

# Government Of West Bengal

Finance Department,

Audit Branch

"NABANNA"

325, S.Chatterjee Road, Howrah - 711 102

Email ID:finreceipt-wb@bangla.gov.in

No.: 3788-F(Y)

Date: 09.06.2023

## ORDER

### **Sub.: Enhancement of monthly rate of cleaning of Office equipment.**

The monthly rates of cleaning of the different types of office equipment were last revised vide F.D. Memo No. 6298-F(Y) dated 06.12.2016.

After that several representations from the various quarters have been received for revising the rates. The matter has been under consideration of the Government for sometime past.

Now, after careful consideration of the matter, the Governor has been pleased to revise the rate of cleaning of Office equipment as under :

Sl. No.	Office Equipment	Rate per 4 cleanings per month
1.	Telephone	Rs. 18/- per set
2.	Computer including Keyboard & Mouse	Rs. 36/- per set
3.	Printer Scanner/Fax Machine	Rs. 12/- per set
4.	Photocopier/Colour Xerox/Printer cum copier	Rs. 44/- per set

In case, Scanner is a part of the multifunction Printer/Photocopier, separate cleaning charge is not admissible for Scanner other than that for Printer/Photocopier, since the Printer/Photocopier scans documents with the same machine.

This order is issued in suppression of all other previous orders issued on this subject and will take immediate effect.

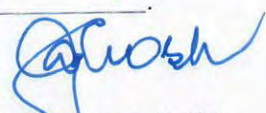
Sd/- S.K.De  
Special Secretary to the  
Government of West Bengal

No.: 3788/1[300]-F(Y)

Date: 09.06.2023

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. Additional Chief Secretary/ Principal Secretary/Secretary \_\_\_\_\_  
\_\_\_\_\_ Department
4. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
5. \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division.
7. Director, \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> floor, Kolkata- 700 001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_
10. Sub-Divisional Officer, \_\_\_\_\_
11. Block Development Officer, \_\_\_\_\_
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700 073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO complex, 5<sup>th</sup> & 6<sup>th</sup> floor, Plot-9, DF Block, Sec.1, Salt Lake, Kolkata - 700 106.
15. Treasury Officer, \_\_\_\_\_
16. Office copy.

  
Deputy Secretary to the  
Government of West Bengal