

XVIII. DRAWING AND DISBURSING OFFICER

Duties and Responsibilities of Drawing and Disbursing Officers

by Sri Dilip Kumar Palal, Pension Disbursement Officer, Dy. Director, Directorate of Treasuries & Accounts, Govt. of West Bengal.

When an officer is entrusted to perform D.D.O's function either by an authority from the administrative department with the concurrence of Finance Department alongwith A.G., W.B. or by an order issued under S.R.96 of W.B.T.R. Vol-I by the head of office, following measures shall be undertaken :-

1. While taking over charge the officer shall physically count cash and stores and be satisfied that the book balance tallies with the ground balance and take care of the following registers and cash books where "handing and taking over charge" shall prominently be inserted.

i) Bill Register, ii) Bill Transit Register, iii) Cash Book, iv) Subsidiary Cash Book, v) Service Postage Stamp Register, vi) Stock A/c of D.C.R. Books, vii) Register of Advances drawn and adjustment thereof etc.

While taking over charge of Cash Book, D.D.O. shall ascertain the location of deposition of the duplicate keys of double lock and verify the receipt of such deposition in the treasury.

The D.D.O. should sign Treasury copy and office copy of the bill along with B.R. and B.T.R. at a time so as to check that the net amount drawn tallies with each register. B.T.R. shall be authenticated for each financial year and now Treasury will issue B.T.R. with page certificate, D.D.O. Code, Full Head of A/C Code. D.D.O. should sign B.T.R. after filling up requisite columns in the B.T.R. Signature or initial shall bear date.

A. Following checkings are to be applied in case of drawal of Pay Bills :

- i) This claim shall be drawn under TR.26 and to be specified temporary establishment and permanent establishment by ticking and in cash of temporary establishment period of retention of post shall be stated specifically.
- ii) Full description of Head of Account upto detail Head (17 digit) is to be stated on the body of the bill.
- iii) In cash of first appointment medical fitness certificates shall be provided and in cash of transfer, original L.P.C. shall be enclosed with the pay bill.
- iv) In case of transfer, two officials pay on the single sanction post (incoming and outgoing officials) may be drawn for a month only.
- v) D.D.O. shall verify declarations for drawal of H.R.A. submitted by the employees in the month of January and July in each year and furnish a certificate thereto at the inner side of last page of the pay bill.
- vi) D.D.O. shall calculate Income Tax of Group-A and B officials working under the establishment in the beginning of the financial year and ensure deduction 30% of I.T. by 15th August and next 30% by 15th November and rest in the pay bill for the month of February each year as per CBDT manual.
- vii) Deduction of GISS 1987 : This scheme starts from November each year if any employee joins in the service other than in the month of November. Only Insurance fund of the employees in the category he/she belongs shall be deducted upto October and both insurance Fund and savings Fund shall be deducted from the month of November as per category (A,B,C,D,) he/she belongs. In case of change of pay/category due to implementation of CAS the same analogy shall be applied.
- viii) Deduction of G.P.F. : In case of new employment of Govt. employees arrangement shall be made to obtain G.P.F. No. from A.G., W.B. (P.F. section) for categories of A,B,C within 12 months from the date of his/her joining. In case of Group-D employees local Head of Office is empowered to allot G.P.F. No.

- ix) D.D.O. shall personally check adding of each page horizontally and vertically and shall satisfy that all deductions as shown in the pay bill are fully taken care of and tallies both sides of pay bills.
- x) In case of allowing exemption regarding deduction of P.Tax from “Handicapped Employees” (both Physical & Mentally retarded), DDO shall examine medical certificate issued by the appropriate authority and verify that the name was register in the DSW Office.

B. Drawal of Contingent Bills including drawal of Contingent Advances.

- i) This claim shall be drawn under T.R.33 (Except Advance). While claiming any charge, DDO shall go through delegation of Financial Power Rules 1977 as amended and take such steps so that expenditure so incurred has not been exceeded as per ceiling limit or appropriate order was obtained to incur the expenditure.
- ii) Proper store certificate shall be embodied at the back page of the Sub-Voucher. All original Bills above Rs.500 shall be enclosed.
- iii) Deduction of Advance Income Tax : As per provisions of 194C of I.T. Act DDO is responsible to deduct 2% IT at source on the following nature of payments where total payment of the year exceed Rs.20000.
 - a) Works Contract (2% IT and 2% ST)
 - b) Labour Contract (2% IT)
 - c) Catering Contract (2% IT)
 - d) Advertisement Contract (2% IT)
 - e) Transport Contract (2% IT)
- iv) In case of payment of House Rent, 20% deduction is to be made in terms of 194/I of IT Act where such payment exceeds Rs.2 Lacs of the year
- v) Due to public excigencies, some DDO’s are allowed to draw advances under TR 31 for meeting emergency expenditures arising from conduct of Elections, distribution of Relief materials and so on. DDO’s were instructed to submit the adjustment of such advance within 60 days from the date of drawal under T.R.36. But most of the DDO’s are unable to submit such adjustment Bills within the stipulated date. Following difficulties are faced by the Government for such non compliance.
 - a) Such expenditures include central shares. Until adjustment is submitted to AGWB, Govt. is unable to realise such share from the Central Govt./World Bank/Other foreign agencies.
 - b) AGWB while undertaking Audit raises Audit Paras stating non-accounting the advance as temporary defaultation from consolidated fund of the state.

C. Writing of cash book : It is the primary responsibility of the D.D.O. to maintain cash book as per T.R. Form No.4. Daily receipts of cheques from the treasury or cash through D.C.R. shall be incorporated in the cash book on the same date. Cash so received shall be deposited to the appropriate head to the Govt. on the next day. D.D.O. shall verify cash on each date after days’ work and enter the cash analysis in the rough hand book. He also arrange refund of undisbursed money or arrange short drawal if disbursement is not made within the reasonable time.

D. Verification of drawals : Due to computerisation all the treasuries are submitting monthly accounts to the A.G., W.B. within 8th of the next month. It is the responsibility of the D.D.O. to get drawals verified with the treasury records including receipts and keep a note in the appropriate register stating “All drawals were verified with the treasury records and found OK”.

E. Submission of prompt reply on I.R.’s received from A.G., W.B., Department of Internal Audit or from Directorate Audit : D.D.O. is responsible for early submission of broad sheet reply on audit paras raised in the I.R. Specific reply shall be submitted on each para instead of commenting “noted for future guidance”.

F. Action to be taken up on misappropriation/losses etc. : As soon as any loss is detected by way of theft/defaultation/misappropriation, the matter shall be reported to the immediate higher authority and also to the Finance Department and A.G., W.B., where loss exceeding Rs.200/-

To lodge F.I.R. with the police and pursue the police for investigation F.I.R. shall be so drafted that provisions under C.R.P.C. 409, 488, 420, 120B, are covered taking together sec.13 of Prevention of Corruption Act, 1988. Detailed procedure shall be undertaken in terms of Rules 39-42 of W.B.F.R. Vol-I. When negligence of duties is to be ascertained, disciplinary proceedings shall also be initiated apart from lodging F.I.R. in terms of classification, control and appeal rules, 1971 as amended.

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Government of India
Ministry of Works and Housing
Directorate of Estates
(Policy Cell/III)

No.12022(5)/76-Pol-III

Dated New Delhi, the 14th Dec, 1977

To
The Secretary to the Govt. of
Meghalaya/Maharashtra/Madhya Pradesh/West Bengal
(Shillong)/(Bombay)/(Bhopal)/(Calcutta)

Sub : Recovery of concessional rent from the officers of the State Govt. for their stay in the central Govt. circuit houses, guest houses and inspection bungalows, etc. on reciprocal basis.

Sir,

I am directed to say that the Govt. of India have decided to enter into reciprocal arrangement with your Govt. in respect of accommodation in circuit houses, guest houses and inspection bungalows, etc.

Accordingly, the concessional rent as is charged from the central Govt. Officers shall, with immediate effect be charged from the Officers of the State Govt. for their stay while on duty, in the Central Govt. circuit houses, guest houses, and inspection bungalows maintained by the Central P.W.D. Similarly, the State Govt. shall charge the same rent from the central Govt. officers for their stay while on duty, in the circuit houses, guest houses and inspection bungalows, etc. of the State Govt. as is charged from its own officers. The period of stay in either cases shall be restricted to 10 days at a time.

The rent from officers not on duty, shall continue to be charged under "F.R. 45-B."

It is requested that necessary instructions in the matter may please be issued to the Officers-in-charge of the circuit houses, guest houses and inspection bungalows, etc. of the State Govt. under intimation to us.

Yours faithfully,
T.R. Chopra
Asstt. Director of Estate (Policy)
Tele : 374805

Copy forwarded to :

1. All Ministries/Deptts. of the Govt. of India.
2. The Comptroller and Auditor-General of India, New Delhi.
3. A.G., C.W., & M, New Delhi.
4. The Engineer-in-Chief, C.P.W.D. New Delhi.
5. The Finance Division (W&E Unit).
6. All attached and subordinate Offices of the Ministry of Works & Housing.
7. A.D.(Hostels) with 5 spare copies.
8. A.D.(Regions) with 10 spare copies.
9. Sanction file.
10. Guard file.
11. Readers' file.
12. The Information Officer, M/O Works & Housing, New Delhi.

T.R. Chopra
Asstt. Director of Estates (Policy)

Government of West Bengal
Office of the Board of Revenue, West Bengal
Section-C(II) : 'C.H' Branch.

No.511(39)-C.H.

Dated Calcutta, the 18th January, 1995.

To

- The (1) Commissioner,
(2) Director of Land Records & Surveys, West Bengal,
(3) Collector,
(4) District Land & Land Reforms Officer,

Sub : Recovery of concessional rent from the officers of the State Govt. for their stay in Central Govt. Circuit/Guest Houses and Inspection Bungalows etc. on reciprocal basis.

The undersigned is directed to send herewith a copy of letter No. 12022(5)/76_Pol_III, dated 14.12.77 from the Ministry of Works & Housing Directorate of Estates, for information and necessary action.

Sd/- Illegible
Officer on Special Duty,
Board of Revenue, West Bengal.

●
Government of West Bengal
Finance Department
Audit Branch

No.13071-F

Calcutta, the 1st November, 1983

MEMORANDUM

Subject : Expeditious disposal of Pension Cases—Delegation of power to sanction Pension by the Head of Office.

The undersigned is directed by order of the Governor to state that the Governor has been pleased to decide that henceforth the head of office as defined in Rule 5(16A) of WBSR, Part-I where the Govt. employee was attached at the time of retirement will be the pension-sanctioning authority. The sanction of the competent authority as defined in rule 7(1)(c) read with rule 127 of the W.B.S. (Death-cum-Retirement Benefit) Rules, 1971 need not be obtained.

Formal amendment of the relevant rules in the W.B.S. (Death-cum Retirement Benefit) Rules. 1971 will be made in due course.

G. Venkataramanan,
Secretary to the Govt. of West Bengal

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Government of West Bengal
Finance Department
Audit Branch

No.1934-F/DTA-33/P-89

Dated : 23rd February, 1989.

MEMORANDUM

Provisions of S.R. 92 of Treasury Rules Volume-I contains general instructions regarding preparation and form of bills. There is now decentralisation and Delegation of Financial Powers. As a result, the Head of the Offices are not the Drawing and Disbursing Officers and in some cases the Officers other than the DDOs are now required to pass the sub-vouchers e.g. the Assistant Secretary, the Registrar and Section Officer of each department pass the sub-vouchers while the Accounts Officer, West Bengal Secretariat acts as DDO. Some of the Treasuries have misgivings about the procedure to be followed in this behalf. After careful consideration following guideline is issued :-

- 1) Passed for payment Order on Sub-vouchers shall be signed by the D.D.O. where the DDO has the power to sanction the charge.

2) If the DDO has not the required financial power, sub-vouchers shall be passed by the Head of the Office/Head of the Department/Secretary of the Department unless they choose to issue an order separately in writing sanctioning the charges. In the event of financial sanction recorded separately as stated above, the DDO will have to pass the sub-voucher for the purpose of presentation of claim.

3) Where the sanction of Government is issued for the services or purchase, the relevant sub-voucher shall be passed by the DDOs. As stated and explained in the para 7 of the chapter on 'Procedure of Drawal of Bills' in the DDOs' Hand Book, circulated by the Director of Treasuries & Accounts, West Bengal, if the sanctioning authority countersigns a bill/sub-voucher, it will be treated as sanctioned and in that case the Pay order may be signed by the DDO or any Officer nominated by the Head of the Office.

4) The Head of the Office/Department will be competent to designate any other Officer to pass the sub-vouchers but the order should conform the guideline given above.

An example in the matter of passing the sub-voucher is given below. A Block Development Officer is Head of the Office in respect of his own Office. A joint Block Development Officer acts as DDO of the establishment, B.D.O. may sign Pay Order himself or he may choose to countersign the Pay order on sub-voucher recorded by the Jt. B.D.O./Officer nominated by the B.D.O. If there are number of sub-vouchers in a Bill, the B.D.O. may countersign the bill after Jt. B.D.O. has signed it and the countersignature of the B.D.O. will be treated as sanction for drawal of charges of all items included in the bill.

All Heads of the Departments are requested to circulate this instruction to all Offices. This instruction is issued in partial modification of S.R.92 of Treasury Rules Volume-I.

Sd/-Illegible
Dy. Secretary to the Govt. of West Bengal,
Finance Department.

No. 1934/1(225)-F/DTA-33/P-89

Dated 23rd Feb., 1989

Copy for forwarded for information and necessary action :-

* * *
2) The District Magistrate,
* * *

Sd/-Illegible
Dy. Secretary to the Govt. of West Bengal,
Finance Department.

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Government of West Bengal
Finance Department
Audit Branch

No.10378-F.

Calcutta the 8th Sept., 1989
C.S. No.101

NOTIFICATION

In exercise of the power conferred by clause (3) of article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendment in the West Bengal Financial Rules, Volume-I, as subsequently amended (hereinafter referred to as the said rules), namely :-

AMENDMENT

In rule 25 of the said rules, after item (vi) and the entries relating thereto in the first and the second columns, insert the following item and entries in the respective columns :-

“(vii) Kishan Bikash (1) Kishan Bikash Patra shall be formally pledged to the Governor. The departmental authority authorised to accept the security shall accept the same with the sanction of the post Master of the Office of the Registration at its surrender value at the time of the tender.

- (2) Kishan Bikash Patra which is not held in the name of the person/firm furnishing the security deposit shall not be accepted”.

By order of the Governor
S. Ghosh
Jt. Secy. to the Govt. of West Bengal

No.10378/1(350)-F.

Cal. The 8th September, 1989.

Copy forwarded for information and necessary action

To

- 1-2. D.M.,
3. The Sub-Divisional Officer,
4-10.

Sd/- Illegible
Deputy Secretary to the
Government of West Bengal
Finance Department.

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Government of West Bengal
Office of The Board of Revenue, West Bengal
Section C.II, S & S Branch

ORDER

No. 13193-S&S
117/86

Dated, Calcutta, the 21st Oct, 1989

The undersigned is directed by order of the Governor to say that the Governor in consideration of the hardship involved in case of salary payment to the staff in the out lying offices, has been pleased to authorise the Sub-divisional Land and Land Reforms Officers to draw monthly salary bills 3 (three) days in advance before the day of payment of every month for purchase of Bank Draft in relaxation of Note 4 under Rule 158 of the Subsidiary Rules Vol. I of Treasury Rules, W.B.

2. Necessary amendment in WBTR-I will be made by the Finance Deptt. in due course.
3. This order issues with the concurrence of Finance Deptt. vide their u/o No. Gr. T-186 dated 26.09.89.
4. The Accountant-General, West Bengal is being informed accordingly.

S. Mukherjee
Assistant Secretary
Board of Revenue, West Bengal & (Ex-officio)
Asstt. Secretary to the Govt. of West Bengal
Land & Land Reforms Deptt.

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Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No.2388-F

Calcutta, the 9th March, 1990

The Accountant General, West Bengal has come across many instances of accumulation and retention of heavy cash balance in Government Offices in violation of existing rules on the subject as per provisions of the West Bengal Treasury Rules, Volume-I as well as the instructions contained in Finance Deptt.'s Memo No.4498-F dated 08.04.83 and no.2668-F dated 09.03.1984. Such heavy accumulation of cash can lead to undesirable results like defalcation, misappropriation of public money etc.

2. It is requested that each Administrative Department shall ensure that-

- (a) Physical verification of cash is made at the end of the month or at the beginning of the month by all Heads of Offices. The concerned D.D.O. will arrange, by personal contact or otherwise with the Head of Office, physical checking of cash and accounts.
- (b) Undisbursed cash for more than three months old are credited to the Government account with details of bills to which undisbursed cash relates.
- (c) Bill-wise break-up be kept and for this purpose when necessary separate registers be maintained.
- (d) No drawal of fund be made in violation of S.R.229 by the D.D.O.s/Heads of Office/Head of Department. Approval of Competent authorities be taken before presenting bills to the Treasury for advance drawal.

3. The Collectors of Districts have not been authorised to sanction advances. If any Collector orders payment of any advance, he shall write to the concerned Administrative Department under intimation to the Director of Treasury Accounts for ratification of his action. In respect of Collector's own establishment drawal of advance shall be made with the approval of Government.

4. Each Administrative Department shall evaluate the performance of their officers in charge of cash/accounts with reference to the disposal of the matters by them as incorporated in the above instruction.

T. C. Dutta
Chief Secretary to the
Government of West Bengal

No.2388/1(350)-F

Calcutta, the 9th March, 1990

Copy forwarded for information and necessary action to :-

* * *

- 9) The Sub-Divisional Officer, Howrah, P.O. & Dist.-Howrah.

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It is requested that this memo may be circulated to all Offices under their control.

Sd/- Illegible
Joint Secretary to the
Govt. of West Bengal
Finance Department

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Government of West Bengal
Finance Department
Audit Branch

No. 6122-F.

Calcutta, the 1st July, 1991.

Subject : Grant of financial relief to the family of a Government employee who dies while in service.

In terms of this Department Memo No.3639-F, dated 01.08.62, read with subsequent modification No.4155-F, dated 29.06.72, Financial relief in the shape of funeral expenses is allowed to the family of a Government employee who dies while in service at the uniform rate of Rs.75/- irrespective of pay drawn by the deceased Government employees.

2. The question of enhancement of the existing limit of funeral expenses has been under consideration of the Government for sometime past. After careful consideration of the matter, the Governor has been pleased to decide in partial modification of the Government Orders referred to above that the financial relief in the shape of funeral expenses shall be raised from the existing Rs.75/- to Rs.250/- irrespective of the pay drawn by the deceased Government employee.

A.K. Chakraborty
Deputy Secretary to the
Government of West Bengal
Finance Department.

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Government of West Bengal
Office of the Director of Land Records and Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Calcutta-700027

Memo No.54/2480-96/E/90

Dated, Alipur, the 30th December, 1991.

The District Land & Land Reforms Officer,

Sub : Use of Govt. vehicles

In the context of steep rise in price of petroleum products and increase in cost of repairs in recent times it has become necessary to regulate the use of vehicles in the Directorate as well as in the Districts. Even though financial power to be exercised by various categories of officers under the Delegation of Financial power Rules 1977 has been enhanced in respect of the item concerning purchase of POL etc. and cost of repair for Govt. vehicles, it is being observed that very often the limit for incurring expenditure is exceeded causing thereby increasing strain on budgetary allocation. Accordingly, following instructions are issued :-

(1) In the districts Govt. vehicles should be used on official purpose by officers not below the rank of SDL & LRO. In exceptional circumstances subordinate officers may use vehicles on Govt. duty under the concurrence from the DLLRO/SDLLRO. In the Directorate vehicles will be available on Govt. duty upto the rank of O.S.D.

(2) Officers using the vehicles shall sign the log-book on completion of their journey on Govt. duty noting the time taken and kilometreage covered.

(3) Existing restrictions imposed by Govt. on use of vehicles should be strictly observed. It should be looked into so that consumption of fuel in a vehicle does not exceed 240 litres per month. At the same time monthly expenditure on cost of fuels & repairs must not exceed the prescribed limit i.e. Rs.6000/- per month per vehicles.

(4) For each vehicle a register should be maintained for noting the items of repair. Whenever it becomes necessary to undertake repairs the driver shall have to submit a written report. The D.A. in charge of maintenance of Govt. vehicles shall seek approval from the competent authority regarding items of repair to be undertaken.

He will make an assessment of the estimated cost of repair and state the facts before the competent authority. On receipt of approval the vehicle may be sent to any reputed repairing firm for repair after observing necessary formalities. The items repaired/replaced and cost thereof should be entered in such register.

(5) In every month analysis of fuel consumed in a vehicle should be made in the log-book and the figures regarding kilometreage covered per litre of fuel should be arrived at. In old modelled jeeps and Cars the consumption of fuel should be a minimum of 5 K.M./litre and 8 K.M./Litre respectively. In new vehicles the corresponding figures will be a minimum of 8 K.M./litre and 10 KM/litre respectively. Vehicle consuming fuels more than what have been prescribed need be checked. The driver of the vehicle shall bring such facts to the notice of the authority for remedial measures failing which he will be liable to pay the amount for such excess consumption of fuel.

(6) Govt. vehicles must not be used on Sundays and holidays unless it becomes extremely necessary for emergent official duties.

(7) Overtime bills submitted by the drivers shall be checked by the Dealing Assistant concerned with the figures noted in the log-book. The drivers should be asked to submit overtime bills monthly.

(8) In case of replacement of spare-parts, old and unserviceable items should be collected from the repairing firm. Before passing any repair bill this point should be strictly observed and a certificate on the body of the bill regarding receipt of the articles shall have to be furnished by the D.A. concerned.

(9) The old and unserviceable spare-parts should be auctioned periodically in order to avoid heavy accumulation. The articles not worthy of sale should be written off.

(10) The vehicles should be cleaned daily by designated cleaners or in absence of such designated cleaners by engaging persons on payment of Rs.3/- per vehicles per day. The vehicle should also be sent for monthly servicing. After a run of 2000 K.M. change of mobile filter at the time of servicing will be needed.

(11) In case of private use of Govt. vehicles, the facts should be noted in the log-book and the officer using the vehicle shall have to make payment at usual rate.

(12) The D.L.L.R.Os shall have to furnish monthly statement for consumption of fuel in Govt. vehicles, in the proforma prescribed in Dtte's No. 5/2234-49/E/90 dated 12.11.91.

(13) The D.L.L.R.Os and S.D.L.&L.R.Os shall avoid coming to Calcutta by a Govt. vehicle unless it is urgently needed.

The instructions should be followed meticulously.

K.S. Rajendrakumar
Director of Land Records and Surveys & Jt.
Land Reforms Commissioner, West Bengal

Memo. No. 54/2497-2510/E/90

Dated, Alipur, the 30.12.1991.

Copy forwarded for information and favour of taking necessary action to :

- 1-12) The Jt. DLR/DDA/DDS/DDLR/P.A./ADS/ADC/ADLR/AEO/OSD/OS
- 13) The H.A., 'E' Group
- 14) The D.A.in charge of vehicles.

S. Chakraborty
for Director of Land Records and Surveys
& Jt. Land Reforms Commissioner, West Bengal

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**Office of the Director of Land Records & Sueveys and Jt. Land Reforms Commissioner
West Bengal**

Memo No.392/12726-44/A/93

Dated, Alipore, the 2nd Aug., 1993

To

The District Land & Land Reforms Officer,

Subject : Intimation of Govt. orders and circulars to the Drawing and Disbursing Officers.

On a general review over the outstanding as well existing Paras of the Inspection Reports on the A/cs. in respect of offices under the Land Reforms Administration that a lapse on the part of most of the heads of offices are found to be evident (on observing the trend of maintenance of records of different accounts) that the Drawing and Disbursing Officers are not sufficiently conversant with the recent circulars and orders as well as general instruction and directives issued from time to time including policies and principles with appointment/fixation of pay and promotion.

He is, therefore, requested to kindly make it convenient from him and to intimate them with all copies of Govt. orders and general instructions issued from this Directorate right earnestly so that they can co-operate the Govt. establishments efficiently in future.

This may kindly be circulated to all subordinate establishments for necessary steps.

S. Chakraborty
for Director of Land Records and Surveys &
Jt. Land Reforms Commissioner, West Bengal

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**Government of India
Ministry of Finance
Department of Expenditure**

No.2(30)/97-E-II(B)

New Delhi, the 18th May, 1998.

OFFICE MEMORANDUM

Sub : Classification of Calcutta and Chennai cities as 'A-I' Class for the purpose of grant of House Rent Allowance to Central Government Employees.

The undersigned is directed to refer to this Ministry's O.M. of even number dated 3rd October, 1997 regarding classification of various cities/towns for the purpose of HRA/CCA as per the

recommendations of the Fifth Central Pay Commission (Vth CPC). Based on the population criteria recommended by the Vth CPC, two principal Metropolitan cities of Delhi and Mumbai have been classified as 'A-I', whereas the other two principal Metropolitan cities of Calcutta and Chennai were classified as 'A' for the purpose of grant of HRA.

2. A number of representation have been received from different quarters urging restoration of parity between the principal Metropolitan cities of Delhi, Mumbai, Calcutta and Chennai in the matter of HRA. The matter has been considered and the President is now pleased to decide that, in partial modification of the above mentioned O.M. dated 3rd October, 1997, the Principal Metropolitan cities of Calcutta and Chennai will be classified as 'A-I' class cities for the purpose of grant of HRA to the Central Govt. employees.

3. All other conditions governing grant of HRA under existing orders shall continue to apply.

4. These orders shall be effective from the date of issue of this office Memorandum.

5. These orders will apply to all civilian employees of the Central Govt. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In regard to Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

6. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these order issue in consultation with the Comptroller and Auditor General of India.

N.P. Singh

Under Secretary to the Govt. of India

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Government of West Bengal
Home (P & AR) Department.

No. 2695-PAR(IAS)

Dated, Calcutta the 19th June, 1998.

From : Sri S.C. Mandal,
Jt. Secy. to the Govt. of West Bengal.

To : (1) The Principal Secretary/Secretary,
_____ Deptt.
(2) The Commissioner,
_____ Division,
(3) The District Magistrate,
_____ District.
(4) The Pay & Accounts Officer,
Calcutta Pay & Accounts Office,
81/2/2, Phears Land, Calcutta-700012.
(5) The Principal Accountant General, West Bengal,
Treasury Buildings, Calcutta-700001.
(6) The Service Records & Accounts Cell,
Home (P&AR) Department.
(7) The Police Service Cell,
Home (P&AR) Department.
(8) The Accounts Officer,
West Bengal Sectt.

Sub : Classification of Calcutta and Chennai Cities as A-I Class for the purpose of grant of House Rent Allowance to Central Government Employees.

Sir,

I am directed to forward herewith O.M. No.2(30)/97-E-II(B) dated 18-05-98 of the Govt. of India, Ministry of Finance, Department of Expenditure, New Delhi on the above subject for your information and necessary action. Accordingly Officers belonging to All India Services borne in this state cadre may be allowed to draw HRA in Accordance with the O.M. of Govt. of India stated above.

Yours faithfully,

Sd/- Illegible

Jt. Secy. to the Govt. of West Bengal.

Government of West Bengal
Office of the Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Calcutta-700027

No. 92/5318-88/BI/99

Dated, Alipur, the 14th Dec., 1999

- To (1) The Dist. Land & Land Reforms Officer,
(2) Subdivisional Land & Land Reforms Officer,

Subject : Payment of wages to the casual workers engaged in various offices under the Integrated Set Up.

A rate of remuneration payable to the Sweepers/Water-Carriers engaged in Gram Panchayat/Block/Subdivision/District level offices of the Integrated Set up was determined as early as in the year 1991 under this Directorate no.158/3168-3230/BI/90 dtd.29.05.97. The rate of remuneration of the said persons has not been revised by this time. The scale of remuneration should be fixed according to the degree of services rendered by them. While fixing remuneration in the light of the Finance Deptt. No. 6338-F dt. 28.06.1990 floor space and no. of Govt. employees working in an office has been taken into consideration. Thus, in order to maintain uniformity at all levels, in the districts regarding payment of wages following guidelines in revision of this Directorate no.158/3168-3230/B-I/90 dtd.29.05.97 are issued which should be followed meticulously :

(I) Revenue Inspector's Office :

According to the Govt. decision floor space in an R.I. office should be between 350 sq.ft. to 400 sq.ft. For such a small unit one person should be engaged for both sweeping and water-carrying. The revised rate of remuneration for sweeper cum water carrier should be paid @ Rs.30/- per 100 sq.ft. subject to a maximum of Rs.150/- (for one person) per month. In case two persons have been continuing in R.I. Office monthly remuneration to be paid to each person @ Rs.30/- per 100 sq.ft. subject to a maximum of Rs.75/-

(II) Block Land and Land Reforms Office :

- (a) Where the no. of staff is 31 or less one person should be engaged as a sweeper cum-water carrier. Payment of wages should be made @ Rs.35/- per 100 sq.ft. subject to a maximum of Rs.350/- (for one person) per month.
- (b) Where the no. of staff exceeds 31, two different persons may be engaged to act as sweeper and Water Carrier and in such cases, payment should be made @ Rs.30/- per 100 sq.ft. subject to maximum of Rs.350/- for Sweeper and Rs.150/- for Water Carrier per month.

(III) Sub-divisional Land & Land Reforms Office :

Separate persons should be engaged for sweeping and water carrying. A sweeper may be paid @ Rs.35/- per 100 sq.ft. subject to a maximum of Rs.400/- and Rs.200/- for water carrier per month.

(IV) D.L. & L.R.O. Office/D.L.R. Office/D.D.S./A.R.T.I. Shalboni.

A sweeper shall get remuneration @ Rs.35/- per 100 sq.ft. subject to a maximum of Rs.450/- and a water carrier shall get Rs.230/- per month.

This takes effect from 01.01.2000.

D.C. Sarkar
Director of Land Records & Surveys
& Jt. Land Reforms Commissioner
West Bengal.

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

No. 6791-F

Date : 09.08.2000

MEMORANDUM

The undersigned is directed to say that in terms of paragraph(c) of the Government of West Bengal Decision below Rule 12 of Delegation of Financial Power Rules, 1977, since amended under Notification No. 10755-F, dt. 18.11.91, the administrative departments have been empowered to issue orders without prior concurrence of FD for periodical retention of temporary posts which are borne in the scale Nos.1 to 12 as per ROPA Rules, 1990.

In view of the recent economy measures adopted by the Government vide Circular No.1770-FB dt.27.07.99 the Governor has been pleased to decide that henceforth periodical retention of temporary posts irrespective of their scale of pay, shall be made positively with the prior concurrence of the Finance Department.

The provision of the rule referred to above will cease to operate with immediate effect.

S.K. Pal
Joint Secretary to the
Government of West Bengal
Finance Department.

No.6791/1(400)-F

Date : 09.08.2000

Copy forwarded for information and necessary action to :

- 1) The Dte. of Land Records & Surveys, WB,
35, Gopalnagar Road, Alipore, Kolkata-700027
- 2-13) * * *

Sd/-Illegible
Assistant Secretary to the
Government of West Bengal

Memo No.25/2920-2949/BI/2000

dated, Alipore, the 11th April, 2001

Copy forwarded for information and taking necessary action to :

- 1) The District Land & Land Reforms Officer,
- 2) The Asstt. Director (Trg.) Analysis, Research & Training Institute, Salboni, Midnapur.

S. Khaddar
for Director of Land Records and Surveys
& Jt. Land Reforms Commissioner
West Bengal.

●
**Government of West Bengal
Office of the Director of Treasuries & Accounts
Stephen House, (4th Floor)
4, B.B.D. Bag (East), Calcutta-700001**

No.DT/0/24-P-99/1673(76)

Dated : 16.08.2000

- To : (1) The Treasury Officer,
..... Treasury
- (2) The Pay & Accounts Officer, I & II
P.O., Dist.

Sub : Refreshments for 'Audit Party' of the Office of the Principal Accountant General (A&E), West Bengal.

Sir,

With reference to the above I am to reproduce below observation made recently by the Finance Department, Gr. 'T' on the issue, for guidance and necessary action :

"The moot question is whether the visiting 'Audit Party' should be entertained. If so, what will be the appropriate unit of appropriation for such charges.

2. From the point of view of inter Govt. or Govt. and Audit Authority's protocol the visiting audit party should be entertained by tea and biscuits/snacks and such charges should be met out of 'Office Expenses' of the visiting unit."

Yours faithfully,
Sd/-Illegible
Addl. Director of Treasuries & Accounts
West Bengal.

●

**Government of West Bengal
Office of the Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Calcutta-700027**

Memo No.350/5451-65/BII/99

Dated, Alipur the 22nd December, 2000.

From : Shri S. Suresh Kumar, IAS
Director of Land Records & Surveys and
Joint Land Reforms Commissioner,
West Bengal.

To : The District Land & Land Reforms Officer,
Bankura / Bardhaman / Birbhum / Darjeeling /
Haora / Hugli / Jalpaiguri / Kochbehar / Malda /
Medinipur / Tamluk / Murshidabad / Nadia /
Purulia / North 24 Pgs. / South 24-Pgs. /
D. Dinajpur / U. Dinajpur.

Sub : Latest circulars regarding economy and establishment issues.

Please find enclosed copies of the Chief Secretary's Circular No.10391-F dated 13.12.2000. You are requested to ensure that every aspect is scrupulously and meticulously maintained by your subordinate employees at all levels. No local variations/relaxations should be allowed. A copy of the Finance Department Circular No.4100-FB dated 13.12.2000 is enclosed for guidance. A copy of the Finance Department's Circular No.10620-F dated 19.12.2000 is enclosed for your information.

S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.
West Bengal.

**Government of West Bengal
Finance (Audit) Department
Writers' Buildings, Calcutta**

No. 10620-F

Dated, Calcutta, the 19th December, 2000.

MEMORANDUM

In order to improve performance, efficiency and accountability of the State Government staff/officers, the following decisions have been taken.

1. Group D Employees

Both in case (i) functional promotion, where on promotion higher responsibility and duties are to be performed and (ii) non-functional promotion, where on promotion duties and responsibilities of basic posts may remain unchanged, it is required, as norms, that (a) 70% marks should be obtained by the concerned employees in terms of attendance in three consecutive six monthly performance reports

and (b) integrity clearance should also be obtained from the concerned controlling authority, including a report on behaviour with members of public.

70% marks in attendance would be based in relation to all working days excepting leave on medical ground and leave previously sanctioned. If any employee is found lagging behind 70% marks he/she will have to wait till he/she obtains 70% marks in attendance in consecutive three six-monthly instalments.

2. Employees Covered under Open Performance Report (OPR) System :

Functional Promotion :

For awarding functional promotion, attendance, integrity performance, efficiency and seniority would constitute the 'norms' for promotion in the following manner.

- (i) 70% marks in attendance in the OPR of three consecutive six-monthly periods and
- (ii) integrity clearance from the Controlling Authority would be considered as eligibility criteria for consideration of the promotion of the employee.
- (iii) Selection of the employee for promotion would be made on the basis of the following marks :

Attendance	: 25 marks.
Performance	: 50 marks, and
Efficiency and Accountability	: 25 marks

Marks on attendance would be related to all working days excepting leave on medical ground and leave previously sanctioned and would be based on the record of attendance in consecutive three six monthly Open Performance Reports (OPR).

Marks on performance would be related to the quantitatively assigned targets for the employees and his achievements as duly recorded in the Case Book/Case Diary/Note Book/Field Diary in consecutive three six monthly OPRs.

Marks on efficiency and accountability would be related to objective evaluation of the employee for three consecutive six monthly periods by the Reporting Officer regarding his/her (a) knowledge of work, (b) initiative, (c) promptness in disposal of works, (d) communication skill (written and oral) and (e) behaviour with colleagues and members of public. These Evaluation Reports will be maintained in the office of the Appointing Authority.

(iv) Of the total marks relating to attendance, performance and efficiency, scoring of 60% would be regarded as qualifying marks for promotion. If any employee is found lagging behind 60% marks, he/she would have to wait till he/she obtains 60% marks in consecutive three six-monthly OPRs.

(v) Promotion will be awarded according to seniority among those who will obtain qualifying marks.

Ex-Cadre Promotion in Functional Posts :

Ex-Cadre promotion means promotion of employees of clerical post to any non-clerical post or non-clerical post to any clerical post or non-technical service to any technical post and where the system of both direct recruitment and promotional recruitment exist.

Promotion in the ex-cadre post will be awarded on the basis of competitive examinations linked with the job requirement to be conducted by the concerned authority competent to give promotion. To sit for the competitive examination 70% marks in attendance in three consecutive six-monthly OPRs would determine the eligibility.

Non-Functional Promotions :

For all non-functional promotions attendance, integrity, performance, efficiency and seniority would again constitute the norms for promotion in the manner mentioned in (i), (ii), (iii) and (iv) above.

3. Employees presently Covered under the Annual Confidential Report (ACR)

For both functional and non-functional promotion, along with 70% attendance and integrity clearance, ACR-based evaluation of performance, efficiency and accountability, with added emphasis on behaviour with colleagues and members of public would constitute the norm for promotion.

4. Modified Career Advancement Scheme

The Fourth Pay Commission, in its 2nd Part, Volume-I of the Report suggested a modified Career Advancement Scheme. The Government has decided to extend the benefit of this modified Career Advancement Scheme, after evaluation of norms of attendance, integrity, performance, efficiency and accountability for difference categories of employees in the manner mentioned above. The provisions of the existing Career Advancement Scheme introduced vide Finance Department No.6075-F dated the 21st June, 1990, will henceforth stand modified in so far it relates to the Government employees.

The required length of completion of 10 years of service, as prevalent now, under the existing order for movement to the first higher scale will be reduced to 8 years and the movement to the second higher scale will be reduced to 16 years in place of the existing 20 years. The Government employees in Scale Nos.1-12 on completion of a further 9 years of continuous and satisfactory service and after fulfilling the 'norms' mentioned earlier, will move to the scale second next above the first higher scale, provided the concerned Government employee has not got benefit of promotion or advancement to a scale similar to or above the third higher-scale before 25 years of service. While computing the requisite length of service in all these cases, the length of service rendered in the revised scale as well as in the corresponding unrevised scale under the previous WBS(ROPA) Rules will be taking into account. On this matter, a separate order is being issued.

5. Provision for Interim Period from January 1, 2001 to June 30, 2001.

For the interim period from January 1, 2001, functional and non-functional promotion for all categories of employees, as a one-time interim measure, will be subject to the norms mentioned above and be based on performance reports (OPR/ACR, as the case may be) from January 1, 2001 to June 30, 2001 with benefits given retrospectively from January 1, 2001. Thereafter, the length of period for performance will be in conformity with the requisite norms mentioned earlier.

Orders for promotion, functional or non-functional, as will be due from any date falling between January 1, 2001 and June 30, 2001 shall be issued after June 30, 2001, allowing benefits retrospectively from the dates from which such benefits will be due after fulfilment of the requisite norms mentioned earlier.

6. Detailed guidelines and revised format for OPR and ACR based on this order will be issued shortly and this order will be given effect from January 1, 2001.

Asok Gupta
Principal Secretary to the
Government of West Bengal
Finance Department.

**Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Calcutta-700001**

No. 10391-F

Calcutta, the 13th December, 2000.

MEMORANDUM

In reiteration of all earlier orders, for improving accountability and efficiency in the administration, the Governor is pleased to decide in supersession of all previous orders in this regard that the following instructions be strictly adhered to for ensuring punctuality in attendance and prompt disposal of work by the State Government staff/officers at all levels as well as staff/officers working in different statutory bodies including local self-Government institutions, autonomous bodies and corporations/undertakings owned or substantially controlled by the State Government.

A. FOR STAFF AND OFFICERS ENGAGED IN OFFICE DUTY AS WELL AS THOSE WORKING IN HOSPITALS :

- (1) Every staff/officer shall sign the relevant Attendance Register noting both the time of arrival and the time of departure.
- (2) (a) In all categories of establishments, the grace period for signing the Attendance Register in the morning shall be 15 minutes after the Scheduled time and staff/officers reporting for duty after this grace period shall be marked "late".

(b) Staff/officers may be allowed to sign the Attendance Register and record attendance upto and within 45 minutes of the scheduled time of attendance in the morning. Anybody coming thereafter will be marked 'Absent' and will not be allowed to joint duty on that day, unless he has been granted 'half-day' casual leave for the first half of the day.

Examples : If the time for attendance in an office is 10.00 a.m. any staff/officer reporting after 10.15 a.m. will be marked 'late'.

Any employee whose duty is to start, say, at 8.00 a.m. will similarly be marked 'late', if he does not turn up within 8.15 a.m.

In places where attendance is recorded through a Card Punching system, the existing provisions may continue provided these do not exceed the relaxation as enjoyed in para 2(a) and 2(b) above of this Memorandum.

(c) Attendance Registers should be kept with a designated Officer from 15 minutes after the scheduled time of attendance to 15 minutes before the scheduled time of departure. The Attendance Register should be sent to the office where required 15 minutes before the scheduled time of departure so that the employees can put their signature in the departure column. At the scheduled time of departure 'cross marks' will be given against the names of those who have not signed in the departure column.

(d) No staff/officer shall leave office before closing hours without permission of the Controlling Authority i.e. the Head of Office as defined in Rule 5(16A) of the W.B.S.R., Part-I.

(e) One day's casual leave or Compensatory Casual Leave shall be deducted from Casual Leave/Compensatory Casual Leave at the credit of a staff/officer for every three days' late attendance in a calendar month. If a staff/officer has no Casual Leave or Compensatory Casual Leave to his credit, one day's 'Earned Leave' shall be deducted from the accumulated earned leave at his credit for every 3 (three) days' late attendance. Departmental Secretaries and other Superior Officers shall ensure that proper procedures/mechanisms are devised to keep an account of deducted leave.

(f) In general, condonation of late attendance will not be allowed. In only extreme cases, if the controlling authority is satisfied that the delayed arrival of a Government employee in office has been due to dislocation of traffic, heavy rains or similar genuine and convincing circumstances over which the Government employee has no control, such delay may be condoned by the Secretary of the Department in the Secretariat Offices, Head of Directorate in Directorate Offices and the District Magistrate/concerned District level officers in Regional Offices, provided such dislocation of traffic etc., is of general and very extensive in nature.

(g) (i) Normally, no officer/staff posted in a District shall leave Head Quarters;
(ii) If any officer/staff is required to proceed on leave on personal grounds, he/she shall obtain prior concurrence before departure.
(iii) Even when a staff/officer has to leave H.Q. on official duty, he/she shall have to obtain prior written permission from the District Magistrate/concerned District level Officer/Head of the Directorate/or Secretary of the Department as the case may be.

(h) All Heads of Offices shall maintain up-to-date Leave Register and keep in operation regular periodic checks.

(i) The Competent Authority may initiate disciplinary action against a staff/officer for persistent late attendance or persistent early departure from office without permission under the West Bengal Services (Classification, Control and Appeal) Rules, 1971.

(j) Every staff/officer of the Secretariat Department shall keep record of his daily performance in the Case Book as provided in Section 22 of the West Bengal Secretariat Manual. Staff and officers of the Directorate, Regional Offices etc. shall maintain Case Book/Case Diary/Note Book for recording daily performance. They should record notes in these diary/books of their output with regard to allotted duties. Wherever applicable they should mentioned the issues handled, meetings attended, site inspections/inspection of sub-ordinate offices conducted etc. during the day. The performance of all employees must be checked regularly by superious, and the performance of the superior officers shall also be checked

similarly by the competent authority. The Departmental Secretaries are to ensure that the role of the concerned "superior officer" and/or the competent authority is clearly notified and that they are made accountable.

B. STATE STAFF/OFFICERS ENGAGED IN FIELD DUTIES

State Staff/officers engaged in various field-duties/project works etc. must attend their allotted work daily and shall submit a programme of work for every week to the Controlling Authority in advance and at the end of the week the detailed field-diary shall also be submitted to the Controlling Authority.

Every Department/Directorate should immediately issue detailed orders based on this circular incorporating specific instructions for any distinct characteristics/condition/cadre of the concerned Department/Directorate for implementation of this order.

Every Department/Directorate must specifically identify the Officers to be held accountable for supervising the implementation of this order and related instructions.

It shall be the duty of the concerned Departmental Secretary, Head of Directorate, Head of Regional Offices etc., Head of Hospitals and District Magistrates to see that these instructions are rigorously followed in all the offices for which surprise visits/inspections should be undertaken by the Departmental Secretary and other superior officers.

Performance of employees as well as supervisory officers shall be checked regularly by Departmental Secretary, who will submit a fortnightly report on all the aspects of this order to Departmental Minister, and the Departmental Minister may facilitate review of the performance of his Department every month.

This order shall take effect from December 15, 2000.

Manish Gupta
Chief Secretary to the
Government of West Bengal.

**Government of West Bengal
Finance Department
Budget Branch
Writers' Buildings, Calcutta-700001**

No. 4100-FB

Calcutta, the 13th December, 2000

MEMORANDUM

To economise on Government expenditure certain economy instructions were introduced in Finance Budget Memorandum No.1770-FB, dated the 27th July, 1999 (copy enclosed) and in other circulars. The Government is of the opinion that there is still considerable scope to cut down avoidable revenue expenditure and to increase non-tax revenue. In continuation of what has been said in economy circulars issued earlier, this policy circular is being issued by way of reiteration of certain economy measures already adopted and also by introduction of a few additional measures.

1. The economy measures introduced in previous circulars will continue to be in force.
2. a) No new connection for telephone, cellular phone, pager shall be given. The status of officers entitled to telephone facilities in the office and in the residence, with or without STD facilities, should be clearly mentioned by each department/directorate with approval of the Finance Department. All unauthorized telephone/STD connections be disconnected. All direct telephones at office/residence of officers not covered by norms already laid down to be disconnected. There will be a monetary ceiling on telephone bills of all concerned. Ban on Cellular/Mobile Phones/pagers would be strictly enforced. All existing Cellular/Mobile Phone connections whether sanctioned or operating without sanction would be reviewed by a Committee of Secretaries and all phones found unnecessary would be immediately discontinued. There will be a ceiling on call charges on Cellular/Mobile Phones.
 - b) No new vehicle shall be purchased by any department until further orders.
 - c) The existing restrictions on consumption of fuel i.e. 8 litres and 5 litres per day for operational and non-operational vehicles respectively must be rigorously observed.

d) Vehicles must not be used on holidays except in cases of emergency with prior written permission of the concerned Departmental Secretaries. No hired cars would be allowed on holidays. If any hired car is required on holidays, in the bill itself proper authorization has to be enclosed. Every hired car should have properly maintained and attested log book. Same ceilings of mileage as in case of Government car would be applicable to hired cars. No car can be hired on daily basis if required for more than 7 days at a stretch. All cars now being paid at daily rates would be released and hired at a monthly rate. No hiring of car would be allowed without specific approval of Finance Department even if the expenditure on this account is met from project account or paid from LOC/LF A/c. No car should be asked to report for duty more than one hour before officer has to report to office and retained for more than one hour after the officer leaves office.

e) In all cases, the pay bill must contain full description of the names of the incumbents, their pay scales and allowances as well as various deductions. In the case of the School Education Department, the Departmental Officer shall furnish all these particulars in annexures, institution-wise, to be annexed with the claim form as prescribed in Appendix-3 of Treasury Rules, West Bengal & Subsidiary Rules made thereunder, Volume-II.

f) No casual appointments be made, except in rare cases with prior approval of Finance Department. No reemployment would be allowed on any grounds.

Except for the posts where recruitment is through the Public Service Commission, no vacant post irrespective of the duration of vacancy, can be filled up without prior approval of the Appointments Committee of the Cabinet. Treasury would not pass the salary bill of any new employee, if along with his first salary bill a Government order clearly stating that clearance of Finance Department has been taken for filling up the vacant post is enclosed. This will not apply to promotion posts.

g) All overtime allowances and tiffin allowance will be minimized.

h) Participation in festivals, fairs, exhibitions should be reduced to a minimum.

i) No meetings may be called on holidays at Calcutta unless authorized by the Departmental Ministers or Chief Secretary. In the Districts, except in emergency situations all meetings on holidays are to be avoided.

j) No refreshment except tea/coffee/biscuits can be served in any meetings. Lunch in packets may be served only in meetings when all District level officers are called and if the meeting last for the whole day. In all such cases specific orders of Chief Secretary is to be enclosed with the bill.

k) SPSUs would host lunch/dinners only when absolutely required for their promotional work. No SPSU will provide hired car to any Secretariat/Directorate/District Office. No lunch/dinner would be provided by any SPSU for official meetings of Secretariat/Directorate/District Office. Serving Alcohol/cigarette in any lunch/dinner either by SPSUs or by Government is strictly prohibited under any circumstances.

l) No Foreign trips would be allowed including trips included in EAPs except only in those cases where the entire expenditure is borne by other agencies. All visits outside the State except for meetings called by GOI is banned. In exceptional cases this can be done with prior permission of Chief Secretary.

m) No purchase from any SPSU would be made if the full payment is not made in advance.

n) No purchase of equipment/machine/consumables except for immediate requirement would be allowed in February/March of any year.

o) No purchase of equipment/machine would be allowed if one is not satisfied that the office is in a position to install and use the same within a reasonable period of time.

p) No bills for consumables including medicines, except current purchases, would be cleared in the month of March.

q) No Home Guard/Police personnel to be posted in any officer's residence except where it is specifically needed for security reasons, and with prior orders of the Chief Secretary.

3. It has been decided that the non-tax revenues of the various Departments/Government corporations/undertakings/local bodies/statutory and autonomous bodies/aided institutions receiving substantial grants from the State Government will have to be doubled by 2002-2003 i.e. in the next

three years of the present level of such revenue projected in the budget estimates for 1999-2000. For this the following steps are to be taken:

a) All the concerned Departments will take immediate steps for revising the rates of non-tax revenues in consultation with the Finance (Budget) Department so that the anticipated revenue is doubled by 2002-2003 of the present level. Some illustrative examples are given below.

b) The user charges for Circuit House, Inspection Bungalow, State Guest House. Banga Bhavan etc. are to be revised upwards in consonance with the revision of the TA/DA rates.

c) Charges of deployment of police personnel in Banks/Central Government establishments etc. is to be revised to take into account the revised pay scales after implementation of the Fourth Pay Commission's recommendations and also the various perks which have been given. Such charges must be collected regularly.

d) Licence fees for fire arms is also abnormally low at present. There is a strong case for enhancement of the licence fees/licence renewal fees.

e) Commerce & Industries Department to take steps for upward revision of Mineral concession fees, royalties, stamping of weights and measures which have not been revised for many years.

f) The revenues of the SEB and the State Transport Corporations must increase and pilferage must be minimised.

4. All the above instructions will apply mutatis mutandis to statutory bodies including local self-Government institutions, autonomous body and corporations/undertakings owned or substantially controlled by the State Government and to institutions receiving substantial grants from Government.

5. The Departmental Secretaries will enforce these restrictions in their Departments/attached and subordinate offices and other bodies/agencies in receipt of State Government assistance.

6. These instructions will take effect from December 15, 2000 and will remain in force until further orders.

Manish Gupta
Chief Secretary

No.4100/1(500)-FB

Calcutta, the 13th December, 2000

Copy forwarded for information and necessary action to :

1. Principal Secretary/Secretary Department
2. Special Secretary/Joint Secretary, Finance Department.
3. The Department/Directorate.
4. The Commissioner Division.
5. The District Magistrate/District Judge/Superintendent of Police District.
6. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Calcutta.
7. The Pay & Accounts Officer-I/II, Calcutta Pay & Accounts Office, 81/2/2, Phears Lane, Calcutta-700012.
8. The Treasury Officer. _____

Sd/-Illegible
Deputy Secretary
Finance Department
Government of West Bengal

Government of West Bengal
Office of the Director of Land Records & Surveys and Joint Land
Reforms Commissioner, West Bengal, Survey Building
35, Gopalnagar Road, Alipore, Calcutta-700027

Memo No.71/1000-1017/A/2001

Dated, Alipore, the 10th February, 2001

From : Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.

To : The District Land & Land Reforms Officer
Howrah/Hooghly/Nadia/Murshidabad/Birbhum/
Bardhaman/Bankura/Purulia/Medinipur/Tamluk/
Coochbehar/Jalpaiguri/Darjeeling/Malda/West
Dinajpur/Dakshin Dinajpur/North 24-Parganas/
South 24-Parganas.

Sub : Authorization of SRO-II/Dy. DL&LRO to dispose off certain administrative functions.

Please find enclosed copies of the Dte. Memo no.22/5359/B-1/2000 dt.11.09.2000 and copy of L&LR Deptt. memo no. 750-ISU dt.25/01/2001 and no.1054-ISU dt.08/02/2001 along with the extract copy of the Finance Deptt. note. The DDO and SRO-II at the sub-division level and the Dy. DL&LRO at the District Headquarter can now dispose off the work on behalf of the SDL&LRO and the DL&LRO. SDL&LRO and DL&LRO respectively shall make out a local order in writing authorizing the concerned officer by name to dispose off the work. The DDO and Dy. DL&LRO can hence dispose off the work by signing for the SDL&LRO / DL&LRO respectively. Any queries/clarifications required are welcome.

S. Suresh Kumar
Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal.

Government of West Bengal
Land and Land Reforms Department
Branch – I.S.U.

No. 1054-ISU.

Dated, the 8th February, 2001.

To
The Director of Land Records & Surveys
West Bengal.

Sub : Delegation of function of the Head of Office to a Subordinate officer in the offices of the District Land and Land Reforms Officer & Sub-Divisional Land and Land Reforms Officer.

In continuation of this Department Memo No.750-ISU dt.25.01.2001 / 01.02.2001, the undersigned is directed to send herewith an extract of notes dt.12.01.2001 of the Finance Department for his information and necessary action.

Sd/- Illegible
Assistant Secretary
Land & Land Reforms Department,
West Bengal.

Government of West Bengal
Land and Land Reforms Department
Section-BIII : Branch-ISU.

No.750-ISU.

Calcutta, the 25th January, 2001.

To
The Director of Land Records and Surveys
West Bengal.

Sub : Delegation of function of the Head of Office to a Sub-ordinate Officer in the Offices of the District Land and Land Reforms Officer & Sub-divisional Land and Land Reforms Officer.

The undersigned is directed to refer to his Office Memo No.22/5359/BI/2000 dt.11.09.2000 on the subject noted above and to say that SRO II and Dy. D.L.L.R.O. may be authorised to look after the job specified in his proposal. They however, should not be declared 'Head of Office'.

Finance Department has been consulted in the matter.

S. Mukherjee
Assistant Secretary to the
Government of West Bengal.

Extract from Finance Department's Notes

From prepage :-

SRO-II and Dy. DL&LRO may be authorised to look after the jobs specified in their proposal. They shall not be declared formally 'Head of Office'.

Group P (Service) may like to see.

S.K. Pal.
24.11.2000.

We may agree with the views expressed by Gr. T at above.

B.K. Majumdar
12.01.2001.

To
L&L.R. Deptt.
Sd/-
16.01.2001

**Government of West Bengal
Office of the Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Calcutta-700027**

Memo No. 22/5359/BI/2000

dated, Alipur the 11th September, 2000.

From : S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

To : The Principal Secretary
Land & Land Reforms Department
West Bengal.

Sub : Delegation of certain routine functions of the Head of office to a sub-ordinate officer in the offices of the DL&LRO and SDL&LRO.

Sir,

The functioning of the DL&LROs and the SDL&LROs is becoming a cause for concern as the administrative/establishment matters are becoming so pressing and important that the technical / supervisory / touring aspects of these two officers who can exercise and wield authority has diminished greatly. So much so, that as a rule if establishment concerns occupy more than 10% of his time as a thumb rule then his/her role becomes greatly reduced and in the present case it has gone upto 60-75%. As the Land Reforms work traditionally involves direct supervision of work by extensive touring the quality of work as well as productivity has been greatly hampered. This has happened after the Integrated Set Up became fully functional in the early '90s when the SDL&LROs became saddled with the establishment matters of 600-700 employees, the DL&LROs with the establishment concerns of atleast 100 employees and in addition to issues requiring his approval and the BL&LRO with the necessity of maintenance of public contact arising out of the multifarious activities in the I.S.U. The BL&LRO may not have the wherewithal to tour extensively but the DL&LROs and SDL&LROs should be freed in our opinion from some of the routine administrative tasks which do not require any appreciable application of mind but nevertheless need to be disposed off quickly as they are immediate concerns of the employees.

The Head of Office has been defined in para 5 (16A) of WBSR, Part-I. The duties of the Head of office are :

- a) Physical unification of cash balance in the cash book and recording of such certificate at end of each month (SR-31).
- b) Custodian of blank duplicate receipt books (SR-36) and under (SR-41) can delegate it to someone else.
- c) Maintenance of Service Book.
- d) Grant of Casual Leave.
- e) Sanctioning authority of various leaves and to sanction cash equivalent leave salary (151 and 152 of WBSR, Part-I)
- f) Maintenance of GPF account of Gr-D employees.
- g) Sanction of GPF refundable advance, non-refundable advance and one-time withdrawal within 12 months before retirement on superannuation of all categories of employees.
- h) Sanction of GISS
- i) Sanction of pension/family pension /retiring gratuity/provisional pension/provisional family pension/provisional gratuity and death gratuity.
- j) sanction of arrear claims upto 3 years
- k) Sanction of periodical increment and pay fixation etc.
- l) Payment of pay and allowance of deceased employee upto Rs.10,000/-
- m) Sanction of advance to employees on transfer, tour etc. inclusive of approval of tour diaries and counter signature of TA bills and festival advance and bonus to the employees.
- n) Sanction of expenditure in exercise of financial powers.

The SRO-II who is also the DDO in the SDL&LRO office and the Dy. DL&LRO in the DL&LRO office may be declared the Head of Office under para 5(16A) of WBSR, Part-I in modification to the order of the Board of Revenue of No. 3095-Apptt, Dated 29.03.1984 for the following purposes :
29/89(PtI)

- i) Sanction of periodical increment and pay fixation, etc.
- ii) Payment of pay and allowances of deceased employee upto Rs.10,000/-
- iii) Sanction of advance to Group-C and Group-D employee on transfer, tour, etc, inclusive of approval of tour diary and counter-signature of TA Bills.
- iv) Grant of Casual Leave to the Gr.-C & Gr.-D staff.
- v) Sanction of various types of leaves to all Gr.-C & Gr.-D staff except EL.
- vi) Maintenance of Service Book and duplicate service book except the opening of new service book.
- vii) Maintenance of GPF account of Gr-D employees.
- viii) Sanction of GPF refundable advance, Festival Advance of all Gr.-C and Gr.-D employees and bonus to eligible employees.
- ix) Sanction of provisional pension/grantuity/GISS/Leave Encshment of Group-C and Group-D employees.

A balance had been made to give certain residuary functions to the DL&LRO and the SDL&LRO to retain their pre-eminent position of them.

Yours faithfully,

S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

Government of West Bengal
Office of the Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Kolkata-700027

Memo No.389/3933-50/A/2001

dated, Alipore, the 8th June, 2001.

To

The District Land and Land Reforms Officer,
 Haora/Hughly/Nadia/Kochbihar/Jalpaiguri/Darjeeling/
 Murshidabad/Birbhum/Bankura/Bardhaman/Purulia/Malda/
 Dakshin Dinajpur/Uttar Dinajpur/Medinipur/Tamluk/
 North 24-Parganas/South 24-Parganas.

Sub : Head of Receipts.

Ref : Memo No.69/10308/A/93, dated 1st December, 2000.

After the publication of the Government of West Bengal Finance Department's Budget Publication No.4, the various Heads of Receipt, for the year 2001-2002 under Revenue Account are revised. Please inform all concerned.

S. Suresh Kumar
 Director of Land Records and Surveys and
 Joint Land Reforms Commissioner, West Bengal

Heads of account against the Receipts is mentioned below :

Sl.No.	Description as per Budget Abstract	Receipt/Payment Code	Purpose
1.	Fixed Collections-Taxes	0029-00-101-001-03	Rent/Land revenue received from raiyats including capitalised value of land revenue.
2.	Collection from Estate leased to Farmers-lease rent/selami	0029-00-101-002-30	Rent received from raiyats on short-term leases of agricultural lands. Receipt of Rent, Selami & Damage cost assessed of lessees on Long term Settlement of land or from Ex-intermediaries under WBEA Act, 1953. Transfer value of lands transferred to GOI or its agencies.
3.	Receipts (including rent of buildings) realised from works-Rent	0029-00-101-005-05	Receipts realised from Works i.e. rents of govt. buildings under L&LR deptt. Incidental rent from Circuit House etc.
4.	Interest on arrears of Land Revenue-Interest Receipts	0029-00-101-006-07	Interest on arrears of Land Revenue
5.	Public Works Cess-Cess	0029-00-103-001-08	Public work cess on land revenue/Rent on long term Settlement / Tea Gardens / Sairati / Minor Minerals, etc.
6.	Road Cess-Cess	0029-00-103-002-08	Road cess on land revenue / Rent on long term Settlement / Sairati / Tea Gardens / Minor Minerals etc.
7.	Rural Employment Cess other than on Tea Gardens & Coal-mine-Cess	0029-00-103-004-08	Rural Employment Cess on land revenue, Sairati Interests, Minor Minerals, etc. other than on Tea Estate and Coal Mines
8.	Surcharge on Land Revenue under Rural Employment and Production Act, 1976-Surcharge	0029-00-101-007-04	Surcharge on RE Cess land revenue under Rural employment and Production Act, 1976

9.	Rural Employment Cess on Tea Estates-Cess	0029-00-103-005-08	Rural Employment cess on Tea Estates.
10.	Rural Employment Cess on Coal Mines-Cess	0029-00-103-006-08	Rural Employment cess on Coal Mines (receipt in cash)
11.	Education Cess on Coal Mines (Receipt in Cess)	0029-00-103-008-08	Education Cess on Coal Mines (receipt in cash)
12.	Education Cess on Tea Estates	0029-00-103-009-08	Education Cess on Tea Estates
13.	Education Cess on Land Revenue, Minor Minerals and other miscellaneous items etc. other than on Tea Estates.	0029-00-103-010-08	Collection of Primary Education Cess on Land Revenue/rent on L.T. / Settlement / Sairati Interests / Minor Minerals etc. other than on Tea Estates.
14.	Miscellaneous receipts under the Cess Act	0029-00-103-003-08	Miscellaneous receipts under the Cess Act such as interest payments outstanding on the PWD (Road), RE. Education cesses can be recovered.
15.	Collection of raiyats and non-agricultural Tenants-Rent	0029-00-104-001-05	Rent on Tea Garden land and other ex-intermediaries allowed to retain land u/s 6(3) of WBEA Act, 1953.
16.	Collection from Sairati Interest (e.g. Fisheries, Ferries etc.) - Lease rent/selami	0029-00-104-003-30	Receipts from management of Sairati interests of Ex-Zamindary Estates. Applicable to sairati interests arising out of vesting under WBEA Act such as Ferries, Khutagari rights, Forests, Jalkars / Bheels / Full vested & Part vested tanks / Water bodies / Tolls from Hats, Shop rent, Ijara rent from auction of orchards, biri leaf, babui grass madur kathi, broom stick grass, etc.
17.	Collection Royalties from Mines & Minerals - Royalties	0029-00-104-002-09	Royalty / Surface rent / Dead rent / Application fee for quarry permits / Interest outstanding / Penalty for unauthorised extraction for collection on Minor Minerals.
18.	Receipts in connection with Survey and Settlement Operations-Service Fees	0029-00-800-001-14	Receipts in connection with Surveys and Settlement Operation
19.	Records Room Receipts	0029-00-800-005-14	Receipts from Records Room
20.	Miscellaneous Receipts not connected with Govt. Estates-Other Receipts	0029-00-800-006-27	Sale proceed from dead stock (furniture etc.) Waste paper & other articles the cost of which was met from office expenses, etc.
21.	Receipts of Advance / loans to cultivator / Seed loans	6401-00-103-001-26	Recoveries of Seed loans
22.	Receipts of Advance / loans to Manures & Fertilizers	6401-00-105-001-26	Recoveries of Manure & Fertilizer loans
23.	Advances / Loans to Cultivators - Loans	6401-00-800-001-26	Recoveries of loans from cultivators

If the above procedure is acceptable the items given in WBF No.2382 (Challan) could be recast.

Yours faithfully,
S. Suresh Kumar
Director of Land Records & Surveys
and Jt. Land Reforms Commissioner
West Bengal.

[Setout BENGALI Matter]

[See Separate File]

Government of West Bengal
Finance Department
Budget Branch

No.2600(65)-F.B.

Dated, Kolkata, the 24th July, 2001.

From : Shri P.K. Mishra,
Joint Secretary to the
Government of West Bengal.

To : Shri S.N. Ghosh,
Principal Secretary / Secretary
to the Government of West Bengal,
Land & Land Reforms Department.

Subject : Instructions / guidelines regulating the transaction of business with the
external agencies.

Sir,

I am directed to forward herewith a copy each of the two communications under D.O. No. 12(51)-2001-EEC (coord) dated the 4th July, 2001 from the Ministry of Finance, Department of Economic Affairs, Government of India on the above subject for information and necessary action.

Yours faithfully,
P.K. Mishra,
Joint Secretary

Memo No.101/6160-79/A/2001

Dated, Alipur, the 16th August, 2001.

Copy forwarded to the District Land & Land Reforms Officer, / Assistant Director (Training), A.R.T.I., Salbani, Medinipur, for his information.

P. Bhattacharya
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal.

Dr. Adarsh Kishore
Additional Secretary
(Fund Bank, ADB, External Finance & Insurance)
Tel No.3013183
Fax No.3013133
E-mail : adarsh@finance.nic.in

D.O.No.12(51)/2001-EEC (Coord)

New Delhi, the 4th July, 2001

Dear,

I am writing to apprise you of the Government of India's views on matters of propriety relating to the conduct of business with donors and external funding agencies.

2. We have been constrained to note that some External Agencies have corresponded directly with Chief Ministers and Ministers of State Governments. This practice needs to be discontinued. Communications at all times must only be addressed either to the Secretaries of the State Government or to other officers at appropriate levels. Needless to say, proposals at the level of political executives would be appropriately brought to their notice by the officers receiving their communication.

3. As you are well aware, it is the Department of Economic Affairs, Ministry of Finance, in the Government of India which is the political and administrative focal point for all dealings with external funding agencies. It is, therefore, necessary that external agencies must channel all policy and project proposals as also proposals for collaborative functions such as conferences, seminars, workshops etc., related to the States and the Central Ministries only through this Department. Several Central Ministries, including Planning Commission, have observed that some of the External Agencies have gone ahead and finalized project/event proposals without any reference to and consultations with the concerned administrative/line Central Ministries/Organisations. Apart from being constitutionally mandated, this requirement is also necessary in the interest of evolving a common policy and approach for similar issues in different parts of the country. Direct dealing with State government would run the risk of differential in policy evolution and strategy besides distorting priorities for planned development in the country leading to anomalies difficult to justify. The practice is inappropriate and not supported by the Government of India. The practice, therefore, needs to be discontinued forthwith.

4. The involvement of the DEA right from the concept stage in any proposals would ensure that all the concerned Organisations/Ministries of the GOI are on board to consider the proposal and any complications at a later stage are avoided. The appropriate forum to hold policy discussions/initiation of proposals with the Ministries of the Government of India and the State Government lies in the Department of Economic Affairs. The DEA on its part would welcome, facilitate and organise all necessary discussions and initiatives in conjunction with the concerned Central Ministry, Planning Commission and the State Government.

5. Government of India are advising the Central Ministries and the State Governments of this decision. Government of India also expect appreciation of the above position and co-operation from the External Agencies in this regard.

6. I will be grateful for acknowledgement of the receipt of this communication.

7. Assuring you of the highest consideration, I remain.

Yours Sincerely
Dr. Adarsh Kishore

To
All External Agencies

Dr. Adarsh Kishore
Additional Secretary
(Fund Bank, ADB, External Finance & Insurance)
Tel No.3013183
Fax No.3013133
E-mail : adarsh@finance.nic.in

D.O.No.12(51)/2001-EEC (Coord)

New Delhi, the 4th July, 2001

Dear,

External Agencies have from time to time been inviting officers of the Central/State Governments to participate in various workshops/training/seminars/conferences that are held abroad. In many cases such invitations have been extended by name to particular officers which is not in keeping with the established norms of Government of India.

2. You are aware that the Department of Economic Affairs in the Ministry of Finance is the nodal Department in GOI dealing with the external aid. Approval of the Department is necessary for any officer to participate in any training/workshop/seminar/conference abroad, organized by any external agency. All communications/invitations for participation in such events must, therefore, be addressed to DEA rather than to the officers directly. Consistent with the need to have coherence of policy in regard to these matters the procedure being outlined below may be followed for securing nominations for such seminars/workshops/trainings/conferences.

i) Invitation to participate as a 'Resource Person' in events organized by external agencies.

For a resource person outside of the Government invitation may be extended directly under intimation to DEA.

In case the resource person is already identified for the reasons of his pre eminent expertise in an area and is a government functionary, invitation may be extended to the individual through DEA and a copy may be endorsed to the individual for his information and to the State Government concerned, in case the resource person is working with the State Government/or to the concerned Administrative Ministry, in case of an officer working with the Central Government to facilitate his seeking necessary approvals including that from DEA.

In case the resource person is expected to present a view point or make a presentation on a specific 'sector or project or policy of the Government, request should be sent to DEA for nominating one or more suitable officer for making such presentations. No direct invitation should be sent to any individual officer. The external agency may in its discretion, suggest names of the individuals who have excelled in the relevant field for consideration of DEA who will consult the relevant Ministries/Organisations/State Governments before finalizing the nomination(s).

ii) Invitation for participation in training / workshops / seminars / conferences organized by external agencies.

a) Project related training.

- All project related training proposals should originate from the concerned project authority through concerned Ministry / State Government specifying clearly the objective of the training, contents and names of the training agencies/institutes. These proposals should be in accordance with the provisions in the relevant project documents. DEA's prior approval is required in all such cases.
- All invitations should be sent to the DEA indicating the nature of the programme, requirements with regard to educational qualifications, experience etc. of the participants.
- If participation from a particular project(s) is desired for a sector specific seminar/workshop being organized by an external agency, the invitation must be addressed to DFEA with a copy to the Central Administrative Ministry / State Government.
- In such cases after receipt of the request from the external agency, the DEA will identify suitable officers in consultation with the concerned authorities, including Central Ministries and the State Governments. No invitation should be sent directly to any officer.

b) Training not related to projects.

- If the training / workshop / seminar / conference being organized is not related to any on-going or forthcoming project, the external agency may extend invitations directly under intimation to DEA if the invitee is not a government functionary.
- If the invitation is meant for Government officers, the request should be addressed to the DEA specifying the requirements of educational qualifications, job requirements, experience etc. DEA will nominate suitable officer(s) for the training in consultation with the concerned Ministry or State Governments as the case may be.

- All general training proposals may kindly be sent two to three months in advance to enable this Department to give due publicity so as to identify suitable officers for these training programmes.

3. Government of India expect fullest co-operation in this regard.

With kind regards.

Yours sincerely,
Dr. Adarsh Kishore

To
All External Agencies

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Government of West Bengal
Office of the Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Kolkata-700027

Memo No.20/5667-85/A/2001

Dated, Alipur, the 26th July, 2001

From : S. Suresh Kumar, IAS
Director of Land Records & Surveys
and Jt. Land Reforms Commissioner,
West Bengal.

To : The District Land & Land Reforms Officer, (All)

Sub : Analysis of the Contingent Expenditure made in the Financial Year 2000-2001.

An analysis of the contingent expenditure incurred annually under each DDO is proposed to be made to ascertain and plan for expenditure to be made in the current Financial Year. A proforma and the expenditure incurred against some of the common items of expenditure is given below :

Name of the D.D.O. :

Financial Year : 2000-2001

Allotments Received in the Year 2000-2001

Head	O.E.	O.C.	Total
2029			
2506			

Sl. No.	Item of Expenditure	Expenditure in 2000-2001 Rs.
1.	Binding of Books & Papers	
2.	Purchase of Books & Periodicals	
3.	Printing of Forms, etc.	
4.	Purchase of Stationary Items	
5.	Purchase of Instruments	
6.	Purchase of Furniture	
7.	Repair of Furniture	
8.	Purchase of Bicycles	
9.	Repair of Bicycles	
10.	Purchase of Service Postage	
11.	Purchase of Torches & Umbrellas for Gr.-'D' Staff	

12.	Purchase of Fans & Other electrical goods	
13.	Hire of Fans	
14.	Hire of Generators	
15.	Hire of Vehicles	
16.	Repair of Govt. Vehicles	
17.	Fuel Charges	
18.	Installation of Telephones	
19.	Payment of Telephone Bills	
20.	Payment of Coolie charges	
21.	Payment for tea & snacks for meetings	
22.	Cost of conducting training programme	
23.	Petty repairs to Buildings	
24.	Payment of Electricity Bills	
25.	Transportation Cost	
26.	Permanent Advance used by Blocks	
27.	Miscellaneous (which can be elaborated if expenditure is beyond Rs.25,000/-)	

The information should reach the undersigned from all the DDOs under your jurisdiction by 03.08.2001.

S. Suresh Kumar
 Director of Land Records & Surveys
 and Jt. Land Reforms Commissioner
 West Bengal.

●

Government of West Bengal
Office of the Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Kolkata-700027

Memo No.20/5740/A/2001

Dated, Alipur, the 10th August, 2001

To
 The Director of Treasuries and Accounts
 Stephen House,
 4, B.B.D. Bag,
 Kolkata-700001.

Sub : Raising of frequent objections in submitting of "Salary Bills" with a negative balance

District and Sub Divisional Treasury Offices (who are frequently raising objections at the time of submission of 'Salary Bills' with a negative balance) are compelling all D.D.Os to open a new Treasury-Register and to maintain new St. Nos. in Bill-Register while submitting the Salary Bills for the month of March every year and the allotments for the same are deducted from the 1st quarterly allotment received in the next year in April which is actually meant for April-May-June of the new financial year. This has resulted in a deficit (negative balance) for every 3rd month of every quarter and it actually covers up at the end of the year, i.e., after receiving the allotment of last (4th) quarter in the month of January.

It is not understood whether the system of deduction of allotment from 'March to February' is correct while placement of allotment is 'April to March'. This system ensures that all D.D.Os. trail behind quarterly allotment by one month causing a negative balance in 'Salaries'.

He is therefore requested to issue necessary instructions as should be followed by the D.D.Os as well as the Treasury Officers to meet up the crisis arises throughout the year.

S. Suresh Kumar
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, West Bengal

Memo No.20/5741-76/A/2001

Dated, Alipur, the 10th August, 2001

Copy forwarded for information to :

- 1) The Treasury Officer Darjeeling / Kochbehar / Jalpaiguri / U. Dinajpur / D. Dinajpur / Malda / Murshidabad / Nadia / North 24-Parganas / South 24-Parganas / Haora / Hugly / Medinipur / Tamluk / Barddhaman / Bankura / Birbhum / Purulia.
- 2) The District Land & Land Reforms Officer, Darjeeling / Kochbehar / Jalpaiguri / U. Dinajpur / D. Dinajpur / Malda / Murshidabad / Nadia / North 24-Parganas / South 24-Parganas / Haora / Hugly / Medinipur / Tamluk / Barddhaman / Bankura / Birbhum / Purulia, with the request to circulate the copy of this memo to all SDL&LROs under his control and all Sub-divisional Treasury offices in his district.

Sd/- Illegible
For Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

●

Government of West Bengal
Land and Land Reforms Department
Branch-S&S

No. 6051-S&S

Dated, Kolkata, the 31st August, 2001

ORDER

In continuation of this Department's order no. 4584-S&S dated the 7th August, 2000 the LL/N/32/99 undersigned is directed to say that the Governor has been pleased to accord permission to the retention of the 75 (seventy five) nos vehicles only for a period of one year with effect from 01.04.2001 to perform smooth running of L.R. works in the Interated set up of Land Reforms Administration in the State of West Bengal for allocation to the Directorate Offices (ISU) under the L&LR Department in the same manner as laid down in this Department's order referred to above and on the same terms and conditions.

2. The order issues with the concurrence of the State Finance (A) Department vide their Group DII u/s no.521 dated 28.08.2001.
3. The expenditure on this accounts is debitable to the respective heads of account.
4. The offices of the Accountant General, West Bengal are being informed.

A.K. Sengupta
Deputy Secretary to the Govt. of W.B.
Land and Land Reforms Department

No.6051/1(38)S&S

Dated, Kolkata, the 31st August, 2001

Copy forwarded for information and necessary action to :

1. The Accountant General (A&E) W.B., Treasury Buildings, Kolkata-700001.
2. The Accountant General (A-I) W.B., 4, Brabourne Road, Kolkata-700001.
3. The Accountant General (A-II) W.B., 18 Rabindra Sarani, Kolkata-700001.
4. The Director of Land Records and Surveys and the Joint Land Reforms Commissioner, W.B. 35, Gopalnagar Road, Alipore, Kolkata-700027 W.r.t. his memo no.5/670/E/98 dated 20.05.2001.

The vehicles may be distributed as stipulated in his memo no.11/807/E/2000 dated 08.07.2001.

He is requested to place one vehicle at the disposal of Shri A.K. Ghosh, Land Officer, WBSAT for use in the work of SAT. If possible, the vehicle should also cater to the need for the WBSAT.

This vehicle should also meet the need of LRTT as far as possible.

5. The District Land and Land Reforms Officer,
6. The Treasury Officer,
.....

A.K. Sengupta
Deputy Secretary to the Govt. of W.B.
Land and Land Reforms Department

●

**Government of West Bengal
Office of the Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Kolkata-700027.**

Memo No.377/8329-8417/A/2001

Dated, Alipur, the 19th October, 2001

To

- 1) District Land & Land Reforms Officer,
- 2) Sub-Divisional Land & Land Reforms Officer,
- 3) O.S.D., ARTI, Salboni.

Subject : Maintenance of running serial number in respect of issue of sanction order and quarterly statement of sanction orders.

Reference : The A.G. West Bengal's memo no. CASS-VI/Issue of sanction/2 dtd. 02.04.2001 and CASS-VI/D/2/42 dtd. 01.10.2001, The L&L.R. Deptt., memo no.6734 (18) Budget/IB-143/2001 dtd.21.09.2001 / 05.10.2001.

Enclosed please find the copy of memo. under reference which will speak for itself. He is requested to maintain running serial in respect of Head wise sanction order of his office as suggested by the Accountant General, West Bengal in the memo under reference. Also, he is requested to send quarterly headwise statement to the A.G. West Bengal as per proforma from 01.04.2001 and onwards.

This may be treated as urgent.

S. Biswas
for Director of Land Records & Surveys
& Jt. Land Reforms Commissioner
West Bengal.

Encl: As stated.

**Office of the Accountant General (Audit-II) West Bengal
18, Rabindra Sarani, Poddar Court, (4th Floor), Calcutta-700001**

No.CASS-VI/Issue of sanction/2

Dated : 02.04.2001

To

The Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal,
35, Gopal Nagar Road, Calcutta-700027

Subject : Maintenance of running serial in respect of issue of sanctions under 2029-L.R. head of accounts under same branch and same group.

Sir,

In continuation to this office letter no. CASS VI/2/Out/624 dated 29.03.2000 and CASS VI/2/Out/323 dated 08.07.2000 and CASS VI/609 dt.09.10.2000, I am to request you kindly to intimate as to whether running serial number is being maintained in your department in respect of

issue of Government sanctions under 2029-LR head of accounts, same branch and same group. If not, the same may kindly be arranged to be maintained while issuing sanctions henceforth and forwarding the same to Audit.

Maintenance of running serial number in respect of issue of sanctions under same head of accounts, same branch and same group is urgently necessary so as to enable the Audit to ensure that all the sanctions in respect of 2029-L.R. issued by the L.R. Department of the Government of West Bengal are received in Audit for scrutiny.

Yours faithfully,

Sd/-Illegible
Sr. Audit Officer
CASS-VI Section.

Office of the Account General (Audit-II)
West Bengal
18, Rabindra Sarani (4th Floor), Poddar Court, Calcutta-700001

No. CASS-VI/D/2/42

Date : 01.10.2001

To
The Director of Land Records and Surveys &
Joint Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipore, Kolkata-700027

Sub : Quarterly Statement of sanctions issued during the Quarter ending as on 30.09.2001 under the "head of Account 2029-L.R."

Sir,

In continuation to this office letter no. CASS VI/G.O/I dated 02.04.2001 and CASS VI/D/181 dated 03.07.2001,

I am to request you to furnish the particulars of sanctions in the following proforma to ensure that all the sanctions issued by the Department have been received by this office for audit.

PROFORMA

Sl. No.	G.O. No. & Date	Nature & purpose of sanction	Amount	Remarks if any

Yours faithfully,
P. Chakraborty
Sr. Audit Officer

Government of West Bengal
Land and Land Reforms Department
Budget Branch

No. 6734(18)-Budget
IB-143/2001

Dated : Kolkata, 21st September, 2001
5/10

From : Assistant Secretary to
the Govt. of West Bengal.

To : (1) The Director of Land Records and Survey, W.B.
35, Gopal Nagar Road, Alipur, Kolkata-700027.
(2) The District Magistrate,
.....District.

Sub : Wrong classification in the allotment order.

Sir,

I am directed to enclose herewith a letter bearing No.2485(74)-F.B. dt. 07.09.2001 from the Joint Secretary, Finance (Budget) Department, Govt. of West Bengal and to request you kindly to take

necessary step, as deemed fit, in mentioning grant numbers and correct head of account in the sanction orders as well as in the allotment orders to avoid future complications.

Yours faithfully,
Sd/- Illegible
Assistant Secretary
to the Govt. of West Bengal
Land and Land Reforms Department.

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

No. 2485(74)-F.B.
IB-143/2001

Dated : the Kolkata 7th September, 2001

From : Shri Prabhat Kumar Mishra
Joint Secretary to the
Government of West Bengal.

To : Principal Secretary/Secretary to the
Government of West Bengal
Land and Land Reforms Department.

Sub : Wrong Classification in the allotment order.

Sir,

In sending herewith a copy of letter no. Try A/Cs. 1/2-D Harbour/2001-2002/309 dated 24.04.2001 of the Accountant General, West Bengal, on the subject noted above, I am directed to say that various instances of wrong postings under the non-existing heads of accounts have been brought to the notice of this Department by the Accountant General, West Bengal. It has also been brought to the notice of this Department that various controlling Officers do not carry out reconciliation of their accounts in time, as a result of which wrong postings recur and the actuals furnished by them do not tally with the actual expenditure incurred in a financial year.

In the position stated above, I am to request you kindly to instruct the respective controlling officers to indicate the grant numbers and correct head of accounts in the sanction order as well as in the allotment orders as advised in the letter under reference.

Yours faithfully,
Prabhat Kumar Mishra
Joint Secretary.

————— ● —————
**Government of West Bengal
Department of Housing
General Branch**

New Sectt. Buildings (1st Floor), 1, K.S. Roy Road, Kolkata-700001.

From : Shri S.K. Bhattacharyya,
Joint Secretary to the Government of West Bengal.

To : 1) The Principal Secretary/Secretary to the Govt. of West Bengal.
..... Department (All Departments)
2) The Commissioner, (All Divisions)
3) The District Magistrate, (All Districts).
4) The Accounts Officer, West Bengal Secretariat,
Writers' Buildings, Kolkata-700001
5) The Director of Treasuries, Finance Department
Writers' Buildings, Kolkata-700001.

No.474(100)-H3/HG/N/6A-37/2001

Dated, Kolkata, the 27th December, 2001

Sir,

The Housing Department has been receiving Audit Objection/Report from the Accountant General, West Bengal, for the last few years for a consolidated account on rent realised from the State Govt. Employees occupying R.H.E. Flats allotted by the Housing Department on Licensee basis. In accordance with

the prevailing system rent for occupancy of a R.H.E. Flat is not drawn from the Pay Bill of the concerned Govt. Employee by the D.D.O. under whom the employee is in service.

2. Consequent upon consultation with the Finance Department towards keeping of rent account of R.H.E. Flats and for persistent pressure of A.G. West Bengal, this Department has no other alternative but to seek active co-operation of all the D.D.Os of the State Govt. for preparation of account on R.H.E. rent in a bid to meet the Audit Paras/Replies.

3. Under the circumstances, this department requests you to instruct the D.D.Os functioning under your control for preparation of a Quarterly Statement in the enclosed proforma on R.H.E. Rent amount and send it to this department with a copy of the Statement to A.G. West Bengal. Such Statement of accounts for the last three years may also be furnished to this department as sought for by A.G. West Bengal with a copy to A.G., West Bengal.

This may be given priority.

Yours faithfully,
S.K. Bhattacharyya
Joint Secretary
Housing Department
Government of West Bengal.

No.474(100)/1(2)-H3.

Dated : 27.12.2001

Copy with a copy of the proforma forwarded to the :

- 1) The A.G., West Bengal (Audit-I),
4, Brabourne Road, Kolkata-700001.
- 2) The A.G., West Bengal (Audit-II),
18, Rabindra Sarani, Poddar Court (4th floor), Kol-1.

S.K. Bhattacharyya
Jt. Secretary to the Govt. of West Bengal

No.474(100)/2(3)-H3.

Dated 27.12.2001

Copy with a copy of the proforma forwarded to the :

- 1) Chief Engineer, Housing Directorate
- 2) Estate Manager, Estate Directorate
- 3) Director, Brick Production Directorate,
20, Netaji Subhas Road, Kolkata-700001.

.....for information and necessary action. A Statement as stated above may be prepared and sent to the A.G., West Bengal, with a copy to this department.

S.K. Bhattacharyya
Jt. Secretary to the Govt. of West Bengal

STATEMENT SHOWING NON-DRAWAL OF H.R.A. AMOUNT FROM THE PAY OF THE EMPLOYEES WHO HAVE BEEN ALLOTTED/RESIDING IN, R.H.E. FLATS DURING THE QUARTER ENDING ON YEAR

NAME OF THE OFFICE :

Name of the employees with designation.	Basic Pay	Percentage of deduction	Amount of deduction per month for the quarter per employee	Months in the quarter for which deduction is made.
1	2	3	4	5

Name and number of employees transferred/retired/ vacated the flat	Total amount deducted during the quarter	Head of Accounts where the amount is deposited	Remarks.
6	7	8	9

Dated :

.....
Signature of Drawing & Disbursing Officer
With Seal.

**Government of West Bengal
Land & Land Reforms Department
PBII – Branch**

No.8612-S&S

Dated : Kolkata, the 27th December, 2001.

In Finance Department's (Audit Branch) Memo. No.7195-F date 16.07.1979 fixing the fuel consumption limit of 'Operational' and 'Non-Operational' vehicles it has been laid down that operational Vehicles will mean Vehicle used by the touring officers and Vehicles used in connection with the maintenance of law and order by Police. Whether a particular officer is a touring officer or not will be decided by the administrative department concerned and the Secretaries of the administrative departments will issue necessary order in this regard.

On due consideration it is hereby decided that all the D.L.&L.R.Os and all S.D.L.&L.R.Os of Integrated set-up under the L. & L.R. Department should be treated as touring officers and accordingly the vehicles used by them will be treated as 'Operational' within the meaning of the aforesaid Memo. of F.D. dt. 16.07.1979.

All concerned may be informed accordingly.

S.N. Ghosh
Secretary,
Land & Land Reforms Department,
Govt. of West Bengal.

No.8612/1(98)-S&S

Dated : 27.12.2001 / 02.01.2002

Copy forwarded to :

1. Director of Land Records & Surveys, West Bengal.
35. Gopal Nagar Road, Alipur, Calcutta-700027.

Sd/- Illegible
Deputy Secretary,
Land & Land Reforms Department,
Govt. of West Bengal.

Memo No.11/184-203/E/2000

Dated : 21.01.2002

Copy forwarded to D.L. & L.R.O.,

for information & necessary action.

H. Rahaman
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner, W.B.

●
**Government of West Bengal
Finance Department
Audit Branch**

No.2301(18)-F

Date : Kolkata, the 21st February, 2002

From : Sri S.K. Pal.

Jt. Secretary to the Govt. of West Bengal

To : District Magistrate,

Sub : Drawal of Grant-in-aid, loan, subsidy, etc. bills by authorised Drawing & Disbursing Officers of the State Government.

Sir,

I am directed to forward herewith a copy of Memorandum No.10305-F dated 19.11.2001 under which it has been decided that the Government Officials acting as C.E.O./E.O./F.O. or otherwise in Semi-Government Organisations/Institutions like Universities, Local Bodies, Development Authorities, State Government Corporate Bodies, Statutory Commissions shall be declared as Drawing and Disbursing Officer of their respective organisation for drawing bills for grant-in-aid, loan, subsidy, etc.

sanctioned in their favour by the Government from time to time in whose favour necessary D.D.O. Code etc. shall be allotted by the respective Treasury/Kolkata Pay & Accounts Office as per guideline issued by the Director of Treasuries & Accounts, West Bengal. In case of such grant sanctioned in favour of a Non-Government Organisation the relevant bill shall be drawn by the Departmental Officer at the level of the district or the sub-division presented through the respective Bill Transit Register. In case a departmental officer is not available at the district or sub-division the bill shall be drawn either by the District Magistrate or the Sub-Divisional Officer so authorised in the respective sanction order or centrally from the respective headquarter, as may be considered convenient. Such bill shall be drawn in the modified T.R. Form No.48 of WBTR, Volume-II annexed herewith.

In view of the said decision I am further directed to request you to kindly bring to the notice of all concerned organisations located within the jurisdiction of your district so that the policy decision adopted under the said order is implemented with immediate effect.

Yours faithfully,
S.K. Pal
Joint Secretary to the
Government of West Bengal
Finance Department.

No.2301/1(100)-F

Date : Kolkata, the 21st February, 2002

Copy with copy of enclosure forwarded for information and necessary action to :

1. The Director of Treasuries & A/cs, W.B.
Stephen House, 4th Floor,
4, B.B.D. Bag, (East), Kolkata-700001.
2. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-I
Civil Defence Building,
81/2/2, Phears Lane, Kolkata-700012.
3. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office-II,
Johar Building, P-1, Hyde Lane, Kolkata-700073
4. The Treasury Officer,

S.K. Pal
Joint Secretary to the
Government of West Bengal
Finance Department

No.2301/2(1)-F

Date : Kolkata, the 21st February, 2002

Copy forwarded for information to :

The Principal Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata-700001.

S.K. Pal
Joint Secretary to the
Government of West Bengal
Finance Department

Government of West Bengal
Finance Department
Audit Branch

No.10305-F

Date : Kolkata, the 19th November, 2001

MEMORANDUM

In the context of computerisation of the Treasuries and Kolkata Pay & Accounts Office alongwith its in built system of allotting D.D.O. Code, Departmental Code and the 17-Digit Account Code in all the instrument of payments, the problem of drawing grant-in-aid, loans, subsidy, etc. bills, sanctioned in favour of different semi Govt. Organisations like Universities, Local Bodies, Development Authorities, State Govt. Corporate Bodies, Statutory Commissions and other non-Govt. Organisations (NGO) has since been focussed. All the grantee Institutions/Organisations have so far been used to present grant-

in-aid, etc., bill after getting them countersigned by the concerned sanctioning authority. In fact, such grantee organisations had so far been acting as de-facto D.D.O. for their respective organisation for drawing grant-in-aid, etc. sanctioned in their favour by the Govt. But soon after computerisation of the treasury the feasibility of allotting D.D.O. Code, etc. in their names has been put to question.

In the circumstances stated above, after careful consideration of all the aspects of the matter the undersigned is directed to say that the Governor has been pleased to decide that the Government Officials acting as C.E.O./E.O./F.O. in such Semi-Govt. Organisations/Institutions may be declared as the D.D.O. of their respective organisation for drawing bills for grant-in-aid, etc. sanctioned in their favour by the Govt. from time to time in whose favour necessary D.D.O. Code, etc. shall be allotted by the respective Treasury/Kolkata Pay & Accounts Office as per guideline issued by the Director of Treasuries & Accounts, West Bengal.

For drawal of bills for such grant-in-aid, etc. in favour of an N.G.O., a Departmental Officer at the level of the District/Sub-Divisional level in which the Headquarter of the grantee Institutions/Organisations is located or centrally by an officer of the Administrative Department at the level of the Headquarter in absence of any district level set up of the Department may be authorised to that effect.

All the Administrative Department are hereby requested to move the Finance Department with the consolidated list of Semi-Govt. Organisations like University, Corporate Bodies who are used to get grants-in-aid, loans, etc. from the Govt. and a list of Departmental officers both at District and the Headquarter level who may be authorised to act as D.D.O. for drawal of grant-in-aid sanctioned in favour of an N.G.O. for issuing necessary formal authority with necessary D.D.O. etc. Code.

Necessary amendments to West Bengal Treasury Rules, will be made in due course.

S.K. Pal
Joint Secretary to the
Government of West Bengal.

No.10305/1(70)-F.

Date : Kolkata, the 19th November, 2001.

Copy forwarded for information and necessary action immediately to :-

1. The Pr. Secretary/Secretary,
.....
2. The Director of Treasuries & Accounts, West Bengal,
Stephen House, 4th floor, 4, BBD Bag (East), Kolkata-700001.
3. The Pr. Accountant General (A&E) West Bengal,
Treasury Buildings, Kolkata-700001.
(AM-I/U.O. No.-02 dt.17.12.99).
4. The Accountant General (Audit)-I, West Bengal,
4, Brabourne Road, Kolkata-700001.
5. The Accountant General (Audit)-II, West Bengal,
18, Rabindra Sarani, Kolkata-700001.

Sd/- Illegible
Assistant Secretary to the
Government of West Bengal.

T.R. FORM NO.48
(See S.R. 332)

Grant-in-aid-Bill
Simple Receipt Form

D.D.O. Code Bill No. Date
Grant No. Token/T.V. No. Date
Head of Account Code Office

Received the sum of Rs. (Rupees)
being the grant-in-aid for the period from to
for the purpose of sanctioned by in

his Order No. dated (copy enclosed) by Account Payee Cheque in favour of

- Certified that
- the amount of this bill was not drawn earlier and it agrees with that in the office copy of this bill.
 - the utilisation report in respect of the previous grant has been furnished and accepted by the sanctioning authority.
 - the utilisation report in respect of the present amount will be furnished to the sanctioning authority in due course.

Station

Dated20.....

Signature of Officer of the grantee organisation

Designation

Countersigned for Rs. (Rupees)/
Pay by transfer to

Station

Dated

Bill Clerk

Accountant

Signature of the DDO

Designation

For use in Treasury

Pay Rs. (Rupees)
by transfer/credit to Examined and Entered.

Accountant/J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

For use in the office of the Accountant General (Audit) West Bengal

Admitted for Rs.

Objected to Rs.

Reason of Objection

Auditor

S.O./A.A.O.

Audit Officer

Government of West Bengal

**Housing Department : Allotment Branch, N.S. Building
1, K.S. Roy Road, 1st Floor, 'A' Block, Kolkata-700001.**

From : Shri P.K. Neogi
Joint Secretary to the Govt. of West Bengal.

To : The Director, Land Records & Surveys,
35, Gopalnagar Road, Kolkata-700027.

No.386(100)-H6/2M-45/2001.

Dated : Kolkata, the 3rd April, 2002.

Sub : Govt. employee residing in RHE subsequently acquires own house/flat—
provisions of W.B.Govt. Premises (Regulation of Occupancy) Act, 1984.

Sir,

For sometime past it has come to the notice of the Govt. that the State Govt. employees continue to occupy flats under Govt. R.H.E. even after acquisition of residential premises for their own residence by way of ownership, tenancy or otherwise either in his/her own name or in the name of any other member of his/her family. In section 10, Schedule-I, Clause 14(a) of the W.B. Govt. Premises (Regulation of Occupancy) Act, 1984 it has been clearly laid down that the licence shall be terminated on violation of the said clause and necessary steps against the Govt. Servant may be taken as decided by the Competent Authority.

The Personnel and Administrative Reforms Department, Govt. of West Bengal has directed this Department time and again to issue a general circular to all the D.D.Os reminding the provisions of the Act as noted above.

Accordingly, all the D.D.Os are requested to inform the Housing Department, the name(s) of the employee(s) under their respective Office/Directorate/Department who have been accommodated in the Govt. R.H.E., but have already availed of H.B. Advance for purchase/construct of their own flat/House from their respective Department/Directorate or from any financial institution with permission from the Govt.

The D.D.Os are also requested to note that henceforth, the final withdrawal of the H.B. Advance for the Govt. employee residing in any R.H.E. should be intimated to the Housing Department invariably so that this Department can effectively put into effect the provision of the Act strictly.

Yours faithfully,

Sd/-Illegible
Joint Secretary.

Memo No.474/3536-3626/A/99

Dated : 10th May, 2002

Copy forwarded to :

- 1) D.L. & L.R.O.s
- 2) S.D.L. & L.R.O.,
- 3) OSD-III

For information with a request to make a list of the employees mentioned in the letter and send the same to this Dte. for further action.

- 4) O.S.
- 5) H.A.

For information and necessary action.

P. Bhattacharyya
for Director of Land Records & Surveys &
Joint Land Reforms Commissioner,
West Bengal.

●

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

No.10121-F.

Date : Kolkata, the 17th October, 2002.

MEMORANDUM

Sub : Keeping record of the specimen signatures of the sanctioning authorities in the concerned Treasuries and Pay & Accounts Offices.

The undersigned is directed to refer to the above subject and to state that in the recent past a few cases of serious irregularities have been detected in some Treasuries. In this context the requirement of keeping record of the specimen signatures of the sanctioning authorities, who communicate the order on financial sanctions, including sanctions of loans and advances as provided in this Department Memo No.11742-F dated 06.11.78 and re-affirmed under memo no.3242-F dated 06.04.91 (Copies enclosed for ready reference) has become extremely important. This will act as deterrent against fraudulent drawal on forged signature of the sanctioning authority.

In view of above orders the undersigned is directed to request him to kindly arrange forwarding three sets of specimen signatures of all the officers of his department under whose signatures the orders on financial sanction to expenditure including loans and advances, are communicated to the Treasuries / Pay & Accounts Offices concerned as per instruction contained in the aforesaid memos.

P.K. Guha Roy
Joint Secretary to the
Government of West Bengal.

No. 10121/1(150)-F.

Date : Kolkata, the 17th October, 2002.

Copy with copies of enclosed G.O's forwarded for information and necessary action to :-

1. Principal Secretary/Secretary
.....
2. Director
.....
3. Head of Department
.....

Sd/-Illegible
Assistant Secretary to the
Government of West Bengal.

No. 10121/2(250)-F

Date : Kolkata, the 17th October, 2002.

Copy forwarded for information and necessary action to :

1. The Director of Treasuries & Accounts, West Bengal,
Stephen House, 4th floor, 4, B.B.D. Bag (East),
Kolkata-700001.
2. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office-I,
81/2/2, Phears Lane,
Kolkata-700012.
3. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office-II,
P-1, Hyde Lane, Kolkata-700073.
4. District Magistrate,
.....
5. District Judge,
.....
6. Treasury Officer,

Sd/- Illegible
Assistant Secretary to the
Government of West Bengal.

●
Government of West Bengal
Office of the Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Calcutta-700027

Memo No.30/1638-57/E/99

Dated : Alipur, the 11th November, 2002.

From : Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

To : The District Land & Land Reforms
(All)

Sub : Disconnection of STD facilities in the telephone lines etc.

Ref : Circular No.2711-FD, dated 30.09.2002 by Finance Department of W.B.

On receipt of reports from different districts it appears that some extra telephone connections are existing in different districts.

You are hereby instructed to disconnect the STD facilities from all the telephone connections except office & residence and official fax line of the DL&LRO.

All existing telephone connections in the residences of officers other than DL&LRO, if any and additional telephone lines in the offices of the DL&LRO/SDL&LRO be discontinued.

This may be treated as extremely urgent.

D.K. Chaudhuri
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

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

No.9385-F

Kolkata, the 22nd August, 2003

MEMORANDUM

A question has been raised from different quarters whether encashment of leave salary for 300 days may be sanctioned in favour of a Govt. employee 15 days before his retirement, if (300 + 15) days earned leave is at his credit in the material period.

After careful consideration of the matter the undersigned is directed by order of the Governor to say that the competent authority on the basis of pay certificate issued by the Drawing & Disbursing Officer regarding last pay to be drawn by an employee on the date of his retirement in the manner as in the case of sanctioning pensionary benefits may sanction encashment of leave salary for 300 days in the second fortnight of the month at the end of which the employee will retire on superannuation provided the said employee has at his credit (300 + 15) days of earned leave on the date of issue of the order. The cheque in respect of such payment, however, will not be encashable before the first working day after superannuation of the concerned employee.

S. Bandyopadhyay
Joint Secretary to the
Government of West Bengal
Finance Department.

●
**Office of the Assistant Commissioner of
Income Tax : P.R.O.: Calcutta
Aayakar Bhavan P-7, Chowaringhee Square
Calcutta-700069**

No. ACIT PRO-2C/Queries/03-04/180

Dated : 17th September, 2003

To :
The Deputy Director of Agriculture (Accounts)
Drawing & Disbursing Officer,
Directorate of Agriculture, West Bengal,
Writers' Buildings
Calcutta-700 001

Sub : Issuance of Form No. 16.

Ref.: Your D.O. No. 837 Dated : 23.07.2003
Received at this end on 14.08.2003

Sir,

Please refer to the subject mentioned above.

There is no obligation to issue the T.D.S. certificate (Form No. 16) in case tax at source is not deductible/deducted by virtue of claims of exemptions and deduction.

However, in case any assessee comes across any problem in filing his return as stated in your letter under reference, he should contact the concern A.O. or the P.R.O.

Yours faithfully,
R. Basu

Assistant Commissioner of Income Tax
Public Relations Office : Calcutta

●
**Government of West Bengal
Finance Department
Audit Branch**

No. 9584-F

Kolkata, the 11th October, 2004

MEMORANDUM

The undersigned is directed by order of the Governor to say that the Governor has been pleased to enhance the present limit of Financial power of Departmental Secretary to sanction 'Office Rent' from

Rs.1,500/- per month for each accommodation as mentioned at item No. 27(a) of Schedule 'A' under Rule 18 of DFPR-1977 to 'Full Power' subject to the condition that the Secretary of the Department should satisfy himself that space so hired for the purpose of office accommodation is just adequate and not in excess of requirement.

The Governor is further pleased to delegate 'Full Power' to Departmental Secretaries to sanction Revision of Office Rent subject to fulfilment of terms and conditions fixed by Land and Land Revenue Department in this regard.

Necessary amendment in DFPR Rules, 1977 shall be made in due course.

P.K. Guha Roy
Special Secretary to the
Government of West Bengal

●

**Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings**

No. 10500-F

Dated, Kolkata, the 19th November, 2004.

NOTIFICATION

In exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Financial Rules, Volume-I, as subsequently amended (hereinafter referred to as the said Rules), namely

AMENDMENTS - C.S. NO. 106

in the said Rules, -

(1) for Rule 47, substitute the following Rule:-

47. (1) No contract shall be made by a subordinate authority which has not been directed or authorised to do so by or under the orders of the Governor in terms of Clause (1) of Article 299 of the Constitution. The Governor shall be made a party to every contract of the Government and the words "for and on behalf of the Governor of West Bengal" should follow the designation of the officer authorised in this behalf under Article 299 of the Constitution and executing the contract appended below his signature.

Note-1. - The various classes of contracts and assurances of property, authorised by the Governor in exercise of the powers conferred by Clause (1) of Article 299 of the Constitution which may be executed by different subordinate authorities of the Government are specified in the notification issued by the Judicial Department from time to time.

Note-2. - The limitations upon the powers of subordinate authorities, the condition under which such power should be exercised and the general procedure prescribed with regard to various classes of contracts and assurances of property, such as calling for and acceptance of tenders, etc. are laid down in Delegation of Financial Power Rules, 1977, and the appropriate Departmental regulations and orders.

(2) The following general principles shall be observed by all offices empowered to enter into contracts or agreements for obtaining supply and execution of works and services on behalf of the Government and involving expenditure from public fund: -

- (a) The terms of contract must be precise and definite and there must be no room for ambiguity or misconstruction therein.
- (b) The terms of the contract once entered into shall not be materially varied without the previous consent of the authority competent to enter into the contract and the reasons for the variation should be recorded. No payment to contractors by way of compensation or otherwise, outside the strict terms of the contract or in excess of the contract rates shall be authorised without the previous approval of the Finance Department.
- (c) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the Finance Department.

Where escalation in respect of labour overheads, customs duties, freight charges etc. is provided for in a contract the basis for the calculation of the same should be clearly indicated.

(3) **Liquidated Damage.** - All contracts should have a provision for recovery of liquidated damages for default on the part of the contractor or unless any special instructions are issued by the "Competent Authority".

Explanation. - "Liquidated Damage" shall mean losses or damages sustained by the Government for default on the part of the contractor either because of delayed supply or execution of works within the stipulated date or otherwise. It should be provided for in terms of a specific percentage of the total contract value of the supply or works for a day or week or month, as the case may be.

(4) "Cost Plus" contracts should be avoided except where these are unavoidable.

Explanation. - "Cost plus" contract shall mean a contract wherein the price payable for supplies or services under the contract is determined on the basis of the actual cost of production of the supplies or services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

(5)(a) In the agreements for the execution of a work as a contract work, which should invariably be in writing, there should be a stipulation as to the quantity of work to be done and the time within which it is to be completed.

(b) These provisions shall apply, mutatis mutandis, for supplies also.

(6) In case of high value works, the contract deeds should be specially prepared in consultation with the Government law officers and as far as possible, the standard form of contract shall be used.

(7) Unless otherwise exempted by any special Rules or order of the Government, security in the form as prescribed in Rule 25 of these Rules, shall, in all cases, be taken for due fulfilment of a contract.

(8) Subject to Note-1 below, orders should be placed only after open tenders or quotations have been invited and in the cases where the lowest tender or quotation is not accepted, reasons should be recorded.

Note-1. - Subject to the special rules or order or procedure that may be prescribed by the Government in respect of a particular department, open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs. 20,000=00 or more. Selection of agency should be made on the basis of at least three tenders or quotations, which shall be opened in presence of willing agents. If the number of tenders received is less than three, tender should be invited afresh. Cash transaction upto Rs.500=00 may be made without any tender or quotation. Such transaction above Rs.500=00 and upto Rs.20,000=00 shall be made after inviting quotations from more than four to five reliable firms, which shall be opened in presence of willing agents. Notice for quotation shall be issued through notice board of the office, the offices of the Sub-Divisional Officers and the District Magistrates and the Panchayats, Municipalities, in respect of offices outside Kolkata. In Kolkata, such notice shall be displayed in the notice board of Local Offices sending the same to suppliers etc. Tender notice shall always be given due publication through the leading dailies in English, Hindi and Bengali. Such notice should be published through Information and Cultural Affairs Department. The limit prescribed herein applies to an article or a collection of articles more or less of one kind or obtained from one source. The use of intermediate general suppliers should be discouraged.

Note-2. - The head of the Office is authorised to purchase the supply fittings, sanitation and sewage plant fittings and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies such as sudden failure of machines, etc. when it is not possible to make the purchases after calling tenders or quotations. A certificate should always be recorded in each such occasion over the signature of the head of the Office.

Note-3. - Foodstuffs for the hostels attached to Government schools and colleges may be purchased from the open market, if it proves advantageous having regard to the price and quality of the articles and if the supplier fails to supply the essential items for hostels.

(9)(a) In selecting the tender to be accepted the financial status of the individuals and firms tendering shall be taken into consideration in addition to all other relevant factors.

- (b) Sales Tax and Income Tax Clearance Certificate should be furnished by the contractors for contract value above Rs.50,000=00.
- (c) In the case of private individuals and firms tendering in foreign countries for contracts of large value, that is, contracts of over Rs.25 Lakhs, the Head of the Indian Mission post concerned should be consulted.
- (10) The Comptroller and Auditor General and under his direction other Audit authorities shall have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought or high tenders have been accepted or where other irregularities have come to light. Authorities who are authorised to enter into contracts or agreements should send copies of all contracts and agreements valued over Rs.1 Lakh to the Principal Accountant General (A & E), West Bengal, Principal Accountant General (Audit), West Bengal and Accountant General (Local Bodies Audit), West Bengal.
- (11)(a) The terms of contract for the purchase of perishable stores should invariably include a separate warranty clause a model of which is given in the form appended hereunder. This form may, however, be modified to suit local conditions.
- (b) It should be ensured that in all contracts where a warranty clause is included, the position regarding delivery of goods in replacement of rejected ones is made clear beyond doubt by adding the words "free of cost at the ultimate destination" after the words "by the purchaser" in the penultimate sentence of the said clause, where the incorporation of such a clause is not inconsistent with the other conditions of the contract.
- (12) The question whether any sales tax, purchase tax, octroi and terminal taxes and other local taxes and duties are to be paid and if so, by which party, should be settled before entering into any contract involving transfer of movable property of any nature,
- (13) No work should be done under an agreement/contract beyond the date of expiry of its tenure. Wherever it is considered that the work has to be continued beyond the date of expiry of the tenure, timely action should be taken for renewing the contract/agreement for the further period required, after a suitable review of the provisions of the old agreement/contract to see whether any modifications therein are required.
- (14) Subject to provision of these rules and any other special rules, where open tender is not invited and purchase is effected by limited/short notice tenders the specific reasons for doing so should be recorded and the approval of the competent authority should be taken in writing, unless such action is taken in accordance with any instruction issued by the Government.

(2) After Rule 47, insert the following Rules :-

47A. Subject to the provisions of Rule 47(B), the State Government Departments/Directorates/Offices/Undertakings/Corporations/Organisations/Government Companies/Panchayats/Local Bodies shall adopt the following measures in the matter of making all purchases and executing of all works.

(1) All Registered SSI units of the State are to be given 15% price preference vis-a-vis large and medium scale Industrial Units and other SSI units located outside the State.

However, the Government shall have the power to exempt specific establishments which are required to run on commercial lines from the operation of price preference policy for all or specified purposes and also subject to such condition as may be specified. Registered S.S.I. Units of the State shall be exempted from payment of earnest money for tenders and such units, if selected, as per the principle mentioned hereinbefore shall be exempted from payment of security deposits.

- (2) Subject to the provisions of Clause (c) of this sub-rule,
- (a) all Industrial Undertakings/Organisations in the large/medium sector owned/managed by the State Government will be given 10% price preference over large and medium units within the State and outside and also SSI units of other States.
- (b) State-based medium and large-scale units will be given 10% price preference over large and medium units and SSI units of other States.
- (c) the price preference allowed under Clauses (a) and (b) are only for the purpose of selection, but once a unit is selected on the basis of such preferences it has to agree to execute the work or

make supplies at the lowest valid price bid failing which orders will be placed with the organization/firm offering the lowest valid price.

Explanation: The term "State-based unit" means and includes the unit whose major manufacturing unit (if it has got more than one unit) is situated within the State or which has its manufacturing unit within this State. In the notices of the tenders/quotations in respect of purchases by all organisations directly or indirectly controlled by an administrative department of the Government (e.g. W.B.S.E.B., Zilla Parishad, Panchayat Samity, Municipality, Corporations, Undertakings, Statutory Bodies, D.G.A.H.C. etc.) the preferential purchase policy of the State should be incorporated, so that there may not be any difficulty in finalising purchases allowing the preference as desired by the Government.

(3) While accepting the products of the State-based institutes it should be clearly examined that the same are of ISI Standard (where such specification is required).

Note-1. - The following concessions may be allowed to M/s. Mackintosh Burn Ltd.:-

(i) The M/s. Mackintosh Burn Ltd. may be allowed 10% preference in rate vis-a-vis other organisations engaged in similar activities. Such preference shall, however, be given only for the purpose of selection, but once selected on the basis of such preference, M/s. Mackintosh Burn Ltd. shall have to execute the work at the lowest valid price bid received in the said process of selection, failing which orders will be placed with the organization/firm offering the lowest valid rate.

(ii) The Company may be exempted from submitting earnest money for all tenders from the Government of West Bengal, State Government Undertakings and Statutory Bodies, directly controlled by State Government.

(iii) Security deposit for all works controlled directly or indirectly by the State Government and executed by the Company may be limited to Rs. 1 Lakh.

Note-2. - The State Government Offices may, instead of going through tender or quotation purchase the products of the three production centres of the Refugee Relief and Rehabilitation Directorate, Government of West Bengal (viz. Uttarpara, Titagarh and Habra), provided their rates are comparable to the rates of similar articles of the West Bengal State Handloom Weavers' Cooperative Society Ltd. and the West Bengal Handloom and Powerloom Development Corporation Ltd.

Note-3(a). - Where the Government Stationery Offices fail to supply the Stationery articles to the State Government Offices as per their indents, such articles may be purchased from the Co-operative Societies without obtaining quotations or inviting tenders. In Kolkata, Stationery articles can be purchased from Calcutta Wholesale Consumers' Co-operative Society Ltd., the CONFED and all the subsidiary Consumer Co-operative Societies and from the Samabayika run by that Organisation. In the Districts and Sub-Divisions cash purchase of Stationery articles may also be made from the Wholesale Consumers/ Co-operative Societies and their subsidiary organisations. Such purchase will be made within the delegated powers of the respective heads of offices, heads of departments and other authorities as per provisions of the Delegation of Financial Power Rules, 1977.

Note-3(b). - The requisitioning department/office should reject any supply which is not in accordance with specification maintaining quality.

Note-4. - The Government may, in exceptional circumstances, allow purchases to be made from or work to be executed by a Public Sector Undertaking or a Statutory Body under the administrative control of the State Government after being satisfied about the reasonableness of the price or the rates offered.

47B. (1) Notwithstanding anything contained anywhere in these rules, purchases of the articles shown in the lists marked A-I, A-II, A-III, A-IV, A-V, A-VI, A-VII and A-VIII (vide Annexure-'A') appended hereunder shall be made by all State Government Departments/Directorates/Offices/Organisations from West Bengal Small Industries Development Corporation, West Bengal Khadi and Village Industries Board, West Bengal State Handloom and Powerloom Development Corporation Limited, West Bengal State Leather Development Corporation, West Bengal Handicrafts Development Corporation, West Bengal State Handicrafts Co-operative Society, West Bengal Comprehensive Area Development Corporation and Central Engineering Organisation, Dasnagar, Howrah respectively only and from no other source at a price fixed by those agencies which will formulate their own pricing policy keeping normal margin on account of profit and overhead expenses which should not exceed generally 10%. In order to ensure that the prices of various articles are fixed in accordance with these principles, the prices should be scrutinised by the respective administrative department of the organisations. The relevant provision of Rule 47(A) would be subject to the provision of Rule 47(B). The requisitioning

Departments/ Directorates/ Offices/Organisations should not insist that deliveries should be made by the agencies as mentioned above at places indicated by the Departments etc. The Departments etc. should be prepared to lift them from such places mutually agreed upon between the requisitioning Departments etc. and the supplying agencies.

(2) All Government Departments/Directorates/Offices/Organisations shall be required to purchase the articles (45 in numbers) mentioned in Annexure-'B' appended hereunder from Registered Small Scale Units only by inviting tenders/quotations in respect of these items. These Units will, however, have to compete amongst themselves. The Government, however, shall have the power to grant exemption from the above Rule in specific cases for good and sufficient reasons. The Government may include/exclude any item under Annexures-'A' & 'B' on recommendation from C. & S.S.I. Department and on the basis of such decision, these Annexures will be amended.

(3) (a) Indenting Offices should intimate the supply schedule of articles in a financial year to the supplying agencies as per Annexure-'A'¹ within one month from the commencement of the financial year indicating the specifications, if any, desired with an intimation to C. & S.S.I. Department.

(b) Supplying agencies shall, on receipt of such indents with specifications, if any, confirm to the indenting offices adherence to the supply schedule within 15 days from the date of receipt of such indents.

(c) In case of failure of the Small Scale Units to supply articles within the stipulated period, the defaulting units may be black-listed by the concerned Department, after due consideration of the reasons for the delay.

(5) Supplying agencies in Annexure-'A' shall update price list of articles earmarked for supply by them whenever any change therein is unavoidably necessitated and intimate the same to the concerned indenting offices and to C. & S.S.I. Department.

(6) Supplying agencies in Annexure-'A' and SSI Units supplying articles in Annexure-'B' shall ensure maintenance of quality of their articles through periodical tests and maintain such test reports for inspection by indenting offices, if desired.

(7) Supplying agencies in Annexure-'A' and SSI Units supplying articles in Annexure-'B' shall be exempted from payment of earnest money for tenders and security deposit against supply of articles indented to them.

(8) Drawing and Disbursing Officers, while preferring bills on purchases of articles to Kolkata Pay & Accounts Offices/Treasuries in Districts, shall furnish a certificate on the body of the bills that purchases have been made in strict compliance of the stores purchase policy of the State Government and Pay & Accounts Officers/Treasury Officers shall, while scrutinizing the bills, ensure that such certificates are furnished.

Purchase of Duplicating machine, Calculators/Calculating machines, Typewriters for use in Government Offices and liveries for use of the Government employees shall continue to be governed by the Finance Department, Organisation and Methods Branch orders issued from time to time.

ANNEXURE - 'A'

A-I : List of items to be supplied by West Bengal Small Industries Development Corporation Limited.

- 1) Aluminium Utensil.
- 2) Can (made of G.P. sheets for milk and measuring).
- 3) Invalid Wheelchair.
- 4) Steel Furniture.
- 5) Electric Fan and Electrical Goods.
- 6) Bucket (G.I. & plastic).
- 7) Plastic Can/Container/Thali etc. and plastic goods.
- 8) Manhole cover.
- 9) Furniture.
- 10) Shoe polish and Metal Polish.
- 11) PVC pipe and tube.
- 12) Air Conditioner.
- 13) Paint.

- 14) Polythene sheet (tarpaulin).
- 15) Websi brand detergent & cake, bulb & battery.
- 16) Bitumen.
- 17) Exercise book.
- 18) Door and window frame.

A-II : List of items to be supplied by the Khadi & Village Industries Board, West Bengal.

- 1) Handmade Paper.
- 2) File cover and board with flap.

A-III : List of items to be supplied by (1) West Bengal State Handloom Weavers' Co-operative Society Ltd. (Tantuja) and (2) West Bengal Handloom and Powerloom Development Corporation Limited (Tantusree).

- 1) Cotton Hosiery.
- 2) Curtain cloth and Furnishing.
- 3) Duster.
- 4) Garments made of cotton, Polyester cotton (Terry cotton) and Polyester-Viscose (all types) including uniform for children and uniform for Police, Jails, Forests, Fire Services and other Departments.
- 5) Liveries for Drivers and Group-'D' employees.
- 6) Patients' coats and Pyjamas.
- 7) Surgical Dressing (Gauge & Bandage cloth).
- 8) Cotton tape.
- 9) Hospital linens-Dosuti, patra, Strecher cloth, Tikin, Towel, etc.
- 10) Mosquito netting.
- 11) Towel.
- 12) Bed sheet and Bed cover.
- 13) Saree.
- 14) Dhoti.
- *15) Powerloom long cloth.
- *16) Powerloom Markin.

* To be supplied by WBHPDCL only.

A-IV : List of items to be supplied by West Bengal State Leather Development Corporation Ltd. (Charmaja).

- 1) Attache case/bag.
- 2) Boots and shoes including ammunition boots and Officers' boots, gumboots.
- 3) Chappals and sandals.
- 4) Hand Gloves.
- 5) Leather suitcase.
- 6) Leather belt.
- 7) Bus & Tram Conductors' bag.
- 8) Football and Volleyball.
- 9) Jungle boot, Safety Miners' Boots of all types.

A-V : List of items to be supplied by the West Bengal Handicrafts Development Corporation Ltd. (Manjusha).

- 1) Knitted Woollen products.
- 2) Dhokra (Jute) Mats.
- 3) Coir Door-mat.
- 4) Waste Paper Basket.
- 5) Readymade Garment including School Uniform but excluding Uniform for Police, Jails, etc.
- 6) Gift item/handicraft items.
- 7) Woollen Carpet.
- 8) Woollen blanket.
- 9) Hospital linen items excluding gauge and bandage.

A-VI : List of items to be supplied by the West Bengal State Handicrafts Co-operative Society Ltd. (Bangasree).

- 1) Readymade Uniforms for Primary School children under District Primary School Councils.
- 2) Summer & Winter liveries for Group-'D' staff/Drivers.
- 3) Gift items/handicraft items.
- 4) Handloom Sarees and Dhoties.
- 5) Hospital linen items excluding gauge and bandage.

A-VII : List of items to be supplied by the West Bengal Comprehensive Area Development Corporation.

- 1) Curtain Cloth.
- 2) Duster.
- 3) Liveries for Drivers and Group-'D' employees.
- 4) Bed Sheet and Bed Cover.
- 5) Knitted Woollen products.
- 6) Coir Door Mat
- 7) Bags and pouches made of nylon, cloth and jute.

A-VIII: List of items to be supplied by the Central Engineering Organisation, Dasnagar, Howrah.

- 1) Machining and Fabrication job.
- 2) Ferrous and non-ferrous casting.
- 3) Industrial Fastener etc.
- 4) Repair and maintenance of hospital equipments and furniture.

ANNEXURE - ' B '

List of items to be procured directly by Government Departments/Corporations and Statutory Bodies from the registered Small Scale Units.

- 1) Registers and Exercise Books.
- 2) Rubber Hose pipe.
- 3) Wax candle.
- 4) Writing ink & Fountain pen ink.
- 5) Office Gum Paste.
- 6) Flooring Tile.
- 7) Conduit pipes.
- 8) Stone Chips.
- 9) Dustbin.
- 10) Steel Window & ventilator - Metallic.
- 11) Rolling shutter.
- 12) Building Hardware.
- 13) Surgical Gloves.
- 14) Expanded Metal.
- 15) Voltage Stabilizer.
- 16) P.V.C. Cable & Wires.
- 17) Electrical Light Fitting Choke.
- 18) Metal Clad Switch.
- 19) Sports Goods.
- 20) Brushes (Paint).
- 21) Domestic Electrical Appliances.
- 22) Scientific Laboratory Glassware.
- 23) Tyre & Tube (Cycles).
- 24) Steel Trunk.
- 25) Tarpauline.
- 26) Readymade Garments.
- 27) Cotton/Woollen socks.
- 28) R.C.C. pipe.
- 29) Liquid/Laundry soap.
- 30) Wood screw.

- 31) Wire Nail and Horse Shoe Nail.
- 32) Drawing and Mathematical Instruments.
- 33) Lamp Holder.
- 34) Drums & Barrel.
- 35) A.C.S.R. & A.A.C. Conductor.
- 36) Glass Ampoule (Distilled Water).
- 37) Wooden Packing case.
- 38) Wire Netting.
- 39) Electric Call Bell.
- 40) Wall Clock.
- 41) Office Stationery (like Gems Clip, Pin, Pin Cushion, Table top Glass, Paper Weight).
- 42) Agricultural Tools and implements (like/including Kodali, Prunning knife, duster/sprayer etc.).
- 43) Personal Weight machine/Bathroom scale (for weighing) [used by Doctor/Hospital/Nursing Home].
- 44) Circular hanging spring balance upto 200 kgs.
- 45) Fire extinguisher.

By order of the Governor
Samar Ghosh
Principal Secretary to the
Government of West Bengal.

MODEL FORM OF WARRANTY CLAUSE
(See Clause 11(a) of Rule 47 of W.B.F.R. -1)

The contractor/seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause hereof and the Contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of days/months from the date of delivery of the said goods/stores/articles to the Purchaser and that notwithstanding the fact that the Purchaser (Inspector) may have inspected and/or approved that said goods/stores/articles, if during the aforesaid period of days/months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the Purchaser in that behalf will be final and conclusive) the Purchaser will be entitled to reject that said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores will be at the Seller's risk and all the provisions herein contained relating to rejection of goods etc. shall apply. The contractor/seller shall, if so called upon to do, replace the goods etc. or such portion thereof as is rejected by the Purchaser otherwise the contractor/seller shall pay to the purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

No.10500/1(500)-F

Dated, Kolkata, the 19th November, 2004.

Copy forwarded for information to:-

1. The Accountant General (A & E),
West Bengal,
Treasury Buildings,
Kolkata - 700001.
2. The Principal Accountant General (Audit), West Bengal,
Treasury Buildings,
Kolkata - 700001.
3. The Accountant General (Local Bodies Audit), West Bengal,
C.G.O. Complex, 3rd MSO Building,
5th Floor, DF Block, Salt Lake,
Kolkata - 700064.
4. The Commissioner,
.....

5. The Principal Secretary/Secretary,
.....
6. The Director,
.....
7. The Collector, Kolkata,
11, N.S. Road,
Kolkata - 700001.
8. The District Magistrate,
.....
9. The District Judge,
.....
10. The Financial Adviser,
.....
11. The Superintendent of Police,
.....
12. The Sub-Divisional Officer,
.....
13. The Accounts Officer,
West Bengal Secretariat,
Writers' Buildings
Kolkata - 700001.
14. The Accounts Officer,
West Bengal Secretariat,
Bikash Bhavan, Bidhannagar,
Kolkata - 700091.
15. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office-I,
Civil Defence Building,
81/2/2, Phears Lane,
Kolkata-700 012.
16. The Pay & Accounts Officer,
Kolkata Pay & Accounts Office-II,
Johar Building,
P-1, Hyde Lane,
Kolkata - 700073.
17. The Superintendent,
West Bengal Government Press, Alipore,
Kolkata - 700027.
18. The Treasury Officer,
.....
19. The Principal,
Industrial Training Institute,
20. Branch/Group of Finance Department.

P. K. Guha Roy
Special Secretary to the
Government of West Bengal.

DEPOSIT OF GOVERNMENT MONEY		
1.	D.L.R&S Memo No.: 397/193-210/C/2004	dt.14.01.05
2.	D.L.R&S Memo No.: 23/5281-93/C/2001	dt.31.08.01
3.	D.L.R&S Memo No.: 23/5237-54/C/2001	dt.29.08.01
4.	D.L.R&S Memo No.: 23/4107-23/C/2001	dt.17.07.01
5.	D.L.R&S Memo No.: 23/6151-62/C/2001	dt.02.11.01
6.	B.O.R's Memo No.: 3193(37)-C.S	19 th /27 th May 1993

INSTALLATION OF IRON CHEST		
1.	D.L.R&S Memo No.: 23/104-21/C/2001	dt.08.01.01
2.	D.L.R&S Memo No.: 23/1084-93/C/2004	dt.27.02.02
3.	D.L.R&S Memo No.: 23/1418-25/C/2004	dt.14.03.02

Government of West Bengal
Office of the Board of Revenue, West Bengal
Section - AII, C & S, Branch

Memo No. 3139(37)-C&S.

Calcutta the 19th / 27th May, 1993.

To

- 1) The Director of Land Records & Surveys
West Bengal
- 2) *****
- 3) The District Land and Land Reforms Officer, Nadia
P.O. Krishnagar, Dist. - Nadia.

Sub : Procedure for depositing the collected revenue by the Bhumi Sahayaks.

As per existing system maximum amount of collected revenue retainable by the Bhumi Sahayaks is Rs.2000/- only. But, in fact collection often exceeds Rs.2000/- in a couple of days especially in the peak collection season. As a result the Bhumi Sahayaks are to pay visits to the Treasury / Banks linked with Treasury at the sub-divisional Head Quarters twice or more in a week only with partial collections. On the other hand, collection of land revenue during the peak season is very meager and causes unnecessary strain on the man power for depositing the same as per existing system.

The undersigned is directed to say that it has been decided that henceforth the Bhumi Sahayaks shall deposit the collected revenue direct in the cash of the concerned Block Land & Land Reforms Officer instead of Treasury / Bank linked with Treasury and the Block Land & Land Reforms Officer shall immediately issue a D.C.R. to the Bhumi Sahayak depositing the revenue. The Block Land & Land Reforms Officer may retain a sum of Rs.20,000/- (as revenue thus collected from Bhumi Sahayak) at the maximum upto a period of one month. The Block Land & Land Reforms Officer shall deposit the collected revenue to the Treasury / Banks linked with Treasury as soon as collection exceeds Rs.20,000/- or the entire amount immediate after one month even the collection does not exceed Rs.20,000/-

Steps are being taken to amend the relevant provision of the Land & Land Reforms Manual published by the Board of Revenue, West Bengal.

Sd/- Illegible
Secretary,
Board of Revenue, West Bengal

Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Kolkata-700027

Memo. No. 23/4107-23/C/2001

Dated, Alipore the 17th July 2001

To
The District Land & Land Reforms Officer,

Sub : Deposit of Government money.

Since inception of the Integrated Scheme of Land Reforms in West Bengal, the system of depositing the Govt. money collected as land revenue etc. to the Bank /Treasury would have been followed by the Bhumi Sahayaks of all the Districts for want of safe custody of money in the block offices. But recently as the Block Offices have been provided with Iron Chest, the said problem should have been removed.

It may be reported as to in how many blocks the Iron Chest has been installed and the names of blocks which have not yet installed the iron chest.

Now, it may please be confirmed as to whether the Govt. money is being deposited to the concerned Block Land & Land Reforms Officer by the Bhumi Sahayaks or not. The report should reach within 10th August, 2001 positively. Appropriate action should be taken against Bhumi Sahayak(s) who does not comply with the instruction.

This may please be treated urgent.

S. Suresh Kumar
Director of Land Records & Surveys
& Joint Land Reforms Commissioner
West Bengal.

Government of West Bengal
Office of the Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Kolkata-700027

Memo No. 23/5237-54/C/2001

Dated, Alipore, the 29th August, 2001

From : S. Suresh Kumar, IAS
Director of Land Records and Surveys
and Joint Land Reforms Commissioner,
West Bengal.

To : The District Land & Land Reforms Officer
Haora/Hugli/Nadia/Murshidabad/Birbhum/
Bardhaman/Medinipur/Tamluk/Purulia/Bankura/
Malda/Dakshin Dinajpur/Uttar Dinajpur/Jalpaiguri/
Darjeeling/Coochbehar/North 24-Parganas/South 24-Pgs.

Sub : Deposit of Government money.

Ref. : Directorate memo no.23/4107-23/C/2001

- 1.0 Embedded Iron chests should have been installed in all the BL&LRO offices if not done already.
- 2.0 For any fund received from the RI office through the RI or the B.S. a DCR shall be issued to the official stating the proper head including the entire 14 digit head of account without fail by the clerk receiving cash in the BL & LRO office.

3.0 DCR Books shall be preserved safely and the BL&LRO shall issue the DCR books as per a written requisition to the person entrusted with the duty of receiving the cash and depositing the cash with proper noting in the Register 90 (for DCR Books). The proforma for Register 94 is at **Annexure A**.

4.0 The maximum amount to be retained in the BL & LRO office shall not exceed Rs.50000/- (Rupees fifty thousand) at any point of time. The amount available shall be deposited in the Treasury Bank Branch of the SB1 from time to time through a challan under proper head of account as mentioned in the Dte. memo no. 389/3933-50/A/2001 dated 08.06.2001 by the clerk handling the cash in the BL&LRO office.

5.0 A challan form is enclosed at **Annexure B** which can be used for the deposit of the Government money.

6.0 The transmission of this fund to the Bank shall be done in the usual manner. Moreover, when pay is to be disbursed cash escort by armed police is mandatory.

7.0 It goes without saying that the person entrusted with this duty cannot be given any other normal jobs due to this exclusive responsibility.

S. Suresh Kumar
Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal.

ANNEXURE - A
(First 4 pages of Register-94)

STOCK

Receipts including balance in hand at commencement of year			Issue			Balance		
Date	Number	Serial No.	Date	Number	Serial No.	Date	Number	Serial No.

(Fifth & Sixth Pages of Register 94)

INDEX

Name	Serial No. of entries in the Issue Part of the Register 94

(Seventh & subsequent pages of Register 94)

ISSUES

Serial Number of entry	Serial number of book (each separately)	To whom issued	Signature	Date of Issue	Date of Return	Signature of person returning	Signature of Issuing Authority	Date of Deposit in record Room	Signature of Record Keeper	Remarks

ANNEXURE - B

Land Revenue, Road and P.W. Cess, Education Cess and Rural Employment Cess and Surcharge Challan

1. Date of Payment :
2. Name of Depositor :
3. Name of Office :

Details of payment Heads	Revenue Royalties & Surcharge	Fixed Collection	Head of A/c	Rs.	P.	Remarks
		Land Revenue	0029-00-101-001-03			
	Int. on Land Revenue	0029-00-101-006-07				
	Collection from Estate leased to Farmer-lease rent/salami	0029-00-101-002-30				
	Collection of raiyats & non-agricultural tenants Rent	0029-00-104-001-05				
	Collection from Sairat, interest-Lease Rent/Selami	0029-00-104-003-30				
	Collection from Mines & Menerals - Royalties	0029-00-104-002-09				
	Receipts realized from works rent/building rent	0029-00-101-005-05				
	Receipts in connection with Survey & Settlement Operation Service Charge	0029-00-800-001-14				
	Miscellaneous receipt not connected with Govt. Estate	0029-00-800-006-27				
	Surcharge on Land Revenue	0029-00-101-007-04				
	Road & P.W. Cess					
	Public Work Cess	0029-00-103-001-08				
	Road Cess	0029-00-103-002-08				
	Education Cess					
	Education Cess on Land Revenue, Minor Minerals and other Misc. Collection other than Coal Mine & Tea Estate	0029-00-103-010-08				
	Education Cess on Coal Mine (Cash)	0029-00-103-008-08				
	Education Cess on Tea Estate	0029-00-103-009-08				
	Rural Employment Cess					
	Rural Employment Cess other than Tea Estate & Coal Mines	0029-00-103-004-08				
	Rural Employment Cess on Tea Estate	0029-00-103-005-08				
	Rural Employment Cess on Mines (Cash)	0029-00-103-006-08				

	Fixed Collection	Head of A/c	Rs.	P.	Ramarks
Other Cess & Surcharge	Misc. Receipt under Cess Act.	0029-00-103-003-08			
TOTAL					

Total amount in words : Rupees

Name :

Signature of the Depositor

Received Payment :

Date:

Treasurer

Accountant

Treasury Officer/Agent

●
Government of West Bengal
Office of the Director of Land Records & Surveys
and Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Kolkata-700027.

Memo No. 23/5281-93/C/2001

Dated, Alipore, the 31st August, 2001

To : The District Land & Land Reforms Officer
North 24-Parganas/South 24-Parganas/Howrah/Hooghly/
Nadia/Murshidabad/Birbhum/Burdwan/Midnapore/
Purulia/Malda/Jalpaiguri/Darjeeling.

Sub : Deposit of Govt. money.

Kindly refer to this Directorate Memo No. 23/4107-23/C/2001 dated 17.07.2001 wherein he was requested to send a report regarding installation of Iron-Chest in the Block Offices and deposit of Govt. money to the Block Land & Land Reforms Officer by the Bhumi Sahayaks within 10th August, 2001 positively. But unfortunately, no such report is received yet from his end.

So, he is requested to expedite submission of the report as asked for in this Directorate Memo No. referred to above.

P.K. Lahiri
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal

●
Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipur, Kolkata-700027

Memo No. 23/6151-62/C/01

Dated : 2/11/01

To
The District Land & Land Reforms Officers,

Subject : Deposit of Govt. money.

In inviting his kind attention to this Dte. Memo Nos. 23/4107-23-C/2001 dated 17/07/2001 and 23/5281-93/C/2001 dated 31/08/01 on the subject mentioned above, he is requested kindly to expedite submission of the report as asked for in the Dte. Memo. Nos. referred above.

This may kindly be treated as urgent.

P.K. Lahiri
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal

Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Kolkata-700027.

Memo No. 23/104-21/C/2001.

Dated : Alipore, the 8th January, 2002

To

The District Land & Land Reforms Officers,
South 24-Pgs/North 24-Pgs./Howrah/Hugli/Nadia/Murshidabad/ Birbhum/Bankura/Bradhaman/
Midnapore/Tamluk/ Purulia/ Malda/ Uttar Dinajpur/ D. Dinajpur/Jalpaiguri/ Coochbehar/
Darjeeling.

Sub : Installation of Iron-Chest in Block Offices.

In inviting his kind attention to this Directorate Memo Nos. 23/4107-23/C/2001 dated 17/07/2001 and 23/5281-93/C/2001 dated 31/08/01 he is requested to furnish report as per Proforma furnished below :-

Total No. of Blocks in the District	Name of the Blocks where Iron Chests have been installed	Name of the Blocks where Iron Chests have not been installed	Total No. of Iron Chest installed	Price of each Iron Chest	Total expenditure for the purpose of purchasing Iron Chest	Comments if any
(01)	(02)	(03)	(04)	(05)	(06)	(07)

As the matter is lying pending for a long time, he is requested to furnish report within 18th January, 2002 positively.

S. Khaddar
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal

●
Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Kolkata-700027

Memo No. 23/1084-93/C/2001.

Dated : Alipore, the 27th February, 2002

To

The District Land & Land Reforms Officers,

Subject : Installation of Iron-Chest in Block Offices.

With reference to this Directorate Memo No. 23/104-121/C/2001 dated 08.01.2002, he is requested please to expedite submission of the report regarding installation of Iron-Chest in block offices as per proforma prescribed in the Memo No. referred to above.

This may be treated as urgent.

A.K. Bhattacharya
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal

Government of West Bengal
Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Alipore, Kolkata-700027

Memo No. 23/1418-25/C/2001.

Dated : Alipore, the 14th March, 2002

To
The District Land & Land Reforms Officers,

Sub : Installation of Iron-Chest in B.L.&L.R.O.'s offices and expenditure thereon.

It appears from the report submitted by him regarding installation of Iron Chest in the Block Land and Land Reforms Offices in his district that an expenditure of a huge amount was incurred in order to purchase the aforesaid Iron-Chests. But in the said report it was not stated as to whether the purchase was made after observance of all the formalities as contained in W.B.F.R.

In view of the above, he is requested kindly to state as to –

- (i) whether the purchase was made within his financial power;
- (ii) whether the Iron Chests were purchased with the prior approval of the appropriate authority;
- (iii) whether any tender was invited in the matter;
- (iv) If so, in that case whether the lowest rate was accepted.

In this connection he is also requested to state the specification and size of the aforesaid Iron-Chest already purchased/ proposed to be purchased by him.

Considering the importance of the matter necessary steps may kindly be taken so that reply is sent to this Directorate within 15 days from the date of receipt of this letter.

D. K. Chaudhuri
Director of Land Records & Surveys
and Joint Land Reforms Commissioner
West Bengal

Memo No.23/1426-35/ /C/2001

dated, Alipore the 14th March, 2002

Copy forwarded for information and taking necessary action to the District Land & Land Reforms Officer, _____

A. Bhattacharya
for Director of Land Records & Surveys
& Joint Land Reforms Commissioner, West Bengal

[Setout Bengali Matter]

[See Separate File]

<http://wblroa.in>

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

No.717-F

Date : 20.01.2005

ORDER

In terms of Section 58(2) of the West Bengal Co-operative Societies Act, 1983 it is the obligation of the employer or to be more specific the D.D.O. to deduct from the salaries or wages and retiring gratuity or death gratuity which is payable to a member of a Co-operative Society from such employer such amount as specified in the agreement executed by the member in favour of the Co-operative Society providing that the employer shall be competent to make such deductions and pay the amount to the Co-operative Society in satisfaction of any debt or other demands of the Co-operative Society against the member. Upon execution of the agreement by the member, the employer or D.D.O. shall, on the requisition of the Co-operative Society in writing, make the deduction in accordance with the agreement and pay the amount to the Co-operative Society for so long as the Co-operative Society does not intimate that the debt or demand has been fully paid.

Also, in terms of Section 58(3) of the West Bengal Co-operative Societies Act, 1983, if the employer fails to make the deduction or defaults in making payment to the Co-operative Society, he/she shall be liable to make the payment to the society together with interest at twelve per cent per annum and the entire amount shall be recoverable from the employer by the Co-operative Society as an arrear of land revenue and such amount shall rank in priority in respect of the liability of the employer as wages in arrear.

It has been brought to the notice of this Deptt. that a few DDOs/Heads of the Office are reluctant to recover the dues of members of the Co-operative Societies. But this is contrary to the provisions of the aforesaid Act.

All concerned DDOs (through their Administrative Deptts.) are instructed to take note of the provisions of West Bengal Co-operative Societies Act, 1983 and to discharge the duties and obligations resting upon them as per provisions of the said Act.

P. K. Guha Roy
Special Secretary to the
Government of West Bengal
Finance Department

●
**Government of West Bengal
Finance Department
Audit Branch**

No.3876-F

Date : 02.05.2005

MEMORANDUM

Subject : Policy for procurement, installation and maintenance of I.T. products by Government Departments.

With the introduction of Information Technology in Government functioning, the Departments & organisations under their administrative control are required to make procurement of I.T. products and also to arrange their installation and maintenance. Difficulties are often faced in the matter of determination of specifications, inviting tenders for procurement, installation and maintenance of IT products and evaluating such tenders as individual Departments do not always have necessary expertise in such matters. To overcome these problems appointment of a nodal agency to assist the Departments in procurement, installation and maintenance of IT products is considered necessary.

2. Under these circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to appoint Webel Technology Limited, a Government of West Bengal Undertaking as the Agency to assist the individual Departments for the purposes mentioned above, on their request, in the manner and subject to the conditions laid down hereunder :-

- (i) Webel Technology Limited (WTL) shall prepare approved "Vendors' list" which shall be updated at least once every six months by selection through open advertisement.
- (ii) The Departments, which want to engage WTL for procurement, installation and maintenance of IT related products will place necessary requisition with WTL. WTL will determine the

specifications of the products to be purchased having regard to the particular needs of the Department. It will hold limited tender among the Vendors of approved list when the estimated cost of procurement is upto Rs.25 lakh and invite open Tender when the estimated cost exceeds Rs.25 lakh after giving wide circulation through advertisement in leading dailies as per existing tender policy and also in Govt. portals, whenever possible. The concerned Department will bear cost of such advertisement.

3. The evaluation of the tenders shall be made by a duly constituted Selection Committee in two parts, technical evaluation and financial evaluation. The representative of the Requiring Department would be invited to remain present during the evaluation.
4. After selection of Vendor on the basis of the lowest responsive bid, orders will be placed by WTL with the successful bidder with appropriate terms and conditions. The WTL will ensure delivery and installation of the product by the Vendor/Vendors and make sure that the delivered product conforms to the specifications as asked for in the bid. The WTL will also arrange maintenance and day-to-day support to the Department in the use of the IT products. On the whole, the WTL will provide 'single window service' to the department so that the department need not have to chase the Vendors.
5. For rendering these services, WTL will recover a service charge of 5 per cent of the value of the products procured, including the charges, if any, for maintenance, wherever applicable.
6. If any Government office requires other services like system integration, networking, etc. it will place requisition with Webel Technology Limited and the company will execute the job for which it will charge separately from the requiring body.
7. Necessary agreements will have to be entered into between WTL and the requisitioning department.
8. The Government reserves the right to modify or withdraw the policy at any time. Such modification or withdrawal will not affect the subsisting agreements.
9. This memorandum is issued in terms of Note 1 below rule 47(8) of WBFR Part-I, published under Finance Deptt. Notification No.10500-F dated the 19th November, 2004.

Samar Ghosh
Principal Secretary

Kolkata, the 2nd May, 2005.

No.3876/1 (500)-F

Copy forwarded for information to :

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kilkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex, 3rd USO Building, 5th Floor, DF Block, Salt Lake, Kolkata-700 069.
4. The Commissioner,
5. The Principal Secretary/Secretary,
6. The Director,
7. The Collector, Kolkata, 11, N.S. Road, Kolkata - 700001.
8. The District Magistrate,
9. The District Judge,
10. The Financial Adviser,
11. The Superintendent of Police,

Government of West Bengal
Directorate of Treasuries and Accounts
Finance Department
4, Lyons Range, 2nd. & 3rd. Floor, Kolkata-700001
PH. Nos. : 2243-8067/2261-0027/2248-6163/2248-3262
Fax : 2248-4742

DT/0/68/C-05/1338

Date : 03.08.2005.

To
The Superintending Engineer,
Southern Circle, P.W.D.,
25-27, Netaji Subhas Road,
Kolkata - 700001

Ref : Your memo no. 1425 dt. 04.08.2004 and memo no. 959 dt. 20.06.2005.

This is to clarify that encashment of leave salary forms part of terminal benefit. Unless and until the admissibility report from the office of the A.G.(A&E), W.B. is received the question of leave encashment does not arise at all.

Sd /-Illegible
Addl. Director of Treasuries & Accounts
West Bengal.

————— ● —————
Government of West Bengal
Finance Department
Audit Branch

No. 1782-F

Kolkata, the 1st March, 2006.

MEMORANDUM

Subject: Policy for procurement, installation and maintenance of I.T. products by Government Departments.

In partial modification of para-2 (ii) of this Department's Memorandum No. 3876-F dated 02.05.2005, the undersigned is directed to say that the Governor is pleased to reduce the limit of Rs. 25 lakh to Rs. 2 lakh in case of limited tenders which means that if the cost of procurement of IT products by any Government Department exceeds Rs.2 lakh, the open tenders should be invited. It is however, made clear that for the purpose of availing open tenders, orders should not be split up to make the value of each order less than Rs.2 lakh.

The undersigned is further directed to say that the Governor is pleased to substitute para-3 of the aforesaid Memorandum by "The evaluation of the tenders shall be made by a duly constituted Selection Committee in two parts, i.e. technical evaluation and financial evaluation. The Selection Committee shall include a representative of the requiring department and also a representative of the NIC."

The undersigned is also directed to say that the following para may be inserted after para-9 of the aforesaid Memorandum"10: It is clarified that the Administrative Departments will have the option to procure, install and maintain IT products after inviting open tender without taking the assistance of WEBEL Technology Limited.

Webel Technology Limited, a Government of West Bengal Undertaking as the Agency to assist the individual Departments for the purposes mentioned above, on their request, in the manner and subject to the conditions laid down thereunder".

Samar Ghosh
Principal Secretary to the
Government of West Bengal
Finance Department

Copy forwarded for information to :

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700001.
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex, 3rd USO Building, 5th Floor, DF Block, Sector-I, Salt Lake, Kolkata-700064.
4. The Commissioner,
5. The Principal Secretary/Secretary,
6. The Director,
7. The Collector, Kolkata, 11, N.S. Road, Kolkata-700001.
8. The District Magistrate,
9. The District Judge,
10. The Financial Adviser,
11. The Superintendent of Police,
12. The Sub-Divisional Officer, ..
13. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.
14. The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Bidhannagar, Kolkata-700091.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Civil Defence Building, 81/2/2, Phears Lane, Kolkata-700012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Jahar Building, P-1, Hyde Lane, Kolkata-700 073.
17. The Superintendent, West Bengal Government Press, Alipore, Kolkata-700027.
18. The Treasury Officer,
19. The Principal, Industrial Training Institute
20. Branch / Group of Finance Department.

P. K. Guha Roy
Special Secretary to the
Government of West Bengal

●

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

No. 2400-F

Kolkata, the 27th March, 2008

MEMORANDUM

Sub : Consolidated instructions regarding release of fund from Kolkata Pay & Accounts Offices and Treasuries.

The following directions are hereby issued for drawal of fund from the Kolkata Pay & Accounts Offices and from the Treasuries during the financial year 2008-2009 :-

1. There will, in general, be no restriction on drawal of fund from the Pay & Accounts Offices, Kolkata and the Treasuries out of the budgetary allocations (under appropriate heads of account) for the year 2008-2009 provided-
 - (i) the amounts to be drawn are covered by valid allotment of fund made by appropriate authorities (subject to exemptions made under this order) and

(ii) such drawal of fund is either permissible in terms of the Delegation of Financial Power Rules or is covered by appropriate Government orders, issued with the concurrence of the concerned administrative group of the Finance Department, where necessary.

Concurrence of Group 'T' of Finance Department shall not be necessary in such cases.

However, concurrence of the respective administrative groups shall be necessary in case of drawal of fund in advance.

2. In the following cases, bills may be passed in anticipation of allotment :-

- (i) Telephone charges (including reimbursement of residential telephone bills), subject to economy restrictions;
- (ii) Electricity charges;
- (iii) Washing charges for hospital linens used in hospitals;
- (iv) Diet and medicine bills of Hospital/Correctional Homes/ Police Lock-ups/Homes under Departments of Women & Child Development and Social Welfare and Mass Education Extension;
- (v) Reimbursement of medical expenses incurred by Government employees including retired employees and pensioners and also claims in respect of the employees who died-in-harness;
- (vi) Service postage stamps and Franking Machine Maintenance;
- (vii) Cost of supply of oxygen for hospitals;
- (viii) Recoupment of permanent advance;
- (ix) Salary/ wages and honorarium in the nature of salary including honorarium payable to Anganwadi Workers and Anganwadi Helpers;
- (x) Monthly medical allowance for ex-member of Legislative Assembly;
- (xi) Leave Travel concession of Government Employees;
- (xii) State Share of Monthly allowance payable to Freedom Fighter Pensioners under the head of account "2235-Social Security and Welfare-60-other Social Security & Welfare Programmes-200-Other Programme-NP-Non Plan-045-Payment of monthly allowance to the Receipts (Freedom Fighters) of Swatantrata Sainik Samman Pension (FA)-50-Other Charge-V" under Demand No.18;
- (xiii) Cost of Disposal of unclaimed dead bodies;
- (xiv) Reimbursement of Water and Electricity Charges including arrear bills w.e.f. 01.11.1999 payable to judicial officers in terms of Judicial Departments No.6853-J dated 20.11.06;
- (xv) Sumptuary Allowance including arrear bills w.e.f. 01.11.1999 payable to Judicial Officers in terms of Judicial Department's No.820-J dated 15.02.2007;
- (xvi) Telephone charges including arrear bills w.e.f. 01.11.1999 payable to Judicial Officers in terms of Judicial Department's No.834-J dated 15.02.2007;
- (xvii) Additional honorarium of the Anganwadi workers and Anganwadi Helpers payable from the following heads of accounts :-
 - (a) "2235-Social Security and Welfare-02-Social Welfare-102-Child Welfare-SP-State Plan (Annual plan and 10th/11th Plan) -020-Establishment of ICDS project (SW)-31-Grants in Aid-01-Salary Grants-V";
 - (b) "2235-Social Security and Welfare-02-Social Welfare -789-Social Component plan for SC-SP-State Plan (Annual Plan and 10th/11th Plan)-016-Establishment of ICDS Project (SW) -31-Grants in Aid-01-Salary Grants-V";
 - (c) "2235-Social Security and Welfare-02-Social Welfare -796-Trial Area Sub Plan-SP-State Plan (Annual Plan and 10th/11th Plan)-021-Establishment of ICDS Project (SW) -31-Grants in Aid-01-Salary-Grants-V";

(xviii) Composite Transfer Grant payable to all members of West Bengal Judicial Service w.e.f. 01.04.2007 in terms of Judicial Department's No.2442-J dt. 19.04.2007.

In the following cases also bills may be passed in anticipation of allotment only upto December 2008 provided such drawl is covered by valid allotment within March 2009 for passing any such bills in March, 2009 :-

- a) Supplementary Nutrition programme for children, expectant and nursing mothers under Woman & Child Development and Social Welfare Department for providing nutrition support to the ICDS Centres payable from the head of account- "2236-Nutrition-02-Distribution of Nutritious Food and Beverages-101-Special Nutritious programme-CS-Centrally Sponsored (New Schemes)-001-Supplemental Nutrition Programme for children and Expectant and Nursing Mother (SW)-31-Grant-in-aid—02-other Grants-V" under Demand No.56;
- b) Cost of fuel and condiments in respect of both Government run and NGO-run ICDS Projects under Women & Child Development and Social Welfare Department payable from the heads of accounts :-
 - i) "2235-Social Security and Welfare-02-Social Welfare -102-Child Welfare-NP-Non Plan-001-Govt. of India's Crash Programme of Nutrition for Children(SW)-21-Materials and Supplies/Stores and Equipment-04-Others- V"; and
 - ii) "2235-Social Security and Welfare-02-Social Welfare -102-Child Welfare-NP-Non Plan-001-Govt. of India's Crash Programme of Nutrition for Children(SW)-31-Grants-in-aid-02-other Grants-V"; under Demand No.56.

In no other case, bills can be passed in anticipation of allotment, without specific clearance of the Finance Department.

3. There will be no restriction on drawl of fund from any Local Fund Account, if such drawl is necessary for incurring expenditure on approved scheme or meeting establishment charges. The expenditure from Local Fund Accounts should be covered by availability of fund under the relevant scheme/head.

However, in case of transfer of fund from Local Fund Account to Bank Account prior concurrence of the Finance Department will be necessary except in case transfer of State share, corresponding to the Central assistance released under DRDA administration, from the Local Fund Accounts of the District Rural Development Cells under the Zilla Parishads to their Bank account for which concurrence of the Finance Department will not be required.

4. There shall be no restriction on drawl on fund from the personal Ledger Accounts of the District Magistrate and L.A. Collectors if such drawl is necessary for meeting expenditure on approved scheme of making payment in L.A. Cases, as the cases may be.

There shall also no restriction on drawl of fund from the P.L. Account of Debutter Trust Board of Cooch Behar maintained at Cooch Behar Treasury-I.

5. Finance Department's clearance will not be required for drawl of fund from Deposit Accounts subject to a maximum of Rs.20.00 crore in a month, provided fund is available in the accounts, and such drawl is necessary for incurring expenditure on approved schemes of meeting establishment charges.

But, transfer of fund by way of drawl from scheme head to Deposit Accounts shall not be allowed if such fund is drawn against a Government order wherein sanction is made in favour of the Department against any Budget head which is shown in the Budget for the financial year 2008-2009 against any Department's Scheme Head. If there is any special reason for such credit to Deposit Accounts, prior permission will be required from Finance Department.

However, transfer of fund to the Deposit Account of any Corporation, Company, Undertaking, Apex body of societies shall be allowed if in the Government Order it is stated that the fund has been sanctioned in favour of such Corporation/Undertaking etc.

6. For drawl of fund in any case not covered by this order or in excess of the Limits fixed in this order, specific approval of the Finance Department will be necessary.

7. This order supersedes all previous orders issued in this context.

B. Bandhopadhyay
Joint Secretary to the Govt. of West Bengal
Finance Department

Copy forwarded for information and necessary action to :-

1. The Additional Chief Secretary/Principal Secretary/ Secretary.
2. The District Magistrate/ Judge, _____.
3. The Sabhadhipati, _____.
4. The Director of Local Bodies, Government of West Bengal, Purta Bhawan, Salt Lake, Kolkata-700091. – with the request to circulate the same to all concerned.
5. The Director of Treasuries & Accounts, West Bengal, New India Assurance Buildings, 4, Lyons Range, Kolkata- 700001.
6. The Sub-Divisional Officer, _____.
7. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
8. The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700073.
9. The Treasury Officer, _____.
10. _____ Branch / Group _____ of this Department

B. Bandyopadhyay
Joint Secretary to the
Government of West Bengal,
Finance Department.

●

Government of West Bengal
Finance Department
Budget Branch

No. 2425-F.B.

Kolkata the 27th December, 2011.

MEMORANDUM

In continuation of this Department Memo No. 2105-FB dated 02.11.11 and in cancellation of this Department Memo Nos.2410-FB dated 27.12.11 and No.2411-FB dated 27.12.11, the undersigned is directed by order of the Governor to say that in the interest of public service and for expeditious implementation of the Centrally Sponsored/ Central Sector/ Centrally Assisted State Plan schemes, Governor has been pleased to empower the Additional Chief Secretary/Principal Secretary/ Secretary of (1) Agriculture Department (2) Food & Supplies Department (3) Health & Family Welfare Department (4) Minority Affairs and Madrasah Education Department (5) Municipal Affairs Department (6) Panchayats & Rural Development Department (7) Urban Development Department (8) Public Health Engineering Department (9) Women & Child Development and Social Welfare Department (10) Agricultural Marketing Department (11) Forests Department (12) Irrigation & Waterways Department (13) School Education Department (14) Water Resources Investigation & Development Department to release States matching share as well as Central Share up to the current year's budget provision, subject to the following conditions:

1. The Administrative Departments will be required to take a written confirmation direct from the Finance Department, Budget Branch (Group-N) that the central share has been credited to the State Exchequer.
 - 1.1. Wherever Administrative Department receives funds direct from the respective Ministries of Government of India, such as under SSA, NRHM, NREGA etc., written confirmation from Finance Department would not be required for release of State Share up to the Budget provision.
2. The Administrative Department will ensure release of fund as per requirement of the specific schemes and exercise all necessary precautions to ensure the effective utilization of such project funds

within overall budget provisions and also that the budgetary allocations are not exceeded in any manner.

3. The Administrative Departments may ensure before releasing any fund on these accounts that the previous released amounts have been substantially utilized, so that the moneys do not remain idle in the bank accounts.

4. The Administrative Departments will have to approach the Finance Department in case of releases beyond the budgetary allocation or in case of advance release of State share where Central share has not been received, in schemes where the State share is required to be released in advance.

5. Processing for release of fund will not be done in the Finance Department, hence Additional Chief Secretary/Principal Secretary/Secretary of the Administrative Departments are advised to be extra careful in view of the increased responsibilities. The Administrative Department will in fact be combining the role of Finance Department to that extent.

6. It may be ensured that expenditures are made on approved items as per approved project/scheme and also to be careful that expenditures are not incurred on inadmissible items against which Central share will not be available.

7. It may be ensured that releases are made only for the administratively approved projects. Thus Administrative approvals will be needed for new scheme as per the existing procedure.

8. West Bengal Financial rules including tender rules are to be strictly observed and for any deviations concurrence of Finance Department will be necessary

9. The Administrative Department shall ensure that the releases are uploaded immediately on the Website of the Finance Department, (www.wbfin.nic.rn).

10. Administrative Departments will submit monthly reports on the releases made during the month by the 7th Day of the following month to the Finance (Budget) Department. This is extremely important for management of fund flows of the State Government. Format is enclosed herewith.

11. A meeting will be held every month on 7th day of the month at 11 A.M. or succeeding working day if 7th is holiday in the chamber of Addl. Secretary (ARC) by Principal Secretary, Finance Department to gather information regarding monthly release of funds by the concerned Administrative Department

This order will take effect from 01.01.2012 and will remain valid upto 31.07.2012.

Sd/- Illegible
OSD & EO Joint Secretary to the
Government of West Bengal

No. 2425 /1(100)-FB

Kolkata, the 27th December, 2011

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700001.
3. The Accountant General (RW&LBA), West Bengal, C.G.O. Complex, 3rd M.S.O Building, 5th Floor, Block-DF, Salt Lake, Sector-I, Kolkata - 700064.
4. The Director of Treasuries & Accounts, West Bengal, 4, Lyons Range, 2nd floor, Kolkata-700 001.
5. The Addl. Chief Secretary/Principal Secretary/Secretary/Special Secretary/Joint Secretary,
6. Group/Branch, Finance Department.
7. The Commissioner Division.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane Kolkata-700 073.
10. The Treasury Officer Treasury.
11. The District Magistrate, District.
12. The District Judge District.
13. Department.

Sd/- Illegible
OSD & EO Joint Secretary to the
Government of West Bengal

Government of West Bengal
Finance Department
Audit Branch

No. 1232-F(Y)

Date: 09.02.2012

MEMORANDUM

Sub : Delegation of Power to Heads of Departments to sanction retention of hiring of vehicles

The undersigned is directed by the order of the Governor to say that the Governor is pleased to authorise the Additional Chief Secretary / Principal Secretary/ Secretary of a Department to sanction retention of hiring of vehicles of that Department and its subordinate offices on existing terms and conditions subject to the condition that the vehicle was originally hired with the approval of Finance Department and also subject to the condition that continuance of hiring is required in the interest of public service.

2. The undersigned is further directed to state that the Governor is also pleased to authorise the Additional Chief Secretary/Principal Secretary/Secretary of a Department to allow hiring of a new vehicle (Non-AC) as replacement of an existing one provided the existing vehicle was hired with the approval of Finance Department.

3. In all cases retention of a hired vehicle has to be sanctioned for a period not exceeding one year at a time.

4. While issuing sanction orders for retention of hiring of vehicles and allowing hiring of a new vehicle as replacement of existing one in exercise of the powers delegated under this memorandum, the following sentence should be inserted in such orders **“This order issues in exercise of the powers delegated under Finance Department Memo. No. 1232-F(Y) dated 09.02.2012”**

5. For fresh hiring of vehicles concurrence of Finance Department will be required.

6. This order shall take immediate effect.

H.K. Dwivedi
Secretary to the
Government of West Bengal

No.1232/1(500)-F(Y)

Date: 09.02.2012

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Building, 2, Govt. Place West, Kolkata-700001.
2. The Accountant General (Audit), West Bengal, Treasury Building, 2, Govt. Place West, Kolkata-700001.
3. The Commissioner, Division,
4. The Additional Chief Secretary / Principal Secretary / Secretary,
5. The Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary, Finance Department.
6. The Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata - 700001.
7. The Director,
8. The District Magistrate /District Judge / Superintendent of Police,
9. Department
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata - 700073
12. The Treasury Officer,
13. The O.S.D to Chief Secretary to the Govt. West Bengal.
14. Pr. A.O. & E.O. Dy. Secretary. Finance (Budget) Department For uploading in Finance Department's web site.

15. P.S. to Hon'ble MIC, Finance Department
16. Sr. P.A. to Secretary, Finance Department.
17. Group/..... Branch. Finance Department.

Sd/- Illegible
Joint Secretary to the
Government of West Bengal

●

Government of West Bengal
Finance Department
Budget Branch

No. 95-F.B.

Dated, Kolkata, the 18th April, 2012

MEMORANDUM

Sub : Delegation of power to the Departmental Secretaries for according administrative approval to the schemes where the cost estimate is limited to Rs. 10.00 lakhs.

In this Department Memo no. 1880-F dated 7.3.2007, it was laid down that the Departmental Approval Committee shall have the power to accord administrative approval to the schemes with cost estimate not exceeding Rs. 3.00 crore. This was further modified under this Department Memo no. 9144-F(Y) dt.22.9.2011 and the power of the Departmental Approval Committee to accord administrative approval was enhanced from Rs.3.00 crore to Rs. 5.00 cr. The power of sanctioning expenditure for administratively approved schemes are delegated to the Departmental Secretaries in the orders issued by the Finance Department for allotment of fund.

2. The Government has been considering, for some time past, for delegation of power to the Departmental Secretaries for according administrative approval to the schemes.

3. After a careful consideration of the matter, the Governor has been pleased to decide to delegate power to the Additional Chief Secretary/ Principal Secretary/ Secretary of the Administrative Departments for according administrative approval to the schemes where the cost estimate is limited to Rs. 10.00 lakhs subject to the following conditions.

- I) No creation of new post is involved
- II) No purchase of new vehicle is involved
- III) For purchase of office equipments and installation of new telephones existing orders of the Finance Department are followed.

4. While issuing administrative approval, the Administrative Departments should indicate the following in such order.

“This order issues in exercise of powers delegated under Finance Department Memo. No. 95-F.B. dated 18.04.2012.”

A. R. Chakraborty
Special Secretary

No. 95/1(100)-F.B.

Dated, Kolkata, the 18th April, 2012

Copy forwarded for information and necessary action to

- i) The Additional Chief Secretary/Principal Secretary/Secretary
..... Department.
- ii) Principal Accountant General (A&E), West Bengal
- iv) Principal Accountant General (Audit), West Bengal
- v) Accountant General (Receipt, Works and Local Bodies Audit), West Bengal
- vi) The Director of Treasuries & Accounts, West Bengal
- vii) District Magistrate, District
- viii) All Groups of the Finance Department
- ix) Guard file.

A.R. Chakraborty
Special Secretary

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

No. 3739-F(Y).

Kolkata, the 3rd May, 2012.

NOTIFICATION

Sub : Mandatory publication of 'Tender Inviting Notice' on e-Tender Portal

For some time past the Government was considering improving the present system of inviting Tender by different Departments of the State Government with a view to establish accountability, transparency and uniformity in the system in a centralised manner.

Keeping in view the above object, the National Informatics Centre [NIC], an organisation of Government of India, developed a portal [<http://wbtenders.gov.in>] exclusively for uploading the tender related documents of the State Government.

The 'e-Procurement Solution' will help both the Government buyers and the suppliers to reduce the cycle time, unnecessary paper work, waiting in long queues and simultaneously enhance the transparency in the entire process thereby ensuring good governance. It is an easy-to-use, web-based solution for conducting dynamic exchanges in an on-line environment. It will provide real-time bidding solutions for the Government buyers and sellers. Some State Government Departments are already using this portal for inviting their e-Tender.

For the purpose of gainful utilisation of the said portal, the Governor has been pleased to decide that:

1. In addition to existing system of inviting tender, it will be mandatory for all State Government Departments, their subordinate Offices and all Autonomous Bodies / Local Bodies / Corporations / PSUs under their control to publish their 'Tender Related Information' [TRI] on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakhs and above. The Tender Value less than Rs.50 lakhs may also be uploaded on the centralized e-Tender Portal [<http://wbtenders.gov.in>] at the discretion of the Tender floating authority or the concerned Department.
2. The 'Tender Related Information' means and covers e-Procurement, e-Tendering, e-Selling and e-Auction, Request for Proposal, Request for Expression of Interest, Notice for Pre-Qualification, Registration of the Contractors, Notice inviting Tender/Bid or Proposal in any form, Tender Enquiries, Corrigenda and also the details of the contract awarded as a result of finalization of the Tender process.
3. The Departments or its subordinate offices that are already publishing their 'Tender Related Information' on their own websites and/or on any other websites shall ensure that their 'Tender Related Information' are simultaneously published/mirrored on the centralized e-Tender Portal [<http://wbtenders.gov.in>].
4. The Digital Signature Certificate, which is essential, for e-Tendering shall be obtained from the NIC-CA which is also acting as a Certifying Authority.
5. This Order shall take effect from 1st July 2012.

In order to facilitate implementation of aforesaid decisions regarding e- Publication of 'Tender Related Information' on the centralized e-Tender Portal, the NIC will provide detailed guidelines for using the said Portal. The guidelines will also be available on the centralized e-Tender Portal [<http://wbtenders.gov.in>]. On registration by the Government user, 'User ID' and 'Password' will be created and mailed to the users. The Government of West Bengal will also make arrangements for necessary training to the concerned officials, with technical support from NIC for the users of the e-Tendering Portal.

A Roadmap for implementation of the e-Procurement Process in the Government Departments is enclosed with this Order.

The Departmental heads are requested to circulate this Notification to their subordinate Offices and the Autonomous Bodies / Local Bodies / Corporations / PSUs under their control.

H. K. Dwivedi
Secretary to the
Government of West Bengal.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064,
4. The Additional Chief Secretary/Principal Secretary/Secretary , Department.
5. The State Information Officer, National Informatics Centre, Bidyut Bhaban, Ground Floor, DJ. Block, Sector-II, Salt Lake, Kolkata-700091.
6. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700012.
9. The Treasury Officer,.....
10. Sr. P.A. to the Chief Secretary, Government of West Bengal.
11. Sr. P.A. to the Secretary, Finance Department, Govt. of West Bengal.
12.
13. Sri Sukumar Negel, Pr. Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, Writers Buildings, Kolkata-700001, for uploading the Notification in the Finance Department's website.

Swapan Kumar Paul
Special Secretary to the
Government of West Bengal
Finance Department.

Road map for implementation of e-Procurement Process in the Government Departments

1. Each Department shall nominate at least one 'Nodal Officer' for implementation and monitoring of the e-Procurement in the respective department.
2. The Nodal Officer of the Department shall handover to NIC the organisation chart related to tendering in his Department mentioning the offices from where tenders will be floated or published in the Portal.
3. Nodal Officer shall apply to NIC for Digital Signature Certificate [DSC] as Nodal Officer on behalf of that Department for implementing e-Procurement.
4. The other Departmental Officers who will be authorised to float e-Tender under a Department shall be required to obtain DSC from NIC through the Nodal Officer of that Department. The cost of obtaining DSC from NIC is Rs.555/- per user. Application Form for Digital Signature Certificate [DSC] along with detailed information regarding Digital Signature Certificate is enclosed with this Roadmap.
5. For uploading the e-Tender document in the Tender Portal it will be required to have minimum two (2) authorised officers who have their own DSC. The DSC is neither transferable nor it can be delegated to other officer.
6. The DSC issued is Department specific and officer specific. So, it will not be possible for the authorised Officers (having DSC) of one Department to upload e-Tender of other Department.
7. In the headquarter, each Department shall nominate at least two officers who will be members of each Tender Committee under that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.

8. Similarly, in each District or Region (as per requirement of the Department) the Department shall nominate at least two officers who will be members of each Tender Committee on behalf of that Department, so that they can upload the e- Tender document in the Tender Portal on the authorisation of their DSC.

9. Summary information in respect of the Tender progress in relation to the Tender has to be uploaded in the web-server of the Tender Portal. Documents relating to 'Notice Inviting Tender' [NIT] shall be loaded as a .pdf file and the financial bid in the prescribed ,xls format. For the financial bid NIC has developed three templates that have to be strictly adhered to. The Tendering Authority shall select any one of the three formats which will be suitable for them for that particular Tender. The software developed by NIC shall take care for selection of L1 rates. The Software shall make automatic encryption of the Financial Bid and no one shall be allowed to open the Financial Bid prior to the date & time earmarked for opening the Financial Bid. Tender should normally be floated in two parts, one Technical bid and other Financial Bid. After evaluation of the Technical Bid, those who qualify their Financial Bid shall be opened.

10. (i) NIC at headquarter or at any central location, preferably within Writers Buildings, shall provide a “Helpdesk” to render necessary help to the authorised officers of the Departments within Kolkata (including Bidhannagar) to float e- Tender.

(ii) The District Information Officers [DIO] of NIC at the District shall provide a “Helpdesk” to render necessary help to the authorised officers of the Departments at the District level.

Necessary information regarding Digital Signature Certificate [DSC]

1. What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

2. Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature Certificate becomes legally valid.

3. Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The National Informatics Centre is also authorised to issue the Digital Signature Certificate.

4. What are the different types of Digital Signature Certificates valid for e- Tendering programme?

The different types of Digital Signature Certificates are;

Class 2 : Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3 : This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

5. What type of Digital Signature Certificate (DSC) is to be obtained for e-Filing on the e-Tendering Portal?

DSC of Class 2 and Class 3 category issued by a licensed Certifying Authority (CA) needs to be obtained for e-filing on the e-Tendering Portal.

6. How to obtain DSC for dept users?

NIC hqrs is authorised to issue the DSC for officials in Govt. depts./PSUs and the fees are:

For Govt. Officials Rs. 555 for USB e-Token (at present)

The validity period for the Smart Card is 2 years.

The DD should be drawn in favour of “Accounts Officer, National Informatics Centre, New Delhi”.

7. How much time do CAs take to issue a DSC?

The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

8. What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.

9. What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT.

10. Is a company required to obtain a Digital Signature Certificate in its own name for e-Tendering.

Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.

11. Can I do e-filing of documents if I do not possess a DSC?

No. It is mandatory to have a valid Digital Signature Certificate for e-filing the forms on e-Tendering portal.

**NIC Certifying Authority
National Informatics Centre
Ministry of Communications and Information Technology
Government of India**

Digital Signature Certificate Request Form

NOTE :

1. This application form is to be filled by the applicant.
2. Please fill the form in BLOCK LETTERS.
3. Please Tick (✓) the appropriate option.
4. All subscribers are advised to read Certificate Practice Statement of CA.
5. Incomplete/Inconsistent applications are liable to be rejected.
6. Validity period should not exceed the date of superannuation of the applicant.
7. Asterisk (*) marked entries should not be left blank as these are reflected in the Digital Signature Certificate.

Affix Recent
Passport Size
Photograph

1.	Category of Applicant	:	Government/Judiciary/PSU & Statutory Bodies/Registered Companies
2.	Class of Certificate Required (see pt.11 at page 4)	:	Class I/Class II/Class III
3.	Certificate Required (Usage) (see pt.11 at page 4)	:	Individual (Signing)/Encryption/SSL Server
4.	Certificate Validity (Max. 2 Years)	:	Two years/Specify validity (if less than 2 years)
5.	Date of superannuation * (dd/mm/yyyy)	:	
6.	Name	:	(First Name) (Middle Name) (Last Name)
7.	Designation	:	
8.	Email ID* (Official email ID preferred)	:	

9.	Ministry/Department	:	
	a)Office Address	:	_____ Telephone (Official) _____ (Resi/Mobile) _____
	b)Residential Address	:	
10.	Identification Details (Tick any one) [Employee ID/Passport No./PAN Card No./Voter ID Card No./Driving License No./PF No./Bank Account Details/Ration Card No.]	:	
11.	Certificate Subject Details*	:	Organization* _____ Organization Unit* _____ City* _____ State* _____ Country* INDIA
12.	SSL Certificate Details (In case the application is for a device then details of Server/Device for which the certificate is being applied for must be filled.)	:	Web Server _____ Services _____ IP Address _____ URI/Domain Name _____ Physical Location _____

.....
(Signature of the Applicant)

Date :

Place :

(For NICCA Office use only)

Smart Card/USB Token Sr. No.

Request No.

Authorised Signatory/RAA :

RA Code

Name :

Remarks :

Date :

Declaration by the Subscriber

I hereby declare and understand that

1. I have read the subscriber agreement under Resources (<https://nicca.nic.in>).
2. I shall keep the private key safe and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC.
4. I shall send a signed mail to NIC-CA (support@camail.nic.in) to acknowledge the acceptance of the DSC. I also undertake to sign an additional declaration form in case of Encryption Certificate.
5. I shall not use the private key before acceptance of the DSC.
6. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.

7. If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. (Doc ID CA2-50027.pdf, available under Repository>CPS & Forms>All Forms at <https://nicca.nic.in>)
8. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
9. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
10. I certify the following: (Tick whichever is applicable)
 - o I have not applied for a DSC with NIC-CA earlier.
 - o I have been issued a DSC by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the DSC.

.....
(Signature of the Applicant)

Date :

Place :

Verification and Declaration by Head of Office of Applicant

1. This is to certify that Mr./Ms _____ has provided correct information in the Application form for issue of Digital Signature Certificate for subscriber to the best of my knowledge and belief. I have verified the credential of the applicant as per the records and the guidelines given at page 5. I hereby authorize him/her, on behalf of my organization to apply for obtaining DSC from NICCA for the purpose as specified at point 3 of page-1.

2. It is noted that the organization shall inform NICCA for revocation of DSC on the cessation/superannuation of his/her employment.

(Signature of Officer with stamp of Org./Office)
Name of Officer with Designation :

Date :

Place :

Office Email :

Forwarded by SIO/NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

Signature of SIO/NIC Coordinator)

Name :

Date :

Office Seal :

This form is to be forwarded to the respective RA Office of NICCA.

Additional Declaration by the Subscriber for Encryption Certificate

I hereby declare and understand that

1. I am solely responsible for the usage of these Certificates/Tokens/Technology. I shall not hold NICCA responsible for any data loss/damage, arising from the usage of the same.

2. I am aware that Key Escrow/Key Archiving of Encryption keys is not done by NICCA and I shall not hold NICCA responsible or approach NICCA for recovery of my private Encryption Key, in case of its loss or otherwise.
3. I shall be responsible for compliance to the relevant sections of the IT Act/Indian Telegraphic Act and other Acts/laws of the Indian legal system, pertaining to Encryption/Decryption of any message or document or electronic data, and I shall be liable for associated penal actions, for any breaches thereof.
4. NICCA shall not be held responsible and no legal proceedings shall be taken against NICCA for any loss and damage that may occur due to any reason whatsoever including technology upgradation, malfunctioning or partial functioning of the software, USB token, Smart Card or any other system component.
5. I am aware that the Encryption Certificate, issued by NICCA is valid only for the suggested usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
6. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate.
7. I certify the following: (Tick whichever is applicable)
 - o I have not applied for an Encryption Certificate with NIC-CA earlier.
 - o I have been issued an Encryption Certificate by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the Encryption Certificate, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the Encryption Certificate.

.....
(Signature of the Applicant)

Date :

Place :

Declaration by Head of Office of Applicant

I hereby authorize Mr./Ms. _____ employed in this Organization, to apply for Encryption Certificate from NIC-CA. It is further certified that a Policy/Procedure is in place, which describes the complete process for Encryption Key Pair Generation, Backup Procedure, safe-keeping of Backups and associated Key Recovery Procedures. The consequences of loss of the key have been explained to the user and he/she has been advised about securing the key and making it available to relevant authorities, in case of emergency.

(Signature of Officer with stamp of Org./Office)
Name of Officer with Designation :

Date :

Place :

Office Email :

Forwarded by SIO/NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

Signature of SIO/NIC Coordinator)
Name :
Date :
Office Seal :

This form is to be forwarded to the respective RA Office of NIC-CA.

Instruction for DSC Applicants

1. NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this IT Act 2000 under Resources (<https://nicca.nic.in>).
2. To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express, etc.). Also, please ensure that your email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
3. Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office. Applicant is advised to retain a copy of the same, for filling up the form online while generating key-pair.
4. The forwarded DSC application form is processed at NIC-CA for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted. This user-id will only be valid for 90 days (i.e., applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application for DSC issuance.
5. It is very important to keep the private key securely.
6. If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011- 24366176 or e-mail at support@camail.nic.in and Login with his user-Id and password at NIC-CA website. The User has to send Request for Revocation/Suspension/Activation form (CA2-50027.pdf)
7. For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in>) under Repository.
8. DSCs are normally issued on FIPS-140 Level-2 compliant smart card/USB crypto-tokens, **which allows only maximum ten numbers of incorrect attempts for entering pass phrase/pin**. It is advisable to be careful while entering the passphrase as repeated incorrect entries may block the same. On exceeding this limit, special efforts may be required to unblock the device.
9. It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.
10. For any further clarification, user can write to support@camail.nic.in or visit the NIC-CA website (<https://nicca.nic.in>).
11. **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

Class-1 Certificate:

Assurance Level: Provides minimum level of assurance. Subscriber's identity is proved only with help of Distinguished Name -DN and hence provides limited assurance of the identity.

Suggested Usage: Signing certificate primarily be used for signing personal emails and encryption certificate is to be used for encrypting digital emails and SSL certificate is used to establish secure communications through the use of secure socket layer (SSL).

Category : Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers within NIC domain.

Class-2 Certificate:

Assurance Level: Provides higher level of assurance confirming the details submitted in the DSC Request Form, including photograph and documentary proof in respect of at least one of the identification details.

Suggested Usage: In addition to the 'suggested usage' mentioned in class I, the class II Signing certificate may also be used for digital signing, code signing, authentication for VPN Client, web form signing, user authentication, Smart Card Logon, single sign-on and signing involved in e-procurement/ e- governance applications.

Category: Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers in open domain.

Class-3 Certificate:

Assurance Level: Provides highest level of assurances, as verification process is very stringent Proves existence of name of organizations such as Government Departments/Agencies, PSU/ Govt. Registered Companies and assures applicant's identity authorized to act on behalf of the Government/PSU/ Statutory/Autonomous bodies/Government registered Companies.

Suggested Usage: In addition to the 'suggested usage' mentioned in class-1 & class-2, class-3 signing certificate may also be used for digital signing for discharging his/her duties as per official designation. Class-3 encryption certificate may also be used for encryption requirement as per his/her official capacity.

Category: Issued to individuals from Government entities/Head of the Institutions, Statutory/ Autonomous bodies, Government registered Companies.

Guidelines for verification by Head of Office

- The Head of Office (HO) of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation.
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant
- **Types of Classes:** Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.

Verification Process:

- o **Class-1 Certificate:** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.
- o **Class-2 Certificate:** HO has to ensure the validity of the details given in the DSC Request Form and authenticate the same. HO has to further send it to SIO/NIC-Coordinator for forwarding to NICCA. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under point no. 9 (Identification details) for Individual certificate.

For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.

- o **Class-3 Certificate:** In addition to the verification process required for the class II certificates, the applicant's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.
- On receipt of DSC application form, SIO/DIO/HOD/NIC Co-ordinator is required to ensure that the application form is signed by the HO (Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.

————— ● —————

Government of West Bengal
Finance Department
Audit Branch

No. 5320-F(Y).

Dated, Kolkata, the 22nd June, 2012

NOTIFICATION

In exercise of the power conferred by clause (3) of article 166 of the Constitution India the Governor is pleased hereby to make the following amendment in the Delegation of Financial Power Rules, 1977 published under this Department's Notification No. 9751-F dated 17.11.1977, as subsequently amended (hereinafter referred to as the 'said rules').

AMENDMENT

In the said rules, in Schedule 'A' under Rule (18), insert new entries after item no.29(b) as given below :-

Item No.	Items of expenditure	S.D.O./ Head of office	District Officers (Collectors in charge of a district)	Heads of Department (other than Additional Chief Secretary / Principal Secretary/ Secretary/ Commissioner)	Additional Chief Secretary / Principal Secretary/ Secretary/ Commissioner
29	(c) Purchase and repairs of computer with peripherals including UPS and printer. LAN, Storing devices, such as Pen drive. CD, Removable Hard discs	Rs.1 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e) and (f) taken together subject to the conditions given below.	Rs.3 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e) and (f) taken together subject to the conditions given below	Rs.5 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e), (f) and (g) taken together subject to the conditions given below	Rs.20 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e), (f) and (g) taken together subject to the conditions given below.
	(d) Broadband connection in already installed landline telephone.				
	(e) Purchase and repair of Photocopier and Fax Machine for already installed landline connection.				
	(f) Fees for digital signature certificate from National Informatics Centre.				
	(g) Laptop and Data card - purchase of	Nil	Nil		

(i) In case of need to relax the financial power of heads of department other than Additional Chief Secretary / Principal Secretary/ Secretary/ Commissioner sanction may be accorded by the Additional Chief Secretary / Principal Secretary/ Secretary/ Commissioner within his delegated power of Rs.20 lakh per annum taking together all such sanctions to subordinate offices and purchase for his own office under item Nos. 29(c), 29(d), 29(e), 29(f) and 29(g). In case of need to relax the financial power of Additional Chief Secretary / Principal Secretary/ Secretary/ Commissioner, concurrence of the Finance Department is necessary.

(ii) The concerned Administrative Department/ Head of Department/Head of Office shall maintain year-wise Register for sanction of the above mentioned items for his office and the subordinate offices

under his control and shall strictly monitor so that the sanctioned expenditure does not exceed the delegated financial power as mentioned above.

(iii) Officers of and above the rank of Special Secretary, Directors having requirement of Laptop and Data card during official tour for efficient discharge of their official duty may be allowed such devices. Each Administrative Departmental head may sanction expenditure for purchasing not more than two units of Laptops within the period of five years and there shall be not more than five units of data cards under one Department. The data card shall be under most economic plan and shall be used in most economical manner for official purpose only. Necessary certificate shall be furnished by the 'Head of Office' while preferring bill in this regard.

(iv) All the officers of and above the rank of SDO/Head of office at Sub-Divisional level, District level and State level having no Broadband connection are eligible for a broadband connection strictly according to their official requirement. The broadband connection shall be the most economic plan of BSNL for single user.

(v) The Department shall develop a computerized management information system and set up Monitoring Committees at State, District and Sub-Division levels for guidance, monitoring, coordination and taking appropriate action for optimum utilization of the machines, devices and equipments run on information and communication technology.

(vi) In case of purchase of new machines and equipments in replacement old ones, the rate should be invited on 'buy back' terms'

(vii) No new landline telephone connection for the fax machine shall be sanctioned.

(viii) While deciding on the purchase, budget provisions and availability of fund under the particular detailed head of appropriate head of account of the concerned Department shall be ensured.

(ix) While making the purchase the related purchase procedure of the West Bengal Financial Rules shall be observed.

(x) While purchasing the computer and its peripherals the purchase procedure contained in memo no. 1782-F dt. 1.3.2006 read with memo no.3876-F dt. 2.5.2005 shall be followed.

H. K. Dwivedi
Secretary to the Government West Bengal.

No. 5320/1(250)-F(Y).

Kolkata, the 22nd June, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata- 700064.
4. The Additional Chief Secretary/ Principal Secretary/ Secretary.
5. The Director of Treasuries & Accounts, West Bengal. The New India Assurance Building,4, Lyons Range, Kolkata- 700001.
6. The Commissioner, _____
7. The District Magistrate, _____
8. The Sub-Divisional Officer, _____
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office 1, 81/22, Phears Lane, Kolkata- 700012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700012
11. The Treasury Officer, _____

12. _____.
13. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.

Swapan Kumar Pal
Special Secretary to the
Government of West Bengal
Finance Department.

●

**Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings**

No. 5400-F(Y).

Dated, Kolkata, the 25th June, 2012

NOTIFICATION

In exercise of the power conferred by clause (3) of Article 166 of the Constitution India the Governor is pleased hereby to make the following amendments in the West Bengal Financial Rules, Volume-I and in partial modification of Notification No.10500-F dated 19th November, 2004, (hereinafter referred to as the said Rules), namely :-

AMENDMENT

In the said rules,

(I) for sub-rules, 8, 9 and 10 of Rules 47 substituted the following sub-Rules :-

Rule 47(8) – Subject to Notes –I to 5 below, orders should be placed only after open tender or quotations have been invited and in the cases where the lowest tender or quotation is not accepted, reasons should be recorded under signature of the officer in charge of purchase.

Note-1 – Subject to the special rules or order or procedure that may be prescribed by the Government in respect of a particular department, open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs.1,00,000=00 or more. For high-value purchase exceeding Rs.10 lakhs or for purchasing plant, machinery, etc. of complex and technical nature, bids may be invited in two parts under two bid system laid down in rule 47C below. Selection of agency should be made on the basis of at least three tenders, which shall be opened in presence of willing agents. If the number tenders received is less than three, tender should be invited afresh. In case of invitation of tender under two-bid system, if the number of tenders/ bidders qualified in the technical bid is less than three, tender should be invited afresh. Purchase upto Rs.10,000=00 may be made without any tender or quotation. The purchasing authority shall certify that the purchase has been made at reasonable market price in cases of purchase from the open market without tender/quotation. Purchase above Rs.10,000=00 and upto Rs.1,00,000=00 shall be made after inviting quotations from at least four reliable firms, which shall be opened in presence of willing agents. In such cases of purchase by invitation of quotation, procurement shall be finalized on recommendation of Local Purchase Committee to be constituted in each office. In respect of offices outside Kolkata, the notice for quotation shall be issued through notice board of the concerned office, the offices of the District Magistrate and the Sub-Divisional Officer and the Panchayat, Municipality of that locality. In Kolkata such notice shall be circulated by displaying in the notice board of Local Offices and by sending the same to suppliers etc.

Note-2 – Tender notice shall always be given due publication through the leading dailies in English Hindi and Bengali. The use of intermediate general suppliers should be discouraged. Open tender for supply of articles or stores or for execution of works worth Rs.1,00,000/- or more shall be invited in the following manner :

Sl. No.	Item	Manner of Tender
i.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.10,000 upto Rs.1 lakh.	Publication of the work on the notice board and on the official web-site of the administrative department, if maintained.
ii.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.1Lakh upto Rs.5 Lakh.	Publication of the work on the notice board and on the official web-site of the administrative department, if maintained and also brief referral advertisement in one daily Bengali Newspaper [in case of hill areas of Darjeeling District in Nepali Newspaper]
iii.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.5 Lakh upto Rs.10 Lakh.	Publication of the work on the notice board and on the official web-site of the administrative department, if maintained and also brief referral advertisement in two daily Newspapers, one Bengali [in case of hill areas of Darjeeling District in Nepali Newspaper] and the other in English.
iv.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.10 Lakh.	Publication of the work on the notice board and on the official web-site of the administrative department, if maintained and also in the official web-site of Government of West Bengal and also brief referral advertisement in three daily Newspapers, one each in Bengali [in case of hill areas of Darjeeling District in Nepali Newspaper] in English and in Hindi.
Explanation : Brief referral advertisement will contain only certain title information such as name and location of the scheme, last date for submission of tender, names of the website where details are available.		

The administrative departments are permitted to issue advertisement directly to the newspapers having sufficient circulation for the said purpose of procurements, wherever necessary, at the rates approved by the Information & Cultural Affairs Department, Government of West Bengal.

For Tender value of Rs.50 Lakhs and above, e-tendering through the centralized e-Tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media.

Note-3 - A minimum period, as stated below, shall be allowed for submission of the tenders from the final publication date.

Sl. No.	Item	Minimum period of submission of tender from the last date of publication
a.	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs.10 Lakh	7 days
b.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.10 Lakh upto Rs.1 Crore	14 days
c.	For supply of article or stores or for execution of works and services with estimated value exceeding Rs.1 Crore	21 days

Note - 4. The head of the Office is authorized to purchase the supply fittings, sanitation and sewage plant fitting and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies such as sudden failure of

machines, etc. when it is not possible to make the purchase after calling tenders or quotations. A certificate should always be recorded in each such occasion over the signature of the head of the Office.

Note 5.- Foodstuffs for the hostels attached to Government schools and colleges may be purchased from the open market, if it proves advantageous having regard to the price and quality of the articles and if the supplier fails to supply the essential items for hostels.

Rule 47(9) - (a) In selecting the tender to be accepted the financial status of the individuals and firms tendering shall be taken into consideration in addition to all other relevant factors, subject to the provisions of rule 47C below where tender is invited in two-bid system, financial bid should not be opened until the technical bid is opened and assessed for selection of the qualified bidder.

(b) Sales Tax and Income Tax Clearance Certificate should be furnished by the contractors for contract value above Rs.50,000=00.

(c) In the case of private individuals and firms tendering in foreign countries for contracts of large value, that is, contracts of over Rs.25 lakh, the Head of the Indian Mission Post concerned should be consulted.

Rule-47(10) - The Comptroller and Auditor General and under his direction other Audit authorities shall have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought or tenders other than L1 or H1, as applicable, have been accepted or where other irregularities has come to light. Authorities who are authorized to enter into contracts or agreements should send copies of all contracts and agreements valued over Rs.5 lakhs to the Principal Accountant General (A&E), West Bengal, Principal Accountant General (Audit), West Bengal and Accountant General (Local Bodies Audit), West Bengal.

(II) for sub-rules (7) and (8) of Rule 47B insert/substitute the following sub-rules -

Rule 47B- (7) Materials for which the Director General of Supplies and Disposals (DGS&D) and National Informatics Centre Service Incorporated (NICSI) rate contracts are available can be purchased directly from the enlisted agencies of DGS&D and NICSI at approved rate contracts.

(8) Drawing and Disbursing Officers, while preferring bills on purchases of articles to Kolkata Pay & Accounts Offices/Treasuries in Districts, shall furnish a certificate on the body of the bills that purchases have been made in strict compliance of the stores purchase policy of the State Government and Pay & Accounts Officers/Treasury officers shall, while scrutinizing the bills ensure that such certificates are furnished.

Purchase of Duplicating machine. Computer and peripherals, printers, photocopiers and other office equipments for use in Government Offices and liveries for use of the Government Employees shall continue to be governed by the Finance Department orders issued from time to time.

(III) after rule 47B insert the following rules :-

Rule 47C -Two-bid System - For high value purchase exceeding Rs.10 lakhs or for purchasing plant, machinery, equipment etc. of complex and technical nature, bids shall be invited in two parts as under:

- (a) The technical bid consisting of all technical details along with commercial terms and conditions.
- (b) Financial bid indicating item- wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened by the purchasing department/ office at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted.

Rule 47D-(1) (a) State Government Corporations and Autonomous Bodies, listed in **Annexure—'C'** may be nominated for execution of Government works as agency of the Government.

(b) Central organizations / Public Sector Enterprise/ Companies / Undertakings specialized in construction of roads, bridges, buildings, etc. and listed in **Annexure -'D'** may also be engaged as agency for the purpose of State Government works.

(2) Action to engage these organizations by the Departments should be to supplement the function of Public Works Department of the Government and resorted to in cases where the departments consider that the work is of urgent nature. The Department should satisfy itself that it will be economical and in public interest to engage such Organization for Agency function.

(3) The various procedural matters as laid down in Public Works Department codes, manuals etc. as well as the rules prescribed herein shall be equally applicable for the purpose of execution of works through the State and Central Organizations as mentioned at clause (1) above. The organizations nominated as the State Government agency shall execute the entrusted works after engagement of contractor to be selected observing the normal tendering procedure and accepting the L1 rate when the job involves making payment for jobs done and HI rate when the tender is for sale of materials connected with execution of the entrusted works.

(4) The agency fees to be allowed and terms and conditions of the Contract/ Memorandum of Understanding (MOU) to be entered into with the agency are as follows :-

(a) The Contract/ MOU may be for composite works and may be a combination of "Lump Sum Contract" and "Percentage Rate Contract"/"Item Rate Contract". Estimated cost shall be based on Public Works Department Schedule of Rates for the scheduled items of work and market rate as approved by the head of the Engineering wing of the Agency organization for the non-scheduled items of work. Component-wise break up of the agency fee is given at clause (6) below.

(b) (i) The nominated agency organization will first prepare a forecast estimate of cost of the work on the basis of standard unit cost as per State Public Works Department Schedule of Rates in case of works within the State and Central Public Works Department Schedule of Rates in case of works outside the State on the basis of preliminary drawings of the work supplied by the concerned department of the State Government or prepared by the agency, if asked to do so, and submit it to the employing department of the Government to enable it to obtain Administrative Approval for the work at appropriate level. On receipt of the Administrative Approval for the concerned work indicating scope of the work and approximate cost, the concerned agency organization will prepare the detailed cost estimate of the work on the basis of drawings received from the employing department of the government or prepared by the organization itself, as the case may be, and send it to the employing department of the Government for acceptance.

(b) (ii) All projects with the estimated cost of Rs.5 crore and above shall be vetted by a duly constituted Technical Committee in the Finance Department.

(c) Drawing and design by the Department-

(i) In cases where work is to be executed as per design and drawing of the department, all the detailed working drawings, both architectural and structural must be prepared before hand, and should form part of the preliminary documents to be given to the selected organization. It should also contain complete and detailed specifications of the work. The preliminary documents must set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

(ii) The extra payment or recovery over and above the accepted rate shall be called for only in the event of authorized deviations from the drawings and specifications (as given and/or referred to in the preliminary documents) in course of execution and not otherwise.

(d) Drawing and design by the agency-

i) In cases where the detailed architectural and structural drawings are to be provided by the agency, all information regarding the work to be executed through the Agency Organization such as the architectural and structural parameters, details of the functional requirement and complete specification thereof, as available, must be passed on by the concerned Department to the Agency Organization. The Agency Organization shall prepare the preliminary documents of the work to be executed through Agency Organization. The preliminary documents must contain complete and detailed specification of the work, working drawings, both architectural and structural and should set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) A conditions should be stipulated in the preliminary documents that the work shall be executed through the Agency Organization as per detailed design and architectural drawings to be prepared by the agency conforming to the given parameters and functional requirements as mentioned

in the preliminary documents, and submitted to the employing department within specified time after the award of work. The agency shall accordingly get the design/ drawings approved by the employing department before taking up the execution of the work.

iii) In case any modification for any reason is ordered in course of execution, suitable adjustment for extra payment or recovery shall be effected only if such modification results in change in the scope of work as given in the preliminary documents, or any change from the specified parameters.

- e) I) The composite works offer documents shall contain :
- i) the detailed architectural and structural drawings.
 - ii) detailed specifications for the various items and components of the work
 - iii) the schedule of quantities for the various items and components of the work.
 - iv) The inclusions in and exclusions from the scope of the contract, if required, for better clarity and
 - v) monitoring and supervision of the various stages of work, the percentage of work done on the contract value and released of intermediate and final payments.

II) The schedule of quantities referred to above is only limited for the purpose of assessing the quantum of work involved. It is not meant for subsequent measurement and payment in the course of execution of the work. Deficiencies noticed, if any, by the agency should be immediately brought to the notice of the employing department, who shall examine the same, and make necessary corrections, if required, to the offer documents before assignment of the work.

III) The agency organization shall arrange for execution of the work through the contractor as per the drawings and specifications as given in the documents. No claim for any payment on account deviations and variations in quantity of any item(s) or component (s) of the work, unless they are authorized deviations from the parameters drawings and specification contained in the documents.

IV) The rate of deviated items shall be detained as per terms and conditions of Contract/ MOU between the agency organization and the employing Government department.

V) The concerned Agency Organization shall monitor, supervise and physically verify that the work has been done in each stage in conformity with the drawings and specifications contained in the offer/preliminary documents, and certify the same before recommending release of the stage payment.

- (5) The agency job will be broken into following components:-
- i) preparation of estimate, design and detailed drawing
 - ii) invitation of tender, evaluation of bids and award of work
 - iii) supervision of work checking of bills, payment and submission of utilization certificate, completion certificate.

(6) Agency Fee

Component - wise agency fee will be as follows :-

A. For buildings above G+3, buildings with basements and roads and bridges.

- i) For preparation of estimate, design and detailed drawing
 - * 3% of estimated cost for exclusive and customized drawing and design;
 - * 2% of the estimated cost for standard drawing and design(at least 5 sets each of the documents under this component should be submitted)
- ii) invitation of tender, evaluation of bids and award of work.
 - * 2% of estimated cost of works
- iii) supervision, monitoring, checking of bills, payment and submission of utilization certificate completion certificate.
 - * 3.5% of estimated cost of the works.

Thus the agency fee comes to 8.5% of sanctioned cost estimate in case of works involving exclusive and customized drawing and design and 7.5% of sanctioned cost estimate in case of works involving standard drawing and design.

B. For buildings upto G+3 (without basement) for (i) exclusive and customized design and drawings and (ii) standard designs and drawings.

5% of estimated cost for all the components taken together.

The rate of deviated items shall be determined as per terms and conditions of Contract/MOU; between the agency organization and the employing Government department. No contingency/ overhead charge shall be payable other than the 8.5% / 7.5% / 5% as mentioned hereinabove.

(7) Qualified Staff - In case project cost exceeds Rs.1 crore but within Rs.5 crore at least one qualified Graduate Engineer along with two Diploma Engineers should be engaged in supervision and monitoring of the job. In case of project cost exceeding Rs.5 crore, requisite number of qualified and experienced Graduate Engineers along with Diploma Engineers should be engaged according to the value of the project for proper supervision and monitoring of the work.

(8) Specification - In case of absence of specifications for any job in the State Public Works Department Code/ Manual, the Central Public Works Department specifications should be followed.

(9) Mobilization Advance - Mobilization Advance not exceeding 10% of the sanctioned estimated cost may be given, if requested by the agency organization in writing within one month of the order to commence the work. Such advance shall be in two or more instalments to be determined by the competent authority of the employing department at his/her sole discretion.

By order of the Governor

H. K. Dwivedi
Secretary to the Government West Bengal.

No.5400/1(250)-F(Y)

Kolkata, the 25th June, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata- 700001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata- 700064.
4. The Additional Chief Secretary/ Principal Secretary/ Secretary, _____ Department.
5. The Director of Treasuries & Accounts, West Bengal. The New India Assurance Building, 4, Lyons Range, Kolkata- 700001.
6. The Commissioner, _____
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8. The Sub-Divisional Officer, _____
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/22, Phears Lane, Kolkata-700012.
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12. The Treasury Officer, _____
13. _____
14. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.

Swapan Kumar Pal
Special Secretary to the
Government of West Bengal,
Finance Department.

ANNEXURE - C
(See Rule 47D)

State Bodies and Corporations

1. West Bengal Industrial Infrastructure Development Corporation
2. Mackintosh Burn Ltd.,
3. Britannia Eng. Ltd.
4. Wasting House Saxby Farmer,
5. Hooghly River Bridge Commissioners,
6. Development authorities under Urban Development Department
7. Other State Organizations/Corporations to be selected by the State Government from time to time.

ANNEXURE - D
(See Rule 47D)

Central Organizations/ Public Sector Enterprises/ Companies/ undertakings-

1. Central Public Works Department
2. National Building Construction Corporation (NBCC)
3. RITES
4. IRCON International Limited (formerly Indian Railways Construction Company Ltd.)
5. Bridge & Roof
6. Balmer Lawrie
7. HSCL, (Hindustan Steelworks Construction Limited)
8. EIL (Engineers India Limited)
9. Other Central Organizations/Corporations to be selected by the State Government from time to time.

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