

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH
NABANNA, MANDIRTALA, HOWRAH-711 102
(File No.16907)

No. 586-F(Y).

Dated, Howrah, the 16th February, 2022.

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 and 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 Drawing and Disbursing Officers are requested to adhere to the following schedules for submission of bills for the Financial year 2021-2022 :

Sl. No.	Description	Date by which Bills / Advices are to be submitted to Treasury / P.A.O.
A.	<u>Allotment/Sanction issued :</u> Up to 18.02.2022 Between 21.02.2022 to 28.02.2022 Between 01.03.2022 to 11.03.2022 Between 14.03.2022 to 21.03.2022 Between 22.03.2022 to 25.03.2022 Between 28.03.2022 to 30.03.2022 On 31.03.2022	28.02.2022 11.03.2022 17.03.2022 25.03.2022 28.03.2022 30.03.2022 31.03.2022
B.	a. Bill on account of arrear salaries and other personal claims including retirement benefits b. For T.A. Bills journey completed :- i. Before 28.02.2022 ii. Between 01.03.2022 to 11.03.2022 iii. Between 14.03.2022 to 25.03.2022 <i>No further personal claims (refer a & b) will be entertained at Treasuries thereafter.</i>	21.03.2022 11.03.2022 21.03.2022 28.03.2022
C.	Salary bills and Wages bills for the month of March, 2022, Grant in Aid Salary Bills for March, 2022.	17.03.2022 25.03.2022
D.	Works and Forest Division bills from the Deposit Account maintained at the Treasury / Pay and Accounts office in TR-70B & 70C	25.03.2022
E.	Works and Forest Division Bills in TR-70 against Sanction/Allotment has been issued : Up to 20.02.2022 Between 21.02.2022 to 28.02.2022 Between 01.03.2022 to 11.03.2022 Between 14.03.2022 to 21.03.2022 Between 22.03.2022 to 25.03.2022 Between 28.03.2022 to 30.03.2022 On 31.03.2022	28.02.2022 11.03.2022 17.03.2022 25.03.2022 28.03.2022 30.03.2022 31.03.2022
F.	E-Advices of the Deposit Accounts of LF / PL / PF Administrators / Operators	25.03.2022

2. All Sub-Allotting Officer shall distribute the fund of the Drawing and Disbursing Officers for drawal and disbursement well ahead without holding them till the fag end.

3. 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, 2022. District Magistrates and Sub-Divisional Officers shall look into the matter in consultation with the Treasury Officer.

4. **No new bills shall be received by the Treasury / Pay and Accounts Offices after 4 P.M. on 31.03.2022.**

5. Treasury / Pay and Accounts Offices shall dispose of all the bills received in the Treasury, in the following manner :

- a. Bills received prior to 28.02.2022 should be processed by 04.03.2022.
- b. Bills received from 01.03.2022 to 16.03.2022 should be processed within the next day of receipt of the bill.
- c. Bills received on and after 17.03.2022 should be processed on the same day.

6. Drawing and Disbursing Officers should ensure that objected bills should be resubmitted in the Treasury / Pay and Accounts Offices in the following manner :

- a. Bills returned / objected before 15.03.2022 shall be resubmitted by 21.03.2022.
- b. Bills returned / objected during the period from 15.03.2022 to 21.03.2022 must be resubmitted by 24.03.2022.
- c. Bills returned between 22.03.2022 and 29.03.2022 must be resubmitted on the very next day.
- d. Bills returned on 30.03.2022 must be resubmitted on 30.03.2022.
- e. Bills returned on 31.03.2022 must be resubmitted by 4 P.M. on 31.03.2022.

7. Treasury Officer / Pay and accounts Officer / Additional Treasury Officer / Additional Pay and 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 / Nill Bill / PL Transfer Statements are pending for delivery through system on 31.03.2022. **In no case any request for back end delivery of cheque / Nill Bill / PL Transfer Statements shall be entertained.**

8. No bill shall be passed under any head of account for which no allotment has been received during the entire current financial year.

9. (a) No advance shall be drawn without specific concurrence of the Finance Department, Group-'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 W.B.F.R. and as per Finance Department 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, 2022 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 02.04.2022.
(b) Monthly Wages, Honorarium, Remuneration, Stipend shall also be paid on 02.04.2022. Treasury / Pay and Accounts Offices shall generate the referred mandates on Reserve Bank of India for credit into the Bank Account on 02.04.2022 and deliver cheques (if any, in this regard) through system mandatorily within 31.03.2022 with specific instruction for non-encashment before 02.04.2022.

12. Monthly Pension for the month of March, 2022 shall be paid on 02.04.2022.

13. District Magistrates and Sub-Divisional Officers (in the outlying sub-divisions) shall issue necessary instructions on the above lines to the Drawing and Disbursing Officers 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, 2022 must be submitted to the Office of the Accountant General (A & E), West Bengal by 18.04.2022.

15. The timelines for preferring bills in the Treasuries should be strictly followed. System will restrict the preparation and submission of bills after 4 P.M. on 31.03.2022. All the Administrative Departments, Sub-Allottee Officers, Treasury / Pay and Accounts Officers, Drawing and Disbursing Officers and Administrators of Deposit Account holders are requested to plan accordingly.

Sd/- M. Pant.

**Principal Secretary to the
Government of West Bengal.**

No. 586/1(400)-F(Y).

Dated, Howrah, the 16th February, 2022.

Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, 2, Government Place West, Kolkata-700 001.
- 2) The Principal Accountant General (Audit), West Bengal,
Treasury Buildings, 2, Government Place West, Kolkata-700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal,
C.G.O. Complex, 3rd M.S.O. Building, 5th Floor, Block DF, Sector-I, Salt Lake, Kolkata-700 064.
- 4) The Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department.
- 5) The Special Secretary / Additional Secretary / Commissioner / Joint Secretary / Deputy Secretary,
Finance Department.
- 6) The Financial Advisor, _____ Department.
- 7) The Director, _____

- 8) The Director of Treasuries and Accounts, West Bengal,
Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata-700 001.
- 9) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012.
- 10) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,
P-1, Hyde Lane, Kolkata-700 073.
- 11) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III,
Subhanna, S.G.O. Complex, DF-9, Sector-I, 5th & 6th Floor, Salt Lake, Kolkata-700 064.
- 12) The Commissioner, _____ Division, _____

- 13) The District Magistrate / District Judge / Superintendent of Police _____

- 14) The Sub-Divisional Officer, _____

- 15) The Treasury Officer, _____

- 16) The Block Development Officer, _____

- 17) The Group _____ / _____ Branch, Finance Department.
- 18) Shri 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.**