

Government of West Bengal
Finance Department
Audit Branch

No. 7580-F(Y)

Kolkata, the 7th December, 2018

MEMORANDUM

Sub: Change of existing provisions of issuing Drawal authority for Drawing and Disbursing Officers.

Presently, as per TR-4.018 (2) of WBTR, 2005 the specimen signature of a Drawing and Disbursing Officer in respect of a newly established office or an office shifted from the jurisdiction of one treasury to another treasury, shall be forwarded to the concerned Treasury Officer along with a letter of authority to draw fund, by the Accountant General (Accounts and Entitlement), West Bengal.

TR-4.018 (3) provides that the Treasury officer shall not make any payment to the new Drawing and Disbursing Officer till he receives the specimen signature of the Drawing and Disbursing Officer along with the letter of authority from the Accountant General (Accounts and Entitlement), West Bengal.

However, expediting the process of creation of new DDO / change of jurisdiction of DDO from one Treasury to other was under active consideration of the Government for some time past.

Now, after active consideration of all aspects and in supersession of the existing rules and provisions, the Governor is pleased to prescribe the following provisions:

1. The specimen signature of a Drawing and Disbursing Officer in respect of a newly established office or an office shifted from the jurisdiction of one treasury to another treasury, shall be forwarded to the concerned Treasury Officer along with a letter of authority to draw fund as well as the DDO code, by the Directorate of Treasuries & Accounts, West Bengal. Directorate of Treasuries & Accounts will also endorse a copy of the drawal authority along with specimen signature to the office of the Accountant General (Accounts and Entitlement), West Bengal.
2. The Treasury officer shall not allow the new Drawing and Disbursing Officer to draw any funds from the treasury till he receives the specimen signature of the Drawing and Disbursing Officer along with the letter of authority from the Directorate of Treasury & Accounts, West Bengal.

This order takes immediate effect. Necessary amendments in relevant provisions of WBTR, 2005 will be made in due course.



(H.K.Dwivedi)

**Additional Chief Secretary
to the Govt 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, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department.
5. Financial Advisor, _____ Department.
6. Commissioner, _____ Division, _____

7. Director, _____

8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, _____

10. Sub-Divisional Officer, _____
11. Block Development Officer, _____
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, _____

16. Group ____ / _____ Branch, Finance Department.
17. 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