

**WEST BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani,**  
**(Rawdon Street)**  
**Kolkata-700 017**  
**Ph No. 2280-5805**  
**FAX – 2280-7373**  
**email id: sec-wb@nic.in**

**No. 3894(2)-SEC/4B-3/2012**

**Date : 23.10.2013**

From : The Secretary,  
West Bengal State Election Commission

To : The District Municipal Election Officer &  
District Magistrate,  
South 24-Parganas / Howrah.

Sir / Madam,

I am directed to sub-allot a total sum of Rs. 2,04,50,000 (Rupees two crore four lakh fifty thousand) only and to place the same at your disposal in connection with the ensuing Municipal General Elections and Bye Elections scheduled to be held on 22<sup>nd</sup> November, 2013 in Howrah Municipal Corporations and Kolkata Municipal Corporations in your district, as shown below:

<b>Sl.No.</b>	<b>D.M.E.O. &amp; D.M.</b>	<b>Amount Sub-allotted (Rs. in Lakh)</b>
1	South 24-Parganas	20.00
2	Howrah	184.50
	<b>Total</b>	<b>204.50</b>

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 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.**

5. The charge will proceed against the head “2217-Urban Development-05-Other Urban Development Schemes-191-Assistance to Municipal Corporations-NP-Non Plan-009-Grants to Local Bodies 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. 2013-2014 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.188 (sanction)/MA/N/C-4/1E-1/2006 Dated Kolkata the 10<sup>th</sup> September, 2013 and No. 248(sanction)/MA/N/C-4/1E-1/2006 Dated Kolkata the 21<sup>st</sup> October, 2013.

7.

<b>Fund Received from the Govt. in M.A. Department in 2013-14 till date under the aforesaid Head of Account</b>	<b>Sub-allotment made to the DMEO &amp; DMs including this sanction</b>	<b>Balance</b>
Rs. 2,04,50,000/-	Rs. 2,04,50,000/-	NIL

8. The M.A. Department issued the aforesaid Order in exercise of the power delegated under Finance Department's Memo No.622-FB dated 01.08.2013 and with the concurrence of the Finance Department vide their U.O.No.Gr. 'N' 1146 dated.09.09.2013.

9. 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. 3894(2)/1(23)-SEC/4B-3/2012**

**Date : 23.10.2013**

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, 5<sup>th</sup> Floor, DF Block, Sector-I, Salt lake, Kolkata – 700 064.
4. Treasury Officer, Howrah / Alipore.
5. Municipal Returning Officer & Sub-Divisional Officer, Howrah(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