

A fresh guidelines to be followed while sending bill for payment to PASCHIMANCHAL UNNAYAN PARSHAD Office, Bankura w.e.f. 01/01/2014 for introduction of E-Payment system as per notification no. 10618-F(Y) Kolkata, the 31st December, 2012 of Finance Deptt. Govt. of West Bengal

In cancellation of memo. No. 747/(85)/PUP/BNK dated 06/07/12, a fresh guidelines are issued to be followed while sending bill for payment w.e.f. 01/01/2014

- 1) The bill along with copy of NIT, copy of Work Order, Comparative Statement of Tender, MB, photocopy of VAT Registration, Photocopy of PAN Card of the payee duly attested by implementing agency/Head office and also photocopy of DCR as a documentary evidence for payment of Royalty & Cess on minor minerals or original carrying order(s)/challan(s) for purchase of minor minerals from approved Leasee /permit holders mentioning name of Agency and NIT No. MB will be returned after payment.
- 2) Photocopy of ongoing / completed scheme with display board of funding agency "PASCHIMANCHAL UNNAYAN PARSHAD" mentioning following points.
 - (a) Sanctioned amount
 - (b) Estimated Amount
 - (c) Contract amount
 - (d) Financial year
- 3) Signature of implementing agency on the bill and MB.
- 4) If any item/(s) as per actual measurement exceed 10% of Tendered quantities or if any item/(s) not included in estimate, approval of Head of Office is required to be obtained before placing bill.
- 5) Prescribed form for e-payment and annexure A & B (available form - www.pupwb.org - download option) also duly filled by the agency may be send along with the bill.

PASCHIMANCHAL UNNAYAN PARSHAD

AILAKUNDI (BEHIND S.B.S.T.C. GARAGE)

KENDUADIHI, BANKURA

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Memo No. 2502(170)/PUP/BNK

Dated 19/12/2013

Copy forwarded for information to :

- 1) The District Magistrate, Bankura/Birbhum/Burdwan/Paschim Medinipur/Purulia
- 2), implementing agency
- 3) The Block Development Officer, All Blocks under Paschimanchal Unnayan Parshad
- 4) Superintending Engineer, Paschimanchal Unnayan Parshad
- 5)(All) Assistant Engineer, Paschimanchal Unnayan Parshad
- 6)(All) Sub-Assistant Engineer, Paschimanchal Unnayan Parshad
- 7)(All) Dealing Assistant, Paschimanchal Unnayan Parshad
- 8) Head Clerk, Paschimanchal Unnayan Parshad
- 9) Accountant, Paschimanchal Unnayan Parshad
- 10) Cashier, Paschimanchal Unnayan Parshad

Chief Executive Officer
Paschimanchal Unnayan Parshad

5/1/2014
19/12/13