

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS

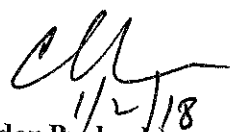
Date : 1st February, 2018

OFFICE MEMORANDUM

Subject: - Constitution of Cadre Review Committee to examine the individual proposals of the Ministries/Departments regarding Cadre Review of Group-B & 'C' Cadres- Regarding

The undersigned is directed to invite a reference to this office O.M. of even number 911 dated 16th January, 2018 on the subject noted above and to state that as per Terms of Reference for the Internal Cadre Review Committee, the Committee needs to examine and scrutinize the individual proposals of the various Ministries/Departments for augmentation of their staff strength taking into account the recent development in the technological front such as evolution of PFMS.

2. All Ministries/Departments are requested to furnish the requisite information in the prescribed Pro forma I-X for cadre review of Group B&C posts of CCAS as a whole.
3. The submission of the requisite information may be ensured **latest by 15th February, 2018**. Soft copy of the consolidated information in **MS-Excel** format from Pr.AO may also be sent to this office e-mail ID:- groupbsec-cga@gov.in.


1/2/18
(Chander Prakash)
Sr. Accounts Officer

To:

1. All the Pr.CCAs/CCAs,CCP,CFC,CAs(Independent charge).
2. Joint CGA(Admn.) O/o CGA.
3. Joint CGA(Admn) PFMS, New Delhi.
4. All Committee Members for information.

Copy to :-

1. Sr. AO (ITD), O/o CGA, for uploading on website.

PROFORMA-I

**STATEMENT OF EMPLOYEES DRAWING PAY & ALLOWANCES UNDER THE
PAYMENT CONTROL OF ACCOUNTING ORGANIZATION CONSOLIDATED
STATEMENT TO BE PROVIDED BY PRINCIPAL ACCOUNTS OFFICE**

Name of the Office & Min\Deptt :

Sl. No.	Office/Unit	Total No of Offices.	Total Number of employee on the date of inception of Organization.	Total Number of employees as on 01-01-2008	Total Number of employees as on 01-01-2018
1.	Principal Accounts Office				
2.	PrAO Cum PAO				
3.	Pay & Accounts Offices				
4.	CDDOs				
5.	NCDDOs of the CDDOs				
6.	NCDDOs				
7.	FPU				
8.	Works Divisions				
9.	Any other Units				
10.	Total :-				

**(SR. ACCOUNTS OFFICER)
PRINCIPAL ACCOUNTS OFFICE**

PROFORMA-II

STATEMENT OF AUDITABLE INSTITUTES AND SCHEMES UNDER THE ORGANISATION TO BE PROVIDED BY PRINCIPAL ACCOUNTS OFFICE

Name of the Office & Min\Deptt :

Sl. No.	Office/Unit	Total Numbers as on the date of inception of Organization.	Total numbers as on 01-01-2008	Total numbers as on 01-01-2018
1.	Total No. PAOs, DDOs, CDDOs, NCDDOs, FPU, Divisions & Other Govt. Audit Units.			
2.	Auditable Grantee Institutions			
3.	Auditable Autonomous Bodies			
4.	Schemes under Internal Audit			
5.	Other information, if any			
6.	Sanctioned Strength of AO\Sr.AOs in IAD			
7.	Sanctioned Strength of AAOs in IAD			
8.	Sanctioned Strength of Accountant\ Sr. Acctts. in IAD			
9.	Sanctioned Strength of LDC in IAD			
10.	Sanctioned Strength of MTS in IAD			
11.	Sanctioned Strength of Other Staffs, if any (specify the designation) in IAD			
12.	Frequency of audit unit wise a) Annual b) Bi-annual c) Tri-annual			

	Internal audit conducted during the year during last three year	2014-15	2015-16	2016-17
a)	Annual			
b)	Bi-annual			
c)	Tri-annual			

**(SR. ACCOUNTS OFFICER)
PRINCIPAL ACCOUNTS OFFICE**

STATEMENT OF EXPENDITURE AND RECEIPT OF THE
MINISTRY\DEPARTMENT CONSOLIDATED STATEMENT TO BE PROVIDED BY
PRINCIPAL ACCOUNTS OFFICE

Name of the Office & Min\Deptt :

(Amount in Crores)

S.NO.	YEAR	EXPENDITURE	RECEIPTS
1.	2007-2008		
2.	2008-2009		
3.	2009-2010		
4.	2010-2011		
5.	2011-2012		
6.	2012-2013		
7.	2013-2014		
8.	2014-2015		
9.	2015-2016		
10.	2016-2017		

(SR. ACCOUNTS OFFICER)
(PRINCIPAL ACCOUNTS OFFICE)

PROFORMA-IV

**E-ASSESSMENT OF THE ACCOUNTING ORGANISATION TO BE PROVIDED BY
PRINCIPAL ACCOUNTS OFFICE**

S.No.	Name of the Programme	Pr.AOs		PAOs		DDOs including NCDDOs	
		Total No.	No. in which Implemented	Total No.	No. in which Implemented	Total No.	No. in which Implemented
1.	PFMS						
2.	NTRP						
3.	Bhavishya for Pension						
4.	EIS for Salary etc.						
5.	E-Office						
6.	GeM						
7.	Any other programme						

Whether introduction of above programmes has increased/decreased the volume of work in Accounting Organisation? Please justify.

(SR. ACCOUNTS OFFICER)
(PRINCIPAL ACCOUNTS OFFICE)

**STATEMENT OF SANCTIONED STAFF STRENGTH CONSOLIDATED
INFORMATION TO BE PROVIDED BY PRINCIPAL ACCOUNTS OFFICE**

Name of the Office & Min\Deptt :

Name of the post	Sanctioned strength as on the date of inception of organization	Sanctioned strength as on 1.1.2008.	Sanctioned strength as on 1.1.2018.	Working Strength as on 01.01.18
1.PAO/Sr.AOs				
2.Assistant Accounts Officer				
3.Accountants /Sr.Acetts.				
4. Steno/PS/Sr.PS (specify each category)				
5. DEO				
6. LDC				
7. MTS				
8. Encadred posts of PAOs out of total strength including FO in CPWD, etc.				
9. Encadred posts of AAOs out of total strength including Accountant (AAO) in CPWD & WR Divisions, etc.				
10. Encadred posts of Accountants out of total strength, etc.s				
11. Consultants engaged on contract basis				
12. Contractual OAs				
13. Contractual MTSs				
14.Other staff, if any				

**(SR. ACCOUNTS OFFICER Pr.AO\
HEAD OF THE OFFICE)**

**STATEMENT OF SANCTIONED STAFF STRENGTH INFORMATION TO BE
PROVIDED BY EACH ACCOUNTIGN UNIT**

Name of the Office & Min\Deptt :

Name of the post	Sanctioned strength as on the date of inception of organization	Sanctioned strength as on 1.1.2008.	Sanctioned strength as on 1.1.2018.	Working Strength as on 01.01.18
1.PAO/Sr.AOs				
2.Assistant Accounts Officer				
3.Accountants /Sr.Acctts.				
4. Steno/PS/Sr.PS (specify each category)				
5. DEO				
6. LDC				
7. MTS				
8. Encadred posts of PAOs out of total strength including FO in CPWD, etc.				
9. Encadred posts of AAOs out of total strength including Accountant (AAO) in CPWD & WR Divisions, etc.				
10. Encadred posts of Accountants out of total strength, etc.s				
11. Consultants engaged on contract basis				
12. Contractual OAs				
13. Contractual MTSS				
14.Other staff, if any				

**(SR. ACCOUNTS OFFICER Pr.AO\
HEAD OF THE OFFICE)**

**STATEMENT REGARDING IDENTIFICATION OF GR. B & C ACCOUNTING POSTS
WHICH ARE NOT UNDER CENTRAL CIVIL ACCOUNTS SERVICE**

**(INFORMATION TO BE PROVIDED BY EACH ACCOUNTING UNIT AND
CONSOLIDATED INFORMATION BY PRINCIPAL ACCOUNTS OFFICE)**

S.No.	Name of the Post	Pay Scale	Status of post (Isolated or having own Cadre)	Mode of recruitment	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

**SR.AO (PR.AO)/
(HEAD OF OFFICE)**

STATEMENT OF QUANTUM OF WORKS UNDER THE ACCOUNTING ORGANIZATION TO BE PROVIDED BY EACH ACCOUNTING UNITS

Name of the Office & Min\Deptt :

	Item	Quantum of work YEAR 2016-17	Remarks
1.	<u>Pre-check</u> Total number of Bill passed.		
2.	Number & name of the pre-check register\records maintained manually.		
3.	Number of cheques issued		
4.	Number of e-payments made		
5.	No. of UCs monitored.		
6.	<u>Post Audit Work</u> Number of vouchers due for post audited		
7.	No. of vouchers post audited.		
8.	<u>Accounts</u> Number of Outward Claims settled.		
9.	Number of Inward Claims received.		
10.	Number of Accounts of Long Term advances and short term advances maintained		
11.	Number of Receipts Challans/ Valuables		
12.	No. of payments scrolls.		
13.	Number of reconciliation of expenditure and receipts made with DDOs		
14.	No of head of accounts maintained in DDS&R ledger.		
15.	Number of various ledgers maintained manually for compilation of accounts.		
16.	Number of bank Reconciliation		

	carried out.		
17.	Number of Letter of Credits issued		
18.	Number of authorization of funds\placement of funds with other Ministries/ Deptts.		
19.	<u>Pension</u> Number of Pension cases Finalized		
20.	Number & Name of various register\ records maintained manually for Pension.		
21.	No. of PPOs prepared.		
22.	No. of Leave Salary & Pension Contributions cases finalized.		
23.	No of revision of pension cases finalized(regular cases)		
24.	No of pension revision 7 th CPC.		
25.	No. of service verification cases finalized.		
26.	No. of pension bills passed.		
27.	<u>Administrative works</u> No. of Service books and personal files maintained		
28.	No. of bills prepared		
29.	Manpower engaged for Housekeeping jobs		
30.	Manpower engaged for other administrative functioning of the DDOs in the PAOs.		
31.	No of RTI, 1 st Appeal & 2 nd Appeal settled.		
32.	No. of grievances settled.		
33.	Manpower engaged of functions relating to recruitment, posting and transfer, court cases, vigilance cases etc.		
34.	No of Head of Accounts for which Budgeting, Coordination functioning carried out.		
35.	No. of Grants in aid\loan to States\UTs through RBI		

36.	Number of APARs Dossiers Maintained.		
37.	No. of procurement made during the year		
38.	<u>GPF</u> No. of GPF accounts maintained.		
39.	No. of GPF advance\ withdrawal cases.		
40.	No. GPF final payment made.		
41.	No. of GPF transfer out cases		
42.	No. of GPF transfer in cases.		
43.	No & Name of Register\Records Maintained manually.		
44.	<u>New Pension Scheme</u> Total No. of NPS Subscriber active accounts		
45.	No. of NPS final payment settled.		
46.	Status of ledgers and broadsheets of NPS registers maintenance.		
47.	No. of NPS family pension cases settled.		

(HEAD OF THE OFFICE)

STATEMENT OF QUANTUM OF WORKS UNDER THE ACCOUNTING ORGANIZATION TO BE PROVIDED BY EACH ACCOUNTING UNIT HAVING SPECIALIZED WORK OR WORKS NOT MENTIONED IN PRO FORMA-VII

Name of the Office & Min\Deptt :

S.No.	Item	Quantum of work Year 2016-17	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
5.			
7.			
8.			
9.			
10.			

(HEAD OF THE OFFICE)

PROFORMA-IX

**STATEMENT OF MAIN FUNCTION TO BE PROVIDED BY EACH ACCOUNTING
UNIT**

Name of the Office & Min/Dept :

<u>S.No.</u>	<u>Section</u>	<u>Function (in brief)</u>
1.		
2.		
3.		
4.		
5.		
6.		
5.		

(HEAD OF THE OFFICE)

STATEMENT OF WORK DONE BY THE INDIVIDUAL

Name of the Office & Min\Deptt :

Section :-

S.No.	Work Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Name _____

Designation _____

Signature _____

Date :- _____