

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 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.

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/

Dated: -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)