

## Treasury Establishment

Bijni Sub- Treasury, Bijni was inaugurated by Shri Chandan Brahma, Honorable Minister Transport etc. on 1st October, 2009 in the Bijni Sub-Divisional Head Quarter.

### Present Strength of the Bijni Sub- Treasury is as follows :-

1. Treasury Officer	-----	One
2. Accountant	-----	One
3. Senior Accounts Asstt.	-----	One
4. Junior Accounts Asstt.	-----	Two
5. Grade – IV	-----	Two

### Employee Details :

1. Shri Mridul Kumar Das, AFS, Treasury Officer.
2. Shri Prodip Das, Senior Accounts Asstt.
3. Shri Susanta Biswas, Junior Accounts Asstt.
4. Shri Kamakhya Moshahary, Junior Accounts Asstt.
5. Smt. Pramila Daimary, Grade- IV
6. Shri Manash Pratim Ray, Grade - IV

### (1) Treasury Function :-

- \* Receipt of Government Money .
- \* Processing of claim of DDO through CTMIS and E- Kuber.
- \* Payment of Pension ( Civil )
- \* Custody of Government Money .
- \* Management of National Pension Scheme .
- \* Monthly submission of Treasury Accounts to AG .
- \* Reconciliation of Receipt and Payment with DDO .
- \* Finassam, E-grass etc.

**(2) Mandatory Guidelines to be followed while submitting the Bills in the Treasury:**

- \* Sanction order.
- \* 20 digit Head of Account and Total amount in both figure and words.
- \* 16 digit PPAN in the salary bill of the NPS subscriber.
- \* GPF No. in the pay bill of the Govt. servant under old Pension Scheme.
- \* Audit No. of the Pay Slip in case of Gazeted Officer.
- \* In case of new appointment , New appointee list from Finance (SIU) Deptt.
- \* AG Authority if Applicable.
- \* Challan below Rs. 50/- not acceptable.

**( 3 ) General Guidelines for submission of Bills, Cheque & Challan.**

<i>Sl. No.</i>	<i>Type of Bill</i>	<i>Timelines for submission</i>
1.	Salary Bill	25 <sup>th</sup> of the Month onwards
2.	Wages & Pension Bill	1 <sup>st</sup> Day of the month onwards
3.	Ceiling Bill/Cheque	Compulsorily before 3 days of last date of the Ceiling
4.	Any other Bills	10 <sup>th</sup> of the Month Onwards