

Government of West Bengal
Finance Department
Audit Branch (Group T)
"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102
(E-1150149)

No: 1233-F (Y)

Date: 02.04.2025

Notification

Sub: Introduction of New TR-7D Challan for depositing money for Provident Fund of employees relating to Non-Government Educational Institutions and Local Authorities and other similar institutions.

At present the Provident Fund (PF) Deposits for Non-Government Institutions maintained under "Major Head 8336- Civil Deposits" are made through TR-7 Challan in Bank or through TR-7A Challan submitted by Drawing and Disbursing Officers/LF Operators as per WBTR, 2005. As the existing TR-7/TR-7A Challan does not have the scope of specific information which is required for proper maintenance of individual PF Accounts by the Accounting Authorities, the matter of introduction of a separate Challan for deposit under Major Head "8336- Civil Deposits" of various Non-Government Educational Institutions and Local Authorities was under active consideration of the Government from some time past.

Therefore, in exercise of the power conferred by clause (2) of Article 283 of Constitution of India, the Governor is pleased to introduce the new TR Form No. 7D attached herein.

- (a) For depositing money in the treasury-link bank under Major Head "8336- Civil Deposits" in or
(b) For transfer of money from other Major Heads to Major Head "8336- Civil Deposits" in addition to TR-7A challan.

TR-7D challan is to be generated compulsorily for employees attached with such Provident Fund operators who have been onboarded in Non-Government Institutions Provident Fund module of IFMS by DPPG, WB following Annexure-A of Memo No. 4357-F (e-Gov) dated 14.07.2023 issued by Finance Department, Government of West Bengal.

The submission of TR-7/TR-7A Challan by PAO/Treasury with monthly accounts to the Office of Accountant General, West Bengal shall continue to exist as usual. However, TR-7D Challans shall not be required to be submitted along with monthly accounts by PAO/Treasury.

Other provision regarding preparation and submission of Challan as stated in chapter-3 of WBTR, 2005 shall remain unchanged.

The order shall take immediate effect. Necessary amendment in West Bengal Treasury Rules shall be made in due course.



(P.K. Mishra, IAS)
Additional Chief Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Pr. A.G. (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary/ Secretary _____
 _____ Department requesting to circulate concerned offices/autonomous bodies/Parastatals under the administrative control of his Department.
5. Special Secretary / Additional Secretary / Commissioner/ Joint Secretary / Deputy Secretary, Finance Department.
6. The General Manager, Reserve Bank of India, Banking Department, 15-N.S. Road, Kolkata-1.
7. Financial Advisor, _____ Department.
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, Old Khadya Bhavan, 3rd Floor (East side), 11A Mirza Ghalib Street, Kolkata - 700 087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhavan, 2nd & 3rd Floor, (West side), 11A Mirza Ghalib Street, Kolkata - 700 087.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, Salt Lake, Kolkata - 700064.
13. Commissioner, _____ Division,
14. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police
15. Sub-Divisional Officer, _____
16. Treasury Officer, _____
17. Block Development Officer, _____
18. Group _____ / _____ Branch, Finance Department.
19. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



OSD & Ex-Officio Special Secretary to the
Government of West Bengal

TR Form No – 7D

Challan for Deposit money in the account of Government of West Bengal for Non-Government Institutions Provident Fund in the Bank/By way of transfer to the Deposit Account

1. Payment Type- Paid into the link bank /By-transfer to the Deposit account

Name of the Bank:

Branch (Applicable for payment in link Bank):

2. Treasury/PAO Name:

Treasury Code:

3. Credited into the

A) Head of Account:

B) Operator Code:

C) Office HOO Code

Operator Description

Office Name:

4. A) Pre Challan Id

Pre-Challan Date:

OR

A) Reference No:

Reference Date:

B) Token No

Token Date:

C) Head Of Account Debited:

5. Amount: Rs. _____ /-

Amount in words: Rupees _____ only.

6. By whom tendered: (office name and designation of the departmental officer on whose behalf/favour money is deposited)

A.) Office Name/Employee Name:

B.) DDO/Operator Code:

C.) DDO/Operator Designation:

7. Particular of Deposit: Cash/Cheque/Draft:

No.

Date:

8. Details of Deposit:

Sl .No	Name of the employee	PF Account No	Employee ID	Emoluments*	Sanction Admin Code/ Recommendation Admin Code/Section Code (as applicable)	Employer Contribution	Regular Subscription(PF)/Employees CPF Contribution			Recovery Details		Arrear Subscription Rs.	Total
							Month	Year	Amount Rs.	Amount Rs.	Inst. No		

*Emoluments shall have the same meaning as defined in the respective Provident Fund Rules

9. Signature of the Departmental Officer:

10. Date: __/__/__

Received Payment

Receipt by Bank/Treasury

Date:

Depositor's Signature

Contact No:

Bank Scroll No.

Signature with seal of the Bank

Challan No.

Date:

Voucher No.

Date:

Signature of the Treasury Office