

No. 1081 MEE/Secc  
EM/O/5L-274/2010

Dated, 10<sup>th</sup> September, 2012.

MEMORANDUM

The proposal of Director of Library Services, West Bengal vide Memo No. 643/LS, dt. 23.04.2012 for payment of salaries of the employees of Government sponsored libraries through their Bank Accounts was under active consideration of the Government for some time past.

After careful consideration of the matter, the undersigned is directed to say that the Governor is pleased to decide that the salaries of the employees of Govt. sponsored libraries shall be paid through direct credit to their Bank accounts through ECS system under e-payment of Salary (e-ps) scheme. For the sake of smooth implementation of the decision the following mechanism shall be followed :-

1. All the employees of all Government Sponsored Public Libraries are advised to open "Zero" balance salary account in any nationalized bank, having CBS facilities, of their own choice and furnish the details of the particulars i.e. name of bank, branch, account number, MICR No. (if not opened in State Bank of India) to the District Library Officer & Member Secretary, Local Library Authority through the Administrators/ Secretaries/ Presidents of the Library.
2. The District Library Officer & Member-Secretary, Local Library Authority, after receiving the details of the salary accounts of the employees concerned will submit the same to the Link Bank i.e. treasury linked State Bank of India of the district concerned for record for future course of action.
3. It should be the responsibility of the employees of the Government Sponsored Public Libraries to obtain the working certificates as prescribed by the Government/ Director of Library Services for each and every month from the Administrators/ Secretaries/ Presidents of the respective Library and submit the same within the 15<sup>th</sup> of the next month to the District Library Officer & Member-Secretary, Local Library Authority of the concerned District. Submission of working certificate is compulsory prerequisite for disbursement of salary to the concerned employees.
4. Subject to the availability of fund in the Local Fund Account of the Local Library Authority, District Library Officer & Member Secretary of the Local Library Authority of the District will take necessary steps to draw the amount of salary by cheque (s) from the said fund and present the same to the Treasury concerned for encasement well in advance so that the cheque (s) may be encashed by the concerned Treasury Officers by 28<sup>th</sup> of each month or at least 3(three) working days before completion of the month as the case may be.
5. The Treasury Officers will encash the said cheque(s) by 28<sup>th</sup> of each month or at least 3(three) working days before completion of the month as the case may be, subject to the availability of fund.
6. After taking delivery of the encashed cheque(s) the District Library Officers & Member-Secretaries, Local Library Authorities of the Districts will deposit the same to the treasury linked State Bank of India so as to enable the Bank to credit the amount to the accounts of the employees of Government Sponsored Public Libraries by 1<sup>st</sup> working day of the next month.
7. District Library Officer and Member Secretary of the Local Library Authority will start drawing cheque(s) for the said purpose just after the completion of the process of opening of individual bank accounts of all the employees in the district.
8. Necessary revision will be made for West Bengal Public Library Management Rules, 2005 under West Bengal Public Libraries Act, 1979 (as amended) in due course of time.

This issues with the concurrence of the Finance Department vide their U.O.No. 374/ Group-T, dated 06.07.2012 and U.O.No.114-EM/O/5L/274/2010/2012, Gr.B, dated 12.07.2012.

All concerned are being informed.

Sd/- Narayan Ch. Sarkar  
Joint Secretary  
to the Government of West Bengal

Dated, 10<sup>th</sup> September, 2012.

No. 1081/1(67) MEE/Secc.

Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata – 700001.
3. The Director of Treasuries and Accounts, West Bengal, 4, Lyons Range, 2<sup>nd</sup> floor, Kolkata – 700001.
4. The Finance Department (Gr.T) of this Govt. Writers' Buildings, Kolkata – 700001.
5. The Finance Department (Gr.B) of this Government,
6. The Director of Library Services, West Bengal,
7. The District Magistrate and Chairman, Local Library Authority
8. The District Library Officer
9. The Treasury Officer
10. The Pay & Accounts officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. The Pay & Accounts officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata – 700073.
12. The Pay & Accounts officer, Kolkata Pay & Accounts Office-III, IB Market, Sector-III, Salt Lake, Kolkata – 700106.
13. The Principal Secretary, Finance Department, Writers' Buildings, Kolkata – 700001.
14. P.S. to Hon'ble MIC, Deptt. of MEE & LS, West Bengal.
15. P.A. to the Principal Secretary, Deptt. of MEE & LS, West Bengal.
16. Guard file.

Assistant Secretary,

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{To be maintained at the DLO/LLA)

(In duplicate)

1. Name of the Library :
2. Address :
3. Salary Account No.of the Library :
4. Name of the Drawee Bank/Branch :
5. Address of the Drawee Bank :
6. I.F.S. Code No. :
7. Details of the employee :

Sl.no.	Name	Designation	Account No.	PAN	Mobile No.

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Counter Signature of DLO

\_\_\_\_\_  
Authenticated by President/  
Secretary

\_\_\_\_\_  
Signature of the employee of  
Govt. aided/sponsored library