

Government of West Bengal
Finance Department
Audit Branch
Writers' Buildings, Kolkata-700 001.

No.4111-F(Y)

Kolkata, the 17th May, 2012.

M E M O R A N D U M

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 been drawn to the last para of the above mention 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.*

No.4111/1(450)-F(Y).

Kolkata, the 17th May, 2012.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sectrr-I, Kolkata-700 064.

4. The Additional Chief Secretary / Principal Secretary / Secretary /Special Secretary-in-Charge,
.....Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
6. The Joint Secretary, Finance Department, Group-H, Writers' Buildings, Kolkata-700001.
7. The District Magistrate, _____ District.
8. The Sub-Divisional Officer, _____ Sub-Division, _____ District.
9. The Director, _____

10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700 012.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Salt Lake.
13. The Treasury Officer, _____.
14. _____



(Swapan Kumar Paul)
Joint Secretary to the
Government of West Bengal.
Finance Department.