GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH

No.1500-F(Y) Dated, 3rd April, 2020

CORRIGENDUM

Sub: Revised Annexure-1 for submission of bills/advices to Treasuries

The modalities for submission and processing of bills in Treasuries / Pay & Accounts Offices in the background of combating the spread of COVID 19 were issued vide Memorandum Nos. 1380-F(Y) Dated-23.03.2020 and 1399-F(Y) Dated 24.03.2020.

As per Memo No. 1399-F(Y) Dated 24.03.2020 it was made mandatory for all Drawing & Disbursing Officers (DDOs) and PL/ LF/Deposit Account Operators to submit through mail to the Treasury Officer a scanned copy of signed Annexure-1 format containing brief details of the bills / advices submitted online. The Treasuries are supposed to receive and process only those Bills / Advices the details of which are clearly specified in scanned copy of Annexure 1 received in their official mail ID.

In order to enable treasury Officers to understand the nature and priority of the Bills / Advices submitted online and to dispose them quickly, a Revised Annexure-1 format is hereby prescribed. All the DDOs and PL/ LF/ Deposit Account Operators shall henceforth submit the Bill /E-advice details in the Revised Annexure-1 format, through their e-mail ID to the official e-mail ID of the Treasury officer.

This order shall take immediate effect.

Addl. Chief Secretary to the Govt. of West Bengal.

<table>
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<tr>
<th>Sl. No</th>
<th>Reference Number</th>
<th>Bill Number/ Memo Number and Date.</th>
<th>Bill/Advice Description i.e. purpose of drawal like related with COVID-19 or not, payment of wages, advertisement bill, diet bill, etc.</th>
<th>Gross Amount</th>
<th>Remarks (detailing the reasons for urgency)</th>
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Date: 
Time:

Signature of DDO/ LF-PL Deposit Account Administrator
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, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, ___________________________ Department. This may kindly be forwarded to all Statutory/Autonomous/Local Bodies/Grant in Aid institutions, etc under the Administrative control of the Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, ___________________________ Department.
7. Commissioner, ___________________________ Division, ___________________________.
8. Director, ___________________________.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police ___________________________.
11. Sub-Divisional Officer, ___________________________.
12. Block Development Officer, ___________________________.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
16. Treasury Officer, ___________________________.
17. Group ____ / ___________________________ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

[Signature]
Deputy Secretary to the Government of West Bengal