

CITIZEN CHARTER OF DIRECTORATE OF TREASURIES AND ACCOUNTS
DEPARTMENT, HARYANA, CHANDIGARH.

INTRODUCTION

The establishment of the Treasuries is as old as the establishment of the Civil Administration in the State and has always been an inseparable part of the General Administration of the State Government. The administrative control of the Treasury Organization remained with the Finance Department.

The primary activity of this department is confined to the provision of Treasury Service to the people of the State and to have control over budget provisions. At present, there are 21 Treasuries and 83 Sub-treasuries functioning in the State. The target fixed for computerization of Treasury Accounts (Payments only) has been accomplished. To remove any difficulty in receipt of accounts in the office of Accountant General on account of compilation of computerized accounts received from Treasuries, it has been decided in consultation with Accountant General that the treasuries will also prepare their accounts manually as and when required as was in the past. The computerized accounts have met all the requirements of the Accountant General, Haryana.

The Treasury is the basic fiscal unit and focal point for the primary record of financial transactions of the Government. All the claims with the Government are preferred at the Treasury where the arithmetic corrections are ensured and where it is also ensured that the claims are prepared in accordance with financial rules and the instructions of the Government issued from time to time.

Activities of the Department

The primary activity of the department is confined to the provision of treasury services to the people of the State and to have control over budget provisions of various departments of Haryana State. This department has to conduct the business transaction through 21 Treasuries and 83 Sub-Treasuries through Banks. Besides above, an Accounts Training Institute is also functioning at the Head quarter level which imparts and conducts training to the following categories of officers/officials:-

Subordinate Accounts Services	120 days
Drawing and Disbursing Officers	30 days
Clerks	42 days

The training is imparted in order to increase the efficiency of Accounts Personnel and DDOs' of different Departments of Haryana State.

Organisational set up

Administrative control of Treasury Organisation remained with Finance Department. The Organisation has two Joint Directors, one Deputy Director, one Flying Squad Officer, one Treasury Officer (Hqr.), one Assistant District Attorney, three Superintendents and three section officers at the Headquarter. The Director Treasuries & Accounts Haryana Finance Department remained the Head of the Department of this organisation.

Staff Position of Head Office

Sr. No.	Designation of posts	No. of sanctioned posts		
		Permanent	SNE	Total
1.	Joint Director	-	2	2
2.	Deputy Director	1	-	1
3.	Flying Squad Officer	1	-	1
4.	Assistant District Attorney	-	1	1
5.	Accounts Officer	-	1	1
6.	Superintendent	2	1	3
7.	Treasury Officer (Hq).	1	-	1
8.	Section Officer	1	2	3
9.	Assistant Superintendent	1	-	1
	Treasury			
10.	Assistant	16	3	19
11.	Junior Auditor	1	-	1
12.	Steno Typists	3	-	3
13.	Clerks	7	-	7
14.	Drivers	2	1	3
15.	Daftri	2	-	2
16.	Peon	4	3	7
17.	Chowkidar	1	-	1
18.	Sweeper	-	1	1
19.	DEO	-	1	1
	Total	43	16	59

Staff Position of Field Staff

<i>Sr.No.</i>	<i>Designation of Posts</i>	<i>No. of Sanctioned posts</i>		
		<i>Permanent</i>	<i>S.N.E</i>	<i>Total</i>
1.	Treasury Officers	14	7	21
2.	Assistant Treasury Officers	47	40	87
3.	Assistant Superintendent Treasury	14	8	22
4.	District Treasurer	14	6	20
5.	Assistants	93	59	152
6.	Assistant Treasurer	61	40	101
7.	Steno-Typists	5	4	9
8.	Clerks	188	48	236
9.	Daftri	3	3	6
10.	Peon	77	61	138
11.	Chowkidar cum water Carrier	46	57	103
12.	Chowkidar	3	-	3
13.	Data Entry operator	-	12	12
Total		565	345	910

Staff Position of Accounts Training Institute at Panchkula.

<i>Sr.No.</i>	<i>Designation of Posts</i>	<i>No. of Sanctioned posts</i>
1.	Principal	1
2.	Sr. Accounts Officer	1
3.	Assistant	1
6.	Junior Scale Stenographer	1
7.	Clerk	1
8.	Daftri	1
9.	Peon	2
Total		8

Fully Computerisation of Treasuries

The Treasury is the basic fiscal unit and focal point for the primary record of financial transactions of the Govt. All the claims against the Government are preferred at Treasury where semi audit is exercised to ensure that the claims preferred are prima facie valid and are prepared in accordance with financial rules and the instructions of the Government issued from time to time. The other function of the Department is to maintain initial account and classify the receipt and expenditure on behalf of the Government under appropriate prescribed Head of Account. The monthly accounts are sent by each treasury to the Accountant General, Haryana for preparing monthly and annual financial statement of the State. The treasuries keep an effective control over budgetary provisions of the State also.

Treasuries & Accounts Department is accounting the entire receipts and payments of the State. The computerization of Treasuries and Accounts Department was therefore essential to have better Financial Management in the State. Treasuries and Accounts Department decided to automate the entire operations of the department. The matter considered in the first meeting of IT-PRISM, held on 29/06/2000 under the chairmanship of Chief Secretary to Govt. Haryana. The Proposal of Treasuries & Accounts Department and IT Action Plan report of NIC-HSU was approved by IT-PRISM. Both Central & State Governments handled their receipts and payments through their treasuries that have largely remained manual even in this age of advanced automation. State Govt. had no information on its fund position with the bank. Citizens of the country required much better services from both Government and Banks. Introduction of computerized system in the Department led to the timely availability of information related to financial position of the State at the click of the button.

Relevant Benefits Proposed

- Timely availability of receipt & payment information at all levels.
- On-line verification of Pensioners & DDO/Messengers.
- Online budget monitoring for each DDO.
- Online monitoring of actual v/s budget allocations.
- To cut down the time delays with banks.

Treasuries/ Sub-Treasuries have been provided with all the Hardware and Software. The data is being transmitted to Headquarter by all the treasuries

through ISDN/ Dial up lines. Treasury banks are transferring data to concerned treasuries/ sub-treasuries Online, Electronic media in exceptional circumstances.

Electronically generated monthly accounts are sent by each treasury to the Accountant General, Haryana for preparing monthly and annual financial statement of the state.

Besides this, Cyber treasury project has been launched on pilot basis at Distt. Ambala. Proposed Web based solution enables the dealers to deposit their taxes through web. Bank branch in concerned district will supply the signed scroll copy along with printed copies of receipts generated by SBI, which will be used for verification at the District Treasuries office, however the depositor will submit the copy if the cash deposit receipt to the concerned department.

Inspection of Treasuries & Sub-Treasuries.

According to the procedure laid down in Rule 1.14(a) of the Punjab Treasury Rules Volume-I, the single and double lock rooms of all the treasuries are required to be inspected by the Commissioners of the Divisions once in every financial year, the inspection being so arranged that not more than eighteen months lapse between two inspections of any treasury. The Collector is required to make systematic inspections of the Treasuries twice a year under Rule 1.15 of the Punjab Treasury Rules Volume-I. The Collector is also required to pay surprise visits to the Treasury once in every three months vide Rule 1.15 ibid. According to the provisions laid down in Rule 1.3 of STR the Collector is responsible for over all supervision and is bound to satisfy himself by periodical examination at least once in each six months for cash, opium and once a year for stamps, securities and bills etc.

The Collector is required to conduct a detailed inspection of a Sub-treasury once in a year. The Collector or the Sub-Divisional Officer (Civil) of the Sub-Division concerned is also required to conduct three surprise inspections of the Sub-treasury in a year.

The Treasury officer is to pay two surprise visits in 1st and 3rd quarters of the year and carry out the detailed inspection of Sub-treasuries in 2nd and 4th quarter of the year. The Treasury Officer will conduct the inspection of double/single lock etc, and would see the general and administrative working of the Sub-treasury. Thereafter the Treasury Officer will send the detailed report to Head Quarter in the form of Inspection Note. For the remaining Sub-treasuries Treasury Officer will conduct the detailed inspection independently.

Redressal of grievances

The redressal of problems and grievances of the public and the various departments if any are settled at the directorate level by calling the meetings of Treasury Officer from time to time.