

**Government of West Bengal  
Finance Department  
Audit Branch**

No.5320-F(Y)

Dated, Kolkata, the 22<sup>nd</sup> June, 2012.

**NOTIFICATION**

In exercise of the power conferred by clause (3) of article 166 of the Constitution of India the Governor is pleased hereby to make the following amendment in the Delegation of Financial Power Rules, 1977 published under this Department's Notification No. 9751-F dated 17.11.1977, as subsequently amended (hereinafter referred to as the 'said rules')

**AMENDMENT**

In the said rules, in Schedule 'A' under Rule (18), insert new entries after item no.29 (b) as given below-

Item No	Items of expenditure	S.D.O/ Head of office	District officers (collectors in charge of a district)	Heads of Department (other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner).	Additional Chief Secretary / Principal Secretary / Secretary / Commissioner
29	(c) Purchase and repairs of computer with peripherals including UPS and printer, LAN, Storing devices, such as, Pen drive, CD, Removable Hard discs	Rs. 1 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e) and (f) taken together subject to the conditions given below.	Rs.3 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e) and (f) taken together subject to the conditions given below.	Rs. 5 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e), (f) and (g) taken together subject to the conditions given below.	Rs. 20 lakh per annum for his own office & the subordinate offices under his control and for (c), (d), (e), (f) and (g) taken together subject to the conditions given below.
	(d) Broadband connection in already installed landline telephone.				
	(e) Purchase and repair of Photocopier and Fax machine for already installed landline connection.				
	(f) Fees for digital signature certificate from National Informatics Centre.				
	(g) Laptop and Data card – purchase of	Nil	Nil		

- (i) In case of need to relax the financial power of heads of department other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner sanction may be accorded by the Additional Chief Secretary / Principal Secretary / Secretary / Commissioner within his delegated

power of Rs.20 lakh per annum taking together all such sanctions to subordinate offices and purchase for his own office under item nos. 29(c), 29(d), 29(e), 29(f) and 29(g). In case of need to relax the financial power of Additional Chief Secretary / Principal Secretary / Secretary / Commissioner, concurrence of the Finance Department is necessary.

- (ii) The concerned Administrative Department/Head of Department/Head of Office shall maintain year-wise Register for sanction of the above mentioned items for his office and the subordinate offices under his control and shall strictly monitor so that the sanctioned expenditure does not exceed the delegated financial power as mentioned above.
- (iii) Officers of and above the rank of Special Secretary, Directors having requirement of Laptop and Data card during official tour for efficient discharge of their official duty may be allowed such devices. Each Administrative Departmental head may sanction expenditure for purchasing not more than two units of Laptops within the period of five years and there shall be not more than five units of data cards under one Department. The data card shall be under most economic plan and shall be used in most economical manner for official purpose only. Necessary certificate shall be furnished by The 'Head of Office' while preferring bill in this regard.
- (iv) All the officers of and above the rank of SDO/Head of office at Sub-Divisional level, District level and State level having no Broadband connection are eligible for a broadband connection strictly according to their official requirement. The broad band connection shall be the most economic plan of BSNL for single user.
- (v) The Departments shall develop a computerized management information system and set up Monitoring Committees at State, District and Sub-Division levels for guidance, monitoring, coordination and taking appropriate action for optimum utilization of the machines, devices and equipments run on information and communication technology.
- (vi) In case of purchase of new machines and equipments in replacement old ones, the rate should be invited on 'buy back' terms
- (vii) No new landline telephone connection for the fax machine shall be sanctioned
- (viii) While deciding on the purchase, budget provisions and availability of fund under the particular detailed head of appropriate head of account of the concerned Department shall be ensured.
- (ix) While making the purchase the related purchase procedure of the West Bengal Financial Rules shall be observed.
- (x) While purchasing the computer and its peripherals the purchase procedure contained in memo no. 1782-F dt.1.3.2006 read with memo no. 3876-F dt.2.5.2005 shall be followed.

**Sd./- H. K. Dwivedi.**

Secretary to the  
Government of West Bengal.

No.5320/1 (250) -F(Y).

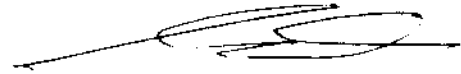
Kolkata, the 22<sup>nd</sup> June, 2012.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&F), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary .

.....Department.

5. The Director of Treasuries & Accounts, West Bengal. The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
6. The Commissioner, \_\_\_\_\_
7. The District Magistrate, \_\_\_\_\_
8. The Sub-Divisional Officer, \_\_\_\_\_
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata - 700 012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata - 700 012.
11. The Treasury Officer, \_\_\_\_\_
12. \_\_\_\_\_
13. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.



(Swapan Kumar Paul)  
Special Secretary to the  
Government of West Bengal.  
Finance Department.