

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

No. 5304-F(Y)

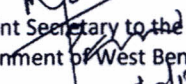
25<sup>th</sup> August, 2017

**MEMORANDUM**

Finance Department has issued circulars from time to time for submission of certain required information in a prescribed Format for better appreciation of the related proposals of the concerned Departments. However, it has been noticed that files are nonetheless being sent to the Finance Department without such specified Annexure/ Proforma/Form/Report causing unnecessary delay in disposal of such files. Therefore, I am directed to reiterate that the specified Annexures/Proformas/Forms/Reports, duly filled up and authenticated by the Departments, are to be enclosed in file whenever such subject matters as mentioned in the respective Government Notification/Memorandum are referred to the Finance Department:

Sl. No.	Subject	Required Format Details	Respective Government Order	Remarks/Additional requirements
1	Drawal of Advance	Proforma for Drawal of Advance	FD No. 9772(54)-F dt. 11.10.1990 read with Memo 4205-F dt. 12.05.2005	To be signed by both the DDO & Controlling Officer
2	Administrative Approval/ Revised Administrative Approval/ Release of fund/ Reappropriation/ Augmentation/ EAP/RIDF/Guarantee, etc.	One or more of the Forms/Statements- A/B/C/D/E/F/G/H as the case may be.	F.D. No. 1037(65)-F.B/Q/1M-11/2011 dt. 16.05.2011	A) Estimate to be vetted by the competent authority and countersigned by the requiring body/authority.  B) Certificate in respect of availability and possession of adequate quantum of land for the project.  C) Certificate regarding existing condition of the Building/Structure (in case of repair/renovation works).
3	Acceptance of L1/H1/Single bid when the no. of qualified bidders is less than 3	Annexure-I of FD Memo 4378-F(Y) 13.07.2017	FD No. 925-F(Y) dt. 14.02.2017 read with FD No. 4378-F(Y) dt. 13.07.2017	Signature / recommendation of both FA and ACS/Principal Secretary/Secretary-in-Charge of the Department is required in Annexure-I
4	New Vehicles	Report as Memo 5824-F(Y) dt. 10.11.2016 and Proforma-I	FD No. 5824-F(Y) dt. 10.11.2016	
5	New Telephone Connection	Detailed report for all the existing telephone lines and broadband connections in office.	Report as per FD No. 2455-F(Y) dt. 21.04.2017	
6	Procurement of goods/services from a single source due to urgency or the item being proprietary in nature	Certificate for procurement from single source or Proprietary Article Certificate, whichever is required	F.D. No. 1956-F(Y) dt. 04.04.2014	Comments of Departmental FA are required in the Certificate

All files related to financial matters are to be mandatorily routed through the Financial Advisor of the Department. Further, the point of reference for which the file is being sent to the Finance Department needs to be specified clearly without any ambiguity.

  
Joint Secretary to the  
Government of West Bengal  
25/08/17

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, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_ Department. **He is requested to circulate the same to all Autonomous and statutory bodies / Local Bodies/PSUs/parastatals, etc under his administrative control.**
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
8. Director, \_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> 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.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
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.

  
Assistant Secretary to the  
Government of West Bengal

**Proforma-I\***

Name of office and Department

Details of motor vehicles

Govt. vehicles/hired vehicles sanctioned			Govt vehicles / Hired vehicles sanctioned									Expenditure funded out of state budgetary allotment including plan status of the booked expenditure	Expenditure funded out of PL/LF/Deposit account balance
as on 31.03.2017			as on 31.03.2016			as on 31.03.2015			as on 31.03.2014				
No. of vehicles	purpose of use/ used by ( The name & designation of officer to be mentioned for each vehicle)	Expenditure in 2016-17 (till date)	No. of vehicles	purpose of use/ used by ( The name & designation of officer to be mentioned for each vehicle)	Expenditure in 2015-16	No. of vehicles	purpose of use/ used by ( The name & designation of officer to be mentioned for each vehicle)	Expenditure in 2014-15	No. of vehicles	purpose of use/ used by ( The name & designation of officer to be mentioned for each vehicle)	Expenditure in 2013-14		

\*Annexure to Memo No- 5304-F(Y) dated 25.08.2017 at serial no 4