

**DIRECTORATE OF TREASURIES AND ACCOUNTS
HARYANA, CHANDIGARH**

PUBLIC NOTICE

Under Sec.4(1)(b) of the Right to Information Act, 2005, the particulars 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 R.K.Bhoria, Joint Director or Assistant Public Information Officer-Sh. O.P.Pasricha, Deputy Director. **Under the Right to Information Act, 2005 Sh. Hardeep Kumar, I.A.S., Director, Treasuries & Accounts Department, Haryana, Chandigarh has been appointed as appellate authority.**

(i) The Particulars of the Organization, its functions & duties;

Directorate of Treasuries and Accounts supervises the functioning of 20 Distt. Treasuries and 82 Sub-treasuries in Haryana State and in addition, the Directorate makes available Account 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 powers 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 Stamp 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 decisions 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 & Regulations 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 submits it to the Director for final approval

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

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

(v) The rules, regulations, 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.

(vi) **The particulars of any arrangement that exists 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 for 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	--	10000-13900
Deputy Director	--	8000-13500
Flying Squad Officer	--	8000-13500
Treasury Officer	--	6500-10500+200 S.P.
Assistant District Attorney	--	6500-10500+200 S.P.
Superintendent	--	6500-10500
Accounts Officer	--	6500-10500
Section Officer	--	6500-9900+100 S.P.
Assistant Superintendent	--	5450-8000
Assistant	--	5000-7850
Junior Auditor	--	5000-7850
Driver	--	4000-6000+200 S.P.
Clerk	--	3050-4590
Steno-Typist	--	3050-4590+100 S.P.
Daftri	--	2650-4000
Peon	--	2550-3200
Chowkidar	--	2550-3200

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

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.