

STRONG ROOM:

- 1] Every Sub Treasury and District Treasury is provided with a Strong Room with an Iron Gate welded with mesh on the gate having double lock arrangements.
- 2] It requires fitness certificate issued by the EE R & B every financial year; otherwise no place should be used as a strong room.

The following are the items preserved in strong room:

- A] To store the stock of all varieties of stamps; match excise band rolls.
 - B] Currency chest, Cypher Code—Double lock balance; and single lock balance at Non Banking Sub Treasury;
 - C] To keep valuable articles and departmental cash chest deposited for safe custody;
 - D] Boxes containing ballot papers for conducting elections;
 - E] Boxes containing question papers of Public Service Commissions, Board of Examinations;
 - F] To keep amanath balances;
 - G] To keep stock of Cheque books and pass books;
 - H] Private articles of any person should never be kept in the strong room.
- 3] For every Sub Treasury adequate Police Guard should be provided with the strength of 4 constables and 1 head constable.
 - 4] The Strong Room should be neat and tidy. Suitable and timely steps should be taken to prevent damage to Stamps and other articles stored in the strong room **[Authority: DTA Memo No E3/27980/77 dt 17-5-75]**
 - 5] A gate entry register should be maintained as per SR 8 (a) under TR 11 for the purpose of the persons who entered in the Strong Room should written their names; date and time of entry and leaving and purpose on each occasion.
 - 6] The strong room duplicate keys of the Dist.Treasury should be deposited with the State Bank of India.
 - 7] The strong room duplicate keys of the Sub-Treasuries should be deposited with the Dist.Treasury.
 - 8] Approved pattern pad locks should be used as the double-locks on the entrance gate to a strong room, and also on the double-lock receptacles kept in the strong room. In case of need they shall be purchased from PWD, Seethanagaram.
 - 9] The pad-locks and keys register shall be re-written once in five years.
 - 10] All the locks supplied should be accounted for in a register in Form – 26**[Authority: Inst. 5(a) of TR11]**.
 - 11] In the Dist.Treasury, a combined register of Govt. pad-locks used in Dist. Treasury, supplied to the Sub-Treasuries and spare pad-locks with Numbers assigned to each should be maintained in Form – 26.
 - 12] Every pad-lock should have a number engraved on it and this serial number should be assigned by the DTO for entire district **[Authority:Inst. 5(b) TR 11]**.

- 13] One set of keys held by STO and other by the DLO at Sub-Treasuries.
- 14] One set of keys held by the DTO and other by the STO who in charges Strong room in Dist. Treasuries.
- 15] At no point of time, a single officer should be in the possession of both sets of keys. In times of NGO strike etc., the DLO keys shall be entrusted to local MRO.
- 16] Unless both the STO and DLO are present, the strong room or double-lock receptacles cannot be opened.
- 17] No local mechanic should be allowed to repair treasury pad-locks or to make a new key for one.
- 18] Disciplinary action should be initiated against concerned STO/DLO who has lost the set of keys.
- 19] The cost of locks and keys purchased in view of loss should be recovered from the STO/DLO who has lost the keys besides initiating disciplinary action.
- 20] The currency chest slip should be preserved carefully and bears consecutive serial numbers with reference to the previous transactions and it should be signed by both the STO and DLO.
- 21] The DTO is competent to order for transfer of funds within the district from the chest of non-banking to another chest of non-banking, from the chest of non-banking to bank and vice versa called as currency remittance.
- 22] For every six months physical verification of the stamps by the Concerned authority should be conducted on 30th June and 31st December every year and certificate recorded thereon.
- 23] The ATO/STO/DLO/Shroff should furnish security bond as a security deposit for the amounts of Rs.25,000/ 15,000 / 10,000 / 6,000 respectively. Otherwise they are not entitled for the special pay for conducting strong room transactions.
- 24] **The following varieties of stamps are kept in strong room:**
Non-Judicial/Court Fee Impressed/Court fee labels/ Special Adhesive Stamps/Copy stamps/Notary stamps/ A.P. Advocate and their clerk's welfare fund stamps/ Revenue Stamps/ Govt. of India Insurance Stamps / Indian Insurance Stamps/ Hundi stamps/ Share Transfer Stamps / Match Excise Band Rolls.
- 25] The above varieties of stamps are received from I G of Registration and Stamps, AP Hyderabad except N J Stamps up to Rs. 500/-
- 26] The Non-Judicial Stamps up to Rs,500/- are received from Security Printing Press, Hyderabad.
- 27] On receipt of Stamps from the above depots, the DTO should personally examine the packets and satisfy himself and count or caused to be counted in his presence in detail. After counting the stamps are kept in double lock almyrahs.
[Authority: Instruction 16 under TR 11 read with Chapter IV of Custody and Supply of Stamps]
- 28] Serial Number and Code Number should be affixed to the every NJ and CF Impressed stamped papers received from the Security Printing Press,

Hyderabad by the DTO. **[Authority: Lr No GO.01/23199/95 dt 1-9-95 of the Commissioner & I G of Registration and Stamps, AP, Hyderabad].**

- 29] After due verification the stock of stamps only posting can be made in double lock registers.
- 30] After due completion of the above procedure, the stamps will be issued to the STOs on receipt of their Quarterly indent duly posted in the double lock registers concerned. The stamps should be counted in the presence of the Shroff of the ST and handed over to him after obtaining his acknowledgement.
[Authority: As per Para 50 (i)(ii) under chapter IV of Custody and supply of Stamps]
- 31] The sale of stamps are to be conducted at Sub Treasuries and Sub Registrar counters only. The sale of stamps are conducted in two types—
a] with discount
b] without discount.
- 32] If the stamps became unfit for issue or spoiled, they should be listed out and report should be sent to the Collector, for verification of the Joint Collector. After due verification of the Joint Collector, the write-off proposals are to be submitted to the Commissioner, I G of Registration and Stamps, Hyderabad through Collector.
- 33] After receipt of write-off proposals from the I.G., Regn. & Stamps, Hyderabad, the Spoiled stamps are destroyed in the presence of the Joint Collector and obtain the Signature of Joint Collector in the Spoiled Stamps Register. Accordingly, the value of destroyed spoiled stamps reduced from double lock register. A detailed report in the matter should be submitted to the IG of Regn. & Stamps.
- 34] **The following cheque books are kept in the strong room.**
Local Fund Cheque books, MPP Cheque Books, PWD Cheque Books, Forest Cheque books, PD A/c Cheque books, CM-14, CM-15, Pass Books and Reserve Bank Draft Forms.
- 35] A fresh cheque book shall be issued after receipt of the printing requisition of the old cheque book along with a covering letter from the Administrator duly signed by him by authoring the messenger to receive the cheque book on his behalf.
- 36] For the sale of cheque book to all departmental officers no cost need be paid by the Administrators of all accounts except those falling under deposits of local funds. The LF cheque book will be issued on payment of Rs. 10/-.
[Authority:Lr No. SP.CHBKS / 150/1988/307 DT 4-4-89 of Asst. Director, Secretariat Press, Hyderabad]
- 37] In case of closure of any PD Account, the Administrator should submit the unused cheque book with unused folio along with a letter of the above fact for closure of the cheque book. The unused chequebook will be destroyed in the presence of the Administrator. **[Authority: Govt. Memo No. 21851/ 111/A1/ Admn.I/01 dt 7-6-2002]**
- 38] Safe custody articles deposited at Treasuries have to be withdrawn once in three years for verification and to re-deposit the same if necessary; after affixing new seals. The penal rent @ 25/-per year for the period of exceeding 3 years

have to be paid.[**Authority: Instruction 19 under TR11 of APTC Vol.I & GOMSNo 282 F&P [FW-TFR]DT 21-11-91 & GO MS NO 85 F&P [FW-TFR] DT 30-5-92**].