

Government of West Bengal
Agriculture Department
NABANNA
325, Sarat Chatterjee Road, Howrah 711 102.

No. 1019 - Nab/AG/P/9M-38/14

Dated, Howrah, the 2nd July, 2018.

From : The Joint Secretary to the Government of West Bengal.

To : The Managing Director
West Bengal State Seed Corporation Ltd.
6, Ganesh Chandra Avenue (5th Floor)
Kolkata – 700 013.

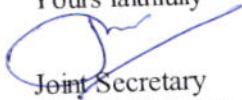
Sub: Request for providing contingent fund for holding meetings.

Sir,

In continuation of this Department's earlier Letter No.790-Nab/AG/P/9M-38/14 dated 25th July, 2016, I am directed to state that for monitoring and co-ordination of various development schemes implemented by the Agriculture Department, meeting are frequently held at Nabanna. Accordingly, stationery articles and refreshment for the particulars in such meeting often have to be arranged in short notices. It has been experienced that due to increase in number of such meeting and paucity of ready cash, it often becomes very difficult to arrange for stationery / refreshment for such meetings.

In the circumstances, I am further directed to request you to provide a fund of Rs. 15,000/- (Rupees Fifteen thousand only) as advance for contingent expenditure in connection with the above purpose. The fund should be handed over to Shri Rajkumar Pradhan, U.D. Assistant of this Department, who is managing the contingent fund for this purpose. The amount would be reimbursed, in due course, on production of bills and vouchers.


Yours faithfully


Joint Secretary
to the Govt. of West Bengal

Dated, Howrah, the 2nd July, 2018.

No. 1019 - Nab/1(1)

Copy forwarded for information to:
The Sr. P.A. to Secretary, Agriculture Department, Nabanna, Howrah.


Joint Secretary
to the Govt. of West Bengal