

From

Director,  
Treasuries and Accounts Department,  
Haryana, Chandigarh.

To

All the Treasury Officers and  
Assistant Treasury Officers  
In Haryana State

Memo No-TA-HR(16T)-2013-  
Dated-

9087

19/9/13

Subject:- Proforma for inspection of Treasury/Sub-Treasury---Status thereof.

Refer to the subject cited above.

Find enclosed herewith proforma for inspection of treasuries and sub-treasuries. You are requested to send the status report within 15 days as per above proforma regarding your treasury and sub-treasury. The status report sent by you will be inspected by the inspecting officer from the Head office while on tour to your treasury and sub-treasury. You will be responsible for any wrong report in the status report sent by you.

DA: As above

  
Joint Director

for Director Treasuries and Accounts  
Department, Haryana, Chandigarh

Description		Comments of TO/ATO (Yes/No)	Remarks
<b>A. Building/Connectivity</b>			
1.	Whether the office is in Government Building?		
2.	Whether the building is in good condition? Remarks about general cleanliness.		
3.	Whether there is proper sitting arrangement for staff? Remarks about condition of furniture.		
4.	Whether the Broadband/SWAN /NIC connectivity is operative in the building /office?		
<b>B. Web Otis/Bank Transaction</b>			
5	Whether all kinds of bills are passed through web-OTIS by Treasury/Sub-Treasury?		
6	Whether all kinds of payment are done through web-OTIS by treasury bank?		
7.	Whether bank scroll is being sent by treasury bank through web-otis?		
8.	How many RTR, were generated by treasury bank in case of failure of transaction in a specific period? Did you get any report of it through e-scroll?		
9.	Whether bank is sending account on time through web-otis?(for payment)		
10.	Whether the account is prepared Token No./EPS No. wise or date wise?		
11.	Whether Specimen signatures/photos of DDOs are maintained and updated? (a) In computer (web-otis) (b) In register (c) Both		
12.	Whether bank is regularly sending details of RTGS/NEFT failure and the reasons for failure in relation to UCPs?		
13.	Whether UCPs with failed transactions have been deactivated?		
<b>C. Token System/Register</b>			
14	Token Register is maintained (a) Manually, (b) Electronically, (c) Both, (d) Whether signatures of authorized messengers obtained at the time of delivering the bill / EPS pay order. (e) Whether EPS pay order is being delivered through web-OTIS?		
15	Specimen signatures/photos of authorized messengers are maintained (a) In computer(web-OTIS), (b) On paper, (c) Both.		
16	Whether Token No. is generated in web-otis manually?		
17	Whether Token No. is generated in web-otis through bar-code scanner?		

