

OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH

Information published under Article 4(I) (b) of the Right to Information Act, 2005.

Introduction:

The office of the Principal Accountant General (A&E) Haryana Chandigarh is part of the Indian Audit & Accounts Department under the Comptroller & Auditor General of India (CAG).

The main function of this office is the compilation and consolidation of Civil Accounts of the State Government of Haryana. Annual Finance and Appropriation Accounts are prepared and presented to the Governor of Haryana for laying on the table of State Legislative Assembly (Vidhan Sabha).

This office also issues drawing and disbursing authorities to the respective Drawing and Disbursing Officers of the Govt. of Haryana. Periodical inspection of Treasuries in the State is also conducted by this office.

Besides, this office maintains GPF accounts of 1.49 lakhs employees of Haryana Government and authorizes final payments of GPF, Pension and other retirement benefits to the retiring employees of the State Government.

Individual accounts of long term advances such as House Building Advances (HBA), Motor Car Advances (MCA) and Computer Advance etc drawn by the All India Services (AIS) officers and other State Government employees are also maintained by this office. On recovery of advances, this office also issues No Dues Certificates (NDCs) to the respective officials concerned.

This office also exercises administrative control of the Divisional Accountants cadre working in Public Works divisions of Public Health (PH), Irrigation and Building and Roads (B&R) departments of the State Government. Annual Review of working of the Public Works divisions is also prepared and submitted to State Government.

Pay slips of Governor, MLAs and Ministers of the State are also issued by this office.

1. Particulars of organization, functions and duties:

Organization

The Pr.AG Haryana, is a senior member of Indian Audit and Accounts Service (IA & AS) and is assisted by 03 Group Officers from the IA & AS of the level of Junior Administrative Grade /Sr. Time Scale. The office has got five functional groups viz. Administration, Accounts, Provident Fund, Works and Pension.

Each group is headed by a Group Officer viz. Deputy Accountant General/Sr. Deputy Accountant General. Welfare activities of the staff are entrusted to the Welfare Officer. A Grievance Monitoring Cell & ICT Cell and Internal Test Audit Wing are functioning under the direct supervision of the Pr.AG.

Each functional group is divided into branches supervised by Senior Accounts Officers/Accounts Officers, who are group-'B' Gazetted Officers. Each branch is further divided into sections/cells headed by Assistant Accounts Officers (Group 'B' Gazetted) and Supervisors (Group 'B' Non-gazetted). The Sections comprise Group B (Non-Gazetted) & Group 'C' officials like Senior Accountants/Accountants/DEOs/Clerks etc. There are also Asstt. Accounts Officers (RT), Senior Console Operators, Console Operators and Data Entry Operators working on computer related jobs in the office.

Functions

This office:

(i) maintains and submits:

-Monthly civil accounts of the Haryana State to Finance Department of the State Government.

-Appropriation and Finance Accounts of Haryana State to the State Governor.

(ii) Maintains and issues:

- Pay slips to the Governor, Speaker and Members of the Legislative Assembly of Haryana State.

- Detailed accounts and NDCs in respect of long term advances taken by the members of the State Legislature and State Government employees.

- Detailed accounts of loans made to local bodies/statutory corporations by the State Government.

(iii) Authorizes entitlement of:

- Pension to ex-members of Haryana State Legislature.

- Final withdrawal/payment of General Provident Fund balances of the State Government employees on their retirement.

- Pensionary benefits to the eligible State Government retirees.

(iv) Inspects:

- The treasuries and sub-treasuries of the State periodically.

1. The Powers and Duties of its officers and employees:

The dealing Senior Accountants/Accountants/DEOs/Clerks process the vouchers, schedules, paid cheques, challans, bank scrolls, memos and other correspondence received from State Treasuries, Works Divisions, Reserve Bank of India,

the Accountants General of other States and Pay & Accounts Officers of the various Ministries/Departments of the Union Government as well as the letters/complaints/grievances from the individual employees of the State Government with reference to their G.P.F. accounts/ Pension Cases/Long Term Advances, etc. The work of dealing hands is monitored and supervised by the Sectional Heads and files are submitted by them to the concerned Branch Officers, who are the authorized officers to sign and issue NDCs in the case of long term advances, final payment authorities in the case of GPF dues and pension payment orders, gratuity payment orders, commutation payment orders (PPO/GPO/CPO) of retiring/deceased employees of the State Government.

The work distribution in the office is displayed on Home Page.

2. The procedure followed in its decision making process including channels of supervision and accountability

- The work done by the dealing assistants in the Sections is checked by the AAOs and then passed on to the Sr. Accounts Officers/Accounts Officers.
- Authorization of pensionary benefits, GPF final payments, issue of NDC is done at the level of Sr. Accounts Officer/Accounts Officer.
- The work of the Sr. Accounts Officers/Accounts Officers is supervised by the Group Officers, through periodical returns, and also by the Pr.Accountant General through the Internal Test Audit section.
- Every channel is accountable for the work entrusted to it.

3. The norms set by it for discharge of its function:

The office follows the norms contained in Auditing Standards and Manuals in discharge of its functions.

4. The rules, regulations, instructions, manuals and records used by its employees for discharging its functions:

1. Haryana Civil Services Rules (All).
2. All India Services Rules.
3. Pension Manual prepared by the office.
4. Instructions issued by the Haryana Government concerning the functions entrusted to this office.
5. Instructions issued by the CAG, with regard to maintenance of accounts.
6. Manual of the Provident Fund Sections Vol. I & II prepared by the Office of the Pr. Accountant General (A&E) Haryana.
7. CAG's Manual of Standing Orders (Administration), Vol. I, II & III.
8. Central Govt. Employees Group Insurance Scheme.
9. Central Civil Services (Medical Attendance) Rules.
10. Central Civil Services (GPF) Rules.
11. Central Civil Services (LTC) Rules.

12. Central Civil Services (House Building Advance) Rules.
13. Central Civil Services (Pay) Rules 2016.
14. Central Civil Services (Advances to Central Govt. Servants) Rules.
15. Broacher on Reservation and Concession for SC, ST, OBC.
16. Manual of CRT prepared by the office.
17. Manual of General Procedures and Administration Vol. I to Vol. IV.
18. General Financial Rules.
19. Central Civil Services (Conduct) Rules, 1964.
20. Central Civil Services (CCA) Rules, 1965.
21. Fundamental Rules and Supplementary Rules (as applicable to Central Government employees).
22. Central Government Account Receipts and Payments Rules,
23. C. A. G.'s Manual of Standing Orders (A&E) Vol. I & II.
24. List of Major & Minor Heads of Accounts.
25. Subsidiary Treasury Rules.
26. Punjab Financial Rules (Applicable to Haryana) Vol. I & II.
27. Account Code for Accountants General
28. Account Code Vol. I, II, & III.
29. Punjab Budget Manual applicable to Haryana.
30. Government Accounting Rules, 1990.
31. Receipts & Payments Rules, 1983.
32. Manual of Departmental Compilation and Deposit Sections.
33. Manual of Gazetted Entitlements.
34. Manual of Treasury and Debt Heads Sections.
35. Manual of Account Current.
36. Manual of Appropriation accounts cum Budget.
37. Manual of Forest Accounts.
38. Manual of Treasury Miscellaneous Sections.
39. Manual of Treasury Inspection.
40. Manual of Information Technology Audit.
41. Manual of Works Compilation.
42. Manual of Administration of Divisional Accountants.
43. CPW Account Code.

5. A statement of categories of the documents held by it or under its control:

(a) Accounts (Compilation)

1. Vouchers with annexure like sanctions

2. Compilation Sheets.
3. Classified Abstracts
4. Consolidated Abstracts
5. GIA register/Utilization Certificate
6. T. E. Register.

(b) Accounts Current (A/c)

1. Clearance Memos.
2. Register of Valuables.
3. In-ward-Out-ward Register.
4. Advice Memos.
5. Classified Abstracts.

(c) Treasury Debt Heads

1. DB-I & DB-II
2. Abstract of Major Head Totals.
3. Disburses Accounts.
4. Consolidated Abstract.
5. DDR Heads.
6. CTE Ledger.
7. Trial Balance.
8. MCA/Finance Accounts.
9. R. O. B. (Main)

(d) GPF:

1. Schedules with covering lists,
2. Ledgers/ Master Cards.
3. Payment Vouchers of GPF.

(e) Loan Section:

1. Schedules.
2. Ledger/Broad-sheet.
3. Accounts Slips.
4. Loan Broad-sheets (given by state).
5. Ledger (given by centre).

(f) Pension:

1. Pension Abstract
2. PPO Register
3. GPO Authority Register
4. CPO Authority Register
5. PPO, GPO, CPO books, Special Seal Authority cases, Freedom Fighter Pension Cases, Court Cases of GPF and Pension.

(g) Miscellaneous.

Annual Treasury Review, Annual Forest Divisions Review, Annual Works Divisions Review, Activity Report, Treasury Inspection Reports, Internal Test Audit/Triennial Review Reports.

6. The Particulars of any arrangement that exists for consultation with or representation by the members of the public, in relation to the formulation of policy or implementation thereof:

-Not Applicable-

7. A statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted by it:

Departmental Promotion Committees (DPC) for Group-'B' Gazetted & Non-Gazetted and Group 'C' posts are constituted by the Pr.Accountant General. However, public participation or minutes of the meeting are not open to public.

8. A directory of its officers and employees.

Gradation list of officers and staff as on 1st of March every year is prepared by the office which is available in the office for consultation. This Gradation list is not to be treated as seniority list.

9. The monthly remuneration received by each officers and employees, including the system of compensation as provided in its regulation

| Sr. No. | Category of Post | Pay Matrix/Level as per 7th CPC | Persons-in-position as on 01.12.2018 |
|----------------|-------------------------------|---|---|
| 1. | Pr. Accountant General | 15 | 01 |
| 2. | Sr. Dy. Accountant General | 12 | 01 |
| 3. | Dy. Accountant General | 11 | 02 |
| 4. | Welfare Officer | 11 | 01 |
| 5. | Sr. Accounts Officer | 10 | 06 |
| 6. | Accounts Officer | 9 | 16 |
| 7. | Asstt. Accounts Officer | 8 | 72 |
| 8. | Asstt. Accounts Officer (Ad.) | 8 | 23 |
| 9. | Sr. Private Secretary | 8 | 01 |
| 10. | Sr.DAO/DAO-I/DAO-II/DA | 8 | 158 |

| | | | |
|-----|--------------------------|---|-----|
| 11. | Supervisor | 8 | 02 |
| 12. | Welfare Assistant | 8 | 01 |
| 13. | Personal Assistant | 6 | 03 |
| 14. | DEO-B (Console Operator) | 5 | 01 |
| 15. | Sr. Accountant | 6 | 264 |
| 16. | Jr. Hindi Translator | 6 | 02 |
| 17. | Accountant | 5 | 77 |
| 18. | Clerk | 2 | 09 |
| 19. | DEO-A | 4 | 70 |
| 20. | Staff Car Driver Gr-II | 4 | 01 |
| 21. | Canteen Clerk | 2 | 02 |
| 22. | Multi Tasking Staff | 1 | 77 |
| 23. | Canteen Attendant | 1 | 04 |

10. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

The expenditure for the last two years and the Budget allocation for the current year are as under:

(Amount in lakhs of Rupees)

| Classification | Expenditure during 2016-17 | Expenditure during 2017-18 | Budget Allocation for 2018-19 |
|----------------|----------------------------|----------------------------|-------------------------------|
| Salaries | 4577.01 | 4578.92 | 4594.48 |
| DTE | 22.08 | 34.89 | 26.30 |
| Medical | 22.60 | 50.74 | 44.83 |
| OTA | 7.75 | 0.07 | 0.26 |
| Miscellaneous | 297.05 | 360.09 | 226.59 |
| Total | 4926.49 | 5024.71 | 4892.46 |

Category wise break up of expenditure in the year 2017-18 is given below:

| Head | Group 'A' | Group "B&NGE" | Total | % to the total expenditure |
|-----------------|--------------|----------------|----------------|----------------------------|
| Salaries | 69.96 | 4508.96 | 4578.92 | 91.13 |
| DTE | 4.69 | 30.20 | 34.89 | 0.69 |
| Medical | 0.76 | 49.28 | 50.74 | 1.01 |
| OTA | 0 | 0.07 | 0.07 | 0.00 |
| Misc. | 0 | 360.09 | 360.09 | 7.17 |
| Total | 75.41 | 4949.30 | 5024.71 | 100.00 |

11. The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes:

- Not Applicable-

12. Particulars of recipients of concession, permits or authorization granted by it:

- Not Applicable-

13. Details of information available to, or held by it, reduced to an electronic form:

All information is available on electronic format, either free or for prescribed cost/ fee.

14. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public:

As per Citizen Charter displayed by this office, on the web, notice boards, etc.

15. The name, designation and other particulars of the Public Information Officer:

Dhruv Bholra, IA&AS
Dy. Accountant General (Admn)
Phone- 0172 - 2615281 (O)

16. Name of Pay & Accounts Officer in whose favour fee under this Act is payable:

Pay & Accounts officer,
Office of the Accountant General (A&E) Punjab,
Chandigarh.

17. Mode of payment/Fee etc.

By cash or by Indian postal orders or by demand draft or by banker's cheque.
Application fee Rs. 10/-

sd/-
Dy. Accountant General (Admn.)