



Government of West Bengal
DEPARTMENT OF INFORMATION & CULTURAL AFFAIRS
"Nabanna" (9th Floor), H.R.B.C. Building,
325, Sarat Chatterjee Road, Mandirtala, Shibpur,
Howrah-711 102

No.1651/ACS/ICA

Dated : Howrah, the 22nd June, 2020

From:

**The Additional Chief Secretary,
Information & Cultural Affairs Department
Government of West Bengal**

To:

Additional Chief Secretary / Principal Secretary

_____ Department

Subject: "Issuance of brief referral advertisement for e-tender and centralized payment of unpaid bills"

Ref: Finance Department (Audit Branch) Memo No.- 1234-F (Y), dated: 12.03.2020 and Memo No.- 1318-F (Y), dated: 19.03.2020.

Sir / Madam,

I would like to invite your attention to the subject and memo under reference (copy enclosed) where Finance Department has issued guidelines in connection with issuance of brief referral advertisements for e-tender in daily newspapers and centralized payment of unpaid bills related to publication of advertisement of various Departments under Government of West Bengal.

The existing procedure for release of Government advertisement has been detailed in the order no. 1464/Pr. S/ ICA/17, dated: 10.03.2017 (copy enclosed) of the Chief Secretary to the Government of West Bengal where I & CA Department is entrusted as nodal Department to release all advertisements of the State Government Departments for necessary publication to Print & Electronic Media.

As per current practice, I & CA Department is accepting requisition of different authorities of State Government offices and taking regular action to release those advertisements for necessary publication. However, in line with Finance Department circular mentioned above, this system needs to be discontinued immediately and issue related to the publication of advertisement to be routed only through respective Administrative Departments and not by any other organization under the administrative control of respective department.

Accordingly, I would request you to instruct all offices under the administrative control of your department to ensure strict compliance of the guidelines as noted above so that publication is routed only through Administrative Departments in future, failing which it will not be possible for I & CA Department to release such advertisement henceforth.

In sum, all tender and notice advertisements of your Department/ Directorate/Field Offices/Branches/Divisions may kindly be sent through you by your Department to Director of Information for release of the same by him in newspapers.

Thanking you,


Additional Chief Secretary