

DISCLOSURE OF INFORMATION UNDER RULE 4 (1) OF RTI ACT, 2005

[Act 22 of 2005]

Name of the Office: Office of the Principal Accountant General (A&E), Andhra Pradesh, Amaravathi (came into existence with effect from 01.04.2017)

1. Location of the Office: Headquarters of this office is presently is situated in Accountant General's Office Complex at Saifabad, beside Reserve Bank of India, Hyderabad-500004 and a Branch office is situated at H No 12-52, Enikepadu, Vijayawada 521108.

2. Office timings: This office observes five-day week i.e. Monday to Friday with Saturday and Sunday holidays. The Office timings are from 9:15 hrs to 17:45 hrs. Office remains closed on public holidays declared by Government of India.

3. Functions of this office: The office is headed by an IAAS officer in the rank of Principal Accountant General or Accountant General. The functions of the Office are divided into following Groups. Each Group is headed by an IAAS officer in the rank of Deputy Accountant General.

a) Administration Group: The Group is dealing with administrative matters relating to Recruitment, Promotions, Postings, Bills, and Trainings, Procurement of goods and services and disposal of RTI applications.

b) Accounts, VLC , Works & Forest Group: The Group is headed by Deputy Accountant General. The main functions of the Group is preparation of Finance and Appropriation Accounts of Government of AP and submission of the same to AP State Legislature. Preparation of monthly Civil Account from the compiled accounts received from Treasuries and PAOs in Andhra Pradesh . Maintenance of Works and Forest Department accounts of AP Government, reconciliation of DDO figures, maintenance of Loans and Advances of AP employees and issue of clearance certificates and inspection of Treasuries under the administrative control of state of A.P. and reporting the findings to the concerned Director of Treasuries and Accounts, State Finance Department and Audit Department for eventual adoption of findings in the Audit Reports placed before the State Legislative Assembly.

c) Entitlements Group consists of Pensions group and Funds Group.i) Pensions group: Verification and authorization of Pensionary benefits to AP Government employees including All India Service Officers borne on AP cadre, Judicial Officers and Constitutional Authorities such as A P High Court, Members of AP Public Service Commission, Lok Ayukta and A P Administrative Tribunal and Political Pensions of Freedom Fighters. ii) Funds Group: Maintenance of GPF accounts of AP Government employees, placing Annual Account Statements in the website and authorization of GPF amount in respect of retirement/death cases of AP employees and also maintenance of GPF accounts of All India Service Officers borne in AP cadre.

4. Powers and Duties of Officers and Staff: Powers and duties are derived from the constitutional provisions related to Comptroller & Auditor General of India (Art.148 to 151 of the Constitution of

India), from C&AG (Duties, Powers & Conditions of Service) Act, 1971 and various rules & regulations notified under the Act. [Click here for more details regarding duties, powers and mandate](#)

5 Various Forms : The details of various Forms in usage in the Office are listed in the Annexure-I.

6. Rules, regulations, Orders: The Office will function in accordance with rules and regulations prescribed under the following codes and manuals.

a) Comptroller and Auditor General (Duties, Powers and Conditions of Service) Act, 1971: The duties and powers of the Comptroller and Auditor General of India as enshrined in Article 148 to 151 of the Constitution of India have been further elaborated in this Act. Soft copy of the Act is enclosed.

a) General Financial Rules,2017: General Financial Rules (GFRs) are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of a financial nature i.e., Budget formulation and implementation, Control of Expenditure against Budget allocation, Procurement of goods and services, Inventory management, Contract Management, Sanction of Loans and Advances, Budgeting and Accounting of Externally Aided Projects etc. Soft copy of GFR 2017 enclosed.

b) Central Accounts Manual: The Civil Accounts Manual contains detailed instructions and procedures relating to payments by Pay and Accounts Officers and cheque drawing DDOs of Civil Ministries/Departments of the Central Government and accounting, compilation, consolidation of annual accounts and inter-departmental, inter-governmental adjustments and ancillary matters which are required to be followed by Accounts Offices. Soft copy of Central Accounts Manual is enclosed.

c) Manual of Standing Orders (Admn) Volume-I: Manual of Standing Orders Volume-I gives the organizational set up of the department and also sets down the broad guidelines required to be observed in the working of the offices. Soft copy of the MSO (Admn) Volume-I enclosed.

d) Manual of Standing Orders (A&E) Volume-I : The MSO (A&E) has in 2 volumes; Volume I contains general matters relating to accounting and entitlement functions relating to the form and contents of the Finance and Appropriation Accounts and Volume-2 contains the instructions relating to the form and contents of the Finance & Appropriation Accounts. Soft copy of the MSO (A&E) Volume-I and II are enclosed.

e) Manual of General Procedure: The Manual of Procedure contains detailed instructions on conduct of office work in general. Soft copy of MGP enclosed.

f) Pension Rules: Authorization of pension cases in respect of AP employees is being done in accordance with the provisions of APRPRs 1980.

g) GPF Rules: The procedure for admission into GPF, filing of nomination, regulation of subscription, drawal of GPF Temporary advance/ Part Final Withdrawal, crediting of annual interest, issue of GPF annual statements, closure and authorisation of GPF accounts on quitting of service by the subscriber is as per the AP GPF Rules in force.

7. Procurement: Procurement of goods and services, stationery items, Office furniture, Computer hardware/accessories, printing of state government annual accounts and other miscellaneous items is done strictly in accordance with procedure laid down under General Financial Rules, 2017. Purchase of goods above Rs.25,000/- and up to Rs. 2,50,000/- will be made based on the recommendations of a Local Purchase Committee constituted with 3 official members nominated by the Head of the Department. As regards, purchases worth above Rs.2,50,000/- will be made by inviting tenders after giving wide publicity on office website and in <https://eprocure.gov.in> which is a Central Government website to host government tenders.

8. Transfer Policy: As per instructions of Comptroller and Auditor General of India, an official can be retained in the same seat for a period of 3 years and in the same section for a period of 5 years. Transfer of officials is done with the approval of Transfer and Posting Board. However, in certain cases, Officers/officials may continue beyond the period due to critical /sensitive nature of work.

9. Committee for redressal of the complaints regarding sexual harassment: A Committee has been constituted for redressal of complaints regarding sexual harassment of working women. The constitution of the existing committee is as follows.

Smt.N.V.L.Saraswathi, Welfare Officer, Chairperson.

Shri K Ramesh Shankar, SAO, Member.

Smt B V Varalakshmi, SAO,
Member.

Smt P Vimala, President,(Durgabai Deshmukh Mahila Sabha/Andhra Mahila Sabha), Hyderabad , Member.

10. Recruitment: Direct Recruitment to Group C posts i.e., Accountant, Data Entry Operator, Clerk and Multitasking Staff is being done through Staff Selection Commission, New Delhi and appointment dossiers allotted to the Office through O/o Comptroller and Auditor General of India.

11. Citizen Charters: The Citizen Charter in Principal Accountants General (A&E) is displayed at the entrance of the Office. The objectives of the Office in grievance redressal of pensioners/GPF subscribers are as follows.

Recognizing- the right of the pensioners to receive prompt settlement of their pensionary benefits and provident fund balance dues.

Conscious of- Our responsibility as scrutinizing and authorizing authority

In Evidence of- our commitment to provide and maintain the highest quality of service.

We resolve to authorize pensionary benefits and provident fund dues within **two months** of receipt of the cases complete in all respects to address the concerned authorities, in respect of deficiencies and defects within **one month**; and to keep the beneficiaries informed of such action to acknowledge

receipt of all complaint cases **within one week** to furnish final replies to complaints relating to retirement benefits within **two months** of their receipt to furnish final replies to correspondence relating to discrepancies in general provident fund accounts within **three months** of receipt

We Further Resolve: to suitably disseminate knowledge and information on the procedures and processes to all stakeholders.

12. Budget/Grants/Expenditure: Since it is new office, this item will be updated on completion of one year.

13. Tour Programme of Senior Officers: The Officers/officials will proceed on official visits/tours after obtaining prior approval of Head of the Department. The inspection parties of Treasury Inspection will proceed on official tour as per the approved tour programme.

14. Annual Reports: The Annual Appropriation and Finance Accounts of AP Government will be prepared and printed after obtaining approval of Comptroller and Auditor General of India and these Reports will be placed before AP State Legislatures. Annual Review Report on the working of Treasuries of AP Government prepared and forwarded to the Director of Treasuries and Accounts, Finance Department and Audit Department. Annual Review Report on the working of PAOs (Public works and Forest Divisions) of AP Government prepared and forwarded Department of Works Accounts. Principal Secretaries of concerned Departments and Audit.

15. Organisation and Distribution of works in the Office: The distribution of work among Officers is as follows.

DAG (Admn)	DAG (Admn) will look after office administration, recruitment, promotions, establishment, disciplinary cases, staff matters apart from CPIO duties as Public Authority.
DAG(Accounts ,VLC,works & Forest)	Preparation of monthly Civil Account from the compiled accounts received from Treasuries and PAOs. of Andhra Pradesh. Maintenance of Works and Forest Department accounts of AP Government and inspection of Treasuries under the administrative control of the state and reporting the findings to the state legislative assembly.
DAG(Entitlements)	Pensions group: Verification and authorization of pensionary benefits to AP Government employees, All India service officers borne on AP cadre Judicial Officers and Constitutional Authorities such as AP High Court, Members of AP Public Service Commission, Lok Ayukta and AP Administrative Tribunal and Political pensions of Freedom Fighters. Funds group: Maintenance of GPF accounts of AP Government employees issue of annual account statements and authorization of GPF amount in respect of retirement/death cases of AP employees, maintaining of All India Service Officers borne in AP cadre.

16. Procedure for disposal of Grievances: A Grievance Cell is provided at the front of the office which functions on all working days. A Public Relation Officer can be contacted on a mobile phone on all working days during office hours. The contact No. is 8500603447. Pensioners/GPF subscribers may put forth their grievances through the following contact numbers and on website www.agap.cag.gov.in

S.No	Service Offered	Contact numbers/address
1	Revised Office Phone number :	040-222331 followed by 235(Grievance cell) 365 (Pension) 327(Funds)
2	Tele fax Number:	040-23231937 for GPF only
3	Office fax Number:	040-23232441
2	e-mail	gpf.ap.ae.cag.gov.in pension.ap.ae.cag.gov.in
3	Combine Website	www.agap.cag.gov.in
4	Online grievances	http://cagofindia.delhi.nic.in/cmis/main.asp or
5	WhatsApp number at Hyderabad	8500603447
6	Grievance redressal cell at Vijayawada	8500603447

WhatsApp service is introduced at Hyderabad Office through which, GPF subscribers and Pensioners can lodge their grievance/complaints and the action taken will be communicated through WhatsApp messages.

The Office website provides the following services for GPF Subscribers and Pensioners

Sl.No	GPF	PENSION
1	Status of Final Payment case by entering GPF series, Account No. and the OTP No received in the registered Mobile Number	Pensioner can view Status of his/her Pension Case by entering DOB and Unique ID(IVRS No)
2	Download of Annual Account statements from 2009-10 by entering GPF series, Account No and the registered Mobile no.	
3	Download of various Forms such as FW Application form., TA/PFW Application Form, Application for Allotment of New Account, Nomination Form	Download Pension Proposal Form
4	Registration of Online Grievances	Register Grievance through online.
5	Download subscriber copy of intimation letter of FP/RB Authorisation by providing the GPF series, Account number and the OTP No received in the registered Mobile No.	Download his/her copy of Pension Authorisation by giving details of DOB and IVRS No.
6	Online view of current year balance summary by entering GPF series, Account no and the OTP no received in the registered Mobile no.	

Application form to be submitted to Grievance redressal Cell is enclosed vide Annexure -III. Number of grievance communications received and settled for the quarter ending 31.12.2017 is as follows.

Parameter	Pension grievances		GPF grievances	
	Complaints received directly from CAG OFFICE	Complaints received directly	Complaints received directly from CAG Office	Complaints received directly
Grievances received	NIL	13	NIL	5
Grievances settled	NIL	7	NIL	5
Grievances pending	NIL	6	NIL	NIL

17. Cadre Strength and Pay scales: The cadre strength and pay band and Grade pay details are as follows.

S.No	Name of the post/cadre	Scale of pay+GP	Persons-inPosition
1	Principal Accountant General	67000-79000	1
2	Deputy Accountant General	15600-39100 (6600)	3
3	Welfare Officer	15600-39100 (6600)	-
4	Sr.Accounts Officer/DM	15600-39100(5400)	12
5	Accounts Officer/Legal Officer	9300-34800 (5400)	7
6	Asst.Accounts Officer/Sr.DP/Sr.PS	9300-34800 (4800)	66
7	Supervisor/Welfare Asst/AAO(Adhoc)	9300-34800 (4800)	10
8	Data Processor	9300-34800 (4600)	1
9	Sr.Actt/Steno Gr-1	9300-34800 (4200)	179
10	Steno. Gr-11/Jr.Tr.	9300-34800(4200)	2
11	Accountant	5200-20200 (2800)	66
12	DEO	5200-20200 (2400)	25
13	Clerk/DR/SGO/SGRK	5200-20200 (1900)	5
14	MTS	5200-20200 (1800)	30

18.Telephone Directory: The details of internal telephone connections provided in the sections and officer chambers are available in all sections. The telephone numbers of Group Officers are indicated below:

DAG (Admn)	23236522 EXT.501
DAG(Accounts,VLC,Works & Forests	23240832 EXT.316
DAG (Entitlements) Funds & Pensions	23231937 EXT.370

19. Procedure to access information: A request for obtaining information under subsection (1) of section 6 of RTI shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or I.P.O payable to the Pay and Accounts Officers, Office of the Accountant General (A&E), AP Amaravathi at Hyderabad.

For providing the information under subsection (1) of Section 7, the fee shall be charged by way of cash against proper receipt Or by demand draft or bankers cheque or I.P.O. payable to the Pay and Accounts Officer, Office of the Accountant General (A&E),AP Amaravathi at Hyderabad at the following rates: Rupees two for each page (in A-4 or A-3 size paper) created or copied. Actual charge or cost price of a copy in larger size paper Actual cost or price for samples or models and for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter For providing the information under subsection (5) of Section 7 the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Pay & Accounts Officer (IAD), Hyderabad of the Public Authority at the following rates.

For information provided in diskette or floppy rupees fifty per diskette or floppy and for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

The particulars of RTI applications received and disposed for the quarter ending 31.12.2017 is as follows:

Details	Opening balance Balance	Applications received during the accepted quarter	No.of cases transferred to other pas	Requests/ Appeals rejected	Requests/ Appeals	Closing
1/10/2017 TO31/12/2017	NIL	29	NIL	NIL	28	1
Requests Appeals	NIL	Nil	Nil	Nil	Nil	Nil

20. List of items/documents which AG (A&E) as Public Authority is not obliged to disclose under RTI Act a) Records or deliberations on file till final decisions are taken b) Information related to Third party information depending on public interest. c) Opinion sought from advocates/experts on decisions d) Exemptions from disclosure of information as provided in the Act.

21. Replies to RTI applications; Replies to RTI applications are being furnished as expeditiously as possible not later than 30 days. Similarly Appeals also being disposed within the stipulated time.

22. Details of CPIO and First Appellate Authority: Deputy Accountant General (Administration) is designated as Public Information Officer and The Principal Accountant General (A&E) A.P.is designated as the First Appellate Authority under the Right to Information Act, 2005.

ANNEXURE-I

DIFFERENT TYPES OF FORMS USED IN THE OFFICE

(See Para 5)

Form Name	Rules	Description
G.A.R.1	Rule 6 (1)	Pay in slip Form
G.A.R.2	Rules 11 (4) and 80	Last pay certificate
G.A.R.3	Rule 13 (1)	Cash Book
G.A.R.4	Exception (b) below rule 13 (ii)	Register of Cheques issued
G.A.R.5	Exception © below rule 13 (ii)and Note 3 below rule 13)	Register of valuables
G.A.R.6	Rule 22 (i)	Receipt
G.A.R.7	Rule 26(1)	Challan
G.A.R.8	Note 2 below rule 26	challan
G.A.R.9	Note 1 below rule 34	Bill Register
G.A.R.10	Note 2 below rule 34	Bill Transit Register
G.A.R.11	Note 4 under rule 44	Acquittance Roll (Payment of salary by open cheque)
G.A.R.12	Rule 48(2) (iii)	Deed of indemnity for issue of a cheque Against lost cheque
G.A.R.13	Rule 66(1)	paybill
G.A.R.13A	Rule 66	Alternative inner sheets of pay bills etc.
G.A.R.14	Rules 66(1) and 90 (1)(i)	Consolidated travelling allowance bill
G.A.R. 14A	-do-	Traveling Allowance Bill for Tour
G.A.R.14B	-do-	Travelling Allowance bill for transfer
G.A.R.14C	-do-	Leave travel concession bill for the block of year
G.A.R.15	Exception to rule 66(1)	Pay Bill for President, Vice President

		Ministries, Officers appointed under the seal of President
G.A.R.16	Exception to rule 66(1)	Travelling Allowance
Bill G.A.R.17		Pay bill Register
G.A.R.18	Note to rule 66	Abstract of Pay Bills
G.A.R.19	Note to rule 66 and rule 92 (1)	Bill Check Register
G.A.R.20	Rule 67	ABSENTEE STATEMENT
G.A.R.21	Rule 68	INCREMENT CERTIFICATE
G.A.R.22	RULE 74(1)	Register of Court Attachment of pay etc.
G.A.R.23	Rule 91	Medical Charges Reimbursement Bill
G.A.R.24	Rules 77(1) and 92	Acquittance Roll (Payment of salary by cash)
G.A.R.25	Note to rule 92	Register of Un-disbursed pay and allowances
G.A.R.26	Rule 95(1)(b)	Form of Band of indemnity for drawing arrears of pay and allowances of deceased Govt .Servants.
G.A.R.27	Rule 110(2)	Register of Contingent Charges
G.A.R.28	Note 1 to rule 111	Sub-Voucher for petty contingent expenditure
G.A.R.29	Rules 113,114,115 (2) and 126(2)	Fully Vouched Contingent Bill
G.A.R.30	Rules 115(1) and (2), 117,126(2)and 162	Abstract Contingent Bill
G.A.R.31	Rules 119(1),131 and 156	Detailed countersigned Contingent bill (Not for payment)
G.A.R.32	Rule 122	Detailed bill of contingent charges requiring countersignature before payment
G.A.R.33	Rule 142	Bill for Refund of Revenue
G.A.R.34	Rules 147,150 and 159(1)	Grant- in- Aid Bill
G.A.R.35	Rule 149	Bill for Scholarship
G.A.R.36	Rule 165(1)	Bill for Long Term Advances i.e., Motor Car/Other Motor Conveyance/House Building Advance
G.A.R.37	Rule 165(1)	Bill for Short Term Advances
G.A.R.38	Rule 165 (2)	Schedule of recoveries of House Building Advance/Motor Car Advance/Other Motor Conveyance advance (long Term Advance)
G.A.R.39	Rule 165(2)	Monthly Abstract of Short Term Advance Payments/Recoveries Etc.
G.A.R.40	Rule 172(i)	Schedule of Deductions on account of subscription to Post Office i.e .Insurance Fund
G.A.R.41	Rule 173	Schedule of General/Contributory

		Provident Fund Deductions
G.A.R.42	Rule 175(1),176 and 177	Bill for withdrawal of Final Payment/Advance/Other Withdrawals for General Contributory PF
G.A.R.43	Rule 186(1)	Application – Cum-Bill for Refund of Deposit
G.A.R.44	Rule 180	Receipted bill under the CGEGIS 1980
G.A.R.45	Rule 180	Receipted bill under the All India Services Group Insurance scheme 1981
G.A.R.46	Rule 190	Application –cum—Bill for refund of Lapsed Deposit
G.A.R.47	Sub rule 3 of rule 86	Form of indemnity Bond to be executed by Public Sector Banks in connection with payment of Leave Salary,Vacation,Pay and Allowance.

ANNEXURE – II (see para 12)

BUDGET & EXPENDITURE FOR THE LAST 3 YEARS :

(NEW OFFICE HENCE WILL BE UPDATED AFTER COMPLETION OF 1 YEAR.)