

Government of West Bengal  
Finance Department  
Audit Branch

No.4551-F(Y)

Dated, 11<sup>th</sup> June, 2015


**MEMORANDUM**

e-Pradan system of payment has been introduced with effect from 1<sup>st</sup> April 2015 vide Memo No. 1179-F(Y) dated 25<sup>th</sup> Feb. 2015. Under the e-Pradan system payment would be made from the Treasury/PAO by credit to the Bank Account to the payees/beneficiaries except for some exempted categories.

Payment of salary through e-pradan system has been made mandatory with effect from 1<sup>st</sup> May 2015. There have been few instances of non-credit of salary for May, 2015 due to error in bank particulars of some employees.

In order to overcome this, it has been decided to disburse salary for the month of June, 2015 on or before 15<sup>th</sup> June, to the employees whose salary for the month of May, 2015 has not been made in their salary account. The payment will be made by A/C payee cheque to be drawn in favour of the employees concerned. Before drawal of the bill the DDO will take the following steps-

1. The DDO will take an undertaking from the employee concerned before drawal of the bill for June, 2015 to the effect that the employee did not get his salary for the month of May 2015 in his salary account. The employee concerned will also give an undertaking to the effect that in case of subsequent credit of his salary for the month of May, 2015, in his bank account, he will intimate the same to the DDO.
2. The DDO will certify in the bill to the effect that the employees for whom the salary for the month of June, 2015 is drawn in the bill for disbursement on or before 15<sup>th</sup> June, 2015, did not get salary for the month of May, 2015, by the date of drawal of the bill for June, 2015, despite all effort to rectify the errors that may have occurred at the DDO's end.
3. The DDO shall ensure that the names of the employees for whom salary for the month of June, 2015 is being drawn for disbursement before time, are not included in the regular monthly salary bill for June, 2015.
4. The Treasury Officer/PAO will report to the Directorate of Treasuries & Accounts (DTA) such cases of advance salary payment for June, 2015 to keep track of the drawal before time and for subsequent appropriate action.

  
(H.K. Dwivedi)  
Principal Secretary to the  
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Additional Chief Secretary/Principal Secretary/Secretary ,  
\_\_\_\_\_ Department.
3. The Commissioner, \_\_\_\_\_ Division.
4. Sr. PA to Principal Secretary, Finance Department.
5. The Principal Accounts Officer & Ex-Officio Joint Secretary, Finance (Budget) Department- He is requested to upload this order in the Finance Department website.
6. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
7. The Director, \_\_\_\_\_  
\_\_\_\_\_
8. The District Magistrate / District Judge / Superintendent of Police \_\_\_\_\_  
\_\_\_\_\_
9. The Sub-Divisional Officer, \_\_\_\_\_
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I,  
81/2/2, Phears Lane, Kolkata – 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,  
P-1, Hyde Lane, Kolkata – 700 012.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III,  
IB Market, 1<sup>st</sup> Floor, Salt Lake, Sector –III, Kolkata – 700 106.
13. The Treasury Officer, \_\_\_\_\_.



(G. Samanta)

Joint Secretary to the  
Government of West Bengal.