

Government of West Bengal
Finance Department
Group T, W.B.A. & A.S. Cell
Writers' Buildings, Block -VI, Ground Floor
Kolkata - 700001

No. 522 -F (Y)/WB/E-1131167

Date: 11.02.2025

MEMORANDUM

It has come to the notice that some officers of West Bengal Audit and Accounts Services are submitting their applications relating to various permissions like LTC/HTC, Purchase/Sale of movable/immovable property, Examination/ GPF Advance, etc. not through Proper Channel and that too at the eleventh hour. As a result, the Department is facing numerous problems in processing such applications within a reasonable time.

In order to avoid such problems, the following Guidelines as given below are to be diligently followed:-

1. Any application for any purpose should be routed **through Proper Channel**;
2. Application in respect of LTC (i.e. Foreign Tour) should be submitted at least **60 working days** in advance from the date of journey **and must be recommended and forwarded** by the appropriate authority;
3. Application in respect of **LTC (within India)/HTC** should be submitted at least **15 working days** in advance from the date of journey **and must be recommended and forwarded** by the appropriate authority;
4. Application in respect of **Purchase/Sale of movable/immovable property** should be submitted at least **30 working days** prior to the expected date of purchase or sale of the property;
5. Application related to **NOC for Examination/Study/GPF Advance**, etc. should be submitted **15 working days** in advance from the date of Examination/Admission, etc.

An application needs to be complete in all respect, as per the requirement under Government Rules/orders etc. relating thereto, so that the necessary permission in appropriate cases is allowed in due time.

Mere submission of an application does not mean that permission will automatically follow.

This has the approval of the competent authority.

Sd/-

Deputy Secretary
to the Government of West Bengal

No. 522/1(2) -F (Y)/WB/E-1131167

Date: 11.02.2025

Copy forwarded for taking necessary action to:

- ✓ 1. The Finance Department, SR Cell, Writers Buildings, Kolkata- For uploading the same in SRMS Portal.
2. Guard file.


Deputy Secretary
to the Government of West Bengal