

**OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
10-A, SHAHEED KHUDIRAM BOSE ROAD, KOLKATA-700001.**

No. 371 / AN-VI (Central) / Order

Date: 01.01.2016.

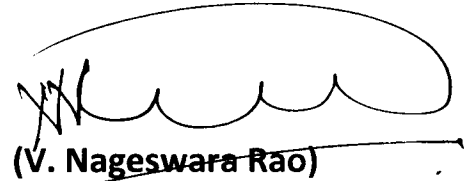
To
The Officer In Charge
EDP WDC CELL
of Main Office

**Subject: Uploading of Expenditure Under Head 'Office Expense'
i.r.o of MO Kolkata & OF Nalanda for F.Y 2015-16**

**Reference: This Office Letter No. 371/AN-VI (Central) / Order / Allot.,
Dt.- 08.07.2015, 07.09.2015, 21.09.2015 & 06.10.2015**

The expenditure report along with 'Office Note' for the month of November 2015 and December 2015 Under Code Head 'Office Expense- (00/094/30)' in respect of M.O Kolkata and O.F Nalanda (Section Code 24 and 34) is forwarded herewith for uploading the same in PCA (Fys) website please.

Enclose. – As above



(V. Nageswara Rao)
Senior Accounts Officer (Fys)

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Naianda (SEC. 24 & 34), for the Month of
December 2015**

1	2	3	
1	Postage	76/094/30	143335
2	Telephone	77/094/30	38655
3	Petrol / Diesel	78/094/30	9382
4	Stationery	79/094/30	53895
5	Furniture	80/094/30	0
6	Liveries	81/094/30	0
7	Hot-Weather	82/094/30	0
8	Office Eqpnt.	83/094/30	0
9	Type Writer	84/094/30	0
10	Books/Periodicals.	85/094/30	53930
11	Vehicles/Hire and Repair	86/094/30	115233
12	Casual Labour	87/094/30	0
13	Printing/Binding	88/094/30	0
14	Miscellaneous Items	89/094/30	897327
15	EDP / Obsolete	90/094/30	0
16	Training (RTC)	91/094/30	0
17	Uncategorised	0	0

Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of
December 2015

1	2	3	
1	Postage	76/094/30	143335

सं. आर/27/बीएनपीएल/ स्पीड डाक
कार्यालय, प्र.ले.नि. (फै.)
एस.के.बोस रोड, कोलकाता-1
दिनांक: 11/11/2015

कार्यालय टिप्पणी
Office Note

विषय:- स्पीड डाक के संबंध में माह October' 2015 के व्यय की स्वीकृति ।

Sanction of expenditure in r/o speed post for the month of
October'2015

अभिलेख अनुभाग स्पीड डाक के पत्रों के प्रेषण के लिए बीएनपीएल (अभी बुक करें,
भुगतान बाद में दें) की सुविधाओं का उपभोग करता है ।

Record section is availing the facility of BNPL (book now pay
later) scheme for dispatch of speed post articles.

F/A
माह October'2015 के लिए रु. 81,658/- (Rupees: Eighty One thousand Six
hundred Fifty Eight only) की राशि का दिनांक 07.11.2015 का स्पीड डाक बिल सं. 229
का भुगतान दिनांक 30.11.2015 तक किया जाना है ।

Speed Post Bill No. 229 dt 07/11/2015 for a sum of Rs. 81,658/-
(Rupees: Eighty One thousand Six hundred Fifty Eight only) for the month of
October'2015 is required to be paid within 30/11/2015.

F/B
इसी मद में पिछली स्वीकृति दिनांक 14.10.2015 को रु. 73,682/- (Rupees: Seventy
Three thousand Six hundred Eighty Two only) के लिए प्रदान की गई थी (प्रतिलिपि
संलग्न) अतः रु. 81,658/- (Rupees: Eighty One thousand Six hundred Fifty Eight only) हेतु
स्वीकृति प्रदान किए जाने हेतु प्रस्ताव किया जाता है ।

P.T.O.

Last sanction for the same was accorded on 14/10/2015 for Rs. 73,682/- (Rupees: Seventy Three thousand Six hundred Eighty Two only) (copy enclosed). It is, therefore, proposed to accord sanction for a sum of Rs. 81,658/- (Rupees: Eighty One thousand Six hundred Fifty Eight only).

चैक निदेशक, कोलकाता प्र.डा. का. के पक्ष में जारी किया जाना वांछनीय है ।

The cheque is required to be issued in favour of Director, Kolkata GPO.

रु. 81,658/- (Rupees: Eighty One thousand Six hundred Fifty Eight only) की स्वीकृति हेतु प्रस्तुत ।

Submitted for sanction please for a sum of Rs. 81,658/- (Rupees: Eighty One thousand Six hundred Fifty Eight only).

~~वि. बोर्ड~~
18/11/15
व.ले.अधि.(अभि.)

~~सुप्रत~~
17/11
सं.जी.अ.

~~डि.प्रि.अधि.~~
व.गो.अधि.(अभि.)
18/11

रु 81,658/- की स्वीकृति
किया जाया ।

~~सं. निंत्रक~~
- C of t has left station on 18/11.
Sanctioned.

~~न.ब.र.व~~
18/11.

~~व.म.अधि. व ले अधि.~~
20/11
Dampatchi.

Noted in the Sanction Register
Page 1 of No. 22
3031155
740

सं. आर/27/बीएनपीएल/ स्पीड डाक
कार्यालय, प्र.ले.नि. (फै.)
एस.के.बोस रोड, कोलकाता-।
दिनांक: 11/12/2015

कार्यालय टिप्पणी

Office Note

विषय:- स्पीड डाक के संबंध में माह November' 2015 के व्यय की स्वीकृति ।

**Sanction of expenditure in r/o speed post for the month of
November'2015**

अभिलेख अनुभाग स्पीड डाक के पत्रों के प्रेषण के लिए बीएनपीएल (अभी बुक करें,
भुगतान बाद में दें) की सुविधाओं का उपभोग करता है ।

**Record section is availing the facility of BNPL (book now pay
later) scheme for dispatch of speed post articles.**

माह November'2015 के लिए रु. 60,118/- (Rupees: Sixty thousand One
hundred Eighteen only) की राशि का दिनांक 08.12.2015 का स्पीड डाक बिल सं. 229 का
भुगतान दिनांक 31.12.2015 तक किया जाना है ।

F/A

**Speed Post Bill No. 229 dt 08/12/2015 for a sum of Rs. 60,118/-
(Rupees: Sixty thousand One hundred Eighteen only) for the month of
November'2015 is required to be paid within 31/12/2015.**

इसी मद में पिछली स्वीकृति दिनांक 17.11.2015 को रु. 81,658/- (Rupees: Eighty
One thousand Six hundred Fifty Eight only) के लिए प्रदान की गई थी (प्रतिलिपि संलग्न)
अतः रु. 60,118/- (Rupees: Sixty thousand One hundred Eighteen only) हेतु स्वीकृति
प्रदान किए जाने हेतु प्रस्ताव किया जाता है ।

F/B

Last sanction for the same was accorded on 17/11/2015 for Rs. 81,658/- (Rupees: Eighty One thousand Six hundred Fifty Eight only) (copy enclosed). It is, therefore, proposed to accord sanction for a sum of Rs. 60,118/- (Rupees: Sixty thousand One hundred Eighteen only).

चैक निदेशक, कोलकाता प्र.डा. का. के पक्ष में जारी किया जाना वांछनीय है।

The cheque is required to be issued in favour of Director, Kolkata GPO.

₹. 60,118/- (Rupees: Sixty thousand One hundred Eighteen only) की स्वीकृति हेतु प्रस्तुत।

Submitted for sanction please for a sum of Rs. 60,118/- (Rupees: Sixty thousand One hundred Eighteen only).

~~व.ले.अधि.(अभि.)~~
11/12/15

सं. 11/12
श. 20. 89.

~~वर्गा. अधि.(अभि.)~~
14/12/15

Noted in the Sanction Register
Page No. 23
Date 21/12/15

~~JCA Submitted~~
14/12

~~CJA~~
मन्मथ च-वन चक्रवर्ती
15/12/2015

~~JCA~~
16/12

60/SAO (Records)

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS(FYS)
MINISTRY OF DEFENCE, RAILWAY SECTION
6, ESPLANADE EAST, KOLKATA- 700 069

Office Note

No.Rly/G/3402/BNPL

Date: 16.12.2015.

Subject : Payment of Parcel charges under BNPL.

Received bills from GPO, Kolkata for payment of parcel charges made by Railway Section. The details are as under :-

Sl	Month of	Bill No	Bill Dt	No of Articles	Amount
1	Nov '15	4	10.12.2015	12	1559

Sanction of an amount Rs 1559/= (Rupees one thousand five hundred and fifty-nine only) may kindly be accorded for payment of bills of parcel charges as per details above.

Parcel charges for Oct'15 was sanctioned vide ON. Dt. 17.11.15 for Rs. 1904/-.

A cheque of amount Rs 1559/= (Rupees one thousand five hundred and fifty-nine only) in favour of Director, Kolkata GPO may kindly be issued.

Submitted for order please.

16/12/15
AAO

AO/SAO

GO

Sanctioned

JE of A(FYS) 16/12/15

SAO (Rlys)

Noted in the Sanction Register
24
21/12/15

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of
December 2015**

1	2	3	
2	Telephone	77/094/30	38655

: OFFICE NOTE:

No.559/AN-C/Telephone/Reliance
Date: 02/12/2015

Subject: Payment of Mobile Data Card Bill : Reliance.

One consolidated bill {consisting of 2(two) Data Cards} bearing No. 372508878170 dated 01.11.2015 received from M/s Reliance Communication is placed below for according sanction please. The details of the bills are furnished below: -

Sl. No.	No. of the Bill & Date	3G Mobile Broadband No	Billing period	User	Amount (Rs)
01.	372508878170 dated 01.11.2015	8820384537	01.10.2015 to 31.10.2015	AN- Sec. M.O.	Rs.1941.42/-
02.		8820553129	01.10.2015 to 31.10.2015	EDP(WDC) Sec., M.O.	= Rs.1941/- (Rounded off)
TOTAL AMOUNT IN					Rs. 1941/-

Hence, if agreed to, sanction for Rs 1941/- (Rupees One thousand nine hundred forty one only) may please be accorded for payment to the M/s Reliance Communication through an A/C payee cheque in favour of "RTL A/C 200092530388".

Net financial effect comes Rs 1941/- (Rupees One thousand nine hundred forty one only).

Submitted for sanction please.

DN
28/11/15
AAO (AN-C)

SA
21/11/15
SAO (AN)

Sanctioned
ADP
03/12
JCA (Fys)

SAO (AN-C)

Noted in the Sanction Register
Page...
Date: 02.12.2015

140 DN
27/12

: OFFICE NOTE:

No. 559/AN-C/WLL/Mob

Dated: 27.11.2015.

**Subject: Reimbursement of Mobile Connection in r/o Shri Nabarun Dhar,
IDAS, J C of A (Fys).**

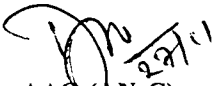
Shri Nabarun Dhar, IDAS, J C of A (Fys) of this office is having personal mobile connection (Mobile No. 7044064994). According to Government of India, Ministry of Finance Department of Expenditure OM No. 7(14)/ckr/2006 dated 14.11.2006 he is entitled to reimbursement of Mobile/Residential telephone for Rs 1500/- per month (less 400/- if Broad Band connection is not installed at residential telephone). J C of A (Fys) has submitted under mentioned bills of mobile phone (2 Months) for reimbursement which is placed below for kind perusal.


Bill No. & Date	Bill Period	Bill Incl. Taxes (in Rs.)	Bill excluding Taxes (in Rs.)	Taxes (in Rs.)	Amount to be reimbursed
125866782 dt.21.09.15	20.08.2015 to 19.09.2015	1915.37/-	1,680.14/-	235.23/-	Rs. 1915.37/- =Rs.1915/- (Rounded off)
164244511 dt.21.10.15	20.09.2015 to 19.10.2015	1874.45/-	1,644.24/-	230.21/-	Rs. 1874.45/- = Rs.1874/- (Rounded off)
Total Amount to be reimbursed					Rs. 3,789/-


If agreed to, sanction may kindly be accorded for Rs 3,789/- (Rupees Three thousand seven hundred eighty nine only) for reimbursement of mobile bill of J C of A (Fys). The payment may be made to A/C No. 007401509011 Through SBI CMP mode.

Net financial effect comes to Rs 3,789/- (Rupees Three thousand seven hundred eighty nine only).

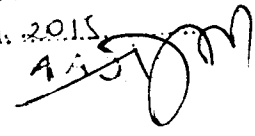
Submitted for sanction please


AAO (AN-C)
26/11/15


SAO (AN-C)
27/11


JCA (Fys)

Noted in the Sanction Register
Page ... 5 ... Sl. No. ... 57 ...
Date ... 30.11.2015 ...



: Office Note:

No.559/AN-C/Telephone (TATA DOCOMO)

Date: 04/12/2015.

Subject: Sanction for payment of new Tata Docomo PhotonMaxWiFi10GB bill.

Please refer to this Office Note bearing *No.559/AN-C/Telephone dtd.30.10.2015*, wherein Competent Authority had accorded permission to procure one **Tata Docomo PhotonMaxWiFi10GB Dongle** for official use. Accordingly the same was purchased from *M/s AZTECH, P-183, C.I.T. Scheme, Ultadanga, Kolkata - 700054 for Rs. 2000/- (Rupees Two thousand only) on 29.10.2015.*

The detail of the first bill for the new Tata Docomo PhotonMaxWiFi10GB Dongle received from '**TATA TELESERVICES LIMITED**' is placed below for kind perusal please.

TATA DOCOMO Number: 09239993788
Account Number : 948425299
Bill Number : 1902397152
Bill Date : 27.11.2015.
Bill Period : 25.10.2015 to 24.11.2015.
Bill Amount : Rs 1,385/-
Due Date : 14.12.2015.

Sanction may kindly be accorded for **Rs.1,385/- (Rupees One thousand three hundred eighty five only)** for payment of Tata Docomo PhotonMaxWiFi10GB Dongle bill in favour of "TATA Teleservices Limited" A/c No.948425299 through Account Payee Cheque mode, if agreed to.

Net financial effect comes to **Rs.1,385/- (Rupees One thousand three hundred eighty five only).**

Submitted for sanction please.

[Signature]
AAO (AN-C)
4/12

[Signature]
SAO (AN-C)
04/12

[Signature]
Sanctioned
[Signature]
JCA (Fys)
04/12

[Signature]
SAO (AN-C)

[Signature]
04/12

Note: In the Sanction Register

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Date 07.12.2015

[Signature]
AAO

AAO (AN-C)

: Office Note:

No.559/AN-C/WLL./Mob.

Dt. 04/12/2015.

Subject: Reimbursement of BSNL Mobile connection in r/o Shri M. C. Chakraborty,
IDAS, C of A (Fys.) M.O. Kolkata.

Shri M.C.Chakraborty, IDAS, C of A (Fys.), M.O. Kolkata, is having personal BSNL mobile connection (mobile number.8902750884). According to Govt of India, Ministry of Finance, Department of Expenditure OM No.24 (5)/E.Co-ord/2012, dtd. 11.05.2012(14)/ckr/2006 dated 14.11.2006 he is entitled to reimbursement of mobile/residential telephone for **Rs 2,000/- per month. (The amount will be reduced by Rs 400/- if the officer does not have Broad Band facility at his residence).**

The Officer has submitted under mentioned mobile bill of the respective month for reimbursement which is placed below for kind perusal.

BSNL Mobile no: 8902750884				Bill no: 405366329 dt:05.11.2015		
Bill Period	Bill Incl. Taxes	Card excl. Taxes	Entitlement	Net Amount reimbursed	Taxes reimbursed	Total amount reimbursed
01.10.15 to 31.10.15	670/-	Rs,528.08/-	Rs 2000/- per month. (The officer does have Broad Band facility at his residence)	Rs.587.68/-	Rs.82.32/-	Rs.(587.68 + 82.32) =602.00/-
Total amount to be reimbursed for the period of 01.10.2015 to 31.10.2015.						Rs.670/-

If agreed to, sanction may kindly be accorded for **Rs.670/- (Rupees Six hundred seventy only)** for reimbursement of bill of mobile connection to C of A (Fys.)

Net financial effect comes to Rs.670/- (Rupees Six hundred seventy only).

Submitted for sanction please.

[Signature]
31/12
AAO (AN-C)
[Signature]
3/12/15

[Signature]
31/12/15
SAO (AN-C)

[Signature]
Sanctioned
[Signature]
JCA (Fys.)
04/11

[Signature]
SAO (AN-C)

[Signature]
04/12

AAO (AN-C)

Noted in the Sanction Register
Page 5 of No. 59
Date 07.12.2015
[Signature]
1407/15

Subject : Payment of Mobile Data Card Bill : Reliance.

One bill (consisting of one Data Card) bearing no. 372544296969 dated 01.12.2015 received from M/s Reliance Communication is placed below for according sanction please. The details of the bills are furnished below: -

Sl. No.	No. of the Bill & Date	3G Mobile Broadband No	Billing period	User	Amount (Rs)
01.	372544296969 dated 01.12.2015	9883415864	01.11.2015 to 30.11.2015	Official	860/- ✓

Hence, if agreed to, sanction for **Rs 860/-** (Rupees Eight hundred sixty only) may please be accorded for payment to the M/s Reliance Communication through an A/C Payee Cheque in favour of "RTL A/C 200105257089".

Net financial effect comes **Rs 860/-** (Rupees Eight hundred sixty only).

Submitted for sanction please.

[Signature]
AAO (AN-C)
08/12/15

[Signature]
SAO (AN)
08/12/15

[Signature]
JCA (Fys)
08/12/15

[Signature]
SAO (AN-C)

Noted in the Sanction Register
Page.....5..... Sl. No.....61.....
Date.....08.12.2015.....

[Signature]

: OFFICE NOTE:

No.559/AN-C/Telephone/airtel

Date : 14 / 12 / 2015

Subject : Payment of Mobile Data Card Bill : airtel.

One bill for airtel-3G-Data Card bearing No. Nil , dated 13.12.2015 received from M/s Airtel mobile services is placed below for according sanction please. The detail of the bills is furnished below: -

Sl. No.	Bill Date	3G airtel Data Card	Billing period	User	Amount (Rs)
01.	13.12..2015	8585812633	11.11.2015 to 10.12.2015	C of A (Fys)	Rs. 1,496.96/- =Rs.1,497/- (Rounded off)

Hence, if agreed to, sanction for **Rs.1, 497/-** (Rupees One thousand four hundred ninety seven only) may please be accorded for payment to M/s Airtel through A/C Payee Cheque, in favour of **"airtel mobile no.- 8585812633"**.

Net financial effect comes to **Rs.1, 497/-** (Rupees One thousand four hundred ninety seven only).

Submitted for sanction please.

[Signature]
AAO (AN-C)
14/12/15

[Signature]
SAO (AN-C)

[Signature]
C of A (Fys)
14/12

[Signature]
SAO (AN-C)

[Signature]
15/12

AAO (AN-C)

Page 5 of 62
Date 16.12.2015
[Signature]
16/12

: Office Note:

No.559/AN-C/Telephone (BSNL)
Date: 23 / 12 / 2015.

Subject: Sanction for payment of Telephone Bills through Parent Account No. 8006784881

All the official Telephone connections have been registered under corporate Group Bill of BSNL, Calcutta Telephones for payment to BSNL by allotting one consolidated ID under Bill Bouquet System, the Parent Account No. is 8006784881 for the following 31 (Thirty one) official Telephone connections placed below by summary page(Bill Bouquet) as under :

Parent Account Number: 8006784881 (consolidated ID).

Bill Number (consolidated): 165986052
Bill Date : 05.12.2015
Bill Period : 01.11.2015 to 30.11.2015
Bill Amount : Rs. 35,275/-
Due Date : 31.12.2015

In this connection it is stated that 06(six) numbers of telephone connections pertaining to RTC(ER) Salt Lake total amounting to Rs.6,762/- is also included in this Bill Bouquet. However, if agreed to, we may book the telephone charges in the respective code head of this office.

Office Name	Section Code Head	Classification Code Head	Amount (Rs)
PCA (Fys)	24	000040 77/094/30	28,513/-
RTC(ER)	26	000040 77/094/30	6,762/-
Total Amount (Rs.)			35,275/-

Sanction may kindly be accorded for Rs 35,275/- (Rupees Thirty five thousand two hundred seventy five only) for payment of Telephone Bills through 'SBI CMP' in favour of Accounts Officer (Cash), BSNL, Calcutta Telephones, Calcutta, if agreed to.

Net financial effect comes to Rs 35,275/- (Rupees Thirty five thousand two hundred seventy five only).

Submitted for sanction please.

(Note: Current Bill includes previous bill of Rs.36,041/- which was already paid on 01.12.2015)

Noted in the Sanction Register
Page No. 5
28.12.2015 (M.O.)

Noted in the Sanction Register
Page No. 67
28.12.2015 (M.O.)

[Signature]
AAO (AN-C)
18/12/15

[Signature]
SAO (AN-C)
18/12/15

[Signature]
JCA (Fys)
18/12

[Signature]
CJA

[Signature]
22/12/15

[Signature]
JCA 23/12

[Signature]
AAO (AN-C)

[Signature]
SAO (AN-C)
22/12

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of
December 2015**

1	2	3	
3	Petrol / Diesel	78/094/30	9382

OFFICE NOTE

No. 315/AN-C/POL/Vol-VIII

Dated. 11.12.2015

Sub:- Sanction for payment of POL, etc. for office vehicle - 11/2015.

Bill No. P/002063/15-16 Dt. 30.11.2015 for ₹ 9,382/- received from 'The India Trading Company' on account of supply of POL, etc. for office vehicles during the month of **November' 2015**, is placed below with all connected charge-slips for ready reference.

Supporting charge-slips have been verified with the counterfoils and in turn with the bill itself. Summary of charge-slips has been annexed to this Note.

A COMPARATIVE STATEMENT OF POL FOR 11/2015 with 10/2015.

Vehicle No. WB-02N-1147			
Sl. No.	Month	Nov' 2015	Oct' 2015
1	Km Run	1141	751
2	POL Consumed	135	119
3	KPL	8.45 ✓	6.31
4	POL Drawn	135 ✓	119
5	Cost of POL	8949.69 ✓	7915.88
6	Cost of Misc. Items	296.94 ✓	2804.59
7	VAT + ST	43.06 ✓	355.22
8	Service Tax	-	14.74
9	Credit Billing Cost	92.47 ✓	107.20
10	TOTAL	9382.16 ✓	11197.63
11	Total By Rounding off	9382/- ✓	11,198/-

In view of the above, sanction may please be accorded for payment of ₹ 9,382/- (Rupees Nine thousand three hundred eighty two only) through **SBI CMP** mode of payment in favour of "The India Trading Company" (A/c No. 20092284075).

DD
AAO (AN-C) 11/12

Sr A.O. submitted for financial sanction of Rs. 9382/- to make payment to the firm please.

Sanctioned

J. A. C. (AN-C) 11/12

SAO (AN-C)

Noted in the Sanction Register
Page 08 Sl. No. 10
Dt. 11.12.2015
AAO

OFFICE NOTE

No.561/AN-C/Misc-Stationary.

Dated: 02.11.2015.

Subject: Photocopy of Books for SAS Part-II Exam.

This Section earlier Office Note bearing number even dated 19.10.2015, may please be recalled wherein it has been principally agreed to make photocopy of books for the ensuing Part-II examination at an aggregating cost of Rs.39500/- (Rupees Thirty Nine Thousand Five Hundred only).

Regarding aforesaid procurement, a Committee comprising of Shri Pallab Chakraborty/SAO(Fys), Shri Kaushik Guha, AAO(T), and Shri Rajeev Lal, AAO(AN-C) has been constituted by the Competent Authority in compliance with Rule 146 of GFR.

The Committee has recommended that photocopy of books for the ensuing Part-II examination may be made from M/s Ghosh Business Point, 12/1, Old Post Office Street, Kolkata-700001 and the rate is enumerated below.

Sl. No	Description	Qty	Rate	Amount Rs.
01	IFA System (3 Volumes)	25 Books X 2300 Pages = 57500 Pages	0.60	34500
02	Model Answers SAS Part-II (2 Volumes)	125 Books	40/-	5000
TOTAL AMOUNT RUPEES				39500

In view of above, if agreed to, sanction may please be accorded for Rs.39500/- (Rupees Thirty Nine Thousand Five Hundred only) to make photocopy of books for the ensuing Part-II examination and the payment may be made through cheque in favour of **Ghosh Business Point**.

Submitted please.

Lal
02/11/15
AAO (AN-C)

Financial Sanction, Rs. 39,500/-

may kindly be accorded to place the orders on M/s Ghosh Business Point, Kolkata for placing order for 25 books of IFA System (Total 57500 Pages) @ 0.60 Rs per page and 125 Model SAS-II Answer Books @ Rs. 40/- each for physical binding of total 125 books. Submitted for orders please.

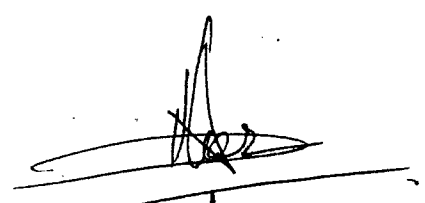
~~JCO(AN)~~ Submitted for approval.

It is also proposed that during my earlier duty for SAS Exam, RTC, it was observed

hat, one or two books, as demanded by the ~~exam~~ candidates, (during the exam with Books), could not be provided.

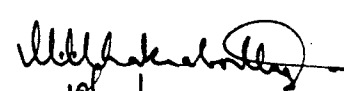
This time, after the officers come back from SAs duty, a detailed feedback could be called for. SAO (AN-IV) may prepare a draft accordingly, if agreed to.

Submitted


17/11

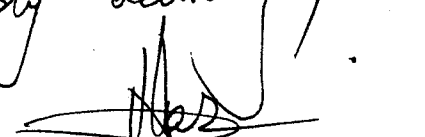
~~C of A~~

OK.


18/11/2015

~~JCA~~

pls comply accordingly


19/11

Noted in the Sanction Register
Page 11 of No. 21
Date 20/11/2015

~~SAO (AN-C), SAO (AN-IV)~~

Please hand over one copy of this office note with the remarks of JCA Sir in case AM-IV with showing it to SAO Sir.
19/11

OFFICE NOTE

Disc.

Date: 3.12.2015.

Subject: Procurement of Stationary items for Office use.

The mentioned stationary items needed to be procured on emergent basis for providing to the Sections immediately on its demand. The details of expenditure incurred are placed below for perusal please.

	Items	Qty	Rate (Rs)	Amt Rs.	Bill Amt. (Rs)	Bill No	For
1.	Pointec Gel Pen	6 pcs	20.00	120.00	540.00	6351 Dated 16.10.2015	AN-Central
2.	Fevi Stick	12 pcs	35.00	420.00			
3.	Spiral Binding	1 pc	25.00	25.00	25.00	6346 Dated 09.10.2015	Accounts
4.	Writing Pad Rull	20 pcs	16.00	320.00	725.00	6380 Dated 01.12.2015	AN-IC (OM Cell)
5.	Bottom Folder File	20 pcs	12.00	240.00			
6.	Pen Cello Gripper(Blue)	20 pcs	7.00	140.00			
7.	White Board Marker Pen	1 pc	25.00	25.00			
8.	Envelop-White	1 pkt	30.00	30.00	150.00	6381 Dated 01.12.2015	AN-Central
9.	Envelop-Brow	1 pkt	30.00	30.00			
10.	Envelop-Yellow	1 pkt	90.00	90.00			
11.	White Envelop SE-6	250 pcs	0.60	150.00	150.00	6381 Dated 01.12.2015	AN-II
12.	Spiral Binding Thick	3 pcs	45.00	135.00	210.00	6370 Dated 19.11.2015	Annual Accounts
13.	Spiral Binding Thin	3 pcs	25.00	75.00			
14.	Plastic Jacket Bag	50 Kg	175.00	8750.00	8750.00	6369 Dated 19.11.2015	Rly-Bldg
15.	Uniball Purple Pen	1 pc	60.00	60.00	60.00	6379 Dated 30.11.2015	AN-Central
16.	Bottom Folder File	20 pcs	20.00	240.00	955.00	6378 Dated 30.11.2015	AN-Central
17.	L-Folder File	20 pcs	20.00	140.00			
18.	Fevi Stick 15 gm	10 pcs	10.00	400.00			
19.	2" Cello Tape	5 pcs	35.00	175.00			
20.	Writing Pad Rull	50 pcs	16.00	800.00	1150.00	6384 Dated 02.12.2015	AN-IC (OM Cell)
21.	Pen Cello Gripper	50 pcs	7.00	350.00			
TOTAL AMOUNT					Rs.12,715/- (Rupees Twelve Thousand Seven Hundred Fifteen only)		

In view of the above, Competent Authority may kindly accord sanction for Rs.12,715/- (Rupees twelve thousand seven hundred fifteen only), if agreed to.

The payment may please be made through SBI CMP mode in favour of M/s Minati Stores. Submitted please.

10m
3/12
AAO (AN-C)
A. Ag
02/12/15

Sr AC (AN-C)

contd - P/2

(25)

no: 561/AN-C/Misc

Dt: 3/12/15

~~Request~~ Requisition for stationery items have been received from various sections and some sections demanded over telephone followed by requisitions.

Since the items are needed on urgent basis for meeting the day to day requirements of the sections, this section processed the stationery items brought out in the Table shown in the note ante at a cost of ₹. 12,715/-

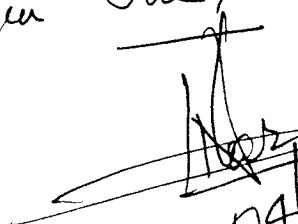
It is agreed to by the competent Authority, sanction for ₹. 12,715/- may kindly be accorded to make the payment to the firm M/s Minati Stores, Kolkata through SBI c/m mode.

Submitted for kind perusal and for further orders please.


03/12/15

~~JCA (AN)~~

Sanctioned, as proposed. However, the receipts of the same may please be, waited in the relevant registers, from the sections.


04/12

~~SAO (AN-C)~~

for necessary action please


Noted in the Sanction Register

Page 11 of No. 33

Date 07.12.2015 (B: 12715)

AAO (AN-C)

AAO  7/12


4/12/15

OFFICE NOTE

C/Misc-Stationary.

Dated: 15.12.2015.

Subject: Procurement of Calculators.

This Section earlier Office Note of even number and dated 06.06.2015 & 18.08.2015, wherein the Competent Authority has instructed to put up a fresh Office Note for the procurement of 50% of calculators of total demands i.e. 36 pcs and accordingly 36 pcs of Calculators have been procured for Official use.

This Office An-Pay section, MO Local vide their letter number 635/AN-Pay/IX/MISC dtd.01.12.2015 has requested for providing **6(six) no's of calculator on urgent basis for calculating of Income Tax** is placed below for kind perusal please. PUC

However, after confirming the rate from M/s Minati Stores, 12/1, Old Post Office Street, Kolkata-700001 for the procurement of 8 pcs(2 are kept for future requirement) of 12 digit Orpat 712 DTC Model Calculators. The details of rate of calculator are as follows

Qnty.	Nomenclature	RateRs.	Amount Rs.
8 Pcs	12 digit Calculator Orpat-DTC-712 Model	@ 210/-	1680/-

In view of the above, if agreed to, sanction for **Rs.1680/- (Rupees one thousand six hundred eighty only)** may kindly be accorded for the procurement of **eight numbers** of aforesaid calculator. The payment may be made through **SBI CMP** in favour of M/s Minati Stores.

Submitted for sanction please.

Submitted please.

On 15/12
AAO (AN-C)

15/12
SAO (AN-C)

Sanctioned
JCA (Fys) *16/12*

SAO (AN-C)

AAO (AN-C)

Noted in the Sectional Office
Page No. 11 SL No. 23
Date 22.12.2015. (Rs.1680/-)
AAO *On*

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of
December 2015**

1	2	3	
4	Stationery	79/094/30	53895

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of
December 2015**

1	2	3	
10	Books/Periodicals.	85/094/30	53930

OFFICE NOTE

No 561/AN-C

Date 23/11/15

Sub procurement of News paper and Magazing

News paper and Magazine for the months of Oct..... 2015 have been supplied by M/S Debendra Basak, Who has submitted Two bills for ₹ 1163/- Which are placed below vide cash memo No 12872 Dt. 11.11.15 & 12873 Dt. 11.11.15

The financial effect is as under.

- | | | |
|----------------|-------|---|
| (1) News paper | ₹ 243 | ✓ |
| (2) Magazine | " 920 | ✓ |
| (3) News Paper | 1 | |

₹ 1163/- ✓

Total

Necessary sanction for ₹ 1163/- (one thousand one hundred sixty three only) may kindly be accorded to meet up the expenditure with Direction to issue cheque on RBI, Kal. in favour of PC of A (Fys) Kal. and cash may be handed over to AAO (AN-C) Submitted for sanction please. →

Cal
23/11/15
AAO(AN-C)

10/11/15
23/11
SAO(AN-C)

Sanctioned
23/11
JGA(AN)

Noted in the Sanction Register
Page 53 Sl. No. 267
Date 27.11.15
AAO

No. **98** CASH MEMO Date **14.11.2015**
 Name **R. N. Nayak**
 Address **1C. 688. Salt lake**

Quantity	DESCRIPTION	Rate	AMOUNT	
			Rs.	P.
	Time of Gubra for the month of April 2015 to September 2015.		820	00
TOTAL			820	00

S. Inlils
 Rupees in Words. **Eight hundred**
and Twenty only Signature **1/1/30, B. M. J. J. J.**

Judip Paper Supply

