

**Government of Rajasthan  
Finance (EAD) Department**

F. 5 (Th-75) DTA/ IFMS/2266-2319

Dated 20.05.2016

**All Treasury Officers,**

**Sub: Implementation of works transactions on Treasury mode  
Reference: FD's Circular dated 18-03-2016 and this office even number letter dated 5<sup>th</sup> May,2016.**

As per the procedures defined vide above referred circular and letter, works transactions have been shifted on Treasury mode. First monthly account (April,2016) in accordance to the new system has also been rendered to PAG office by all Treasuries. Sincere efforts have been involved by all the concerned officials for establishing the new system according to the instructions of the State Government but some issues still need immediate address at your personal level for ensuring more accuracy and transparency.

During the course of implementation, it has been observed that undue objections were made on the works bills and multiple mistakes were made by Treasuries in the compilation of monthly accounts. **Repetition of these mistakes in future course will invite strict disciplinary action against the responsible authorities.**

In this light, compliance of following instructions must be ensured-

1. Undue Objections should not be made on the works bills. New process doesn't shift financial responsibilities of Divisional officers and Divisional Accounts Officers to Treasuries so checks should be restricted by Treasuries only up to the limit of checklist provided in the FD'S circular dated 18-03-2016. If some points need more clarity, the same may immediately be clarified from DTA without resolving your level in the lack of knowledge or awareness.
2. According to the point no. 15 (b) of circular dated 18-03-2016, Treasuries will only be responsible for checking of online budget provisions, balances and expenditure as per the limits of A&F, Work Orders through the system and physical bills provided by divisions as per the set procedures. Discrepancy between online records and physical records/ certification will also be checked at the level of Treasuries.
3. Complete Technical sanction is not required so abstract of Technical Sanction should be obtained with first bill along with A&F, O&M, Sanction, Work orders etc (as the case may be).
4. Certificates as provided in the circular dated 18-03-2016 are printed on the system generated WAM bill so there is no need to obtain manual certification.



5. Objections should be made online and one time and directly forwarded to divisions through the system. These are also visible to FD, DTA and Departments. NIC must ensure proper arrangements in the system for this purpose.
6. Proper arrangements on the TOKEN WINDOWS with CCTV cameras should be made for obtaining works bills from Divisions with authorized officials and BT registers . Date and time should be recorded in the register for receipt and dispatch of the hardcopies of bills to divisions. TO should personally ensure monitoring over the working arrangements made in Treasury and Sub Treasuries for this purpose.
7. Works Bills received at Sub Treasuries from the divisions (associated with them) should be passed at STO level. TO should not interfere in this process. Clarity may be provided on the issues raised by STOs . Treasury Officer is responsible for smooth implementation of new system at the level of Sub Treasuries. Inspection of Sub Treasuries in a month should also be done in the initial stage by Treasury Officers for addressing the local issues.
8. If any case of wrong practices/ undue objections/ non cooperation is found at any place (Try/ Sub Try) , strict action will be taken against the authorities concerned.
9. Treasury Officers are responsible for complete monitoring of payments/ receipts, accounts submission related to works transactions. Responsibilities of Divisions have already been prescribed in the FD'S circular dated 18-03-2016.
10. At the initial stage, complete technical and operational support should be provided to all divisions coming under the ambit of Treasuries/ Sub Treasuries. Training should be imparted to all staff of divisions.
11. Monthly works Accounts (First and second list) along with civil accounts should be checked first by Treasury Officers and submission must be ensured after ensuring accuracy. The officials of DTA will also check the works accounts in transition phase before sending it to AG office until all the important issues are resolved. Lists / Forms of accounts should be submitted as per the instructions of AG office attached at Annexure-A and procedures prescribed under circular dated 18-03-2016. As per the communication of PAG office, there is no need to submit Annexure-IV and V with accounts.
12. Nodal officers list of each Works Department is available at the home page of WAM so issues related to non entry of Cash Receipts, opening balances, wrong bills submission, non cooperation by the respective divisions should be intimated first to these officials under intimation to DTA office.
13. Sub Treasury staff should also be trained properly to handle all the issues. Monitoring over payment and accounts compilation process of Sub Treasuries should be done on daily basis.

The action taken Report on the above issues may be submitted to Director, Treasuries and Accounts at the earliest.



**(Bhaskar A. Sawant)**  
**Secretary, Finance (Budget)**

Copy forwarded to the following for information and necessary action-

1. Director, Finance (Budget ) Department, Secretariat, Jaipur
2. Director, Treasuries and Accounts, Vitta Bhawan Jaipur for ensuring compliance of instructions from Treasury Officers.
3. State Informatics Officer, NIC, Secretariat, Jaipur
4. PCCF/ FA, Forest Department, Aranya Bhawan, Jhalana Area, Jaipur
5. Chief Engineer/ FA, Public Works Department, Jaipur
6. Chief Engineer/ FA, Public Health and Engineering Department, Jaipur
7. Chief Engineer/ FA, Water Resources, Sinchai Bhawan, Jaipur
8. Divisional Commissioner/ FA, Command Area Development (CAD), Kota
9. Chief Engineer/CAO, Indira Gandhi Nahar Project, Bikaner
10. Joint secretary Finance (G&T) Department, Secretariat, Jaipur
11. Joint secretary Finance (EXP-III ) Department, Secretariat, Jaipur
12. Sh Manoj Nagar, Technical Director. NIC. Secretariat, Jaipur for ensuring compliance
13. Sh. I D Variyani, Principal System Analyst, NIC , Vitta Jaipur for ensuring compliance
14. Sh. Lalit Goyal, Principal System Analyst, NIC , Jaipur for ensuring compliance

  
**Joint Secretary**