

Government of West Bengal
 Directorate of Health Services
 (Audit, Accounts & Verification Branch)
 Swasthya Bhawan, Block GN 29, Sector-V
 Salt Lake, Kolkata-700091

Memo No.HAV/7M-198-06/34/(150)

Date: 15-04-08.

Circular

It is observed that arrear claims relating to the claims of persons not in Government Service, have been kept pending for more than three years in different establishments under Health & Family Welfare Department, Government of West Bengal.

In terms of Rule 4.024(4)/4.024(5) of W.B.T.R.,2005, necessary sanction by the Head of the Department/Administrative Department as the case may be, is necessary for such arrear claims. The concerned authorities of the offices where such arrear claims persist, are hereby requested to obtain necessary sanction as required under rules by way of presenting the claims in proper manner along with the relevant particulars in following proforma :---

Proforma ---1 (for drugs & equipments)

| Name of the Company /Firm | Bill no. & Date | Amount of the Bill | Order no. & Date | Description of items ordered with quantity | Whether catalogue item or not | Whether purchase was made from CMS approved supplier at CMS approved rate or not | Whether approval obtained from DHS/DME in case of purchasing of non-catalogue items. | Whether any quotation /tender formalities observed or not for purchasing non-catalogue items. |
|---|-----------------|---|------------------|--|---|--|--|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| Whether the purchase has been restricted within the DFPR '77 (as amended from time to time) or not. | | Whether necessary stock entry has been made or not. | | Whether proper utilization of the article was done or not. | Whether availability of fund was taken into consideration or not at the time of placing of supply order | Reasons for non-payment of the bill. | | |
| (10) | | (11) | | (12) | (13) | (14) | | |

Proforma -2 (other items other than drugs & equipments)


| Name of the Company/Firm (1) | Bill no. & Date (2) | Amount of the Bill (3) | Order no. & Date (4) | Description of items ordered with quantity (5) | Whether necessary quotations/tender formalities observed or not. (6) |
|---------------------------------|------------------------|---------------------------|-------------------------|---|---|
|---------------------------------|------------------------|---------------------------|-------------------------|---|---|

| Whether the purchase has been restricted within the DFPR '77 (as amended from time to time) or not (7) | Whether necessary stock entry has been made or not (8) | Whether proper utilization of the article was done or not (9) | Whether availability of fund was taken into consideration or not at the time of placing of supply order (10) | Reasons for non-payment of the bill. (11) |
|---|---|--|---|--|
|---|---|--|---|--|

In this context, it will be not out of the place to mention here that photo copies of all such claims are required to be furnished during seeking necessary sanction of such arrear claims.

Following certificates on the body of each and every photo copy of the bill is also required to be furnished by the concerned authorities presenting such arrear claims :---

- i) Non-drawal certificate by the DDO
- ii) Observance of FR-47 of WBFR Volume-1 read with No. 9600-F dated 4.10.91/10500-F dated 19.11.2004 by the Head of the Office. In case of non-observance of the same it is to be mentioned clearly with reasons for non-observance of the same.


 Additional Director of Health Services
 (AA&V), West Bengal.

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Copy forwarded for information & necessary action to :---

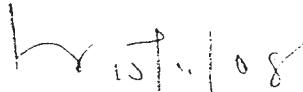
- 1)The Director/ Principal
- 2)The MSVP,
- 3)The CMOH,

He is hereby requested to circulate this to all offices under his jurisdiction

4)The Superintendent,.....

5)The Accounts Officer.....

6)The Secretary-


 Additional Director of Health Services
 (AA&V), West Bengal.