

**Government of West Bengal**  
**Department of Higher Education, Science & Technology and Biotechnology**  
**C.S. Branch**  
**Saltlake, Bikash Bhavan, 6<sup>th</sup> floor, Kolkata-91**

No.38-Edn (CS)/10M-131/2014

Dated, Kolkata, the 10<sup>th</sup> January, 2018

From:- The Deputy Secretary  
to the Govt of West Bengal.

To:- The Director of Public Instruction, West Bengal,  
Bikash Bhavan, 6<sup>th</sup> floor, Salt Lake,  
Kolkata-91

**Sub:- Change of the D.D.O. from DM / SDO / BDO to PRINCIPAL / TEACHER-IN-CHARGE, in respect of the 75 (Seventy-five) Non.Govt. Aided Colleges.**

Madam,

I am directed by the order of the Governor to say that the **PRINCIPAL / TEACHER-IN-CHARGE, in respect of the 75 (Seventy-five) Non.Govt. Aided Colleges (List enclosed), is hereby declared to act as the D.D.O,** in place of the DM / SDO / BDO, who are acting as D.D.O presently of the concerning colleges, with all powers and access to operate the accounts in their respective Treasuries, subject to observation of the provisions under rule of 4.028(2) of WBTR, 2005 and provision of TR 4.019 and 4.028(5) of WBTR, 2005.

This order issues with the concurrence of Finance Department vide their U.O. No. Group-T/2017-2018/0799; Dated. 19.12. 2017.

Yours faithfully



Deputy Secretary


No.38/1(15) - Edn (CS)/10M-131/2014

Dated, Kolkata, the 10<sup>th</sup> January, 2018

Copy forwarded for information and necessary action to the:-

1. Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata-1; - **He is requested to take necessary changes in this regard ;**
2. Joint Secretary, Finance Department, Gr. 'T', Nabanna, Howrah-1 ;
3. Director of Treasuries & Accounts, West Bengal, 4, Lyons Range, Kolkata-1; -**He is requested to issue DDO Code in favour of the Principal / TIC of the respective 75 (Seventy-five) Non. Govt. Aided Colleges, if necessary;**
4. Joint Director of Public Instruction (UGC), West Bengal;
5. Joint Director of Public Instruction (NGC), West Bengal;
6. Joint Director of Public Instruction (PPS), West Bengal; -- **He is requested to inform & collect 4(four) sets of Specimen Signature of Principal / TIC, duly attested by the DM / SDO / BDO (present DDO), from the Principal / TIC of the respective 75 (Seventy-five) Non.Govt. Aided Colleges & also inform their concerning Treasury;**
7. DM, \_\_\_\_\_ ;
8. S.D.O., \_\_\_\_\_ ;
9. B.D.O., \_\_\_\_\_ ;
10. Pay & Accounts Officer-I, 81/2/2, Phears Lane, Kolkata-12;
11. Pay & Accounts Officer-II, P-1, Hyde Lane, Kolkata-700 073;
12. Pay & Accounts Officer-III, BD Market, Sector-III, Kolkata-700064;
13. Treasury Officer, \_\_\_\_\_ ;
14. Principal / Teacher-in-Charge, \_\_\_\_\_ ;

15. Guard File;

  
Deputy Secretary