

Government of West Bengal
Finance Department
Audit Branch (Group T)
(File No. 278123)

Memo No. 1382 -F(Y)

Dated, 19.04.2021

MEMORANDUM

Subject:- Submission and Processing of e-Bills/e-Advices at Treasuries and Pay and Accounts Offices

In an attempt to combat the spread of COVID-19 disease and as a part of complete safety measures adopted by the State Government, Finance Department vide memo no. 1380 - F(Y) dated 23.03.2020 read with memo no. 2218 - F(Y) dated 16.07.2020, introduced 'Online' mode for submission and processing of bills and advices and allowed Treasuries and Pay and Accounts Offices to receive and process e-Bills/e-Advices on the basis of signed Annexure - 1 submitted by DDOs / LF - PL operators through mail without physical bills and advices.

Validity of the tenure of this 'Online' mode for submission and processing of bills and advices in Treasuries and Pay and Accounts Offices were extended several times and the last time it was extended up to 31.01.2021 vide Finance Department's memo no. 2 - F(Y) dated 02.01.2021.

In view of the new threats imposed by the second wave of COVID-19 pandemic and the steep upsurge in the number of people affected by it in India including the state of West Bengal, Finance Department has decided to re-introduce the 'Online' mode for submission and processing of bills and advices and allow Treasuries and Pay and Accounts Offices to receive and process e-Bills/e-Advices on the basis of signed Annexure - 1 submitted by DDOs / LF - PL operators through mail without physical bills and advices with effect from 19.04.2021.

The modalities for submission and processing of Bills will be similar to the procedure specified in Finance Department's memo no. 1380- F(Y) dated 16.07.2020, 1399 - F(Y) dated 24.03.2020, 1423 - F(Y) dated 26.03.2020, 1500 - F(Y) dated 03.04.2020 and other related orders and instructions issued by Finance Department and Directorate of Treasuries and Accounts, West Bengal.

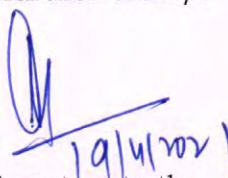
Bills and Advices which have already been received at the Treasuries and have not yet been passed/disposed may also be processed and passed/disposed online by the concerned Treasury Officials.

The DDOs/Administrators will submit without fail the duly signed and authenticated physical copy of Bills/Advices to the concerned Treasuries as per the procedure and schedule specified in FD Memo No. 1827-F(Y) dated 01.06.20 and 2218 - F(Y) dated 16.07.2020

Last date of submission of Treasury Accounts to the AG (A&E), WB for a month will be the 15th day of the succeeding month. In case 15th is a holiday the date will be extended to the next working day.

However, all Advance adjustment bills will have to be submitted to the Treasuries as per usual procedures and will remain outside the purview of this order.

This order will take immediate effect and will remain valid until further order/s in this regard.

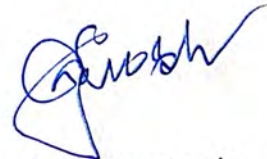

Principal Secretary to the
Government of West Bengal

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. Director, _____
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, _____ Division, _____
13. District Magistrate / District Judge / Superintendent of Police, _____

14. Sub-Divisional Officer, _____
15. Treasury Officer, _____

16. Block Development 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.



Deputy Secretary to the
Government of West Bengal