

**OFFICE OF THE PRINCIPAL DISTRICT JUDGE:: KURNOOL**

Dis.No. 161/Estt/2024

dated 06-01-2024

Letter of the District Treasury & Accounts Officer, District Treasury Office, Kurnool in Lr. No.B1/3602/2023, dated 30-12-2023 along with G.O.Ms. No.135, dated 29-12-2023, is herewith communicated.

All the Judicial Officers working in Kurnool District are requested to download the above Letter of the District Treasury & Accounts Officer, District Treasury Office, Kurnool in Lr. No.B1/3602/2023, dated 30-12-2023 along with G.O.Ms. No.135, dated 29-12-2023, from District Court website i.e., <https://kurnool.dcourts.gov.in> for information and necessary action.

All the Judicial Officers are requested to submit the compliance report after downloading the above copy to this Court.

  
PRINCIPAL DISTRICT JUDGE,  
KURNOOL.

To,

**All the Judicial Officers in Kurnool District.**

The Secretary, District Legal Services Authority, Kurnool.

The Senior Superintendent (Accounts), Principal District Court, Kurnool.

The Stenographer Grade-I, Principal District Court, Kurnool.

Stock file/AO Section, Principal District Court, Kurnool.

The System Officer, District Court, Kurnool, with a direction to upload the same in the District Court's Official website and send the same to Officers' e-mail IDs.

GOVERNMENT OF ANDHRA PRADESH  
TREASURIES AND ACCOUNTS DEPARTMENT

From

To

Sri. B. Ramachandra Rao  
District Treasury & Accounts Officer  
District Treasury Office,  
Kurnool

The Joint Collector & Additional District Collector  
Kurnool.



Lr. No.B1/3602/2023 Date:30-12-2023.

Madam,

Sub:-P S – T&A Department – Strong rooms in District Treasuries and Sub Treasuries  
–Government issued orders on constitution of Committee for Review, Inspection,  
Disposal & Retention of Articles stored in Strong Rooms –Communication of  
G.O – Regd

Ref:- G.O.Ms.No. 135 Fin( HR-V-TFR-A&L-EWF)Dept, dtd:29/12/2023

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The Government of Andhra Pradesh (GoAP) have established strong rooms in the District Treasury and Accounts Offices (DTAO) & Sub Treasury Offices (STO) to deposit & safeguard the articles mentioned in Treasury Rule 11 of Andhra Pradesh Treasury Code Vol- I.

The Government vide reference cited, has decided to constitute a District level committee for review, inspection, disposal and retention of articles stored in Strong Room of Treasuries.

In view of the above the Government Order read in the reference cited is herewith submitted for your kind information and request necessary instructions to constitute a District level committee headed by the Joint Collector & Additional District Magistrate as Chairperson for with drawal of safe custody articles as instructed in the Government Order.

Yours faithfully,

District Treasury & Accounts Officer  
District Treasury Office, Kurnool

4.1  
P.D. 13/1/1/24  
Enclosure :G.O.Ms.No.135 Fin dated 29.12.2023

- SD 20/12/23
- Copy to District Revenue Officer, Collector's Office, Kurnool
  - Copy to Addl. Superintendent of Police (Admin), Kurnool
  - Copy to Chief Executive Officer, Zillaparishad, Kurnool
  - Copy to District Panchayat Officer, Kurnool
  - Copy to District Educational Officer, Kurnool
  - Copy to Deputy/Joint Commissioner of Endowments, Kurnool
  - Copy to Administrative Officer District & Sessions Judge, Kurnool
  - Copy to District Registrar (Stamps & Registrations), Kurnool



**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Finance Department-Treasuries- Strong Rooms in District Treasuries and Sub Treasuries –  
Committee for Review, Inspection, Disposal & Retention of Articles stored in the Strong  
Rooms – Constituted-Orders – Issued.

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**FINANCE (HR.V-TFR-A&L-EWF) DEPARTMENT**

G.O.Ms.No.135

Dated: 29.12.2023  
Read the following:-

1. G.O. Ms.No.282, Finance & Planning Department, dated 21-11-1991
2. G.O. MS.No.287, Finance & Planning Department, dated 26-06-1990
3. G.O. Ms. No. 85, F&P [FW-TFR] Department, dated 30-05-1992
4. Lr. No. FIN02-19/6/2023-I SEC-DTA(C.No.2282730), dated 27-12-2023 of the  
DTA

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1. The Government of Andhra Pradesh (GoAP) have established strong rooms in the District Treasury and Accounts Offices (DTAO) & Sub Treasury Offices (STO) to deposit & safeguard the articles mentioned in Treasury Rule 11 of Andhra Pradesh Treasury Code Vol-I.

2. The items stored in the strong rooms, as per Instruction 19 of TR-11 of APTC Vol-I, are generally, the sealed boxes containing valuables from civil courts; ballot papers relating to all types of elections; valuables from temples; sealed packets containing keys of iron safe & cash chest of other government institutions; stamps & band rolls; question papers of public service commission, board examinations; stock of cheque books & pass books; etc., The instructions regarding maintenance of articles in the strong room, as per Instruction 20 of TR-11 of APTC Vol-I, is extracted as below:

*Instruction 20: No cash chest or a packet containing valuables shall be received at a treasury unless it is properly sealed. The treasury officer shall issue a receipt for accepting the sealed box and not for the contents present in the box. The treasury officer should insist for the receipt while returning the sealed box to the depositor. In case of loss of the original receipt, the departmental officer shall submit a written declaration to the effect that the safe custody article will not be claimed if the receipt lost is traced subsequently. The Treasury officer shall maintain a safe custody article register in form 19.*

*Note: As per reference 1st cited, in case where the safe custody article has not been withdrawn from the treasury after lapse of three years, a penal rent of Rs.25/- shall be levied from the departmental officer per article per annum.*

*If any article is unclaimed for a period of Ten consecutive years, then the fact shall be published in the Gazette allowing time for disposal. As per reference 2nd cited, after that the sealed articles shall be opened in the presence of DTA/ DTO. If the sealed box contains i) Gold/silver- shall be sent to central excise Dept., ii) Currency notes- shall be credited to Government account, iii) Soiled/uncurrent notes- shall be sent to RBI for destruction, iv) Keys- shall be sent to PWD workshop for destruction.*

3. The withdrawal of funds from the PD Accounts was earlier by cheque books. After the implementation of CFMS, this has been replaced by PD bills. Large number of partly used & unused cheque books are available in the strong rooms. The procedure regarding destruction of the cheque books as per Instruction 41, note 2 of TR-16 of APTC Vol-I, is as follows:

*"the treasury officer should destroy the unused cheques by incineration after a period of five years from the date of issue of last cheque in respect of partly used cheque book and after a period of five years from the date of receipt in the Treasury in respect of wholly unused cheque book, in the presence of Director of Treasuries and Accounts (or) District Treasury and Accounts Officer after keeping a note of the fact in the register of cheque books and register of records or disposals destroyed maintained for the purpose under proper attestation of the Treasury Officer"*.

4. The supply of judicial, non-judicial, court fee, special adhesive, insurance, share transfer, revenue, notary, advocate welfare, copy, & hundi stamps were made earlier by the Treasuries. Later, this function has been taken over by the Stamps and Registration Department. The stocks of unused stamps are available in the strong rooms. The procedure for the destruction of stamp paper as per Rules for the Supply and Distribution of Stamps, is as below:

- i. "If the stamps became unfit for issue or spoiled, they should be listed out and report should be sent to the Collector, for verification of the Joint Collector. After due verification of the Joint Collector, the write off proposals are to be submitted to the Commissioner, I.G of Registration and Stamps, AP through Collector.
- ii. After receipt of write off proposals from the I.G., Registration & Stamps, AP, the spoiled stamps are destroyed in the presence of the Joint Collector and obtain the Signature of Joint Collector in the Spoiled Stamps Register. Accordingly, the value of destroyed spoiled stamps reduced from double lock register. A detailed report in the matter should be submitted to the IG of Registration & Stamps, AP"

5. Further, it is observed that over the long period of time, several articles have been deposited, including the articles not strictly required to be kept in the strong rooms as per the TR 11 of APTC Vol-I.

6. Further, the articles deposited have not been withdrawn, even though the need for retention is no longer subsists, & the necessity for withdrawal or continuance of the articles has not been reviewed from time to time.

7. As a consequence, the strong rooms of the Treasury Offices are completely, occupied, there is difficulty in storing articles in a proper manner, & majority of the strong rooms have no space to accept and store new articles.

8. The Director of Treasuries & Accounts (DTA), vide the reference 4<sup>th</sup> cited, after reviewing the existing status, has submitted a detailed report on the status of strong rooms in the State. He has further informed that in view of the ensuing general elections to Parliament & State legislature, there is an imperative need for the proper disposal of unwarranted articles to make space available for new articles & has submitted a detailed proposal for review & disposal of articles stored in the strong rooms.



9. Government, after careful examination of the proposal of the DTA, hereby issues the following order for the review, inspection, disposal & retention of the articles stored in the strong rooms in the State.

- (a) Formation of District Level Committee: A District Level Committee (DLC) will be constituted in each district of the State, for examination of articles currently deposited in the strong rooms under their jurisdiction, with the following composition.

| Sl. | Designation  | Role             |
|-----|--|------------------|
| 1.  | Joint Collector & Additional District Magistrate                                 | Chairperson      |
| 2.  | District Revenue Officer   | Member           |
| 3.  | Additional Superintendent of Police (Admin.)                                     | Member           |
| 4.  | Chief Executive Office, Zilla Parishad   | Member           |
| 5.  | District Panchayat Officer   | Member           |
| 6.  | District Educational Officer   | Member           |
| 7.  | Deputy/Joint Commissioner of Endowments  | Member           |
| 8.  | AO of the Court of District & Sessions Judge & in his absence, the DDO concerned | Member           |
| 9.  | District Registrar (Stamps & Registration)                                       | Member           |
| 10. | District Treasury and Accounts Officer (DTAO)                                    | Member -Convenor |

b. Functions of the District Level Committee.

1. The STOs shall prepare DDO wise list of articles deposited in the strong rooms, as per proforma in Annexure-1, & certify the same to be true record of articles deposited as on 31-12-2023, as per strong room register.
2. The Annexure-1 shall be submitted by STOs to the DTAO, along with specific recommendation, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.
3. The DTAO shall review Annexure-I with the STOs, concur or differ with the recommendations, prepare consolidated report in Annexure-II with the specific recommendation of the DTAO, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.
4. The report in Annexure- II of the DTAOs shall be communicated to the DDOs & the Districts Heads of the Departments concerned.
5. The report in Annexure-II shall be placed by the Member Convener, before the DLC, chaired by the Joint Collector & Additional District Magistrate.

6. The DTAO shall submit information on unusable stamps in Annexure (III), cheque books in Annexure (IV) to the DLC.
7. The DLC shall hold a detailed review with the DDOs & Head of the Districts concerned, regarding the recommendations of DTAO mentioned in Annexure-II.
8. Based on the above deliberations & the provisions of TR 11, the DLC shall arrive at a decision regarding each deposited article.
9. The DLC shall accordingly draw up the minutes, which shall be signed by all the members.
10. The Joint Collector, as Chairman of DLC, shall issue proceedings in Annexure-V, with specific recommendation, as to whether each article shall be (a) retained & if retained up to which date or (b) withdrawn by the DDO concerned.
11. The powers for ordering the destruction of unused/partially used cheque books lying in the strong rooms are delegated to the DLC.
12. The powers for ordering the destruction of all kinds of stamps lying in the strong rooms are delegated to the DLC.
13. Based on the DLC proceedings, the DDOs concerned shall withdraw the items in the timeline stipulated.
14. Based on the DLC proceedings, the DTAOs/STOs concerned shall destroy the unused/ partially used cheque books and all kinds of stamps under proper record and witnesses.
15. The DLC shall ensure that the retained articles are stored in a safe protected environment and under proper record.
16. The DTAOs/STOs shall ensure that withdrawal of articles is made as per the prescribed procedure by the authorized person & under proper acknowledgement and after entry in the strong room register.
17. The DLC shall continue to meet till its orders are fully implemented by the DDOs and DTOs/STOs.
18. The DLC shall recommend disciplinary action, as per the CCA Rules, to the competent authority, if its direction is not complied by any officer directed.
19. The DLC may inspect any strong room as per Annexure-VI, summon any record or person, in order to finalize its deliberations.

c. Timelines to be followed by the Committee.

| Sl. | Description                                       | Timelines                         |
|-----|---|-----------------------------------|
| 1   | Finalisation of Annexure-I by DTOs/ST             | By 31st December 2023             |
| 2   | Finalisation of Annexure-II, III & IV by DTAOs    | By 3 <sup>rd</sup> January, 2024  |
| 3   | 1 <sup>st</sup> Meeting of the DLC                | By 5 <sup>th</sup> January, 2024  |
| 4   | 2 <sup>nd</sup> Meeting of the DLC (if required)  | By 10 <sup>th</sup> January, 2024 |
| 5   | Issue of proceedings by the Chairman, DLC         | By 12 <sup>th</sup> January, 2024 |
| 6   | Implementation of DLC orders by all the concerned | By 21 <sup>st</sup> January, 2024 |
| 7   | Final Meeting of the Committee                    | By 27 <sup>th</sup> January, 2024 |

10. The Annexure I to V & the list of Treasury offices with strong rooms (Annexure VI) are annexed to this order.

11. The Joint Collector & Additional District Magistrates & Chairman of the District Level Committees, the DTAOs & Member-Convenor of the District Level Committees and the Director of Treasuries and Accounts shall take necessary action to implement the above orders as per the procedure and timelines mentioned above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

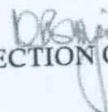
To

All Members of the District Level Committees  
All Collector & District Magistrates in the State  
The Director of Treasury & Accounts, AP  
All Special CS/Principal Secretaries/Secretaries to Government  
All Heads of Department

Copy to:

The Pay & Accounts Officer, AP  
The CEO, APCFSS  
The Chief Electoral Officer, AP  
The Secretary to the State Election Commissioner, AP  
OSD to Chief Secretary/Minister, Finance/Secretary to Chief Minister  
SF/SC's (2311433)

//FORWARDED :: BY ORDER//

  
SECTION OFFICER