

Government of West Bengal
Department of Urban Development & Municipal Affairs
(Municipal Affairs Branch)
Poura Prashasan Bhavan
DD - 1, Sector - I, Salt Lake: Kolkata - 700064

No. 298(63)/MA/O/C-9/2A-52/2016

Dated, Kolkata, the 16th day of June, 2017

From: **Joint Secretary to the**
Government of West Bengal,

To: **The Mayor/ Chairman/ Chairperson/ Administrator,**
_____ Municipal Corporation/Municipality/
Notified Area Authority/ Industrial Township Authority
P.O. _____, Dist. _____.

Subject: Issue of assigning the function of the DDO to the in-service Finance Officer belonging to West Bengal Audit & Accounts Services cadre and attached to the ULB.

Sir,

I am directed to draw your attention to this Department Order No. 198/MA/O/C-9/2A-52/2016 dated, Kolkata, the 24th day of April, 2017 empowering *the function of the DDO* to the in-service Finance Officer belonging to West Bengal Audit & Accounts Services cadre and attached to the ULB.

In view of above, I am directed to request you to submit 4 (four) sets of Specimen signature of the in-service Finance Officer duly attested to this Department positively within 30.06.2017 for onward transmission of the same to the office of the Accountant General (A&E), West Bengal for issuance of letter of authority.

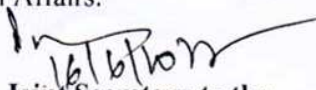
Yours faithfully,
Sd /- Santanu Das
Joint Secretary

No. 298/1(9)/MA/O/C-9/2A-52/2016

Dated, Kolkata, the 16th day of June, 2017

Copy forwarded for information and with a request to take necessary action to the: -

1. Commissioner, Municipal Corporation.
2. Finance Officer, Municipal Corporation/ Municipality/Notified Area Authority/Industrial Township Authority.
With a request you to submit 4 (four) sets of Specimen signature duly attested by the authority.
3. Special Secretary, Department of Urban Development & Municipal Affairs (MA Branch).
4. Joint Secretary (all), Department of Urban Development & Municipal Affairs (MA Branch).
5. District Magistrates, District.
P.O. _____, Dist. _____.
6. Sub-divisional Officers, _____ Sub-division.
P.O. _____, Dist. _____.
7. Treasury Officers, _____ Treasury,
P.O. _____, Dist. _____.
8. Sr. PA to Secretary, Department of Urban Development & Municipal Affairs.
9. Cell - 9 of this department.


Joint Secretary to the
Government of West Bengal