

Standard Operating Procedure for e-Inspection Module

Introduction: -

There are three Inspection Zones viz. North Zone at Dharamshala, South Zone at Shimla and Central Zone at Mandi for inspection of District and Sub Treasuries falling under their jurisdiction. These inspection zones are headed by Deputy Directors. It is mandatory for Zonal Deputy Directors to inspect each District Treasury and Sub Treasury of a particular zone once a year and in no case more than 18 months should elapse between two inspections as per Rule 42 (c) of HPTR and Detailed Treasury Procedure 2017.

After completion of inspection, the inspection report has to be made available by the DD within 10 days to the DTO in case of District Treasury and TO in case of Sub Treasury. Time bound compliance to the DD inspection has to be submitted by the DTO in case of District Treasury and TO in case of Sub Treasury. When the Deputy Director performs inspection of the District Treasury, the compliance will be directly submitted by DTO to Deputy Director within 15 days. In the case of inspection of the Sub Treasury, the compliance will be submitted by Treasury Officer to the District Treasury Officer within 20 days and further by DTO to the Deputy Director within 15 days.

The District Treasury Officer will carry out surprise inspection of Sub Treasuries annually. The compliance of DTO's Sub treasury inspection has to be submitted by TO to DTO within 20 days.

1. Procedure of Inspection process by the DD:-

The inspection process will start by creation of User ID by the Deputy Director for the employees of his respective zone through User Management module. For accessing the module, URL 164.100.207.31 has to be opened in the browser. The following screen (Figure 1.1) will appear:-

The screenshot shows the Treasury eInspection System Dashboard. At the top, it displays the Government of Himachal Pradesh logo and the system name. The dashboard is divided into three main sections:

- Left Navigation Panel:** Contains links to various modules: HimKosh, eSalary, ePension, eChallan, eVitrans, eKosh, and eBudget.
- Deputy Director Inspection (Zone Wise):** A table showing inspection counts for North, Center, and South zones.

ZONE ->	NORTH	CENTER	SOUTH
TOTAL	31	33	42
INSPECTED	5	20	13
PENDING	26	13	29
- District Treasury Officer Inspection (District Wise):** A table showing inspection counts for various districts.

DISTRICT ->	BLP	CHM	HMR	KLU	KING	KNR	LHL	MDI	SML	SMR	SOL	UNA
STO	3	9	4	4	16	4	2	16	15	8	8	3
INSPECTED	0	7	0	0	4	0	0	3	0	0	0	2
PENDING	3	2	4	4	12	4	2	13	15	8	8	1
- Sign In Form:** Located on the right, it includes fields for Emp.Code, Password, a CAPTCHA (97 + 2 = sum here), and a Log In button. There is also a link for 'Forgot Password'.

At the bottom of the dashboard, there is a disclaimer: "Disclaimer: Content on this website is published and managed by Department of Treasuries, Accounts and Lotteries, Himachal Pradesh, Shimla. For any query regarding this website, please contact the Web Information Manager: Sh Deepak Bhardwaj [Additional Director], addtre-hp@nic.in. Contents of this website are informative only and for benefit of the public. However, these do not confer any legal right or obligation. Website designed by Treasuries, Accounts & Lotteries."

(Figure 1.1: Treasury eInspection Dashboard)

DD has to login through his ID which will be provided to him by H.Q.

(i) User Management Module: -

This module will consist of following activities at the level of Deputy Director:-

- Creation of Users for their offices.
- Creation of Users for District Treasury Offices and Sub-Treasury Offices.

All the users will have a User ID based on their unique IP Numbers.

(ii) Creation of User for Deputy Director offices: -

- The employees at the office of Deputy Director have to submit his/her details to the Deputy Director (IP Number, Employee Name and Designation).
- The Deputy Director will create a Password (as per password policy implemented in the department) **(Figure 1.2)** for the employee. The employee is encouraged to change password later on after logging in to the system.

Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾ User Management ▾

Add User Shift User/Update Designation/ Deactivate User

Add/Edit New User

User Location(Office) * DD DTO TO TAL

IP. No. *

Emp. Name *

Designation *

Password *

Minimum 8 characters atleast 1 Alphabet, 1 Number and 1 Special Character

Confirm Password *

User Role *

Details of Existing Users

User Id	User Name	Designation	Treasury	User Role	Edit/Deactivate
IP01-10000	Amit	District Treasury Officer	BLP00 DTO BILASPUR	Checker	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
IP02-10001	Sanjay Sharma	Deputy Director		Checker	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
IP12-18228	Girish Sharma	Treasury Officer		Maker	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
IP26-10014	Jawahar Lal	Treasury Officer	MDI01 STO SUNDER NAGAR	Checker	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>
IP26-20252	Surender Katoch	District Treasury Officer	MDI00 DTO MANDI	Checker	<input type="button" value="Edit"/> <input type="button" value="Deactivate"/>

(Figure 1.2: Password Policy)

- The employee will only be assigned the role of **“maker”** **(Figure 1.3)** and the Deputy Director will have the role of **“checker”**.
- In no case, role of checker shall be assigned to the employee.

The screenshot displays the 'Treasury eInspection System' interface. The top navigation bar includes 'Home', 'Inspection', 'Compliance', 'Reports', and 'User Management'. Below this, there are two tabs: 'Add User' (selected) and 'Shift User/Update Designation/ Deactivate User'. The main content area is split into two panels:











Add/Edit New User: This panel contains a form with the following fields:

- User Location(Office) *: Radio buttons for DD, DTO, OTO, and TAL.
- IP. No. *: Text input field containing 'IP07-10006'.
- Emp. Name *: Text input field containing 'Kamal Sharma'.
- Designation *: Dropdown menu showing 'Superintendent'.
- Password *: Password input field with masked characters.
- Confirm Password *: Password input field with masked characters.
- User Role *: Dropdown menu showing 'Maker'.

 Below the form is an 'Add' button and a section for instructions:

- Instructions: DD Can add new user including his office
- Password should contain digit [0-9], alphabet [A-Z], [a-z], Special

Details of Existing Users: This panel displays a table with the following data:

User Id	User Name	Designation	Treasury	User Role	Edit/Deactivate
IP01-10000	Amit	District Treasury Officer	BLP00 DTO BILASPUR	Checker	 
IP02-10001	Sanjay Sharma	Deputy Director		Checker	 
IP12-18228	Girish Sharma	Treasury Officer		Maker	 
IP26-10014	Jawahar Lal	Treasury Officer	MDI01 STO SUNDER NAGAR	Checker	 
IP26-20252	Surender Katoch	District Treasury Officer	MDI00 DTO MANDI	Checker	 

(Figure 1.3: Assigning role of maker to an employee)

The created user will be displayed in the '**Details of Existing Users**' as shown in above screen. Here, Deputy Director can also **Edit/Deactivate** the existing user. Users have to be deactivated in case of transfer or retirement of the employee. The transferred employee once deactivated can only be shifted from Directorate level to the division where he is transferred.

(iii) Creation of User for District Treasury Offices and Sub Treasury offices: -

- The employees at the office of District Treasury Office and Sub Treasury Office have to submit his/her details to the Deputy Director (Treasury Name, IP Number, Employee Name, and Designation) through concerned DTOs.
- The Deputy Director will create User ID and Password for the DTO or other employees and will inform the DTO accordingly. The password will have to be changed by the employee later on after first login to the system.
- The respective zone wise Treasuries will be auto populated in the Treasuries dropdown list (**Figure 1.4**).











The screenshot displays the 'Treasury eInspection System' interface. The top navigation bar includes 'Home', 'Inspection', 'Compliance', 'Reports', and 'User Management'. Below this, there are radio buttons for 'Add User' (selected) and 'Shift User/Update Designation/ Deactivate User'. The main content area is split into two panels:

Add/Edit New User Panel: This panel contains a form with the following fields and options:

- User Location(Office) *: Radio buttons for ODD, **DTO** (selected), OTO, and TAL.
- Treasury *: A dropdown menu currently showing '--Select--' with a list of options: BLP00-DTO BILASPUR, HMR00-DTO HAMIRPUR, KLU00-DTO KULLU, LHL00-DTO KEYLONG, and MDI00-DTO MANDI.
- IP. No. *: A dropdown menu currently showing '--Select--'.
- Emp. Name *: A text input field.
- Designation *: A text input field.
- Password *: A text input field.
- Confirm Password *: A text input field.
- User Role *: A text input field.

At the bottom of this panel are 'Add User' and 'Reset' buttons, and an 'Instructions' link.

Details of Existing Users Panel: This panel contains a table with the following data:

User Id	User Name	Designation	Treasury	User Role	Edit/Deactivate
IP01-10000	Amit	District Treasury Officer	BLP00 DTO BILASPUR	Checker	 
IP02-10001	Sanjay Sharma	Deputy Director		Checker	 
IP12-18228	Girish Sharma	Treasury Officer		Maker	 
IP26-10014	Jawahar Lal	Treasury Officer	MDI01 STO SUNDER NAGAR	Checker	 
IP26-20252	Surender Katoch	District Treasury Officer	MDI00 DTO MANDI	Checker	 

(Figure 1.4: Listing of zone wise treasuries for District Treasury Office User Creation)

- The user of District Treasury Office i.e. DTO have a role of “**checker**” (Figure 1.5).

The screenshot displays the 'Treasury eInspection System' interface. At the top, there is a navigation menu with options: Home, Inspection, Compliance, Reports, and User Management. Below the menu, there are two tabs: 'Add User' (selected) and 'Shift User/Update Designation/ Deactivate User'. The main content area is divided into two panels:

Add/Edit New User Panel: This panel contains a form for creating a new user. The 'User Location(Office)' field has radio buttons for ODD, **DTO** (selected), OTO, and TAL. Other fields include Treasury (dropdown), IP. No., Emp. Name, Designation (dropdown), Password, Confirm Password, and User Role (dropdown). A green 'Add' button is visible at the bottom.

Details of Existing Users Panel: This panel displays a table of existing users with the following data:

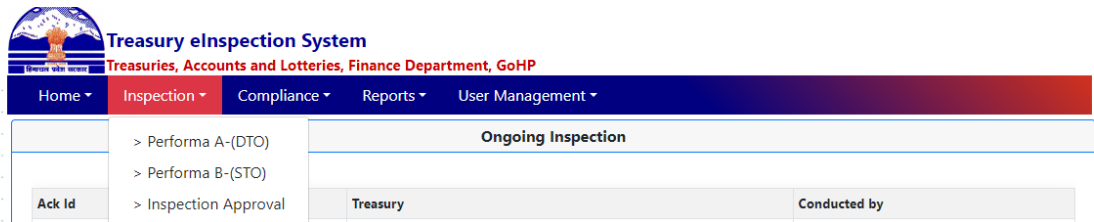
User Id	User Name	Designation	Treasury	User Role	Edit/Deactivate
IP01-10000	Amit	District Treasury Officer	BLP00 DTO BILASPUR	Checker	[Edit] [Deactivate]
IP02-10001	Sanjay Sharma	Deputy Director		Checker	[Edit] [Deactivate]
IP12-18228	Girish Sharma	Treasury Officer		Maker	[Edit] [Deactivate]
IP26-10014	Jawahar Lal	Treasury Officer	MDI01 STO SUNDER NAGAR	Checker	[Edit] [Deactivate]
IP26-20252	Surender Katoch	District Treasury Officer	MDI00 DTO MANDI	Checker	[Edit] [Deactivate]

(Figure 1.5: Listing of zone wise treasuries for District Treasury Office User Creation)

- The process for user creation for the Sub treasury office is same as mentioned earlier.
- In no case the role of ‘**checker**’ shall be assigned to the employee.

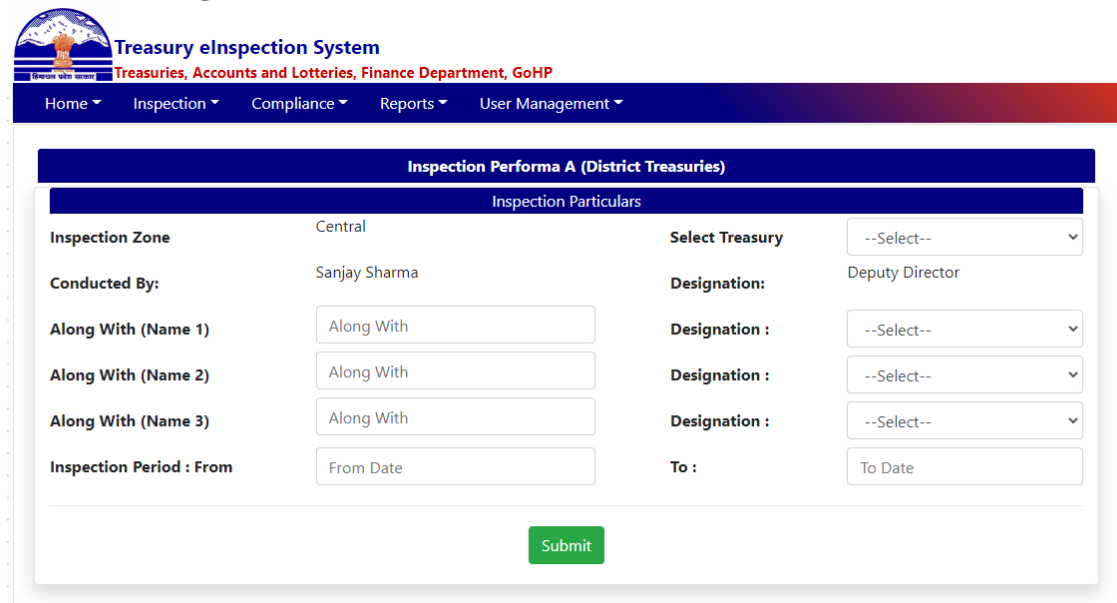
Complete Inspection process by DD:-

- It is mandatory for Zonal Deputy Directors to inspect each District Treasury and Sub Treasury of a particular zone once a year and in no case more than 18 months should elapse between two inspections as per Rule 42 (c) of HPTR and detailed Treasury Procedure 2017.
- To begin with Inspection, the DD has to go to Menu ‘**Inspection**’ and **Performa A-(DTO)** for District Treasury Inspection and **Performa B-(STO)** for Sub treasury Inspection has to be selected. (Figure 1.6)



(Figure 1.6: Selection of Performa for Inspection)

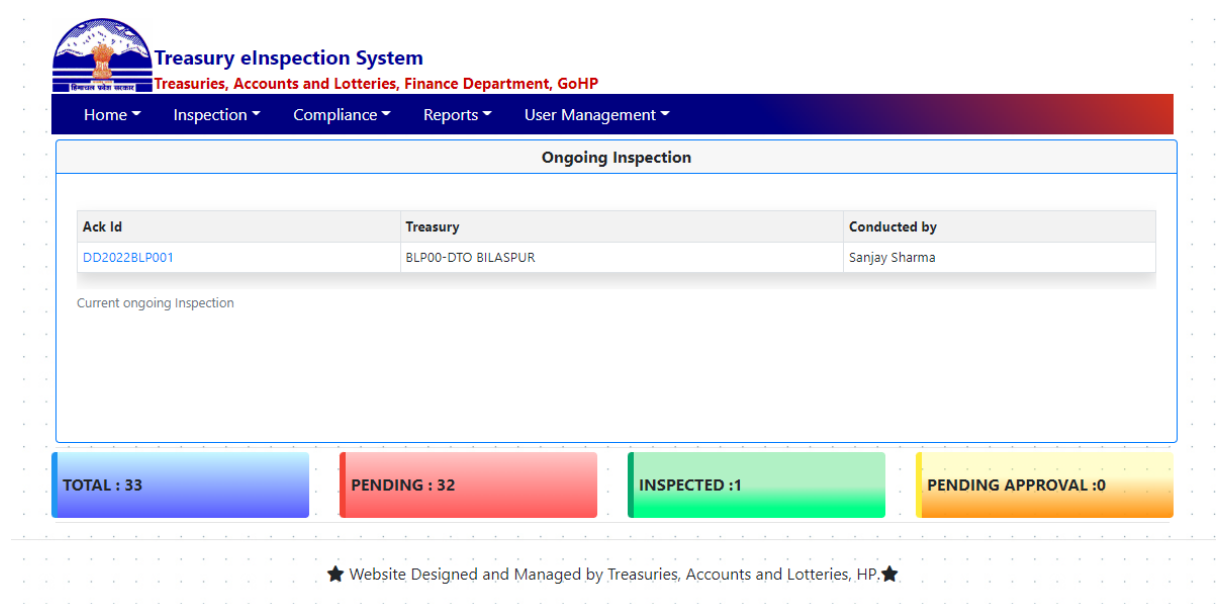
- Inspecting officer has to fill the Inspection Particulars as shown below (Figure 1.7).



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(Figure 1.7: Filling Inspection Particulars)

A new unique '**Ack ID**' with initial letters 'DD' will be system generated after entering details in the screen as shown below **(Figure 1.8)**



(Figure 1.8: Generation of Unique 'Ack ID' for ongoing inspection)

The inspection Unique '**Ack ID**' once created can be used subsequently by the DD for continuing inspection even after logout.

After creation of '**Ack ID**' the system will take the user to following screen. **(Figure 1.9)**

Now the process of inspection can be started by clicking the ID which will open different modules as shown in the following screen:-

Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾ User Management ▾

Staff > Accommodation > Furniture > Service Matter > Roster > Store > Arrear > Stamps > Strong Room > LOC > Token > PadLocks > IFMIS > Suspense

Inspection Performa A-(District Treasury)

Treasury : BLP00-DTO BILASPUR Ack ID : DD2022BLP001 Financial Year : 2022

Basic Information (Staff Position, Attendance, Work Distribution)

Staff Position

Designation	Sanctioned	In Position	Vacant	Reason (Remarks)
--Select--	0			Remarks (if any) <input type="text"/>

Attendance

Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS? Yes No Include as Para? Yes No

Is the leave register being maintained properly? Yes No Include as Para? Yes No

Are the dak receipt and dispatch registers being maintained properly? Yes No Include as Para? Yes No

Details of Person Found Absent

Name Desig. Whether Authorized Yes No

Work Distribution

Has formal distribution of work been done? Yes No Include as Para? Yes No

Are the officials being rotated on different seats periodically? Yes No Include as Para? Yes No

(Figure 1.9: Start of inspection)

There are different links viz Staff, Accommodation, Furniture etc' for inspection. The user has the option to start inspection on any of the activity (link) while inspecting. However, the user has to enter data and click on 'submit' button to save the details entered on the current page.

All the columns of every module have to be filled up in the form of either 'Yes' or 'No'. If there is any observation it has to be reflected in 'Remarks' column. If the observation in the remarks column is to be converted into a Para, the inspecting authority is to click the 'Yes' button otherwise by default the remarks will not be converted as 'Para'. There are validation checks on all forms/pages and any requirement will appear as red text in the same. The system will allow the user to submit only after all validation checks are complied with. If any column remains blank then the system will show the

message 'Please Select' as shown in the following screen (Figure 1.10).

(Figure 1.10: Validation checks on forms/pages)

If inspection is conducted by the DD and TO jointly, then TO as a maker will submit the report to the DD. The DD has the option to accept or amend the report. After filling and submitting all forms, the system will prompt the Maker to submit the inspection note to the Checker for approval.

All completed modules will appear as **Green** and incomplete modules will appear as **Red** as shown in the following screen (Figure 1.11).

(Figure 1.11: Completed page shown in Green and Incomplete page shown as Red)

The inspection will now be available to the DD in the Inspection menu for approval. The inspection note after its approval by the DD will be available online to the DTO/TO for compliance.

Both DD and TO can simultaneously open different modules. If inspection is conducted by DD and TO jointly, then TO as a maker will submit the report to DD. DD can accept or amend the report. After filling all modules in this manner the inspections note will be finally submitted by clicking **send for approval button** as shown in the following screen (**Figure 1.12**).

Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾ User Management ▾

Staff > Accomodation > Furniture > Service Matter > Roster > Store > Arrear > Stamps > Strong Room > LOC > Token > PadLocks > IFMIS > Suspense

Inspection Performa A-(District Treasury)

Treasury: HMR00-DTO HAMIRPUR Ack ID: DD2022HMR001 Financial Year: 2022

Suspense and Document Upload

Suspense Account
Details of Suspense Accounts

Month	Year	HoA	Credit	Debit	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Remarks (common for all HoAs) Include as Para? Yes No

Details Suspense Account

Month	Year	HoA	Credit	Debit	Edit-Delete
01	2023	2245	100000	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01	2023	2403	1000	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01	2023	2210	946	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01	2023	2235	1500	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01	2023	2235	900	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
01	2023	2235	750	0	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Document Upload *only PDF

Choose file-* only PDF allowed < 4 MB

Uploaded Documents

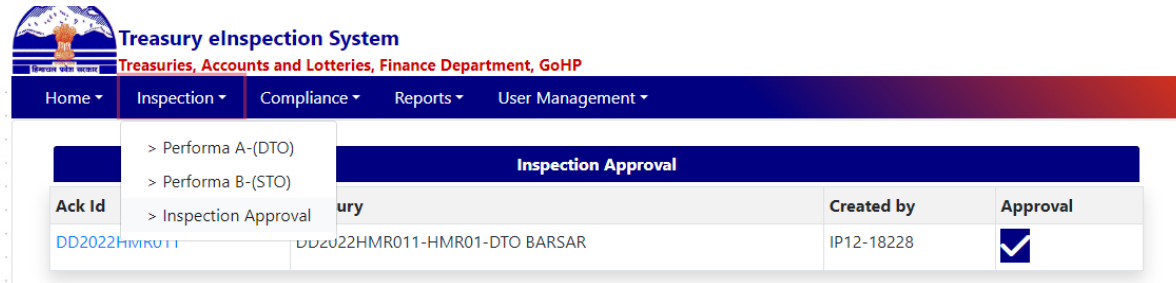
Any other Observations

Any Other Observations

Overall Working of the Treasury

(Figure 1.12: Send for approval screen)

After it the inspection module will appear in the inspection menu for approval by deputy director as shown in the following screen (**Figure 1.13**).



(Figure 1.13: Inspection approval screen)

After complete checking, DD will approve the inspection note by clicking the '**Approval**' button as shown above. After inspection note is approved by the DD inspection will be locked and it will appear to respective sub treasury or District treasury for their compliance/comments.

2. Compliance of inspection report-

For compliance of inspection report, TO/DTO will login through following screen (Figure 2.1).

Deputy Director Inspection (Zone Wise)

ZONE ->	NORTH	CENTER	SOUTH
TOTAL	31	33	42
INSPECTED	5	19	13
PENDING	26	14	29

District Treasury Officer Inspection (District Wise)

DISTRICT ->	BLP	CHM	HMR	KLU	KNG	KNR	LHL	MDI	SML	SMR	SOL	UNA
STO	3	9	4	4	16	4	2	16	15	8	8	3
INSPECTED	0	7	0	0	4	0	0	3	0	0	0	2
PENDING	3	2	4	4	12	4	2	13	15	8	8	1

Sign In

Emp.Code *

Password *

89 + 5 = sum here

Log In

[Forgot Password](#)

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(Figure 2.1: Login screen)

After login, Compliance Performa for compliance will appear in which the Treasury has to be selected (Figure 2.2)

Compliance Performa B (for Compliance by TO)

Select Inspection ID

--Select--

--Select--

HMR01-DTO BARSAR Done By:-Sanjay Sharma FY-2022

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(Figure 2.2: Compliance Performa)

By selecting **Compliance** menu and clicking respective ID, the Inspection note will be available for comments by TO **(Figure 2.3)**

Home ▾ Compliance ▾ Reports ▾

Compliance Performa B (for Compliance by TO)

Select Inspection ID MDI14-STO CHACHIOT Done By:-Sanjay Sharma FY-2022 ▾

	Description	DD Remarks	TO Remarks
Attendance	Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS?	reason may be explained	<input style="width: 100%; height: 20px;" type="text"/>
Cash & Accounts	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	DTO mandi is directed to provide permanent advance	<input style="width: 100%; height: 20px;" type="text"/>

AG Pending Paras

FY	No of Pending Paras
2018-2019	1

E-Salary

DDO Code	IP. No.	Allowance Name	DD Remarks	TO Remarks
001	IP31-10598	Convayance Allowance	Not paid Convayance allowance for the month of july 2022	<input style="width: 100%; height: 20px;" type="text"/>
685	IP26-10340	Tribal Allowance	joining as Sr.Asstt HPPWD Div Gohar dated 10 may 2022 by paid CCA and Tribal Allowance month of July 2022.	<input style="width: 100%; height: 20px;" type="text"/>
815	IP31-12548	Fixed Travelling Allowance	Wrongly paid FTA	<input style="width: 100%; height: 20px;" type="text"/>
815	IP31-13306	Washing Allowance	Wrongly paid	<input style="width: 100%; height: 20px;" type="text"/>

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Uploaded Documents

Choose file- * only PDF allowed < 4 MB

(Figure 2.3: Compliance Performa with remarks)

TO will give his comments in '**TO Remarks**' column of respective paras and will click the 'save' button. After saving, the following screen will be available for final submission to DTO (**Figure 2.4**)

Compliance Performa B (for Comply by TO)

Select Inspection ID
MDI14-STO CHACHIOT Done By:-Sanjay Sharma FY-2022

	Description	DD Remarks	TO Remarks
Attendance	Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS?	reason may be explained	Bio Metric machine not working. Matter has taken up with DTO.
Cash & Accounts	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	DTO mandi is directed to provide permanent advance	Matter has taken up with DTO.

AG Pending Paras

FY	No of Pending Paras
2018-2019	1

E-Salary

DDO Code	IP. No.	Allowance Name	DD Remarks	TO Remarks
001	IP31-10598	Convayance Allowance	Not paid Convayance allowance for the month of july 2022	Will be paid.
685	IP26-10340	Tribal Allowance	joining as Sr.Asstt HPPWD Div Gohar dated 10 may 2022 by paid CCA and Tribal Allowance month of July 2022.	Will be corrected.
815	IP31-12548	Fixed Travelling Allowance	Wrongly paid FTA	Will be corrected.
815	IP31-13306	Washing Allowance	Wrongly paid	Will be corrected.

Document Upload *only PDF

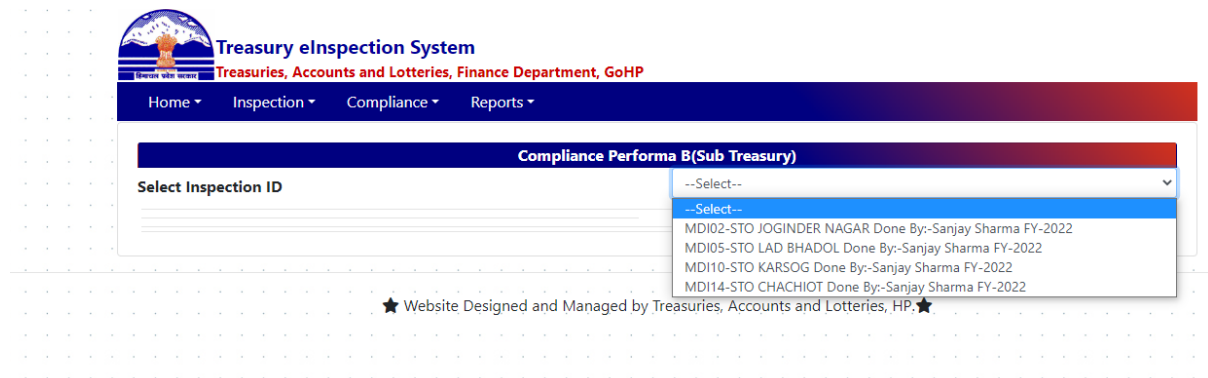
Choose file-* only PDF allowed < 4 MB
Browse

Uploaded Documents

(Figure 2.4: Compliance Performa for Final submit and Lock details)

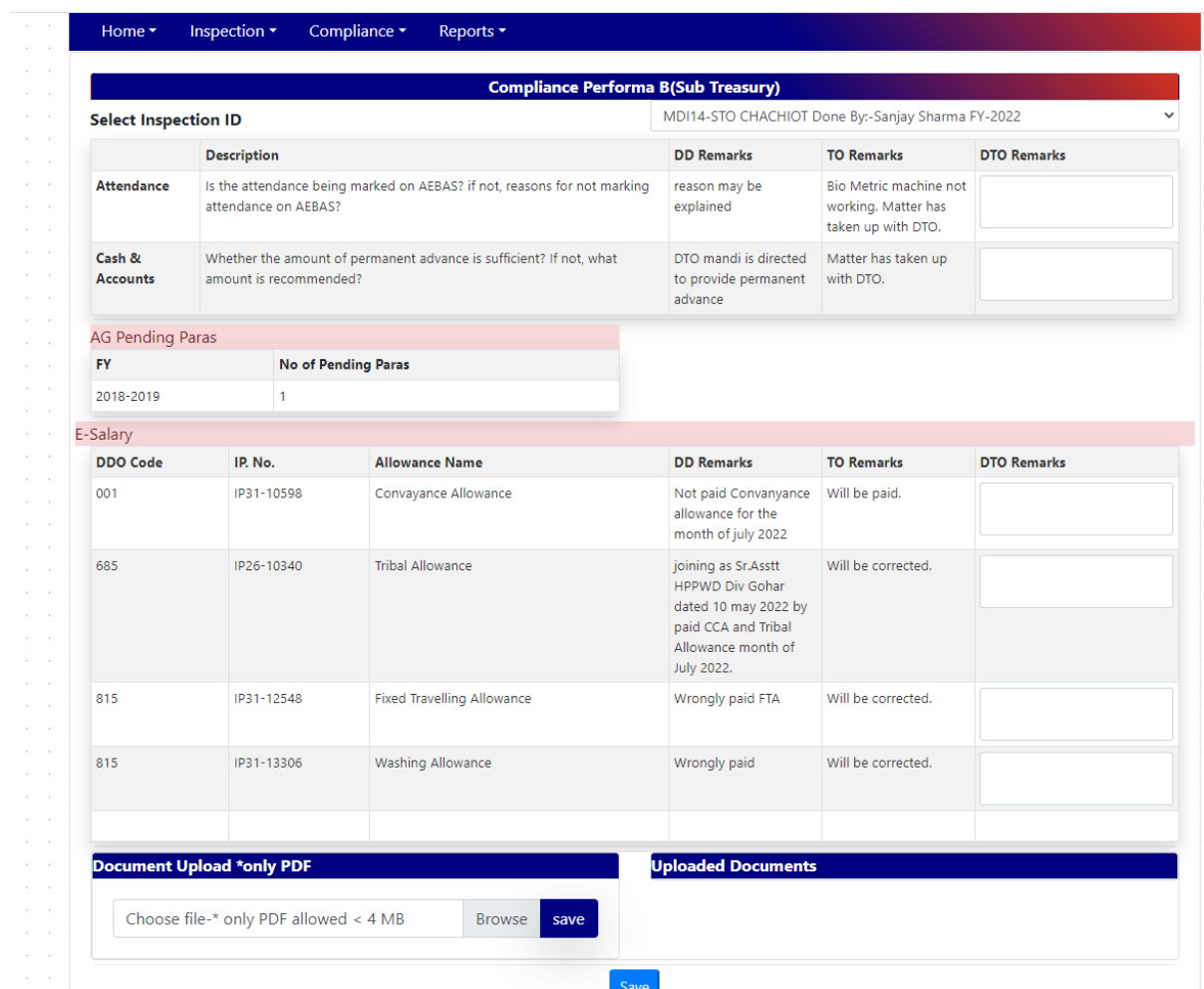
No change can be done after final submission by TO.

Now DTO will login through his ID and TO's report will be available through following menu by choosing respective Sub treasury (**Figure 2.5**)



(Figure 2.5: Inspection ID for DTOs comments)

After selecting the specific sub treasury the following screen will appear for DTO Remarks (**Figure 2.6**)



(Figure 2.6: DTO remarks)

The DTO will write his comments in '**DTO Remarks**' column and save. After saving the following screen will appear for final submission by DTO to DD **(Figure 2.7)**

	Description	DD Remarks	TO Remarks	DTO Remarks
Attendance	Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS?	reason may be explained	Bio Metric machine not working. Matter has taken up with DTO.	Compliance has been done.
Cash & Accounts	Whether the amount of permanent advance is sufficient? if not, what amount is recommended?	DTO mandi is directed to provide permanent advance	Matter has taken up with DTO.	Messenger may be deployed to collect permanent advance.

AG Pending Paras	
FY	No of Pending Paras
2018-2019	1

E-Salary					
DDO Code	IP. No.	Allowance Name	DD Remarks	TO Remarks	DTO Remarks
001	IP31-10598	Convayance Allowance	Not paid Convayance allowance for the month of July 2022	Will be paid.	TO is directed to do the needful.
685	IP26-10340	Tribal Allowance	joining as Sr.Asstt HPPWD Div Gohar dated 10 may 2022 by paid CCA and Tribal Allowance month of July 2022.	Will be corrected.	TO is directed to do the needful.
815	IP31-12548	Fixed Travelling Allowance	Wrongly paid FTA	Will be corrected.	TO is directed to do the needful.
815	IP31-13306	Washing Allowance	Wrongly paid	Will be corrected.	TO is directed to do the needful.

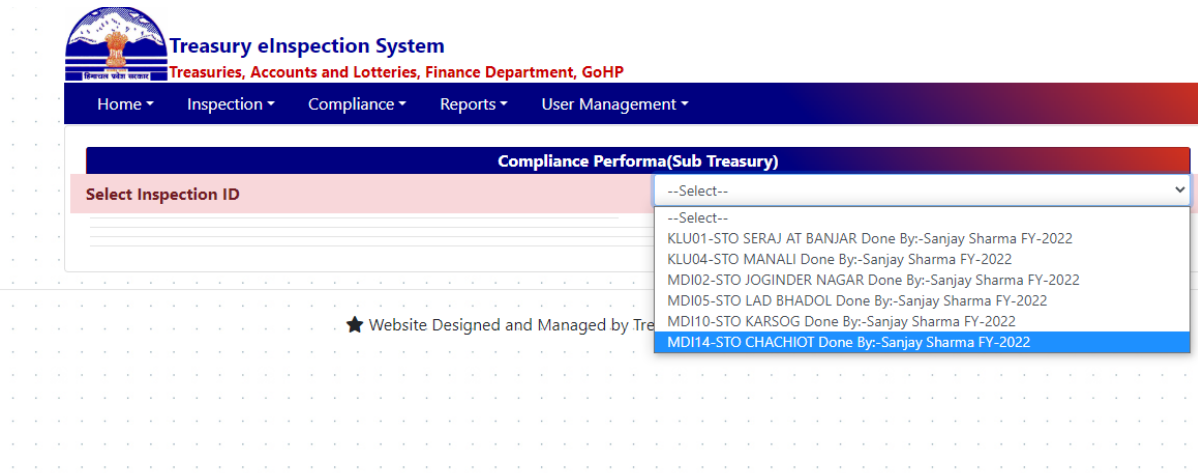
Document Upload *only PDF	Uploaded Documents
<input type="text" value="Choose file-* only PDF allowed < 4 MB"/> <input type="button" value="Browse"/> <input type="button" value="save"/>	

(Figure 2.7: Final submit and Lock Details after DTO remarks)

After final submission no change will be done and inspection note will be locked.

3. Compliance report for DD

Now DD can see the compliance of inspection report by logging in and choosing the '**Compliance**' menu as shown in the following screen (**Figure 3.1**)



(Figure 3.1: Compliance Performa Sub Treasury for DD)

Selecting the specific treasury will take to the following screen (**Figure 3.2**)

Compliance Performa(Sub Treasury)

Select Inspection ID
MDI14-STO CHACHIOT Done By:-Sanjay Sharma FY-2022

	Description	DD Remarks	TO Remarks	DTO Remarks	DD Final Remarks	Para Settle
Attendance	Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS?	reason may be explained	Bio Metric machine not working. Matter has taken up with DTO.	Compliance has been done.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
Cash & Accounts	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	DTO mandi is directed to provide permanent advance	Matter has taken up with DTO.	Messenger may be deployed to collect permanent advance.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>

AG Pending Paras

FY	No of Pending Paras
2018-2019	1

E-Salary

DDO Code	IP. No.	Allowance Name	DD Remarks	TO Remarks	DTO Remarks	DD Final Remarks	Para Settle
001	IP31-10598	Convyanance Allowance	Not paid Convyanance allowance for the month of july 2022	Will be paid.	TO is directed to do the needful.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
685	IP26-10340	Tribal Allowance	Joining as Sr.Asstt HPPWD Div Gohar dated 10 may 2022 by paid CCA and Tribal Allowance month of July 2022.	Will be corrected.	TO is directed to do the needful.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
815	IP31-12548	Fixed Travelling Allowance	Wrongly paid FTA	Will be corrected.	TO is directed to do the needful.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
815	IP31-13306	Washing Allowance	Wrongly paid	Will be corrected.	TO is directed to do the needful.	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>

Uploaded Documents

(Figure 3.2: Compliance Performa Sub Treasury for DD Final Remarks)

DD will write his comments in '**DD Final Remarks**' column and click '**Para Settle**' check box to settle a para and if the para is unsettled then '**DD Final Remarks**' will be given and '**Para Settle**' check box will not be checked. Now the details will be saved by clicking the Save button and after that will be available for Final Submit and lock Details. (**Figure 3.3**)

Compliance Performa(Sub Treasury)

Select Inspection ID
MDI14-STO CHACHIOT Done By:-Sanjay Sharma FY-2022

	Description	DD Remarks	TO Remarks	DTO Remarks	DD Final Remarks	Para Settle
Attendance	Is the attendance being marked on AEBAS? if not, reasons for not marking attendance on AEBAS?	reason may be explained	Bio Metric machine not working. Matter has taken up with DTO.	Compliance has been done.	Settled	<input checked="" type="checkbox"/>
Cash & Accounts	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	DDT mandi is directed to provide permanent advance	Matter has taken up with DTO.	Messenger may be deployed to collect permanent advance.	Unsettled	<input type="checkbox"/>

AG Pending Paras

FY	No of Pending Paras
2018-2019	1

E-Salary

DDO Code	IP. No.	Allowance Name	DD Remarks	TO Remarks	DTO Remarks	DD Final Remarks	Para Settle
001	IP31-10598	Convoynance Allowance	Not paid Convoynance allowance for the month of July 2022	Will be paid.	TO is directed to do the needful.	Unsettled	<input type="checkbox"/>
685	IP26-10340	Tribal Allowance	joining as Sr.Asstt HPPWD Div Gohar dated 10 may 2022 by paid CCA and Tribal Allowance month of July 2022.	Will be corrected.	TO is directed to do the needful.	Unsettled	<input type="checkbox"/>
815	IP31-12548	Fixed Travelling Allowance	Wrongly paid FTA	Will be corrected.	TO is directed to do the needful.	Unsettled	<input type="checkbox"/>
815	IP31-13306	Washing Allowance	Wrongly paid	Will be corrected.	TO is directed to do the needful.	Unsettled	<input type="checkbox"/>

Uploaded Documents

Final Submit & Lock details

(Figure 3.3: Para Settle procedure for DD)

After final submission no change can be done and inspection note will be locked.

For compliance report of District treasury same procedure as detailed above will be followed for acceptance by the DD.

In this way the first cycle of the inspection will be completed. The unsettled paras of the particular treasury will appear for settlement in the next financial year when new inspection ID will be generated.

4. Procedure for Inspection of Sub treasury by DTO:-

After login DTO will create inspection ID by selecting 'Performa' in Inspection menu. (Figure 4.1)

Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾

> Performa
> Inspection Approval

Inspection Performa B (Sub Treasury Office)

Inspection Particulars

Inspection Zone	Central	Select Treasury	--Select--
Conducted By:	Surender Katoch	Designation:	District Treasury Officer
Along With (Name 1)	Along With	Designation :	--Select--
Along With (Name 2)	Along With	Designation :	--Select--
Along With (Name 3)	Along With	Designation :	--Select--
Inspection Period : From	From Date	To :	To Date

Submit

(Figure 4.1: Inspection Performa for DTO Inspection)

Inspection 'Ack ID' with initial letters 'DT' will appear in home screen (Figure 4.2)

Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾

Ongoing Inspection

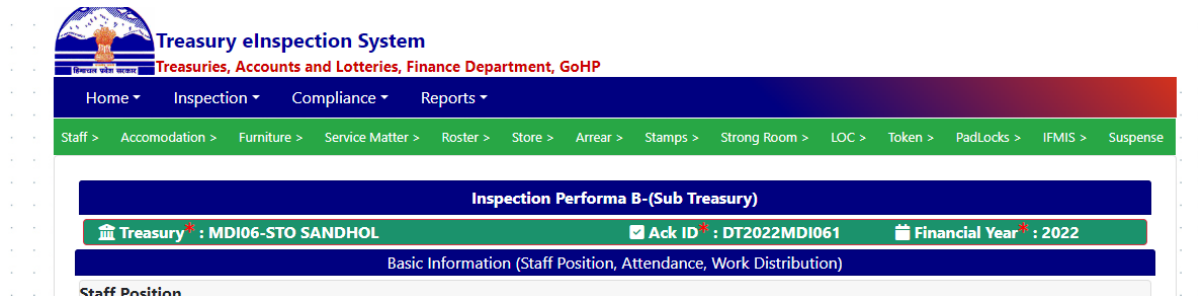
Ack Id	Treasury Description	Conducted by
DT2022MDI061	MDI06-STO SANDHOL	Surender Katoch
DT2022MDI111	MDI11-STO PADHAR	Surender Katoch
DT2022MDI151	MDI15-STO DHARAMPUR	Surender Katoch

Current ongoing Inspection

TOTAL : 16 PENDING : 13 INSPECTED : 3 PENDING APPROVAL : 0

(Figure 4.2: Inspection 'Ack ID' for ongoing Inspection)

By selecting Inspection 'Ack ID' Inspection module will be opened as shown in the screen (Figure 4.3)

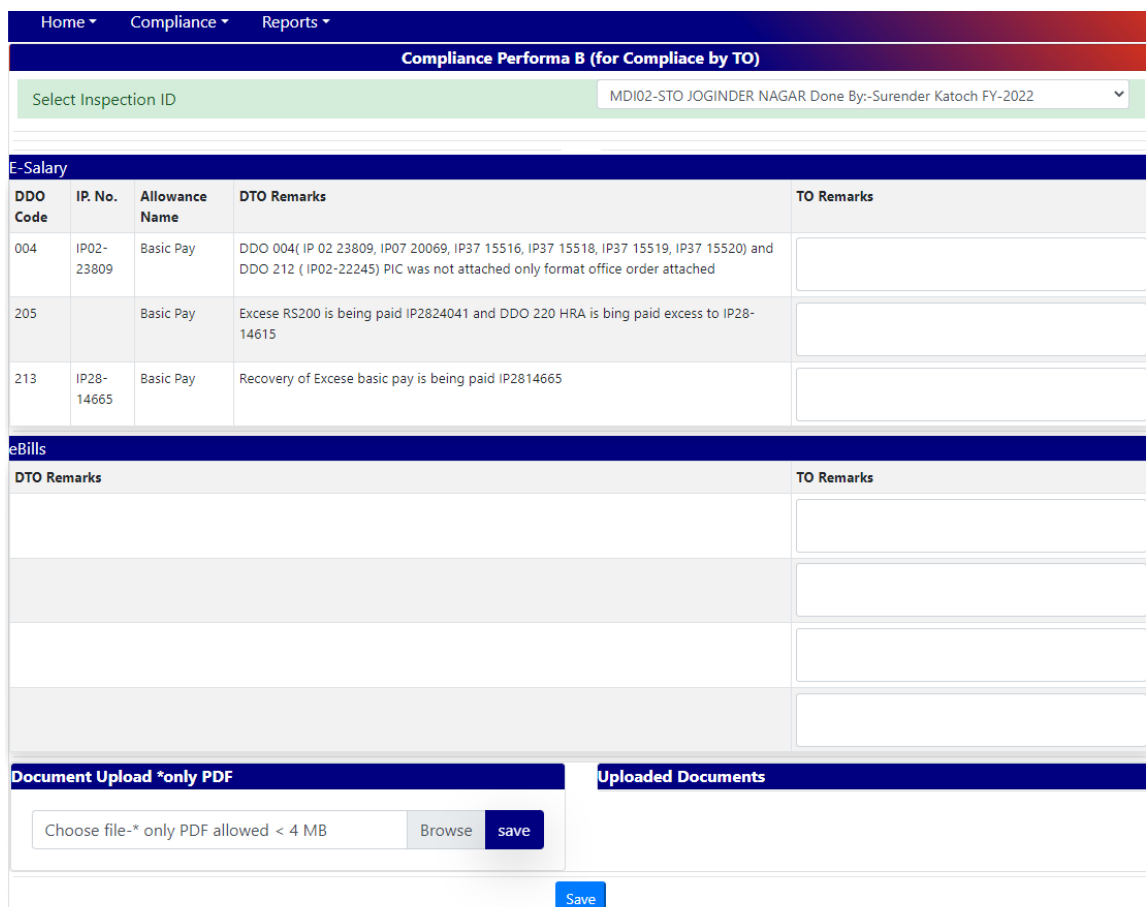


(Figure 4.3: Inspection Performa for Sub treasury Inspection)

Remaining procedure for conducting inspection and filling the Performa is same as in the case of DD inspection.

5. Compliance by TO

After final approval by the DTO the inspection note will appear to TO in **Compliance** menu for comments as shown in the following screen (Figure 5.1)



(Figure 5.1: Compliance Performa of Sub treasury Inspection for compliance by TO)

TO will write his remarks in '**TO Remarks**' column and click on '**save**' button. After saving final approval will be given by TO as shown in the following screen by clicking '**Final Submit & Lock Details**' button. **(Figure 5.2)**

Select Inspection ID
MDI02-STO JOGINDER NAGAR Done By:-Surennder Katoch FY-2022 ▼

e-Salary

DDO Code	IP. No.	Allowance Name	DTO Remarks	TO Remarks
004	IP02-23809	Basic Pay	DDO 004(IP 02 23809, IP07 20069, IP37 15516, IP37 15518, IP37 15519, IP37 15520) and DDO 212 (IP02-22245) PIC was not attached only format office order attached	PIC has been attached.
205		Basic Pay	Excese RS200 is being paid IP2824041 and DDO 220 HRA is bing paid excess to IP28-14615	CA has been paid in place of convyanance allowance but wrongly convyanance allowance column has been selected now correction has been done. Recovery of HRA will be done.
213	IP28-14665	Basic Pay	Recovery of Excese basic pay is being paid IP2814665	DDO is being contacted regarding recovery.

eBills

DTO Remarks	TO Remarks
	No comments
	No comments
	No comments
	No comments

Document Upload *only PDF

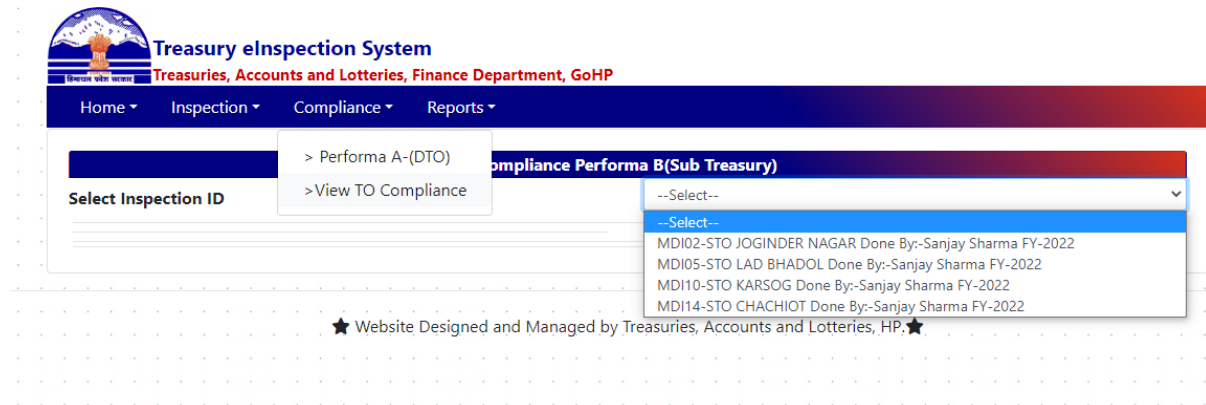
Uploaded Documents

Choose file-* only PDF allowed < 4 MB

(Figure 5.2: 'Final Submit & Lock Details')

6. Compliance by DTO

The inspection note will be locked and will appear to DTO for his comments in 'View *TO compliance*' menu as shown in the following screen (**Figure 6.1**)



(Figure 6.1: 'View TO Compliance' for DTO)

DTO will select specific treasury and write his comments in '**DTO Final Remarks**' column and click '**Para Settle**' check box to settle a para and if the para is unsettled then '**DTO Final Remarks**' will be given and '**Para Settle**' check box will not be checked. Now the details will be saved by clicking the Save button and after that will be available for Final Submit and lock Details. **(Figure 6.2)**

DDO Code	IP. No.	Allowance Name	DTO Remarks	TO Remarks	DTO Final Remarks	Para Settle
004	IP02-23809	Basic Pay	DDO 004(IP 02 23809, IP07 20069, IP37 15516, IP37 15518, IP37 15519, IP37 15520) and DDO 212 (IP02-22245) PIC was not attached only format office order attached	PIC has been attached.	Settled	<input checked="" type="checkbox"/>
205		Basic Pay	Excese RS200 is being paid IP2824041 and DDO 220 HRA is bing paid excess to IP28-14615	CA has been paid in place of convyanance allowance but wrongly convyanance allowance column has been selected now correction has been done. Recovery of HRA will be done.	Partially settled	<input type="checkbox"/>
213	IP28-14665	Basic Pay	Recovery of Excese basic pay is being paid IP2814665	DDO is being contacted regarding recovery.	Unsettled	<input type="checkbox"/>

E-Bills			
DTO Remarks	TO Remarks	DTO Final Remarks	Para Settle
	No comments	Settled	<input checked="" type="checkbox"/>
	No comments	Settled	<input checked="" type="checkbox"/>
	No comments	Settled	<input checked="" type="checkbox"/>
	No comments	Settled	<input checked="" type="checkbox"/>

Document Upload *only PDF	Uploaded Documents
Choose file-* only PDF allowed < 4 MB <input type="button" value="Browse"/> <input type="button" value="save"/>	

(Figure 6.2: DTO Final Remarks & Para Settle Procedure)

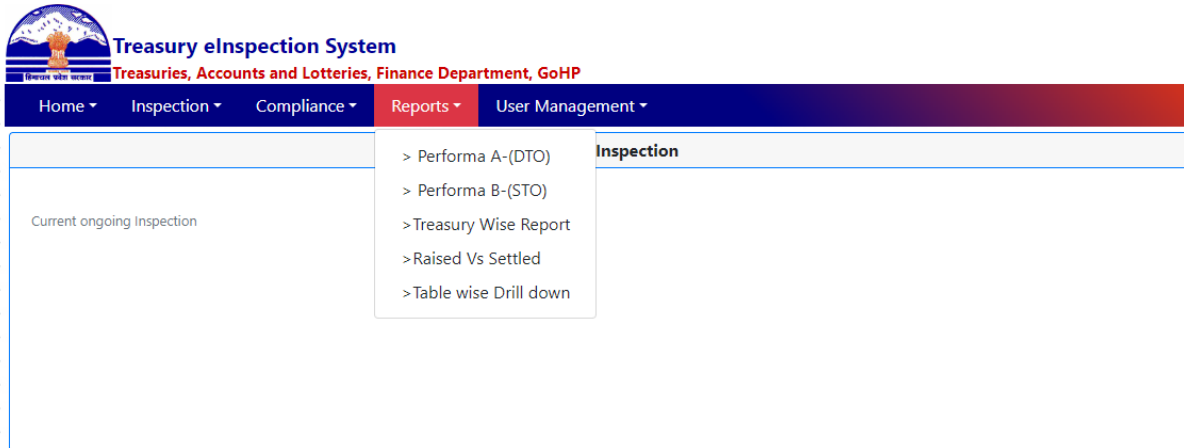
Thereafter, the inspection note will be locked and no change can be done. The unsettled paras will be settled in next financial year when new inspection ID will be generated.

In this manner DTO's inspection cycle will be completed.

7. Report section:-

Under report menu there are five modules in which various reports are available for users (HQ, DD, DTO, TO) as shown in the following screen'

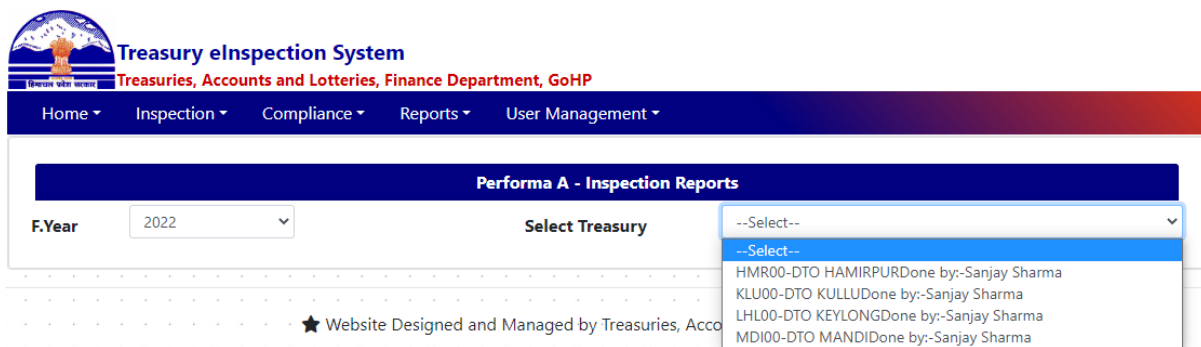
(Figure 7.1)



(Figure 7.1: Various Inspection Reports)

Reports under Performa A-(DTO):-

In this module, report regarding inspection of the district treasury done by DD, its compliance done by DTO and final remarks given by DD is available. For viewing a particular report, financial year and specific district treasury has to be selected as shown in the following screen (Figure 7.2)



(Figure 7.2: Various Inspection Reports Treasury wise)

After clicking on specific treasury the report in the following form will appear
(Figure 7.3)

The screenshot displays the 'Treasury eInspection System' interface. At the top left is the system logo and name. Below it is a navigation menu with options: Home, Inspection, Compliance, Reports, and User Management. The main content area is titled 'Performa A - Inspection Reports'. It contains a form with the following elements: a dropdown menu for 'F.Year' set to '2022', a 'Select Treasury' label, and a dropdown menu for the treasury name 'HMR00-DTO HAMIRPUR Done by:-Sanjay Sharma'. A green 'Performa A' button is positioned below the form. At the bottom of the page, a footer reads: '★ Website Designed and Managed by Treasuries, Accounts and Lotteries, HP.★'

(Figure 7.3: Inspection Report Financial year wise & Treasury wise)

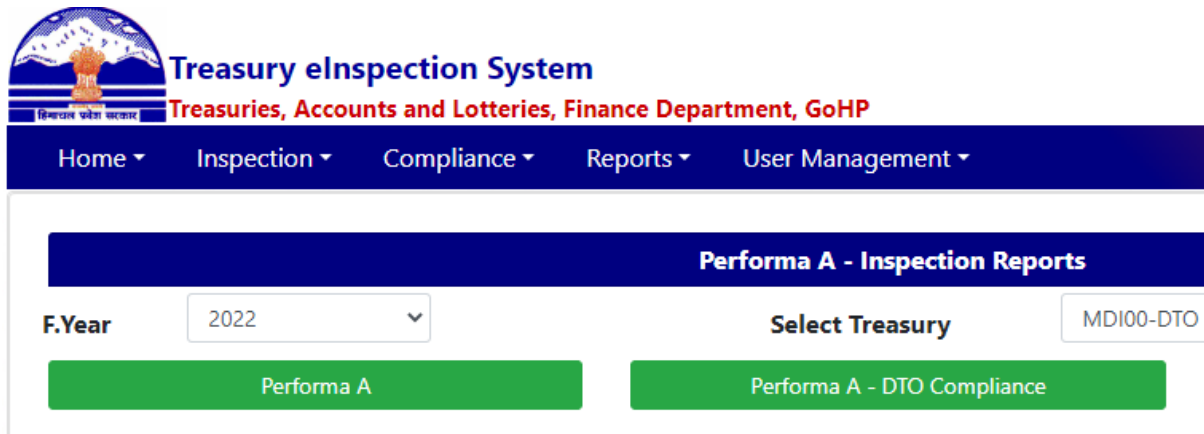
If '**Performa-A**' Tab appears on the screen it means that no compliance has been made by DTO. By clicking the Tab following screen will appear (**Figure 7.4**)

	being done regularly		
7	Is there any case of:Has the nomination for GIS, GPF and DCRG etc. obtained in respect of all employees?	No	PARA:- NOMONATION OF 2 EMPLOYEES MISSIMG.
8	Is there any case of:Whether all officers and officials in Treasury are well versed in application software's used in Treasury.	Yes	--
SERVICE BOOK SHORTCOMINGS			
6. ROSTER REGISTER			
1	Register is maintained by the District Treasury as per instructions of the Government.	Yes	--
2	All posts of Class-IV are filled as per Roster or not	Yes	--
3	Seniority List of Class-IV circulated, if yes, when?	Yes	--
7. FILLING SYSTEM			
1	Filing system is in operation or not.	Yes	--
2	Files are maintained as per office manual	Yes	--
3	Suggestions, if any for maintaining Files.	No	--
8. CASH AND ACCOUNTS			
1	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	Yes	--
2	Whether the monthly expenditure statement is being sent to the Headquarter regularly by 10th of each month?	Yes	--
3	Any other irregularity noticed.	No	--
9. STOCK, STORE AND RECORD MANAGEMENT			
1	Whether suitable room has been provided to store articles?	Yes	--
2	Has annual physical verification of the store articles been conducted?	Yes	--
3	Is the record being weeded out and destroyed at regular intervals (once in a year) as per the provisions of HPFR Vol.-II (Appendix-6)?	Yes	--
4	Date of last destruction.	NA	02/02/2023
5	Whether list of record for destruction for record for current year has been sent to Head Quarter for approval?	No	PARA:- list may be sent
6	Is the condemnation of unserviceable articles done at the specified frequency?	Yes	--
7	Date of last condemnation.	NA	22/01/2020

(Figure 7.4: No compliance by TO & Para standing)

The standing paras will appear in different colour as seen in the above screen.

If 'Performa-A' and '*Performa A-DTO Compliance*' Tab appears on the screen, it would mean that compliance has been done by DTO. By clicking '*Performa-A DTO Compliance*' tab, the report regarding compliance done by DTO can be seen. (Figure 7.5)



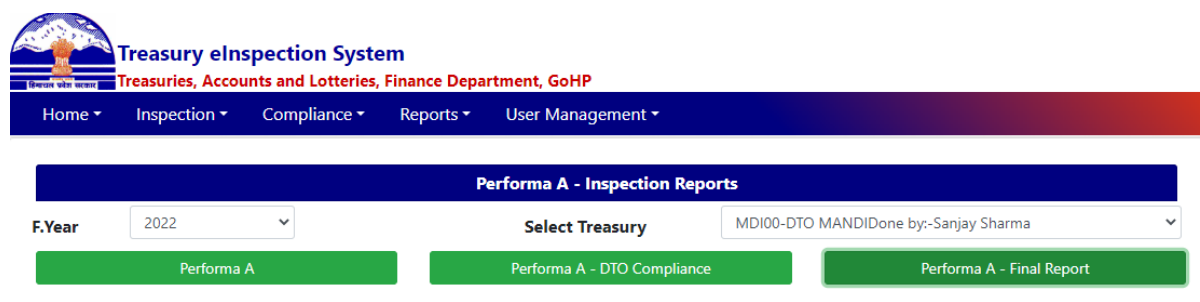
(Figure 7.5: Compliance done by DTO)

The report will appear in the following form (**Figure 7.6**)

4	Is there any case of:An employee transferred but not joined the office as yet.	No	--	--
5	Is there any case of:An employee transferred from the office but not relieved as yet by the Head of Office.	No	--	--
6	Is there any case of:Is the service verification being done regularly	Yes	--	--
7	Is there any case of:Has the nomination for GIS, GPF and DCRG etc. obtained in respect of all employees?	No	PARA:- In few cases Nomination forms of GIS GPF were not found pasted in the service books of concerned officials which may be pasted soon.	DTO Comments:- Nomination forms of GIS and GPF of concerned officials have been pasted in the service books .Hence para may please be settled.
8	Is there any case of:Whether all officers and officials in Treasury are well versed in application software's used in Treasury.	Yes	--	--
SERVICE BOOK SHORTCOMINGS				
6. ROSTER REGISTER				
1	Register is maintained by the District Treasury as per instructions of the Government.	Yes	--	--
2	All posts of Class-IV are filled as per Roster or not	Yes	--	--
3	Seniority List of Class-IV circulated, if yes, when?	Yes	--	--
7. FILLING SYSTEM				
1	Filing system is in operation or not.	Yes	--	--
2	Files are maintained as per office manual	Yes	--	--
3	Suggestions, if any for maintaining Files.	Yes	--	--
8. CASH AND ACCOUNTS				
1	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	Yes	No Permanent advance is being maintained.	--
2	Whether the monthly expenditure statement is being sent to the Headquarter regularly by 10th of each month?	Yes	--	--

(Figure 7.6: Inspection report after DTO compliance)

If 'Performa A- Final Report' Tab also appears on the screen it means that DD has finally accepted the report. (**Figure 7.7**)



(Figure 7.7: Inspection report after DDs acceptance)

By clicking the '**Performa A- Final Report**' Tab, report in following form will appear (**Figure 7.8**)

22. E-SALARY							Para Status
1	Whether all the DDOs have been covered under e-Salary?	Yes	PARA:-	DTO Comments:- YES	DD Remarks:- Settled		Settled
2	Whether all the DDOs have been covered under ECS?	Yes	--	--	--	--	--
3	Whether e-Salary change report and supporting documents regarding change in salary in salary being obtained from DDOs?	Yes	--	--	--	--	--
4	Whether e-Salary generated change report is being checked by Supdt./incharge?	Yes	--	--	--	--	--
5	Whether any entry in ticker exist or not.	Yes	--	--	--	--	--
6	Whether user administration and password policy adhered to.	Yes	--	--	--	--	--
DETAIL OF SHORTCOMINGS IN E-SALARY							
Sr. No	DDO Code	IP No	Allowance Name	Details	DTO REMARKS	DD Final Remarks	Para Status
1	528	IP26-10492	Convayance Allowance	NOT PAID MONTH OF 122022		Settled	SETTLED
2	042	IP26-10916	Convayance Allowance	NOT PAID MONTH OF 122022		Settled	SETTLED
3	646	IP26-23837	Convayance Allowance	NOT PAID MONTH OF 122022		Settled	SETTLED
4	646	IP26-23838	Convayance Allowance	NOT PAID 122022		Settled	SETTLED
5	646	IP26-23841	Convayance Allowance	NOT PAID MONTH OF 122022		Settled	SETTLED
19. ACCOUNTS							
1	Is Daily Siah being received/sent regularly?	Yes	--	--	--	--	--
2	Are monthly accounts (1st and 2nd list) being sent timely to the AGHP? (Specify the regularity)	Yes	--	--	--	--	--
3	Are there any discrepancies in RBD pending for Reconciliation with the Sub- Treasury?	Yes	PARA:- Though recently no such case has been found but there are two old cases of RBD difference in respect of Joginder Nagar and Sunder Nagar Treasuries for the months of June 2018 and March 2020. To solv	DTO Comments:- Correspondence regarding difference in RBD have been made with Directorate ,Treasuries accounts and Lotteries Shimla through E mails along with relevant documents on dated 21 march 2022 , july 2022 and also on dated 30 January 2023.	DD Remarks:- Unsettled		Un-Settled
4	Whether register of deposits being maintained properly and Plus and Minus memos submitted regularly.	Yes	--	--	--	--	--
5	Whether statement of lapse prepared regularly and refund of deposits lapse or otherwise done from relevant Heads of accounts.	Yes	--	--	--	--	--

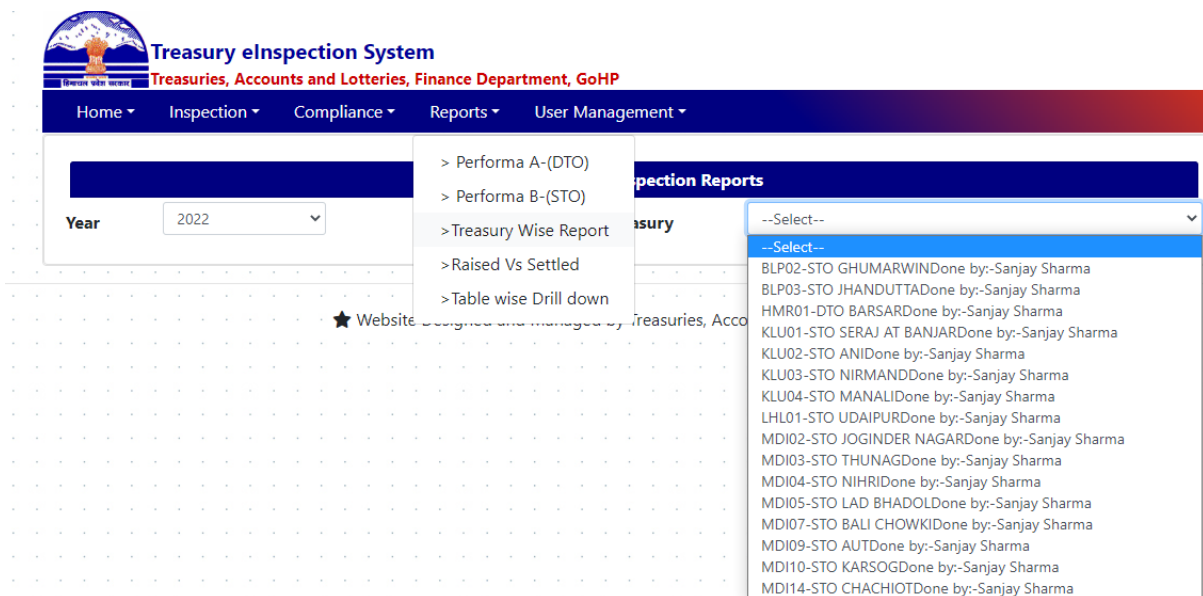
(Figure 7.8: Final Report format)

The last column will show whether Paras are settled or unsettled as shown in the above screen.

Reports under '**Performa B-(STO)**'

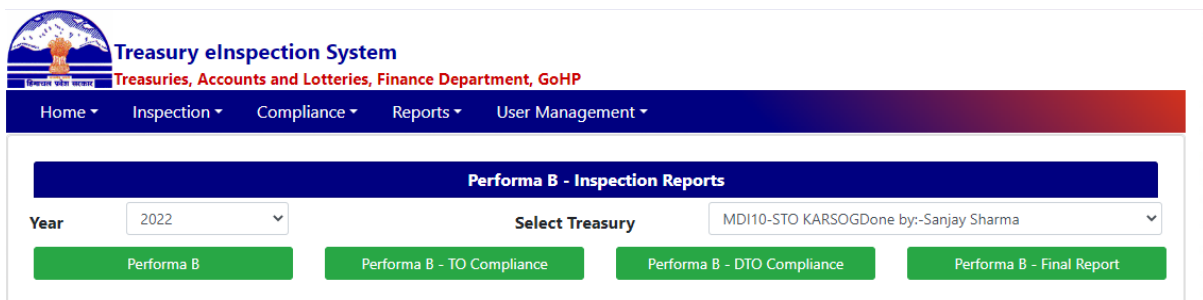
In this module, reports regarding inspection of the Sub treasury done by DD, its compliance done by TO, DTO and final remarks given by DD are available.

For viewing the report the financial year and specific Sub treasury has to be selected as shown in the following screen (**Figure 7.9**)



(Figure 7.9: 'Performa B-STO')

After selecting specific treasury the following screen will appear (Figure 7.10)



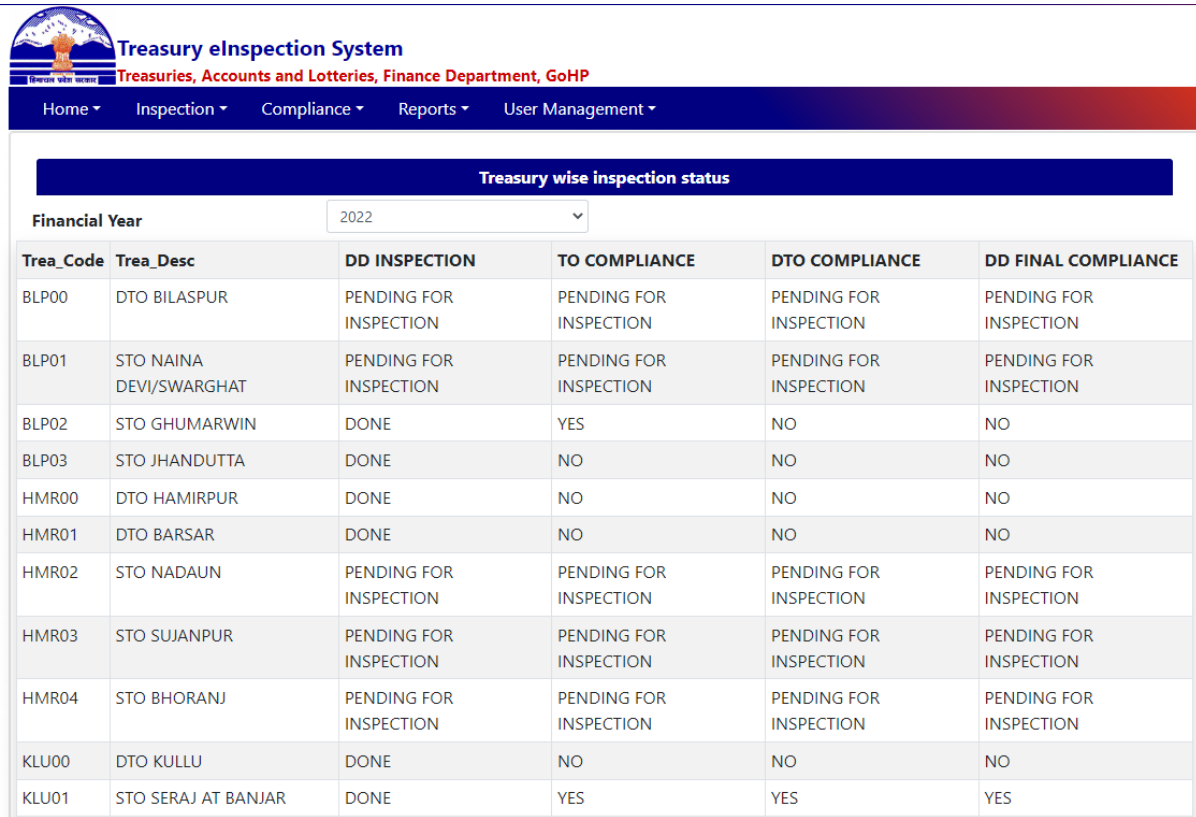
(Figure 7.10: 'Performa B-STO')

Reports regarding compliance done by TO, DTO and Final settlement by DD can be viewed by clicking the specific Tab same as in the case of Reports under 'Performa A-DTO Compliance'

8. Reports under module '*Treasury wise Inspection status*'

In this module treasury wise inspection status and compliance done by TO, DTO and DD can be viewed.

Pending inspection of DD and pending compliance at various levels will appear in the report as shown in the following figure (**Figure 8.1**)



The screenshot shows the 'Treasury eInspection System' interface. At the top, there is a navigation menu with options: Home, Inspection, Compliance, Reports, and User Management. Below the menu, the title 'Treasury wise inspection status' is displayed. A dropdown menu for 'Financial Year' is set to '2022'. The main content is a table with the following data:

Trea_Code	Trea_Desc	DD INSPECTION	TO COMPLIANCE	DTO COMPLIANCE	DD FINAL COMPLIANCE
BLP00	DTO BILASPUR	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION
BLP01	STO NAINA DEVI/SWARGHAT	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION
BLP02	STO GHUMARWIN	DONE	YES	NO	NO
BLP03	STO JHANDUTTA	DONE	NO	NO	NO
HMR00	DTO HAMIRPUR	DONE	NO	NO	NO
HMR01	DTO BARSAR	DONE	NO	NO	NO
HMR02	STO NADAUN	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION
HMR03	STO SUJANPUR	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION
HMR04	STO BHORANJ	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION	PENDING FOR INSPECTION
KLU00	DTO KULLU	DONE	NO	NO	NO
KLU01	STO SERAJ AT BANJAR	DONE	YES	YES	YES

(Figure 8.1: '*Treasury wise Inspection status*')

9. Reports under module **Raised Vs Settled:-**

In this module, Paras raised by DD and DTO of all treasuries in particular financial year can be viewed. By selecting the financial year and clicking the submit button the following screen will appear in which total number of paras raised, settled and unsettled can be viewed (**Figure 9.1**)

Raised vs Settled Report				
Financial Year *	2022	Conducted by	--Select--	Submit
Raised and settled paras for FY-2022				
Treasury	CONDUCTED BY	PARA RAISED	SETTLED	UN SETTLED
☐ STO GHUMARWIN	TOTAL	0	0	0
☐ STO JHANDUTTA	TOTAL	0	0	0
☐ DTO HAMIRPUR	TOTAL	4	0	4
☐ DTO BARSAR	TOTAL	1	0	1
☐ DTO KULLU	TOTAL	1	0	1
☐ STO SERAJ AT BANJAR	TOTAL	1	0	1
☐ STO ANI	TOTAL	1	0	1
☐ STO NIRMAND	TOTAL	0	0	0
☐ STO MANALI	TOTAL	3	2	1
☐ DTO KEYLONG	TOTAL	9	0	9
☐ STO UDAIPUR	TOTAL	3	0	3
☐ DTO MANDI	TOTAL	3	2	1
☐ STO JOGINDER NAGAR	TOTAL	0	0	0
☐ STO THUNAG	TOTAL	0	0	0
☐ STO NIHRI	TOTAL	0	0	0
☐ STO LAD BHADOL	TOTAL	2	0	2
☐ STO SANDHOL	TOTAL	0	0	0
☐ STO BALI CHOWKI	TOTAL	0	0	0
☐ STO AUT	TOTAL	1	0	1
☐ STO KARSOG	TOTAL	2	0	2
☐ STO PADHAR	TOTAL	0	0	0
☐ STO CHACHIOT	TOTAL	2	1	1
☐ STO DHARAMPUR	TOTAL	2	0	2
Total		35	5	30

(Figure 9.1: Raised vs Settled Report)

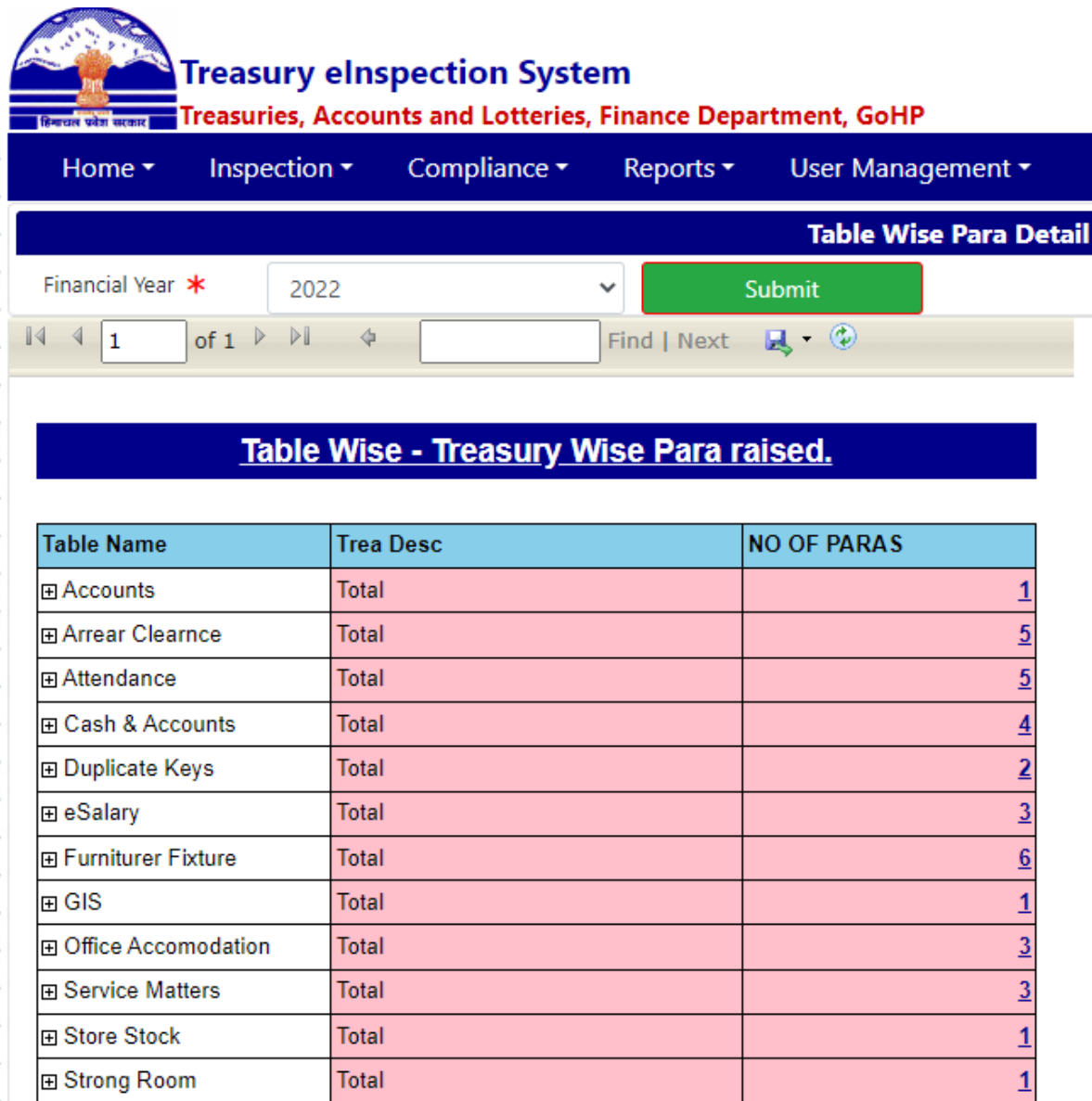
By clicking the particular treasury further bifurcation of paras raised by DD and DTO can be viewed as shown in the following screen (**Figure 9.2**)

Raised and settled paras for FY-2022				
Treasury	COUNDUCTED BY	PARA RAISED	SETTLED	UN SETTLED
☒ STO GHUMARWIN	TOTAL	0	0	0
☒ STO JHANDUTTA	TOTAL	0	0	0
☒ DTO HAMIRPUR	TOTAL	4	0	4
☒ DTO BARSAR	TOTAL	1	0	1
☒ DTO KULLU	TOTAL	1	0	1
☒ STO SERAJ AT BANJAR	TOTAL	1	0	1
☒ STO ANI	TOTAL	1	0	1
☒ STO NIRMAND	TOTAL	0	0	0
☒ STO MANALI	TOTAL	3	2	1
☒ DTO KEYLONG	TOTAL	9	0	9
☒ STO UDAIPUR	TOTAL	3	0	3
☒ DTO MANDI	TOTAL	3	2	1
☒ STO JOGINDER NAGAR	TOTAL	0	0	0
☒ STO THUNAG	TOTAL	0	0	0
☒ STO NIHRI	TOTAL	0	0	0
☒ STO LAD BHADOL	TOTAL	2	0	2
☒ STO SANDHOL	TOTAL	0	0	0
☒ STO BALI CHOWKI	TOTAL	0	0	0
☒ STO AUT	TOTAL	1	0	1
☒ STO KARSOG	TOTAL	2	0	2
	DEPUTY DIRECTOR	2	0	2
	DTO	0	0	0
☒ STO PADHAR	TOTAL	0	0	0
☒ STO CHACHIOT	TOTAL	2	1	1
☒ STO DHARAMPUR	TOTAL	2	0	2
Total		35	5	30

(Figure 9.2: Raised vs Settled Paras for a Financial Year)

10. Reports under module '*Table wise Para Detail*'

In this module, table appears which shows the total no. of paras raised in the particular branch of treasuries for a particular financial year as shown in the following table (Figure 10.1)



Treasury eInspection System
Treasuries, Accounts and Lotteries, Finance Department, GoHP

Home ▾ Inspection ▾ Compliance ▾ Reports ▾ User Management ▾

Table Wise Para Detail

Financial Year * 2022

1 of 1 Find | Next

Table Wise - Treasury Wise Para raised.

Table Name	Trea Desc	NO OF PARAS
Accounts	Total	1
Arrear Clearnce	Total	5
Attendance	Total	5
Cash & Accounts	Total	4
Duplicate Keys	Total	2
eSalary	Total	3
Furniturer Fixture	Total	6
GIS	Total	1
Office Accomodation	Total	3
Service Matters	Total	3
Store Stock	Total	1
Strong Room	Total	1

(Figure 10.1: Table wise- Treasury wise Para raised)

By clicking the particular branch, treasury wise drill down of a particular section of treasury can be viewed as shown in the following screen (**Figure 10.2**)

Table Wise - Treasury Wise Para raised.		
Table Name	Trea Desc	NO OF PARAS
☒ Accounts	Total	<u>1</u>
☒ Arrear Clearnce	Total	<u>5</u>
☒ Attendance	Total	<u>5</u>
☒ Cash & Accounts	Total	<u>4</u>
	STO CHACHIOT	<u>1</u>
	STO KARSOG	<u>1</u>
	STO MANALI	<u>1</u>
	STO SERAJ AT BANJAR	<u>1</u>
☒ Duplicate Keys	Total	<u>2</u>
☒ eSalary	Total	<u>3</u>
☒ Furniturer Fixture	Total	<u>6</u>
☒ GIS	Total	<u>1</u>
☒ Office Accomodation	Total	<u>3</u>
☒ Service Matters	Total	<u>3</u>
☒ Store Stock	Total	<u>1</u>
☒ Strong Room	Total	<u>1</u>

(Figure 10.2: Table wise- Treasury wise Para raised)

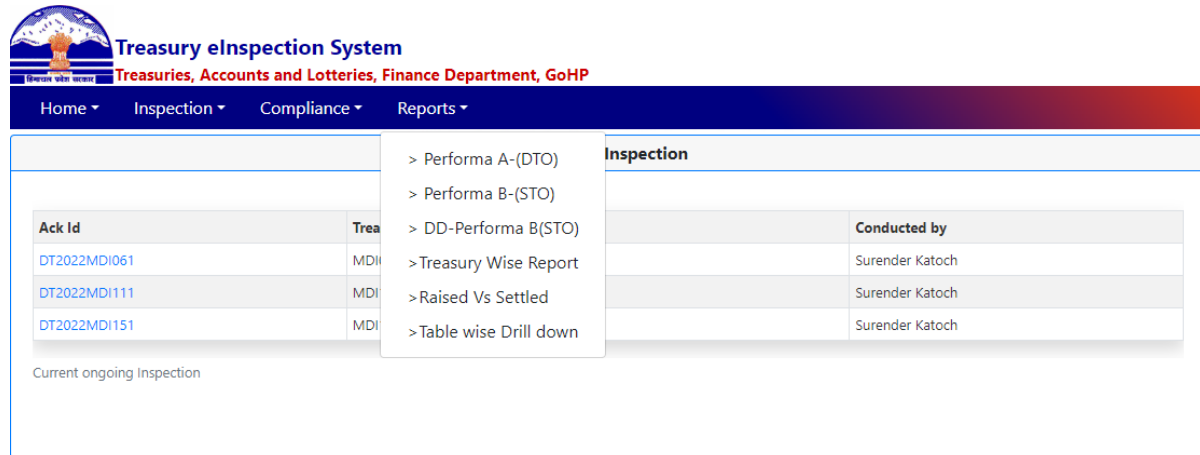
Further selecting the underlined no. of particular treasury (For example. 1 of STO Chachiot) the complete detailed of the para can be viewed as shown in the following screen (**Figure 10.3**)

Table Wise Para Detail				
TREA DESC	Table Name	Question Id	Question Desc	PARA
STO CHACHIOT	Cash & Accounts	1	Whether the amount of permanent advance is sufficient? If not, what amount is recommended?	DTO mandi is directed to provide permanent advance

(Figure 10.3: Table wise- Treasury wise Para Detail)

11. Reports available to DTO:-

DTO can view various reports by selecting '**Reports**' menu as shown in the following screen (**Figure 11.1**)

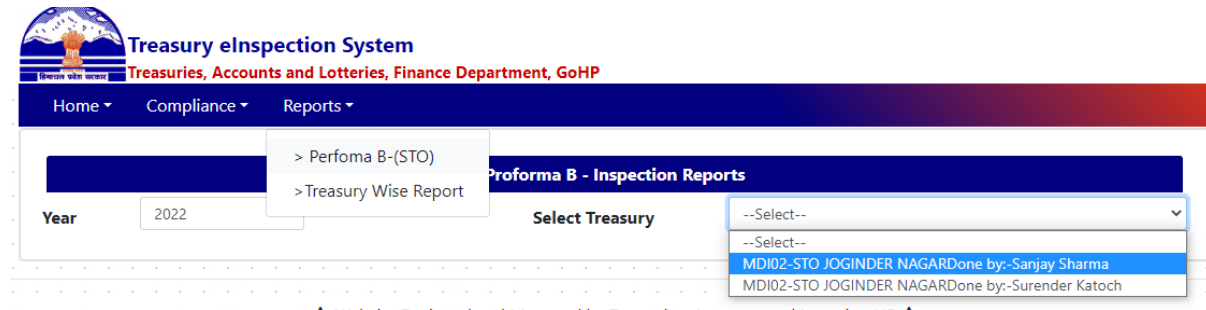


(Figure 11.1: Reports available to DTO)

- In **Performa A-(DTO)** module, report regarding DD inspection can be seen.
- In **Performa B-(STO)** module, report regarding inspection of sub treasury done by DTO can be seen.
- In **DD- Performa B-(STO)** module, report regarding DD inspection of sub treasuries can be seen.
- In **Treasury wise Report** module, pending inspections and their compliance at various level can be seen.
- In **Raised Vs settled** module, total no. of paras raised and settled can be seen .
- In the **Table and Drill Down** module, treasury branch wise paras can be seen along with their detail (The format of the reports is same as already shown above).

12. Reports available to TO:-

TO can view various reports by selecting '**Report**' menu as shown in the following screen (**Figure 12.1**)



(Figure 12.1: Reports available to TO)

In '**Perfoma B-(STO)**' module, reports regarding DD and DTO inspection can be seen. TO has to choose particular inspection done by DTO or DD to view the reports. (The format of the reports is same as already shown above)