

Government of West Bengal
Finance Department
Audit Branch

No. 1318-F(Y)

Date: 19th March, 2020

MEMORANDUM

Sub : Centralized payment of unpaid bills.

Finance Department has recently issued Memo No.1234-F(Y) dated 12.03.2020 for better compliance of guidelines regarding publication of brief referral advertisements in respect of all e-tenders and Memo No. and 1235-F(Y) dated 12.03.2020 to streamline the entire tender invitation, engagement and payment process for Selection of agencies.

Now it is proposed that all the unpaid bills, regarding publication of brief referral advertisements in respect of all e-tenders of subordinate Government offices and for agencies which have provided similar nature of services to different subordinate offices may also be paid centrally by the concerned Administrative Department.


Now in order to make payment of already issued work orders by different subordinate offices for:

- a) brief referral advertisements in respect of all e-tenders
- b) agencies providing similar nature of services to different subordinate offices

by the Admin Department centrally following steps may be followed:

1. All bills are to be submitted to the concerned subordinate office which has issued the work order.
2. The subordinate office will provide the following two certificates on the body of the bill to prevent false payment and to avoid duplicate payment.
 - a) Work done certificate with signature of work order issuing authority.
 - b) Non-payment certificate by the DDO of the office of work order issuing authority.

Thereafter bills are to be sent to the concerned Department for necessary payment. While making payment the concerned Department will ensure that the expenditures are booked against the concerned Scheme / Project ID wherever applicable.


Additional Chief Secretary to the
Government of West Bengal

No.1318-F(Y)

Dated, the 19th 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.



Deputy Secretary to the
Government of West Bengal