

No.4/22/2005-DTA(05-015)
GOVERNMENT OF MANIPUR
DIRECTORATE OF TREASURIES & ACCOUNTS

INSTRUCTIONS

Imphal, the 20th October, 2014

Subject:- sms based services on bills for DDOs – regarding

It is a well known fact that there has been always claims and counter claims for timely passing of bill(s) of the Departments originating from the Drawing & Disbursing Officers (DDOs) at the Treasury/ Sub-Treasury Offices;

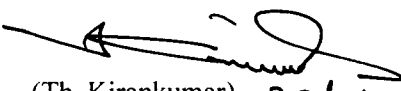
DDOs of various Departments are of the view that bills originating from the Departments are being retained for too long in the Treasuries/Sub-Treasuries while on the other hand Officials in the Treasuries/Sub-Treasuries mention that bill(s) are brought late & DDOs are creating undue pressure to the Treasuries for honouring bill(s);

Many a times the reports of the claims cannot be readily verified or the DDOs are not in a position to monitor the actual process of bill passing in the Treasury/Sub-Treasury Offices;

Attempts have been made in the past few years to minimize the number of days for retention of bills in Treasuries for checking the bills to 3 (three) days except on the last few days at the fag end of the financial year;

To facilitate our main stakeholders (viz DDOs of the Departments) in proper Tracking of Departmental Bill(s), status of passing/rejection of bills and sending of advices to the banks, an **sms based service** has been incorporated into the "treasury net" software in consultation with NIC. DDOs of various Departments are required to register into the system so as to avail the facilities. The following procedures shall be ensured for due registration.

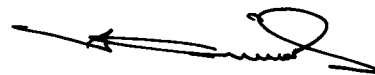
- (i) DDOs shall submit the dully filled in forms by either submitting the mobile number of the DDO (preferably) or the mobile number of authorised Official. The form is annexed and is also available in the State Government website www.manipur.gov.in
- (ii) Whenever, there is a requirement for change in the mobile number of the Office of the DDO, it shall be communicated to the Treasury/Sub-Treasury Officer concerned.
- (iii) Only working mobile numbers shall be submitted by the DDOs.
- (iv) DDOs shall ensure that mobile number of the borkandaz (or bill runners) are not furnished
- (v) All DDOs are requested to monitor the progress of bills in the Treasuries from the sms based reporting.
- (vi) All future complaints on bill by DDOs on bill passing may preferably quote the Treasury Receipt (RR) number for bills and dates.


(Th. Kirankumar) 20/10/2014
Director,
Treasuries & Accounts,
Manipur.

Imphal, the 20th October, 2014

Copy to:

1. The Secretary to the Hon'ble Chief Minister, Government of Manipur.
2. The Chief Secretary, Government of Manipur.
3. The Principal Secretary (Finance), Government of Manipur.
4. All Head of Departments.
5. The SIO, NIC-Manipur, Imphal.
- ✓ 6. The OSD (IT), Manipur. He is requested to kindly upload the instruction and the form in the State Government website.
7. All DDOs concerned. They are requested to comply accordingly.
8. All Treasury Officer concerned. They shall ensure that all the DDOs are intimated.
9. All Sub-Treasury Officer concerned. They shall ensure that all the DDOs are intimated.
10. The relevant file.



(Th. Kirankumar)
Director,
Treasuries & Accounts,
Manipur.