

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 8846 - F(Y).

Kolkata, the 12<sup>th</sup> September, 2011.

**MEMORANDUM**

The Government has already introduced the 'West Bengal Government's e-Payment of Salary [ePS] Scheme' vide Finance Department's Notification No.8301-F dated 26.08.2009 wherein the detail rules and procedures for payment of salary through electronic mode have been prescribed. Subsequently, Finance Department vide Memorandum No.6261-F(Y) dated 17<sup>th</sup> June 2011 instructed that the salaries of all categories of employees in all the State Government Offices shall be paid through their bank accounts on and from the Salary month September 2011. At present majority of the State Government Offices have successfully implemented the scheme of payment of salary through bank. It has reduced the risk of cash handling and cash shortage not only in the Government Offices but also of the employees concerned. It has ensured economy in expenditure related to disbursement of salary, utilisation of the manpower in the jobs other than salary disbursements. But it has come to the notice of the Government that few employees have not yet furnished their bank particulars to their Drawing & Disbursing Officers, which caused inconvenience to the Drawing & Disbursing Officer in disbursing the salary through Bank. For some time past the Government was considering the procedure to overcome the situation.

After careful consideration of the matter, the Governor has been pleased to decide that the salary to the concerned employees, who failed to furnish their bank particulars to the Drawing & Disbursing Officers, shall be paid through "Account Payee" Cheques to be drawn in favour of the employees except the following two cases;

- (a) The employee, who is seriously ill or indisposed and is on continuous leave on 'Medical Ground' or on 'Maternity Leave' and has no bank account in his/her name and is unable to open the bank account, may be allowed to draw his/her salary in cash till he/she joins the duty.
- (b) The employee who is retiring on superannuation in the month of September 2011.

Necessary amendment in the West Bengal Treasury Rules, 2005 shall be made in due course.

This order shall take effect from the date of issue.

*Sd/-*  
**C.M. Bachhawat**  
**Principal Secretary to the**  
**Government of West Bengal**  
**Finance Department.**

No. 8846 /1 (150) –F(Y).

Kolkata, the 12<sup>th</sup> September, 2011.

Copy forwarded for information and necessary action to :-

1. The Accountant General (A & E), West Bengal, Treasury Buildings,  
Kolkata-700 001.
2. The Accountant General (Audit), West Bengal, Treasury Buildings,  
Kolkata-700 001.
3. The Principal Secretary /Secretary.....  
.....Department.
4. The Director of Treasuries & Accounts, West Bengal,  
The New India Assurance Building, 4, Lyons Range, Kol. –1.
5. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I,  
81/2/2, Phears Lane, Kolkata – 700 012.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,  
P-1, Hyde Lane, Kolkata – 700 012.
7. The Treasury Officer, \_\_\_\_\_.
8. The A.O., W.B. Sectt, Writers' Buildings, Kol-1
9. The A.O., W.,B. Sectt, Bikash Bhawan, Kol-91



**Special Secretary to the  
Government of West Bengal.  
Finance Department.**