

Government of West Bengal  
Finance Department  
Audit Branch

No. 6121 -F(Y)

Dated, 28<sup>th</sup> November, 2016

MEMORANDUM

Sub: Modalities regarding deposit of demonetised ₹ 500/- and ₹ 1000/- notes held by DDOs as undisbursed cash / Permanent Advance and subsequent withdrawal of new legal tender money

Consequent upon demonetisation of ₹ 500/- and ₹ 1000/- notes by the Government of India w.e.f. 09.11.2016, notes of those denominations which may have been held by the Drawing and Disbursing Officers of this State in cash as advance drawal against allotment or any scheme, fees etc. need to be deposited to banks followed by withdrawal of legal tender money in place of such demonetised notes.

Finance (Budget) Department has already opened two Heads of Account in the Public Account of the State for deposit of the demonetised notes and withdrawal of the new legal tender money vide Notification No. 1144-FB dated 23.11.2016.

I am now directed to lay down the following guidelines / modalities for deposit of the demonetised currency notes and withdrawal of valid currency notes in place of the deposited demonetised notes:

1. DDO of an establishment shall deposit the demonetised ₹ 500/- and ₹ 1000/- notes, lying in the office as unspent or undisbursed cash or as Permanent Advance, to the Head of Account "8658 - Suspense Account – 00 – 102 - Suspense Account – Civil – 040 – Remittance of Specified Bank Notes – Rs. 500 and Rs. 1000 since Demonetised – 20 – Receipt / Adjustment" (8658-00-102-040-20) by manual challan in T.R. Form No. 7 in the concerned treasury-linked bank where the DDO is attached latest by 23<sup>rd</sup> December, 2016.
2. The amount shall be deposited only once and should not exceed the total cash balance in the Cash Book of the DDO at the time of depositing the cash.
3. After deposition of the amount, the DDO shall draw the bill in T.R. Form No. 42 through e-Billing module of IFMS under the Head of Account "8658 – Suspense Account – 00 – 102 – Suspense Account – Civil - 040- Remittance of Specified Bank Notes – Rs. 500 and Rs. 1000 since Demonetised – 21 – Payment / Adjustment" (8658-00-102-040-21) upon sanction by the respective Head of the Office mentioning the Challan Reference Number for issuance of cheque in favour of the DDO.
4. The bill shall be accompanied by the challan in T.R. Form No. 7 in original duly crossed by the DDO.
5. Amount deposited against a challan must be withdrawn at one go and withdrawal in instalments shall not be allowed.

(sd/- P.A.Siddiqui)  
Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
5. Director General of Police, West Bengal Alipore, Kolkata.
6. Commissioner of Police, Kolkata, Lalbazar, Kolkata-700001.
7. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
8. \_\_\_\_\_ Department.
9. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_.
10. Director, \_\_\_\_\_  
\_\_\_\_\_.
11. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
12. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_.
13. Sub-Divisional Officer, \_\_\_\_\_.
14. Block Development Officer, \_\_\_\_\_.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
18. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
19. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
20. Regional Director, RBI, N.S. Road, Kolkata – 700001.
21. Local Head Office of SBI/UBI/ \_\_\_\_\_
22. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Deputy Secretary to the  
Government of West Bengal