

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

Office Order

1. Treasury inspection Tour programme for the period of 1st quarter of FY 2024-25 has been finalised for the inspection of 06 treasuries and their sub-treasury of Haryana state.
2. Inspection of all these 06 Treasuries is to be done through OIOS as well as per earlier practice as per instructions of Pr. Accountant General.
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/Asstt. Accounts Officer at Sr. No. 1 of each inspection party shall supervise the inspection of Treasury for the last 03 days offline mode.
 - 5.1 Party member has to report daily to officer at serial no. 1 about work progress.
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.
 - 6.1 Treasury inspection party may drop General para on the spot if any possible.
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/Asstt. 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.
- m. The teams also to see compliance by Treasuries w.r.t VDMS. Inputs on this to be taken from Book section and to be included as part of check list/ADM.
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 Sr. Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.

-sd-
Sr. Dy. Accountant General (A/cs)

TM(C)/Try Insp/2024-25/1596

Dated: 27-03-2024

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.)

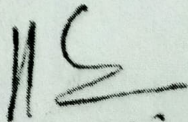
4. AAO Admn-II
5. All concerned officers/officials
6. Hindi Officer, with a request for Hindi version of above office order.

Sd/-

Sr. Accounts Officer TM(C)

Tour Programme of Treasury Inspection Party for the Account of 2023-24 to be conducted in First quarter of 2024-25 From 22-04-2024 to 13-06-2024

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. Prabhat Kumar Singh, A.A.O. 2. Narendra Singh Charan, A.A.O. 3. Rohan Verma Acctt.	Asandh	2022-23,2023-24	2	22-04-2024	22-04-2024 to 23-04-2024	
	Gharounda	2022-23,2023-24	2	23-04-2024	24-04-2024 to 25-04-2024	
	Nissing	2022-23,2023-24	1	25-04-2024	26-04-2024	
	Back to Chandigarh			26-04-2024 AN		27-04-2024 Sat 28-04-2024 Sun
	Nissing	2022-23,2023-24	1	29-04-2024	29-04-2024	
	Karnal	2023-24	4	29-04-2024	30-04-2024 to 03-05-2024	
	Back to Chandigarh			03-05-2024 AN		04-05-2024 Sat 05-05-2024 Sun
	Karnal	2023-24	1	06-05-2024	06-05-2024	
	Back to Chandigarh			06-05-2024 AN		
1. Prem Prakash A.A.O. 2. Hanuman Parshad Meena, AAO 3. Maninder, DEO	Ganaur	2022-23,2023-24	2	21-04-2024	22-04-2024 to 23-04-2024	
	Sonepat	2023-24	3	24-04-2024	24-04-2024 to 26-04-2024	
	Back to Chandigarh			27-04-2024		27-04-2024 Sat 28-04-2024 Sun
	Sonepat	2023-24	2	28-04-2024	29-02-2024 to 30-04-2024	
	Back to Chandigarh			01-05-2024		


**Sr. Deputy Accountant General
(Accounts)**

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

1. Treasury inspection Tour programme for the period of 1st quarter of FY 2024-25 has been finalised for the inspection of 04 treasuries and their sub-treasury of Haryana state.
2. Inspection of all these 04 Treasuries is to be done through OIOS as well as per earlier practice as per instructions of Pr. Accountant General.
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/Asstt. 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/Asstt. 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.

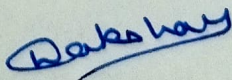
(g) Particularly to check Pension/Family Pension of IAS, IPS & IFS retirees with respect to elements of Pension (i.e. Fixed Medical, LTC etc.) & all type of deductions and to bring out the cases of wrong fixation of pension applicability of Fixed Medical & LTC etc. and correctness of all type of deductions.

(h) 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.

(i) 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.

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 Sr. Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.


Dy. Accountant General (A/cs &

VLC)

TM(C)/Try Insp/2024-25/ 617253/2024

Dated: -

16-05-2024

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
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 First quarter of 2024-25 From 20-05-2024 to 21-06-2024

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit cum work Period	Period of inspection	Holidays
1. Sameer Kumar , AAO 2. Narendra Singh Charan, A.A.O. 3. Rohan Verma , Accountant	Bhuna	2022-23,2023-24	2	20-05-2024	20-05-2024 & 21-05-2024	
	Back to Chandigarh			21-05-2024		
	Fatehabad	2022-23,2023-24	4	27-05-2024	27-05-2024 to 30-05-2024	
	Back to Chandigarh			30-05-2024		01-06-2024 sat 02-06-2024 sun
	Ratia	2023-24	3	03-06-2024	03-06-2024 to 05-06-2024	
	Tohana	2022-23,2023-24	2	05-06-2024	05-06-2024 & 06-06-2024	
	Back to Chandigarh			06-06-2024		
1. Deepak Datta , AAO 2. Nitish A.A.O. 3. Radha Krishna, Accountant	Ambala Cantt.	2022-23,2023-24	2	20-05-2024	20-05-2024 to 21-05-2024	
	Back to Chandigarh			21-05-2024 AN		
	Ambala	2023-24	4	27-05-2024	27-05-2024 to 30-05-2024	
	Back to Chandigarh			30-05-2024		01-06-2024 sat 02-06-2024 sun
	Narayangarh	2022-23,2023-24	2	03-06-2024	03-06-2024 & 04-06-2024	
	Back to Chandigarh			04-06-2024		
1. Gurjeet, AAO 2. Harshvardhan, A.A.O. 3. Naveen Sindhu, DEO	Yamunagar	2022-23,2023-24	2	10-06-2024	10-06-2024 to 11-06-2024	
	Chhachhrauli	2022-23,2023-24	2	11-06-2024	12-06-2024 to 13-06-2024	
	Back to Chandigarh			13-06-2024		15-06-2024 Sat 16-06-2024 Sun 17-06-2024 Idul-Zuha
	Jagadhari	2023-24	4	18-06-2024	18-06-2024 to 21-06-2024	
	Back to Chandigarh			21-06-2024 AN		
1. Bhim Singh AAO 2. Pawan Kumar	Loharu	2022-23,2023-24	3	03-06-2024	03-06-2024 to 05-06-2024	
	Tosham	2022-	3	05-06-	05-06-2024 to	

A.A.O. 3. Manish Kumar, Acctt.		23,2023-24		2024	07-06-2024	
	Back to Chandigarh			07-06- 2024		08-06-2024 Sat 09-06-2024 Sun
	Bhiwani	2023-24	5	10-06- 2024	10-06-2024 to 14-06-2024	
	Back to Chandigarh			14-06- 2024		

Note:- **Serial Number # 1** will attend last **three** days of inspection in treasury.

Dakshay

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