

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

No. 91(54)-FB/O/1M-04/2018

Dated: 19<sup>th</sup> April, 2018

From: H. K. Dwivedi,  
Additional Chief Secretary to the  
Government of West Bengal.

To: The Addl. Chief Secretary/Pr. Secretary/Secretary to the  
Government of West Bengal,  
.....Department.

I am to say that in this Department Circular No. 2184(65)-FB dated 08.08.2002 and No. 1037(65)-FB dated 16.05.2011, Administrative Departments were requested to send proposals for release of fund, administrative approval, re-appropriation/augmentation, Guarantee etc. to the Finance Department in the prescribed formats (Statements 'A' to 'H') for procedural convenience.

For sometime past, Finance Department has been considering to bring some modifications to the existing formats for obtaining particulars related to such proposals in a more comprehensive manner.

Now, after careful consideration, some modifications have been made in some of those Statements. A complete set of the formats (Statements 'A' to 'H') is enclosed which will now be applicable in place of earlier formats.

All the Departments are, therefore, requested to send proposals relating to Administrative approval and Release of State Development Scheme, Revised Administrative Approval, Externally Aided Project, Release of Administrative Expenditure, Re-appropriation/Augmentation and Guarantee along with the relevant formats duly filled in and authenticated by appropriate authority (Not below the rank of Assistant Secretary).

Yours faithfully,

Sd/-

H. K. Dwivedi,  
Additional Chief Secretary

No. 91(54)/1(70)-F.B.

Dated: 19<sup>th</sup> April, 2018

Copy along with copy of set of the formats is forwarded to (i) All Officers/Assistants of Group - 'N' and (ii) the Group ..... of this Department for information and necessary action.

  
Deputy Secretary

## Statement - A

### Administrative approval and Release of fund for State Development Scheme

(For Centrally Sponsored/Central Sector Schemes Form 'C' and for EAP Form 'D' should also be used)

1. (i) Name of the Scheme :

(ii) Location details :

2. Type of the Scheme : Centrally Sponsored/Central Sector Schemes

3. Whether a new scheme of the year or an ongoing scheme:

(Furnish copy of G.O. regarding Admin. Approval in case of ongoing scheme)

4. Date of Administrative Approval :

5. Original Project Cost (Rs in lakh) :

6. (a) Date of Commencement of work :

(b) Targeted date of completion :

(c) Phasing of expenditure :

<u>Year</u>	<u>Amount to be spent (Rs in lakh)</u>
(i)	
(ii)	
(iii)	

7. Budget Provision (Head of Account-wise) (Rs in lakh) :

-:2:-

8. Cumulative release (Head of Account-wise) (Rs in lakh) :

9. Balance available (Head of Account-wise) (Rs in lakh) :

10. Expenditure incurred (Head of Account-wise) (Rs in lakh) :

11. Physical achievement :

12. Amount for which utilization certificate submitted (Rs in lakh) :

13. Amount requested for release (Head of Account-wise) (Rs in lakh) :

14. Detailed justification of the proposal :

Date:

Signature of Departmental Authority

## Statement - B

(To be submitted for Revised Administrative Approval)

1. Name of the Scheme :
2. U.O. No. and Date of Finance Department for original Administrative Approval and the respective G.O. No. with date (furnish copy) :
3. Whether any Revised Administrative Approval was obtained earlier, if so please give U.O. No. and Date of Finance Deptt. along with the respective GO. No. and date. :
4. Original Estimate (Rs in lakh) :
5. Revised Estimate (Rs in lakh) :
6. Original D.P.R. (Rs in lakh) :
7. Revised D.P.R. (Rs in lakh) :
8. Date of commencement of original work :
9. Expenditure incurred so far (Head of Account-wise) (Rs in lakh) :
10. Physical Milestones achieved so far :
11. Reasons for Revision of the Administrative Approval :
12. Expected duration and Phasing of the Scheme after revision of Administrative Approval :

<u>Year</u>	<u>Amount to be spent (Rs in lakh)</u>
(i)	
(ii)	
(iii)	

Date:

Signature of Departmental Authority

## **Statement - C**

### **In case of Centrally Sponsored/Central Sector Schemes**

1. Funding pattern - Ratio of Central Share and State Share :

2. Total Amount sanctioned (\*) by GOI (Rs in lakh) :

3. Total Amount (\*) credited to State Exchequer (Rs in lakh) :

4. Matching State Share (Rs in lakh) :

5. Total amount (\*) released so far

a) Central Share (Rs in lakh) :

b) State Share (Rs in lakh) :

6. Whether copies of GOI sanction letter enclosed :

(\*) Cumulative figures for the year to be furnished

Date:

Signature of Departmental Authority

**Statement - D**  
**For Externally Aided Project (EAP)**

1. Name of the Project :
2. Donor Agency :
3. Project ID No. :
4. Date of commencement :
5. Date of completion :
6. Finance Department's U.O No. for approval of the project :
7. Extended loan date (if any) :
8. Total project cost
  - a) In Foreign Currency :
  - b) In India Currency (Rs in lakh) :
9. Enhancement of loan amount (if any) :
10. Approval of F.D. for enhancement of loan amount (U.O No.& date) :
11. Grant component (Rs in lakh):
12. Sharing pattern of loan component :

Type	Sharing (%)	Sharing amount (Rs in lakh)
Donor loan component		
Central Share		
State Share		
Others, if any		

-:2:-

13. Fund received till date (since inception) (Rs in lakh)

<b>Year</b>	<b>Donor fund received</b>	<b>State fund</b>	<b>Central fund received</b>	<b>Total fund received</b>

14. Advance release of fund till date (Rs in lakh):

15. Adjustment of advance release of fund (F.D U.O No. & date) :

16. Amount to be allotted now

a) Reimbursable portion (Rs in lakh) :

b) State Share (Rs in lakh) :

17. Head of Account (both for Central Share & State Share) :

18. Budget Provision under these H/As (Rs in lakh) :

19. Cumulative allotment during this current Financial Year under these H/As (Rs in lakh) :

Date:

Signature of Departmental Authority

**Statement - E**  
**(Release of Administrative Expenditure)**

1. Name of the Scheme :

2. Budget Provision (Head of Account-wise) (Rs in lakh) :

3. Cumulative release (Head of Account-wise) (Rs in lakh) :

4. Balance available (Head of Account-wise) (Rs in lakh) :

5. Amount for which utilization certificate submitted (Rs in lakh) :

6. Amount requested for release (Head of Account-wise) (Rs in lakh) :

7. Detailed justification of the proposal :

Date:

Signature of Departmental Authority



**Statement - F**  
**(Re-appropriation/Augmentation)**

**From :**

1. Demand No. :
2. Head of a/c :
3. Administrative expenditure/State Development Scheme :
4. Budget Estimate (Rs in lakh) :
5. Amount released so far (Rs in lakh) :
6. Balance (Rs in lakh) :
7. Proposed amount for Re-appropriation (Rs in lakh) :
8. Net Balance (Rs in lakh) :

**To (\*) :**

9. Demand No. :
10. Head of a/c :
11. Administrative expenditure/State Development Scheme :
12. Budget Estimate (Rs in lakh) :
13. Amount utilized so far (Rs in lakh) :
14. Reasons for proposed re-appropriation/augmentation :
15. Proposed amount for Re-appropriation/augmentation (Rs in lakh) :
16. Total (Rs in lakh) :

(\*) This portion is to be used for proposal of augmentation

Date:

Signature of Departmental Authority

## **Statement - G**

### **Guarantee**

1. Name of the Loanee : \_\_\_\_\_
  
2. Amount of Loan (Rs in lakh) : \_\_\_\_\_
  
3. Rate of Interest : \_\_\_\_\_
  
4. Period of Guarantee : \_\_\_\_\_
  
5. Proposed Loan to be taken from : \_\_\_\_\_
  
6. Repayment terms : \_\_\_\_\_
  
7. Purpose of Loan : \_\_\_\_\_
  
8. Tenure of repayment of Loan : \_\_\_\_\_
  
9. Total amount of earlier guarantee for the Loanee (Rs in lakh) : \_\_\_\_\_
  
10. Total amount of guarantee for the Loanee including this guarantee  
(Rs in lakh) : \_\_\_\_\_
  
11. Total Loan taken till date (Rs in lakh): \_\_\_\_\_

-:2:-

12. Amount repaid (Rs in lakh) :

13. Whether last Loan was taken from same bank or not :

14. Total amount of Guarantee fee (Rs in lakh) :

15. Guarantee fee paid so far (Rs in lakh) :

16. Outstanding Guarantee fee (Rs in lakh) :

Date:

Signature of Departmental Authority

## **Statement - H**

( In case of RIDF Release )

1. Project cost (Rs in lakh) :

2. RIDF loan Component (Rs in lakh):

3. Amount (cumulative) received from State Govt. (Rs in lakh) :

4. Expenditure incurred (Rs in lakh):

5. Utilization Certificate submitted :

6. Tranche :

Date:

Signature of Departmental Authority