

38. DEPOSIT OF GOVT. MONEY AND MAINTENANCE OF ACCOUNTS

GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys
And Joint Land Reforms Commissioner, West Bengal.

Memo No.6/1572/C/92

Dated, Alipore, the 16th/22nd April 1993.

To
The Secretary,
Board of Revenue, West Bengal,
Writers' Buildings,
Calcutta-700001.

A draft guideline in Bengali in the matter of Maintenance of Accounts, prevention against defalcation of Government Money in the Revenue Inspector's Offices and Maintenance of valuable records and Registers regarding collection and deposit of Government Money etc., is enclosed.

He is requested to kindly consider the pros and cons of the guideline and favour this Directorate with kind approval and further instruction, if any.

An early action in the matter is solicited.

Sd/- Illegible
for Director of Land Records &
Surveys and Joint Land Reforms
Commissioner, West Bengal

Memo No.6/1572(18)/C/92

Dated, Alipore, 16th / 22nd April, 1993

Copy alongwith the copy of the Guideline is forwarded to

1. The District Land & Land Reforms Officer, for his information and present guidance.

Sd/- Illegible
for Director of Land Records & Surveys
and Joint Land Reforms Commissioner,
West Bengal.

(..... Bengali Words)
(11 Pages)

<http://wblroa.in>

(..... Bengali Words)
(11 Pages)

<http://wblroa.in>

(..... Bengali Words)
(11 Pages)

<http://wblroa.in>

(..... Bengali Words)
(11 Pages)

<http://wblroa.in>

<http://wblroa.in>

(..... Bengali Words)
(11 Pages)

<http://wblroa.in>

Government of West Bengal
Office of the Board of Revenue, West Bengal
Section -A II, 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,**

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 meagre 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 Office 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 immediately 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 and Surveys
And Joint Land Reforms Commissioner, West Bengal
35, Gopal Nagar Road, Alipur, Calcutta-700027.

Memo No.403/8695/A/94

Dated Calcutta, the 16.12.96

From: Director of Land Records and Surveys and Joint Land Reforms Commissioner,

To: The District Land & Land Reforms Officer, South 24-Parganas

Sub : **Destruction of audited R/R Books**
Ref : His memo no.16/13217/P 95 dated 7.10.96

Memo under reference may please be recalled.

This is to inform that the audited R/R Books may be destroyed only when there is no audit objection on collection of revenue or any defalcation case or any other gross irregularities pointed out by the audit. If so, then all related records may be preserved until these paras are finally settled by the Accountant General, W.B.

Regarding other 'C' class paper he may take necessary action for destruction as per rules.

A.K. Motilal
for 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 JOINT LAND REFORMS COMMISSIONER, WEST BENGAL
35, GOPAL NAGAR ROAD, ALIPORE, KOLKATA-27**

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, Alipur, 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/
Malda/Dakshin Dinajpur/Uttar Dinajpur/Jalpaiguri/
Darjeeling/Coochbehar/North 24-Parganas/South 24-Parganas.**

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 R1 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 94 (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.50,000/- (Rupees fifty thousand) at any point of time. The amount available shall be deposited in the Treasury Bank Branch of the SBI from time to time through a

challan under proper head of account as mentioned in the Dte. Memo no.389/3933-50/A/2001dated08.06.2001 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 :

	Fixed Collection	Head of A/c	Rs.	P.	Remarks	
Details of Payment Heads	Revenue, Royalties & Surcharge	Land Revenue	0029-00-101-001-03			
		Int. on land Revenue	0029-00-101-006-07			
		Collection from Estate leased to Farmer-lease /rent/selami	0029-00-101-002-30			
		Collection of raiyats & non-agricultural tenants Rent	0029-00-104-001-05			
		Collection from sairati, interest-Lease Rent/Selami	0029-00-104-003-30			
		Collection from Mines & Minerals – Royalties	0029-00-104-002-09			
		Receipts realised 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 Mineral 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 Coal Mines (Cash)	0029-00-103-006-08				
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 Joint Land Reforms Commissioner, West Bengal,
35, Gopalnagar Road, Alipur, Kolkata-27.**

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

dated, Alipur, the 14th March, 2002.

To

The District Land & Land Reforms Officer.

**Subject : 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 & 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 the 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
& Jt. Land Reforms Commissioner,
West Bengal.

●
**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS
AND JOINT LAND REFORMS COMMISSIONER, W.B.
35, GOPAL NAGAR ROAD, ALIPORE, KOLKATA-700 027**

Memo No.134/4349-66/C/2001

Dated, Alipore 29th July, 2002

To

The D.L.&L.R.O.

**Sub : Non submission of deposits collected as Revenue & Royalty to
the Treasury.**

His kind attention is invited to the fact that the Audit, W.B. has detected in one Block Office a huge amount realized as Revenue and Royalty has not been deposited to the Treasury. Since, the matter is of grave concern to the Department, he is requested to direct all B.L.&L.R.Os in his district to check up all deposits collected through rent receipt or duplicate carbon receipt have been duly deposited to the Treasury for the last three years ending on 31.03.2002 and a separate report for 01.04.02 to 31.08.02. Kindly send a compliance report to this Directorate by 30th Sept.2002.

Henceforth, all B.L.&L.R.Os should verify the position in each month and issue a certificate as follows:

“Treasury verification for the Month of the Year has been done and it is found that all the Govt. deposits collected through rent receipts/D.C.R. etc. have been deposited.”

D. K. Chandhuri
Director of Land Records and Survey
And Joint Land Reforms Commissioner, W.B.

Memo No.134/4367-4431/C/2001(pt)

Dated, Alipore, 29th July, 2002

Copy forwarded for information and necessary action to:

The Sub-Divisional Land and Land Reforms Officer

A. K. Bhattacharya
For Director of Land Records & Surveys
And 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-700 027.

Memo No.134/7597/C/2002

Dated, Alipur the 20th/23rd September, 2002

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

To : The Special Secretary
Land & Land Reforms Department
Writers' Buildings, Kolkata-700 001.

Sub : Authorisation of Gr.C. staff posted in the Block and RI offices and RIs
regarding collection of land revenue and cess and maintenance of
Royalty Register.

Sir,

Collection from Land Revenue & Cess in the state is gradually increasing from an annual average of Rs.500 lakh prior to 1408 B.S. The collection target in the current year, 1409 B.S. has been fixed over Rs.5000 lakhs. At appropriate level an awareness campaign, and mobilisation of personnel by withdrawing some of the Bhumi Sahayaks from rural areas to urban areas where potential for revenue collection is better are being done.

Even with these efforts, it is felt that personnel required to raise collection level from Rs.500 to Rs.5000 lakhs is quite inadequate as against 3456 number of sanctioned post there are existing 2300 Bhumi Sahayaks posted in different districts.

Since it is not possible to bridge the gap quickly between sanctioned strength and the existing strength it is suggested that personnel available at block level like LDC, Amins and RIs may be authorised to collect and deposit land revenue and to maintain related registers etc.

On the basis of such authorisation DL&LROs would be instructed to issue specific order at the district level as per requirement.

The matter may kindly be considered favourably.

Yours faithfully
D.K. Chaudhuri
Director of Land Records & Surveys
& Jt. Land Reforms Commissioner
West Bengal.

**Government of West Bengal
Land and Land Reforms Department
Branch-M&M.**

No.8179-M&M/10/2002.

Calcutta, the 14th/21st Nov 2002.

To
The Director of Land Records and Surveys
And Joint Land Reforms Commissioner, West Bengal,
35, Gopal Nagar Road,
Alipore,
Kolkata-27.

Sub : Authorisation of Gr. 'C' staff posted in the Block and R.I. Offices for Collection of Land Revenue, Cesses other Govt. dues and maintenance of related Register.

Ref : His Memo. No.134/7597/C/2002 dt.20.9.2002.

With reference to the above, the undersigned is directed to state that Revenue Inspectors at the Gram Panchayet levels have already been empowered under Rule 24 of West Bengal L&LR Manual, 1991 for Collection of Land Revenue and cesses and other Govt. dues. As Amins of Block and Gram Panchayet Levels are already engaged in various types of odd duties it is not desirable to entrust them with the duties in regard to collection of Land Revenue, Cesses and other Govt. dues. However, Revenue Inspectors, L.D.Cs and U.D.Cs posted at R.I. Offices, Block Level Offices are authorised under Rule 297 of W.B.L & L.R. Manual 1991 to undertake the duties of Collecting Land Revenue, Cesses and to maintain related Registers in the interest of stepping up of Land Revenue and Cesse Collection. It is to be borne in mind that for every such Collection a receipt will have to be given in the form of a Rent Receipt vide FORM D, Appendix III in terms of Rule 299 of the Manual. Necessary instruction in the matter may please be issued to the D.L.& L.R.Os from his end immediately

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

●

GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys
And Joint Land Reforms Commissioner, West Bengal.

Memo No.400/3151-68/C/2004

Dated, Alipur, the 19.07.2004

To
The District Land & Land Reforms Officer,
(all).

Sub : Checking of Bhumi Sahayaks' Accounts.

In recent past some cases of defalcation or loss of Government money were unearthed in some districts caused by the Bhumi Sahayaks. The latest such case has come to the surface at Bally-Jagacha Block under Howrah district where a sum of Rs.1,83,516/- was found to have been defalcated by Sri Rabindranath Chakraborty, Bhumi Sahayak (since retired). This case of defalcation was done by the said Sri Chakraborty during the period from 1408 to 1410 B.S., but it was unearthed after his retirement. Had the Account/relevant register viz., Daily Collection Register (Register-III), Rent Receipt Register, Cash Book etc. being checked by the concerned Revenue Inspector, Revenue Officer & the B.L &L.R.O. regularly, this defalcation could have been avoided.

In this connection, provisions as enjoined in Rule 313 of the West Bengal Land & Land Reforms Manual are brought to the notice of the D.L.&L.R.O.s, S.D.L&L.R.O.s and

the B.L.&L.R.Os wherein detailed procedure for checking of Bhumi Sahayaks' Account, has been enumerated. The salient features of that provision is reproduced hereunder:-

- i) At the end of each day, the Bhumi Sahayaks shall enter all receipts and payments in the Cash Book (Register IV). At any point of time, the Bhumi Sahayaks should not be allowed to retain more than Rs.2,000/-.
- ii) The Revenue Inspectors, Revenue Officers and the B.L.&L.R.O.s are responsible for checking of Bhumi Sahayaks Accounts.
- iii) The Accounts of Bhumi Sahayaks should not remain unchecked for more than a month.
- iv) The Revenue Inspector should check the Accounts of the Bhumi Sahayaks posted in his office at least twice a month.
- v) The B.L.&L.R.O. himself or any Revenue Officer authorized by him, shall check the Accounts of the Bhumi Sahayaks in his area every month.
- vi) Every month the B.L.& L.R.O. shall submit a Report to the S.D.L.& L.R.O. to the effect that all accounts of Bhumi Sahayak in his area for the preceding month, have been checked by himself or a Revenue Officer and that all collection of Bhumi Sahayak have been accounted for.
- vii) After checking, the Revenue Inspectors, Revenue Officers or the B.L.& L.R.Os should give on the last receipt form used in each book a certificate "Examined upto date" with his signature in full, designation and date. Similar certificates should also be given in the Daily Collection Register. The B.L.&L.R.O and the Revenue Officer shall collect some rent receipts at random from raiyats and check with corresponding duplicates and thereafter return the receipts to the raiyats.
- viii) The Bhumi Sahayaks should present themselves with their collection papers in the office of the B.L.& L.R.O once in three months for checking. R.R. Books received by them, with Register 94 (relating to Rent Receipt Book). No fully used Receipt Book remains with the Bhumi Sahayaks. No page in any Receipt Book, should be removed. Each cancelled receipt should have its duplicate attached to it and the duplicate should be cancelled. Being satisfied on this point, the B.L.&L.R.O. shall record a certificate to the effect on the cover of the Book with his dated signature.

Whenever any defalcation or loss of money including land revenue is unearthed, the procedure for taking action has been enumerated in Rule 316 of the said manual read with Appendix VIII. The salient features of this procedure, are given below:-

- i) The case of defalcation immediately after its discovery, should be reported to the Accountant General, West Bengal. Petty cases involving not exceeding Rs.200/- need not be reported to the Accountant General, West Bengal.
- ii) Simultaneously, the D.L. & L.R.O. should send a report of defalcation through the D.L.R&S. to the Land & Land Reforms Department and the Finance Department. The Collector and the Divisional Commissioner should also be kept informed in writing. The D.L.&L.R.O. should transfer the concerned suspected officer/staff from the office where defalcation has occurred.
- iii) A First Information Report should be lodged with the Police at the earliest possible moment.
- iv) Departmental proceeding should be started immediately against the officer/staff suspected for causing defalcation.

All Bhumi Sahayaks should again be instructed on salient points of maintenance of accounts by them and subsequent checking thereof by superiors. They should also be kept informed about the penal measures to be taken against any defalcation, detected even after their retirement.

Apart from the above-mentioned provisions of maintenance of accounts as laid down in the West Bengal Land and Land Reforms Manual (Rule 313), following two registers be maintained with immediate effect.

**Registers of R.R.
Books received &
return thereof by the
Bhumi Sahayaks**

All Bhumi Sahayaks will maintain a **Bound Register** like Register-94 for the purpose of keeping an yearly account of receiving all R.R. Books from the BL&LRO and returning thereof after use. The Assistant maintaining the Register-94 at the BL&LRO's office, will put his signature in that register of Bhumi Sahayak while receiving the fully or partly used R.R. Books.

**Register for Treasury
verification by the
B.L & L.R.O.**

The BL&LROs will maintain a Bound Register showing details of amounts received from the Bhumi Sahayaks and deposit thereof to the Treasury. Total deposits in a month will be verified with Treasury Accounts within the next month positively.

Regarding availability of Treasury Accounts, it is experienced that there will be no difficulty to have a computer print-out of all deposits made by all B.L & L.R.Os from the fully computerized Treasury by the S.D.L.&L.R.O. concerned. Instead of verifying Treasury Accounts by each B.L.& L.R.O. separately, the S.D.L.&L.R.O. may draw up a program of such verification centrally in his office after receiving the Computer Print-Out from Treasury.

All District Land & Land Reforms Officers are advised to see that the aforesaid instructions are strictly followed by all concerned. Copy of the Memo. should be well circulated up to the level of Revenue Inspector immediately.

D.K.CHAUDHURI

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

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

Memo No.134/3333-3350/C/04

Dated, Alipur, the 23rd July, 2004

To : The District Land & Land Reforms Officer

**Subject : Reconciliation of Treasury accounts in connection with
deposit of Land Revenue & Other dues.**

Reference : This Office No.134/4349-66/C/2001 dt.29.07.02.

In response to this office memo under reference, almost all the DL&LROs and in some occasions the BL&LROs are in the habit of sending the Treasury Verification report to this Directorate. In spite of the fact stated above, it is astonishing to note that in a high level meeting it has been observed that the figure shown by the Treasuries in respect of collection of different Govt. dues does not at all tally with the monthly reports sent by the DL&LROs. Under such circumstances it may be presumed that the Treasury Verification work in the districts as well as in the Blocks are not being done with proper care.

You are, therefore, requested to ensure so that the Treasury Verification work is done regularly and the monthly report of collection of Land Revenue etc. may be sent keeping parity with the Treasury Verification report, otherwise the sanctity of our report will be lost.

Your personal intervention in this matter is solicited.

D.K. Chaudhuri
Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal

Memo No.134/3351/C/04

Dated, Alipur, the 23rd July, 2004

Copy forwarded to the Principal Secretary, Land & Land Reforms Department and Land Reforms Commissioner, West Bengal for favour of his kind information.

D.K. Chaudhuri
Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, 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, Alipore, Kolkata-700 027

Memo No.134/3969/C/2004

Dated, Alipore, the 19th August, 2004

From : Director of Land Records & Surveys and
Joint Land Reforms Commissioner, West Bengal

To

Shri Dibakar Mukherjee, WBCS(Exe)
District Land & Land Reforms Officer
North 24-Parganas at Barasat

Sub : Rajarhat Block – Inspection of RR Books by Sri P.K. Mondal
WBCS(Exe), Dy. DL&LRO.

Ref : His office memo no. C/245/L&LR(N) dated 16th August, 2004.

It is strange to note that used up Rent Receipt Books [1410 & 1409 BS] have not been returned by the Collecting Officials [Bhumi Sahayak, Revenue Inspector, Lower Division Assistants etc.] for long time. It appears that checking of total accounts in respect of Collecting Officials have not also been completed. The position in other Blocks may also be ascertained. A Proforma Checking Sheet is enclosed for your guidance. All the RR Books should be checked immediately and a report as per enclosed proforma be sent as expeditious as possible. The SDL&LRO, Barasat should be asked to monitor this and submit his report within 15 days.

Encl: Two sheets.

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

Memo No.134/3970(18)/C/2004

Dated, Alipore, the 19th August, 2004

Copy with copy of the proforma forwarded to –

DL&LRO, (all) [except North 24-Pgs.] for information and necessary action. The Status Report may also be sent within 15 days.

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

- * Detailed report of all collecting official for whom defalcation is detected should be reported separately in the form Annexure-I**.

This has also a reference to this office memo nos.400/3151-68/C/04 dt.19.07.04 and no.134/4349-66/C/01 dt.29.07.2003.

D.K. CHAUDHURI
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,
Survey Building, 35, Gopalnagar Road, Alipore, Kolkata-700 027.

Memo No.23/6666-83/C/04

Dated, Alipore, the 22nd December, 2004

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

To

The District Land & Land Reforms Officer
Bankura/Bardhaman/Birbhum/Darjeeling/
Howrah/Hugli/Nadia/Kochbehar/Jalpaiguri/
Malda/Purba Medinipore/Paschim
Medinipore/Murshidabad/Purulia/Uttar Diunajpur/
Dakshin Dinajpur/North 24-Pgs/South 24-Pgs.

Sub : Weekly Cash balance in BL&LRO's office – Report.

Some Block Land & Land Reforms Officers are found not remitting the Govt. money [Land Revenue & Others] received from different collecting officials [R.I./B.S./Others] at the earliest opportunity to the concern Bank resulting apprehension of theft, mishandling etc. They are keeping a good amount of Cash balance in hand in their office custody for many days unreasonably in violation of this office Order No.23/5237-54/C/01 dt.29.08.2001 [copy enclosed]

All the BL&LROs should immediately be instructed to follow the said order strictly. They should also be instructed to send a weekly report to you directly with a copy to the SDL&LRO concerned showing the amount of Cash balance on each Friday.

In the monthly monitoring meetings with the SDL&LROs/BL&LROs the matter may be reviewed by you. There may be a fixed agenda of “weekly Cash balance of the BL&LROs-review” in the monthly monitoring meeting.

All the BL&LROs should further be instructed to send Xerox copy of the relevant page of Cash Book showing Cash balance as on 1st working day and last working day of each fortnight to you for examination from your end.

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

(..... Bengali Words)

<http://wblroa.in>