

Government of West Bengal  
Directorate of Forests  
Office of the Principal Chief Conservator of Forests & Head of Forest Force, West Bengal  
Aranya Bhawan, Sect. III Block LA-10A, Salt Lake, Kolkata-700 098.

No: 11/Misc/P&S(P)/2017

Dated : 02.02.2018

Office Order

*Sub : Advance Planning for Making Expenditure in the next financial Year.*

This office order is issued against directions of finance Department Notification No. 222-FY dated 04.01.2018 wherein Addl. Chief Secretary Finance Deptt. has asked all the departments to make advance planning for expenditure related to state plan finds in the next financial year.

**Whereas** it has been observed that more than 50% of total expenditure is incurred during the last quarter of the financial year even though 33% and 75% of the plan budget are released in April and September of the financial year. And most of the sanctions are conveyed and the funds are provided through e-Bantan to all the circles and divisions.

**Whereas** to ensure timely execution of different works advance planning by the Circle Conservators and divisions is essential and the divisions have more or less fair idea of their possible allocation in next financial year at the beginning of the FY.

Therefore, to avoid the lopsided expenditure, the following instructions must be followed and executed in letter and spirit in all seriousness.

1. The circle conservators shall ensure that the divisions float all the tenders for the entire Financial Year under the State Plan by 15<sup>th</sup> of April, 2018, on the basis of the allocation made in Budget Meeting, **and irrespective of whether the sanctions come or not**. In the tender condition they may add a clause that the tender is subject to the availability of funds. The validity of Tenders should be for whole Financial Year.
2. Immediately after getting the administrative approval, the divisions shall issue the work order and start executing the work against the proposal under the State Plan.
3. The divisions shall start making payments to the contractors as per the running bills and as per the progress of the works under different activities.
4. The executing units should try to make projects / schemes / proposals in such a way that administrative approval is received in advance and the work can continue even after the Financial Year is over.

The decisions of this order shall be reviewed after 15<sup>th</sup> April, 2018 and the officers manning defaulting Divisions / Circles will be held liable if there is any default against the deadline.

  
(N. K. PANDEY)

Principal Chief Conservator of Forests & Head of  
Forest Force, West Bengal.

No: 11517/P&S(P)/3D-257/2018

Dated : 02.02.2018

Copy forwarded for information and necessary action, to :

1. Principal Secretary, Deptt. of Forests.

2. PCCF, Wildlife & CWLW, W.B

3. PCCF, Research, Monitoring & Development.

4. All CCFs (Territorial)


5. All CFs (Territorial)

6. All FDs.

7. Jt. Director, SBR.

8. Web Administrator, Aranya Bhawan to upload the order on FD website.(CCf MIS & e-Gov)

SAEPAB  
/M  
12/2

  
(N. K. PANDEY)

Principal Chief Conservator of Forests & Head of  
Forest Force, West Bengal.