

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS
(MUNICIPAL AFFAIRS BRANCH)
NAGARAYAN, 6TH FLOOR,
DF-8, SECTOR-I, SALT LAKE, KOLKATA – 700 064

NOTIFICATION

No. 1017/MA/O/C-4/2M-11/2017

Dated, Kolkata, the 13th day of November, 2019

WHEREAS financial norms are mandatorily required to be maintained by all municipal bodies across the State and it is essential to follow uniform procedure for management of Municipal Fund by all municipalities;

AND WHEREAS State Government has contemplated to standardize and improve the procedure for management of Municipal Fund of municipal bodies;

NOW, THEREFORE in view of above, the Governor is pleased hereby to issue the following directions:

- (A) Entire fund of municipal bodies including schematic funds pertaining to different schemes taken up under State Budget and grant for payment of salaries and pension, Office expenses etc., are to be transferred to the Local Fund accounts maintained by the municipal body in respective treasury. Only one bank account may be maintained for "Own Fund" of the Urban Local Bodies (i.e. tax and non-tax revenue of the municipal body). All other bank accounts are to be discontinued. All funds under centrally sponsored schemes would initially be credited to Urban Local Bodies Local Fund accounts and fund required for immediate expenditure may be transferred from Local Fund accounts to respective schematic bank account not earlier than 7 days when expenditure is to be made. Bank Accounts may be maintained only for those Centrally Sponsored schemes where Government of India has mandated for keeping the funds in the bank account.
- (B) The cheque signing authority for effective expenditure will be jointly by the Executive Officer of the Municipality and the Finance Officer of the Municipality in terms of Section 69A of the West Bengal Municipal Act 1993. In case of non-availability of full time Finance Officer in the Municipality, Urban Development & Municipal Affairs Department will approach Finance Department for giving additional charge of Finance Officer to the local Additional Treasury Officer.

This Order is issued with the concurrence of Finance Department vide their UO NO.: Group R/2019 2020/0100, UO Date: 09.11.2019.

By order of the Governor,

Sd /- S. Das
Jt. Secy. to the Govt. of West Bengal.

No. 1017/1(150) MA/O/C-4/2M-11/2017

Dated, Kolkata, the 13th day of November, 2019

Copy forwarded further for information and necessary action to the: -

- (1) The Chairman, _____ Municipality, P.O. _____, Dist. _____
- (2) District Magistrate, _____, P.O. _____, Dist. _____
- (3) Director, ILGUS
- (4) Director of Local Bodies, West Bengal.
- (5) Commissioner, Urban Development and Municipal Affairs Department.
- (6) Director, State Urban Development Agency.
- (7) FA & E.O. Special Secretary, Urban Development and Municipal Affairs Department.
- (8) O.S.D. & E.O. Joint Secretary, Finance Department, Group R., Govt. of West Bengal.
- (9) Secretary, Municipal Engineering Directorate.
- (10) PS to the Hon'ble Minister-in-Charge, Urban Development & Municipal Affairs Departments.
- (11) Sr. P.A. to the Chief Secretary to the Government of West Bengal.
- (12) Sr. P.A. to the Principal Secretary, Urban Development & Municipal Affairs Departments.

dn
13/11/19
Joint Secretary.