

Shri Sukumar Maity, T.A (Elec-Mech) has submitted his T.A. Bill for the month of 08/13 for journey to & fro Malda. The journey was recommended & forwarded by the CE/MED. which is placed in file duly checked & verified for perusal and consideration.

A.P.

C. 13/9/13

The claim for Travelling Allowance bill is coming to this end direct though the bills were made by the officers concerned as per order of Chief Engineer, MED.

Where necessary orders for performing such bills may be made before the journey and approval as made in the tour diary. This should come under a forwarding letter of MED.

Director.

~~F.A.~~
(SUDA)

2/16/9/13

~~[Signature]~~
16/9/13

W.L.
24/9/13

A.O.

We may talk.

(N) [Signature]

talked

(N) [Signature]

Seem.

[Signature]
24-09-13

The incumbent may be informed accordingly ^{they may be terminated} if they do not comply the above observations.

24/09/13

Informed the incumbent.

2/24/9/13

~~F.A.~~
24/9/13

A.O.
H.C.

सूता

SUDA

Shri G. Pal, Adviser, SUDA, has submitted an Adjustment Bill against advance drawn from SUDA for journeys from Kolkata to Hyderabad and back between 17.11 and 21.11.13. He has also submitted relevant supporting vouchers/documents for perusal and adjustment against advance.

Submitted.

The Adjustment bill as placed by Sri Goutam Pal, Adviser on the occasion of his tour to Hyderabad may be accepted after due verification from the end of Accounts Section, SUDA.

10/12/13

A.O.

F.O.
Director
(SUDA)

As per notes and orders above

Shri Goutam Pal, Adviser, SUDA took an advance of Rs.6,000/- from SUDA on 14.11.2013 to meet expenses likely to incur in connection with his official tour to RCUES, Hyderabad during 17.11.2013 and 21.11.2013.

Now, Shri Pal has submitted a bill which shows actual expenditure of Rs.2,528/- incurred by him as local transport cost at Kolkata as well as at Hyderabad.

Now, we may accept the above expenditure amounting to Rs.2,528/- and request Shri Pal to refund Rs.3,472/- to square off his advance of Rs.6,000/- dated 14.11.2013.

Pay order endorsed on the body of the bill is for signature of F.O., SUDA please.

Signed -

Sri Pal may be requested to refund the balance amount of Advance.

CCA
10/12/13

F.O.

10-12-13

10/12/13

CCA

সুডা

SUDA

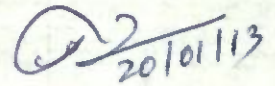
Shri Sukumar Maity, T.A (E & M) has submitted a prayer stating that he was directed to submit orders of the CE/MED for making journey to ULB for official works. He assured that henceforth, he will follow the instruction at C.P. 'A'. He also requests to release payment of T.A. bill submitted on 3.9.13 duly approved by the CE/MED on the body of tour diary.

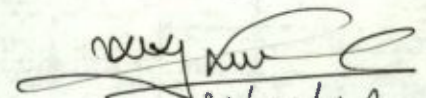
Considering the journey was made much earlier, i.e. 08/13, we may release payment of T.A. bill at Flag 'B' as prayed for, since the tour in question was accorded by the CE/MED. The prayer is placed in file for perusal.


~~A.O.~~

C.A.
16/1/14

As per prayer the T.A. Bills for the month of August 2013 of Sri Sukumar Maity may be released for this time.


20/01/13


21/01/13


24/1/14

E.A.
Director
(SUDA)

~~FO~~

ccA
22/01/14

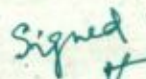
As per notes and orders above

As approved by Director, SUDA above, to release Travelling & Conveyance Expenses of Shri Sukumar Maiti, Technical Adviser (Electro-Mechanical), SUDA for the month of August, 2013 amounting to Rs.2,861/- (Rs.1,312 plus Rs.1,549/-) by cash, pay orders endorsed on the body of the bills are for signatures of F.O., SUDA please.

~~F.O.~~

ccA

22-01-13

Signed

24/01/14

Shri Sandip Gupta, C.P./SUDA, has submitted T.A. bills for journey made at Kulti, Balunghat and Siliguri in the interest of SUDA work. The journey/ tour diaries were approved by the Director and placed in file for perusal and pass for payment.

AO
F.O.
Jt. Dir. (F)

C.
7/3/14

7/3/14

ccA
7
07/03/14

As per notes and orders at prepage and above

As approved by Director, SUDA, Rs.1,826/- (Rupees One Thousand Eight Hundred Twenty Six) only be paid by cash to Shri Sandip Gupta, Computer Programmer, SUDA towards his T.A. & Conveyance Expenses alongwith allowable Daily Allowances for visiting various ULBs during the month of December, 2013, February, 2014 & March, 2014.

Pay orders endorsed on the body of the bills are for signatures of F.O. & Ex-Officio Jt. Director, Finance please.

F.O. &
Ex-Officio J.D., Fin.

~~Signature~~
07-03-14

Signed
7
07/03/14

ccA

Shri K. Goswami, AO & OSD/SUDA, has submitted a Tour Diary for journey made during the month of Jan. and Feb. '2014 in the interest of SUDA work duly approved by the Director, SUDA along with the T.A. bill(s) placed which are placed in file for perusal and consideration for payment.

AO
Disb. Secy
SUDA
FO

C.
18/3/14

18/3/14

ccA
7
18/03/14

WT
18/3/14

P.U.D. may kindly be seen.

Shri Surojit Bose, Jt. Director, SUDA has submitted 03 (three) nos. of Statement of Expenditures in Annexure - I, II & III against his advance of Rs.2,000/- dated 17.11.2011, Rs.2,000/- dated 17.07.2012 and Rs.4,000/- dated 30.11.2012 respectively.

01. Annexure - I shows that against advance of Rs.2,000/- dated 17.11.2011, Shri Bose incurred expenditure amounting to Rs.1,802/-.
02. Annexure - II shows that against advance of Rs.2,000/- dated 17.07.2012, Shri Bose incurred expenditure amounting to Rs.1,910/- and
03. Annexure - III shows that against advance of Rs.4,000/- dated 30.11.2012, Shri Bose incurred expenditure amounting to Rs.3,282/-.

Aforesaid all Statement of Expenditures alongwith relevant bills have been checked arithmetically and found to be in order. Total expenditure involvement in aforesaid Statements of Expenditures comes to Rs.6,994/-.

Now, if approved, we may book the entire expenditure of Rs.6,994/- and request Mr. Bose to refund of Rs.1,006/- to square off his above stated 03 (three) nos. of advances.

Placed for consideration and approval please.

Handwritten: 13-09-13

Handwritten: The expenditure as stated above may be approved.

Handwritten: F.A
Dir. SUDA

Handwritten: F.O

Handwritten: 13/09/13

1) Submit the note sheet in the respective advances were approved.

2) The claims are related with tour so it will be presented in T.A. Bill forms.

Handwritten signature: 18/09/13

Handwritten: 14/9/13

J.D, SUDA may pl. comply in respect of sl. no. 2 of the observation of FA.

Handwritten: Jt. Dir.

Handwritten: 16/09/13

Been.
 Though the claims are related with the tours undertaken by the u/s on official purpose, it will be difficult to book them under the present TA Bill format presently in vogue as most of the items of expenditure are claimed on actual basis irrespective of the respective financial help, at least down by the Govt. The matter may be acknowledged and this inadvertent deviation may be treated as fair receipt & the expenditure committed may be approved.
 If approved, the advances drawn by the u/s may be adjusted accordingly.

[Signature]
 5.2.14

[Signature]
 5/2/14

[Signature]
 FA
 FO

CCA
 05/02/14

As per notes and orders at prepage and above

As approved by Director, SUDA above, to book the expenditure to the tune of Rs.6,994/- and also to received back unspent amount of Rs.1,006/- by cash to square off his advances, pay orders endorsed on the body of the SOEs for signature of F.O. & Ex-Officio J.D., Finance please.

F.O. &
 Ex-Officio J.D., Fin.

[Signature]
 06-02-14

Signed
 06/02/14

CCA



As instructed by Director, SUDA
the undersigned had visited the Municipalities
as detailed below :-

- 1) Visit to Kulti Municipality in connection
with recruitment of ANM/ENM on 4/3/2013
- 2) Visit to Balughat Municipality in
connection with NSAP, USHA say, SEEC issues
on 20/12/2013 to 23/12/2013
- 3) Visit to Durgapur Municipal Corporation
and Siliguri Municipal Corporation for attending
workshop on preparedness for prevention of
vector borne diseases on 5th - 6th February
and 9th - 12th February, respectively.

TA bill is enclosed for your perusal.
Placed for approval.

Director
FO

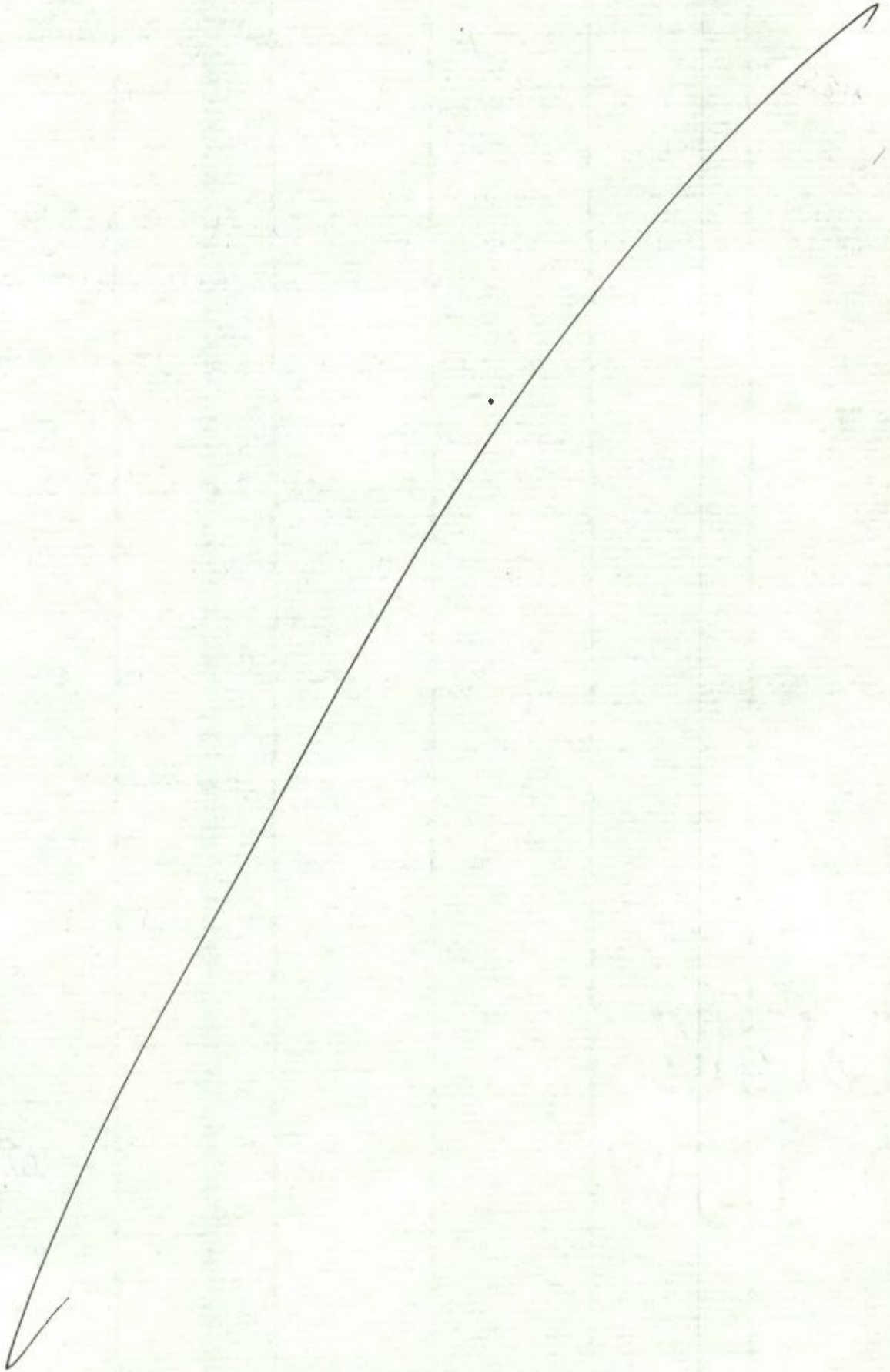
5/3/14

9/3/14

সুডা

NOTE SHEET

SUDA



As per notes and orders at prepage

As approved by Director, SUDA at prepage, Rs.972/- (Rupees Nine Hundred Seventy Two) only may be paid by cash to Mrinal Kanti Ghosh, OSD (NULM) for reimbursement of his cost of official tour to Haldia and Tamralipta Municipality for two days i.e. 01.09.2016 and 05.09.2016 with reference to Special Cleanliness. Pay order endorsed on the body of the bill is for signature of Finance Officer, SUDA please.

Finance Officer
State Urban Development Agency

A. B. B. B.
17/10/16

Signed
Ran 17-10-16

CCA

Shri Mrinal Kanti Ghosh, OSD (NULM), SUDA, went for monitoring visit to Haldia and Jamralipta Municipality with reference to Special cleanliness drive, for two days i.e. 01.9.2016 and 05.9.2016 as per order of the Director, SUDA.

Accordingly he has submitted a bill (T.A) for reimbursement of the actual expenses incurred for two days. This is submitted for to pass for payment.

A/O

05/10/16

The claim for reimbursement of actual expenses claimed by Mrinal Kanti Ghosh for an amount of Rs. 972/- as monitoring officer for Cleanliness programme.

05/10/16

Director
(SUDA)

FO

05/10/16

CCA

17.10.16

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "B.S. International", 01 (One) no. of Transfer Advice from Axis Bank as detailed below has been prepared and placed herewith for signature of Director, SUDA and Finance Officer, SUDA Please.

Approval towards performance of journeys by the concerned officer by Air has been given by the Secretary, M.A. Department & Chairman, SUDA and put up in the file.

Pay order endorsed on the body of the bill is for signature of Finance Officer, SUDA please.

Name of the Payee	Journey Performed by-	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amt. (InRs.)
B.S. International	B.N. Kar, Addl. Dir. ILGUS & Addl.SMD, SBM	30.08.16	CCU/DEL & DEL/CCU	YD95UT	BSI/2980 Dated 27.08.16	9,286/-
(Rupees Nine Thousand Two Hundred Eighty Six only)						

Finance Officer
State Urban Development Agency

J. B. Kar
28/09/16

Signed .

Electronic transfer advice may kindly be signed.

Ramt 03-10-16

Director

FO

WT
31/09/16

Received 01nos bill from B.S International 87, Denin Sarani, Kolkata 700 013, towards cost of air journeys which are placed below may kindly be seen.

Bill details

Bill No & Date	Journey performed by	Class & Journey date	Ticket No	Amount
BSI2980 Date 27.08.16	M/R BARDI NARAYAN KAR Additional Director ILGUS & Additional State Mission Director SBM	Economic class CCU to DEL 30.08.16 & Back	YD95uT	9286.00
			Total	9286.00

(Rupees Nine Thousand Two Hundred Eighty Six only.) Rs. 9286.00

Bill has been checked and verified according to boarding pass and approvals under signed by the Principal Secretary, MA department. Government of West Bengal. Hence bills amount Rs. 9286.00 (Rupees Nine Thousand Two Hundred Eighty Six only.) only may be release in favour of M/S B.S International 87, Denin Sarani, Kolkata 700 013.

Submitted

The amount of Rs 9286/- may be paid for payment of M/S B.S. International as dis. fair.

Lalu pabhatt
22-09-16
Ray
24/9/16

27/9/16

WT
28/9/16

Rant
28/09/16

AO/AC

Discharge
(SUDA)

F.O/AI.
28/9/16

CCA

As per notes and orders at prepage

To release the payment in favour of "Brijwasi Tours & Travels", 01 (One) no. of Transfer Advice from PNB as detailed below has been prepared and placed herewith for signature of Director, SUDA and Additional Director & F.A, SUDA Please.

Tour Diary has been submitted by the Secretary, M.A. Department & Chairman, SUDA for North Bengal visit with Hon'ble Chief Minister on 23.08.2016.

Pay order endorsed on the body of the bill is for signature of Finance Officer, SUDA please.

Name of the Payee	Journey Performed by-	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amt. (InRs.)
Brijwasi Tours & Travels	Onkar Singh Meena, Secretary, M.A. Deptt.	23.08.16 & 24.08.16	CCU/Bagd & Bagd/CCU	U6U6WI	Bill No.123 Dated 24.08.16	5,954/-

Finance Officer
State Urban Development Agency

R. B. B. 12/09/16

Electronic fund transfer advice may kindly be signed
by R.V. 16.09.16

may pr. be signed.

ws
16/9/16

wt
16/9/16

~~Director~~

~~FA~~

~~Director~~

~~FA~~

ceA
16/9/16

NOTE SHEET



Received the following bills from M/S Brijwasi Tours & Travels, P-54, CIT Road, Scheme VIM, kolkata 700 054, for the cost of air journey between Kolkata and Bagdogra, placed below may kindly be seen.

Bill No Date	Journey taken under	Class of Journey & Ticket No and date of journey	Amount
123 dt. 24.08.2016	Mr.Onkar Singh Meena, Secretary M.A department & Chairman SUDA	Economy Class U6U6WI on 23.08.2016 & 24.08.2016	5954.00

(Rupees Five Thousand Nine Handed and Fifty Four) Total Rs.5954.00

Bill has been checked and verified according to boarding pass and approvals under signed by the Principal Secretary, MA department, Government of West Bengal.

Hence bills amount Rs. 5954.00 (Rupees Fourteen Thousand Eight Hundred Ninety Five) only may be release in favour of M/S Brijwasi Tours & Travels, P-54, CIT Road, Scheme-VIM, kolkata 700 054.

Submitted

Kalupabhat

08-09-16.

08/09/16

An amount of Rs. 5954/- may be approved for payment of M/S Brijwasi Tours and Travels as the cost of air-journey of Secy MA Deptt. and Chairman, SUDA.

08/09/16

WT 9/9/16

Displebs (SUDA)

*AD
EG Pl.
02/12/18*

CCA

R 12.09.16



As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "B.S. International", 01 (One) no. of Transfer Advice in SBI as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Deptt. Please.

Approval towards performance of journeys by the concerned officer by Air has been given by the Secretary, M.A. Department & Chairman, SUDA and put up in the file.

Pay order endorsed on the body of the bill is for signature of Director, SUDA please.

Name of the Payee	Journey Performed by-	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amt. (InRs.)
B.S. International	Rituparna Banerjee, SMM,HR & Cap.Buil.,NULM	16.08.16 & 17.08.16	CCU/DEL & DEL/CCU	XB4PV2	BSI/38472 Dated 12.08.16	14,895/-

Finance Officer
State Urban Development Agency

J. B. Bag
02/09/16

Electronic Payment advice alongwith pay order in respect of appraisal journeys may kindly be signed.

Rant 05.09.16

WT 5/9/16

b 5/9/16

Director

Jt. Secretary

FA

Received 02nos bill from B.S International 87, Denin Sarani, Kolkata 700 013, towards cost of air journeys which are placed below may kindly be seen.

Bill details

Bill No & Date	Journey performed by	Class & Journey date	Ticket No	Amount
38472 dt. 12.08.16	M/S Ritaparna Banerjee	Economic class 16.08.2016 & Back 17.08.2016	XB4PV2 0989163954774	14895.00
			Total	14895.00

(Rupees Forteen Thousand Eight Hundred Ninety Five only.) Rs. 14895.00
Bill has been checked and verified according to boarding pass and approvals under signed by the Principal Secretary, MA department, Government of West Bengal.

Hence bills amount Rs. 14895.00 (Rupees Fourteen Thousand Eight Hundred Ninety Five) only may be release in favour of M/S B.S International 87, Denin Sarani, Kolkata 700 013.

Submitted

Delipabnat
30-9-16.

An amount of Rs 14895/- may be approved for payment ifo M/S B.S. International towards the cost of air-fare.

Q2
30/9/16

WT
30/9/16

AO/TIC

Disfection
(S400)

AD

F.O./PI.

02/09/16

CCA

Recd 02.09.16

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "B.S. International", an account payee PNB cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA please.

Name of the Payee	Journey Performed by -	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amount (in Rs.)	Cheque No. & Dt.
B.S. International	M.N. Pradhan, Director, SUDA	15.12.15	CCU/DEL & DEL/CCU	D3GHRL & I4FF5V	BSI/2718 dated 14.12.2015	29,201/-	PNB Ch. No. 767551
	Biswajit Das, T.U.O., SUDA	10.11.15	CCU/DEL & DEL/CCU	NYLV2D & 0989393505658	BSI/38218 dated 03.11.2015	19,345/-	dated 17.12.2015
	Total						48,546/-

F.O. &
Ex-Officio J.D. (Fin.)

17-12-15

Pay order of a/c payee cheque for RS 48,546/- may kindly be signed

17/12/15

WJ

Dir. SUDA
Jt. Secy. M.A. Deptt.

PA. WOA

WJ

Received the following bills from M/S B. S. International, 87, Lelnin Sarani kolkata 700 013, for the cost of air journey between Kolkata and Delhi, placed below may kindly be seen.

Bill No Date	Journey taken under	Class of Journey & Ticket No	Amount
2718 dt. 14/12/2015	Mr.MN Pradhan	Economy Class D3GHRL on 15/12/2015 CCU-DEL & Back for (NULM)	29201.00
38218 dt. 09/11/2015	Mr.Biswjit Das.	Economy Class 0989393505658 on 10/11/2015 CCU-DEL & Back for (RAY)	19345.00

(Rupees Forty Eight Thousand Five Hundred and Forty Six)

Total Rs.48, 546.00

Approval towards performance of journeys by the concerned officers by air have been given by the secretary, MA Department/ Chairman SUDA and placed in this file for your kind perusal.

The bill has been checked and verified according to Boarding Pass and approval from the secretary M.A. Deptt. Government of West Bengal.

In this view of above bills amount of **Rs. 48, 546.00 (Rupees Forty Eight Thousand Five Hundred and Forty Six)** only in favour of M/S B. S. International, 87, Lelnin Sarani kol;ka 700 013 may be placed for Consideration .

AO/HC

Submitted.]

Lalupatrab

12.12.2015

C. 12/12/15

An amount of Rs 48,546/-
may be approved for payment
if M/S B.S. International
as air fare. C. 12/12/15

WT
12/12/15

Disfeli
(SUDA)

AO

FO Pt.

17/12/15

CCA

17/12/15



In pursuance of letter DO No 15/41/2015-SBM dated 09/10/2015 of Praveen Prakash Joint Secretary of Ministry of Urban Development, Government of India (Copy Enclose) and as directed the undersigned will attend of the meeting on 14.10.2015 on Swachh Bhrat Mission (SBM) at New Delhi.

For above purpose the journey to Delhi and back for above mentioned officer is proposed to be performed by air, for which necessary permission may kindly be accorded. The cost of air journeys may be borne out of A&OE fund of SUDA.

Principal Secretary
MA Deptt.

Chairman, SUDA

Director
13/10/15

U.O.No. SUDA: *372/15*

Dated: *13-10-15*

Rta - 16/2011

me
14/10

Dir

As per notes and orders at prepage and above

As approved by Director, SUDA above, to release the payment in favour of "B.S. International", an account payee PNB cheque as detailed below has been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of Director, SUDA please.

Name of the Payee	Journey Performed by -	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amount (in Rs.)	Cheque No. & Dt.
B.S. International	M.N. Pradhan, Director, SUDA	14.10.15	CCU/DEL & DEL/CCU	0989392049427	BSI/38192 dated 13.10.2015	15,000/-	PNB Ch. No. 319883 dated 09.11.2015

~~E.O. & Ex-Officio J.D. (Fin.)~~

Pay order of a/c payee cheque for RS 15,000/- may kindly be signed.

Dir. SUDA

JE. Secy. MA Deptt.

FO, SUDA

16/11

09/11/15
Director



NOTE SHEET



Received the following bill from M/S B. S. International, 87, Lelnin Sarani kolkata 700 013, for the cost of air journey between Kolkata and Delhi, placed below may kindly be seen.

Bill No Date	Journey taken under	Class of Journey & Ticket No	Amount
38192 dt 13.10.2015	Mr.MN Pradhan	Economy Class 989392049427on 14.10.2014 & Back	15000.00

(Rupees Fifteen Thousand) Only

Rs. 15000.00 ✓

Bill have been cheeked and verified and found in order according to approval ('N' 16) from the secretary M.A. Deptt. Government of West Bengal, and boarding pass.

In this view of above bill amount of **Rs. 15000.00** (Rupees **Fifteen** Thousand) only in favour of M/S B. S. International, 87, Lelnin Sarani kolkata 700 013 may be placed for Consideration.

AO/HC ✓

Submitter for your kind instruction.

*Lalupatnab
07/11/15.*

*May kindly to afford for payment
of Rs 15000/- ifo m/s B.S. International
as air-bare* *07/11/15*

*WT
9/11/15*

*AO/HC
(SUDA)*

*AO
90/11
02/11*

*CA
9/11/15*



As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment of Rs.577/- (Rupees Five Hundred Seventy Seven) only by cash, pay order endorsed on the body of the bill is for signature of F.O. & Ex-Officio J.D., Finance

F.O. & Ex-Officio J.D., Finance please.

[Signature]
02/12/14

Signed
for
02/12/14

CEA

Memo No: 1626 (6)/MA/O/C.3/2E-46/2014 dt 30.12.14
of the Jt Secy, MA Deptt regarding details of
expenditure incurred by officers on account of
official travel outside the state.

The desired report has been prepared
from the end of Accounts Section of SUDA and put up
for signature in anticipation of approval

for approval and
Signature please

[Signature]
17/1/15

[Signature]
17/1/15

FA
Director
(SUDA)

AD

As per notes and orders at NSP-12 and prepage

As approved by Director, SUDA at prepage, to release the difference in Air Fare Bill, an account payee PNB cheque as detailed below has been prepared in favour of "B.S. International" and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay order endorsed on the body of the bill is for signature of F.O. & Ex-Officio Jt. Director, Finance please.

Name of the Payee	Journey Performed by -	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amount (in Rs.)	Cheque No. & Dt.
B.S. International	M.N. Pradhan, Director, SUDA & Biswajit Das, T.U.O.	01.07.14 & 03.07.14	CCU/DEL & DEL/CCU	NZJ5JB, C253SY & O3RT9F	BSI/36711 dated 03.07.2014	47,661/-	PNB Ch. No. 806818 dated 13.08.2014
	Less : Payment already released by PNB Ch. No.806812 dated 31.07.2014 against Bill No.BSI/2140 dated 26.06.2014					40,652/-	
	Fresh cheque now prepared for balance amount					7,009/-	

F.O. & Ex-Officio J.D., Fin.

13/08/14
The a/c payee cheque for RS 7,009/- may kindly be signed.

13/08/14

13/08/14

13/08/14

Shri Nectai Gorai, CCA/SUDA was asked to visit to Sui Municipal office/Birblum for some official work on 18-11-14. He has submitted a T.A. bill for to and fro journey Sui/Birblum amounting to Rs. 577/- along with Torn Diary and Rly. ticket. The bill in question is placed in file duly checked for perusal and pass for payment.

Approval may be accorded and payment amounting to Rs. 577/- may be approved

26/11/14

14/11/14

Dir. SUDA
Jt. Secy. M.A. Dept.

A.O.
FA
Director (SUDA)
FO
CA
02/11/14

Received a letter No.31251 dated 07.08.14 from BS International, kolkata - 13, regarding payment of Air Bill No. 36711 of Rs. 47,661.00 (Rupees Forty Seven Thousand Six Hundred Sixty One) only.

In the body of the said letter it has been requested to release Bill No. BSI 36711 amounting Rs. 47,661.00 (Rupees Forty Seven Thousand Six Hundred Sixty One) only, bill No BSI 2140 dated 26.06.14 amount of Rs. 40652.00 (Rupees Forty thousand Six Hundred Fifty Two) only, which was already been passed and cheque also prepared by our office.

The differential amount of Rs. 7009.00 (47661.00-40652.00) (Rupees Seven Thousand and Nine) only was the cost of revalidation charges, which were not included in the passed Bill No. BSI 2140 dated 26.06.14 amount 40652.00.

In view of above, Bill No. 36711 of Rs. 47,661.00 (Rupees Forty Seven Thousand Six Hundred Sixty One) only may be by canceling cheque No806812 amounting Rs. 40,652.00.

Submitted for your kind approval please.

Lakshyathak
8.08.14.

Notes above.

It appears that bill no. 2140 dt. 26.6.14 amounting to Rs. 40,652/- were not included the cost of cancellation/revalidation which has been passed and paid on 31.7.14. The bill no. 36711 dt. 23.7.14 (submitted on 7.8.14) amounting to Rs. 47,661/- (included the revalidation cost) with request to to pay in lieu of earlier bill of Rs. 40,652/-.

In view of the above, since the earlier bill has been paid, we may release the differential amount of Rs. 7,009/-

Submitted.

C
11/8/14

Residual amount of Rs 7,009/- may be approved for payment if B.S. International as the cost of revalidation of Air-tickets.

11/8/14

11/8/14

Diopel
(SUDAR)

AO
FOPT
02/13/14

WA
13/08/14

As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payments in favour of **01. Sohoservice** and **02. B.S. International**, 03 (Three) nos. of account payee cheques as detailed below have been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay orders endorsed on the body of the bills are for signatures of Director, SUDA / F.O. & Ex-Officio Jt. Director, Finance please.

Name of the Payee	Journey Performed by -	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amount (in Rs.)	Cheque No. & Dt.
Sohoservice	M.N. Pradhan, Director, SUDA	18.04.14,	CCU/VTZ,	UCE6HK,	SS0021 dated Nil	86,414/-	PNB Ch. No. 806811 dated 31.07.2014
		09.05.14,	VTZ/HYD,	UCE6HK,			
		09.05.14,	HYD/CCU,	UCE6HK,			
		15.05.14,	CCU/VTZ,	PC398X,			
		14.05.14,	CCU/VTZ,	PC398X,			
		18.05.14,	VTZ/HYD,	PC398X,			
		18.05.14,	HYD/CCU,	PC398X,			
		20.05.14,	TIR/DEL,	JWED7,			
		20.05.14,	DEL/CCU,	JWED7,			
		09.05.14	VGA/HYD	UCE6HK			
B.S. International	M.N. Pradhan, Director, SUDA & Biswajit Das, T.U.O.	01.07.14	CCU/DEL	NZJ5JB	BSI/2140 dated	40,652/-	PNB Ch. No. 806812 dated 31.07.2014
		& 03.07.14	& DEL/CCU	& C253SY	& 26.06.2014		
B.S. International	Amit Das, CE, MED	20.02.14	DEL/CCU	0984815169142 (Cancellation Charges)	BSI/36532 (A) dated 20.02.14	1,053/-	SBI Ch. No. 014376 dated 31.07.2014
		20.02.14 & 21.02.14	CCU/DEL & DEL/CCU	0984814991907	BSI/36532 dated 17.02.14	26,660/-	
		Cheque Total					

F.O. &
Ex-Officio J.D., Fin.

Sir - SUDA
Jt. Secy. M.A. Dept.

Pay order and 03 nos. a/c payee
cheques may kindly be signed
31/07/14

WT
31/07/14
4/8/14

Received the following bills from M/S B. S. International, 87, Lelnin Sarani kolkta .700 013, and M/S Sohoservice, the West Bengal Small Industries Development Corporation Bld, 1/20, Phears Lane, kolkta 700 012, for the cost of air journey between Kolkata and Delhi, placed below may kindly be seen.

A

M/S B. S. International,

Bill No Date	Journey taken under	Class of Journey & Ticket No	Amount
2140 dt. 26/06/14	Mr.MN Pradhan (Kolkata to Delhi)	Economy Class NZJ5JB on 01.07.14 & 03.07.14 C253SY on.01.07.14 & 03.07.14	20,326.00
	Mr.Biswjit Das.		20,326.00
36532(A) dt 20.02.14	Mr. Amit Das	Revalidation charge	1053.00
36532 dt 17.02.14	Mr. Amit Das	Economy Class CCU/DEL & Back 0984814991907	26,660.00

(Rupees Sixty Eight Thousand Three Hundred and Sixty Five) **Total Rs.68, 365.00**

B

M/S Sohoservice

Bill No Date	Journey taken under	Class of Journey & Ticket No	Amount
SS 0021 dt. 23/07/14	Mr.MN Pradhan o CCU to VTZ B VTZ to HYD S D HYD to CCU E U CCU to VTZ R T TIR to DEL V Y DEL to CCU E (04nos booking are R cancelled)@3800/- S	Economy Class on 18.04.14 on.09.05.14 on.09.05.14 on 14.05.14 on. 20.05.14 on 20.05.14	71,214.00
		(Cancellation charge)	15,200.00

(Rupees Eighty Six Thousand Four Hundred and Fourteen) **Total Rs.86, 414.00**

Approval towards performance of journeys by the concerned officers by air have been given by the secretary, MA Department/ Chairman SUDA and placed in this file for your kind perusal.

The bills have been checked and verified according to Boarding Pass and approval from the secretary M.A. Deptt. Government of West Bengal. In this view of above bills amount of **Rs. 68, 365.00 (Rupees Sixty Eight Thousand Three Hundred and Sixty Five)** only in favour of M/S B. S. International, 87, Lelnin Sarani kolkta 700 013, and **Rs. 86,414.00 (Rupees Eighty Six Thousand Four Hundred and Fourteen)** only may be placed for Consideration.

AO/HC

Lakshpatra
28.07.14.

28/7/14

Director
(SUDA)

The claim of air bills as placed by two agencies checked as (A) + (B) above has been checked & verified and found ok.

Hence an amount of Rs. 68,365/- may be approved for payment of M/S B.S. International and Rs. 86,414/- of M/S Sohoservice.

28/7/14

28/7/14

E.O.P.L.
28/7/14

28/7/14



NOTE SHEET



As per notes and orders at prepage

As approved by Director, SUDA at prepage, to release the payment in favour of "B.S. International", 02 (Two) nos. of account payee cheques as detailed below have been prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Pay orders endorsed on the body of the bills are for signatures of Director, SUDA please.

Name of the Payee	Journey Performed by -	Jrny. Date	Sector	Ticket No.	Invoice No. & Date	Amount (in Rs.)	Cheque No. & Dt
B.S. International	M.N. Pradhan, Director, SUDA	14.03.14 & 15.03.14	CCU/DEL & DEL/CCU	R56Z9P & 0984816056110	36574 dated 12.03.2014	22215	PNB Ch. No. 426900 dated 11.04.14
B.S. International	S.N. Chattopadhyay, K. Das, U.K. Karan & A.K. Samanta, EE, SE & CE, MED	10.04.13	CCU/DEL	0983513874128, 0983513874129, 0983513874130 & 0983513874131	BSI/35927 dated 09.04.14	38044	SBI Ch. No. 014360 dated 11.04.14
	S.N. Chattopadhyay & K. Das SE & CE, MED	14.04.13	DEL/CCU	5894343368641 5894343368642 B4VFYP	BSI/35928 dated 10.04.14	18518	
Cheque Total						56562	

F.O. & Ex-Officio J.D., Fin.

11-04-14

Pay orders and a/c payee cheques (02 nos.) may kindly be signed.

11/04/14

*Dir: SUDA
Jt. Secy: M.A. Deptt.*

17/4/14



= 09 =
NOTE SHEET



Received the following bills from M/S B. S. International, 87, Lelmin Sarani kolkata 700 013, for the cost of air journey between Kolkata and Delhi, placed below may kindly be seen.

Bill No Date	Journey taken under	Class of Journey & Ticket No	Amount
'A' 36574 dt 12.03.14.	Mr.MN Pradhan	Economy Class R56Z9P on 14.03.14 094816056110 on 15.03.14	22,215.00 ✓
'B' 35927dt. 09.04.13	Mr.S Chattopadhyay Mr. K. Das. Mr. U.K. Karn Mr. A.K. Samanta	0983513874128 on 10.04.13 ✓ 0983513874128 on 10.04.13 0983513874128 on 10.04.13 0983513874128 on 10.04.13 Kolkata to Delhi	38044.00 ✓
'C' *35979 dt. 06.05.13	Mr.S. Chowdhury	0983973510595 Cancellation charge	1100.00 ✓
'D' 35928dt 10.04.13	Mr.S.N Chattopadhyay	0983513929008 on 14.04.13 ✓ 0983513929008 on 14.04.13 Delhi to Kolkata	18518.00 ✓

(Rupees Seventy Nine Thousand Eight Hundred and Seventy Seven) **Total Rs.79, 877.00**

Approval towards performance of journeys by the concerned officers by air have been given by the secretary, MA Department/ Chairman SUDA and placed in this file for your kind perusal.

All the bills have been checked and verified according to approval from the secretary M.A. Deptt. Government of West Bengal, except Bill No 35979 dt 06.05.2013 for cancellation charges in lack of approvals and recommendation from the Chief Engineer MED.

In this view of above bills amount of **Rs. 78, 777.00** (Rupees Seventy Eight Thousand Seven Hundred and Seventy Seven) only in favour of M/S B. S. International, 87, Lelmin Sarani kolkata 700 013 may be placed for Consideration.

AO/HC

Notes above.

There are no approval for journey and/or cancellation of journey in respect of Mr. S. Chowdhury vide bill no. 35979 dt. 6.5.13 and as such it is kept pending till the approval available, remaining bill may be passed for payment.

Director
(SUDA)

C. 19/4/14

The claim as shown under 'B' & 'C' is long pending and how attested copies of approval has been received from Chief Engineer, MED but no approval in respect of cancellation charge Rs 1100/- shown under 'C'. Hence payment under A+B+D may be approved as shown above.

[Signature]

19/4/14

AD

F.O. P.

11/4/14

11/4/14

11/4/14



As per notes and orders at prepage (bottom)

As approved by Director, SUDA at prepage, Rs.788/- (Rupees Seven Hundred Eighty Eight) only may be paid by cash to Shri Kshudiram Goswami, A.O., SUDA towards his T.A. & Conveyance Expenses for the month of January & February, 2014.

Pay order endorsed on the body of the bill is for signature of F.O. & Ex-Officio Jt. Dir, Finance please.

F.O. &
Ex-Officio J.D., Fin.

[Handwritten signature]
18-03-14

Signed
18/03/14

ccA