

**Government of West Bengal**  
**Finance Department**  
**Audit Branch (Group T)**  
**"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102**  
**(E-16104 – Gr H)**

No: 839- F(Y)

Date: 02-03-2026

**ORDER**

**Subject: 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. 3788 – F(Y) dated 09.06.2023.

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

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

| SI No. | Office Equipment                               | Rate per 4 cleanings per month |
|--------|--|--------------------------------|
| 1      | Telephone                                      | Rs. 20/- per set               |
| 2      | Computer including Keyboard & Mouse            | Rs. 40/- per set               |
| 3      | Printer Scanner / fax Machine                  | Rs. 13/- per set               |
| 4      | Photocopier / Colour Xerox/ Printer cum copier | Rs. 48/- 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.

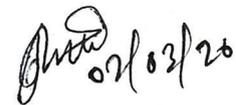
This order is issued in supersession of all other previous orders issued on this subject and will take immediate effect.



(AMIT KUMAR MONDAL)  
OSD & Ex- Officio Special Secretary to the  
Government of West Bengal

**Copy forwarded for information and necessary action to:**

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Pr. A.G. (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary/ Secretary,.....Department requesting to circulate concerned offices/autonomous bodies/Parastatals under the administrative control of his Department.
5. Special Secretary / Additional Secretary / Commissioner/ Joint Secretary / Deputy Secretary, Finance Department.
6. The General Manager, Reserve Bank of India, Banking Department, 15-N.S. Road, Kolkata-1.
7. Financial Advisor, \_\_\_\_\_ Department.
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, Old Khadya Bhavan, 3<sup>rd</sup> Floor (East side), 11A Mirza Ghalib Street, Kolkata - 700 087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhavan, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, (West side), 11A Mirza Ghalib Street, Kolkata - 700 087.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, Salt Lake, Kolkata - 700064.
13. Commissioner, \_\_\_\_\_ Division,
14. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police
15. Sub-Divisional Officer, \_\_\_\_\_
16. Treasury Officer, \_\_\_\_\_
17. Block Development Officer, \_\_\_\_\_
18. Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
19. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



**Assistant Secretary to the  
Government of West Bengal**