

Government of West Bengal
Water Resources Investigation & Development Department
BP & MI Branch
'Khadya Bhawan', Block-A (5th & 6th Floor)
11A, Mirza Ghalib Street, Kolkata-700087.

No 1224 /WI/BP/9M-6/2015

Dated, Kolkata, 24th August, 2015.

MEMORANDUM

The system of LOC for withdrawal of fund for works expenditure has been discontinued with effect from 1.4.2015. The salient features of the substitute procedure of drawal of fund related to works expenditure through Treasuries / Pay & Accounts have been prescribed in the Finance Department's Memo. No. 736-F(Y) dated 10.2.2015, No. 2705-F(Y) dated 30.3.2015 and 3546(9)-F(Y) dated 5.5.2015.

For incurring petty expenditure each DDO (Drawing & Disbursing Officers) has been allowed to draw permanent imprest of Rs. 10,000/- under Rule 89 of WBFR. The procedure of drawal of Permanent Imprest of Rs. 10,000/- by each DDO has been clearly laid down at clause-4 and clause-20 of Finance Department's Memo. No. 2705-F(Y) dated 30.3.2015.

Finance Department, Gr.-T has sanctioned an amount of Rs. 10,000/- as Permanent Imprest in favour of each of the 61 DDOs under this department as mentioned in the Annexure, vide their UO No. Gr.-T/2015-16/0336 dated 31.7.2015. Finance (Budget) Department vide their UO No. 1147 dated 11.8.2015 has agreed to drawal of Rs. 10,000/- (Rupees Ten thousand) only as Permanent Imprest by each of the abovementioned 61 DDOs from the Head of Account of "8672-00-101-026-WRI&DD-10-Payment".

Under the circumstances, after careful consideration on the matter, the undersigned is directed to convey the sanction of this department towards drawal of Permanent Imprest of Rs. 10,000/- (Rupees Ten thousand) only by each of the 61 (Sixty-One) DDOs of this department from the concerned Treasuries / Pay & Accounts Offices as mentioned in the Annexure under Col. 3 and 4 respectively for incurring petty expenditure such as casual hiring of vehicles for a period not more than 10 days in a month in accordance with the Notification of Transport Department No. 3564-WT/3M-81/98 dated 24.11.2008, petty purchase, emergent payment of telephone, internet and electricity bills, hiring of casual workers for survey or other purposes and such other payments booked under the detailed heads "19/27/53" subordinate to Major / Sub Major / Minor / Scheme heads under Non Plan / State Plan Works Budget provisions of the department under Demand No. 55, subject to compliance of the guidelines set forth in the Finance Department Memo. No. 2705-F(Y) dated 30.3.2015. The Permanent Imprest shall be drawn in TR Form-31 subject to recoupment on presentation of contingent bills in TR-26.

Encl: A list of 61 nos. of DDOs eligible for drawal of Permanent Imprest.

Joint Secretary to the Govt. of West Bengal

28.08.2015

etc

List of 61 nos. of DDOs eligible for drawal of Permanent Imprest of Rs. 10,000/- each :

Sl. No.	Name of Division	Treasury with Code	PAO with Code
1	Executive Engineer (AI), Kolkata (AI) Divn.		Calcutta PAO-I ; CABMID005
2	Executive Engineer (AI), Howrah (AI) Divn.		Calcutta PAO-I ; CABMID008
3	Executive Engineer (AI), Barasat (AI) Divn.	Barasat-I ; NPAMID006	
4	Executive Engineer (AI), Chinsurah (AI) Divn.	Hooghly-II; HGBMID010	
5	Executive Engineer (AI), Burdwan (AI) Divn.	Burdwan-II; BUBMID007	
6	Executive Engineer (AI), Tamluk (AI) Divn.	Tamluk; MIGMID001	
7	Executive Engineer (AI), Midnapore (AI) Divn.	Midnapore; MIAMID001	
8	Executive Engineer (AI), Jhargram (AI) Divn.	Jhargram; MIEMID006	
9	Executive Engineer (AI), Bankura (AI) Divn.	Bankura; BAAMIA005	
10	Executive Engineer (AI), Purulia (AI) Divn.	Purulia; PUAMID005	
11	Executive Engineer (AI), Kalyani (AI) Divn.	Kalyani; NACMID001	
12	Executive Engineer (AI), Krishnagar-I (AI) Divn.	KrishnaNagar-II; NABMID004	
13	Executive Engineer (AI), Krishnagar-II (AI) Divn.	KrishnaNagar-II; NABMID005	
14	Executive Engineer (AI), Berhampore-I (AI) Divn.	Berhampore-II; MUBMID008	
15	Executive Engineer (AI), Berhampore-II (AI) Divn.	Berhampore-II; MUBMID009	
16	Executive Engineer (AI), Malda (AI) Divn.	Malda-I; MDAMID011	
17	Executive Engineer (AI), Raigunj (AI) Divn.	Jalpaiguri-II; JABMID001	
18	Executive Engineer (AI), Balurghat (AI) Divn.	Balurghat-II; DDBMID001	
19	Executive Engineer (AI), Jalpaiguri (AI) Divn.	Jalpaiguri-II; JABMID001	
20	Executive Engineer (AI), Coochbehar (AI) Divn.	Coochbehar-I; COAMID006	
21	Executive Engineer (AI), Bolpur (AI) I&P Divn.	Bolpur ; BRBMID002	
22	Executive Engineer (AI), Burdwan (AI) I&P Divn.	Burdwan-II; BUBMID005	
23	Executive Engineer (AI), Bankura (AI) I&P Divn.	Bankura; BAAMIA006	
24	Executive Engineer (AI), Siliguri (AI) I&P Divn.	Siliguri-II; DAEMID001	
25	Executive Engineer (AM), Coochbehar (AM) Divn.	Coochbehar-I; COAMID001	
26	Executive Engineer (AM), Jalpaiguri (AM) Divn.	Jalpaiguri-II; JABMID003	
27	Executive Engineer (AM), Raigunj (AM) Divn.	Raigunj-II; UDCMID003	
28	Executive Engineer (AM), Balurghat (AM) Divn.	Balurghat-II; DDBMID004	
29	Executive Engineer (AM), Malda-I (AM) Divn.	Malda-I; MDAMID015	
30	Executive Engineer (AM), Malda-II (AM) Divn.	Malda-I; MDAMID005	
31	Executive Engineer (AM), Berhampore-I (AM) Divn.	Berhampore-II; MUBMID002	
32	Executive Engineer (AM), Berhampore-II (AM) Divn.	Berhampore-II; MUBMID003	
33	Executive Engineer (AM), Krishnagar (AM) Divn.	KrishnaNagar-II; NABMID017	
34	Executive Engineer (AM), Kalyani (AM) Divn.	Kalyani ; NACAGD001	
35	Executive Engineer (AM), Barasat (AM) Divn.	Barasat-I; NPAMID008	
36	Executive Engineer (AM), Howrah (AM) Divn.		Calcutta PAO-I; CABMID006
37	Executive Engineer (AM), Chinsurah (AM) Divn.	Hooghly-II; HGBMID001	
38	Executive Engineer (AM), Burdwan (AM) Divn.	Burdwan-II; BUBMID016	
39	Executive Engineer (AM), Suri (AM) Divn.	Birbhum-II; BRDMID002	
40	Executive Engineer (AM), Tamluk (AM) Divn.	Tamluk; MIGMID003	
41	Executive Engineer (AM), Midnapore (AM) Divn.	Midnapore; MIAMID013	
42	Executive Engineer (AM), Bankura (AM) Divn.	Bankura; BAAMIA007	
43	Executive Engineer (AM), Purulia (AM) Divn.	Purulia; PUAMID001	