

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

No 530-F(Y)

Date-18.01.2013

Memorandum

It has been observed by the Finance Department that due to heavy rush of Bills at the end of every financial year, it becomes difficult for some Treasury Officers to pass at the bills and delivery the Cheques within midnight of the last working day of March resulting in occurrence of some unpleasant situation at those treasuries due to lapses of fund. Moreover , it has been noticed that in some treasuries due to heavy pressure the cheques are being delivered to the concerned D.D.Os on the last working day of March without recording the same through computer system causing non inclusion of such payment in the Treasury Accounts. The following measures may be taken by the District Administration to ensure speedy and timely disposal of the Bills and for proper checking and correct booking of all the transactions in respect of the financial year 2012-2013 by 28th March, 2013 and **in case of Jalpaiguri Division by 26th March,2013.**

01. The Treasuries , as and when necessary , may be strengthened temporarily by deputation of staff from other sections of the district or sub divisional offices till the financial year ends. District Magistrates & outline Sub Divisional Officer are requested to look into the matter well ahead.

02. In order to ensure that the work during March 2013 is carried out in a systematic and phased manner it is enjoined that all bills, in respect of which payment is desired by 28.03.2013 and **in case of Jalpaiguri Division by 26.03.2013**, should be presented to Treasuries in the procedure described below so that the Treasury Officers may have sufficient time to make payment by that date;

a) The bills against sanction/ Allotment Orders issued upto 28th February, 2013 must be submitted to Treasury by 15th March,2013.

b) Bills against Sanction/ Allotment Orders issued upto 15th March,2013 must be submitted to Treasury by 22nd March,2013.

c) Bills against Sanction/ Allotment Orders issued upto 22nd March,2013 must be submitted to Treasury by 25th March,2013

d) i) **In case of Treasuries other than those in Jalpaiguri Division-** No new Bill shall be received by the Treasury after 6p.m on 28.03.2013.

ii) **In case of Jalpaiguri Division-** No new Bill shall be received by the Treasury after 6p.m on 26.03.2013.

e) i) Bills returned during the period from 18.03.2013 to 22.03.2013 must be resubmitted by 25.03.2013.

.ii) In case of Treasuries other than those in Jalpaiguri Division- Bills returned on 28.03.2013 must be resubmitted by 6p.m on the same day i.e on 28.03.2013.

iii)In case of Jalpaiguri Division- Bills returned on 26.03.2013 must be resubmitted on the same day i.e on 26.03.2013

f) No bill on account of arrear salaries , T.A, and other personal claims relating to Provident Fund advance, Gratuity advance etc shall be presented after 15.03.2013

g) i) All claims for payment on account of office Expenses and other charges of recurring nature should be preferred to the Treasury by 19.03.2013.

ii) Salary Bills for the month of March 2013 shall be presented by 11.03.2013.

h) i) **In case of Treasuries other than those in Jalpaiguri Division- The Treasury shall issue salary cheques for March 2013 by 28.03.2013 with specific instruction for non encashment before 01.04.2013**

ii) In respect of Jalpaiguri Division- The Treasury shall issue salary cheques for March 2013 by 26.03.2013 with specific instruction for non encashment before 01.04.2013.. In the computerised Treasuries ,the delivery date of such salary bills of March 2013 shall be recorded as 01.04.2013..

03) No advance shall be drawn without specific concurrence of the Finance Department. No amount shall be credited to the Deposit/PL/LF Account unless specific authorisation to that effect is given in the Government Order .However this restriction shall not apply in case of those accounts opened under statutory provision.

04)i) No bill shall be passed under head of account for which no allotment has been received by the concerned DDO during the entire current financial year.

ii) The Treasury Officer shall dispose of all the Bills received prior to March, 2013 by 12th March,2013 by way of delivery of cheques or return of bills, as the case may be.

05)i) **In case of Treasuries other than those in Jalpaiguri Division- Bills received during the period from 13.03.2013 to 26.03.2013 shall be cleared by the Treasury officer on day to day basis with an aim to start with nil pending Bill in hand on 28.03.2013. The Treasury Officer/ Additional Treasury Officer(Cheque Section) shall arrange for the delivery of the Cheque as soon as it is completed. All cheques must be delivered latest by 10 p.m on 28.03.2013.**

ii) **In respect of Jalpaiguri Division- Bills received during the period from 13.03.2013 to 25.03.2013 shall be cleared by the Treasury officer on day to day basis with an aim to start with nil pending Bill in hand on 26.03.2013. The Treasury Officer/ Additional Treasury Officer(Cheque Section) shall arrange for the delivery of the Cheque as soon as it is completed. All cheques must be delivered latest by 10 p.m on 26.03.2013.**

06) i) **In case of Treasuries other than those in Jalpaiguri Division- Closing of March,2013 accounts shall be completed by midnight of 28th March,2013. Cheques**

remaining undelivered up to mid-night on 28th march,2013 should be cancelled forthwith so that no cheque is delivered on the next day under any circumstances.

ii) **In respect of Jalpaiguri Division-** Closing of March,2013 accounts shall be completed by midnight of 26th March,2013. Cheques remaining undelivered up to mid-night on 26th March,2013 should be cancelled forthwith so that no cheque is delivered on the next day under any circumstances. This should be strictly adhered to.

07)i) **In case of Treasuries other than those in Jalpaiguri Division :** The Treasury Officer shall inform the Officials of the Directorate of Treasuries& Accounts, West Bengal, the last cheque Number of the Financial year2012-13 for his Treasury by 10 p.m on 28.03.2013.

ii) **In respect of Jalpaiguri Division:** The Treasury Officer shall inform the Officials of the Directorate of Treasuries& Accounts, West Bengal, the last cheque Number of the Financial year 2012-13 for his Treasury by 10 p.m on 26.03.2013

08) **In case of Treasuries other than those in Jalpaiguri Division-** On 28.03.2013 from 10p.m to 12 midnight , the Treasury Officer shall confirm from the Computer Records as well as from the Physical verification that all the bills have been disposed of properly and all the cheques except Salary cheques of March 2013 ,have been delivered through computer. No case of back end correction for cheque delivered manually but not recorded through computer shall be entertained from April,2013 in respect of the previous financial year

ii)**In case of Treasuries in Jalpaiguri Division:** On 26.03.2013 from 10p.m to 12 midnight , the Treasury Officer shall confirm from the Computer Records as well as from the Physical verification that all the bills have been disposed of properly and all the cheques , except the Salary Cheques of March, 2013 have been delivered through computer No case of back end correction for cheque delivered manually but not recorded through computer shall be entertained from April,2013 in respect of the previous financial year .

09) It may be ensured that works relating to compilation of accounts, submission of returns pertaining to Group Insurance Scheme do not suffer due to year ending rush. Accounts for March, 2013 must reach the office of the Accountant General(A&E),West Bengal by 10th April,2013.

10)i) **In case of Treasuries other than those in Jalpaiguri Division,** the District Administration at district and sub-division level shall issue necessary instructions on the above lines to the DDOs,so that the work in the treasuries can be completed smoothly at the close of the financial year. Since all the Treasuries have been computerised, bills submitted after scheduled date may not be passed within 28.03.2013

ii)**In respect of Jalpaiguri Division-** Bills submitted after scheduled date may not be passed within 26.03.2013.

11)i) **In case of Treasuries other than those in Jalpaiguri Division**, the District Magistrates and outline Sub Divisional Officers are requested to cross verify the position of disposal of bills in the Treasury concerned during the last fortnight of March,2013 so that undue rush of the bills from the civil administration on 26.03.2013 & 28.03.2013 in the Treasury does not take place.

ii) **In respect of Jalpaiguri Division**-The District Magistrates and outline sub Divisional Officers are requested to cross verify the position of disposal of bills in the Treasury concerned during the last fortnight of March,2013 so that undue rush of the bills from the civil administration on 25.03.2013 & 26.03.2013 does not take place.

Sd/- S. Pal
Joint Secretary to the
Government of West Bengal

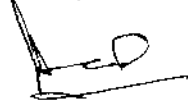
No-530/1 (300)-F(Y)

Date 18.01.2013

- 1) The Director of Treasuries & Accounts , West Bengal , New India Assurance Building(2nd & 3rd floor), 4, Lyons Range, Kolkata-700001
- 2) The Divisional Commissioner(Presidency/Burdwan)
- 3) The Divisional Commissioner, Jalpaiguri Division, With reference to Memo No 20/A.E dt 14.01.2013 the close of financial year in Jalpaiguri has been considered as 26.03.2013 and instructions have been issued accordingly
- 4) The District Magistrate(All Districts)
- 5) The Sub Divisional Officers ,

- 6) The Treasury Officers

- 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, Johar Building, P-1, Hyde Lane, Kolkata-700073
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB market, Salt Lake, Kolkata-700091


Deputy Secretary to the
Government of West Bengal

18.01.13