

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. 905/UDMA-15011(22)/9/2023-LS-MA SEC

Date : 07.12.2023

WHEREAS in terms of sub-section (1) of section 60A of the West Bengal Municipal Act, 1993, the Executive Officer posted in the Municipalities and Notified Area Authorities across the State is the principal Executive Officer of the Municipality and all officers and other employees of the Municipality shall be subordinate to him. He shall be present at a meeting of the Councillors or of any committee to make a statement or to explain facts;

AND WHEREAS in terms of sub-section (3) of section 60A of the West Bengal Municipal Act, 1993, the Finance Officer posted in the Municipalities and Notified Area Authorities shall exercise such powers and perform such functions as may be presented subject to the supervision and control of the Chairman;

AND WHEREAS in terms of section 69A of the West Bengal Municipal Act, 1993, the Executive Officer shall be the joint signatory along with the Finance Officer of the Municipality to sign all cheques, in compliance with the extant laws, rules & regulations of the Government;

AND WHEREAS, the Duties and Responsibilities of the Executive Officer is prescribed in rule 3 of the West Bengal Municipal (Duties and Responsibilities of the Executive Officer) Rules, 2018 (hereinafter referred to as the said Rule) as published in the Kolkata Gazette vide Notification No.789/MA/O/C-4/3R-7/2003 dated the 5th November, 2018 of this Department;

AND WHEREAS, in terms of provisions of sub-rule (1) of rule 3 of the West Bengal Municipal (Duties and Responsibilities of the Executive Officer) Rules, 2018, the Executive Officer shall act as principal officer of the Municipality subject to the supervision and control of the Chairman and all officers and the Executive Officer has also been entrusted to perform the following duties –

- (a) to cause preparation of the budget estimate of the Municipality in terms of sub-rule (6) of rule 3 of the said rule;
- (b) to examine proposals for all kinds of purchase and to make recommendation to the appropriate authority in regard to availability of fund in terms of sub-rule (15) of rule 3 of the said rule;
- (c) to invite tenders for various purchases, Works and Project duly approved, to examine such tenders and to prepare comparative statement for furnishing the same with his views to the appropriate authority, for final decision, after observing all the formalities as set out in orders issued by the government from time to time in terms of sub-rule (16) of rule 3 of the said rule;
- (d) to make or cause to be made physical verification of stock and stores and to certify the balances thereof half yearly as prescribed in the relevant rules in terms of sub-rule (17) of rule 3 of the said rule;

- (e) to communicate Chairman's/ BOC's decision authorizing Finance Officer or any other officer to act as the convener of the Tax Monitoring Cell of the Municipality and to take necessary measures for augmentation of municipal tax and non-tax revenue in terms of sub-rule (18) of rule 3 of the said rule;
- (f) to ensure support for proper functioning of Municipal Accounts Committee in terms of sub-rule (19) of rule 3 of the said rule;
- (g) to sign all cheques as joint signatory along with the Finance Officer, as required under Section 69A, in compliance with the extant laws, rules & regulations of the Government in terms of sub-rule (21) of rule 3 of the said rule;

AND WHEREAS, for management of municipal funds and to maintain financial norms in uniform manner, following guidelines has been issued vide Order No.28/UDMA-15011(99)/51/2022-LS-MA SEC dated 10.01.2023 of this Department for Finance Officers posted in Municipalities to exercise powers and perform such functions under supervision and control of the Chairman in terms of sub-section (3) of section 60A of the West Bengal Municipal Act, 1993:

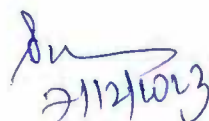
- (a) To ensure financial discipline in the Municipalities and Notified Area Authorities to take necessary corrective measures and to draw the attention of the municipal authorities whenever occasion so arises.
- (b) To remain in charge of the accounts and cash department of the Municipalities and Notified Area Authorities.
- (c) 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.
- (d) 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.
- (e) To ensure timely preparation and submission of the following statutory reports and returns:-
 - (1) Annual Budget Estimate
 - (2) Revised Budget Estimate
 - (3) Annual Financial Statement
 - (4) Balance Sheet
 - (5) Financial Statements required for Audit purposes
- (f) To examine and verify the Cash Book of the Municipalities and Notified Area Authorities on regular basis.
- (g) To check and verify the entries in Demands and Collection Register of the Municipalities and Notified Area Authorities on regular basis.

- (h) To pass bills and vouchers along with the bills and vouchers produced by the Chairman in respect of expenditure incurred out of advance.
- (i) To pass bills and other claims for payment.
- (j) 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.
- (k) 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.
- (l) 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.
- (m) 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.

NOW THEREFORE, the Department hereby has decided to convey that the Municipalities shall not to resolve any such decision regarding financial norms in the meeting of Board of Councillors which are not in consonance with the provisions of extant Act and Rules framed thereunder;

If it is found that any municipality has resolved such decisions in the Board of Councillors which are considered to be not in conformity with the provisions of extant provisions of law, the State Government in terms of provisions of sub-section (1) of Section 429 of the the West Bengal Municipal Act, 1993, shall be compelled to suspend the operation of such proceeding or resolution etc.

It is reiterated that the presence of Executive Officer, Finance Officer and other concerned Officials of the municipality in the meetings of related Standing Committees and Board of Councillors shall be essential.



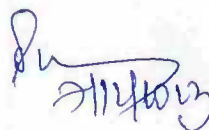
Special Secretary to the Government of West Bengal

Copy forwarded for information and necessary action to the:

1. Special Commissioner, Urban Development & Municipal Affairs Department.
2. Director of Local Bodies, W.B., Poura Prashasan Bhavan, DD-1, Sec-I, Salt Lake, Kolkata-64.
3. Director, State Urban Development Agency.
4. Special Secretary (all), Urban Development & Municipal Affairs Department.
5. Financial Advisor & E O Special Secretary, Urban Development & Municipal Affairs Department.
6. Additional Secretary (All), Urban Development & Municipal Affairs Department.
7. District Magistrate, District.
8. Joint Secretary, Urban Development & Municipal Affairs Department
9. Chairman/Chairperson, Board of Administrators/Administrator, Municipality/NAA.
10. Sr. Deputy Secretary, Urban Development & Municipal Affairs Department.
11. Private Secretary to Hon'ble Minister-in-Charge, U D & M A Department.
12. Executive Officer, Municipality/ Notified Area Authority.
13. Finance Officer, Municipality/ Notified Area Authority.
14. Sr. P S to Principal Secretary, U D & M A Department.
15. Section Officer, IT & e-Governance Cell, U D & M A Department.

He is requested to upload the same in the departmental website.

16. Guard File of Statutory Wings, U D & M A Department.



Special Secretary to the Govt. of West Bengal