

URGENT

Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests & Head of Forest Force,
West Bengal
Aranya Bhawan, Block LA-10A, Sect. III,
Salt Lake, Kolkata-700 098.

No. 12606/P&S(P)/3D-675

Dated: 05.03.2018

To : 1. **Chief Conservator of Forests** : Western Circle/Central Circle/South-East Circle/South-West Circle/ Northern Circle/ Hill Circle
2. Field Director, Buxa Tiger Reserve / Sunderban Tiger Reserve.
3. **Conservator of Forests** : Parks & Gardens Circle, APM, Wildlife (N), Wild Life (Hq), Soil Conservation (N), North West. WPGIS, Monitoring
4. Jt. Director, Sunderbans Biosphere Reserve.

Sub: Expediting the Expenditure under Building Head of Accounts-4406-01-070-SP-001-53-00-V


Sir,

I am directed to convey to you that recently the Department of Forests have released substantial amount under the Head of Accounts-4406-01-070-SP-001-53-00-V. Since the Fund release has come at a time when Financial Year is coming to end, PCCF, HoFF has directed the undersigned to convey to you all that the following measures must be taken by one and all.

1. It is presumed that all the Circles might have directed their subordinate offices for floating the Tender in anticipation of approval of Funds.
2. Immediately all the Circle in charge should ask the divisions under their control to issue work order for the approved Tenders, for whole amount for the works for which the funds have been sanctioned and administrative approval conveyed by the department.
3. If the tenders have not yet been invited then the Circles shall direct their divisions to invite tenders and issue work order immediately after the finalization of Tender process.
4. The divisions should try to pay the part of the running bill for the completed works before the end of the Financial year. The Contractors should be asked to continue with the balance works during the next Financial Year i.e.2018-19.
5. For remaining works the Circles shall move proposal for revalidation of the remaining work immediately after the end of the Financial Year under H/A 2406-01-070-SP-004-Buildings-27-V for Minor works and repair works and 4406-01-070-SP-001-Buildings-53-V for Major works or new constructions, citing the Administrative Approval accorded by the Department and attaching a copy of the same.
6. After the placement of the Funds for balance works the Divisions shall immediately make the payments for balance completed works to the Contractors.

All the CCf's/ CF's are directed to abide by the instructions above and try to utilize the Funds to the maximum extent within the current Financial Year.

encl:- Status of Funds release under 'Buildings' upto 28.02.2018


Chief Conservator of Forests, Finance
West Bengal.

