

**Government of West Bengal**  
**Health & Family Welfare Department (PHP Branch)**  
**Swasthya Bhawan, GN-29, Sector V**  
**Salt Lake, Kolkata 700091**

No. 670 (sanction)-HFW-18099/32/2018-PHP

Date: 02.09.2022

**ORDER**

This Department has decided to organize 2-days sensitization programmes for different categories of staff working at State run mental hospitals. Director, Institute of Health & Family Welfare has prepared the budget for conducting the same and placed requisition of fund before this Branch.

In view of above, the undersigned is directed by the order of the Governor to say that the Governor has been pleased to accord Administrative Approval of Rs 92,400 and Financial Sanction of **Rs. 70,000 (Rupees seventy thousand)** only in favour of West Bengal State Health & Family Welfare Samiti for subsequent release to Institute of Health & Family Welfare for organizing 2-days sensitization programmes for different categories of staff working at State run mental hospitals.

Approved rates and breakup of the fund is annexed below.

The expenditure will be charged upon the Budget Provision under the Head of Account "24-HF-2210-01-110-008-31-02" during the current financial year 2022-2023.

Assistant Secretary & D.D.O, Department of Health & Family Welfare, West Bengal will act as DDO in respect of the fund being placed.

**The amount is to be credited to the Deposit Account of West Bengal State Health & Family Welfare Samiti ( Operator Code: 127, Scheme ID: 397)**

The Executive Director, West Bengal State Health & Family Welfare Samiti, is requested to make necessary arrangement for subsequent allotment of fund to the Director, Institute of Health & Family Welfare.

**Director, Institute of Health & Family Welfare is requested to meet up the expenditure as per approved rate and thereafter submit utilization of the fund along with copy of supporting documents for further claim.**

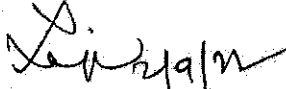
DDHS(Mental Health) is requested to kindly coordinate.

Assistant Secretary & D.D.O, Department of Health & Family Welfare, West Bengal will act as DDO in respect of the fund being placed.

This order is issued in exercise of power delegated under Finance Department Memo No.1212-F.B. Dated. 31.03.2022 read with the concurrence of Financial Advisor of this Department vide U.O. No. 356 dated 29.08.2022.

This has been approved by the Secretary of this Department.

All concerned are being informed.

  
Joint Secretary (PHP)

Copy forwarded for information and necessary action to the:-

1. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Shubhanna, SGO Complex, 5th and 6th Floor, Plot no. 9, DF Block, Sector 1, Bidhannagar, Kol-700064
2. Pr. Accountant General (A& E), West Bengal, Treasury Buildings, Kolkata-1.
3. Pr. Accountant General (Audit-I), West Bengal, Treasury Buildings, Kolkata-1.
4. Accountant General (L.B.A.), West Bengal, C.G.O. Complex, Bidhannagar, Kolkata -64.
5. Executive Director, West Bengal State Health & Family Welfare Samiti
6. Director of Health Services, Government of West Bengal.
7. Financial Advisor of this Department.
8. FA, West Bengal State Health & Family Welfare Samiti, is requested to release the fund/ make payment of bills as per requisition by Director, Institute of health & Family Welfare
9. DDHS(Mental Health), H&FW Department, with request to kindly coordinate
10. Assistant Secretary & D.D.O, Department of Health & Family Welfare, West Bengal.
11. The Director, Institute of health & Family Welfare, GN-29, Sector V, Bidhannagar, Kolkata 700091
12. Sr. PA to Special Secretary (Mental Health), H&FW Department
13. OSD (IT) to display in the official website of this Department.
14. Guard File.

  
Joint Secretary (PHP)

Annexure

Name of the Item	Rate	Total (Rs)
Honorarium to Resource Persons	@ Rs 800 x 8 Sessions	6,400
Honorarium to Facilitators	@ Rs 2000 x 5 Persons	10,000
Contingency	@ Rs 1000 x 30 Nos	30,000
Refreshment (Lunch, Breakfast, Tea, snacks etc)	@ Rs 400 x 40 Heads x 2 days	32,000
Hiring charges of Hall	@ Rs 7,000 x 2 days	14,000
	Total	92,400

  
Joint Secretary (PHP)