

Government of West Bengal
Directorate of Health Services
(Audit, Accounts & Verification Branch)
Swasthya Bhavan(Ground Floor)Block-GN.No.29
Salt Lake, Sector – V, Kolkata – 700 091

No. HAV/7M-73-04/pt.-I / 2005/000

Dated : 02.02.05

Circular

For streamlining the financial disciplines in different health institution in the districts under the Deptt. of Health & Family Welfare; Accounts officer has been posted in all CMOHs office in the districts to take care of it; but yet to achieve the desired goal which has been reflected in the Audit paras raised by the AG(Audit), West Bengal. In view of the above it is suggested to ensure the following :-

- i) Accounts Officers attached with the office of the CMOH in the districts must be the member of the Purchase Committee/Tender Committee constituted by the CMOH of the districts.

Accounts Officer is primarily responsible to guide the Purchase Committee/Tender Committee for compliance of the existing financial Rules of the Govt. of West Bengal in this respect.

- ii) All Accounts Officer attached with the CMOH office must conduct an inspection on Cash and Stores management, maintenance of GPF Account of Gr. 'D' staff alongwith sanction and recovery of GPF Advance, Establishment matters etc. of at least one BMOH office within their respective district in a month and a report of the inspection must be submitted before the undersigned duly countersigned by the CMOH of the districts.
- iii) Priority must be given to clear outstanding liabilities including Govt. undertakings and Co-operative Societies just after getting the allotment of fund with due observance of financial formalities as provided under WBFR-Vol. – 1 and WBTR-2005.
- iv) It is the primary responsibility of the Accounts Officer attached to the CMOH office to take initiative to settle the outstanding Audit paras raised by the AG(Audit), West Bengal in consultation with the CMOH and also take remedial measures with the approval of the CMOH for non-recurrence of the similar nature of audit para in future.

Issued for strict compliance of the above.

d/c
Addl. Director of Health Services (Audit)
West Bengal.

No. HAV/7M-73-04/pt.-I / 2005/000

Dated : 02.02.05

Copy forwarded for information and necessary action to the :-

1-18) Chief Medical Officer of Health, _____, P.O. _____, Dist. _____

19-36) Accounts Officer attached with C.M.O.H. _____, P.O. _____, Dist. _____

Addl. Director of Health Services
West Bengal.