

**Government of West Bengal**  
**Department of Higher Education,**  
**Science and Technology & Biotechnology**  
**C.S.Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No. 298 – Edn(CS)/10M-02/2018

Date: 15<sup>th</sup> March, 2018

From: Deputy Secretary to the  
Government of West Bengal

To: The Director of Public Instruction, West Bengal

**Subject:** Opening of Deposit Accounts in favour of Non-Govt. aided colleges

**Ref.** G.O. No. 139-Edn(CS) dt. 09.02.2018

Madam,

With reference to above, I am directed to enclose herewith a copy of Letter No. A.M./3-37/XVI/1145 dt. 12.03.2018 since received from Accounts Officer, Indian Audit and Accounts Department, Accountant General (A&E), West Bengal and to request you to instruct the Principals/Vice-Principals/Teachers-in-Charge of all Govt. aided colleges to furnish necessary documents as per prescribed proforma mentioned in the enclosed letter to the Joint Director of Public Instruction (PPS), West Bengal for opening of deposit account in favour of the colleges.

I am also directed to request you to compile the furnished information of the colleges so received by JDPI(PPS), West Bengal and send them to the Joint Secretary(Budget) of department of Higher Education, Science and Technology & Biotechnology for taking up the matter with the AG(A&E), West Bengal.

Yours faithfully

*Hera*

Deputy Secretary to the  
Government of West Bengal

Encl: As Stated.

No.298-1(4) – Edn(CS)/ 10M-02/2018

Date: 15<sup>th</sup> March, 2018

Copy forwarded for information and necessary action to:

1. The Joint Director of Public Instruction (PPS), West Bengal.
2. Joint Secretary (Budget), Department of Higher Education, Science and Technology & Biotechnology
3. Principals/Vice-Principals/Teacher-in-Charge..... (all) Govt. aided colleges

*Hera*

Deputy Secretary to the  
Government of West Bengal



सत्यमेव जयते

भारतीय लेखा तथा लेखा-परीक्षा विभाग  
प्रधान महालेखाकार (लेखा एवं हक), पश्चिम बंगाल  
*Indian Audit And Accounts Department*  
*Accountant General (A & E), West Bengal*

संख्या / No. : A.M./3-37/XVI/1145

दिनांक / Dated : 12-03-2018

1 2 MAR 2018

To  
The Deputy Secretary to the Government of West Bengal  
Department of Higher Education, Science & Technology and Biotechnology  
C.S. Branch, 6<sup>th</sup> floor, Bikash Bhavan  
Salt Lake  
Kolkata-700 091.

**Subject:- Opening of Deposit Accounts in favour of Non-Government Aided Colleges.**

Reference:-Letter No.139/1(16)-Edn(CS)/10M-02/2018 dated 09-02-2018.

Sir,

In inviting a reference to the above I am to state that the following documents are required for according approval for opening and operating of Deposit Accounts in favour of the Non-Government Aided Colleges.

- Copy of order of creation of the College under the Department of Higher Education, Science & Technology and Biotechnology, Government of West Bengal.
- Copy of concurrence of Group-T, Finance Department, Government of West Bengal.
- Copy of Departmental order regarding declaration of Operators based on the concurrence of Group-T.
- Concurrence of Group-N, Finance Department regarding Head of Accounts to be operated.
- 4 sets of original specimen signature (each sheet carrying four signatures) of each of the Operator of the Colleges duly attested by the competent authority of the Department.

The proposal may be submitted in a proforma given below: -

Registration No. of the College	Name and Address of the College	Name and Designation of the Operator	Name of the Treasury for operation of Deposit Account
(1)	(2)	(3)	(4)

The above requirements may be intimated to Joint Secretary, Budget Branch, if necessary.

Yours faithfully,

Accounts Officer / A.M.

देजरी बिल्डिंग्स, २, गवर्नमेंट प्लेस, वेस्ट, कोलकाता-७०० ००१  
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