

DIRECTORATE OF TREASURIES AND ACCOUNTS
HARYANA, CHANDIGARH
PUBLIC NOTICE

Under Sec.4(1)(b) of the right to Information Act,2005, the particular as mentioned below are hereby published for the information of the public at large. In case any person wishes to obtain any further information relating to the functioning of this Directorate, he/she may contact the Public Information Officer- **Sh. Rampal Malhotra,Supdt.. Under the right to Information Act, 2005 Sh. M. K. Gupta, Deputy Director, Treasuries & Accounts Department, Haryana, Chandigarh has been appointed as 1st appellate authority.**

(i) The Particulars of the Organization, its function & duties:

Directorate of Treasuries and Accounts supervises the function the functioning of 22 Distt. Treasuries and 85 Sub- treasuries in Haryana State and in addition, the Directorate makes available Accounts personnel of various levels to other Government Deptt. And PSUs, for maintaining accounts as per P.F.R.- vol. I,II and Accounts Code I,II. The Directorate is headed by Director of Treasuries and Accounts, who in turn is assisted by Joint Directors, Deputy Director, Flying Squad Officer, Treasury Officer (Head Quarters), Assistant District Attorney etc.

Directorate also runs an A.T.I. at Panchkula, which imparts in service accounts Training to various Government officials with a view to equip them with necessary knowledge and expertise for performing various duties in accordance with P.F.R.s and Accounts Code, including S.T.R.s.

(ii) The power and duties of the Officers and employees.

The functions and duties:-

- (a) Treasury is an integral part of the financial control system of the State Government.
- (b) All payments and receipts of Government Deptt. Are authorized by Treasuries and Sub-treasuries.
- (c) Treasury acts as custodian of various kinds of stamps and valuables.
- (d) Sale and issue of stamps papers, both judicial and non-judicial. Revenue stamps, petition papers, service books, registries, entertainment tax tickets and passenger tax, notary tickets etc.
- (e) Disbursement of pension and other retrial benefits to retired Government Officials.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

The decisions are taken strictly in accordance with the policies framed by the government of Haryana, and Rules & Regulation on the subject. The dealing hand

deals with the case and submits to the superintendent. After scrutinizing the case he sends the case to his superior i.e. Deputy Director. The Deputy Director will minutely examine the case to send it to Joint Director, who further it to the Director for final approval.

(iv) **The norms set by the department for the discharge of its function.**

The cases are dealt within the prescribed period and according to the rules, regulations and instructions of the Haryana Government.

(v) **The rules, regulations and instructions, manuals & records held by the department or under its control or used by its employees for discharging its functions;**

The Deptt. Discharges its various functions and duties by following the below mentioned Rules/Manuals:-

- i. CSR Volume-I,II,III
- ii. PFR Volume-I,II
- iii. STR Volume-I,II
- iv. Accounts Code and other Rules books.

(vi) **A statement of the categories of documents that are held by it or under its control;**

Personal Files.
Service Books.
Annual Confidential Reports
Cash Books
Stamp paper Registers.

Plus and minus Memorandum.

Besides, other records required to be maintained in the department is also maintained accurately.

(vii) **The particulars of any arrangements that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or administration thereof;**

Treasury Officers posted in the District Treasuries are permanent members of the Grievance Committees constituted by the Government of Haryana or the redressal of grievance of the public. Similarly the Assistant Treasury Officers attend the Sub Divisional Grievances Committee meetings for interface with the public representatives.

(viii) **The Directory of its Officers and employees;**

It is annexed as 'A'.

(ix) **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;**

The officers/officials of the Deptt. Are paid as per pay scales mentioned below.

Joint Director	---	15600-39100+7600	Grade Pay
Flying Squad Officer	---	15600-39100+6000	Grade Pay
Deputy Director	---	9300-34800+5400	Grade Pay
Programmer	---	9300-34800+5400	Grade Pay
Treasury Officer	---	9300-34800+5400	Grade Pay
Accounts Officer	---	9300-34800+5400	Grade Pay
Assistant District Attorney	---	9300-34800+4600	Grade Pay
Superintendent	---	9300-34800+4200	Grade Pay
Section Officer	---	9300-34800+4600	Grade Pay
Assistant Superintendent	---	9300-34800+3300	Grade Pay
Assistant	---	9300-34800+3200	Grade Pay
Junior Auditor	---	9300-34800+3200	Grade Pay
Driver	---	5200-20200-3200	Grade Pay
Clerk	---	5200-20200-1900	Grade Pay
Steno-typist	---	5200-20200-1900	Grade Pay
Daftri	---	4440-7440+1650	Grade Pay
Peon	---	4440-7440+1300	Grade Pay
Chowkidar	---	4440-7440+1300	Grade Pay

(x) **Disbursements made: The Budget allocated to each of its agents indicating the particulars of all reports on**

The department does not deal in any developmental work and is purely performing regulatory functions.

(xi) **The names, designations and other particulars of the Public Information Officers:-**

The information is annexed at 'B'.

(xii) **Such other information, as may be prescribed: and thereafter update these publications every year;**

Computerization and Online information system linked with Sub-Treasury to Treasury & transmission of data to Head Office and Finance Department.