

**OFFICE OF THE DISTRICT MAGISTRATE  
BIRBHUM TREASURY-I**

NAME OF THE PUBLIC AUTHORITY: BIRBHUM TREASURY-I  
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BIRBHUM TREASURY-I  
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**TREASURY**

**INTRODUCTION:** Broadly speaking Treasury functions mean the functions conducted in the Treasury premises and functions of the link bank related to the Treasury transactions and functions of the DDOs related to the Treasury transactions i.e. Preferring claims before the Treasury in the form of Bill and making deposits in favour of the State. In West Bengal, each Treasury is linked with either a branch of the State Bank of India or the Central Bank of India or the United bank of India.

Given below are the information as required u/s 4 of the Right to Information Act,2005.

**[I] Functions and Duties**

There are two types of Treasuries i.e. Banking Treasuries and Non-Banking Treasuries. At present all Treasuries in West Bengal are Bank Treasuries and cash transactions are carried out by Treasury linked banks.

**Accounts Book**

- (i) Complete account of Cash transactions and Book transfer relating to Dist. Treasuries should be kept in Cash Book.
- (ii) Adjustment by transfer should be entered in the cash Book or Subsidiary register.
- (iii) Treasury will maintain Subsidiary register for particular classes of transactions.
- (iv) Register of adjustment by transfer relating the transaction of receipts and payments by book transfer between Central and other State Govt. should be made.
- (v) Other registers relating to receipts and payment of other departments.
- (vi) Transactions reported by the bank in the daily statement of receipts and payments along with challans and vouchers will be posted into Cash Book or through subsidiary register.
- (vii) Register of deposits with Reserve Bank. The net difference between the total receipts and payments as per daily Bank statement should be posted in the register.
- (viii) Daily closing of Accounts.
- (ix) Monthly closing of accounts.
- (x) Monthly total of the subsidiary registers relating to receipts are entered into Cash Accounts and similarly monthly total of the subsidiary register relating to payments are entered in the list of payments which are submitted to the State Accountant General at the end of the month.

**[II] Powers and Duties of its Officers**

The Treasury shall be under the general charge of the Collector of the district. There is one

Treasury officer and two Additional Treasury Officers in each Treasury.

The officers are responsible for actual operations both as regards receipts and expenditure. The Finance Ministry/Department makes rules in consultation with the C & A.G of India. All officers are expected to always keep in view the requirements of the Constitution, Act of the Parliament or the Legislature concerned, Rules and Orders from superior authorities as well as rules in respect of regularity and propriety.

### **[III] Discharge of its Functions**

- 1)Payment out of State Exchequer: The procedure starts with the acceptance of claim from the DDOs. Claims in the form of Bills should be preferred to the Treasury through Bill Transit Register. Bills are accepted against issue of Tokens.
- 2)Bill Section: After receipt of bill, it is passed on to the Bill section through proper checking. Bill should be checked meticulously. Genuineness of the DDO and his authority should be checked and the availability of fund should also be checked. Generally, points of objection should be raised at a time. Admissibility of the claim should be checked properly. No bill should be passed without reference to the Allotment register to be maintained DDO and head of Account wise.
- 3)Cheque Section: In the Cheque section relevant Rules in the WBTR,2005 should meticulously be adhered to. All the Annexures should be maintained properly. Custody of cheque leaves should strictly be maintained as per rules. Counterfoils are to be signed by Head Cheque writer. Accounts of the unused cheque leaves and used cheque leaves should be maintained very strictly. Cheques are to be issued in complete conformity with the payment orders and payment orders must be cancelled by oblique line in order to prevent issue of double cheques.
- 4)Compilation and submission of Monthly Accounts: Compilation of the accounts should be made very meticulously and in time. All vouchers should be classified according to the Head of Account. In addition to the VDMS, Daily Bank Scroll should be verified and that with the Treasury Account. Compiled Accounts should be submitted with the Principal Accountant General(A&E), West Bengal by the scheduled date i.e. 5<sup>th</sup> of the following month, if not ordered otherwise.
- 5)Maintenance of records and submission of Monthly and Annual Returns to the Authority: Treasury has to ensure the proper preparations of the monthly returns of GISS(both old and new), Plus-Minus memorandum of Stamp Deposit account, PL/LF/Deposit Accounts, and their submission to the authorities concerned. Expenditure statement should be sent regularly u/h 2054.
- 6)CTI/CTR for engineering and Forest Divisions: CTI/CTR for the engineering and Forest Divisions under the jurisdiction of the Treasury should be made monthly. For the purpose the concerned engineering and Forest divisions may be taken up with for receipts of statement of transactions in time and their verification with the relevant Treasury records for the issue of CTI/CTR.
- 7)Strong Room: Verifications of the Stamps should be undertaken regularly. Disposal of obsolete stamps should be taken up at the earliest, if pending.

### **[IV] Documents held by it or under its control:**

Cash chests belonging to other departments may be lodged in the Treasury for safe custody where necessary. The articles or documents mentioned below may be received in the Treasury for safe custody:-

- (a) Sealed packets containing duplicate keys of strong room or currency chests under the control of the State Bank of India, the Central bank of India and any other public sector banks, acting as agent to the Reserve bank of India.
- (b) Sealed packets containing Post Office Savings bank Pass books, deposit receipts of banks, fidelity bonds, security bonds and agreements, and any other time deposits received as time deposits.
- (c) Sealed bags containing such non-Treasury padlocks and keys and duplicate keys of such locks.
- (d) Sealed boxes containing Government promissory notes and other valuables belonging to the cantonment authorities.
- (e) Sealed packets containing question papers of the Calcutta university and any other recognized university of the State of West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education or any other body or authority as may be expressly permitted by the Finance Department.
- (f) Sealed bags containing undisbursed takavi advances for a maximum period of two weeks.
- (g) Sealed bags containing loan collections to be deposited by the Collector for a period not exceeding 7 days.

**[V] Departmental Regulations:**

Where under the provisions of these rules (West Bengal Treasury Rules), the detailed procedure with respect to any matter is required to be specified or regulated by departmental regulations and where no rule or order has been made by the Governor as to the authority by whom the regulations shall be made, such regulations shall be made by the Government in the concerned administrative Department, with the approval of the Finance Department.

Nothing contained in these rules shall affect the validity of any order, instruction, or direction contained in any authorized departmental Code, Regulation, manual or any other compilation in force on the date of publication of these rules, except in so far as such order, instruction or direction is inconsistent with or repugnant to any distinct provision contained in these rules.

**[VI] Directory of Officers and Employees of Birbhum Treasury-I, Suri**

Sl.	Name of Official	Designation
1	Sri Sudeb Mondal, W.B.A&A.S	Treasury Officer
2	Smt Phupu Doma Sherpa, W.B.A&A.S	Addl. Treasury Officer
3	Smt Rima Ghosh, W.B.A&A.S	Addl. Treasury Officer
4	Sri Swapan Kumar Sarkar	Accountant
5	Sri Tarun Kumar Das	Addl. Accountant
6	Sri Tapan Prasad Bose	Dy. Accountant
7	Sri Sasti Pada Saw	Upper Division Clerk
8	Sri Abdur Rashid	Upper Division Clerk
9	Sri Aurobindo Saha	Upper Division Clerk

10	Sri Uttam Kumar Mukherjee	Upper Division Clerk
11	Sri Baidyanath Chowdhury	Upper Division Clerk
12	Sri Birnchipada Mukherjee	Upper Division Clerk
13	Sri Abdul Hamid	Upper Division Clerk
14	Sri Sudhanshu Mondal	Upper Division Clerk
15	Sri Patitpaban Dutta	Upper Division Clerk
16	Sri Dinobandhu Banerjee	Upper Division Clerk
17	Sri Swapan Bhttacharjee	Lower Division Clerk
18	Sri Soumendra Kr. Sadhu	Lower Division Clerk
19	Sri Dayamoy Mondal	Lower Division Clerk
20	Smt Sadhana Garain	Lower Division Clerk
21	Smt Chandrima Chatterjee	Lower Division Clerk
22	Sri Bibhakar Sarkar	Lower Division Clerk
23	Sri Abdul Kader Molla	Lower Division Clerk
24	Sri Sunil Mondal	Lower Division Clerk
25	Sri Krishna Gopal Acharjee	Lower Division Clerk
26	Sri Subrata Das	Lower Division Clerk
27	Sri Sujit Mondal	Lower Division Clerk
28	Sri Satya Narayan Das	Lower Division Clerk
29	Sri Ashish Chitrakar	Lower Division Clerk
30	Smt Joyita Roy	Lower Division Clerk
31	Smt Dipu Sinha	Lower Division Clerk
32	Sri Nimai Kumar Kahar	Record Supplier
33	Sri Khusdil Khan	Group-D
34	Sri Gour Chand Das	Group-D
35	Sri Shyamal Kumar Roy	Group-D
36	Sri Ajit Kumar Das	Group-D
37	Sri Gour Gopal Roy	Group-D

