

Government of West Bengal  
Finance Department  
Audit Branch

No.8532-F(Y)

Dated, 18<sup>th</sup> December, 2015

**MEMORANDUM**

Para-II of Finance Department Memo No. 3292-F(Y) dated 24<sup>th</sup> April 2015 prescribes the procedure of migration of outstanding deposit works/security deposit account balance from works books of accounts to the books of accounts maintained under the Treasury system. It has been stated in the order that the Executive Engineer will submit CPWA Form No. 79 containing outstanding balances to the Chief Engineer for certification before advising the Treasury Officers for the insertion of balance in the deposit accounts to be opened there for the purpose of maintaining the same following the procedure enjoined in the WBTR. Since the same problem exists in the Forest Divisions, identical procedure needs to be followed for such migration of outstanding deposit works/security deposit account balance from the forest books of accounts to those maintained in the Treasury with effect from 1.4.2015.

Therefore, the following procedure is being prescribed in partial modification of FD Memo No. 3292 – F (Y) dated 24<sup>th</sup> April 2015 for the purpose of migration of outstanding deposit works/security deposit account balance from Forest accounts to the books of accounts maintained in the Treasury.

1. The Divisional Forest Officer will submit to the Principal Chief Conservator of Forest duly filled FA-3 related to the months of February and March 2015 as furnished with monthly accounts to the AG, WB.
2. PCCF will take necessary action to cross check the closing balance of February 2015 with the opening balance of March 2015 for item No. II & III and accumulated unpaid security deposit and deposit work balance fund.
3. Once both the balances agree the administrative department concerned will issue Government order advising Treasury/PAO concerned to insert the verified balance of FA Form -III as on 31<sup>st</sup> March 2015 in the Forest deposit accounts to be opened in the Treasury/PAO in favour of Divisional Forest Officer concerned. The heads of accounts under which the deposit accounts will be opened as mentioned below item No. 4 of Para-II of FD Memo NO. 3292-F(Y) dated 24<sup>th</sup> April 2015 as amended vide FD memo. no. 5785-F(Y) dt.29.7.15.
4. The Divisional Forest Officer will withdraw fund from Forest deposit by submission of bill in TR form 70B for other than security deposit and TR form 70C for security deposit, following procedure prescribed in FD Memo No. 736-F(Y) dated 10<sup>th</sup> February 2015 read with FD Memo No. 2705 -F(Y) dated 30<sup>th</sup> March 2015.

(H.K. Dwivedi)

Principal Secretary to the  
Government of West Bengal

No. 8532/1(500)-F(Y).

Dated, the 18<sup>th</sup> December, 2015.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,  
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
- 2) The Principal Accountant General (Audit), West Bengal,  
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal,  
C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700 064.
- 4) The Chief Secretary to the Government of West Bengal.
- 5) The Resident Commissioner, Government of West Bengal, A/2, State Emporia  
Buildings, Baba Kharak Singh Marg, New Delhi-110 001.
- 6) The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department, Government of West Bengal .
- 7) The Secretary, Finance (Audit) Department, Government of West Bengal.
- 8) The Commissioner, \_\_\_\_\_ Division,  
\_\_\_\_\_
- 9) The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary,  
Finance Department, Government of West Bengal.
- 10) The O.S.D. & Ex-Officio Joint Secretary, Finance (Budget) Department.  
— He is requested to upload this order in the Finance Department's website.
- 11) The \_\_\_\_\_ Department / Directorate  
\_\_\_\_\_
- 12) The Director of Treasuries and Accounts, West Bengal,  
New India Assurance Buildings (2<sup>nd</sup> and 3<sup>rd</sup> Floor), 4, Lyons Range, Kolkata-700 001.
- 13) The Director, \_\_\_\_\_  
\_\_\_\_\_
- 14) The District Magistrate / District Judge, Superintendent of Police,  
\_\_\_\_\_
- 15) The Sub-Divisional Officer, \_\_\_\_\_  
\_\_\_\_\_
- 16) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,  
81/2/2, Phears Lane, Kolkata-700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,  
P-1, Hyde Lane, Jawahar Building, Kolkata-700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III,  
I.B. Market, First Floor, Sector-III, Salt Lake, Kolkata-700 106.
- 19) The Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
- 20) The Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.  
\_\_\_\_\_

  
Joint Secretary to the  
Government of West Bengal.