

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani,
(Rawdon Street)
Kolkata-700 017
Ph No. 2280-5805
FAX – 2280-7373

No. 522-SEC/6A-21/2012

Date : 25.03.2013

From : The Secretary,
West Bengal State Election Commission

To : The District Municipal Election Officer &
District Magistrate,
Jalpaiguri.

Sir / Madam,

I am directed to sub-allot a total sum of Rs.72,000/- (Rupees seventy two thousand) only and to place the same at your disposal in connection with the Municipal General Elections held on the 3rd June, 2012 in your district.

2. You are hereby authorized to make appropriate sub-allotment in favour of the Municipal Returning Officer & Sub-Divisional Officer concerned for drawal and disbursement of the grant as and when considered necessary. Necessary bill for this grant will be drawn in grant-in-aid bill form (T.R. Form No. 31) of the West Bengal Treasury Rules, 2005.

3. You are requested to submit the utilization certificate in respect of the aforesaid grant in terms of S.R. 330A of the Treasury Rules, West Bengal Vol-I to the Principal Accountant General (A&E), West Bengal with a copy to West Bengal State Election Commission and Municipal Affairs Department, Govt. of West Bengal in due course **along with the statement of item-wise expenditure.**

4. While incurring expenditure you should ensure that:

- a) **No vehicle will be repaired from this fund released for this purpose.**
- b) **No furniture, duplicating machines, photocopier, computer etc. will be purchased/ repaired from this fund.**
- c) **The expenditure should be incurred judiciously, cautiously and only for the election related work.**
- d) **Separate register should be maintained by the D.D.O./s for the expenditure incurred in connection with the aforesaid elections.**
- e) **No honorarium shall be allowed to any govt. employee.**

5. The charge will proceed against the head “2217-Urban Development-05-Other Urban Development Schemes-192-Assistance to Municipalities / Municipal Councils-NP-Non Plan-003-Grants to Municipalities in connection with their election–V-Voted-31-Grants-in-aid-GENERAL-02-

Other Grants” out of the current year's budget grants i.e. 2012-2013 under Demand No.39 with the Departmental Code “MA”.

6. The sub-allotment is released out of the fund received from the Municipal Affairs Department, Govt. of West Bengal vide it's No.16(sanction)/MA/N/C-4/1E-1/2006 Dated Kolkata the 7th May, 2012.

7. The M.A. Department issued the aforesaid Order in exercise of the power delegated under Finance Department's Memo No.3232-FB dated 31.03.2012 and Finance Department's U.O. No.Group 'A' '0111' Dated Kolkata the 7th May, 2012.

8. The Principal Accountant General (A&E), West Bengal, the Kolkata Pay and Accounts Office-I and the concerned Treasury Officers are also being informed.

Yours faithfully,

Sd/
(Tapas Ray)
Secretary,

West Bengal State Election Commission

No.522/1(8)-SEC/6A-21/2012

Date : 25.03.2013

Copy forwarded for information and necessary action to the:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata – 700 001.
3. Accountant General (Local Body Audit), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Sector-I, Salt lake, Kolkata – 700 064.
4. Treasury Officer, Jalpaiguri.
5. Municipal Returning Officer & Sub-Divisional Officer, Jalpaiguri (Sadar).
6. Joint Secretary, Municipal Affairs Department, Govt. of West Bengal, Writers' Buildings, Kolkata– 700 001.
7. Accounts Officer, West Bengal State Election Commission, 18, Sarojini Naidu Sarani, Kolkata – 700017.
8. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata- 700 001.

Sd/
(Tapas Ray)
Secretary,

West Bengal State Election Commission