

Government of West Bengal
Finance Department
Audit Branch

No.512-F(Y)

Date-03.02.2020

MEMORANDUM

It has been experienced that during the fag end of the Financial Year i.e. in February and March of every Financial Year, large numbers of bills are presented before the Treasuries /Pay & Accounts Offices leading to huge accumulation of bills in those Offices. Such a situation may be avoided if submission of bills is made in a systematic and phased manner. Finance Department issues guidelines every year in this respect and like previous occasions all the DDOs are requested to adhere to the following schedules for submission of bills for the Financial Year 2019-2020:

Sl. No.	Description	Date by which bills/Advices are to be submitted to Treasury/PAO
A	Sanction upto: 29.02.2020 13.03.2020 26.03.2020	11.03.2020 20.03.2020 27.03.2020
B	Bill on account of arrear Salaries, T.A incl. LTC/TC, Other allowances & Other Personal claims etc. For Journey completed before- (i) 28.02.2020 (ii) 17.03.2020 (iii) 25.03.2020 No further claims will be entertained at Treasuries thereafter.	13.03.2020 20.03.2020 27.03.2020
C	Salary bills for all categories of employees for the Month of March 2020.	24.03.2020
E	Bills of Office Expenses and other charges of recurring nature	27.03.2020
F	Works & Forest Division bills from the Deposit Account maintained at the Treasury/PAO in TR-70B & 70C	27.03.2020
G	Works & Forest Division Bills in TR-70 against Sanction/Allotment issued upto- 29.02.2020 17.03.2020 23.03.2020 After 23.03.2020	11.03.2020 20.03.2020 25.03.2020 30.03.2020
H	E-Advices of the Deposit Accounts relating to Salary and other expenses	24.03.2020

1. All Sub-Allotting Officer shall distribute the fund to the DDOs for drawal and disbursement well ahead without holding them unnecessarily in hand.
2. The Treasuries as and when necessary, may immediately be strengthened temporarily by deputation of Staff from other sections of the District or Sub-Divisional Offices till the end of Financial Year. District Magistrate and Sub-Divisional Officers shall look into the matter well ahead.
3. **No new bills shall be received by the Treasury/Pay & Accounts Offices after 4 p.m. on 31.03.2020.**
4. Bills returned/objected before 16.03.2020 shall be submitted by 20.03.2020. Bills returned/objected during the period from 16.03.2020 to 20.03.2020 must be resubmitted by 25.03.2020. Bills returned between 23.03.2020 and 27.03.2020 must be re-submitted on the very next day. Bills returned on 30.03.2020 & 31.03.2020 must be resubmitted by 4 p.m. on the same day of objection.

5. No advance shall be drawn without specific concurrence of the Finance Department, Gr.T. U.O No of the Finance Department shall invariably be quoted in all orders sanctioning advance.
6. No amount shall be transferred to the PL/LF deposit account unless specific authorization is given in the Government order except where there are standing orders authorizing such transfer with the concurrence of Finance Department. However, no concurrence of Finance Department will be required for transfer of fund in terms of para 2 of FD Memo No. 1484-F(Y) dated 06.03.2019.
7. Treasury/Pay & Accounts Offices shall dispose of all the bills received prior to 28.02.2020 by 06.03.2020 and 13.03.2020 by 17.03.2020 by way of generation of Payment mandate/delivery of cheques/Delivery of Nil Bill Statements. Bills received during 16.03.2020 to 27.03.2020 shall be cleared by Treasury/Pay & Accounts Offices on day to day basis with the aim to start with nil pending bills on 30.03.2020 and 31.03.2020.
8. Treasury Officer/Pay & Accounts Officer/Additional Treasury Officer/Additional Pay & Accounts Officer shall arrange for the generation of Payment mandate/delivery of cheques/Nil Bill Statements/PL Transfer Statements, if any, as soon as bills are passed and ensure that no mandate/cheque/Nil Bill/PL transfer statements are pending for delivery through system on 31.03.2020.
9. The Treasury Officer/Pay & Accounts Officer shall confirm from the Computer record as well as by physical verification that all the bills have been disposed of properly. TO/ATO/PAO/APAO shall ensure from computer system at regular interval that no payment mandate and cheque/Nil Bill Statement/PL transfer statements are pending for delivery. In no case any request for back end delivery of cheque/Nil Bill/PL Transfer statements shall be entertained.
10. Salary for the month of March, 2020 in respect of State Government employees, Employees of Non-Government aided educational institutions, Libraries, Employees of Panchayat Bodies; Employees paid out of deposit accounts/Grant-in-aid etc. shall be paid on 02.04.2020. Monthly Wages, Honorarium, Remuneration, Stipend shall also be paid on 02.04.2020. Monthly Pension for the month of March, 2020 shall be paid on 02.04.2020. Treasury/Pay & Accounts Offices shall generate mandate on RBI for credit into the Bank Account on 2nd April, 2020 and deliver all the cheques through system mandatorily within 31.03.2020 with specific instruction for non-encashment before 02.04.2020.
11. District Magistrate and Sub-divisional Officer in the outlying sub-division shall issue necessary instructions on the above lines to the DDOs so that the work in the Treasuries can be completed smoothly at the close of the financial year.
12. Monthly accounts for the month of March, 2020 must be submitted to the Office of the Accountant General (A&E), West Bengal by 15.04.2020.
13. CTS, e-Bantan, AAFS, e-Billing, e-Pradan and Online PL module of IFMS may be made disable on 31.03.2020 as per timelines given in the foregoing paras. All the Administrative Departments, Sub-Allottee Officers, Treasury/Pay & Accounts Officers, DDOs and Administrators of Deposit Account holders are requested to plan accordingly.

Sd/-
(H.K.Dwivedi)
Additional Chief Secretary
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, 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, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
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