

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

F. 5 (Th-75) IFMS/DTA/ 12317

JAIPUR, 27.03.2020

**Circular**

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

**Reference: This Department's even number circular dated 23-03-2020**

Vide above referred circular, which was issued in the light of orders of Medical & Health Department and Home Department of the State Government for complete lock down till 31.03.2020, instructions were issued for opening of Treasuries and Sub Treasuries, 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.

Now, as per the order of Disaster Management Relief and Civil Defence Department, GOR, issued by Chief Secretary, Rajasthan, [order no. 3928-31 dated 25.03.2020] it has been directed that guidelines issued by Government of India vide order number 40-3/2020-DM-I(A) dated 24-03-2020 be strictly complied with. As per the order and detailed guidelines of GoI, there will be complete lock down for 21 days i.e. from 25-03-2020 to 14-04-2020 and the guidelines have also included Treasury in the list of essential departments which will remain open during this lock down period. Home Department has also issued detailed guidelines vide order no. F33 (2) Home/Gr.9/2019 dated 26-03-2020. Subsequent orders may also be issued by these authorities (or as the case may be) looking to the serious threatening of COVID-19.

Accordingly, in continuation to the referred circular dated 23-03-2020, following further directions for handling the transactions during this period (from 1<sup>st</sup> April, 2020) are as under-

1. Treasuries and Sub Treasuries shall remain open on working days during the lock down period to conduct transactions as per the instructions provided in the referred orders of GOI and the State Government and any further subsequent orders or otherwise as decided at the competent level.

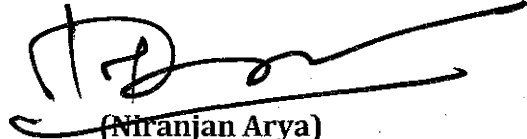
2. All the instructions of the referred circular dated 23.03.2020 will continue to be applicable in next Financial Year 2020-2021 (during the lock down period), except the specific instructions which are related to closing of current Financial Year 2019-2020 (wherever mentioned). Treasuries and Sub Treasuries will make seamless payments (all types) with complete accuracy as decided from competent level from time to time.
3. Salary bills of the March 2020 month paid in April 2020 will be prepared through the system from 1<sup>st</sup> April, 2020 and submitted with the referred modes. Digital signatures should preferably be used in submission of salary bills to Treasuries and Sub Treasuries. Treasury officer will ensure to make timely payments. Required budget allocations [New Financial Year:2020-2021] shall also be ensured by the budget controlling authorities (BCOs) for their subordinate offices.
4. Transactions of Financial Year 2020-2021 (during lock down period) will be conducted on online mode as defined in the above referred circular of even number dated 23-03-2020 at point no 5 and 7. All DDOS/PD Account Holders/ Divisional Officer along with respective Heads of Department and Senior Most Accounts Officer of the departments/ autonomous bodies /public corporation of the State Government will personally be responsible for compliance of relevant rules and keeping duly signed physical copies of bills/ payment advices in safe custody related to this period. These original duly signed bills will be provided to respective Treasury Officer/ Sub-Treasury Officer after lifting of lock down period for further submission in AG office.
5. Directions for Account submission issues of this period will be provided separately after taking due approval from AG office but all Treasury Officers will be liable to reconcile and prepare monthly account/ List of accounts on due dates for electronic submission to the AG office.
6. Remaining Transactions of CFY and NFY (during lock down time) will be based on the list of essential items decided at the competent level. Instructions being issued by competent authorities of GOI/State Government (in future) will also be the base of deciding nature of transactions and other functions at competent levels. Compliance of these instructions being issued (time to time) shall also be ensured. Necessary precautions against COVID-19 virus as well as other measures including social distance measures shall be ensured while working during the lock down time period.

7. All remitters are advised to deposit revenue receipts preferably through electronic modes (multiple ways- internet banking, debit credit cards, UPI etc) as available at e-GRAS (<https://e-gras.raj.nic.in>) during this lock down period to assist in fighting against the pandemic of COVID-19.

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 above instructions will be ensured by all respective authorities.

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(Niranjana Arya)

Additional Chief Secretary, Finance

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F. 5 (Th-75) IFMS/DTA/ 12317-36

JAIPUR, 27.03.2020

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**forwarded to the following for necessary action-**

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



Joint Secretary  
Finance (EAD) Department