

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

No.510 -F.B.

Dated Kolkata, the 16<sup>th</sup> July, 2013.

**MEMORANDUM**

**Sub: Letter of Credit for Deposit Works of previous years under new system.**

In continuation of this Department Notification No. 110-F.B. Dated the 26<sup>th</sup> April, 2013, the Governor is pleased to prescribe the following guidelines for issuing LOC of 'Deposit Works' against unspent balance of the amount deposited during the period from 01.04.2010 to 31.03.2013:-

1. The LOC Executing Officers shall furnish particulars of Deposit i.e name of the depositor, amount deposited, challan no., date of Deposit/challan date, name of the treasury/PAO etc. along with amount of LOC already issued and expenditures actually incurred up to 31/03/13 against such deposits in 'Annexure A' (as enclosed with this Order) to the LOC Issuing Authority.
2. On acceptance of such report in 'Annexure A', the LOC Issuing Authority shall approach their respective Administrative Department for issuing sanction order authorising them to issue LOC against the balance unspent amount as on 01.04.2013 in respect of 'Deposit Works'.
3. The LOC Issuing Authority shall upload the details of such deposits in respect of previous years in the web portal 'LOC Monitoring System' with reference to the sanction order issued from the Administrative Department and thereafter LOC shall be issued by the LOC Issuing Authority against such unspent balance of deposits following the usual guidelines prescribed in Notification No. 110-F.B. dated 26<sup>th</sup> April, 2013.
4. Regarding the unspent balance of Deposit Works prior to 01.04.2010, the proposal with all relevant documents may be sent to this Department for examination.

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

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

No.510/1 (250) -F.B.

Dated Kolkata, the 16<sup>th</sup> July, 2013.

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, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,

## Annexure 'A'

Balance of Deposits as on 01.04.2013 against fund received under different 'DEPOSIT WORKS'  
In last 3 Financial Years prior to financial year 2013-14

Sl.No	Name of the Depositor	Amount Deposited	Challan No & Date	Name of the Treasury/PAO where the amount was Deposited	LOC issued upto 31.03.2013	Expenditure incurred upto 31.03.2013	Balance of deposited amount as on 01.04.2013 (col 3 - col 7)
Col 1	Col 2	Col 3	Col 4	Col 5	Col 6	Col 7	Col 8

Signature of LOC Executing Officer

Acceptance by  
Signature of LOC Issuing Authority