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Exempted from personal appearance to give T.R. 16, S.R. 71 (a). proof to Treasury Officer annually of their continued existence.

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Irregularity rep to be inve personally.	orted by Accestigated by	ountant- the	-Genera Directo		. 4, S.R. 4.		
Notices regardin	ng hours of w	ork in t	he,—etc	. T.R.	4, S.R. 6.		
Opening of —d pre-audit at-See	_			. T.R	. 3, Instruct	tion 2	
Treasury balance-							
Amount held i Cash balance		sole	costody	, T.R.	11, S.R. 3 (b)	
Monthly	••	••	·· •	. T. R	. 30, Instru	ction	
Weekly		••		. T.R.	30, Instruct	ion 2.	
Double lock ba Issue of coin					11, S.R. 70	(d),	
Issue of note	s from				11, S.R. 76		
Receipt of co	oin into				11, S.R. 7 (
Receipt of no	otes into	• •			11, S.R. 7		
Register of d	ouble lock (ra)	nsactions	3	T.R. 1 (8	1, S.R. 7 (g)) (g).	and	

Treasury rule. subsidiary rule and instruction.

T-cont.

To be telegraphed to the Secretary to Government, Finance (Ways and Means) Department on the fourth working day of each month.

T.R. 30, Instruction 4

Verification of—rules regarding

T.R. 4, S.R. 7.

Weekly report on amount of— See also 'Cash" T. R. 30, Instruction 2 " cash balance ".

Treasury Officer-

Duties in regard to recoveries ordered by the T.R. 31, Instructions Accountant-General.

1---2.

Duties of with regarding to objections and recoveries.

T.R. 31, Instructions 1---3.

Memorandum to be furnished when cashing bills of Survey Officers and others at a distance from the treasury.

T.R. 16, Instruction 54.

Precaution to be observed in payment of T.R. 16, S.R. 40. cheques, when payee is unknown,

Responsibilities and duties of —in paying claims.

T.R. 16, S.R. 32 (a) and T.R. 18.

Responsibility of regarding fund deductions

T.R. 16, S.R. 32 (d).

Responsibility of—to get sufficient information T.R. 16, S.R. 32 (a)

Regarding nature of every payment he makes and to record it on the voucher.

T. R. 25.

To affix his private seal to both lock of strong-room in addition to official seals.

T.R. 11, S.R. 3.

To verify the signature of authorising Audit Officer, if any, before passing bill for payment.

T.R. 16, S.R. 32 (b).

To check arithmatical computation in bills

T.R. 16, S.R. 32 (d) and T.R. 26.

To check Gazetted Officers' claims with T.R. 16, S.R. 32 (d). reference to latest orde s.

Treasury rule, subsidiary rule and instruction.

Treusury Officer-cont.

- To check the receipt, issue and balance of T.R. 16, Instructions cheque forms and see that issues to 40.

 Officers are promptly acknowledged.
- To intimate to drawing officers—Amounts T.R. 16, S.R. 32. disallowed.
- To keep disbu ser's halves of Pension Pay- T.R. 16, Instruction 63 ment Orders in Personal custody.
- To make recoveries ordered by the Accounttant-General without entering into correspondence with the officers concerned.
- To observe the rules regarding completion T.R. 16, S.R. 32(a), of youther.
- To obtain orders of Accountant General, T.R. 31, Instruction 2 if reoveries are delayed or appear likely (c). to be delayed.
- To obtain a neually the Public Works, Officers T.R. 11, Instrustion 4
 Certificate of safety of strong room. (c).
- To examine all locks and keys of treasury T.R. 11, Instruction 5 and certifyinthe register on taking charge. (i).
- To pay immediate attention to communications from the Accountant-General.
- To see personally that notice regarding T.R. 4, S.R. 6. currency onvenience to the public are hung up conspicuosly.
- To record on Pension Payment Order, T.R. 16, S.R. 71 (e) verification of pensioner's continued existence, in the case of pensioners exempted from personal appearance.
- To see that moneys (including stamps and T.R. 11. S.R.3(b), opium) in sole charge of Treasury at any time does not exceed his security.

Treasur rule
subsidiary rule and
instruction.

T_{-}	-cont.
-	-CUIII.

Treasury Officer - cont.

Transfer of Relieving Officers' specimen T.R. 36 S.R. 64. signature to be sent to other treasuries by out going officer for the purpose of Reserve Bank Drafts

see also "Custody, Payment, Receipts, Treasury Procedure, etc.

Treasury Pay Office-

Custody of currency chests in ... T.R. 11, Instruction 13 (b).

Treasury Procedure-

At places where treasury business is conducted by the Bank.

Advices and certificates to departmental officers T.R. 16, S.R. 60.

Register of chalans issued ... T.R. 10 Instructions 33.

Register of orders for payment ... T.R. 16, S.R. 57(b).

Uncurrent Coin-

Withdrawal form reulation— See "Coin".

Undisbursed pay, etc .—

Of establishments, how treated and accounted T.R. 32, S.R. 4. for.

Village Remittances-

Accounts procedure at sub-treasury and at the T.R. 10, Instruction 22 Bank.

Procedure for receipt of in non-banking sub. T.R. 10 S.R.14 and t easuries. Instruction 22

Treasury Rule,

subsidiary rule. and instruction. V.—cont. Village Remittances—cont. T.R. 10, Instruction Unshroffed 22. Vouthers-T.R. 32, Instruction 2 Cancelling of T.R. 22, Instruction 2 Cancellation of sub-relating to conting noises Certificate of cancellation and refac ement of T.R. 32, Instruction 2 T.R. 16, S.Rs. 2 and Completion of 32 (a., See also "Bills ". Defacement of sub-T.R. 32, Instruction 2. T.R. 16, S.R. 2(h). Delegation by head of office to sign T.R. 32, Instruction 1 Filling of -not submitted to audit..... T.R. 16, S.R. 31. For repayment of deposits..... Payments of certificate to be recorded in T.R. 32, S.R. 2(b). absence of. Rules for the preparation of T.R. 16, S. Rs. 2 and 32, T.R. 2, S. R. 2 .. To be in prescribed forms T.R. 32, S.R. 2. Wages-To non-pensionable menial establishments T.R. 16, S.R. 19(vi) -drawal of Withdrawal of moneys-From Government Account -See "Moneys". Works -Preparation and payment of bill T. R. 16, S.R. 29 and Instruction 4. 5.

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