

Sheet 1

Department Name: Krishnagar-II Treasury

Name of the Officer-in-Charge Contact No. Email ID	Sri Pallabendu Saha, WBA&AS Treasury Officer, Krishnagar-II Treasury 03472 (252905)
Name of all Officers present with designation and their responsibilities	Sri Pallabendu Saha, WBA&AS, <i>All treasury functions like bill passing, Strong Room, Registration of non-trading society etc.</i> Sri Rahul Chatterjee, WBA&AS, ATO-II, <i>bill passing and cheque signing.</i>
Name of all staff present with designation and their responsibilities	Photocopy enclosed.
Name of Authorised leave substitute	Photocopy enclosed
Present staff strength of the Section	Acctt-1, Dy Acctt-1, Addl. Supervisor-2, UDC-20, LDC-7, Record Supplier-1, Gr-D- 7.
Acts, Rules & Codes administered by the Section	WB Treasury Rules 2005, WB Financial Rules, WB Service Rules.
Forms maintained	TR-7 Challan
Registered maintained by the Section	(i) Duty Register (ii) Issue Register (iii) Receipt Register (iv) Attendance Register (v) Casual Leave Register (vi) Advance Check Register (vii) By-Transfer Register (viii) Maintenance of GISS Register for 1983 and 1987. (ix) Allotment Register (x) Scheme wise Register of Local Fund Account (xi) R.B.D. Register (xii) Stock Register of NJ, CF, Entertainment, Noterial, Insurance Stamps, Valuables, Padlocks, Cheque Book, W.e.f. 30/05/2008.
No. of Inspection carried out in the previous year	Inspection by the Treasury Officer-II. Inspection by the AGWB.
Major findings of the inspection	Advance not adjusted by the certain DDOs
Action taken on inspections	Action already taken to sent the reply of all audit queries made by the AGWB including the above.
Audit objection pending, if any	Reply for the period 2009-2010 which will be sent very soon. It is under process.


In modification of the previous order in respect of distribution of Accounts Heads amongst the staff of Treasury – II, the following distribution including the leave substitute of different heads is hereby approved. This order will take effect from the date of issue.

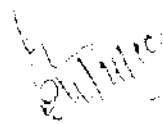
Sl. No	Name of the Staff with designation	No. & Name of files being dealt with the Assistant	Leave Substitute	Remarks
01	Sri Profulla Kr. Mondal Accountant	Over all supervisor and passing all the bills after checking and proper scrutiny	Shri Banamali Sardar Dy. Accountant	
02	Sri Banamali Sardar Dy. Acctt.	Supervision of Accounts, CTS, CTR, LOC, RBD, Audit etc.	Sri Profulla Kr. Mondal Accountant	
03	Sri Amar Kr. Das, Addl. Supervisor	Supervision of compilation including payment of Accounts.	Sri Bikash Das Addl. Supervisor	
04	Sri Bikash Das Addl. Supervisor	Lapse deposit A/C. and supervision of issue, despatch filing works	Sri Amar Kr. Das Addl. Supervisor	
05	Smt. Sovana Bagchi, UDC	Challan entry under u/h 0028, 0029, 0049, 0059, 0216, 0235, 0702, 1475, 7610, 8658, 8443, 0210, 0070, 2059 etc.	Smt. Maya Mondol, UDC	
06	Sri Subrata Ghosh, LDC	Bill passing u/h 2047, 2049, 2225, 2236, 2405, 2415, 2435, 2501, 2575, 3456, 4575, 7610, 8443, 8658, 2217, 0075, 2851, 2245 etc.	Sri Barun Modak, UDC	
07	Sri Samir Stephen Lahiri, UDC	Bill passing under H/Ac 2401, 4401, preparation of Pay Bill & Contingent bills u/h 2054-TA, all typing works, Office Stationeries etc.	Sri Narayan Chandra Mallick U D.C	
08	Sri Swapan Ghosh, UDC	Compilation writing of cash book of payment etc.	Smt. Soma Paul, UDC	
09	Sri Gopal Ghosh, UDC	Passing of bills under u/h 2029,2211	Sri Arup Biswas, UDC	
10	Smt. Soma Paul, UDC	Compilation with preparation of A/Cs	Sri Swapan Ghosh UDC	

Sl. No	Name of the Staff with designation	No. & Name of files being dealt with the Assistant	Leave Substitute	Remarks
11	Sri Keshab Ch. Ukil, UDC	Passing of bills under u/h 2210	Sri Gopal Ghosh UDC	
12	Sri Ashok Mazumder, UDC	Cheque Printing etc	Smt. Sutapa Tarafder (Sarkar) LDC	
13	Sri Tapal Paul, UDC	Passing of Bills under u/h 2014, 2230, 2408, 3454, 3475 etc.	Sri Ratan Ghosh UDC	
14	Smt. Sutapa Tarafder (Sarkar) LDC	Printing of Cheques etc	Sri Ashok Majumder, UDC	
15	Sri Tapan Kr. Bhowmik, UDC	Cheque delivery works etc.	Smt. Sankari Kundu, UDC	
16	Sri. Narayan Ch. Mallick, UDC	Passing of bills u/h 8011, GISS of DDO's, 2235, 2404, 2505, and receipts U/H of the above etc.	Sri Samir Stephen Lahiri UDC	
17	Sri Hiran Mazumder, UDC	Passing of Bills u/h 2403	Sri Soumitra Chakraborty UDC	
18	Sri Sushen Baidya, UDC	Compilation writing of receipt Cash Book etc. Challan entry	Smt. Soma Paul, UDC	
19	Sri Amar Ch. Sharma, UDC	Passing of bills u/h 2071, 2015, 2245,	Sri Gour Hari Das, LDC	
20	Sri Gour Hari Das, LDC	Passing of bills u/h 2506, 2515, 2701, 3054	Sri Amar Ch. Sharma, UDC	
21	Smt. Maya Mondol UDC	LF, PLA, Challan Entry & delivery	Smt. Sovana Bagchi, UDC	
22	Sri Amalendu Paul, UDC	Non-Judicial Stamp etc. works of stamp section.	Sri Shyamal Ganguly, LDC	

(3)

Sl. No	Name of the Staff with designation	No. & Name of files being dealt with the Assistant	Leave Substitute	Remarks
23	Sri Shyamal Ganguly, LDC	Non-Judicial Stamp etc. works of stamp section.	Sri Amalenu Paul, UDC	
24	Sri Paritosh Biswas, UDC	Bill receipt and delivery	Sri Soumitra Chakraborty, UDC	
25	Sri Pradip Chattapadhaya, LDC	Passing of bills u/h 2059, renewal of society registration etc.	Sri Barun Modak, UDC	
26	Smt. Sankari Kundu, UDC	Cheque delivery works, etc.	Sri Tapan Kr. Bhowmk, UDC	
27	Sri Ratan Ghosh, UDC	Bill passing of u/h 2702	Sri Tapan Paul, UDC	
28	Sri Arup Biswas, UDC	Passing of bills u/h, 2210, 2030.	Sri Gopal Ghosh, UDC	
29	Sri Soumitra Chakraborty, UDC	Bill receiving counter	Sri Paritosh Biswas, UDC	
30	Smt. Sandhya Singha (Kar), UDC	Cheque delivery works etc.	Sri Arup Biswas, UDC	
31	Sri Barun Modak, UDC	Passing bills u/h, 8009 - GPF	Sri Pradip Chattapadhaya, LDC	
32	Sri Biswanath Ghosh, R.S	Keeping of Treasury records, etc		


 Treasury Officer
 Treasury II, Krishnagar
 Nadia


 24/11/10

SHEET-1

Department Name: Krishnagar Treasury-I

Name of the Officer-in-Charge	: Sri Chandan Biswas, W.B. A & A.S. Treasury Officer & Officer-in-Charge of Krishnagar Treasury-I Section																								
Contact No.	: 03472-254476																								
Name of all Officers present with designation and their responsibilities	1. Sri Chandan Kumar Biswas, W.B. A & A.S. 2. Sri Parth Chakraborty, W.B. A & A.S. Addl. Treasury Officer, Krishnagar Treasury-I 3. Sri Joyasish Ghosh, W.B. A & A.S. Addl. Treasury Officer, Krishnagar Treasury-I																								
Name of all staff present with designation and their responsibilities	A separate List showing the detail information in regard to this point is enclosed herewith.																								
Name of the Authorized Leave Substitutes	A separate List showing the detail information in regard to this point is enclosed herewith.																								
Present staff Strength of the section	<table border="1"> <thead> <tr> <th></th> <th>Sanction strength</th> <th>Present Position</th> </tr> </thead> <tbody> <tr> <td>Accountant-</td> <td>- 01</td> <td>01</td> </tr> <tr> <td>Supervisory Head Clerk + Addl. Accountant</td> <td>- 03</td> <td></td> </tr> <tr> <td>U.D.A.</td> <td>- 21</td> <td>23</td> </tr> <tr> <td>L.D.A.</td> <td>- 24</td> <td>04</td> </tr> <tr> <td>R.S.</td> <td>- 01</td> <td>01</td> </tr> <tr> <td>Gr. D</td> <td>- 11</td> <td>11</td> </tr> <tr> <td>P.S.</td> <td>- NIL</td> <td>NIL</td> </tr> </tbody> </table>		Sanction strength	Present Position	Accountant-	- 01	01	Supervisory Head Clerk + Addl. Accountant	- 03		U.D.A.	- 21	23	L.D.A.	- 24	04	R.S.	- 01	01	Gr. D	- 11	11	P.S.	- NIL	NIL
	Sanction strength	Present Position																							
Accountant-	- 01	01																							
Supervisory Head Clerk + Addl. Accountant	- 03																								
U.D.A.	- 21	23																							
L.D.A.	- 24	04																							
R.S.	- 01	01																							
Gr. D	- 11	11																							
P.S.	- NIL	NIL																							
Acts, Rules, & Codes administered by the section	West Bengal Treasury Rules, D.F.P. Rules, West Bengal Financial Rule Part-I & II W.B.S.R. Part-I & Part-II. Death-cum-retirement Benefit Rule Govt. Orders and Circulars issued time to time																								
Forms Maintained	i) T.R. Form-7 (ii) Pension appearance Form (iii) Form of P.P.O. Transfer (iv) Form for Bank Release of undrawn amount (v) Form for ascertainment of Legal heirs (vi) Form for depositing of Bank draft to Govt. Account																								
Registers maintained by the Section	Issue Register Attendance Register Leave Registers both Casual and other Leave Allotment Registers both general Bills and By-transfer Bills separately. Register of G.I.S.S. for 1883 & 1887 separately Bank-wise P.P.O. Register Register for Cancellation of Cheques. Register for P.L /L.F. according to nature Register for G.P.F. Accounts. Bill Transit Register according to D.D.Os Register for Gratuity / C. V. P. / Leave Salary Separately. Register for payment of Provisional Pension.																								

Department Name:

Krishnagar Treasury-I

No. of Inspections carried out in the previous year.	The following Inspections have been carried out in the previous year :- <ol style="list-style-type: none">1. Audit Inspection made by the A.G.W.B2. Internal-Audit made by the Internal Audit Department.3. Inspection made by the Treasury Officer as Officer-in-Charge of the section.
Major findings of Inspections	<ol style="list-style-type: none">1. Regarding payment of Pension2. Regarding Advance Cheque Register3. Regarding reconciliation of Local Fund Account & P.L.Account
Action taken on Inspections	The observations made in the Inspection have more or less been met up and compliance report has already been sent to the Director of Treasuries and Accounts, Kolkata and other is under process.
Audit objections pending, if any.	Audit Objections for the period from 01-04-2008 to 31-03-2009 which has been received lastly has already been got ready to send before the A.G.W.B.

G.W.B.
23/2/10
**Treasury Officer,
Krishnagar Treasury-I**

2372111

TREASURY-I, KRISHNAGAR, NADIA.

LIST OF STAFF SHOWING THEIR ASSIGNMENT AND NAME OF THE LEAVE SUBSTITUTE

SL. NO	NAME OF THE STAFF & DESIGNATION	NATURE OF ASSIGNMENTS	LEAVE SUBSTITUTE
1	Sri Monoranjan Biswas, Accountant.	Total supervision of Krishnagar Treasury -I including submission of report and returns thereof including making arrangement of Monthly Accounts properly.	Sri Swarup Kumar Gangopadhyay, Additional Accountant.
2	Sri Swarup Kumar Gangopadhyay, Additional Accountant.	Total supervision of Pension Works and passing of Bills under head 2071 relating to Retiring Gratuity, Commutation Value of Pension, Leave Salary, Provisional Pension including making arrangement of submission of Report & returns as required.	Sri Monoranjan Biswas, Accountant.
3	Sri Swapan Bose, U.D.Asstt.	1) State monthly family pension involving all branches of State Bank of India under this sub-division. 2) Panchayet Pension involving all branches of State Bank of India under this sub-division.	Sri Gopal Pramanick, L.D.Asstt.
4	Sri Gopal Pramanick, L.D.Asstt.	1) State monthly superannuation pension in respect of UBI. (a) Krishnagar, (b) Saktinagar, (c) Dhubulia. (d) Dharmada, (e) Chapra, (f) Majdia, (g) Bethuadahari, (h) Ballavpara, (i) Nabadwip, (j) Matlary, (k) Swarupganj, (l) Bara Andulia, (m) Bhimpur, (n) Bhajanghat. (o) Juranpur, (p) Sadhanpara. 2) State monthly superannuation pension involving branches of State Bank Of India like (a) Krishnagar, (b) Radhanagar & Saktinagar, (d) Nabadwip, (c) Bethuadahari, (f) Khidirpur (Bethua), (g) Debagram, (h) Plassey, (i) Choto-Andulia and (k) Krishnaganj. (3) MLA Pension (all) 4) Panchayet monthly pension involving banks named (a) Bank of India, (b) Bank of Baroda, (c) United Commercial Bank and (d) Allahabad Bank 5) Appearance of Family Pension arisen out of death of pensioners and related work. 6) Conversion of pension from service pension to family pension.	Sri Swapan Bose, U.D.Asstt.
5	Sri Krishendu Halder, U.D.Asstt.	1) State Monthly Family Pension involving other than SBI i.e. (a) UBI, (b) Allahabad Bank, (c) Bank of Baroda, (d) Bank of India, (e) UCO Bank and (f) Central Bank. 2) Panchayet Monthly Pension involving only all branches of United Bank of India.	Sri Krishna Biswas, U.D.Asstt.
6	Sri Krishna Biswas, U.D.C.	1) Other State Pension - all branches of all banks. 2) Other Country i.e. Burma Pension 3) First appearance of Family Pension arising in service death of the employee and generation of 1st pension bills thereof. 4) Pension of Un-married daughter - all branches of all banks. 5) State monthly pension (superannuation) involving banks named (a) Allahabad Bank, (b) Bank of India, (c) Bank of Baroda, (d) UCO Bank and (e) Central Bank	Sri Krishendu Halder, U.D.Asstt.
7	Sri Shyamalendu Roy, U.D.Asstt.	First Appearance with preparation of Bills thereof including preparation of Monthly Pension Bills, Arrear Bills in respect of Education Pensioners with making arrangement of Cheques to total 30 Branches in respect of U.C.O BANK, BANK OF INDIA, ALLAHABAD BANK, U.B.I respectively under Sadar Sub-Sub-Divison.	Sri Prasanta Saha, L.D.Asstt.
8	Sri Prasanta Saha, L.D.Asstt	First Appearance with preparation of Bills thereof including preparation of Monthly Pension Bills, Arrear Bills in respect of Education Pensioners with making arrangement of Cheques to 10 Branches of State Bank of India under Sadar Sub-Sub-Divison. He also prepares monthly Accounts relating to vouchers of Retiral Benefits.	Sri Shyamalendu Roy, U.D.Asstt.

9	Sri Swapan Kumar Mukherjee, U.D. Asstt.	1) First Pension appearance of State Govt. (Superannuation)	Sri Shyamalendu Roy, U.D.Asstt.
		2) First Pension appearance of Panchayet Pension	
		3) Entry of PPOs into Computer and respective registers	
		4) Preparation of 1st Pension Bills and related works thereof.	
		5) Revision of Pension Cases both superannuation and family and panchayet and entry into relevent register	
10	Sri Subrata Mukherjee, Supervisor	Printing of Cheques of all kinds of Bills duly passed and keeping supervision of Cheque Section.	Smt. Pratiba Banerjee, U.D.C.
11	Smt. Pratiba Banerjee, U.D.C.	Delivery of Cheques against passed bills and delivery of all kinds Objection Bills & Nil Bills, making arrangement for sending of Vouchers to the concerned Supervisor of the Compilation Wing.	Sri Subrata Mukherjee, Supervisor
12	Smt. Chhaya Debnath, U.D. Asstt.	(1) Receiving of all kinds Bill on verifying the respective Bill Transit Register of the concerned Drawing & Disbursing Officers and making arrangement of distribution of said Bills after shorting head of Account-wise to the concerned Bill Clerks with Annexure.	Sri Nemai Hazra, Record Keeper.
		(2) Distribution of voucher details and keeping records thereof.	
13	Sri Nemai Hazra, Record Keeper.	Entrusted with keeping Records and Register properly.	Smt. Chhaya Debnath, U.D.Asstt.
14	Smt. Rukmini Mukherjee, Supervisor	Over all supervision in the Compilation Wing and work thereof and making entry of Payment Cash Book	Smt. Archana Kundu, U.D.Asstt.
15	Smt. Archana Kundu, U.D.Asstt.	(1) Vouching and Compilation Works for submission of Monthly Accounts	Smt. Rukmini Mukherjee, Supervisor
		(2) Generating of Subsidiary Register and checking.	
16	Sri Kalyan Saha, U.D.Asstt.	Entrusted with the Compilation work including entry of accounts in the Receipt Cash Book, By-transfer Bill and arrangement for submission of Report and Returns related to Accounts.	Sri Dilip Dey, U.D. Asstt.
17	Sri Dilip Dey, U.D. Asstt.	Entrusted with the Compilation work including passing GISS Bills, dealing of Military Pension, SSSA Pension and Pension of Political Sufferers with preparation of accounts thereof.	Sri Kalyan Saha, U.D.Asstt.
18	Sri Juthibikash Das, U. D. Asstt.	Entrusted with the work of P.F. Deposit including Challan Entry under the Head of Accounts "8336" and submission of Report -Returns, preparation of monthly accounts.	Sri Nemai Chandra Ghosh, U.D. Asstt.
19	Sri Nemai Chandra Ghosh, U.D. Asstt.	Entrusted with the work of P.L. Accounts, L.F. Accounts including Challan Entry and submission of Report -Returns, preparation of monthly accounts.	Sri Juthibikash Das, U. D. Asstt.
20	Sri Murari Mohan Dutta, U.D.Asstt. & Sri Sankar Das, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2202, 2203, 2020,2040 & 2205" including preparation of monthly accounts.	VICE-VERSA
21	Sri Amar Kumar Singha, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "0049, 0235, 2235, 2049, 2403, 2505 & 6235" including preparation of monthly accounts.	Sri Malay Roychowdhury, U.D. Asstt.
22	Sri Malay Roychowdhury, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "0049, 0235, 2235, 2049, 2403, 2505 & 6235" including preparation of monthly accounts.	Sri Amar Kumar Singha, U.D. Asstt.
23	Sri Pramath Nath Chowdhury, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2204, 2210, 2220, 2203, 2702 & 4216" including preparation of monthly accounts.	Sri Keshab Chandra Das U.D. Asstt.
24	Sri Keshab Chandra Das U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2056, 2401, 2405, 2408 & 2501" including preparation of monthly accounts.	Sri Pramath Nath Chowdhury, U.D. Asstt.

	Sri Tushar Biswas, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2039, 2014, 2515 & 3451" including preparation of monthly accounts and entry of challan in respect of all Receipt Head of Accounts	Sri Subrata Guin, U.D. Asstt.
26	Sri Subrata Guin, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2030, 2215, 2236, & 2275" including preparation of monthly accounts.	Sri Tushar Biswas, U.D. Asstt.
27	Sri Onkar Roy, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2011, 2045, & 2055" including preparation of monthly accounts	Sri Amal Kumar Sengupta, U.D. Asstt.
28	Sri Amal Kumar Sengupta, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2236, 2041, 2058, 7610 & 8009" including preparation of monthly accounts.	Sri Onkar Roy, U.D. Asstt.
29	Sri Tapash Kumar Sen, U.D. Asstt.	Entrusted with the work of passing of bills under the head of accounts "2225 & 2425" including preparation of monthly accounts.	Sri Atanu Saha, L.D. Asstt.
30	Sri Manik Chandra Dey, U. D. Asstt.	Entrusted with the work as Issue Clerk and with the work of Challan Entry under head "0230" and arrangement for remittance of Cheques in respect of pension to the respective banks.	Sri Nemai Mondal, L.D. Asstt.
31	Sri Nemai Mondal, L.D. Asstt.	Entrusted with the work as Receipt Clerk	Sri Manik Chandra Dey, U. D. Asstt.
32	Sri Atanu Saha, L.D. Asstt.	Entrusted with the work of distribution of Bank Scroll and entry all kinds of paid cheques.	Sri Tapash Kumar Sen, U.D. Asstt.
33	Sri Shyamal Dutta, Group-D	Entrusted with the respective work of Bill Section & Compilation Wing.	Smt. Sumitra Biswas, Group-D
34	Smt. Sumitra Biswas, Group-D	Entrusted with the respective work of Bill Section & Compilation Wing.	Sri Shyamal Dutta, Group-D
35	Smt. Rekha Ghosh, Group-D	Entrusted with the respective work of Bill Section & Compilation Wing.	Smt. Champa Chatterjee, Group-D
36	Smt. Champa Chatterjee, Group-D	Entrusted with the respective work of Bill Section & Compilation Wing.	Smt. Rekha Ghosh, Group-D
37	Sri Akhil Paul, Group-D	Entrusted with the work of Cheque Section.	Sri Goutam Biswas, Group-D
38	Sri Goutam Biswas, Group-D	Entrusted with the work of Cheque Section.	Sri Akhil Paul, Group-D
39	Smt. Kamala Bhadra, Group-D	Entrusted with the work of Bill receiving Wing.	Smt. Tapashi Rani Dey, Group-D
40	Smt. Tapashi Rani Dey, Group-D	Entrusted with the respective total work of Pension Section.	Smt. Kamala Bhadra, Group-D
41	Sri Rohit Kumar Das, Group-D	Entrusted with the work of attending Bank and delivery of letters issued from this office to other offices/sections.	Smt. Sadhana Biswas, Group-D
42	Smt. Sadhana Biswas, Group-D	Attendant to Additional Treasury Officer (Cheque)	Sri Rohit Kumar Das, Group-D
43	Sri Kamal Uddin Pandit, Group-D	Attendant to Treasury Officer.	Smt. Sumitra Biswas, Group-D

All the staff are always ready to perform any other job assigned by the Section-in-Charge as and when required.

24/11
Treasury Officer -
Krishnagar Treasury-I
Nadia

22/11/10

SHEET-2

RTI ACT 2005

Right to information and obligations of public authorities Under Sections: 4. (1) (b)

Department Name: **Krishnagar Treasury-I**

- i. the particulars of its Organisation, functions and duties : This is Treasury & Accounts Section-I Krishnagar.
Functions & Duties – a) To pass all kinds of Bills like Salary Bills, T.A.Bills, Contingent Bills, Advance Bills, By-transfer Bills of Local Bodies, Gratuity Bills, C.V.P.Bills, Leave Salary Bills, Provisional Pension Bills duly submitted by the Drawing and Disbursing Officers as per existing Rules and Government Orders
(b) To release Monthly Pension both State and Education in time;
(c) To prepare and maintain Accounts correctly and properly and to send before the A.G.W.B. within 5th day of every month and 10th day of March.
(d) to maintain Receipt Cash Book and Payment Cash Book;
(e) to prepare Plus-minus Memo and send to A.G.W.B. with Monthly Accounts ;
(f) to preserve all kinds of Records, Papers relating to Account's matter and Pension matter ;
(g) to preserve Sub-sidiary Register, Issue Register, Receipt Register, Attendance Register, Leave Registers both Casual and other Leave, Allotment Registers both general Bills and By-transfer Bills separately, Register of G.I.S.S. for 1883 & 1887 separately, Bank-wise P.P.O. Register, Register for Cancellation of Cheques, Register for P.L /L.F. according to nature, Register for G.P.F. Accounts ,Bill Transit Register according to D.D.Os, Register for Gratuity / C. V. P. / Leave Salary Separately, Register for payment of Provisional Pension
- ii. the powers and duties of its officers and employees : to implement above all functions and to perform accordingly is first and foremost duties of Officers and Employees.
- iii. the procedure followed in the decision making process, including channels of supervision and accountability : Procedures on the basis of Government Orders, W.B.F.R.-2005, W.B.F.R. , W.B.S.R. Part-I & Part-II, Service Conduct Rule, Open Performance Report are followed respectively in the decision making process including channels of supervision and accountability.
- iv. the norms set by it for the discharge of its functions : All functions are discharged as per existing Norms, Orders, Rules prescribed by the Government, AGWB, D.T.A. respectively.

SHEET-2RTI ACT 2005

Right to information and obligations of public authorities Under Sections: 4. (1) (b)

Department Name: **Krishnagar Treasury-I**

- v. the rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions. : The rules regulations, instructions, manuals and records, held by or under control or used by the employees, are kept properly in the shape of Books, Register and Guard Files.
- vi. a statement of the categories of documents that are held by it or under its control. :Following Categories of documents are held by or under control :-
Sub-sidiary Register, List of payments, List of Cash Accounts, Issue Register, Receipt Register, Attendance Register, Leave Registers both Casual and other Leave, Allotment Registers both general Bills and By-transfer Bills separately, Register of G.I.S.S. for 1883 & 1887 separately, Bank-wise P.P.O. Register, Register for Cancellation of Cheques, Register for P.L /L.F. according to nature, Register for G.P.F. Accounts, Bill Transit Register according to D.D.Os, Register for Gratuity / C. V. P. / Leave Salary Separately, Register for payment of Provisional Pension.
- vii. the particulars of any arrangement that exists for consultation with , or representation by, the members of the public in relation to the formulation of its policy or implementation thereof : Not applicable for this Section.
- viii. a statement of the boards , councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils , committees and other bodies are open to the public or the minutes of such meetings are accessible for public. : Not applicable for this Section
- ix. a directory of its officers and employees. : Though it is changeable due to transfer, transfer on promotion and administrative requirement however, as directory List of present Officers and Employees enclosed herewith.

ContdPage-3

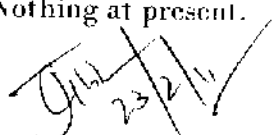
SHEET-2

RTI ACT 2005

Right to information and obligations of public authorities Under Sections: 4. (1) (b)

Department Name: **Krishnagar Treasury-I**

- x the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations. : In regard to this point a Separate List showing the names of the Officers and employees and their Gross Salary is enclosed for information.
- xi the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made : Not applicable for this Section
- xii. the manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programme. : Not applicable for this Section
- xiii particulars of recipients of concessions, permits or authorizations granted by it : Not applicable for this Section
- xiv details in respect of the information, available to or held by it, reduced in an electronic form : All the functions of Treasury are done on line process. So, all the basic DATAs relating to functions of the treasury are managed through DATA Base Management System which is called C.T.M.S.
- xv. the particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use : Not applicable for this Section
- xvi the names, designations and other particulars of the Public Information Officers : Sri Chandan Biswas, W.B. A & A.S. Treasury Officer & Officer-in-Charge of Krishnagar Treasury-I Section
- Xvii. such other information as may be prescribed and thereafter update these publications every year : Nothing at present.


**Treasury Officer,
Krishnagar Treasury-I**

23/2/11

**List showing the name and designation of the total existing
Officers & Employees working in Treasury-I**

NAME OF THE OFFICERS/ STAFF	DESIGNATION
1.SRI CHANDAN BISWAS, W.B.A &A.S.	TREASURY OFFICER
2.SRI PARTHA CHAKRABORTY, W.B.A &A.S.	ADDL. TREASURY OFFICER
3.SRI JOYASIS GHOSH, W.B.A &A.S.	ADDL. TREASURY OFFICER
4.SRI MONORANJAN BISWAS	ACCOUNTANT
5.SRI SWARUP KUMAR GANGOPADHYAY	ADDL.ACCOUNTANT
6.SRI SUBRATA MUKHERJEE	SUPERVISOR
7.SMT. RUKMINI MUKHERJEE	SUPERVISOR
8.SRI SRI MURARI MOHAN DUTTA	U.D. ASSISTANT
9. SRI PRAMATHA NATH CHOWDHURY	U.D. ASSISTANT
10.SRI KRISHNA BISWAS	U.D. ASSISTANT
11.SRI JUTHIBIKASH DAS	U.D. ASSISTANT
12.SMT.PRATIVA BANERJEE	U.D. ASSISTANT
13.SRI SANKAR DAS	U.D. ASSISTANT
14.SRI MANIK CHANDRA DEY	U.D. ASSISTANT
15.SRI KRISHNENDU HALDER	U.D. ASSISTANT
16.SRI SIBSANKAR SINHA	U.D. ASSISTANT
17.SRI MALAY ROY CHOWDHURY	U.D. ASSISTANT
18.SRI SUBRATA GUIN	U.D. ASSISTANT
19.SRI KESHAB CHANDRA DAS	U.D. ASSISTANT
20.SRI AMAR KUMAR SINGHA	U.D. ASSISTANT
21.SRI SHYAMALENDU ROY	U.D. ASSISTANT
22.SRI SWAPAN MUKHERJEE	U.D. ASSISTANT
23.SRI SWAPAN BOSE	U.D. ASSISTANT
24.SRI ASHOKE KUMAR KUNDU	U.D. ASSISTANT
25.SRI NEMAI CHANDRA GHOSH	U.D. ASSISTANT
26.SRI DILIP DEY	U.D. ASSISTANT
27.SRI AMAL KUMAR SENGUPTA	U.D. ASSISTANT
28.SRI TUSHAR BISWAS	U.D. ASSISTANT
29.SRI KALYAN SAHA	U.D.ASSISTANT
30.SRI TAPAS KUMAR SEN	U.D. ASSISTANT
31.SRI NEMAI MONDAL	L.D.ASSISTANT
32.SRI PRASANTA SAHA	L.D.ASSISTANT
33.SRI GOPAL PRAMANICK	L.D.ASSISTANT
34.SRI ATANU SAHA	L.D.ASSISTANT
35.SRI NEMAI HAZRA	RECORD KEEPER
36.SMT.REKHA GHOSH	GROUP "D"
37.SRI KAMALUDDIN PANDIT	GROUP "D"
38.SRI AKHIL PAUL	GROUP "D"
39.SRI ROHIT KUMAR DAS	GROUP "D"
40.SRI SHYAMAL DUTTA	GROUP "D"
41.SRI GOUTAM BISWAS	GROUP "D"
42.SMT.TAPASHI RANI DEY	GROUP "D"
43.SMT SADHANA BISWAS	GROUP "D"
44.SMT.SUMITRA BISWAS	GROUP "D"
45.SMT KAMALA BHADRA	GROUP "D"
46.SMT CHAMPA CHATTERJEE	GROUP "D"

List showing the name and designation And amount of Grosss Salary of the total existing Officers & Employces working in Treasury-I

NAME OF THE OFFICERS/ STAFF	DESIGNATION	AMOUNT OF GROSS SALARY
1.SRI CHANDAN BISWAS, W.B.A &A.S.	TREASURY OFFICER	Rs.41,880=00
2.SRI PARTHA CHAKRABORTY, W.B.A &A.S.	ADDL. TREASURY OFFICER	Rs.30,985=00
3.SRI JOYASIS GHOSH, W.B.A &A.S.	ADDL. TREASURY OFFICER	Rs.34,426=00
4.SRI MONORANJAN BISWAS	ACCOUNTANT	Rs.35,116=00
5.SRI SWARUP KUMAR GANGOPADHYAY	ADDL.ACCOUNTANT	Rs.33,436=00
6.SRI SUBRATA MUKHERJEE	SUPERVISOR	Rs.30,780=00
7.SMT. RUKMINI MUKHERJEE	SUPERVISOR	Rs.30,780=00
8.SRI SRI MURARI MOHAN DUTTA	U.D. ASSISTANT	Rs.27,708=00
9. SRI PRAMATHA NATH CHOWDHURY	U.D. ASSISTANT	Rs.27,166=00
10.SRI KRISHNA BISWAS	U.D. ASSISTANT	Rs.26,597=00
11.SRI.JUTHIBIKASHI DAS	U.D. ASSISTANT	Rs.26,566=00
12.SMT.PRATIVA BANERJEE	U.D. ASSISTANT	Rs.26,566=00
13.SRI SANKAR DAS	U.D. ASSISTANT	Rs.26,566=00
14.SRI MANIK CHANDRA DEY	U.D. ASSISTANT	Rs.25,996=00
15.SRI KRISHNENDU HALDER	U.D. ASSISTANT	Rs.25,996=00
16.SRI SIBSANKAR SINHA	U.D. ASSISTANT	Rs.25,690=00
17.SRI MALAY ROY CHOWDHURY	U.D. ASSISTANT	Rs.25,296=00
18.SRI SUBRATA GUIN	U.D. ASSISTANT	Rs.24,706=00
19.SRI KESHAB CHANDRA DAS	U.D. ASSISTANT	Rs.24,706=00
20.SRI AMAR KUMAR SINGHA	U.D. ASSISTANT	Rs.24,690=00
21.SRI SHYAMALENDU ROY	U.D. ASSISTANT	Rs.24,690=00
22.SRI SWAPAN MUKHERJEE	U.D. ASSISTANT	Rs.24,690=00
23.SRI SWAPAN BOSE	U.D. ASSISTANT	Rs.24,690=00
24.SRI ASHIOKE KUMAR KUNDU	U.D. ASSISTANT	Rs.25,296=00
25.SRI NEMAI CHANDRA GHOSH	U.D. ASSISTANT	Rs.24,256=00
26.SRI DILIP DEY	U.D. ASSISTANT	Rs.24,142=00
27.SRI AMAL KUMAR SENGUPTA	U.D. ASSISTANT	Rs.24,142=00
28.SRI TUSHAR BISWAS	U.D. ASSISTANT	Rs.24,436=00
29.SRI KALYAN SAHA	U.D.ASSISTANT	Rs.23,850=00
30.SRI TAPAS KUMAR SEN	U.D. ASSISTANT	Rs.21,840=00
31.SRI NEMAI MONDAL	L.D.ASSISTANT	Rs.18,990=00
32.SRI PRASANTA SAHA	L.D.ASSISTANT	Rs.18,383=00
33.SRI GOPAL PRAMANICK	L.D.ASSISTANT	Rs.17,350=00
34.SRI ATANU SAHA	L.D.ASSISTANT	Rs.12,980=00
35.SRI NEMAI HAZRA	RECORD KEEPER	Rs.18,556=00
36.SMT.REKHA GHOSH	GROUP "D"	Rs.17,716=00
37.SRI KAMALUDDIN PANDIT	GROUP "D"	Rs.17,716=00
38.SRI AKHIL PAUL	GROUP "D"	Rs.17,071=00
39.SRI ROHIT KUMAR DAS	GROUP "D"	Rs.17,071=00
40.SRI SHYAMAL DUTTA	GROUP "D"	Rs.16,744=00
41.SRI GOUTAM BISWAS	GROUP "D"	Rs.15,016=00
42.SMT.TAPASHI RANI DEY	GROUP "D"	Rs.15,016=00
43.SMT SADHANA BISWAS	GROUP "D"	Rs.14,869=00
44.SMT.SUMITRA BISWAS	GROUP "D"	Rs.14,231=00
45.SMT KAMALA BHADRA	GROUP "D"	Rs.14,231=00
46.SMT CHAMPA CHATTERJEE	GROUP "D"	Rs.13,250=00