, Asansol is the DDO of the Asansol Municipal Corporation at Asansol Treasury – I and acts as the Administrator of LF/PFD accounts of the corporation at Asansol Treasury-II, the LF/PFD accounts of Asansol Municipal Corporation will be transferred from Asansol Treasury-II to Asansol Treasury-I for convenience of transactions related to the said corporation after closure of the LF/PFD accounts of **Kulti, Raniganj and Jamuria Municipalities** maintained at Asansol Treasury-II.



(H.K. Dwivedi)
Principal Secretary to the
Government of West Bengal