

**Government of West Bengal**  
**Finance (Audit) Department**  
**Group T**  
**Nabanna**  
**(E – 278123)**

No: 81–F(Y)

Dated, 10.01.2022

**Memorandum**

**Sub:- Modalities for submission and processing of bills in Treasuries in view of combating the resurgence of pandemic COVID-19**

In order to combat the spread of pandemic COVID-19 and to ensure the safety of the officials of Treasuries and DDOs all across the state, the State Government had introduced on line submission of e-Bills and e-Advices in Treasuries and Pay & Accounts Offices vide Memo No. 1379-F(Y) dated 23.03.2020.

Modalities for submission and processing of e-Bills and e-Advices in Treasuries and Pay & Accounts Offices were laid down under Finance Dept. Memo No. 1380 – F(Y) dated 23.03.2020, read with its corrigenda 1399 – F(Y) dated 24.03.2020 and 1500 – F(Y) dated 03.04.2020.

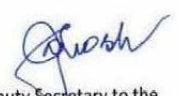
In view of recent resurgence of the pandemic with its new variant, it has now been decided by the State Government to reintroduce online submission of e-Bills and e-Advices in Treasuries and Pay & Accounts Offices including modalities for submission and processing of e-Bills and e-Advices, as laid down under Finance Dept memoranda, mentioned above, with effect from 10.01.2022 and will continue until further order, with the following modification:

- 1) Only those e-Bills and Advices, **having Bill/ Memo Date on or after 10.01.2022**, shall be received through the system in online mode, without physical copies, by the Treasuries/ Pay & Accounts Offices.
- 2) DDOs/ Administrators shall submit the duly signed and authenticated physical copies of bills and advices which have been passed by treasury/ PAO during the week to the concerned Treasuries /PAOs on the first working day of the following week.

Sd/-  
[Manoj Pant, IAS]  
Principal Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Director, \_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
12. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_
13. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
14. Sub-Divisional Officer, \_\_\_\_\_
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
16. Block Development Officer, \_\_\_\_\_
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.

  
Deputy Secretary to the  
Government of West Bengal