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Government of West Bengal
Food & Supplies Department
11A, Mirza Ghalib Street, Kolkata-700 087

No. CON- 181 / FS
FS/O/CON/GP/4M-38/2010(Pt-III)

Dated, Kolkata the 21st February, 2023

ORDER

In view of administrative convenience and expeditious disposal of cases, the matters on the following issues will henceforth be disposed off by the Officers as mentioned against column-3.


Sl. No.	Matter	Approver / To be disposed by	Remarks
(1)	(2)	(3)	(4)
1.	Bills for hired vehicles	Officer in-charge of GE&EM Cell	In case of the bills for excess consumption of fuel will be disposed after getting approval from the Additional Chief Secretary / Principal Secretary / Secretary of this Deptt.
2.	Reimbursement of Telephone/Electricity/News Papers/LPG Bills of HMIC/HMOS, F&S Department	Officer in-charge of HK Cell	
3.	Telephone bills of the Office of F&S Deptt.	Officer in-charge of HK Cell	
4.	Reimbursement of Newspaper and Telephone bills of the Officers.	Officer in-charge of CON cell	
5.	Wage payment to the attendants of the Secretaries.	Officer in-charge of HK Cell	
6.	Payment of office stationery bills based on approved rate and scale.	Officer in-charge of HK Cell	However, the scale and rates of the items will be approved by the Secretary of the Department.
7.	Electricity bills of the office of F&S Department	Officer in-charge of GE&EM Cell	

Sd/-
Secretary to the
Government of West Bengal
Dated, Kolkata the 21st February, 2023

No. CON – 181 /FS/1(13)/FS

Copy forwarded for information and necessary action to:-

1. The Secretary in F&S Department.
2. The M.D, WBSWC.
3. The M.D., WBECSCL.
4. The Senior Special Secretary (All), F&S Department.
5. The Special Secretary, F&S Department.
6. The Director (All), F&S Department.
7. The Additional Secretary (All), F&S Department.
8. The Joint Secretary (All), F&S Department.
9. The Deputy Secretary (All), F&S Department.
10. The P.S. to HMIC / HMOS, F&S Department.
11. The Assistant Secretary (All), F&S Department.
12. The Sr. P.S. to the Secretary, F&S Department.
13. CON Cell / SEP Cell, F&S Department.


Sr. Deputy Secretary to the
Government of West Bengal