

**Government of West Bengal**  
**Finance Department**  
**Audit Branch, Group T**  
**(E – 278123)**  
**Nabanna, Howrah- 711102**

No. 3233-F(Y)

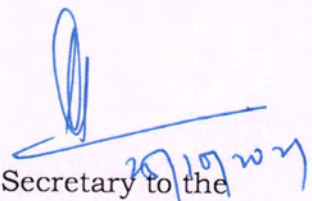
Date: 25<sup>th</sup> October, 2021

**MEMORANDUM**

In an attempt to combat the spread of COVID-19 disease and as a part of complete safety measure adopted by the State Government, Finance Department introduced 'Online' mode for submission and processing of bills and advices under F.D Memo No. 1380 - F(Y) dated 23.03.2020 read with memo no 2218 - F(Y) dated 16.07.2020 and allowed Treasuries and Pay & 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 advances.

Validity of tenure of this 'Online' mode for submission and processing of bills and advices was extended several times and last such extension was done w.e.f 19.04.2021 under FD Memo No. 1382 - F(Y) dated 19.04.2021.

Now the Governor is pleased to decide that from 01.11.2021 the Treasuries/Pay and Accounts Offices will start following the usual process of receiving Physical Bills and Advices following physical distancing norms and appropriate health & hygiene protocols. There will be no receipt of Bills or Advices at Treasuries/Pay and Accounts Offices from 01.11.2021 on the basis of Annexure – 1.

  
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, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> 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, 3<sup>rd</sup> 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