

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)
HARYANA, PLOT NO – 5, DAKSHIN MARG,
SECTOR – 33-B, CHANDIGARH – 160 020.
PBX NO. 2602368, 2614485, 2604289, FAX NO. 2610488**

1. INTRODUCTION:-

Comptroller & Auditor General of India, being Head of the Indian Audit & Accounts Department derives his powers under Articles 149-151 of the Constitution of India as well as Comptroller & Auditor General's (Duties, Power & Conditions of Service) Act, 1971. Accountants General are appointed in each of the States to look after the functions of the Accounts keeping and Auditing.

1(a) Functions of the Accountant General (Audit) Haryana can be broadly classified as under:-

- (i) Audit of accounts of receipts and expenditure of the Government of Haryana, audit of Government Companies, Statutory Corporations, Boards and Autonomous Bodies covered under the Statutes and under the provisions of Duties and Powers of the C&AG of India Act, 1971 as amended from time to time.
- (ii) Audit of accounts of receipts and expenditure of offices of the Departments of Union Government located in Haryana.
- (iii) Comprehensive audit appraisal of the various Government Schemes/projects both State sponsored and Centrally sponsored and undertaking audit reviews of various Government Companies, Departmental Undertakings and Statutory Corporations of the State of Haryana.
- (iv) Assisting the Public Accounts Committee (PAC) and the Committee on Public Undertakings (COPU) of the Haryana State Legislature in their examination of different Audit Reports presented by the Comptroller and Auditor General of India in Vidhan Sabha.
- (v) Auditing the Finance and Appropriation Accounts of the Government of Haryana prepared by the Accountant General (A&E) Haryana.

1(b) During the year 2004-05, the charge of the office was held by Shri Ashwini Attri, Accountant General.

1(c) The Accountant General is assisted for the discharge of above functions by a team of Deputy Accountants General (Group Officers) who are incharge of each functional wing in the office as under:-

- Inspection Civil & Central Audit Wing
- Revenue Audit
- Commercial Audit
- Administration and Welfare
- Works Audit

1(d) Inspection Civil & Central Audit Wing

This wing deals with:-

- (a) Audit of Civil Departments of the State Government.
- (b) Audit of Civil Offices of Union Government located in Haryana.
- (c) Central Audit of Accounts received from treasuries and Forest divisions through Accountant General (A&E) Haryana.
- (d) Audit of Autonomous Bodies under sections 14,15,19 & 20 of the Comptroller and Auditor General's (DPC) Act, 1971.
- (e) Audit of Appropriation & Finance Accounts.
- (f) Efficiency-cum-performance Audit (ECPA)
- (g) Audit of Pensionary benefits, GPF credits/debits and Final payments.

1(e) Works Audit Wing

This wing conducts:-

- (a) Audit of all Public Works Divisions of Building & Roads, Public Health and Irrigation of the Government of Haryana and Central Public Works Divisions located in the State of Haryana.
- (b) Central Audit of Divisional Accounts received from Public Works Divisions through Accountant General (A&E) Haryana.

1(f) Revenue Audit Wing

This wing conducts audit of:-

- (a) All State Revenue Receipts, both Non-Tax and Tax Collections, broadly comprising of Taxes on Sales, Trade etc. State Excise, Passengers and Goods Tax, Stamps & Registration Fees, Mining and Mineral, Receipts, Interest Receipts, Receipts from Forests, Agriculture and Irrigation etc.
- (b) Central Revenue Receipts comprising of Income Tax, Wealth Tax, Central Excise & Customs Duties within the State of Haryana.

1(g) Commercial Audit Wing

This wing conducts audit of:-

- (a) All Haryana Government Companies including four power sector companies under section 619(4) of the Companies Act, 1956.
- (b) Statutory Corporations namely (i) Haryana Financial Corporation (ii) Haryana Warehousing Corporation and (iii) Haryana Electricity Regulatory Commission set up under Haryana Electricity Reforms Act, 1997.
- (c) Departmentally managed Government Commercial and quasi-commercial undertakings like (i) Haryana Roadways (ii) Printing and Stationery (iii) Supplies and Disposals and (iv) Food and Supplies.

1(h) Administration and Welfare

- (a) The functions of Administration wing comprising of complete cadre control of Group 'B', 'C' and 'D' staff including all establishment matters, recruitment, training, conducting

examinations, promotions & placement of officers & staff in the office, preparation of budget estimates, disbursement of pay & allowances, settlement of other personal claims & maintenance of office in general.

- (b) Welfare wing of the office of the Accountant General (Audit) Haryana comprising of Welfare Assistant and other staff, whose work is supervised by a Welfare Officer. This wing looks after the general cleanliness of the office, deployment of all group 'D' staff, Sports & Recreational Activities of the office, overall welfare of the staff and their families.

1(i) **Computer Cell**

Computer Cell of the office looks after the work of feeding, formatting and printing of word processing of entire office. This work is being done bilingually. The Computer Cell also imparts training to staff in various computer applications. Computer Audit Group consisting of nominated officers specially trained for the audit of computerised systems/functions under this cell. The overall supervision of this cell is with the Sr. Dy. Accountant General (Commercial).

1(j) **Hindi Cell**

Hindi Cell of this office looks after the implementation processes of the official language policies of Government of India. It also takes care of the translation/training requirements of Hindi.

1(k) **Staff strength as on 01.01.2006**

	Sanctioned				Person in position					No. of vacancies		
	Pt.	Ty.	Cl	Total	On Regular Duty	On Leave	Total (a)	On duty casual (b)	Total (a+b)	Regular	Casual	Total
Group 'A'	8	-	-	8	8	-	8	-	8	-	-	-
Sr. AO	-	72	-	72	60	-	60	-	60	(-) 12	-	(-) 12
AO	17	1	-	18	29	-	29	-	29	(+) 11	-	(+) 11
AAO	-	173	-	173	146	-	146	-	146	(-) 27	-	(-) 27
SO	36	5	-	41	47	-	47	-	47	(+) 6	-	(+) 6
Hindi Officer	-	1	-	1	0	-	0	-	0	(-) 1	-	(-) 1
Supervisor	-	3	-	3	3	-	3	-	3	-	-	-
Welfare Asstt.	-	1	-	1	0	-	0	-	0	(-) 1	-	(-) 1
Sr. Adrs.	272	32	7	311	254	-	254	7	261	(-) 50	-	(-) 50
Adrs.	70	-	1	71	26	-	26	-	26	(-) 45	-	(-) 45
Jr. Translator	-	2	-	2	1	-	1	-	1	(-) 1	-	(-) 1
Pvt. Secy.	1	-	-	1	1	-	1	-	1	-	-	-
Steno Gr-I	2	-	-	2	2	-	2	-	2	-	-	-
Steno Gr-II	5	-	-	5	5	-	5	-	5	-	-	-
Steno Gr-III	4	-	-	4	0	-	0	-	0	(-) 4	-	(-) 4
Clerks	58	-	-	58	18	-	18	-	18	(-) 40	-	(-) 40
S.G.R.Keepers	-	3	-	3	3	-	3	-	3	-	-	-
Rec. Keepers	4	3	-	7	7	-	7	-	7	-	-	-
Caretaker	1	-	-	1	1	-	1	-	1	-	-	-
Staff Car Dr.Gr I	1	-	-	1	1	-	1	-	1	-	-	-
Group 'D'	61	1	-	62	52	-	52	-	52	(-) 10	-	(-) 10
Sr. Con. Ope.	-	2	-	2	2	-	2	-	2	-	-	-
Con. Oper.	-	3	-	3	0	-	0	-	0	(-) 3	-	(-) 3
D.E.O.	-	13	-	13	7	-	7	-	7	(-) 6	-	(-) 6
Canteen Staff	6	-	-	6	5	-	5	-	5	(-) 1	-	(-) 1
Grand Total	546	315	8	869	678	-	678	7	685	(-) 184	-	(-) 184

1(1) The powers and duties/work distribution of its officers as on 15.1.2006 are as under:-

Øe la0	uke o inuke	vkoklh; irk	nwjHkk"k			izHkkj
	loZJh@Jherh@l qJh		vkokl	dk;kZy;	ih- ch- ,DI- u0-	
^d* Js.kh vf/dkjh						
1.	vf'ouh vf=k] egkys[kkdkj	2161&, 42 lh] p.Mhx<+	266801 3	261537 7	401 402	(1) dk;kZy; izeq[kA (2) fjiksVZ] vkbZ- Vh-,- dk izR;{k izHkkjA
2.	ih- ,l- nkl] o- mi&egkys[kkdkj (fu-fffoy&AA)	2159&, 42 lh p.Mhx<+	266063 1	261273 7	452	gfj;k.kk ljdkj ds flfoy foHkkx (vkbZ-lh- AA)] bZ-lh-ih-,-] fu"iknu ys[kkijh{kk] iapk;rh jkt] vkbZ- Vh- vkfMV] dEI;wVj ISy dk i;Zos{kh izHkkj A
3.	gjiky falag] o- mi&egkys[kkdkj (okf.kT;)	262@32 &, p.Mhx<+		260203 3		okf.kT; ys[kk ijh{kk [k.M ,oa {ks=kh; dEI;wVj izf'k{k.k laLFkku dk i;Zos{kh izHkkj
4.	ts-Mh- lgk;] o- mi&egkys[kkdkj (jktLo &A)	322 Qsl&3 ,] eksgkyh	226646 6 227302 2	266085 1	449	vk;dij] o dsUnzh; mRikn dk i;Zos{kh izHkkj
5.	ds-,-l- jkeksrjk] o- mi&egkys[kkdkj (jktLo&AA)	1763@39&c h p.Mhx<+	269533 8	261537 8	455	fcØhdj] o vU; izkflr;ka dk i;Zos{kh izHkkj A
6.	,p-vkj- ljaxy] mi&egkys[kkdkj (iz'kklu o fuekZ.k)	3193@40& Mh p.Mhx<+	262941 1	261061 6	431	iz'kklu [k.M o x`g izf'k{k.k o yksd fuekZ.k ys[kkijh{kk [k.M dk i;Zos{kh izHkkj
7.	Vh-,-y- 'kekZ] mi&egkys[kkdkj (fu-fffoy&A)	1993 okMZ u- 6 [kjM+	0160& 228294 1	261544 3	428	ISDlu 14 o 15 ds vUrZxr ys[kkijh{kk] dki o dSi] fofu;ksx o for ys[kk] dsUnzh; leUo; rFkk vks-,-Mh- (LiS'ky)

dk izHkkj A

8.	lqHkk"k pUnz ikgok] dY;k.k vf/dkjh	908@12, iapdqyk	257790 8	266430 6	424	dY;k.k vuqHkkx] [ksy&dwn] lkaLd`frd dk;ZØe o dk;kZy; j[k&j]kko dk izHkkj A
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^[k* Js.kh vf/dkjh (ofj"B ys[kkijh{kk vf/dkjh@ys[kkijh{kk vf/dkjh)						
(d) fjiksVZ						
egkys[kkdkj dk izHkkj			Lohd`r in%&3			
Ø - la -	uke o inuke	vkoklh; irk	nwjHkk"k			izHkkj
			vkokl	dk;kZy;	ih-ch- ,DI-	

1. ds-,y- 'kekZ] o-ys- 1836 Qsl&7 2221527 266847 405 fjiksVZ flfoy
i-v- eksgkyh 1
2. jes'k dqekj xqlrk] 36@11 2573905 266847 406 fjiksVZ (fjo;q)
ys-i-v- ipdqyk 1
3. ds-Mh- 'kekZ] o- 2145@42 lh 2612931 266847 406 fjiksVZ
ys-i-v- p.Mhx< 1 (okf.kT;)
4. jkftUnz dqekj 219@1] 45lh 98720866 fjiksVZ (jktLo)
vkuUn]o-ys-i-v- p.Mhx<+ 23

([k) egkys[kkdkj dk lfpoky; dk izHkkj

- 1- ih-ds- 'kekZ] ys-i- lh&82] dsfUnz; 263468 26607 404 lfpo
v- fogkj] ISDVj 2 04 egkys[kkdkj o
48ch] p.Mhx<+ vkbZ-Vh-,- dk
izHkkj

o- mi&egkys[kkdkj (iz'kkl) dk izHkkj Lohd`r in%&1

1. oh- ds- xqlrk] o- 3884@1&47 Mh 263187 266429 434 iz'kkl&1 o fof/
ys-i-v- p.Mhx<+ 6 9 'kk[kk o vkUrfjd
xzg izf'k{k.k
2. iratyh dqekj] o-ys- 72@15, p.Mhx<+ 254396 266429 442 iz'kkl&3] lh-vkj-
lk-v- 3 9 Vh-] jksdM+
'kk[kk
3. Mh-,l- iaokj] o-ys- 2155 ,@42 lh] 261232 442 iz'kkl&2
i-v- p.Mhx<+ 0

mi&egkys[kkdkj o o- mi&egkys[kkdkj (vkbZ-lh- A o AA dk izHkkj) Lohd`r in%&29

(d) dsUnzh; ys[kkijh{kk [k.M

1. gjcykl pUn] o-ys-i- 488 ,@ISDVj 61] 26475 26638 dsUnzh; leUo;
v- p.Mhx<+ 90 77 vuqHkkx dkl&2]
dSi 5 ,oa 6
2. Tks-lh- HkkfV;k] 3184@44 &Mh] 26318 26104 dkl&1] dSi 1 o 3
o-ys-i-v- p.Mhx<+ 76 88] 2 ,oa 4 ,oa foRr
ys[kk dk izHkkj

([k) vks-,-Mh- (flfoy) izHkkj

1. jk/s 'ke dqekj] o- 1145@ISDVj&15] 259297 eq[;ky;
ys-i-v- iqpdwyk 1
2. jke yky vLr] o-ys- 1032@7 iapdqyk 259600 266386 439 eq[;ky;
i-v- 0 8
3. ih-lh-tks'kh] o-ys-i- 1289@41 ch 266818 266386 439 fujh{k.k dk;Z ij
v- p.Mhx<+ 4 8

4.	jkes'oj nkl] o-ys-i-v-	2136@ch]42 lh p.Mhx<+	2622180		fujh{k.k dk;Z ij
5.	th-Mh-xkSre] o-ys-i-v-	1327@10 iapdwyk	2575937		fujh{k.k dk;Z ij
6.	fouksn dqekj tSu] o-ys-i-v-	1125@15 p.Mhx<+	2771776		fujh{k.k dk;Z ij
7.	eqy[k jkt] o-ys-i-v-	1125&41 ch p.Mhx<+	2606752		fujh{k.k dk;Z ij
8.	lqHkk"k pUnz] o-ys-i-v-	3254@35ch] p.Mhx<+	&&		fujh{k.k dk;Z ij
9.	jes'k pUn] ys-i-v-	1217@41 ch] p.Mhx<+	2626464	&	fujh{k.k dk;Z ij
10.	ts-ds- 'kekZ] ys-i-v-	2181@42 lh] p.Mhx<+	2645228	&	fujh{k.k dk;Z ij
11.	Mh-,l- dydank] ys-i-v-	1130ch@41 ch] p.Mhx<+	2628704	&	fujh{k.k dk;Z ij
12.	ts-,l- nwgu] o-ys-i-v-	2145&ch @42lh p.Mhx<+	2616685	26638 73	fujh{k.k dk;Z ij
13.	;'k iky] ys-i-v-	1106ch@41ch] p.Mhx<+	&&		fujh{k.k dk;Z ij
14.	'kke nso] ys-i-v-	1117,@41] p.Mhx<+	2690621		fujh{k.k dk;Z ij
15.	Qwy flag] ys-i-v-	1114@41ch] p.Mhx<+	2627271		fujh{k.k dk;Z ij
16.	fot; dqekj dkS'ky] ys-i-v-	1217,@41ch] p.Mhx<+	&&		fujh{k.k dk;Z ij
17.	th-,l- xkslkbZ] ys-i-v-	1217@ch] 41&ch] p.Mhx<	2626001		fujh{k.k dk;Z ij
18.	vkj-,u- egrk] o-ys-i-v-	2536@40 lh] p.Mhx<	2695007		fujh{k.k dk;Z ij
19.	,l- ch- c['kh] ys-i-v-	1123 ,] lsDVj&41 ch] p.Mhx<	98140&27726		eq[;ky;
20.	eksfgUnz flag] ys-i-v-	1330] lsDVj&41 ch] p.Mhx<	2626043		fujh{k.k dk;Z ij
21.	ih Mh- VaMu] ys-i-v-	3383] lsDVj&40 Mh] p.Mhx<	2627669		fujh{k.k dk;Z ij
22.	vfuy dqekj xxZ] ys-i-v-	830@1] lsDVj&41 ,] p.Mhx<	2629696		fujh{k.k dk;Z ij
23.	'kaxkjk jke] o-ys-lk-v-	,p ,y 473 Qsl 9 eksgkyh	2220855		
24.	lqn'kZu dqekj] ys-i-v-	3557@ lsDVj&40 Mh] p.Mhx<	2695949		fujh{k.k dk;Z ij
25.	th-,y- xqykVh] ys-i-v-	,l-lh-vks- 53@47 lh] p.Mhx<	2610757		iapk;rh jkt] fgUnh d{k] jksdM+ 'kk[kk

26.	fo kozr fiiyh] o-ys- i-v- (ok-)	3326@35&Mh p.Mhx<	2666029			dEI;wVj ISy o vkbZ-Vh- vkfMV
27.	txthr flag] ys-i-v-	3045@71] eksgkyh	2220825			fujh{k.k dk;Z ij
28.	jke Qy f<Yksa] o-ys-i-v-	1304@41&ch] p.Mhx<	01681&24828 0			fujh{k.k dk;Z ij
29.	,u-ds- 'kekZ] o-ys- i-v-	1167@41&ch] p.Mhx<	2626466			fujh{k.k dk;Z ij

**o- mi&miegkys[kkdkj (jktLo&1) dk Lohd`r in 17
izHkkj**

(d) vk;dj 'kk[kk

1.	xqjuke flag] o-ys- i-v-	cSad dkyksuh] dtgsMh] 52] p.Mhx<+	26121 44	26638 73	484	eq[;ky;
2.	t; izdk'k oekZ] o- ys-i-v-	1108@10 iapdqyk	&&			fujh{k.k dk;Z ij
3.	t; izdk'k] o-ys-i-v-	453 Qsl&3 eksgkyh	26736 15			fujh{k.k dk;Z ij
4.	jru flag] ys-i-v-	2145ch@42lh] p.Mhx<+	&&	&		fujh{k.k dk;Z ij
5.	j.k/hj flag ISuh] ys-i-v-	&&	&&			fujh{k.k dk;Z ij
6.	jk/k d`.k] ys-i-v-	2782@37&ch] p.Mhx<+	0130&2253126			fujh{k.k dk;Z ij

([k] dsUnzh; mRikn 'kk[kk

1.	v'kkds dqekj 'kekZ] o-ys-i-v-	3241@1 47 Mh p.Mhx<+	26300 99	26638 73	484	eq[;ky;
2.	txeky flag rksej] o- ys-i-v-	2037@15 iapdwyk	25928 02			fujh{k.k dk;Z ij
3.	fcgkjh yky] o-ys-i- v-	1326@41 ch p.Mhx<+	26462 11			fujh{k.k dk;Z ij
4.	osn iky fxy] o-ys- lk-v-	2150 ch@42 lh p.Mhx<+	26115 39			fujh{k.k dk;Z ij
5.	ckcw flag Hkkjrh] o-ys-i-v-	&&	&&			fujh{k.k dk;Z ij
6.	ts-,l- iBkafu;k] o- ys-i-v-	2189@3 45 lh p.Mhx<+	26089 31			fujh{k.k dk;Z ij
7.	,l- vkj- ukjax] ys-i- v-	1234 ,@41 ch] p.Mhx<+	62906 4			fujh{k.k dk;Z ij
8.	lrh'k pUnz] ys-i-v-	&&	&&			fujh{k.k dk;Z ij

**mi&egkys[kkdkj (jktLo&AA) dk Lohd`r in%&12
izHkkj**

(x) fcØh dj 'kk[kk

1.	dao] Hkku] o-ys-lk-v-	3002@1] 47 lh p.Mhx<+	260972 4	2663 877	491	eq[;ky;
2.	,e-,e- l:i] o-ys-i-v-	1011 cq<+Sy p.Mhx<+	951712653 685			fujh{k.k dk;Z ij
3.	yguk flag] o-ys-i-v-	372 ch n'kes'k uxj u;kaxkao	&&			fujh{k.k dk;Z ij
4.	lqHkk" k pUnz xqlrk] o-ys-i-v-	2115@2&40 lh p.Mhx<+	&&			fujh{k.k dk;Z ij
5.	,l-,l- eks;Z] o-ys-i-v-	3395@2@40 Mh] p.Mhx<+	269554 1			fujh{k.k dk;Z ij
6.	,p-,y- oklqnsok] ys-i-v-	1120@41 ch] p.Mhx<+	262846 2			fujh{k.k dk;Z ij
7-	t;iky flag] o-ys-i-v-	1340@41ch] p.Mhx<+	262734 7			fujh{k.k dk;Z ij
8-	iw.kZ pUn] ys-i-v-	10@12&,] iapdqyk	&			fujh{k.k dk;Z ij

vU; izkflr 'kk[kk

1.	ijethr flag <Yyk] o-ys-i-v	2517@70 eksqkyh	22225 68	26638 77	49 1	eq[;ky;
2.	,e-,y- tkeoky] o-ys-i-v-	1064@12 , iapdqyk	25777 40			fujh{k.k dk;Z ij
3.	cks;jkt 'kekZ] o-ys-lk-v-	676@1 41 , p.Mhx<	26046 58			fujh{k.k dk;Z ij
4.	xqj'kj.k flag] o-ys-i-v-	1126&,] 41&ch] p.Mhx<+	26297 43			fujh{k.k dk;Z ij
5.	okbZ-,u- 'kekZ] ys-i-v-	31@37 ,e-Mh-lh-] ISDVj&5] iapdqyk	&	&		fujh{k.k dk;Z ij
6.	vkj lh lgwtk] o-ys-i-v-	272@1] 41,] p.Mhx<+	&			

o- mi&egkys[kkdkj (okf.kT;) dk Lohd`r in%& 20 izHkkj

1.	lrh'k dqekj vjksM+k] o-ys-i-v-	140@15 iapdwyk	256929 7	26600 98	456	eq[;ky;
2.	xqyke nhu] o-ys-i-v-	1162@cwM+Sy p.Mhx<	262813 0	26600 98		eq[;ky;
3.	ih-,u- 'kekZ] o-ys-i-v-	f'kokfyd badyso] euhektjk	273002 6	26600 98		eq[;ky;
4.	,p-,y- lk/okuh]oys-i-v-	3175@46 lh] p.Mhx<+	261655 1	26600 98	453	eq[;ky;
5.	f'kon;ky] o-ys-i-v-	6@12 iapdwyk	257915 0			fujh{k.k dk;Z ij
6.	,Q-lh- lSuh] o-ys-i-v-	2690@15 iapdwyk	255545 2			fujh{k.k dk;Z ij
7.	ts-,y- vk;Z] o-ys-i-v-	309&1@44&, p.Mhx<	266913 0			fujh{k.k dk;Z ij

8.	iw.kZ pUn] o-ys-i-v-	3678@46 lh p.Mhx<	2610959			fujh{k.k dk;Z ij
9.	rjlse flag] o-ys-i-v-	1345@11 Qsl&2 eksgkyh	2212279			fujh{k.k dk;Z ij
10.	lqHkk" k pUnz&4] o-ys-i-v-	551@12&, iapdwyk	2585541			fujh{k.k dk;Z ij
11.	enuthr flag] o-ys-i-v-	578@Qsl 4] eksgkyh	2229569			fujh{k.k dk;Z ij
12.	cydj.k flag] o-ys-i-v-	3233] ISDVj 41&Mh] p.Mhx<+	2627253			fujh{k.k dk;Z ij
13.	ujs'k dqekj xqlrk] o-ys-i-v-	5050@,] 38] p.Mhx<	&&			fujh{k.k dk;Z ij
14.	lq'khy dqekj HkkfV;k] o-ys-i-v-	814 Qst 14&eksgkyh	2210458			fujh{k.k dk;Z ij
15.	nhi jke] o-ys-i-v-	&	&			fujh{k.k dk;Z ij
16.	inethr 'kekZ] o-ys-i-v-	&	&	&		fujh{k.k dk;Z ij
17.	ds- lh- lkSad] o-ys-i-v-	&	&	&		fujh{k.k dk;Z ij
18.	'ksj flag] o-ys-i-v-	&	&			fujh{k.k dk;Z ij
19.	vkj-ds- ikBd] o-ys-i-v-	81@11 iapdwyk	2570382	&		vodk'k ij
20.	v'kksd dqekj nhf{kr] o-ys-i-v-	&	&	&		fujh{k.k dk;Z ij

mi&egkys[kkdkj (fuekZ.k) dk izHkkj Lohd`r in%&8

(d) gfj;k.kk yksd fuekZ.k ys[kkijh{k k [k.M

1.	vkj-ds- iqjh] o-ys-i-v-	1035@2 45 ch p.Mhx<+	2661258	2667234		fujh{k.k dk;Z ij
2.	gfjjke] o-ys-i-v-	2148&, @42 lh p.Mhx<	2639680	2663868	441	eq[;ky;
3.	ih- lh- tSu] o-ys-i-v-	310@17 iapdwyk	95171&2550486			eq[;ky;
4.	lUrq jke] o-ys-i-v-	1140@41 ch p.Mhx<+	2616679			fujh{k.k dk;Z ij
5.	oh-ih- 'kekZ] o-ys-i-v-	1146&, 41&ch p.Mhx<+	901702&38626			eq[;ky;
6.	,l-,e- 'kqDyk] o-ys-i-v-	298@16 iapdwyk	2563298			fujh{k.k dk;Z ij
7.	ih-ih- dkSf'kd] o-ys-i-v-	2140@42 lh p.Mhx<+	2662539			fujh{k.k dk;Z ij vfrfjDr rkSj ij
8.	bUnz flsag] ys-i-v-	1246@,] p.Mhx<+	41&ch 2628842			fujh{k.k dk;Z ij
9.	jtuh'k dqekj] ys-i-v-	1269@ch] p.Mhx<+	41&ch 2693228			fujh{k.k dk;Z ij

1(m) The procedure followed in its decision making process, including channels of supervision and accountability.

The channel of submission & accountability are:-

- (i) Auditor/Sr. Auditor
- (ii) Section Officer/Asstt. Audit Officer
- (iii) Audit Officer/Sr. Audit Officer
- (iv) Dy. Accountant General/Sr. Dy. Accountant General
- (v) Accountant General

1(n) The norms set by it for discharge of its functions:-

The department follows the norms in auditing Standards and Manuals in the discharge of its functions.

1(o) The rules, regulations, instructions, manuals and records used by its employees for discharging its functions:-

- (i) CCS (Conduct) Rules 1964
- (ii) CCS (CCA) Rules 1965
- (iii) CCS (Leave) Rules
- (iv) CCS (Pension) Rules
- (v) Manual of General Procedures & Admn.
- (vi) Manual of CRT
- (vii) Revenue Audit Manual (CE)
- (viii) Revenue Audit Manual (IT)
- (ix) Sales Tax Manual
- (x) Manual of Inspection wing (Civil)
- (xi) Manual of Entertainment

1(p) A statement of categories of documents held by it or under its control:-

The documents held by Department are those received from auditee organisations and Governments.

1(q) Statement of committees consisting of two or more persons is given as under. Public participation or minutes of meetings of these committees are not open to public.

1. Committee in the form of SC/ST Cell to ensure due compliance of Government reservation orders and for redressal of the grievances of SC/ST employees.
2. Committee for redressal of the complaints regarding sexual harassment of working women employees in the office.

1(r) Directory of officers and employees:-

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

1(s) Number of persons in each category of officers and staff in the office as on 01.01.2006 alongwith scale of pay of each category are mentioned as under:-

Sr. No.	Post	Persons-in-position as on 1.1.06	Scale of pay/ Grade
(i)	Accountant General	01	18400-500-22400 (SAG)
(ii)	Sr. Dy. Accountant General	04	12000-375-16500 (JAG)
(iii)	Dy. Accountant General	02	10000-325-15200 (STS)
(iv)	Welfare Officer	01	10000-325-15200 (STS)
(v)	Sr. Audit Officer	60	8000-275-13500
(vi)	Audit Officer	29	7500-250-12000
(vii)	Asstt. Audit Officer	146	7450-225-11500
(viii)	Private Secretary	01	6500-200-10500
(ix)	Section Officer	47	6500-200-10500
(x)	Supervisor	03	6500-200-10500
(xi)	Welfare Asstt.	-	6500-200-10500
(xii)	Jr. Translator	01	5000-150-8000
(xiii)	Steno-Gr-I	02	5500-175-9000
(xiv)	Steno-Gr-II	05	5000-150-8000
(xv)	Steno-Gr-III	-	4000-100-6000
(xvi)	Sr. Auditor/Accountant	261	5500-175-9000
(xvii)	Auditor	26	4500-125-7000
(xviii)	Sr. Console Operator	02	5500-175-9000
(xix)	Console Operator	-	4500-125-7000
(xx)	Data Entry Operator	07	4000-100-6000
(xxi)	Clerk	18	3050-75-3950-80-4590
(xxii)	SGR Keeper	03	3050-75-3950-80-4590
(xxiii)	Rec. Keeper	07	2750-70-3800-75-4400
(xxiv)	Caretaker	01	4000-100-6000
(xxv)	Staff Car Driver Gr-I	01	4500-125-7000
(xxvi)	Daftries	11	2610-60-2910-65-3300-70-4000
(xxvii)	Sr. Peon	01	2610-60-2910-65-3300-70-4000
(xxviii)	Jr. Gestatner Operator	01	2610-60-2910-65-3300-70-4000
(xxix)	Chowkidar	02	2550-55-2660-60-3200
(xxx)	Sweeper	02	2550-55-2660-60-3200
(xxxi)	Peons	35	2550-55-2660-60-3200
(xxxii)	Bearer Canteen	03	2610-60-3150-65-3540
(xxxiii)	Wash Boy	01	2550-55-2660-60-3200
(xxxiv)	Tea Maker	01	2610-60-3150-65-3540
(xxxv)	Coupen Clerk	-	2750-70-3800-75-4400
(xxxvi)	Gate Keeper	-	2550-55-2660-60-3200

1(t) **Budget**

Expenses on salary is the major component of the office budget and travel expenses constitute next higher component of the office budget.

Details of expenditure during 2004-05 is given as under:-

Sr. No.	Head of Expenditure	Expenditure (Rs. in Lakh)
1.	Salary including wages, OTA & Depts. Canteen	1263.24
2.	Traveling and Medical expenses	118.12
3.	Office expenses	46.07
4.	Other charges	0.06
5.	Grant-in-aid	4.19
6.	Rent, Rates and Taxes	1.67
	Total	1433.35

1(u) Details of the information available:-

All information is available on our website <http://aghry.nic.in>, either free and in some cases for prescribed cost/fee.

1(v) Name & Designation of the Public Information Officer in the office:-

Shri H.R. Sarangal, Dy. Accountant General (Admn & Works).
Telephone No. 0172 – 2610616 (O)

Dy. Accountant General (Admn.)