

From Director,
Treasuries and Accounts Department,
Haryana, Chandigarh.

To All Treasury Officers
In Haryana State

Memo No. - TA-HR(DMC)/2013/ 3703
Dated:- 25-9-13

Subject: Smooth Functioning of Treasuries/Sub-Treasuries in the State.


With reference to the subject cited above, complaints are being received from various DDOs as well as general public that some ATOs/Incharge sub-Treasuries are not attending office regularly. This is a very serious matter and the concerned TOs should ensure that such instances of absence from office are immediately reported to this office.

Further, for smooth functioning of Treasury/Sub-Treasury offices, Treasury Officers are directed to conduct surprise checks of the Sub-Treasuries and report discrepancies at sub-treasury level to the Directorate. It is further directed that a date wise report regarding the signatures on bills/EPS pay order is required to be submitted by each Treasury Officer through e-mail as per the account submission schedule i.e. from 1 to 10 on dated 17th and from 11 to 30/31 on dated 7th. The format of the report is as follows:

Name of Sub-Treasury _____

Report for the month of	Name of ATO who has signed the bills/EPS pay order	Name of Assistant/AST who has signed the bills/EPS pay order	In cases where bills/EPS pay order have been signed by Assistant/AST then clarify whether- 1. ATO on leave 2. Post of ATO vacant 3. ATO is absent	Remarks by Treasury Officer
.....				
From	To			


Report for the month of August 2013 should be sent to this office by 28.9.2013.


Joint Director (DMC)
Treasuries and Accounts Department
Haryana, Chandigarh.

Endst. No. TA-HR (DMC)/2013/

Dated:

A copy of the above is forwarded to the all ATOs in the State for strict compliance and with the direction to attend office regularly.


Joint Director (DMC)
Treasuries and Accounts Department
Haryana, Chandigarh.