

From

Director,  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

All the Treasury Officers and  
Assistant Treasury Officers  
In Haryana State

Memo No-TA-HR(16T)-2013-  
Dated- *19/9/13*

*9087*

Subject:- Proforma for inspection of Treasury/Sub-Treasury---Status thereof.

Refer to the subject cited above.

Find enclosed herewith proforma for inspection of treasuries and sub-treasuries. You are requested to send the status report within 15 days as per above proforma regarding your treasury and sub-treasury. The status report sent by you will be inspected by the inspecting officer from the Head office while on tour to your treasury and sub-treasury. You will be responsible for any wrong report in the status report sent by you.

*DA: As above*

  
Joint Director

for Director Treasuries and Accounts  
Department, Haryana, Chandigarh

| Description                         |   | Comments<br>of TO/ATO<br>(Yes/No) | Remarks |
|-------------------------------------|---|-----------------------------------|---------|
| <b>A. Building/Connectivity</b>     |   |                                   |         |
| 1.                                  | Whether the office is in Government Building?   |                                   |         |
| 2.                                  | Whether the building is in good condition?<br>Remarks about general cleanliness.  |                                   |         |
| 3.                                  | Whether there is proper sitting arrangement for staff? Remarks about condition of furniture.  |                                   |         |
| 4.                                  | Whether the Broadband/SWAN /NIC connectivity is operative in the building /office?  |                                   |         |
| <b>B. Web Otis/Bank Transaction</b> |   |                                   |         |
| 5                                   | Whether all kinds of bills are passed through web-OTIS by Treasury/Sub-Treasury?  |                                   |         |
| 6                                   | Whether all kinds of payment are done through web-OTIS by treasury bank?  |                                   |         |
| 7.                                  | Whether bank scroll is being sent by treasury bank through web-otis?  |                                   |         |
| 8.                                  | How many RTR, were generated by treasury bank in case of failure of transaction in a specific period? Did you get any report of it through e-scroll?  |                                   |         |
| 9.                                  | Whether bank is sending account on time through web-otis?(for payment)  |                                   |         |
| 10.                                 | Whether the account is prepared Token No./EPS No. wise or date wise?  |                                   |         |
| 11.                                 | Whether Specimen signatures/photos of DDOs are maintained and updated?<br>(a) In computer (web-otis)<br>(b) In register<br>(c) Both   |                                   |         |
| 12.                                 | Whether bank is regularly sending details of RTGS/NEFT failure and the reasons for failure in relation to UCPs?   |                                   |         |
| 13.                                 | Whether UCPs with failed transactions have been deactivated?  |                                   |         |
| <b>C. Token System/Register</b>     |   |                                   |         |
| 14                                  | Token Register is maintained<br>(a) Manually,<br>(b) Electronically,<br>(c) Both,<br>(d) Whether signatures of authorized messengers obtained at the time of delivering the bill / EPS pay order.<br>(e) Whether EPS pay order is being delivered through web-OTIS? |                                   |         |
| 15                                  | Specimen signatures/photos of authorized messengers are maintained<br>(a) In computer(web-OTIS),<br>(b) On paper,<br>(c) Both.  |                                   |         |
| 16                                  | Whether Token No. is generated in web-otis manually?  |                                   |         |
| 17                                  | Whether Token No. is generated in web-otis through bar-code scanner?  |                                   |         |



|                   |   |  |  |
|-------------------|---|--|--|
| <b>D. LOC</b>     |   |  |  |
| 18                | Whether LOC system id operative in your office?   |  |  |
| 19.               | If yes, how it is being maintained in register/computer?  |  |  |
| 20                | Whether outside LOC is operative in your office?  |  |  |
| <b>E. NPS</b>     |   |  |  |
| 21                | Whether separate pay bills of employees under NPS are being prepared by DDOs?   |  |  |
| 22                | Whether all DDOs have been registered by NSDL under New Pension Scheme through the DTO?   |  |  |
| 23                | Whether funds under NPS are being transferred to NSDL by following prescribed process and on due date?                              |  |  |
| 24                | Whether proper record of NPS is being maintained?(print out of subscribers being uploaded)  |  |  |
| 25                | Whether any forms pending for PRAN allocation? If yes, then since how many days and why?  |  |  |
| 26                | Whether any fund remittance has returned in the current financial year? If yes, then provide reasons and how it was settled?        |  |  |
| 27                | Whether any grievance is pending at the NSDL web-site? If yes, then since when and why?   |  |  |
| 28                | Whether any rectification forms are pending? How many and what action has been taken?   |  |  |
| <b>F. Pension</b> |   |  |  |
| 29                | Whether any unpaid PPO/GPO/CPO, more than one year, is present in your office? If yes, then what action you performed as per rules? |  |  |
| 30                | List of unpaid PPO/GPO/CPO pending for more than one month.   |  |  |
| 31                | Whether recovery of overpayments to pensioners is being made as pointed out by AG/CAG? Latest status in this regard?                |  |  |
| 32                | Whether e-pension is fully operative in your Treasury/Sub-Treasury?   |  |  |
| 33                | Whether all GPO/CPO are being paid through e-pension module?  |  |  |
| 34                | How many PPOs are being maintained in e-pension after 1/10/2012?  |  |  |
| 35                | How many PPOs were sent to bank after 1/10/12? What action was taken to recall them?  |  |  |
| 36                | How many revised pension order are pending to be disbursed and since when?  |  |  |
| 37                | How many fix medical allowance authorities are pending to be disbursed and since when?  |  |  |
| 38                | How many LTC applications are pending to be disbursed and since when?   |  |  |
| 39                | Is guard file being maintained in office and in web-otis alphabetically?  |  |  |
| 40                | Whether any AG para is pending?   |  |  |

| <b>G. Computer/Hardware</b> |  |  |  |
|-----------------------------|--|--|--|
| 41                          | Whether stock register is maintained?  |  |  |
| 42                          | Whether complaint register is maintained?  |  |  |
| 43                          | Whether the service of AMC vendors is satisfactory?  |  |  |
| 44                          | Whether all staff members of treasury are computer literate?   |  |  |
| 45                          | Whether there is any more need of computer training to staff members?  |  |  |
| 46                          | Whether the e-mail is checked daily by TO/ATO?   |  |  |
| 47                          | Whether e-mail from H.Q is answered regularly?   |  |  |
| 48                          | Whether JP/DEO, Nodal JP/DEO is performing his duties satisfactorily?  |  |  |
| 49                          | Whether there is any need of computer hardware (computer/Printer)?   |  |  |
| 50                          | Whether UPS is working satisfactorily?   |  |  |
| 51                          | Whether old IT items, if any have been weeded out? If yes, when?   |  |  |
| <b>H. Receipts</b>          |  |  |  |
| 52                          | Whether receipt challans are entered in computer by bank?  |  |  |
| 53                          | Whether Bank Transfer the data to Treasury:-<br>(a) Through electronic media/pendrive, on daily basis.<br>(b) Through Telephone line, on daily basis,<br>(c) Manually, on daily basis. |  |  |
| 54                          | Whether the data is transferred from Treasury /sub-Treasury on daily basis?  |  |  |
| 55                          | Whether e-gras is being used for generation of challan for manual payments by depositors?  |  |  |
| <b>I. Payments</b>          |  |  |  |
| 56                          | Whether the A/c is submitted to AG Hry. on time? If delayed, give details alongwith justification?   |  |  |
| 57                          | On which dates account was submitted to AG in the current financial year?  |  |  |
| 58                          | Whether there is any missing voucher to be sent to AG Hry? Action taken report to be submitted?  |  |  |
| 59                          | If yes, the details/reasons?   |  |  |
| <b>J. PLA/LIC</b>           |  |  |  |
| 60                          | Whether all the PLAs have been verified with DDO upto date?  |  |  |
| 61                          | Whether there is any difference in figures of PLA with DDO/Sub-Treasury?   |  |  |
| 62                          | Whether all the PLAs from Consolidated fund of State have been closed on 31 <sup>st</sup> March?   |  |  |
| 63                          | Whether LIC contribution/premium of employees is being sent to LIC through web-otis?   |  |  |
| 64                          | Whether fresh sanction of AG Haryana to open PLA is obtained every year by DDO, where ever required?   |  |  |
| 65                          | Whether any minus withdrawal in any PLA has occurred in your treasury/sub-treasury?  |  |  |



|                          |  |  |  |
|--------------------------|--|--|--|
| 66                       | Whether all PLA accounts are being maintained in web-otis with closing balance/opening balance?              |  |  |
| 67                       | Whether PLA bills are coming in lieu of cheque in web otis?  |  |  |
| 68                       | Whether Plus-Minus memos are being sent to A.G. Office periodically as required?                             |  |  |
| 69                       | How many inoperative PLAs exist in your Treasury/Sub-treasury as on date                                     |  |  |
| <b>K. Double Lock</b>    |  |  |  |
| 70                       | Whether the double lock room/single lock rooms are in good condition?  |  |  |
| 71                       | Whether guard of 1-4 deputed for safety?   |  |  |
| 72                       | Whether fire extinguishers are in place with validity period?  |  |  |
| 73                       | Whether proper oiling of pad locks is being done?  |  |  |
| 74                       | Whether sufficient number of buckets is maintained and sand and water are placed in them?                    |  |  |
| 75                       | Whether double lock system is operative as per rule?   |  |  |
| 76                       | Whether double lock register is compared daily with counter parts?   |  |  |
| 77                       | Whether all cuttings are attested by TO/ATO?   |  |  |
| 78                       | Whether double lock registers are filled by ATO at Sub-treasury?   |  |  |
| 79                       | Whether all the articles kept inside the double lock are being physically verified by TOs/ATOs as per rules? |  |  |
| 80                       | Whether double lock registers and duplicate registers are filled by two different employees?                 |  |  |
| 81                       | Whether any valuable is received? Give details of them.  |  |  |
| <b>L. Cash Book</b>      |  |  |  |
| 82                       | Whether the main cash book is maintained on prescribed proforma?   |  |  |
| 83                       | Whether the cash book is written regularly?  |  |  |
| 84                       | Whether every item of cash book is checked by TO/ATO?  |  |  |
| 85                       | Whether monthly certificate is given by the TO /ATO on the cash book?  |  |  |
| <b>M. Stock register</b> |  |  |  |
| 86                       | Whether all items purchased/received from other sources entered in the concerned stock register immediately? |  |  |
| 87                       | Whether yearly physical verification of stock register is done by TO/ATO?                                    |  |  |
| 88                       | Whether any fraud case is pending in Treasury/Sub-Treasury?  |  |  |
| 89                       | Whether any fire/theft case occurred during last six months in Treasury/Sub-Treasury?                        |  |  |
| <b>N. Audit</b>          |  |  |  |
| 90                       | Whether T.O has conducted inspection of Sub- Treasuries?   |  |  |
| 91                       | Whether any para of CAG/AG pertaining to your Treasury/Sub-Treasury is pending?                              |  |  |
| 92                       | Whether any action has been taken to   |  |  |

|                                      |  |  |  |
|--------------------------------------|--|--|--|
|                                      | remove the above referred para?  |  |  |
| 93                                   | Whether any para of inspection by HQ, Commissioner, DC, SDM, AG etc. pending?                      |  |  |
| 94                                   | If yes, whether any action taken to sort it out?   |  |  |
| 95                                   | Any other point to be noticed?   |  |  |
| <b>O. Bill Passing Register</b>      |  |  |  |
| 96                                   | Whether bill passing registers are being maintained in web-OTIS?                                   |  |  |
| 97                                   | Whether time taken to clear a bill is more than three days? If yes, give details separately?       |  |  |
| 98                                   | Whether any bill passed against zero budget during last one month?                                 |  |  |
| <b>P. Service books</b>              |  |  |  |
| 99                                   | Whether Service Books of the staff are being maintained properly?                                  |  |  |
| 100                                  | Whether entry of the Service verification has been made upto date?                                 |  |  |
| 101                                  | Whether Leave Account is upto date?  |  |  |
| 102                                  | Whether entry regarding grant of increment to employees have been made upto date?                  |  |  |
| <b>Q. Court Cases</b>                |  |  |  |
| 103                                  | How many court cases are pending?  |  |  |
| 104                                  | What is the latest position of court cases?  |  |  |
| <b>R. Public Complaints</b>          |  |  |  |
| 105                                  | Whether any complaint against any staff member is pending with TO/ATO? What action has been taken? |  |  |
| <b>S. Cheque Books</b>               |  |  |  |
| 106                                  | Whether all kinds of cheque books are returned to Head Office?                                     |  |  |
| <b>T. RTI Act</b>                    |  |  |  |
| 107                                  | Whether board regarding RTI Act displayed outside office?  |  |  |
| 108                                  | Whether any register maintained regarding RTI Act complaints?                                      |  |  |
| 109                                  | Whether any complaints pending regarding RTI Act?  |  |  |
| <b>U. Weeding out of old records</b> |  |  |  |
| 110.                                 | Whether old records have been weeded out? If Yes, when?  |  |  |
| <b>V. Staff Position</b>             |  |  |  |
| 111.                                 | Whether there is any shortage of man-power?  |  |  |