

# GOVERNMENT OF WEST BENGAL

Finance Department

Budget Branch

No. 172-F.B.

Date : 10<sup>th</sup> May, 2018

## MEMORANDUM

**Sub : Regular review of fund utilisation and timely surrender of funds which are likely to remain unutilised.**

In terms of Finance Department's Memo No. 1872-FB dated 26.03.2018, 70% of whole years' budget provision has already been released with effect from 01.04.2018 relating to State Development Schemes, Administrative Expenditure of Salary and Non Salary items. The objective of releasing 70% of the Budget provision on 1<sup>st</sup> April 2018 is to ensure sufficient time with administrative departments for expeditious utilisation of funds through advance planning and faster execution.

**The administrative departments are requested that a preliminary review of the utilisation of funds may done in the month of September 2018 and based on the assessment of the utilisation and requirement of the administrative departments for funds, proposal of surrender of excess funds may be made and sent to the Finance Department for approval. Again, a second round of review of utilisation of available funds must be made in December 2018 and funds which the department considers are in excess of its requirement should be surrendered positively by 31<sup>st</sup> December 2018.**

This would enable the Finance Department to allocate the surrendered funds to those departments which requires augmentation of funds for smooth running of their programmes.

In this connection, it may also be stated that the formal proposal for surrender of fund should invariably be sent to Finance Department through e-office and not by a letter or via e-mail. The administrative departments are also requested to ensure that the fund proposed to be surrendered is available in e-bantan. Further, no fund should be sub-alloted from the heads of account further for which surrender proposal has been sent to Finance Department. If the funds are lying in Directorates/Districts, the administrative departments are requested to first withdraw the fund to their level before sending the proposal to Finance Department.

It is further informed that the process of surrender of fund will be completed only when the Finance Department is able to withdraw the fund electronically from the Budget of the administrative department in the IFMS to its i-Budget system.

It may be mentioned here that the financial performance of the departments in utilisation of funds shall be assessed on the net funds available with them after factoring in augmentation and surrender of funds.



(H.K. Dwivedi)


Additional Chief Secretary to the  
Government of West Bengal

No. 172 /1(300)-F.B.

Howrah, the 10<sup>th</sup> May, 2018

Copy forwarded for information and necessary action to:-

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Accountant General (R W & LBA), West Bengal, C.G.O. Complex, 3<sup>rd</sup> M.S.O. Building, 5<sup>th</sup> Floor, Block-DF, Salt Lake, Sector-I, Kolkata – 700 064.
4. The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, 2<sup>nd</sup> Floor, Kolkata-1.
5. The Addl. Chief Secretary/Principal Secretary/Secretary/Special Secretary/Joint Secretary,  
.....Department.
6. ....Group/Branch, Finance Department.
7. The Commissioner,.....Division
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane Kolkata-73.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market (1<sup>st</sup> Floor), Salt Lake, Kolkata-700 106.
11. The District Judge.....District.
12. The District Magistrate,.....District.
13. The Treasury Officer.....Treasury.
14. Software Development and Support Group, Finance Department, Budget Branch.
15. Shri Sumit Mitra, Network Administrator, Finance Department, for uploading this order in the Finance Department's Website.

  
( D. Bhattacharyya )  
Joint Secretary to the  
Government of West Bengal