

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

Memo. No. 257-F(Y)

Date: 11.01.2018

MEMORANDUM

**Sub: Issuance of "Administrative Approval and Financial Sanction" and
providing its details in the "Allotment Orders"**

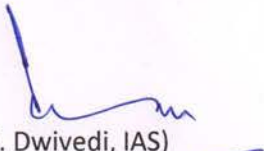
It has recently been brought to the notice of the Government that several Departments are issuing "Allotment Orders" through "IFMS" for projects being sanctioned by them for execution by works department without providing details of the "Administrative Approval and Financial Sanction" in the "Allotment orders".

2. Also it has been observed that several departments are not issuing "Allotment Orders" relating to State Plan Fund through the "Sanction-cum-Allotment" option in "e-Bantan" module of "IFMS". In case of allotment of fund through "Sanction-cum-Allotment" option of e-Bantan, the "Sub Allotting Authority" has the provision for entering details relating to the "Administrative Approval and Financial Sanction" for the work, the U.O. No. against which such "Administrative Approval and Financial Sanction" was accorded and also the name of the work for which such "Sanction-cum-Allotment" is issued.

3. In the absence of information relating to "Administrative Approval and Financial Sanction" for the work, the concerned Executive Engineer is not able to correlate as to which project the allotment of fund relates to. This leads to unnecessary delay in execution of projects. This was already brought to the notice of all Departments vide Circular No. 6029-F(Y) dated 22.9.2017 of Finance department, Audit Branch.

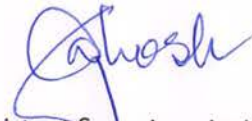
4. In view of the above, it is again reiterated that **all Departments are requested to issue an "Administrative Approval and Financial Sanction" for the work related to that Department** in terms of Rule 165 of WBFR, Vol-1 read with Rule 168(1) of PWD Code Vol-1 before fund is released.

5. **At the time of release of fund under Plan Head, the reference of the G.O. under which the "Administrative Approval and Financial Sanction" was issued, should invariably be given in the "Sanction-cum-Allotment" order. Copies of both the "Administrative Approval and Financial Sanction" and "Sanction-cum-Allotment" should also be endorsed to the Head of the Department, Chief Engineer of the concerned wing of the works department and the Executive Engineer, who is responsible for implementation of the project.**


(H.K. Dwivedi, IAS)
Additional Chief Secretary to
The Government of West Bengal
Finance Department

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.



Assistant Secretary to the
Government of West Bengal