



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF FORESTS

Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal
ARANYABHAWAN, BLOCK – LA – 10A,
SECTOR – III , SALT LAKE CITY, KOLKATA - 700106



No. 4220..... P&S(P) / 3D – 266 / 2018

DATED 30/07/2018

- To :-
1. The Chief Conservator of Forests, NC / HC / WC / SWC / CC / SEC / WL(N)C, West Bengal.
 2. The Conservator of Forests, S.C(N)C / NWC / RC / DC / WL(HQ) / A, P & Mktg. / WP & GIS / P & G / Monitoring, West Bengal.
 3. The Field Director, STR / BTR, West Bengal.
 4. The Joint Director, SBR, West Bengal.

Sub :- Submission of **actual requirement** during **2018 – 19** under some specific **Detail / Sub-Detail** heads of Administrative Expenditure.

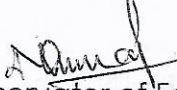
Funds [70% of whole year's provisional allocation] have already been allocated to you under various detail / sub-detail heads for incurring Administrative Expenditure during 2018-19. As such, you are aware about the head of services under which you will be getting fund during 2018-19. Under the new accounting system, PAOs / Treasuries are not passing any bill in absence of requisite allocation of fund in the respective head of service. Even they are objecting the Salary Bills, Electricity & Telephone Bills, Medical Bills also. Recently, Finance Department vide their memo no.4718-F(Y) dated 24th July, 2018 have directed all the PAOs/Treasuries to pass some emergency bills upto 31st August, 2018 in absence of requisite balance and at the same time they have directed all the allotting & sub-allotting authorities to take necessary steps for making requisite allotments to the DDOs and PAOs/Treasuries. It has therefore become necessary to assess the actual requirement of fund during 2018-19 under the following detail / sub-detail heads.

Sl. No.	Detail head	Sub-detail head
1 (a)	01 - Salaries	01 - Pay
(b)	01 - Salaries	14 - Grade Pay
(c)	01 - Salaries	02 - Dearness Allowance
(d)	01 - Salaries	03 - House Rent Allowance
(e)	01 - Salaries	04 - Adhoc Bonus
(f)	01 - Salaries	05 - Interim Relief
(g)	01 - Salaries	07 - Other Allowances
(h)	01 - Salaries	09 - Ration Allowance
(i)	01 - Salaries	12 - Medical Allowances
2	02 - Wages	
3	07 - Medical reimbursements	
4	11 - Travel Expenses	
5	12 - Medical reimbursements under WBHS, 2008	
6 (a)	13 - Office Expenses	01 - Electricity
(b)	13 - Office Expenses	02 - Telephone
(c)	13 - Office Expenses	03 - Maintenance / P.O.L for office vehicles
(d)	13 - Office Expenses	04 - Other Office Expenses
7	14 - Rents, Rates & Taxes	
8	28 - Payment of professional & Special services	02 - Other Charges

Contd. ----- P - 2

You are, therefore, requested to submit the actual requirement of fund with proper justification during 2018-19 under above-mentioned detail / sub-detail heads of Administrative Expenditure positively by 10th August, 2018.

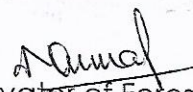
This should be treated as most urgent.


Principal Chief Conservator of Forests & Head of Forest Force
West Bengal.

No. 4221 P&S(P) / 3D – 266 / 2018

DATED 30.07.2018

Copy forwarded for information and necessary action to (i) The **Principal Chief Conservator of Forests Wildlife**, west Bengal (ii) The **Principal Chief Conservator of Forests, R, M & D**, west Bengal (iii) The APCCF, North Bengal (iv) The Director, SBR and (v) The **Chief Conservator of Forests, Headquarter / Soil Conservation / Conservation & Extn. / M & E / R & D**, West Bengal.


Principal Chief Conservator of Forests & Head of Forest Force
West Bengal.

Kaushik / 26.07.18.

Government of West Bengal
Finance Department
Audit Branch

No 4718 - F(Y)

Dated 24th July, 2018

MEMORANDUM

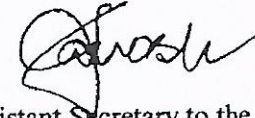
Sub: Ensuring adequate allotment to DDOs and drawal of Bills against allotment.

1. Finance (Budget) Department has released 70% of the budget provision of the financial year 2018-2019 vide their Memo. No.1872-FB, dt.26.03.2018.
2. Under this Deptt.'s Memo. No.3260-F(Y), dt.22.05.2018, certain categories of bills were earlier allowed to be passed in anticipation of allotment of fund for the period from 1st May, 2018 to 30th June, 2018.
3. In terms of Rule 4.008 of WBTR, 2005, no Bill shall be entertained by the Treasury / PAO unless there is allotment of fund.
4. **The administrative departments and controlling officers are expected to sub-allot the fund released by Finance Department immediately to the DDOs through e-Bantan module of IFMS. Therefore, necessity may not arise for drawal in anticipation of allotment of fund, if sub-allotment is done through the system by the departments and controlling officers timely.**
5. Like previous occasion, in very rare cases in which allotment of fund could not reach D.D.O. and Treasury / PAO electronically in time, **the State Government has decided to allow acceptance of the following categories of bills by Treasuries / PAOs in anticipation of allotment of fund for the period of next 2 months i.e. from 1st July, 2018 to 31st August, 2018 of current financial year-2018-19. by which time all allotting and sub-allotting authorities will take necessary steps so that all allotments may reach the DDO and Treasuries/ PAOs in time-**
 - i) Salary / Remuneration / Wages
 - ii) Honorarium and Additional Honorarium for staff and Expenditure for running ICDS centres.
 - iii) Stipends in respect of Internees, House-staff, P.G. Students and Trainee Nurses of Medical Colleges and hospitals of different nature under Health & Family Welfare Department.
 - iv) Salary of doctors appointed by Health & Family Welfare Department on ad-hoc basis.
 - v) Diet and oxygen costs.
 - vi) Washing charges for linens used in hospitals.
 - vii) Cost of disposal of unclaimed dead bodies and Funeral expenses.
 - viii) State share of Pension of Freedom Fighters.
 - ix) Medical Reimbursement / Advance under WBHS, 2008 and West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014.
 - x) AIS (MA) Rules drawn under the detailed head "07-Medical Reimbursement"
 - xi) Medical reimbursement / advance in respect of Judicial Officers including retired judicial officers governed by separate rules.
 - xii) Charges of Security agencies engaged in Government Offices.
 - xiii) Charge for scavenging by service providers engaged by Health & Family Welfare Department.
6. The net grant statement for F.Y. 2017-18 should be sent by each Government office to its concerned authority accordingly.
7. For drawal of fund in any case not covered by this order, prior approval of Group-T, Finance Department will mandatorily be required.
8. The instructions contained in para 3 & 4 of this Department Memo. No.1984-F(Y) dated 07.04.2016 shall continue to remain in force until further order.

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

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.
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 / 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, Subhanna, SGO Complex, 5th & 6th Floor, Plot No.9 Block DF, Sector I, Bidhannagar, Kolkata – 700 064.
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