

**COMPENDIUM OF
IMPORTANT GOVERNMENT ORDERS OF
THE FINANCE DEPARTMENT**



**Finance Department,
Government of West Bengal**

January, 2013

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सत्यमेव जयते

**COMPENDIUM OF
IMPORTANT GOVERNMENT ORDERS OF
THE FINANCE DEPARTMENT**

**Finance Department,
Government of West Bengal
January, 2013**



H.K. Dwivedi, IAS

Principal Secretary

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Government of West Bengal
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8th January, 2013.

P R E F A C E

The Finance Department has during the recent period issued various notifications and circulars pertaining to delegation of administrative and financial powers, amendments in financial rules, procurement of Goods and Services, Public-Private Partnership and such other matters. It was felt that a compilation of the notifications and circulars should be brought out in the form of a compendium to serve as a ready reference for the administrative departments.

In bringing out this compendium, I have received sincere assistance from the officers of the Finance Department and the Directorate of Treasuries & Accounts, Government of West Bengal.

Utmost care has been taken to make the compendium exhaustive and error free. However, errors and omissions, if any, should be brought to the notice of the Finance Department, Government of West Bengal for necessary rectification.

(H.K. Dwivedi)

Principal Secretary
Finance Department
Government of West Bengal

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DELEGATION OF POWER



GOVERNMENT OF WEST BENGAL
Finance Department
Writers, Buildings, Kolkata — 700 001.

No. 1880-F

March 7, 2007

MEMORANDUM

Sub.: Procedure for according administrative approval to plan projects/ schemes

The Governor is pleased to lay down the following procedure for according administrative approval to plan projects/ schemes:

A. Projects/ schemes with project cost not exceeding Rs.3 crore.

1. Each Department shall constitute a Departmental Approval Committee (DAC) comprising of the following:

- | | |
|--|------------|
| (i) Additional Chief Secretary / Principal Secretary / Secretary | - Chairman |
| (ii) Special Secretary (or where there is no Special Secretary, the Joint Secretary) in Charge of the Administrative Group of the Finance Department that corresponds to the Administrative Department | - Member |
| (iii) Technical Head of the Department, or the head of the Directorate entrusted with implementation of the scheme | - Member |
| (iv) Special Secretary / Joint Secretary of the Department as may be nominated by the Additional Chief Secretary / Principal Secretary/ Secretary | - Member |

2. All plan projects / schemes with project cost not exceeding Rs.3 crore shall be placed before the DAC. The Special Secretary or the Joint Secretary, as the case may be, of the Finance Department shall perform the function of Financial Advisor (F.A.) of the Administrative Department in the DAC. The F.A. shall play a key role in the Committee and in his absence no meeting of the DAC shall be held.

3. The Committee shall have the power to accord administrative approval of projects/schemes with cost estimate not exceeding Rs.3 crore.

4. No project / scheme shall be approved by the DAC without the consent of the F.A. The specific opinion of the F.A. in regard to all the schemes will have to be recorded in the proceedings of the meeting.

5. Where the F.A. does not give his consent for approval of a project / scheme, he will give his reasons for disagreement, which will form part of the proceedings of the meeting.

6. A statement of projects / schemes approved by the DAC along with a record of proceedings shall be handed over to the F.A. in duplicate, who will return one copy to the Administrative Department with the U.O. Number of the Finance Department forthwith.

7. If notwithstanding the note of dissent of the F.A., the Department is still of the view that the proposal should be pursued, then it should be sent to Finance Department for consideration.

B. Projects / schemes with project cost exceeding Rs.3 crore but not exceeding Rs.20 crore.

In case of plan projects / schemes for which the project cost exceeds Rs.3 crore but does not exceed Rs.20 crore. Administrative Department shall send the proposal to the Finance Department with all relevant particulars including the estimate of the projects duly vetted by the competent technical authority. The proposal shall include the objectives of the project, the benefits accruing out of it, the means of financing, etc. and shall also contain a statement indicating how the project / scheme fits in the overall perspective plan of the Department. Decision shall be taken by the Finance Department after due examination of the project.

C. Project with project cost exceeding Rs.20 crore.

The plan projects / schemes for which the project cost exceeds Rs.20 crore shall be referred to the State Planning Board in the first instance with all relevant details as mentioned under (B) above and thereafter the same shall be sent to Finance Department along with the observations of the State Planning Board. Decision shall be taken by the Finance Department keeping in view the recommendation of the State Planning Board.

This supersedes all previous notifications / orders on the subject.

Appropriate amendment to the Delegation of Financial Power Rules will be made in due course.

Sd/- Samar Ghosh

Principal Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8651-F(Y)

Date :24.8.2010

MEMORANDUM

Sub.: Procedure for according administrative approval to plan projects/ schemes

In continuation of this Department Memorandum no. 1880-F dt.07.03.2007, the undersigned is directed to state that:-

- i) Projects / schemes under State Plan and having project cost more than Rs.3.00 (three) crores which are submitted by different departments to Finance Deptt., for concurrence should have the approval of the Minister-in-charge / Minister of State in-charge of the concerned department; and
- ii) Only those plan projects / schemes for which the State share of project cost exceed Rs.20 crore need be placed before the State Planning Board before sending the same to Finance Department for concurrence.

Sd/- C.M. Bachhawat

Principal Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8325-F(Y)

Kolkata, the 24th August, 2011

MEMORANDUM

Sub.: Enhancement of power of Departmental Approval Committee to accord administrative approval of projects / schemes

In continuation of this Department Memorandum No. 1880-F dated 07.03.2007 read with Memorandum no. 8651-F(Y) dt.24.08.2010, the undersigned is directed to state that the Governor is pleased to enhance the power of the Departmental Approval Committee (DAC) to accord administrative approval of project / schemes from the existing Rs.3.00 crore to Rs.5.00 crore, where such projects are under Aided/Government of India schemes with partial contribution or 100% contribution from Government of India, such as Central Sector schemes, Centrally Sponsored schemes or schemes with Additional Central Assistance from Government of India under State Plan or otherwise.

Necessary amendments to the Delegation of Financial power Rules will be made in due course.

Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9144-F(Y)

Kolkata, the 22nd September, 2011

MEMORANDUM

Sub.: Enhancement of power of Departmental Approval Committee to accord administrative approval of projects / schemes

In modification of this Department Memorandum no.8325-F(Y) dt.24.8.2011, read with Memorandum no.8651-F(Y) dt.24.8.2010 the undersigned is directed to state that the Governor is pleased to enhance the power of the Departmental Approval Committee (DAC) to accord administrative approval of all Plan projects / schemes from the existing Rs.3.00 crore to Rs. 5.00 crore, whether such projects are under State Plan or under Aided / Government of India schemes with partial contribution or 100% contribution from Government of India, such as Central Sector Schemes, Centrally Sponsored schemes or schemes with Additional Central Assistance from Government of India under State Plan or otherwise.

Necessary amendments to the Delegation of Financial power Rules will be made in due course.

Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 95-F.B.

Dated, Kolkata, the 18th April, 2012

MEMORANDUM

Sub.: Delegation of power to the Departmental Secretaries for according administrative approval to the schemes where the cost estimate is limited to Rs. 10.00 lakhs.

In this Department Memo no. 1880-F dated 7.3.2007, it was laid down that the Department Approval Committee shall have the power to accord administrative approval to the schemes with cost estimate not exceeding Rs. 3.00 crore. This was further modified under this Department Memo no. 9144-F(Y) dt.22.9.2011 and the power of the Department Approval Committee to accord administrative approval was enhanced from Rs. 3.00 crore to Rs. 5.00 cr. The power of sanctioning expenditure for administratively approved schemes are delegated to the Departmental Secretaries in the orders issued by the Finance Department for allotment of fund.

2. The Government has been considering, for some time past, for delegation of power to the Departmental Secretaries for according administrative approval to the schemes.

3. After a careful consideration of the matter, the Governor has been pleased to decide to delegate power to the Additional Chief Secretary/Principal Secretary/Secretary of the Administrative Departments for according administrative approval to the scheme where the cost estimates is limited to Rs. 10.00 lakhs subject to the following conditions.

- (I) No creation of new post is involved
- (II) No purchase of new vehicle is involved
- (III) For purchase of office equipments and installation of new telephones existing orders of the Finance Department are followed.

4. While issuing administrative approval, the Administrative Departments should indicate the following in such order.

"This order issues in exercise of powers delegated under Finance Department Memo. No. **95-F.B.** dated 18.04.2012,,

(A.R. Chakraborty)
Special Secretary

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 10184-F(A-II)

Dated, the 13th December, 2012

NOTIFICATION

Sub.: Administrative and financial approval for the projects on land involving inter-departmental transfer.

The procedure of inter-departmental transfer of Govt. land from one Department of the State Govt. to another is governed by Rule 469 of the West Bengal Land & Land Reforms Manual, 1991. The extract of the Rule is given as under:

"469 (i) Proposals for transfer of Government land from one department of the State Government to another should be submitted through Divisional Commissioner to Government in the department to which transfer is proposed along with objects and condition of the proposed transfer, particulars of the area, market value and estimated yearly rental.

(ii) If the administrative department approves the proposal, it will first consult the department from which land is proposed to be transferred. The proposals with the concurrence of the department owning the land will be sent to the Land & Land Reforms Department. The Land & Land Reforms Department will return the case to the administrative department with the memorandum sanctioning the transfer of the land and stating conditions of transfer, if any. The administrative department will then send a copy of the said memorandum to the officers concerned accompanied by such orders as may be necessary.,,

2. It has been observed that, in some cases, even after concurrence has been given by the Govt. department owning the land to relinquish the said land in favour of the other State Govt. department, the completion of all formalities as provided in Rule 469 of the WBL&LR Manual, 1991, takes some time. As per the existing practice, administrative and financial approval of the projects on such land is not given pending approval of the L&LR Department as provided in the referred Rule. As such, there is avoidable delay in starting such projects resulting in cost and time overrun.

3. After careful consideration, the Governor is pleased to decide that development projects on Govt. land proposed for transfer from one department to another will be accorded administrative and financial approval by the appropriate authority provided the Collector of the District has recommended the proposal after making inquiries regarding the area, ownership, availability, character, nature of the land and whether the land is free from encroachment and litigation and administrative department of the State Govt. owning the land has given its concurrence for relinquishing such land in favour of the requiring department. The administrative department to which the land is proposed to be transferred shall not start the execution of the project unless all the formalities as provided in Rule 469 of the WBL&LR Manual, 1991 have not been fully complied with. It may, however, complete all other works like completion of tender formalities, selection of executing agencies, etc.

4. The order will take immediate effect.

Sd/- H.K.Dwivedi
Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 10257-F(A-II)

Dated, the 18th December, 2012

CORRIGENDUM

The last but one sentence of Para No.3 of Notification No.10184-F(A-II) Dated, the 13th December, 2012 should be read as "The administrative department to which the land is proposed to be transferred shall not start the execution of the project till all the formalities provided in Rule 469 of the WBL&LR Manual, 1991 have been fully complied with".

Sd/- D. Mukhopadhyay

**Joint Secretary to the
Government of West Bengal**

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 5320-F(Y)

Dated, Kolkata, the 22nd June, 2012.

NOTIFICATION

In exercise of the power conferred by clause (3) of article 166 of the Constitution of India the Governor is pleased hereby to make the following amendment in the Delegation of Financial Power Rules, 1977 published under this Department,s Notification No. 9751-F dated 17.11.1977, as subsequently amended (hereinafter referred to as the 'said rules,)

AMENDMENT

In the said rules, in Schedule 'A, under Rule (18), *insert* new entries after item no.29(b) as given below-

| Item no. | Items of expenditure | S.D.O/ Head of office | District officers (collectors in charge of a district) | Heads of Dptt (other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner. | Additional Chief Secretary / Principal Secretary / Secretary / Commissioner |
|----------|---|--|---|---|--|
| 29 | (c) Purchase and repairs of computer with peripherals including UPS and printer, LAN, Storing devices, such as, Pen drive, CD, Removable hard discs | Rs. 1 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e)and (f) taken together subject to the conditions given below. | Rs. 3 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e) and (f) taken together subject to the conditions given below. | Rs. 5 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e),(f) and (g) taken together subject to the conditions given below. | Rs. 20 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e),(f) and (g) taken together subject to the conditions given below. |
| | (d) Broadband connection in already installed landline telephone. | | | | |
| | (e) Purchase and repair of photocopier & Fax machine for already installed landline connection | | | | |
| | (f) Fees for digital signature certificate from National Informatics Centre. | | | | |
| | (g) Laptop and data card — purchase of | Nil | Nil | | |

Important Government Orders

- (i) In case of need to relax the financial power of heads of department other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner sanction may be accorded by the Additional Chief Secretary / Principal Secretary / Secretary / Commissioner within his delegated power of Rs.20 lakh p.a. taking together all such sanctions to subordinate office and purchase for his own office under item nos. 29(c), 29(d), 29(e),29(f) and 29(g). In case of need to relax the financial power of Additional Chief Secretary / Principal Secretary / Secretary / Commissioner, concurrence of the Finance Department is necessary.
- (ii) The concerned Administrative Department/Head of Department/Head of Office shall maintain year - wise Register for sanction of the above mentioned items for his office and the subordinate offices under his control and shall strictly monitor so that the sanctioned expenditure does not exceed the delegated financial power as mentioned above.
- (iii) Officers of and above the rank of Special Secretary, Directors having requirement of Laptop and Data card during official tour for efficient discharge of their official duty may be allowed such devices. Each Administrative Departmental head may sanction expenditure for purchasing not more than two units of Laptops within the period of five years and there shall be not more than five units of data cards in one Department. The data card shall be under most economic plan and shall be used in most economical manner for official purpose only. Necessary certificate shall be furnished by The 'Head of Office, while preferring bill in this regard.
- (iv) All the officers of and above the rank of SDO/Head of office at Sub-Divisional level, District level and State level having no Broadband connection are eligible for a broadband connection strictly according to their official requirement. The broadband connection shall be the most economic plan of BSNL for single user.
- (v) The Departments shall develop a computerized management information system and set up Monitoring Committees at State, District and Block levels for guidance, monitoring, coordination and taking appropriate action for optimum utilization of the machines, devices and equipments run on information and communication technology.
- (vi) In case of purchase of new machines and equipments in replacement old ones, the rate should be invited on 'buy back, terms.
- (vii) No new landline telephone connection for the fax machine shall be sanctioned.
- (viii) While deciding on the purchase, availability of fund under the particular detailed head of appropriate head of account of the concerned Department shall be ensured.
- (ix) While making the purchase the related purchase procedure of the West Bengal Financial Rules shall be observed.
- (x) While purchasing the computer and its peripherals the purchase procedure contained in memo no. 1782-F dt.1.3.2006 read with memo no. 3876-F dt.2.5.2005 shall be followed.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

MEMORANDUM

No. 96-F.B.

Dated, Kolkata, the 18th April, 2012

Sub.: Administrative approval for schemes to be executed with the grants under the recommendation of the Thirteenth Finance Commission

The Government had been considering, for some time past, to simplify the procedure of according administrative approval to the schemes to be executed with the grants under the recommendation of the Thirteenth Finance Commission, where such administrative approval is necessary. At present, the grants under the recommendation of the Thirteenth Finance Commission are available in the following cases.

- (i) Local Bodies Grants
- (ii) Water Sector Management
- (iii) Grants for Forests
- (iv) District Innovation Fund
- (v) Improvement of Statistical system
- (vi) Employees and Pensioners data Base
- (vii) Incentive for Issuing Unique Identifications
- (viii) Maintenance of Roads and Bridges
- (ix) Improvement in Justice Delivery
- (x) Elementary Education
- (xi) Disaster Relief and Capacity Building
- (xii) Police Training and Police Housing
- (xiii) Embankments/Drainage in Sunderban
- (xiv) Upgradation of Fire and Emergency services
- (xv) Construction of Health Centres
- (xvi) Construction of Anganwadi Centres
- (xvii) Road Infrastructure in Border Areas
- (xviii) Maintenance of Historical Monuments

2. In the above cases except grants for Local Bodies, Elementary Education, Disaster Relief and Capacity Building, Action Plans/Working plans are approved by the High Level Monitoring Committee (HLMC).

3. The Governor has now been pleased to decide that the Departmental Approval Committee shall accord administrative approval to the schemes to be implemented under the recommendation of Thirteenth Finance Commission, irrespective of the amount, for which the Action Plans/Working Plans have been approved by the High Level Monitoring Committee.

(A.R. Chakraborty)

Special Secretary

GOVERNMENT OF WEST BENGAL
Finance Department
BUDGET BRANCH

No. 3053(14)-F.B.

Dated 17th March, 2012

MEMORANDUM

Sub.: Administrative Approval and Financial Sanction.

The undersigned is directed to inform that the Planning Commission, Government of India has approved several schemes forwarded by the State Government under Backward Region Grant Fund —Special Plan for State of West Bengal with a total project cost of Rs.8661.56 crore.

Ministry of Finance, Government of India has already released Rs.2251.19 crore for implementation of said schemes.

In the circumstances, the undersigned is directed to accord administrative approval for the schemes under BRGF (Special) under different Sectors with a total project cost of Rs.8661.56 crore as per enclosed statement.

The undersigned is further directed to the approval of the financial sanction for the schemes of various administrative departments, amount of which as indicated against each of the department as per enclosed statement.

The concerned administrative departments are requested to take necessary steps to undertake the schemes at the earliest.

Sd/- A.R. Chakraborty
Special Secretary

GOVERNMENT OF WEST BENGAL

Finance Department

BUDGET BRANCH

No. 2425-F.B.

Kolkata the 27th December, 2011.

MEMORANDUM

In continuation of this Department Memo No. 2105-FB dated 02.11.11 and in cancellation of this Department Memo Nos. 2410-FB dated 27.12.11 and No. 2411-FB dated 27.12.11, the undersigned is directed by order of the Governor to say that in the interest of public service and for expeditious implementation of the Centrally Sponsored/ Central Sector/ Centrally Assisted State Plan schemes, Governor has been pleased to empower the Additional Chief Secretary/Principal Secretary/ Secretary of (1) Agriculture Department (2) Food & Supplies Department (3) Health & Family Welfare Department (4) Minority Affairs and Madrasah Education Department (5) Municipal Affairs Department (6) Panchayats & Rural Development Department (7) Urban Development Department (8) Public Health Engineering Department (9) Women & Child Development and Social Welfare Department (10) Agricultural Marketing Department (11) Forests Department (12) Irrigation & Waterways Department (13) School Education Department (14) Water Resources Investigation & Development Department to release States matching share as well as Central Share up to the current year's budget provision, subject to the following conditions:

1. The Administrative Departments will be required to take a written confirmation direct from the Finance Department, Budget Branch (Group-N) that the central share has been credited to the State Exchequer.
- 1.1. Wherever Administrative Department receives funds direct from the respective Ministries of Government of India, such as under SSA, NRHM, NREGA etc., written confirmation from Finance Department would not be required for release of State Share up to the Budget provision.
2. The Administrative Department will ensure release of fund as per requirement of the specific schemes and exercise all necessary precautions to ensure the effective utilization of such project funds within overall budget provisions and also that the budgetary allocations are not exceeded in any manner.
3. The Administrative Departments may ensure before releasing any fund on these accounts that the previous released amounts have been substantially utilized, so that the moneys do not remain idle in the bank accounts.
4. The Administrative Departments will have to approach the Finance Department in case of releases beyond the budgetary allocation or in case of advance release of State share where Central share has not been received, in schemes where the State share is required to be released in advance.
5. Processing for release of fund will not be done in the Finance Department, hence Additional Chief Secretary/Principal Secretary/ Secretary of the Administrative Departments are advised to be extra careful in view of the increased responsibilities. The Administrative Department will in fact be combining the role of Finance Department to that extent.
6. It may be ensured that expenditures are made on approved items as per approved project/scheme and also to be careful that expenditures are not incurred on inadmissible items against which Central share will not be available.
7. It may be ensured that releases are made only for the administratively approved projects. Thus Administrative approvals will be needed for new scheme as per the existing procedure.

Important Government Orders

8. West Bengal Financial rules including tender rules are to be strictly observed and for any deviations concurrence of Finance Department will be necessary.
9. The Administrative Department shall ensure that the releases are uploaded immediately on the Website of the Finance Department. (www.wbfin.nic.in).
10. Administrative Departments will submit monthly reports on the releases made during the month by the 7th Day of the following month to the Finance (Budget) Department. This is extremely important for management of fund flows of the State Government. Format is enclosed herewith.
11. A meeting will be held every month on 7th day of the month at 11 A.M. or succeeding working day if 7th is holiday in the chamber of Addl. Secretary (ARC) by Principal Secretary, Finance Department to gather information regarding monthly release of funds by the concerned Administrative Department.

This order will take effect from **01.01.2012** and will remain valid upto 31.07.2012.

Sd/- (S. Dutta)

OSD & EO Joint Secretary to the
Government of West Bengal

**PARTICULARS REGARDING RELEASE OF CENTRAL SHARE RELATING TO CENTRALLY SPONSORED,
CENTRAL SECTOR, CENTRAL ASSISTED STATE PLAN SCHEMES FOR THE MONTH OF _____**

Department _____ Demand No. _____

| Sl. No. | G.O. No. & Date | Head of Account | Amount released (Rs. in lac) | U.O. No. & Date of the Finance Department | Cumulative release up to the month |
|---------|-----------------|------------------|------------------------------|---|------------------------------------|
| | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| | | TOTAL Rs. | | GRAND TOTAL Rs. | |

Joint Secretary to the
Government of West Bengal
_____ Department

PARTICULARS REGARDING RELEASE OF STATES SHARES RELATING TO CENTRALLY SPONSORED,
CENTRAL SECTOR, CENTRAL ASSISTED STATE PLAN SCHEMES FOR THE MONTH OF _____

Department _____ Demand No. _____

| Sl. No. | G.O. No. & Date | Head of Account | Amount released (Rs. in lac) | U.O. No. & Date of the Finance Department | Cumulative release up to the month |
|---------|-----------------|-----------------|------------------------------|---|------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | | | | | |
| 2 | | | | | |
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| 4 | | | | | |
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| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| | | TOTAL Rs. | | GRAND TOTAL Rs. | |

Joint Secretary to the
Government of West Bengal
_____ Department

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 801-F.B.

Kolkata, the 31st July, 2012

MEMORANDUM

Sub.: Delegation of power to the Additional Chief Secretary/ Principal Secretary/ Secretary for releasing States matching share & Central Share up to the current financial year budget provision.

The undersigned is directed by order of the Governor to say that in the interest of public service and for expeditious implementation of the Centrally Sponsored/Central Sector/Centrally Assisted State Plan schemes, the Governor has been pleased to extend the validity of this Deptt. Memo No. 2425-FB dated 27.12.2011 for a further period up to **31.03.2013**.

Sd/- (S. Datta)
OSD & EO Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 152-FB

Dated Kolkata the 27th April, 2012

MEMORANDUM

Sub.: Introduction of Financial Adviser in different Departments

Under the present Delegation of Financial Powers, the Administrative Departments are required to send the proposals to the Finance Department for incurring expenditure out of the State Plan Funds beyond the powers delegated to them. The State Government vide Finance Department's Memo No.1880-F dated March 7, 2007 constituted a Departmental Approval Committee (DAC) for granting administrative approval to projects/schemes with estimated cost not exceeding Rs.3 crore. The powers of the DAC were enhanced from Rs.3 crore to Rs.5 crore vide Finance Department's Memo No.9144-F(Y) dated September 22, 2011. Now, in order to further facilitate expeditious implementation of development and welfare programmes, the State Government has decided to enhance the financial powers of the Administrative Departments and improve their competence in the field of financial management by effectively delegating certain financial powers to Administrative Departments.

Keeping these objectives in view, the Governor has been pleased to introduce the system of Financial Advisers in the Administrative Departments. The new system requires that all proposals for expenditure on schemes/projects are subjected to detailed financial scrutiny by the Financial Adviser of the Administrative Department instead of being sent to the Finance Department. The present financial powers delegated to the Secretaries will also continue.

1. Role of Financial Advisers

The Financial Advisers will have the following responsibilities subject to the conditions prescribed in para 4 of the Memorandum:

- (i) Render advice to the Additional Chief Secretary/Principal Secretary/ Secretary/ Special Secretary-in-Charge of the Department on all financial matters including procurement proposals which would otherwise have required concurrence of the Finance Department.
- (ii) To screen all expenditure proposals requiring to be referred to Finance Department for concurrence or comments.
- (iii) To ensure maintenance of accounts of expenditure against the grants or Appropriations.
- (iv) To advise the Drawing and Disbursing Officers (DDOs) in proper maintenance of Accounts.
- (v) To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling Authorities where the progress of expenditure is not even.
- (vi) To screen the proposals for supplementary demands for grants.
- (vii) Monitoring Non-tax Revenue Receipts.
- (viii) To watch the settlement of audit objections, Inspection Reports, draft audit paras, etc.
- (ix) To ensure prompt action on Audit Reports and Appropriation Accounts, Reports on Public Accounts Committee, Estimates Committee and Committee on Public Undertakings.

- (x) To ensure regular and timely submission of reports to the Finance Department and to ensure immediate uploading of release of funds on the website of the Finance Department. (www.wbfin.nic.in).
- (xi) To ensure timely submission of monthly reports on the releases made during the month by the 7th Day of the following month to the Finance (Budget) Department.

2. Delegation of Financial Powers Rules

The FA shall exercise the following delegated powers under the West Bengal Financial Rules:

- (i) Accord concurrence for administrative approval of any plan expenditure upto Rs.10 crore within the budgetary allocation and subject to general directions issued by Finance Department from time to time. Government Orders for administrative approval and financial sanction will be issued by Joint Secretary or Special Secretary authorized by the Departmental Secretary.
- (ii) According concurrence for release of fund from schemes for which Central Assistance is available, subject to the following:
 - (a) FA will be required to take a written confirmation direct from the Finance Department, Budget Branch (Group-N) that the Central share has been credited to the State Exchequer.
 - (b) FA will ensure release of fund as per requirement of the specific schemes and exercise all necessary precautions to ensure the effective utilization of such project funds within overall budget provisions and also that the budgetary allocations are not exceeded in any manner.
 - (c) FA may ensure before according concurrence for releasing any fund on these accounts that the previous released amounts have been substantially utilized, so that the money do not remain idle in the bank accounts.
 - (d) It may be ensured that expenditures are made on approved items as per approved project/ scheme and also to be careful that expenditures are not incurred on inadmissible items against which Central share will not be available.
 - (e) It may be ensured that releases are made only for the administratively approved projects. Thus, Administrative approvals will be needed for new scheme as per the existing procedure.
- (iii) In case of release of State Share of Centrally Sponsored Schemes/Centrally Assisted Schemes the FA will be competent to accord concurrence for release within budget provision provided that the Central share has been credited to the State Exchequer or in the Bank Account of the implementing agency.
- (iv) To accord concurrence for re-appropriation of any amount within the sub-detailed heads under detailed head 01-Salaries, 13-Office Expenses and 21-Material & Supplies/Stores & Equipments of the Demand of the Department provided the approval of the head of the administrative department is there. But this re-appropriation will have to be done through software that will be made available in the Finance Department's website www.wbfin.nic.in. The Departments will be allotted a user code and password for this purpose. The re-appropriation of fund is also subject to the following condition:
 - a) That the grant is not exceeded.
 - b) That the expenditure which will be met by the Re-appropriation does not involve the undertaking of a new or unapproved or recurring liability.
 - c) That the savings are known in sufficient time to permit their being spent to good purpose and that the expenditure is not incurred merely to prevent lapse of savings.

Important Government Orders

- d) That a re-appropriation sanctioning the undertaking of a new service is not involved.
 - e) Any appropriation or re-appropriation within the grant of a year can be authorized at any time before, but not after the expiry of financial year to which it relates.
 - f) Re-appropriation of funds from one grant to another grant are not permissible, as such re-appropriation will have the effect of reducing or increasing amounts of the grant concerned as specified in the schedule of authorised expenditure appended to the Appropriation Act and will thus be ultra vires of the provisions of the constitution.
 - g) No re-appropriation from a "voted" to a "charged" head and vice versa is admissible.
 - h) Re-appropriation of fund from revenue to capital/loan heads and vice versa is not admissible.
 - i) Provisions under plan scheme including Centrally Sponsored /Central Sector scheme should not be diverted to non-plan scheme and vice versa.
 - j) Provision of Office Expenses should not be increased by reappropriation.
 - k) Re-appropriation from Salary to Non-Salary head is not admissible.
3. *FAs will not be authorized to accord concurrence in respect of the following items:*
- (i) Any new scheme and continuing scheme, in which there are deviations from the existing norms and yardstick as approved by the Finance Department.
 - (ii) Sanction any augmentation of fund.
 - (iii) Relax any tender Rules.
 - (iv) Sanction any matter relating to pay and any allowances of any type or any other establishment matters that require approval of Finance Department. Such proposals of Administrative Departments must be routed through the FA and FA will record his view in writing before the proposal is sent to the Finance Department.
 - (v) Sanction creation of posts including promotional post, Recruitment/appointment of Officer/staff, Casual or contractual appointment, Fixation of remuneration/pay etc. and other Service matters. Creation of new offices, Declaration of Head of Office and DDO, purchase or hiring of new vehicles.
 - (vi) Sanction to open any bank account, grant or increase of 'Permanent Advance', Advance Drawal of fund, grant of tiffin or any sort of extra allowances other than those already approved by Finance Department.
 - (vii) Sanction scheme/projects which involves introduction of a new policy/practice likely to lead to increased expenditure in future.
 - (viii) Sanction new telephone or internet connection and any non-plan expenditure beyond the delegated powers of the Additional Chief Secretary/ Principal Secretary/ Secretary of the Department.
 - (ix) Matters pertaining to the following schemes/subjects will be dealt exclusively by the Budget Branch (Group 'N') of the Finance Department subject to any Special delegation made in respect of any of these schemes/subjects. Matters relating to these schemes/ subjects shall be referred to the Finance Department through FA or with the comments of FA :
 - a) Externally Aided Projects (EAP).
 - b) Rural Infrastructure Development Fund (RIDF).
 - c) Schemes implemented with assistance from HUDCO.

- d) Schemes implemented with assistance from NCDC.
- e) National Social Assistance Programme (NSAP)
- f) Upgradation/special problem grants and local body grants recommended by the Thirteenth Finance Commission.
- g) Schemes implemented out of one-time Additional Central assistance (ACA).
- h) Release of fund under State Finance Commission's recommendations.
- i) Prime Minister's Gramoday Yojana (PMGY).
- j) Schemes of RKVY.
- k) State Government guarantee.
- l) Conversion of loan into grant/equity.
- m) Writing off of loans.
- n) Partial or full waiver of interest.
- o) Authorization of LOC.
- p) Grant of Loan.
- q) Sanction of Subsidy
- r) Raising of loan.

4. General Instructions

1. The Additional Chief Secretary/ Principal Secretary/ Secretary of the Department or any officer not below the rank of Joint Secretary specifically authorized by the Additional Chief Secretary/ Principal Secretary/ Secretary of the Department will refer the files of the Department to the Financial Adviser.
2. The FA will send all files directly to the head of the Administrative Department (Additional Chief Secretary/ Principal Secretary/ Secretary).
3. After the concurrence of the Financial Adviser the order will be issued by the competent authority as may be specified under the internal delegation orders of the Department. The following line has to be inserted "This issues with the concurrence of the Financial Adviser of the Department vide his U.O. No dated"
4. FAs would be consulted in all cases relating to the exercise of the financial powers delegated in terms of the Memorandum. While normally FAs advice would be expected to be adhered to, there could be instances/cases in which the Departmental Secretary feels that there are valid reasons for some modification/deviation. In such rare instances, Secretaries of the Administrative Departments can exercise their power to overrule FAs advice by an order in writing. All such decisions should be forthright communicated to the Finance Secretary.
5. The head of the Administrative Department and other functionaries will continue to enjoy the powers delegated to them under the W.B.F.R, as amended or under any special delegation without any reference to FAs. However, they may seek on their own accord the advice of the FAs on any matter within their delegated financial powers and the FAs shall render necessary advice on such matter.
6. FAs are not expected to do any routine administrative functions.

5. Organizational Structure

There shall be an FA Branch in each Department where FA system consisting of the following personnel:

(i) **Financial Adviser**

He will be equivalent in the rank and status of Special Secretary or Joint Secretary of Finance Department. The Department of Personnel and Administrative Reforms, Government of West Bengal would be responsible for posting FAs to the Departments.

(ii) **Deputy Financial Adviser(s)**

There will be one or two posts of Deputy Financial Adviser who would be responsible for Accounts and Audit Branch. The Deputy FA will be in the rank of Deputy Secretary. The Department of Personnel and Administrative Reforms/Department of Finance, Government of West Bengal would be responsible for posting DFAs to the Departments.

(iii) **Accounts Officer/(s)**

The post will be borne in the cadre of West Bengal Audit and Accounts Service (10 years in service). The Finance Department, Government of West Bengal would be responsible for posting of Account Officer(s) to the Departments.

(v) **Section officer**

(vi) **Upper Division Assistant**

(vii) **Lower Division Assistant**

(viii) **Group-D**

The Support Staff outlined above at Sl.No.(v) to (viii) shall be arranged by the Administrative Departments from the existing manpower.

(ix) The officers and staff posted to FA Branch shall not be entrusted with any other departmental work.

6. This new system shall be introduced in the following departments in the first instance:

- i) Home Department.
- ii) Health & Family Welfare Department.
- iii) Urban Development Department.
- iv) Public Health Engineering Department.
- v) Public Works Department.
- vi) Panchayat & Rural Development Department.

The present system of Departmental Approval Committee will stand dissolved in the above Departments.

7. The FA System will take effect from 01.6.2012 in the above Departments.

Sd/-
H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department
Writers, Buildings,
Kolkata — 700 001.

No. 5275-F(Y)

Dated Kolkata the 21st June, 2012

MEMORANDUM**Sub.: Creation of the posts for introducing the system of Financial Advisers**

The undersigned is directed to say that the system of Financial Adviser has been introduced in the following six (6) Departments vide Finance(Budget) Department Memo No : 152-FB dated 27.04.2012.

1. Home Department
2. Health and Family Welfare Department
3. Urban Development Department
4. Public Health Engineering Department
5. Public Works Department
6. Panchayats and Rural Development Department

Consequent upon the introduction of the system of Financial Advisers in the aforesaid Administrative Departments, it has become necessary to create the requisite posts so that the system may run smoothly.

2. After a careful consideration of the matter the Governor has been pleased to accord sanction to the creation of following posts for each of the six Departments as indicated at para 1 above, for a period of one year with effect from 01.06.2012.
 - a. Financial Adviser (to be filled up by an officer in the rank of Special Secretary or Joint Secretary) ' 1 (one)
 - b. Deputy Financial Adviser(to be filled up by an officer in the rank of Deputy Secretary) ' 2 (two)
 - c. Accounts Officer (In the cadre of West Bengal Audit and Accounts Service) ' 4 (four)
 - d. Section Officer ' 2 (two)
 - e. Upper Division Assistant ' 4 (four)
 - f. Lower Division Assistant ' 4 (four)
 - g. Group'D' ' 6 (six)
- 3 The charge will be debitale to the head of accounts from which the charge of the Secretariat establishment of the concerned Administrative Departments is met.
- 4 This Order issues with the concurrence of Group -'P' of Finance Department vide their U.O. No.1391 Gr.-P (Service) dated 16.04.2012.
- 5 The Accountant General (A&E) West Bengal is being informed.

Sd/-H.K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 1056-FB

Dated Kolkata the 10th September, 2012

MEMORANDUM

Sub.: Amendment and Clarification regarding Introduction of Financial Advisers

In continuation of this Department Order No. 152-FB dated 27.04.2012, State Government has decided to include the following two items in the 'Role of Financial Advisers', as follows:

After clause 1(XI) *insert* the following clause:

- (XII) Budget formulation and preparation as per the direction of Departmental Secretaries.
- (XIII) Reconciliation of receipts and expenditure with Accountant General (Account and Entitlement) West Bengal periodically.

After issuance of the aforesaid order various clarifications have been sought by different Departments regarding the role, duties, responsibilities and procedure of work of the Financial Advisers. Following points may be clarified in this respect:

1. Financial Adviser shall perform the duties assigned to them in terms of the provisions as indicated in this Department Memorandum No. 152-FB dated 27.04.2012, under 'Role of Financial Advisers' independently with the help of the officers and staff under his/her control. The set up of the officers and staff, created for this purpose, has been mentioned at para-5 of the said order. In terms of para-1 under 'Role of Financial Advisers', Financial Adviser should monitor both plan and non-plan expenditure. For the purpose of uploading the data for the release of 'Plan Fund' User Identity and Password should be used from the end of Financial Adviser.
2. It has been mentioned at Sl. No. 6 of Memo No. 152-FB dated 27.04.2012 that DAC shall stand dissolved in the Departments where F.A. System has been introduced. Financial Adviser shall enjoy all the powers of DAC including the enhanced delegated power of Rs.10 Crore under directions of the Administrative Head of the Department. DAC shall stand merged under the F.A. System.
3. (i) The new scheme would refer to any expenditure arising out of a new policy decision of the State Government including new activity or a new form of investment or which involves creation of additional posts/ deployment of additional personnel and hiring of additional vehicles and providing of new telephones.
(ii) New Scheme would refer to any new construction or execution of new programme beyond Rs. 10 Cr. under existing head of account subject to budget provision.
(iii) The additions /alterations/renovations of existing works upto Rs.10 Cr. will not fall under new schemes.
4. In case, where it is required to open a new head of account, whether receipt or payment, such proposal should come to Finance Department after obtaining the view of the Financial Adviser. After obtaining the concurrence of the Finance Department and the Accountant General (A&E) West

Bengal, necessary G.O. shall be issued by the concerned Administrative Department informing the opening of the new head to all concerned including Financial Adviser, Finance Budget Department and Director of Treasuries and Accounts, West Bengal Subsequently, suitable proposal of re-appropriation/ augmentation should be submitted to Finance Department Group-'N' through the Financial Adviser for provision of fund.

5. Administrative approval for Central Sector Schemes (CN) / Centrally Sponsored Schemes (CS) within Rs.10 Cr shall be approved as per the existing guidelines of the Government of India by the Financial Adviser. Those cases pertaining to increase in the commitment of the State Government or where a new CN/CS is introduced or the existing sharing norm is altered, should be referred to the Finance Department for prior concurrence.
6. Financial Adviser shall be competent to accord Administrative Approval for the projects/schemes under 13th Finance Commissions Grants or under Backward Regions Grant Fund (Special) irrespective of the amount of each project/scheme. In case of release of fund the proposals should be referred to the Finance (Budget) Department for concurrence.
7. The Financial Adviser, shall be required to monitor expenditure for the funds released as grants in favour of Autonomous Bodies, Local Bodies, Societies, Corporations/Companies under the Administrative control of the Department.
8. Financial Adviser shall be competent to release 'Grants-in-Aid' subject to budget provision. The quantum of grants may be decided on merit on case to case basis on the recommendation of the Administrative Department.
9. The Financial Adviser will have to play a vital role in implementing different schemes of the State Government pertaining to his Department.
10. Financial Advisor shall not accord approval for new construction or implementation of new programme to be executed by any Corporation/Autonomous body/Government Company under the Administrative control of the Department out of interest accrued on such fund sanctioned by the Department, other than the purpose, for which the fund was sanctioned.
11. The Financial Adviser will be responsible for allotment of fund and total budgetary control including Plan Fund and Non-Plan Fund under the grants of the Department and carry on the duties as mentioned in clause 1(i) to I(XI) of the Finance Department Memo No.152FB dated 27.04.2012, along with the additions mentioned in this order.
12. For inserting U.O. No. Inter Departmental Register(Outwards) as per form V(VI) of Secretariat Manual is to be maintained in the following format:

| Sl. No. | Date on which sent | To whom | File No. | Subject | Receipt of Department | Date on which received back | Remarks |
|---------|--------------------|---------|----------|---------|-----------------------|-----------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Important Government Orders

The serial number in the register along with date shall be recorded as U.O.No and date.

13. However the following Inter Departmental Register (Inwards) as per form V(VII) of Secretariat Manual is to be maintained in the following format for recording the receipt of files.

| Sl. No. | Date on receipt | From whom received | File No. | Subject | Date on which returned | Receipt of Department | Remarks |
|---------|-----------------|--------------------|----------|---------|------------------------|-----------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1232-F(Y)

Date: 09.02.2012

MEMORANDUM

Sub.: Delegation of power to Heads of Departments to sanction retention of hiring of vehicles

The undersigned is directed by the order of the Governor to say that the Governor is pleased to authorize the Additional Chief Secretary / Principal Secretary / Secretary of a Department to sanction retention of hiring of vehicles of that Department and its subordinate offices on existing terms and conditions subject to the condition that the vehicle was originally hired with the approval of Finance Department and also subject to the condition that continuance of hiring is required in the interest of public service.

2. The undersigned is further directed to state that the Governor is also pleased to authorize the Additional Chief Secretary / Principal Secretary / Secretary of a Department to allow hiring of a new vehicle (Non-AC) as replacement of an existing one provided the existing vehicle was hired with the approval of Finance Department.
3. In all cases retention of a hired vehicle has to be sanctioned for a period not exceeding one year at a time.
4. While issuing sanction orders for retention of hiring of vehicles and allowing hiring of a new vehicle as replacement of existing one in exercise of the powers delegated under this memorandum, the following sentence should be inserted in such orders "**This order issues in exercise of the powers delegated under Finance Department Memo. No. 1232-F(Y) dated 09.02.2012,**".
5. For fresh hiring of vehicles concurrence of Finance Department will be required.
6. This order shall take immediate effect.

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 2895-F(Y)

Date: 05/04/ 2012

ORDER

In terms of G.O.No.1880-F dt. 07.03.2007 read with G.O. No.9144-F(Y) dt. 22.09.2011 of Finance Deptt. each Department has constituted a "Departmental Approval Committee,, (DAC) for according administrative approval to Plan projects/Schemes with project cost not exceeding Rs.5 crore.

Now, the Government feels it necessary to decentralize the function of the DAC to Medical/Dental College level in respect of Health & Family Welfare Department in order to speed up sanction and execution of the essential and urgent Plan Projects/Schemes having low project cost, on constituting a "College Level Approval Committee" (CLAC) for each Medical/Dental College under the State Government

As such in addition to existence of the DAC of Health and Family Welfare Department the Governor is pleased to lay down the following procedure for according administrative approval of Plan Projects/Schemes :-

- A) Health & Family Welfare Deptt. shall constitute a "College Level Approval Committee,, (CLAC) comprising the following for each Medical/Dental College in the State by notification :-
- | | | |
|--|---|----------|
| i) Principal/Director of Medical/Dental College | - | Chairman |
| ii) Medical Superintendent and Vice Principal of Medical College and Hospital/Vice Principal of Dental College | - | Member |
| iii) Executive Engineer of the Concerned Division or Assistant Engineer of the Concerned Sub-Division of PWD/PW (CB) <u>entrusted with Civil Works</u> | - | Member |
| iv) Executive Engineer of the Concerned Electrical Division or Assistant Engineer (Electrical) of the Concerned Sub-Division of PWD/PW (CB) <u>entrusted with the electrical Works</u> | - | Member |
| v) Officer of the Finance Deptt. belonging to WBA&AS cadre attached to the Medical College & Hospital | - | Member |
| vi) Officer of the Finance Department belonging to WBA&AS cadre Officer attached to Medical College. | - | Convenor |

N.B. ' In respect of Dental College, officer of Finance Department belonging to WBA&AS cadre attached to nearby Medical College will be the Convener.

2. All Plan Project/Schemes with individual Project cost not exceeding Rs. 10 lakh for civil works and not exceeding Rs. 5 lakh for Electrical Works shall be placed before the CLAC for consideration of the Committee for according administrative approval. Officer of the Finance Deptt. belonging to WBA&AS cadre functioning as Accounts Officer attached to Medical College shall perform the function of the Financial Adviser (FA) of the Committee and in his absence no meeting shall be held.

3. No Project/Scheme shall be approved by the CLAC without the consent of the F.A.
4. Where the F.A. does not give his consent for approval of a particular project/scheme, his disagreement with reasons thereof to be recorded in the proceeding by the Committee.
5. In the event of such disagreement, if the College authority is of the view that the proposal should be pursued, then it should be sent to the Health & Family Welfare Deptt. for consideration by the DAC.
6. This Committee should have the power to accord administrative approval of all Plan projects/schemes both for Original Works and Replacement & Renovation works subject to the ceiling limit as stated in para A (2) above.
7. A "Scheme Appraisal Note" should be prepared by the College authority for each scheme to be placed before the Committee specifying therein : Unique identification No. of the scheme, name of works to be done, brief reasons for taking up of work, project cost, name of the executing PWD Division and estimate no., Budget head of a/c in which the scheme is to be executed, total initial Distribution amount pertaining to the Budget head at the beginning of the year (so communicated by the Health & Family Welfare Deptt. at the beginning of the financial year), total administrative approval accorded so far upto the last meeting from the Budget head out of initial Distribution amount, balance available thereof for according further administrative approval.
8. A statement of projects/schemes accorded administrative approval by CLAC along with a record of proceedings should be sent to the Health & Family Welfare Deptt. in duplicate by the College authority and Health & Family Welfare Deptt. in turn retain one copy and return the other copy along with U.O. No. and date of the Department as concurrence. Thereafter the Principapl/Director of the College will issue administrative approval in favour of the Chief Engineer concerned for execution of the scheme.
9. While issuing such order of administrative approval the following sentence should be incorporated:-
This order issue with the power delegated vide Finance Deptt. Memo No.2895-F(Y) dt. 05.04.2012 read with the concurrence of Health & Family Welfare Deptt. vide their U.O. No..... dt.....

B) Provision of making Distribution of fund to Colleges for according administrative approval by CL AC :-

1. Upto 40% of Budget provision of a particular financial year pertaining to Detail head "53-Major works/ Land and Buildings" sub-ordinate to those Plan heads of account (Capital head) only adjudged suitable for taking up of Original/Replacement & Renovation works by the CLAC should be earmarked by Health & Family Welfare Deptt. for Distribution.
2. College wise Distribution of such fund (not allotment) under the relevant Plan heads of a/c should be intimated to the College authority by 1st week of May of each financial year, so that CLAC can take up scheme/projects for execution round the year and accord administrative approval to the Schemes/Projects out of the fund Distributed to them. The balance amount (rest 60%) of Budget Provision under those Plan heads of a/c will be retained with Health & Family Welfare Deptt. for according administrative approval by DAC centrally.

C) To accord Financial Sanction by the College authority :-

The Governor is also pleased to delegate the power to the Principal/Director of Medical/Dental Colleges to accord financial sanction time to time in respect of those schemes/projects for which administrative approval has already been accorded by the CLAC.

2. Such financial sanction should be given by the Principal/Director on obtaining :-
 - i) Comparative Statement of Tender from concerned Executive authority of PWD,

Important Government Orders

- ii) Knowing physical percentage of work done or progress of work from the executing authority of PWD.
3. Accord Sanction of fund in favour of the Concerned Chief Engineer out of fund allotted to the Principal/Director of the College by the Health & Family Welfare Deptt. and also to place the sanctioned amount to Chief Engineer concerned in order to enable him to issue L. O. C. in favour of the concerned Executive Engineer of the Division for payment.
4. Principal Secretary of Health & Family Welfare Deptt. shall allot fund time to time in favour of the Principal/Director of Colleges in terms of Finance (Budget) Deptt's delegation to him regarding release of fund, so are being issued in each quarter of a particular financial year by the Finance (Budget) Deptt.

D) General aspect:-

- 1) Prior intimation regarding Distribution of fund to college authority is mandatory before taking up of administrative approval by CLAC.
- 2) Distribution of fund under the particular Plan head should be limited upto 40% of Budget provision for all the Colleges together.
- 3) Distribution of fund is to be made judging the requirement at College & Hospital level.
- 4) Distribution of fund within the above limit can be changed in a financial year taking into view the Administrative Approval already given by the respective CLACs.
- 5) Proper training to be given :
 - i) for preparation of appraisal note of the scheme for CLAC meeting.
 - ii) writing of proceedings to accord administrative approval under the relevant Plan head of a/c by CLAC.
 - iii) issuance of administrative approval & financial sanction by CLAC.
- 6) For each scheme/project a Unique Identification no. is to be assigned by the College Authority pertaining to a particular type of works (either civil or electrical). Health & Family Welfare Deptt. should generate alpha-numeric Unique Identification Code for each College & intimate the same to the College Authority. Such Identification no. is to be noted in Scheme Appraisal Note, the record of proceedings, Statement of Projects/Schemes after approval by CLAC, in the order of Administrative approval/financial sanction.
- 7) Model of draft proceedings, draft administrative approval & draft financial sanction are to prepared & circulated by the Health & Family Welfare Deptt. so that all College authorities follow the same pattern.
- 8) One particular officer preferably convenor of CLAC be assigned to deal with the entire matter. All the works to be done through computers as repetition is involved in such work and also to speed up work at College authorities level.

This order will take effect immediately.

Necessary amendments to the Delegation of Financial Power Rules will be made in due course.

Sd/- H.K. Dwivedi
Secretary
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 3687-F(Y)

Kolkata, the 2nd May, 2012

MEMORANDUM

Sub: Payment of consolidated monthly charges to the Private Security Agencies deployed in Government establishments

The undersigned is directed to state that engagement of Private Security Agencies, deployed in Government establishments for safety and protection of Government property, is made through due process of tender and based on recommendations of Tender Selection Committee of Administrative Department for a particular period with the approval of Finance Department.

The consolidated monthly charges paid to Private Security Agencies has two parts — in one, the security guards get minimum wages as prescribed by the Labour Department from time to time and in another, service charges fixed through due process of tender and service tax. The State Government through Labour Department revises minimum wages time to time, which involves obtaining fresh concurrence from the Finance Department.

With a view to ensure quicker payment of wages to the security guards engaged by the security agencies, the Governor is pleased to take the following decisions with regard to payment of monthly consolidated charges to the Private Security Agencies deployed in Government establishments :-

- i) Monthly security charges payable to such security agencies will be revised automatically based on the revised Minimum Wages as declared by Labour Department of the State Government from time to time without obtaining fresh concurrence from Finance Department by the concerned Administrative Department.
- ii) Tender formalities must be observed for selection of Security Agency in respect of Service Charge by the Tender Selection committee and after due process of tender, the Agency quoting L-1 rate may be accepted by the Departmental Heads of the Government in respect of the establishments where deployment of Security Agency has already been agreed to by Finance Department.
- iii) There will be no need to refer such proposal to Finance Department for concurrence unless otherwise necessary.
- iv) The Administrative Department may release such Agency charges as per circular issued by Finance Department from time to time in respect of release of funds.

Sd/-S.K. Paul

Special Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1885-F(P)

Dated, the 2nd March, 2012

MEMORANDUM

It has been observed that different Administrative Departments are sending some files relating to conditions of service of the employees, which can easily be decided on the basis of existing rules and orders at their level. The concerned group of Finance Department, i.e., Group-P which is already overburdened is facing problem in disposing important files due to such avoidable references from the departments.

To avoid such references and so lessen the burden upon Group-P of Finance Department, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may not make any references on the following matters to his Department and decide on these issues following provisions of extant rules and orders:

MATTERS WHICH MAY BE DISPOSED OF
BY THE ADMINISTRATIVE DEPARTMENTS AT THEIR LEVELS

- (i) Compliance of court orders where there is no scope to prefer appeal or appeal has failed. Opinion of Ld. L.R., W.B in such cases may be invariably taken.
- (ii) Regularization of service due to unauthorized absence by granting leave within the ceiling as prescribed under the Rule. (Rule 34 of WBSR Part -1)
- (iii) Approval of Ticket cancellation charge.
- (iv) Permission for tour or training in foreign countries where there is no financial implication upon the State Government subject to approval of Chief Secretary and Hon,ble Chief Minister.
- (v) L.T.C. claims to be disposed of following existing G.Os, viz. Finance Department Memo. no. 9924-F dated 07.12.2005 read with no.607-F dated 20.01.2006 and no.4367-F dated 13.06.2006.
- (vi) Extension of tenure of Part-time Sweepers / Water carriers as these are not against any sanctioned post and paid out of contingency as per F.D. Memo. No.8626-F dated 07.09.2009.
- (vii) Renewal of special allowance or additional remuneration for operating photocopier machines, duplicating machines. The employees who are in receipt of such special allowances may continue if they are entrusted with the jobs by specific orders of the Admn. Deptt. Such drawal is subject to the condition that the machine is functioning.
- (viii) Admissibility of CAS, MCAS unless it involved counting of past ad-hoc service or appointment in other posts.
- (ix) Reconstruction of Service Book, when the original one is lost. This may be done under the order of the Head of the Administrative Department following the procedure laid done under Section IV of Appendix 7 of WBSR Part — I.
- (x) Proposal for re-employment after retirement. Those may be sent to the P&AR Department for consideration of the Screening Committee constituted vide Cabinet Circular No.1-CC/11 dated 03.08.2011.

- (xi) Matters relating to promotional disputes if the same does not involve creation of posts. (Recruitment rules for the promotion post and existing norms of promotion should be strictly followed).
 - (xii) Matters relating to deputation within the State Government may be settled by the Administrative Departments. The maximum period of deputation may be four years. There will be no further extension and as such no reference is to be made with the Finance Department. Provision of F.D. Memo. No.9326-F dated 12.10.1979 and subsequent G.Os issued from time to time may be strictly followed.
 - (xiii) Settlement / alteration of date of birth. The Departments may seek opinion of Ld. L.R.,W.B. where necessary. Provisions of F.D.Memo. no.707-F(P) dated 24.01.2012 should be strictly followed.
 - (xiv) Retention of posts / service. Those may be sent to concerned Administrative Group of Finance Department. Counting of past service for pensionary benefit may also be settled in consultation with Pension Branch of the Department without making any reference to Group P.
 - (xv) Permission for study Leave upto two years. The matters may be decided by the concerned authority under the provisions of Appendix 5 of WBSR Part I.
 - (xvi) Besides the above, matters not related to pay and allowance / conditions of service of the employee should not be referred to Group P.
2. The files which are necessary for reference to Group-P of Finance Department should be sent mentioning specific points of reference and with the approval of the Secretary / Principal Secretary /Additional Chief Secretary of the Department. In case of files relating to creation of posts and filling up of vacant posts the same must be sent in the prescribed proforma already circulated under this Department Memo. No. 1488-F(P) dated 20.02.2012 after having approval of the concerned Hon,ble Minister-in-Charge of that Department.

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writer,s Buildings, Kolkata-700 001

No. 3266-F(P)

Date: 18/04/2012

MEMORANDUM

In continuation of Finance Department Memo. No. 1885-F(P) dt. 2.3.2012, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may take decision in the following matters according to the provisions of extant rules and order, without making any reference to Finance Department :-

- (1) Conversion of temporary posts sanctioned on regular basis in permanent establishments continuing for more than three years into permanent one by the Administrative Department following the provision of Finance Department Memo. No. 6059-F dt. 25.06.1979. Periodical yearly retention of such posts continuing for less than three years in such establishments may also be decided by the Administrative Department.
- (2) Retention of temporary posts created for time bound projects / schemes or sanctioned to be filled up on contract basis for the said purpose may be retained by the Administrative Department upto the originally sanctioned period of the concerned projects / schemes. In case retention is felt necessary beyond the said period due to extension of the project / scheme consultation with the Finance Department will be obligatory.
- (3) Extension of lien under clause (iv) of Note 2 below Rule 19 of WBSR Part I. No further extension beyond the period of three years shall be allowed.
- (4) Post-facto permission for acquisition / disposal of immovable property by an employee. The matters may be disposed of under Clause (2) of Rule 5 of the WBS (Duties, Rights, and obligations) Rules, 1980.
- (5) Cases regarding grant of Child Care Leave under Finance Department Memo. No. 1364-F(P) dt.15.02.2012.
- (6) Proposal regarding re-employment of retired employees belonging to Group-A will be referred to P & AR Department following the guidelines laid down under that Department Memo. No. 180-PAR(Gene) dt.30.01.2012.
Clause (x) of Finance Department Memo. No. 1885-F(P) dt.02.03.2012 stands modified to that extent.
- (7) As per rule 34(A) of WBSR Part-I resignation tendered by an employee cannot be withdrawn after the date from which same is to take effect. The resignation becomes irrevocable and operative after the aforesaid date of resignation, irrespective of the fact whether it has been accepted formally or not. So question of withdrawal of the same and taking back such employee in service does not arise at all. Therefore, such matter should not be referred to Finance Department.

Sd/- H.K. Dwivedi.

Secretary to the
Government of West Bengal.

| Sanctioned strength | Existing strength | In case of vacancy, date of occurrence | No. of posts proposed to be created | Job description of the post proposed to be created, if it is new and scale of pay | Justification for creation of addl. Posts if such category of posts are already there | No. of posts to be surrendered, if any, and its scale of pay | Concurrence of Finance Deptt. Obtained during current financial year for | | Financial implication for 8(a) & 8(b) | Addl. Financial implication against col.(4) | Total financial implication col.(9) and col.(10) | Budget provision for salary | Upto date actual expenditure | If addl. Financial implication can be accommodated within the Budget provision | Remarks, if any |
|---------------------|-------------------|--|-------------------------------------|---|---|--|--|------------|---------------------------------------|---|--|-----------------------------|------------------------------|--|-----------------|
| | | | | | | | Creation | Filling up | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8(a) | 8(b) | 9 | 10 | 11 | 12 | 13 | 14 | 15 |

RURAL INFRASTRUCTURE
DEVELOPMENT FUND (RIDF)



GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch
Writers, Buildings

No. 964 (27)-FB/O/4P-25/12

Dated, Kolkata, the 27th August, 2012

MEMORANDUM

The undersigned is directed to say that funds are released to the concerned Departments for execution of projects of different Tranches under RIDF, which are reimbursable from NABARD as per prevailing norms framed by them. Accordingly, after utilization of the said funds, claims for reimbursement are required to be submitted to NABARD in prescribed form for 'Loan Drawal Application with Utilisation Certificate (LDA with UC),.

The present practice is that the concerned Departments submit LDA with UC to the Finance Department. After checking, Nodal Officer of Finance Department endorses the said LDA with UC to the West Bengal Regional Office of NABARD at ABHILASHA, 2nd Floor, 6, Loyd Street, Kolkata-700016 for realization of the claims of reimbursement in favour of the Government in Finance Department.

After careful consideration, it has been decided that the concerned Departments may now sanction LDA with UC directly to the office of NABARD to ensure speedy disposal instead of sending to the Finance Department.

The undersigned is, therefore, directed by order of the Governor to authorize the Nodal Officer of project works under RIDF of the respective Departments to furnish the LDA with UC after checking directly to the NABARD.

Sd/- A.R. Chakraborty
Special Secretary.

GOVERNMENT OF WEST BENGAL

**Finance Department
Budget Branch
Writers, Buildings**

No. 976(27)-FB/O/4P-25/12

Dated, Kolkata, the 28th August, 2012

MEMORANDUM

The undersigned is directed to refer to this Department Memo. No. 964 (27)-FB/O/4P-25/12 dated 27.08.2012 and to say that three sets of signature of the Nodal Officer entrusted with the RIDF works of his Department duly attested (as per format prescribed in Annexure enclosed) may be sent to this Department as soon as possible for onward transmission to the office of the NABARD.

Sd/- (A.R. Chakraborty)
Special Secretary

To

The Addl Chief Secretary / Pr. Secretary /Secretary to the Government of West Bengal

----- Department

Annexure

With ref. to Finance Department Memo. No.976(27)-FB/O/4P-25/12 dated 27.08.2012

| Sl. no. | Name in full | Designation | Signature |
|---------|--------------|-------------|-----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Attested

Addl. Chief Secretary /
Pr. Secretary / Secretary

WBFR (TENDER RULES)



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writers, Buildings

No. 5400-F(Y)

Date, Kolkata, the 25th June, 2012

NOTIFICATION

In exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Financial Rules, Volume-I, and in partial modification of Notification No.10500-F dated 19th November 2004, (hereinafter referred to as the said Rules), namely:-

AMENDMENTS

In the said Rules, -

(I) for sub-rules 8, 9 and 10 of Rule 47 substitute the following sub-rules:-

Rule 47(8) ' Subject to Notes-1 to 5 below, orders should be placed only after open tenders or quotations have been invited and in the cases where the lowest tender or quotation is not accepted, reasons should be recorded under signature of the officer in charge of purchase.

Note-1. — Subject to the special rules or order or procedure that may be prescribed by the Government in respect of a particular department, open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs.1,00,000 = 00 or more. For high-value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, etc., of complex and technical nature, bids may be invited in two parts under two-bid system laid down in rule 47C below. Selection of agency should be made on the basis of at least three tenders, which shall be opened in presence of willing agents. If the number of tenders received is less than three, tender should be invited afresh. In case of invitation of tender under two-bid system, if the number of tenderers/bidders qualified in the technical bid is less than three, tender should be invited afresh. Purchase upto Rs.10,000 = 00 may be made without any tender or quotation. The purchasing authority shall certify that the purchase has been made at reasonable market price in cases of purchase from the open market without tender/quotation. Purchase above Rs.10,000 = 00 and upto Rs.1,00,000 = 00 shall be made after inviting quotations from at least four reliable firms, which shall be opened in presence of willing agents. In such cases of purchase by invitation of quotation, procurement shall be finalised on recommendation of Local Purchase Committee to be constituted in each office. In respect of offices outside Kolkata, the notice for quotation shall be issued through notice board of the concerned office, the offices of the District Magistrate and the Sub-Divisional Officer and the Panchayat, Municipality of that locality. In Kolkata, such notice shall be circulated by displaying in the notice board of Local Offices and by sending the same to suppliers etc.

Note -2 ' Tender notice shall always be given due publication through the leading dailies in English, Hindi and Bengali. The use of intermediate general suppliers should be discouraged. Open tender for supply of articles or stores or for execution of works worth Rs.1,00,000/- or more shall be invited in the following manner:

| Sl. No. | Item | Manner of Tender |
|---------|--|--|
| i. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10,000 upto Rs.1 lakh. | Publication of the work on the notice board and on the official website of the administrative department, if maintained. |

Important Government Orders

| Sl. No. | Item | Manner of Tender |
|--|---|---|
| ii. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 lakh upto Rs.5 lakh. | Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in one daily Bengali newspaper [in case of hill areas of Darjeeling District in Nepali newspaper]. |
| iii. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.5 lakh upto Rs.10 lakh. | Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in two daily newspapers, one in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper] and the other in English. |
| iv. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh. | Publication of the work on the notice board and on the website of the administrative department if maintained, and also in the official website of Government of West Bengal, and also brief referral advertisement in three daily newspapers, one each in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper], in English and in Hindi. |
| Explanation: Brief referral advertisement will contain only certain title information such as name and location of the scheme, last date for submission of tender, names of the websites where details are available. | | |

The administrative departments are permitted to issue advertisements directly to the newspapers having sufficient circulation for the said purpose of procurements, wherever necessary, at the rates approved by the Information & Cultural Affairs Department, Government of West Bengal.

For Tender value of Rs. 50 lakh and above, e-tendering through the centralized e-Tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media.

Note-3 ' A minimum period, as stated below, shall be allowed for submission of the tenders from the final publication date.

| Sl. No. | Item | Minimum period for submission of tender from the last date of publication |
|---------|--|---|
| a. | For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs.10 lakh. | 7 days |
| b. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh upto Rs.1 Crore. | 14 days |
| c. | For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 Crore. | 21 days |

Note4. — The head of the Office is authorised to purchase the supply fittings, sanitation and sewage plant fittings and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies such as sudden failure of machines, etc. when it is not possible to make the purchases after calling tenders or quotations. A certificate should always be recorded in each such occasion over the signature of the head of the Office.

Note-5. — Foodstuffs for the hostels attached to Government schools and colleges may be purchased from the open market, if it proves advantageous having regard to the price and quality of the articles and if the supplier fails to supply the essential items for hostels.

Rule 47(9) (a) In selecting the tender to be accepted the financial status of the individuals and firms tendering shall be taken into consideration in addition to all other relevant factors. Subject to the provisions of rule 47C below where tender is invited in two-bid system, financial bid should not be opened until the technical bid is opened and assessed for selection of the qualified bidder.

(b) Sales Tax and Income Tax Clearance Certificate should be furnished by the contractors for contract value above Rs. 50,000 = 00.

(c) In the case of private individuals and firms tendering in foreign countries for contracts of large value, that is, contracts of over Rs. 25 Lakh, the Head of the Indian Mission post concerned should be consulted.

Rule 47(10) ' The Comptroller and Auditor General and under his direction other Audit authorities shall have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought or tenders other than L1 or H1, as applicable, have been accepted or where other irregularities have come to light. Authorities who are authorised to enter into contracts or agreements should send copies of all contracts and agreements valued over Rs.5 Lakh to the Principal Accountant General (A & E), West Bengal, Principal Accountant General (Audit), West Bengal and Accountant General (Local Bodies Audit), West Bengal.

(II) for sub-rules (7) and (8) of Rule 47B insert / substitute the following sub-rules '

Rule 47B. (7) Materials for which the Director General of Supplies and Disposals (DGS&D) and National Informatics Centre Services Incorporated (NICS) rate contracts are available can be purchased directly from the enlisted agencies of DGS&D and NICS at approved rate contracts.

(8) Drawing and Disbursing Officers, while preferring bills on purchases of articles to Kolkata Pay & Accounts Offices/Treasuries in Districts, shall furnish a certificate on the body of the bills that purchases have been made in strict compliance of the stores purchase policy of the State Government and Pay & Accounts Officers/ Treasury Officers shall, while scrutinizing the bills, ensure that such certificates are furnished.

Purchase of Duplicating machine, Computer and peripherals, printers, photocopiers and other office equipments for use in Government Offices and liveries for use of the Government employees shall continue to be governed by the Finance Department orders issued from time to time.

(III) after rule 47B insert the following rules '

Rule 47C—Two-bid System ' For high value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, equipments etc, of complex and technical nature, bids shall be invited in two parts as under:

(a) The technical bid consisting of all technical details along with commercial terms and conditions;

(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened by the purchasing department/office at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted.

Rule 47D —(1) (a) State Government Corporations and Autonomous Bodies, listed in **Annexure — 'C**, may be nominated for execution of Government works as agency of the Government.

Important Government Orders

(b) Central organizations / Public Sector Enterprises / Companies / Undertakings specialized in construction of roads, bridges, buildings etc., and listed in **Annexure — 'D'**, may also be engaged as agency for the purpose of State Government works.

(2) Action to engage these organizations by the Departments should be to supplement the function of Public Works Department of the Government and resorted to in cases where the departments consider that the work is of urgent nature. The Department should satisfy itself that it will be economical and in public interest to engage such Organization for Agency function.

(3) The various procedural matters as laid down in Public Works Department codes, manuals etc. as well as the rules prescribed herein shall be equally applicable for the purpose of execution of works through the State and Central Organizations as mentioned at clause (1) above. The organizations nominated as the State Government agency shall execute the entrusted works after engagement of contractors to be selected observing the normal tendering procedure and accepting the L1 rate when the job involves making payment for jobs done and H1 rate when the tender is for sale of materials connected with execution of the entrusted works.

(4) The agency fees to be allowed and terms and conditions of the Contract/Memorandum of Understanding (MOU) to be entered into with the agency are as follows :-

(a) The Contract/MOU may be for composite works and may be a combination of "Lump Sum Contract," and "Percentage Rate Contract,"/"Item Rate Contract,". Estimated cost shall be based on Public Works Department Schedule of Rates for the scheduled items of work and market rate as approved by the head of the Engineering wing of the Agency organization for the non-scheduled items of work. Component-wise break-up of the agency fee is given at clause (6) below.

(b) (i) The nominated agency organization will first prepare a forecast estimate of cost of the work on the basis of standard unit cost as per the State Public Works Department Schedule of Rates in case of works within the state and Central Public Works Department Schedule of Rates in case of works outside the State on the basis of preliminary drawings of the work supplied by the concerned department of the state Government or prepared by the agency, if asked to do so, and submit it to the employing department of the Government to enable it to obtain Administrative Approval for the work at appropriate level. On receipt of the Administrative Approval for the concerned work indicating scope of the work and approximate cost, the concerned agency organization will prepare the detailed cost estimate of the work on the basis of drawings received from the employing department of the government or prepared by the organization itself, as the case may be, and send it to the employing department of the Government for acceptance.

(b) (ii) **All projects with the estimated cost of Rs. 5 crore and above shall be vetted by a duly constituted Technical Committee in the Finance Department.**

(c) Drawing and design by the Department -

i) In cases where work is to be executed as per design and drawing of the department, all the detailed working drawings, both architectural and structural must be prepared before hand, and should form part of the preliminary documents to be given to the selected organization. It should also contain complete and detailed specifications of the work. The preliminary documents must set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) The extra payment or recovery over and above the accepted rate shall be called for only in the event of authorized deviations from the drawings and specifications (as given and/or referred to in the preliminary documents) in course of execution and not otherwise.

(d) Drawing and design by the agency -

i) In cases where the detailed architectural and structural drawings are to be provided by the agency, all information regarding the work to be executed through the Agency Organisation such as the architectural and structural parameters, details of the functional requirement and complete specification thereof, as available, must be passed on by the concerned Department to the Agency Organisation. The Agency Organisation shall prepare the preliminary documents of the work to be executed through Agency Organisation. The preliminary documents must contain complete and detailed specifications of the work, working drawings, both architectural and structural and should set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) A condition should be stipulated in the preliminary documents that the work shall be executed through the Agency Organisation as per detailed design and architectural drawings to be prepared by the agency conforming to the given parameters and functional requirements as mentioned in the preliminary documents, and submitted to the employing department within specified time after the award of work. The agency shall accordingly get the design/drawings approved by the employing department before taking up the execution of the work.

iii) In case any modification for any reason is ordered in course of execution, suitable adjustment for extra payment or recovery shall be effected only if such modification results in change in the scope of work as given in the preliminary documents, or any change from the specified parameters.

e) I) The composite works offer documents shall contain:

i) the detailed architectural and structural drawings,

ii) detailed specifications for the various items and components of the work,

iii) the schedule of quantities for the various items and components of the work,

iv) the inclusions in and exclusions from the scope of the contract, if required, for better clarity, and,

v) monitoring and supervision of the various stages of work, the percentage of work done on the contract value and release of intermediate and final payments.

II) The schedule of quantities referred to above is only limited for the purpose of assessing the quantum of work involved. It is not meant for subsequent measurement and payment in the course of execution of the work. Deficiencies noticed, if any, by the agency should be immediately brought to the notice of the employing department, who shall examine the same, and make necessary corrections, if required, to the offer documents before assignment of the work.

III) The agency organization shall arrange for execution of the work through the contractor as per the drawings and specifications as given in the documents. No claim for any payment on account of deviations and variations in quantity of any item(s) or component(s) of the work shall be entertained, unless they are authorized deviations from the parameters drawings and specifications contained in the documents.

IV) The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department.

V) The concerned Agency Organisation shall monitor, supervise and physically verify that the work has been done in each stage in conformity with the drawings and specifications contained in the offer/preliminary documents, and certify the same before recommending release of the stage payment.

(5) The agency job will be broken into following components: -

i) preparation of estimate, design and detailed drawing

ii) invitation of tender, evaluation of bids and award of work

iii) supervision of work, checking of bills, payment and submission of utilization certificate, completion certificate.

(6) Agency Fee

Component-wise agency fee will be as follows:

A. For buildings above G + 3, buildings with basements and roads and bridges.

- i) For preparation of estimate, design and detailed drawing
 - * 3% of estimated cost for exclusive and customized drawing and design;
 - * 2% of the estimated cost for standard drawing and design.(at least 5 sets each of the documents under this component should be submitted)
- ii) invitation of tender, evaluation of bids and award of work
 - * 2% of estimated cost of the works
- iii) supervision, monitoring, checking of bills, payment and submission of utilization certificate, completion certificate
 - * 3.5% of estimated cost of the works.

Thus the agency fee comes to 8.5% of sanctioned cost estimate in case of works involving exclusive and customized drawing and design and 7.5% of sanctioned cost estimate in case of works involving standard drawing and design.

B. for buildings upto G + 3 (without basement) for (i) exclusive and customized design and drawings and (ii) standard design and drawings.

5% of estimated cost for all the components taken together.

The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department. No contingency / overhead charge shall be payable other than the 8.5 % / 7.5 % / 5 % as mentioned hereinabove.

(7) Qualified Staff — In case project cost exceeds Rs.1 crore but within Rs.5 crore at least one qualified Graduate Engineer along with two Diploma Engineers should be engaged in supervision and monitoring of the job. In case of project cost exceeding Rs.5 crore, requisite number of qualified and experienced Graduate Engineers along with Diploma Engineers should be engaged according to the value of the project for proper supervision and monitoring of the work.

(8) Specifications — In case of absence of specifications for any job in the State Public Works Department Code /Manual, the Central Public Works Department specifications should be followed.

(9) Mobilization Advance- Mobilization advance not exceeding 10% of the sanctioned estimated cost may be given, if requested by the agency organization in writing within one month of the order to commence the work. Such advance shall be in two or more installments to be determined by the competent authority of the employing department at his/her sole discretion.

By order of the Governor

Sd/-
(H. K. Dwivedi)

Secretary to the
Government of West Bengal.

ANNEXURE — C

(See Rule 47D)

State Bodies and Corporations

1. West Bengal Industrial Infrastructure Development Corporation
2. Mackintosh Burn Ltd.
3. Britannia Engg. Ltd.
4. Wasting House Saxby Farmer
5. Hooghly River Bridge Commissioners
6. Development authorities under Urban Development Department.
7. Other State Organizations/Corporations to be selected by the State Government from time to time.

ANNEXURE — D

(See Rule 47D)

Central Organizations/Public Sector Enterprises/Companies/undertakings

1. Central Public Works Department
2. National Building Construction Corporation (NBCC)
3. RITES
4. IRCON International Limited (formerly Indian Railways Construction Company Ltd.)
5. Bridge & Roof
6. Balmer Lawrie
7. HSCL (Hindustan Steelworks Construction Limited)
8. EIL (Engineers India Limited)
9. Other Central Organizations/Corporations to be selected by the State Government from time to time.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 8183-F(Y)

Kolkata, the 26th September, 2012.

MEMORANDUM

Sub.: Clarification regarding engagement of 'Agency' under Rule 47D of Finance Department's Notification No.5400-F(Y) dt.25.6.2012

The Governor is pleased to *insert* the following item in Annexure - D after serial no.9 of this Department Notification No.5400-F(Y) dt.25.6.2012 and issue the following clarifications :

In Annexure-D after serial No. 9

"10. "Engineering Projects (India) Limited."

2. In connection with para (II), rule 47B(7) of the aforesaid Notification the rates of various items under rate contract of the Director General of Supplies & Disposals [DGS&D], Government of India can be viewed at their website www.dgsnd.gov.in.

3. After issuance of the aforesaid Notification various clarifications have been sought by different Departments regarding the appointment of Government Agency for execution of work in terms of rule 47D. In order to clear the confusions over scope of Rule 47D included in the Finance Department Notification no. 5400- F(Y) dt.25.6.2012, the undersigned is directed to issue the following clarifications:

(I) Under Rule 47D, Administrative Departments, other than the Works Departments of the State Government viz. Public Works Department, Irrigation & Waterways Department, Public Health Engineering Department, Housing Department etc., can engage Government Agency on nomination basis from the list appended as Annexure 'C, and Annexure 'D, of the aforesaid notification.

(II) The Administrative Department, other than Works Department, can engage an Agency for assisting it in the execution of works only when the Departmental Secretary is satisfied that the Works Department of the State Government is not in a position to execute the job within the required timeframe.

(III) The Government Agency shall perform the job like Works Department at the fees prescribed in the above mentioned Notification.

(IV) the Agency so engaged by the Administrative Department shall not execute the work on its own and has to get the work executed by a contractor to be selected through a transparent tendering process. Also, it cannot bid for the work for which it has been engaged to perform the agency functions.

(V) The Department/ Office appointing such Government Organisation as "Agency" for execution of work shall enter into an agreement/Memorandum of Understanding [MoU] with that Organisation in this regard.

(VI) Normally, the Agency shall perform the following jobs on behalf of the Administrative Department:

- (a) Prepare the Drawing & Design including detailed architectural and structural drawings and specifications of the works as per standard code of the Bureau of Indian Standard [BIS]/Indian Road Congress [IRC].

- (b) Submit the Drawing & Design including detailed architectural and structural drawings and specifications of the works to the concerned Department/office for Administrative approval.
 - (c) After getting Administrative Approval, prepare the detailed cost estimate and detailed specification of works as per schedule of rates of the P.W. Department for 'schedule' items and market rate for 'non-schedule' items. Submit the detailed cost estimate for administrative and financial approval of the Department.
 - (d) After getting administrative and financial approval for the project from the Administrative Department, invite tender observing the existing rules and procedures of the State Government. Select the L1 rate in case of procurement and H1 rate in case of sale/disposal.
 - (e) Enter into agreement with the selected contractor for detailed execution of work and terms of payment.
 - (f) Execute the works through the selected Contractor. Monitor and supervise the works in order to ensure that the work conform to specifications and drawings.
 - (g) (i) Verify the running account bill of the contractor, (ii) raise a summary bill along with a 'certificate on work done conforming to specification and quality' on the basis of that running account bill, and (iii) submit the bill with certificate as at (ii) to the employing Administrative Department for payment. All payments to the contractor shall be routed through the Agency.
 - (h) Bill for Agency Fee shall be raised separately.
 - (i) Submit completion certificate for the completed works immediately after its full execution,
- (VII). The Administrative Department shall make a primary verification of the claim with reference to work done and scrutinise the Bills for Agency fee and charges for work done. After satisfaction about the claim, the Administrative Department shall process the bill of the Agency for payment through Treasury/ Pay & Accounts Office using Contingency Bill Form [T.R. Form No. 26] along with the sub-voucher of the Agency and work done certificate.
- (VIII). On the basis of the completion certificate the Administrative Department shall make necessary entry of such fixed asset of the State Government in the Fixed Asset Register of the Department.

Sd/-

[H. K. Dwivedi]

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9754-F(Y)

Kolkata, 3rd December, 2012

MEMORANDUM

Laying down the procedure of re-tender has been engaging attention of the Government for some time past since the existing Tender rule of the State Government does not stipulate any such procedure. Various Government Departments and offices are frequently enquiring about the same. In these circumstances, it is felt necessary to prescribe the re-tender procedure and number of times it may be resorted to in case of the number of qualified bidders falling below three. Now, therefore, the Governor is pleased to prescribe the following procedure of re-tender :

1. If the response to Tender (including e-Tender) is less than three, then Tender should be invited afresh in terms of note 1 below rule 47(8) of West Bengal Financial Rules as amended by this department notification no. 5400-F(Y) dt.25.6.2012 . Such Re-Tender notice shall be published in widely circulated dailies for conventional Notice Inviting Tender, (NIT) and also through e-Tender portal in case of e-Tender. Prior to invitation of Re-Tender or fresh Tender the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting Tender, shall have to be reviewed by the Tender Inviting Authority to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standard than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were observed in its entirety. Even if, after taking appropriate steps, the response to the Re-Tender is less than three, that tender may be accepted without reference to the Finance Department, provided the rates do not exceed the estimated or the schedule rates beyond 5% in case of works estimate and reasonable prevailing market price for goods and service in other cases. Otherwise, such cases should be referred to the Finance Department for decision.
2. The Tender Inviting Authority shall maintain a 'Tender Register, in the proforma as enclosed in Annexure-I.

This order shall take immediate effect.

West Bengal Financial Rules will be amended to incorporate the above provisions in due course.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8648-F(Y)

Kolkata, the 12th October, 2012

MEMORANDUM

The West Bengal Financial Rules provided for preferential treatment by way of 10% price preference to the State Government organizations, namely, M/s. Mackintosh Burn Ltd., M/s. Britannia Engineering Ltd., and M/s. Westinghouse Saxby Farmer Ltd., vide Note-1 below sub-rule (3) of rule 47A of West Bengal Financial Rules. Note-1 below sub-rule (3) of rule 47A reads as follows:-

"Note-1. ' The following concessions are allowed to M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd. :-

(i) M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd. shall be eligible to be allowed 10% preference in rate *vis-a-vis* other organizations engaged in similar activities. Such preference shall, however, be given only for the purpose of selection, but once selected on the basis of such preference, the companies shall have to execute the work at the lowest valid price bid received in the process of selection, failing which orders will be placed with the organization/firm offering the lowest valid rate;

(ii) The Companies shall be exempted from submitting earnest money for all tenders from the Government of West Bengal, State Government Undertakings and Statutory Bodies, directly controlled by the State Government;

(iii) Security deposit for all works controlled directly or indirectly by the State Government and executed by the Companies shall be limited to Rs. 1 Lakh."

2. The withdrawal of the preferential treatment given to the State Government organizations, mentioned above, has been under consideration of the Government for some time now. Therefore, the undersigned is directed by order of the Governor to withdraw the preferential treatment earlier given to M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd, and make the following amendment in Rule 47 A of West Bengal Financial Rules:

Note - 1 below sub-rule (3) of Rule 47A is deleted.

3. This order will take immediate effect. Necessary amendment in West Bengal Financial Rules will be made in due course.

Sd/-

(H. K. Dwivedi)

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch

No. 3739-F(Y)

Kolkata, the 3rd May, 2012**NOTIFICATION****Sub.: Mandatory publication of 'Tender Inviting Notice' on e-Tender Portal**

For some time past the Government was considering improving the present system of inviting Tender by different Departments of the State Government with a view to establish accountability, transparency and uniformity in the system in a centralised manner.

Keeping in view the above object, the National Informatics Centre [NIC], an organisation of Government of India, developed a portal [<http://wbtenders.gov.in>] exclusively for uploading the tender related documents of the State Government.

The 'e-Procurement Solution' will help both the Government buyers and the suppliers to reduce the cycle time, unnecessary paper work, waiting in long queues and simultaneously enhance the transparency in the entire process thereby ensuring good governance. It is an easy-to-use, web-based solution for conducting dynamic exchanges in an on-line environment. It will provide real-time bidding solutions for the Government buyers and sellers. Some State Government Departments are already using this portal for inviting their e-Tender.

For the purpose of gainful utilisation of the said portal, the Governor has been pleased to decide that:

1. In addition to existing system of inviting tender, it will be mandatory for all State Government Departments, their subordinate Offices and all Autonomous Bodies / Local Bodies / Corporations / PSUs under their control to publish their 'Tender Related Information' [TRI] on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakhs and above. The Tender Value less than Rs.50 lakhs may also be uploaded on the centralized e-Tender Portal [<http://wbtenders.gov.in>] at the discretion of the Tender floating authority or the concerned Department.

2. 'The Tender Related Information' means and covers e-Procurement, e-Tendering, e-Selling and e-Auction, Request for Proposal, Request for Expression of Interest, Notice for Pre-Qualification, Registration of the Contractors, Notice inviting Tender/Bid or Proposal in any form, Tender Enquiries, Corrigenda and also the details of the contract awarded as a result of finalization of the Tender process.

3. The Departments or its subordinate offices that are already publishing their 'Tender Related Information' on their own websites and/or on any other websites shall ensure that their 'Tender Related Information' are simultaneously published / mirrored on the centralized e-Tender Portal [<http://wbtenders.gov.in>].

4. The Digital Signature Certificate, which is essential, for e-Tendering shall be obtained from the NIC-CA which is also acting as a Certifying Authority.

5. This Order shall take effect from 1st July 2012.

In order to facilitate implementation of aforesaid decisions regarding e-Publication of 'Tender Related Information' on the centralized e-Tender Portal, the NIC will provide detailed guidelines for using the said Portal. The guidelines will also be available on the centralized e-Tender Portal [<http://wbtenders.gov.in>]. On registration by the Government user, 'User ID' and 'Password' will be created and mailed to the users. The Government of West Bengal will also make arrangements for necessary training to the concerned officials, with technical support from NIC for the users of the e-Tendering Portal.

A Roadmap for implementation of the e-Procurement Process in the Government Departments is enclosed with this Order.

The Departmental heads are requested to circulate this Notification to their subordinate Offices and the Autonomous Bodies / Local Bodies / Corporations / PSUs under their control.

Sd/- H.K. Dwivedi

Secretary to the
Government of West Bengal.

Roadmap for implementation of e-Procurement Process in the Government Departments

1. Each Department shall nominate at least one 'Nodal Officer' for implementation and monitoring of the **e-Procurement** in the respective department.
2. The Nodal Officer of the Department shall handover to NIC the organisation chart related to tendering in his Department mentioning the offices from where tenders will be floated or published in the Portal.
3. Nodal Officer shall apply to NIC for Digital Signature Certificate [DSC] as Nodal Officer on behalf of that Department for implementing e-Procurement.
4. The other Departmental Officers who will be authorised to float e-Tender under a Department shall be required to obtain DSC from NIC through the Nodal Officer of that Department. The cost of obtaining DSC from NIC is Rs.555/- per user. Application Form for Digital Signature Certificate [DSC] along with detailed information regarding Digital Signature Certificate is enclosed with this Roadmap.
5. For uploading the e-Tender document in the Tender Portal it will be required to have minimum two (2) authorised officers who have their own DSC. The DSC is neither transferable nor it can be delegated to other officer.
6. The DSC issued is Department specific and officer specific. So, it will not be possible for the authorised Officers (having DSC) of one Department to upload e-Tender of other Department.
7. In the headquarter, each Department shall nominate at least two officers who will be members of each Tender Committee under that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
8. Similarly, in each District or Region (as per requirement of the Department) the Department shall nominate at least two officers who will be members of each Tender Committee on behalf of that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
9. Summary information in respect of the Tender progress in relation to the Tender has to be uploaded in the web-server of the Tender Portal. Documents relating to 'Notice Inviting Tender' [NIT] shall be loaded as a .pdf file and the financial bid in the prescribed .xls format. For the financial bid NIC has developed three templates that have to be strictly adhered to. The Tendering Authority shall select any one of the three formats which will be suitable for them for that particular Tender. The software developed by NIC shall take care for selection of L1 rates. The Software shall make automatic encryption of the Financial Bid and no one shall be allowed to open the Financial Bid prior to the date & time earmarked for opening the Financial Bid. Tender should normally be floated in two parts, one Technical bid and other Financial Bid. After evaluation of the Technical Bid, those who qualify their Financial Bid shall be opened.
10. (i) NIC at headquarter or at any central location, preferably within Writers Buildings, shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments within Kolkata (including Bidhannagar) to float e-Tender.
(ii) The District Information Officers [DIO] of NIC at the District shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments at the District level.

Necessary information regarding Digital Signature Certificate [DSC]

1. What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

2. Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature certificate becomes legally valid.

3. Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The National Informatics Centre is also authorised to issue the Digital Signature Certificate.

4. What are the different types of Digital Signature Certificates valid for e-Tendering programme ?

The different types of Digital Signature Certificates are;

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

5. What type of Digital Signature Certificate (DSC) is to be obtained for e-Filing on the e-Tendering Portal?

DSC of Class 2 and Class 3 category issued by a licensed Certifying Authority (CA) needs to be obtained for e-filing on the e-Tendering Portal.

6. How to obtain DSC for dept users?

NIC hqrs is authorised to issue the DSC for officials in Govt depts./PSUs and the fees are:

For Govt Officials Rs. 555 for USB e-Token (at present)

The validity period for the Smart Card is 2 years.

The DD should be drawn in favour of "Accounts Officer, National Informatics Centre, New Delhi".

7. How much time do CAs take to issue a DSC?

The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

8. What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.

9. What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT?

10. Is a company required to obtain a Digital Signature Certificate in its own name for e-Tendering?

Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.

11. Can I do e-filing of documents if I do not possess a DSC?

No. It is mandatory to have a valid digital signature certificate for e-filing the forms on e-Tendering portal.

**NIC Certifying Authority
National Informatics Centre
Ministry of Communications and Information Technology
Government of India**

Ref. No.
(To be filled by NICCA)

DIGITAL SIGNATURE CERTIFICATE REQUEST FORM

NOTE:

1. This application form is to be filled by the applicant.
2. Please fill the form in BLOCK LETTERS.
3. Please Tick (✓) the appropriate option.
4. All subscribers are advised to read Certificate Practice Statement of CA.
5. Incomplete/Inconsistent applications are liable to be rejected.
6. Validity period should not exceed the date of superannuation of the applicant.
7. Asterisk (*) marked entries should not be left blank as these are reflected in the Digital Signature Certificate.



- | | | |
|--|---|--|
| 1. Category of Applicant | : | Government / Judiciary /PSU & Statutory Bodies / Registered Companies |
| 2. Class of Certificate Required (see pt. 11 at page 4) | : | Class I /Class II /Class III |
| 3. Certificate Required (Usage) (see pt. 11 at page 4) | : | Individual (Signing) / Encryption / SSL Server |
| 4. Certificate Validity (Max. 2 Years) | : | Two years / Specify validity (if less than 2 years) |
| 5. Date of superannuation* (dd/mm/yyyy) | : | _____ |
| 6. Name* | : | _____ |
| | | (First Name) (Middle Name) (Last Name) |
| 7. Designation | : | _____ |
| 8. Email ID* (Official email-ID preferred) | : | _____ |
| 9. Ministry/Department | : | _____ |
| a) Office Address | : | _____ |
| | | _____ |
| | | Telephone (Official) _____ (Resi/Mobile) _____ |
| b) Residential Address | : | _____ |
| | | _____ |
| 10. Identification Details (Tick any one) | : | _____ |
| [Employee ID / Passport No. / PAN Card No. / Voter ID Card No. / Driving License No. / PF No. /Bank Account Details /Ration Card No.] | : | _____ |
| 11. Certificate Subject Details* | : | Organization* _____ |
| (These will be used in Certificate subject.) | : | Organization Unit* _____ |
| | | City _____ |
| | | State* _____ |
| | | Country* INDIA |
| 12. SSL Certificate Details | : | Web Server _____ |
| (In case the application is for a device then details of Server/Device for which the certificate is being applied for must be filled.) | : | Services _____ |
| | : | IP Address _____ |
| | : | URL/Domain Name _____ |
| | : | Physical Location _____ |

Date:

Place :

.....
(Signature of the Applicant)

(For NICCA Office use only)

Smart Card/USBToken Sr. No.:

Authorised Signatory / RAA

Name:

Date:

Request No. :

RA Code :

Remarks:.....

Declaration by the Subscriber

I hereby declare and understand that

1. I have read the subscriber agreement under Resources (<https://nicca.nic.in>).
2. I shall keep the private key safe and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC.
4. I shall send a signed mail to NIC-CA (support@camail.nic.in) to acknowledge the acceptance of the DSC. I also undertake to sign an additional declaration form in case of Encryption Certificate.
5. I shall not use the private key before acceptance of the DSC.
6. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
7. If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. (Doc ID CA2-50027.pdf, available under Repository>CPS & Forms>All Forms at <https://nicca.nic.in>)
8. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
9. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
10. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for a DSC with NIC-CA earlier.
 - o I have been issued a DSC by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the DSC.

Date :
Place :

.....
(Signature of the Applicant)

Verification and Declaration by Head of Office of Applicant

1. This is to certify that Mr. /Ms. _____ has provided correct information in the Application form for issue of Digital Signature Certificate for subscriber to the best of my knowledge and belief. I have verified the credential of the applicant as per the records and the guidelines given at page 5. I hereby authorize him/her, on behalf of my organization to apply for obtaining DSC from NICCA for the purpose as specified at point 3 of page-1.
2. It is noted that the organization shall inform NICCA for revocation of DSC on the cessation/superannuation of his/her employment.

Date :
Place:
Office Email:

(Signature of Officer with stamp of Org./Office)
Name of Officer with Designation:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)
Name:
Date:
Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Important Government Orders

Additional Declaration by the Subscriber for Encryption Certificate

I hereby declare and understand that

1. I am solely responsible for the usage of these Certificates/Tokens/ Technology. I shall not hold NICCA responsible for any data loss damage, arising from the usage of the same.
2. I am aware that Key Escrow/Key Archiving of Encryption keys is not done by NICCA and I shall not hold NICCA responsible or approach NICCA for recovery of my private Encryption Key, in case of its loss or otherwise.
3. I shall be responsible for compliance to the relevant sections of the IT Act/Indian Telegraphic Act and other Acts/laws of the Indian legal system, pertaining to Encryption/Decryption of any message or document or electronic data, and I shall be liable for associated penal actions, for any breaches thereof.
4. NICCA shall not be held responsible and no legal proceedings shall be taken against NICCA for any loss and damage that may occur due to any reason whatsoever including technology upgradation, malfunctioning or partial functioning of the software, USB token, Smart Card or any other system component.
5. I am aware that the Encryption Certificate, issued by NICCA is valid only for the suggested usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
6. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate.
7. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for an Encryption Certificate with NIC-CA earlier.
 - o I have been issued an Encryption Certificate by NICCA with User ID _____ which is Valid / Revoked / Suspended / Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the Encryption Certificate, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the Encryption Certificate.

Date :
Place :

.....
(Signature of the Applicant)

Declaration by Head of Office of Applicant

I hereby authorize Mr./Ms _____ employed in this Organization, to apply for Encryption Certificate from NIC-CA. It is further certified that a Policy/Procedure is in place, which describes the complete process for Encryption Key Pair Generation, Backup Procedure, safe-keeping of Backups and associated Key Recovery Procedures. The consequences of loss of the key have been explained to the user and he/she has been advised about securing the key and making it available to relevant authorities, in case of emergency.

Date :
Place :
Office Email:

(Signature of Officer with stamp of Org /Office)
Name of Officer with Designation:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)
Name:
Date:
Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Instructions for DSC Applicants

1. NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this IT Act 2000 under Resources (<https://nicca.nic.in>).
2. To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express, etc.). Also, please ensure that your email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
3. Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office. Applicant is advised to retain a copy of the same, for filling up the form online while generating Keypair.
4. The forwarded DSC application form is processed at NIC-CA for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted. This user-id will only be valid for 90 days (i.e., applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application for DSC issuance.
5. It is very important to keep the private key securely.
6. If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011- 24366176 or e-mail at support@camail.nic.in and Login with his user-Id and password at NIC-CA website. The User has to send Request for Revocation/ Suspension/Activation form (CA2-50027.pdf)
7. For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in/>) under Repository.
8. DSCs are normally issued on FIPS-140 Level-2 compliant smart card/USB crypto-tokens, **which allows only maximum ten numbers of Incorrect attempts for entering pass phrase/ pin.** It is advisable to be careful while entering the passphrase as repeated incorrect entries may block the same. On exceeding this limit, special efforts may be required to unblock the device.
9. It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.
10. For any further clarification, user can write to support@camail.nic.in or visit the NIC-CA website (<https://nicca.nic.in>).
11. **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

Class-1 Certificate:

Assurance Level: Provides minimum level of assurance. Subscriber's identity is proved only with help of Distinguished Name -DN and hence provides limited assurance of the identity.

Suggested Usage: Signing certificate primarily be used for signing personal emails and encryption certificate is to be used for encrypting digital emails and SSL certificate is used to establish secure communications through the use of secure socket layer (SSL).

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers within NIC domain.

Class-2 Certificate:

Assurance Level: Provides higher level of assurance confirming the details submitted in the DSC Request Form, including photograph and documentary proof in respect of at least one of the identification details.

Suggested Usage: In addition to the 'suggested usage' mentioned in class I, the class II Signing certificate may also be used for digital signing, code signing, authentication for VPN Client, web form signing, user authentication, Smart Card Logon, single sign-on and signing involved in e-procurement/ e-governance applications.

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers in open domain.

Class-3 Certificate:

Assurance Level: Provides highest level of assurances, as verification process is very stringent. Proves existence of name of organizations such as Government Departments/Agencies, PSU/ Govt. Registered Companies and assures applicant's identity authorized to act on behalf of the Government/PSU/Statutory/Autonomous bodies/ Government registered Companies.

Suggested Usage: In addition to the 'suggested usage' mentioned in class-1 & class-2, class-3 signing certificate may also be used for digital signing for discharging his/her duties as per official designation. Class-3 encryption certificate may also be used for encryption requirement as per his/her official capacity.

Category Issued to individuals from Government entities/Head of the Institutions, Statutory/Autonomous bodies, Government registered Companies.

Guidelines for verification by Head of Office

- The Head of Office (HO) of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation.
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant.
- ***Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.***

Verification Process:

- o ***Class-1 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.
 - o ***Class-2 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and authenticate the same. HO has to further send it to SIO/NIC-Coordinator for forwarding to NICCA. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under point no. 10 (Identification details} for individual certificate.

For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.
 - o ***Class-3 Certificate:*** In addition to the verification process required for the class II certificates, the applicant's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.
- On receipt of DSC application form, SIO/ DIO/HOD/NIC-Co-ordinator is required to ensure that the application form is signed by the HO(Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 4109-F(Y)

Kolkata, the 17th May, 2012

MEMORANDUM

This Department vide Notification No. 3739-F(Y) dated 03.05.2012 has made it mandatory from 01.07.2012 for all State Government Departments and their subordinate offices to publish their Tender on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakh or more.

In order to facilitate implementation of e-Publication of Tender on the centralized e-Tender Portal by the Departments and to render necessary help and advice to the Departments in this regard, this Department has designated the following two officers to act as 'Nodal Officer,':

1. Sri P. K. Pramanik, Sr. Technical Director, National Informatics Centre [NIC], West Bengal State Unit, Bidyut Bhavan [Gr. Fl.], Salt Lake [Contact no. 9432341691 / e-mail: <pk.pramanik@nic.in>]

2. Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts, 4, Lyons Range, Kolkata — 700001 [contact No. 9433123844 / e-mail: <dta@wb.gov.in>].

Sd/- Swapan Kumar Paul.

Special Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 5424-F(Y)

Kolkata, the 26th June, 2012

MEMORANDUM

In continuation of this Department,s Notification no. 3739-F(Y) dated 03.05.2012 regarding mandatory e-tendering through centralized portal for tender value of rupees fifty lakh and above following points are clarified:

1. For e-Tendering all tender related activities should be processed through the e-Tender portal [<http://wbtenders.gov.in>] by the concerned Department/office inviting tender.
2. Prior to issuance of this Department,s Notification no. 3739-F(Y) dated 03.05.2012 e-Tender was in vogue in some Departments for tender value of less than Rs.50 lakh. That system should be continued i.e., any Department may go for e-Tendering for tender value less than Rs.50 lakh as per their Department,s regulation/ order.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6424-F(Y)

Kolkata, the 25th July, 2012

MEMORANDUM

This Department vide Notification No. 3739-F(Y) dated 03.05.2012 has made it mandatory from 01.07.2012 for all State Government Departments and their subordinate Offices to process their Tender related activities through the centralized e-Tender Portal [<http://wbtenders.gov.in>] for the Tender Value of Rs. 50 lakh and above.

This is a Mission Mode Project under National e-Government Project of the Ministry of Commerce & Industry, Department of Commerce, Government of India. For smooth implementation of e-Tender process by the different Departments and their subordinate offices and for monitoring the project throughout the State, the Governor is pleased to constitute a 'State Level Core Committee' with the following members:

- i) Sri Swapan Kumar Paul, Special Secretary, Group-T, Finance Department -Chairman.
- ii) Sri P.K. Pramanik, Senior Technical Director, NIC, WB - Member.
- iii) Sri Amitava Bose, Technical Director, NIC, WB - Member.
- iv) Sri Paul Varghese Mathai, Scientist - C, NIC, WB - Member.
- v) Sri Kanakendu Sinha, Executive Engineer, City Division, PWD - Member.
- vi) Sri Rajkapur Sharma, Executive Engineer, DVC Cell, Irrigation & Water Ways Department - Member.
- vii) Sri Uttam Pahari, Law Officer, Law Department - Member.
- viii) Sri Goutam Samanta, Joint Commissioner, Internal Audit, Finance Department - Member.
- ix) Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts - Member.

The Core Committee shall follow the guidelines and advices of the Project Advisory Committee [PAC] of the Ministry of Commerce & Industry, Department of Commerce, Government of India and shall be entrusted with the following jobs:

- a) Arrangement for handholding training of the Government Officers related to e-Tender process and also for the prospective bidders,
- b) Arrangement for establishing 'Helpdesk' for implementation of the e-Tender process by different Government Offices,
- c) Development of Standard bid / tender documents including Standard Formats of Financial Bid Evaluation and BOQ compatible with the e-Tendering.
- d) Customization of the State's e-Tender Portal [<http://wbtenders.gov.in>] keeping in view the overall requirements of all the Departments/offices of the State Government.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9701-F(Y)

Kolkata, 30th November, 2012

MEMORANDUM

E-Tender for Procurement of goods and services for the State Government has been made mandatory for goods and services valued at Rs.50 lakh and above vide Finance Department Notification no. 5400-F(Y) dt.25.6.2012.

E-Tender is a Mission Mode Project [MMP] approved by the Ministry of Commerce, Government of India. The Server for e-Tender Portal has been provided by the National Data Centre, New Delhi with all its application. Six manpower support has been provided by the Government of India for this purpose. As per guideline of the MMP and in order to implement the e-tender procedure a 'State Level Core Committee, [SLCC] was constituted to recommend to the Government the steps to be taken to switch over to the new method of purchase through e-tender.

The core committee has made some specific recommendation to facilitate e-Tender by the State Government Offices. It was decided that the infrastructure of the Public Works Department and Irrigation & Waterways Department shall be used for facilitation of e-Tender by the State Government Offices. At present for obtaining 'Digital Signature Certificate, from NIC the Application Form is to be submitted at their New Delhi Office. It takes a lot of time to obtain the Digital Signature Certificate. It has been decided to establish a Centre for Digital Signature Registering Authority of NIC in West Bengal, at the ground floor of the Jalasampad Bhavan, Salt Lake at the earliest.

After considering the recommendations of the State Level Core Committee on e-Tender the Governor has been pleased to take the following decisions in the interest of facilitation of switchover from the existing procedure of tender to e-tender for procurement of the State Government:

1. There shall be two Centralised Training Centre one at Kolkata and the other at Salt Lake, one at the Training Hall of the Public Works Department at Pranjali, Hastings, Kolkata and the other at the Training Hall of the Irrigation & Waterways Department at Jalasampad Bhavan, Salt Lake. The Officials of the State Government including the State Government Undertakings and Autonomous Bodies and the prospective Bidders can avail such Training Programme. All the trainings for orientation of e-tender will be organised centrally and imparted in the two training locations mentioned above. The names of the contact persons for availing such training is given in Annexure-I.
2. There shall be seven (7) Helpdesks at following places in West Bengal:

| Sl no. | Helpdesk in the district | May be availed by the offices in Kolkata and Districts |
|--------|-------------------------------|--|
| I | Kolkata at Pranjali, Hastings | (i) Kolkata (except Salt Lake) (ii) South 24-Parganas (iii) Howrah |

| Sl no. | Helpdesk in the district | May be availed by the offices in Kolkata and Districts |
|--------|--------------------------------|---|
| II | Salt Lake at Jalasampad Bhavan | (i) Salt Lake (ii) North 24-Paganas |
| III | Medinipore Town | (i) Purba Medinipore (ii) Paschim Medinipore (iii) Bankura |
| IV | Burdwan Town | (i) Hoogly (ii) Burdwan (iii) Purulia |
| V | Berhampore Town | (i) Nadia (ii) Murshidabad (iii) Birbhum |
| VI | Malda Town | (i) Malda (ii) Uttar Dinajpur (iii) Dakshin Dinajpur |
| VII | Siliguri Town | (i) Darjeeling (ii) Siliguri (iii) Jalpaiguri (iv) Cooch Behar |

The Support Personal at the Helpdesks shall provide necessary assistance to the Officials of the State Government including the State Government Undertakings and Autonomous Bodies and also to the prospective Bidders in smooth implementation of the e-Tender formalities. The detail list along with names of contact persons at such Helpdesks is given at Annexure-I.

3. Sale price of bid documents is hereby dispensed with for e-tender / e-bid.
4. In case of re-tender no bid security / EMD is required for the bidders who responded to the first tender but did not get back the EMD deposited with the first bid.

This order shall take immediate effect.

Sd/-H. K. Dwivedi
Secretary to the
Government of West Bengal.

Enclosure to Memo No. 9701-F(Y) Dated 30th November, 2012

Annexure-I**A.** The names of the contact persons for **Training** on e-Tender:

| Sl. No. | Name & Designation | Contact No. | e-mail |
|----------------|--|--------------------|---------------------|
| 1 | Sri Amitava Bose, Technical Director, NIC | 09830610378 | amitava.bose@nic.in |
| 2 | Sri Paul Varghese Mathai, Scientist — C, NIC. | 09433230135 | paul.mathai@nic.in |

B. The detail list along with names of contact persons at **Helpdesks** for implementation of e-Tender:

| Sl. No. | Helpdesk in the district | Contact No. | e-mail |
|----------------|---|----------------------|---|
| I | Kolkata at Pranjali, Hastings O/o. Executive Engineer, City Division, PWD | 033-2223-6236 | ee1ctdpwd@wb.gov.in |
| II | Salt Lake at Jalasampad Bhavan, O/o. Executive Engineer, DVC Cell, 7th Floor, Irrigation & Water Ways Department | 033-2334-6098 | irrigationhelpdesk@gmail.com irrigation.nic@gmail.com |
| III | Medinipore Town O/o. Executive Engineer, Midnapore Highway Division-II | 03222-275672 | hripwdmed@gmail.com |
| IV | Burdwan Town O/o. Executive Engineer-I, Burdwan Division, PWD | 0342-2662497 | hripwd.burdwan.helpdesk@gmail.com |
| V | Berhampore Town O/o. Superintendent Engineer, SHC-III, PWD (Roads). | 03482-250627 | hripwdmsd@gmail.com |
| VI | Malda Town O/o. Executive Engineer, Malda Division, PWD. | 03512-252497 | hripwdmld@gmail.com |
| VII | Siliguri Town O/o. Executive Engineer-I, PWD, NBCD. | 0353-2431529 | hripwddjg@gmail.com |

WORKS TENDER AND
CONTRACT



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8182-F(Y)

Kolkata, the 26th September, 2012

MEMORANDUM

Sub.: Modification of Clause relating to Settlement of Disputes under Conditions of Contract

The Dispute Redressal mechanism as contained in the general conditions of contract for Works has been engaging the attention of the Government for some time past. The present system of dispute redressal contained in Clause 25 of the General Conditions of Contract of the State Public Works Department reads as'

"Clause 25 - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Engineer of the Deptt. Should the Chief Engineer be for any reason unwilling or unable to act as such arbitrator, such questions and disputes shall be referred to an arbitrator to be appointed by the Chief Engineer. The award of the arbitrator shall be final conclusive and binding on all parties to this contract.

The award shall be a speaking one, i.e., the arbitrator shall recite facts and reasons arising in support of the award after discussing fully the claims and conditions of the parties.

[This Clause (viz. no. 25) shall not be applicable and shall be treated to be deleted for contract upto Rs.100 lakhs (Rupees one hundred lakhs) in case of P.W.D. vide G.O. no. PWD.1(7)- Adt/1M-10/81 pt. Dt. 6.1.95 and Rs. 100 lakh in case of I & W Deptt (vide G.O. no. 1626 (8)-IA dt.23.11.2001)]"

2. Existing Clause 25 as quoted above needed to be reviewed to protect the interest of the Government and the contractors. Accordingly, the Governor is pleased to replace the existing Clause 25 with the following:

"Clause 25 - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter.

Important Government Orders

The Dispute Redressal Committee in each of the Works Departments shall be constituted with the following officials as members'

| | | |
|---|---|-------------------------------|
| 1 | Additional Chief Secretary/ Principal Secretary/ Secretary of the Department concerned. | Chairman |
| 2 | Engineer-in-Chief/Chief Engineer or any officer of equivalent rank of the Department. | Member |
| 3 | One Designated Chief Engineer/ Engineer of the Department to be nominated by the Department concerned. | Member Secretary and Convenor |
| 4 | One representative of Finance Department of the Government not below the rank of Joint Secretary or Financial Adviser in case of the works Department where FA system has been introduced | Member |

This provision will be applicable irrespective of the value of the works to which the dispute may relate."
This order will take immediate effect and be applicable to all the State Government Departments.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6427-F(Y)

Kolkata, the 25th July, 2012

MEMORANDUM

In continuation of this Department Memorandum No. 5458-F(Y) dated 27th June 2012 following points may be clarified:

1. Maximum 3% on the "Tender Value" shall be allowed as Contingency to determine the "Estimated Cost".
2. Authority to accept the tender where the value/rate quoted by the Bidder [L1] is above the "Tender Value" [i.e. amount put to tender]:
 - (i) Maximum 5 % excess of "Tender Value" may be accepted by the 'Tender Inviting Authority' subject to the overall power of tender acceptance delegated to each level of engineer officers as mentioned in this Department's Memo No. 5458-F(Y) dated 27th June 2012.
 - (ii) Above 5 % and upto 10 % excess of "Tender Value" can be accepted by the Government appointed Tender Committee subject to the condition as laid down in the said Memo.
 - (iii) For acceptance of tender above 10% of the Tender Value, the Administrative Department along with the specific recommendation of the Government appointed Tender Committee as mentioned at para (ii) above, shall send the proposal to the Finance Department.
3. In case of Plan Fund, where the "Administrative Approval" on the "Estimated Cost" has been obtained from the concerned Group of the Finance Department, the revised Administrative Approval on the enhanced Estimated Cost, if any, shall be obtained from the same authority.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writers, Buildings

No. 5458-F(Y)

Dated, Kolkata, the 27th June, 2012

MEMORANDUM

Works Executing Departments have been approaching Finance Department for some time past to make amendment in the financial power of the Engineers for "Technical sanction" and "Tender acceptance", considering the rising price index. After careful consideration of the matter the Governor is pleased to make the following amendments in the Delegation of Powers of the Engineering officers of various Works Executing Departments. The Works Executing Departments shall incorporate the following amendments in their respective Departmental code/ manual/Order.

| Designation | Tender acceptance | Technical sanction | Remarks |
|---|--|--------------------|---|
| Chief Engineer- (i) With approval of Government appointed tender committee (ii) Under his own power | (i) full power** (ii) Rs. 4 crore *** | (ii) Full power | (i) ** the tender committee will recommend to Government to accord sanction to acceptance of the tender. (ii) *** provided the project has received the administrative approval, or the revised administrative approval of the competent authority, as and when required under the prescribed rules. |
| Superintending Engineer | Rs. 2 crore + 5% excess of tender value** | Rs. 2 crore | ** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted. |
| Executive Engineer | Rs. 45 lakh + 5% excess of tender value** | Rs. 45 lakh | ** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted. |
| Assistant Engineer | Rs. 3 lakh + 5% excess of tender value** | Rs. 3 lakh* | ** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted. * With concurrence of Executive Engineer. |

Note : **Acceptance of Tender at justified rates [Estimated Cost prepared by the Works Executing Departments] with allowable variances:** Variation upto 5 % over the justified rates may be ignored. Variation up to 10% may be allowed for peculiar situations and in special circumstances with the approval of the Government appointed Tender Committee, provided budgetary provision is not exceeded because of the excess and the lowest tender is accepted. Reasons for doing so shall be placed on record. Tenders above this limit should not be accepted.

Sd./- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GRANT-IN-AID



GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch

No. 8327-F(Y)

Kolkata, the 3rd October, 2012

MEMORANDUM

Sub.: Introduction of revised standard format of 'Utilisation Certificate' for payment made as Grants-in-Aid to the Non-Government Bodies/Grantee Institutions.

The issue relating to introduction of a revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made by the State Government to various Non-Government Organisations / Grantee Institutions has been under active consideration of the Government for some time past. The Principal Accountant General (A&E) West Bengal has also suggested introduction of a revised standard format of "Utilisation Certificate," for payment made from the State's exchequer through Grants-in-Aid Bills. After careful consideration of the matter, the Governor has been pleased to introduce a revised standard format of 'Utilisation Certificate' for payment made to various Non-Government Organisations / Grantee Institutions as Grant-in-Aid. The 'Utilisation Certificate' shall be issued by the Sanctioning Authority after obtaining the required information and supporting records from the Drawing & Disbursing Officer for each Sanction Order Issued. The Departmental Controlling Officer shall submit the year-wise 'Utilisation Certificates' to the Principal Accountant General (A&E) West Bengal within the prescribed time. The revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made to various Non-Government Organisations / Grantee Institutions is enclosed as Annexure-A. Necessary amendment in the West Bengal Financial Rules will be made in due course.

Sd/ H. K. Dwivedi

Secretary to the
Government of West Bengal.

Annexure - A

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

No.

Date:

1. Name of the Grantee Institution(s) :
[Attach separate list for more than one Grantee Institutions]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount sanctioned :
5. Drawing & Disbursing officer :
6. Treasury / PAO :
[From where the bill was drawn]
7. Bill No. & Date :
8. T.V. No. & Date :

Important Government Orders

- 9. Amount drawn :
- 10. Unspent balance of previous year, if any :
- 11. Amount utilized :
- 12. Unspent balance, if any, in current year :
- 13. Purpose of utilization :

CERTIFICATE

Certified that I have satisfied myself that the conditions on which the Grants-in-Aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

[Applicable in case of unspent balance] The unspent fund has been surrendered to the Government under appropriate head of account vide Challan No. Date / will be adjusted against the grant-in-aid to be sanctioned and paid in the current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Sanctioning Authority

Designation

Office Seal

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 2552-F(Y)

Kolkata, the 27th, March, 2012

MEMORANDUM

This Department vide Memo No.7752-F(Y) dated 21st July 2010 has circulated a standard format of "Grant-in-Aid Sanction Order" to be followed and implemented by all Departments of the State Government w.e.f. 01.10.2010. The standard format was developed in order to make the financial reporting more transparent on the basis of the recommendations of the Finance Commission, the Planning Commission and the Comptroller & Auditor General of India and as per suggestion of the Principal Accountant General (A&E), West Bengal.

Now, it has been reported by the Principal Accountant General (A&E) West Bengal that most of the Departments are not following the said standard format while sanctioning the fund under Grant-in-Aid.

After careful consideration of the matter following decisions have been taken by the Government:

1. In modification of this Department's Memo No.7752-F(Y) dated 21st July 2010, all sanction order in favour of the Grantee Institute for Grant-in-Aid shall be in the revised format enclosed herewith. **From the Financial Year 2012-13, the Grant-in-Aid Bill shall not be passed by the Treasuries/PAOs if the 'Sanction Order' of the same is not in the revised format.**
2. All sanction order for Grant-in-Aid in favour Non-Government Organizations /Institutions/Local Bodies/ Development Authorities/Public Sector Undertakings/Autonomous and Statutory Bodies etc. shall be under the Detail Head "31-Grants-in-Aid-General" or "35- Grants for creation of Capital Assets" under appropriate service head. For this purpose Administrative Department shall arrange to sanction the fund under Grant-in-Aid to Non-Government Organizations /Institutions/ Local Bodies/Development Authorities/ Public Sector Undertakings/ Autonomous and Statutory Bodies etc. under the Detail Head "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" only and the said sanctioned amount will have to be Allotted to the Regular DDO attached to Govt. Office only for drawal of fund on presentation of Bill in prescribed form in the Pay & Accounts Office/Treasuries.
3. Fund required to be used by the State Government Offices shall not be placed under Detail Head "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" and **for this purpose appropriate Detail Head other than "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" under the service head need to be opened by the Administrative Department with the approval of the Pr. Accountant General (A&E), WB after obtaining concurrence from Finance (Budget) Deptt. This process need to be completed by 1st week of May, 2012 positively.**

All the Administrative Departments are requested for strict compliance of the aforesaid instruction with effect from 1st April 2012.

Sd/ H. K. Dwivedi

Secretary to the
Government of West Bengal
Finance Department.

**(Model Sanction Order for sanction of
Grant-in-Aid under Detail Head 31 &35)
Government Of West Bengal
..... Department.
.....
.....**

No. ____ (Sanction)-

Dated Kolkata the _____

Subject : Sanction Order for Grant-in-Aid

1. Sanctioning Authority :
2. Name of the Grantee Institution :
3. Address of the Grantee Institution :
4. Category of Grantee Institution & Category No. (as per list enclosed) :
5. Amount Sanctioned (both in figure and words) :
6. Name of the DDO (by designation) :
7. Department Code :
8. Name of the Treasury / Pay & Accounts Office :
9. Nature of Grant :
(a) Recurring or Non-recurring : (R or N) :
(b) Capital or Revenue : [C or R] :
(Detail Head 35) (Detail Head 31) :
10. Condition of Grant
Utilisation Certificate required : [Yes or No] :
11. Category of Grant (as per list enclosed)
12. Purpose of Grant (Required only in case where category of Grant Purpose is 'other') :
13. An amount of Rs. is hereby allotted for the period upto in favour of the (Designation of the DDO)
from the head of account
.....
from the budget provision of the financial year, 20 under Demand No. and payable to Grantee Institution by A/c payee cheque/by transfer credit (as the case may be)

- 14. Head of Account Code :
- 15. Name of the Scheme :
- 16. The amount will be drawn in T.R. from No.31/32 (in case of Non-Govt. School) /43 (in case of Transfer credit) :
[mention the T.R. form No. as applicable]
- 17. The sanctioned amount will be payable to (Name of Grantee Institution) by Transfer Credit to the Head of Account of the LF/PL/Deposit Account of the Grantee Institution (Applicable only in case of Transfer Credit Bill)
- 18. Any other information :
- 19. This order issues in exercise of the power delegated under Finance Department memo no. dated / with the concurrence of Finance Deptt. vide Gr. U.O. No. Dt.
- 20. Total released amount is within % of Budget Provision of the above mentioned head of account during 20
- 21. The Principal Accountant General, West Bengal & the Pay and Accounts Officer / Treasury Officer, Treasury and others concerned are being informed.

Signature
Name & Designation

[N.B. In case of sanction to a group of institutions a separate list may be enclosed mentioning the name of the Institutions and the amount against each institution. Mention as "List Enclosed" against Sl. No. 2 and mention the total amount against Sl. No.5]

No. ____ (Sanction)-

Dated Kolkata the _____

Copy forwarded for information & necessary action to :—

***** ***** ***** *****

Signature
Name & Designation

**List pertaining to the Model Sanction Order for sanction of Grant-in-aid
under detail head 31/35**

Category of Grantee Institutions [as mentioned at Sl. No. 4]

| | Sub-Category No. | Category of Grantee Institution |
|----|------------------------------------|---|
| 1. | Panchayati Raj Institutions | |
| | (i) | Zilla Parishads |
| | (ii) | Panchayat Samities |
| | (iii) | Gram Panchayats |
| | (iv) | DRDC |
| | (v) | Others |
| 2. | Urban Local Bodies | |
| | (i) | Municipal Corporations |
| | (ii) | Municipalities |
| | (iii) | Others-statutory Bodies / Development authorities (U.D.) |
| | (iv) | Others |
| 3. | Public Sector Undertakings | |
| | (i) | Government Companies |
| | (ii) | Statutory Corporations |
| | (iii) | Others |
| 4. | Educational Institution | |
| | (i) | (a) Universities |
| | (ii) | (b) Colleges |
| | (iii) | (c) Secondary/Higher Secondary School |
| | (iv) | (d) Primary Schools |
| 5. | Autonomous Bodies | |
| | (i) | Cooperative Societies/Institutions |
| | (ii) | Development Authorities |
| | (iii) | Others |
| 6. | | Non-Government Organizations |
| 7. | | Others |

Category of Grant Purpose

| FOR REVENUE GRANT (DETAIL HEAD 31) | FOR CAPITAL GRANT (DETAIL HEAD 35) |
|---|--|
| Salary (01) | Land |
| Other Grants (02) | Building |
| Maintenance & Deficit Grant | Equipments |
| Grant for Development Scheme | Other Capital Grant (Sl. No. 12 to be filled up) |
| Finance Commission | |
| Mid-day Meal | |
| RIDF | |
| State Rural Dev. Agency | |
| Other (Sl. No. 12 to be filled up) | |

PUBLIC - PRIVATE
PARTNERSHIP (PPP)



GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 5266-F(H)

Kolkata, the 21st June, 2012RESOLUTION

The State Government has, for sometime past, under consideration for taking up several infrastructure projects including physical and social infrastructure with the objective of enhancing the quality of life of the people of the State by providing better and efficient public services. In addition to traditional public sources of funding for infrastructure projects, alternative sources of financing have gained importance in the recent times. The State Government, therefore, recognizes that one of the important tools for attaining the above objective is the Public Private Partnership (PPP) model, which represents an arrangement between a Government/Statutory bodies on one side and a private sector entity on the other, for providing public services through new investments or management of the existing services or both.

2. To achieve the objectives stated above, the Governor is pleased to introduce a State Policy on PPP for implementation of physical and social infrastructure projects in the State as follows :-

- (i) The Finance Department, Government of West Bengal will be designated as the Nodal Department;
- (ii) A dedicated PPP Cell will be created in the Finance Department for providing necessary direction and hand holding support to the Departments for planning and implementation of PPP Projects ; and
- (iii) A dedicated Fund called West Bengal Infrastructure Development Fund (WBIDF) will be created to assist selected project preparation activities, capacity building, training, enhancement of project viability etc.

3. **The objectives of the PPP Policy**

The broad objectives of the PPP Policy of the Government are outlined below:

- a. To set out the principles for pursuing projects on PPP basis.
- b. To support Private Sector Investments and create a conducive environment so as to enable the State to utilize Private Sector efficiencies, innovativeness, capacity, flexibility and resources with the objective of developing both physical and social infrastructure at optimal cost.
- c. To Provide a consistent and transparent framework for identifying, structuring, awarding and managing PPP ;
- d. To facilitate identification and creation of appropriate PPP Projects and assist the line Departments in effective project structuring, implementation and monitoring of the same ;
- e. To provide an efficient institutional framework for speedy clearances of PPP projects ;
- f. To create a robust dispute redressal mechanism and regulatory framework for PPP Projects ;

4. Infrastructure Sectors to be covered

The areas that will be covered under the PPP are :

- Health (specific areas)
- Education (specific areas)
- Tourism related projects
- Roads, bridges and bypasses
- Airports, Airstrips and Heliports
- Inland container depots and logistics hubs
- Industrial parks, Theme Parks, Knowledge Parks, Special Economic Zones and Townships, Industrial Training Centres
- Water Supply, Treatment and Distribution
- Power generation, transmission and distribution systems
- Solid waste management
- Drainage and Sewerage
- Inland water transport
- Urban transportation systems
- Housing and related facilities
- Any other sector / facility as may be included by the Government from time to time

5. The PPP Process :

The healthy and efficient growth of PPP projects will call for a robust, transparent and clearly laid out PPP process.

5.1 The Government's Role in PPP

The role of the government will be one of a facilitator and enabler. Some supports from the State Government which will be of critical importance are outlined below :-

- (i) Legislative support as and when required.
- (ii) Administrative support which shall include facilitating receipt of all Central and State Government clearance assisting in all rehabilitation and resettlement activities in case so required as per existing Rehabilitation and Resettlement Policy of the State Government, facilitating provision of supply of power and water at the project site etc.

Some of the proposed activities the State Government is expected to perform are mentioned below :-

5.1.1 Identification of Projects

The State Government Departments / bodies shall identify, conceptualize the projects to be developed in the State and place before ECOS through PPP Cell. The ECOS shall prioritize projects based on demand and supply gaps, inter-linkages and any other relevant parameters and create a project shelf. In order to assess the same, Pre-feasibility Report shall be prepared by the respective Department. The Pre-feasibility Report would establish, *inter alia*, the need for the project, project cost estimation and indicative financial viability of the proposed project including preliminary engineering studies, if any. Approval of the project would then be obtained from ECOS.

5.1.2 **Project Development Process**

The project development process would cover project preparation (including technical feasibility and financial viability analysis), project structuring, preparation of contractual documents and obtaining of project clearances and approval. During this stage, activities would be undertaken with the following objectives :

- a. Articulate the scope of the project, implementing agency's requirements and set forth roles/ responsibilities of the parties ;
- b. Establish that the revenue model is robust and sustainable over the project life ;
- c. Ensure that the underlying risks are defined and appropriately allocated between the contracting parties ;
- d. Ensure that the contractual arrangements and documentation accurately reflect the scope of the project, roles and obligations of parties, performance standards, monitoring arrangements, penal provisions, reporting requirements, dispute resolution mechanism and termination arrangements.
- e. Ascertain that contractual arrangements are permissible under the policy, legal and regulatory regime.

As part of the project development activities, implementing agencies would undertake studies and investigations relating to technical, market analysis, financial and legal aspects, with the assistance from advisors/consultants wherever required. The output of the project development activities, to the extent feasible, would be made available to the potential bidders during bid process.

5.1.3 **Procurement Process**

Procurement stage would cover procurement and project award. Transparent, accountable, non-discriminatory, competitive and timely procurement processes would be followed so as to encourage maximum participation by private sector and to imbibe public confidence in the procedure. The procurement process would be completely transparent and shall be in line with the procurement policies of the State.

The bid documents used for procurement of private sector entities may comprise one or more of expressions of interest, request for qualifications, and request for proposals. Technical proposals would be invited, depending on the complexity of a project, to assess the ability of the private entity of their appreciation of the desired outcomes. Financial proposals would ideally be in the form of a single objective parameter.

The procurement process of a PPP may include the following distinct stages :

Expression of Interest (EoI) / Request for Qualification (RfQ)

Request for Proposals (RfP)

Evaluation and selection of Bidder

Award of Contract / Signing of concession Agreement

Financial closure

Draft contract agreement, containing provisions on the roles and obligations of the parties, performance standards and monitoring arrangements, reporting requirements, penalty conditions, force majeure conditions, dispute resolution mechanism and termination arrangements, shall be provided to the prospective bidders as part of the bid documents.

Timelines to be followed during the procurement process would be indicated by the procurement entity in the bidding documents. In order to minimize delays, the procurement entity would endeavour to obtain all necessary approvals for a project from the agencies concerned in a timely manner.

In case the competitive bidding process does not generate sufficient response and if even a sole bid is not received, then the Department shall, with the approval of ECOS, either modify the pre-qualification criteria and / or the risk sharing provisions and restart the bid process; or may cancel the competitive bid process.

The State Government may formulate sector specific policies wherever required for providing specific incentives and also establish mechanism for tariff setting, pricing, arbitration, safety and operational standards etc. It also envisages coordination across infrastructure sectors and dovetailing of sectoral plans.

For effective implementation of projects, certain support of the State would be required including Legislative Support, Administrative Support and Financial Support.

5.1.4 **Project Implementation**

The process of project implementation would be appropriately backed by contractual arrangements. The line Department would develop contractual frameworks to allow for equitable allocation of risks between the contracting parties, taking into account the legitimate concerns of private investors.

5.1.5 **Model adoption**

While considering PPP Projects, it will be necessary to consider and choose the appropriate PPP Model from among the different models generally used in this regard. While selecting the project, attention must also be paid to the critical aspects of the project with a view to separate outsourcing and other types of jobs from the core PPP project.

A brief description of some of the more popular PPP Models is given below ' the appropriate model is to be adopted on a case to case basis.

- a. **Buy-Build-Operate (BBO) :** Transfer of public asset to a private or quasi ' public entity usually under contract. The assets will be upgraded and operated for a specified period of time. Public control to be exercised through the contract at the time of transfer.
- b. **Build-Own-Operate (BOO) :** The private sector finances, builds, owns and operates a facility or service in perpetuity. The public constraints are stated in the original agreement and through ongoing regulatory authority. The concessionaire retains ownership of the facility. The concessionaire bears the commercial risk of operating the facility.
- c. **Build-Own-Operate-Transfer (BOOT) :** A private entity receives a franchise to finance, design, build and operate a facility (and to charge user fees) for a specified period, after which ownership is transferred back to the public sector.
- d. **Build-Operate-Transfer (BOT) :** The private sector designs, finances and constructs a new facility under a long-term concession contract, and operates the facility during the term of the concession after which ownership is transferred back to the public sector if not already transferred upon completion of the facility. In fact, such a form covers Build-Own-Operate-Transfer and Build-Lease-Operate-Transfer with the sole difference being the ownership, of the facility.
- e. **Build-Lease-Operate-Transfer (BLOT) :** A private entity receives a franchise to finance, design, build and operate a leased facility (and to charge user fees) for the lease period, against payment of a rent. Another model is BOLT where one of the processes come before the other.

- f. **Design-Build-Finance-Operate (DBFO)** : The private sector designs, finances and constructs a new facility under a long-term lease, and operates the facility during the term of the lease. The private partner transfers the new facility to the public sector at the end of the lease term.
- g. **Finance Only** : A private entity, usually a financial services company, funds a project directly or uses various mechanisms such as a long-terms lease or bond issue.
- h. **Operation & Maintenance Contract (O & M)** : A private operator, under contract, operates a publicly owned asset for a specified term. Ownership of the asset remains with the public entity.
- i. **Design-Build (DB)** : The private sector designs and builds infrastructure to meet public sector performance specifications, often for a fixed price on turnkey basis. The risk of cost overrun is therefore transferred to the private sector.
- j. **Operation License** : A private operator receives a license or right to operate a public service, usually for a specified term.

6. **Institutional Framework**

A strong, well defined and robust institutional structure is critical for development of a sustainable PPP programme. In addition to creating and facilitating conducive environment for private sector investments, a framework is needed to ensure that the projects are commercially robust, the provisions in the contract document safeguard user and public interests and the contingent liabilities of the Government are kept limited within accepted parameters.

Keeping this in view, an institutional structure comprising of existing Standing Committee of the Cabinet on Industry, Infrastructure and Employment and Empowered Committee of Secretaries (ECOS) is conceived to take forward the implementation of the PPP. The framework has been suggested keeping in view the need to keep the process simple, smooth and aligned to the risks associated with the projects.

6.1 **Standing Committee of the Cabinet on Industry, Infrastructure and Employment**

The Standing Committee of the Cabinet on Industry, Infrastructure and Employment of the Government constituted vide Notification No. 1 Cab.Sub.Com dated June 29, 2011 of Government of West Bengal shall consider for approval all large value Projects under PPP which are above Rupees Fifty Crore on the recommendation of the Empowered Committee of Secretaries.

6.2 **Empowered Committee of Secretaries (ECOS)**

A Committee under the Chairmanship of the Chief Secretary, Government of West Bengal will be constituted to consider for facilitation of infrastructure project under PPP. The Committee is to be known as Empowered Committee of Secretaries (ECOS). ECOS will take up for approval all the PPP Projects with project cost upto Rs. 50 crore. It will also consider the PPP projects above Rs. 50 crore and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment. The other Committee members shall be Secretaries of the Departments of Planning Urban Development, Tourism, Commerce and Industries, Power, Municipal Affairs, Public Works Department and Finance. The ECOS may co-opt a member from any other Department. The Finance Secretary shall be the Convener of the Committee.

Terms of Reference of the ECOS

The Empowered Committee of Secretaries will;

- a. Consider and formulate policy guidelines under PPP mode
- b. Consider and approve projects being taken up under PPP for Project Cost upto Rs. 50 crores

- c. Recommend to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment for consideration all eligible projects above Rs. 50 crores
- d. Standardization of Bid documents and processes in the TOR
- e. Propose optimal procurement method for PPP Projects within the stated objectives.
- f. Resolve issues relating to projects being proposed under PPP framework
- g. Resolve inter-departmental issues to ensure smooth implementation of PPP Projects
- h. Review and monitor implementation of PPP Projects
- i. Recommend enactment of legislation for ensuring appropriate regulatory mechanism/robust dispute and grievance resolution.

6.3 Creation of PPP Cell

With a view to providing necessary direction and hand-holding support to the Departments sponsoring PPP Projects, a PPP Cell would be created in the Finance Department. The PPP cell would co-ordinate the efforts of the different administrative department of the State Government with regard to the development of infrastructure sectors involving private sector participation.

The Finance Secretary will act as the Nodal Officer of the PPP Cell and will be assisted by the Special Secretary. He will also be assisted by a PPP Expert(s), MIS Expert, Financial Expert, Public Finance Expert, Legal and Regulatory and other supporting staff.

6.4 Broad functions of PPP Cell

To provide support and technical services, the PPP Cell will have the following broad functions :

- 1) To give technical support to administrative department for identifying projects suitable for implementation on PPP route.
- 2) Develop processes for selection and evaluation of guidelines for selection and appointment of consultants and private sector partners.
- 3) Assist line Departments in preparing pre-feasibility and project reports through consultants.
- 4) Assist in development of transparent and effective tendering process.
- 5) Develop various Model documents for different sectors.
- 6) Examine the PPP projects and place it before ECOS for approval.
- 7) Coordinate the efforts of other Departments for the furtherance of the objectives of this Policy.
- 8) Conduct workshops and use other media to disseminate information on PPP.
- 9) Act as the nodal agency for capacity building for PPP, through training and technical assistance, to increase the deal flow of eligible projects.

7. West Bengal Infrastructure Development Fund (WBIDF)

In order to ensure quality project preparation, a West Bengal Infrastructure Development Fund (WBIDF) will be set up under the Finance Department to assist selected projects. The fund shall finance the project preparation activities such as conducting feasibility studies, social and environment impact studies, project structuring, development of project documents, etc.

The Fund shall also assist capacity building and training. In very selected cases, the fund may provide financial support directly to projects to enhance project viability and enable projects to be amenable to PPP.

The ECOS shall administer the fund and prescribe detailed guidelines for management of the Fund.

8. **Regulatory Framework**

The State Government will gradually develop a Regulatory Framework for the projects and services rendered through a PPP.

9. **The State Government's role in PPP**

The role of the Government under PPP may be described as one of a facilitator and enabler. The Government would play a regulatory role by setting out policies for economic regulation, safety standards and social rights, as a failure to do so may result in exploitation of economic and social vulnerabilities. These projects of social and economic relevance would therefore call for continuous monitoring and review. Some supports from the State Government may also be necessary in legislative and administrative matters.

The State Government will also be expected to perform in respect of :

- 1) PPP Identification
- 2) Adherence to Processes
- 3) Project Preparation
- 4) Procurement Stage
- 5) PPP Contract Management and Monitoring Stage
- 6) Post Project Award Negotiation

10. **Documentations**

A large number of documents may be required for project formulation under PPP. Names of certain documents are listed below :

- i) Strategic Plan
- ii) Feasibility Report
- iii) Detailed Project Report (DPR)
- iv) Shareholders' Agreement
- v) State Support Agreement
- vi) Operation, Maintenance and Development (OMD) Agreement
- vii) Concession Agreement
- viii) Technical Operation agreement
- ix) Lease Agreement
- x) Substitution agreement
- xi) Independent Engineer's / Auditor's agreement
- xii) Other subsidiary Agreement

11. **Selection of Developer**

After the DPR is prepared, the concerned Department may initiate the process of selection of a suitable developer. The DPR apart from specifically indicating the cost benefits, would spell out the award criteria, upfront. The concerned Department may use the services of a Transaction Advisor / Consultant. The selection process may be single or several, depending upon the size of the project.

12. **Selection Process**

The Selection process will include :

- a. Engagement of Transaction Advisor / Consultant from the existing Panel of TAs / Consultants for assistance
- b. Invitation of Expression of Interest from prospective bidders
- c. Receiving proposals from bidders and evaluation of qualifications
- d. Preparation / review of Request for Proposal
- e. Pre-bid meeting for clarification / modification of bid documents
- f. Receipt of bids
- g. Evaluation of Technical and Financial Bids-Selection of most preferred developer in accordance with prescribed criteria
- h. Signing of Agreement.

Competitive bidding will be adopted in all PPP projects.

ORDER

Ordered that the Resolution be communicated to all the administrative Departments, Directorates, State Govt. Undertakings and all offices sub-ordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh
Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 5811-F(H)

Kolkata, the 6th July, 2012

CORRIGENDUM

In this Department,s Resolution no. 5266-F(H), dated 21st June, 2012, the para 4 under sub-head "**Infrastructure Sectors to be covered,**" shall be read as :

4. Infrastructure Sectors to be covered

The areas that will be covered under the PPP are:

- Health (specific areas)
- Education (specific areas)
- Tourism related projects
- Roads, bridges and bypasses
- Airports, Airstrips and Heliports
- Inland container depots and logistics hubs
- Industrial parks, Theme Parks, Knowledge Parks, Industrial Training Centres
- Water Supply, Treatment and Distribution
- Power generation, transmission and distribution systems
- Solid waste management
- Drainage and Sewerage
- Inland water transport
- Urban transportation systems
- Housing and related facilities
- Any other sector / facility as may be included by the Government from time to time.

ORDER

Ordered that the Resolution be communicated to all the administrative Departments, Directorates, State Govt. Undertakings and all offices subordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 6522-F(H)

Kolkata, the 27th July, 2012.

CORRIGENDUM

In this Department's Resolution No. 5266-F(H), dated 21st June, 2012, the para 6.2 shall be read as

"6.2 Empowered Committee of Secretaries (ECOS)

A Committee under the Chairmanship of the Chief Secretary, Government of West Bengal will be constituted to consider for facilitation of infrastructure project under PPP. The Committee is to be known as Empowered Committee of Secretaries (ECOS). ECOS will consider all PPP Projects and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment. The other Committee members shall be Secretaries of the Departments of Planning Urban Development, Tourism, Commerce and Industries, Power, Municipal Affairs, Public Works Department and Finance. The ECOS may co-opt a member from any other Department. The Finance Secretary shall be the Convener of the Committee.

Terms of Reference of the ECOS

The Empowered Committee of Secretaries will ;

- a. Consider and formulate policy guidelines under PPP mode
- b. Consider proposals for Projects to be implemented under PPP
- c. Recommend such proposals above to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment for approval
- d. Standardization of Bid documents and processes in the TOR
- e. Propose optimal procurement method for PPP Projects within the stated objectives
- f. Resolve issues relating to projects being proposed under PPP framework
- g. Resolve inter-departmental issues to ensure smooth implementation of PPP Projects
- h. Review and monitor implementation of PPP Projects
- i. Recommend enactment of legislation for ensuring appropriate regulatory mechanism/robust dispute and grievance resolution.,,

ORDER

Ordered that the Resolution be communicated to the all Administrative Departments, Directorates, State Govt. UTs and all offices sub-ordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh
Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 5267-F(H)

Kolkata, the 21st June, 2012

NOTIFICATION

The State Government is now taking up several infrastructure projects including physical and social infrastructure with the objective of enhancing the quality of life of the people of the State by providing better and efficient public services. In addition to traditional public sources of funding for infrastructure projects, alternative sources of financing have gained importance in the recent times. Accordingly, the State Government has introduced a State Policy on Public Private Partnership (PPP) for implementation of physical and social infrastructure projects in the state.

2. Pursuant to the provisions envisaged in the **Resolution No. 5266-F(H) dated 21.06.2012** the Governor is pleased to designate the Finance Department, Govt. of West Bengal as the Nodal Department of the State Government for coordinating with the different State Govt. Departments, Authorities and Agencies, other State Govt.s Govt. of India and other different Financial/Technical Organisations involved in PPP with regard to the development of infrastructure sectors involving private sector participation.

3. This cancels the Development & Planning Department's Notification No. 2094/DP, dated 06.09.2006.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 6524-F(H)

Kolkata, the 27th July, 2012.

NOTIFICATION

Pursuant to the discussion contained in para 6.2 of the Finance Department Resolution No. 5266-F(H), dated 21.06.2012, the Governor is hereby pleased to constitute an Empowered Committee of Secretaries (ECOS) under the Chairmanship of the Chief Secretary, Government of West Bengal to consider proposals for project to be implemented under PPP:

- | | | |
|--|----|--------|
| (i) Additional Chief Secretary/Principal Secretary/Secretary, Planning Department | -- | Member |
| (ii) Additional Chief Secretary/Principal Secretary/Secretary, Urban Development Department | -- | Member |
| (iii) Additional Chief Secretary/Principal Secretary/Secretary, Tourism Department | -- | Member |
| (iv) Additional Chief Secretary/Principal Secretary/Secretary, Commerce and Industries Department | -- | Member |
| (v) Additional Chief Secretary/Principal Secretary/Secretary, Power Department | -- | Member |
| (vi) Additional Chief Secretary/Principal Secretary/Secretary, Municipal Affairs Department | -- | Member |
| (vii) Additional Chief Secretary/Principal Secretary/Secretary, Public Works Department | -- | Member |
| (viii) Additional Chief Secretary/Principal Secretary/Secretary, Finance Department | -- | Member |

The ECOS may co-opt a Member from any other Department.

2. The Finance Secretary shall act as the Member-Convener of the Committee.
3. The ECOS shall consider all PPP Projects and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment constituted vide Notification No. 1 - Cab.Sub.Com dated 29.06.2011.

By order of the Governor,
Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 6523-F(H)

Kolkata, the 27th July, 2012.

NOTIFICATION

Pursuant to the provisions envisaged in para 6.3 and para 6.4 of the Finance Department Resolution No. 5266-F(H), dated 21.06.2012 read with No. 5811-F(H) dated 6th July, 2012, the Governor is hereby pleased create a Public Private Partnership (PPP) Cell within Budget Branch, Finance Department, Govt. of West Bengal for providing necessary direction and hand-holding support to the Departments sponsoring PPP Projects.

2. The PPP Cell shall co-ordinate the efforts of the different Administrative Departments of the State Government with regard to the development of infrastructure sectors involving private sector participation.

3. The Finance Secretary shall act as the Nodal Officer of the PPP Cell and shall be assisted by the Special Secretary, Finance Department. He shall also be assisted by a PPP Expert(s), MIS Expert, Financial Expert, Public Finance Expert, Legal Regulatory Expert and other supporting staff to be appointed from time to time.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department - PPP Cell
Writers, Buildings, Kolkata-700 001

No. FS-116(PPP Cell)/2012

Dated : 10.09.2012

NOTIFICATION

Subject : Panel of Transaction Advisers for PPP projects.

The Government of West Bengal has adopted a PPP policy to facilitate private investment in infrastructure. Implementation of this policy will require a capacity to determine the suitability and feasibility of PPP transactions and to implement agreed transactions. This entails that different departments and other organizations of the State Government have access to appropriate advisory support for the implementation of PPP transactions.

2. Accordingly, the Finance Department has finalised panels of pre-qualified Transaction Advisers (TAs) to assist the Government departments and organizations. Now, the Governor is pleased to notify the panels of Transaction Advisers, for their engagement by the various State Government departments and organizations.

3. The panels have been selected through a detailed evaluation undertaken for the scope of work as given below:

| Sl. No. | Sector | Scope of Work | Panel No. |
|---------|---|--|------------|
| 1 | All Sectors | General Transaction Advisory Service of any nature in Infrastructure Projects in PPP mode including RFP preparation, Financial Modelling, Bid Management and Project Management | A |
| 2 | Transportation including inland water transport | Technical Pre Feasibility and Transaction Advisory Service | B-1 |
| 3 | Urban Infrastructure including Solid waste management and Drainage & sewerage | | B-2 |
| 4 | Tourism Infrastructure and related facilities | | B-3 |
| 5 | Industrial and Related Infrastructure | | B-4 |
| 6 | Infrastructure in Social Sector including Water supply, treatment & distribution, Area Development and Commercial Development | | B-5 |
| 7 | Power and Telecommunication | | B-6 |
| 8 | E-governance | | B-7 |

The list of firms which have qualified as per the criteria laid down in the Request For Proposal (RFP) document and finally empanelled for the above mentioned panels is enclosed herewith as **Annexure-I**.

4. This panel is available to all the State Government departments and organizations who may undertake PPP projects. In case, the department does not fall in any of the sectors for which panel of Transaction Advisers has been drawn, it may select the panel nearest to the nature of work which it intends to undertake under PPP. Alternatively, the department may choose Transaction Adviser from Panel **A (General Panel)** which has firms with sufficient experience cutting across most of the fields and domains.
5. Empanelled firms have skills and experience to provide commercial, financial and legal services to support PPP transactions. The firms on the panel have already been assessed as capable of providing transaction management services. Subsequent engagement by the sponsoring/ requisitioning authority should be on the basis of a financial proposal, against a defined scope of work, from amongst the empanelled TAs through a limited bidding process. The lowest bidder (L-1 bidder) shall be entrusted to undertake the work with such resources outlined by them in their proposals and such CVs which were submitted by them for evaluation.
6. In case, if any department feels that the nature of project it wants to undertake is such that may not be covered with the advisory support of the empanelled TAs or for which the advisory scope is not covered through this notification, they shall have to invite fresh open tender for engagement of TAs.
7. The Government departments and organizations will contract directly with the Transaction Adviser empanelled for providing transaction management services. Finance Department, Government of West Bengal may only be kept informed on the use of the panel and the performance of firms. A copy of final report after completion of the transaction advisor's assignment may be provided to this Department for the maintenance of the State's Central PPP Database.
8. The details of the resources CVs submitted by the firms for empanelment will be shortly provided to the departments for best utilization of the resources. The contact list of the concerned persons of the empanelled firms will also be provided shortly after up-to-date compilation.
9. The panel is valid for a period of two years from the date of issue of this notification. In case if the selected firm, after the price bidding, is not able to professionally provide the required services, the matter should be brought to the notice of the Finance Department.

By order of the Governor,

Sd/-

Secretary to the Government of West Bengal,
Finance Department

Annexure- I

List of Empaneled Firms

| Panel-A | Panel-B1 | Panel-B2 | Panel-B3 | Panel-B4 | Panel-B5 | Panel-B6 | Panel-B7 |
|------------------------------|-----------------------|----------------------|-----------------|-----------------|-----------------------|-----------------|-----------------|
| General Transaction Advisors | Transportation Sector | Urban Infrastructure | Tourism | Industry | Social Infrastructure | Power & Telecom | e-Governance |
| CRISIL Advisory | Deloitte | Deloitte | CRISIL Advisory | Feedback Infra | Ernst & Young | Ernst & Young | Accenture |
| Deloitte | Ernst & Young | Ernst & Young | Feedback Infra | ILFS | Feedback Infra | Feedback Infra | Deloitte |
| Ernst & Young | Feedback Infra | Feedback Infra | Knight Frank | JLL | ILFS | ILFS | Feedback Infra |
| Feedback Infra | ILFS | ILFS | ILFS | KPMG | KPMG | KPMG | ILFS |
| ILFS | KPMG | PwC | PwC | PwC | PwC | PwC | KPMG |
| Jones Lang LaSalle | | | | | | | PwC |
| KPMG | | | | | | | |
| PwC | | | | | | | |
| BITES | | | | | | | |

NOTE:

1. The firms are arranged in Alphabetic Order in the respective panels above
2. In Panel B7, two Firms at Serial Number 5 have identical marks

GOVERNMENT OF WEST BENGAL
Department of Finance- PPP Cell

No. 119/PPP-C

Date : 04.10.2012

From:

The Secretary Finance,
Government of West Bengal

To:

The Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department,
Government of West Bengal

Subject: Process of seeking of Financial Bids from empanelled Transaction Advisors and preparation of Project Information Sheet for proposed PPP Projects

Reference: This Office No. FS-116(PPP Cell)/2012 dated 10.09.2012 regarding the Panel of Transaction Advisors for PPP Projects

Sir/Madam,

Please find attached herewith the detailed information on the preparation of proposed PPP Project Information Sheet and seeking the Financial Bids from empanelled Transaction Advisors. This has been designed by the PPP Cell of this Department to maintain uniformity in the processing of information and provide equitable information to all the empanelled firms in submission of their Financial Bids.

The Project Information Sheet is the minimal requirement for sending any PPP Proposal to the Finance Department/Empowered Committee of Secretaries (ECOS) for any technical or financial advice or sanction.

However, you are further requested to kindly refer to the World Bank documents for such projects and the documents of other Governments in similar projects, especially while signing the contract with the empanelled firms.

Soft copies of the proposals received from the various empanelled firms can be collected from the PPP Cell for referring to the Contracts signed by the TA firms in various advisory assignments with other State Governments.

Yours faithfully,

Sd/- H.K. Dwivedi
Secretary Finance

For Panel-A

1. **RBSR Prasad**
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2. **Vishwas Udgirkar**
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3. **Ashok Varma**
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[Email: ashok.varma@in.pwc.com](mailto:ashok.varma@in.pwc.com)

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9. **Pankaj Agarwal,**
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Important Government Orders

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For Panel on Urban Infrastructure

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2. **Ranen Banerjee**
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Important Government Orders

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Important Government Orders

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Tax 91 33 2283 5002

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Important Government Orders

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5. **Sumouleendra Ghosh**
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Tel — 91 33 2280 7358-63
Fax — 91 33 2283 5002

Requisition of Financial Bid from empanelled firms for the proposed PPP Project

_____ of _____ Department

Office of the _____

No. _____

Dated: _____

From:

To :

The Partner/Proprietor/Manager,

Subject : Seeking Financial Bids from the empanelled Transaction Advisors for Consultancy/Advisory Services for our proposed PPP Project _____

Sir,

As your firm is an empanelled Transaction Advisor, enlisted by the Finance Department, Government of West Bengal for the General Panel, Sectoral Panel for _____ Department, you are requested to submit your financial bid in the enclosed format for our proposed PPP Project as per the details given herewith (Annexure 1).

The Financial Bid is due for submission, within 14 days of issue of this communication, i.e., by ____ 20__ by 14:00 hours, in a drop box kept in _____ .

This communication is being issued to you at the address provided by you and is also being sent to you through e-mail at the address received from you for this purpose.

Any clarification or details solicited in this matter within 7 days of receipt of this communication will be responded within 48 hours, with the reply being marked to all the empanelled firms. Kindly acknowledge the receipt of this information over return mail/e-mail.

Yours faithfully,

Important Government Orders

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

No. _____

Dated: _____

Copy to :

1. The Finance Secretary, Department of Finance, PPP Cell, for his kind information.
-

Requisition of Financial Bid from empanelled firms for the proposed PPP
 Project _____ of _____ Department

PROJECT INFORMATION SHEET — ANNEXURE 1

| | |
|-----------|--|
| Sl. No. 1 | Name of the Department/ Corporation/Government Organization: _____ _____ |
| Sl. No. 2 | Title of Proposed Project: _____ _____ _____ |
| Sl. No. 3 | Transaction Advisory Services Required for: <ol style="list-style-type: none"> 1. Technical Pre-Feasibility <ol style="list-style-type: none"> a. Survey for _____ b. Financial Modelling with Cash Flows c. Environmental Impact Analysis/Legal Advisory related to the Project 2. Detailed Project Report Preparation for proposed PPP Project <ol style="list-style-type: none"> a. Performance Standards and Service Level b. Engineering/Architectural Design Development c. Risk Management d. Financial Implications and Cash Flows 3. Expression of Interest/RFQ preparation (For 2 stage PPP Implementation Partner selection process) 4. Tender Document/Request For Proposal (RFP) Preparation <ol style="list-style-type: none"> a. Bid Process Management b. Concessionaire Agreement preparation with equitable allocation of risks between contracting parties, agreement signing with Financial closure 5. Project Management during project implementation 6. Combination of ____ / ____ / ____ / ____ above 7. Any other |

Important Government Orders

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| | | | | | | | | | | | | | | | |
|-----------|--|----|----|----|----|----|----|----|----|----|--|--|--|--|--|
| Sl. No. 4 | <p>Financial Bid invited from:</p> <p>i. GENERAL PANEL TAs OR</p> <p>ii. TAs IN PANEL FOR _____ TAs IN PANEL FOR _____ SECTOR</p> <p>OR</p> <p>iii. MULTIPLE PANELS FROM FOLLOWING SECTORS</p> <p>a. _____</p> <p>b. _____</p> | | | | | | | | | | | | | | |
| Sl. No. 5 | <p>List of the firms that are being issued this requisition for submitting the financial bids (as per the relevant panels):</p> <table border="1" data-bbox="407 905 1385 1293"> <tr> <td>1.</td> <td>2.</td> </tr> <tr> <td>3.</td> <td>4.</td> </tr> <tr> <td>5.</td> <td>6.</td> </tr> <tr> <td>7.</td> <td>8.</td> </tr> <tr> <td>9.</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table> | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | | | | | |
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| Sl. No. 6 | <p>Project Details (Minimum 1000 words*, to enable the empanelled firms to submit realistic Financial Bids)</p> <p>*Attach additional Sheets — Annexure 2</p> <p><i>The details are, hereby, given in such details so as to exhaustively bring out the Project requirements and to enable the empanelled Transaction Advisors to suitably estimate the effort requirement based on the Project details, Resource Requirement, Proposed Timeline and Expected Deliverables.</i></p> <p><i>It is further certified that there is no hidden information about Project requirements that could lead to Financial Bid pricing distortion amongst the empanelled Transaction Advisors.</i></p> | | | | | | | | | | | | | | |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| | |
|-----------|---|
| Sl. No. 7 | <p>Reports Desired in the TA service:</p> <ol style="list-style-type: none"> 1. Request for Qualification 2. Request for Proposal 3. Technical Pre-Feasibility Report 4. Detailed Project Report 5. Contract Agreement/Concession Agreement 6. 7. |
| Sl. No. 8 | <p>Engineering / Architectural Design Component of the proposed PPP Project</p> <ol style="list-style-type: none"> a) Does the proposed project have an Engineering/Architectural component? b) Does the Department/Government Organization have any departmental infrastructure for the Engineering/Architectural component? <ol style="list-style-type: none"> a. If no, whether such support will be available from PWD/any other Government Agency? c) Whether the Department desires to undertake such work by an external agency? d) Whether the Department/Government Organization require the Transaction Advisor to undertake such work in its Advisory role? e) Whether the Department requires the Transaction Advisor to propose such CVs, with their relevant experience, for such Engineering / Architectural design work either in-house or from other Engineering or Architectural firms? |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| Sl. No. 9 | Technical Resource Requirement for the Proposed Project (As per the CVs submitted during the Technical Evaluation for TA empanelment) : | | | |
|--------------|--|---------------|--------------------------------|--|
| | Resource Required | YES/NO | Proposed Responsibility | No. of Months/Hours of Advisory Services (Expected) |
| | 1. Domain Expert 1 | | | |
| | 2. Domain Expert 2 | | | |
| | 3. Domain Expert 3 | | | |
| | 4. PPP Modelling Expert | | | |
| | 5. Financial Expert | | | |
| | 6. Engineering Matter Expert | | | |
| | 7. Legal Environmental expert | | | |
| | 8. Any Other (Say Engineering Experts) | | | |
| 9. Any other | | | | |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| Sl. No. 10 | <p>Proposed Project Timeline:</p> <p>(The TAs may suggest any suitable change, if felt necessary, with reasons for any changes required in Project Timeline. The Department will consider such a proposal and issue suitable amendment, if found necessary)</p> <p>(*Given Activities below are purely demonstrative and shall be substituted by Actual and proposed Project stages)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Stage</th> <th style="width: 33%;">Activity</th> <th style="width: 33%;">Proposed Timeline</th> </tr> </thead> <tbody> <tr> <td>Advisory Services*</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Designing, Appraisal and Approval</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Tender for PPP Partner Selection</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Implementation Stage</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Stage | Activity | Proposed Timeline | Advisory Services* | | | | | | Project Designing, Appraisal and Approval | | | | | | Tender for PPP Partner Selection | | | | | | Project Implementation Stage | | | | | |
|---|---|-------------------|----------|-------------------|--------------------|--|--|--|--|--|---|--|--|--|--|--|----------------------------------|--|--|--|--|--|------------------------------|--|--|--|--|--|
| Stage | Activity | Proposed Timeline | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Advisory Services* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Designing, Appraisal and Approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tender for PPP Partner Selection | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Implementation Stage | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| Sl. No. 11 | <p>Financial Bid Submission Format, attached herewith, for submission of their Financial Bids by the Empanelled Transaction Advisors (Annexure 3)</p> <p>The expected field visits component (for the Financial Bid) for this Transaction Advisory Work is detailed below(AS REQUIRED BY THE DEPARTMENT),</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sl. No.</th> <th style="width: 25%;">Visit to the Site</th> <th style="width: 20%;">Approved medium of conveyance</th> <th style="width: 20%;">Expected number of days of stay during the Field visit</th> <th style="width: 30%;">Boarding and Lodging (Circuit House/Private Hotel) arrangement as approved by the Department(#)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>This information is provided only for the purpose of appropriate pricing in the Financial Bid Submission. Any further variation would be incorporated by Client (Government Department) only after the prior approval of the site visit</p> <p>(#) In case of accommodation in the Circuit House, the Department concerned shall be required to make the necessary arrangements. In case of the stay in the Private Hotels, the stay shall be payable as per the actual expenditure, subject to the maximum expenditure permitted by the Department and informed to the Transaction Advisor.</p> | Sl. No. | Visit to the Site | Approved medium of conveyance | Expected number of days of stay during the Field visit | Boarding and Lodging (Circuit House/Private Hotel) arrangement as approved by the Department(#) | 1. | | | | | 2. | | | | | 3. | | | | | 4. | | | | |
|------------|---|-------------------------------|--|---|--|---|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|
| Sl. No. | Visit to the Site | Approved medium of conveyance | Expected number of days of stay during the Field visit | Boarding and Lodging (Circuit House/Private Hotel) arrangement as approved by the Department(#) | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sl. No. 12 | <p>Is there any planned Budget for this Consultancy Service/Transaction Advisory Service?</p> <p>If Yes, what? _____</p> <p>If Yes, but confidential? <i>CONFIDENTIAL</i></p> <p>If No? _____</p> <p>What is the Source of Funding (State Government Funding/ WB/ ADB/Other/ _____)?</p> <p>_____)?</p> | | | | | | | | | | | | | | | | | | | | | | | | | |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| | | |
|------------|---|--|
| Sl. No. 13 | The proposed Payment Stages in the Transaction Advisory Service is as follows: | |
| | Sl. No. | Activity and Deliverables |
| | | Payment % |
| | 1. | (i) Draft Report : ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ % |
| | 2. | (i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ % |
| | 3. | (i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ % |
| | 4. | (i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ % |
| | 5. | (i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable/completion of Activity: ____ % |
| | 6. | |
| | 7. | |
| | 8. | |
| | 9. | |
| | Total | 100% |

Important Government Orders

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| | |
|------------|---|
| Sl. No. 14 | <p>Contract Document for the Transaction Advisory Service</p> <p>(a) Has the Department prepared the Contract Document for this Transaction Advisory Service- for entering into agreement with the finally selected Transaction Advisor from amongst the Penal members?</p> <p>(b) if yes, the same should be annexed with this document for seeking the Financial Bids.</p> <p>NOTE:</p> <p>i. if the department does not have a ready Contract Document, the Empanelled firms may be requested to submit the sample Contract Documents- signed by them with the other Governments for similar TA services in the past, for reference of the department.</p> <p>ii. After referring to the documents submitted by all the empanelled firms, Final Contract Agreement may be prepared and signed with the Transaction Advisory Firm.</p> <p>iii. Sample World Bank Contract Agreements and ToR Documents in the relevant sector may also be referred</p> |
| Sl. No. 15 | <p>Project Information Sheet Preparation Details (From Office Records)</p> <p>Prepared by: _____</p> <p>Verified by: _____</p> <p>Approved by: Additional Chief Secretary / Principal Secretary / Secretary (Please Circle)</p> |
| | <p>Place: _____ Date: _____</p> |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

| PROCESS SUBSEQUENT TO APPOINTMENT OF TRANSACTION ADVISOR (NOT TO BE ISSUED TO THE TRANSACTION ADVISORS) | |
|--|--|
| I | Final and Reviewed Report preparation Date : |
| II | Whether the Project was found feasible for PPP initiative : |
| III | Date of forwarding the Project Proposal along with the Detailed TA Report to Empowered Committee of Secretaries (ECOS) : |
| IV | Date of receipt of the comments and decision of the ECOS on the proposed PPP initiative : |
| V | Date of forwarding a copy of the final approved Project report to PPP Cell, Finance Department For State PPP Database : |

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Annexure 2 : Project Details (Minimum 1000 words) — Attach additional Sheets

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Annexure 3 – FINANCIAL BID FORMAT

(to be prepared and submitted on the Firm Letter Head
under the signature of authorized signatory)

No. _____

Dated: _____

From: the Partner/ Manager/ _____

To: _____

Subject: submission of Price Bid for the Transaction Advisory services for your proposed
Project _____

Reference: your Office No. _____ Dated _____

Sir,

Please find our financial bid for the proposed PPP project Transaction Advisory Services, attached herewith:

| Resource Required | Yes/No | No. of Months/Hours of Advisory Services (Expected) | Man Month Rate | Total charges* |
|-------------------------------------|--------|---|----------------|----------------|
| 1. Domain Expert 1 | | | | |
| 2. Domain Expert 2 | | | | |
| 3. Domain Expert 3 | | | | |
| 4. PPP Modeling Expert | | | | |
| 5. Financial Expert | | | | |
| 6. Engineering Matter Expert | | | | |
| 7. Legal & Environmental Expert | | | | |
| 8. Any Other | | | | |
| 9. Any Other | | | | |
| TOTAL (IN FIGURES AND WORDS) | | | | |

Important Government Orders

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

(*)

- a. Rates are inclusive of all the Boarding and Lodging expenses.
- b. The Travelling expenses for the field visit will be payable as per the actual expenses. This will be as per the Travel requirements informed by the Department in the Project Information Sheet (Sl. No. 11 or its any subsequent details), for the purpose of data gathering or process study or for any other purpose.
- c. Stationery charges for the report documentation will be as per the actual, but not more than 0.5% of the total Transaction Advisory Services cost.
- d. Taxes Extra, as applicable.

Yours Faithfully,

TREASURY AND GOVERNMENT
RECEIPTS



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6426-F(Y)

Kolkata, the 25th July, 2012

MEMORANDUM

The Reserve Bank of India, Department of Government & Bank Accounts, Central Office, Mumbai vide DGBA.GAD No. H-8408/31.04.009 / 2011-12 dated 21st June 2012 has authorised the following Banks to handle receipt transactions of the Government of West Bengal, in addition to the existing authorised Banks:

1. Oriental Bank of Commerce
2. Punjab & Sind Bank
3. Vijaya Bank
4. State Bank of Bikaner & Jaipur
5. State Bank of Hyderabad
6. State Bank of Patiala
7. State Bank of Travancore
8. State Bank of Mysore
9. ICICI Bank Ltd.
10. Axis Bank Ltd.
11. HDFC Bank Ltd.

The State Government Offices and the Autonomous Bodies/Statutory Corporations may maintain bank account in the above mentioned authorised banks subject to the following conditions:

- A) The Administrative Department will seek separate concurrence from the Finance Department with regard to the modalities of flow of fund from the concerned bank to State Exchequer.
- B) If the fund is from (i) any source other than the Government of West Bengal and maintenance of bank account in any of the authorised banks is a precondition of getting the fund, (ii) Government of West Bengal with provision of maintaining account in any of the authorised banks, then specific proposal should be sent to Finance Department in terms of this Department Memorandum No. 675-F dated 22nd January 2008 for approval.
- C) For e-Receipt of State Government Tax and Non-Tax Revenue, the Reserve Bank of India will be the Agency Bank. All other banks, as mentioned above will collect Government receipts and report through the RBI, PAD, Kolkata for crediting in the State Government account. The Administrative Department / Directorate willing to introduce e-Receipt on behalf of the State Government shall send specific proposal to the Finance Department for this purpose.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8298-F(Y)

Kolkata, the 3rd October, 2012

NOTIFICATION

Sub : On-line and Off-line Receipts of Tax and Non-Tax Revenue through Government Receipt Portal System (GRIPS) in electronic mode and incorporation in the e-Treasury through Reserve Bank of India, PAD, Kolkata.

'On-Line System of Tax-Receipt, [OLSTR] of State Government taxes was introduced vide this Department Notification No.3154-F dated 24.04.2008 facilitating payment of Commercial Taxes by the taxpayers through the portal of the Agency Banks. Subsequently, such facility of e-Receipts of taxes has been extended by other banks. All these e-Receipts of taxes are incorporated in the State Government's Civil Accounts through the e-Treasury under the Directorate of Treasuries & Accounts, West Bengal.

II. The existing e-Receipt system has the following drawbacks:

- (a) Facility available to the taxpayers having internet banking account only in selected banks.
- (b) Incomplete data transmission by the Agency Banks by e-mail to the e-Treasury.
- (c) Non-uniform data i.e data for Commercial Taxes, data for Excise Duty and data for Motor Vehicles are separate for each Department / Directorate.
- (d) No validation for the head of account resulting booking of receipts in incorrect head.

III. In order to strengthen and improve the existing mechanism, it was felt that certain changes were needed to meet the following objectives:

- (a) Single Banking transaction to account for multiple Government payments by the public / Tax-payer like; VAT, CST, Entry Tax, Professional Tax, Motor Vehicles, Land Revenue, Stamp Duty, Earnest Money and other deposits under different accounting heads.
- (b) Off-line / 'Over the Counter, [OTC] payments through Cash, Cheque, & Draft etc. can be accepted by the authorised Bank and be credited to the State Government's Accounts through electronic challans generated from the Central Portal either by the Public / Tax-payer or by the authorised Bank, as the case may be (to be introduced in second phase).
- (c) Electronic payment through Debit Cards of authorised Banks under e-Treasury in addition to Net Banking facility (to be introduced in third phase).
- (d) Minimum transaction related data transfer to and from Bank Portal and State Portal.
- (e) Single source reporting & accounting through Reserve Bank of India, Public Accounts Department (PAD), Kolkata and e-Treasury at the Directorate of Treasuries & Accounts, West Bengal.
- (f) Faster credit of receipts into the Government account.

IV. Now, in order to overcome the drawbacks of the existing system and to widen the reach of this e-Governance initiative, the State Government in Finance Department has developed a separate Portal / Website named 'Government Receipt Portal System, [GRIPS] for accepting electronic receipt [e-Receipt] of Tax and Non-Tax revenue and deposit on behalf of the Government of West Bengal.

After careful consideration of the matter, the Governor has been pleased to prescribe the following procedures in this respect:

1. Government Decisions:

- (a) Acceptance of payments from the Taxpayers/Depositors for all types of e-Receipts whether Tax or Non-Tax Receipts or Deposits of any Department of the State Government shall be routed through the Portal of the Finance Department, GRIPS, for proper credit to the State Exchequer and booking of such e-Receipt in appropriate head of accounts.
 - (b) All Departments/Directorates/Offices of the State Government shall have to introduce e-Receipt for deposits received by their departments through incorporation of the receipt head of account in the GRIPS Portal. If the Department/Directorate has its own Portal/website, the integration of their Portal/Website with the GRIPS Portal shall be made in consultation with the Finance Department and the National Informatics Centre [NIC]. All departments shall in consultation with the Finance Department complete this exercise by 31st December, 2012.
 - (c) All the Banks, who will be authorised by the Reserve Bank of India for handling the State Government's transactions/receipts will be allowed to join in the e-Receipt system of the State Government subject to the following conditions :
 - (i) Consent letter from the willing Bank to the Director of Treasuries & Accounts, West Bengal and approval of the Finance Department,
 - (ii) Integration of Bank-Portal with the GRIPS Portal and compatibility of the data transfer in approved prescribed format,
 - (iii) Consent letter of the willing Bank to the Reserve Bank of India, PAD, Kolkata and compatibility of data uploading in prescribed format at the Secured Website / CBS Portal / corporate e-mail of the Reserve Bank of India.
 - (d) 'Over the Counter, (OTC) receipts by the authorised Banks shall be routed through the GRIPS Portal of the State Government (Second Phase).
 - (e) The reporting and accounting of these receipts will be made through Reserve Bank of India, PAD, Kolkata and the e-Treasury of the Directorate of Treasuries & Accounts, West Bengal. The Reserve Bank of India, PAD, Kolkata, shall act as the Agency Bank of the e-Treasury.
 - (f) Existing system of e-Payment by the Taxpayer directly through the Bank's Portal (OLSTR) shall be discontinued after introduction of the new upgraded system (GRIPS).
2. in order to operationalise the revamped receipt mechanism through GRIPS Portal and through e-Treasury, the business processes of the new system and the roles and responsibilities of the different stake-holders involved at various stages of the Government receipt transactions are outlined below.

2.1 Step ' I

Log on to GRIPS Portal :

The Depositors/Taxpayers, have to visit the Finance Department website using URL <https://wbfin.nic.in> where there will be an icon / link for the GRIPS Portal. The connectivity can be established from anywhere through internet.

2.2 Step ' II

Choice of Department specific challan:

The depositor has to click on the Department specific Electronic Challan Form available in the GRIPS Portal.

2.3 Step ' III

System based validation:

The GRIPS software will allow to select the Accounting Heads and other related information that has been either selected or required to be entered by Depositor/Taxpayer. For proper validation and data transmission GRIPS will internally communicate with the Server of other Department/Directorate of State Government, where necessary. After validation of the data, the Depositor will have to choose the mode of payment.

2.4 Step ' IV

Option to make payment for multiple purposes in a single transaction:

The depositor will have the option of making payment for multiple Accounting Heads such as: Value Added Tax, Entry Tax, State Sales Tax, Central Sales Tax etc. through a single transaction.

2.5 Step ' V

Mode of payment :

The mode of payment will be through :

1. Net Banking
2. Off-line payment by the Customer/Depositor: Payment made 'Over the Counter' (OTC) of any authorised bank through cash/cheque/Demand Draft etc. (to be introduced in second phase).
3. Debit Card (to be introduced in third phase)

2.6 Step ' VI

Choice of Bank:

The Depositor has to choose the bank in which he/she intends to make the payment from out of the authorized banks linked with the GRIPS Portal.

2.7 Step ' VII

Generation of challan reference ID [GRN]:

- (i) **For On-line Payment:** After successful validation, the GRIPS Portal will generate an e-challan with challan reference ID called GRN [Government Receipt Number]. The Depositor should note the GRN for all future references. The Depositor may take the print out of the challan form containing the GRN.
- (ii) **For Off-line Payment:** For payment 'Over the Counter, [OTC] of the authorized Banks, the mode of payment will be:
 - (a) The Depositor/Taxpayer shall log-on to the GRIPS Portal and generate the e- Challan with GRN from the GRIPS Portal. He shall take the print out of the said e-Challan with GRN and approach any authorised Bank for remitting the payment.
 - (b) The Bank shall log-on to GRIPS Portal, retrieve the entry regarding the particular transaction with reference to GRN of the e-Challan submitted by the Depositor and after verification receive

the payment. The authorised Bank shall upload the required data in the prescribed .xml format in GRIPS Portal. Any branch of the authorised Bank shall accept any receipt through e-Challan generated from GRIPS Portal as 'Over the Counter, [OTC] payment and the amount so received shall be credited to the account of the Focal Point Branch.

- (iii) In all cases, for on-line or off-line, an e-Challan with GRN without any payment shall be valid for seven (7) calendar days (Up to 8 PM of seventh day) from the GRIPS challan generation date.

2.8 Step ' VIII

Transmission of challan related information from GRIPS Portal to Authorized Bank Portal and return-back of such information from Bank Portal to GRIPS Portal:

- (i) **On-line Payment:** The challan related information with GRN will be transmitted automatically from GRIPS Portal/Server to the concerned Bank,s Portal/Server in the prescribed parameter in .xml format on-line on real time basis. If the payment is to be made through Net Banking/Debit Card the Depositor will be taken to the internet banking/Debit Card module of the Bank where he/she will use his credentials to make the payment. After the payment is made by the Depositor, the Bank shall generate a Bank Reference Number [BRN] with reference to GRN and the challan related information with GRN & BRN shall be transmitted from the Bank's Portal/Server to GRIPS Portal/Server in the prescribed parameter format on-line on real time basis. On successful payment, the bank will generate a cyber receipt with GRN & BRN, the print out of which can be obtained by the Depositor from the Bank Portal. There shall be provision for subsequent printing of such receipt from the Bank Portal with reference to the same GRN/BRN.
- (ii) **Off-line Payment:** If the depositor wants to make the payment Over The Counter, the required information received from the Depositor at the GRIPS Portal/Server along with GRN will be transmitted to the concerned Bank's Portal/Server in prescribed parameter in .xml format on-line on real time basis and after receiving of the payment by the authorized Bank the related information along with GRN & BRN shall be transmitted from the Bank's Portal/Server to GRIPS Portal/Server in the prescribed parameter format on real time basis. On successful payment, the bank will generate a cyber receipt with GRN & BRN, the print out of which can be handed over to the Depositor by the Bank with seal & signature. There shall be provision for subsequent printing of such receipt from the Bank Portal for the same GRN/BRN.
- (iii) The parameters and the format of .xml file which shall be transmitted from GRIPS Portal to Bank Portal and the parameters and the format of .xml file of return transmission data from Bank Portal to GRIPS Portal have been defined and prescribed by the National Informatics Centre [NIC], West Bengal State Centre.

2.9 Step ' IX

Generation of receipted e-Challan from GRIPS:

After successful payment, and after receiving back the complete information from the Bank's Portal to GRIPS Portal with reference to GRN & BRN, the GRIPS shall also generate a receipted e-Challan. With reference to GRN, the print out of the receipted e-Challan with GRN & BRN can also be taken out by the Depositor from the GRIPS Portal. The concerned State Government Department / Directorate / Authority can also verify such receipted e-Challan with reference to GRN & BRN from the GRIPS Portal. In cases of link failure after the successful payment, there shall be provision for subsequent printing of such receipt from the GRIPS Portal for the same GRN/BRN.

3. Banking Arrangement:

- (a) All the public and private sector Banks who are authorized by the Reserve Bank of India to accept receipt on behalf of the Government of West Bengal, shall, subject to fulfillment of the terms and conditions as mentioned at para 1 (c) above, be allowed to participate in GRIPS. The list of such Banks, who have submitted their consent letters to the State Government and have been approved by the Finance Department, is annexed at Annexure-B. However, subsequent notification shall be issued by the Finance Department for the Banks which are yet to be integrated with GRIPS Portal and are yet to submit their consent letter to the State Government.
- (b) Under Core Banking Solution of the respective authorized Bank, all their branches shall be able to transact with GRIPS but there shall be only one Focal Point Branch of each authorized Bank called e-FPB where all data related to GRIPS transactions [both on-line and off-line] shall be collected and collated and the amount so collected through GRIPS shall be pooled in a separate account at the e-FPB. Each such e-FPB will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the Depositor,s account might have been debited at other branch or the Depositor might have deposited the amount at other branch.
- (c) The e-FPB [Focal Point Branch] of all authorized Bank shall upload/forward the data of successful GRIPS related transactions made up to 8 PM of the transaction day to the secured website/CBS Portal/Corporate e-mail of the Reserve Bank of India in prescribed parameter in .xml format as defined by the Reserve Bank of India, on T + 1 day within 1 P.M. Banks should also ensure that their Current Account with RBI, Kolkata from which the Government dues would be debited, has adequate balance for settlement.
- (d) The output strings of the GRIPS Portal, that goes to the Bank will contain the provisions for accommodating multiple receipts through multiple Accounting Heads in a single transaction against one GRN [GRIPS challan reference ID] and BRN [Bank transaction Reference ID]. However, when the Bank transmits the information in connection with such multiple receipts to Reserve Bank of India, PAD, Kolkata, it shall provide multiple records with Amount generated Head of Account wise against the same GRN & BRN as per the approved format.
- (e) Each authorized Bank shall depute at least one Nodal Officer who will monitor the whole matter and shall be responsible for proper completion of all process of GRIPS related transactions including reporting of transaction details and uploading/forwarding .xml files to the Secured Website/CBS Portal/corporate e- mail of the Reserve Bank of India within the specified time.
- (f) The parameters and format of the .xml file for transmission of data from GRIPS Portal to Bank Portal and its return-back shall be as per "Site Preparation Document - Version 1.4," as sent to each of the Banks by the NIC.
- (g) The Bank shall intimate RBI, the IFS Code of the e-FPB, the Current Account Number maintained with RBI, Kolkata from which the transaction amount will be debited, the name and the contact number of the nodal officer for e-Receipt system prior to their participation.
- (h) The bank shall apply to PAD, RBI, Kolkata for username and password for uploading the .xml files to the RBI,s Secured Website/CBS Portal.
- (i) The bank shall follow a uniform naming pattern for the .xml files as prescribed.

- (j) After obtaining permission from the Government to participate in GRIPS, the banks shall prepare test .xml files as per prescribed structure and schema and send the same to RBI for compatibility test. On confirmation from RBI, the banks can upload their live data for processing.
- (k) The e-FPBs are required to send a confirmation by e-mail to RBI stating the number of transactions and the total transaction amount along with uploading / forwarding the .xml file to the Secured Website/CBS Portal/ corporate e-mail of RBI. In case of no transactions taking place at the bank's level, a nil statement has to be sent through e-mail for confirmation in this regard.
- (l) The Banks shall take steps to settle the funds received on 31st March of the year on the same day under a special arrangement. The detailed arrangement may be made by Bank separately in consultation with the RBI. In case of delay in reporting, actions will be taken as per prescribed procedure.
- (m) For the purpose of calculation of the date of deposit, the date of payment made to the pooling account of the e-FPB of the respective Banks shall be reckoned as the date of deposit in Government Account by the Depositor.

4. Role of the Reserve Bank of India [RBI]:

- (i) The RBI shall receive the list of successful transactions from the participating banks in a .xml file in Secured Website/CBS Portal/ corporate e-mail by 1.00 PM (Saturday 12 O' clock) or as the time prescribed by RBI, along with an e-mail confirmation about the number and amount of transactions.
- (ii) The RBI shall ensure that all the participating banks have sent the information in the approved format.
- (iii) The RBI shall validate and process the transaction files received from the banks and make corresponding accounting entries.
- (iv) RBI shall assign a unique number i.e. transaction number, for all credits reported by the Banks Accounting head-wise.
- (v) After crediting the Government account and debiting the banks, the RBI shall upload the e-Scroll in its secured website and send an e-mail to the e-Treasury at DTA [dta@wb.gov.in].
- (vi) The RBI shall upload the file only once a day, preferably within 4 p.m. RBI shall ensure that it has received the details from all participating banks before processing the files.
- (vii) The RBI shall be responsible for uploading electronic Date-wise-Monthly Statement (e-DMS) in their secured website by the specified date of a month for all e-Receipts during the previous month in the approved format.
- (viii) As per transitional arrangement, the RBI shall also send a physical copy of the DMS duly authenticated by its official to the e-Treasury.
- (ix) The RBI shall nominate a Nodal Officer for performing / monitoring the jobs related to GRIPS transactions on daily basis at their end.
- (x) An Interface will be made available by the RBI to the e-Treasury to capture the daily e-Scroll and the DMS (Date-wise Monthly Statement) in electronic mode as per prescribed format.

5 e-Treasury at DTA:

- (i) On receiving the e-mail confirmation from RBI, the e-Treasury shall download the daily e-Scrolls from the secured web portal of RBI. Till the system is stabilized, the RBI shall forward a copy of the daily e-scroll by e-mail as per prescribed format.
- (ii) After verification of the daily e-Scroll, the e-Treasury shall upload the daily e-Scroll in the GRIPS Portal.
- (iii) After receiving data from the RBI, the GRIPS software shall generate a date-wise table showing the names of all participating Banks and their daily receipts as per inputs received from the Depositors, inputs received from the authorised banks and the inputs received from the RBI. Any Bank-wise mismatch / discrepancy shall be shown prominently by the GRIPS software on daily basis. e-Treasury shall monitor the matter and shall arrange to settle the discrepancy.
- (iv) The e-Treasury shall tally the gross monthly e-Receipts with the gross amount shown in the DMS of e-Receipts sent by the RBI. The total of the month's e- Receipt (bank wise and Major-head wise) will be verified against the DMS and the DMS shall be signed and returned back to the authorities as per the existing process.
- (v) e-Treasury shall prepare its accounts and shall submit the accounts to the Accountant General (A&E), West Bengal as prescribed along with RBD statement.
- (vi) The DMS shall be received both in electronic form and in hard copy as per the existing format.
- (vii) The e-Treasury shall modify / rectify the errors in electronic data relating to the GRIPS.
- (viii) GRIPS Portal shall provide an authorization / interface to the different Department / Directorate / Offices to download the electronic receipt in respect of their data or MIS Report.
- (ix) A list, containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal, at present, is enclosed with this Notification as Annexure-A. More heads of accounts pertaining to more Departments / Directorates shall be included in this Annexure in future and the same will be intimated to the PAD, Reserve Bank of India, Kolkata.
- (x) The list containing the names of the participating Banks, who have submitted their consent letter for participating in GRIPS Portal till date, along with their respective Focal Point Branches, is enclosed with this Notification as Annexure- B. Names of more participating Banks shall also be included in this list in future, subject to successful integration with GRIPS, file compatibility test with RBI and submission of required information to RBI.

6. Redressal of Public Grievance:

The e-FPB shall have an effective procedure for dealing with public complaints for e-Receipt related matters. In case, any mistake is detected by either of the stakeholders in reporting of tax / payment of Government dues, either *suo moto* or on being brought to its notice by the depositor, the e-Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks will set up Help Desk and notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

7. Date of Operationalisation:

The new model for reporting and accounting of electronic receipts through Reserve Bank of India, PAD, Kolkata and GRIPS shall be effective from 10th October, 2012. However, the existing system of reporting and accounting shall continue till 31st December, 2012 in case of the Agency Banks which are yet to adopt the new system. All departments which are receiving taxes, non-taxes, fees and other deposits under different head of accounts shall immediately take steps to incorporate their deposit head of account in the GRIPS so that their deposits are received by the government through the Central Portal. All the Tax and Non-Tax Revenue and deposits of the State Government shall be received only through GRIPS with effect from 1st January / 2013.

CBS branches of the authorised Banks under GRIPS will create necessary IT enabled infrastructure within 31st December 2012 in order to ensure introduction of off-line payment processing under GRIPS with effect from 1st January, 2013.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

Annexure—A

List containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal.

| Account Head | Description |
|--------------------------------|---|
| Profession Tax | |
| 0028-00-107-001-03 | Profession Tax-Taxes |
| 0028-00-107-001-07 | Profession Tax-Interest Receipts |
| 0028-00-107-001-06 | Profession Tax-PENALTY |
| 0028-00-107-001 -12 | Profession Tax-Registration Fees |
| 0028-00-107-001 -16 | Profession Tax-LATE FEE |
| Land & Land Reforms | |
| 0029-00-101-001-03 | Fixed Collection Taxes |
| 0029-00-101-002-30 | Collection from Estate leased to Farmers-Lease rent / selami |
| 0029-00-101-005-05 | Receipts (including rent of buildings) realised from works-rent |
| 0029-00-101-006-07 | Interests on Arrear of Land Revenues-Interested Receipts |
| 0029-00-101-007-04 | Surcharge on Land Revenue under Rural Employment and Production Act, 1976 |
| 0029-00-101-008-07 | Interest on Arrears of Land revenue-Interest |
| 0029-00-102-001-14 | Taxes on Plantation-Service Fees |
| 0029-00-103-001-08 | Public Works Cess |
| 0029-00-103-002-08 | Road Cess - Cess |
| 0029-00-103-003-08 | Miscellaneous Receipts under the Cess Act |
| 0029-00-103-004-08 | Rural Employment Cess other than on Tea Gardens and Coal Mines |
| 0029-00-103-005-08 | Rural Employment Cess on Tea Estates-Cess |
| 0029-00-103-006-08 | Rural Employment Cess on Coal Mines-Cess |
| 0029-00-103-008-08 | Education Cess on Coal Mines-Cess |
| 0029-00-103-009-08 | Education Cess on Tea Estates-Cess |
| 0029-00-103-010-08 | Education Cess other than on Tea Estates and Coal Mines-Cess |
| 0029-00-104-001-05 | Collection of Raiyats and Non Agricultural Tenants-Rent |
| 0029-00-104-002-09 | Collection of Royalties from Mines & Minerals-Royalties |
| 0029-00-104-002-27 | Collection of Royalties from Mines & Minerals-Other Receipts |
| 0029-00-104-003-30 | Collection from Sairati Interests (e.g. Fisheries, Ferries etc) Lease Rent / Selami |
| 0029-00-104-006-27 | Other items, Other Receipt |
| 0029-00-800-005-14 | Record Room Receipts |
| 0029-00-800-001-14 | Receipts in connections with Survey and Settlement operations- Service Fees |

| Account Head | Description |
|---|---|
| Registration & Stamp Revenue | |
| 0030-02-103-001-02 | Duty on Impressing of Documents |
| 0030-02-103-003-02 | Property Registration- Stamp duty |
| 0030-03-104-001-16 | Property Registration- Registration Fees |
| Excise | |
| 0039-00-101-001-02 | Duty-Country Spirits |
| 0039-00-101-001-13 | License Fee - Country Spirit and Coloured and Flavoured Spirit |
| 0039-00-102-002-02 | Duty - Pachawi |
| 0039-00-102-003-02 | Duty - Toddy |
| 0039-00-102-003-03 | Taxes on Toddy |
| 0039-00-102-003-13 | License Fee - Toddy |
| 0039-00-105-001-02 | Duly - Foreign Liquor |
| 0039-00-105-001-03 | Fees or Taxes on Foreign Liquor |
| 0039-00-105-001-13 | License Fee - Foreign Liquor |
| 0039-00-106-001-02 | Duly - Spirits used for other commercial, scientific or industrial purposes |
| 0039-00-107-001-02 | Duty - Spirits used in the manufacture of medicinal preparations |
| 0039-00-107-002-02 | Duty - Issuance of Druggists permits |
| 0039-00-108-001-02 | Duty-Opium |
| 0039-00-108-001-13 | License Fee - Opium |
| 0039-00-108-002-13 | License Fee - Ganja |
| 0039-00-108-003-13 | License Fee - Bhang |
| 0039-00-150-001-06 | Miscellaneous Fines and Confiscation |
| Commercial Taxes | |
| 0040-00-101-001-03 | Central Sales Tax-Taxes |
| 0040-00-101-001-04 | Central Sales Tax-Surcharge |
| 0040-00-101-001-06 | Central Sales Tax-PENALTY |
| 0040-00-101-001-07 | Central Sales Tax-Interest Receipts |
| 0040-00-101-001-12 | Central Sales Tax-Registration Fees |
| 0040-00-101-001-16 | Central Sales Tax-LATE FEE |
| 0040-00-102-001-03 | W.B Sates Tax-Taxes |
| 0040-00-102-001-04 | W.B.Sates Tax-Surcharge |

Important Government

| | |
|----------------------|--|
| 0040-00-102-001-06 | W.B.Sales Tax-PENALTY |
| 0040-00-102-001 -07 | W.B.Sales Tax-Interest Receipts |
| 0040-00-102-001-12 | W.B.Sates Tax-Registration Fees |
| 0040-00-102-001-16 | W.B.Sates Tax-LATE FEE |
| 0040-00-102-005-03 | W.B.Value Added Tax-Taxes |
| 0040-00-102-005-07 | W.B.Value Added Tax-Interest Receipts |
| 0040-00-102-005-08 | W.B.Value Added Tax-PENALTY |
| 0040-00-102-005-12 | W.B.Value Added Tax-Registration Fees |
| 0040-00-102-005-16 | W.B.Value Added Tax-LATE FEE |
| 0042-00-106-004-03 | Entry Tax-Taxes |
| 0042-00-106-004-06 | Entry Tax-Penalties |
| 0042-00-106-004-07 | Entry Tax-Interest Receipts |
| 0042-00-106-004-16 | Entry Tax-late Fee |
| 0045-00-112-001-08 | Collection of Cess on Sale of Motor Spirit, High Speed Diesel, IPG for Com & Ind Purpose |
| Motor Vehicle | |
| 0041-00-101-001-03 | MOTOR VEHICLES-TAXES |
| 0041-00-101-001-06 | MOTOR VEHICLES -FINES /FORFEITURES /PENALTIES |
| 0041-00-101-001-12 | MOTOR VEHICLES-REGISTRATION FEES |
| 0041 -00-101 -001-27 | MOTOR VEHICLES -OTHER RECEIPTS |
| 0041-00-101-002-06 | MOTOR VEHICLES ACT 1988-FINES /FORFEITURES /PENALTIES |
| 0041-00-101-002-12 | MOTOR VEHICLES ACT 1988-REGISTRATION FEES |
| 0041-00-101-002-13 | MOTOR VEHICLES ACT 1988-LICENCE FEES |
| 0041-00-101-002-16 | MOTOR VEHICLES ACT 1988-OTHER FEES |
| 0041-00-101-002-27 | MOTOR VEHICLES ACT 1988-OTHER RECEIPTS |
| 0041-00-101-003-27 | SHARE OF NET PROCEEDS OF NATIONAL PERMIT-OTHER RECEIPTS |
| 0041-00-102-001-03 | THE BENGAL MOTOR VEHICLES TAX ACT 1976-TAXES |
| 0041-00-102-001-04 | THE BENGAL MOTOR VEHICLES TAX ACT 1976-SURCHARGE |
| 0041-00-102-001-18 | THE BENGAL MOTOR VEHICLES TAX ACT 1976-LEVY |
| 0041-00-102-001-27 | THE BENGAL MOTOR VEHICLES TAX ACT 1976-OTHER RECEIPTS |
| 0041-00-102-002-03 | THE BENGAL MOTOR VEHICLES TAX ACT1979-TAXES |
| 0041-00-102-003-03 | ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 1989-TAXES |

| | |
|-----------------------|---|
| 0041-00-102-003-06 | ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 1989-FINES/FORFEITURES/PENALTIES |
| 0041-00-102-007-03 | ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 2002-TAXES |
| 0041-00-102-007-06 | ADDITIONAL TAX AND ONE- TIME TAX ON MOTOR VEHICLES ACT 2002-FINES/FORFEITURES/PENALTIES |
| 0041-00-102-005-03 | ADDITIONAL LEVY UNDER STATE MOTOR VEHICLES TAXATION ACT-TAXES |
| 0041-00-102-005-06 | ADDITIONAL LEVY UNDER STATE MOTOR VEHICLES TAXATION ACT-FINES/FORFEITURES/PENALTIES |
| 0041-00-800-001-13 | LAMINATED CARD TYPE DRIVING LICENCE-LICENCE FEES |
| 0041-00-800-001-27 | LAMINATED CARD TYPE DRIVING LICENCE-OTHER RECEIPTS |
| 0041-00-800-003-27 | MOTOR VEHICLES BORDER CHECK POST-OTHER RECEIPTS |
| Public Account | |
| 8443-00-103-001-07 | Earnest Money Deposits [EMD] |

Annexure—B**List of participating Banks in GRIPS Portal along with their respective Focal Point Branches**

| Sl. No. | Name of the Bank | Name of the Focal Point Branch with IFAC Code |
|----------------|-------------------------|--|
| 1 | State Bank of India | Chowringhee Branch SBIN0001054 |
| 2 | United Bank of India | Old Court House Street Branch UTBIOOCH175 |
| 3 | Allahabad Bank | Kolkata Main Branch ALLA0210031 |
| 4 | ICICI Bank Ltd. | Sir R.N. Mukherjee Road Branch ICIC0000006 |
| 5 | Axis Bank Ltd. | Kolkata Branch UTIB0000005 |
| 6 | HDFC Bank Ltd. | Central Plaza Branch, Kolkata HDFC0000014 |
| 7 | Union Bank of India | India Exchange Place Branch, Kolkata UBIN0530166 |
| 8 | Indian Bank | Kolkata Main Branch IDIB000C001 |
| 9 | IDBI Bank | Park Street Branch IBKL0000012 |
| 10 | Bank of Baroda | India Exchange Place Branch BARBOINDIAE |
| 11 | Central Bank of India | Kolkata Main Branch CBIN0280107 |
| 12 | Indian Overseas Bank | India Exchange Place Branch IOBA0000015 |
| 13 | UCO Bank | Kolkata Main Branch, UCBA0000190 |
| 14 | Punjab National Bank | Brabourne Road Branch PUNB0010000 |

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9668-F(Y)

Kolkata, the 30th November, 2012

MEMORANDUM

At present the Reserve Bank of India, Public Accounts Department, Kolkata is acting as the 'Agency Bank, of the Government of West Bengal. In addition, the Reserve Bank of India, Department of Government & Bank Accounts, Central Office, Mumbai has from time to time authorised the following Banks to conduct State Government Business in West Bengal:

| Sl. No. | Name of the Banks | Sl.No. | Name of the Banks |
|---------|---------------------------|--------|--------------------------------|
| 1 | Allahabad Bank | 15 | Punjab & Sind Bank |
| 2 | Axis Bank Ltd. | 16 | Punjab National Bank |
| 3 | Bank of Baroda | 17 | Syndicate Bank |
| 4 | Bank of India | 18 | State Bank of India |
| 5 | Bank of Maharashtra | 19 | State Bank of Bikaner & Jaipur |
| 6 | Canara Bank | 20 | State Bank of Hyderabad |
| 7 | Central Bank of India | 21 | State Bank of Mysore |
| 8 | Dena Bank | 22 | State Bank of Patiala |
| 9 | HDFC Bank Ltd. | 23 | State Bank of Travancore |
| 10 | ICICI Bank Ltd. | 24 | UCO Bank |
| 11 | IDBI Bank | 25 | Union Bank |
| 12 | Indian Bank | 26 | United Bank of India |
| 13 | Indian Overseas Bank | 27 | Vijaya Bank |
| 14 | Oriental Bank of Commerce | | |

There shall be no change in the existing 'Agency-Bank-Branches, linked with the Pay & Accounts Offices and Treasuries.

2. The State Government Offices may nominate any Branch of the above mentioned Bank as Nodal Bank for e-Payment.

3. The State Government Departments may maintain bank account in the above mentioned authorised banks subject to the following conditions:

- A) The proposal for State Government Receipts/Deposits in the Bank other than Treasury-linked Bank shall be sent by the Administrative Department to the Finance Department with regard to the modalities of flow of fund from the concerned Bank to State Exchequer.

- B) If the fund is from (i) any source other than the Government of West Bengal and maintenance of bank account in any of the authorised banks is a precondition of getting the fund or (ii) Government of West Bengal with provision of maintaining separate bank account for smooth implementation of the project, then specific proposal shall be sent to Finance Department in terms of this Department Memorandum No. 675-F dated 22nd January 2008 for approval.
- C) Subject to approval of the competent authority, the Autonomous Bodies/Statutory Corporations of the State Government may open/maintain bank account in the above mentioned banks.

Sd/-H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001.

No.10578-F(Y)

Kolkata, the 28th December, 2012.

MEMORANDUM

Subject: Revised procedure for Over the Counter Receipt through GRIPS & inclusion of more Banks in GRIPS.

In continuation of this Department Notification No. 8298-F(Y) dated 03.12.2012 regarding On-line and Off-line Receipts of Tax and Non-Tax Revenue through Government Receipt Portal System [GRIPS], the Governor is pleased to decide the following:

A. Revised procedure for Over the Counter Receipt [OCR] through GRIPS:

- (i) The Taxpayer/Depositor shall generate an e-Challan from GRIPS Portal wherein GRN No., Date, Head of account, amount and the name of the Bank shall be mentioned. The Taxpayer/Depositor shall take the printout of the e-challan in two copies.
 - (ii) Such e-Challan shall be valid for seven (7) days.
 - (iii) The GRIPS shall immediately transmit necessary information in respect of such e-challans to the concerned Bank,s Portal.
 - (iv) The Taxpayer/Depositor shall present two copies of printed e-challan at the counter of any branch of that participating Banks as selected by him and deposit the money. Bank will give receipt in one copy of such e-Challan. In case of deposit of money by cheque, the receipt shall be given after clearance of the cheque by the Bank.
 - (v) The Nodal Branches of the participating Banks shall upload the required data in respect of 'Over the Counter Receipts, [OCR] in the prescribed .xml format in the GRIPS Portal within 12 noon of the next working day on T + 1 basis.
 - (vi) The participating Banks shall report all the 'Online' and 'Over the Counter Receipts' to the Reserve Bank of India, PAD, Kolkata in one file in the .xml format as prescribed by the RBI on the next working day on T + 1 basis.
 - (vii) The above process shall be effective on and from 01.01.2013.
- B. In a single e-challan there shall be provision for payment under maximum six (6) heads of accounts.
- C. Some more heads of accounts have been included in the GRIPS Portal. A revised list, containing the heads of accounts pertaining to different Department / Directorate, where the Taxpayer/Depositor can deposit the money through GRIPS Portal, at present, is enclosed with this Memorandum as Annexure-A
- D. Following three more Banks have been included in the GRIPS Portal
- (i) Canara Bank, (ii) Bank of India, (iii) Corporation Bank.
- A revised list of all participating banks in GRIPS Portal is enclosed with this Memorandum as Annexure-B.

Sd/- H. K. Dwivedi.

Secretary to the
Government of West Bengal.

RECRUITMENT AND SERVICE
RELATED



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 5760-F(P)

Kolkata, the 7th June, 2011

MEMORANDUM

In terms of rule 45 of the West Bengal Service Rules Part-I an increment shall ordinarily be drawn by a Government employee as a matter of course unless it is withheld. As per prevailing practice an order of increment is issued in respect of individual employee by the respective Head of Office or any other authority competent to do so. It has been experienced that issuance of order of increment in respect of individual employee is not only wastage of manpower and time, a huge amount of expenditure has to be incurred by Govt. every year. The matter of doing away with the existing system of issuance of order of increment in respect of individual employee has been under active consideration of the Government for some time past.

2. After careful consideration of the matter the Governor is pleased to direct that the existing system of issuance of order of increment in respect of an individual employee including the members of AIS by the respective Head of Office/Cadre Controlling authority shall henceforth be done away with and the respective Drawing and Disbursing Officer shall grant annual increment on the 1st day of July every year to all regular employees and Officers including the members of All India Services under their drawing and disbursing control unless in exceptional cases the same is withheld or stopped as a result of departmental proceedings or is barred in terms of provisions of West Bengal Services (Training and Examination) Rules or the Employee/Officer/Member of AIS has undergone unauthorised absence or has been sanctioned extraordinary leave without pay or the employee/Officer/Member of AIS is placed under suspension. These exceptional cases shall be dealt with separately by the respective Head of the Office/Department.
3. Except in the exceptional cases mentioned hereinabove, the Head of Office concerned while making Acting Arrangements for the month of July every year shall certify that the concerned employee fulfills eligibility conditions of grant of annual increments as laid down under Rule 48 of W.B.S.R., Part-I/relevant AIS Rules and/or as per provisions of Services (Training & Examination) Rules, where applicable.
4. After drawal of pay at the enhanced rate on grant of usual increment in the month of July of every year, necessary entries in the Service Book shall be made by the Competent Authority on the basis of requisite documents as may be obtained from the concerned D.D.O.
5. This order shall take effect immediately.

By Order of the Governor,
Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 9008-F(P)

Kolkata, the 16th September, 2011

MEMORANDUM

In order to provide security of tenure, appropriate emoluments and certain terminal benefits subject to fulfillment of certain conditions to the casual/daily rated/contractual workers who have remained engaged in various Government Establishments for a considerable period of more than 10 years in connection with implementation of various schemes/projects of various Departments of the government two Memorandums vide No. 2966-F(P) dt. 23-04-2010 and No. 11794-F(P) dt. 22-12-2010 were issued by the Government in Finance Department.

The question of making the provisions of the two aforesaid orders more effective and suitable to the convenience of the Government Establishments/Organization has been under active consideration of the Government for some time past.

After careful consideration of the matter and in supersession of the aforesaid orders and all other orders issued by other Departments in the matter, the undersigned is directed by order of the Governor to say that the Government, has now been pleased to order that the casual/daily rated/contractual workers, who are remaining attached to various establishments of the Government Departments/Directorates/Regional Offices/other Organizations for not less than 10 years continuously as on 01-08-2011 and have rendered service for at least 240 days each year will be allowed the following benefits:

(i) The casual/daily rated/contractual workers who have rendered 10 years of service continuously with least 240 days attendance each year may remain engaged in the same status and capacity till their attaining the age of 60 years.

The continuity of service have to be certified by a competent officer not below the rank of Assistant Secretary in the case of a Secretariat Department, Director in the case of a Directorate and Assistant Engineer/S.D.O./B.D.O. in the case of Regional Offices. The concerned officer, who certifies may be advised to exercise extreme precautions and take assistance of an office of WBA&AS, if necessary.

(ii) Any entry point basic pay in PB-I, i.e., Rs. 6600/- (Rs. 4900 + Rs. 1700) p.m. will be admissible to casual/daily rated/contractual Group 'D, workers as consolidated remuneration, similar entry point pay (entry point pay in the Pay Band plus Grade Pay) will be admissible to casual/daily rated/contractual Group 'C, worker and an employee of any other category, if he/she fulfils the required condition will be entitled to a monthly remuneration which will be minimum entry level pay of Pay Band and Grade Pay corresponding to his/her category and the remuneration may be determined in consultation with the Finance Department in the same manner as mentioned above.

(iii) When such casual/daily rated/contractual workers are allowed the entry point basic pay, they will not get any other allowances like dearness allowance, bonus, house rent allowance etc. However, their basic pay will be enhanced by 5% after every three years and the three years will be counted by treating the period from 1st August, 2011 to 31st July 2012 as completed year for giving effect to 5 per cent increase in basic pay.

(iv) The remuneration of casual/daily rated/contractual workers who have not yet completed 10-year service will be equivalent to 75% of the remuneration admissible under sub-para (ii) above subject to a minimum of Rs. 5000/- p.m.

(v) Those casual/daily rated/contractual workers who will complete 10 - year service on 1st July every year will come under the purview of this Order provided no such worker if engaged after 01-04- 2010 will come under the purview of this Order.

(vi) A casual/daily rated/contractual worker who will fulfil the conditions as laid down in sub-para (i) above will continue to be engaged in such a manner till he/she attains the age of 60 years when he/she will be paid an amount of Rs. 1 lakh as one time cessation of engagement benefit.

(vii) A casual/daily rated/contractual worker may be allowed 30(thirty) off days a year and a female such worker may be allowed Maternity Leave of 180 (one hundred eighty) days in addition to 30 days off as mentioned hereinbefore.

(viii) A casual/daily rated/contractual worker who is engaged in two different Government Departments but has rendered services for 10 years without a break will come under the purview of this Order.

(ix) It is reiterated that Officer/Officers responsible for any further engagement of such casual/daily rated/ contractual worker will be personally liable for violation of this Order. However, having regard to the exigencies of situation and in order to facilitate smooth running of any project/administration or for serving academic interest where it is absolutely necessary, contractual engagement may be made for a very limited period not exceeding 1 (one) year. This engagement shall be made on strict observance of recruitment rules and against sanctioned vacancies. Advertisement shall be published in newspaper and applications shall be invited from eligible candidates to fill up those temporary vacancies. Simultaneously steps should be taken to fill up the vacancies on regular basis following recruitment rules. Such contractual engagement may be renewed from time to time, but not exceeding a total period of 6 (six) years. No claim to regularization of this contractual service in terms of G.O. No. 8305-F dt. 26-09- 2005 read with G.O. No. 642-F dt. 24-01-06 shall lie.

(x) The provisions of this Order will not be applicable where contractual engagement has been made without any sanctioned post and for any specific project for a very temporary period upto a maximum 6 (six) years or winding up of the project whichever is earlier. Thus in such cases steps will not be required to be initiated for filling up the posts through regular appointments as per the Recruitment Rules, since the posts are temporary by nature.

(xi) During the period of engagement, the service of a casual/daily rated/contractual worker may be terminated because of involvement in criminal case/misconduct/delinquency/incapacitation etc. or if the concerned worker intends to opt out of the engagement on his/her own.

(xii) The benefit of this Memo will be applicable *mutatis mutandis* to the Panchayat Bodies/ULBs/Statutory Bodies.

(xiii) The casual/daily rated/contractual workers who have already got the benefit with reference to 1st April, 2010 as cut off date will continue to get the benefit in terms of F.D. Memo No. 2966-F(P) dt. 23-04-2010 and No. 11974-F(P) dt. 22-12-2010, while the others will be covered in terms of provisions of this Memo.

The undersigned is further directed to reiterate that henceforth no further engagement of Group 'D' employees, who are engaged in the manner as laid down in F.D. Memo No. 3727-F dt. 20-05-2009 and paid out of contingency, will be done, on or after 01-04-2010. Officer/Officers responsible for such engagement will be personally liable for violation of this Order.

(xiv) The final approval will be given by the ACS/Principal Secretary/Secretary, as the case may be, of the concerned Department, after exercising necessary checks & balances & ensuring that any ineligible person does not get the benefits of this order.

Important Government Orders

(xv) A proforma statement is hereby annexed for supply of information by the respective appointing authority to the Administrative Department.

Sd/- S. K. Chattopadhyay

OSD & E.O. Special Secretary
to the Government of West Bengal

ANNEXURE

| Sl. No. | Name of the employee | Date of birth | Date of engagement | Whether engaged as Casual/Daily rated Worker/ Contractual Worker | No. of days of service in each year | Whether engaged against sanctioned post | Amount of remuneration p.m. not drawing |
|---------|----------------------|---------------|--------------------|--|-------------------------------------|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |

(C. S. Chakrabarti)

Deputy Secretary
to the Govt. of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget

No. 2233-FB

Dated, Kolkata, the 29th November, 2011

MEMORANDUM

The system of sanctioning advance / loan for construction / purchase of house /flat by the State Government to its employees was discontinued in G.O. No. 214-F.B. dated 28.01.2003 and an individual employee is at liberty to approach any Bank or Financial Institutions for getting loans for the aforesaid purposes.

Now a question has arisen, whether the cost ceiling limit of construction / acquisition of house /flat of Rs. 12.00 lakh and Rs. 30.00 lakh respectively as stipulated at Para 10 of G.O. No. 1300-F.B. dated 31.05.1999 and in G.O. No. 317-F.B. dated 18.05.2009 stands effective or not to those employees who will approach Banks or Financial Institution.

After careful consideration of the matter and in view of discontinuation of sanctioning loan for construction / acquisition of House / Flat by the State Government to its employees, the Governor is now pleased to decide that the cost ceiling limit of loans is not applicable henceforth to such employees.

Sd/- A. R. Chakraborty
Additional Secretary.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1364-F(P)

Kolkata, the 15th February, 2012

MEMORANDUM

Consequent upon recommendation of the Fifth State Pay Commission for introduction of 'Child Care Leave' in favour of female State Government Employees, the matter has been under consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Female Govt. employees having minor children may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service period for taking care of upto two children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc., subject to the following conditions :

- (i) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - (ii) It may not be granted in more than 3 (three) spells in a calendar year.
 - (iii) It may not be granted for less than 15 days in a spell.
 - (iv) Child Care Leave shall not be debited against the leave account.
 - (v) It may be combined with leave of the kind due and admissible.
 - (vi) Child Care Leave should not ordinarily be granted during the Probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
 - (vii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
 - (viii) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
2. This order shall take effect from 1st January, 2012.
 3. Formal amendments in the relevant rules of the West Bengal Service Rules will be made in due course.

Sd/- A.K. Das
Joint Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 1853-F(P)

Date : 02/03/2012

MEMORANDUM

In terms of rule 3(6) of the West Bengal Services (Duties, Rights and obligations of the Government employees) Rules, 1980, a Govt. employee (other than a Group-D employee) is required to submit, once in a year, in the prescribed form to the appointing authority a return of movable and immovable property and other assets owned, acquired or inherited by him or any member of his family. As no form has been prescribed so long according to the provisions of the aforesaid rules, the State Government employees have been submitting the return of movable and immovable property and 'Other assets in the form prescribed in the Annexure-I to the West Bengal Government Servants' Conduct Rules, 1959. As per instructions for filling up the said Form for 'Declaration of Assets' read with Memo. No.3571-F dated 30.03.2001 movable articles costing less than RS. 10,000/- for each item need not be mentioned. But for articles or materials costing Rs. 10,000/- and above, declaration should be made for each item. On the other hand, in terms of rule 5(2) of the West Bengal Services (Duties, Right and Obligations of the Government employees) Rules, 1980, read with Memo No.3571-F dated 30.03.2001, a Govt. employee is required to seek permission of his appointing authority in case of sale or purchase of movable property exceeding Rs .10,000/- in value subject to the conditions laid down therein.

2. References are being received from various concerns for increasing the above two figures viz. Rs.10,000/- in the Form for Declaration of Assets and Rs. 10,000/- in rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Govt. employees) Rules, 1980, suitably in the present day context. The matter has been drawing attention of the Government for some time past.
3. After careful consideration of all aspects, the Governor is pleased to decide as follows :-
 - a) Until a separate form is prescribed as stated under rule 3(6) of the West Bengal Services (Duties, Rights and Obligations of the Government employees) Rules, 1980, the Government employees other than Group-D employees shall continue to submit a Declaration of Assets as on the 1st January of the year by the 30th April of that year at the latest in the form prescribed in Annexure to the West Bengal Government Servants' Conduct Rules, 1959.
 - b) While submitting a return of movable articles in the Declaration Form of Assets, articles costing less than two months Basic Pay (Band Pay + Grade Pay) as on 1st January of the concerned year for each item need not be mentioned. However, for articles or materials costing two months Basic Pay (Band Pay + Grade Pay) and above each item should be mentioned in the relevant column of the form.
 - c) Subject to the conditions laid down in the rule 5(2) of the West Bengal Services (Duties, Rights and Obligations of the Government employee) Rules, 1980, in the case of sale or purchase of movable property exceeding two months Basic Pay (Band Pay + Grade Pay) as on the date of such transaction a Government employee shall take prior sanction of his appointing authority, where necessary.
4. This order shall take immediate effect.
5. Formal amendments in the relevant rules shall be made in due course.

By Order Of the Governor,

Sd/- A. K. Das

Joint Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8912-F(J)

Kolkata, the 01st November, 2012

MEMORANDUM

Sub : Change of rate of GPF Subscriptions

The undersigned is directed to say that in terms of Finance Department Memo. No. 1969-F dated 24.02.1989, the amount of subscription to the General Provident Fund once fixed by the subscriber cannot be changed during the course of the financial year. But it is observed in the last few years that a good number of subscribers are changing their amount of subscriptions during the currency of a financial year due to ignorance or some other reasons resulting in a part of the subscription being treated as unauthorized and that portion of the subscription earns no interest throughout the service career of the subscriber.

After careful consideration of the matter the Governor is pleased to decide that the amount of subscription may be :-

- a) enhanced twice at any time during the course of the financial year;
- b) reduced once at any time during the course of the year; or
- c) enhanced and reduced as aforesaid.

Provided that when the amount of subscription is so enhanced / reduced, it shall be within the limit of minimum 6% and maximum 100% of the emolument of the subscriber.

The above decisions will come into force from next financial year, i.e., 2013-2014, and the relevant provision of the General Provident Fund (WBS) Rules will be amended in due course.

Sd/- P. N. Samadder
Joint Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9145-F(P)

Dated : 9.11.2012

NOTIFICATION

In exercise of the power conferred by the proviso to article 309 of the Constitution of India, the Governor is pleased hereby to make, with immediate effect, the following amendments in the West Bengal Services (Recruitment to Clerical Cadre) Rules, 2010, issued with this department notification No.7165-F(P), dated the 1st day of July, 2010 and published in the Kolkata Gazette, Extraordinary, PART I (hereinafter referred to as the said rules) :-

Amendments

In the said rules, ‘

(1) in rule 3, for clause (a), *substitute* the following Clause : ‘

"(a) Commission means the Public Service Commission, West Bengal, or the West Bengal Staff Selection Commissions, constituted under the West Bengal Staff Selection Commission Act, 2011 (West Ben. Act XVII of 2011), as the case may be.";

(2) for rule 5, *substitute* the following rule : ‘

"5. Method of recruitment; (1) Except as provided in sub-rules (2) and (3) of this rule,

(a) the posts of Lower Division Assistants and posts similar to Lower Division Assistants in the Secretariat, Directorates and certain other offices shall be filled up by selection (direct recruitment) through a competitive examination to be held by the Public Service Commission, West Bengal; and

(b) the posts of Lower Division Assistants or the posts of Lower Division Clerks and the posts similar to Lower Division Assistants or Lower Division Clerks in other District offices and Other Regional offices of the Government of West Bengal to which these rules apply, shall be filled up by selection (direct recruitment) through a competitive examination conducted by the West Bengal Staff Selection Commission.";

(3) in rule 6, for clause (ii), *substitute* the following clause : ‘

"(ii) acquisition of elementary knowledge in Computer operation with the ability of Typing on Computer at the speed of 35 words per minutes in English and 25 words per minute in Bengali from a reputed organization for a period not less than 6 (six) months.;;

(4) for rule 7, *substitute* the following rule : ‘

"7. Age : The age for direct recruitment shall be not less than 18 years and not more than 40 years on the 1st day of January of the year of advertisement.;;

(5) in rule 8, for clause (b), *substitute* the following clause : ‘

"(b) Group B- Bengali/Hindi/Urdu/Nepali carrying 50 marks each for Group-A and Group-B. The duration of Part I Examination shall be 1½ hours and duration of Part-II Examination shall be 1 hour.";

(6) after rule 9, *insert* the following rule :'

"9A. (1) Compulsory passing on elementary knowledge in computer operation and computer typing: After recruitment to the post of The Lower Division Assistants, Lower Division Clerks etc. shall have to pass the examination on elementary knowledge on computer operation and computer typing as per clause (ii) of rule 6 of these rules which will be held twice in every year at half-yearly intervals. The Lower Division Assistants/Clerks who will be unable to pass the examination, shall not be entitled to get increment or any other career benefits including promotion or any benefit under (Career Advancement Scheme).

(2) In case of Lower Division Assistants/Clerks being appointed on promotion from Group-D and eligible Group-C employees or otherwise in accordance with rule 5 of the these rules, such Lower Division Assistants/Clerks shall have to pass the examination on elementary knowledge in computer operation and computer typing as mentioned in sub-rule(1). Such Lower Division Assistants/Clerks who will be unable to pass the examination, shall not be entitled to get annual increment and Career benefit as mentioned in sub-rule (1).

(3) Such examination on Computer operation and computer typing shall be conducted by State Government at different places as may be decided by the State Government in the Finance Department from time to time.

(7) for rule 10, *substitute* the following rule :'

"10. Option for posting. - Candidates shall be required to indicate their options in order of preference for vacancies in any two districts including Kolkata of his/her choice, in case of recruitments conducted by the West Bengal Staff Selection Commission.,,;

By order of the Governor,

Sd/- H. K. Dwivedi

Secy. to the Govt, of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No.1488-F(P)

Dated, the 20th February, 2012

MEMORANDUM

The proposals for creation of various categories of new posts and filling up of sanctioned vacant posts are often received in the Finance Department from different departments.

In most cases, the proposals are sent without requisite information rendering it difficult for the Finance Department to consider those proposals on realistic basis readily. In almost all such cases, the files are returned to the concerned department with queries resulting in inordinate delay before arriving at a final decision.

In order to avert such problems, the undersigned is directed to request heads of all departments to submit the proposals of creation and filling up of posts to this department with requisite information as per enclosed format and with the approval of the Hon'ble Minister-in-charge of the Department henceforth.

Sd/- A.K. Das
Joint Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 707-F(P)

Kolkata, the 24th January, 2012

MEMORANDUM

In pursuance of the recent judgement of the Hon'ble Supreme Court in the case of State of Tamil Nadu - Vs- T.V. Vanugopalan and in some other similar cases, the Governor has now been pleased to decide that prayer for change in date of birth in respect of the Govt. employees, will not be entertained, if the said prayer is not made within the period of five years from the date of joining in the Government service.

This principle will also be applicable to the employees of Government Undertakings, Statutory Bodies, Autonomous Bodies, P.R. Bodies etc, MUTATIS MUTANDIS.

Sd/- A.K. Das

Joint Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9266-F(P)

Dated, the 16.11. 2012

MEMORANDUM

Note 2(iii)(a) below rule 71(4) of the West Bengal Service Rules, Part-I provides for a review of the subsistence allowance granted to an employee under suspension as well as the substantive question of suspension within three months from the date of suspension or deemed to have been placed under suspension. It has come to the notice of the government that though the subsistence allowance granted to an employee under suspension is reviewed by the competent authority within three months from the date of suspension as a matter of course, the substantive question of suspension remains un-reviewed.

2. After careful consideration of the matter in all its aspects the Governor has been pleased to constitute the following Review Committees comprising the following members to review the subsistence allowance granted to the government employees while under suspension as well as to review the substantive question of suspension :

A. Review Committee in cases of considering suspension of Government employees whose appointing authority is the Governor.

- | | |
|---|--------------------|
| i) Chief Secretary, Government of West Bengal | — Chairman |
| ii) Departmental Secretary (Cadre Controlling Authority) | — Member Secretary |
| iii) Controlling Authority / Disciplinary Authority (Other than Cadre Controlling Authority) of the suspended Government employee | — Member |

Or

An Officer not below the rank of Joint Secretary
to be nominated by the Cadre Controlling Authority.

- | | |
|--|-------------------------------|
| iv) A nominee of P&AR Department not below the rank of Joint Secretary. | — To be co-opted as Member |
| v) A nominee of Finance Deptt. not below the rank of Joint Secretary | — Member |

B. Review Committee in cases of considering suspension of the government employees whose appointing authority is subordinate to the Governor.

- | | |
|---|--------------------|
| i) Principal Secretary / Secretary / Cadre Controlling Authority | — Chairman |
| ii) Controlling Authority / Disciplinary Authority of the suspended Government employee | — Member Secretary |
| iii) Deputy Secretary / Deputy Director of the concerned department / directorate, where the suspended Government employee last posted. | — Member |
| iv) A nominee of Finance Department. | — Member |

3. The Governor has further been pleased to lay down the following functions and procedure to be followed by the Review Committee so constituted.

A. Functions

- (i) The Review Committee shall review the cases of Officers/employees under suspension in order to determine whether there are sufficient grounds for continuation of suspension.
- (ii) In every case the review shall be done within 90 (ninety) days from the date of order of suspension or deemed to have been placed under suspension. In a case where the period of suspension has been found to be prolonged, the next review shall be done within 180 (One hundred eighty) days from the date of last review.

B. Procedure

- (i) The Review Committee, while assessing the justification for further continuation of any suspension, shall look into the progress of inquiry / investigation against the officer by obtaining relevant information from the authority inquiring /investigating into the charges.
- (ii) The Review Committee, while examining a case, shall consider the possibility of tampering with the evidence and/or influencing the process of inquiry or investigation by the officer/ employee under suspension.
- (iii) The Review Committee shall submit a detailed report clearly stating its recommendations including variation of the amount of subsistence allowance in terms of proviso to rule 71(1)(a) of W.B.S.R. Part-I and the reasons for arriving at such recommendations to the appointing authority concerned for considering further course of action.

4. Necessary amendments in the West Bengal Service Rules, Part-I and the West Bengal Services (Classification, Control and Appeal) Rules, 1971 shall be made in due course.

By order of the Governor,
Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

OFFICE PROCEDURE



GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 3289-F(H)

Kolkata, the 19th April, 2012

MEMORANDUM

Sub.: New procedure for Receipt and Despatch of Letters/Articles/Files through Department of Posts.

The State Government is introducing a change in the procedure adopted in the Central Despatch Offices located at (1) Writers, Buildings, (2) New Secretariat Buildings, (3) Bhabani Bhavan, Alipore (4) Purta Bhavan, Salt Lake for dispatch of articles of various State Government Offices.

In respect of receipt of letters, the existing practice followed by the Department of posts in delivering all the letters directly to particular offices will continue as usual.

But the dispatch of mails from the above four buildings will be undertaken directly by the Postal Department under the Business Post Scheme to ensure prompt delivery of letters / files to concerned addressees.

Revised procedure for despatch of letters / files

1. A mail despatch corner would be set up in all the four buildings of the State Government by the Department of Posts. Public Works Department of the State Government is providing necessary space and furniture for the despatch corner in all the four buildings, viz., Writers, Buildings; New Secretariat Building; Bhabani Bhavan, Alipore and Purta Phavan, Salt Lake. In Writers, Buildings such despatch corner would be set up in the verandah of the Writers, Buildings Post Office near east gate.
2. The despatch corner would be manned by the officials of the Department of Posts between 12-00 noon and 2-00 p.m. and between 4-00 p.m. and 5-00 p.m. The concerned Departments of the State Government would bring all the posts including files in sealed cover to be delivered through Ordinary, Registered or Speed Post mode to the despatch corner during this period. The number of letters and files in cover and the mode of despatch would be entered by the respective Department in a register as per the prescribed format (Copy enclosed).
3. The Departments would also be required to maintain a Register of letter issued as prescribed in West Bengal Form No. 19 for keeping the records of all the individual letters/articles addressed to different addresses (Format enclosed).
4. The Departments will designate a responsible employee to maintain the register containing list of articles category-wise as stated above for acknowledgement by Postal Official except ordinary articles.
5. Postal Officials at despatch will receive the articles and challans and affix signature in the departmental registers in token of acknowledgement of registered and speed posts articles except ordinary articles. Challan is to be prepared in duplicate by the respective Departments of State Government and handed over to Department of Posts. First copy of the challan is for concerned Department of State Government and the second copy is for Department of Posts. The First copy of the challan will be returned along with Registered and Speed Post booking receipts to the designated person on next working day. The Designated Person from the State Government will acknowledge the same. The amount of expenditure incurred on ordinary article will be incorporated in the monthly bill of the respective departments.

Important Government Orders

6. The responsibility for collection, franking, affixing of bar-coded sticker for Speed Post / Registered Post and sorting for unsorted mails would be that of the Postal Department. Based on the total number of articles delivered to the Postal Departments by the concerned Department / office in a calendar month, as ascertained from despatch register, the Postal authorities would submit the necessary bill to the respective State Government Department / office.
7. The files for Despatch would be kept in an envelope and secured with wide tape/glue. **The files should only be dispatched through Speed Post mode to ensure their tracking.**
8. The Postal authorities would prepare the bills month wise, department wise and keep them at the despatch corners by the 10th of each month. The said bill having amounts to be paid over and above the average monthly billing for which advance has been given, shall be paid at the despatch corner by the concerned Department / office on the 25th of each month and if a holiday then on the following working day failing which the concerned department will pay directly by means of crossed cheque at the counter of the following offices as per the details below.

| Name of the Office | Counter | Cheque to be drawn in favour of |
|--------------------|--|---------------------------------|
| Writers, Buildings | Mass Mailing Centre (Kolkata GPO) | Director, Kolkata GPO |
| N.S. Building | Mass Mailing Centre (Kolkata GPO) | Director, Kolkata GPO |
| Bhabani Bhavan | Business Office (Alipore Head Post Office) | Sr. Postmaster, Alipore HO |
| Purta Bhavan | Business Office (Kankurgachi Post Office) | Postmaster, Belegkata HO |

9. The following rate chart has been provided by the Department of Post:

For ordinary letters:

| | |
|--|------------------------|
| For 1st 20 gms. | Rs. 5/- |
| For each additional 20 gms or fraction thereof | Rs. 5/- |
| Franking charge (mandatory) | Rs. 0.20 p per article |
| Affixing of bar coded sticker | Rs. 0.05 p per article |
| Sorting of unsorted mails | Rs. 0.05 p per article |
| Pin code change | Rs. 0.05 p per article |

For Registered articles:

| | |
|--|----------|
| Registration charge per article | Rs. 17/- |
| For each additional 20 gms or fraction thereof | Rs. 5/- |
| Acknowledgement card (AD) if any | Rs. 3/- |

Pre-mailing service charges for Registered/Speed Post articles:

| | |
|--|------------------------|
| Collection charge | Rs. 0.30 p per article |
| Franking charge | Rs. 0.40 p per article |
| Affixing of bar coded sticker | Rs. 0.05 p per article |
| Sorting of unsorted mails | Rs. 0.05 p per article |
| Stamping of Registered / Speed Post mail | Rs. 0.02 p per article |

For Speed Post:

| Weight | Local | Upto 200 Km | 201 to 1000 km | 1001 to 2000 km | Above 2000 km |
|--------------------------------------|---------|-------------|----------------|-----------------|---------------|
| Upto 50 grams | Rs. 12* | Rs. 25* | Rs. 25* | Rs. 25* | Rs. 25* |
| 51 to 200 grams | Rs. 20 | Rs. 25 | Rs. 30 | Rs. 50 | Rs. 60 |
| 201 to 500 grams | Rs. 20 | Rs. 40 | Rs. 45 | Rs. 70 | Rs. 80 |
| Additional 500 grams or part thereof | Rs. 5 | Rs. 7.50 | Rs. 15 | Rs. 30 | Rs. 40 |

*Includes services tax and education cess

For Book Post:

| | |
|--|---------|
| For 1st 50 gms | Rs. 4/- |
| For each additional 50 gms or fraction thereof | Rs. 3/- |

- **If the article is above 2 kgs in weight, it will be treated as parcel.**

| | |
|----------------------------|---|
| Rate : Registration charge | Rs. 17/- |
| Postage | Rs. 15/- upto 500 gms and fraction thereof. |

10. In case of non-payment of dues within the stipulated period, the Postal Department may impose 2% interest per month to be levied on the amount unpaid till the date of remittance by the Department. The Postal Authority may withdraw the mailing facilities from the concerned departments if the period of non-payment of dues exceeds 15 days after the due date.
11. The new system of despatch of articles relating to Departments / offices of the State Government will operate with effect from 1st day of May, 2012 in the Writers, Buildings and New Secretariat Buildings and from 1st day of May, 2012 in the despatch corners of Bhabani Bhavan and Purta Bhavan, Salt Lake in lieu of existing system operating through the Central Despatch Offices.

Sd/- H. K. Dwivedi

Secretary to the
Govt. of West Bengal

CHALLAN REGISTER

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF

Date :

Mode of Delivery

Quantity

Ordinary

Registry

Speed Post

(Signature of Departmental representative)

Seal & Stamp

(Signature of Postal official)

Seal & Stamp

GOVERNMENT OF WEST BENGAL
Finance Department
Writers, Buildings, Kolkata — 700 001

No. 1340-F.B

Dated, Kolkata, the 1st November, 2012

MEMORANDUM

A large number of files are received in and dispatched from Finance Department every day. At present, the files are received in Finance Department manually and then entered in registers. These are sent to the concerned dealing assistant manually. In this manual system, it becomes very difficult to track the movement of files with the object of achieving speedy disposal.

2. Now to overcome these bottlenecks, Finance Department has decided to introduce web-enabled 'Workflow based File Tracking System (WFTS), in all groups of Finance Department w.e.f. 2nd November, 2012. All the Administrative Departments of the State Government will be extended the facility to access to the internal 'Workflow Based File Tracking System (WFTS), from 1st December, 2012. This facility will enable the Department to trace the movement of the files sent to Finance Department and take necessary follow up action.

3. With the introduction of this new system, some changes have to be made in the present system of receiving the files in the respective groups and issuance of U.O. Number by the respective groups. The new procedure for receiving the files, disposal of files and issuance of U.O. Number has been detailed in Annexure — A.

4. All the Special Secretaries, Joint Secretaries are requested to ensure that the system is operational in their office chambers and also in the groups under their control.

Sumit Mitra, Network Administrator of Finance Budget Branch will be the 'Nodal Officer, for implementation of the scheme. Any problem regarding network and the usage of software package may be communicated to him. His contact number is 4678 / 4177 (Writers, Buildings PBX).

Sd/- H. K. Dwivedi

Finance Secretary

ANNEXURE – 'A,

Procedures for receiving of files under Work Flow Based File Tracking System:

1. Open www.wbfin.nic.in and click on 'Work-flow based File Tracking System, button at the 'Right Hand Side,
2. Sign through 'User name, and 'password, to be provided by 'System Administrator,.
3. To receive a new file one has to click the new file option and in the said menu, the 'Department Name,, the 'File No., and 'Other Particulars, have to be filled in. on filling in necessary particulars, the user has to click the save button and can generate a receipt for the file received, if necessary.
4. If the file has already been received in the office then the user has to click on to 'Files-in-transit, button. In the said list of files, click on the received file and the file will be automatically received.
5. For inter or intra office dispatch, one has to click on to 'Pending Files,. In the list of files click on to relevant file to despatch. The name of the recipient will have to be selected from a 'Drop-down, list.
6. In case 'U.O. Number, has to be issued for a particular file, the existing system has been modified. At present when a particular file has to be dispatched, there will be two options (a) whether 'U.O. Number, is needed (b) whether U.O. No. is not needed. In case 'U.O. Number, is needed, then the user has to select the required button. A box will appear on the clicking of 'U.O. Number, needed button. In the said box the person can enter the text that has been decided by the appropriate authority. Immediately on clicking the save button, the system will generate a 'U.O. Number, automatically.

E-PAYMENT OF SALARY AND COSA



GOVERNMENT OF WEST BENGAL**Finance Department****Audit Branch****No. 6261-F(Y)****Kolkata, the 17th June, 2011****MEMORANDUM**

The Government has already introduced the 'West Bengal Government's e-Payment of Salary [ePS] Scheme vide Finance Department's Notification No. 8301-F dated 26.08.2009 wherein the detail rules and procedures for payment of salary through electronic mode have been prescribed. Subsequently, Finance Department vide Notification No. 8884-F(Y) dated 02.09.2010 in partial modification of the previous Notification, allowed DDOs to draw salary cheques for payment through bank one day prior to the stipulated date of salary payment and again vide Memorandum No. 2536-F(Y) dated 31.03.2011 prescribed the procedure for changing the existing salary-linked bank account. Many Offices of the State Government have successfully implemented the scheme of payment of salary through bank.

Now, it has been decided by the Government that the said scheme shall be implemented in all State Government Offices for all category of employees by September 2011. The matter has been informed to all the Departmental Secretaries vide Letter No. FS-130/2011 dated 8th June, 2011.

All the Head of Offices and their Drawing & Disbursing Officers shall make necessary arrangement for implementation of Part A of the Scheme as mentioned in the Notification No. 8301-F dated 26.08.2009 for their regular establishments.

It has been provided at Part-A, para 1(3) of the said scheme that the Head of office shall, in consultation with the Designated Branch of the bank, arrange to open Savings bank accounts for every employee with zero balance. The bank account may be in the same Branch or other Branch of the same bank or other bank-branch subject to availability of the e-Payment facility (CBS/NEFT), as may be provided by the Designated Bank. The existing bank account of the employees having e-Payment facility may also be used for this purpose. It has been assured by most of the Public Sector Banks that their Designated Branches shall also provide the facility of crediting the salary account of few employees maintained at other banks through NEFT. For this purpose it is required to obtain the IFSC [Indian Financial System Code] of the bank-branch of the employee. The employees who will opt to receive salary from any bank other than the 'Designated Bank' shall apply using the enclosed 'Declaration Form'.

The Reserve Bank of India, Kolkata has introduced 'RECS' (Regional Electronic Clearing Service), an upgraded service of 'ECS' (Electronic Clearing Service), for payment of salary of State Secretariat. ECS is applicable within the Kolkata clearing zone whereas the 'RECS' is applicable within West Bengal, provided the employee's bank branch should be under CBS [Core Banking Solutions] and should have a MICR approved by the Reserve Bank of India. Accordingly, the Accounts Officer, West Bengal Secretariat shall arrange for payment of the salary through 'RECS' instead of 'ECS' at the earliest.

It has also been provided at Part-A, para 1(3) of the said scheme that the bank account may be operated as 'Joint' or 'Either or Survivor' but the first name must be the Government employee's name. It should be noted that in all cases of payment of salary through Bank, the name of the employee as mentioned in the Bank Account should be same and identical with the name as mentioned in the Service Book of the employee.

Important Government Orders

It is brought to the notice of all the Departments, the Head of Offices and the Drawing & Disbursing Officers that National Informatics Centre [NIC], an organization under Government of India, has developed a software package, namely COSA [Computerization of Salary Account] for generation of salary bills of the State Government Offices through computer. Many State Government Offices are successfully generating their Pay Bills through this Computer package to assure timely submission of correct and error-free bill with proper security measures.

The Reserve Bank of India, Kolkata, in consultation with other banks, shall finalize uniform format of salary data file which will be acceptable by all the Public Sector Banks for State Government salary payment through bank and accordingly, the NIC shall upgrade their existing COSA software for generating the salary data file in the format to be prescribed by the Reserve Bank of India.

All the Head of Offices and the Drawing & Disbursing Officers shall introduce COSA software package developed by the NIC for generation of the salary bills of their Offices at the earliest.

Sd/- C. M. Bachhawat

Principal Secretary to the
Government of West Bengal
Finance Department.

Enclosure to the **Memo.** No. 6261-F(Y), dated 17th June, 2011.

Annexure II (b)
DECLARATION FORM [For Existing Account Holder in other Bank]
 (To be submitted by the Government Employee in triplicate)

To

The %%%
 (Head of the office)
 %%%
 (Address of the office)

Subject: Payment of Salary through my Savings Bank Account.

Sir,

As per para 1(3) of the Part A of West Bengal Government's e-Payment of Salary Scheme, 2009 I am to inform you that I have a Savings Bank Account in my name at the %%%..... %%% Branch of the %%% Bank. Kindly arrange to remit the amount of my Salary for every month, hereinafter, to the said branch.

The details of my particulars are furnished below: -

1. Name of the employee:
(as per Service Book & Bank Account)
2. Designation:
3. Residential Address:
4. G.P.F. Account No.:
5. (a) Male/Female: (b) Married / Unmarried:
6. Date of Birth:
7. (a) Savings Bank Account No. [CBS allotted a/c. no.]

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- (b) Name of Bank:
- (c) Name of Branch with Bank Branch Code:
- (d) Branch IFSC [11-digits]:

| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
- (e) Branch MICR[9-digits]:

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 7 | 0 | 0 | 7 | 1 | 0 | 1 | 0 | 1 |
|---|---|---|---|---|---|---|---|---|

I hereby declare that I and my heirs and successors accept the liability of making good to Government the overpayment, if any, made to me under the scheme.

I hereby authorize Branch (name of the Branch) of the %%% Bank to receive my Salary on my behalf for credit to my account as stated above and further authorize that the receipt of credit given by the bank for the amount of my salary shall be treated as legal quittance.

Yours faithfully,

Date: (Signature of the employee)

(To be accepted by the Head of Office)

Date: Signature of the Head of Office
(Office Seal)

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 1829-F(Y)

Kolkata, the 1ST March, 2012

MEMORANDUM

Subject : Drawal of salary bills using COSA software package.

The Drawing and Disbursing Officers (DDOs) under the control of different Departments and posted all over West Bengal have the primary responsibility to draw monthly salary bills, grants-in-aid bills and other contingency bills on behalf of their concerned offices and arrange for disbursement of the same to the ultimate claimants. The DDOs submit their bills to the designated Treasuries to which they are attached.

2. Preparation of monthly salary bills is one of the major functions of the DDOs. The Government was, in some time past, examining the matter of computerization of the said function of the DDOs. Accordingly, the National Informatics Centre (NIC) West Bengal Unit, in consultation with this Department, developed application software 'COSA' (Computerization of Salary Accounting) for this purpose. The 'COSA' software is being successfully used by more than two thousand DDOs across the State of West Bengal for more than ten years. For timely preparation of accurate salary bills and also with a view to building up a comprehensive employees' database, the Governor has now been pleased to decide implementation of the 'COSA' software packages mandatorily in all State Government Offices and other Autonomous Bodies which draw their pay bills and Grant-in-Aid Salary bills from Government Treasuries/Pay & Accounts Offices.

3. Presently around 70% of the DDO offices located all over West Bengal are still preparing their monthly pay bills manually. Delay in implementation of COSA application software package in these offices is either due to non-availability of requisite computer facilities or absence of adequate technical support for the said software package. To overcome these problems, the State Government has decided to associate the services of selected agencies to accelerate computerisation of monthly salary bills by implementing COSA initially at all the State Government Offices and then at the offices of the Autonomous Bodies (Municipalities / Panchayats/ Educational Institutions etc.) which draw pay bills and Grant-in-Aid Salary bills from Government Treasuries / Pay & Accounts Offices.

4. For the purpose of selection of agencies to render technical support for the 'COSA' software package, the location of the DDO offices has been divided into 6(six) zones comprising of different Districts as mentioned overleaf:-

- I. Zone 1 : Districts of Jalpaiguri, Coochbehar and Darjeeling.
- II. Zone-2 : Districts of Uttar Dinajpur, Dakshin Dinajpur and Maldah.
- III. Zone-3 : Districts of Murshidabad, Nadia and Birbhum.
- IV. Zone-4 : Districts of Burdwan, Purulia, Bankura and Paschim Medinipur.
- V. Zone-5 : Districts of Howrah, Hooghly and Purba Medinipur.
- VI. Zone-6 : Districts of Kolkata, North 24 Parganas and South 24 Parganas.

Selection of agency for each zone has been made through a tender process. The name and contact nos. etc. of the selected agency for each Zone has been mentioned at **Annexure-I**.

5. The basic function of the selected agencies would be:-
- i) To provide technical support services to the DDO-offices where COSA have already been implemented.
 - ii) To implement COSA in DDO-offices where PCs and Printers are available but COSA has not been implemented due to lack of technical supports.
 - iii) For the rest of DDOs, Facility Centres will be set up with two PC and two Printers in all the Treasuries / Pay & Accounts Offices to be manned by technical support personnel of the selected vendors from where DDOs can get their job done.

The Comprehensive support and services to be provided by the selected agencies have been indicated at **Annexure-II**.

6. There are 20 (twenty) items of expenditure on account of the support / service charges. The charges applicable for each Zone for each support/ service area have been indicated in **Annexure-III**. The payment for Technical Support service shall be made by the respective DDO who call for the service. The charges shall be payable 'on-call' basis.

The overall responsibility of the Drawing Disbursing Officers will be:-

- a) To arrange PCs and Printers for running of COSA application package for generation of monthly salary bills.
 - b) To ensure that the machines are in good conditions and virus-free.
 - c) To train at least two persons for running COSA application package / preparing database / updating database before generation of monthly salary bills.
 - d) To take back-up of updated database at the end of the day.
 - e) To keep access to the COSA database secured by utilizing users' access control mechanism like secret password.
 - f) The persons so deployed shall keep close liaison with the support personnel of the selected vendor for trouble-free operations.
 - g) In case of DDOs who are using application packages for pay-bills generation other than the COSA developed by NIC, data migration, if required, for switching over to the COSA have to be done by the DDOs at their own initiatives.
7. For the DDOs, who do not have IT facilities in their offices, the Governor has been pleased to delegate the financial power to the 'Head of Office' for the one time procurement of not more than two units of PCs, two Printers and one UPS of reputed brand (including infrastructural facility), locally, as per configuration suggested by NIC within the rate as approved by this Department, subject to requirement of the concerned office and availability of fund under their respective service head, at the earliest, but within the Financial Year 2012-13. The configuration of the hardware and the approved rates (maximum limit) of the IT items have been indicated in **Annexure-IV**. The WEBEL Technology Limited has sent their consent to supply those IT items within rate specified in **Annexure-IV**. Copy of their consent letter is attached with this Order as **Annexure-VI**. If required, the 'Head of Office' may procure the above IT items from The WEBEL Technology Limited. The procurement of computer systems etc. may be done in accordance with procedures laid down in Finance Department orders issued vide Memo No. No. 1782-F dated 01.03.2006.

Important Government Orders

8. It has been decided by the Government that the basic data for the development of the 'Employees Database' shall be captured through 'COSA' software package. Accordingly, the modules for capturing all information/ inputs, as suggested by the 13th Finance Commission, have been incorporated in the said package. The items of information to be captured through COSA software package have been indicated on **Annexure-V**. Henceforth, the DDO shall submit the data of each regular salary bill including employees' detail in digitized format in pen-drive or CD at the Treasury, along with printed Salary Bill. COSA software package has been up-graded accordingly so that the DDO can generate such data in electronic mode. One part of such data shall be captured as input for entry of salary bill at the Treasury Computer Package and the other part of the data shall be transmitted to 'Employees' Database Server' through Treasury Server linked with each salary bill of each DDO.

All the work relating to the preparation and presentation of regular salary bills in the abovementioned mode through COSA software package should be completed by all the DDOs including the DDOs who draw the Grant-in-Aid Salary Bills on a priority basis, latest by **30.06.2012** and the Treasuries / Pay and Offices will not be able to accept any regular salary bill including Grant-in-Aid Salary Bill from the DDOs on and from **01.07.2012** if the bill is not COSA software generated bill in both the modes i.e. electronic mode as well as printed mode.

Sd/- H. K.Dwivedi

Secretary to the
Government of West Bengal.

ANNEXURE- I

| <u>Zone</u> | <u>Districts</u> | <u>Name & Address of the Agency</u> |
|-------------|--|---|
| 1. | Jalpaiguri Coochbehar Darjeeling. | Long Leap C/O Shri Kallol Kr. Sarkar Kamarpara, P.O & Dist. Jalpaiguri PIN - 735101, Phone : 9434500197. Email: longleap@gmail.com |
| 2. | Uttar Dinajpur Dakshin Dinajpur Maldah. | Syspro Technologies Raj market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com |
| 3. | Murshidabad Nadia Birbhum | Mangaldeep Infotech & Consultancy Services, Sonajhuri Building (1st. Floor, Room No. 15 & 17), P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104. Phone : 9732090566, 03462-220683. email: arabinda.hazra@mics.name arabinda.hazra@gmail.com |
| 4. | Burdwan Purulia Bankura Paschim Medinipur | Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3rd & 4th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com |
| 5. | Howrah Hooghly Purba Medinipur | Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com |
| 6. | Kolkata North 24 Parganas South 24 Parganas | Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3rd & 4th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com |

ANNEXURE- II

The Comprehensive support and services to be given by the selected agency:

- 1) Installation/Re-installation (as and when required) of OS, Drivers and COSA Software at the respective DDO office.
- 2) Creation of Master Data for each office.
- 3) On-job training for at least 2 persons from each office for seven (7) working days on operations of the entire system.
- 4) On-site Technical Support for each DDO-Office as and when called for.
- 5) Posting of problems encountered in an office in a given web enabled application.
- 6) Deployment of updated version of software downloadable from net.
- 7) The following functions where facilities are provided at the Treasuries for DDOs who do not have their own computer facilities :
 - a) Initial data entry on behalf of the DDOs who have opted for using the facility.
 - b) Updating database and generation of monthly pay-bills.
 - c) Taking back-up of data at the end of every day in an external hard disk.
 - d) Deployment of updated version of software downloadable from net.
- 8) The vendors shall comply with all relevant laws in force in India.

In particular, the vendors shall provide and employ only such personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work at hand.
- 9) The vendors shall assume primary responsibility for all the testing of the Infrastructure Solution, in accordance with relevant provisions of the RFP.
- 10) To achieve the above deliverables the vendors on receipt of the contract would:
 - a. Designate a Project Manager within 7 days from the award of contract. The project manager will be the single point of contact for FD/DDOs
 - b. Activate help desk in respect of the current project and intimate Point of Contact to the DDOs concerned
 - c. Submit detailed IMPLEMENTATION PLAN
 - d. Integrate with the Internet feed
 - e. Coordinate with other vendor /agencies
 - f. Set up central monitoring facility

ANNEXURE- III**Charges payable to the selected Agency:**

| Sl. No. | Description | Charges applicable for each Zone | | | | | |
|---------|---|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| | | Zone 1 0 | Zone 2 0 | Zone 3 0 | Zone 4 0 | Zone 5 0 | Zone 6 0 |
| 1 | Installation of Windows XP/ Vista/7 and related Service Packs at DDOs Location | 552.00 | 82.73 | 551.50 | 287.00 | 82.73 | 275.75 |
| 2 | Installation of SQL Database Server 2005/2008 Express Edition at DDOs Location | 882.00 | 104.79 | 386.05 | 287.00 | 104.79 | 275.75 |
| 3 | Installation of Printer Drivers and Antivirus Software at DDOs location. | 221.00 | 55.15 | 441.20 | 154.00 | 55.15 | 137.88 |
| 4 | Installation of COSA Software at DDOs Location [per location] | 441.00 | 799.68 | 330.90 | 154.00 | 689.38 | 137.88 |
| 5 | Data entry per employee using COSA package | 5.52 | 55.15 | 11.03 | 66.00 | 55.15 | 55.00 |
| 6 | Data back-up at DDOs Office | 221.00 | 110.30 | 441.20 | 331.00 | 110.30 | 275.75 |
| 7 | Support on existing COSA software at DDOs Location per call, if problem arises | 882.00 | 110.30 | 441.20 | 882.00 | 82.73 | 827.00 |
| 8 | Installation of upgraded version of COSA, when released, at the DDOs Location | 441.00 | 82.73 | 441.20 | 662.00 | 82.73 | 552.00 |
| 9 | COSA operation including monthly pay-bills, reports generation per DDO at DDOs location | 2206.00 | 799.68 | 551.50 | 662.00 | 716.95 | 552.00 |
| 10 | Training for 5 days at DDOs location | 5515.00 | 441.20 | 5515.00 | 4412.00 | 441.20 | 4412.00 |
| 11 | Installation of Windows XP/ Vista/7 and related Service Packs at Treasury Location | 552.00 | 55.15 | 441.20 | 287.00 | 55.15 | 275.75 |
| 12 | Installation of SQL Database Server 2005/2008 Express Edition at Treasury Location | 882.00 | 55.15 | 330.90 | 287.00 | 55.15 | 275.75 |

Important Government Orders

| Sl. No. | Description | Charges applicable for each Zone | | | | | |
|---------|--|----------------------------------|----------------|-----------------|-----------------|----------------|-----------------|
| | | Zone 1 0 | Zone 2 0 | Zone 3 0 | Zone 4 0 | Zone 5 0 | Zone 6 0 |
| 13 | Installation of Printer Drivers and Antivirus Software at Treasury Location. | 221.00 | 55.15 | 386.05 | 154.00 | 55.15 | 137.88 |
| 14 | Installation of COSA Software at Treasury Location [per location] | 441.00 | 55.15 | 275.75 | 154.00 | 55.15 | 137.88 |
| 15 | Data entry per employee using COSA package at Treasury Location | 5.52 | 55.15 | 11.03 | 66.00 | 55.15 | 55.00 |
| 16 | Data back-up at Treasury Location | 221.00 | 110.30 | 386.05 | 275.75 | 110.30 | 221.00 |
| 17 | Support on existing COSA software at Treasury Location per call, if problem arises | 882.00 | 55.15 | 386.05 | 882.00 | 55.15 | 772.00 |
| 18 | Installation of upgraded version of COSA, as and when released, at Treasury Location | 441.00 | 55.15 | 386.05 | 552.00 | 55.15 | 496.00 |
| 19 | COSA operation including monthly pay-bills, reports generation per DDO at Treasury Locations | 2206.00 | 563.63 | 386.05 | 552.00 | 495.25 | 496.00 |
| 20 | Training for 5 days at Treasury Location | 5515.00 | 275.75 | 4412.00 | 4302.00 | 220.60 | 4302.00 |
| | TOTAL | 22733.04 | 3977.44 | 16511.91 | 15408.75 | 3633.31 | 14670.27 |

* Rates per unit inclusive of applicable taxes.

ANNEXURE- IV**Components Required for Implementation of COSA & its Indicative Expenses**

| Sl. No. | Item | Indicative unit Price Including all Taxes |
|---------|---|---|
| 1 | Better Quality Branded Desktop PC (** as per configuration mentioned below) | Rs. 47,000/- |
| 2 | 136 column 24 Pin High Speed DMP, with minimum 480 cps in Draft Mode | Rs. 25,500/- |
| 3 | 0.7 KVA Line Interactive UPS with 10-15 minutes battery backup | Rs. 3650/- |
| 4 | MS Office 2010 Standard OLP Indic Edition for Government offices | Rs. 9,500/- |
| 5 | Backup Device (4 GB USB Pen drive) | Rs. 500/- |
| 6 | Better Branded Antivirus Software with 3 year updates (2 Nos.) | Rs.2,000/- |
| 7 | Electrical fittings, Computer Furniture etc. | Rs. 11,850/- |
| | Total Financial Sanction ' not exceeding | Rs. 1,00,000/- |
| | Computer Stationery (Size 15x12 & 10x12 inches) | Recurring Expenses |

Minimum Configuration for Desktop PC

| | |
|-------------------|---|
| Processor | 32-bit Processor with \geq 2.93 GHz speed, \geq 800 MHz FSB & 4 Mb L2 Cache or higher |
| Bus Architecture | Integrated Graphics, 2 PCI, 1 PCI Express x 1 and 1 PCI Express x 16 |
| Memory | 4 GB DDR3 RAM WITH 8 GB Expandability |
| Hard Disk Drive | 500 GB 7200 rpm SATA HDD |
| DVD | R.W. DVD |
| Monitor | 18.5 inch LED Digital Color TCO Monitor - 05 Certified |
| Keyboard | 104 keys + Rupee font key |
| Mouse | OEM Optical Scroll Mouse |
| Bays | 4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Disk Drives) |
| Ports | 6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front, one Parallel port and one Serial port on PCI card |
| Cabinet Chassis | Mini tower |
| Networking | 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up |
| Preloaded OS | Windows 7 Professional 32-bit edition Preloaded with latest service-pack, with Media and Certificate of Authenticity -OEM |
| OS Certifications | Windows 7 OS certification |
| Power Management | Screen Blanking, Hard Disk and System Idle Mode in, Power On, set up password, power supply SMPS Surge protected |
| Antivirus | Antivirus Software (Latest Version) with minimum 1 year License |
| Warranty | 3 Years onsite warranty |
| Remarks | The driver software for the various controllers like SVGA / Graphic adapter, NIC etc should be supplied for windows 7. The utilities Software / Drivers of the motherboards including USB should also be supplied on the CD Media along with PC System. All the 32bit application software shall be supported by the Operating System. The System should work on 230V 50Hz single phase power supply. |

ANNEXURE- V

**Employee Data base Template in COSA for Regular DDOs as per recommendations of
Thirteenth Finance Commission**

Office Details:-

1. DDO Code
2. DDO Designation
3. Name of Office
4. Administrative Department
5. Office Address
6. Police Station
7. District
8. Pin Code
9. Office Phone Number

Employee Details:-

10. Employee Code (PF Account Number)
11. Employee Name
12. Date of Birth
13. PAN
14. Religion
15. Gender
16. Category (GEN / SC / ST / OBC / PHC / Ex-service men/Others (Pls. Specify))
17. Father's Name
18. Mother's Name
19. Spouse Name
20. Department as mentioned in Bill
21. Establishment / Section / Bill Name
22. Salary Acquittance Section, if any
23. Service Type (GOI / GoWB)
24. Service Status (Permanent / Temporary / Contractual / Re-employment)
25. Group of Post (A/B/C/D)
26. Present Designation
27. Date of Appointment in Present Service

28. Name of Post/Designation at First Appointment
29. Date of Joining in Present Post
30. Date of Joining in Present Office
31. Whether on Deputation (Y/N)
32. Residential Status (Government Housing / Own / Rental / Spouse / Others)
33. If Government Housing, then Housing Scheme Name (Office Building / General Pool / MIG / LIG etc.)
34. If Government Housing, then Housing Type (Licensee / Assessed)
35. Present Residential Address
 - o Address
 - o Police Station
 - o Pin Code
 - o Contact Number
36. Permanent Residential Address
 - o Address
 - o Police Station
 - o Pin Code
37. Salary Receiving Option (RECS/EPS/Cash/Others)
38. Bank Account Details
 - o Bank & Branch Name
 - o IFS Code
 - o MICR Code
 - o Bank Account Number
39. Marital Status (Unmarried / Married / Widow(er)/ Divorcee)
40. Spouse Service Status (WB Government/ WB Undertaking/ GOI/ Others/ NA)
41. If Spouse is Government Employee, then Spouse Pay, HRA
42. GIS Type (1983 / 1987)
43. GIS Group (A/B/C/D)
44. PF Account Type (GPF / AISPF / CPF)
45. GPF Group (A/B/C/D)
46. Entitlement to Pension (Defined Benefit/NPS/None of the two)
47. Whether present Pay Scale is Personal Scale (Y/N)
48. Whether Village Level Worker (Y/N)

Important Government Orders

49. ROPA Option (1998 / 2009/ Others, pls. specify)
50. Pay Scale
51. Date of Next Increment
52. Increment Amount in Rs.
53. Medical Allowance Option
54. Employee Salary Earnings Details (in Rs.)
 - a. Grade Pay
 - b. Basic / Pay Band Pay
 - c. Dearness Allowance
 - d. House Rent Allowance
 - e. Medical Allowance
 - f. Non-Practicing Allowance, if any
 - g. Other Pay / Allowances (Spl./Admn./Qualifying Pay, Dearness Pay, Personal Pay, Non-Practicing Pay, Ad-hoc Pay, Other Pay, Special Allowance, FC/FT Allowance, Hill Compensatory Allowance, Conveyance Allowance, Other Allowance, Honorarium, Bonus, Deputation Allowance, Consolidated Pay, Transport Allowance etc.)
55. Employee Salary Deduction Details (in Rs.)
 - a. GIS Insurance & Savings
 - b. Professional Tax
 - c. Income Tax
 - d. Housing License Fee etc.
 - e. PF Subscription, PF Arrear, PF Recovery
 - f. Other Deductions
 - g. Recovery of different Loans (Principal & Interest)
 - h. Out-of-Account Deductions

ANNEXURE - VI

WEBEL TECHNOLOGY LIMITED

(A Govt. of West Bengal Undertaking)

AN ISO 9001 : 2008 Company

Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata-700 091

Tel : 2367-3403-06

Fax : 91-33-2367-9418

Visit us at www.wbl.com

No.: WTL/AD/PSM/Home (P&AR)/COSA/001/11-12

Date: 08.02.2012

To
The Secretary,
Personnal and Administrative Reforms Department
Writers, Buildings
Kolkata - 700 001

Sub: Other for hardware required to run COSA sofware

Sir,

This has reference to the discussion the undersigned had with NIC regarding the above mentioned subject. As discussed, an ideal combination of hardware for smooth running of COSA software has been suggested by NIC. We are submitting our offer in line with their suggestion along with terms and conditions as given bellow :

| SL No. | ITEM DESCRIPTION | QUANTITY REQUIRED | UNIT PRICE | VAT/ S. TAX | TOTAL AMOUNT |
|--------|---|-------------------|------------|-------------|--------------|
| 1 | Desktop PC (Make : HP): Intel Second Generation Core is based Processor, 4GB DDR3 RAM, 500GB Hard Disk Drive, DVD RW, 18.5, TFT Monitor, Keyboard, Mouse, Windows 7 Professional, Warranty: Three Years | 2 Nos. | 45,000.00 | 4% | 93,600.00 |
| 2. | UPS (Make : APC): 700 VA line interactive 12 min. battery backup, Warranty: Tow Years. | 2 Nos. | 3,500.00 | 4% | 7,280.00 |
| 3. | Network Switch (Make : Dlink) : 6 Port 10/100 MbcS Unmanaged Switch, Warranty: One Year | 1 No. | 850.00 | 4% | 884.00 |
| 4. | Patch Cord (Make Dlink): CAT 8 Patch Cord SM | 2 Nos. | 360.00 | 13.5% | 817.00 |
| 5. | U&B Print Server (Any reputed make), Warranty: One Year | 1 No. | 4,600.00 | 4% | 4,784.00 |
| | Dot Matrix Printer : TVSE HD 745, Warranty : Three Years | 1 No. | 19,620.00 | 4% | 20,405.00 |
| 6. | OR Dot Matrix Printer : TVSE HD 945, Warrantly : Three Years | 1 No. | 24,400.00 | 4% | 25,376.00 |
| 7. | Antivirus : Quick Heal Internet Security with (3) Three years update | 2 Nos. | 1,950.00 | 4% | 4,056.00 |
| 8. | Software: MS Office 2010 STD | 2 No. | 9,800.00 | 4% | 20,384.00 |
| 9. | Pendrive (Kingston (HP) : 4GB | 2 Nos. | 350.00 | 4% | 728.00 |

Important Government Orders

Terms and conditions :

Taxes and duties: As mentioned above.

Delivery : with three weeks from the date of receiving final order.

Payment : Against Invoice

Validity: One Month from the date of this offer.

Need there be any further clarifications, please feel free to get in touch with us.

Thanking You

Yours fathfully,
for WEBEL TECHNOLOGY LIMITED

(P S Mitra)

Assistant Manager

Mob.: 98311 77826

Registered Office : Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake City, Kolkata-700 091

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

Writers, Buildings, Kolkata-700 001

No. 6037-F(Y)

Kolkata, the 13ST July, 2012.MEMORANDUM**Subject : Drawal of salary bills using COSA software package.**

This Department vide Memorandum No. 1829-F(Y) dated 01.03.2012 directed all the Drawing & Disbursing Officers [DDOs] that the Salary Bills including Grant-in-Aid Salary Bills of the employees should be prepared through COSA software package developed by NIC latest by 30.06.2012 and the Salary bills from July 2012 and onwards should be submitted to treasury in softcopy as well as in hardcopy print-out of the Bill. It was also instructed to all the Treasury Officers that salary bill would not be accepted by the Treasury without compliance of this order.

Now, it has come to the notice of the Government that the DDOs of some Departments have not been able to complete the process mainly due to their non-familiarity with the COSA software package.

Considering the difficulties faced by the DDOs in generating the Salary Bills from the COSA software package, the last date for implementation of COSA software package has been extended upto 31.10.2012. **The Treasuries / Pay and Offices are instructed not to accept the regular monthly salary bill from the DDOs on and from 01.11.2012 if the bill is not presented in specified softcopy format as well as in hardcopy print-out generated from COSA software package of SQL Version.**

It may be noted that the employees who are getting salary under State Government's approved pay band and whose entire salary liability are borne by the State Government under detail head "01-Salary,, or "31-01-Grant-in Aid Salary,, shall be covered under the project.

This Department vide Memorandum No. 4111-F(Y) dated 17.05.2012 allowed 'Head of Office' to purchase of one unit of computer hardware & peripherals required for this purpose in anticipation of allotment. The procurement of computer & peripherals may be made from the Webel Technology Limited in accordance with the procedures laid down in this Department orders issued vide Memo No. No. 1782-F dated 01.03.2006 or may directly be purchased at the DGS&D / NICSI rate contract from their enlisted Contractors in terms of rule 47B(7) of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 25.06.2012 or may purchase locally after observing the rule 47(8) Note-1 of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 25.06.2012.

The names of the vendors, their accepted rates for different type of jobs and the revised offer letter of M/s. Webel Technology Limited dated 15.02.2012 are enclosed as Annexure 1 to 4 for ready reference.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

ANNEXURE- 1

Components Required for Implementation of COSA & its Indicative Expenses

| Sl. No. | Item | Indicative unit Price including all Taxes |
|---------|---|---|
| 1 | Better Quality Branded Desktop PC (** as per configuration mentioned below) | Rs. 47,000/- |
| 2 | 136 column 24 Pin High Speed DMP, with minimum 480 cps in Draft Mode | Rs. 25,500/- |
| 3 | 0.7 KVA Line Interactive UPS with 10-15 minutes battery backup | Rs. 3650/- |
| 4 | MS Office 2010 Standard OLP Indic Edition for Government offices | Rs. 9,500/- |
| 5 | Backup Device (4 GB USB Pen drive) | Rs. 500/- |
| 6 | Better Branded Antivirus Software with 3 year updates | Rs.2,000/- |
| 7 | Electrical fittings, Computer Furniture etc. | Rs. 11,850/- |
| | Total Financial Sanction - not exceeding | Rs. 1,00,000/- |
| | Computer Stationery (Size 15x12 & 10x12 inches) | Recurring Expenses |

Minimum Configuration for Desktop PC

| | |
|-------------------|---|
| Processor | 32-bit Processor with > = 2.93 GHz speed, > = 800 MHz FSB & 4 Mb L2 Cache or higher |
| Bus Architecture | Integrated Graphics, 2 PCI, 1 PCI Express x 1 and 1 PCI Express x 16 |
| Memory | 4 GB DDR3 RAM WITH 8 GB Expandability |
| Hard Disk Drive | 500 GB 7200 rpm SATA HDD |
| DVD | R.W. DVD |
| Monitor | 18.5 inch LED Digital Color TCO Monitor - 05 Certified |
| Keyboard | 104 keys + Rupee font key |
| Mouse | OEM Optical Scroll Mouse |
| Bays | 4 Nos. (2 Nos. 5.25 inches for Optical Media Drives and 2 Nos. 3.5 inches for Hard Disk Drives) |
| Ports | 6 USB Ports (with at least 2 in front), audio ports for microphone and headphone in front, one Parallel port and one Serial port on PCI card |
| Cabinet Chassis | Mini tower |
| Networking | 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up |
| Preloaded OS | Windows 7 Professional 32-bit edition Preloaded with latest service-pack, with Media and Certificate of Authenticity-OEM |
| OS Certifications | Windows 7 OS certification |
| Power Management | Screen Blanking, Hard Disk and System Idle Mode in, Power On, set up password, power supply SMPS Surge protected |
| Antivirus | Antivirus Software (Latest Version) with minimum 1 year License |
| Warranty | 3 Years onsite warranty |
| Remarks | The driver software for the various controllers like SVGA / Graphic adapter, NIC etc should be supplied for windows 7. The utilities Software / Drivers of the motherboards including USB should also be supplied on the CD Media along with PC System. All the 32bit application software shall be supported by the Operating System. The System should work on 230V 50Hz single phase power supply. |

ANNEXURE- 2

| <u>Zone</u> | <u>Districts</u> | <u>Name & Address of the Agency</u> |
|--------------------|--|---|
| 1. | Jalpaiguri Coochbehar Darjeeling | Long Leap C/O Shri Kallol Kr. Sarkar Kamarpara, P.O & Dist. Jalpaiguri PIN - 735101, Phone : 9434500197. Email: longleap@gmail.com |
| 2. | Uttar Dinajpur Dakshin Dinajpur Maldah | Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com |
| 3. | Murshidabad Nadia Birbhum | Mangaldeep Infotech & Consultancy Services, Sonajhuri Building (1st. Floor, Room No. 15 & 17), P.O. BKT.P.P. Township, Dist. Birbhum, PIN : 731104. Phone : 9732090566, 03462-220683. email: arabinda.hazra@mics.name arabinda.hazra@gmail.com |
| 4. | Burdwan Purulia Bankura Paschim Medinipur | Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3rd & 4th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com |
| 5. | Howrah Hooghly Purba Medinipur | Syspro Technologies Raj Market, Rajdanga Main Road (E) KMDA Market Complex (E), Kolkata-700107. Mob.9800284320 /8902687420 email: sysprotechnologies@gmail.com |
| 6. | Kolkata North 24 Parganas South 24 Parganas | Milleneum Business Solutions India 22, Asutosh Chowdhury Avenue, (3rd & 4th Floor), Kolkata- 700019 Phone No. 4008-7970/ 7971. Mob. 9830618436 / 9339143782 email: amukherjee@mbsindiaweb.com |

ANNEXURE- 3

| Rate Payable to the Selected Vendors of COSA implementation | | | | | | | |
|---|--|----------|----------|----------|----------|----------|----------|
| Rates applicable for different Zones | | | | | | | |
| Sl. No. | Description | Zone - 1 | Zone - 2 | Zone - 3 | Zone - 4 | Zone - 5 | Zone - 6 |
| | | 0 | 0 | 0 | | 0 | 0 |
| 1 | Installation of Windows XP/ Vista/7 and related Service Packs at DDOs Location | 500 | 75 | 500 | 260 | 75 | 250 |
| 2 | Installation of SQL Database Server 2005/2008 Express Edition at DDOs Location | 800 | 95 | 350 | 260 | 95 | 250 |
| 3 | Installation of Printer Drivers and Antivirus Software at DDOs location | 200 | 50 | 400 | 140 | 50 | 125 |
| 4 | Installation of COSA Software at DDOs Location [per location] | 400 | 725 | 300 | 140 | 625 | 125 |
| 5 | Data entry per employee using COSA package | 5 | 50 | 10 | 60 | 50 | 50 |
| 6 | Data back-up at DDOs Office | 200 | 100 | 400 | 300 | 100 | 250 |
| 7 | Support on existing COSA software at DDOs Location per call, if problem arises | 800 | 100 | 400 | 800 | 75 | 750 |
| 8 | Installation of upgraded version of COSA, when released, at the DDOs Location | 400 | 75 | 400 | 600 | 75 | 500 |
| 9 | COSA operation including monthly pay-bills, reports generation per DDO a DDOs Location | 2,000 | 725 | 500 | 600 | 650 | 500 |
| 10 | Training for 5 days at DDOs Location | 5,000 | 400 | 5,000 | 4,000 | 400 | 4,000 |
| 11 | Installation of Windows XP Vista/7 and related Service Packs at Treasury Location | 500 | 50 | 400 | 260 | 50 | 250 |
| 12 | Installation of SQL Database Server 2005/2008 Express Edition at Treasury Location | 800 | 50 | 300 | 260 | 50 | 250 |

| Sl. No. | Description | Zone - 1 | Zone - 2 | Zone - 3 | Zone - 4 | Zone - 5 | Zone - 6 |
|---------|--|----------|----------|----------|----------|----------|----------|
| | | 0 | 0 | 0 | | 0 | 0 |
| 13 | Installation of Printer Drivers and Antivirus Software at Treasury Location | 200 | 50 | 350 | 140 | 50 | 125 |
| 14 | Installation of COSA Software at Treasury Location [per location] | 400 | 50 | 250 | 140 | 50 | 125 |
| 15 | Data entry per employee using COSA package at Treasury Location | 5 | 50 | 10 | 60 | 50 | 50 |
| 16 | Data back-up at Treasury Location | 200 | 100 | 350 | 250 | 100 | 200 |
| 17 | Support on existing COSA software at Treasury Location per call, if problem arises | 800 | 50 | 350 | 800 | 50 | 700 |
| 18 | Installation of upgraded version of COSA, as and when released, at Treasury Location | 400 | 50 | 350 | 500 | 50 | 450 |
| 19 | COSA operation including monthly pay-bills, reports generation per DDO at Treasury Locations | 2,000 | 511 | 350 | 500 | 449 | 450 |
| 20 | Training for 5 days at Treasury Location | 5,000 | 250 | 4,00 | 3,900 | 200 | 3,900 |

Notes: (i) Rates are excluding Service Tax

(i) Service Tax is applicable @ 12.36% w.e.f. 01.04.2012

ANNEXURE - IV
WEBEL TECHNOLOGY LIMITED
(A Govt. of West Bengal Undertaking)
AN ISO 9001 : 2008 Company
Plot-5, Block-BP, Sector-V, Salt Lake City, Kolkata-700 091

Tel : 2367-3403-06
Fax : 91-33-2367-9418
Visit us at www.wbl.com

No.: WTL/AD/PSM/Home (P&AR)/COSA/033/11-12

Date: 15.02.2012

To
The Secretary,
Personnel and Administrative Reforms Department
Writers, Buildings
Kolkata - 700 001

Sub: Revised Offer for Items required to run COSA Software

Sir,

In continuation to our previous letter WTL/AD/PSM/home(P&AR)/COSA/001/11-12 dated 08.02.2012, and WTL/AD/PSM/Mome(P&AR)/COSA/002/11-12 dated 14.02.2012, we would Like to inform you that we have selected the printer performed best for running COSA software and it is possible to delive the same within a stipulated time. We have given a demonstration of this printer with COSA software and found that the printer is printing high speed performance among all other printers previously demonstrated.

Hence, We are submitting our revised offer complying with specifications given by NIC as mentioned below:

| SI No. | ITEM DESCRIPTION | QUANTITY REQUIRED | UNIT PRICE | VAT/ S. TAX | TOTAL AMOUNT |
|--------|---|-------------------|------------|-------------|--------------|
| 1 | Desktop PC (Make: HP): Intel Second Generation Core is based Processor, 4GB DDR3 RAM, 500GB Hard Disk Drive, DVD RW, 18.5, TFT Monitor, Keyboard Mouse, Windows 7 Professional, Warranty: Three Years | 2 Nos. | 45,000.00 | 4% | 93,600.00 |
| 2. | UPS (Make APC): 700 VA line interactive 12 min. battery backup Warranty: Tow Years. | 2 Nos. | 3,500.00 | 4% | 7,280.00 |
| 3. | Dot Matrix Printer : WEP LQ DSI 5235, Warranty: Three Years | 1 No. | 23,500.00 | 4% | 24,440.00 |
| 4. | Antivirus: Quick Heal Internet Security with 3 (theee) Years updates. | 2 Nos. | 1,950.00 | 4% | 4,056.00 |
| 5. | Software : MS Office 2010 STD | 2 Nos. | 9,800.00 | 4% | 20,384.00 |
| 6. | Pendrive (Kingston/HP) : 4GB | 2 Nos. | 350.00 | 4% | 728.00 |

Terms and conditions :

1. Taxes and duties: As mentioned above.
2. Payment : Against Invoice.
3. Validity: One Month from the date of this letter.

Need there be any further clarifications, please feel free to get in touch with us.

Yours fathfully,
for WEBEL TECHNOLOGY LIMITED

(P S Mitra)
Assistant Manager
Mob.: 98311 77826

Registered Office : Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake City, Kolkata-700 091

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writers, Buildings, Kolkata-700 001

No. 4111-F(Y)

Kolkata, the 17th May, 2012

MEMORANDUM

**Subject: Mandatory generation of salary bills by using COSA software package
& procurement of Computer in anticipation of Allotment.**

In continuation of this Department's Memorandum No. 1829-F(Y) dated 01.03.2012 the Governor is pleased to allow payment of bill, in anticipation of allotment, for purchase one unit of Computer and peripherals as mentioned in Annexure-IV, subject to observance of the procedure mentioned at para 7 of the said memorandum.

Attention is also being drawn to the last para of the above mentioned Memorandum wherein it was stated that all the work relating to the preparation and presentation of regular salary bills through COSA software package should be completed by all the DDOs including the DDOs who draw the Grant-in-Aid Salary Bills on a priority basis, latest by **30.06.2012** and the Treasuries / Pay and Offices will not be able to accept any regular salary bill including Grant-in-Aid Salary Bill from the DDOs on and from **01.07.2012** if the bill is not COSA software generated bill in both the modes i.e. electronic mode as well as printed mode. Top most priority should be given for implementation of the above procedure.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

Writers, Buildings, Kolkata-700 001

No. 9368-F(Y)

Kolkata, the 20th November, 2012

MEMORANDUM

Mandatory Generation of Salary Bills through COSA Software Package

With a view to creation of the Employees' Database and also for timely preparation of error-free salary bills, this Department vide Memorandum No. 1829-F(Y) dated 01.03.2012 directed all the Head of Offices/ Drawing & Disbursing Officers [DDOs] that the Salary Bills including Grant-in-Aid Salary Bills of the employees should be prepared only through COSA software package developed by National Informatics Centre [NIC] latest by 30.06.2012 and the regular monthly salary bills from July 2012 and onwards should be submitted to the Treasuries/Pay & Accounts Offices only in COSA generated printed bills along with softcopies of such bills. As the major part of DDOs were not able to implement the COSA package due to various reasons, the time for implementation of COSA package was extended from 30.06.2012 to 30.10.2012 vide this Department Memo. No.6037-F(Y) dated 13th July, 2012. It was also decided that the COSA package for generation of the salary bills of the Government employees shall be completed in the first phase by 30.10.2012, then in the second phase the employees of the Grant-in-Aid Institutions (Municipalities / Panchayats/Educational Institutions etc.) shall be covered.

For implementation of the COSA Package following actions are required to be taken by the Head of Office/DDO:

- (a) Procurement of one Computer Hardware and Printer,
- (b) Installation of COSA software, necessary data entry for all the employees and generation of salary bills from COSA.

For the smooth and timely implementation of the COSA package by the Head of Offices/DDOs, this Department has already circulated the following guidelines:

- A. For Procurement of Computer Hardware Printer: (i) This Department vide Memorandum No. 4111-F(Y) dated 17.05.2012 allowed the Head of Office/DDO to purchase one unit of computer hardware & peripherals required for this purpose within a financial limit of one lakh rupees in **anticipation of allotment**.
- (ii) The Head of Offices/DDOs can procure computer & peripherals from any one of the following sources:
 - (a) Directly purchase from M/s. Webel Technology Limited as per provision laid down in this Department's Memo No.1782-F dated 01.03.2006, for which the offer letter of M/s. Webel Technology Limited dated 15.02.2012 was also enclosed with the Order No. 1829-F(Y) dated 01.03.2012.
 - (b) Directly purchase at the DGS&D / NICS I rate contract from their enlisted Contractors in terms of rule 47B (7) of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 25.06.2012.
 - (c) Purchase locally after observing the rule 47(8) Note-1 of the West Bengal Financial Rules as notified vide this Department Notification No.5400-F(Y) dated 25.06.2012.

- B. For installation of COSA software, necessary data entry for all the employees and generation of salary bills from COSA Software package: Finance Department has selected Zone-wise Vendor with specific rate contract for each job which was circulated to all the Head of Offices/DDOs vide Memorandum No. 1829-F(Y) dated 01.03.2012.

In spite of the above initiatives taken by this Department, the results of implementation of the COSA package by some Head of Offices/DDOs are not satisfactory.

The main reasons for delay in implementation of COSA package by some Head of Offices/DDOs are:

- (i) Non-receipt of computer & printer from M/s. Webel Technology Limited,
- (ii) Non-availability of technical support from the selected vendors,
- (iii) Lack of initiative on the part of the Head of Offices/DDOs due to their non-familiarity with the COSA software package and also referring the matter unnecessarily in spite of the authority already given to the Head of Offices for procurement of the Computers and peripherals including printer from various sources as mentioned at para A (ii) of this Order.

To monitor and expedite the implementation of COSA package by the remaining Head of Offices/DDOs, the Treasury Officers/Pay & Accounts Officers are instructed to allow accepting the salary bills, though it is not generated through COSA, only in the following two cases upto 28.02.2013:

- (a) The defaulting DDOs shall produce the copies of the Purchase Orders placed to the M/s. Webel Technology Limited, which are pending for supply and installation.
- (b) In cases where the computer & Printer have been installed, the copies of work-order placed to the selected vendors for installation of COSA package, data entry for all the employees and generation of salary bills from COSA, which are pending for compliance by the selected vendor.

Subject to verification of each case the Treasury Officer/Pay & Accounts Officers shall accept the Non-COSA Generated Salary Bills maximum upto the period 28.02.2013. The copies of such pending Purchase Orders and Work-Orders shall be sent by the Treasury Officer/Pay & Accounts to the Directorate of Treasuries & Accounts along with the monthly accounts of December 2012 for taking up of the matter with the WEBEL or selected vendors, as the case may be. For smooth supply of the computer hardware & peripherals by M/s. Webel Technology Limited, the Head of Offices/DDOs shall make payment of the bills for purchase of computer hardware & peripherals, at the earliest, after satisfactory installation of the same.

The Treasury Officers / Pay and Accounts Officers shall not accept any regular monthly salary bill from the DDOs on and from 01.03.2013 if the bill is not presented in the COSA generated printed bill along with the softcopy of such bill generated from the COSA package of SQL Version.

On and from 1st April 2013 all Grant-in-Aid Salary Bills/Cheques shall be released by the Treasuries/ Pay & Accounts Offices after receiving the employee's data in the softcopy as per specified format along with the printed copy of the Bill.

Sd/-H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No.10618-F(Y).

Kolkata, the 31st December, 2012.

NOTIFICATION

The Government of West Bengal has already introduced e-Payment of Salary for the Government employees vide Finance Department's Notification No.8301-F dated 26.08.2009 and made it mandatory for all State Government Offices. It will also be mandatory for all Companies, Corporation, Autonomous/Statutory/ Local Bodies of the State Government.

Subsequently, e-Payment was also introduced for refund of Commercial Taxes and payment under various Industrial Promotion Schemes to different Parties/Recipients vide this Department's Order No.1049-FT dated 08.07.2011. It is a transparent, secured and safe system of financial transaction without the risk of cash handling, without deployment of any additional manpower and without any additional cost. It ensures payment to the bank account of the actual payee/recipient in a transparent way without any delay.

Considering the benefits and advantages of the system, the Government has decided to extend the e-Payment [electronic mode of payment] System in respect of all types of Government Payments.

At present following modes of e-Payment are available at the Bank:

- (i) Core Banking Solutions [CBS]: In Core Banking Solutions all the CBS branches are interconnected with each other. It enables the Bank Account-holder to avail the services from any CBS branch regardless of where he is maintaining his account. It also enables one Branch to credit the accounts maintained at different Branches under CBS. If the Treasury linked Bank of the Drawing & Disbursing officer and the Bank of the Payee/Recipient are same then CBS mode of e-Payment is ideal, irrespective of the Branch of the Bank.
- (ii) Electronic Clearing Service/Regional Electronic Clearing Service [ECS/RECS]: Electronic Clearing Service [Credit Clearing] provides an alternative method of effecting bulk payments transactions which would obviate the need for issuing and handling paper instruments and thereby facilitate improved customer service by Bank / Government Departments effecting payments. At present this service is available at Reserve Bank of India [RBI]. The Drawing & Disbursing Officers attached with the Reserve Bank of India through Kolkata Pay & Accounts Office-I & II can avail the facility.
- (iii) Real Time Gross Settlement [RTGS]: - This is a system where the processing of funds transfer instructions takes place at the time they are received (real time). Also the settlement of funds transfer instructions occurs individually on an instruction by instruction basis (gross settlement). This system is conducted by Reserve Bank of India and it requires every bank and branch to have specific IFSC code through which transfer of fund takes place. Under this system funds are transferred from one bank/branch to another bank/branch. The minimum and maximum amount for RTGS a transaction is ` 2 lakhs and ` 5 lakhs respectively.
- (iv) National Electronic Fund Transfer [NEFT]: This system of fund transfer operates on a Deferred Net Settlement basis. Fund transfer transactions are settled in batches as opposed to the continuous, individual settlement in RTGS. Presently, NEFT operates in hourly batches from 9 am to 7 pm on week days and 9 am to 1 pm on Saturdays. Like RTGS, this system is also conducted by Reserve Bank of India and it requires every bank and branch to have specific IFSC code through which

transfer of fund takes place. Under this system funds are transferred from one bank/branch to another bank/branch. There is no minimum amount for NEFT transaction and maximum amount is ` 5 lakhs. If the Treasury linked Bank of the Drawing & Disbursing officer and the Bank of the Payee/ Recipient are different then RTGS/NEFT mode of e-Payment is ideal.

The Drawing & Disbursing Officers [DDO] shall adopt any mode of e-Payment, as convenient and suitable to him.

After careful consideration of the matter, the Governor is pleased to prescribe the following guidelines for implementation of e-Payment in the State Government Offices:

1. The 'Head of Office' shall be the authority for sanction of e-Payment.
2. All types of personal claims of the employees like GPF Advance, Loans & Advances, T.A. Bill, Medical Reimbursement Bill, Retirement Benefits, Arrear Pay & Allowances, and Other Reimbursement Bills may be disbursed through the Bank Accounts of the employees.
3. All types of payments to the Beneficiaries, Grants to Non-Government Institutions, Autonomous Bodies, Statutory Corporations/Companies, payment / repayment of loans, subsidies, scholarships, honorarium, pension, incentives etc. may be made through the Bank Account of the payee.
4. All types of third party payments like payment to the Contractors, Suppliers and other vendors, payment to any Payee/Recipient to whom the State Government is liable to make any payment may be made through their respective Bank Account.
5. The State Government or the Payee / Recipient shall not pay any Service Charge / Collection Charge / Commission / Fee for such e-Payment.
6. The Head of Office/Drawing & Disbursing Officer shall strictly follow the procedure of e-Payment and carefully verify the e-payment instructions to be sent to the Bank in respect of name of the actual Payee/Recipient, the Bank Account Number, MICR Code, IFSC of the actual Payee/Recipient.
7. The Head of Office/Drawing & Disbursing Officer shall obtain an Application in the prescribed format from the Payee / Recipient for e-Payment option. The format of the Application Form is annexed with this Order.
8. The Head of Office/Drawing & Disbursing Officer shall select a Nodal Bank-Branch from where e-Payment instructions shall be executed. The Head of Office/Drawing & Disbursing Officer shall apply to such Nodal Bank to avail such facility of e-Payment through RECS or CBS or RTGS/NEFT.
9. There shall be no change in the existing system of submission of Bills by the concerned DDO to the Treasury/Pay & Accounts Office. For the Bills against which e-Payment are desired, the Drawing & Disbursing Officer shall give endorsement in the body of such Bills with his signature for issue of cheque in favour of Nodal Bank-Branch.
10. The Treasury/Pay & Accounts Office shall issue cheque against the bill or a consolidated cheque against all such bills of a Drawing & Disbursing Officer taken together for which e-Payment is desired in favour of the concerned Bank-Branch and hand it over to the DDO.
11. The Head of Office/DDO shall hand over the cheque along with an 'Advice' in hardcopy and soft copy to the Nodal Bank for crediting the amount at the bank account of the Payee / Recipient. The 'Advice' shall contain the name of the Payee/Recipient, Bank Account Number, MICR, IFSC Code,

amount payable to each recipient in the format prescribed by the Bank. In one 'Advice' the 'Recipient' may be one or multiple, but the total amount of such Advice/Advices should agree with the total amount of the cheque/cheques in favour of the Bank.

12. The Head of Office/DDO shall maintain a Register for issuing 'Advice' for e-payment to the Bank. The Advice shall be serially numbered for a particular financial year i.e. they shall have a running serial number starting from April to March in a financial year prefixing with "e-Payment". The Advice Number shall be noted conspicuously at the top of Office Copy of each bill for which e-Payment may have been advised for payment through bank
13. The Bank shall send a Certificate of Disbursement in respect of each e-Payment Advice to the Head of Office/DDO within the next working day after the date of disbursement, and such certificate shall be treated as the evidence of payment against the Bill. Head of Office/DDO shall retain the Certificate of Disbursement with the office copy of the bill for audit verification and such certificate shall be treated as legal quittance against the claim of the Payee/Recipient. If the amount is not credited to the Payee/Recipient account on the stipulated day by the Bank for any reason, the Bank shall forthwith send a 'Report of Non-credited Amount' to the Head of Office / DDO mentioning the reason of non-crediting the amount to the Bank Account of the Payee/Recipient. The Head of Office/DDO shall take appropriate action for crediting the un-disbursed amount to the actual recipient or refund the amount to the State Government head of account from where it was drawn, as the case may be.
14. The amount so credited by the concerned Bank to the Bank Account of the Payee/Recipient/Claimant shall be treated as proper disbursement of payment by the Head of Office/DDO to the Payee/Recipient/Claimant. The 'Disbursement Certificate' and the 'Report of Non-credited Amount' issued by the Bank shall be preserved by the Head of Office/DDO for 15 years or until the Audit is over, whichever is later. The 'Register of e-Payment' shall be reviewed by the Head of Office/DDO within the 10th of every month.
15. This system shall be applicable for the Officers who are authorized to issue LOC cheques/Deposit Accounts Cheques as well. The Cheque issuing Authority shall issue cheque in favour of the Nodal Bank-Branch and all other procedures as mentioned above shall apply mutatis mutandis.
16. The system may be adopted by the Companies, Corporation, Autonomous / Statutory/Local Bodies of the State Government for payment transaction from their respective Bank Account.

The Order shall take immediate effect.

Sd/- H. K. Dwivedi.

Secretary to the
Government of West Bengal.

FINANCIAL MANAGEMENT OF
FOREST DEPARTMENT



GOVERNMENT OF WEST BENGAL**Finance Department****Audit Branch****Writers, Buildings**

No. 5020—F (Y)

Dated, Kolkata, the 15th June, 2012.**NOTIFICATION**

In exercise of power conferred by clause (2) of Article 283, read with clause (1) of Article 372, of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Treasury Rules, 2005, issued vide Notification No. 4840-F, dated 10th June, 2005 (hereinafter referred to as the said Rules), namely:-

AMENDMENTS

In the said Rules, ‘

Appendix-5 Part-II shall be substituted as follows:-

**Part-II - Forest Department
Introductory**

1. The Rules in this part shall apply primarily to the Offices under Forest Department. Government of West Bengal, in relation to their transactions with the Treasuries as well as Banks. From the Financial Year 2012-13 the Offices of the Forest Divisions shall be brought under the ambit of Treasuries for establishment expenditure.
2. These Rules are applicable to the Forest Divisions (including Circles acting as Divisions). The Concerned Officers of the Forest Divisions shall act as the 'Drawing and Disbursing Officers' for their respective Divisional Offices including their subordinate offices. The routine and normal expenditure i.e. the Salary, Wages, Travel Expenses, Medical Reimbursement, Office Expenses, Other Charges, Loans and Advances, G.P.F., G.I.S.S., Pensionary Benefits, etc. of the regular establishment of Divisional Offices (including their subordinate offices) shall be drawn by presenting bills at the Treasury. The other maintenance and development expenditure including the plantation, wildlife protection etc., related to forest-works from Plan and Non-Plan fund shall be drawn on the basis of 'Letter of Credit' [LOC]. The Forest Department shall notify items of expenditure to be covered under Treasury system and LOC system with reference to budget head of account. The concerned Officers of the Forest Divisions shall make payments for the maintenance and development expenditure related to forest-works by drawing cheques from the respective Treasury-linked Bank within the ceiling of the expenditure intimated in the 'Letter of Credit' (LOC). The LOC shall normally be valid upto 31st March of each financial year or as mentioned in the LOC, whichever is earlier. Cheques drawn against the LOC shall be valid upto 31st March of the financial year or such extended date as may be fixed by the Finance Department in consultation with the Pr. A.G.(A&E)WB. The forest Department in consultation with the Finance Department has authorised the Principal Chief Conservator of Forests (General) and the Principal Chief Conservator of Forests (Wild Life) for issuing of the 'Letter of Credit'. The Principal Chief Conservator of Forests, so authorised, shall issue the 'Letter of Credit' in T.R. Form No. 8, subject to the approval of the finance (Budget) Department. For each financial year, as per recommendation from the Forest Department, the Accountant General (A&E) West Bengal

shall issue authorisation in favour of the concerned Officers of the Forest Divisions at the beginning of each financial year for drawal of cheque from the Treasury-linked Bank. Each Drawing and Disbursing Officer and Operator of LOC-Cheques shall be attached with one Treasury and related Treasury-linked Bank. The 68 Divisions under Forest Department, who were authorised to draw cheque from the Treasury-linked Bank prior to this amendment, shall act as the Drawing & Disbursing Officers and operators of 'Letter of Credit'. The names of the 68 Forest Divisions, the concerned Treasuries and the Treasury-linked Bank-Branches are mentioned in Annexure-1.

3. This rule shall equally be applicable to any other office which would be authorised by the Forest Department in consultation with the Finance Department and the Accountant General (A&E) WB to incur expenditure against Demand for Grants of the Forest Department.
4. The Treasury Officers/Banks are prohibited from making any payment for the disbursement by any Officer acting as disbursers of the Divisional Forest Offices except in accordance with the rules in this part.

Remittances to Treasury

5. Moneys received by officers of the Forest Department (except Note 1 and Note 2) shall be paid as soon as possible into the nearest Treasury-linked bank for credit under the head of account "8782-00-103-Forest Remittance-001-Remittance into Treasuries-Hd-I-20-Rcceipt".

Note 1 :- Recoveries on account of rent of public buildings borne in the books of the Forest Department including rents of electric installation, water supply, other special services as also occupier's shares of tax etc. when such recoveries are made by deductions from pay bills of Government employees and transfer-credited to the appropriate receipt head of the Government.

Note 2 :- Earnest money deposits tendered by contractors or purchasers of forest produce should be paid by them direct into the Treasury, where they will be credited to the head "8443-Civil Deposit-Security Deposits, etc." and not to "Forest Remittances". Refunds of these deposits will be regulated by T.R. 6.13.

6. The Bank shall receive Forest Revenue '
 - (i) When paid in by a Forest Officer; or
 - (ii) When the Challan (T.R. Form 7) is countersigned by a Forest Officer under T.R. 3.06; or
 - (iii) When Treasury Officer is specially authorised to receive it. In such cases, a copy of the challan shall be forwarded by the Treasury Officer directly to the Divisional Forest Officer, in order that the revenue may be brought to account in the books of the latter.
7. A disburser under Forest Division shall make remittance in T.R. Form No. 7 in which he will enter all the particulars of remittance. The T.R. Form No. 7 shall accompany the cash/cheques, etc. and the Challan shall be receipted by the Bank linked to the concerned Treasury, without the intervention of the Treasury Officer.
8. Moneys received as Forest Revenue or Receipt shall not be appropriated to meet the departmental expenditure, the entire amount shall be deposited under appropriate receipt head of the Consolidated Fund of the State Government.

Drawing from Treasury/Bank

9. From the financial Year 2012-13 and onwards the funds of the Forest Department shall be placed in favour of the authorised disburser of the Forest Division (including Circles acting as Divisions) as follows:
 - (i) Directly to the Treasury by allotment of fund for drawing bills on Salary, Wages, Travel Expenses, Medical Re-imburement, Office Expenses, Other Charges, Loans and Advances, G.P.F., G.I.S.S., Pensionary Benefits, etc. of the regular establishment of the Forest Division and

- (ii) Directly to the Bank by issuing 'Letter of Credit' for drawing of cheques on the bank within the ceiling of expenditure indicated in the 'Letter of Credit' issued by the Principal Chief Conservator of Forests (General) and the Principal Chief Conservator of Forests (Wild Life) for all other charges relating to maintenance and development expenditure including plantation, wildlife protection etc., from Plan and Non-Plan fund in respect of forest-works.

These two classes of payments will be recorded separately in the Treasuries in separate registers. For payment through 'Letter of Credit' the Treasury shall issue a Division-wise monthly statement of cheque encashment known as Certificate of Treasury Issues (CTI) to the Divisional Officer for reconciliation and onward transmission to the Accountant General (A&E) West Bengal.

10. Salary bills and bills for drawal of charges on account of office expenses and other charges (i.e. contingent bills), withdrawals from G.P.F., final payment of G.P.F. / G.I.S.S.. Pensionary benefits, etc., for regular establishment shall be passed by the Treasury Officer only after the officer presenting the bills has certified that the payment of such expenditure has not been made from the fund received through 'Letter of Credit'. In the matter of passing these bills, the Treasury will exercise such checks as are exercised in respect of similar claims by other Drawing & Disbursing Officers.
11. Charges on account of forest-works shall be drawn by the authorised disbursing officer of the Forest Division out of the fund made available through 'Letter of Credit' issued by the Principal Chief Conservator of Forests (General) and/or the Principal Chief Conservator of Forests (Wild Life). The 'Letter of Credit' to be issued by the Principal Chief Conservator of Forests (General) and/or the Principal Chief Conservator of Forests (Wild Life) in T.R. Form No. 8. mentioning the complete classification upto the Detailed/Sub-detailed Head of account and amount allotted under each classification shall be addressed to the Branch managers of the banks with which the authorised disbursing officer of the Forest Division have been placed in account for the purpose. Copies of the 'Letter of Credit' shall be endorsed by the 'Letter of Credit' issuing authority to the concerned Treasury Officer who shall fill up the relevant columns of the 'Letter of Credit' register as prescribed in T.R. 4.052(3) from the copies of the 'Letter of Credit' received by him from the authorities. It is the duty of the authorised disbursing officer of the Forest Division/ Operator of 'Letter of Credit' to ensure that the expenditures incurred for the forest-works are within the available credit balance in the respective 'Letter of Credit' account.
12. The D.D.O./authorised disbursing officer shall maintain the required cash book as prescribed in Account Code Volume-III, allotment register, bill register, bill transit register etc., as applicable to other DDO's of the Civil departments for drawal of fund from a treasury and other registers and accounts as prescribed in Account Code Volume-III, for fund drawn under 'Letter of Credit' [LOC].
13. Financial sanction against the expenditure on the scheme/project shall be made by the competent authority as per Delegation of Financial Power Rules (as amended from time to time).

LOC Cheques

14. (i) The disbursing officers of the Forest Division who are so authorised by the Accountant General (A&E) West Bengal in accordance with the departmental regulations, may draw cheques on specified Bank (one bank branch for each disbursing officer) within the ceiling of expenditure as intimated in the 'Letter of Credit' issued by the concerned Principal Chief Conservator of Forests (General) and/or the Principal Chief Conservator of Forests (Wild Life). Fund so obtained by the authorised disbursing officer for expenditure on forest-works should be covered by bill with supporting sub-vouchers and/or sanction from the competent authority, where necessary, to examine the validity of charges before drawal. The relevant bill or authority is not required to be presented to the treasury linked Bank along with LOC cheque. The bank will pay the amount upto the limit mentioned in the 'Letter of Credit'. The Letter of Credit

Important Government Orders

issued usually lapses at the close of the financial year in which it is issued or any other date as specified by the Finance Department at the end of each financial year. Cheques drawn before the end of the financial year shall not be paid by the Bank after the date as prescribed by the Finance Department. The Divisional Officer shall be responsible for timely submission of monthly accounts in respect of fund drawn under 'Letter of Credit' to the Accountant General (A&E) West Bengal adhering to the procedures/provisions prescribed in Account Code Value-III.

- (ii) The LOC paid-cheques of the Forest Division shall be booked by the Treasury under the head of account "8782-00-103-Forest Remittance-002-Forest Cheques-Hd-II-10-Payments".
 - (iii) The 'Letter of Credit' cheque book issued by one treasury shall be used for withdrawal of fund from the 'Letter of Credit' account maintained at that Treasury-linked Bank Branch and the 'Letter of Credit' issuing authority shall issue 'Letter of Credit' to that Bank Branch only.
15. (i). A Divisional Officer authorised to draw cheques on the Bank may issue a cheque in favour of the officer of the Subordinate Office to encash the same against his own account. Separate accounts for Subordinate Office shall not be opened at a Bank. The cheques issued by the Divisional Officer shall be paid by the bank within the ceiling of expenditure as indicated in the 'Letter of Credit, and the cheque will be dealt with in the same way as if drawn by himself.
- (ii). For the Salary at the outlying subordinate offices, as per endorsement of the authorised disbursing officer of the Forest Division, the amount indicated in the bill shall be paid by cheque in favour of the designated Bank for the purpose of remittance/payment of the salary to the bank accounts of the employees through Core-Banking or RECS/NEFT/RTGS as per e- Payment of Salary Scheme. For other party-payment at outlying station the remittance may be made through Core-Banking or RECS/NEFT/RTGS or purchase of Bank Draft on Government account, as the case may be, and for other expenditure at the outlying subordinate office by way of purchase of Bank Draft on Government account in favour of the authorised officer of the subordinate office, which is located within the jurisdiction of the Divisional Office.

Deposit Works

16. The amount deposited or payment received by the officers under Forest Directorate from the authorities other than the State Government for works to be done on behalf of them, shall be deposited to the Treasury under the head of account "8782-00-103-Forest Remittances- 001-Remittance into Treasuries Hd-I.-20-Receipt" by the officers of the Forest Directorate. The accompanying challan shall state clearly the name of the authority from which the amount is received, the nature of work and the Forest Office/ Division to which the Deposit is related.
17. On verification of the challan and subject to approval of the Budget Branch of this Department, the LOC issuing authority shall issue the LOC to the authorised disbursing officer of the Forest Directorate under the head "8443- Forest Deposit".
18. In the books of accounts of the Forest Office/Division such receipt shall be booked under the head "8443- 00-109-001-Forest Deposit-07-Receipt", and the expenses shall be booked under the head "8443- 00-109-001 - Forest Deposit-23-Withdrawal", on the basis of the LOC authorisation received.

Monthly Settlement

Guidelines for Monthly Treasury Accounts and Accounts of Forest Division

19. For money received in the Treasury linked Bank from the Division /subordinate Offices the Treasury Officer shall furnish to each of the Divisional Officer concerned a Certificate of 'Consolidated Treasury

Receipt' (CTR) in T.R. Form No. 64 duly filed in with information on all the remittances accounted for in the treasury for the Division during the month for verification by the Divisional Officer and submission of the same to the Accountant General.

20. For LOC Cheques issued by the Forest Divisions and encashed in the Treasury linked bank the Treasury Officer shall furnish to each of the Divisional Officers of the Forest Department concerned a 'Certificate of Treasury Issues' (CTI) in T.R. Form No. 63 duly filled in with information on LOC cheques encashed by the treasury linked bank during the month for verification by the Divisional Officer.
21. In case of the computerized treasuries, each Divisional Forest Officer attached with the treasury shall be provided with an 'Operator-Code' by the treasury. The concerned Divisional Forest Officer must mention the 'Operator-Code' in each Cheque and Challan issued/deposited by them. The Treasury Officer must capture the 'Operator-Code' in the Computer while recording Forest Paid-Cheque or Challan. Copy of the computer-generated report of the payment for cheques encashed for each Forest division for every month shall be furnished by the Treasury Officer to the concerned Divisional Forest Officer. Similarly, the copy of the computer-generated report of receipt for each Forest division for every month shall be furnished by the Treasury Officer to the concerned Divisional Forest Officer. The said copies of the reports as furnished by the treasury shall be treated by the Divisional Forest Officer as the Certificate of Treasury Issues (CTI) and Consolidated Treasury Receipt (CTR), as the case may be, for the purpose of the divisional accounts and submission to the Accountant General (A&E), West Bengal. The copies of such schedules for division-wise receipts and payment shall also be submitted by the Treasury Officers to the Accountant General (A&E) West Bengal along with the monthly Treasury Accounts.

Supplemental

22. The provisions of this part (including Annexure-I) may be varied or supplemented to such extent as may be deemed necessary by Government after consultation with the Accountant General (Accounts and Entitlement) West Bengal. However, in case of any contradictions with any other Rule/Codal Provision of the State Government in relation to Forest Department, the provisions of this amendment shall be treated as final and binding.

By order of the Governor

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

Enclosure to the Notification No.5020-F(Y) Dated 15.06.2012.**Annexure-I****List of DDOs & Operators of LOC Cheque of the Divisions/Circles and other offices under Forest Directorate - attached Treasuries and linked Bank Branches**

| Sl. No. | Designation of DDOs & Operators of LOC and name of Forest Offices | Name of Treasury | Attached Bank |
|----------------|--|-------------------------|-------------------------|
| 1 | Divisional Forest Officer, Working Plan (South-II) Division | Bankura | SBI, Bankura Branch |
| 2 | Divisional Forest Officer, Bankura (North) Division | Bankura | SBI, Bankura Branch |
| 3 | Divisional Forest Officer, Bankura (South) Division | Bankura | SBI, Bankura Branch |
| 4 | Divisional Forest Officer, Panchet Division | Bishnupur | SBI, Bishnupur Branch |
| 5 | Divisional Forest Officer, Birbhum Division | Birbhum-I | SBI, Birbhum Branch |
| 6 | Divisional Forest Officer, Burdwan Division | Burdwan-II | SBI, Burdwan Branch |
| 7 | Divisional Forest Officer, Durgapur Division | Durgapur | SBI, Durgapur Branch |
| 8 | Divisional Forest Officer, Forest Utilisation Division | CAL PAO-I | RBI, Kolkata |
| 9 | Conservator of Forests, South-East Circle | CAL PAO-I | RBI, Kolkata |
| 10 | Conservator of Forests, South-West Circle | CAL PAO-I | RBI, Kolkata |
| 11 | Deputy Conservator of Forests, Urban Recreation Forestry Division | CAL PAO-I | RBI, Kolkata |
| 12 | Conservator of Forests, Research Circle | CAL PAO-I | RBI, Kolkata |
| 13 | Divisional Forest Officer, Monitoring (South) Division | CAL PAO-I | RBI, Kolkata |
| 14 | Conservator of Forests, Working Plan & GIS Circle | PAO-III | SBI, Bikash Bhaban |
| 15 | Assistant Chief Conservator of Forests, General Direction Division | PAO-III | SBI, Bikash Bhaban |
| 16 | Divisional Forest Officer, Publicity Division | PAO-III | SBI, Bikash Bhaban |
| 17 | Divisional Forest Officer, Wildlife Headquarters | PAO-III | SBI, Bikash Bhaban |
| 18 | Conservator of Forests, Development Circle | PAO-III | SBI, Bikash Bhaban |
| 19 | Joint Director, Sunderban Biosphere Reserve | PAO-III | SBI, Bikash Bhaban |
| 20 | Divisional Forest Officer, Cooch Behar Division | Coochbehar-I | SBI, Coochbehar Branch |
| 21 | Divisional Forest Officer, Wildlife-III Division | Coochbehar I | SBI, Cooch Behar Branch |
| 22 | Divisional Forest Officer, Working Plan (North) Division | Darjeeling | SBI, Darjeeling Branch |
| 23 | Conservator of Forests, Hill Circle | Darjeeling | SBI, Darjeeling Branch |

| Sl. No. | Designation of DDOs & Operators of LOC and name of Forest Offices | Name of Treasury | Attached Bank |
|---------|--|------------------|-------------------------|
| 24 | Divisional Forest Officer, Darjeeling Forest Division | Darjeeling | SBI, Darjeeling Branch |
| 25 | Divisional Forest Officer, Wildlife - I Division | Darjeeling | SBI, Darjeeling Branch |
| 26 | Divisional Forest Officer, Silviculture (Hills) Division | Darjeeling | SBI, Darjeeling Branch |
| 27 | Divisional Forest Officer, Kurseong Division | Kurseong | SBI, Kurseong Branch |
| 28 | Divisional Forest Officer, Kurseong Soil Conservation Division | Kurseong | SBI, Kurseong Branch |
| 29 | Director, West Bengal Forest School | Kurseong | SBI, Kurseong Branch |
| 30 | Divisional Forest Officer, Kalimpong Soil Conservation Division | Kalimpong | SBI, Kalimpong Branch |
| 31 | Divisional Forest Officer, Baikunthapur Division | Siliguri-I | SBI, Siliguri Branch |
| 32 | Divisional Forest Officer, Non Timber Forest Produce Division | Siliguri-I | SBI, Siliguri Branch |
| 33 | Divisional Forest Officer, Parks & Gardens (North) Division | Siliguri-I | SBI, Siliguri Branch |
| 34 | Conservator of Forests, North-West Direction Division | Siliguri-I | SBI, Siliguri Branch |
| 35 | Divisional Forest Officer, Siliguri Social Forestry Division | Siliguri-I | SBI, Siliguri Branch |
| 36 | Divisional Forest Officer, Silviculture (North) Division | Siliguri-I | SBI, Siliguri Branch |
| 37 | Conservator of Forests, Soil Conservation (North) Circle | Siliguri-I | SBI, Siliguri Branch |
| 38 | Divisional Forest Officer, Monitoring (North) Division | Siliguri-I | SBI, Siliguri Branch |
| 39 | Divisional Forest Officer, Howrah Social Forestry Division | Howrah-II | SBI, Howrah Main Branch |
| 40 | Conservator of Forests, Northern Circle | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 41 | Divisional Forest Officer, Jalpaiguri Division | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 42 | Divisional Forest Officer, Jalpaiguri Social Forestry Division | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 43 | Conservator of Forests, Wildlife (North) Circle | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 44 | Divisional Forest Officer, Wildlife-II Division | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 45 | Divisional Forest Officer, Soil Conservation (North), Jalpaiguri. | Jalpaiguri-II | SBI, Jalpaiguri Branch |
| 46 | Special Chief Conservator of Forest & Field Director, Buxa Tiger Reserve | Alipurduar | SBI, Alipurduar Branch |
| 47 | Deputy Field Director, Buxa Tiger Reserve (West) Division | Alipurduar | SBI, Alipurduar Branch |
| 48 | Deputy Field Director, Buxa Tiger Reserve (East) Division | Alipurduar | SBI, Alipurduar Branch |

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| Sl. No. | Designation of DDOs & Operators of LOC and name of Forest Offices | Name of Treasury | Attached Bank |
|----------------|--|-------------------------|--------------------------|
| 49 | Divisional Forest Officer, Malda Division | Malda-II | SBI, Malda Branch |
| 50 | Divisional Forest Officer, Working Plan (South-I) Division | Midnapur | SBI, Midnapur Branch |
| 51 | Divisional Forest Officer, Medinipore Division | Midnapore | SBI, Midnapore Branch |
| 52 | Divisional Forest Officer, Rupnarayan Division | Midnapore | SBI, Midnapore Branch |
| 53 | Divisional Forest Officer, Silviculture (South) Division | Midnapore | SBI, Midnapore Branch] |
| 54 | Divisional Forest Officer, Jhargram Forest Division | Jhargram | SBI, Jhargram Branch |
| 55 | Divisional Forest Officer, Kharagpur Division | Kharagpur | SBI, Kharagpur Branch |
| 56 | Director, Forest Training Centre, Jhargram | Kharagpur | SBI, Kharagpur Branch |
| 57 | Divisional Forest Officer, Purba Medinipore Division | Tamluk | SBI, Tamluk Branch |
| 58 | Divisional Forest Officer, Nadia-Murshidabad Division | Krishnanagar II | SBI, Krishnanagar Branch |
| 59 | Divisional Forest Officer, 24-Parganas (North) Division | Barasat-I | SBI, Barasat Branch |
| 60 | Divisional Forest Officer, Purulia Division | Purulia | SBI, Purulia |
| 61 | Divisional Forest Officer, Kangsabati (North) Division, Purulia | Purulia | SBI, Purulia Branch |
| 62 | Divisional Forest Officer, Kangsabati (South) Division, Purulia | Purulia | SBI, Purulia Branch |
| 63 | Divisional Forest Officer, Extension Forestry Division, Purulia | Purulia | SBI, Purulia Branch |
| 64 | Conservator of Forests, Central Circle | Alipore-II | SBI, Alipore Court |
| 65 | Conservator of Forests, Western Circle | Alipore-II | SBI, Alipore Court |
| 66 | Divisional Forest Officer, 24-Parganas (South) Division | Alipore-II | SBI, Alipore Branch |
| 67 | Deputy Field Director, Sunderban Tiger Reserve | Canning | SBI, Canning Branch |
| 68 | Divisional Forest Officer, Raiganj Division | Raiganj-II | SBI, Raiganj Branch |

Sd/-
Special Secretary
Finance Department

PENSION



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1069-F(Y)

Kolkata, the 3rd February, 2012

NOTIFICATION

Sub.: Implementation of the New Pension Scheme for members of the All-India Services joining on or after 01/01/2004 and borne on West Bengal Cadre.

The Department of Personnel and Training (DoPT), Government of India Vide letter No. 25014/14/2001-AIS(II) DoPT, GOI, dated: 08.09.2009 has issued the detailed guidelines for the implementation of **New Pension Scheme for members of the All India Services including those joining in the State Cadre on or after 01.01.2004.**

The pension of the members of the All India Services appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension Scheme (known as the New Pension Scheme) notified by the Ministry of Finance (Department of Economic Affairs) Government of India vide their O.M. No. 5/7/2003- ECB 2 PR dated 22.12.2003. On introduction of the New Pension Scheme, the All India Service (Death Cum retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955 were amended on 7.02.2004 & 17th May 2004 respectively. Under the amended Rules, benefits of the old Defined Benefit Pension Scheme and of GPF are not available to the members of the service appointed on or after 1.1.2004.

As per guidelines of the New Pension Scheme (NPS) all State Governments would be required to designate a State Nodal Officer (SNO) at the State capital for all NPS related activities. District Treasury Officer (DTO)/ Treasury Officer (TO) would be entrusted the responsibility of deducting the amount of employee,s subscription from the salary of the AIS subscriber and would forward the same consolidatedly to the State Nodal Officer. The salary bills and the bills for Government contribution will be passed by TOs after exercising the checks prescribed under financial rules and Treasury Manual for subsequent transfer to the Trustee Bank by the SNO.

It is now required to bring the members of the All India Services (AIS) i.e. the Indian Administrative Service, the Indian Police Service and the Indian Forest Service, borne on West Bengal cadre and who have joined the All India Service on or after 01.01.2004 under the ambit of the New Pension Scheme. For this purpose it is necessary to detail the procedure of operationalising the NPS for the All India Service Officers borne on the State of West Bengal, and define the roles and responsibilities of various stakeholders in the New Pension Scheme.

Considering the above stated guidelines of Govt. of India, the Governor is pleased to prescribe the following procedures for the implementation of the 'New Pension Scheme, [NPS] of the Government of India applicable for the All India Service [AIS] Officers borne on West Bengal Cadre on or after 01.01.2004.

1. Applicability of the New Pension Scheme as announced by the Government of India for new entrants to the All India Services borne on West Bengal cadre:

- a) New Pension Scheme [NPS] shall be mandatory for all new recruits of the All India Services [AIS], who have joined on or after 01.01.2004 and have been borne on West Bengal cadre.
- b) The New Pension Scheme will work on a defined contribution basis and will have two tiers - Tier I and II. Contribution to Tier I will be mandatory for all members of All India Services joining the All India Service on or after 1/1/2004, whereas Tier II will be optional and at the discretion of members of All India Service.

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- c) On amendment of the All India Service (Death cum Retirement Benefit) Rules, 1958 and the All India Service (Provident Fund) Rules, 1955, the benefits of the Defined Benefit Pension and General Provident Fund shall not be available to the new recruits. The AIS Officer who is covered under NPS but so far contributed to General Provident Fund/or any other fund or account, his entire contribution to the General Provident Fund Accounts/ or any other fund or account shall be refunded to him by the concerned DDO in consultation with the DTA and Office of the Pr, A.G.(A&E) WB and that amount may be deposited by the concerned AIS Officer for payment of backlog contribution to the NPS.
- d) The deductions towards Group Insurance will, however, continue to be made from the salary of new members of the AIS joining the service on or after 01/01/2004.
- e) In Tier-I the members of All India Service will make a monthly contribution of 10% of the Basic Pay (which means Band Pay and Grade Pay) and Dearness Allowance (Dearness Pay if applicable), which will be deducted from his/her salary every month by the concerned Drawing & Disbursing Officer towards pension. The monthly contribution shall be rounded off to the next rupee. This would be matched by the State Government through monthly contribution in the same quantum.
- f) The Tier-I contributions and investment returns thereon shall be deposited in a non-withdrawable Pension Tier-I Account.
- g) In addition to the above Pension account, each officer may also have a Voluntary Tier-II withdrawable account at his/her option. Government shall make no contribution into this account. However, the officer shall be free to withdraw part or the entire money from Tier-II account any time. This withdrawable account shall not constitute pension investment and would attract no special tax treatment. No amount shall be deducted from the salary on account of contribution to Tier-II; the Officer concerned shall make own arrangement for contribution to Tier-II.
- h) The officers under the New Pension Scheme shall normally exit at the age of superannuation [60 years] from the Tier-I account. At exit, the officer shall be mandatorily required to invest 40% of pension wealth to purchase an annuity from an IRDA regulated Life Insurance Company. The annuity shall provide for pension for the life time of the officer and his/her dependent parents & his/her spouse. The officer shall receive a lump sum of the remaining pension wealth which he/she would be free to utilize. In the case of officers who leave the scheme before attaining the age of superannuation, the mandatory annuitisation shall be 80% of the pension wealth.
- i) The State Service Officers appointed to the IAS/IPS/IFS by way of promotion/selection, who are already covered under the old pension scheme will continue to be governed by the old pension scheme.
- j) The effective date for operationalisation of the New Pension Scheme (NPS) shall be from the 1st day of January 2004.
- k) The rules and regulations for the management of NPS, implemented for the All India Service Officers of West Bengal cadre, will entirely be governed as per the directions of the Government of India from time to time.
- l) The Government of West Bengal has entered into agreements with the National Securities Depository Limited (NSDL) for operationalisation of NPS for the All India Service officers. The pension funds of members of the All India Service would be managed by pension fund managers nominated by the Pension Fund Regulatory Development Authority (PFRDA) and the records would be maintained by a Central Record Keeping Agency, the National Security Depository Limited (NSDL). The Government of West Bengal has entered into an agreement with the NPS Trust (PFRDA).

2. Procedure for drawing of Salary Bill of AIS Officers covered under NPS:

- a) The concerned Drawing & Disbursing Officers [DDO], where the IAS or IPS or IFS Officers covered under NPS is posted, shall draw their salary bill as usual. **The salary of the officers covered under NPS only shall be drawn in separate bill.** The Net Salary amount of the concerned AIS Officers covered under NPS shall be paid to their respective Bank Accounts as per the e-Payment of Salary Scheme of the State Government.
- b) The Government Contribution under NPS shall also be drawn by the concerned DDO, so mentioned at para 2(a) above. The Government contribution shall be drawn in the Transfer-Credit Bill Form [T.R. Form No.43] as per procedure laid down in 13(c) of this order. The Government contribution can be drawn in anticipation of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.
- c) The salary bills of Indian Forest Service Officers covered under NPS shall be drawn from the Treasury/Pay & Accounts Office. For this purpose new DDO(s) linked with concerned Treasuries/Pay & Accounts Offices shall be created by the concerned Administrative Department i.e. Forest Department after observing the necessary formalities and procedures as prescribed at para 4.018 and para 4.019 of the West Bengal Treasury Rules, 2005. The Forest Department shall take up the matter with the appropriate authorities including o/o the Pr. Accountant General (A&E) WB for declaration of new DDOs to draw the salary bill of the IFS Officers.
- d) The relevant provisions of the West Bengal Treasury Rules, 2005, which are not in consistent with the provisions as mentioned at para 2(c) above shall be amended in due course.

3. State Nodal officer (SNO) for NPS:

The Director of Treasuries & Accounts, West Bengal [DTA] has been designated as the State Nodal Officer [SNO] responsible for the overall implementation of the NPS for the All India Service Officers, vide this Department's Memorandum No.1120-F (Pen) dated 15.12.2009.

4. Setting up of the NPS Implementation Cell or NPS Cell by the SNO (DTA):

A Cell (NPS Cell), headed by a Joint Director of Treasuries & Accounts, shall be formed under the Directorate of Treasuries & Accounts for the implementation of the New Pension Scheme under the overall control and supervision of the State Nodal Officer i.e. Director of Treasuries & Accounts. This NPS Cell shall implement the NPS for the AIS Officers too along with its present functions.

5. Registration with NSDL:

- a. Director of Treasuries & Accounts (DTA), as State Nodal Officer (SNO), shall apply for registration with NSDL which is the Central Record keeping Agency (CRA) for NPS by submitting duly filled Registration Form prescribed by the CRA as Annexure N1.
- b. The concerned Treasury Officers/Pay & Accounts Officers (TO/PAO) shall apply through DTA, the State Nodal Officer, for registration with NSDL, by submitting duly filled Registration Form prescribed by the CRA as Annexure N2.
- c. The concerned Drawing and Disbursing Officers (DDO) shall apply for registration with NSDL through the linked TO/PAO and the DTA, after due verification of their Forms by the concerned controlling authority of the Office. The DDO shall apply in Registration Form prescribed by the CRA as Annexure N3.

Important Government Orders

- d. The AIS officers covered under NPS shall apply for registration with NSDL through the DDO, TO/PAO and DTA, after due verification of their Forms by the concerned Cadre Controlling Departments. The AIS officers shall apply in Registration Form '**Application for Allotment of Permanent Retirement Account Number, [PRAN]**' prescribed by the CRA as Annexure S1.
- e. NSDL will allot unique NPS Registration Numbers to the DDOs, TOs/PAOs, DTA and Permanent Retirement Account Number (PRAN) to the All India Service officers (subscribers for NPS). The unique NPS Registration Numbers and PRANs shall be recorded by the DDOs. These unique NPS Registration Numbers and PRANs should be mentioned in every NPS schedule submitted to the Treasury or the NPS Cell.

6. Contributions to be made to the NPS:

- a. The monthly contribution of the officer and the matching State Government contribution to Tier-I account would be as indicated at Para I(e).
- b. The contributions through salary deductions shall become due from the salary of the month, following the month in which the Government servant has joined the service. No recovery shall be made for the month of joining.
- c. The mode of remitting contributions to the Trustee Bank (Bank of India) and uploading information to the CRA (NSDL) shall be a centralized one, wherein the DTA-NPS Cell shall be the nodal office. They shall upload details to the CRA and deposit the contributions of the officers and the Government to the Trustee Bank (Bank of India).

7. Payment of Current Contribution:

- a. The current contributions to the NPS for All India Service officers shall commence from the salary month February 2012, payable in March 2012, on completion of the registration of the eligible officers with the CRA [NSDL]. In case the registration is delayed beyond February 2012, the regular contributions shall commence from the month, in which registration with the CRA is completed.
- b. The details of the current contribution by the officers in Tier-I and the matching contribution by the Government in Tier-I will be provided in the NPS Schedule-I & NPS Schedule-II and attached to the salary bill and Government Contribution Bill respectively by the DDO.

8. Payment of Officer Backlog Contribution:

- a. Since NPS is applicable for all AIS officers, who have joined on or after 01.01.2004, and current contributions are being commenced from the Salary month February 2012 or later on, there is a backlog of contributions from the month as per para 6 (b) above till the month prior to the commencement of the current contributions. This backlog is both for the officer's contribution and the Government contribution.
- b. The officer can remit his/her backlog contribution either in one lump sum or partly by a lump sum amount and the balance by monthly equal installments or the entire amount by Equated Monthly Installments. The following three options are provided to the officer:
 - i. Paying the entire backlog contribution in one lump sum outside the salary.
 - ii. Paying partly by a lump sum amount outside the salary and the balance amount by monthly equal installments from Salary.
 - iii. Equated Monthly Installments from salary, not exceeding the number of months for which the backlog is due.

- c. In case the officer has opted for option (i) & (ii), out of the three options indicated at para 8 (b), the lump sum backlog employee's contribution details shall be reflected in the Schedule-IV. The Schedule, duly certified by the DDO, and a Demand Draft drawn in favour of the Trustee Bank for the backlog contribution shall be forwarded by DDO to the SNO (DTA). The SNO (DTA) shall verify the demand draft and shall then send the backlog contribution statement of officer to the CRA by generating Subscriber's Contribution File (SCF) and validating it through the File Validation Utility (FVU). The SNO (DTA) shall then upload the details in the NPS Contribution Accounting Network (NPSCAN) of CRA, obtain the Contribution Submission Form (CSF) and forward it along with the Officer's Demand Draft to the Trustee Bank.
- d. In case the officer has opted for option (ii) or (iii) indicated at para 8 (b), the details of the installment amount of backlog contribution shall be reflected properly in the Schedule-I in every month along with the salary bill. The deduction for installments of backlog contributions shall also be made from the salary bill.
- e. Based on the details in the Recovery Schedule, the SNO (DTA) shall upload the details to the NPSCAN. On acceptance, a transaction ID will be generated along with a Contribution Submission Form (CSF), which will contain the details of Subscriber's Contribution File (SCF). The SNO (DTA) will print the CSF and along with the cheque and submit it to the Trustee Bank.

9. Payment of Government Backlog Contribution:

- a. The Government backlog contribution for all officers shall be paid in one lump sum, along with yearly compounded interest of 8%. The interest shall be paid on each backlog monthly contribution for the period from the due month till the month prior to the actual payment month.
- b. The details of the Government backlog contribution along with interest shall be made in the Calculation Sheet for each officer. The DDO shall verify the Calculation Sheet and make corrections, if required. All such Calculation Sheet for the eligible officers under the DDO shall be consolidated in the Schedule-III. The Schedule-III after due certification shall be submitted by the DDO to the DTA, the State Nodal Officer.
- c. On receipt of the print copy of Schedules in respect of crediting the employees' subscriptions and Government's contributions in State Government's accounts, it shall be responsibility of the NPS Cell of the DTA to verify and update the same in the NSDL account, and pay the entire backlog amount to the Trustee Bank.

10. Payment of NPS deductions of those All India Service Officers working on deputation to various Boards, Corporations, State PSUs, Societies, Commissions etc:

- a. The salary of the All India Service officers covered under NPS Scheme and working on deputation in various boards, corporations, State PSUs, societies, commissions etc., shall also be drawn by the DDO of the Secretariat Establishment of the Administrative Department of the organisation through the concerned Treasury/Pay & Accounts Office in the same manner as mentioned at para 2(a) above.
- b. The monthly contribution of such All India Service officers working on deputation in various organizations, towards pension shall be the same as indicated at Para 1(e). The organization would have to mandatorily contribute its matching share in the same proportion. To enable NPS deductions of Officers from their salary bill and subsequent payment to Trustee Bank, the following procedure has been prescribed for such organization.
 - i) The concerned AO/CAO of the organization shall be responsible for reimbursement of their salary and the Government's matching contribution to the Government. They shall deposit the entire

salary amount and the Government matching contribution in the appropriate head of account as '**deduct recoveries**, in the Treasury-linked bank branch of the concerned DDO so mentioned at para 10(a) through Treasury Challan in T.R. Form No.7 in each month. The transaction should be completed within the same financial year.

- iii) The concerned AO/CAO of the organization shall also submit the copy of receipted Challan to the respective DDO as mentioned at para 10(a).

11. Head of Account for the NPS related Transactions:

- i. For Government's Contribution: "2071-Pension Scheme - 01 - Civil - 117 - Contribution for Defined Contribution Pension Scheme - NP - 001 - Government Contribution for AIS NPS -04-Pensionary Charges,, under Demand No.18 -Departmental Code 'FA'.
- ii. For Depositing the Government,s Contribution under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Government Contribution for AIS NPS under Tier I - 07-Deposit,,.
- iii. For Depositing the Members, Subscription under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002 - Members, Subscription for AIS NPS under Tier I - 07-Deposit,,.
- iv. For Withdrawal of Government,s Contribution under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Government Contribution for AIS NPS under Tier I - 23 - Withdrawal,,.
- v. For Withdrawal of Members, Subscription under Tier-I: "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002 - Members, Subscription for AIS NPS under Tier I - 23 - Withdrawal,,.

12. Responsibility of the Officer/Subscriber:

- a. After obtaining the Registration Form in duplicate from the DDO, fill the required details and hand it over to the concerned DDO, for registering with the CRA [NSDL] for obtaining PRAN number. The personal details (Section A) and nomination details (Section C) of the Form have to be mandatorily filled by the subscriber before handing over the form to the DDO.
- b. Inform the DDO in writing about the mode of payment of backlog contribution and the number and the amount of installment, if any, for paying the backlog contribution from the due month as per para 8 (b) above.
- c. Ensure that they carry their Last Pay Certificate where the PRAN and the month up to which his contributions have been recovered/drawn has been indicated, whenever the officer is transferred from one office to another of the State Government or goes on deputation to Central/State Government/any other body or Institution etc. On reverting back to the parent cadre after Central Deputation, LPC with NPS details needs to be resubmitted.
- d. Ensure that NPS deductions are being made every month from his/her salary. Check the pension account on website of the CRA periodically, and inform the concerned Treasury Officer through the DDO in case of any missing contribution.

13. Role and Duties of DDOs:

- a. DDOs have to play a primary role in the NPS. They shall effect deductions as prescribed, i.e. 10% of Basic pay(Band Pay and Grade Pay) and DA towards monthly contribution to Tier-I of the scheme and backlog contribution as per the payment mode opted for by the officer and submit the schedule and the

bills to the Treasury/Pay & Accounts Office for further action. The member's contribution in Tier-I shall be deposited under the head "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-002-Members' Subscription for AIS NPS under Tier I - 07-Deposit" by deduction and transfer credit from the salary bill.

- b. The DDO shall draw the salary bills of AIS Officers covered under NPS and shall pay to the Bank Accounts of AIS Officers covered under NPS as per the e-Payment of Salary Scheme of the State Government.
- c. The Government Contribution under NPS shall also be drawn by the DDO. The Government contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01-Civil-117- Contribution for Defined Contribution Pension Scheme-NP-001-Government Contribution for AIS NPS-04-Pensionary Charges,, under Demand No. 18-Departmental Code 'FA' and crediting to the head of "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I - 07-Deposit,,. The bill for Government contribution can be drawn in anticipation of allotment. The DDO shall submit the Salary Bill and the Bill for Government's matching Contribution under NPS at a time.
- d. The DDO shall submit the list of member-wise detail of member's subscription and Government's contribution including the backlog contributions of the members and backlog subscriptions of the Government with interest of all the AIS officers covered under NPS after being duly verified by the TO/ PAO to the NPS Cell of DTA for the month at the first working day of the next month in Schedule-V positively.
- e. Register with NSDL (CRA) by submitting details in the Registration Form prescribed by the NSDL through the concerned Treasury Officer/Pay & Accounts Officer and also take action in respect of AIS officers as per instructions at para12(a).
- f. Distribute PRAN kits received from CRA to the respective officers.
- g. Provide information on officers' pension contribution option to DTA. The DDO shall deduct officers' backlog contribution as per their preferred option, along with the regular monthly contribution.
- h. Generate (i) NPS schedule-I for employee's current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription, (iv) NPS schedule-IV for employee's lump sum backlog contribution and (v) NPS schedule-V for Consolidated monthly current contribution and backlog contribution of the employees and Government.
- i. Signed and certified print copies of these schedules shall be sent to the NPS cell of DTA in time.
- j. Indicate in the Last Pay Certificate of the member of the service, the PRAN in respect of that individual and the month up to which his contributions have been recovered/ drawn, whenever any member of the service is transferred from State Government to Central Government or goes on Central deputation etc.
- k. The Government backlog contribution of all the officers covered under NPS shall be done centrally by the DDO after taking due approvals from the Government as a onetime activity.
- l. The DDO shall monitor timely payment of the contributions, and resolve issues related to missing contributions. The reimbursement of salary amount including the Government's Contribution in respect of the member posted on deputation, should also be monitored closely.
- m. The DDO shall also maintain records as per Annexure-I and Annexure-II.

14. Role and Duties of Treasury Officers /Pay &Accounts Officers:

- a. Treasury Officer/Pay & Accounts Officer shall work as the interface between the State Nodal Officer (DTA) and the DDOs.
- b. The Treasury Officer/Pay & Accounts Officer shall process the Salary Bill and the Matching Government's Contribution Bill at a time for the AIS Officers covered under NPS and capture the necessary particulars from the Schedules in respect of each AIS Officer covered under NPS in the Treasury Computer Package.
- c. While capturing salary bill details into the Treasury Computer Package, ensure that the member's subscription in Tier-I is credited to the head of account "8342 - Other Deposits-00-117-Defined Contribution Pension Scheme-002- Members, Subscription for AIS NPS under Tier I - 07-Deposit,, by deduction and transfer credit from the salary bill.
- d. Bill for Government's contribution shall be drawn in the Transfer Credit Bill Form [T.R. Form No.43] by debiting the head of account "2071-Pension Scheme-01- Civil-117- Contribution for Defined Contribution Pension Scheme-NP-001- Government Contribution for AIS NPS-04-Pensionary Charges,, under Demand No.18-Departmental Code 'FA, and crediting to the head of "8342 - Other Deposits- 00-117-Defined Contribution Pension Scheme-001-Govt. Contribution for AIS NPS under Tier I-07-Deposit,,. The Government contribution can be drawn in anticipation of allotment.
- e) Treasury Officer shall send the (i) NPS schedule-I for employee,s current contribution and backlog contribution, (ii) NPS schedule-II for current Government Subscription, (iii) NPS schedule-III for backlog Government Subscription duly verified by him to the NPS Cell of DTA for the month at the first working day of the next month positively.
- f) The SNO/TO/PAO/DDO, as the case may be, shall maintain (i) Alphabetical Index Register in Annexure-III wherein they would have to indicate the PRAN numbers allotted to each of the subscriber; (ii) the particulars of deposits in State Government's Accounts under NPS and the remittances thereof to the Trustee bank in the Proforma prescribed vide Annexure-IV & V; and (iii) the individual-wise account indicating the amounts of contributions paid to the Trustee Bank and the details of remittance (vide Annexure-I & II).

15. Role of DTA and NPS Cell:

- a. Registration with NSDL by submitting the prescribed Registration Form.
- b. Forwarding the Registration Applications of the TO/PAO, DDO and the AIS Officers covered under NPS to NSDL after due recording the basic information in master file in respect of the above three Stakeholders in NPS Cell.
- c. Verify the deposit amount of member,s contribution and Government,s subscription of all AIS Officers covered under NPS in the Government Account from the Statements and schedules submitted by the DDOs and the treasury figures of the concerned treasuries from the computer database, **on line**, immediately after deposit.
- d. Withdraw the Government's contribution and the members, subscription for Tier-I of all AIS Officers covered under NPS from the Government Account by submitting bills in PAO-I office, Kolkata in Simple Receipt Form [T.R. Form No.31] under the head of account "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 001 - Govt. Contribution for AIS NPS under Tier I - 23 - Withdrawal,, and "8342 - Other Deposits - 00 - 117 - Defined Contribution Pension Scheme - 002- Members' Subscription for AIS NPS under Tier I - 23 - Withdrawal" respectively and obtain cheques in favour of the Trustee Bank [Bank of India].

- e. Upload the data-information in respect of NPS transactions in NSDL and deposit the cheque to the Trustee Bank [Bank of India] within time, **preferably within 5th working day of the next month.**
- f. Monitor performance of the Treasury officers/Pay & Accounts Officer and all DDOs with regard to discharging their responsibilities in respect of NPS and in compliance with the operational procedure and make liaison with all the Stakeholders.

16. NPS Cell shall maintain copies of the following records:

- i) Details of all registered with the CRA for the NPS.
- ii) Statement of subscriber's contribution and Government subscription transactions.
- iii) NPS Challan form and NPS Transaction Status Report.
- iv) Trustee Bank payment records.
- v) Monthly statements of transfers of fund from head of account "8342,, and the balances thereof.
- vi) Maintenance of necessary Registers and Books of Accounts as required under NPS.
- vii) Maintenance of records as per Annexure-I to Annexure-V.

This order shall take effect from the date of its issue.

This Order is issued with the concurrence of the O/o. Principal Accountant General (A&E) West Bengal vide U.O. Case No. A.M.-1/21 dated 21.12.2011.

Sd/- H.K. Dwivedi

Secretary to the
Government of West Bengal

CENTRAL RECORDKEEPING AGENCY

DIRECTORATE OF TREASURY AND ACCOUNTS REGISTRATION FORM

(To avoid mistake(s). please read the accompanying instruction carefully before filling up the form)

This form is to be used for the purpose of registration of Directorate of Treasury and Accounts (DTA) and equivalent entities in State Government and Union Territories.

DTA Registration Number :
(To be allotted by CRA)

We are pleased to inform you that our Directorate of Treasury and Accounts has decided to join the New Pension System. The details required for registration in the CRA system are provided below :

1. DTA AIN (Optional) : (Refer to instruction No. 6)
2. Name of Office* :
3. Office Address* :
 Flat/Unit No. Block no.*

 Name of Premise/Building/Village
 Area/Locality/Taluka
 District/Town/City*
 State/Union Territory*
 Country*
 Pin Code*
 Phone No.*
 (STD code) (Phone No.)
 Alternate Phone No:
 Fax No:
4. Official Email ID* (Refer to instruction No. 7)
5. Authorised contact person,s designation* :
6. No. of DTOs attached* :
7. Name of the State Govt./Union Territory*:

Directorate of Treasury and Accounts Office
stamp & signature of authorised signatory

Annexure N1

8. Bank Details*: [Designated Bank Account for NPS] [Refer instruction no. 4]
 Bank Account Type* Savings A/c Current A/c

Bank A/c Number*

Bank Name*

Bank Branch*

Bank Branch Address*

Pin Code*

Bank Branch MICR Code*

Bank Branch IFSC (Indian Financial Systems Code)

I/We hereby agree and declare that the information provided in the application, is complete and true.

I/We understand that there would be PFRDA approved **Terms and Conditions** on the CRA website **governing Nodal Office,s use of I-Pin (to view and transact online) to access CRA/NPSCAN**. I/We agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

| | |
|---|--|
| Directorate of Treasury and Accounts Stamp | Signature of Authorised Signatory |
| | Name : _____ Place : _____ |
| | Designation : _____ Date : _____ |

| | |
|--|--------------------------------|
| (To be filled at CRA) CRA Stamp | Received on _____ |
| | Name of the Officer : _____ |
| | Signature of the officer _____ |

Instructions for filling the form:

1. The form is to be submitted to the address 'Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
2. Form to be filled legibly in BLOCK LETTERS and BLACK INK only.
3. The form should be filled up completely. Details marked with (*) are mandatory field.
4. **Bank details are mandatory if the DTA will remit the NPS contributions to the Trustee bank (Bank of India) on behalf of District Treasury offices (DTOs)**
5. Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
6. AIN is Account Office Identification Number allotted by Income Tax Department.
7. Email ID should be official Email ID of the Directorate of Treasury and Accounts office & not of any individual person.
8. The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
9. For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai-400 013.

CENTRAL RECORDKEEPING AGENCY

DISTRICT TREASURY OFFICE REGISTRATION FORM

(To avoid mistake(s), please read the accompanying instruction carefully before filling up the form)
 This form is to be used for the purpose of registration of District Treasury Office (DTO) and equivalent entities in State Government and Union Territories.

DTO Registration Number :
 (To be allotted by CRA)

We are pleased to inform you that our District Treasury Office has decided to join the New Pension System. The details required for registration in the CRA system are provided below :

1. DTA AIN (Optional) : (Refer to instruction No. 5)
2. Name of Office* :
3. Office Address* :
 Flat/Unit No. Block no.*

 Name of Premise/Building/Village
 Area/Locality/Taluka
 District/Town/City*
 State/Union Territory*
 Country*
 Pin Code*
 Phone No.*
 (STD code) (Phone No.)
 Alternate Phone Number:
 Fax Number:
4. Official Email ID* (Refer instruction No. 6)
5. Authorised contact person,s designation* :
6. Existing DTO code* : (Refer instruction no. 7)
7. DTA Registration Number* : (Refer instruction no. 8)
8. Name of the State Govt./Union Territory* :

DTO stamp &
 Signature of Authorised signatory

Annexure N2

9. Bank Details*: [Designated Bank Account for NPS] [Refer instruction no. 4]
 Bank Account Type* Savings A/c Current A/c

Bank A/c Number*

Bank Name*

Bank Branch*

Bank Branch Address*

Pin Code*

Bank Branch MICR Code*

Bank Branch IFSC (Indian Financial Systems Code)

I/We hereby agree and declare that the information provided in the application, is complete and true.

I/We understand that there would be PFRDA approved **Terms and Conditions** on the CRA website **governing Nodal Office,s use of I-Pin (to view and transact online) & T-pin to access CRA/NPSCAN**. I/We agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

| | |
|--|--|
| DTO Stamp | Signature of Authorised Signatory of DTO |
| | Name : _____ Place : _____ Designation : _____ Date : _____ |
| DTA Stamp | Signature of Authorised Signatory of DTA |
| | Name : _____ Place : _____ Designation : _____ Date : _____ |
| DTA Reg. No. (Allotted by CRA) (Refer instruction no. 8) | |
| CRA Stamp | Received on _____ Name of the officer : _____ Signature of the officer _____ |

Instructions for filling the form:

- The form is to be submitted to the address'Central Recordkeeping Agency. National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and BLACK INK only.
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word. **Details marked with (*) are mandatory fields.**
- Bank details are mandatory if the DTO will remit the NPS contributions to the Trustee bank (Bank of India)**
- AIN is the Account Identification Number allotted by Income Tax Department.
- Email ID should be the official Email ID of the DTO & not of any individual person.
- Kindly mention the DTO code allotted by the respective State Government /Union Territory. If DTO code is less than six digits prefix zeros to make a six digit number. For e.g.
- Kindly mention DTA Reg. No. allotted by CRA to the Directorate of Treasury and Accounts.
- Form has to be duly authorised by DTA registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency. National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai-400 013.

CENTRAL RECORDKEEPING AGENCY

DDO REGISTRATION FORM

(To avoid mistake(s), please read the accompanying instructions carefully before filling up the form)
 This form is to be used for the purpose of registration of Drawing and Disbursing Office (DDO) and equivalent entities in State Government and Union Territories.

DDO Registration Number :
 (To be allotted by CRA)

We are pleased to inform you that our Drawing and Disbursing Office has decided to join the New Pension System. The details required for registration in the CRA system are provided below :

1. DDO TAN (Optional) :
 (Refer to instruction No. 11)
2. Name of DDO Office* :
3. DDO Address* :
 Flat/Unit No., Block no.*
 Name of Premise/Building/Village
 Area/Locality/Taluka
 District/Town/City*
 State/Union Territory*
 Country*
 Pin Code*
 Phone No.*
 (STD code) (Phone No.)
 Alternate Phone No:
4. Official Email ID* (Refer to instruction no. 5)
5. Authorised contact persons designation* :
6. Name of the Department :
7. (a) Name of the Minsitry* : (Refer to instruction no. 6)

DDO stamp and signature of Authorised signatory

Annexure N3

Page 2

- (b) Existing DDO Code*: (Refer instruction no. 7)
8. DTO Registration Number *: (Refer instruction no. 8)
(To be filled by DTO)
9. Name of the State Govt./Union Territory *:
- I/We hereby agree and declare that the information provided in the application, is complete and true.

| | | |
|--------------------------------|--|---------|
| DDO Stamp | Signature of Authorised Signatory of DDO | Date : |
| | | Place : |
| Name of Authorised Signatory : | | |

| | | |
|--|-----------------------------------|--------------------------------|
| To be attested by DTO | | Date : |
| DTO Stamp | Signature of Authorised Signatory | Place : |
| | | Name of Authorised Signatory : |
| DTO Reg. No. (Allotted by CRA) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | |
| (Refer instruction no. 9) | | |

| | |
|-----------------------|--------------------------------|
| (To be filled at CRA) | Received on _____ |
| | Name of the officer : _____ |
| | Signature of the officer _____ |
| CRA Stamp | |

Instructions for filling the form:

- The form is to be submitted to the address 'Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.
- Form to be filled legibly in BLOCK LETTERS and BLACK INK only.
- The form should be filled up completely. **Details marked with (*) are mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Email ID should be the official Email ID of the Drawing and Disbursing Officer & not of any individual person.
- Kindly provide Name of the Ministry under which DDO office is functioning.
- Kindly mention the DDO code allotted by the respective State Government /Union Territory.
- Kindly mention DTO Reg. No. allotted by CRA to the District of Treasury Office.
- Form has to be duly authorised by DTO registered at CRA. Till it has been registered, it shall retain the forms.**
- The application form in the prescribed format can be freely downloaded from the CRA website (<http://www.npscra.nsdl.co.in>).
- TAN is the Tax Deduction and Collection Account Number allotted by Income Tax Department, New TAN is a ten character alphanumeric number with the following structure:
First four digits (Alphabets), Next Five digits (Numeric) and last digit (Alphabets).
It is advisable that DDO verifies from the Income Tax website whether TAN has been allotted as per new format.
- For more information contact CRA at 022-24994200 or write to CRA at Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai-400 013.

| | |
|--|--|
| Annexure S1 | Page 1 |
| Application for Allotment of Permanent Retirement Account Number (PRAN) | |
| (To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form) | |
| Acknowledgement No. (To be filled by FC) | To affix recent Coloured photograph (3.5 cm. x 2.5 cm) |
| Permanent Retirement Account Number (To be filled by FC after PRAN generation) | |
| Sir/Madam, I hereby request that a permanent retirement account number be allotted to me I give below necessary particulars | |
| Section A - Subscribers Personal Details (*Indicates Mandatory Field) | |
| <p>1. Full Name (Full expanded name: initial are not permitted) Please Tick as applicable Shri <input type="checkbox"/> Smt. <input type="checkbox"/> Kumari <input type="checkbox"/></p> <p>First Name* <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> | |
| <p>2. Gender * Please Tick as applicable Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>3. Date of Birth * <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 4. PAN <input type="text"/></p> <p style="text-align: center;">D D M M Y Y Y Y (Date of Birth to be Certified by DDO)</p> | |
| <p>5. Father,s Full Name</p> <p>First Name* <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text"/></p> | |
| <p>6. Present Address</p> <p>Flat/Unit No. Block no.* <input type="text"/></p> <p>Name of Premise/Building/Village <input type="text"/></p> <p>Area/Locality/Taluka <input type="text"/></p> <p>District/Town/City* <input type="text"/></p> <p>State / Union Territory * <input type="text"/></p> <p>Country * <input type="text"/></p> <p>Pin Code * <input type="text"/></p> | |
| <p>7. Permanent Address : If same as above Please Tick <input type="checkbox"/> else.</p> <p>Flat/Unit No. Block no.* <input type="text"/></p> <p>Name of Premise/Building/Village <input type="text"/></p> <p>Area / Locality/Taluka <input type="text"/></p> <p>District/Town/City* <input type="text"/></p> <p>State / Union Territory * <input type="text"/></p> <p>Country * <input type="text"/></p> <p>Pin Code * <input type="text"/></p> | |
| <p>8. Phone No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;">STD Code Phone No.</p> | |
| <p>9. Mobile No. <input type="text"/></p> | |

Annexure S1

Page 4

INSTRUCTIONS FOR FILLING PRAN FORM:

- The form is to be used by State Government / Union Territories / State Autonomous Bodies employees
- Form to be filled legibly in BLOCK LETTERS and BLACK INK only.
- Details Marked with (*) are the mandatory fields.**
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- Individual, Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form)
- Signature / Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.**

| Sr. No. | Item No. | Item Details | Guidelines for Filling the Form |
|--|------------------|--|--|
| Section A - Subscribers Personal Details | | | |
| 1 | 3 | Date of Birth | All Dates Should be in "DDMMYYYY", Format |
| 2 | 6 | Present Address | All future communications will be sent to present address |
| 3 | 8,9,10 | Phone No., Mobile No. & Email ID) | It is advisable to mention either "Telephone number,, or "Mobile number,, or "Email-ID,, so that Subscriber can be contacted in future for any discrepancy |
| 4 | 11 | Subscriber,s Bank Details | If Subscribers mention any of the bank details, except MICR code all the bank details will be mandatory. |
| Section B - Subscribers Employment Details | | | |
| It is mandatory to fill the Subscriber,s Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details. | | | |
| 5 | 3 | PPAN | Kindly provide the PPAN (Permanent Pension Account Number) or equivalent number, if it has been allotted to the subscriber by the respective state government/Union Territory/Central/State Autonomous Bodies. |
| 6 | 8 & 9 | DTO Reg. No. & DDO Reg. No. | DTO Reg. No and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency. |
| Section C - Subscriber,s Nomination Details | | | |
| 7 | 4 | Percentage Share | Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominee must be integer Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100 if sum of percentage is not equal to 100, entire nomination will be rejected. |
| 8 | 5 | Nominee,s Guardian Details | If a nominee is a minor, then nominee,s guardian details will be mandatory |
| Section D - Subscribers Scheme Details | | | |
| If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npskra.nsdli.co.in | | | |
| 9 | Scheme | Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npscrup.nsdli.co.in Subscriber can not fill the same scheme details more than once If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the scheme details are not filled default scheme as approved by PFRDA will be applicable. | |
| 10 | Percentage Share | Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer Fractional value will not be accepted If the sum of contribution (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA. | |

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website : (<http://www.npskra.nsdli.co.in>).
- The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card, or/and 'Request for change in signature and/or change in photograph.. The form is available from the sources mentioned in (a) above.**
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO
- For more Information
Visit us at <http://www.npskra.nsdli.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to : Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A, Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai-400 013.

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitlements at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct Rs. have been deducted from the salary bill of the DDO for the AIS Officers, Contribution for the month of and transfer credited to the head of account "8342-00-117-002-07 vide Challan No. dated against Voucher No.

Signature of Treasury Officer with date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitlements at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct Rs. have been deducted from the salary bill of the subscriber on and remitted in Treasury under the Head of account "8342-00-117-002-07.

Signature of Drawing & Disbursing Officer with Date

To
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE - II

SCHEDULE OF GOVERNMENT CONTRIBUTION UNDER NPS TIER-I FOR IAS/IPS/IFS OFFICERS FOR THE MONTH OF 20

DDO Code :

Name & Designation of DDO
Registration No.

Name of Treasury/PAO
Registration No.

Receipt Head of Account : 8342-00-117-001-07

| Sl. No. | PRAN No. | Name of the Officer | Designation | Basic Pay Rs. | Grade Pay Rs. | Dearness Pay Rs. | Dearness Allowance Rs. | Total Rs. (5+6+7+8) | Government Contribution [Regular] [10% of 9] Amount Rs. | Remarks |
|---------|----------|---------------------|-------------|---------------|---------------|------------------|------------------------|---------------------|---|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
| Total | | | | | | | | | | |

Rupees (in figures)

Rupees
(in words)

SIGNATURE OF DDO WITH
DESIGNATION AND DATE

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitlements at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct Rs. have been deducted as Govt. contribution by the DDO for the month of and transfer credited to the head of account "8342-00-117-002-07 vide Challan No. dated against Voucher No.

Signature of Treasury Officer with date

Certified that Basic Pay, Grade Pay, Dearness Pay and Dearness Allowance entitlements at column 5 to 8 respectively of the schedule have been verified with the entries in the respective Pay Bill and found correct Rs. have been deposited as Govt. contribution for the month of and remitted in Treasury under the Head of account "8342-00-117-002-07

Signature of Drawing & Disbursing Officer with Date

To
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE - III

SCHEDULE OF GOVERNMENT CONTRIBUTION UNDER NPS TIER-I WITH INTEREST FOR IAS/IPS/IFS OFFICERS FOR THE PERIOD FROM TO

DDO Code : _____

Name & Designation of DDO
Registration No. _____

Name of Treasury/PAO : _____

Registration No. _____

Receipt Head of Account : 8342-00-117-001-07

| Sl. No. | PRAN No. | Name of the Officer | Designation | Emolument [Pay + DA] Rs. | Amount of Govt. Backlog Contribution Rs. | Interest Rs. | Total Amount [6 + 7] Rs. | Remarks |
|---------|----------|---------------------|-------------|--------------------------|--|--------------|--------------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| Total | | | | | | | | |

Rupees (in figures)

Rupees
(in words)

SIGNATURE OF DDO WITH
DESIGNATION AND DATE

Certified that the amount entered at column 5 to 8 respectively of the schedule have been verified and found correct. Rs. have been deposited as Govt. Backlog contribution with interest by the DDO on and transfer credited to the head of account "8342-00-117-001-07," vide Challan No. dated against Voucher No.

Signature of Treasury Officer with date

Certified that the amount entered at column 5 to 8 respectively of the schedule have been verified and found correct. Rs. have been deposited as Govt. Backlog contribution with interest on and remitted in Treasury under the head of account "8342-00-117-001-07,".

Signature of Drawing & Disbursing Officer with Date

To
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE - IV

SCHEDULE OF IAS/IPS/IFS OFFICERS, S LUMP SUM BACKLOG CONTRIBUTION UNDER NPS TIER—I

DDO Code :
 Name & Designation of DDO :
 Registration No. :
 Name of Treasury/PAO :
 Registration No. :

| Sl. No. | PRAN No. | Name of the officer | Designation | Amount of backlog lump sum Contribution of AIS Officer | Cheque/Draft No. & Date | Remarks |
|---------|----------|---------------------|-------------|--|-------------------------|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |

Rupees (in figures)

Rupees
 (in words)

Encl.: Cheque/Draft

Signature of the AIS Officer

SIGNATURE OF DDO WITH
 DESIGNATION AND DATE

To
 The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
 NPS Cell, 4, Lyons Range, Kolkata - 700 001.

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

SCHEDULE - V

CONSOLIDATED SCHEDULE SHOWING THE DETAILS OF GOVERNMENT AND AIS OFFICER,S CONTRIBUTION (INCLUDING BACKLOG] IN RESPECT OF IAS/IPS/IFS FOR THE MONTH OF20 UNDER NPS TIER - I

DDO Code : _____

Name & Designation of DDO
Registration No. _____

Name of Treasury/PAO
Registration No. _____

Receipt Head of Account : 8342-00-117-001-07 & 8342-00-117-002-07

| Sl. No. | PRAN No. | Name of the Officer | Designation | Emolument [Total Pay + DA] | Amount of AIS Officers, Contribution [8342-00-117-002-07] | | | Government Contribution [8342-00-117-001-07] | | Total Amount [5c+6+7] | Remarks |
|---------|----------|---------------------|-------------|----------------------------|---|--------------------|--------------------------|--|---------------------|-----------------------|---------|
| | | | | | Current month (Rs.) | Backlog/Arrear Rs. | Total Amount [5a+5b] Rs. | Current Amount (Rs.) | Backlog /Arrear Rs. | | |
| (1) | (2) | (3) | (4) | (4) | (5)(a) | (5)(b) | (5)(c) | (6) | (7) | (8) | (9) |
| Total | | | | | | | | | | | |

Rupees (in figures)

Rupees (in words)

Date

SIGNATURE OF DRAWING
& DISBURSING OFFICER

Certified that the amount Rs. have already been transfer credited to the head of account "8342-00-117-001-07," and "8342-00-117-002-07," for AIS Officers, and Government Contribution [including Backlog contribution] under NPS Tier—I for the month of and found correct.

Signature of Treasury Officer with date

Certified that the amount Rs. have already been transfer credited to the head of account "8342-00-117-001-07," and "8342-00-117-002-07," for AIS Officers, and Government Contribution [including Backlog contribution] under NPS Tier—I for the month of and found correct.

Signature of Drawing & Disbursing Officer with Date

To
The State Nodal Officer & Director of Treasuries & Accounts, West Bengal,
NPS Cell, 4, Lyons Range, Kolkata - 700 001.

Annexure-II

NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)

Record showing individual-wise account of Remittance under New Pension Scheme Tier—I

Name : _____ PRAN No. _____
 Date of Birth _____ Name of Service _____
 Designation _____ Department _____ DDO Registration No. _____
 Date of joining in Service _____ Batch _____ DDO Code : _____
 Date of superannuation _____ DDO Name : _____

| Month | Pay | DA | AIS Officer,s Contribution [including Bamlog] (Rs.) | Government contribution [including Backlog] (Rs.) | Total | Cheque No./UTR No. | Date of remittance (through Cheque) | Remarks |
|-----------|-----|-----|--|--|-------|--------------------------|--|---------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| April | | | | | | | | |
| May | | | | | | | | |
| June | | | | | | | | |
| July | | | | | | | | |
| August | | | | | | | | |
| September | | | | | | | | |
| October | | | | | | | | |
| November | | | | | | | | |
| December | | | | | | | | |
| January | | | | | | | | |
| February | | | | | | | | |
| March | | | | | | | | |
| Total | | | | | | | | |

Signature of SNO/DDO

Annexure-IV
NEW PENSION SCHEME (NPS) TO ALL INDIA SERVICE OFFICERS (WEST BENGAL CADRE)
PARTICULARS OF DEPOSITS UNDER NPS IN STATE GOVERNMENT,S ACCOUNTS
FOR THE MONTH OF _____

| Sl. No. | Treasury Name & Code | Members, Subscription | | Government Contribution | | Total Amount Deposited under NPS |
|---------|----------------------|-----------------------|--|-------------------------|--|----------------------------------|
| | | Challan No. & Date | Amount deposited under head 8342-00-117-002-07 | Challan No. & Date | Amount deposited under head 8342-00-117-001-07 | |
| | | | | | | |
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Signature of SNO/DDO

