

**Government of West Bengal
Finance Department
Audit Branch**

No. 1232-F(Y)

Date: 09.02.2012

MEMORANDUM

Sub: **Delegation of power to Heads of Departments to sanction retention of hiring of vehicles**

The undersigned is directed by the order of the Governor to say that the Governor is pleased to authorise the Additional Chief Secretary / Principal Secretary / Secretary of a Department to sanction retention of hiring of vehicles of that Department and its subordinate offices on existing terms and conditions subject to the condition that the vehicle was originally hired with the approval of Finance Department and also subject to the condition that continuance of hiring is required in the interest of public service.

2. The undersigned is further directed to state that the Governor is also pleased to authorise the Additional Chief Secretary / Principal Secretary / Secretary of a Department to allow hiring of a new vehicle (Non-AC) as replacement of an existing one provided the existing vehicle was hired with the approval of Finance Department.

3. In all cases retention of a hired vehicle has to be sanctioned for a period not exceeding one year at a time.

4. While issuing sanction orders for retention of hiring of vehicles and allowing hiring of a new vehicle as replacement of existing one in exercise of the powers delegated under this memorandum, the following sentence should be inserted in such orders **"This order issues in exercise of the powers delegated under Finance Department Memo. No. 1232-F(Y) dated 09.02.2012"**

5. For fresh hiring of vehicles concurrence of Finance Department will be required.

6. This order shall take immediate effect.

Sd/ H.K.Dwivedi
Secretary to the
Government of West Bengal
Date: 09.02.2012

No.1232/1(500)-F(Y)

Copy forwarded for information and necessary action to:

1. The Principal Accountant General (A&E), West Bengal, Treasury Building, 2, Govt. Place West, Kolkata – 700001.
2. The Accountant General (Audit), West Bengal, Treasury Building, 2, Govt. Place West, Kolkata – 700001.
3. The Commissioner, _____ Division.
4. The Additional Chief Secretary / Principal Secretary / Secretary, _____
5. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.

6. The Director of Treasuries & Accounts, West Bengal, New India Assurance Building, 4, Lyons Range, Kolkata – 700001.
7. The Director, _____
8. The District Magistrate / District Judge / Superintendent of Police, _____
9. _____ Department
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata – 700073
12. The Treasury Officer, _____
13. The O.S.D to Chief Secretary to the Govt. West Bengal.
14. Pr. A.O. & E.O. Dy. Secretary, Finance (Budget) Department ----- **For uploading in Finance Department's web site.**
15. P.S. to Hon'ble MIC, Finance Department.
16. Sr. P.A. to Secretary, Finance Department.
17. Group _____ / _____ Branch, Finance Department.



**Joint Secretary to the
Government of West Bengal**