Government of West Bengal Finance Department Audit Branch

No.3292-F(Y)

Dated,24th April, 2015

MEMORANDUM

LOC system of fund drawal for works and forest expenditure has already been discontinued wef 1.4.2015 vide FD order nos.736-F(Y) dt.10.2.15 and 2705-F(Y) dt.30.3.15. Attention of Finance Department has been drawn by works departments and forest department to some more issues which need to be addressed immediately. Government has examined the issues and decided to lay down further guideline for the purpose.

Therefore, the undersigned is directed to lay down the following further guidelines to deal with the problems mentioned below in continuation of memo. no. 2705-F(Y)dt.30.3.15.

1. Inter-departmental works

- i. The requisitioning non-works department will provide fund through e-bantan to the authority in the works department, i.e., Chief Engineer, along with administrative approval;
- The Chief Engineer will accord technical sanction. Financial sanction to the expenditure will be accorded by the competent authority;
- iii. The sanctioning memo will be issued to the concerned Executive Engineer with authority for drawal of the fund from the Treasury / PAO by submission of bill in TR form no. 70 to execute the work.

2. Outstanding balance of Deposit works and Security deposit

- i. Executive Engineer will submit to the Chief Engineer copy of duly filled CPWA Form 79 related to the months of February and March, 2015, as furnished with monthly accounts to the AGWB;
- Chief Engineer will take necessary action to cross-check the closing balance of February, 2015 with the opening balance of March, 2015 for item nos II and III, i.e., for accumulated unpaid Security Deposit and Deposit work balance fund;
- iii. Once both the balances agree, the Administrative department concerned will issue Government order advising the Treasury officer / PAO concerned to insert the verified balance of item nos. II and III of Form 79 as they stood on 31.3.15 in the PW Deposit account to be opened in the Treasury / PAO in favour of the Executive Engineer concerned.
- iv. The heads of accounts under which the deposit accounts will be opened are as follows-

- For item II (Security Deposit) of Form 79
 "8443-00-108-004-Works Security Deposit" for Works Department
 "8443-00-109-003-Forest Security Deposit"- for Forest Department
- b. For item III (accumulated Deposit works balance fund) of Form 79
 "8443-00-108-003-Works Deposit" for Works Department
 "8443-00-109-002-Forest Deposit" for Forest Department
- v. Executive Engineer will withdraw fund from the PW Deposit by submission of bill in TR Form no. 70B following the procedure prescribed in FD order no. 736-F(Y) dt.10.2.15 read with 2705-F(Y) dt.30.3.15.
- vi. Vouchers to be submitted by the Executive Engineer to the AGWB following the procedure in para 8 of 2705-F(Y) dt.30.3.15.

Item no. 27 below para VII of memo. no. 2705-F(Y) dt.30.3.15 stands modified accordingly.

3. <u>Refund of Security Deposit</u>

Refund of Security deposit will be guided by the provisions of TR 6.10 to 6.15 of WBTR, 2005. Divisional officer will submit bill in TR Form no. 70C for drawal of fund from Treasury/PAO for the purpose of return to the depositor. Contractor-wise Earnest Money/ Security Deposit account will be maintained by each works and forest division.

4. Highway works

i. The concerned Executive Engineer will draw fund from the treasury/PAO following the procedure prescribed in para 9 of FD memo. no. 2705-F(Y) dt.30.3.15. Since, fund is spent out of "8658-suspense-00-101-148-21-payments" initially within the sanctioned allocation in case of original works, the expenditure will be met by drawal of fund from the treasury/PAO. For the 9% agency charge, the highway division will raise claim and submit the same along the bill to the treasury advising the Treasury officer/PAO to make payment for the amount net of, inter alia, 9% agency charge. The 9% agency charge will be transfer-credited to the HOA "0059-01-103-001-collection of agency charges-10-Recoveries". The entire fund will be claimed for reimbursement from MORT&H by submission of the bill including the agency charge through AGWB.

- ii. So far as OR (ordinary repair), RDR (Rain damage repair), and FDR (Flood damage repair) are concerned these expenditures are incurred by the divisional engineer of the Highway Division by drawal of fund from the Treasury/PAO as the need for the same arise, out of the state budgetary provision. Subsequently, the claim for reimbursement of the expenditure along with the agency charge of 9% is raised for realisation from MORT&H through AGWB. In such cases the bill will be submitted to the Treasury/PAO for the claim related to the contractor along with detailed vouchers in TR form no. 26.
- iii. For the purpose of monitoring reimbursement of the 9% agency charge by MORT&H, the concerned divisional engineer of National Highway Division will send to the works department a copy of the agency charge claim sheet as submitted with the bill to the Treasury.
- iv. The works department may track reimbursement of the expenditure already incurred along with realisation of the 9% agency charge from MORT&H following such procedure as they deem fit in consultation with AGWB.

5. Advance drawal

- i. Advance drawal of fund has been delegated to the various levels of officers mentioned in para 17 of FD memo. no.2705-F(Y) dt.30.3.15. The authorised advance may be drawn in phases according to necessity by submission of Abstract Contingency bill in TR form no. 27, subject to the maximum limit of the delegated power. At any point of time total unadjusted outstanding advance should not exceed the delegated power.
- DDO shall adjust each advance by submission of detailed contingency bill along with vouchers in TR 28 at the earliest as mentioned in para 19 of FD memo. no. 2705-F(Y) dt.30.3.15.

6. Permanent Advance

 The works departments and Forest Department will move Finance Department for sanction of Division-wise permanent advance as mentioned at para 20 of FD memo. no.2705-F(Y) dt.30.3.15.

7. TR forms

TR form 70 as revised, TR form nos. 70B and 70C are given in the annexure.

(H.K. Dwivedi) Principal Secretary to the Government of West Bengal



ANNEXURE TO FD MEMO. NO. 3292-F(Y) dt.24.4.15

TR Form No.70

(See G.O No. 736 – F(Y) dated 10.02.2015) [Works/ Forest Bill (Advance bill, Part bill & Final bill) for Presenting in P.A.O/Treasury]

Office of the		·				_
D.D.O. Code	24			Bill No.	Date//	_
Token No.	Date	1	1	T.V. No	Date//	_
Head of Account Code				Bill for the month of	20	

 Name of Contractor/ Supplier/Works Consultant______

 Name of work _______

 Amount of the administrative approval/ revised administrative approval_______

 Number and date of the order of Administrative Approval/Revised administrative approval _______

Bill for	A. Mobilisation Advance Bill//Other Advance Bill				C. Account of purchase of material /Contingency Charges	
	A. Mobilisation Advance/Other advance Bill					
Sanction Order No. & Date.	Designation of the Sanctioning Authority	Sanctioned Amount (Rs.)		Purpose (with description where necessary) and quotation of authority for drawing advance.		Claimed Amount(Rs.)
			x			

Total Rupees (in words)

Certified that-

• Total Advance amount will be adjusted by the above mentioned work as per agreement.

B. Account of Work

only

	Particulars	Rs.	Rs.
1.	Total value of work done up to date		
2.	Value of work settled for this work up to last R.A Bill No		
	Date/ vide T.V No Date		
3.	Amount due in this Bill (1-2)		
4.	 The amount already charged to this work since previous R.A Bill No Date/ vide T.V No Date / now adjusted:- a) Mobilisation Advance/ Other Advance adjusted in this bill drawn against T.V. No dt (Balance Mob adv remaining adjusted) b) Cost of material issued since last R.A Bill against Indent No dt. c) Payment withheld (if any)/excess payment adjusted 		
5.	Intermediate/ final Payment to be made in this bill (3-4)		
0.			

Explanation:

- A. Sl. No. 2: It shall be equal to the total value of work settled excluding the payment withheld up to the last RA bill
- B. SI. No. 4: It shall be shown in details the TV No. & Date against which the mobilisation adv. was drawn and the balance reaming after adjustment of mobilisation advance in this bill.
- C. The items for transfer credit shall be shown at reverse and net amount shall be endorsed as per beneficiary list.

C. Account of purchase of material/Contingency Charge

(i) Amount of Material Purchased as per order no	
1) dated/	Rs
2) dated/	Rs
(ii) Labour Charge/Other Contingency Expenditure [as per detail list enclosed]	
Total	Rs

Certified that-

- _____% of the total work has been completed as on ______(mention date of inspection) as per project milestone/as per agreement.
- Rs _____(% of total cost of work) is hereby sanctioned for the completed work in this bill
- Provisions of WBFR Part-I Rule 47 as amended have been observed properly.
- The value of works as claimed in this bill has been executed satisfactorily as per contract and recorded in the measurement book as certified by concerned Assistant Engineer entrusted with the work
- The expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided and the parties entered in this bill are entitled to receive them.
- Contingency charges, as claimed, are admissible as per para 2 of G.O. No. 2705-F(Y) dt.31.03.2015 and within 3% of the BOQ.
- The amount claimed has not been drawn before.
- Certified that the materials purchased has been entered in the stores register.

 Allotment Received
 Rs.

 Progressive Expenditure including this Bill
 Rs.

 Balance Available
 Rs.

Pay Rs. _____ Rupees (in words) _____ as per beneficiary list enclosed and/or by transfer Credit of Rs. _____ Rupees (in words) only as below-.

SI No.	Head of Account	Description	Amount (Rs.)	
1				
2				
	Total Rs.			

Bill Clerk Divisional Accountant/ Divisional Accounts Officer Signature and Designation of D.D.O.

Date _____20___ Station

		For use in the Treasury	
Pay Rs.	Rupees (in word	ds)	only
as per benefici	ary list enclosed		
	-	AND/OR	
By transfer Cre	edit of Rs	Rupees (in words)	only
as below-			

 SI No.
 Head of Account
 Description
 Amount (Rs.)

 1
 2

 2
 Total Rs.

Examined and Entered.

Accountant/ J.A.O.

P.A.O./A.P.A.O./T.O/A.T.O

	For use in the Of	fice of the A	countant General (Audit)	, West Bengal
Admitted Rs Objected Rs	· · · · · · · · · · · · · · · · · · ·	for reaso	ns stated below:-	
Dated	20	Auditor	S.O.//	A.A.O./Audit Officer

_ only

T. R. FORM NO. 70(B) [See Para 2(v) of G.O. No. 3292-F(Y) dt. 24.4.2015] (Applicable for Works & Forest only)

Bill Form For Deposit Works

						Jeposit work	-			
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		positor Org								
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Bill f	for	A Mobili	sation Advar	200	P Accourt	nt of Work	C Acc	aunt	of purchase of	
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		Dingiotin								
			A. Mo	obilis	sation Adva	ance Bill//Other	advance	Bill		
San	ction	Desig				Purpose (wi	th descript	ion		
	ction No. &		A. Mo nation of the nctioning	Sa	anctioned	Purpose (wi where neg	th descript essary) ar	tion nd	Claime	
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Explanation:

A. SI. No. 2: It shall be equal to the total value of work settled excluding the payment withheld up to the last RA bill

<i>B</i> .	SI. No. 4: It shall be shown in details the TV No. & Date against which the mobilisation adv. was drawn and the balance
	reaming after adjustment of mobilisation advance in this bill.

C. Account of purchase of material / Contingency Charges

(i) Amount of Material Purchased as per order no 1) dated/ 2) dated/	Rs Rs
(ii) Labour Charge/Other Contingency Expenditure [as per detail list enclosed] Total	Rs

Certified that-

- _____% of the total work has been completed as on _____(mention date of inspection) as per project milestone/as per agreement.
- Rs _____(% of total cost of work) is hereby sanctioned for the completed work in this bill
- Provisions of WBFR Part-I Rule 47 as amended have been observed properly.
- The value of works as claimed in this bill has been executed satisfactorily as per contract and recorded in the measurement book as certified by concerned Assistant Engineer entrusted with the work
- The expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided and the parties entered in this bill are entitled to receive them.
- Contingency charges, as claimed, are admissible as per para 1 of G.O. No. 2705-F(Y) dt.31.03.2015 and within 3% of the BOQ.
- The materials purchased have been entered in the stores register.
- The amount claimed has not been drawn before.

Please pay Rs.	Rupees (in w		only as	
per beneficiary lis	st enclosed			
		AND/OR		
By-Transfer Cred	it Rs Rupees (ir	words)		only as below-
SI No.	Head of Account	Description	ВТ Туре	Amount (Rs.)
L				
	B1 11 1 1 A 1 A 1 A 1 A 1 A 1 A 1 A 1 A			0.0.1
Bill Clerk	Divisional Accountant	/Divisional Accounts Officer		& Designation
			011	.ne 0.0.0.
Station				
Date	20			
		For use at the Treasury		
) only
per list enclosed.				
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maintained at P.		s been recorded in the Receipts Reg	gister and Ketun	d Repayment Regist
Accountant/J.A.C		PAO /TO /A	.P.A.O. /A. T. O.	
Station		1.6.0.71.0.76		
Dated	20			
	For use in	the Office of the A.G.(Audit), West	Bengal	
Admitted for Rs.				
Objected to Rs	for	reasons stated below.		
Auditor		S.O./A.A.O./Audit Offic	Ser	

TR Form No.70 (C)

(See para 3 of G.O No. 3292 - F(Y) dated 24.3.2015)

[Security Deposit/Other deposit refund order and bill form for Works and Forests for Presenting in P.A.O/Treasury]

Office of the		1 ¹⁰	
D.D.O. Code		Bill No.	Date _ / _ /
Token No.	Date/	Bill No / T.V. No	Date//
Head of Account C	ode	Bill for the month	h of 20
Name of Contracto	or/ Supplier	•	- · · · · · · · · · · · · · · · · · · ·
Name of work	2		-
**Original challan	no.	• 	
Date of deposit			
Amount of securit	y deposit		
Under head of acc	ount		
Name of depositor	Amount deposite	ed Amount already paid	l Net payable
Name of depositor	Amount deposite	Amount arready part	
		E	
			<
Total Rupees (in v	/ords)		only
Balance available	(Rs.)		· ·
		-	
Certified that-			
 Certified th 	at the security deposit ha	s been released vide memo. no	Dt of the
 Certified th 	at the amount claimed in	this bill has not been drawn befo	ore
Pay Rs.	_ Rupees (in words)		only
as per beneficiary	list enclosed and/or by tra	ansfer Credit of Rs	Rupees (in words)
		only as below	
Sl No.	Head of Account	Description	Amount (Rs.)
1		na an an an an an ann an an an an an an	
2			
	Total Rs.		
	Total RS.		
	Divisional Acc	counts	Signature and Designation
Bill Clerk	Officer/Divisio		of D.D.O
Din Olerk	Accountant/A		0.0.0.0
		Joountant	
Date	20		
	20		

** Not applicable for security deposits submitted before 1/4/2015

				<u>n the Treasury</u>			
		Rupees (in word	ls)				only
as per b	eneficiary	list enclosed					
	Con Orac III			ND/OR			
By transfer Credit of Rs Rupees (in words) as below							only
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	Sl No.	Head of Accoun	t	Description		Amount (Rs.)	
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Accountant/ J.A.O. P.A.O./A.P.A.O./T.O/A.T.O							
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	F	or use in the Offic	e of the Acco	ountant General	l (Audit), We	st Bengal	
Admittee	d Rs	and an and a start and a start and a start state and a start state and a start state and a start state and a s					
Objected	d Rs		for reasons	stated below:-			
Dated		20	Auditor		SÓVAAC)./Audit Officer	
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