

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**Writers' Buildings, Kolkata-700 001.**

No.6037-F(Y)

Kolkata, the 13<sup>th</sup> July, 2012.

**M E M O R A N D U M**

**Subject: Drawal of salary bills using COSA software package.**

This Department vide Memorandum No. 1829-F(Y) dated 01.03.2012 directed all the Drawing & Disbursing Officers [DDOs] that the Salary Bills including Grant-in-Aid Salary Bills of the employees should be prepared through COSA software package developed by NIC latest by 30.06.2012 and the Salary bills from July 2012 and onwards should be submitted to treasury in softcopy as well as in hardcopy print-out of the Bill. It was also instructed to all the Treasury Officers that salary bill would not be accepted by the Treasury without compliance of this order.

Now, it has come to the notice of the Government that the DDOs of some Departments have not been able to complete the process mainly due to their non-familiarity with the COSA software package.

Considering the difficulties faced by the DDOs in generating the Salary Bills from the COSA software package, the last date for implementation of COSA software package has been extended upto 31.10.2012. **The Treasuries / Pay and Offices are instructed not to accept the regular monthly salary bill from the DDOs on and from 01.11.2012 if the bill is not presented in specified softcopy format as well as in hardcopy print-out generated from COSA software package of SQL Version.**

It may be noted that the employees who are getting salary under State Government's approved pay band and whose entire salary liability are borne by the State Government under detail head 01-Salary or 30-01-Grant-in Aid Salary shall be covered under the project.


This Department vide Memorandum No. 4111-F(Y) dated 17.05.2012 allowed 'Head of Office' to purchase of one unit of computer hardware & peripherals required for this purpose in anticipation of allotment. The procurement of computer & peripherals may be made from the Webel Technology Limited in accordance with the procedures laid down in this Department orders issued vide Memo No. No. 1782-F dated 01.03.2006 or may directly be purchased at the DGS&D / NICSI rate contract from their enlisted Contractors in terms of rule 47B(7) of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 26.06.2012 or may purchase locally after observing the rule 47(8) Note-1 of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 26.06.2012.

The names of the vendors, their accepted rates for different type of jobs and the revised offer letter of M/s. Webel Technology Limited dated 15.02.2012 are enclosed as Annexure 1 to 4 for ready reference.

**Sd/- 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-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Salt Lake, Sectrr-I, Kolkata-700 064.
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 - 700 001.
6. The Joint Secretary, Finance Department, Group-H, Writers' Buildings, Kolkata-700001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700 012.
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III,
10. IB Market, 1<sup>st</sup> Floor, Salt Lake, Sector -III, Kolkata - 700 106.
11. The Treasury Officer, \_\_\_\_\_,  
The Pay & Accounts Officers/Treasury Officers shall bring it to the notice of all the DDOs under his control so that the project can be completed latest by 31.10.2012.
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)  
Joint Secretary to the  
Government of West Bengal.  
Finance Department.

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**  
**Writers' Buildings, Kolkata-700 001.**

No.4111-F(Y)

Kolkata, the 17<sup>th</sup> May, 2012.

**M E M O R A N D U M**

**Subject: Mandatory generation of salary bills by using COSA software package & procurement of Computer in anticipation of Allotment.**

In continuation of this Department's Memorandum No. 1829-F(Y) dated 01.03.2012 the Governor is pleased to allow payment of bill, in anticipation of allotment, for purchase one unit of Computer and peripherals as mentioned in Annexure-IV, subject to observance of the procedure mentioned at para 7 of the said memorandum.

Attention is also been drawn to the last para of the above mention Memorandum wherein it was stated that all the work relating to the preparation and presentation of regular salary bills through COSA software package should be completed by all the DDOs including the DDOs who draw the Grant-in-Aid Salary Bills on a priority basis, latest by **30.06.2012** and the Treasuries / Pay and Offices will not be able to accept any regular salary bill including Grant-in-Aid Salary Bill from the DDOs on and from **01.07.2012** if the bill is not COSA software generated bill in both the modes i.e. electronic mode as well as printed mode. Top most priority should be given for implementation of the above procedure.

**Sd/- H.K. Dwivedi**

*Secretary to the  
Government of West Bengal.*

No.4111/1(450)-F(Y).

Kolkata, the 17<sup>th</sup> May, 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-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Salt Lake, Sectrr-I, Kolkata-700 064.

4. The Additional Chief Secretary / Principal Secretary / Secretary /Special Secretary-in-Charge,  
.....Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
6. The Joint Secretary, Finance Department, Group-H, Writers' Buildings, Kolkata-700001.
7. The District Magistrate, \_\_\_\_\_ District.
8. The Sub-Divisional Officer, \_\_\_\_\_ Sub-Division, \_\_\_\_\_ District.
9. The Director, \_\_\_\_\_
  
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata - 700 012.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Salt Lake.
13. The Treasury Officer, \_\_\_\_\_.
14. \_\_\_\_\_



(Swapan Kumar Paul)  
Joint Secretary to the  
Government of West Bengal.  
Finance Department.

## ANNEXURE- 1

### Components Required for Implementation of COSA & its Indicative Expenses

Sl.	Item	Indicative unit Price Including all Taxes
1	Better Quality Branded Desktop PC (** as per configuration mentioned below)	Rs. 47,000/-
2	136 column 24 Pin High Speed DMP, with minimum 480 cps in Draft Mode	Rs. 25,500/-
3	0.7 KVA Line Interactive UPS with 10-15 minutes battery backup	Rs. 3650/-
4	MS Office 2010 Standard OLP Indic Edition for Government offices	Rs. 9,500/-
5	Backup Device (4 GB USB Pen drive)	Rs. 500/-
6	Better Branded Antivirus Software with 3 year updates	Rs.2,000/-
7	Electrical fittings, Computer Furniture etc.	Rs. 11,850/-
	<b>Total Financial Sanction – not exceeding</b>	<b>Rs. 1,00,000/-</b>
	Computer Stationery (Size 15x12 & 10x12 inches)	Recurring Expenses

#### Minimum Configuration for Desktop PC

Processor	32-bit Processor with $\geq$ 2.93 GHz speed, $\geq$ 800 MHz FSB & 4 Mb L2 Cache or higher
Bus Architecture	Integrated Graphics, 2 PCI, 1 PCI Express x 1 and 1 PCI Express x 16
Memory	4 GB DDR3 RAM WITH 8 GB Expandability
Hard Disk Drive	500 GB 7200 rpm SATA HDD
DVD	R.W. DVD
Monitor	18.5 inch LED Digital Color TCO Monitor – 05 Certified
Keyboard	104 keys + Rupee font key
Mouse	OEM Optical Scroll Mouse
Bays	4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Disk Drives)
Ports	6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front, one Parallel port and one Serial port on PCI card
Cabinet Chassis	Mini tower
Networking	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up
Preloaded OS	Windows 7 Professional 32-bit edition Preloaded with latest service-pack, with Media and Certificate of Authenticity -OEM
OS Certifications	Windows 7 OS certification
Power Management	Screen Blanking, Hard Disk and System Idle Mode in, Power On, set up password, power supply SMPS Surge protected
Antivirus	Antivirus Software (Latest Version) with minimum 1 year License
Warranty	3 Years onsite warranty
Remarks	The driver software for the various controllers like SVGA / Graphic adapter, NIC etc should be supplied for windows 7. The utilities Software / Drivers of the motherboards including USB should also be supplied on the CD Media along with PC System. All the 32bit application software shall be supported by the Operating System. The System should work on 230V 50Hz single phase power supply.

**ANNEXURE- 2**

<b><u>Zone</u></b>	<b><u>Districts</u></b>	<b><u>Name &amp; Address of the Agency</u></b>
1.	Jalpaiguri Coochbehar Darjeeling.	Long Leap C/O Shri Kallol Kr. Sarkar Kamarpara, P.O & Dist. Jalpaiguri PIN – 735101, Phone : 9434500197. Email: longleap@gmail.com
2.	Uttar Dinajpur Dakshin Dinajpur Maldah.	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com
3.	Murshidabad Nadia Birbhum	Mangaldeep Infotech & Consultancy Services, Sonajhuri Building (1 <sup>st</sup> . Floor, Room No. 15 & 17), P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104. Phone : 9732090566, 03462-220683. email: arabinda.hazra@mics.name arabinda.hazra@gmail.com
4.	Burdwan Purulia Bankura Paschim Medinipur	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 <sup>rd</sup> & 4 <sup>th</sup> Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com
5.	Howrah Hooghly Purba Medinipur	Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com
6.	Kolkata North 24 Parganas South 24 Parganas	Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3 <sup>rd</sup> & 4 <sup>th</sup> Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com

**ANNEXURE -3**

Rates Payable to the Selected Vendors for COSA implementation							
Rates applicable for different Zones							
Item	Description	Zone-1 (in ₹)	Zone-2 (in ₹)	Zone-3 (in ₹)	Zone-4 (in ₹)	Zone-5 (in ₹)	Zone-6 (in ₹)
1	Installation of Windows XP/Vista/7 and related Services Packs at DDOs Location	500	75	500	260	75	250
2	Installation of SQL Database Server 2005/2008 Express Edition at DDOs Location	800	95	350	260	95	250
3	Installation of Printer Drivers and Antivirus Software at DDOs location	200	50	400	140	50	125
4	Installation of COSA Software at DDOs location [per location]	400	725	300	140	625	125
5	Data entry per employee using COSA package	5	50	10	60	50	50
6	Data back-up at DDOs Office	200	100	400	300	100	250
7	Support on existing COSA software at DDOs Location per call, if problem arises	800	100	400	800	75	750
8	Installation of upgraded version of COSA, when released, at the DDOs location	400	75	400	600	75	500
9	COSA operation including monthly pay-bills, reports generation per DDO at DDOs location	2,000	725	500	600	650	500
10	Training for 5 days at DDOs location	5,000	400	5,000	4,000	400	4,000
11	Installation of Windows XP/Vista/7 and related Services Packs at Treasury Location	500	50	400	260	50	250
12	Installation of SQL Database Server 2005/2008 Express Edition at Treasury Location	800	50	300	260	50	250
13	Installation of Printer Drivers and Antivirus Software at Treasury location	200	50	350	140	50	125
14	Installation of COSA Software at Treasury location [per location]	400	50	250	140	50	125

Item	Description	Zone-1 (in ₹)	Zone-2 (in ₹)	Zone-3 (in ₹)	Zone-4 (in ₹)	Zone-5 (in ₹)	Zone-6 (in ₹)
15	Data entry per employee using COSA package at Treasury location	5	50	10	60	50	50
16	Data back-up at Treasury Location	200	100	350	250	100	200
17	Support on existing COSA software at Treasury Location per call, if problem arises	800	50	350	800	50	700
18	Installation of upgraded version of COSA, as and when released, at the Treasury location	400	50	350	500	50	450
19	COSA operation including monthly pay-bills, reports generation per DDO at Treasury location	2,000	511	350	500	449	450
20	Training for 5 days at Treasury location	5,000	250	4,000	3,900	200	3,900

**NOTE: (i) Rates are excluding Service Tax  
(ii) Service Tax is applicable @ 12.36% w.e.f. 01/04/2012**



# WEBEL TECHNOLOGY LIMITED

(A Govt. of West Bengal Undertaking)  
AN ISO 9001 : 2008 Company  
Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata-700 091

Tel : 2367-3403-06  
Fax : 91-33-2367-9418  
Visit us at www.wtl.co.in

No: WTL/AD/PSM/Home(P&AR)/COSA/003/11-12

Date: 15.02.2012

To  
The Secretary,  
Personnel and Administrative Reforms Department  
Writers' Buildings,  
Kolkata - 700 001

Sub: Revised Offer for Items required to run COSA Software

In continuation to our previous letter WTL/AD/PSM/home(P&AR)/COSA/001/11-12 dated 08.02.2012, and WTL/AD/PSM/home(P&AR)/COSA/002/11-12 dated 14.02.2012, we would like to inform you that we have selected the printer performed best for running COSA software and it is possible to deliver the same within a stipulated time. We have given a demonstration of this printer with COSA software and found that the printer is printing in high speed performance among all other printers previously demonstrated.

Hence, we are submitting our revised offer complying with specifications given by NIC as mentioned below:

S/NO	ITEM DESCRIPTION	QUANTITY REQUIRED	UNIT PRICE	VAT/ S.TAX	TOTAL AMOUNT
1	Desktop PC (Make HP): intel Second Generation Core i5 based Processor, 4GB DDR3 RAM, 500GB Hard Disk Drive, DVD RW, 18.5" TFT Monitor, Keyboard, Mouse, Windows 7 Professional, Warranty: Three years	2 Nos.	45,000.00	4%	93,600.00
2	UPS (Make APC): 700 VA line interactive 12 min. battery backup, Warranty: Two Years.	2 Nos.	3,500.00	4%	7,280.00
3	Dot Matrix Printer: WEP LQ DSI 5235, Warranty: Three Years	1 No.	23,500.00	4%	24,440.00
4	Antivirus: Quick Heal Internet Security with 3 (three) years updates	2 Nos.	1,950.00	4%	4,056.00
5	Software: MS Office 2010 STD	2 Nos.	9,800.00	4%	20,384.00
6	Pendrive (Kingston/HP): 4GB	2 Nos.	350.00	4%	728.00

Terms and conditions:

1. Taxes and duties: As mentioned above.
2. Payment: Against Invoice.
3. Validity: One month from the date of this letter.

Need there be any further clarifications, please feel free to get in touch with us.

Yours faithfully,

For **WEBEL TECHNOLOGY LIMITED**

(P. S. MITRA)

Assistant Manager  
Mob: 9831177826