



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor, Western Block
Bidhannagar, Salt Lake City, Kolkata 700 091

Memo No. 519 - IB
IW/O/IB-Misc-18/2013-14 (Pt)

Dated 28th December, 2017

From: Shri A. Ghosh
Deputy Secretary to the
Government of West Bengal

To: Executive Engineer
Urban Drainage Division
Irrigation & Waterways Directorate
Jalasampad Bhavan, 4th Floor
Salt Lake, Kolkata 700 091

Sub: *Opening of 1 (one) zero balance savings bank account of the Government of West Bengal under Irrigation & Waterways Department with the State Bank of India, Bikash Bhavan, GOC Branch, Salt Lake, under single operative control of Executive Engineer, Urban Drainage Division for collection and deposition of GST component of Government sale proceeds from auctions.*

The undersigned is directed to convey the approval towards opening of 1 (one) no. zero balance Savings Bank Account with the State Bank of India, Bikash Bhavan, GOC Branch, Salt Lake, under single operative control of Executive Engineer, Urban Drainage Division, Irrigation & Waterways Directorate for collection of CGST/SGST/IGST arising out of sale proceeds of unserviceable departmental scrap materials during auctions.

This centralised bank account would be solely utilised for collection of GST components of H1 auction bid price (out of total value of sale proceeds collected, the basic bid value would be directly credited to the State exchequer through GRIPS and the corresponding GST component would be collected in this bank account and disbursed to receipt accounts of Government of India or State Government as SGST/CGST/IGST).

Finance Department has conveyed their approval vide Group-T U.O No. 0681 dated 20.11.2017. The undersigned is further directed to convey the Bank Code "IW-CAF-02-571" allotted by Director of Treasuries & Accounts, West Bengal in favour of the Executive Engineer, Urban Drainage Division, Irrigation & Waterways Department for opening of above Savings Bank Account with State Bank of India, Bikash Bhavan Branch, Salt Lake, Kolkata 700 091, vide their Memo No. DT/O/3/B-2017/1809 dated 12.12.2017 of Joint Director of Treasuries & Accounts, Government of West Bengal.

He is requested to take necessary actions for getting registered as seller on behalf of Irrigation & Waterways Department through PAN and GISTN as stipulated under GST Act 2017 and relevant rules (both Central and State Act & Rules).

Regular verification and all other actions as per Finance Department Order No. 675-F dated 22.01.2008 may be compiled from time to time.

Encl: 1. Order for allotment of Bank code of DTA
2. Finance Department Order No. 675-F dated 22.01.2008

Sd/-
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

Memo No. 519/1(5)-IB

Dated 28th December, 2017

Copy forwarded for information to:

1. Principal Accountant General (A&E), West Bengal
Treasury Buildings, 2, Government Place (West)
Kolkata 700 001
2. Joint Secretary
Finance (Audit) Department, Group-T
NABANNA
325, Sarat Chatterjee Road
Howrah 711 102
3. Joint Secretary
Finance (Budget) Department, Group-N
NABANNA
325, Sarat Chatterjee Road
Howrah 711 102
4. Joint Director of Treasuries & Accounts
Directorate of Treasuries & Accounts
Mitra Building, 3rd Floor
8, Lyons Range, Kolkata 700 001
5. Financial Advisor
Irrigation & Waterways Department

Encl: As stated

Sd/-
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

Copy forwarded for information to:

1. Chief Branch Manager
State Bank of India
Bikash Bhavan, Salt Lake
Kolkata 700 091
- ✓ 2. Chief Engineer, Teesta Barrage Project
& Chairman of Technical Committee for Condemnation for North Bengal Districts
Irrigation & Waterways Directorate
3. Chief Engineer (Design & Research)
& Chairman of Technical Committee for Condemnation for South Bengal Districts
Irrigation & Waterways Directorate
4. Superintending Engineer
Investigation & Planning Circle-II
Irrigation & Waterways Directorate


Necessary action for early commencement of the process of e-auction is requested.

MSTCL may be informed from his end.

Encl: As stated

5. Shri Sujay Saha
Executive Engineer
Irrigation & Waterways Department

This order may be uploaded in the Order link of Departmental website.


28.12.17
(A. Ghosh)
Deputy Secretary to the
Government of West Bengal

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GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
DIRECTORATE OF TREASURIES & ACCOUNTS
8, LYONS RANGE, KOLKATA-700001.
MITRA BUILDING(2nd & 3rd floor)
e-mail :dtawestbengal@gmail.com

0 DEC 2017 Helplines:
2243-8067
2231-5027
2248-6163
2248-3262
Fax: 2248-4742

Memo No.DT/O/3/B-2012/1809

Date: 12.12.2017

To
The Joint Secretary to
Government of West Bengal
Irrigation & Waterways Department,
Jalasampad Bhavan, 3rd Floor, Western Block
Bidhannagar.
Salt Lake City,
Kolkata-700091

DS(O)-II
29.12

1 imp
SO(B)
H. put up order
addressed
to CB(TBP)/
CE(DRM)
With
SE/SPL-II
EE/ODD

Sub: Allotment of Bank Code.

Ref : Your memo no. 479 - IB

dtd.01.12.2017

IW/O/IB-Misc-18/2013-14(Pt)

Sir,

The undersigned allots Bank Code as "IW-CAF-02-571" in favour of the Executive Engineer, Urban Drainage Division, Irrigation & Waterways Directorate for opening a Savings Bank Account at the State Bank of India, Bikash Bhavan Branch, Salt Lake, Kolkata-700091 for the purpose of "To Deposit GST component of H1 bid value in Auction of the departmental materials scrap materials conducted through MSTCL"

The opening of the new Bank Account has been allowed by the Finance Department, Group "T" vide U.O.No. Group T/2017-2018/0681 dtd 20.11.2017.

Thanking you,

Yours faithfully,

Joint Director of Treasuries and Accounts,
West Bengal.

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Government of West Bengal
Finance Department
Audit Branch

No. 675-F

Kolkata, the 22nd January, 2008

Memorandum

For some time past, it has been observed by the State Government in Finance Department that proposals are received from various Departments for opening Bank Account in the name of Government officials of Government Institutions/Offices for implementing various development schemes/projects or for management of particular Government Institutions. Sometimes funds are directly received from different Ministries of Government of India (GOI), and the amount directly credited into the bank account of the concerned administrator, authority to implement the project. In some cases, though the Central fund is routed through State Budget, as per guideline of the concerned schemed project, separate Bank Account is required to be opened. Again in some cases fund form State Budget released as 'Block Grants' to various State Government Institutions/Offices and Institutions operates the fund through Bank Accounts in the name of the Institutions.

As a consequence of the various factors mentioned above, a large number of bank accounts dealing with public funds are under operations in the State. In order to monitor the actual utilisation of public fund transacted through bank accounts, it is necessary to streamline the opening and operation of bank accounts and develop an IT-based mechanism, which will provide the expenditure details and closing balance on a regular basis.

With this objective in view the Governor is pleased to issue the following guidelines in the matter of opening and operation of bank accounts by Government officials/agencies/institutions. :

1. All Administrative Departments shall furnish the Finance Department (Group-T) with a comprehensive list of existing bank accounts opened with public money placed at the disposal of the Department of various authorities under the Department showing the (i) Name/Designation & Address of the account -holder, (ii) Name of the Bank & Branch, (iii) Account Number, the bank accounts and (iv) the Scheme/purpose for which the bank accounts were opened, in the prescribed format as per Annexure-I, by February 2008.
2. The proposal of opening of new Bank (Savings/current) Accounts shall be sent to Finance Department, Audit Branch, Group-T, showing the information in respect of (i) the Name/Designation & Address of the account holder, (ii) Name of the proposed Bank & Branch and (iii) the Scheme/purpose for which the bank accounts is to be opened, in the prescribed format as per Annexure-II.

No proposal for opening of new bank account shall be considered by the Finance Department unless the list as referred to in paragraph-1 is received by February, 29, 2008.

Finance Department, after examination of the proposal, shall send the proposal to Directorate of Treasuries and Accounts for allotting the Bank-Code. For this purpose, the Directorate of Treasuries and Accounts shall arrange for Computer generated code numbers for each Bank account for each Department and shall send back the proposal to Finance Department with the Bank-code.

The Bank-Code will be an 'Alpha-Numeric' ten Character code. The first two characters (alphabet) will represent the Department Code [as used by the Finance (Budget) Department], the next three characters (alphabet will represent the District/Sub-Divisions Code in alphabet [as used for Treasury-Code], the next two characters (numeric) will represent the Scheme/Project and the last three characters (numeric) will represent the serial number of the Bank Account.

The concerned Administrative Department shall, within one month, of opening of the bank account intimate to the Finance Department and the Directorate of Treasuries and Accounts the Name of the Bank, Branch and Account Number of the Bank account with reference to the Bank-code given by the Finance Department [as mentioned at Para 5.]

The Department shall furnish Bank Account-wise consolidated plus-minus report, quarterly, showing the opening balance, receipt during the period, payment and closing balance, in the prescribed format as per Annexure -III. Each Department shall select a particular 'Nationalized Bank' as Nodal Bank for that Department. All Bank Accounts required to be opened under any office/organisation of that particular department should be opened in the Branches of that Nationalized Bank. The funds received from Government of India directly and other funds for which separate Bank accounts are required to be maintained, should be with that Bank only for all the schemes coming under that department.

Now-a-days the Bank-Branches of most of the Nationalised Banks are connected through their Central Server System. In the Central Server System the transactions of one branch can be carried out at any branch. Moreover, in such system the fund can be transferred through 'Electronic Fund Transfer' [EFT] mode from headquarter to different scheme-implementing unit instantly. While selecting the Bank, it should be taken into account that the Branches of that Bank are connected centrally. The locations of the branches of that Bank may also be examined with reference to the area where the project/scheme will be implemented. If the fund is for implementing a Scheme/Project, then Bank Account should be opened and operated by the administrator of the particular scheme/project, as authorised by the Head of the Department,

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at the State level and at the field level. If the fund is for a Government Institutions or autonomous organization, then the Bank Account should be opened in the name of that organisation. The accounts shall, preferable, be operated with joint signatures.

10. The fund released by the Government shall not be withdrawn by any Department/District Officer for the purpose of keeping them in fixed deposit; it should be utilised as soon as possible, for the purpose for which it was sanctioned. This does not prohibit the Department to utilise subject to guidelines, if any, the amount of interest, if any credited by the Bank in respect of any savings Bank account.

11. Wherever feasible remittance facility may be used for transfer of fund from Head Office to the field offices and refund of unspent balances from field offices to Head Office. Under the Remittance facility system, the money can be transferred from one branch to other branch of the same bank under centralized computer system in real-time.

12. Reconciliation of these Bank Accounts shall be made on the quarterly basis.

13. Expenditure out of the bank accounts shall be subject to financial rules and guidelines, if any, under the relevant schemes, concerned Administrative Department shall introduce post-audit to monitor the operation of bank accounts.

14. For the purpose of monitoring the bank accounts the Departments shall develop uniform, integrated and comprehensive Management Information and Accounting system and it shall, preferably, be on IT-base.

15. The Department shall nominate one nodal officer who shall be responsible for coordinating the operation of all bank accounts under the control of the Department and sending quarterly reports as referred to in para 7.

16. The Directorate of Treasuries & Accounts, shall independently, arrange to collect information from the Bank regarding Bank account-wise consolidated opening balance, receipt and payment during the period and closing balance for each account on quarterly basis for cross verifications of the Departmental statements.

All Administrative Departments and the Scheme implementing authorities from State level to field level are requested to follow the above mentioned guidelines where the funds flow directly from Government of India and/or State Government to Districts field offices through Bank account for implementation of different development scheme/Project.

Sd/- B. Bandyopadhyay
Joint Secretary to the
Government of West Bengal
Finance Department

STATEMENT SHOWING THE PARTICULARS OF BANK ACCOUNTS ALREADY OPENED

Name of Department : _____

Name of the office : _____

Sl. No.	Name, Designation of the Account Holder and Address of the Office	Name of the Bank & Name of the Branch	Bank Account Number with nature of A/c (Current Savings)	Scheme and purpose of opening of the account	Date of Opening	Bank Branch Code given by the DTA	Remarks
1	2	3	4	5	6	7	8

Signature with seal of the
Authorised Officer

Date :

**Annexure - II
PROPOSAL FOR OPENING OF BANK ACCOUNT**
(See Para 2)

Name of Department : _____

Name of the office : _____

Sl. No.	Name, Designation of the Account Holder and Address of the Office	Name of the Bank & Name of the Branch	Bank Account Number with nature of A/c (Current Savings)	Scheme and purpose of opening of the account	Date of Opening	Bank Branch Code given by the DTA	Remarks
1							
2							
3							
4							
5							
6							
7							
8							

Signature with seal of the

Date : _____

**Annexure - III
QUARTERLY STATEMENT SHOWING THE AMOUNT DEPOSITED & WITHDRAWN FROM THE BANK ACCOUNTS**

Name of Department : _____

Name of the office : _____

Period : From _____ to _____

Sl. No.	Designation of Account Holder	Name of the Bank/ Branch/ Account No.	Opening Balance	Amount Deposited	Amount With-drawn	Closing Balance	Bank Branch Code given by the DTA
1							
2							
3							
4							
5							
6							
7							
8							

Signature with seal of the
Authorized Officer

Date : _____

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