

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

1. Treasury inspection Tour programme for the period of 2<sup>nd</sup> quarter of FY 2023-24 has been finalised for the inspection of 07 treasuries and their sub-treasury of Haryana state.
2. Journey may be performed as per entitled class.
3. All officers/officials concerned are to maintain the decorum of inspection party as per CCS (Conduct) Rules.
4. Sr. Account Officer shall supervise the inspection of Treasury for the last day offline mode.
5. 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. 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.
7. 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.
8. Sr. AO shall intimate concerned treasury about inspection along with the check list and documents needed for inspection prior visiting the treasury for inspection.
9. In case of transfer of any Sr. Accounts Officer, the successor will complete the remaining work of inspection. The outgoing Sr. Accounts Officer will mention the remaining pending work of Inspection in his/her Charge Report.
10. Some important information/checks required to be collected/conducted by the Inspection party are as under:-
  - Total No of DDOs.
  - Total no. of pensioners.
  - Total No. of vouchers in financial year.
  - Total expenditure through vouchers in financial year.
  - Common type of observations noticed during previous inspections.
  - 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.
  - 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.
  - 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.
  - 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.
- 11) 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.
- 12) Treasury Inspection team members are directed not to leave the station during inspection

except with the permission of Sr. Dy. Accountant General.

**Sr. Dy. Accountant General (A/cs)**

**TM(C)/Try Insp/2023-24/357**

**Dated: 23-06-2023**

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.

**Sr. Accounts Officer TM(C)**

**Signed by Ranjeet Singh**

**2 Date: 22-06-2023 18:09:51**

**Reason: Approved**

**Tour Programme of Treasury Inspection Party for the Account of 2022-23 to be conducted in 2<sup>nd</sup> Quarter of 2023-24 from 03-07-2023 to 25-09-2023**

Name of the Officers/Official Sh./Smt./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1. Nek Ram Bhatia, Sr. Accounts Officer 2. Sandeep Bhasin, Supervisor 3. Ajay Kumar, Accountant	Barara	2021-22, 2022-23	02	03-07-2023	03-07-2023 to 04-07-2023	
	Mulana	2021-22, 2022-23	02	05-07-2023	05-07-2023 to 06-07-2023	
	Ambala	2022-23	01	07-07-2023	07-07-2023	
	Back to Chd.			07-07-2023		08-07-2023 Sat 09-07-2023 Sun
	Ambala	2022-23	04	10-07-2023	10-07-2023 to 13-07-2023	
	Back to Chd.			13-07-2023		
1. Shiksha Gupta, Sr. Accounts Officer 2. Karnail Singh, Supervisor 3. Pawan Kumar, Accountant	Sampla	2021-22, 2022-23	02	16-07-2023	17-07-2023 to 18-07-2023	
	Kalanaur	2021-22, 2022-23	02	19-07-2023	19-07-2023 to 20-07-2023	
	Rohtak	2022-23	01	21-07-2023	21-07-2023	
	Back to Chandigarh			22-07-2023		22-07-2023 Sat 23-07-2023 Sun
	Rohtak		04	23-07-2023	24-07-2023 to 27-07-2023	
	Back to Chd.			28-07-2023		
1. Veena Rani, Sr. Accounts Officer 2. Samir Kumar, Asstt. Accounts Officer 3. Vijay Saini, DEO	Ateli	2021-22, 2022-23	02	31-07-2023	01-08-2023 to 02-08-2023	31-07-2023 State Holiday
	Nangal Chaudhary	2021-22, 2022-23	02	03-08-2023	03-08-2023 to 04-08-2023	
	Back to Chd.			05-08-2023		05-08-2023 Sat 06-08-2023 Sun
	Narnaul	2022-23	05	06-08-2023	07-08-2023 to 11-08-2023	
	Back to Chd.			12-08-2023		
1. Nek Ram Bhatia, Sr. Accounts Officer 2. Nitiish, Asstt. Accounts Officer 3. Pradeep Kumar, DEO	Kharkhoda	2021-22, 2022-23	02	13-08-2023	14-08-2023 to 16-08-2023	15-08-2023 Independence Day
	Gohana	2021-22, 2022-23	02	16-08-2023	17-08-2023 to 18-08-2023	
	Back to Chd.			19-08-2023		19-08-2023 Sat 20-08-2023 Sun
	Sonepat	2022-23	05	20-08-2023	21-08-2023 to 25-08-2023	
	Back to Chd.			26-08-2023		
1. Shiksha Gupta, Sr. Accounts Officer 2. Naresh Kumar Sharma, Asstt. Accounts Officer 3. Ajay Kumar, DEO	Kalka	2021-22, 2022-23	2	28-08-2023	28-08-2023 to 29-08-2023	30-08-2023 State Holiday
	Back to Chd.			29-08-2023		
	Barwala	2021-22, 2022-23	2	31-08-2023	31-08-2023 to 01-09-2023	
	Back to Chd.			01-09-2023		
	Panchkula	2022-23	4	Daily up-down	04-09-2023 to 08-09-2023	06-09-2023 Holiday
	Back to Chd.			08-09-2023		09-09-2023 Sat 10-09-2023 Sun
1. Veena Rani, Sr. Accounts Officer	Bilaspur	2021-22, 2022-23	2	04-09-2023	04-09-2023 to 05-09-2023	

2. Raviindra Kumar, Superviisor 3. Sanjay Sood, Asstt. Superviisor	Back to Chd.			05-09-2023		
	Sadaura	2021- 22,2022-23	2	07-09-2023	07-09-2023 to 08-09-2023	06-09-2023 Holiday
	Back to Chd.			08-09-2023		09-09-2023 Sat 10-09-2023 Sun
	Radaur	2021- 22,2022-23	02	10-09-2023	11-09-2023 to 12-09-2023	
	Jagadhari	2022-23	03	13-09-2023	13-09-2023 to 15-09-2023	
	Back to Chd.			16-09-2023		16-09-2023 Sat 17-09-2023 Sun
	Jagadhari	2022-23	02	17-09-2023	18-09-2023 to 19-09-2023	
	Back to Chd			20-09-2023		
1. Nek Ram Bhatia, Sr. Accounts Officer 2. Prem Parkash, Asstt. Accounts Offiicer 3. Pawan Kumar, Accountant	Gulha	2021- 22,2022-23	2	10-09-2023	11-09-2023 to 12-09-2023	
	Kalayat	2021- 22,2022-23	2	13-09-2023	13-09-2023 to 14-09-2023	
	Dhand	2021- 22,2022-23	1	15-09-2023	15-09-2023	
	Back to Chd.			16-09-2023		16-09-2023 Sat 17-09-2023 Sun
	Dhand	2021- 22,2022-23	1	17-09-2023	18-09-2023	
	Kaithal	2022-23	4	19-09-2023	19-09-2023 to 22-09-2023	
	Back to Chd.			23-09-2023		23-09-2023 Sat 24-09-2023 Sun
	Kaithal	2022-23	01	24-09-2023	25-09-2023	
Back to Chd			26-09-2023			

Sr. Deputy Accountant General (Accounts&amp; VLC)