

532-43

NO. C-13015(375)/MFCGA/PFMS-PMIG/2015-16/
Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
(PFMS Project Office)
Shivaji Stadium, New Delhi

Office Memorandum

Dated December 18, 2015

A reference is invited to this office O.M. No.I-115/MF/CGA/ITD/2014-15/426-447 dated September 24, 2015 and No.C-13015(375)/MFCGA/PFMS-PMIG/2015-16/1231-1245 dated October 16, 2015 regarding roll out of payment and accounting module of PFMS in Delhi based Pay & Accounts Offices.

2. It has now been decided to roll out the enhanced PFMS in 15 more Delhi based PAOs with effect from 1st January, 2016 (**Annexure-1**). Each of these PAOs has been assigned a Key Resource Person (KRP) who shall support the PAO completing the preparatory activities and also for running the application during the initial period of implementation.

3. **Annexure-2** provides the list of preparatory activities to be completed by Pr.AOs and PAOs before 31st December, 2015 for smooth roll out of PFMS from 1st January, 2016. Formats for activation of Bank Account(s) of PAO and Cheque Drawing DDOs (separately for each CDDO) under their jurisdiction are also enclosed as **Annexure-3** and **Annexure-4** respectively. Principal Accounts Offices not already having their user approved on PFMS may send user details in the form at **Annexure-5** for approval.

4. The entire process flow of the PFMS for processing of generation of sanctions and bills at Programme Division/head of Office/DDO and the processing of bills in PAO is elaborated at **Annexure-6**.

5. For the roll out PAOs from 1st January, 2016, Pre-check module of COMPACT package will be blocked (except for salaries, GPF and pension). Therefore, the PAOs need to ensure that all the bills received from DDOs in December (i.e. up to 31st December, 2015) are cleared till the end of December, 2015. All the bills received by PAO from 1st January, 2016 will be processed online on PFMS at all levels viz. generation of sanction by Programme Division/Head of Office, generation of bill by DDO and bill passing and payment by PAO.

6. Practical training of the staff and officers of the PAOs selected for roll out of PFMS from 1st January, 2016 has already been conducted in the first and second week of this month. A sensitization programme for DDOs and Heads of Offices has been planned as per following schedule:

Date	Programme
28.12.2015 10 AM to 1 PM	Sensitization programme for Heads of Offices and DDOs as per Annexure-7 at Conference Hall of PFMS Project Cell, 4th Floor, Shivaji Stadium, New Delhi.
28.12.2015 2 PM to 5 PM	Sensitization programme for Heads of Offices and DDOs as per Annexure-8 at Conference Hall of PFMS Project Cell, 4th Floor, Shivaji Stadium, New Delhi.

29.12.2015 10 AM to 1 PM	Sensitization programme for Heads of Offices and DDOs as per Annexure-9 at Conference Hall of PFMS Project Cell, 4th Floor, Shivaji Stadium, New Delhi.
29.12.2015 2 PM to 5 PM	Sensitization programme for Heads of Offices and DDOs as per Annexure-10 at Conference Hall of PFMS Project Cell, 4th Floor, Shivaji Stadium, New Delhi.

7. The concerned Pr. CCAs/CCAs/CAs (independent charge) are requested to issue necessary instructions to their Pr.AO and the selected PAOs to complete the pre-requisite activities before 31st December, 2015 as also to co-ordinate with the respective Heads of offices and DDOs and guide them in completion of the activities required on their part.

8. It is also requested to issue necessary directions to the PAOs under them to obtain nomination of two participants from each of the respective Heads of Offices and DDOs for the sensitization programme on 28th December, 2015 and 29th December, 2015 at Conference Hall of PFMS Project Cell at 4th Floor, Shivaji Stadium and also co-ordinate with them for ensuring their attendance.

This issues with the approval of Additional CGA.


(Hanumaiah K)

Asstt. Controller General of Accounts

To

1. The Pr. Chief Controller of Accounts, Central Board of Excise & Customs, AGCR Building, New Delhi.
2. The Pr. Chief Controller of Accounts, Central Board of Direct Taxes, Lok Nayak Bhavan, New Delhi.
3. The Pr. Chief Controller of Accounts, Ministry of Shipping and Ministry of Road Transport and Highways, IDA Building, Jamnagar House, New Delhi.
4. The Financial Adviser, Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi
5. The Chief Controller of Accounts, Ministry of Human Resource Development, and Ministry of Culture, Shastri Bhawan, New Delhi.
6. The Chief Controller of Accounts, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.
7. The Chief Controller of Accounts, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi.
8. The Financial Controller, Ministry of Civil Aviation and Tourism, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi.
9. The Chief Controller of Accounts, Ministry of Finance, North Block, New Delhi.
10. The Controller of Accounts, Ministry of Water Resources, Shastri Bhavan, New Delhi.

Copy for information and necessary preparatory activities on the PFMS system:

1. Shri Alok Verma CA, CBEC (Head of Development team of PFMS)
2. Smt. Medha Dalvi, Sr. TD, NIC-PFMS

Annexure-1

LIST OF NCR PAOs PROVISIONALLY SELECTED FOR ROLL OUT OF PFMS from JANUARY, 2016

Cont. Sl. No.	PAO Sl. No.	PAO Code/ Description	Building	Bank	Total No. of DDOs	Key Resource Person (KRP)/ Trainer
1		002 - WATER RESOURCES				
	1	001793 - PAO (HQ), New Delhi	Shastri Bhavan	SBI	11	L.B. Gupta, AAO, Water Resources
	2	002338 - PAO (CGWB), Faridabad	Faridabad	SBI	38	Smt. Jyoti Nagpal, AAO, ITD
2		013 - EXPENDITURE				
	3	016100 - PAO, INGAF, New Delhi.	JNU Old Campus	Axis bank	5	Dipak Tripathi, AO, ITD
3		017 - HEALTH and FAMILY WELFARE				
	4	020946 - PAO (DGHS), New Delhi	Nirman Bhavan	BOB	13	Ravinder Kumar, AAO, H&FW
	5	021186 - PAO (NICD), Delhi	22, Shyam Nath Marg, Delhi – 110 054	BOB	18	Mukesh Kumar, AAO, ITD Ravinder Kumar, AAO, H&FW
	6	021721 - PAO (LHMC & Hospital), New Delhi	Opp. Shivaji Stadium	BOB	9	Smt. Seema, Sr.AO, ITD
4		020 - INFORMATION and BROADCASTING				
	7	027973 - PAO(DAVP), New Delhi	CGO Complex	SBI	16	Harish Choudhary, Sr.AO, ITBP
5		028 - CULTURE				
	8	011210 - PAO (Archeological Survey of India), New Delhi	Janpath, New Delhi	Canara Bank	61	Shammi Kapoor, AAO, HRD
6		029 - CIVIL AVIATION & TOURISM				
	9	040951 - PAO (Tourism) New Delhi	C-1 Hutments	PNB	37	Mukesh Kumar, AAO, ITD
7		035 - CBEC				
	10	054725 - PAO, CEX & Customs, NOIDA	Renu Tower, Noida	SBI	7	Krishna Kumar, Sr.AO, ITD
	11	054800 - PAO, CEX & Customs, Ghaziabad	Hapur Chungi, Ghaziabad	SBI	9	Devendra Kumar, AAO, ITD
8		036 - CBDT				
	12	057288 - ZAO (CBDT), New Delhi	Vikas Bhavan, I.P. Estate	SBI	88	K.K. Sharma, Sr.AO, CBEC
9		084 - ELECTION COMMISSION				
	13	084001 - PAO (Election Commission)	Nirvachan Sadan	PNB	1	Smt. Vanita Ghai, AAO, ITD
10		088 - SHIPPING				
	14	088100 - PAO (ALHW), New Delhi	Jamnagar House	Syndicate Bank	12	Devendra Kumar, AAO, ITD
	15	088300 - PAO (LHLS), Noida	Noida	Syndicate Bank	10	krishna Kumar, Sr.AO, ITD
		TOTAL			335	

Preparations for roll out of PFMS to be completed before December 31, 2015

Action by Pr.AOs

- (a) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The Principal Accounts Office will create its user on the system and send a formal request in the prescribed proforma (**Annexure-5** also available at CGA's web site) to Asstt. CGA (ITD), O/o CGA, 4th Floor, B Wing, Shivaji Stadium Annexe, New Delhi - 110001. Once the user id of Pr.AO is approved by CGA, he/she would be able to approve the users created by the PAOs. Further the Pr.AO will create the users of AAO and DH of their office and also approve the same.
- (b) **DDG/Sy-I/Sy-II/Sy-III:** Pr.AOs will enter the DDG/Sy-I/Sy-II/Sy-III on PFMS portal as and when the same are available.
- (c) **Supplementary Grants/Re-appropriation/Surrender:** Pr.AOs to obtain DDO wise bifurcation of Supplementary Grants Re-appropriation and Surrender of funds from the Budget section of the concerned Ministry/Department and enter the details in PFMS.
- (d) **Pr.AO to approve the signatories:** Pr.AOs are required to approve the enrolment of signatures in Pay & Accounts Offices on PFMS portal so to enable them to configure the digital signatures for signatory-1 and signatory-2 for initiating e-payment.

Action by PAOs

- (e) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The PAO will create its user on the system which will be approved by Pr.AO. The PAO in turn will approve the users of DDO and the DDO will approve the users of Programme Division (Head of Office). Further the PAO will create the users of AAO and DH of their respective office and also will approve the same.
- (f) **Bank Details:** obtaining e-payment/Cheque/Receipt account numbers by PAO from the eFPB/FPB of the accredited bank in the prescribed form (**Annexure-3**) also available at the CGA's web site) and sending the same to the PFMS Implementation teams of IT Division, 3rd Floor, B Wing, Shivaji Stadium Annexe, New Delhi-110001. Similarly, e-payment/Cheque/Receipt account numbers of CDDOs under the control of PAO may also be obtained and sent to PFMS implementation team in the prescribed form (**Annexure-4**) in a separate excel sheet for each CDDO.
- (g) **Data Entry of DDO-wise Budget Allocation:** The development of forms/module for entry of DDO-wise budget allocation has been completed and tested. In order to start all non-plan payments, it is imperative that all the PAOs complete data entry of DDO-wise budget allocation on the PFMS portal as they are presently doing in COMPACT and reconcile the figures with the information received by PAOs from Budget Section of the respective Ministry/Department.

- (h) **Digital Signatures:** Presently all the PAOs making e-payment through GePG have two digital signatures each. In order to ensure seamless process of online payments all PAOs should have at least three digital signatures.
- (i) **Alternate Internet Connection:** Unlike COMPACT which is a standalone system, processing of sanctions and bills through PFMS will be online. Therefore, apart from the internet connection through VPN (Virtual Private Network of CGA), every Pr.AO and PAO should have alternate internet connection so as to rule out any issue related to connectivity.
- (j) **Update 'JAVA'** on their machines so that they may not face any problem during signatory registration etc.
- (k) **Internet browsers:** PAOs to have 'Mozilla Firefox' and 'Google Chrome' browsers on each computer in addition to 'internet explorer' browser.
- (l) **Email_id:** All the login id users viz PD/DDO/PAO/Pr.A.O./DH/AAO etc. have to open an official e-mail id with 'NIC' and the same may be entered in login id creation form of PFMS.
- (m) **Guide HOOs/DDOs:** Initially the PAOs may help the Head of Office (Programme Division or PD in PFMS) in generation of few sanctions to ensure that a sanction does not include, vendors for e-payment as well as cheque payments. Separate sanction is to be generated for each type of payment.
- (n) **User manual:** PAOs may download the User Manual of PFMS from the website of CGA and provide a softcopy of the same to each of the Head of Office and DDOs handling non-plan payments.

Action by Head of Office [Programme Division (PD)]

- (o) **Internet Connectivity:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online receiving of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (p) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. Each sanctioning authority will create a user as Programme Division (PD). The said user type 'PD' will be approved by the user type 'DDO'.
- (q) **Vendor Creation:** PDs may start creating the vendors both for e-payment as well as for cheque payments on PFMS portal so that before roll out of PFMS their account number gets validated online by the bank.
- (r) **Mapping of Vendors:** PDs may start mapping the DDOs/Vendors etc. on PFMS portal so that this exercise is completed before roll out of PFMS.

Action by DDOs

- (s) **Internet Connectivity for Head of Office and DDO:** The system enables online sanction generation at PFMS portal by Program Division (Head of Office for non-plan payments) and online downloading of sanctions by DDO and preparation of bill on PFMS. This requires internet connectivity at the site of Head of Office as well as DDO.
- (t) **Creation of users:** All officials working on PFMS portal have to create their user id and password to log into the system. The user id of user type 'DDO' will be approved by the user type 'PAO'.

Annexure-3

Please do not use scanned copy of this form. Only excel sheet may be used to avoid any error while activating bank account(s).

Format for intimating Bank Account Number of PAO for configuration on PFMS portal		
1	CONTROLLER CODE	
2	CONTROLLER DESCRIPTION	
3	PAO CODE	
4	PAO DESCRIPTION	
5	PHONE NO. OF PAO	
6	MOBILE NO. OF PAO	
7	EMAIL ID OF PAO	
8	<u>PAOs BANK ACCOUNT DETAILS:</u>	
8.A	NAME OF THE BANK	
8.B	EPAYMENT ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	
8.C	CHEQUE ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	
8.D	RECEIPT ACCOUNT NO.	
i.	IFSC CODE	
ii.	BRANCH ADDRESS WITH PIN CODE	
iii.	CONTACT DETAILS OF BANK	
iv.	PHONE NO.	
v.	MOBILE NO.	
vi.	EMAIL ID	

- **Hard copy to be forwarded to: Sr. Accounts Officer, IT Division, O/o CGA, Min. of Finance, Deptt. of Expenditure, PFMS,3rd Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001**
- **Soft copy in EXCEL FORMAT to be downloaded and after keying in all the details, the same Excel sheet be forwarded to : sys@nic.in**

Sign & Stamp of PAO

Annexure-4

Please do not use scanned copy of this form. Only excel sheet may be used to avoid any error while activating bank account(s).

<u>Format for intimating Bank Account Number of CDDO for configuration on PFMS portal</u>		
1	CONTROLLER CODE	
2	CONTROLLER DESCRIPTION	
3	PAO CODE	
4	PAO DESCRIPTION	
5	PHONE NO. OF PAO	
6	MOBILE NO. OF PAO	
7	EMAIL ID OF PAO	
8	CDDO CODE	
9	CDDO DESCRIPTION AND ADDRESS	
10	PHONE NO. OF CDDO	
11	MOBILE NO. OF CDDO	
12	ACCOUNT DETAILS:	-
A	EPAYMENT ACCOUNT NO.	
i	IFSC CODE	
ii	NAME OF THE BANK & BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	
B	CHEQUE ACCOUNT NO.	
i	IFSC CODE	
ii	BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	
C	RECEIPT ACCOUNT NO.	
i	IFSC CODE	
ii	BRANCH ADDRESS WITH PIN CODE	
iii	CONTACT DETAILS OF BANK	
	PHONE NO.	
	MOBILE NO.	
	EMAIL ID	

- **Hard copy to be forwarded to: Sr. Accounts Officer, IT Division, O/o CGA, Min. of Finance, Deptt. of Expenditure, PFMS,3rd Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001**
- **Soft copy: The EXCEL file to be downloaded and after keying in all the details, the same Excel sheet be forwarded to : sys@nic.in**

**Process flow of sanctions and bills in PFMS
(Other than Salaries, Pension and GPF)**

A. Processes at Programme Division/head of Office (PD user):

- (i) **Vendor/beneficiary Registration:** Before generation of sanction on PFMS, the sanctioning authority will register the particulars of each payee (including Government employees) as vendor.
- (ii) **Mapping of Vendor/beneficiary:** The vendors created in the above process, will be automatically mapped with the PD user by whom they were created. Vendors which are already available on PFMS portal (registered by any users type 'PD') may also be mapped by the different PDs with them for initiating payment to such vendors.
- (iii) **Sanction Generation:** After registration of vendor, the PD user may generate a sanction for payment (gross amount) indicating the amount payable to each payee, and the grant number, head of account to which the expenditure is debitible. Once the sanction is approved after generation, it goes online to the DDO for preparation of bill.

B. Processes at the office of Drawing and Disbursing Office (DDO user)

- (i) **Receiving sanction:** The sanction generated by PD user will be received online by the DDO user. The sanction, after being received by the DDO user, will not be available to PD user for editing. If necessary, the sanction may be returned to PD user by the DDO user for correction.
- (ii) **Generation of Bill:** The DDO user will generate a bill online and indicate the amount of deductions, if any, recoverable from each user under different heads of accounts.
- (iii) **Challan Entry:** All the challans in respect of non-tax receipts will be entered by the DDOs from 1st January, 2016 onwards on PFMS portal.

C. Processes at the Pay & Accounts Office:

- (i) **Receiving Bills by Dealing Hand:** On receipt of physical ink signed bills from DDO, the Dealing Hand (DH) in PAO will receive the bills online on PFMS. The system will automatically generate a token number for each of the bills received by DH in PAO. This may be indicated in ink on the physical bill.
- (ii) **Pre-check of bill at three levels:** The bills for which token number has been generated on PFMS will be processed for pre-check at three levels viz. DH, AAO and PAO as is being done presently in COMPACT.
- (iii) **Payment by PAO:** After passing of the bill at three levels, the PAO will authorize payment online through PFMS using digital signature.
- (iv) **Payment Scrolls:** After processing of payments through, NEFT/RTGS/ECS as the case may be, the bank will send electronic payment scrolls online on PFMS portal. The scrolls will be automatically incorporated and processed. The process of cancellation and re-issue cheque/e-payment will be carried out on PFMS portal only.

- (v) **Receipt Scrolls:** As in the case of Payment Scrolls, the bank will send receipts scrolls also in electronic format on the PFMS portal and the same will be automatically incorporated and reconciled with the challans entered by DDO on PFMS portal.
- (vi) **Physical (manual) Scrolls:**Physical (manual) scrolls, if any, in respect of receipts and cheque payments, and Daily Main Scrolls, received from the bank will be entered by the Dealing Hand manually in the screen forms provided in the Bank Reconciliation module of PFMS and the same will be approved by the AAO.**Daily main scroll will be entered before entering detailed receipt and cheque payment scrolls for a given date.**IFSC Code in respect of PAO's accredited bank as well as IFSC Code of the bank branch of the CDDOs' accredited bank will be required at the time of data entry. IFSC Code of the Focal Point Branch will be required for entering the DMS.
- (vii) **Date-wise Monthly Statement (DMS):**Date wise Monthly Statement (DMS)excluding eDMS of e-payments will also be entered by the Dealing hand in the form available in the Bank Reconciliation module and the same will be approved by the AAO.
- (viii) **Monthly Accounts:** The monthly account from January, 2016 onwards in respect of these 15 PAOs will be generated on the PFMS portal and transferred/uploaded to e-lekha directly by the PFMS.
- (ix) **List of Payments:**All the LOPs (List of Payments) of Cheque Drawing DDOs (CDDOs) will be entered by the PAOs/CDDOs on the interface being provided at the PFMS.
- (x) **Transfer Entries:**All the transfer entries will be entered by PAO in the PFMS in the interface being provided in the PFMS for this purpose.

D. Bills of Salary, GPF and Pension:

- (i) **Processing of Bills:**The bills of Salaries, GPF and Pension will be processed in COMPACT at all three levels and thereafter the bills will be uploaded on PFMS portal for payment processing i.e. digital signing/cheque writing etc.
- (ii) After processing of payment in respect of the above bills at PFMS, the voucher details etc. will be downloaded from PFMS and will be incorporated into COMPACT so as to facilitate up-dation of GPF/Pension module.

E. Blocking of COMPACT: The PAOs selected for roll out of PFMS from 1stJanuary, 2016 will not be able to use the following modules of COMPACT as the same will be blocked:

- (i) **Pre-check module:** The pre-check module will be blocked for processing of bills except the bills of Salaries, GPF and Pension.
- (ii) **Compilation module:** All the data entry forms in compilation module will be completely blocked as the List of Payments in respect of CDDOs will also be entered on PFMS portal.

F. PAOs not switching over to PFMS: For all other PAOs which have not been selected for processing of payments through PFMS so far will continue to use COMPACT for payments as well as for accounting.

Form for approval/deactivation of Pr. AO User ID in PFMS

Controller Code	Controller Description	Contact Details including Address, Tel. No. And email ID of Pr.AO User	User ID/Login ID to be approved *	Reason for new User ID mentioned in Col.4	Existing user ID of Pr. AO for PFMS (Plan/ Non-Plan), if any	User ID to be deactivated/disabled	Reason for retaining multiple User Ids, if Col.4 + Col.6 > 1
1	2	3	4	5	6	7	8

Signature of Pr. AO

Name

Designation

Annexure-7

SENSITIZATION PROGRAMME OF DDOs and HEADS of OFFICEDate of Sensitization Programr **28.12.2015**

Time

10 AM to 1 PM

Sl. No.	PAO Sl. No.	Code	Description	Address	City	DDO Sl. No.
1	002 - WATER RESOURCES					
	1	001793 - PAO(HQ), New Delhi				
		201794	S.O.,M/O WATER RESOURCES, C-WING, GROUND FLOOR SHASTRI BHAWAN, NEW DELHI	SOMOWATERRESOURCECWINGGROUND FLOORSHASTRI BHAWANNEWDELHI	NewDelhi	1
		201795	P.A.O.,M/O WATER RESOURCES,NEW DELHI	CWINGGROUND FLOORSHASTRI BHAWANNEWDELHI	NewDelhi	2
		201797	REGISTRAR, CAUVERY WATER DISPUTES TRIBUNAL M/O WATER RESOURCES,4th floorJANPATH BHAWAN, NEW DELHI.	REGISTRARCAUVERYWATER DISPUTES TRIBUNALMOWATER RESOURCES4thfloorJANPATH BHAWANNEWDELHI	NewDelhi	3
		201802	Ravi & Beas Water Disputes Tribunal, Ministry of Water Resources, East Block-7, R.K. Puram, New Delhi	RaviBeasWaterDisputes TribunalMinistryofWaterResourcesEastBlock7RKPuramNewDelhi	NewDelhi	4
		201803	DDO, UPPER YAMUNA RIVER BOARD Ministry of Water Resources, WB-I, wing No.4, Ground Floor, RK Puram, New Delhi	DDOUPPERYAMUNARIVER BOARDMinistryofWaterResourcesWB-IwingNo4GroundFloorRK PuramNewDelhi	NewDelhi	5
		201804	KRISHNA WATER DISPUTE TRIBUNAL,M/O.WATER RESOURCES,NEW DELHI	DDOKRISHNAWATERDISPUTES TRIBUNAL3rdfloorTrikootBhavanIBhikajiCamaplaceRKPuram NewDelhi	NewDelhi	6
		203999	Assistant Registrar, Vansadhara Water Disputes Tribunal, New Delhi	RoomNo11ABWingLokNayakBhawan	NewDelhi	7
		205459	Asstt. Registrar, Mahadayi Water Disputes Tribunal,Janpath, New Delhi	AWing5thFloorJanpathBhawanJanpath	NewDelhi	8
	2	002338 - PAO(CGWB), Faridabad				

		200449	Pay & Accounts Officer, PAO, CGWB	BhujalBhawanNHIVFARIDABAD	Faridabad	9
		202380	C.G.W.B, H.QUARTERS, FARIDABAD.	BHUJALBHAWANNHIVFARIDABAD	FARIDABAD	10
		202417	OFFICER INCHARGE, CENTRAL GROUND WATER BOARD, State Unit, JAMNAGAR HOUSE MANSINGH ROAD NEW DELHI 110011	OFFICERINCHARGECENTRALGROUNDWATERBOARDStateUnit JAMNAGAR HOUSE MANSINGH ROAD NEW DELHI 11	NewDelhi	11
2 013 - EXPENDITURE						
		3 016100 - PAO, INGAF, New Delhi.				
		200703	PAO, INGAF	Old JNU Campus	NewDelhi	12
3 017 - HEALTH and FAMILY WELFARE						
		4 020946 - PAO(DGHS), New Delhi				
		203700	Section Officer, CDSCO (HQ), New Delhi	Ministry of Health Family Welfare FDA Bhawan Kotla Road	NewDelhi	13
		220947	DY.DIRECTOR (ADMN),DIRECTOR GENERAL OF HEALTH SERVICES,NIRMAN BHAVAN,NEW DELHI-110011.		NewDelhi	14
		220948	AIRPORT & BORDER QUARANTINE HEALTH OFFICER, ATTARI BORDER		Amritsar	15
		220949	ADMN. OFFICER, RURAL HEALTH TRAINING CENTRE NAJAFGARH, N.DELHI.		NewDelhi	16
		220954	ASSTT.DRUG CONTROLLER OF INDIA,IGI AIRPORT, DELHI		NewDelhi	17
		220955	SECTION OFFICER, CHEB, KOTLA ROAD, NEW DELHI		NewDelhi	18
		220956	ACCOUNTS OFFICER, GMSD, BEHIND QUTAB HOTEL, NEW DELHI		NewDelhi	19
		220957	ASSTT. DRUG CONTROLLER(S),C2,B-80, MAHANAGAR, LUCKNOW		Lucknow	20
		220958	PAO, PAO, DGHS, NEW DELHI		NewDelhi	21

Annexure-8

SENSITIZATION PROGRAMME OF DDOs and HEADs of OFFICE

Date of Sensitization Programr 28.12.2015

Time 2 PM to 5 PM

Sl. No.	PAO Sl. No.	Code	Description	Address	City	DDO Sl. No.
1 017 - HEALTH and FAMILY WELFARE						
	1 021186 - PAO(NICD), Delhi					
		204266	Sr. Accounts Officer, PAO, NICD	MinistryofHealthFamilyWelfare 22 Sham Nath Marg	Delhi	1
		221187	DIRECTOR,NATIONAL INSTITUTE OF COMMUNICABLE DISEASES,22,ALIPUR RDDELHI-110054.		NewDelhi	2
		221188	DIRECTOR,NATIONAL MALARIA ERADICATION PROGRAMME,ALIPUR ROAD,DELHI		NewDelhi	3
		221204	JT.DIRECTOR,CGHS, HOUSE NO.19,LANE NO.14, MOHIT NAGAR, DEHRADUN		Dehradun	4
	2 021721 - PAO(LHMC & Hospital), New Delhi					
		221722	PRINCIPAL,L.H.M.C.& SMT.SUCHETA KRIPLANI HOSPITAL, NEW DELHI-1		NewDelhi	5
		221723	MEDICAL SUPDT.,KALAWATI SARAN CHILDERN HOSPITAL,NEW DELHI.		NewDelhi	6
		221729	DY.DIRECTOR, CGHS, 323,NEPIER TOWN, JABALPUR, MP		Jabalpur	7
		221730	PAO, LHMC & HOSPITAL, NEW DELHI		NewDelhi	8
2 020 - INFORMATION and BROADCASTING						
	3 027973 - PAO(DAVP), New Delhi					
		201946	PAO (DAVP), New Delhi	CurzonRoadHutments	NewDelhi	9
		227974	DAVP,NEW DELHI (HEADQUARTERS)		NEWDELHI	10
		227975	PUBLICATIONS DIVN,PATIALA HOUSE,N.DELHI.INCLUDING ITS VARIOUS OTHER UNITS AT DIFFERENT STATIONS		NEWDELHI	11

		227976	FILMS DIVISION,DELHI REGION.		NEWDELHI	12
		227977	HEAD OFFICE,SONG&DRAMA DIVISION, DELHI.		NEWDELHI	13
		227978	REGIONAL CENTRE,SONG AND DRAMA DIVISION,NEW DELHI.		NEWDELHI	14
		227987	Employment News, RK PURAM, New Delhi		NEWDELHI	15
		227988	JT. DIRECTOR, REGIONAL OFFICE, DAVP, BANGALORE.		Bangalore	16
		227990	DTE.OF FIELD PUBLICITY.NEW DELHI		NEWDELHI	17

Annexure-9

SENSITIZATION PROGRAMME OF DDOs and HEADs of OFFICE

Date of Sensitization Programr 29.12.2015

Time 10 AM to 1 PM

Sl. No.	PAO Sl. No.	Code	Description	Address	City	DDO Sl. No.	
1	028 - CULTURE						
	1	011210 - PAO(Archeological Survey of India), New Delhi					
		200347	SECTION OFFICER, NMMA, ARCHEOLOGICAL SURVEY OF INDIA,	24TILAKMARG	NEWDELHI	1	
		200952	PAO, Archeological Survey of India	MinistryofCultureNearNationa lMuseumJanpath	NewDelhi	2	
		203229	Superintendent Achaeologist, Underwater Archeological Wing	ArcheologicalSurveyofIndiaR edFortComplex	NewDelhi	3	
		203937	The National Monuments Authority (NMA), Archeological Survey of India	24TilakMarg	NewDelhi	4	
		204736	Regional Director (North), ASI, Delhi	RedFort	Delhi	5	
		211211	SO(CASH), ARCHEOLOGICAL SURVEY OF INDIA, NEW DELHI	JANPATHNEARNATIONALMUS EUM	NEWDELHI	6	
		211212	THE SUPERINTENDING ARCHAEOLOGIST, DELHI-CIRCLE	GEBUILDINGREDFORT	NEWDELHI	7	
		211213	SUPERINTENDING ARCHAEOLOGIST, EXCAVATION BRANCH	EXCAVATIONBRANCHPURANA QUILA	NEWDELHI	8	
		211217	DY SUPDTG ARCHAEOLOGIST FOR MUSEUM ASI NORTHERN REGION	REDFORT	NEWDELHI	9	
		211218	DY SUPTDG HORTICULTURIST A.S.I.	SAFDARJUNGTOMB	NEWDELHI	10	
		211237	DEPUTY SUPDT. ARCHAEOLOGICAL CHEMIST,	REDFORT	NEWDELHI	11	
		211240	SUPDT. ARCHAEOLOGIST, ASI BLDING SURVEY	SAFDARJUNGTOMB	NEWDELHI	12	
		211265	DY. SUPDT. HORTICULTURIST, HORT. CULTURE	PURANAQUILA	NEWDELHI	13	

		211295	DIRECTOR, INSTITUTE OF ACHAEOLOGY, A.S.I., NEW DELHI	DIRECTORINSTITUTEOFARCHA EOLOGYASIOFFICERSMESSBUI LDINGREDFORT	NEWDELHI	14
6	029 - CIVIL AVIATION & TOURISM					
	2	040951 - PAO (Tourism) New Delhi				
		240952	DIRECTOR GENERAL, TOURISM, C-I HUTMENT, NEW DELHI	CIHutmentsDalhousieRoad	Delhi	15
		240953	REGIONAL DIRECTOR, TOURIST OFFICE, 88 JANPATH, NEW DELHI. TELE NO 320005.	88Janpath	Delhi	16
		240988	ASSTT DIRECTOR (CASH)	GWSPISMCIHummentsDalho usieRoad	NewDelhi	17
		240989	AAO, PAO, CIVIL AVIATION & TOURISM,	CI Hutments Dalhousie Road	Delhi	18

Annexure-10

SENSITIZATION PROGRAMME OF DDOs and HEADs of OFFICEDate of Sensitization Programr **29.12.2015**Time **2 PM to 5 PM**

Sl. No.	PAO Sl. No.	Code	Description	Address	City	DDO Sl. No.
1	035 - CBEC					
	1	054725 - PAO,CEX & Customs, NOIDA				
		254726	AO,CEX DIV-I NOIDA	AdmnOfficerCEExDivI Sector 27 Noida	Noida	1
		254727	A.C.A.O.,MEERUT II,SECTOR 5,NOIDA	ACAOMeerutII Sector 5 Noida	Noida	2
		254728	AO,CEX DIV-II,NOIDA	AdmnOfficer CEx DivII Noida	Noida	3
		254729	AO,CEX DIV-III NOIDA	AdmnOfficer CEx Div III Noida	Noida	4
		254730	AO,CEX,NOIDA	AdmnOfficer CEx Div IV Noida	Noida	5
		254731	AO,CEX,DIV-V,NOIDA	AdmnOfficer CEx Div V Noida	Noida	6
		254732	PAO CEX-7,CUSTOMS,NOIDA	PAOCEXNoida	Noida	7
	2	054800 - PAO,CEX & Customs,Ghaziabad				
		254801	ADMIN OFFICER C.EX.DN-II GAZIABAD.	AdmnOfficerAcctsCEExDivIICG OComplexIIKamlaNehruNagar Ghaziabad	Ghaziabad	8
		254802	ADMIN OFFICER,C.EX,DN-I,GAZIABAD.	AdmnOfficerAcctsCEExDivICGO ComplexIIKamlaNehruNagarGhaziabad	Ghaziabad	9
		254803	ADMIN OFFICER,C.EX,DN-III GAZIABAD.	AdmnOfficerAcctsCEExDivIIICG OComplexIIKamlaNehruNagar Ghaziabad	Ghaziabad	10
		254804	ADMIN OFFICER,C.EX,DN-IV.	AdmnOfficerAcctsCEExDivIVCG OComplexIIKamlaNehruNagar Ghaziabad	Ghaziabad	11
		254805	ADMIN OFFICER C.EX,DN-V.	AdmnOfficerAcctsCEExDivVCG OComplexIIKamlaNehruNagar Ghaziabad	Ghaziabad	12
		254806	ACAO,HQ,CGO COMPLEX GHAZIABAD.	AdmnOfficerAcctsCEExCommissionerateCGOComplexIIKamlaNehruNagar Ghaziabad	Ghaziabad	13

		254807	PAO,C.EX & CUSTOM GHAZIABAD.	PayAccountsOfficerCentralExc iseCustomsCGOComplexIIKam laNehruNagarGhaziabad	Ghaziabad	14
		292132	AO Supdt. Accounts	SupdtAccountsAuditIIMeerutC entralExciseGhaziabad	Ghaziabad	15
		292133	AO Supdt.	SupdtServiceTaxDnV Ghaziabad	Ghaziabad	16
2	084 - ELECTION COMMISSION					
	3	084001 - PAO(Election Commission)				
		200738	PAO, Election Commission of India	Nirvachan Sadan Ashoka Road	NewDelhi	17
3	088 - SHIPPING					
	4	088100 - PAO (ALHW), New Delhi				
		234608	Executive Engineer & Liasing Officer	IDA Building Jam Nagar House	NewDelhi	18
4	088300 - PAO (LHLS), Noida					
	5	234212	Executive Officer (LHLS), Noida	Deep Bhawan A13 Sec24 Noida	Noida	19
	6	234214	PAO, LHLS, Noida	A13 Sector 24 Noida	NOIDA	20