DIRECTORATE OF TREASURIES AND ACCOUNTS
TELANGANA STATE::HYDERABAD

Cir.Memo.No.C1/5353/2016

Sub: Public Services - T&A Department - Formation of New Districts in Telangana State - Revised delegation of consolidated Administrative and Technical powers to the Heads of District Treasuries in the State - Reg.

Dated: 04-09-2019.

   4) This office Cir.Memo.No.A3/5353/2016, Dt.30-12-2016.

1. Attention of all the Heads of District Treasury Offices (Deputy Director / Assistant Director / Assistant Treasury Officer) in the state are invited to the references cited.

2. Consequent on reorganisation of districts and provisional orders to serve in the districts in respect of the employees serving in the posts in the district offices, the Government vide G.O 3rd cited, have issued orders that, the employees deemed to be allotted provisionally and the employees provisionally ordered to serve the new districts, shall continue to be in their respective erstwhile district /zonal /multi-zonal cadres localised under the Presidential order, for the purposes of their lien, seniority, promotions and other service matters, as the above arrangement is purely temporary made due to administrative exigencies, in public interest.

3. Subsequently, the Government vide G.O.5th cited has issued orders appointing all the District Heads of erstwhile Districts as Nodal Officers to look after the Service matters in respect of the employees of respective departments working in the new Districts after reorganisation for the time being, until final allocation of employees is made, as the Service particulars of all those employees remain with them.

4. As such, in supersession of the delegation powers issued in the reference 4th cited, a revised delegation of powers to the District Treasury Officers (Deputy Director/Assistant Director / Assistant Treasury Officer) are hereby issued, as under.

Administrative Powers:

(1) The Deputy Directors of erstwhile districts shall exercise the following Administrative powers in terms of Para 2 in G.O. 1st cited and instructions in G.O. 5th cited, in respect of all the employees up to the category of Senior Accountant pertaining to the jurisdiction of erstwhile District.

a) Para 2 (i)  – Appointing authority.
b) Para 2 (ii) – Promotions, Transfers and Postings etc. subject to rules in force within the district
c) Para 2 (iii) – Service matters viz. Regularisations, declaration of probation, preparation of seniority lists.
d) Para 2(vii) – Disciplinary authority for and up to category of Senior Accountant.
(2) The Deputy Director shall prepare the panels to the Non-Selection Posts i.e., Senior Accountants and Junior Accountants by obtaining necessary proposals for inclusion of all eligible candidates of feeder category from the DTOs of newly created District Treasuries in the composite district.

(3) The Deputy Director shall take up all service matters for and up to the category of Senior Accountants Viz., Regularisation, Declaration of Probation and preparation of Seniority Lists by obtaining necessary proposals from the concerned DTOs with specific recommendations.

(4) The Deputy Directors of erstwhile composite district shall be the Disciplinary Authority, in respect of all the employees up to the category of Senior Accountant pertaining to the jurisdiction of the erstwhile District as per the CCA Rules in vogue.

(5) The District Head is competent for sanction of pension to all retiring employees working within the district jurisdiction.

(6) The District Head / DDO is competent to release A.G. Increments, pay fixations etc., to all the employees in the district / office, as the case may be.

(7) The District Head is competent to counter sign TA/TTA/LTC bills in respect of all category employees working in the district jurisdiction.

(8) The District Head is competent for sanction of GPF Advances and Part Final withdrawals as per GPF Rules and sanction of Medical Reimbursement Claims as per Rules in Vogue.

(9) The District Head is competent for sanction of interest bearing Loans & Advances to all the employees on the budget allotted by the Director of Treasuries and Accounts.

(10) Service Registers & its Maintenance of all employees in the district treasury jurisdiction shall be rest with the Head of the office.

(11) The Head of the District Treasury is competent to sanction encashment of EL to all the employees on account of Surrender of Earned Leave.

(12) Sanction of various kinds of leave:

   (i) The Head of the office (Deputy Director / Assistant Director / Assistant Treasury Officer/Sub Treasury Office) is competent to sanction CL/OH/CCL to all the employees working in their office.

   (ii) Where, the District Treasury is headed by the Assistant Director, he/she is delegated with full powers for sanction of EL/HPL/EOL up to the Senior Accountant category. For all other category employees, the Assistant Director may sanction leave up to 60 days. Beyond the said period, the Assistant Director shall send proposals to the DTA with specific remarks and recommendations for necessary sanction.

   (iii) Where, the District Treasury is headed by the Assistant Treasury Officer, the Assistant Treasury Officer is competent for sanction of EL/HPL/EOL to all category employees up to 60 days.
For sanction of EL/HPL/EOL beyond 60 days:

a) In respect of the employees up to the category of Senior Accountants, the Assistant Treasury Officer shall send proposals to the Deputy Director of the erstwhile composite District.

b) In respect of Sub Treasury Officers, the Assistant Treasury Officer shall send proposals to the Directorate of Treasuries and Accounts.

Technical Powers :-

The head of District Treasury (Deputy Director/ Assistant Director/ Assistant Treasury Officer) is empowered to execute all the delegated technical powers in terms G.O.1st cited and other Government/Department instructions issued from time to time, as under:

i) To conduct surprise inspection of Sub Treasuries under his jurisdiction as and when required in addition to normal annual inspection.

ii) Watching of Disposal of audit objection, including progress in furnishing the missing vouchers etc.

iii) Settlement of Inspection Reports of Accountant General, T.S., Hyderabad and Departmental Inspection Reports in respect of Sub Treasuries under his jurisdiction.

iv) Review the delay in passing of bills in the District Treasury and Sub Treasuries under his control.

v) Review of reconciliation by Departmental Officers with Treasuries.

vi) Watching of progress in the settlement of discrepancies in the Reserve Bank Deposits.


viii) Ensuring the submission of monthly accounts to Accountant General, TS, Hyderabad on due dates.

ix) Reconciliation with Public Works Department and Forest Division and issue of CTIs and CTRs.

x) Review of instances of misclassifications communicated by the Accountant General's Office to ensure non-recurrence of such misclassification.

xi) To review clearance of amounts kept under suspense for want of schedules of APGLI deductions.

xii) To conduct preliminary enquiries in cases of misappropriations, embezzlements.

xiii) Monthly review of lapsing of deposits as per G.O.MS.No.43, dated 10-4-2002 and subsequent orders issued by Govt from time to time and Responsible for maintenance of Revenue Deposits, Civil Court Deposits, Criminal Court Deposits, Election Deposits, Work Deposits etc.
xiv) Watching of performance by each functionary working under his control on monthly basis.

xv) Implementation of citizen charter in the District.

xvi) Watching of disposal of files.

xvii) Enforcing accountability on DDOs as per GO Ms.No.507, Fin (TFR) Dept., dt. 10-04-2002 and subsequent orders issued by Govt from time to time.

xviii) To supervise and monitoring of Sub Treasuries under his jurisdiction, and to act as Nodal Officer for CPS at district level and Auditing of arrear claims etc.,

xix) To ensure punctual submission of all returns required from the Treasury by the A.G /RBI/DTA.

xx) Responsible for issue of Cheque Books to the administrators of public deposit accounts.

xxi) Responsible for Safe Custody of valuable articles, Question papers, Election Materials etc., in strong room received from the Departmental Officers.

4. All technical powers and administrative powers delegated to the District Head shall execute as per the rules scrupulously, any deviation shall be viewed seriously.

5. All other powers, which are not covered in the above list shall rest with the Director of Treasuries and Accounts, Telangana, Hyderabad and may authorise such power to the District Head as the case may be, if necessary.

6. The above arrangement is purely temporary, made due to administrative exigencies until further orders.

Sd/- K. SRC. Murthy
Director of Treasuries and Accounts

To
All the District Treasury Officers (DD/AD/ATO) in the State.
All the Officers and Section Heads in the O/o the DTA, TS, Hyderabad.
Copy to SF/SC.

// Forwarded: By Order //

Junior Accounts Officer