

**Government of West Bengal**  
**Finance Department**  
**Audit Branch**

No. 562(6)-F(Y)

Dated 18<sup>th</sup> January, 2019

To

The Additional Chief Secretary / Principal Secretary / Secretary  
to the Government of West Bengal

1. Youth Services & Sports Department
2. Agriculture Department
3. Disaster Management & Civil Defence Department
4. Women and Child Development and Social Welfare Department
5. Food and Supplies Department
6. Transport Department

**Sub:** Allotment of fund under detail Head "31-02-Other Grants", "35-Grant for creation of Capital Assets" and "50- Other charges".

Sir / Madam,

It has come to the notice of Finance Department that some of the Administrative Departments have not been observing the existing provisions of extant rules while issuing allotment-cum-sanction orders under detail head "31-02-Other Grants", "35-Grant for creation of Capital Assets" and "50- Other charges".

In view of above, I am directed to inform you that a meeting has been scheduled at Finance Department on 22<sup>nd</sup> January, 2019 at 03.00 p.m. at the Conference Hall (Room No. 1202) of Finance Department, 12th Floor of Nabanna, Howrah to discuss the matter and to issue a clear direction in regard to sanction of fund under the detail heads mention above.

I am directed to request you to kindly depute the Joint Secretary dealing with budget matters of your Department and one officer from the departmental FA Set-up to attend the meeting as per above schedule.

Yours faithfully,

Sd/-

Joint Secretary to the  
Government of West Bengal

No. 562/1(3)-F(Y)

Dated 18<sup>th</sup> January, 2019

Copy forwarded for information and taking necessary action to:

1. The Special Secretary, Finance (Budget) Department. He is requested to attend the meeting.
2. The Director, Directorate of Treasuries and Accounts, 8 Lyons Range, Mitra Building, 3<sup>rd</sup> Floor, Kolkata - 70000. He is requested to depute one officer of the Directorate to attend the meeting.
3. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this letter in the website of Finance Department.

  
Deputy Secretary to the  
Government of West Bengal