

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
'Nagarayan', 6th Floor,
DF - 8, Sector - 1, Salt Lake City, Kolkata - 700 064

No. 215(121)/UDMA-15011(24)/10/2021-LS-MA SEC

Dated, the 17th March, 2023

From: The Additional Secretary to the Govt. of West Bengal

To: Chairman/Chairperson, BoA/Administrator, Municipality/ NAA.

P.O., Dist.

Sir/ Madam,

I am directed to inform you that the Finance Officers posted in Municipalities/NAAs are functioning as "Drawing and Disbursing Officer" (DDO) of those municipal establishment and also performing functions under supervision and control of the Chairman in terms of sub-section (3) of section 60A of the West Bengal Municipal Act, 1993 as specified vide Order No. 28/UDMA-15011(99)/51/2022-LS-MA SEC dated 10.01.2023 of this Department (copy enclosed).

Now, I am further directed to inform you that the Finance Officers posted in Municipalities/NAAs in usual manner shall take formal prior permission of concerned Chairman/Chairperson of Board of Administrators/Administrator of the Municipalities/ Notified Area Authorities as well as he will intimate the same to Sub-Divisional Officer concerned duly before availing any kind of leave.

Yours faithfully,



Additional Secretary

Encls : As stated above.

No.215/1(300)/UDMA-15011(24)/10/2021-LS-MA SEC

Dated, the 17th March, 2023

Copy forwarded for information and necessary action to the:

1. Senior Special Secretary, Department of Urban Development and Municipal Affairs.
2. Director, State Urban Development Agency.
3. District Magistrate, District.
4. Additional Director, State Urban Development Agency.
5. Director of Local Bodies, W.B., Paura Prashasan Bhavan, DD-1, Sec-1, Salt Lake, Kol-64
6. Sub-Divisional Officer, Sub-Division, Dist.
7. Executive Officer, Municipality/NAA.
8. Finance Officer, Municipality/NAA.
9. Private Secretary to Hon'ble Minister-in-Charge, U D & MA Department.
10. Sr. P S to Principal Secretary, U D & M A Department.
11. Guard File of Statutory Wings of this Department.



Additional Secretary

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
NAGARAYAN, 6th Floor,
DF-8, Sector-I, Salt Lake City, Kolkata-700064

ORDER

No. 28/UDMA-15011(99)/51/2022-LS-MA SEC

Date : 10.01.2023

WHEREAS the Financial norms are mandatorily required to be maintained by all the Municipalities and Notified Area Authorities across the State and it is essential to follow the uniform procedure for management of Municipal Fund by all the Municipalities and Notified Area Authorities;

AND WHEREAS at present in all the Municipalities and Notified Area Authorities in the State of West Bengal, officers belonging to WBA&AS Cadre are posted as Finance Officer and they are functioning as “Drawing and Disbursing Officer” (DDO) of those municipal establishment;

AND WHEREAS it has been felt necessary to frame guidelines on the duties and responsibilities/Functions of Finance Officer belonging to WBA&AS Cadre and posted in the Municipalities and Notified Area Authorities;

NOW THEREFORE the State Government hereby issues the following guidelines for Finance Officers belonging to WBA&AS Cadre and posted in Municipalities and Notified Area Authorities to exercise powers and perform functions under supervision and control of the Chairman in terms of sub-section (3) of section 60A of the West Bengal Municipal Act, 1993:

1. To ensure financial discipline in the Municipalities and Notified Area Authorities to take necessary corrective measures and to draw the attention of the municipal authorities whenever occasion so arises.
2. To remain in charge of the accounts and cash department of the Municipalities and Notified Area Authorities.
3. To sign all cheque for effective expenditure jointly with the Executive Officer of the Municipalities and Notified Area Authorities in terms of section 69A of the West Bengal Municipal Act, 1993.
4. To ensure proper and regular maintenance of the accounts of the Municipalities and Notified Area Authorities and to supervise preparation of its final accounts as per the relevant acts and rules made hereunder.
5. To ensure timely preparation and submission of the following statutory reports and returns:-
 - a. Annual Budget Estimate
 - b. Revised Budget Estimate
 - c. Annual Financial Statement
 - d. Balance Sheet
 - e. Financial Statements required for Audit purposes
6. To examine and verify the Cash Book of the Municipalities and Notified Area Authorities on regular basis.
7. To check and verify the entries in Demands and Collection Register of the Municipalities and Notified Area Authorities on regular basis.
8. To pass bills and vouchers along with the bills and vouchers produced by the Chairman in respect of expenditure incurred out of advance.
9. To pass bills and other claims for payment.

10. To render necessary assistance to the Executive Officer in preparation of the broad sheet replies to the audit reports and in finalising the recommendations in respect of various purchases.
11. To ensure observance of e-Tender/e-Auction procedure in all Municipalities and Notified Area Authorities in terms of Notification No. 4884-F(Y) dated 15.09.2016 of Finance Department.
12. To act as co-ordinating officer along with the Executive Officer for implementation of various plan/non-plan schemes of the Municipalities and Notified Area Authorities.
13. To perform such other functions as may be entrusted from time to time by the State Government or the Chairman of the Municipalities and Notified Area Authorities.

It is desirable that the Finance Officers shall dispose of all the files related to financial matters placed before him by the next working day.

To ensure timely preparation and submission of the statutory reports and returns like Annual Budget, Revised Budget, Annual Financial Estimates, etc, the relevant operational sections/departments of the Municipalities and Notified Area Authorities like Accounts Section, Cash Section, Budget Section etc. and the officials assigned therein shall discharge duties keeping proper coordination with the Finance Officer concerned.

By order of the Governor,

Su.
10.01.2023

Deputy Secretary to the Government of West Bengal

No. 28/1(400)/UDMA-15011(99)/51/2022-LS-MA SEC

Date : 10.01.2023

Copy forwarded for information and necessary action to, the:

1. Chairman/Chairperson, Board of Administrators/Administrator, Municipality/NAA.
 2. Senior Special Secretary, Urban Development & Municipal Affairs Department.
 3. Special Secretary, Urban Development & Municipal Affairs Department.
 4. Financial Advisor & E O Special Secretary, Urban Development & Municipal Affairs Department.
 5. Director, State Urban Development Agency.
 6. Additional Secretary (All), Urban Development & Municipal Affairs Department.
 7. Director of Local Bodies, W.B., Pura Prashasan Bhavan, DD-1, Sec-I, Salt Lake, Kolkata-64.
 8. Assistant Secretary, Finance (Audit) Department, Writers' Buildings, Kolkata – 01.
 9. Private Secretary to Hon'ble Minister-in-Charge, U D & M A Department.
 10. Executive Officer, _____ Municipality/ Notified Area Authority.
 11. Finance Officer, _____ Municipality/ Notified Area Authority.
 12. Sr. P S to Principal Secretary, U D & M A Department.
 13. Section Officer, IT & e-Governance Cell, U D & M A Department.
- He is requested to upload the same in the departmental website.
14. Guard File of Statutory Wings, U D & M A Department.

Su.
10.01.2023

Deputy Secretary to the Govt. of West Bengal