



Citizen Charter

Under Treasury rule, there shall be a Treasury in every district which shall be in general charge of the collector, who may entrust the immediate executive control to a treasury officer. The collector and the Treasury Officer shall be responsible for the proper observance of procedures prescribed under the rules and for punctual submission of all returns.

Areas of working in a treasury having major public interface can broadly be categorized as follows:

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|------------------------|--------------------------|-------------------------|---------------------------------|
| Opening of Office | Dak receipt and dispatch | Bill Passing | Self Drawing Officers |
| Budget Control | Revenue Receipt | Personal Ledger Account | CCL and DCL |
| Deposits | Deposit Payments | Refunds | Interest on Public Debt |
| Stamp | Other Valuables | First Payment on P.P.O. | Disbursement of Monthly Pension |
| Submission of Accounts | Miscellaneous | Remedial Measures | |

Opening of Office

The Treasury Officer and other staff of treasury, except class IV employees, shall come to office five minutes before schedule time of opening of office. Class IV employees shall arrive 30 minutes earlier for opening the office and cleaning it. All treasury workers shall be present on their seats and shall start their work latest by five minutes past ten.

There shall be a lunch break between 2.30 and 3.00 pm. after which all employees shall resume their work.

Regular monitoring of this schedule shall be done by the Asst. Treasury Officer/ Treasury Officer.



Dak receipt and dispatch

Dak shall be received by an Assistant Accountant for which a separate counter shall be assigned.

The Asst. Accountant shall feed the dak in a computer immediately after receiving it. A computer program for dak entry will be developed by NIC. Dak shall be divided into four parts (1) dak related to PPO, GPO, CPO etc. (2) Government, Accountant General, Ministers, Lokayukt references, D.O. letters (3) writs, inquiries, establishment (4) other dak. In case of registered letters, the registry number shall also be noted down on the dak by the receiver.

Asst. Treasury Officer shall mark the dak to concerned person twice a day, at 12.30 and 4.30 pm and shall be initialed by the Treasury Officer incharge.

Monitoring of dak shall be done on day to day basis by the Asst. Treasury officer/ Treasury officer.



Bill Passing

In district treasuries the work of bill passing shall be distributed grantwise among the bill passing accountants (BPAs), who are responsible for receiving the bills and handing over cheques related to their grants.

The BPAs shall receive the bills and hand over cheques between 11 a.m. and 2.30 p.m., or as per schedule fixed by the District Officer/ Treasury Officer. The bills shall be received on prescribed Treasury Register issued to the DDO by the concerned BPA.

The working hours of the treasury and the time fixed for receiving of bills shall be displayed on a conspicuous place in the treasury.

In order to avoid delay all bills when presented in the treasury shall be subjected to preliminary examination according to given check list, and shall be returned without receiving in case an objection is found during preliminary examination.

All received bills shall be examined in detail by the BPA who shall also check head of account, plan/ non plan, voted/ charged, source code, budget allotment etc on line on computer with the help of preloaded budget literature.

After satisfying himself the BPA shall record a payment order on the bill, set his initials and present it before the Assistant Treasury Officer along with the warrant register and the cheque generated by the computer.

The Asst Treasury Officer shall check the bill and shall sign it as token of checking. Bills, except pension bills, involving transaction of Rs.1000 or less can be passed by the Asst. Treasury Officer.

All bills involving transaction of more than Rs. 1000 and the pension bills shall be presented before the Treasury Officer, who shall sign the payment order, the warrant register and the cheque or note his observations on the bill.

All cheques issued against the bills shall be returned to the department ordinarily within two days from the date of its receiving in the treasury. In no case this period shall exceed the limit of three days. Details of the cheque issued shall be noted on the Treasury Register issued to the DDO.



Self Drawing Officers

A register shall be maintained in the treasury showing names of all self drawing officers and details of pay slips, drawings, recoveries, loans etc. shall be entered in it.

To ensure correctness of the drawings of self drawing officers, the bills presented in the treasury shall be tallied with this register before authorizing payment.

Each entry of this register shall also be initialed in addition to the warrant register.

The Treasury Officer shall be responsible for deduction of Income Tax in respect these officers.

Register of pay slips shall be preserved in the treasury for twelve years.



Budget Control

As per G.O. dated 6 June 1994, the Treasury Officer shall be responsible for grant wise control of budget. Online checking of the bills shall also be done to ensure correctness of 15 digit code, plan/ non plan, voted/ charged, consolidated fund/ contingency fund/ public account, budget etc. with the help of preloaded budget literature.

Revenue Receipt

Money to be paid on account of government dues shall be tendered at the Banks and

the sub treasuries accompanied by a chalan in triplicate. "Departmental Copy" and "Treasury Copy" of the chalan shall be sent to the treasury with daily accounts. The Treasury Officer shall send the "Departmental Copy" of chalan to the departmental officer on the next working day accompanied by a statement of chalan wise particulars of deposits. In case of Trade Tax receipt the chalans shall be tendered in four copies.

Verification of Receipt: On application of the depositor, the Treasury Officer shall within three working days certify in writing whether the amount has actually been deposited or not.

Personal Ledger Account :

Stock of chequebooks shall be kept by the Treasury Officer. Chequebooks on receipt shall be examined carefully and number of forms in each book shall be counted.

All cheques shall be received by concerned Asst. Accountant/ Accountant who shall check it and note a payment order on its reverse and put his initials as a token of checking. The Accountant shall also check the balance in the account on line on computer. He shall then present the cheque before the Asst. Treasury officer.

The Asst. Treasury Officer shall after satisfying himself shall put his initials under the payment order and present it before the Treasury Officer.

The Treasury Officer after satisfying himself shall pass the payment order or note his observations.

The cheque shall be returned to the department within three days from the date of its receipt in the treasury.

Cheques issued to the individuals shall be presented through the bank in which the individual has his account.

The Treasury Officer shall verify the PLA pass books of the departments and return them to the drawing officers ordinarily the same day.



CCL and DCL

The credit limits shall be intimated to the Bank by the Treasury Officer within three working days of its receipt in the treasury.

Cheques issued against these limits shall be encashed at the Bank directly. But in case of any overdrawal the excess shall be treated as overdrawal, and the attention of the authorities concerned shall be drawn to the irregularity.

The Treasury Officer shall issue CCL/ DCL pass books of remittance departments latest by 10th of the subsequent month.

Deposits:

Each item of deposit received shall at once be recorded in a register in Form 54 and numbered. The Treasury Officer shall carefully check the amount and particulars of each entry and then initial it.

Deposit Payments:

The Treasury Officer shall make repayment of deposits standing at credit of individuals in the Collector's or Magistrate's or Judge's account on the order of the government servant on whose register they are kept within three working days from the date of its receipt.

Refunds:

Refund of revenue, fines, etc. shall be made by the Bank on bills bearing a payment order signed by the Treasury Officer.



Interest on Public Debt

Government Promissory notes on which interest may be due shall be presented to

the Treasury Officer, who having made necessary examination and record under the rules in the Govt. Securities Manual, shall note the payment order on the Bank within three working days.

Stamp:

The Treasury Officer shall prepare an indent of all types of stamps according to the monthly and quarterly need of the district, and shall send it to the Board of Revenue with a copy to the divisional depot, two quarters in advance.

The Treasury Officer shall receive the stamp from the divisional depots.

The Treasury is responsible for safe custody of stamp in the double lock, one key of which shall be kept by the Chief Cashier and the other by the Treasury Officer.

The treasury shall sale stamp to the stamp vendors and also to other indentors directly. The Treasury Officer shall exhibit on notice board the date and time fixed for the sale of stamp to vendors.

The treasury shall also supply stamps to its sub treasuries.

Discount on Sale of Stamp: The Treasury Office shall allow discount on sale of stamp by way of deduction from the amount paid in by the vendor.

Plus and minus statement of the stamp shall be sent regularly to the Board of Revenue and the AG.



Other Valuables

The treasury shall keep valuables of other departments as per rule in the double lock and shall issues a receipt of the item deposited. The Treasury Officer shall also ensure their periodic verification.

First Payment on P.P.O.:

When a P.P.O. is received in the treasury, it shall be immediately entered in the Index Register and the serial number of the Index Register shall be marked on it under signature of the Treasury Officer.

If a pensioner does not turn up for receiving his payment within a week, the Treasury Officer shall intimate the pensioner in writing indicating the date and time to contact him.

The Treasury Officer shall observe some precaution while making first payment on a PPO in order to ensure right payment in minimum time.



Disbursement of Monthly Pension

The Treasury Officer shall send the pension of all pensioners, who have opted for Jawahar Bhawan Scheme, to their respective Banks at least three working days before the last working day of the month.

The Treasury Officer shall make annual verification of all pensioners, drawing pension from his treasury, in the month of November or as fixed by the District Officer/ Treasury Officer.

The Treasury Officer shall obtain half yearly non marriage certificate in prescribed form from female pensioners, whose pension is terminated by their marriage, in the months of December and June.

The Treasury officer shall obtain Non Employment certificate as per rules in the months of May and November.

The Treasury Officer shall be responsible for deduction of Income Tax at source in respect of all pensioners drawing pension from his treasury.

Submission of Accounts

The Treasury Officer shall submit the account of first and the second list latest by 13th of the month and 5th of the subsequent month respectively to the Accountant General of the State.

The Treasury Officer shall satisfy himself about the accuracy of the account and sign it before submitting it to AG.

Miscellaneous:

The Treasury Officer shall submit Treasury Inputs latest by 8th of the subsequent month to the Vittiya Sankhaki Nideshalaya.

The Treasury Officer shall collect half yearly information in prescribed format regarding the government staff working in the district from the DDOs and furnish it to the Vittiya Sankhaki Nideshalaya in the months of May and November along with the Inputs.

DDO reconciliation statement: The Treasury Officer shall prepare statements of drawings made by different DDOs in the district and provide them a copy of the statement and shall reconcile the differences pointed out by them.

The Treasury Officer shall issue non payment certificate in respect of lost cheques as per rules.

The Treasury Officer shall intimate the daily receipt and payment position of the district to the Treasury Directorate.

The Treasury Officer shall check five years calculation for the purpose of 90% GPF payments to retiring employees of such departments, which do not have their own finance and accounts organization.

The Treasury Officer shall organize monthly meetings with the pensioners' associations, bankers and the drawing and disbursing officers in order to minimize communication gap and to have better interaction with them.

The Treasury officer shall verify the VDMS and send it to AG every month. If there is any correction in the VDMS it will be first done by the bank and then countersigned by the Treasury Officer.



Remedial Measures

In case an individual/ official/ pensioner etc. faces any difficulty in getting his work done in a Treasury he shall contact the Treasury Officer in charge or the District Officer.

In case the action taken at the district level is not adequate, he can contact the Additional Director of Treasuries or the Commissioner of the division.

For further relief a person can contact the Director of Treasuries, U.P., Lucknow.