

### **Do's(Passing of Bills)**

- The details on the outer page with those filled in inner pages as required under the State Treasury Rules have been checked.
- Object head-wise details with Grant no. as filled by the DDO in the bill are same as shown by the Treasury Officer in the Schedule of Payment.
- The Schedules of recoveries under the Major Head 7610- Loans to Government Servant are attached with the vouchers, the type of recoveries with amount shown in the bill matches with the details given in the schedules.
- GPF credit schedules are attached with the establishment Vouchers as per classification and amount of deduction shown on the establishment vouchers.
- All AC bills bear suitable rubber stamps in bold letters and in red ink on its top.'

### **Donts(Passing of Bills)**

- No bills should be passed without budgetary provision and proper sanction of the authority.
- Bills without proper classification of budget heads should not be passed but returned to DDO.

### **Do's(Treasury Account)**

- R.B.D. figures are correctly shown in the list of payment or Cash Account and verified date wise monthly statement of the RBD are sent to this office.
- Major Head-wise figures of schedule of payment and list of payment tally with each other. Similarly figure of schedule of receipts and Cash Accounts should also tally.
- Opening balance as give in the list of payment tallies with the Closing balance of the previous month as given in the Cash Accounts.
- Accounts for each Major Head of Payment/ Receipts etc have been kept in separate packets.
- Each packet for payment heads contains all vouchers along with the respective schedule of payment. (all the vouchers, pertaining to respective Major must be tagged in serials in bundles).
- Each packet for receipt heads contains all relevant information along with the respective receipt schedule.
- The printed copy of the list of Payment/ Cash Accounts sent to the AG Office are complete, clear, legible and free from corrections/over-writings.

### **Don'ts(Treasury Account)**

- No manual correction in List of Payment and Cash Account generated through Treasury software should be made in ink to prove the account.
- No change in the Treasury database should be made after the submission of the monthly account to the AG office.
- Delay in submission of accounts should be avoided.