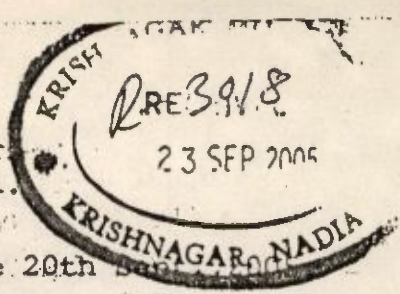


To,
Accountant-
P. J. James

Government of West Bengal
Department of Municipal Affairs
Writers Buildings, Kolkata-1.



No. 649/MA/O/C-9/2L-1/2005. Dated, Kolkata the 20th

O R D E R

With reference to Finance Department Memo. No. 7891-F dated the 8th September, 2005, the Governor is pleased to decide that the Urban Local Bodies under the Municipal Affairs Department may grant their employees who are not covered by the provision of the Bonus Act, ad-hoc bonus for the accounting year 2004-2005.

2. The Ad-hoc Bonus for the year 2004-2005 as mentioned above, will be admissible to these employees drawing actual emoluments not exceeding Rs. 8,300/- per month as on 31st March, 2005 at the rate of Rs. 1000/- only per head. The upper eligibility ceiling of Rs. 8300/- per month on 31st March, 2005, will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay.

3. The muslim employees of the Urban Local Bodies who are entitled to get ad-hoc bonus under this order may, at their discretion, draw the same either before the Durga Puja Festival or before the Id-ul-Fitre Festival which will be celebrated in the month of November, 2005.

4. The benefit will be admissible subject to the following terms and conditions :-

- (1) Ad-hoc Bonus admissible under these orders will be worked out on the basis of emoluments as admissible on 31st March, 2005. For the employees drawing pay and allowances in the revised scales of pay the term 'emolument' of this order will mean and include basic pay, personal pay, special pay, as additional remuneration, if any, dearness allowance, deputation (Duty) allowance but will not include specialist pay, and other allowances such as house rent allowance, medical allowance, compensatory allowance etc. For those who are drawing pay and allowances in the unrevised scale, the term emoluments in these orders will mean and include basic pay, special pay, fixed pay, dearness pay, if any, dearness allowance, additional dearness allowance, interim relief, if any and deputation (duty) allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance etc. In no cases the 'Interim Relief' sanctioned under this Department orders between 1995 and 1997 will be included in the term emoluments,

(ii) The employees whose emoluments on 31st March, 2005 exceeded Rs.8300/- per month but during the year 2004-2005 their emoluments at least for six months were less than Rs.8300/- per month, i.e. the said emoluments exceeded the eligibility ceiling of Rs.8300/- per month on account of promotion, drawal of increment, enhancement of dearness allowance, etc. after remaining less than Rs.8300/- for at least six months will be entitled to ad-hoc bonus of the maximum amount of Rs.1000/- under this order.

(iii) The employees who were in service on 31st March, 2005 and have rendered at least 6(six) months of continuous service during the year 2004-2005 will be eligible for payment of ad-hoc Bonus under this order. Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from 6(six) months to a full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

(iv) The amount of ad-hoc bonus on pro-rate basis as admissible under para 4(iii) above will have to be calculated according to the following formula :-

$$\frac{\text{Emoluments as on 31st March, 2005 (x) Eligibility period in number of months}}{12}$$
= the amount of ad-hoc bonus, subject to maximum amount of Rs.1000/- only.

5. The casual labours who have put in work for at least 120 days and the employees on consolidated pay in the year 2004-2005 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of salary/wages earned during the year 2004-2005}}{12}$$
= the amount of ad-hoc bonus, subject to maximum of Rs.1000/-. The salary/wages in these cases should have the same meaning as the emoluments as defined in para 4(i) above.

6. The disbursement of ad-hoc bonus sanctioned hereinabove should normally be completed between 26th September, 2005 and 5th October, 2005.

The Muslim employees of Urban Local Bodies who will opt for drawing the benefit of ad-hoc bonus before the Id-Ul-Fitre festival to be celebrated in the month of November, 2005 may draw

the ad-hoc bonus on or after 20th October, 2005.

7. Such ad-hoc bonus shall not be admissible to these employees of Urban Local Bodies who may be entitled to ad-hoc bonus or ex-gratia payment in lieu thereof being on deputation in any Government Service, Public Undertaking, Statutory Body etc.
8. The teachers of the Primary Schools may be paid such ad-hoc bonus subject to fulfilment of the above conditions and also subject to the following conditions :-
 - (a) that the names of these teachers are included in the pay rolls of the Urban Local Body.
 - (b) that they are not paid the benefits enjoyed by Government employees in the matter of festival advance and ad-hoc bonus.
9. The Urban Local Bodies shall meet the expenses on this account out of their own funds. The question as to whether the Government will pay any grant towards meeting a part of the expenses to be incurred on account of payment of ad-hoc bonus as in the last year will be considered separately and the decision of the Government will be communicated in due course.
10. All payments of ad-hoc bonus will be rounded off to the nearest rupee ignoring fraction of amount upto 49 paise and treating fractions amounting to 50 paise or more as one rupee.
11. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc Bonus would continue to apply.
12. This order issued with concurrence of the Finance Department vide their U.O.No. 3763 Gr.'P' (Service) dated 19.9.2005.

By order of the Governor,

Sd/- D.K.Dutta,
Joint Secretary, to the
Govt. of West Bengal.

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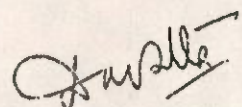
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No. 649/1 () /MA/0/C-9/2L-1/2005

Dated, the 20th Sept., 2005.

Copy forwarded for information and necessary action to :-

1. The Chairman / Administrator / Municipal Commissioner /
Commissioner / C.E.O.,
_____ Corporation/Municipality/Notified Area
Authority, P.O. _____, District, _____
2. The District Officer, _____,
P.O. _____, District, _____
3. The Commissioner, _____ Division,
P.O. _____, District, _____
4. The Director of Local Bodies, West Bengal, Purta Bhavan,
Salt Lake City, Kolkata- 700 091.
5. The Finance Department, Government of West Bengal.
6. The Accountant General, West Bengal, Treasury Buildings, Kolkata-1.
7. The Examiner of Local Accounts, West Bengal,
Treasury Buildings, Kolkata- 700 001.
8. Cell-2 of Municipal Affairs Department/Cell-5 of this Department.
9. The Treasury Officer, _____,
P.O. _____, District, _____
10. P.A. to Minister-in-Charge, Municipal Affairs Department.

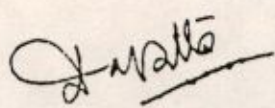

Joint Secretary.

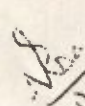
No. 649/2(5)/MA/0/C-9-2L-1/2005

Dated, the 20th Sept., 2005.

Copy forwarded for information to :-

1. The General Secretary, West Bengal Municipal Association,
C-55, College Street, Kolkata.
2. The General Secretary, West Bengal Municipal Workmen's Federation,
87/1, Neogipara Road, Kolkata- 700 036.
3. The General Secretary, Paschim Banga Poura Karmachari Federation,
7, Monmohan Mukherjee Road, Bally, Howrah.
4. The General Secretary, All Bengal Municipal Worker's Federation,
53, A.J.C. Bose Road, Kolkata- 700 016.
5. General Secretary,
Indian National Municipal & Local Bodies Worker's Federation,
INFUC, West Bengal, 1/1, Thakur Das Banerjee Road,
Kolkata - 56.


Joint Secretary.


20.09.05

Government of West Bengal
Finance Department
Audit Branch

HC 1519/10
14 SEP 2005
2293
State Urban Development Agency

No. : 7891-F

Kolkata, the 8th September 2005.

M E M O R A N D U M

Subject : Grant of Ad-hoc bonus to the State Government employees and some other categories of employees for the year 2004-2005.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the Productivity Linked Bonus Schemes, and whose actual emoluments did not exceed Rs. 8,300/- per month as on 31st March, 2005 will be entitled to ad-hoc bonus for the accounting year 2004-2005 at the rate of Rs. 1,000/- per head. The upper eligibility ceiling of Rs. 8,300/- p.m. as on 31st March, 2005 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

2. The Muslim State Government employees who are entitled to get ad-hoc bonus under this order may, at their discretion, draw the same either before the Durga Puja festival or before the Id-ul-Fitro festival which will be celebrated in the month of November, 2005.

3. The benefit will be admissible subject to the following terms and conditions :-

1) Ad-hoc bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31.03.2005. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 1998, the term 'emoluments' in this order will mean and include basic pay, personal pay, special pay (additional remuneration) under rule 5(33) of the WBSR-I, Dearness Allowances, Deputation (Duty) allowance, but will not include Specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowances, etc.

For those who are drawing pay and allowances in the un-revised scale, the term 'emoluments' will mean and include basic pay, Special Pay, Fixed Pay, Dearness Pay, if any, dear-ness allowance, additional dearness allowances, deputation (Duty) allowance, Steno allowance and interim relief, if any, but will not include Specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allow-ance etc. In no case the 'Interim Relief' sanctioned under Finance Department's Memo No. 11955-F, dated 29.11.1995 and No. 2896-F, dated 27.03.1997 will be included in the term

Contd...P/2.

'emoluments'. For those who are drawing remuneration on contract basis, the term 'emoluments' will mean the consolidated contract pay drawn by them.

ii) The employees whose emoluments on 31.03.2005 exceeded Rs.8300/- p.m. but during the year 2004-2005 their emoluments at least for six months were less than Rs. 8,300/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs. 8,300/- p.m. on account of promotion, drawal of increment, implementation of C.A. Scheme, enhancement of dearness allowance etc. after remaining less than Rs. 8,300/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs. 1,000/- per head under this order.

iii) The employees who were in service on 31.03.2005 and rendered at least 6 months continuous service during the year 2004-2005 will be eligible for payment of ad-hoc bonus under this order.

Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from 6 months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15 days or more should be counted as one month.

iv) The amount of ad-hoc bonus on pro-rata payment as admissible under para 3(iii) above will have to be calculated according to the following formula :-

$$\begin{array}{r} \text{Emoluments as on} \\ 31^{\text{st}} \text{ March, 2005} \end{array} \times \frac{\text{Eligibility period} \\ \text{in number of months}}{12}$$

= The amount of ad-hoc bonus, subject to maximum amount of Rs. 1,000/- only.

v) The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2004-2005 will also be entitled to ad-hoc bonus under this order according to the following formula :-

$$\frac{\text{Total amount of Salary/wages earned} \\ \text{during the year 2004-2005.}}{12}$$

= The amount of ad-hoc bonus, subject to maximum of Rs. 1,000/- only.

The salary/wages in these cases should have the same meaning as 'emoluments' as defined in para 3(i) above.

4. THE DISBURSEMENT OF AD-HOC BONUS SANCTIONED HERE IN ABOVE SHOULD NORMALLY BE COMPLETED BETWEEN 26TH SEPTEMBER, 2005 AND 5TH OCTOBER, 2005.

The Muslim State Government Employees who will opt for drawing the benefit of ad-hoc bonus before the Id-ul-Fitre festival to be celebrated in the month of November, 2005, may draw the ad-hoc bonus on or after 20th October, 2005.

5. The charge in respect of payment of ad-hoc bonus under this order will be debitible to the detailed head viz. "Ad-hoc Bonus" the opening of which was sanctioned under the "Salary" head subordinate to all Major, Minor and sub-heads in the Revenue Expenditure section of the State Budget in terms of para 9 of this Department's order No. 4611-F, dated 22.04.1988 and necessary fund for this purpose have been provided under the above detailed head in the budget grant available for 2005-2006.

6. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo No. 8806-F, dated 13.09.2004 by issue of Government orders by various Departments in this connection with the concurrence of the Finance Department. As in the last year, orders for grant of ad-hoc bonus in respect of the employees of Statutory Bodies/Local Bodies/State-aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia, at par with the State Government employees or at the rate not more than Rs. 1,000/- per head as approved by the Government in the last year, should be issued by the Departments concerned after showing the typed and fresh drafts to Group-P(Service) of the Finance Department. While sending the draft, the files relating to the issue of last year's orders must be sent to the Finance Department.

7. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

Sd/- P.K. Dasgupta

Special Secretary to the
Government of West Bengal,
Finance Department.


No. : 7691/1(500)-F

Kolkata, the 8th September 2005.

Copy forwarded for information and necessary action to :-

01. The Principal Accountant General (A&E), West Bengal Treasury Buildings, Kolkata - 700 001.
02. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
03. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, New C.I.T. Road, Kolkata - 700 073.
04. The Accounts Officer, West Bengal Secretariat, Writer Buildings, Kolkata - 700 001.
05. The Sub-Divisional Officer, _____
06. The District Magistrate/Judge, _____
07. The Treasury Officer, _____
08. The _____ Deptt./DCO,
09. The Commissioner, _____ Division
10. The Superintendent of Police, _____
11. The Principal, Industrial Training Institute, _____
12. The Ex-Engineer/Superintending Engineer, _____

It is requested that this Memo. may be circulated to all Offices under their control.


Assistant Secretary to the
Government of West Bengal,
Finance Department.

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Government of West Bengal
Finance Department
Audit Branch

No. 7390-F

Kolkata, the 19th August, 2005.

MEMORANDUM

Sub : Grant of Dearness Allowance to the state Government employees and further ad-hoc increase in the wages of daily rated worker under the Government w.e.f. 1st Sept., 2005.

The Governor is pleased to decide that with effect from the date mentioned below and until further orders whole-time state Govt. employees on time scale of pay shall draw dearness allowance, at the following rate :-

| Period from which payable | Pay range | Rate of Dearness Allowance. |
|---------------------------|---------------------------------|-----------------------------|
| 01-09-2005. | Pay upto Rs. 25,400/- per month | 55% of pay |

2. The term 'Pay' for the purpose of calculation of Dearness Allowance shall mean the Basic Pay drawn in the prescribed scales of pay, including stagnation increment(s) and Non-Practising Allowance, if any, but shall not include any other type(s) of pay like Special Pay or Personal Pay etc. In the case of those employees who do not opt for the revised scales of pay as per West Bengal Services (Revision of Pay and Allowances) Rules, 1998, the 'Pay' shall mean the scales of pay as per West Bengal Services (Revision of Pay and Allowances) Rules, 1990 plus Dearness Allowances as sanctioned to the state Government employees w.e.f. 1st October, 1996 vide Finance Deptt. Memo No. 7756-F dt. 27-08-96.

3. The Dearness Allowance sanctioned above should be rounded off to the nearest rupee in each case.

4. The Governor has also been pleased to decide that the daily rated workers under the Government whose wages are not regulated by any statutory provisions like the Minimum Wages Act, etc. there will be a further ad-hoc increase in their existing daily rate of wages by Rs. 2/- (Rupees two) only with effect from 1st September, 2005.

sd/- P.K. Dasgupta
Special Secretary to the
Government of West Bengal
Finance Department

No. 7390/1(500)-F

Kolkata, the 19th August,

1232/MA/10
From : The Asst
To : I.

copy forwarded for information and necessary action to

1. The Pr. Accountant General (A&E), West Bengal,
Treasury Buildings, Kolkata - 700001.
2. The Director of Treasuries & Accounts, West Bengal,
New India Assurance Buildings, 4, Lyons Range,
Kolkata - 700001.
3. The Pay and Accounts Officer, Kolkata Pay & A/cs Office-I,
81/2/2, Phears Lane, Kolkata - 700012.
4. The Pay and Accounts Officer, Kolkata Pay & A/cs Office-II,
Jahar Buildings, P-1, Hyde Lane, Kolkata - 700012.
5. The Dist. Magistrate/Judge,
6. The Commissioner,
7. The Accounts Officer, West Bengal Secretariat,
Writers' Buildings, Kolkata - 700001.
8. The Accounts Officer, West Bengal Secretariat,
Bikash Bhawan, Salt Lake, Kolkata - 700091.
9. The Treasury Officer,
10. The sub-Divisional Officer,
11. The Supdt. of Police,
12. The Principal, Industrial Training Institute,
13. The _____
_____ Deptt./Dte.
14. The supdtg./Ex. Engineer,
15. The Secretary, Finance Department,
16. The _____

It is requested that this Memo. may be circulated to all offices under their control.

J. Daktari
Special Secretary to the
Government of West Bengal
Finance Department

PO(H) 13/9
Government of West Bengal
Department of Municipal Affairs
Writers' Buildings, Kolkata-1.



No. 1049/MA/C-10/35-28/2007 Dated, Kolkata, the 5th Sept., 2007.

From : The Joint Secretary
to the Govt. of West Bengal.

To : The Project Director (HSDI),
Commissioner, Family Welfare & Special Secretary,
Health & Family Welfare Department,
Government of West Bengal,
Swastha Bhawan, 4th Floor, Wing - B,
GN-29, Sector-V, Salt Lake, Kolkata - 700 091.

Sub : Payment of Puja Ex-gratia to personnel engaged under
DFID assisted Honorary Health Worker Scheme.

Sir,

Payment of Ex-gratia to the personnel engaged under DFID assisted Honorary Health Worker Scheme is an issue continued since the Scheme started. While the personnel performing similar nature of job under other primary health Schemes like IPP-VII etc. are getting ex-gratia @ Rs. 1,000/- per head, the personnel engaged under Honorary Health Worker Scheme are deprived of this stems up grievance in them.

Now as all costs towards this project are made from the budgetary allocation to the Health and Family Welfare Department I am directed to request you to kindly allocate sufficient fund at the disposal of the Director SUDA for making payment of ex-gratia to the eligible personnel under this Scheme from the financial year of 2007-08.

Director, SUDA is being advised to place requisition for fund in this regard.

Yours faithfully,

Sd./- S. Bhowmick
Joint Secretary

No. 1049/1/MA/C-10/35-28/2007 Dated, Kolkata, the 5th Sept., 2007.

Copy forwarded for information and necessary action to the Director, SUDA, ILGUS Bhavan, HC Block, Sector-III, Bidhannagar, Kolkata - 700106.

5.9.07
Joint Secretary

Government of West Bengal
Finance Department
Audit Branch

No. 11045-F

Kolkata, the 24th Sept. 2007.

MEMORANDUM

SUBJECT: GRANT OF AD-HOC BONUS TO THE STATE GOVERNMENT EMPLOYEES AND SOME OTHER CATEGORIES OF EMPLOYEES FOR THE YEAR 2006-2007.

The undersigned is directed by order of the Governor to say that the Governor is pleased to decide that the State Government employees who are not covered by any of the productivity linked bonus schemes and whose actual emoluments did not exceed Rs. 10,000/- per month as on 31st March, 2007 will be entitled to ad-hoc bonus for the accounting year 2006-2007 at the rate of Rs. 1000/- per head. The upper eligibility ceiling of Rs. 10,000/- p.m. as on 31st March, 2007 will be applicable irrespective of whether the emoluments are drawn in the pre-revised or revised scale of pay or on fixed/consolidated contract pay.

The benefit will be admissible subject to the following terms and conditions:-

- 1) Ad-hoc Bonus admissible under this order will be worked out on the basis of emoluments as admissible on 31-03-2007. For the employees drawing pay and allowances in terms of the West Bengal Services (Revision of Pay and Allowances) Rules, 1998 the term 'emoluments' in this order will mean and include basic pay, personal pay, special pay (additional remuneration) under rule 5(33) of the WBSR-I, Dearness Allowance, Deputation (Duty) Allowance, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowances etc.

For those who are drawing pay and allowances in the unreviased scale, the term 'emoluments' will mean and include basic pay, special pay, fixed pay, dearness pay, if any, dearness allowance, additional dearness allowances, deputation (duty) allowance, Stone Allowance and interim relief, if any, but will not include specialist pay and other allowances such as house rent allowance, medical allowance, compensatory allowance, 'Interim Relief' sanctioned by No. 11955-F dt. 29-11-1995. It will be included in the term 'emoluments'. For those who are drawing remuneration on contract basis, the term 'emoluments' will mean the consolidated contract pay drawn by them.

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ii) The employees whose emoluments on 31-03-2007 exceeded Rs. 10,000/- p.m. but during the year 2006-07 their emoluments at least for six months were less than Rs. 10,000/- p.m. i.e. the said emoluments exceeded the eligibility ceiling of Rs. 10,000/- p.m. on account of promotion, drawal of increment, deputationation, etc. Scheme enhancement of dearness allowance etc. after remaining less than Rs. 10,000/- p.m. for at least six months, will be entitled to ad-hoc bonus of Rs. 1,000/- per head under this order.

iii) The employees who were in service on 31-03-2007 and rendered at least six months continuous service during the year 2006-2007 will be eligible for payment of ad-hoc bonus under this order.

iv) Pro-rata payment will be admissible in such cases to the eligible employees for periods of continuous service during the year ranging from six months to full year, the eligibility period being taken in terms of number of months of service (rounded off to the nearest number of months). A fraction of 15-days or more should be counted as one month.

v) The amount of ad-hoc bonus on pro-rata payment as admissible under para 2(iii) above will have to be calculated according to the following formula:-

$$\frac{\text{Emoluments as on 31st March 2007} \times \text{Eligibility period in number of months}}{12} = \text{The amount of ad-hoc bonus subject to maximum amount of Rs. 1,000/- only.}$$

vi) The casual workers who have put in work at least for 120 days and the employees on consolidated pay in the year 2006-2007 will also be entitled to ad-hoc bonus under this order according to the following formula:-

$$\frac{\text{Total amount of salary/wages earned during the year 2006-2007}}{12} = \text{The amount of ad-hoc bonus subject to maximum of Rs. 1,000/- only.}$$

The salary/wages in these cases should have the same meaning as 'emoluments' as defined in para 2(i) above.

contd.....

THE DISBURSEMENT OF AD-HOC BONUS SANCTIONED HEREIN ABOVE SHOULD BE COMPLETED BY 5TH OCTOBER, 2007.

In case of failure, the disbursement should be made as early as possible before the festival of Durga Puja/Id-ul-Fitre

4. The charge in respect of payment of ad-hoc bonus under this order will be debitable to the detailed head viz. "Ad-hoc Bonus" the opening of which was sanctioned under the 'salary' head sub-

ordinate to all Major, Minor and sub-heads in the Revenue expenditure section of the State Budget in terms of para 9 of this Department's Order no. 4611-F dt. 22-04-1988 and necessary fund

for this purpose have been provided under the above detailed head in the budget grant available for 2006-2007.

5. The Governor is further pleased to direct that the benefit of ad-hoc bonus sanctioned under this order will also be available to the different categories of employees who had been allowed the same in the last year in accordance with Finance Department's Memo no. 6566-F dt. 01-09-2006 by issue of Government orders

by various Departments in this connection. As in the last year, Statutory Bodies/Local Bodies/State aided Non-Government Educational Institutions and such other categories of employees of various establishments, who were allowed ad-hoc bonus/ex-gratia at par with the State Government employees or at the rate not more than Rs. 1000/- per head as approved by the Government in the last year, should be issued by the Departments concerned, without referring the file to Finance Department, Group-'P'.

6. Clarifications issued in previous years in respect of various points raised in connection with admissibility and drawal of ad-hoc bonus would continue to apply.

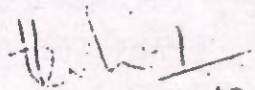
Sd/- P.K. Dasgupta

OSD & S.O. Special Secretary
to the Government of West Bengal
Finance Department

Copy forwarded for information and necessary action to :-

1. The Pr. Accountant General (A&S), West Bengal,
Treasury Buildings, Kolkata - 700001.
2. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-I,
81/2/2, Phears Lane, Kolkata - 700012.
3. The Pay & Accounts Officer, Kolkata Pay & A/cs Office-II,
P-1, Hida Lane, Kolkata - 700073.
4. The Accounts Officer, West Bengal Secretariat,
Writers' Buildings, Kolkata - 700001.
5. The Sub-Divisional Officer, _____
6. The Dist. Magistrate/Judge, _____
7. The Treasury Officer, _____
8. The _____
9. The Commissioner, _____ Division
10. The Supdt. of police, _____
11. The Principal, Industrial Training Institute, _____
12. The Ex-Engineer/Superintending Engineer, _____

It is requested that this Memo. may be c/s to all offices under their control.


 Deputy Secretary to the
 Government of West Bengal
 Finance Department