

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh
Office Order

1. Treasury inspection Tour programme for the period of 2nd quarter of FY 2024-25 has been finalised for the inspection of 01 Rohtak treasury and their sub-treasury of Haryana state.
2. Inspection of Rohtak Treasury is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days offline mode.
6. Pending paras of last year's inspection report, if any, are to be shown separately and not to be subsumed in current year's report.
7. Inspection party shall carry soft copy of the Check list (General Checks and IT Checks) /Key/supporting documents, which are required during inspection and previous year Treasury inspection report.
8. Inspecting officer will have to ensure that Inspection report of Treasury along with its sub-treasuries is required to be submitted in TM(C) section within 10 days from the date of completion of treasury so that inspection report may be issued to concerned entity within 21 days to meet the KRA requirement.
9. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall intimate concerned treasury about inspection along with the check list and documents needed for inspection prior visiting the treasury for inspection.
10. In case of transfer of any Sr. Accounts Officer/Assistant Accounts Officer, the successor will complete the remaining work of inspection. The outgoing Sr. Accounts Officer/Assistant Accounts Officer will mention the remaining pending work of Inspection in his/her Charge Report.
11. Some important information/checks required to be collected/conducted by the Inspection party are as under:-

- (a) Total No of DDOs.
- (b) Total no. of pensioners.
- (c) Total No. of vouchers in financial year.
- (d) Total expenditure through vouchers in financial year.
- (e) Common type of observations noticed during previous inspections.
- (f) Monthly Pension bills with respect to PPO's, correctness in rates of pension /Family pension due to revision of Pensions/Family pension made by Treasury Officer, Correctness of other elements of pension/family pension i.e. Fixed Medical, LTC etc & correctness of all type of deductions from pension.
- (g.) Particularly to check Pension/Family Pension of IAS, IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.
- (h.) Verification of all first time pension payments and report the variation by treasury inspection party as per HQS DO letter no. 1161/GA/192/2023 dated 27.09.2023 and data for the same may be taken from pension Computer Cell.
- (i.) Most of the treasury's work has since been computerized; the inspection of A/cs may be conducted by assessing to the IFMS of Haryana.
- (j.) To check for the reasons returned bills by T.O and to examine whether similar types of bill of other DDO has cleared or not.
- (k.) Treasury inspection parties may take up the matter with concern treasury officer regarding pending A.C , D.C, OB suspense, UC and outstanding Paras and make compliance 100%.
- (l) Party should collect pending A.C, D.C OB suspense, UC and outstanding paras from TM(C) Section.

12. The inspection party is also given a target of clearance of old paras of each treasury. Further, similar paras of period more than 3 years are to be identified and proposed for consolidation.

13. Treasury Inspection team members are directed not to leave the station during inspection except with permission of Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.

14. Steps have to be ensured by the treasury inspection party that efforts are to be made to get replies from concerned treasuries. If the replies are satisfactory, the

shortcomings may be dropped and only major shortcomings are to be incorporated in paras.

15. Treasury Inspection Teams shall also see that Treasury Office should accept the VDMS only in revised format from concerned local Branch of agency bank authorised for Govt. business. In case, Treasury Office is accepting the VDMS in old format, such facts shall be mentioned in the Treasury Inspection Report.

Dakshay

Dy. Accountant General (A/cs & VLC)

TM(C)/Try Insp/2024-25/ 447-450

Dated:

#ApprovedDate# 23/07/24

Copy forwarded to the following for information and necessary action:

1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG(A/cs & VLC)
3. PA to Sr.DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials
6. Hindi Officer, with a request for Hindi version of above office order.

Sd/

Sr. Accounts Officer TM(C)

Tour Programme of Treasury Inspection Party for the Account of 2023-24 to be conducted in Second quarter of 2024-25 From 24-07-2024 to 08-08-2024

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1.Sh. Bhim Singh Sr. AO 2.Sh. Hanuman Prashad Meena AAO 3. Sh. Naveen Sindhu DEO	Kalanaur	2022-23, 2023-24	3	23-07-2024	24-07-2024 to 26-07-2024	
	Back to Chd			26-07-2024		27-07-2024 Sat 28-07-2024 Sun
	Sampla	2022-23, 2023-24	2	29-07-2024	29-07-2024 to 30-07-2024	
	Back to Chd			30-07-2024		31-07-2024 Holiday
	Sampla	2022-23, 2023-24	1	31-07-2024	01-08-2024	
	Rohtak	2023-24	1	01-08-2024	02-08-2024	
	Back to Chd			02-08-2024		03-08-2024 Sat 04-08-2024 Sun
	Rohtak	2023-24	4	04-08-2024	05-08-2024 to 08-08-2024	
	Back to Chd			08-08-2024		

Rakesh
Deputy Accountant General (Accounts & VLC)

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh
Office Order

1. Treasury inspection Tour programme for the period of 2nd quarter of FY 2024-25 has been finalised for the inspection of Palwal treasury and their sub-treasury and Chandigarh Treasury of Haryana state.
2. Inspection of Palwal and Chandigarh treasury is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days through offline mode.
6. Pending paras of last year's inspection report, if any, are to be shown separately and not to be subsumed in current year's report.
7. Inspection party shall carry soft copy of the Audit Design Matrix, which are required during inspection and previous year Treasury inspection report.
8. Inspecting officer will have to ensure that Inspection report of Treasury along with its sub-treasuries is required to be submitted in TM(C) section within 10 days from the date of completion of treasury so that inspection report may be issued to concerned entity within 21 days to meet the KRA requirement.
9. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall intimate concerned treasury about inspection along with the Audit Design Matrix and documents needed for inspection prior visiting the treasury for inspection.
10. In case of transfer of any Sr. Accounts Officer/Assistant Accounts Officer, the successor will complete the remaining work of inspection. The outgoing Sr. Accounts Officer/Assistant Accounts Officer will mention the remaining pending work of Inspection in his/her Charge Report.
11. Some important information/checks required to be collected/conducted by the Inspection party are as under:-

(a) Total No of DDOs.

(b) Total no. of pensioners.

(c) Total No. of vouchers in financial year.

(d) Total expenditure through vouchers in financial year.

(e) Common type of observations noticed during previous inspections.

(f) Monthly Pension bills with respect to PPO's, correctness in rates of pension /Family pension due to revision of Pensions/Family pension made by Treasury Officer, Correctness of other elements of pension/family pension i.e. Fixed Medical, LTC etc & correctness of all type of deductions from pension.

(g.) Particularly to check Pension/Family Pension of IAS, IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.

(h.) Verification of all first time pension payments and report the variation by treasury inspection party as per HQS DO letter no. 1161/GA/192/2023 dated 27.09.2023 and data for the same may be taken from pension Computer Cell.

(i.) Most of the treasury's work has since been computerized; the inspection of A/cs may be conducted by assessing to the IFMS of Haryana.

(j.) To check for the reasons returned bills by T.O and to examine whether similar types of bill of other DDO has cleared or not.

(k.) Treasury inspection parties may take up the matter with concern treasury officer regarding pending A.C , D.C, OB suspense, UC and outstanding Paras and make compliance 100%.

(l) Party should collect pending A.C, D.C OB suspense, UC and outstanding paras from TM(C) Section.

12. The inspection party is also given a target of clearance of old paras of each treasury. Further, similar paras of period more than 3 years are to be identified and proposed for consolidation.

13. Treasury Inspection team members are directed not to leave the station during inspection except with permission of Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.

14. Steps have to be ensured by the treasury inspection party that efforts are to be made to get replies from concerned treasuries. If the replies are satisfactory, the shortcomings may be dropped and only major shortcomings are to be incorporated in paras.

15. Treasury Inspection Teams shall also see that Treasury Office should accept the VDMS only in revised format from concerned local Branch of agency bank authorised for Govt. business. In case, Treasury Office is accepting the VDMS in old format, such facts shall be mentioned in the Treasury Inspection Report.

Dakshay

Dy. Accountant General (A/cs & VLC)

TM(C)/Try Insp/2024-25/ 571

Dated: #ApprovedDate#

Copy forwarded to the following for information and necessary action:

1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG(A/cs& VLC)
3. PA to Sr.DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials

Sd/

Sr. Accounts Officer TM(C)

Revised Tour Plan for inspection of Palwal and Chandigarh-2024-25

Name of the Officers/Official Sh.Sh./Ms.Ms	Name of Treasury/ Sub Treasury	Year of Current Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
Sh. Nek Ram Bhatia Sr. AO 2.Sh. Prabhat Kumar Singh, AAO 3. Sh. Nitesh Malik, Accountant	Hathin	2022-23, 2023-24	3	11-08-2024	12-08-2024 to 14-08-2024	
	Back to Chandigarh			14-08-24		15-08-2024 GH 16-08-2024 (Team will be at Chandigarh) 17-08-2024 Sat 18-08-2024 Sun 19-08-2024 Due to GH in State.
	Palwal	2023-24	4	19-08-2024	20-08-2024 to 23-08-2024	
	Back to Chandigarh			23-08-2024		
Sh. Anita Rani Talwar, Sr. AO 2. Meena, AAO 3. Sh. Pradeep, DEO	Chandigarh	2023-24	5		12-08-2024 to 14-08-2024 & 16-08-2024 20-08-2024	17-08-2024 Sat 18-08-2024 Sun 19-08-2024 Due to GH in State.

Signed by
Lakshay Kumar Chowdhru
Dy. Accountant General (Accounts)
Date: 14-08-2024 17:42:4

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh

Office Order

1. Treasury inspection Tour programme for the period of 2nd quarter of FY 2024-25 has been finalised for the inspection of Jind treasury and their sub-treasury and Chandigarh Treasury of Haryana state.
2. Inspection of Jind treasury is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days through offline mode.
6. Pending paras of last year's inspection report, if any, are to be shown separately and not to be subsumed in current year's report.
7. Inspection party shall carry soft copy of the Audit Design Matrix, which are required during inspection and previous year Treasury inspection report.
8. Inspecting officer will have to ensure that Inspection report of Treasury along with its sub-treasuries is required to be submitted in TM(C) section within 10 days from the date of completion of treasury so that inspection report may be issued to concerned entity within 21 days to meet the KRA requirement.
9. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall intimate concerned treasury about inspection along with the Audit Design Matrix and documents needed for inspection prior visiting the treasury for inspection.
10. In case of transfer of any Sr. Accounts Officer/Assistant Accounts Officer, the successor will complete the remaining work of inspection. The outgoing Sr. Accounts Officer/Assistant Accounts Officer will mention the remaining pending work of Inspection in his/her Charge Report.
11. Some important information/checks required to be collected/conducted by the Inspection party are as under:-

(a) Total No of DDOs.

(b) Total no. of pensioners.

(c) Total No. of vouchers in financial year.

(d) Total expenditure through vouchers in financial year.

(e) Common type of observations noticed during previous inspections.

(f) Monthly Pension bills with respect to PPO's, correctness in rates of pension /Family pension due to revision of Pensions/Family pension made by Treasury Officer,Correctness of other elements of pension/family pension i.e. Fixed Medical, LTC etc & correctness of all type of deductions from pension.

(g.) Particularly to check Pension/Family Pension of IAS,IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.

(h.) Verification of all first time pension payments and report the variation by treasury inspection party as per HQS DO letter no. 1161/GA/192/2023 dated 27.09.2023 and data for the same may be taken from pension Computer Cell.

(i.) Most of the treasury's work has since been computerized; the inspection of A/cs may be conducted by assessing to the IFMS of Haryana.

(j.) To check for the reasons returned bills by T.O and to examine whether similar types of bill of other DDO has cleared or not.

(k.) Treasury inspection parties may take up the matter with concern treasury officer regarding pending A.C , D.C, OB suspense, UC and outstanding Paras and make compliance 100%.

(l) Party should collect pending A.C, D.C OB suspense, UC and outstanding paras from TM(C) Section.

12. The inspection party is also given a target of clearance of old paras of each treasury. Further, similar paras of period more than 3 years are to be identified and proposed for consolidation.

13. Treasury Inspection team members are directed not to leave the station during inspection except with permission of Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.

14. Steps have to be ensured by the treasury inspection party that efforts are to be made to get replies from concerned treasuries. If the replies are satisfactory, the shortcomings may be dropped and only major shortcomings are to be incorporated in paras.

15. Treasury Inspection Teams shall also see that Treasury Office should accept the VDMS only in revised format from concerned local Branch of agency bank authorised for Govt. business. In case, Treasury Office is accepting the VDMS in

old format, such facts shall be mentioned in the Treasury Inspection Report.

Sr. Dy. Accountant General (A/cs & VLC)

TM(C)/Try Insp/2024-25/

Dated: #ApprovedDate#

Copy forwarded to the following for information and necessary action:

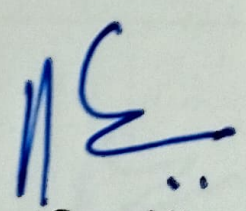
1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG(A/cs& VLC)
3. PA to Sr.DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials

Sd/

Sr. Accounts Officer TM(C)

**Tour Programme of Treasury Inspection Party for the Account of 2023-24 to be conducted in
Second quarter of 2024-25 From 20-08-2024 to 13-09-2024**

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1. Sh. Prem Prakash Sr. AO 2. Sh. Narendra Singh Charan AAO 3. Sh. Manish Kumar Acctt.	Julana	2022-23, 2023-24	3	19-08- 2024	20-08-2024 to 22-08- 2024	
	Back to Chd.			22-08- 2024		24-08-2024 Sat 25-08-2024 Sun 26-08-2024 Holiday
	Pilukhera	2022-23, 2023-24	3	26-08- 2024	27-08-2024 to 29-08- 2024	
	Alewa	2022-23, 2023-24	1	29-08- 2024	30-08-2024	
	Back to Chd			30-08- 2024		31-08-2024 Sat 01-09-2024 Sun
	Alewa	2022-23, 2023-24	2	01-09- 2024	02-09-2024 to 03-09- 2024	
	Back to Chd			03-09- 2024		Team will stay at HQ from 04-09-24 to 06-09-24. 07-09-2024 Sat 08-09-2024 Sun
	Jind	2023-24	5	08-09- 2024	09-09- 2024 to 13-09- 2024	
	Back to Chd			13-09- 2024		


Sr Deputy Accountant General (Accounts & VLC)

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh
Office Order

1. Treasury inspection Tour programme for the period of 2nd quarter of FY 2024-25 has been finalised for the inspection of 02 Rewari and Palwal treasuries and their sub-treasury of Haryana state.
2. Inspection of these 2 Treasuries is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days offline mode.
6. Pending paras of last year's inspection report, if any, are to be shown separately and not to be subsumed in current year's report.
7. Inspection party shall carry soft copy of the Check list (General Checks and IT Checks) /Key/supporting documents, which are required during inspection and previous year Treasury inspection report.
8. Inspecting officer will have to ensure that Inspection report of Treasury along with its sub-treasuries is required to be submitted in TM(C) section within 10 days from the date of completion of treasury so that inspection report may be issued to concerned entity within 21 days to meet the KRA requirement.
9. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall intimate concerned treasury about inspection along with the check list and documents needed for inspection prior visiting the treasury for inspection.
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11. Some important information/checks required to be collected/conducted by the Inspection party are as under:-

(a) Total No of DDOs.

(b) Total no. of pensioners.

(c) Total No. of vouchers in financial year.

(d) Total expenditure through vouchers in financial year.

(e) Common type of observations noticed during previous inspections.

(f) Monthly Pension bills with respect to PPO's, correctness in rates of pension /Family pension due to revision of Pensions/Family pension made by Treasury Officer, Correctness of other elements of pension/family pension i.e. Fixed Medical, LTC etc & correctness of all type of deductions from pension.

(g.) Particularly to check Pension/Family Pension of IAS, IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.

(h.) Verification of all first time pension payments and report the variation by treasury inspection party as per HQS DG letter no. 1161/GA/192/2023 dated 27.09.2023 and data for the same may be taken from pension Computer Cell.

(i.) Most of the treasury's work has since been computerized; the inspection of A/cs may be conducted by assessing to the IFMS of Haryana.

(j.) To check for the reasons returned bills by T.O and to examine whether similar types of bill of other DDO has cleared or not.

(k.) Treasury inspection parties may take up the matter with concern treasury officer regarding pending A.C , D.C, OB suspense, UC and outstanding Paras and make compliance 100%.

(l) Party should collect pending A.C, D.C OB suspense, UC and outstanding paras from TM(C) Section.

12. The inspection party is also given a target of clearance of old paras of each treasury. Further, similar paras of period more than 3 years are to be identified and proposed for consolidation.

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Dy. Accountant General (A/cs & VLC)

**TM(C)/Try Insp/2024-25/
#ApprovedDate#**

Dated:

Copy forwarded to the following for information and necessary action:

1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG(A/cs& VLC)
3. PA to Sr.DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials

Sd/
Sr. Accounts Officer TM(C)

**Tour Programme of Treasury Inspection Party for the financial year of 2023-24
to be conducted in Second quarter of 2024-25 From 05-08-2024 to 14-08-2024**

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1.Sh. Deepak Dutta Sr. AO 2.Sh. Sameer AAO 3.Sh. Shamsheer, Clerk	Bawal	2022-23, 2023-24	3	04-08-2024	05-08-2024 to -07-08-2024	
	Rewari	2023-24	2	07-08-2024	08-08-2024 to 09-08-2024	
	Back to Chd			09-08-2024		10-08-2024 Sat 11-08-2024 Sun
	Rewari	2023-24	3	11-08-2024	12-08-2024 to 14-08-2024	
	Back to Chd			14-08-2024		
1.Sh. Nek Ram Bhatta AO 2.Sh. Himanshu Prashad Gupta AAO 3.Sh. Pawan DEO	Hathin	2022-23, 2023-24	3	04-08-2024	05-08-2024 to -07-08-2024	
	Palwal	2023-24	2	07-08-2024	08-08-2024 to 09-08-2024	
	Back to Chd			09-08-2024		10-08-2024 Sat 11-08-2024 Sun
	Palwal	2023-24	3	11-08-2024	12-08-2024 to 14-08-2024	
	Back to Chd			14-08-2024		

Deputy Accountant General (Accounts & Audit)

Signed by
Lakshay Kumar Chowdhury

Date: 01-08-2024 17:51:2

o/c

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh

Office Order

1. Treasury inspection Tour programme for the period of 2nd quarter of FY 2024-25 has been finalised for the inspection of Narnaul treasury and their sub-treasury of Haryana state.
2. Inspection of Narnaul treasury is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days through offline mode.
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old format, such facts shall be mentioned in the Treasury Inspection Report.

16. Treasury Inspection Teams shall also check the balance PD/PLA accounts existing in the treasury/sub-treasury and whether balances are being reconciled with OTIS or not.

Dakshay

Dy. Accountant General (A/cs & VLC)

TM(C)/Try Insp/2024-25/658

Dated: 09/09/24

Copy forwarded to the following for information and necessary action:

1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG(A/cs & VLC)
3. PA to Sr. DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials

Sd/

Sr. Accounts Officer TM(C)

**Tour Programme of Treasury Inspection Party for the Account
of 2023-24 to be conducted in Second quarter of 2024-25 From
11-09-2024 to 26-09-2024**

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1.Sh. Nek Ram Bhatia , Sr. AO 2. Sh. Hanuman Prasad Meena, AAO 3. Sh. Sumit Kumar , Acctt.	Mahendergarh	2022-23, 2023-24	3	10-09-2024	11-09- 2024 to 13-09- 2024	
	Back to Chd			13-09-2024		14-09-2024 Sat 15-09-2024 Sun
	Kanina	2022-23, 2023-24	3	15-09-2024	16-09- 2024 to 18-09- 2024	
	Narnaul	2023-24	2	18-09-2024	19-09- 2024 to 20-09- 2024	
	Back to Chd			20-09-2024		21-09-2024 Sat 22-09-2024 Sun 23-09-24 Holiday
	Narnaul	2023-24	3	23-09-2024	24-09- 2024 to 26-09- 2024	
	Back to Chd			26-09-2024		The tour party has to rejoin the office on 27- 09-2024.

Signed by Lakshay Kumar
Chowdhury

Date: 09-09-2024 10:48:11

**Deputy Accountant General
(Accounts & VLC)**

Office of the Pr. Accountant General (A&E) Haryana, Chandigarh
Office Order

1. Treasury Inspection Tour Programme for the period of 2nd quarter of FY 2024-25 has been finalized for the inspection of Hisar treasury and their sub-treasuries of Haryana state.
2. Inspection of Hisar treasury is to be done only through OIOS as per instructions of Pr. Accountant General. The treasury inspection party has to upload the key documents also in the audit observations.
3. Journey may be performed as per entitled class.
4. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
5. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days through offline mode.
6. Pending paras of last year's inspection report, if any, are to be shown separately and not to be subsumed in current year's report.
7. Inspection party shall carry soft copy of the Audit Design Matrix, which are required during inspection and previous year's Treasury Inspection Report.
8. Inspecting Officer will have to ensure that Inspection Report of Treasury along with its sub-treasuries is required to be submitted in TM(C) section within 10 days from the date of completion of treasury inspection so that inspection report may be issued to concerned entity within 21 days to meet the KRA requirement.
9. Sr. Accounts Officer at Sr. No. 1 of each inspection party shall intimate concerned treasury about inspection along with the Audit Design Matrix and documents needed for inspection prior visiting the treasury for inspection.
10. In case of transfer of any Sr. Accounts Officer/Assistant Accounts Officer, the successor will complete the remaining work of inspection. The outgoing Sr. Accounts Officer/Assistant Accounts Officer will mention the remaining pending work of Inspection in his/her Charge Report.
11. Some important information/checks required to be collected/conducted by the Inspection party are as under: -

(a) Total No of DDOs.

(b) Total no. of Pensioners.

(c) Total No. of vouchers in financial year.

(d) Total expenditure through vouchers in financial year.

(e) Common type of observations noticed during previous inspections.

(f) Monthly Pension bills with respect to PPOs, correctness in rates of pension /Family pension due to revision of Pensions/Family pension made by Treasury Officer, Correctness of other elements of pension/family pension i.e. Fixed Medical, LTC etc. & correctness of all type of deductions from pension.

(g) Particularly to check Pension/Family Pension of IAS, IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension, applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.

(h.) Verification of all first-time pension payments and report the variation by treasury inspection party, as per HQS DO letter no. 1161/GA/192/2023 dated 27.09.2023 and data for the same may be taken from pension Computer Cell.

(i.) Most of the treasury's work has since been computerized; the inspection of A/cs may be conducted by assessing to the IFMS of Haryana.

(j.) To check for the reasons returned bills by T.O and to examine whether similar types of bills of other DDOs has cleared or not.

(k.) Treasury inspection parties may take up the matter with concern treasury officer regarding pending A.C- D.C Bills, OB suspense, UCs and outstanding Paras and make compliance 100%.

(l) Party should collect pending A.C, D.C. Bills, OB suspense, UCs and outstanding paras from TM(C) Section.

12. The inspection party is also given a target of clearance of old paras of each treasury. Further, similar paras of period more than 3 years are to be identified and proposed for consolidation.

13. Treasury Inspection team members are directed not to leave the station during inspection except with permission of Dy. Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.

14. Steps have to be ensured by the treasury inspection party that efforts are to be made to get replies from concerned treasuries. If the replies are satisfactory, the shortcomings may be dropped and only major shortcomings are to be incorporated in paras.

15. Treasury Inspection Teams shall also see that Treasury Office should accept the VDMS only in revised format from concerned local Branch of agency bank

authorized for Govt. business. In case, Treasury Office is accepting the VDMS in old format, such facts shall be mentioned in the Treasury Inspection Report.

16. Treasury Inspection Teams shall also check the balance PD/PLA accounts existing in the treasury/sub-treasury and whether balances are being reconciled with OTIS or not.

Signed by Lakshay Kumar
Chowdhury
Date: 05-09-2024 11:13:13

Dy. Accountant General (A/cs & VLC)

TM(C)/Try Insp/2024-25/1/725927/2024

Dated: 05-09-2024

Copy forwarded to the following for information and necessary action:

1. Secretary to Pr. Accountant General.
2. PA to Sr. DAG (A/cs & VLC)
3. PA to Sr. DAG (Admn.)
4. AAO Admn-II
5. All concerned officers/officials

Sd/

Sr. Accounts Officer TM(C)

**Tour Programme of Treasury Inspection Party for the Account
of 2023-24 to be conducted in Second quarter of 2024-25 From
09-09-2024 to 27-09-2024**

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1. Smt. Anita Rani Talwar, Sr.AO* 2. Sh. Pawan Kumar,A AO 3. Sh. Ajay, Clerk	Adampur	2022-23, 2023-24	3	08-09-2024	09-09-2024 to 11-09-2024	
	Hansi		2	11-09-2024	12-09-2024 to 13-09-2024	
	Back to Chd			13-09-2024		14-09-2024 Sat 15-09-2024 Sun
	Hansi		1	15-09-2024	16-09-2024	
	Barwala	2023-24	3	16-09-2024	17-09-2024 to 19-09-2024	
	Hisar	2023-24	1	19-09-2024	20-09-2024	
	Back to Chd			20-09-2024		21-09-2024 Sat 22-09-2024 Sun 23-09-24 Holiday
	Hisar	2023-24	4	23-09-2024	24-09-2024 to 27-09-2024	
	Back to Chd			27-09-2024		

Signed by Lakshay Kumar
Deputy Accountant General (Accounts & VLE)
Chowdhury
Date: 05-09-2024 11:11:18

***Officer at Sr. No. 1 will visit the Treasury on last three days of inspection and will have transit period on 24.09.2024.**