

Government of West Bengal
Department of Mass Education Extension & Library Services,
Bikash Bhawan, 5th Floor, Salt Lake, Kolkata – 700091

No.: 661-MEE/Sectt.
EM/O/5L-274/10

Dated, Kolkata, the 30th September, 2011

MEMORANDUM

The undersigned is directed to state that in terms of Memorandum No. : 383-F, dated 11.01.08, the salary of the employees of the Govt. Sponsored and Govt. Aided Public libraries working in different establishments under the Directorate of Library Services, West Bengal, are disbursed on and from the 4th working day of the following month. Accordingly, the salary cheques drawn in connection with the placement of grants-in-aid to the Govt. Sponsored Public Libraries towards payment of salary of the said employees are encased by the respective Treasury of the districts with an endorsement on the cheques so that the cheque(s) are encashed from the 4th working day of every following month and for this actual payments of salary in favour of the said employees are delayed for some days thereafter.

The matter of removal of such type of delay in receipt of salaries of the above-said employees was under active consideration of the Govt. for some time past.

After careful consideration of the matter, the undersigned is directed by order of the Governor to say that the Governor is pleased to order that the salary cheques drawn by the concerned District Library Officer and Member-Secretary, Local Library Authority of the district, in connection with the placement of grants-in-aid to the Govt. Sponsored Public Libraries towards payment of salary of the said employees shall henceforth be encased by the Treasury Officers by 28th of each month with effect from the salary cheques of November, 2011 payable in December, 2011.

All Treasury Officers are hereby requested to encase the said salary cheques by 28th of each month or at least 3(three) working days before the completion of the month, as the case may be, subject to the availability of fund, so that the said employees may receive their salary on the 1st working day of each following month.

It will be the responsibility of the concerned District Library Officers and Member-Secretaries, Local Library Authorities of the districts / Areas, who are the concerned DDOs and are drawing salaries of the above-said employees, to ensure that such salary cheques drawn in connection with the placement of grants-in-aid to the Govt. Sponsored Public Libraries, are presented to the concerned Treasuries well in advance so that the cheques may be encased by the concerned Treasury Officers by 28th of each month or at least 3(three) working days before the completion of the month, as the case may be, subject to the availability of fund.

This order issues with the concurrence of the Finance (Audit) Dept., Gr. T, vide their U.O.No. 677, dated 12.09.11 and Finance Dept., Gr. B, vide their U.O.No. 301/EM/O/5L/274/2010/2011, dated 15.09.11.

All concerned are being informed.

Sd/- R.P.Biswas, I.A.S.,
Additional Secretary

No. 661/1(72)-MEE/Secc.

Dated, Kolkata, the 30th September, 2011

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, 2nd Floor, Kolkata-700001.
4. The Finance Dept. (Gr.-T) of this Govt..
5. The Finance Dept. (Gr.-B) of this Govt..
- ✓ 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 Principal Secretary, Finance Dept. of this Govt..
13. P.S. to Hon'ble MIC, Dept. of Mass Education Extension and Library Services, West Bengal.
14. P.A. to the Principal Secretary, Dept. of Mass Education Extension and Library Services, West Bengal.
15. Guard File.



Assistant Secretary