

**DEPARTMENT INFORMATION FOR SUB-DIVISIONAL WEBSITE**

1. Name of the Department/ Section: Tehatta Treasury
2. Brief description of work done:

Tehatta Treasury handles Government receive and payment functions within Tehatta Sub-Division.

Government Receive: 1) Deposit into Treasury Linked Bank (SBI, Tehatta) through Treasury Challan (T.R. -7) or such other form as prescribed by Govt. 2) Receipt through by transfer from bills.

Government Payment: 1) Payment after passing of bills submitted by DDOs 2) Payment from local fund or deposit a/c after passing advice by operators. 3) Payment of pension.

3. Forms available:

Sl. No.	Deptt. Name	Process Name	Forms Name	Forms No
1.	Finance	Govt. Receipt	Challan for Deposit of money in the a/c of Govt. of W.B.	T.R. No-7
2.	Finance	First Pension /Family Pension through Bank	Intimation to be furnished by pensioners in duplicate	Annexure -I
3.	Finance	Nomination for payment of Life Time Arrears of pension	Payment of Arrears of pension (Nomination) Rules 1986	Form-A

- 4.

Name of the Deptt. / Section in Charge	Office Address	Landline No	Mobile No	E-mail ID
Treasury Officer- Manas Hazra	Tehatta	03471-250376	9932249811	tehattatreasury@gmail.com

5. Mandatory disclosure under RTI (SPIO etc): Nil