

Inspection note of Sub-Treasury, Chailengta, Longtharai Valley, Dhalai.

Date:- 02-09-2009.

Time:- 11:30 am

I inspected Sub-Treasury, Chailengta, Longtharai Valley on 02-09-2009 alongwith a team consisting of **Sri Dhananjoy Debbarma, DWO, Dhalai; Sri Mohan Jamatia, UDC & Sri Pradip Mallick, UDC, DM Office, Dhalai.** The day long exercise aimed at inspecting all aspects of functioning of Sub-Treasury i.e. passing of bills, disposal of pension claiming, final withdrawal of provident fund etc.

2. I interacted with the staff which included Accountant, Data Entry Operator and Gr-C staff **to know about their understanding of the functioning of Treasury.** It was noted that most of the staff including Accountant was quite ignorant about the Central Treasury Rules and provisions of DRPRT,2007 which form the base for checks exercised by the Sub-Treasury.
3. The Sub-Treasury was not maintaining **Token register** properly. However, one good thing was that they are maintaining different registers for keeping records of all the bills submitted by different DDOs.
4. There is no strong room and therefore, no stamps are stored in the Sub-Treasury.
5. No **stock register for cheque book received** is being maintained by the Sub-Treasury. STO, CLT may immediately open one register and maintain it properly. However, cheque book issue register was being maintained.
6. There had been some **delay in submission of monthly accounts** of the Sub-Treasury to the District Treasury. STO has been instructed to ensure first list of accounts to be submitted by 13th of the month and second list by 7th of succeeding month.
8. The **register of GPF final withdrawal** is not maintained. All the orders passed by the Accountant General Office, Tripura were kept in a file. Separate register for this purpose should be opened and up-dated regularly so as to avoid misplacement of papers.
9. To avoid any unnecessary delay, District Treasury Officer, Dhalai is suggested to **send formal letters to the concerned retired employees** for submitting required documents, after receiving a pension proposal from the AG Office, Tripura, Agartala.
10. It was found that the date wise verified monthly statement submitted by bank was not verified by the STO. He was suggested to verify the month wise statement and keep record of the same.

11. On scrutiny of specimen signature of the DDOs, it was found that few specimens were not scanned and uploaded in the computer. The STO, CLT is instructed to ensure all the specimen signatures of the DDO's are up-dated regularly, scanned & uploaded in the computer.

12. STO,CLT is required to maintain **register of order of payment** whenever STO passes it and the specified passed amount should be recorded in the bill. The same should also be entered in the said register. The entries of amount made in this register should be compared with the bank scrolls so as to detect any fraudulent withdrawal/payment. Therefore, STO has been instructed to maintain the register and payment.

13. The **AG Office** vide letter No.TMC/IR/ST/LTV/2008-09/145 dt. 27.07.2009 sent on **Inspection Report(IR) of Longtharai Valley Sub-Treasury** for the period from 01-03-2008 to 31-03-2009. The STO,CLT has been asked to take action and send an ATR to the AG Office within 10(ten) days.

14. On inspection of the office records of the STO, CLT, it was observed that Sri Ashis Deb, DEO; Sri Chiradhan Debbarma, Accountant had taken some TA advance in the month of March,09 without any tour programme. STO, CLT has been instructed to ensure that any TA advance drawn till date by any staff without tour programme should immediately be taken back and deposited in the Govt. account. Further, there was some discrepancy in the TA bill submitted by Sri Ashis Deb, DEO which should be looked into by the STO. The action should be taken as per the instructions given on the spot. SDM,LTV is also requested to ensure that all TA advances are deposited back.

Finally, I alongwith the team returned back to DM Office by 4:30 pm.

Sd/-
(Brijesh Pandey)
District Magistrate & Collector,
Dhalai District : Ambassa