

OFFICE OF THE
DISTRICT MAGISTRATE & COLLECTOR
SOUTH 24 PARGANAS

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Memo No: 532 /ICDS/DPO-S 24 Pgs

Date: 01.04.24

From: The District Programme Officer,
South 24 Parganas.

To: The Child Development Project Officers,
All ICDS Projects, South 24 Pgs.

Sub: Timely Submission of Bills for financial sanction

Apropos of the above, bills relating to expenditure in respect of (i) Cost of Egg & Veg. (ii) Fuel & Condiment (iii) Transport & Storage and (iv) Cost of purchase of Food Commodities (Rice, Musur Dal, Mustard Oil, Iodised Salt, Pousitk Powder) are to be submitted in Hard Copy to the District ICDS Cell in a time bound manner for according financial sanction.

It is directed that all such bills of all ICDS Projects in this district for a particular month must be submitted to the District ICDS Cell along with a synopsis of the bills in the format given hereunder within **20th of the following month**. Beyond this date the financial sanction will be given in the next month.

The details mentioned in the forwarding letter, data uploaded in Googlesheet must tally with the Bills enclosed to avoid unnecessary delay in issuance of the required financial sanction order and delay in reimbursement/payments to the AWWs & Suppliers.

Format for Synopsis of bills:-

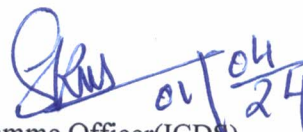
Sl. No.	Memo No. & Date	Bill No & Date	Purpose of the Bill	Month/ Period	Head of A/C	Bill Amount

The following Certificate must be given regarding the bills for which financial sanctions are requested:
“Certified that I have checked and verified the bills with the vouchers and found correct.”

In addition, the following monthly information must be given:

Sl. No	Food Item	Supply for the Month	Quantity	Remarks
01	Rice (Non FCI, if applicable)			
02	Musur Dal			
03	Mustard Oil			
04	Iodised Salt			
05	Poustik Powder			

Bills will not be accepted at the District ICDS Cell if the above details are not mentioned,
This is for strict compliance by all concerned


District Programme Officer(ICDS)
South 24 Parganas.