

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

Office Order

1. Treasury inspection Tour programme for the period of 3rd quarter of FY 2023-24 has been finalised for the inspection of 05 treasuries and 09 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:-
 - (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.
- 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 permission of Sr. Dy Accountant General. The request to leave station should invariably contain the reason for leaving station else the request will be denied.


Sr. Dy. Accountant General (A/cs)

TM(C)/Try Insp/2023-24/622

Dated: 04-10-2023

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)

**Tour Programme of Treasury Inspection Party for the Account of 2022-23 to be
conducted in third quarter of 2023-24**

From - 09-10-2023 to 18-12-2023

Name of the Officers/Official Sh./Ms.	Name of Treasury/ Sub Treasury	Year of Current Inspection	No. of Days	Transit Period	Period of inspection	Holidays
1. Smt. Veena Rani, Sr. AO 2. Sh. Jasbir Singh, AAO 3. Sh. Pardeep Kumar, DEO	Israna	2021-22,2022-23	2	08-10-2023	09-10-2023 to 10-10-2023	
	Samalkhan	2021-22,2022-23	2	11-10-2023	11-10-2023 to 12-10-2023	
	Panipat	2022-23	1	13-10-2023	13-10-2023	
	Back to Chandigarh			14-10-2023		14-10-2023 Sat 15-10-2023 Sun
	Panipat	2022-23	4	15-10-2023	16-10-2023 to 19-10-2023	
	Back to Chandigarh			20-10-2023		
1. Sh. Nek Ram Bhatia, Sr. AO 2. Sh. Sandeep Bhashin, AAO 3. Sh. Jai Bhagwan, Asstt. Sup.	Faridabad	2022-23	5	19-11-2023	20-11-2023 to 24-11-2023	
	Back to Chandigarh			25-11-2023		25-11-2023 Sat 26-11-2023 Sun
1. Smt. Veena Rani, Sr. AO 2. Sh. Sameer, AAO 3. Sh. Sahdev Yadav, Acctt.	Farukhnagar	2021-22,2022-23	2	19-11-2023	20-11-2023 to 21-11-2023	
	Pataudi	2021-22,2022-23	2	22-11-2023	22-11-2023 to 23-11-2023	
	Gurugram	2021-22,2022-23	1	24-11-2023	24-11-2023	
	Back to Chandigarh			25-11-2023		25-11-2023 Sat 26-11-2023 Sun 27-11-2023 Guru Nanak Dev Jayanti
	Gurugram	2021-22,2022-23	4	27-11-2023	28-11-2023 to 01-12-2023	
	Back to Chandigarh			02-12-2023		
1. Sh. Nek Ram Bhatia, Sr. AO 2. Sh. Prabhakar Singh, AAO 3. Sh. Dinesh Kumar, DEO	Matanhail	2021-22,2022-23	2	27-11-2023	28-11-2023 to 29-11-2023	
	Beri	2021-22,2022-23	2	30-11-2023	30-11-2023 to 01-12-2023	
	Back to Chandigarh			02-12-2023		02-12-2023 Sat 03-12-2023 Sun
	Jhajjar	2022-23	5	03-12-2023	04-12-2023 to 08-12-2023	

	Back to Chandigarh			09-12-2023		09-12-2023 Sat 10-12-2023 Sun
1. Smt. Veena Rani, Sr. AO 2. Sh. Bhim Singh, AAO 3. Sh. Pawan Kumar, Acctt.	Narwana	2021-22,2022-23	2	03-12-2023	04-12-2023 to 05-12-2023	
	Uchana	2021-22,2022-23	2	06-12-2023	06-12-2023 to 07-12-2023	
	Safindon	2021-22,2022-23	1	08-12-2023	08-12-2023	
	Back to Chandigarh			09-12-2023		09-12-2023 Sat 10-12-2023 Sun
	Safindon	2021-22,2022-23	1	10-12-2023	11-12-2023	
	Jind	2022-23	4	12-12-2023	12-12-2023 to 15-12-2023	
	Back to Chandigarh			16-12-2023		16-12-2023 Sat 17-12-2023 Sun
	Jind	2022-23		17-12-2023	18-12-2023	
	Back to Chandigarh			19-12-2023		



Sr. Deputy Accountant General (Accounts)