

Government of West Bengal  
Finance Department  
NABANNA 12<sup>th</sup> Floor  
325 Sarat Chandra Chatterjee Road, Howrah – 711102.

No. 4476(2) – F(Y)

Dated: 09/06/2015

From: Joint Secretary  
Finance Department,  
Government of West Bengal

To: 1) All PAO/TO  
2) All DDOs of Government of West Bengal

Sub: Important Instructions to DDOs for e-Pradan Transactions

- (i) All DDOs should compulsorily check the correctness of BANK ACCOUNT NO & IFSC Code for all beneficiaries before submission of any e-Pradan Bills in IFMS.

**Special care to be taken for those beneficiaries who will receive his/her claim for the first time through e-Pradan transaction.**

This is extremely URGENT to avoid failed transactions OR credit in the wrong account.

- (ii) It is now mandatory on the part of DDO to certify in each payment bill that all the beneficiary Bank Account Nos. in respect of that bill have been verified and entered correctly in the IFMS Beneficiary Master.
- (iii) If the amount is credited to the Bank A/C of wrong person due to incorrect Bank Account Number, then it will be personal responsibility of the DDO for such wrong credit.
- (iv) DDO shall never share his approver's Login ID, Password & DSC with anybody in any case.

All PAOs/APAOs/TOs/ATOs shall send this instruction to all the DDOs with proper acknowledgement.

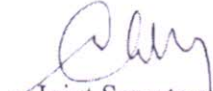
PAO/TO shall obtain the contact No. (Land line & Mobile No.) and e-Mail ID of each DDO attached to the Treasury so that they can communicate them important instructions quickly.


The message should also be displayed in the Notice Board of the PAO/Treasury.

THE MATTER MAY BE TREATED AS EXTREMELY URGENT WITH IMMEDIATE EFFECT.

Forwarded for compliance

TO ALL DDO's of Alipore  
Treasury - I.

  
Joint Secretary  
Finance Department

  
8/7/15  
Treasury Officer  
Alipore Treasury -1  
South 24 Parganas