T.R.FORM NO.-7

[See sub-rule (2)(b) of T.R.3.06]

Challan for Deposit of money in the account of GOVERNMENT OF WEST BENGAL

1. Name of the Bank & Branch:
2. (a). Name of the Treasury:
   (b). Treasury Code: | | | |
3. Account Code: | | | | | | | | | | | | | | |
   (14- Digits must be filled up properly)
4. Detail Head of Account:
5. (a) Amount : Rs. |
   (b) In Words: Rupees:
6. By whom tendered – Name & Address:
7. Name / Designation & Address of the Departmental Officer on whose behalf / favour money is paid:
8. (a) Particulars & Authority of Deposit:

[1] * (b) T.V. No. & Date of A.C. Bill:

9. Accounts Officer by whom adjustable: Accountant General (A&E), West Bengal.

Verified

Signature of Departmental / Treasury Officer

Depositor's Signature

Date: Treasury Receipted Challan No.

Received payment. Bank Scroll Serial No.

Receipt by Bank / Treasury Signature with seal of the Bank.

Date:

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[1] * In respect of Challan relating to refund of unspent amount of A.C. Bill

Particulars of Amount Deposited :

Cash : Cheques:

Notes	Amount		Drawee Bank	Cheque No.	Amount	
x 1000=						
x 500=						
x 100=						
x 50=						
x 20=						
x 10=						
x 5=						
Coins =						
Total				Total		

Note –1. Challans are to be presented to the Bank after the Head of Account upto detailed head and other particulars noted on it have been verified by the Departmental Officer on whose behalf money is credited to the Government Account. If there is no Departmental Officer at the place where the Treasury is situated this verification will be made by the Treasury Officer. Difficulties may arise because of not quoting the Head of Account correctly upto Detailed Head.

Note–2. Particulars of money tendered should be given in the form given above. The Cheques/ Drafts meant for transfer credit should bear the endorsement "Received payment by transfer credit to

(Head of Account to which creditable)

Note–3. In cases where direct credit at the Bank without verification by Departmental Officer or Treasury Officer is permissible (e.g. fees payable to the Public Service Commission on account of recruitment, etc.), the Head of Account may be written by the Depositors. The Treasury Officer or Pay & Accounts Officer, Kolkata Pay & Accounts Office may check the Head of Account and make correction, where necessary, when the Challan is received with the Bank's scroll.

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