

कार्यालय प्रधान महालेखाकार  
(लेखा व हकदारी) हरियाणा,  
लेखा भवन, प्लाट 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

### Office Order

1. Treasury Inspection Tour programme for the period of 1st Quarter (**April to June**) of FY 2026-27 is finalised for the inspection of 06 treasuries and their sub-treasuries. Accordingly, for now, inspection of **Ambala, Rewari and Karnal** treasuries and their sub-treasuries is scheduled to be carried out in the State of Haryana during **April 2026**.
2. Inspection of these 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 inspection so that report may be issued to concerned entity within 21 days after submission of report 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.
  - j. To examine the list provided by TMC section 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 Deputy 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.

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

**Copy forwarded to the following for information and necessary action:**

1. Secretary to Pr. Accountant General.
2. PA to 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 Cell

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**Sr. Accounts Officer (TMC)**

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**Tour Programme of Treasury Inspection Party for the Account of 2025-26 to be conducted in First Quarter of 2026-27 during April**

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. Chand Singh, AAO 2. Sachin, AAO 3. Romi, DEO	Ambala Cantt	2024-25, 2025-26	2	20-04-2026	20-04-2026 to 21-04-2026	
	Naraiangarh	2024-25, 2025-26	3	22-04-2026	22-04-2026 to 24-04-2026	
	Back to Chandigarh					25-04-2026 Sat 26-04-2026 Sun
	Ambala	2025-26	4	27-04-2026	27-04-2026 to 30-04-2026	
	Back to Chandigarh			30-04-2026		
1. Narendra Singh Charan, AAO 2. Savita Yadav, AAO 3. Sumit, Acctt.	Bawal	2024-25, 2025-26	2	22-04-2026	23-04-2026 to 24-04-2026	
	Back to Chandigarh			25-04-2026		25-04-2026 Sat 26-04-2026 Sun
	Rewari	2025-26	5	26-04-2026	27-04-2026 to 01-05-2026	
	Back to Chandigarh			02-05-2026		
1. Sameer, AAO 2. Amit	Assandh	2024-25, 2025-26	2	19-04-2026 (Half Day)	20-04-2026 to 21-04-	

<b>Kamboj, AAO 3. Kiran Pal, DEO</b>	Gharaunda	2024-25, 2025-26	3	22-04-2026	22-04- 2026 to 24-04- 2026	
	<b>Back to Chandigarh</b>			<b>24-04-2026 (Half Day)</b>		<b>25-04-2026 Sat 26-04-2026 Sun</b>
	Nissing	2024-25, 2025-26	2	26-04-2026 (Half Day)	27-04- 2026 to 28-04- 2026	
	<b>Back to Chandigarh</b>			<b>29-04-2026 (Half Day)</b>		
	<b>Karnal</b>	2025-26	5	03-05-2026 (Half Day)	04-05- 2026 to 08-05- 2026	
	<b>Back to Chandigarh</b>			<b>09-05-2026 (Half Day)</b>		

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

Digitally signed by  
ARPIT CHOUDHARY  
Date: 08-04-2026  
15:04:05  
**Deputy Accountant General (Accounts & VLC)**

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