

Inspection note of Sub-Treasury, Kamalpur, Dhalai.

Date:- 10-09-2009.

Time:- 1:00 pm

I inspected Sub-Treasury, Kamalpur on 10-09-2009 alongwith a team consisting of **Sri Mohan Jamatia, UDC & Sri Pradip Mallik, 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. The work of Accountant is being looked after by Sri Raju, UDC and there is no permanent Accountant in SDM Office, Kamalpur. He is also working as cashier in Sub-Treasury Office, Kamalpur. Sub-Treasury Officer, Kamalpur to ensure that cash business to given to some other staff.
3. One Sri Kamal Deb, DEO has been working in STO for the last 4(four) years. He will be transferred out of the Sub-division.
4. Scanner machine is not functioning because of which 100% specimen signature not been uploaded. The specimen signatures are not kept under the custody of STO but under one office staff. The STO should ensure that specimen signature got under his custody.
5. Specimen signature are not updated regularly and uploaded in the computer. The bill register and token register has not been maintained properly. STO may get format for maintenance of token register and bill register and maintain it properly.
6. On interaction, it was found that different staff working under sub-treasury was not having sufficient knowledge about rules & regulation. They require one round of training on various rules & regulations and functioning of sub-treasury.
8. Cheque book stock register is not maintained as per proper format. Register was opened but no entries are being made. STO to ensure that cheque book register maintained properly as per format in CTR. Similarly, deposit register is not being maintained properly as per format. STO may take action accordingly. The calendar of return is not maintained. The staff also did not know about the format which is to be maintained. It has been advised that STO may get a format from Finance Department/AG Office and maintain it properly.
9. Reconciliation of expenditure of different DDOs is not done quarterly but only annually. STO has been asked to do reconciliation of expenditure with every DDO monthly not in quarterly and send a copy of reconciliation statement to the Treasury Officer, Finance Department and AG Office.

10. The register for randion of accounts was not been maintained as per format. In this regard, AG office had also put an objection and suggested for maintenance of records as per following format.

- Month of accounts.
 - Date of sending.
 - Records attached.
- Date of receipt by the District Treasury Office.
- Remarks (about details etc.)

11. On perusal of the bills received from different DDOs, it was seen that the sanction memos attached with this bills were just photocopies not in original. All practice of photocopy of sanction memo has a scope of manipulation. STO may write to all the DDO to ensure that copies of sanction memos alongwith bills are sent only original.

12. I inspected strong room and verified stump record register. The strong room needs to be maintained neatly by the STO. It require some repairing works which may be taken up by the SDM.

13. Physical verification of stumps, revealed followings :-

Non-Judicial Stumps :-

Sl. No.	Denomination	No. of stumps as per stock register.	No. of stumps as per physical verification.	Remarks.
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On physical verification, it was found that stumps related to some denomination were found to be in excess of the number maintained in stump register. This might have been cause due to wrong entries in the past in the stump register. On sample checking, I verified entries made since 2006 to 2009 for non-judicial stump of Rs.500/- denomination. No discrepancies was found during last 3 years. Therefore, STO may verify the entries made in sump register since beginning and correct the mistake which might have occurred.

STO to take steps for disposal of all the damaged stumps within next 2(two) days. However, on perusal of replies, it was seen that in some cases reply was rendered and proper action has still not been taken. In other case, the reply was quite did not relevance in respect of observation made by AG Office. STO has been advised that proper action should be taken within next 15(fifteen) days according to observation made in the IR of AG Office. Thereafter, a fresh ATR should be sent to AG Office with a copy to SDM, Treasury Office and DM Office.

Finally, I along with the team returned back to Headquarter by 9:45 pm.

Sd/-

(Brijesh Pandey)

District Magistrate & Collector,
Dhalai District : Ambassa