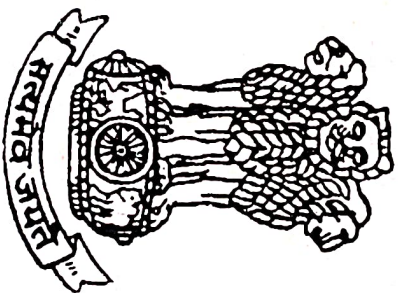


INSPECTION NOTE



Name of the office :-

Date of Inspecting :-

Name of Inspection Officer :-

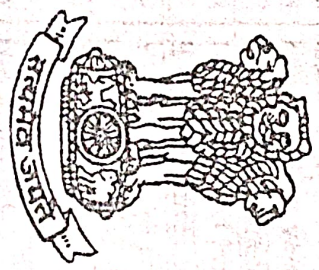
Kaimur (Bhabua) Treasury

28.06.2004

Dr. B. Rajender, IAS

District Magistrate, Kaimur (Bhabua)

INSPECTION NOTE



Name of the Office:-

Date of Inspection :-

Name of Inspecting Officer:-

Kaimur (Bhabua) Treasury

28.06.2004

Dr. B. Rajender, IAS

District Magistrate, Kaimur (Bhabua)

**INSPECTION NOTE OF THE INSPECTION OF BHABUA TREASURY
BY DR. B. RAJENDER, IAS DISTRICT MAGISTRATE, KAIMUR (BHABUA)**

**ON 28.06.2004,
APPENDIX-5
(See Rule-75)**

QUESTION FOR THE INSPECTION OF TREASURIES

QUESTIONS	REMARKS
1	2
STRONG ROOM	
1. (a) Are copies of the Public Works Department Inspecting Officer's certificate that the strong room is secure and fit for use and the Police Superintendent's order prescribing the position of the sentries hung up in a conspicuous place?	A certificate to the effect that the strong room is secure and fit for use was issued by the Executive Engineer, Building Division, Bhabua vide letter no 79 dated 24-01-2004. The Executive Engineer is directed to verify the treasury building every year in the month of December. There is a window on the outer wall of the strong room. This needs to be closed within one week.
(b) The Public Works Department Inspecting Officer's certificate will be in force for 12 months only. What is its date and it still in force?	Date of issue of fitness certificate is 24.01.2004 and it is valid up to 23.01.2005. It is still in force.
(c) Are the sentries posted in accordance with the orders of the Superintendent of Police?	Yes sentries are posted in accordance with Superintendent of Police but up-to-date orders of S.P. are needed. Please ask for the same.
2. Is a copy of the Rules for the verification of each balances hung up in a conspicuous place in the strong room?	Not applicable.
3. Are notice in English and Indian languages regarding encashment of notes exhibited in a conspicuous place when the balances allow of such encashment?	Not applicable.
4. Are the authorized methods of storing coin in the strong room strictly followed? Are there two locks to each of the chests and almirah inside the strong room are well as on the outer doors of the strong room and is the key of one kept by the Treasury Officer and that of the other by the treasurer?	Not applicable.
5. Are the Rules prescribed for the safe custody of the duplicate keys of the locks used in the treasury duly observed? Are they regularly examined in April each year?	Duplicate of keys used in the treasury are kept for safe custody in Sasaram Treasury. They are examined regularly in April. After examination the keys are sent to Sasaram Treasury vide letter 372 dated 19.05.2004.
6. Is there any bag or store of coin in the treasury kept apart from the general balance?	Not applicable
7. Is there any money or valuable placed in the treasury for safe custody by private persons or other departments and is the register prescribed in rule 80(c) properly maintained?	No valuable of private person are received in the treasury.

[Signature]

Treasury Furniture																																					
8. Has the treasurer got the set of minimum weights and test scales and are the scales in good condition? Are the ordinary weights and scales ever tested and is any record kept of such test?	The following weights and weighing scale were found in the strong Room used to weigh opium <table border="1"> <tr> <td>56 pond - 05 pieces</td> <td>01 Manual- 02 Piece</td> <td>30 Total-</td> <td>01 piece</td> </tr> <tr> <td>22 pond- 01 "</td> <td>1000-Total- 01 Piece</td> <td>20 "</td> <td>03 "</td> </tr> <tr> <td>10 Scers- 02 "</td> <td>500- " 01 "</td> <td>16 "</td> <td>01 "</td> </tr> <tr> <td>20 " 02 "</td> <td>250 " 02 "</td> <td>15 "</td> <td>01 "</td> </tr> <tr> <td></td> <td>100 " 02 "</td> <td>01 kg,</td> <td>01 "</td> </tr> <tr> <td></td> <td>050 " 02 "</td> <td>500 gr.</td> <td>01 "</td> </tr> <tr> <td></td> <td></td> <td>200 gr.</td> <td>01 "</td> </tr> <tr> <td></td> <td></td> <td>100 gr.</td> <td>01 "</td> </tr> <tr> <td></td> <td></td> <td>50 gr.</td> <td>01 "</td> </tr> </table>	56 pond - 05 pieces	01 Manual- 02 Piece	30 Total-	01 piece	22 pond- 01 "	1000-Total- 01 Piece	20 "	03 "	10 Scers- 02 "	500- " 01 "	16 "	01 "	20 " 02 "	250 " 02 "	15 "	01 "		100 " 02 "	01 kg,	01 "		050 " 02 "	500 gr.	01 "			200 gr.	01 "			100 gr.	01 "			50 gr.	01 "
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		100 gr.	01 "																																		
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9. Is the furniture of the treasury adequate? If not, what additions and replacements are necessary?	Stock register is maintained. Adequate furniture is not available in the treasury. A letter be sent to Finance Department to make allotment of fund for the purchase of furniture.																																				
10. (a) How many spare Chubb's locks are there in store?	Two Chubb's locks bearing no. 12108 in one Chubb's and other Chubb's bearing no. 29610 are in use.																																				
(b) What is their condition?	The locks are greased properly and they are in good condition.																																				
(c) Who keeps their keys?	The keys of these two locks are kept with the Treasury Officer and also the Stamp Clerk Shri Vishnujee who is in charge of the Strong Room.																																				
11. What is the state of the treasure boxes and do those in use possess Chubb's locks?	Not applicable.																																				
Treasurer's Branch	Not applicable																																				
12. Are Notice in English and Indian languages in bold type hung up in the treasurer's room and near the counter conveying a warning that persons paying money into the treasury should never the treasury before obtaining receipts signed both by the treasurer and in cases of receipts for amounts of Rs.500 and over by the treasury officer excepts as provided in Rule 111?																																					
13. The cash balance of daily balances of one or two days in the month preceding that in which the inspection is held.	Not applicable.																																				
14. The statements of daily balance of one or two days at random should be examined to see whether-	Not applicable.																																				
(i) they were at reed with the accounts and signed by the treasury officer on the evening of the same day,																																					
(ii) the totals of the cash balance and stamps, opium, etc. in the treasurer's custody exceeded the amount of his security of not,																																					
(iii) the distribution of treasure shown in the two columns of the balance sheet (1) closing balance and (2) closing balance in the hands of the treasurer, is correct with reference to the resister of double lock transactions.																																					

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<p>15. The figures in the office copies of the statements of un-current silver coins and the annual returns showing the silver coin, cut of broken, submitted to the Currency Officer, Kolkata, of any months elected at random, should be examined to see if they agree with the entries in the respective registers.</p>	<p>Not applicable.</p>
<p>16. Dose the Treasury Officer himself register every amount passed into of out of double locks at the time with his own hand /</p>	<p>Not applicable.</p>
<p>17. (a)(1) In how many receptacles is the currency chest balance kept /</p> <p>(2) Are all the receptacles kept under double locks?</p> <p>(3) Who hold the keys of the receptacles ?</p> <p>(b) (1) Is the currency chest book (vide Rule 735 (ii) usually kept locked inside a chest?</p> <p>(2) Does the treasure have access to the currency chest book except in the presence of the Officer in charge of the treasury?</p> <p>(3) Are the currency slips submitted to the Currency Officer serially numbered, and is the serial number of the slips suitably recorded in the chest book? A number of entries in different pates of the book should be examined to see that the slips have been correctly numbered?</p>	<p>Not applicable.</p> <p>Not Applicable</p> <p>Not applicable.</p> <p>Not applicable.</p>
<p>18. The currency chest balance should be verified if not already done within 60 days of the date on which the inspection is held. Note:- Whenever possible, and always provided that the last verification has been done within 60 days of the date on which the inspection is held, inspecting officers should not do the inspection and verification of the balances on the same day, in order that may be able to devote adequate time to inspection.</p>	<p>Not applicable.</p>

When the currency chest balance is verified the following questions should be answered:-

- (1) Does the amount of cash and currency notes in the currency chest agree with the balance as shown in the last entry in the currency chest book?
- (2) (a) How many of the receptacles containing the currency chest balance have you personally verified by counting at this inspection?
 - (b) (i) when were other receptacles sealed and are seals intact?
 - (ii) the totals of the cash balance and stamps, opium, etc in the treasurer's custody exceeded the amount of his security of not.
- (3) When the currency chest balance is not verified the date of the last verification should be noted.
- (4) The report in the enclosed form (T.C. Form-87) should be completed the inspecting officers should personally compare the balance as recorded in this report with that shown in the last entry in the currency chest book and sign it immediately after the comparison is made. The report should not be left to be put for signature later with other papers.
Note:- In dispatching the report care should taken to see that it is not possible for the treasury staff to intervene in the dispatch of the report.

(5) (To be filled on return of the report from the Currency Officer) Has the balance reported by you been accepted by the Currency Officer ?

19. (a) What security does the treasurer give? (b) Where is the bond kept?	Not applicable Not applicable.
20. Who appoints peons?	Not applicable
21. Are the Service Books of the whole establishment in the double locks? (A few service books should be taken at random to see whether they contain a statement of leave account and that the statement of leave have been examined by a gazetted Government Servant)	Yes, it has been kept in double lock in the strong room. The Treasury Officer stated that there are seven employees posted in treasury in which two employees are of treasury cadre, one deputed from SFC through Finance Department, four employees from Collectorate and one from Medical Department. On perusal of service book of Shri Girish Chandra Jha, verification was done on 04.04.2004. Earned leave account was examined by the Treasury Officer on 04.04.2004. Two employees of treasury cadre namely Shri Ramdeo Verma and Shri Krishna Kumar. Data entry Operators were posted in the treasury on 19.01.2004 and the service books were opened on 27.03.2004.
STAFF REGISTER	The staff register of the employees is not maintained in the treasury. The Treasury Officer is directed to maintain the same.
C.L./ISSUE/DISPATCH REGISTER	C.L. Register is maintained properly. The issue and dispatch registers are not maintained in the prescribed proforma. On perusal of receipt register, it is not clear that placement of receipt letter in a particular file and also compliance of the letter. The Treasury Officer is directed to maintain the receipt register in the prescribed proforma.
STOCK REGISTER	The stock register is also not maintained in prescribed the proforma. The Treasury Officer is directed to maintain the stock register in prescribed proforma.
22. Are all the registers maintained by the treasurer properly kept up? Does the treasurer maintain any unauthorized register?	Register of registers: On perusal of this register it is clear that there are 36 (thirty six) registers maintained in the treasury.
23. Is care taken to see that the amounts of cash, stamps and opium taken out of double lock is not more than is actually required?	No cash is kept in the strong room. The stock of opium is kept in one wooden box, six sealed tins one small sealed packet and five small sealed boxes. It seems that the stock of opium is in a deteriorated condition. Letter no. 350 dated 15.05.2004 has been sent to Excise Department for its disposal. Care is taken while stamps are taken out from double lock.
Stamp and Excise Opium 24. Is the store account of stamps and excise opium kept regularly up-to-date?	Account of stamps is up-to-date.
25. (a) What security does the stamp clerk give? (b) where is the bond kept? (c) When was it last tested?	The stamps clerk Shri Vishnujee has furnished the N.S.C. each of Rs.500/- total Rs. 1,000/- (One thousand).
26- Are the stamp registers properly and neatly maintained and	There are two types of stamp registers maintained in treasury. One is

<p>the cutting (if any) initialed by the Treasury Officer?</p> <p>27. Are the double lock and the single lock registers of stamps checked and initialed by the Treasury Officer as required by rule 26 of the Rules for the Supply and Distribution of Stamps?</p>	<p>double lock register and another is single lock register. Two double lock registers are maintained- one for judicial stamps and another for non-judicial stamps. Non-judicial stamp registers bearing various denominations stamp entry is made which are Rs. 1/-, Rs.2/-, Rs.3.50, Rs.5/-, Rs.10/-, Rs.20/-, Rs.50/-, Rs.100/-, Rs.500/-, Rs. 1000/-, Rs.2000/-, Rs.5000/- and Rs. 10,000/-. Under each denomination total number of stamps and its value is mentioned and date wise issue and balance of stamps also mentioned which is written in blue and red ink respectively. On perusal of the stamp register it was found in the overwriting initialed by the Treasury Officer.</p> <p>There is a separate stock register. The vendors normally deposit the money in the treasury through challan on Monday, Wednesday and Friday and stamps are issued to the vendors on every next day of the deposit. There are 20 stamp vendors in the treasury whose specimen signatures are kept in a guard file. At the time of distribution specimen signature of stamp vendors is verified by the stamp clerk. Treasury Officer has verified the stamp account on 31.03.2004. Plus-minus memorandum is being sent every month along with monthly account to A.G. Bihar.</p>
<p>28. Check some of the entries of issues in the double lock register and see if they agree with corresponding entries of receipts in the single lock register.(Rule 28 of Rules for the Supply and Distribution of Stamps).</p>	<p>Not applicable.</p>
<p>29. Is there suitable accommodation for the storage of stamps of various denominations and are they systematically kept?</p>	<p>There is suitable space for the storage of various denominations of stamps. The stamps of various denominations are systematically arranged.</p>
<p>30. What precautions are taken to prevent damage by insects e.g. white ants?</p>	<p>Fenikill powder is sprinkled over the stamps to prevent damage caused by insects and white ants.</p>
<p>31. At what intervals is the stock overhauled to detect damage(if any)</p>	<p>The stock of stamps are being overhauled to detect the damage but there is no record to this effect available in the treasury.</p>
<p>32. What stock is left with the treasury of official vendor?</p>	<p>All the stamps which are issued for distribution on a particular date are kept with stamp clerk till the distribution is finished. The stamps are kept in steal almirah of the stamp clerk.</p>
<p>33.(a) When was stock last actually taken? (b) By whom (c) Was it found to agree with the balance in the register?</p>	<p>31.03.2004 Treasury Officer, Bhabua Yes.</p> 

Accounts Branch	Not applicable
<p>34. Some of the daily sheets of the various sub-treasuries taken at random should be examined to see-</p> <p>(a) If they have been checked and classified</p> <p>(b) If there is any unnecessary delay in incorporating the sub-treasury transactions in the district treasury accounts and</p> <p>(c) If they are filled properly</p>	Not applicable.
<p>35. Taking at random the balances at the district and sub-treasuries for a number of days, examine whether they exceeded the normal balances fixed and note the result if the fixed balance at a sub-treasury was exceeded by any appreciable amount, where prompt steps taken to transfer the excess?</p>	The vouchers (bills) duly passed by the treasury return as vouchers. The vouchers are kept in a iron box.
<p>36. How are vouchers stored between the date of payment and transmission to the accounts office?</p>	Not applicable
<p>37. Are remittances within the district watched by means of daily balance sheets?</p>	The Treasury Officer stated that pension payment order received from the A.G. Bihar are being maintained in a separate docketing register. The pension payment orders are supposed to be kept with the clerk. The Treasury Officer stated that when the pensioner comes with the personal copy in the treasury, the Treasury Officer verifies the signature, photo, family list and demand statement of the pensioner, then first pension is passed. At the time of passing the pension treasury serial is given on the pension book. After payment of first pension, PPO is transferred to the choice bank of the pensioner. At present only 22 pensioners are getting pension from this treasury on which eight pensioners are getting regularly, twelve pensioners getting after six month and four pensioners are not drawing the pension since one year. In accordance with B.T.C. Rule 389 of Vol-I necessary information has been sent to A.G. Bihar vide letter no. 90 and 91 dated 03.02.2001 respectively. One Military pension and 09 (nine) M.L.A. pensioners are getting pension from this treasury. One M.L.A. pensioner is not getting pension for a very long time. Treasury Officer is directed inform the matter to the Finance Department.
<p>38. Are the files of the pension payment orders complete according to the registers kept of the pension payment orders payable at the treasury? Are the orders in good condition? Are all payments noted on them and initialed by the Treasury Officer? Are any of them improperly detained, payment pension being more than one year in arrears?</p>	
<p>39. In the case of pensioners permanently exempted from personal attendance and of those receiving payments by money</p>	There is no case of the pensioner who is permanently exempted from personal appearance and also of those who received payment from

orders, is proof obtained every year of their continued existence and recorded. Are the acknowledgment coupons of the pensioners who are paid by money order carefully preserved?	money order.
40. What steps are taken to prevent the impersonification of pensioners? Are you satisfied that the rules are intelligently followed?	Physical verification is being done in every month at the time of payment of pension.
Government Promissory Notes.	Register of Government promissory note on which interest has been paid by treasury is up-to-date.
41. Is the register of Government promissory notes on which interest has been made payable at the treasury kept up-to-date?	Not applicable.
The Reserve Bank of India Remittances.	Not applicable.
42. Where are the stores of forms of drafts and advices kept? under whose key and by what precautions maintained in order?	Not applicable.
43. Are issues of duplicate drafts noted in the issue Register?	Not applicable.
44. Are the counterfoils of drafts issued initialed by the Treasury Officer?	Not applicable.
45. Are advice lists of drawings on the treasury dated and initialed by the Treasury Officer immediately on their receipt? Are they filed chronologically in guard files according to the treasuries from which they are received >	Not applicable.
46 (a) Is the advice list of remittances sent to the Accountant-General on the day a transaction takes place?	Not applicable.
Deposits 47. Is there a periodical agreement of the balance at the credit of an Personal Ledger Account?	There are four Personal Ledger Accounts are maintaining in this treasury viz- (i) Municipality Fund Bhabua (ii) District Board (iii) Bihar State Electricity Board (iv) Panchayat Samity On the above P.L. Account Sl. No. 4- there is no transaction for the last two years, plus-minus memorandum is being sent to A.G., Bihar with monthly account.
48. A sufficient number of items should be examined to see whether the Treasury Officer satisfies himself of the admissibility of the items as deposits.	Not applicable.
49. Does the Treasury Officer initial and date each deposit in the receipt register on the day on which the deposit is made? Does he	Not applicable.

also initial every entry of repayment in the receipt register?	
Miscellaneous	
50. (a) What record is kept of the Accountant-General's orders of retrenchment?	Treasury Officer stated that no such type of order has been received in this treasury.
(b) In whose custody it is?	
(c) Is it kept up-to-date	There are ninety-six self drawing gazetted officers and 292 drawing and disbursing officers are in this treasury.
51. Is a register kept of all the gazetted Government servant drawing their pay from the treasury?	Yes.
52. Are specimen signatures of these officers and of others who draw establishment and other bills on the treasury pasted in these registers in pages assigned to the officers?	No correction slips are being given by the Government. Hence new books are maintained and are up-to-date.
53. Are the corrections to the authorized codes, manuals, etc. pasted up-to-date? What is the last number of correction slip pasted in each book?	
54. Is the circular file of the Accountant General complete? What is the number of the last circular received?	Last circular received from the Accountant General of Bihar vide letter no. T.M/D.A. 200405/35 dated 07.05.2004. The circular is related to government employees.
55. Does the Treasury Officer take pains to see that the important new circulars are understood?	Circular no. 1607-B dated 03.03.2004 has been received in treasury for payment of salary through Bank Account.
56. Are the office registers and records in good order?	Maintenance of office registers and records are not satisfactory. The Treasury Officer is directed to bind the registers and maintain the guard files by proper binding.
<u>Establishment.</u>	No amount is pending for the distribution.
57. Are receipts taken in a register for all pay and allowances issued? Is there any item left un-disbursed?	
58. Is a stamped receipt taken whenever the amount exceeds Rs. 20/-?	Yes.
59. Have the irregularities or suggestions noted in the last inspection report of the Accounts Department been rectified or carried out?	Last inspection of A.G. Bihar was done during the period 05.07.2002 to 12.07.2002. Treasury Officer has sent compliance report vide letter no. 329 dated 28.05.2003. Out standing paras of audit inspection note no. 52/98-99 of the A.G. Bihar is still pending for compliance. The Treasury Officer is directed to send compliance report within a week.
60. How many audit objections have been received from the Accountant-General, office since the last inspection? Do they indicate faulty work on the part of the district of Sub-treasury staff?	One inspection has been done by the A.G. Bihar. Some observations were made which have been complied

61. If so, what steps are to be taken for the avoidance of such irregularities ?

Log books of clerks are not being maintained. Name plates of the clerks are not available. The Treasury Officer is directed to ensure the same. The computer room requires greater neatness as dust particles may bring the system to a grinding halt. Vinyl flooring is urgently required. Cleaning of the room should be done regularly. The Executive Engineer, Building Division is directed to take steps for repairing the treasury office immediately.

62. GENERAL:-

(1) Kaimur treasury is one of the important treasuries of Bihar which was made computerized on-line since June-1999. Since then computerized advice list is being sent to the Bank and monthly accounts are prepared. The Treasury Officer and all the staff of treasury are trained so that they can perform the operation independently.

(2) Normally the allotment under different heads from the Government through letter number are received by the respective departments and treasury copies are also sent to the treasury. The department after receiving the allotment letter, enters the same in allotment register and comes to the treasury with that register. The concerned clerks in the treasury compare the same with treasury copy and they enter in the computer under a particular head. While entering each clerk has allowed a separate code and secrecy is being maintained and only that concerned clerk knows the entry of that allotment. Then it is entered into the computer and whenever withdrawal is done from concerned department through cheque or bills with LOC, there is mechanism in the computer to check the balance. Whenever the amount is exhausted, the computer does not accept the entry at all. Care should be taken while entering allotment into the computer. If there is any abnormal withdrawal of any particular head, it should be brought to the notice so that action is taken against the concerned person involved.

(3) The Computerization of GPF is on going and it cannot succeed without the active support of treasury. The Treasury Officer is directed to personally monitor the compliance of Finance Commissioner's letter no. 1198 dated 05.03.2001 in toto. Deduction schedules of GPF should be sent under four categories as instructed in the letter on monthly basis. Any lapse in this regard will be seriously viewed and the Treasury Officer/Head Assistant will be made responsible for it.

(4) On perusal of the accounts for the month of April, 2004 of the receipt cash book, the amount was received under twenty five Mejor heads is Rs. 1,38,66,053.00 (Rupees- One crore thirty-eight lacs sixty-six thousand fifty-three only. For the month of April, on payment side it was found that under 25 Mejor heads the payment was made and the total amount was Rs.3,67,49,275.15 (Three crores sixty-seven lacs forty-nine thousand two hundred seventy-five and paise fifteen only).

(5) The Treasury Officer is directed to maintain a separate receipt register for allotment letters received from the Government. This should be further categorized under different heads and be distributed among concerned clerks. Concerned clerk, in turn, should maintain a guard file head-wise (apart from the allotment register) and paste it there. The Treasury Officer must keep a vigil upon the monthly receipt head-wise and its withdrawal. Any anomaly in this should quickly be brought to the notice of undersigned for further investigation.

B. Rajender
23.3.2005

(B. Rajender)

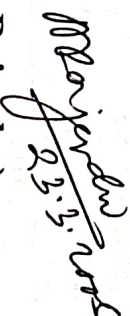
District Magistrate, Kaimur (Bhabua)

Memo No.

522 /Conf. Bhabua, Dated:- 24.03.2005

Copy to

1. Chief Secretary, Bihar, Patna for kind information.
2. Secretary, Board of Revenue, Bihar Patna for kind information.
3. Commissioner & Secretary, Finance Department, Bihar Patna for informaion and necessary action.
4. Director, Treasury & Accounts, Bihar Patna for information and necessary action.
5. Commissioner, Patna Division, Patna for kind information.
6. Treasury Officer, Kaimur (Bhabua) for information and compliance.



(B. Rajender)

District Magistrate, Kaimur (Bhabua)