

Government of West Bengal
Finance Department
Audit Branch

No. 1380-F(Y)

Date: 23.03.2020

MEMORANDUM

Sub : Modalities for submissions and processing of bills in Treasuries in the background of combating the spread of COVID 19

The State Government has taken up all necessary measures for combating the spread of COVID 19, and whereas it is imperative to adopt social distancing and isolation measures to contain its spread, and considering the necessity of restricting the physical presence of officials of DDOs during discharging activities related with closure of financial year in the Treasuries, in continuation of Memo No. 1379- F(Y) dated 23.03.2020, certain modalities in respect of submission of bills in treasuries through iFMS and passing of bills by treasuries have been introduced in partial modification of WBTR, 2005 as follows :-

1. Procedure to be followed by DDOs:

- i) DDOs / PL & LF operators shall submit online bills / e-Advices to Treasuries through "e-billing / online LF & PL module of iFMS" as usual.
- ii) However, **DDOs / PL & LF operators are not required to submit physical copies of bills / e-Advices at the Treasuries.**
- iii) **It must be noted that DDOs / PL & LF operators shall preserve the Treasury Copy of the bills / schedules / sub-vouchers/ e-Advices in their offices carefully for submission to the treasuries subsequently. The date and modalities for such submission will be notified later.**
- iv) In respect of third party payments, DDOs shall ensure that certificates are provided in the "Additional Certificate" tab in e-billing for "Stock entry Certificate", "Work done certificate", "Certificate of due observance of tender formalities" , "Non-drawal certificate" etc. as applicable.
- v) Any clarification required by the Treasury Office, the DDOs shall send the same through their official mail ID (@gov.in) to the official mail ID (@gov.in) of Treasury officer. The Subject line of the mail shall contain the following: "DDO Code..... , Token No. "
- vi) **The DDOs shall be fully responsible for genuineness, eligibility of sub-vouchers and necessary certificates which shall be submitted at the time of submission of physical bills later on.**
- vii) The DDOs must keep continuous track of the bills submitted in e-billing module and to keep an account of the bills passed and bills objected from treasury.

2) Procedure to be followed in Treasuries :

- i) Treasuries shall not receive any physical copy of bills / e-Advice from DDOs.
- ii) The Official having front office role in "CTS module of iFMS" must log into the system and frequently check whether any bill has been submitted electronically or not. He/ She shall

generate "Token No." against all such bills received and maintain a record of the bills received by him with the following information for future reference:-

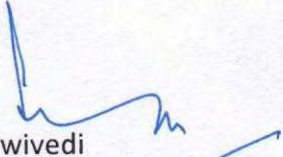
- (a) DDO Code
- (b) Bill No.,
- (c) Bill date
- (d) Net Amount
- (e) Token No. & date

- iii) The officials entrusted with the task of examining the bills shall frequently check in the system whether any bills are pending in their login and process the same electronically. Before giving mandate, the concerned officials must ensure that the mandates are given correctly.
- iv) **The Treasury Officer / PAO shall monitor the progress of processing of bills and issue instructions accordingly.**

In this pressing time DDOs are requested to co-operate with Treasuries to ensure that the Treasuries may be able to perform the year ending activities smoothly.

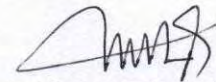
ONLY ESSENTIAL Bills should be submitted to the Treasuries as Treasuries will operate with skeleton staff.

The procedure as mentioned above shall be effective until further order.


H.K. Dwivedi
Additional Chief Secretary to the
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. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ 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 / Commissioner of Police / 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, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
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.



Joint Secretary to the
Government of West Bengal