

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

No. 5413-F

Calcutta, the 14th May, 1992

MEMO

Accounts of various loans and advances granted to the employees of the State Government are maintained by the Accountant-General (A & E), West Bengal. In that office Broad Sheet for advance are maintained according to head of account. As such quoting of salary head on the vouchers for drawal of loans/ advances and fund is necessary for the purpose of keeping record of drawals. Similarly, on cash challans and all schedules showing deduction of recoveries of loans/advances including those out of G.P. Fund advance shall record salary head in full for the purpose of facilitating posting in the proper Broad Sheet Register.

This instruction may be brought to the notice of all Drawing and Disbursement Officer.

Sd/- S. N. Roy Chowdhury

Assistant Secretary to the
Government of West Bengal
Finance Department.