

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

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Introduction

The office of the 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. It compiles and submits monthly Civil Accounts to the Government of Haryana. Annual Finance and Appropriation Accounts are prepared and presented to the Governor of Haryana State 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 is also conducted by this office.

Besides, this office maintains the GPF accounts of 2.70 lakh employees of Haryana Government and authorises the final payments of GPF and pension & other retirement benefits to the employees of the State Government.

The 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 (NDC) to the respective officials.

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) of Haryana Government. Annual Review of working of the Public Works divisions is also prepared and submitted to State Government.

The pay slips of Governor, MLAs and Ministers of Haryana State are also issued by this office.

1 Particulars of organization, functions and duties: -

Organisation

The Accountant General (A&E) Haryana, is assisted by 03 Group Officers from the Indian Audit and Accounts Service of the level of Senior Time Scale/Junior Administrative Grade and 01 Welfare Officer. The office has got four distinct functional groups viz. Administration, Accounts, Provident Fund and Pension.

Each group is headed by a Group Officer viz. Dy. Accountant General/Sr. Dy. Accountant General. Welfare activities of the staff are entrusted to the Welfare Officer. A Grievance Monitoring Cell and Internal Test Audit Wing are functioning

under the direct supervision of Accountant General. The Accountant General is assisted by a Secretary and a Private Secretary. Group Officers are assisted by Secretarial Staff such as Personal Assistants / Stenographers.

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 which are headed by Assistant Accounts Officers (Group 'B' Gazetted) / Section Officers and Supervisors (Group 'B' Non-Gazetted). The Sections comprise of Group 'C' officials like Senior Accountants / Accountants/Clerks etc. and Group 'D' officials like Daftaris/Peons/Sweepers etc. There are also Section Officers (Adhoc), 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 State Government.

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

(ii) Maintains and issue:

- Pay Slips to the Haryana State Governor, Speaker and Members of the Legislative Assembly.
- Detailed accounts and issue “No Demand Certificates” 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 Provident Fund balances of the State Government Employees.
- Pensionary benefits to the eligible State Government retirees.

(iv) Inspects:

- Periodically the treasuries and sub-treasuries of State of Haryana.

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

The dealing Senior Accountants / Accountants / Clerks process the Vouchers, Schedules, paid cheques, Challans, Bank Scrolls, Pay Bills, Memos and other correspondence received from State Treasuries, Works Divisions, Reserve Bank of India, the Accountants General of other States and Pay & Accounts Offices of the various Ministries / Department of the Center Government as well as the letters / Complaints / Grievances from the individual employees of the State Government with reference to their GPF accounts / Pension cases / Long Term advances, etc. The work of dealing hands is monitored and supervised by the Sectional Head and files are submitted by them to the concerned Branch Officers, who are the authorised 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 assistants in the Sections, is checked by the SOs/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 Officer, through periodical returns, and also by the 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:

This office follows the norms 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. Punjab Civil Services Rules Vol. I & Vol. II (As applicable to Haryana State).
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 Comptroller & Auditor General of India, with regard to maintenance of accounts.
6. Manual of the Provident Fund Sections Vol. I & Vol II prepared by the Office of the 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 (Revised Pay) Rules 1997
14. Central Civil Services (Advances to Central Govt. Servants) Rules
15. Broucher 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 Center Government employees)
22. Central Government Account Receipts and Payments Rules
23. CAG'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 Accountant General.
28. Account Code Vol. I, II & III.
29. Punjab Budget Manual applicable to Haryana.
30. Govt. Accounting Rules 1990.
31. Receipts & Payment Rules 1983.
32. Manual of Departmental Compilation and Deposit Section
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 the Works Compilation
42. Manual of Administration of Divisional Accountants
43. CPW Accounts Code

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

(a) Accounts (Compilation)

1. Vouchers with annexes like sanctions
2. Compilation Sheets
3. Classified Abstracts
4. Consolidated Abstracts
5. GIA registers/Utilization Certificate
6. TE Register

(b) Accounts Current (A/C):

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

(c) Book:

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/Broad-sheets Master Cards
3. Payment Vouchers of GPF.

(e) Loan Section:

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

(f) Pension:

1. Pension Abstract
2. PPO (Books)
3. GPO Authority books
4. CPO Authority books
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, Administrative 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' Non-Gazetted, Group 'C' and Group 'D' posts are constituted by the 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 a 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	Scale of Pay	No. of posts
1.	Accountant General (SAG)	18400-500-22400	01
2.	Sr. Dy. Accountant General (Selection Grade of JAG)	14300-400-18300	01
3.	Sr. Dy. Accountant General (JAG)	12000-375-16500	02
4.	Welfare Officer (on deputation to Group 'A' post)	10000-325-15200	01
5.	Asstt. Accountant General	8000-275-13500	01
6.	Sr. Accounts Officer	8000-275-13500	16
7.	Accounts Officer	7500-250-12000	06
8.	Asstt. Accounts Officer	7450-225-11500	58
9.	Private Secretary	6500-200-10500	01
10.	Section Officer	6500-200-10500	16
11.	Supervisor	6500-200-10500	04
12.	Section Officer (A)	6500-200-10500	102
13.	Welfare Assistant	6500-200-10500	01
14.	Sr. Accountant	5500-175-9000	340
15.	Accountant	4500-125-7000	81
16.	Clerk	3050-75-3950-80-4590	138
17.	Staff Car Driver	3050-75-3950-80-4590	01
18.	Steno Grade-I	5500-175-9000	02
19.	Steno Grade-II	5000-150-8000	03
20.	Steno Grade-III	4000-100-6000	02
21.	Selection Grade Record Keeper	3050-75-3950-80-4590	04
22.	Record Keeper	2750-70-3800-75-4400	10
23.	Daftri	2610-60-2910-65-3300-70-4000	16
24.	Senior Peon	2610-60-2910-65-3300-70-4000	01
25.	Junior Gestener Operator	2610-60-2910-65-3300-70-4000	01
26.	Peon/Chowkidar/Safaiwal/Frash	2550-55-2660-60-3200	58

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

Expenditure for the last two years and the Budget allocation for the current year are as under: -

(Amount in Lakhs of Rs.)

Classification	Expenditure during 2004-2005	Expenditure during 2005-2006	Budget Allocation for 2006-07
Salaries and Wages	1295.83	1386.24	1368.33
T.A.	7.23	6.41	12.25
L.T.C.	3.27	5.37	5.54
Honorarium	5.31	4.61	3.78
Miscellaneous	142.43	129.02	116.48
Total	1454.07	1531.65	1506.38

Category wise break up of expenditure in the year 2005-06 is given below: -

Heads	Group 'A'	Others	Total	% to the total Expenditure
Salaries	1758869	136554001	138312870	90.303%
T.A.	61813	578961	640774	0.418%
L.T.C.	37303	499810	537113	0.350%
Wages	---	310996	310996	0.203%
Honorarium	8823	452000	460823	0.301%
Office expenses	---	9294000	9294000	6.068%
R.R.T.	---	354442	354442	0.232%
Welfare Activities (Canteen)	---	587998	587998	0.384%
Publication	---	154000	154000	0.101%
Minor Works	---	173000	173000	0.113%
Other charges	---	1000	1000	0.001%
O.T.A.	---	9950	9950	0.006%
Medical treatment	27891	2300000	2327891	1.520%
Total	1894699	151270158	153164857	100%

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 the 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 use:

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

15. The names, designations and other particulars of the Public Information officer:

Sh. Ajaib Singh,
Sr. Dy. Accountant General (Admn)
Phone Nos: 2615281 (O)
2622711 (R)

Sd/-

Sr. Dy. Accountant General (Admn)