

**DIRECTORATE OF TREASURIES AND ACCOUNTS
TELANGANA STATE::HYDERABAD**

Circular Memo.No.C1/5353/2016

Dated: 21-02-2022.

Sub: Public Services - T&A Department - Formation of New Districts in Telangana State – Final allocation of Staff among District Treasury Offices - Delegation of revised, Consolidated Administrative and Technical powers to the Heads of District Treasuries in the State - Reg.

Ref:- 1) G.O.Ms.No.521, Finance (Admn-I) Dept., Dated: 8-12-2003.
2) G.O.Ms.No.94, Finance & Planning (FW FR-I) Dept., Dated: 28-07-2000.
3) G.O.Ms.No. 381, General Admn. (SPF-MC) Dept., Dated: 19-10-2016.
4) This office Cir.Memo.No.A3/5353/2016, Dated: 30-12-2016.
5) G.O.Ms.No.92, General Admn. (SPF-MC) Dept., Dated: 27-03-2017.
6) This office Cir.Memo.No.A3/5353/2016, Dated: 04-09-2019.
7) G.O.Ms.No.124, G.A (SPF-MC) Dept., Dt.30-08-2018.
8) G.O.Ms.No.128, G.A (SPF-I) Dept., Dt.30-06-2021.
9) G.O.Ms.No.161, G.A (SPF-I) Dept., Dt.04-08-2021.
10) G.O.Ms.No.317 G.A (SPF-I) Dept., Dt:06-12-2021 of GoTS.
11) Memo. No. 1655/SPF-I/2021-3, Dt:13-12-2021 of G.A (SPF-I) Dept.,
12) Memo. No. 1655/SPF-I/2021-7, Dt: 23-12-2021 of G.A (SPF-I) Dept.,

- (1) Attention of all the Heads of District Treasury Offices 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 and 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 vide G.O.5th cited, Accordingly, a revised delegation of powers to the District Treasury Officers (Deputy Director/Assistant Director / Assistant Treasury Officer) has issued vide this office cir. Memo. 6th cited.
- (3) In the G.O. 10th cited, the Government have issued guidelines for allocation of the employees in the State, accordingly, all the employees holding the posts of District, Zonal & Multi Zonal have been allotted to concerned District/Zone/Multi Zones.
- (4) As such, in supersession of the delegation of powers issued in the reference 6th cited, a revised delegation of powers to the District Treasury Officers (Deputy Director / Assistant Director) are hereby issued, as under.

(A) Administrative Powers:

- (1) The District Treasury Officer shall exercise the following Administrative powers in terms of Para 2 in G.O.1st cited and in accordance with the G.O.9th cited, in respect of all the employees up to Junior Accountant and equivalent categories in the new 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., Regularisation, Declaration of Probation and preparation of Seniority lists.
 - d) Para 2 (vii) - Disciplinary authority.
- (2) District Treasury Officer shall prepare a list of eligible employees to the Non-Selection Posts i.e., below categories of Junior Accountant and equivalent, for promotion to next higher category.
- (3) The District Treasury Officer shall send necessary proposals for all service matters Viz., Regularisation, Declaration of Probation with specific

recommendations for preparation of seniority lists and panels for promotion to the next higher category in respect of Senior Accountant and above categories to the Directorate of Treasuries and Accounts, TS, Hyderabad.

- (4) The District Head is competent authority for sanction of pension to all retiring employees working within the district jurisdiction.
- (5) 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.
- (6) The District Head is competent to counter sign TA/TTA/LTC bills in respect of all category employees working in his jurisdiction.
- (7) 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.
- (8) The District Head is competent for sanction of interest bearing Loans & Advances to all the employees on the budget allotted by the Directorate of Treasuries and Accounts, TS, Hyderabad
- (9) Service Registers & its Maintenance of all employees in the district treasury jurisdiction shall be rest with the Head of the office.
- (10) The Head of the District Treasury is competent to sanction encashment of EL to all the employees on account of Surrender of Earned Leave.

Deputations:

- (11) The Head of the District Treasury shall issue deputations up to the category of Senior Accountant with in the district with due care in the exigency of administration convenience, copy should be marked to the Director of Treasuries & Accounts, Telangana, Hyderabad for verification. However, the request of deputations of Senior Accountant within the Zone & Sub Treasury Officer and above categories, necessary proposal should be submitted to the Directorate of Treasuries and Accounts, TS, Hyderabad with proper justification.

(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) The District Treasury Officer is delegated with full powers to sanction of EL / HPL / EOL up to the Senior Accountant category. For all **other category** employees, the District Treasury Officer shall sanction leave up to 60 days, beyond the said period, the District Treasury Officer shall send proposals to the Directorate of Treasuries and Accounts, TS, Hyderabad with specific remarks and recommendations for necessary sanction.

(13) Disciplinary Cases:

- (i) The Deputy Directors who has already initiated the disciplinary action like completed preliminary enquiry, framed charges under regular enquiry shall complete the process and send proposals to Directorate of Treasuries & Accounts, TS, Hyderabad for awarding of penalties. The responsibility of existing/ running cases shall be with Deputy Directors only.
- (ii) In cases where disciplinary action not yet initiated (i.e. preliminary enquiry not done) be transferred to concerned Districts for taking further action.
- (iii) The DTA, TS, Hyderabad is appointing authority and disciplinary authority to Senior Accountant cadre as per the New Presidential Order, 2018.
- (iv) The Deputy Directors / District Treasuries Officers shall be held the responsibility of preliminary enquiry, framing charges, conduct of enquiry, proving /disproving charges. The penalty awarded shall be done by the Director of Treasuries & Accounts, Telangana, Hyderabad only.

(B) Technical Powers :-

The Head of District Treasury is empowered to execute all the delegated technical powers in terms G.O.1st cited and 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, Telangana, 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.
 - vii) Review of progress in the settlement of balance of Compulsory Deposit Accounts.
 - viii) Ensuring the submission of monthly accounts to Accountant General, Telangana, 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 TSGLI 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, Fin Dept., 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 G.O.Ms.No.507, Fin (TFR) Dept., dt. 10-04-2002 and subsequent orders issued by Government 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 arrears 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.
- (5) All technical powers and administrative powers delegated to the District Head shall execute as per the rules scrupulously, any deviation shall be viewed seriously.
- (6) 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.

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

To

All the District Treasury Officers in the State.

Copy to the Joint Director, Pension Payment Office, Nampally, Hyderabad

Copy to All the Officers and Section Heads in the O/o the DTA, TS, Hyderabad.

Copy to SF/SC