

**Government of West Bengal**  
**Finance Department**  
**Audit Branch (Gr. T)**  
**File No - E 16907**  
**NABANNA**  
**Howrah - 711 102**

No. 801-F(Y)

Date:27.02.2021

**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 2020 – 21:

Sl. No.	Description	Date by which bills/Advices are to be submitted to Treasury/PAO
A	Allotment/Sanction issued: Up to 20.02.2021 Between 01.03.2021 to 12.03.2021 Between 13.03.2021 to 19.03.2021 Between 20.03.2021 to 24.03.2021 Between 25.03.2021 to 30.03.2021 On 31.03.2021	12.03.2021 19.03.2021 24.03.2021 26.03.2021 30.03.2021 31.03.2021
B	a. Bill on account of arrear salaries & other personal claims including retirement benefits b. For T.A. Bills Journey completed- (i) Before 28.02.2021 (ii) Between 01.03.2021 to 12.03.2021 (iii) Between 13.03.2021 to 25.03.2021 <i>No further personal claims (refer a &amp; b) will be entertained at Treasuries thereafter.</i>	19.03.2021  12.03.2021 19.03.2021 26.03.2021
C	Salary bills and Wages bill for the Month of March 2021. Grant in Aid Salary Bills for March 2021.	23.03.2021 26.03.2021
D	Works & Forest Division bills from the Deposit Account maintained at the Treasury/PAO in TR-70B & 70C.	26.03.2021
E	Works & Forest Division Bills in TR-70 against Sanction/Allotment has been issued: Upto 20.02.2021 Between 01.03.2021 to 12.03.2021 Between 13.03.2021 to 19.03.2021 Between 20.03.2021 to 24.03.2021 Between 25.03.2021 to 30.03.2021 On 31.03.2021	12.03.2021 19.03.2021 24.03.2021 26.03.2021 30.03.2021 31.03.2021
H	E-Advices of the Deposit Accounts of LF/PL/PF Administrators/Operators.	24.03.2021

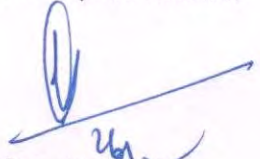


All Sub-Allotting Officer shall distribute the fund to the DDOs for drawal and disbursement well ahead without holding them till the fag end.

2. The Treasuries as and when necessary, may be strengthened temporarily by deputing staff from other sections of the District or Sub-Divisional Offices in the month of March 2021. District Magistrates and Sub-Divisional Officers shall look into the matter in consultation with the Treasury Officer.
3. **No new bills shall be received by the Treasury/Pay & Accounts Offices after 4 p.m. on 31.03.2021.**
4. Treasury/Pay & Accounts Offices shall dispose of all the bills received in the Treasury, in the following manner:
  - a. Bills received prior to **28.02.2021** should be processed by **05.03.2021**
  - b. Bills received from **01.03.2021** to **12.03.2021** should be processed by **15.03.2021**
  - c. Bills received on and after **15.03.2021** should be processed on the same day.
5. DDOs should ensure that objected bills should be re-submitted in the Treasury/ Pay & Accounts Offices in the following manner:
  - a. Bills returned/objected before **16.03.2021** shall be resubmitted by **19.03.2021**.
  - b. Bills returned/objected during the period from **16.03.2021 to 19.03.2021** must be resubmitted by **24.03.2021**.
  - c. Bills returned between **20.03.2021** and **26.03.2021** must be resubmitted on the very next day.
  - d. Bills returned on **30.03.2021 & 31.03.2021** must be resubmitted by **4 PM** on the same day of objection.
6. 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 31.03.2021. **In no case any request for back end delivery of cheque/Nil Bill/PL Transfer statements shall be entertained.**
7. No bill shall be passed under any head of account for which no allotment has been received during the entire current financial year.
8. (a) No advance shall be drawn without specific concurrence of the Finance Department, Gr. T.  
(b) U.O No issued by the Finance Department shall mandatorily be quoted in all orders sanctioning an advance drawal.
- 10.(a) No amount shall be transferred to the PL/LF deposit account unless specifically authorized by the Finance Department except where there are standing orders authorizing such transfer with the concurrence of Finance Department.  
(b) No concurrence of Finance Department will be required for transferring Grants to Grantee Institutions in their respective LF/PL deposit accounts and for making payments to implementing agencies under Rule 47D of WBFR and as per FD Memo No. 3626-F(Y) dated-10.07.2014 read along with Memo No. 1033-F(Y) dated- 20.02.2018.
- 11.(a) Salary for the month of March, 2021 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 **02.04.2021**.  
(b) Monthly Wages, Honorarium, Remuneration, Stipend shall also be paid on **02.04.2021**. Treasury/Pay & Accounts Offices shall generate the referred mandates on RBI for credit into the Bank Account on **02.04.2021** and deliver cheques (if any, in this regard) through system mandatorily within 31.03.2021 with specific instruction for non-encashment before **02.04.2021**.
12. Monthly Pension for the month of March, 2021 shall be paid on **02.04.2021**.
13. District Magistrates and Sub-divisional Officers (in the outlying sub-divisions) 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.



14. Monthly accounts for the month of March, 2021 must be submitted to the Office of the Accountant General (A&E), West Bengal by **16.04.2021**.
15. The timelines for preferring bills in the Treasuries should be strictly followed. System will *restrict the preparation and submission of bills after 4 PM on 31.03.2021*. All the Administrative Departments, Sub-Allottee Officers, Treasury/Pay & Accounts Officers, DDOs and Administrators of deposit Account holders are requested to plan accordingly.

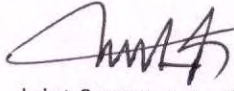
  
Principal Secretary to the  
Government of West Bengal

No.801 (1/500)-F(Y)

Date. 27.02.2021

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place (West), Kolkata – 700 001
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block OF, Sector I, Salt Lake, Kolkata - 70006
4. Additional Chief Secretary / Principal Secretary / Secretary, Department. He is requested to circulate this order to all the Offices/local bodies/Parastatals under the Department.
5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
7. Director, \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> 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, "SUBHANNA, SGO COMPLEX", 5th & 6th Floor, Plot No.9, Block-DF, Sector-I, Bidhannagar, Kolkata-64.
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.

  
Joint Secretary to the  
Government of West Bengal