

# BIRBHUM TREASURY - II, SURI

OLD TREASURY BUILDING (NEAR SURI POLICE STATION), SURI, BIRBHUM.

Dial @ 03462 - 258303, Fax @ 03462 - 255575



## Functional Overview [ U/s 4(b)(i) ]

- ☞ Custody of the Consolidated Fund of the State
- ☞ the payment of money into such Fund
- ☞ the withdrawal of money there from
- ☞ the custody of public money other than those credited to such fund received by or on behalf of the Government
- ☞ their payment into Public Accounts of the State and withdrawal of moneys from such account
- ☞ and all other matters connected with or ancillary to the matters aforesaid

## Powers & Duties [ U/s 4(b)(ii) ]

As per The West Bengal Treasury Rules, 2005 & The West Bengal D.C.R.B. Rules, 1971

## **Decision Making [U/s 4(b)(iii) ]**

**As per The West Bengal Treasury Rules, 2005 & The West Bengal D.C.R.B. Rules, 1971**

## **Business Norms [U/s 4(b)(iv) ]**

### **GENERAL**

**Working Hours** 10.30 am to 5.30 pm  
Monday to Friday @ 5-day week

### **BILLS RECEIVING**

**Working Hours** 11.00 am to 3.30 pm  
**Documents necessary** Bill, Bill Transit Register

### **CHEQUE & OBJECTION DELIVERY**

**Working Hours** 11.00 am to 3.30 pm  
**Documents necessary** Treasury Token, DDO's Acknowledgement

### **PENSION APPEARANCE**

**Working Hours** 11.00 am to 2.00 pm, Tuesday to Thursday  
**Documents necessary** Pension Bank Account, DDO's Clearance Certificate, 2 copy attested photo, PPO/ PPO intimation, Residential Certificate, Pensioner's appearance is a must.

### **RECEIVING OF PENSIONER'S PORTION OF PPO**

**Working Hours** 11.00 am to 2.00 pm, Wednesday  
**Documents necessary** Application, Pensioner's appearance is a must after three months from starting of pension.

### **PENSION RELATED OTHER ENQUIRY**

**Working Hours** 11.00 am to 2.00 pm, Monday & Friday  
**Documents necessary** Pension Bank Account, PPO No./ copy, and/ or other document as required.

## **RENEWAL OF REGISTRATION OF FIRMS & SOCIETIES**

**Working Hours**

**11.00 am to 3.30 pm, Monday to Friday**

**Documents necessary**

**Form VI, 4 copies Treasury Challan, Last Resolution copy, Copy of Registration certificate, copy of last renewal, Audit Report.**

## **OTHER DOCUMENTS RECEIVING**

**Working Hours**

**11.00 am to 3.30 pm, Monday to Friday**

**Documents necessary**

**Peon Book, other documents, if any**

**Pension Slips/ Certificate**

**Contact respective Banks**

## **Rules & Regulations [ U/s 4(b)(v) ]**

**The West Bengal Treasury Rules, 2005**

**The West Bengal Finance Rules - I & II**

**The West Bengal Service Rules – I & II**

**The Delegation of Financial Power Rules, 1977**

**The West Bengal Death cum Retirement Benefit Rules, 1971 &**

**related Govt. orders, instructions and practice & procedure manuals**

## **Documents Held [ U/s 4(b)(vi) ]**

**DDO-WISE RECEIPT & PAYMENT DETAIL**

**PPO-WISE RECEIPT & PAYMENT DETAIL**

**And related other documents, if any**

## **Directory of Officers & Employees [ U/s 4(b)(ix) & (x) ]**

<b>Gr.</b>	<b>Name</b>	<b>Designation</b>	<b>Scale</b>
<b>A</b>	<b>Sri K. Mondal, WBA&amp;AS</b>	<b>Treasury Officer</b>	<b>10000 – 15525</b>
	<b>Sri A. Modak, WBA&amp;AS</b>	<b>Addl. Treasury Officer (Pension)</b>	<b>8000 – 13500</b>
	<b>Sri S. K. Shaw, WBA&amp;AS</b>	<b>Addl. Treasury Officer (Chq./EdnPen)</b>	<b>8000 – 13500</b>

<b>B</b>	<b>Sri S. Saha</b>	<b>Accountant</b>	<b>4500 - 9700</b>	
	<b>Sri A. Mal</b>	<b>Additional Accountant</b>	<b>4000 - 8850</b>	
	<b>Sri A. Deb Roy</b>	<b>Deputy Accountant</b>	<b>4000 - 8850</b>	
	<b>Sri B. Bagdi</b>	<b>Head Clerk (Pension)</b>	<b>4000 - 8850</b>	
<b>C</b>	<b>Sri N. K. Mukherjee</b>	<b>U.D. Clerk (Edn. Pension)</b>	<b>4000 - 8850</b>	
	<b>Sri A. Pal</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri A. Chatterjee</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri P. Bandopadhyay</b>	<b>U.D. Clerk (State Pension)</b>	<b>4000 - 8850</b>	
	<b>Sri A. K. Das</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri M. M. Mondal</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri S. K. Sadhu</b>	<b>ATI (Do)</b>	<b>3350 - 6325</b>	
	<b>Sri P. K. Misra</b>	<b>L.D.Clerk (Do)</b>	<b>3350 - 6325</b>	
	<b>Smt K. Ghosh</b>	<b>U.D. Clerk (Cheque)</b>	<b>4000 - 8850</b>	
	<b>Sri K. Haque</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri P. K. Chakraborty</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri S. Banerjee</b>	<b>U.D. Clerk (Accounts-Compilation)</b>	<b>4000 - 8850</b>	
	<b>Sri K. C. Das</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Sri T. K. Mukherjee</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>	
	<b>Smt K. Seal</b>	<b>U.D. Clerk (Accounts-GPF)</b>	<b>4000 - 8850</b>	
		<b>Sri N. K. Chakraborty</b>	<b>U.D. Clerk (Accounts-GI)</b>	<b>4000 - 8850</b>
		<b>Sri C. C. Manna</b>	<b>U.D. Clerk (Accounts)</b>	<b>4000 - 8850</b>
		<b>Sri G. Das</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>
		<b>Sri M. A. Kuddus</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>
		<b>Sri S. Maharaj</b>	<b>U.D. Clerk (Do)</b>	<b>4000 - 8850</b>
	<b>Sri P. K. Dutta</b>	<b>L.D.Clerk (Do)</b>	<b>3350 - 6325</b>	
	<b>Sri P. K. Chatterjee</b>	<b>L.D.Clerk (Do)</b>	<b>3350 - 6325</b>	
	<b>Sri A. K. Azad</b>	<b>L.D.Clerk (Do)</b>	<b>3350 - 6325</b>	
	<b>Sri S. K. Garain</b>	<b>U.D. Clerk (Do/ Society Renewal)</b>	<b>4000 - 8850</b>	
<b>D</b>	<b>Sri P. C. Sengupta</b>	<b>Record Supplier</b>	<b>2850 - 4680</b>	
	<b>Smt S. Mondal</b>		<b>2850 - 4680</b>	
	<b>Sri S. S. Ghosh</b>		<b>2850 - 4680</b>	
	<b>Sri K. C. Ghosh</b>		<b>2850 - 4680</b>	
	<b>Smt M. Prachanda</b>		<b>2850 - 4680</b>	
	<b>Md. Rafiq</b>		<b>2850 - 4680</b>	
	<b>Smt P. Mondal</b>		<b>2850 - 4680</b>	
	<b>Sri P. C. Mondal</b>		<b>2850 - 4680</b>	

**Budget [ U/s 4(b)(xi) ]**

**As provided by Director of Treasuries & Accounts, West Bengal**

**Information in Electronic Form [ U/s 4(b)(xiv) ]**

**DDO-WISE RECEIPT & PAYMENT DETAIL  
PPO-WISE RECEIPT & PAYMENT DETAIL**

**Note.**

**Information U/s 4(b)(vii), (viii), (xii), (xiii), (xv), (xvi) & (xvii) of RTI Act, 2005 are not applicable to us.**