

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

F.5 (94-95) Treasury/IFMS/ 3567-3766

JAIPUR 23.03.2020

Circular

Subject: Opening and working of Treasuries/ Sub Treasuries offices of the State during the lock down period (Corona Pandemic)

Reference: Order issued under Section 2 of Rajasthan Epidemic diseases Act, 1957, by Medical and Health Department dated 22.03.2020 and order NO. F 33(2) Home-9/2019 dated 22-03-2020 by Home Department, GOR

Vide above referred orders, the State Government has issued directions of complete lockdown of the Government and other offices/establishments, excluding the essential services. The current situation needs total commitment for fighting with the pandemic which the State and the whole Nation is facing.

In the referred order, the Finance Department has been included in the list of essential services. Treasury offices are important part of the Finance department and these offices have a very important role in accounting and booking of Budget at the end of the current Financial Year.

Looking into the above facts, All Treasuries and Sub Treasuries of the State shall remain open on 23-03-2020, 24-03-2020, 26-03-2020, 27-03-2020, 30-03-2020, 31-03-2020 (in regular office hours) for conducting urgent transactions (including essential services) as decided at the competent levels from time to time.

Directions for handling transactions during this period are as under;

1. Treasury officers shall ensure to take all safety measures with staff for protection of corona (as issued by Medical and Health Department/ Home Department (time to time)) during working hours. These functions will be conducted with minimum required staff. Work from home option shall be kept for all other staff with strict directions.

2. Compliance of orders issued vide above referred orders of Department of Medical and Health / Home Department shall be ensured. All safety measures shall also be taken by Treasury Officers while conducting government transactions during this period.
3. The clearance of pending bills in Treasuries and Sub Treasuries will be based on the approval from competent levels so the unattended bills shall be reverted back to DDOs/ PD Account holders/ Divisions up to 31-03-2020 by Treasuries/ Sub Treasuries (if found pending till date/ objections) with auto dispatch mode. DDOs/ PD Account holders/ Divisional Officers will be responsible for viewing the status of bills through the system.
4. New Token entry will be done only for essential services and the transactions decided at competent level.
5. In this reference, physical submission of bills will not be allowed during this period. For addressing the issue of corona virus spread and to restrict physical entry of other staff at Treasuries/ Sub Treasuries, online bill submission with two options will be made available for taking new bill at Treasury/ Sub Treasury-

(a) **Submission of bills (with supporting documents) through digital signatures-**

E-Account submission processes issued vide orders of FD (EAD) dated 16-04-2019 will be made applicable for all Treasuries/ Sub Treasuries with paperless submission (only in the days of lock down). If DDOs/ PD Account holders/Divisions have registered their digital signatures and don't have any technical issues with digital logins, they may submit online digitally signed bills along with supporting documents. In this situation, There will be no need to send hard copies in Treasuries/ Sub Treasuries but it will be the responsibility of respective DDO/ PD account holder/Divisional officers and Senior most officers of Accounts Services posted in departments that the duly signed hard copies (with all supporting documents) of the same bills shall be kept in safe custody for further submission to AG office without any delay and audit purposes. DDOs/ PD Account holders/Divisional officers will be responsible to provide the same to respective TO/STO (as and when required). This option shall be mandatory for Treasury Tonk, Sikar, Jaipur City as per the mandate of circular dated 16-04-2019.

(b) Submission of Bills through authorised login of DDOs/ PD Account Holders/Divisional Officers without digital signatures-

If **DDOs/ PD Account Holders/Divisions** have not yet registered their digital signatures (other than Treasury-Tonk, Jaipur City, Sikar) , online bills may be submitted through authorised logins of DDO/PD Account Holders/ Divisional Officers. Signed copies of bills (along with supporting documents) will also be taken through official e-mail from DDO/PD account holders/Divisional Officers by TO/STO. Treasury officer will also take official e-mail from DDO if some issues need clarification in the bills. Treasury Officers will ensure to execute all the required checks (as per Rajasthan Treasury Rules-2012) for the online bills received during this period. Duly signed hard copies shall be kept and provided as per the instructions provided in point no 5 (a). This process will also be permissible for the DDOs/ PD Account Holders/ Divisional Officers till the digital signature processes are made available in the system.


6. Online bill submission through above processes do not permit the respective authority to violate any rules related to Budget Manual, GFAR, PWFAR, Rajasthan Treasury Rules-2012 , Pension Rules etc.
7. If some cheques are required to be issued by Treasury officer / Sub Treasury Officers for permissible categories (such as AC bills/ imprest/ Departmental payments etc), bill submission will be considered online as per the above options. Treasury officer may provide cheques (only in emergent conditions or as decided by the competent level) with complete precautions as per the official advisory issued for protection of Corona virus.
8. Treasury Officers shall also ensure to execute all the required checks (as per Rajasthan Treasury Rules-2012) during this period for the online bills received through this period. Director, Pension can issue directions for handling urgent cases of First Pension payments/ RPFM payments / budget allotment for pension during this period.
9. DDO/PD Account Holders/ Divisional Officers will be completely responsible for maintaining complete accuracy in government transactions. Password/ User logins of DDO/PD Account Holders/ Divisional officers shall not be allowed to be shared with any official. It will be treated as unauthorised practice and shall be taken under prevailing penalties/ actions.

10. Director, Treasuries and Accounts (DTA) will ensure to make all arrangements of Treasuries/ Sub Treasuries as per the instructions and requirements of urgent conditions. In exceptional cases, physical submission of duly signed system generated bill(s) [related to the essential services] may be permitted by respective treasury officer with prior approval of the District Collector. Office of DTA will also be made functional with minimum number of Staff. Special arrangements shall be made on 31-03-2020 for handling book transfers issues related to interest of all respective PD accounts/ fund transfer process in PD Account. Budget allotments/ adjustments for interest of interest bearing PD accounts will also be managed on 31-03-2020 by DTA as per the above arrangements.
11. All participating Agency Banks will be responsible for providing signed DMS scrolls, pension scrolls, cheques (paid), challans (PD/ME) through e-mail to respective TO/STO. Pension scrolls (e-mail) for the pension paid on 1st March, 2020 (along with pending scrolls of this FY) shall necessarily be provided through e-mail to all Treasuries up to 26th March (positively). Treasuries will be responsible for taking all required pension scrolls / generation of TV numbers up till this time because this process is related to budget allocations of current Financial Year (excluding Khadi Pensioners). Director, Pension will be responsible for closely monitoring of this process.
12. Functions of e-Treasury will also be ensured by e-Treasury Officer with minimum number of staff and work from home option.
13. Instructions will be issued separately for submission of Account (for vouchers of this time period and second list of March 2020) after getting formal instructions /Guidance from AG office.
14. Sanctions of PD fund transfers (signed) shall be provided through e-mail to respective Treasury Officers by FD (Budget) without any delay. Intimation of the same will also be provided to the office of DTA. Respective line Departments/ BCOs will be responsible to allocate budget in the office id of respective Treasury for these sanctions. After getting budget allocations, Book Transfers of PD will be handled through e-mail and online system by Treasury officers/ Sub Treasury Officers.
15. Executing agency for IFMS is NIC. During this emergent situation, State National Informatics Officer is responsible to provide seamless services for online system of IFMS as per the mandates to be provided at the competent level. Special arrangements with responsible officers may be kept at office for addressing all technical issues and facilitation during this

period. NIC will be bound to maintain proper speed of servers. Online bill submission process (as referred above) will also be made functional through the system (after due arrangements/testing) without any further delay. NIC will be responsible to address technical issues of DDOs/ PD account holders/ Divisions Try/ STO without any delay. Further Detailed guidance (time to time) shall be provided by DTA to NIC and Treasuries in this process.

Looking at these emergent conditions in the wake of COVID-19 outbreak, the Director, Treasuries and Accounts, GOR, is hereby authorized to issue required necessary administrative and technical Guidance / Instructions to all the Treasuries, sub-treasuries, and the NIC. If any permission / guidance is required from the Finance Department, it can be taken via phone / official email, which can be got confirmed later on file.

Compliance of aforementioned instructions shall be ensured by all authorities concerned.



(Niranjana Arya)
Additional Chief Secretary, Finance

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Copy forwarded to the following for necessary action-

1. All ACS/Pr. Secretaries/ Secretaries
2. Accountant General (A&E/ Audit), Rajasthan
3. P.S. to ACS, Medical and Health Department, Secretariat, Jaipur
4. All Divisional Commissioners and District Collectors
5. All HODs and Financial Advisors of Departments (including essential services) for ensuring compliance of above instructions.
6. All Joint Secretaries, Finance Department, GOR
7. Director, Treasuries and Accounts for necessary action
8. Director, Pension, Pensioners Welfare Department
9. Director, Budget, Finance Department for necessary action
10. State National Informatics Officer, National Informatics Centre, Secretariat, Jaipur for ensuring compliance at the earliest.
11. All Treasury Officers / Sub-Treasury Officers for ensuring compliance
12. TD, Finance FD for uploading on FD's website


Joint Secretary
Finance (EAD) Department