

**GOVERNMENT OF WEST BENGAL**  
**FINANCE DEPARTMENT**  
**AUDIT BRANCH**

**No.2646-F(Y)**

**Date-03.05.2019**

**NOTIFICATION**

**Subject:-Introduction of new TR Form No.73 for Drawal of various allowances etc  
which are not drawn through regular Pay Bills**

State Government vide Notification No.965-F(Y) dated-18.02.2015 has introduced the new TR Forms in discontinuation of certain old TR Forms as per WBTR,2005 for use in digitized format for drawal of various claims through e-Billing module of IFMS. Thereafter, in phased manner further additional TR Forms have also been introduced for drawal of certain type of claims. However, there still exists some claims of Government employees which could not be accommodated in existing TR Forms for drawal and thus continued for drawal manually in TR Form No.18 till now. The matter of introduction of a new TR Form for drawal of such claims in digitized format was under active consideration of the State Government since some time past.

2. Accordingly, after due examination, in exercise of the power conferred under Clause (2) of Article 283 of Constitution of India, the Governor is hereby pleased to introduce the new TR Form No.73 for drawal of below mentioned claims of the entitled categories of State Government employees.

1. Children Education Allowance
2. Over-time Allowance
3. Conveyance Allowance
4. Robe Allowance
5. Concurrent Charges.
6. Tiffin Allowance.
7. Sevak Allowance.
8. Secretariat Allowance
9. Encashment of leave during Service.
10. Other allowances not drawn through monthly Pay & Allowances bills.

This order shall take effect immediately. Necessary modification in West Bengal Treasury Rules shall be made in due course.

  
**(H.K. Dwivedi)**

**Additional Chief Secretary to the  
Government of West Bengal**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department.
5. Financial Advisor, \_\_\_\_\_, Department.
6. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department.
7. \_\_\_\_\_ Department.
8. Commissioner, \_\_\_\_\_ Division.
9. Director, \_\_\_\_\_
10. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
11. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2<sup>nd</sup> Floor, Salt Lake, Kolkata-700091.
12. District Judge, \_\_\_\_\_.
13. District Magistrate, \_\_\_\_\_
14. Superintendent of Police, \_\_\_\_\_
15. Sub-Divisional Officer, \_\_\_\_\_.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
18. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUBHANNA, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No.9, Block-DF, Sector-I, Bidhannagar, Kolkata-700064
19. Treasury Officer, \_\_\_\_\_
20. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
21. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary  
to the Government of West Bengal

**T. R. FORM NO.73**  
**[See G.O. No. 2646-F(Y) Dated 03/05/2019]**

D.D.O. Code _____	Bill No. _____	Date ___/___/___	Token No. _____ Date ___/___/___
T.V. No. _____	Date ___/___/___	Head of Account Code _____	

**A. Bill for drawing Concurrent Charges/Allowances etc**  
**(Other than which are drawn through regular monthly Pay & Allowances bill)**

Nature of claim [Children Education Allowance, Over-time Allowance, Conveyance Allowance, Robe Allowance etc.]/ Concurrent charges etc.	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Total Amount (Rs.)
Less: Total By-Transfer		
Total Net Amount		

Beneficiary Details		Sanction				Claim Details		
Unique ID	Name	No.	Date	Authority	Amount (Rs.)	Gross (Rs.)	Deduction (Rs.)	Net (Rs.)
Total								

**B. Encashment of leave during service**

Beneficiary Details		Period of leave		Total No. of days encashed	Sanction			Claim Details		
Unique ID	Name	From	To		Authority	Sanction Number	Sanction Date	Gross (Rs.)	Deduction (Rs.)	Net (Rs.)
Total										

**Certified that-**

1. Vouchers for all sums above Rs. 500/- in amounts are attached to this bill (wherever applicable). Vouchers amounting below Rs. 500/- have been kept in the office for record.
2. The amount claimed in this bill was not drawn before and both office copy and fair copy of the bill agree with each other.
3. Name of the claimant included in this bill is actually eligible to draw the claim as per rule and any overpayment shall be recovered from the Government employee.
4. The persons for whom overtime allowances are claimed in this bill have actually performed overtime duty and the amount claimed has been taken into consideration for calculating Income Tax liability. (Applicable for Over-Time Allowances bill only)
5. The period for which overtime allowance has been claimed has not taken account consideration for daily allowance. (Applicable for Over-Time Allowances bill only)
6. The particulars of the beneficiary in respect of this bill have been verified and entered correctly in the IFMS Beneficiary Master.

Allotment Received	Rs.
Progressive Expenditure including this Bill	Rs.
Balance Available	Rs.

Passed for payment Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ only.

Please pay Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ only as per beneficiary list.

AND/OR

By-Transfer Credit Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ only as below-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

Bill Clerk

Accountant

Signature of D.D.O with Designation

Station \_\_\_\_\_

Dated \_\_\_\_\_ 20\_\_

**For use at the Treasury**

Examined and entered

Pay Rs. \_\_\_\_\_ Rupees (in words \_\_\_\_\_) only as per beneficiary list.

AND/OR

By-Transfer Credit Rs. \_\_\_\_\_ Rupees (in words \_\_\_\_\_) only as below-

Sl No.	Head of Account	Description	BT Type	Amount (Rs.)

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 Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_ Reasons for objections.

Auditor

S.O/A.A.O./Audit Officer