

Government of West Bengal  
Finance Department  
Audit Branch

No. 4986 - F(Y)

Date : 21.9.16

**Sub : Financial Advisors – routing of files to Finance Department and making e-tender / e - Auction mandatory**

The Financial Advisor setup was introduced for the different departments of the State Government vide FD Memo No. 152-FB dated 27.04.2012 and Memo No. 1056-FB dated 10.09.2012. In both these orders and the subsequent orders issued thereon, the duties and responsibilities of the FA were stipulated.

However, it has been observed that many administrative departments are not fully utilising the FA system within their departments in various matters related with budget management, tender and procurement, other financial matters especially related to schemes, etc. and administrative departments are also sending files to Finance Department without the specific views of the FA of the Department. As a result many times Finance Department is compelled to return such files to the administrative department for resubmission with the views of FA causing undue delay in policy making and execution of important projects of the State Government.

Therefore, in order to save valuable time of the Government and in public interest it is reiterated that administrative departments should mandatorily utilise the FA system within their departments in various matters related with budget management, tender and procurement, other financial matters especially related to schemes, etc. and the files should invariably be routed to the appropriate Group of the Finance Department with the specific views of FA of the Department on that subject / issue and approval of the Additional Chief Secretary / Principal Secretary / Secretary. Any deviation in this regard will naturally lead to unnecessary delay.

Further, in continuation of Memo No. 4143-F(Y) dated 11.08.2014 it is again reiterated that the Departments and the Financial Advisors shall release grants / subsidies to PSUs / Local Bodies / Statutory Bodies / Development Authorities, etc. and other parastatals only if the certificate regarding e-tender / e-Procurement as detailed in Memo No. 4143-F(Y) dated 11.08.2014 is provided by the competent authority of the organisation and countersigned by the designated officer of the administrative department.



( H.K.Dwivedi )

Principal Secretary to the  
Government of West Bengal

No.

-F(Y)

Date:

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (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
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Commissioner, \_\_\_\_\_ Division,  
\_\_\_\_\_.
7. Director, \_\_\_\_\_  
\_\_\_\_\_.
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
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 – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_.
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Dy. Secretary to the  
Government of West Bengal