

**MINUTES OF THE 13<sup>th</sup> REVIEW MEETING ON THE WORKING OF  
TREASURIES OF JAMMU DIVISION , HELD UNDER THE  
CHAIRMANSHIP OF THE DIRECTOR GENERAL, ACCOUNTS &  
TREASURIES ON 11.08.2014.**

**Present :-**

<b>Government Side</b>	<b>Accountant General (A&amp;E)'s side</b>	<b>J&amp;K Bank side</b>	<b>National Informatics Centre , J&amp;K Unit.</b>
Ms. Pushpa Devi, Director General, J&K Funds Organisation	Mr. A.M. Rather, Deputy Accountant General (A&E).	Mr. Arvind Gupta, Vice President, , Zonal Head Jammu (Central).	Mr. Abhay Kumar, Sr. Technical Director.
Mr. Altaf Hassan Mirza, Director General, Accounts & Treasuries Jammu.	Mr. N. M. Koul, Sr. Accounts Officer (Finance & Budget).	Mr. Raman Koushal, Asstt. Vice President, Zonal office , Jammu (Central).	
Mr. Lochan Dass, Director, Accounts & Treasuries, Jammu.	Mr. Kishore Koul, AAO.		
Mr. Mohd. Aslam Malik, Director, Local Fund Audit & Pensions.			
Suresh Kumar Koul, Joint Director, J&K Funds Organisation, Jammu.			
Dr. Mehrajudin , Treasury Officer, Additional Treasury , Talab Tilloo Jammu.			
Mr. Reyaz Hussain, Saddar Treasury officer, Jammu.			
Mr. Amit Mahajan, District Treasury Officer, Rajouri.			
Mr. Rashim Deepika , Treasury officer, Additional Treasury Gandhi Nagar Jammu.			
Mr. Beer Singh, District Treasury Officer, Doda.			
Mr. Sanjay Kumar, District Treasury Officer, Udhampur.			
Mr. Yasir Sharief , District Treasury officer, Ramban			

Mr. Dharampaul Sharma, Treasury Officer, Additional Treasury , New Plots, Jammu.			
Mr. Arshad Choudhary, District Treasury Officer, Reasi.			
Mr. S.S. Salathia, District Treasury Officer, Samba			
Mr. Pritam Singh, District Treasury Officer, Ramban			
Mr. Mahesh Sharma, District Treasury Officer, Reasi.			
Mr. Jatinder Pandita District Treasury Officer, Poonch.			
Mrs. Naleem Koul, Treasury Officer, New Delhi.			

1. All other Treasury Officers of Sub/Muffasil Treasuries were also present in the meeting except Treasury Officer Katra who was ill as informed by the District Treasury officer, Reasi in the meeting.

2. This 13<sup>th</sup> review meeting of Treasury officers of Jammu division was to be chaired by the Hon'ble Minister for Finance & Ladakh Affairs but due to the visit of Hon'ble Prime Minister of India to the twin district of Leh and Kargil the Hon'ble Finance Minister could not chair the meeting. However, the Hon'ble Finance Minister, J&K directed the Director General, Accounts & Treasuries, Finance Department , J&K to hold the meeting on his behalf.

### **I- Director General , Accounts & Treasuries**

3. The Director General, Accounts & Treasuries while welcoming the participants in the meeting said that this is the 26<sup>th</sup> review meeting of the treasuries of Jammu and Kashmir and 13<sup>th</sup> review meeting of the treasuries of Jammu division. He added that the last review meeting was held on **11.08.2014**.

4. The Director General, Accounts & Treasuries further stated that these meetings provide a platform where various important decisions are taken on spot in which all stakeholders viz. Accountant General (Audit), Accountant General (A&E), DG, Funds, Local Fund Audit & Pension, Audit & Inspections and J&K Bank , DC Stamps participate in order to review the functioning of the treasuries across the table for better management of the financial affairs of the State. The Treasury officers at the same time get a

chance to interact directly with the senior functionaries of the Finance Department.

5. He said that under the able guidance of Hon'ble Finance Minister and by holding of these review meetings the working and functioning of the treasuries has improved to a great extent particularly in respect of rendition of accounts to various quarters , clearance of audit paras , OB items etc. but there is always scope for improvement.

6. He informed that there are 130 treasuries in the State, out of which 58 treasuries are functional in Jammu division, out of these there are 10 District Treasuries , three Additional Treasuries in Jammu, 26 Muffasil Treasuries and 19 sub treasuries. He added that during the current financial year we have established two new treasuries , one in Ramkote Jammu province and the other in Bagat-e-Kanipora in Kashmir province.

7. He stated that the computerization of treasuries is in full swing and almost 90 % hardware items have been received in the treasuries and the targets in this regard could not be achieved primarily because of non-availability of some hardware which, despite best efforts, was not supplied by the suppliers nominated by DGS&D. He informed that the supplies have now been arranged by the provincial Directors through their respective Purchase Committees.

8. He further stated that as of now 29 District treasuries are fully computerized. Now with the procurement of UPSs this software is expected to be rolled out in other treasuries of the state. Meanwhile a Working Group has been formed to look into any issue relating to treasuryNet and computerization of treasuries. This core group is to resolve issues relating to the treasuryNet. The Core group which comprises of Treasury officers and experts from IT Department acts as Liaison between NIC and Finance Department. He added that since the formation of this group, the results have been encouraging. The core group is meeting fortnightly.

9. The Director General , Accounts & Treasuries said that as per information made available by Treasury Officers, an amount of **Rs.0.46 Crore** have been recovered out of **Rs. 1.28 crore** excess pension paid by the J&K Bank to the pensioners as on ending **06/2014**, leaving a balance of **Rs. 0.82 crore**. Instructions have now been issued to recover the amount of excess pension from the pensioners immediately in one instalment only as per the advice of Reserve Bank of India.

10. The Director General, Accounts & Treasuries further informed that there were 198 outstanding **audit paras** as on ending **11/2013** and **147** new audit paras were added from **11/2013 to June , 2014**, Out of which **197** audit paras have been dropped leaving a balance of **148** outstanding audit paras at the close of **June, 2014**. He said that the Treasury Officers have



been instructed to pursue the settlement of audit paras vigorously by providing all possible details and records to the office of the Accountant General (A&E), so that Audit paras are dropped even before the next visit of audit party to their respective treasuries.

11. The Director General, Accounts & Treasuries said that as reported by the Treasury Officers across the State, 54052 **PRANs** have been sent to NSDL by the Treasury Officers in respect of the new entrants, out of which 52046 **PRANs** have been received by them ending **June, 2014**. An amount of ₹ **368.64 crore** has been uploaded/ transferred by the Treasury Officers of the J&K State to the concerned Bank ending June, 2014. Specific to Jammu Division, the Treasury Officers of Jammu Division have submitted 22205 **PRANs** to NSDL, out of which 21667 **PRANs** have been received. An amount of ₹ **154.91 crore** has been uploaded/ transferred by the Treasury Officers of the Jammu Division to the concerned Bank w.e.f. **01.01.2010** to ending June, 2014.

12. The Director General, Accounts & Treasuries informed that during the last five years, the Finance Department is pursuing an ambitious plan of construction of buildings for treasuries. The new buildings have been constructed for Treasury Kathua, Nowshera, Gool, Vijaypur, Paddar and Mahore. And during the current year it is expected to complete construction of building for the treasuries like Kishtwar, Chatroo, Bhallessa, Thathri, Pouni, Arnas, and Kotranka Budhal.

13. The Director General, Accounts & Treasuries said that as has been repeatedly said by the Hon'ble Finance Minister that treasury is the face of the Finance Department, it is, therefore, imperative for the treasury officers to deal with the public in a very polite manner but at the same time do not compromise with the implementation of rules and regulations. The treasury officers are impressed upon to follow the procedure of first come first serve basis strictly and do not deviate authorisations from one object to another.

## **II- Director General, J&K Funds Organization**

14. The Director General, J&K Funds Organization pointed out that a circular was issued previously whereunder it was mentioned that the DDOs will visit the concerned District Fund offices for reconciliation of the fund accounts and the DDOs will record a certificate on the bill that the necessary reconciliation has been conducted. She said that no progress has been made in this behalf which is a matter of serious concern.

15. After threadbare discussion on the issue, it was decided that the concerned CAO's of District Fund offices shall provide list of DDOs to the Treasuries who are required to conduct reconciliation with the Fund office and their salary shall not be drawn unless clearance certificate is issued by concerned Fund office.

### **III- Deputy Accountant General,(A&E), J&K, Jammu.**

16. The Deputy Accountant General (A&E) pointed out that it has been seen that the Treasury officers send the monthly accounts through the Class – IV staff of the treasury who are not able to explain most of the things for on spot rectification of discrepancies. He requested that the employees well conversant with the details of accounts should be deputed for rendition of the monthly accounts.
17. The Deputy Accountant General (A&E), J&K, Jammu said that there is a lot of improvement in the working of treasuries of Jammu and Kashmir divisions. The Deputy Accountant General(A&E), J&K, Jammu, however, said that the Treasury Officers after rendering the monthly Accounts, approach their office with corrections in the figures, both receipts and payments, of the accounts rendered by them, and rendering of revised lists of payment and Cash Accounts which result in delay in closure of accounts in his office. In some cases revised list of payments/ Cash Accounts are submitted as many as 3 to 4 times.
18. The Deputy Accountant General (A&E) added that though the Treasury Accounts are received in time but full classification of expenditure, Debit, Deposit and Remittance Heads (Receipt/ Payment) is not being recorded in the list of payments and Cash accounts resulting in misclassification of the amounts leading to adverse balances.
19. He further suggested that the State Government should seek immediate reimbursement from Bank on account of excess pension paid from the pensioners.
20. The Deputy Accountant General (A&E), Jammu said that the Treasury Officers can play a vital role in the rendition of Red DC Accounts by a particular DDO to the office of Accountant General (A&E) with the result the outstanding amount of AC bills in their office can be reduced.
21. The Director General, Accounts & Treasuries asked the Treasury officers to follow the advice of Deputy Accountant General (A&E) strictly.

### **II- President, Finance & Government Business, J&K Bank.**

22. The President, Government Business, J&K Bank informed that since the time it was detected that the excess pension has been paid by various Business Units of J&K Bank to the tune of Rs. 6.50 Cr approx, the Business units of J&K Bank have recovered a major portion of excess pension paid to the pensioners and as per their record there are only Rs. 0.21 crore only which are to be recovered from the pensioners as on date.



23. The Director General, Accounts & Treasuries advised Director, Accounts & Treasuries Jammu to provide list of pensioners (branch-wise) who have drawn excess pension alongwith the amount drawn in excess to J&K Bank and get the figures reconciled. He further advised the representative of J&K Bank to credit the whole amount of excess pension paid to the pensioners to the government account without waiting for easy instalments from the pensioners as was decided in a meeting held in the Conference Hall of J&K Bank on 09.04.2014 wherein the Assistant General Manager, RVI was also present.

24. The Director General, Accounts & Treasuries said that the Branch Heads of the Business Units of J&K Bank are normally required to obtain certifixates from the pensioners after every six months with regard to non-marriage, non-employment etc. as also to seek a life certificate from them, besides ensuring to record payment entries on the PPOs monthly. He said that these requisites as prescribed under rules but are regularly not being carried out by the Branch Heads of Business Units of J&K Bank. He further added that the Branch Heads are also required to watch the rates of pension admissible from time to time as per the stipulations prescribed in the PPOs by the Accountant General. He requested representative of J&K Bank to issue appropriate instructions to their business units in this regard.

**(VI) Discussion on Performance Indicators submitted by the Treasury officer for the month of June, 2014.**

25. The Director General, Accounts & Treasuries took up the Performance Indicators submitted by the Treasury Officers of Jammu division for the month of June, 2014, for discussion. Discussion at length was held with all the Treasury Officers, the nature/ position of audit paras (dropped/pending) against their treasuries, identification of land for construction of treasury buildings, conduct of administrative inspections as also the position of Permanent Retirement Accounts Numbers (PRANs) and the amounts uploaded to the Axis Bank on account of subscribers'/employer's matching share. Most of the Treasury Officers stated that a good number of audit paras had been dropped against them.

26. As a result of the discussions/deliberations by the Director General, Accounts & Treasuries on the Performance Indicators for the month of June, 2014, the following important decisions were taken and directions issued on the spot :-

- I. The concerned District Fund offices will provide the list of the DDOs to the treasuries who are***

*required to conduct the reconciliation of the fund accounts with the respective funds offices.*

- II. The Treasury Officers will report the cases of the pension recovery where the recovery has been started by the J&K Business Units / concerned Treasuries to the Accountant General.*
- III. The Treasury Officers will give focused attention to the issue of audit paras and see that these are dropped at the earliest without waiting for the next visit of audit party to their treasuries.*
- IV. The Treasury officers will fill and send , in advance, the replies of the questionnaire devised by the Accountant General and sent to them before conduct of audit of their treasury.*
- V. The Saddar Treasury Officer, Jammu will take up the matter regarding audit para pertaining to his treasury of the year 1991 with Director, Accounts & Treasuries Jammu so that the same is forwarded by the Directorate General, Accounts & Treasuries to the Accountant General (A&E) for consideration.*
- VI. The Saddar Treasury Officer, Jammu will explain the reasons for payment of G.P.Fund to the Municipal employees in violation of the standing instructions. The Director, Accounts & Treasuries Jammu will forward the same to Director General, Accounts & Treasuries alongwith his recommendations.*
- VII. The Treasury Officer, Additional Treasury Gandhi Nagar shall submit the proposal of exhausted batteries which have become outdated to the Director , Accounts & Treasuries so that possibility is explored for purchasing new batteries for the treasury.*

- VIII. The Treasury officer, Additional Treasury Talab Tillo shall , in future, come prepared with all the details in the meeting particularly in respect of liability / demand under various object heads in the treasury on a particular day or date.**
- IX. The National Informatics Centre, J&K State Unit will speed up the process of computerization of treasuries so that the important task taken in hand by the Finance Department under Mission Mode Project (National e-Governance Plan) is completed within the stipulated time lines.**
- X. The J&K Bank shall credit the whole amount of pension paid in excess to the State pensioners to the Government Account immediately.**
- XI. The President , Government Business , J&K Bank shall submit the information regarding the pensioners who have expired and surrender those PPOs to the concerned treasury for onward submission to Accountant General. Besides they will also furnish the details of pension credited to their account after their death and lying in their accounts.**
- XII. The Business Units of J&K Bank shall reconcile with the concerned treasuries the amount of excess pension paid to the pensioners without any further delay, so as to arrive at an accurate and definite figure of excess pension still unrecoverable.**
- XIII. The President , J&K Bank shall issue appropriate instructions to the units heads regarding obtaining of life certificate/ non-marriage**



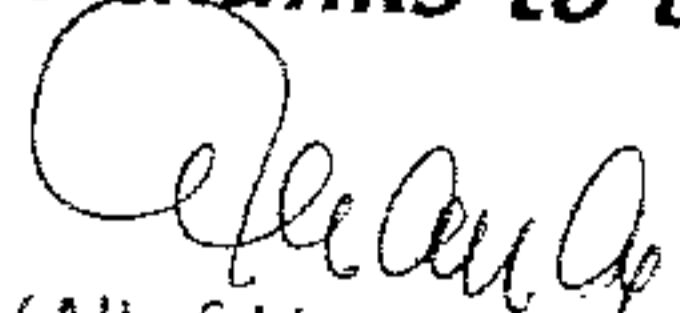
*certificate/ non-employment certificate etc from the pensioners after every six months.*

- XIV. The J&K Bank shall explore the possibility of opening of an extension counter of the J&K Bank nearer to the Treasury Dachan which is reportedly 4 & 1/2 kms away from the treasury location.*
- XV. The Treasury Officers / Business Units of J&K Bank will not force the pensioners for conduct of physical verification , as no such order has been issued this year by the Finance Department, J&K Government so that the senior citizens are not put to any unnecessary inconvenience. The Treasury officers are required to also advise the Branch Heads of the concerned J&K Bank Business Units not to ask for verification of pensioners this year , until and unless there are some formal orders for verification from the Finance Department.*
- XVI. The concerned Treasury Officers will use their good offices and identify the land for the construction of treasury buildings on a fast track basis. The District Treasury Officers/ Treasury Officers will monitor personally that after identification of the land for the construction of the treasury building that the construction of the building is being carried out as per norms / plan.*
- XVII. The Director, Accounts & Treasuries Jammu will request the authorities of Jammu Development Authority to speed up the construction work of Accounts & Treasuries complex at Muthi Jammu as the Hon'ble Finance*

*Minister after visiting the site has taken seriously the slow pace.*

- XVIII.** *The Treasury Officer, Billawar shall re-submit the case of Administrative Approval for construction of treasury building to the Directorate General of Accounts & Treasuries through DAT Jammu.*
- XIX.** *The Treasury officer, Kotranka shall visit the office of Accountant General (A&E) alongwith all details / information in respect of outstanding Audit paras and get the paras dropped immediately.*
- XX.** *The Treasury Officers will at the close of March every year prepare and submit the cases of Lapsed Deposits for more than three years to the Accountant General (A&E).*
- XXI.** *The Treasury Officers of District Treasury Reasi, Treasury Katra, Treasury Bhaderwah, Treasury Nowshera and Treasury Sunderbani shall note that their treasuries are made 100% online from the month of September 2014 and will submit the system generated accounts also to the concerned quarters.*
- XXII.** *The Treasury officer, Banihal shall immediately apply for issuance of Corporate ID from the nearest Business Unit of J&K Bank.*

*The meeting ended with a vote of thanks to the*  
**Chair.**

  
(Altaf Hassan Mirza)  
Director General  
Accounts & Treasuries  
Finance Department.

NO: DGA&T/PS/DR/604  
Dated :- 19.08.2014.

Copy to the :-

1. Accountant General (Audit), J&K , Jammu/ Srinagar.
2. Accountant General (A&E), Jammu/ Srinagar.
3. Chairman / Chief Executive, J&K Bank , Corporate Headquarters, Srinagar.
4. Director General , J&K Funds Organization.
5. Director General, Audit & Inspections, J&K.
6. Director, Accounts & Treasuries Kashmir/Jammu for immediate necessary action as directed.
7. Director Audit & Inspections , J&K.
8. Joint Director Funds Organization J&K Jammu / Srinagar for necessary action.
9. Deputy Commissioner, Stamps , Jammu.
10. OSD with Minister for Finance & Ladakh Affairs for kind information of the Hon'ble Minister.
11. Private Secretary to Principal Secretary to Government, Finance Department for kind information of the Principal Secretary.
12. All Treasury officers of Jammu Division/ New Delhi Treasury for information and further necessary action.

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