

**Tour Programme of Treasury Inspection Party for the Account of 2024-25 to be conducted in Third Quarter (October) of 2025-26 from 08.10.2025 to 17.10.2025**

Name of the Officer/Official Sh./Smt.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit cum work Period	Period of inspection	Holidays
1. Dharamvir 2. Ramesh, AAO 3. Sumit Kumar, Acctt. (1189)	<b>Bhadra</b>	<b>2023-24, 2024-25</b>	<b>3</b>	<b>08.10.2025</b>	<b>08.10.2025 to 10.10.2025</b>	
	Back to Chandigarh			11.10.2025		
	<b>Charkhi Dadri</b>	<b>2024-25</b>	<b>5</b>	<b>12.10.2025</b>	<b>13.10.2025 to 17.10.2025</b>	
	Back to Chandigarh			18.10.2025		

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

Digitally signed by  
ARPIT CHOUDHARY  
Date: 06-10-2025  
Deputy Accountant General (A/cs & VLC)  
16:32:53

कार्यालय प्रधान महालेखाकार  
(लेखा व हकदारी) हरियाणा,  
लेखा भवन, प्लॉट नं 4 व 5 सेक्टर 33-बी,  
चण्डीगढ़-160020



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (A&E)  
HARYANA, LEKHA BHAWAN  
PLOT NO. 4 & 5, SECTOR 33-B  
CHANDIGARH-160 020

**Office Order**

1. Treasury Inspection Tour programme for the period of 3<sup>rd</sup> Quarter (**October - December**) of FY 2025-26 has been finalised for the inspection of 07 treasuries and their sub-treasuries. Accordingly, inspection of 03 treasuries and their sub-treasuries, **viz. Jhajjar, Cyber Chandigarh and Delhi**, is scheduled to be carried out in the State of Haryana State during **November 2025**.
2. Inspection of all these 03 Treasuries is to be done through OIOS. 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/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 work as per the guidelines of Audit Design Matrix Check list.
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. 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.
10. 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.
  - j. To examine the list of GPO cases.
  - k. To check posting of First Pension Payment Order (PPO).
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. The treasury inspection party has to ensure that all Treasury Officers and Assistant Treasury Officers are following these instructions regarding the appearance of pensioners for revised pension:
- I. To dispense with the personal appearance of the pensioner in case of Revised Pension of those pensioners whose data/record is available in e-

pension module.

- II. Further, if bank details are available in Revised PPO (RPPO) issued by Pr. Accountant General (A&E), Haryana to those pensioners who are still drawing pension from Banks (For pre-2012 retiree) then personal appearance of such pensioners may also be dispensed with.
- III. There is no need to issue "intimation letter" for RPPO by Pr. Accountant General(A&E), Haryana in any such case.

17. In case of Recovery of pension from pensioners/family pensioners & in case of submission of Inoperative PPO to this office, the treasury inspection party has to kindly check death certificate of pensioner and attaches the same in OIOS module as Key documents.

18. While inspecting PD/PLA accounts under the domain of a Treasury, the following enquiries should be made to ensure compliance with government rules and to identify any inconsistencies or deviations. The findings should form part of the inspection report including following queries: -

- Determine whether the PD/PLA accounts are funded from the Consolidated Fund of State or Non-Consolidated Fund of State.
- If the funding is from Non-Consolidated Fund sources, then identify the specific sources.
- Number of PD/PLA A/cs operated in treasury/sub-treasury and their balances maintained in Treasury/Sub-Treasury with the OTIS as well as balance available in the office of Pr. AG (A&E) Haryana. For this purpose, party will collect data from Deposit section.
- To check whether the reconciliation of the PD/PLA account balances for the current year as well as for the previous year has been done or not. The reconciliation should include matching the balances from the treasury/sub- treasury, OTIS, and the office of Pr AG (A&E) Haryana.
- Specific administrative order or authorization order on which PD/PLA accounts has been opened.

--sd--

**Sr. Deputy Accountant General (A/cs & VLC)**

**TMC/Treasuryinspectiontourplan2025-26/425**

**Dated: 28-10-2025**

**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.

27/10/25  
Sr. Accounts Officer TM(C)

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Phone: - 0172-2614931, 2613211, 2615382, 2606474 Fax No- 0172-2603824 E-mail:- [agacharyana@cag.gov.in](mailto:agacharyana@cag.gov.in)

**Succeeding Tour Programme of Treasury Inspection Party for the Account of 2024-25 to be conducted in Third Quarter of 2025-26 from 30-10-2025 to 21-11-2025**

Name of the Officer/Official Sh./Smt.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit cum work Period	Period of inspection	Holidays
1. <b>Anita Rani Talwar, Sr. AO</b> 2. <b>Hanuman Prasad Meena, AAO</b> 3. <b>Parul, Acctt.</b>	Beri	2023-24, 2024-25	2	02-11-2025	03-11-2025 to 04-11-2025	
	<b>There will be Holiday on 05-11-2025 on account of Guru Nanak Jayanti.</b>					
	Matanhail	2023-24, 2024-25	2	06-11-2025	06-11-2025 to 07-11-2025	
	<b>Back to Chandigarh</b>					<b>08-11-2025 Sat</b> <b>09-11-2025 Sun</b>
	<b>Jhajjar</b>	2024-25	5	09-11-2025	10-11-2025 to 14-11-2025	
	<b>Back to Chandigarh</b>			<b>15-11-2025</b>		
1. <b>Shashi Bala, Sr. AO</b> 2. <b>Dharamvir, AAO</b> 3. <b>Pradeep, DEO</b>	<b>Delhi</b>	2024-25	2	29-10-2025	30-10-2025 to 31-10-2025	
	<b>Back to Chandigarh</b>			<b>01-11-2025</b>		<b>01-11-2025 Sat</b> <b>02-11-2025 Sun</b>
	<b>Delhi</b>	2024-25	2	02-11-2025	03-11-2025 to 04-11-2025	
	<b>Back to Chandigarh</b>			<b>05-11-2025</b>		<b>05-11-2025 Guru Nanak Jayanti</b>
1. <b>Veena Rani, Sr. AO</b> 2. <b>Renu Bala, AAO</b>	<b>Cyber Chandigarh</b>	2024-25	5	17-11-2025	17-11-2025 to 21-11-2025	

3. <b>Radha Krishna, Acctt.</b>						
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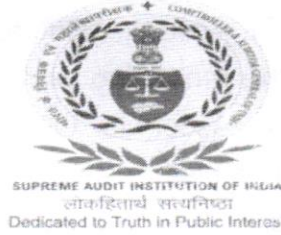
Note:- **Serial Number #1** will attend last **three** days of inspection in treasury and transit period will be allowed accordingly.

*Verma*

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



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CHANDIGARH-160 020

### Office Order

1. Treasury Inspection Tour programme for the period of 3<sup>rd</sup> Quarter (**October-December**) of FY 2025-26 was finalised for the inspection of 07 treasuries and their sub-treasuries. To date, 04 treasuries and their sub-treasuries have been inspected during the current quarter. Accordingly, inspection of remaining 03 treasuries and their sub-treasuries, **viz. Narnaul, Nuh and Kurukshetra**, is scheduled to be carried out in the State of Haryana State during **December 2025**.
2. Inspection of all these 03 Treasuries is to be done through OIOS as well as per earlier practice as per instructions of Pr. Accountant General. 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/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 Audit Design Matrix 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: -
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  - 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.
  - j. To examine the list provided by TMC section of GPO cases regarding overpayment/mismatching of payments.
  - k. To check posting of First Pension Payment Order (PPO).
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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- Specific administrative order or authorization order on which PD/PLA accounts has been opened.

*Handwritten signature*

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

TMC/Treasuryinspectiontourplan2025-26/462

Dated : 29.11.2025

**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. IT Cell for uploading the Tour plan on Office Website
6. All concerned officers/officials
7. Hindi Officer, with a request for Hindi version of above office order.

--sd--

**Sr. Accounts Officer**

**TMC**

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कार्यालय प्रधान महालेखाकार  
(लेखा व इकदारी) हरियाणा,  
लेखा भवन, प्लॉट नं 4 व 5 सैक्टर 33-बी,  
चण्डीगढ़-160020



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (A&E)  
HARYANA, LEKHA BHAWAN  
PLOT NO.-4 & 5, SECTOR 33-B  
CHANDIGARH-160 020

**Tour Programme of Treasury Inspection Party for the FY- 2024-25 to be  
conducted in Third Quarter of 2025-26 (December 2025)**

Name of the Officer/Official Sh./Smt.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit/ transit cum work Period	Period of inspection	Holidays
1. Samir Kumar, AAO 2. Prabhat Kumar Singh, AAO 3. Romi Kumar, DEO.	Ateli	2023-24, 2024-25	2	07-12-2025	08-12-2025 to 09-12-2025	
	Nangal Chaudhary	2023-24, 2024-25	3	10-12-2025	10-12-2025 to 12-12-2025	
	Back to Chandigarh			13-12-2025		13-12-2025 Sat 14-12-2025 Sun
	Narnaul	2024-25	5	15-12-2025	15-12-2025 to 19-12-2025	
	Back to Chandigarh			20-12-2025		
1. Dharmvir, AAO 2. Pawan Kumar, AAO 3. Virendra Kumar, Acctt.	Tauru	2023-24, 2024-25	2	07-12-2025	08-12-2025 to 09-12-2025	
	Punhana	2023-24, 2024-25	3	10-12-2025	10-12-2025 to 12-12-2025	
	Back to Chandigarh			13-12-2025		13-12-2025 Sat 14-12-2025 Sun
	Nuh	2024-25	5	15-12-2025	15-12-2025 to 19-12-2025	
	Back to Chandigarh			20-12-2025		
1. Hanuman Prasad Meena,	Ismailabad	2023-24, 2024-25	2	07-12-2025 (Half Day)	08-12-2025 to 09-12-2025	



2. <b>AAO Narender Singh Charan, AAO</b> 3. <b>Naveen, DEO</b>	Shahbad	2023-24, 2024-25	2	10-12-2025	10-12-2025 to 11-12-2025	
	Pehowa	2023-24, 2024-25	2	12-12-2025	12-12-2025 to 15-12-2025	<b>13-12-2025 Sat</b> <b>14-12-2025 Sun</b>
	Kurukshetra	2024-25	4	16-12-2025	16-12-2025 to 19-12-2025	
	Back to Chandigarh			20-12-2025 (Half Day)		

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

*Wdh*

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

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