

**Government of West Bengal  
Finance Department  
Audit Branch**

G.O No.1371- F(Y)

Date-07.03.2017

**MEMORANDUM**

**Sub: Discontinuation of submission of Bill extract, Top Sheet, Duplicate copies of Schedules and Acknowledgement along with the physical copy of the bill at the Treasury/Pay & Accounts Offices**

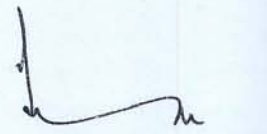
Presently DDO requires to submit Bill extract, Top Sheet, multiple copies of By-Transfer Challans and Acknowledgement while preferring physical copy of the bill to Treasury. In Pre-IFMS period such documents were very much required in treasury for fast insertion of various information relating to such bill viz. Head of Account, Bill No. and date, DDO details for token generation, cheque delivery, receipt entry etc. Such practice not only involves signature by the DDO in multiple copies for submission of a single bill but also leads to wastage of time.

Now after complete digitization of entire process of payment right from preparation of bill to ultimate credit to beneficiary Bank Account obviates such manual entries at Treasury. Accordingly, the matter of submission of such documents along with bill has been reviewed by the empowered committee duly formed by this Department. The committee has suggested discontinuing the submission of Bill extract, Top sheet, acknowledgement and multiple copies of schedules/challans along with the physical copy of the bill in order to reap the benefit of Digitalised Bill forms, electronic submission and payment procedure introduced in IFMS.

Now considering all the aspects the Governor is pleased to decide discontinuation of following documents while submission of bills to Treasuries:

1. Bill extract, Top Sheet and Acknowledgment (Except where payment is required by cheque)
2. Multiple copies of challans and schedules for By-transfer deductions. Only one copy will suffice for onwards transmission to Accountant General (A&E), West Bengal and other purpose.

This order shall take effect w.e.f. 01.04.2017. Necessary amendment in West Bengal Treasury Rule, 2005 will be made in due courses.

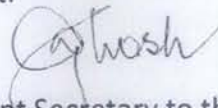


(H.K. Dwivedi)

Principal 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. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_.
8. Director, \_\_\_\_\_  
\_\_\_\_\_.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_.
11. Sub-Divisional Officer, \_\_\_\_\_.
12. Block Development Officer, \_\_\_\_\_.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Assistant Secretary to the  
Government of West Bengal