

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, DF-8, Sector-I
Salt Lake, Kolkata-700 064

(By e-mail)

REMINDER

No. 970(125)/MA/C-10/1R-5/2017

Dated, Kolkata, the 3rd day of November, 2017

From: Special Secretary
to the Government of West Bengal.

- To : 1. Chairperson / Chairman,.....Municipality / Notified Area Authority.
2. Municipal Commissioner, Kolkata Municipal Corporation.
3. Commissioner, Municipal Corporation, P.O., Dist.....

Sub: Status report on surrender of unutilized State Funds lying idle in PL Account / LF Account / Bank Account.

Ref: This Department's Memo. No. 896(125)/MA/C-10/1R-5/2017 dated 21.09.2017 and e-mail dated 18.10.2017.


Madam / Sir,

With reference to above, I am directed to request you to complete the surrender process of unutilized State Funds lying idle in PL Account / LF Account / Bank Account **latest by 15th November, 2017** as per direction of the Finance Department and furnish the requisite information in **Annexure-B** format [copy of the Finance (Audit) Department Memo. No. 6351-F(Y) dated 18.10.2017 along with Annexure-B format enclosed for ready reference] **by return mail within 17th November, 2017 positively** for onward transmission of the same to the Finance (Audit) Department.

The matter may be treated as **topmost priority**.

Encl: As stated

Yours faithfully,


Special Secretary

No. 970 (100)/MA/C-10/1R-5/2017

Dated, Kolkata, the 3rd day of November, 2017

Copy forwarded for information and necessary action to :

1. District Magistrate, District, P.O., District
2. Sub-Divisional Officer, Sub-Division, District, P.O., District
3. Financial Advisor of this Department.
4. Director, State Urban Development Agency with the request to co-ordinate with the ULBs and furnish a consolidated Statement to this Department **within 17th November, 2017**.
5. Municipal Secretary, Kolkata Municipal Corporation
6. PS to MIC of this Department.


Special Secretary

Government of West Bengal
Finance Department
Audit Branch
R.N. 1204, 12th Floor, NABANNA
325 Sarat Chandra Chatterjee Road, Howrah - 711102.

No. 6351 -F(Y)

Dated, 18th October, 2017

To : The Additional Chief Secretary / Principal Secretary / Secretary,
.....Department, Govt. of West Bengal

**Sub : Status report on surrender of the unutilized funds lying idle in PL
Account / LF Account / Bank Account**

Sir / Madam,

In terms of F.D. Memo No. 5336-F(Y) dated 04/09/2017 read with Memo No. 5741-F(Y) dated 12/09/2017, the Departments have been requested to surrender the unutilized funds drawn prior to 01/04/2016 and lying idle in PL Account / LF Account / Bank Account till date.

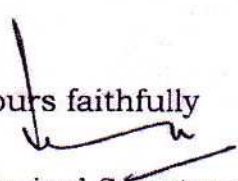
2. It is observed by the Finance Department that, the Departments and parastatals under it's control have started surrendering the unutilized funds drawn prior to 01/04/2016 and lying idle in PL Account / LF Account / Bank Account till date.
3. Now, all administrative departments are requested to send an interim **Status Report** (As per format enclosed in **Annexure -A**) **latest by 31/10/2017** to this Department positively for submission before Hon'ble Chief Minister and Chief Secretary. A signed copy of the status report may also be sent to the email id: **sogroupt@gmail.com**.
4. It is further requested that the **surrender process** of all such unutilized funds credited to any bank account / Deposit Account of Directorate, Boards, Authority, Council, Society, Samity, PRIs and ULBs, etc. **must be completed latest by 15.11.2017.**

A **Final Report** by the Departmental Secretary in the enclosed format (Annexure-B) be submitted by 20.11.2017.

The Pay & Accounts Officers / Treasury Officers have been instructed separately to send an independent status report. They have also been instructed not to allow any drawal of such funds.

Thanking you,

Yours faithfully


Principal Secretary
to the Govt. of West Bengal

Annexure-A
(Ref F.D. Memo No.6351-F(Y) Dated 18 /10/2017)

Name of Department:

Sl. No.	Directorate / Parastatal, Society, Board, Authority, Council, PRIs, ULBs, etc.	Unutilized funds already surrendered (Rs.) till 31.10.2017		Balance amount of unutilized fund yet to be surrendered (Rs.)		Remarks (if any)
		From Bank	From PL / LF / Deposit Account	From Bank	From PL / LF / Deposit Account	
	Total					

Signature
of Addl. Chief Secretary / Pr. Secretary / Secretary
of the Department

Annexure-B
(Ref F.D. Memo No.6351-F(Y) Dated 18 /10/2017)

Name of Department:

Sl. No.	Directorate / Parastatal, Society, Board, Authority, Council, PRIs, ULBs, etc. etc.	Total Unutilized funds surrendered (Rs.) till 15.11.2017		Remarks (if any)
		From Bank	From PL/LF/ Deposit Account	
	Total			

Certified that there is no further fund left in any of the bank account / Deposit Account of Directorate / Parastatal, Board, Society, Authority, Council, PRIs, ULBs, etc. or sub-ordinate offices under this department for surrender as per F.D. Memo No. 5336-F(Y) dated 04/09/2017 read with Memo No.5741-F(Y) dated 12/09/2017.

Signature
of Addl. Chief Secretary / Pr. Secretary / Secretary
of the Department