

### About Treasury Section

Main function of Treasury Section is to receive Monthly Treasury Accounts from 17 No. of Treasuries along with Cash Account and the List of. The details of Treasuries are as follows:

1	Shillong North
2	Shillong South
3	Jowai
4	Nongstoin
5	Williamnagar
6	Nongpoh
7	Tura
8	Baghmara
9	Mairang
10	Sohra Sub-Treasury
11	Khliehriat
12	Ampati
13	Resubelpara
14	Mawkyrwat
15	Dadengiri Sub-Treasury
16	Amlarem Sub-Treasury
17	Cyber Treasury

- a. Data is captured from IFMS portal of the Meghalaya State Government.
- b. Accounts of Meghalaya House New Delhi and Tourism New Delhi are received separately.
- c. Detailed examination of the Cash Account and the List of Payments with reference to the Treasury schedules / Vouchers etc.
- d. Calling of wanting Schedules / Vouchers from the Treasury if not found attached.
- e. Checking and Validation of figures from Cash Account / List of Payment of IFMS with Physical Cash Account / List of Payment.
- f. Distribution of Vouchers and Challans to the concerned sections.
- g. Sending of 8782- Cheques and 8782-Cash Remittance pertaining to Works and Forest to DAC Section and Date Wise Monthly Statement (VDMS) to Book Section.
- h. Maintenance of Broadsheet regarding Treasury Suspense and preparing Group Suspense wise Memo of Agreement Treasury-wise.