

**Finance Department**  
Government of West Bengal  
NABANNA  
325, Sarat Chatterjee Road,  
Howrah - 711102

No. 5933-F(P2)

Date : 31<sup>st</sup> October, 2019

**M E M O R A N D U M**

Under the standard laid down norms of governance in the State Government, all policy decisions on all matters are taken with the approval of the State Cabinet or the Hon'ble Chief Minister. These policy decisions may either have immediate and future financial implications or legal and administrative implications or both.

It has recently being seen that in few instances the individual departments have taken policy decisions on important issues on their own without the approval of the State Cabinet or Hon'ble Chief Minister. This is a very serious matter.

It is hereby ordered that prior approval of the Hon'ble Chief Minister through Chief Secretary should invariably be taken in all matters involving any policy decision of the department. Any action to the contrary will be considered as a serious lapse and personal responsibility will be fixed on the departments. Moreover, any decision taken in contravention of the above shall be treated as null and void.

In case of any clarification reference may be made to the Chief Secretary.

(H.K. Dwivedi)  
Additional Chief Secretary

No. 5933/1(250)-F(P2)

Date : 31<sup>st</sup> October, 2019

Copy forwarded for information and taking necessary action to :-

- 1) The Additional Chief Secretary/Principal Secretary/Secretary .....
- 2) The Divisional Commissioner .....
- 3) The District Magistrate .....
- 4) The District Judge .....
- 5) The Deputy Secretary & DDO, Finance Department, Accounts Branch, Nabanna, Howrah-711 102.
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Hyde Lane, Kolkata-700 073.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> & 6<sup>th</sup> Floor, Plot No. 9, DF Block, Sector-I, Salt lake City, Kolkata-700 064.
- 9) The Sub-Divisional Officer .....
- 10) The Superintendent of Police .....
- 11) The Treasury Officer .....
- 12) Sri Sumit Mitra, Network Administrator, Finance Department for uploading this Memorandum in the Finance Department Website.



OSD & E.O. Special Secretary to the  
Government of West Bengal