

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

Memo. No. 1399-F(Y)

Dated, 24th March, 2020

CORRIGENDUM

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

The modalities for submission and processing of bills in Treasuries / Pay & Accounts Offices in the background of combating the spread of COVID 19 was issued vide Memorandum No. 1380-F(Y) Dated-23.03.2020.

In that Memorandum No.1380-F(Y) dated-23.03.2020:-

1) Point No. (ii) of Sl. No.1 may be read as

“After submission of the bills/advices online, the DDOs/PL-LF Operators shall scan and send a signed and scanned “Statement of bills / Advices” in Annexure- 1 (to be prepared manually) by email (from official DDO email @gov.in) to the email (official email @gov.in) of the TO/ PAO and ATOs /APAO mandatorily. The Treasury will process only those bills for which Statement will be received. However no physical copies of bills / LF-PL advices are required to be submitted at the Treasuries at present. Physical Copies of the Bill will not be receive at Treasuries.”

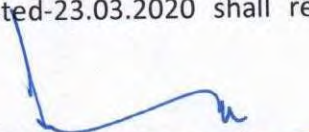
2) Point No. (ii) of Sl. No.2 may be read as

“The official having front office role in CTS module of IFMS shall log into the system and check from the ‘EC-42 Report’ i.e. ‘DDO wise bill submitted status’ whether any bills have been submitted electronically or not. He/she shall receive only those bills / advices in the System for which signed and scanned “Statement of bills / Advices” in Annexure-1 have been sent as stated above.”

Following points are hereby added further:-

- 1) Only those bills / Advices shall be received through system, without physical copy, by the Treasuries / Pay & Accounts offices having ‘Bill Date’ / ‘Memo Date’ on or after 22.03.2020 .
- 2) In case of objection, Treasuries shall send the Return Memo / Objection Memo in the mail address of the DDO/PL-LF Operator for proper compliance and re-submission, if any. Re-submission shall also be only through IFMS and No physical copy is required to be submitted.
- 3) The Official mail address of the Treasury Officer / Additional Treasury Officers are available under ‘Contact us’ in the Portal of Finance Department, West Bengal.

All other modalities contained in the Memorandum No.1380-F(Y) dated-23.03.2020 shall remain unchanged.


Additional Chief Secretary to the
Government of West Bengal .

“Statement of bills / Advices”

DDO/Operator Code		Designation			
Sl. No	Reference Number	Bill Number/ Memo Number	Bill Date / Memo Date	Type (New / Resubmitted)	Nature of Bill / Advice

Note: Only new bill / bills submitted after previously submitted Annexure-1 should be included.

Date:

Time:

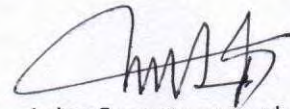
Signature
of DDO/ LF-PL Deposit Account Administrator

No.1399-F(Y)

Dated, the 24th March, 2020

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