



सत्यमेव जयते

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
AN-VI (Central) SECTION
10-A, S.K. BOSE ROAD, KOLKATA: 700001

☎ ID : cda-cal@nic.in
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☎ FAX No. : (033) 2248-0991

☎ 371 AN-VI (Central) / Order

Date:-24.08.2016

To:
The Officer In Charge
EDP WD CELL
Main Office

**Subject: Uploading of Expenditure Under Head 'Office Expense'
i.r.o of MO Kolkata & OF Nalanda for F.Y 2016-17.**

The expenditure report along with 'Office Note' for the month of July 2016 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

AP / Debarun
expeditious action pl.

24/8


(Rantu Saikia)
Senior Accounts Officer (AN)

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of July
2016**

1	2	3	
1	Postage	76/094/30	464
2	Telephone	77/094/30	69640
3	Petrol / Diesel	78/094/30	0
4	Stationery	79/094/30	210070
5	Furniture	80/094/30	0
6	Liveries	81/094/30	0
7	Hot-Weather	82/094/30	0
8	Office Equipt.	83/094/30	0
9	Type Writer	84/094/30	0
10	Books/Periodicals.	85/094/30	12359
11	Vehicles/Hire and Repair	86/094/30	226079
12	Casual Labour	87/094/30	0
13	Printing/Binding	88/094/30	2310
14	Miscellaneous Items	89/094/30	1433192
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 July
2016**

1	2	3	
1	Postage	76/094/30	464



GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
RAILWAY/'G' SECTION
6, ESPLANADE, EAST, KOLKATA: 700069

E-mail ID : cda-cal@nic.in
Website : pcafys.nic.in

Phone No : (033) 2243-0241
FAX No. : (033) 2248-0171

No.Rly/G/3402/BNPL

Date: 10.06.2016

Office Note

Subject : Payment of Parcel charges under BNPL.

Received bills from GPC, 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	May'15	CCU-001-4	09.06.2016	03	464

Sanction of an amount Rs 464/= (Rupees four hundred and sixty-four only) may kindly be accorded for payment of bills of parcel charges as per details above.

Parcel charges for March'16 was sanctioned vide ON. Dt. 18.04.16 for Rs. 132/- and there was no parcel made by railway section in the month of April'16.

A cheque of amount Rs 464/= (Rupees four hundred and sixty-four only) in favour of Director, Kolkata GPO may kindly be issued.

Submitted for order please.

[Signature]
AAO
10/6/16

[Signature]
13/6/2016
AO/SAO

[Signature]
10/6/16
GO

Sanctioned
[Signature]
JC of A(Fys)
20/06/16

~~SAO~~ GO (Rlys)
SAO (Rly)

[Signature]
20/06/16
27/6/16

Sanction Register
Page 1 Sl. No. 10
Date 27-6-16
A.A. *[Signature]*

Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of July
2016

1	2	3	
2	Telephone	77/094/30	69640

Office Note:

No. 5594 N-C/W/1, Mys.
Dt. 24/06/2016.

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

Shri M.C.Chakraborty, IDAS, C of A (Fys.), M.G. Kolkata, is having personal BSNL mobile connection (mobile number.8902750884). According to Government of India Ministry of Finance, Department of Expenditure OM No.24 (5)-E.Co-ord/2012, dt. 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 a bill for reimbursement which is placed below for kind perusal.

BSNL Mobile Number: 8902750884		Bill No: 440316349 dt:05.06.2016
Bill Period	Entitlement	Total amount to be reimbursed
01.05.2016 to 31.05.2016	Rs 2000/- per month. (The officer does have Broad and facility at his residence)	Rs. 946/-

If agreed to, sanction may kindly be accorded for Rs.946/- (Rupees nine hundred forty six only)

for reimbursement of mobile bill to C of A (Fys). Payment may be made to A/C No.142010100232920 through SBI CMP mode in favour of M.C. Chakraborty, IDAS C of A (Fys). if agreed to, please.

Net financial effect comes to Rs.946/- (Rupees nine hundred forty six only).
Submitted for sanction please.

AAO (AN-C)
24/6

SAO (AN-C)

AAO (Fys)
24/06/16

SAO (AN-C)

Noted in the Sanction Register
Page.....04.....Sl. No. 28.....
Date...27/06/16.....
A.A.O. 27/6

OFFICE NOTE:

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

Date: 05 /07 /2016

Subject: Payment of Mobile Data Card Bill : Tata Docomo PhotonMaxWiFi10GB.

One bill for Tata Docomo PhotonMaxWiFi10GB bearing No. 1944673833, dated 27.06.2016 received from "TATA Teleservices Limited" is placed below for according sanction please. The detail of the bill is furnished below: -

TATA DOCOMO Number: 09239993788			Account Number: 948425299	
Bill Date	Bill Number	Billing period	User	Amount(Rs)
27.06.2016	1944673833	25.05.2016 to 24.06.2016	Official	Rs. 1, 840.00/-

Hence, if agreed to, sanction for Rs. 1, 840/- (Rupees One thousand eight hundred forty only) may please be accorded for payment of Tata Docomo PhotonMaxWiFi10GB Dongle bill in favour of "TATA Teleservices Limited" A/c No.948425299 through an A/C payee cheque mode, if agreed to.

Net financial effect comes to Rs. 1, 840/- (Rupees One thousand eight hundred forty only)

Submitted for sanction please.

(Note: Due amount of Rs.3558/-(Rupees Three thousand five hundred fifty eight only) reflected in the bill include the previous bill amounting Rs.1718/- was already paid vide A/C Payee Cheque No. 678622, dated:27.06.2016)

AAO (AN-C)

11/07/16

SAO (AN-C)

Submitted for sanction pl.

SAO (AN-C)
6/7/16

Sanctioned

J C of A (Fys)
06/07/16

Date:
Page:
Sl. No.
Filed in the Sanction Register

Noted in the Sanction Register

Sl. No. 39 (Rs-1840)
11/07/16

OFFICE NOTE

No.561/AN-C/Misc.

Date: 08.07.2016.

Subject: Procurement of Plan Phone.

The telephone connection between the PC of A (Fys)'s Chamber and its Secretariat is not working properly. In this regard, the telephone maintenance section of OFB has been consulted and it has been suggested by the Officer to change the Telephone Set. In this connection, a Plan Telephone set has been procured from Deinor & Co, 14A, Elgin Road, Kolkata-700020 for the aforesaid purpose. Thus the expenditure comes to Rs.3750/- (Rupees Three Thousand Seven Hundred Fifty only). The details are as follows.

Qty	Particulars	Amount Rs.
01	Plan Phone (1+1). Beetel Make Set. Model No.m-78 S/L No: 00027451-1510 (inclusive of Vat 5%)	3750
Total Amount Rs.		3750

In view of the above, if agreed to, sanction may kindly be accorded for Rs. 3750/-(Rupees Three thousand Seven hundred Fifty only) including VAT. The payment may be made through A/C Payee cheque in favour of C of A (Fys) and the cash may be handed over to AAO (AN-C).

Submitted for perusal and order please.

[Signature]
8/7/16
AAO (AN-C)

[Signature]
8/7/16
SAO (AN-C)

[Signature]
08/07/16
JCA (Fys)

[Signature]
SAO (AN-C)

Noted in the Sanction Register
Page.....05.....Sl. No.....40.....
Date.....11/7/16.....
A.A.O. *[Signature]*

: OFFICE NOTE:

No.559/AN-C/Telephone/airtel

Date : 11/07/2016

Subject: Reimbursement of Mobile Data Card Bill: Airtel 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 Mobile Data Card Bill: Airtel (Data Card number: 7044804078). According to Govt. of India, Ministry of Finance, Department of Expenditure OM No. 24 (5)/E. Co-ord/2012 dtc 11.05.20127(14)/ckr/2006 dated 14.11.2006 he is entitled to reimbursement of mobile/broadband/residential telephone for Rs. 2000/- per month.

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

Bill Number & Date	3G airtel Data Card	Billing period	User	Amount (excluding tax) (Rs)	Tax Amount (Rs)	Total Amount Reimbursed (Rs)
488622959 dt:21.06.16	7044804078	20.05.16 to 19.06.16	C of A (Fys),	999.00	149.86	1148.86 = 1149.00 (rounded up)

If agreed to, sanction may kindly be accorded for Rs.1149/-(Rupees One Thousand One Hundred Forty Nine only) for reimbursement of Data Card to C of A (Fys). Payment may be made to A/C No. 142010100232920 through SBI CMP mode in favour of M.C. Chakraborty, IDAS, C of A (Fys), please.

Net financial effect is Rs.1149/-(Rupees One Thousand One Hundred Forty Nine only)

Submitted for sanction please.

[Signature]
AAO (AN-C)
11/7/16

[Signature]
SAO (AN) 11/6/16

[Signature]
Sanctioned
C of A (Fys)
12/07/16

[Signature]
SAO (AN) 12/7
AAO (C)

Noted in the Sanction Register

Page No. 5 Sl. No. 41
Date: 12/7/16 (1149/-)
[Signature]

: Office Note:

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

Dt. 14/06/ 2016.

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 Government of India, Ministry of Finance, Department of Expenditure OM No.24 (5)/E.Co-ord/2012, dtd. 11.05.2012(14)/Cr/2005 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).

- pvc.

The Officer has submitted a bill for reimbursement which is placed below for kind perusal.

BSNL Mobile Number: 8902750884		Bill No.445324797, dt 05/07/2016
Bill Period	Entitlement	Total amount to be reimbursed
01.06.2016 to 30.06.2016	Rs 2000/- per month. (The officer does have Broad and facility at his residence)	Rs. 868/-

If agreed to, sanction may kindly be accorded for Rs.868/- (Rupees nine hundred fourty six only) for reimbursement of mobile bill to C of A (Fys). Payment may be made to A/C No.142010100232920 through SBI CMP mode in favour of M.C. Chakraborty, IDAS, C of A (Fys), if agreed to, please.

Net financial effect comes to Rs.868/- (Rupees eight hundred sixty eight only).

Submitted for sanction please.

[Signature]
AAO (AN-C)
15/7/16

[Signature]
SAO (AN-C)
15/7/16

[Signature]
Sanctioned
SAO (AN-C)
15/07/16

[Signature]
SAO (AN-C)
15/7/16

05.01.No.43
18.07.2016 (Re 868)
R.O.

:Office Note:

No.559/AN-C/WLL./Mob.
Dt. 15/07/2016.

**Subject: Reimbursement of mobile connection in r/o Shri R N Dash,
IDAS, P C of A (Fys), MO, Kolkata.**

Shri R N Dash, IDAS, P C of A (Fys), Kolkata is having a personal mobile connection (Vodafone No.9643813778). According to G.I, M.E., OM No.24 (3)/E.Co-ord/2012, dtd.11.05.2012, he is entitled for reimbursement of mobile/residential telephone up to Rs.2500/- (Less Rs. 400/- if Broad Band is not installed at residential telephone).

P C of A (Fys.) has submitted under mentioned bill for the period of 06.05.2016 to 05.07.2016 for reimbursement which is placed below for kind perusal.

Bill No.75814718 & Dt. 06.07.2016				Vodafone No. 9643813778	
Bill Period	Bill Incl. Taxes	Bill excluding Taxes	Entitlement	Taxes reim-bursed	Total amount to be Reimbursed (Rs)
06.06.2016 to 05.07.2016	979.98/-	852.16/-	Rs 2500/- (Less 400/- if Broad Band connection is not installed at residential telephone). Per month	127.82/-	Rs (852.16+127.82 =979.98/- 980/- (Rounded Up)
Total (Rupees nine hundred eighty only)					Rs. 980/-

PVC

Hence sanction may kindly be accorded for Rs980/- (Rupees nine hundred eighty only) for reimbursement of mobile bill connection to P C of A (Fys.) through an A/C Payee Cheque in favour of "Vodafone Number 9643813778", if agreed to.

Net financial effect comes to Rs980/- (Rupees nine hundred eighty only).

Submitted for sanction please.

Tosh
P. S. Pk
15/7

[Signature]
AAQ (AN-C)
15/07/16

[Signature]
SAO (AN-C)

[Signature]
Sanctioned
JCA (Fys)
15/07/16

[Signature]
SAO (AN-C)
15/7

05
Date 18.07.2016 (Rs. 980/-)
AAQ
18/7

: Office Note:

No.559/AN-C/Telephone (2016)
Date: 18/07/2016.

**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/Parent Account under Bill Bouquet System. The Parent Account No. is 8006784881. The summary of the bill is given as under:

Parent Account No. : 8006784881 (consolidated ID).
Bill No. (Consolidated): 177644208
Bill Date : 05.07.2016
Bill Period : 01.06.2016 to 30.06.2016.
Amount : Rs. 99,774/-
Due Date : 30.07.2016.

66
20/7/16

In this connection it is stated that 06(six) numbers of telephone connections pertaining to RTC(ER) Salt Lake total amounting to Rs.6,667/- and Broad Band-Fixed Annual Charge for No.033-2248-1905, Account No.8006725253) and hence such amounts may be booked in the telephone charges in the respective code heads of this Office, IT Expenditure & RTC and 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	60,107/-
PCA (Fys)(Broad Band connection pertaining to IT Expenditure)	24	000040 00/094/94	33000/-
RTC(ER)	26	000040 77/094/30	6,667/-
Total Amount (Rs.)			99,774/-

F/2
F/3

Sanction may kindly be accorded for Rs.99,774/- (Rupees ninety nine thousand seven hundred seventy four only) for payment of Telephone Bills through 'SBI CMP' mode in favour of AO (Cash), BSNL, Calcutta Telephones, Calcutta, if agreed to.
Net financial effect comes to Rs.99,774/- (Rupees ninety nine thousand seven hundred and seventy four only)

Submitted for sanction please.

AAO (AN-C)

SAO (AN)

19/07/16
PCA (Fys)

15/7/16

PCA

Link & put up R

PCA linked and submitted please
19/07/16

PCA (R)
19/7

Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & OF Nalanda (SEC. 24 & 34), for the Month of July
2016

1	2	3	
4	Stationery	79/094/30	210070

OFFICE NOTE

No.561/AN-C/Misc-Stationary

Dated: 23.02.2016.

Subject: Procurement of Stationery Items.

This Section earlier Office Note bearing number even dtd 27.01.2016 may please be recalled wherein Competent Authority has accorded approval in principle to procure Stationery items according to the annual indent placed by Record Section at an estimated expenditure of Rs.132855/-.Competent Authority has also constituted a Tender Purchase Committee comprising of Shri Subhas Shaw/AO, Shri Debojyoti Ghosal/AAO and Shri Sudhir Ranjan/AAO for opening of sealed quotation, preparation of CST and recommendation of the name of lowest bidder.

Accordingly, for the aforesaid procurement, RFP was issued to Arka Enterprise, Minati Stores, Dharmatala Stores, Dipankar Ghosh and all those firms have responded. The Tender Purchase Committee after opening the sealed quotation have prepared the CST and recommended L1 vendor for respective items detailed below:

Sl. No	NOMENCLATURE	QNTY	RATE	AMT. RS
1	Correction Fluid	50 Pcs	25.00	1250.00
2	Correction Pen	50 Pcs	22.00	1100.00
3	Stapler Machine	80 Pcs	38.00	3040.00
4	Ball Pen(Blue/Black)[Cello]	550 Pcs	9.00	4950.00
5	Synthetic Gum(Tube)	200 Pcs	9.00	1800.00
6	Synthetic Gum(Bottle)	200 Pcs	31.00	6200.00
7	Register Ruled 5Q	50 Pcs	80.00	4000.00
8	File Board	1500 Pcs	12.00	18000.00
9	Envelope SE4	5000 Pcs	0.40	2000.00
10	Highlighter Pen	100 Pcs	20.00	2000.00
11	Xerox Paper A4(75 GSM/J K Sparkle)	415 Rims	161.00	66815.00
12	Brown wrapping paper	2000 Pcs	2.20	4400.00
13	Register-1Q	100 Pcs	23.00	2300.00
14	Register-8Q	100 Pcs	142.00	14200.00
TOTAL AMOUNT RUPEES				132055.00

In this regard, If agreed to, sanction may please be accorded for Rs. 132055/- (Rupees One Lakh Thirty Two Thousand Fifty Five only) to procure the Stationery items. Payment may be released only on getting of satisfactory delivery certificate from Officer in Charge Record Section to M/s Arka Enterprise through SBI CMP mode of payment.

Submitted for perusal and sanction please.

AAQ(AN-C) 23/02/16
ABJ 23/02/16

~~S.A.O~~

financial sanction for ₹. 1,32,055

Contd - -

OFFICE NOTE

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

Date 17.06.2016.

Subject: Procurement of Stationary items for Office use.

The under mentioned stationary items have been procured on emergent basis for Official purposes. The details of expenditure incurred are placed below:—

Sl. No	Items	Qty	Rate (Rs)	Amt (Rs.)	Bill Amt.(Rs)	Bill No & Date	For
1	Bottom folder	12	12	144.00	1536.00	152. dt- 26/05/2016	AN-CENTRAL
1	Whitener correction pen	12	24	288.00			
3	Highlighter pen	12	18	216.00			
4	Red gel pen	6	10	60.00			
5	Autoclip file thick	6	70	420.00			
6	White board marker pen	12	25	300.00			
7	Permanent marker pen	6	18	108.00			
8	Arch file (ABC)	50	45	2250.00	2250.00	163. dt- 16/06/2016	AN-II
9	Calculator 12 digit DTC-0712	2	210	420.00	1315.00	167. dt- 17/06/2016	AN-CENTRAL
10	CD marker FC pen	1	18	18.00			
11	Luxer sign pen	6	7	42.00			
12	Flags post	5	25	125.00			
13	5 colour flag s	10	35	350.00			
14	Cello pen	1	20	20.00			
15	Pen	10	10	100.00			
16	Fevi stick 158m	6	40	240.00			
Total Amount (Five thousand one hundred one only)					Rs.5101/-		

In view of the above, if agreed to, sanction for Rs.5101/-(five thousand one hundred one only) may please be accorded. The payment may please be made through SBI CMP mode

~in favour of M/s Minati Stores.

Submitted please.

[Signature]
22/6/16
AAO (AN-C)

[Signature]
Submitted for kind
Sanction PI.
SAO (AN-C)
[Signature]
22/6/16

[Signature]
Sanctioned
[Signature]
S.C. 27/6/16

[Signature]
19/6/16

[Signature]
SAO (AN-C)

Sanction Register
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Date...
A.A. *[Signature]*

OFFICE NOTE

No.561/AN-C/Misc.

Dated:07.10.2015.

Subject: Procurement of Cartridge.

This Section earlier Office Note bearing number even dated 10.08.2015 may please be recalled wherein it has been principally agreed to conclude a rate contract for the procurement of canon cartridges at an estimated expenditure of Rs.240400/-.

Regarding aforesaid procurement a Committee comprising of Shri T.K.Mahapatra/SAO(Store), Shri Tanmoy Talukdar/AAO and Shri Prakash Chandra/AAO(EDP) has been constituted by the Competent Authority in compliance with **Rule 149(ii) of GFR.**

The Committee has recommended that the procurement of the under mentioned cartridges may be made from **M/s Minati Stores, 12/1, Old Post Office Street, Kolkata-01.**

1	2	3	4	5	6	7
Sl. No	Description of Machine	Nos	Cartridges Model No.	Qty	Rate	Amt. Rs.
1	Canon Fax Machine L140	03	Canon FX-9	30 Pcs	3600	108000
2	Canon Fax Machine GRS05578	01	Canon 328	04 Pcs	3550	14200
3	Canon Printers LBP 2900	03	Canon 103/303	12 Pcs	3550	42600
4	Canon Xerox Machine	02	NPG59	18 Pcs	1625	29250
5	Canon Xerox Machine	03	NPG28	18 Pcs	1400	25200
TOTAL AMOUNT RUPEES						219250

In view of above, if agreed to, sanction may please be accorded for procurement of the aforesaid canon cartridges from M/s Minati Stores,12/1,Old Post Office Street, Kol-01, on rate contract basis. The firm will supply the required cartridges as and when required basis and the payment will be made through SBI CMP in favour of M/s Minati Stores after receipts of pre-receipted bill submitted by the said firm at the rate quoted above for the ensuing one year i.e. from the date of issuing of Supply Order by this Office.

Submitted for sanction please.

DD/10
AAO(AN-C) *Sr.A.D.* APPROVAL may please be accorded to enter into Rate Contract with the LI firm M/s minati stores, Kolkata for Procurement of Ink cartridges of canon make for Fax/Xerox machines as and when necessary during the year as per the make of machine and as per the rate quoted for each cartridge in the column 6 of the Table brought out in the

Note ante and also with a clause that the RC is extendable for another year or two if agreed to please.

Submitted for orders please.

~~JCA(AN)~~

~~13/10~~

Submitted

~~16/10~~

~~CJK~~

Ullahakhalley
19/10/2015

~~JCA~~

~~19/10~~

SAO (AN-C)

Noted in the Sanction Register
Page 11 Sl. No. 07
Date 08.07.2016. (A: 69640A)
A.A.O

OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (FYS)
MINISTRY OF DEFENCE

10A, S.K. BOSE ROAD, KOLKATA-700001

SUPPLY ORDER NO. 08

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

Dated: 19.10.2015.

To

M/s Minati Stores,

12/1, Old Post Office Street,

Kolkata- 700001.

Subject: Rate Contract for Supply of Canon Cartridges.

Ref: Your Quotation No. dated 29.08.2015.

Sir,

In compliance with the aforesaid Quotation regarding supply of Canon Cartridges, I am to inform you that the Rate Contract for supply of Canon Cartridges for the rates quoted by you for the same as mentioned below has been accepted by this office.

Sl.No	Description of Machine	Nos	Cartridges Model	Rate Rs.
1	Canon Fax Machine L140	03	Canon FX-9	3600
2	Canon Fax Machine GRS05578	01	Canon 328	3550
3	Canon Printers LBP 2900	03	Canon 103/303	3550
4	Canon Xerox Machine Image runner 2002	02	NPG59	1625
5	Canon Xerox Machine Image runner 2420L	03	NPG28	1400

You are therefore requested to supply the said Canon Cartridges **at the rate as specified above** (as per your quotation) on immediate basis as per the requisition placed by this Office on as and when required basis.

Terms & Condition:

1. This office will not accept any defective cartridges.
2. The specification of the cartridges must be in toto with the specification as shown during the demonstration and acceptance by the Officers prior to place the order.
3. Payment may be made through NEFT only after satisfactory delivery of the cartridges duly verified and certified by the Officers as nominated by the Competent Authority.
4. You have to supply the cartridges to the Officer in Charge, AN-Central Section, 6th Floor, O/o the Principal Controller of Accounts (Fys), 10-A, S.K. Bose Road, Kolkata-01 on **as and when required basis**.
5. Rate Contract is valid for ONE YEAR or may be extendable for another ONE or TWO year with the consent of the Firm.
6. Initially the Rate Contract is valid for **ONE YEAR** commencing from 19.10.2015 to 18.10.2016.

Yours faithfully,

(V. NAGESWARA RAO)

Sr. Accounts Officer (Admin-C)

o/c

19/10

19/10

OFFICE NOTE

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

Date: 12/07/2016.

Subject: Procurement of Stationary items for Office use.

The under mentioned stationary items have been procured on emergent basis for Official purposes. The details of expenditure incurred are placed below:

Sl. No	Items	Qty	Rate (Rs)	Amt (Rs.)	Bill Amt.(Rs)	Bill No & Date	For
1	White Tag Large size	1000 pcs	1.20	1200.00	1450.00	135, dt- 04/05/2016	AN-I
2	Correction Pen Whitener	10 pcs	25.00	250.00			AN-C
3	Hi-Tec Point Pen	5 pcs	40.00	200.00	745.00	158, dt- 07/06/2016	AN-C
4	Re-stick notes	5 pcs	35.00	175.00			
5	1" Cello Tape	2 pcs	15.00	30.00			
6	2" Cello Tape	1 pcs	35.00	35.00			
7	2" Brown Tape	1 pcs	35.00	35.00			
8	Punch (1 /hole)	2 pcs	63.00	126.00			
9	Button Folder	1 Doz	12.00	144.00	120.00	168, dt- 21/06/2016	AN-C
10	Uniball 157-D-07 pen purple (violet ink) uni eye	2 pcs	60.00	120.00			AN-C
11.	Rull register No. 8(4 coir)	5 pcs	80.00	400.00	400.00	169, dt- 21/06/2016	AN-C
12	Spiral binding thick	2 pcs	40.00	80.00	155.00	170, dt- 21/06/2016	Annual Account
13	Spiral binding thin	3 pcs	25.00	75.00			
14	Pen	10 pcs	10.00	100.00	260.00	171, dt- 23/06/2016	Hindi Cell
15	Writing Rule Pad	10 pcs	16.00	160.00			
16	Bottom Folder File	1 dozen	12.00	144.00	144.00	180, dt- 05/07/2016	AN-C
Total Amount /-(Rupees three thousand two hundred seventy four only)					Rs.3274/-		

In view of the above, if agreed to, sanction for Rs.3274/- (Rupees three thousand two hundred seventy four only) may please be accorded. The payment may please be made through SBI CMP mode in favour of M/s Minati Stores.

Submitted please.

[Signature]
AAO (AN-C)
A-94
12/7/16

Submitted for kind sanction
SAO (AN-C)
[Signature]
12/7/16.

Sanctioned
[Signature]
JCA (Fys)
13/07/16

SAO (AN-C)

Noted in Sanction Register
Page No. 11
SI. No. 08
Date: 13.07.2016 (Rs. 3274/-)
A.A.
[Signature]
12/7/16

**Details of Bookings under Head 'Office Expenses' i.r.o M.O
Kolkata & Of Nalanda (SEC. 24 & 34), for the Month of July
2016**

1	2	3	
10	Books/Periodicals.	85/094/30	12359

OFFICE NOTE

No 561/AN-C

Date - 22.6.15

Sub procurement of News paper and Magazing

News paper and Magazine for the months of May 2016 have been supplied by M/S Debendra Basak, Who has submitted Two bills for ₹ 1750/- Which are placed below vide cash memo No 13562 Dt. 20/6/16 & 13563 Dt. 20-6-16

The financial effect is as under.

(1) News paper	₹ 430
(2) Magazine	" 1320
(3) News Paper	1

Total	₹ 1750/-

Necessary sanction for ₹ 17,500/- (Seventeen thousand seven hundred Fifty 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.

[Signature]
22/6
AAO(AN-C)
Basak

[Signature]
22/6/16
SAO(AN-C)

SAO(AN-C)

Sanctioned
[Signature]
27/06/16
3 GA(AN)

Sanction Register
Page 28 Sl. No. 84
Date 27/6/16
A.A.O.

No.

Ph. : 9331229848

SUPROVAT

All kinds of News Papers, Magazines, Books & General Order Suppliers
Prop. : JAYANTA KAR
28/2, Durgabari Road, Dum Dum Cantonment, Kolkata-28

Name : *N. Khan*

Address : *N. Khan*

Bill for the month of *Nov '15*

Nos.	Particulars	Rate	Amount
30	<i>Beaman's King</i>		156.00
		Total	156.00

Date : *21.11.15*

E. & O. E.
For SUPROVAT

No.

Ph. : 9331229848

SUPROVAT

All kinds of News Papers, Magazines, Books & General Order Suppliers
Prop. : JAYANTA KAR
28/2, Durgabari Road, Dum Dum Cantonment, Kolkata-28

Name : *N. Khan*

Address : *N. Khan*

Bill for the month of *Dec '15*

Nos.	Particulars	Rate	Amount
31	<i>Beaman's King</i>		156.00
		Total	156.00

Date : *21.11.15*

E. & O. E.
For SUPROVAT

SUPROYAT

No.....
 All kinds of News Papers, Magazines, Books & General order Suppliers
 Prop : JAYANTA KAR
 28/2, Durgabari Road, Dum Dum Cantonment, Kolkata - 28,
 Dial : 31229848

Name..... *N. Das*
 Address..... *Masleh 16*
 Bill for the month of.....

Nos	Particulars	Rate	Amount
30	<i>Economic Times</i>		<i>14600</i>
TOTAL			<i>14600</i>

Date... *21/11/60*

E. & Q. S.
 For SUPROYAT

SUPROYAT

No.....
 All kinds of News Papers, Magazines, Books & General order Suppliers
 Prop : JAYANTA KAR
 28/2, Durgabari Road, Dum Dum Cantonment, Kolkata - 28,
 Dial : 31229848

Name..... *N. Das*
 Address..... *Masleh 16*
 Bill for the month of.....

Nos	Particulars	Rate	Amount
30	<i>Economic Times</i>		<i>16500</i>
TOTAL			<i>16500</i>

Date... *21/11/60*

E. & Q. S.
 For SUPROYAT

No. :

349

SAHA PAPER DISTRIBUTORS

2/67, Azad Garh, Kolkata - 700 040

Name : *RANU SARKAR*

Address :

For Month : *Oct 15 to Nov 16*

PAPER / BOOKS	Rs.	P.
Statesman	<i>750.00</i>	/
Telegraph		
Jugantar		
Ananda Bazar		
Bartaman		
365 Din		
Ei Samay		
Asian Age		
Aajkal		
Hindustan Times		
Desh (Book)		
Sananda / Sareta		
Ananda Mela		
Ananda Lok.		
Nabakallol		
Suktara / Bartman Book		
Cand Mama		
India Today		
Times of India		
Eco. Times		
Sangmarg		
Protidin		
G. Sathys		
E. News		
Appt. Gazatte		
Damik Jagoran		
Suday		
TOTAL	<i>750.00</i>	

Date.....*2/4/14*.....

Ranu Sarkar
Signature

BILL/CASH MEMO
BISHU PAPER CENTRE
 2000 Newspaper & Magazine Supplier
 209, Ruby Park (Haltu), Kolkata-700078
 Tel. No. : 8981110069

Name Mr. U. K. Acharye
 Address

For the Month of October to Nov 2015/16

Name of Papers and Magazines	Qty.	Rs. Amount	P.
1. Ananda Bazar Patrika			
2. Aajkal	178	945	00
3. Bartaman			
4. Ebela / S.O.S.			
5. Bt Sanny			
6. 365 Din / Tele Kids			
7. Ganashakti			
8. The Telegraph			
9. The Statesman			
10. Times of India			
11. Economic Times			
12. H. Times			
13. Anandalok			
14. Desh / Magic Pot			
15. Sananda / TTIS			
16. Saptah / Bartaman			
17. Sukhi Grihakh			
18. Bhraman / Shuktara			
19. Nabakaloi			
20. Samnarg / Tell me			
TOTAL		945	00

Received by 5/6/16 and Cancelled

811/-

5/6/16

Signature

Date... 5/6/16

2007

No. **847** **BILL**
SAROJIT JANA

NEWS PAPER & BOOK SELLERS
 14C, New Town, Tarulia, Kolkata-156 (Rajarhat)
 Mobile : 9831387671

Bill for Month 10/15 - 03/16

Name T. NAG

Name of Paper	Qty.	Rate	Rs.	P.
NEWS PAPER				
Statesman, Hindustan Times, Economic Times, Business Standard, Times of India, The Telegraph	10	15	125	-
Bartaman, Ananda Bazar Patrika, Aaj-Kaal, Ganssakti, Samnarg, Pratidin.	11	15	127	-
ERIODICALS				
Front Line, Sananda, Desh, Nabakoloi, Chandmama, Suktara, Champak, Karmakhetra, Employment News, Kishore Bharati, All India Appointment Gazatte.	12	15	135	-
TOTAL			753	-
Adv.				
Balance				

Received by 10/15 and Cancelled

129/-

109/-

128/-

Signature

Date... 10.04.16

2000

8

No. 681

CASH MEMO

Date 20-5-16

R. ENTERPRISE

All kinds of News Paper & Magazine Suppliers
Krishnapur, Purba Para (Battala), Kolkata - 700 102
Prop. Mithun Roy, Mobile : 9748978987, 8981969404

Name Pratik Kumar R. For the Month 5

Address In Para ENCL - 40

DESCRIPTION	QNTY.	RATE	Amount
Ananda Bazar			
Ajkal			
Bartaman			
Hindustan Times	30	15	660
Ganashakti			
Statesman			
Sammarg			
Telegraph			
Biswamitra			
Desh			
Ananda Mela			
Ananda Lok			
Sananda			
Pratidin			
times of India			
Prabhat Khabar			
19-20			
Business Line			
Nabokallol			
Ebela			
Saptahik Bartaman			
Employment News			
The Hindu			
Economics times			
Dainik Jagaran			
Samaj			
		TOTAL	660
		DUE	

Signature

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name DEBASIS DAS

Month of 12/2015

Qnty.	PARTICULAR	Amount
31	Anandabazar - ✓ Bartaman - Pratidin - Ajkal - Statesman - Telegraph - Times of India - Eai Samay - Patrika - Ganashakti - Metro Diary -	163/-
	TOTAL	163/-

Date 2/11/2016

Signature

Sudhansu Sil

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name DEBASIS DAS

Month of 10/2015

Qnty.	PARTICULAR	Amount
30	Anandabazar ✓ Bartaman - Pratidin - Ajkal - Statesman - Telegraph - Times of India - Eai Samay - Patrika - Ganashakti - Metro Diary -	158/-
	TOTAL	158/-

Date 2/11/15

Signature

Sudhansu Sil

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name DEBASIS DAS

Month of 01/2016

Qnty.	PARTICULAR	Amount
31	Anandabazar ✓ Bartaman - Pratidin - Ajkal - Statesman - Telegraph - Times of India - Eai Samay - Patrika - Ganashakti - Metro Diary -	168/-
	TOTAL	168/-

Date 2/2/2016

Signature

Sudhansu Sil

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name DEBASIS DAS

Month of 11/2015

Qnty.	PARTICULAR	Amount
30	Anandabazar ✓ Bartaman - Pratidin - Ajkal - Statesman - Telegraph - Times of India - Eai Samay - Patrika - Ganashakti - Metro Diary -	159/-
	TOTAL	159/-

Date 1/12/2015

Signature

Sudhansu Sil

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name..... DEBASHIS DAS.....

Month of..... 02/2016.....

Qty.	PARTICULAR	Amount
27	Anandabazar - ✓	143/-
	Bartaman -	
	Pratidin -	
	Ajkal -	
	Statesman -	
	Telegraph -	
	Times of India -	
	Eai Samay -	
	Patrika -	
	Ganashakti -	
	Metro Diary -	
	TOTAL	143/-

Date..... 3/3/16.....

Signature

Sudhansu Sil

SUDHANSU SIL

(Newspaper Seller)

Haripal, Barabazar, Hooghly

Mob. : 9474468497

Name..... DEBASHIS DAS.....

Month of..... March 2016.....

Qty.	PARTICULAR	Amount
30	Anandabazar - ✓	163/-
	Bartaman -	
	Pratidin -	
	Ajkal -	
	Statesman -	
	Telegraph -	
	Times of India -	
	Eai Samay -	
	Patrika -	
	Ganashakti -	
	Metro Diary -	
	TOTAL	163/-

Date..... 3/4/16.....

Signature

Sudhansu Sil

71

BILL

Date 03/04/2016

NIMESH PAPER SUPPLIERS

Maniknagar (Shimultala), P.O.- Maniktala
Ashokenagar, North 24 Parganas
Mob.: 8538855276

Sikha Biswas

Address *Ashokenagar, North 24 Pgs*
Date *07/15 to 03/16* year

V.C

17/16

Particulars	Quantity	Amount Rs.	P.
Anandabazar ✓	<i>07/15</i>	<i>31</i>	<i>159</i>
Bartoman	<i>08/15</i>	<i>30</i>	<i>155</i>
Ajkal			
Pratidin	<i>09/15</i>	<i>30</i>	<i>155</i>
Ganashakti			
Telegraph	<i>10/15</i>	<i>28</i>	<i>144</i>
Times of India			
365 Din	<i>11/15</i>	<i>30</i>	<i>155</i>
Eebela			
Eai Samay	<i>12/15</i>	<i>31</i>	<i>159</i>
Statesman			
P. Khabar	<i>01/16</i>	<i>30</i>	<i>155</i>
Sananda			
W.B.	<i>02/16</i>	<i>29</i>	<i>151</i>
Safalya			
Pesha Prabesh	<i>03/16</i>	<i>30</i>	<i>155</i>
Achievers			
TEA			
Total		1391	

plied by M/S
low vide cash mem

Rupees in words *One thousand three hundred and one only*

Signature *[Signature]*

only three
) may kindly
your of PC of

[Signature]
AAO(AN-C) *07/16*

[Signature]
SAO(AN-C) *07/16*

[Signature]
SAO(AN) *08/07/16*

SAO(AN-C)

25
90
8-7-16

[Signature]

CASH MEMO

Bin Lhari
T Rd. Sodepur - 110

Medu Bura	120	720	00
Pratiksa	X6		
10.15 to 31.3.16	with		
RECEIVED BY THE DISTRICT SAO PA BHARU WITH THE POST OFFICE			
FREE GUPU PAPER (No. 2) (Bank)		720	00

Date 20

[Signature]
Signature

AN-C
17/16

plied by M/S
low vide cash mem

inty three on
..) may kindly be
ivour of PC of A

[Signature]
AAO(AN-C)
8/7/16

[Signature]
SAO(AN-C)
8/7/16

[Signature]
SAO(AN) 08/07/16

SAO(AN-C)

25
87/16

[Signature]

Date 6/7/16

Sub procurement of News paper and Magazing

News paper and Magazine for the months of JUN 2016 have been supplied by M/S Deendra Basak who has submitted Two bills for which are placed below vide cash memo No 13662 Dt. 5/7/16 & 13663 Dt. 5/7/16

The financial effect is as under.

(1) News paper	₹ 473
(2) Magazine	" 12 20
(3) News Paper	'
<hr/>	
	1693/-

Total

Necessary sanction for ₹ 1693/ (one thousand six hundred ninety 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.

[Signature]
AAO(AN-C)
8/7/16

[Signature]
Submitted by
[Signature]
SAO(AN-C)
8/7/16

[Signature]
Sanctioned
[Signature]
SAO(AN) 08/07/16

SAO(AN-C)

Entered in the Sanction Register for
Page 25 Sl. No. 90
Date 8/7/16

[Signature]

2

No. 1050 BILL/CASH

10/10/16
Sanku Paper, Magazine Suppliers
30/1/16
30/1/16

Prasanta Das
CPWD
Unit - 9
Date - 15/7

Qty.	DESCRIPTION	Rate	Amount Rs. P.
	Purchase of New paper - AEP with July - 15 to March - 16 for 9 months	160x 9	1440
	TOTAL		1440

PAID
Paid and

Books once sold cannot be taken back.

Date 3/4/16

Signature



SHIFING



All West Bengal Door to Door Service
Car Loading & Unloading, Office, House, Flat.
ASK for Drinking Water, Best & Testy Water - 8981436304

