

Office of the Accountant General (A&E), Himachal Pradesh, Shimla-171 003 Information published under Article 4(I) (b) of the Right to Information Act, 2005.

<p>1. The particulars of its organisation, functions & duties</p>	<p>Chapter-II of Administrative Report and CAG (DPC) Act 1971</p> <p>Organization</p> <p>The AG Himachal Pradesh, is a senior member of Indian Audit and Accounts Service (IA & AS) and is assisted by 02 Group Officers from the IA & AS of the level of Junior Administrative Grade /Sr. Time Scale. The office has got two functional groups viz. Administration & Accounts, Provident Fund and Pension. Each group is headed by a Group Officer viz. Deputy Accountant General. A Grievance Monitoring Cell & ICT Cell and Internal Test Audit Wing are functioning under the direct supervision of the AG.</p> <p>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/Clerks etc. There are also Asstt. Accounts Officers, Senior Console Operators, Console Operators and Data Entry Operators working on computer related jobs in the office.</p> <p>Functions</p> <p>This office:</p> <p>(i) maintains and submits:</p> <ul style="list-style-type: none"> • Monthly civil accounts of the Himachal Pradesh State to Finance Department of the State Government. • Appropriation and Finance Accounts of Himachal Pradesh State to the State Governor. (ii) <p>Maintains and issues:</p> <ul style="list-style-type: none"> • Pay slips to the Governor, Lokayukta, Judges of H.P. High Courts and Council of Ministers of HP state. • Detailed accounts and NDCs in respect of long term advances taken by the Judges, Council of Ministers, Members of the State Legislature and State Government employees. • Detailed accounts of loans made to local bodies/statutory corporations by the State Government. <p>(iii) Authorizes entitlement of:</p> <ul style="list-style-type: none"> • Pension to ex-members of Himachal Pradesh 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.
	<p>I. Manual of General Procedure of Establishment Branch</p>

<p>2.</p> <p>The powers & duties of its officers & employees</p>	<p>II. Manual of Standing Orders (Admn.) Vol.I & II</p> <ul style="list-style-type: none"> □ The dealing Senior Accountants/Accountants/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.
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	<p>The work distribution in the office is displayed on Home Page</p>
<p>3.</p> <p>The procedure followed in its decision making process, including channels of supervision and accountability</p>	<p>Manual of Standing Orders.</p> <ul style="list-style-type: none"> □ 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 Accountant General through the Internal Test Audit section. □ Every channel is accountable for the work entrusted to it.
<p>4.</p> <p>The norms set by it for the discharge of its functions</p>	<p>I. Manual of General Procedure of Establishment Branch</p> <p>II. Manual of Standing Orders (Admn.) Vol.I & II</p> <p>The office follows the norms contained in Auditing Standards and Manuals in discharge of its functions.</p> <ul style="list-style-type: none"> □
	<p>1. H.P. Civil Services Rules.</p>

5.

The rules
regulations,
instructions,

manuals and
records used by its

employees
discharging its
functions

for

2. Pension Manual prepared by the office.
3. Instructions issued by the Himachal Pradesh Government concerning the functions entrusted to this office.
4. Instructions issued by the CAG, with regard to maintenance of accounts.
5. Manual of the Provident Fund Sections prepared by the Office of the Accountant General

(A&E) Himachal Pradesh.

6. CAG's Manual of Standing Orders (Administration), Vol. I, II & III.

7. Central Govt. Employees Group Insurance Scheme.
8. Central Civil Services (Medical Attendance) Rules.
9. Central Civil Services (GPF) Rules 1964.
10. Central Civil Services (LTC) Rules.
11. Central Civil Services (House Building Advance) Rules.
12. Central Civil Services (Pay) Rules 1997.
13. Central Civil Services (Advances to Central Govt. Servants) Rules.
14. Broacher on Reservation and Concession for SC, ST, OBC.
15. Manual of CRT prepared by the office.
16. Manual of General Procedures and Administration Vol. I to Vol. IV.
17. General Financial Rules 2005.
18. Central Civil Services (Conduct) Rules, 1964.
19. Central Civil Services (CCA) Rules, 1965.
20. Fundamental Rules and Supplementary Rules (as applicable to Central Government employees).
21. Central Government Account Receipts and Payments Rules 1983,
22. C. A. G.'s Manual of Standing Orders (A&E) Vol. I & II.
23. List of Major & Minor Heads of Accounts.
24. Subsidiary Treasury Rules of HP Government.
25. Himachal Pradesh Financial Rules 1972 Vol. I. 26. Account Code for Accountants General
27. Account Code Vol. I, II, & III.
28. Himachal Pradesh Budget Manual.
29. Government Accounting Rules, 1990.
30. Manual of Departmental Compilation and Deposit Sections.
31. Manual of Book Sections.
32. Manual of Account Current.
33. Manual of Appropriation Accounts.
34. Manual of Forest Accounts.
35. Manual of Works Compilation.

	36. CPW Account Code.
6. A statement of the categories of the documents held by it or under its	(a) Accounts (Compilation) 1. Vouchers with annexures like sanctions 2. Compilation Sheets. 3. Classified Abstracts 4. Consolidated Abstracts 5. GIA register/Utilization Certificate

control

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 card/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.

<p>7. The particulars of any arrangement that exists for consultation with or representation by the members of the public, in</p>	<p>-Not Applicable-</p>
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<p>relation to the formulation of policy or implementation thereof</p>	
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<p>8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to public; or the minutes of such meetings are accessible to the public.</p>	<p>Following Boards/Committees exists:- For redressal of complaints regarding.</p> <ol style="list-style-type: none"> 1. Sexual harassment of working women. 2. Task Force for implementation of Right to Information Act.2005 3. 'SC/ST Cell' to ensure due compliance of Government's reservation orders 4. 'Core Groups' with a view to effective and speedy implementation of VLC/GPF Project. <p>Departmental Promotion Committees (DPC) for Group-'B' Gazetted & Non-Gazetted and Group 'C' posts are constituted by the Accountant General. However, public participation or minutes of the meeting are not open to public.</p>
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<p>9. A directory of its officers and employees</p>	<p>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.</p>
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<p>10.</p>	<p>Sr. No.</p>	<p>Category of Post</p>	<p>Pay Band</p>	<p>Grade Pay/Matrix</p>	<p>No. of posts.</p>
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The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

1.	Pr. Accountant General	67000-79000	15	01
2.	Dy. Accountant General	15600-39100	6600	02
3.	Sr. Accounts Officer	15600-39100	5400	14
4.	Accounts Officer	9300-34800	5400	05
5.	Asstt. Accounts Officer	9300-34800	4800	55
6.	Sr. Private Secretary	9300-34800	4800	01
7.	Supervisor	9300-34800	4800	02
8.	Sr. Divisional Accounts Officer	15600-39000	5400	19
9.	Div. Accounts Officer (Grade-I)	9300-34800	4800	31
10.	Div. Accounts Officer (Grade-II)	9300-34800	4600	31
11.	Divisional Accountant	9300-34800	4200	44
12.	Personal Assistant	9300-34800	4200	03
13.	Data Manager	15600-39100	5400	01
14.	Sr. Data Processor	9300-34800	4800	02

15.	Data Processor	9300-34800	4600	02
16.	Sr. Console Operator	9300-34800	4200	03

17.	Console Operator	5200-20200	2800	07
18.	Data Entry Operator	5200-20200	2400	75
19.	Sr. Accountant	9300-34800	4200	274
20.	Accountant	5200-20200	2800	55
21.	Clerk	5200-20200	1900	44
22.	M.T.S	5200-20200	1800	60
23.	Jr. Hindi Translator	9300-34800	4200	02
24.	Staff Car Driver	5200-20200	1900	01
25.	Hindi Officer	9300-34800	4800	01

PAY MATRIX (CIVILIAN EMPLOYEES)													APPENDIX-I	
	9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
9200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
9100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
9000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
1900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
2900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
3900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
4900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172300	217600			
5900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
7000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
8100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
9200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
9400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
1600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
2800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
4100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
5400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
6800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
8200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
9600	60400	76500	81200	90300	95500	115500	134300	209600						
1100	62200	78800	83600	93000	98400	119000	138300	215900						
12600	64100	81200	86100	95800	101400	122600	142400							
14200	66000	83600	88700	98700	104400	126300	146700							
15800	68000	86100	91400	101700	107500	130100	151100							
17500	70000	88700	94100	104800	110700	134000	155600							
19200	72100	91400	96900	107900	114000	138000	160300							
21000	74300	94100	99800	111100	117400	142100	165100							
22800	76500	96900	102800	114400	120900	146400	170100							
24700	78800	99800	105900	117800	124500	150800	175200							
26600	81200	102800	109100	121300	128200	155300	180500							
28600	83600	105900	112400	124900	132000	160000	185900							
30600	86100	109100	115800	128600	136000	164800	191500							
32700	88700	112400	119300	132500	140100	169700	197200							
34800	91400	115800	122900	136500	144300	174800	203100							
37000	94100	119300	126600	140600	148600	180000	209200							
39300	96900	122900	130400	144800	153100	185400								
41700	99800	126600	134300	149100	157700	191000								
44200	102800	130400	138300	153600	162400	196700								
46800	105900	134300	142400	158200	167300	202600								
49500	109100	138300	146700	162900	172300	208700								
52300	112400	142400	151100	167800	177500									

Other Charges	18	18	18	18	16	16
Information Technology	6808	6808	1357	1357	6595	6595
Total (Other Expenses)	17657	17651	12373	12371	22421	22421
Grand Total	262921	262915	265916	265884	327644.47	327644.47

<p>11. The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes</p>	<p>-Not Applicable-</p>
<p>12. Particulars of recipients of concessions, permits or authorisation granted by it</p>	<p>-Not Applicable-</p>
<p>13. Details of the information available to, or held by it, reduced in an electronic form</p>	<p>All information is available on electronic format, either free or for prescribed cost/ fee.</p>
<p>14. The particulars of facilities available</p>	<p>As per Citizen Charter displayed by this office, on the web, notice boards, etc. For Links Click Here</p>

<p>to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</p>	
<p>16. The designation and other particulars of the public information officers</p>	<p style="text-align: center;">PUBLIC INFORMATION OFFICER Sh. Ravi Kumar Verma Deputy Accountant General (Admn.) Ph. No. 2652502 (O) Fax:-2651743</p> <p style="text-align: center;">APPELEATE AUTHORITY Sh. Satish Kumar Garg Pr. Accountant General (A&E) Ph. No. 0177-2814935</p>
<p>17. Name of Pay & Accounts Officer in whose favour fee under this Act is payable:</p>	<p style="text-align: center;">Pay & Accounts officer, O/o The Accountant General (A&E) Himachal Pradesh, Shimla.</p>
<p>18. Mode of payment/Fee etc.</p>	<p style="text-align: center;">By cash or by Indian postal orders or by demand draft or by banker's cheque. Application fee Rs. 10/-</p>