

Government of West Bengal
Finance Department
Audit Branch

No. 5801- F(Y)

Date: 14/09/2017

MEMORANDUM

After introduction of IFMS, certain Reports/Registers maintained in the Treasuries/Pay and Accounts Offices as per provisions of the WBTR 2005 have become redundant while some others are no longer required to be maintained in physical form as Centralised Treasury System (CTS) generated soft-copies are adequately catering to the need of preservation of such data. The Government of West Bengal has been actively considering since some time past the issue of synchronising the Treasury Reports/Registers in this changed scenario to minimise the usage of papers in Treasuries/PAOs.

After careful consideration, the Governor is now pleased to discontinue the maintenance of the Reports/Registers completely as mentioned herein at List "A" and to discontinue the maintenance of physical form of the Reports/Registers as mentioned herein at List "B" while system generated reports of the same will continue to be maintained in the CTS module of IFMS.

List "A": The following Reports/Registers in the Treasuries/PAOs are hereby discontinued completely:

Existing Reports/Registers as per WBTR 2005	Description
Annexure – A	Register for bills received and passed
Annexure – A1	Register for bills passed
Annexure – A2	Register of Objection Bill
Annexure – D	Retrenchment Slip
Annexure – E	Cheque Memo
Annexure – F	Register showing the distribution of bills among Cheque Writers
Annexure – H	Note Book showing the distribution of cheque forms among cheque writers
Annexure – K	Token Register
Annexure – L	Token Census Register
Annexure – S	Note book of ATO Cheque
Annexure – T	Intimation to the DDO for issue of Fresh Cheque in lieu of Time-expired/Lost Cheque
Cash Book	Register of daily Receipts and Payments at the Treasury
Appendix 15, Part-B, Annexure – III	Consolidated Pension Bill-cum-Cheque Slips
Index Register for PPOs	Index Register for PPOs

List "B": The following Reports/registers are available in CTS module of IFMS on real time basis. Hence maintenance of such Reports/Registers in physical form in the Treasuries/PAOs is hereby discontinued.

Existing Reports/Registers as per WBTR 2005	Description
Annexure – G	Register of Cheques Drawn
Annexure – J	Register of Cheque Delivered
Annexure – U	Statement of issue of Fresh Cheque in lieu of Time-expired/Lost Cheque
Allotment Register	Register of DDO wise allotment received and consumption
R.B.D. Register	Register of daily Bank Scrolls
Annexure – D	Bank wise Category wise Pension Payment Register

This order issues in the interest of public service and shall take effect from 01.10.2017.


(H.K. Dwivedi, IAS)

Principal Secretary to the
Government of West Bengal

No. 5801/1(200)-F(Y)

Dated, the 14th September, 2017

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, 3rd MSO Building, 5th 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, 3rd 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, 1st 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


Deputy Secretary to the
Government of West Bengal