

ANNEXURE

I. DEPARTMENT OF TREASURIES

Session: 1st Session 10.00 AM to 1.00 PM 2nd Session 2.00 PM to 5.00 PM

Sl No.	Name of Activity	Time limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1.	Issuing of certificates of remittance in the event of loss of original chalans	During the course of the Session	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries/Director of Treasuries for District Treasuries
2.	Verification of chalans remittance particulars for refund purpose	do	do	do	do
3.	Receiving of valuable for safe custody/receiving safe custody articles	do	do	do	do
4.	Pension Certificate	do	do	do	do
5.	Verification of Group Insurance (GIS), Family Benefit Scheme (FBS), State Life Insurance (SLI)	do	do	do	do
6.	Issuing of Tax Deduction at Source (TDS) certificate (Income Tax)	During the course of the day	do	do	do
7.	Family Benefit Scheme (FBS) reconciliation below one year	do	do	do	do
8.	Mail Transfer	do	do	do	do

9.	LPC / Salary Certificate to Self Drawing Officers (SDO)	During the course of the day itself (excluding first three working days)	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
10	Family Benefit Scheme (FBS) Reconciliation above one year	3 days	do	do	do

Services at the Counter :-

Sl No	Name of activity	Time limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.	Receipt of Cash for various purposes on behalf of Government and assigning chalan Number	Within half an hour	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
2.	Remittance of amount of TSB	do.	do	do	do
3.	Teller Counter	do	do	do	do
4	Encashment of Savings bank (SB) Cheque	do	do	do	do

5.	Encashment of Pension through Pensioner's Treasury Savings Bank (PTSB)	Within half an hour	Treasurer/Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
6.	Remittance to Civil Deposit, Treasury Security	Within half an hour	do	do	do
7.	Encashment of Treasury Term Deposit (TFD) and TSFDC	do	do	do	do
8.	Encashment of interest on Treasury Term Deposit (TFD)	do	do	do	do
9.	Issuing Bill Book	do	do	do	do
10.	Receipt under Treasury Term Deposit (TFD)	do	do	do	do
11.	Encashment of various Civil Deposits (SD, PD, RD, CCD, CRCD etc) and Refund Bill	During the course of the Session	do	do	do

12.	Encashment of D form Cheque	During the course of the Session	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
13.	Encashment of MACT awarded Cheques	do	do	do	do
14	Premature withdrawal from Treasury Term Deposit (TFD)	do	do	do	do
15	Payment of Group Insurance Scheme (GIS), Family Benefit Scheme (FBS), State Life Insurance (SLI)	do	do	do	do
16	Issuing of Savings Bank(SB) Cheque Book	do	do	do	do
17	Issue of Personal Deposit(PD) Pass book, Fixed Deposit(FD) Passbook, Specimen Card	do	do	do	do

12.	Encashment of D form Cheque	During the course of the Session	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
13.	Encashment of MACT awarded Cheques	do	do	do	do
14	Premature withdrawal from Treasury Term Deposit (TFD)	do	do	do	do
15	Payment of Group Insurance Scheme (GIS), Family Benefit Scheme (FBS), State Life Insurance (SLI)	do	do	do	do
16	Issuing of Savings Bank(SB) Cheque Book	do	do	do	do
17	Issue of Personal Deposit(PD) Pass book, Fixed Deposit(FD) Passbook, Specimen Card	do	do	do	do

18	Letter of Credit(LC) Cheque	During the course of the Session	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
19	Pre Check Bill	do	do	do	do
20	Opening of Savings Bank(SB)/Personal Deposit(PD)	During the course of the day itself.	do	do	do
21	First salary bill of Self Drawing Officers (SDO)	do	do	do	do
22	Encashment from Provident Fund(PF) Account	do	do	do	do
23	Travelling Allowance (TA) to Gazetted Officers and Non Gazetted Officers	do	do	do	do
24	Contingent bill	do	do	do	do
25	Issue of Stamps and Stamp Papers	do	do	do	do
26	Encashment of Medical Reimbursement	During the course of the day itself	do	do	do

27	Lumpsum Grant/Grants in Aid	During the course of the day itself	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant Districts Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
28	Savings Bank(SB) Transferring/ Receiving	do	do	do	do
29	Enchashment of balance amount in Savings Bank(SB) (including Pensioner's Treasury Savings Bank(PTSB) to legal heirs	2 days after getting proper application	do	do	do
30	Local Self Government (LSG) payments	2 days	do	do	do
31	(i) First pension/ Death cum Retirement Gratuity (DCRG)/Commutated Value of Pension (CVP) except in Pension Payment Sub Treasury (PPST)	3 days on getting required documents	do	do	do

	(ii) In Pension Payment Sub Treasury(PP ST)	2 days on getting required documents			
32	Life Time Arrear(LTA) on pension	3 days	Treasurer / Accountant	Junior Superintendent for Sub Treasuries / Assistant District Treasury Officer for District Treasuries	District Treasury Officer for Sub Treasuries / Director of Treasuries for District Treasuries
33	Salary Bills	On dates specified in KFC if, submitted 3 days in advance. (If not preferred in advance during the course of the day itself, excluding first three working days)	do	do	do
34	Pension transferring to Treasury/ Bank	5 days	do	do	do
35	Arrear of pay and allowance and Pension	7 days excluding first three working days	do	do	do