

**MOST IMMEDIATE**

**NO.F.1(6)-FIN(TC)/2010**  
GOVERNMENT OF TRIPURA  
DEPARTMENT OF FINANCE

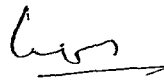
Dated, Agartala 19<sup>th</sup> February 2014.

**M E M O R A N D U M**

Like previous years it has been decided to take the following steps in respect of preferring bills in the Treasuries and Sub-Treasuries during the month of March 2014 for regulating rush of expenditure, smooth entertainment and passing of bills in the Treasuries/ Sub-Treasuries during the fag end of this financial year:

- (i) All DDOs are to ensure preferring of all bills in the respective Treasury/Sub-treasury within working hours of **26-03-2014 i.e. 5:00 PM** positively. No bill preferred beyond this date and time will be entertained in the Treasury/Sub-Treasury. Issue of cheques by the concerned DDOs having cheque drawal authority should also be completed by **26-03-2014**.
- (ii) All DDOs should avoid accumulation of bills/cheques for sending to respective Treasuries/Sub-Treasuries for the last days which may lead to inability of the Treasuries/Sub-Treasuries to clear the bills within the financial year. All precautions should be taken by the DDOs to send bills/cheques early as and when prepared to keep minimum pendency at the end.
- (iii) All the cheque issuing authorities shall deposit the counterfoils of issued cheques as well as unused cheques to the respective Treasuries/Sub-Treasuries by **5:00 PM on 26-03-2014** after completing issue of cheques.
- (iv) Third party cheques issued by the DDOs, which are preferred through Banks for collection, will be entertained in the Treasury/Sub-treasuries up to **5:00 PM of 28-03-2014**.
- (v) To expedite the process for preferring bills by the DDOs, all Controlling Officers are requested to ensure completion of the process of sub-allocation of fund among the DDOs under their control against fund released from the Finance Department as quickly as possible, if not already completed. For quick transmission of the sub-allocation, FAX and Wireless facilities may also be utilized as additional steps.

- (vi) All DDOs should ensure preferring of salary and wage bills of March payable in April to the Treasury/Sub-Treasury within 5:00 PM of 18<sup>th</sup> March, 2014. The Treasury and Sub-Treasury Officers will arrange checking of all these bills and prefer the passed bills to the Treasury Bank branch by affixing rubber stamp indicating "To be booked and paid against budget of 2014-15". This process should be completed by the Treasuries/ Sub-Treasuries within 25<sup>th</sup> of March, 2014. The Treasury Bank branch will ensure booking of expenditure of these salary bills accordingly and also take steps for transferring the amounts in the tie-up Bank branches where such arrangements exist.
3. All concerned are requested to kindly take necessary steps for strict adherence of the above instructions.

  
(K. V. Satyanarayana) 19/2/14  
Addl. Chief Secretary to the  
Government of Tripura

To:

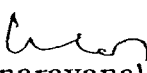
1. All Controlling Officers
2. All Head of Departments
3. All Treasury/Sub-Treasury Officers for information and taking follow up action. They are requested to inform the DDOs and Treasury Bank branches accordingly.

Copy to :

1. The District Magistrate & Collector, Gomati District, Udaipur/ South Tripura District, Belonia/Sepahijala District, Bishramganj/ North Tripura District, Dharmanagar/ Unakoti District, Kailashahar/ Dhalai District, Jawaharnagar/ Khowai District, Khowai/ West Tripura District, Agartala for information and necessary action.
2. To the AGM, SBI Agartala / RM UBI Agartala for information and necessary action.
3. The Sub-Divisional Magistrate, Sadar/ Jirania/ Mohanpur/ Udaipur/ Amarpur/ Karbook/ Sabroom/ Belonia/ Santirbazar/ Sonamura / Bishalgarh /Jampuijala/ Khowai /Teliamura/ Kumarghat/ Kailashahar/ Ambassa/ Kamalpur /Longthraivalley/ Gandacherra/ Dharmanagar/ Kanchanpur/ Panisagar for information and necessary action.

Copy forwarded to:

1. PS to Minister, Finance for favour of information of the Minister.
2. SA & JS to Chief Secretary for favour of information of the Chief Secretary.
3. PS to Addl. Chief Secretary, Finance Department.

  
(K. V. Satyanarayana) 19/2/14  
Addl. Chief Secretary to the  
Government of Tripura