

Government of West Bengal
Finance Department
Audit Branch

No. 3552-F(Y)

4th June, 2018

MEMORANDUM

Sub: Requirement of prior permission for organizing Meetings in private establishments.

The Administrative Departments are required to hold various meetings for different official purposes and there are occasions where such meetings are required to be held in private Hotels and/or Convention Centres and other such private establishments.

The State Government over the last 3-5 years has created new infrastructure in the form of Meeting Rooms, Conference Halls and Convention Centres for the use of different Departments and other entities, parastatals under the control of the State Government for holding such meetings and conferences.

Therefore, it has been decided that henceforth Administrative Departments shall have to obtain prior permission of the Chief Secretary for holding any meeting in a private Hotel/establishment.

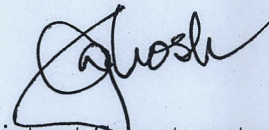
This Order is issued in the interest of public service.


(H.K Dwivedi)

Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department. **He is requested to circulate this Memo. to all parastatals under the administrative control of his department.**
2. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
3. Financial Advisor, _____ Department.
4. Commissioner, _____ Division, _____
5. Director, _____
6. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
7. District Magistrate / District Judge / Superintendent of Police, _____
8. Sub-Divisional Officer, _____
9. Block Development Officer, _____
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane; Kolkata - 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata - 700064.
13. Treasury Officer, _____
14. Group ____ / _____ Branch, Finance Department.
15. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the
Government of West Bengal