

(For Departmental Circulation Only)



Induction Material

Controller General of Accounts
Department of Expenditure
Ministry of Finance
Government of India

Compiled and Issued by :
Coordination Section
O/o CGA, New Delhi

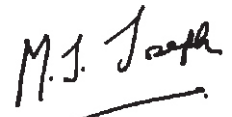
Foreword

I am happy to release the revised edition of "Induction Material" that brings out the present status of distribution of work in the Sections in the O/o Controller General of Accounts (CGA).

Consequent upon the separation of Accounts from Audit, the O/o Controller General of Accounts was set up under the Department of Expenditure, Ministry of Finance. The Controller General of Accounts (CGA) is the Apex accounting authority of the Government of India. The CGA is responsible for establishing and maintaining a technically sound Management Accounting System. Over a period of 40 years, this office has pioneered the introduction of Information Technology, using in-house developed accounting software packages and networking capabilities. An example is the Public Financial Management System that provides an end to end tracking of fund flows on a real time basis, Government electronic Payment Gateway (GePG), e-Lekha and COMPACT. As a result of introducing these packages, there have been significant improvements in financial reporting and analysis of public finances over the years.

The O/o CGA is structured into Sections, who are responsible inter-alia for compilation/consolidation of monthly accounts, reporting on the flows of expenditure, fiscal deficit, revenue collections, internal and external borrowings etc. Every month, an analysis of the above indicators are submitted to the Union Finance Minister and other key officials. The Annual Accounts of the Government, comprising the Union Government Finance Accounts and the Appropriation Accounts are also prepared by the O/o Controller General of Accounts, that are submitted to Parliament, duly audited by the Comptroller and Auditor General of India.

The Induction Material will be of use to field offices as well as other Government agencies. It will help the reader to identify the concerned section in the O/o Controller General of Accounts dealing with a specific area of work.



(M. J. JOSEPH)

Controller General of Accounts

New Delhi

19th February, 2016

INDEX

Sl No.	Description	Page No.
1	List of Controller General of Accounts	1
2	Mandate	2
3	Vision and Mission of Indian Civil Accounts Organization	3
4	Organisational Structure	4
Section-wise work distribution		
5	Appropriation Accounts	5
6	Finance Accounts	6
7	Monthly Accounts	7
8	Reserve Bank Deposits	9
9	Technical Accounts (I, II & III)	10
10	Codes	12
11	Internal Audit (IAD)	13
12	Group 'A'	15
13	Group 'B'	17
14	Non Gazetted Employees	18
15	Coordination	19
16	Information Technology	20
17	Vigilance	23
18	Examination	24
19	Monitoring Cell (MC)	25
20	Administration and Pay & Accounts Office	26
21	Cash	28
22	Legal Cell	29
23	Hindi Cell	30
24	Public Financial Management System (PFMS)	31
25	Institute of Government Accounts and Finance (INGAF)	39
26	Central Pension Accounting Office (CPAO)	40
27	Organisational Chart of CGA Office	

List of Controller General of Accounts

क्रम सं. Sl. No.	नाम	Name	कार्यकाल Tenure
1.	श्री सी. एस. स्वामीनाथन	Shri C.S. Swaminathan	05.11.1976 से to 30.06.1977
2.	श्री के. ललित	Shri K. Lalit	01.09.1977 से to 31.12.1984
3.	श्रीमती गिरीजा ईश्वरन	Smt. Girija Eswaran	06.02.1985 से to 31.07.1988
4.	श्री एस. आर. सिंह	Shri S.R. Singh	28.10.1988 से to 30.11.1989
5.	श्री पी. वी. देसाई	Shri P.V. Desai	17.01.1990 से to 13.11.1992
6.	श्री रवि कठपालिया	Shri Ravi Kathpalia	04.05.1993 से to 31.08.1995
7.	श्री जी. सी. अय्यर	Shri G.C. Iyer	14.09.1995 से to 10.03.1996
8.	श्रीमती मीरा सक्सेना	Smt. Mira Saxena	28.08.1996 से to 28.02.1997
9.	श्रीमती निर्मला धुमें	Smt. Nirmala Dhume	14.05.1997 से to 09.04.1999
10.	श्री ए. एम. सहगल	Shri A.M. Sehgal	16.07.1999 से to 31.12.2001
11.	श्रीमती उषा सहजपाल	Smt. Usha Sahajapal	01.01.2002 से to 31.01.2003
12.	श्रीमती अरुणा माखन	Smt. Aruna Makhan	18.02.2003 से to 31.03.2004
13.	श्री के. बी. एस. चोपड़ा	Shri K.B.S. Chopra	13.04.2004 से to 30.06.2004
14.	श्री एच. प्रभाकर राव	Shri H. Prabhakar Rao	17.09.2004 से to 31.01.2006
15.	श्री एस. डब्लू. ओक	Shri S.W. Oak	01.02.2006 से to 31.03.2007
16.	श्री वी. एन. कैला	Shri V.N. Kaila	01.04.2007 से to 31.03.2009
17.	श्री सी. आर. सुंदरामूर्ति	Shri C.R. Sundaramurti	04.04.2009 से to 30.06.2012
18.	श्री जवाहर ठाकुर	Shri Jawahar Thakur	01.07.2012 से to 13.05.2015
19.	श्री एम. जे. जोसेफ	Shri M. J. Joseph	14.05.2015 से to

Mandate

According to the Article 150 of the Constitution of India the accounts of the Union and the States shall be kept in such form as the President may on the advice of Comptroller & Auditor General of India prescribe. This function of the President has been allocated to Controller General of India in terms of Article 77(3) of Constitution of India.

This statutory mandate as incorporated in the Government of India (Allocation of Business) Rules, 1961 that brings out the duties and responsibilities of CGA which includes the following:

- (a) general principles of Government accounting relating to Union or State Governments and form of accounts, and framing or revision of rules and manuals relating thereto;
- (b) reconciliation of cash balance of Union Government with Reserve Bank in general and, in particular, of Reserve Deposits pertaining to Civil Ministries or Departments;
- (c) overseeing the maintenance of adequate standards of accounting by Central Civil Accounts Offices;
- (d) consolidation of monthly accounts, preparation of review of trends of revenue realization and significant features of expenditure etc and preparation of annual accounts (including Summary, Civil Appropriation Accounts) showing under the respective heads, the annual receipts and disbursements for the purpose of the Union Government;
- (e) administration of Central Treasury Rules and Central Government Account (Receipt and Payment Rules 1983);
- (f) coordination and assistance in the introduction of management accounting system in Civil Ministries or Departments;
- (g) cadre management of Group 'A' (Indian Civil Accounts Service) and Group 'B' Officers of the Central Civil Accounts Offices;
- (h) matters relating to the Central Civil Accounts staff belonging to Group 'C' and 'D';
- (i) disbursement of Pension through Public Sector Banks (PSBs) in respect of Central Civil Pensioners, Freedom Fighters, High Court Judges, Ex-M.P.s and Ex-Presidents.

Vision & Mission of the Indian Civil Accounts Organisation

Vision

As a professional accounting organization, our vision is to strengthen governance through excellence in public financial management.

Mission

- Administer an effective, credible and responsive system for budgeting, payment and accounting
- Provide a world class robust government-wide integrated financial information system
- Develop new paradigms of internal audit for improved transparency and accountability
- Leverage Information and Communication technology to achieve intended goals
- Promote professional integrity through a dedicated workforce committed to service ethos.

Organisational Structure

Indian Civil Accounts Service is headed by the Controller General of Accounts (CGA) in the Department of Expenditure, Ministry of Finance. The Controller General of Accounts (CGA) is the Principal Accounting Advisor to the Government of India on accounting matters and is responsible for establishing and maintaining a sound and efficient accounting and financial reporting system. The CGA is assisted by officers of the Indian Civil Accounts Service who have expertise in different aspects of accounting, budgeting and public financial management. The ICAS currently, has a sanctioned strength of 239 officers, supported by around 8000 employees professionally qualified in government accounting. As per the departmentalized accounting arrangements, operational responsibility for accounting, reporting and internal audit functions in Civil Ministries is discharged by officers of the ICAS. Each Ministry is headed by either a Principal Chief Controller of Accounts (Pr.CCA), Chief Controller of Accounts (CCA) or a Controller of Accounts (CA) as the case may be. Under the overall supervision of CGA, they assist the Secretary of the Ministry who is the Chief Accounting Authority of the Ministry. The Pr. CCAs/CCAs/CAs discharge their duties and responsibilities through the Principal Accounts Office (Pr. AO) at headquarters and Pay & Accounts Offices (PAOs) at the field level. There are currently 523 PAOs located at stations across the country.

Appropriation Accounts

The brief functions of the section are as under:

1. Preparation of time schedule for Stage-wise submission of Appropriation Accounts by the Ministry/Departments.
2. Scrutiny of Detailed Demands for Grants of various Ministries vis-à-vis Main Demands for Grants for getting corrigendum issued for discrepancies.
3. Communication of irregularities/ discrepancies/ shortcomings at various stages in the Accounts submitted by the Ministries/Departments.
4. Requesting the CCA/CA concerned to initiate action for preparation for explanatory notes by the Grant Controlling Authority for saving of more than ₹100.00 crores and for excess expenditure. This is done while scrutinizing Stage-II of the Appropriation Accounts.
5. Reconciliation of figures of Statement of Central Transactions with Headwise Appropriation Accounts.
6. Preparation of Condensed Accounts of all the Civil Grants.
7. Preparation and printing of Union Govt. Appropriation Accounts and submission to Parliament.
8. Liaison with Hindi Section for translation of Condensed Accounts etc.
9. Liaison with Director General of Audit, Central Expenditure (DGACE) at every stage of the Appropriation Accounts.
10. Preparation of statement of recoveries adjusted in reduction of expenditure during the financial year and
11. Statement showing Capital and Loan investments voted by Parliament under distinct sub-heads for Public Sector Undertaking under the financial year.
12. Preparation of Chapter on Appropriation accounts for inclusion in Accounts at a Glance of Office of Controller General of Accounts.

Design	AAO	Sr. AO	Dy. CGA	Jt.CGA
Name	Sh. Pawan Kumar Grover Sh. Vijay Kumar Sh. Jagdish Chander Sh. Naveen Kumar Singh Sh. Harish Kumar	Sh. S. K. Dhasmana Smt. G. Sreepriya	Sh. Shailendra Kumar	Dr. J. K. Mishra
Ph./fax	24645819	24641067	24651562	24624614
Intercom	121, 122	124	171	112
R. No	4th Floor	4th Floor	811	701-A

Finance Accounts

The brief functions of the section are as under:

1. Preparation of Finance Accounts of Union Government;
2. Preparation of Accounts at a Glance;
3. Providing information related to Parliament Questions;
4. Providing information related to RTI;
5. Preparation of Statement of actual for incorporation in budget documents;
6. Preparation of Statement of Annual Debt Position for incorporation in budget documents;
7. Preparation of Quarterly Debt Position for submission to Middle Office of Budget Division;
8. Preparation of Data for Combined Finance and Revenue Accounts to O/o the Comptroller and Auditor General of India.

Design	AAO	Sr. AO	Dy. CGA	Jt. CGA
Name	Sh. V.K. Vashisth Sh. M.K. Saxena Sh. Tarun Agnihotri Sh. Ram Pravesh Sh. Ashok Paunikar Sh. Om Prakash Smt. Rashma Sharma	Sh. A.K. Singhal	Sh. Shailendra Kumar	Dr. J. K. Mishra
Ph./fax	24641121	24698319	24651562	24624614
Intercom	128 to 134	129	171	112
R.No.	411	411	811	701-A

Monthly Accounts

Monthly Accounts Section presents a detailed analytical review of Union Government Accounts to the Finance Minister every month. The review covers major aspects of receipts, expenditure, fiscal deficit, sources of financing etc. for management purposes at the highest level. A Provisional Account (Unaudited) for the year is also prepared at the end of the financial year. Select accounting data are also released on the CGA's website : www.cga.nic.in every month for public viewing.

The brief functions of the section are as under:-

1. Compilation of Monthly Accounts of Union Government;
2. Preparation of monthly Review of Union Government Accounts for presentation to the Finance Minister;
3. Preparation of select accounting data on Central Govt. Operation for release of monthly accounts and National Summary Data Page (NSDP) on INTERNET by last day of the following month of account as per Special Data Dissemination Standard (SDDS) requirements of IMF;
4. Collecting data in Internal & Extra Budgetary Resources (IEBR) of Public Sector Undertakings for preparation of monthly report on Central Plan Expenditure including IEBR, monthly reports on Plan Investment in equities and Loans to PSUs and Department-wise Non- Plan Expenditure;
5. Monthly reports on Government of India accounts to Central Statistical Organisation and for other end users (Ministries/Departments);
6. Preparation of quarterly Liability Statement of Central Government;
7. Compilation of monthly Grant-wise flash figures of Expenditure and Receipts for presentation to Ministry of Finance;
8. Maintenance of Budget Module to capture Demands for Grants and DDG data from Controllers;
9. Management of Account Code Directory including allotment of computer codes for new heads of accounts below Minor Head and scrutiny of the detailed Demands for Grants (except Railways & Defence);
10. Keeping Meta Data page on Central Government Operation Data category updated at Data Dissemination Bulletin Board (DSSB) of IMF adhering to Special Data Dissemination Standards;
11. Monitoring proper linkage between data released in monthly accounts, NSDP and Advance Release Calendar and their proper maintenance on CGA's website;
12. Work related to integration of e-lekha on PFMS portal; and
13. Reply to queries in Union Government Accounts received from different quarters including IMF, Journalists, Research Scholars, Public, related Parliament questions and RTI matters after approval by competent authority.
14. Cash Management.

Design	AAO	Sr. AO	ACGA	Dy. CGA	Jt. CGA
Name	Sh. Sumeet Sharma Sh. Rahul Butola Sh. M.M. Gera Sh. Ajay Kr. Tyagi Sh. Amitabh Ghai Sh. Subhash Chander	Sh. P. A. Manoranjan Sh. Biju Thomas	Ms. Madhu Sharma	Sh. Shailendra Kumar	Dr. J. K. Mishra
Ph/fax	24610126	24610126	24652125	24651562	24624614
Intercom	146	135	302	171	112
R.No.	231	230	726	811	701-A

Reserve Bank Deposits

The brief functions of the section are as under:-

1. Authorization of Public Sector / Private Banks (appointed as Agents by RBI) for Government Agency Business.
2. Change of Accredited banks of Ministries/Department on the request of Ministry/ Department.
3. All matters relating to conducting of Standing Committee and Apex Committee Meetings such as preparation of Agenda items, Minutes of these Meetings and related correspondence thereof.
4. Furnishing of Information relating to Parliament Questions, draft paras and RTI matters relating to RBD Section.
5. Reconciliation and settlement of differences of all the Ministries/Department under the head '8675- Deposits with Reserve Bank' and all correspondences relating to it. On the basis of the reconciliation statement, Explanatory Note is prepared by the section and forward to Finance Accounts Section for incorporating in the Finance Account every year.
6. Forwarding of DMA-2 and CAS-122 statements to all the Ministries / Departments (received from RBI, CAS, Nagpur) for incorporation of figures therein into their monthly accounts.
7. Monitoring of differences under the head '865800108-PSB suspense & 865800138 - ONB Suspense of monthly basis from all Ministries/Departments and maintaining broad sheet in MS-Excel relating to it.
8. Close liaison with the Government Link Cell, O/o CGA, Nagpur which facilitates liaison with link branches of Banks & RBI.
9. Maintenance of "Reserve Bank Deposits" Broadsheet in MS-Excel on monthly basis.
10. To reconcile the position of Cash balance at RBI with the Finance Accounts at the close of every year.
11. Examination, finalization and settlement of all cases of penal interest on delayed remittance and excess /double reimbursement.

Design	AAO	Sr. AO	Dy. CGA	Jt. CGA
Name	Sh. Roy Manish Kumar Smt. Renu Anand	Sh. Sandeep R. Pai	Smt. Tripti P. Ghosh	Sh. P.L. Sahu
Ph/Fax	24649365	24649365	24692852	24624613
Intercom	144	138	-	106
R.No.	224	225	349	712

Technical Accounts (TA)

The brief functions of the Section are as under :-

1. Rendering technical advice to Civil Ministries/Departments, Railways, Defence, Post & Telecommunications and State Governments on the matters relating to accounts.
2. Accounting procedure in respect of new Foreign Grant Assistance/Loans, new projects of Ministries/departments, Personal Deposit Accounts etc. and obtaining the views of Budget Division and concurrence of C&AG's office.
3. Examination of the proposals relating to accounting procedures in connection with various schemes of the State Governments received through their State Accountant Generals.
4. Implementation of proposed revised Chart of Accounts
5. Administration of CTRs/CGA (R&P) Rules, rendering clarification on its provisions and issue of correction slip thereto.
6. Administration of Civil Accounts Manual, rendering clarification on its provisions and issue of correction slip thereto.
7. Maintenance of General Financial Rules/ Defers on the portion relating to accounting matters.
8. All matters related to CCS (Pension) Rules, 1972 and Revision of Pension in pursuance of recommendations of Pay Commissions issued from time to time;
9. Matters related to New Pension Schemes;
10. Proposals relating to creation of new Pay and Accounts Offices in Civil Ministries/Departments;
11. Addition/Deletion in the list of CDDOs;
12. Scrutiny of proposals relating to opening of Personal Deposit Account and related matters;
13. Rendering Technical Advice to Civil Ministries/ Departments on matters relating to 1 to 5 above.
14. Work relating to implementation of accrual accounting in Government.
15. Implementation of various committees set up on the accounting matters rendering advice/ clarification on these matters.
16. Work relating to GASAB.
17. Accounting matter related to DBT payments.
18. Implementation of e-payment system in PAOs of all Ministries/Departments
19. Implementation of CTS-2010 Standard Cheques. Online clearance system-Discontinuation of 'Paper to Follow' P2F System.
20. Processing of RTI applications related to above mentioned matters.

Design	AAO	ACA/ Sr. AO	Dy. CGA	Jt. CGA
Name	Smt. S. Bhowmik Sh. Sudhir Pratap Singh Parihar Sh. Ishwaran Deol Sh. Subhash Chander Sh. Sunil Kumar Sh. Rajesh Sharma Sh. Brajesh Kumar	Sh. C. A. Baby	Sh. Shailendra Kumar	Smt. Shankari Murali
Ph./fax	24626639 24698230 24610216 24649365	24610216 24644364 24698230	24651562	24690186
Intercom	165 166 142 144	142 176 272	171	105
R No	706 230 224	230 710	811	717

CODES

The brief functions of the section are as under:

1. All matters relating to administration of the List of Major and Minor Heads of Accounts and Government Accounting Rules, 1990, Account Codes etc.
2. Opening/deletion of Major, Minor head of accounts in consultation with O/o C&AG and matters relating to accounting classification received from all central Ministries/Departments and State/UT Governments.
3. Processing of proposals for write off of balances outstanding under DDS&R heads due to book keeping errors etc. under rule 38 of Government Accounting Rules, 1990.
4. Work relating to the implementation of the revised Accounting Classification structure recommended by Sundaramurti Committee.
5. RTI pertaining to 1 to 4.

Design	AAO	Sr. AO	Dy. CGA	Jt. CGA
Name	Sh. Piyush Garg	Sh. R.P. Singh	Sh. Shailendra Kumar	Smt. Shankari Murali
Ph/fax	24610126	24698230	24651562	24690186
Intercom	146	156	171	105
R.No.	231	724	811	717

Internal Audit

The Internal Audit Division discharges its duties through following three sections.

1. Centre of Excellence for Policy, Guidance and Capacity Building.
2. Internal Audit Planning & Co-ordination.
3. Inspection Section.

The brief functions of these sections are given below:-

1. Centre of Excellence for Policy, Guidance and Capacity Building

- Making policy and providing guidance to Ministries/departments for quality improvement of Internal Audit.
- Preparation and review of checklists for audit of PAOs (COMPACT, Non-COMPACT), Pr. AOs, DDOs and CPWD divisions contains control points for internal audit to be used by all concerned civil Ministries/Departments.
- Producing and revising the Generic Internal Audit Manual issued as a guiding document to all civil Ministries/Departments to enable them develop their own risk based internal audit manual.
- Vetting of Internal Audit Manuals received from Ministries/Departments.
- Work related to continuous professional education (CPE) in collaboration with professional institutes like IIA/ICAI.
- Developing of IT tools for use in Internal Audit.
- All matters relating to capacity building pertaining to Internal Audit i.e training of group 'A', 'B' and 'C' staff for risk based audit.

2. Internal Audit planning & Co-ordination

- Preparation of Annual/Quarterly Internal Audit Plan conducted by Internal Audit Division by using risk based approach.
- Review of Annual Audit Plan prepared by various Ministries/Departments and monitoring their plan.
- Analysis of Annual Review Reports on the performance of Internal Audit and quantifying of recoveries against the audit observations received from various Ministries/Departments. Preparation of consolidated Annual Review for perusal of CGA and the Annual Review at a Glance for Secretary (Expenditure).
- RTI cases pertaining to IAD Section.
- Maintenance of data of retired Govt. Officers empanelled to work as consultants.
- Review of audit reports received from C&AG in r/o PAOs of Civil Accounts Organization.

3. Inspection Section

- Inspection of Pr.AOs and PAOs by using risk based approach.
- Conducting Special Audits when assigned.
- Follow up of inspection reports/ paras showing risk based performance of auditee.
- Maintenance of register for settlement of audit paras

Design	AAO	Sr. AO	Dy.CGA	Jt. CGA
Name	Sh. H. K. Koul Sh. Deepak Kumar Sh. Ajay Sinha Sh. Sanjay Bharti Sh. D.K. Gautam Ms. S. Mukherjee	Sh. N.S. Negi Sh. Mohan Deep Sh. Ranmit Singh	Sh. Bhaskar Verma	Dr. J. K. Mishra
Ph./fax	24627875	24627875 24647162	24622301	24624614
Intercom	119 120	119 120	110	112
R. No.	403	403	809	701-A

Group 'A'

The brief functions of the section are as under :-

1. Recruitment of Group 'A' officers;
2. Confirmation of officers in JTS (i.e. grade of entry in Government Services);
3. Promotion to various grades within Group 'A';
4. Cases of Foreign Assignments of officers to UN/IMF/World Bank etc.;
5. Cases of Central deputation/empanelment of ICAS officers as Secretary/AS/JS/Director/DS/US;
6. Cases of deputation within/outside India;
7. Training Abroad;
8. Training within India;
9. Cadre Review;
10. Recruitment rule;
11. Disciplinary Cases
12. All service matters of Group 'A' officers including dealing with Pay Commissions, ERC, VRS etc.;
13. Confidential Reports, Maintenance of CR Dossiers;
14. Property Returns, Lokayuktas Returns;
15. Information relating to Parliament Questions;
16. Reports & Returns;
17. Printing of Civil List;
18. Cases of intimations under Conduct Rules etc.;
19. Posting/Transfer;
20. Convening of CSB meeting;
21. Personal cases of ICAS officers;
22. Maintenance of personal records of ICAS officers;
23. Non Functional Upgradation of ICAS officers;
24. Information under RTI Act;
25. Threshold Analysis;
26. Induction of Group 'B' officers into ICAS;

Designation	AAO	Sr. AO	ACGA	Jt. CGA
Name	Sh. Arvind Bahukhandi Sh. Yashwant Singh Sh. T.K. Panja Sh. Anil Misra Sh. Subhash Chander	Sh. S. Padmanabhan	Sh. A.K. Bangalia	Sh. P.L. Sahu
Tele No.	24645814	24645814	24622029	24624613
Intercom No.	160	161	113	106
Room No.	726C	726C	726B	712

Group 'B'

The brief functions of the Section are as under:-

1. Convening of DPCs for promotion of AAOs, AOs & Sr. AOs.
2. Promotion of AAO(C) Examinations passed officials to the post of AAO, Promotion of non AAO(C) passed Sr. Accountants to the post of AAO under 10% Departmental Quota, Asstt. Accounts Officer to the post of Accounts Officer and Accounts Officer to the post of Sr. Accounts Officer.
3. Inter-ministry transfers of Asstt. Accounts Officers, Accounts Officers and Sr. Accounts Officers.
4. Preparation of seniority/gradation list of Asstt. Accounts Officer, Accounts Officer & Sr. Accounts Officers.
5. Maintenance of ACRs/APARs of Accounts Officer and Sr. Accounts Officers.
6. Framing of recruitment Rules for Asstt. Accounts Officer/Accounts Officer/Sr. Accounts Officers.
7. Forwarding of applications of Asstt. Accounts Officer/Accounts Officer/Sr. Accounts Officer for various posts on deputation basis.
8. Adhoc promotion to the grade of Asstt. Accounts Officer.
9. Keeping details of Disciplinary proceedings against Asstt. Accounts Officer, Accounts Officer & Sr. Accounts Officer.
10. Maintenance of post based roster of Asstt. Accounts Officer, Accounts Officer and Sr. Accounts Officer.
11. Encadrement of isolated ex-cadre posts into CCAS cadre.
12. Correspondence with filed offices in r/o AAOs/AO/sr.AO regarding their seniority, transfers, promotions etc.
13. Induction/Mid-career/long terms training programme for AAO, AO and Sr.AO.
14. Correspondence regarding applications received under RTI Act.

Design	AAO	AO	ACGA	Jt. CGA
Name	Shri Jaspal Singh Shri U Sridhar Shri Tarun Ghorpade	Shri Chander Prakash	Shri D.D.K.T. Dason	Shri P.L. Sahu
Ph/fax	24626639	24644364	24644348	24624613
Intercom	167, 168, 169	305	111	106
R.No.	706	710	705	712

Non Gazetted Employees

The brief functions of the Section are as under:-

1. Promotion of Staff Car Drivers, MTS as LDC, LDCs as Accountants, Accountants as Sr. Accountants on seniority basis.
2. Holding of DPC for promotion of Stenographers/PS/Sr.PS and Transfer/postings of Stenographers/PS/Sr.PS.
3. Submission of representations from Gr. D/LDCs/Acctts. regarding their promotion/seniority etc.
4. Compilation of Data regarding direct recruitment vacancies in Gr. 'C' posts received from field offices.
5. Absorption of deputationists in the grade of Acctt.
6. Promotion of LDCs as Acctts. under departmental examination quota.
7. Promotion of M.T.S. as LDC under departmental examination quota.
8. Matters relating to qualifying pay/personal pay in r/o Gr. 'C'.
9. Cases of inter-ministry transfer of Gr. C and Gr. D officials.
10. Deployment of surplus staff.
11. Induction trainings of Acctts..
12. Correspondence regarding applications received under RTI Act.
13. Distribution of dossiers of newly recruited LDCs/ Acctts. received from SSC to field offices.
14. Preparation and maintenance of gradation lists of Sr.PS/PS/Stenographers Grade I, II and III..
15. Dealing with matters relating to Pay Commissions.
16. Matters related to staff Associations (AICAEA Category I, AICAEA Category II, PAOs association, AICAE Federation etc.)
17. Dealing with Departmental Council Meetings.
18. Matters related to Data Entry Operators.
19. MACPS.
20. Disciplinary/vigilance cases in r/o Group 'B' officers.
21. Recruitment Rules.

Design	AAO	AO/Sr. AO	ACGA	Jt. CGA
Name	Shri Praveen Rawat Shri Sanjay Singh Shri Rajesh Kumar Sinha	Shri Janardhan Prasad	Shri D.D.K.T. Dason	Shri P.L. Sahu
Ph./fax	24626639	24644364	24644348	24624613
Intercom	167, 168, 169	276	111	106
R.No.	706	710	705	712

Coordination

Coordination section deals with the following matters:-

1. Processing and submitting of replies to Parliament Questions, Standing Committee Material, fulfillment of Parliament Assurances and allied matters relating to Parliamentary matters pertaining to O/o Controller General of Accounts;
2. Consolidation and submission of material for "A Reference Annual" published by the Ministry of Information and Broadcasting;
3. Nodal agency for all the Section and Divisions of O/o CGA for processing and submitting of replies to Applications / Appeals received under Right to Information Act - 2005 pertaining to O/o Controller General of Accounts;
4. Consolidation / submitting of material for Annual Report pertaining to O/o Controller General of Accounts;
5. Consolidation / submission of material pertaining to O/o Controller General of Accounts for Finance Minister's and President's speech in Parliament;
6. Preparation / furnishing of various returns and periodical returns pertaining to O/o Controller General of Accounts;
7. Monitoring of complaints on the settlement of GPF / CPF cases received from subscribers, etc;
8. Redressal of grievances' of Central Government pensioners regarding delay in finalization / authorization of their pension with their nodal agencies;
9. Monitoring of MIS report and monthly D.O submitted electronically by Pr. CCAS/CCAs/CAs;
10. All matters requiring collection of information relating to subject not being handled by other sections of the CGA office, from other civil, non-civil Ministries/Departments, State Governments other Accounting Organisations, Government and Non-Government bodies, Professional Institutions/Associations etc. and consolidation thereof;
11. Organising Meetings, Seminars, Conferences, Workshops in the CGA office;
12. Updating of Induction Material of office of Controller General of Accounts.

Design.	AAO	AO	ACGA	Jt.CGA
Name	Sh. Upendra Singh Negi Sh. Amit Pathak	Sh. Vimal Nanda	Ms. Madhu Sharma	Smt. Shankari Murali
Ph/Fax	24616647	24616647	24652125	24690186
Intercom	118	175	302	105
R.No.	403	403	726	717

Information Technology

Since the time of inception, the Civil Accounts organization has been utilizing Information Technology for enabling an effective and efficient financial service delivery system for the Central Government. Management information system as a decision support mechanism and dissemination of information to the stakeholders including the public, are the integral parts of this service delivery system, along with core payment and accounting functions of Government of India. The Information Technology Division (ITD) which enables this function has been instrumental in conceptualization, planning, development, quality assurance, support and capacity building for all related IT activities under the office of Controller General of Accounts and across all Civil Ministries and Departments. In addition, the software systems and platforms developed and successfully implemented by O/o CGA are also being widely utilized by Non-Civil Ministries/Departments as well as State Governments for management of payment, accounting and reconciliation processes. These activities are undertaken by IT Division through four wings, the duties of which are outlined below:

1. Strategic Planning & Coordination Wing

1. Planning & Coordination of all IT Projects of Office of CGA
2. Management of Website of O/o CGA www.cga.nic.in including uploading and administration
3. Management of dynamic Directory of Codes of Controllers, PAOs and DDOs in e-Lekha
4. Preparation of IT Strategy for CGA
5. All administrative works including resource planning, Budget management, contracting, vendor payment processes connected with IT Development.
6. Procurement planning for Hardware and Software requirements for various ongoing or envisaged IT projects
7. External user access administration in e-Lekha
8. Dissemination of information/ data to external agencies/users from e-Lekha
9. Project Management for :
 - (i) Enabling of software development in enhancement of PFMS for Non-Plan payments, accounting and reconciliation;
 - (ii) Preparation of road-map and implementation of the system in PrAOs, PAOs, DDOs & Project Divisions.
10. Project Management for developing accounts module including reconciliation & reporting for Plan payments under PFMS.

2. System Development, Testing and Quality Control Wing

1. Alpha testing of modules, revised versions and software patches of various applications of utilities developed by O/o CGA and NIC.

2. Planning and strategizing reviews of adherence to best practices in software implementation in field offices
3. Support in developing and testing of various PFMS modules
4. Coordination of replies to system audits
5. Undertake in-house development work of identified projects for the organization.
6. Outlining the quality assurance & control system for software development and implementation including third party quality assurance and security testing.

3. Implementation, Maintenance and Support Wing

1. Providing technical support for the implementation of various applications eg. COMPACT, CDDO to PAO, e-Lekha, GePG and e-Revision, PFMS etc.
2. Maintenance of ongoing applications by identification and rectification of bugs, patch management for intermittent operational issues and release of revised versions.
3. Coordination and testing of new versions of all software developed by NIC for accounting organisations
4. Management of account heads and their mapping on e-Lekha.
5. Develop a software Support Strategy and plan
6. Establish and maintain support system/help desk for field operations.
7. Liaison with NIC for bugs resolution and providing solutions to field office problems.
8. Imparting procedural and technical know-how on e-Lekha, e-payment, e-Revision and various COMPACT modules like compilation, pre-check, master and Budget for field officials.
9. Report fresh user requirement to Strategic Planning & Coordination Wing.

4. Capacity Building Wing

1. Conducting sensitization workshops for officials of Civil Accounts Organization on forthcoming software applications.
2. Organising and conducting of various training programs and workshops on various functional IT Applications.
3. Identification and categorization of personnel in CGA organisation on the basis of their skills and training requirement in the field of IT.
4. Conducting trainings for trainers as well as Key Resource Persons to be deployed in different ministries/Departments to cater to the IT users under CAO.
5. Designing courses to be included for training in INGAF as well as other Regional Training Institutes.

6. Coordination with RTCs for conduction of various IT related courses and programmes.
7. Coordination with external institutions for capacity building of higher skill sets in IT courses.
8. Nominating suitable faculties for delivering lectures at INGAF as well as other institutes.
9. Delivering lectures as faculties in INGAF and other training institutes.

Contact Details of officials of IT Division

Sl. No.	Name	Tel. No.	Ext.
1.	Ms. Sofia Dahiya, Jt. CGA	23343860	303
2.	Shri Hanumaiah K., ACGA	23343860	341
3.	Shri SP Arora, Sr. AO	23343860	361
4.	Shri K Krishna Kumar, Sr. AO	23343860	359
5.	Ms. Seema, Sr. AO	23343860	297
6.	Shri Pankaj Kochar, Sr. AO	23343860	298
7.	Shri K V Hamza, Sr. AO	23343860	299
8.	Shri Ved Prakash, Sr. AO	23343860	258
9.	Shri Dipak Tripathi, AO	23343860	269
10.	Ms. Bharati Tuli, AAO	23343860	357
11.	Shri Anil Kr. Mahendru, AAO	23343860	295
12.	Shri Rajeev Nayan Kaushik, AAO	23343860	358
13.	Ms. Mansha Bagai, AAO	23343860	236
14.	Shri Mukesh Kumar, AAO	23343860	351
15.	Ms. Sudha Sinha, AAO	23343860	354
16.	Shri Prem Kumar, AAO	23343860	237
17.	Ms. Gayatri, AAO	23343860	296
18.	Ms. Jyoti Nagpal, AAO	23343860	356
19.	Ms. Surekha Kumari, AAO	23343860	355
20.	Ms. Vanita Ghai, AAO	23343860	353

Vigilance

The brief functions of the Section are as under :-

To process the complaints received from individuals or cases forwarded by Ministry of Finance, Department of Expenditure.

1. Framing of Charge Sheet, seeking 1st Stage & 2nd Stage advises from CVC, obtaining sanction for prosecution in respect of Gr. 'A' officers.
2. To issue the vigilance clearance certificate of the officers posted in CGA office and for all ICAS officers.
3. To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring consultation with the Central Vigilance Commission, a decision as to whether the case had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to CVC.
4. To review from time to time the existing arrangements for vigilance work in the office and vigilance work in subordinate offices to see if they are adequate to ensure expeditious and effective disposal of vigilance work.

Design	AAO	AO/Sr.AO	ACGA	Dy. CGA	Jt. CGA
Name	Sh. Satbir Singh Suredia Sh. Baburaj	Sh. V. KGupta Sh. V. Jayaram Sh. Pankaj Kumar	Sh. D.D.K.T. Dasan	Sh. Bhaskar Verma	Sh. Alok Ranjan
Ph./fax	24623086	24623086	24644348	24622301	24645993
Intercom	197	197	111	110	115
R.No.	722	722	705	809	701B

Examinations

The brief functions of the Section are as under: -

1. Holding of AAO (Civil) Examination.
2. Departmental Confirmatory Examination twice a year.
3. Departmental Qualifying examination for promotion of LDC's as Accountant.
4. Departmental Qualifying Examination for the Promotion of MTS as LDC

Design	AAO	Sr. AO	ACGA	Jt. CGA
Name	Sh. S. K. Jaiswal Sh. Pankaj Jain	Sh. Lokesh Raman Sharma	Ms. Madhu Sharma	Sh. P. L. Sahu
Tel No	24653162	24653162	24652125	24624615
Intercom No	141	141	302	106
Room No	27	27	726	712

Monitoring Cell (MC)

The brief functions of the section are as under:-

1. Coordination and monitoring the progress of submission of corrective/remedial action taken notes (ATNs) on the recommendations contained in Public Accounts Committee's reports.
2. Coordination, collection and monitoring the submission of corrective/remedial Action Taken Notes on various paras contained in C&AG Reports (Civil, Defence Services, Railways and other Autonomous Bodies).
3. Coordination, collection and timely submission to the Public Accounts Committee of the relevant Explanatory Notes duly vetted by the Audit on excess expenditure and savings of Rs. 100 crores and above, appearing in the Annual Appropriation Accounts.
4. Chasing up matters with various Ministries/Departments of the Government of India to ensure that, the recommendations made in PAC Reports are finalized well within time given by the Lok Sabha Secretariat.
5. Bringing to the notice of various Ministries/Departments the observations made by the PAC in its reports regarding the delay either in sending the Action Taken Notes or in their being vetted by the Audit.
6. On the recommendation of PAC, Audit Para Monitoring System (APMS) has been implemented for computerized monitoring of the pendency of Action Taken Notes (ATNs) of C&AG Paras at various stages by the Ministries/Departments. Ministries/Departments are being also made aware of the new features/upgradation in the APMS module by giving them regular training.
7. Another centralized computerized online monitoring to check the status of the preparation and submission of the Explanatory Notes at every stage by various Ministries/Departments is being developed in order to avoid delays on the recommendation of PAC.

Design	AAO	US	Dy. CGA	Jt. CGA
Name	Shri Jitendra Kumar Shri Rajeev Kumar Shri Vikram Vats Shri MN Joshi	Shri S. Chatterjee	Shri Bhaskar Verma	Shri Alok Ranjan
Ph./fax	24626829	24626829	24622301	24645993
Intercom	145	139	110	107
R.No.		No. 25	809	701B

Administration and Pay and Accounts Office

The Administration Section deals with the overall housekeeping related work of the Office of CGA, posting of all cadres of officers/staff within the O/o CGA with the offices in Lok Nayak Bhawan in respect of cleanliness, parking, security and all pay and allowances and personal claims related items of all the officers/staff of CGA office.

Functions/Duties of Pay & Accounts Office

1. Posting and transfer of officials posted in the CGA office.
2. Reports and Returns related to Administration functions.
3. Distribution of work amongst Group 'A' Officers posted in O/o CGA.
4. Delegation of financial in O/o CGA-Financial and Administrative.
5. Inviting and Awarding tender for various jobs/services/items.
6. Procurement of stores and supply of stationery for all sections of O/o CGA.
7. Procurement of Liveries.
8. Procurements of Telephone, intercom system, photocopiers, Fax Machines etc.
9. Procurement of electrical equipments, Air conditioners, Televisions etc.
10. Printing of Office Stationery and various statutory reports like Accounts at a Glance Appropriation & Finance Accounts, Provisional Accounts.
11. Arrangement of meetings/ Departmental Examinations.
12. Arrangement of logistics and hiring of vehicles for official purposes.
13. Purchase and distribution of Computers and IT related peripherals and products.
14. Maintenance of Furnitures and fixtures and furnishing in O/o CGA.
15. Issue of parking Labels for the vehicles for Lok Nayak Bhawan parking.
16. Processing of applications for identity Cards to all officers and staff.
17. Processing of applications for CGHS Cards and appointment of AMA under CSMA.
18. All matters related to Co-ordination Committee for Lok Nayak Bhawan.
19. Arrangement for Security & Parking and cleanliness of common area.
20. Allotment of residential flats to ICAS Officers.
21. Matters related to participation of Officers and Staff of O/o CGA for various national and international training programmes conducted by INGAF and NIFM.
22. Re-Imbursement of training charges of ICAS (P) to INGAF and NIFM.
23. Deployment of personal Staff with Sr. Officers.
24. Preparation of bills for various third party payments and submission to PAO (CGA).

Functions/Duties of Pay & Accounts Office

- 1 Pre Check and Payment of Bills submitted by DDO, CGA and DDO, PFMS.
- 2 Settlement of Inward Claims.
- 3 Receiving of valuables and maintaining Valuables Register.
- 4 Receiving and deposit of Foreign Service Contributions
- 5 Filing of TDS Return in 24G form.
- 6 Updating of Pension cases on 'Bhavishya'.
- 7 Transfer of GPF balances
- 8 Preparation of Receipt budget
- 9 Maintenance or records and watching of Suspense Account balances
- 10 Presentation of cheques received on account of GPF etc. through valuables
- 11 Processing and payment of Pension & Other retirement benefits, preparation of PPO.
- 12 Reconciliation of Expenditure and Receipts with DDO
- 13 All works prescribed for Pay & Accounts Office in Merged DDO Scheme and compilation of monthly accounts of Office of CGA and its submission to CCA, Ministry of Finance.

Administration Section / Pay & Accounts Office (Group A Officers - Overall Charge)

	ACA	Jt.CGA
Name of the officer	Vacant	Sh. Alok Ranjan
Room No	808	701-B
Tele No. (Office)	24692677	24645993
Intercom No.	112	115

Section		AAO	AO	Sr.AO
Administration	Name of the officer	Sh. Jagmohan	Sh. Anil Amar Singh	Sh. Jitender Kumar
	Room No	807	807	807
	Tele No. (Office)	24632344	24632344	24616507
	Intercom No.	223	191	194
Pay & Accounts Office	Name of the officer	Sh. Narottam Sharma AAO	Sh. Sunil Kumar Sharma Sr. AO	
	Room No	807	807	
	Tele No. (Office)	24610623	24621268	
	Intercom No.	179	193	

Cash

Brief Functions of the Section are as under:-

1. Maintenance of Service Book, Leave Accounts of all Officers/ staff of CGA Office
2. Preparation of Salary Bills in respect of all Officers and Staff members
3. Maintenance of Pay Bills Registers, Cash Book, reconciliation of Expenditure
4. Processing and payment of Salaries, DA Arrears and all other payments personal claims i.e. Medical, LTC, Tuition Fee, OTA Bills etc.,
5. Booking of Domestic/Foreign Air Tickets for senior officers, preparation & payment of Foreign/Domestic T.A. Bills of officers and staff.
6. Receipt of Money on behalf of GOI and its deposit in the Bank through Challans
7. Preparation and finalization of pension cases through BHAVISHYA on the retirement of officers and staff of CGA. Preparation of bills of retirement benefits
8. Revision of Pension cases on the basis of Pay Commission report
9. Encashment of cheques drawn in favour of DDO. Disbursement of Salary/cheques and other claims to officers and staff of CGA Office
10. Processing of Pay fixation cases of Officers and staff members on promotion, on grant of MACP, revision of scales and on the basis of Pay Commission report and payment thereof of Arrears
11. Processing & payment of GPF Advances, Withdrawals, Final Withdrawals, Transfer of GPF Balances, Calculation of Interest & preparation Annual GPF Statements
12. Calculations of Income Tax and filing of Quarterly/ Annual Income Tax Returns in Form 24 and Form 26(Tax from Contractors) with Income Tax Department.
13. Payment of Long Term/Short Term Advances, watching of its' recovery and Calculation & recovery of Interest on the Advances
14. Preparation of Budget Estimates, Revised Estimates and Final Estimates and Watching of Expenditure on various Heads of Accounts
15. Attending to the cases related to the pension through CPENGRAMS departmental Portal

Design.	AAO	Sr. AO	ACA	Jt. CGA
Name	Sh. MP Popli	Sh. Jitendra Kumar	Vacant	Sh. Alok Ranjan
Ph/Fax	24623251	24616507	24692677	24645993
Intercom	185	194	112	115

Legal Cell (LC)

The brief functions of the section are as under:-

Legal Cell deals with court cases wherein the O/o the Controller General of Accounts is impleaded as the main party. However, the cases wherein this office is impleaded only as a proforma party but otherwise no policy decision or action of this office is under challenge in the court, are left to be dealt with by the concerned field offices.

Legal Cell is also rendering advice to the other Sections of the CGA office and to the field offices on legal matters, interpretation of service rules and disciplinary cases.

Designation	AAO	Dy.CGA	Jt.CGA
Name	Sh. Prem Chand Kansotia	Sh. Bhaskar Verma	Sh. Alok Ranjan
Telephone	24653987	24622301	24645993
Intercom	159	110	115
Room No.	720	809	701-B

Hindi Cell

The brief functions of the section are as under :-

1. Translation work from English to Hindi and vice-versa received from different Sections of CGA's office including the following specific work:
 - (i) Translation and Publication of Union Appropriation Accounts, Union Finance Accounts and Accounts at a Glance.
 - (ii) Parliament Questions.
 - (iii) PAC Notes.
2. Implementation of Official Language Policy, Official Language Act & Rules framed there under;
3. Conducting of meetings in the office to discuss progressive use of Hindi;
4. Inspection of various sections with regard to use of Hindi;
5. Quarterly/ Annual progress reports on the use of Hindi;
6. Organization of Hindi Pakhwara & various competitions and Hindi workshops.
7. Providing information to Hindi Section of Department of Expenditure on various matters such as visit of Parliamentary Committee, Oral evidence of Secretary etc.

Design	Assistant Director (O.L.)	Deputy CGA	Joint CGA
Name	Smt. Sarita Kunwar	Shri Bhaskar Verma	Shri Alok Ranjan
Ph./fax	24641068	24622301	24645993
Intercom	143	110	115
R. No.	223	809	701 B

Public Financial Management System (PFMS)

1. Background

1.1 Public Financial Management System (formerly CPSMS - Central Plan Scheme Monitoring System) is web based application which aims at establishing a suitable **on-line Management Information System and Decision Support System for fund management of the Schemes** of the Government of India. The system is envisaged to track the fund disbursement from Government of India under Schemes and ultimately report utilization under these Schemes at different levels of implementation in States/UTs on a real time basis. PFMS through its interface with banking networks, **facilitates end-to-end beneficiary management and electronic payment system to the bank accounts/Aadhar linked bank accounts of the beneficiaries** and provides an online-real time MIS to various stakeholders.

1.2 **PFMS started as a Central Sector Scheme of Planning Commission and the implementation of PFMS started in April 2008 with a small group of 46 officials in O/o the Controller General of Accounts (CGA).** Since June 2015 the scheme has been transferred to Department of Expenditure, Ministry of Finance.

First two years of the Project were devoted for implementation of PFMS at central ministries level, and its roll out in States started in 2010-11. Initial pilot was started in four states of Punjab, Madhya Pradesh, Bihar and Mizoram for four schemes - MGNREGS, SSA, NRHM and PMGSY.

1.3 Based on the successful pilot, **Cabinet accorded approval** for national rollout of PFMS in December 2013.

1.4 The application is integrated with COMPACT and e-Lekha, the core accounting applications and e-payment gateway of CGA **thereby linking the financial and accounting data for comprehensive MIS and DSS.** It has developed an interface with Core Banking Solution (CBS) of 91 banks, including Reserve Bank of India and India Post, thereby bank balances/float and transactions details of implementing agencies receiving grants from Government is available on a real-time basis.

1.5 PFMS fulfils the **Digital India initiative** of using technology for improved financial management by enabling just-in-time release of funds thereby managing financial float at various levels of scheme implementation. **A full rollout of PFMS would therefore result in considerable savings in borrowing costs, of both Central and State Governments.**

1.6 **NIC, DeitY is the technology partner and provides both in-house and outsourced resources for the project.** Main Data Centre of the PFMS, containing 36 Physical Servers, is at NIC Data Centre at Shastri Park, New Delhi. 14 Servers for Disaster Recovery are at NIC Data Centre at Hyderabad. 2 Servers for development purposes are in Project Office at Shivaji Stadium.

2. Budget and phasing of expenditure for PFMS

2.1 **The Cabinet has approved a total plan outlay of Rs. 1,080 crore** for roll out of PFMS over a period of 4 years (2013-14 to 2016-17) during the 12th Five Year Plan.

2.2 The **project cost includes** the design, development and maintenance of IT infrastructure and solution, manpower, training, capacity building, change management and operation and maintenance.

2.3 Phasing of Budget/Expenditure as approved by Cabinet is :

(Rs. in Crore)

Financial Year	2013-14	2014-15	2015-16	2016-17	Total
Amount	116.21	369.38	295.20	299.21	1080.00

3. Organisation Structure

3.1 A four tier dedicated organizational structure has been approved :

(a) **Project Implementation Committee (PIC)** for policy advice, strategic direction and key administrative and financial decisions relating to the project. The PIC, chaired by CGA has representatives from Planning Commission, Ministry of Finance (Department of Financial Services, Department of Expenditure and Budget Division) and NIC.

(b) **Central Project Management Unit (CPMU)** for operationalization of the Scheme and for providing decision support to the stakeholders in terms of regular monitoring of outcomes and deliverables. A Strategic Control Group supported by a technology team of CGA and NIC along with outsourced personnel is part of the CPMU to cater to the requirements of technology and quality assurance.

Central Project Management Unit (CPMU) comprises of seven verticals of - Central Coordination Policy and DSS; State Coordination; Bank Treasury AGs and India Post interface; Administration; Procurement & Contracts Management; Training and Change Management; and IT & Technology support.

(c) **State Project Management Unit (SPMU)** in various States / UTs for overall coordination, capturing field level requirements in various Schemes, engagement with SLBC and Scheme managers to promote electronic transfer of benefits, monitoring of implementation plans and overseeing change management, training and capacity building initiatives in the States.

(d) **District Project Management Unit (DPMU)** for training coordination and technical support at the Block and village/ panchayat level and implementation of PFMS at the grass root level. This is to be managed by outsourced personnel.

4. Status of Implementation

There are eleven major sectors of work in PFMS:

1. Release of Plan funds to State Governments/ Central Implementing Agencies, training and handholding
2. Registration of Agencies for Plan Schemes, their training and handholding

3. Treasury Integration, follow up and training
4. Direct Benefit Transfer (DBT) payments, integration and training
5. Non-Tax Receipt Portal
6. Use of PFMS for specific programs of some Ministries/ Departments
7. Use of PFMS for e-payments and accounting of specific schemes/ donor funded projects
8. Interface with banks, post offices and settlement systems
9. PIC, Administration, manpower and procurement
10. Management of hardware, software, servers, connectivity
11. **Reports and MIS**
 1. ***Release of Plan funds to State Governments/ Central Implementing Agencies, training, handholding***
 - **Interface with RBI:** PFMS has been integrated with RBI for online Inter-Government Adjustment Advices (IGAA) for central civil ministries except for Ministry of Finance- which is also likely to be completed by this financial year 2015-16.
 - **Training and handholding of Program Divisions-** ongoing activity for sanction generation, bill preparation, payment and reports.
 - **New functionality** developed for uploading sanctions.
 2. ***Registration of Agencies for Plan Schemes, their training, handholding***
 - **Implementation of PFMS for monitoring the flow of fund through bank accounts (SPV route):** All the agencies receiving fund directly from Central Govt. under Central Sector schemes are registered with their bank accounts. Also a large number of State Implementing Agencies using central plan funds have been registered in few of the flagship schemes

Many Ministries are now requesting PFMS to implement their schemes thorough PFMS such as Integrated Watershed Development Programme (IWMP), National Rural Lively Hood Mission (NRLM) Indra Aawas Yojana (IAY) of Ministry of Rural Development, National Rural Drinking Water and Sanitation (NRDWP) and Swachh Bharat Mission (Gramin) of Dept of Drinking Water & Sanitation, Rashtriya Madhyamik Siksha Abhiyan (RMSA) of Dept of School Education, 19 schemes of ICAR, Ministry of Agriculture, Swachh Bharat Mission (Urban) of MoUD, Schemes of Ministry of Commerce and Textiles, Ministry of Industry etc.

State Governments such as Govt of Maharashtra for their schemes pertaining to urban local bodies, Govt of Odisha, Govt of Assam and Govt of Chattisgarh for their state plan schemes are also requesting use of PFMS.

Nearly **17.5 lakh** agencies with their bank accounts have been registered so far. The major schemes for which agency registration has been done for state and below state level are Sarva Siksha Abhiyan, National Health Mission, MNREGA, IWMP, MPLADS, NRDWP, RMSA, IAY.

Nearly 9.33 lakh agencies are registered for SSA, 5.53 lakh for NHM and 1.01 lakh for MNREGA.

Expenditure, Advance and Transfer (EAT) Module: EAT module is a key functionality of PFMS to facilitate Implementing Agencies to receive, transfer and spend funds electronically using PFMS.

It is being used for NHM in 05 states (MP, Odisha, UP, Kerala and Tamil Nadu). In other schemes i.e. SSA, RMSA, it being done in Odisha, MP and Tamil Nadu.

Utilisation Certificate module has been implemented in PFMS which facilitates the implementing agencies to generate and submit Utilisation Certificates online. The system is being piloted in DeitY and DST will be progressively implemented in other ministries/ departments.

3. *Treasury Integration, follow up and training*

- **PFMS-Treasury Interface- ongoing activity:** The interface gives Govt of India releases figures, sanction details, State share, budget estimate of state govt. and fund utilized by state govt.

The status of integration is as below:

Status of Interface	States
Fully interfaced	1. Madhya Pradesh 2. Maharashtra 3. Odisha 4. Puducherry 5. Rajasthan 6. Assam 7. U.P. 8. Kerala
Transaction data tested and interface could be established after sorting out minor issues	1. Bihar 2. Goa 3. Haryana 4. Punjab 5. West Bengal
Master data received and Mapping of GoI and State Schemes started	1. Andhra Pradesh 2. Chhattisgarh 3. Himachal Pradesh 4. Jammu & Kashmir 5. Jharkhand 6. Karnataka 7. Manipur 8. Meghalaya 9. Sikkim 10. Tamil Nadu 11. Telangana 12. Uttarakhand 13. Gujarat
No progress	1. Arunachal Pradesh 2. Delhi 3. Mizoram 4. Nagaland 5. Tripura

4. *Direct Benefit Transfer (DBT) payments, integration and training*

- From 01.01.2013 DBT was notified for 27 schemes, initially for 43 districts which was later (in October 2013) expanded to 121 districts. The scope of Direct Benefit

Transfer (DBT) has been expanded to all the districts with effect from 01.04.2015 (except MGNREGA to be implemented in 300 districts) vide Dept of Expenditure OM dated 12th December 2014.

- **Use of PFMS has been made mandatory for DBT across all the districts for all the schemes** vide Dept of Expenditure, PF-II OM dated 23rd December 2014 which has been further reiterated by Dept of Exp OMs dated 13th February and 26th February 2015.
- DBT through PFMS has been done for 40 different schemes in all the districts including 1st and 2nd phase 121 DBT districts and so far nearly 102 lakh beneficiaries with the total amount of Rs. 5319 crore have been paid upto 15.10.15 since 01.01.2013. (Excluding MGNREGA and UP Govt NSAP and scholarship payments).
- Pan-India roll out of NREGS payments for Bank Account holders started from 1st April 2015 and payment for Post Office Account Holders will be started this financial year. Till September, 2015 MGNREGA payments have been made for more than 12.7 crore beneficiaries with total amount of Rs. 15500 Crore.
- **Interface with several applications for DBT:** Interface with applications maintaining the beneficiary details have been made for Mother and Child Tracking system (MCTS), Online Scholarship Monitoring system (OSMS), UGC, Canara bank application, NREGASoft, AawasSoft.
- **National Disaster Management Authority (NDMA)** has successfully used PFMS for payments to flood affected 22,400 beneficiaries of Jammu & Kashmir for an amount of Rs. 223 crores under Prime Minister's National Relief Fund.
- Integration with '**National Electronic Scholarship Portal (NeSP)**' of Centre for Good Governance (CGG) for scholarship payment of multiple Ministries is being done. For this, data exchange formats and business logics has been finalized and master data has been shared. Trial run has been successful in all the ministries.
- A **Scholarships module** was developed by PFMS. This portal is serving as a platform for enrolment of students and release of Scholarships payments of the Department of Higher Education. Students had access to this portal and they can view the status of their scholarship on real time basis. This had almost eliminated personal visits by the students and their parents for grant & release of scholarships. The portal was being used for payments to beneficiary scholars w.r.t. Department of Higher Education. However, Department of Higher Education has been migrated to NeSP.
- **PDS subsidy:** Ministry of Food has decided to implement cash-transfer-in-lieu-of-food grains to the States/UTs opting for such method. **Cash subsidy**, has been successfully disbursed in UTs of Chandigarh and Puducherry. Dadar Nagar Haveli is in the process of data consolidation. The beneficiary database

would be maintained in an NIC application and payments are being made through PFMS. Efforts are on to implement it in all states.

- **LPG Subsidy:** while LPG subsidy is being disbursed directly by Oil Marketing Companies (OMCs), an interface has been developed for capturing the payment data base of three oil companies. Testing of is under progress. This would enable PFMS to provide MIS for LPG/ Kerosene and other PDS subsidies on a common platform.
- **Interface** being developed for "Awaassoft" for IAY DBT beneficiaries.
- **State Governments DBT payments on PFMS:** Several requests from State governments have been received for using PFMS platform.
 - **Government of Uttar Pradesh** is using PFMS portal for making NSAP and scholarship payments. Rs. 520 Crores per annum for pensions and Rs 215 crores per annum for scholarships has been saved by Govt of UP using the portal. Appreciation letter of Chief Secretary, UP has been received.
 - **Odhisha Government's 'Biju Pucca Ghar Yojana'** DBT payments are being made through PFMS.
 - **Govt. of West Bengal 'KanyaShree Portal'** for payment of scholarship under the state scheme has been integrated with PFMS. Testing of integration is complete. Live transactions are yet to commence.
 - **Govt. of Maharashtra** Integration of 'eThibak Application' of with PFMS for subsidy payments to farmers of Maharashtra for State Scheme is under testing.
- **Interface with UIDAI :** Agreement has been signed with CSC Limited for Authorized User Agency (AUA) of UIDAI. Testing and audit of the process for the same is under progress. After finalization of process, PFMS will be able to access Aadhaar authentication services of UIDAI for validation of Aadhaar and demographic details. This will facilitate improved beneficiary identification and beneficiary management within PFMS.
- **SMS information for transactions :** TRAI has approved SMS sender ID for PFMS "CGAGOV". This is being used for sending SMS alerts to beneficiaries of identified schemes and users of PFMS.

5. *Non-Tax Receipt Portal (NRTP):*

- Non Tax Receipts Portal which is known as 'Bharat Kosh' (URL: <https://bharatkosh.gov.in>) has been developed through which a depositor can make online Non-Tax revenue payments, generate online receipt/ challan and access the information. The payment gateway/ aggregator services of SBIEPay is being used for the same. The portal is already being used for online deposits of Swachh Bharat Kosh administered by Dept of Expenditure. Pilots are being tested for PAO, CGA and PAOs of Ministry of I&B.

- DAVP has requested for integration and development of user interfaces for online marketing of their publications.
 - Dept of Telecommunications have requested for an interface with NTRP for their Non-tax revenue collections.
6. *Use of PFMS for specific programs of some Ministries/Departments*
- **Monitoring of FCRA fund by MHA:** MHA has requested to use PFMS-CBS Interface for monitoring foreign funding to NGOs. FCRA bank accounts of nearly 40,000 NGOs will be monitored. Work is under progress to generate reports and alerts as required by MHA.
 - **Monitoring of Election Expenditure by ECI:** Election Commission of India is willing to use PFMS-CBS interface to monitor the bank account transactions of contesting candidates and their expenditure filing. Based on which all the schedules, final statements and customised reports will be prepared on portal.
 - **Scheme of Modernisation of Police Force of MHA:** PFMS has developed a module to capture Action Plan and Budget preparation process for the scheme. Although the scheme has been discontinued from Central Budget for 2015-16, States of Andhra Pradesh, Nagaland and Arunachal Pradesh have been piloted by MHA for 2015-16 to use the PFMS module for their action plan preparation.
7. *Use of PFMS for e-payments and accounting of specific schemes/donor funded projects*
- **Accounting, financial statements and balance sheet:** Based on the request from various implementing agencies using the expenditure module of PFMS, Accounting/ Annual Financial Reports functionalities are being built within PFMS. For National Aids Control Program (NACO), the Delhi Aids Control Society has started using accounting capabilities being built by PFMS on trial basis. Once completed, these accounting capabilities are likely to be used by other schemes & programs such as NHM, SSA, RMSA and Swachh Bharat Kosh for generation of complete annual accounts on PFMS.
8. *Interface with banks, post offices and settlement systems*
- **PFMS-Bank Interface:** Interface is completed with all Public Sector banks (PSB), all regional rural banks of PSBs, major private sector banks, Reserve Bank of India and India post. (as of date total 91).
 - Bhartiya Mahila Bank integration is under process.
 - As per the requirements of MHA for FCRA, more banks may be required to interface which are maintaining FCRA accounts of NGOs which may include foreign banks having local branches. Additional data regarding remitter details may also be required.

- Interface with India post has been completed and pilot transactions in Maharashtra were done.
- NPCI is the settlement system for Aadhar based payments. NPCI through their NACH gateway also process bank account number based payments also.

9. ***PFMS for Non-Plan payments, receipts and accounting***

PFMS has been successfully piloted in 58 PAOs from 1st October, 2015 for all Non-plan payments. From 1st April, 2016 all the non-plan payments, receipts and accounting will be made through PFMS.

O/o Controller General of Accounts
 Ministry of Finance, Department of Expenditure
 Public Financial Management System, Shivaji Stadium Annexe
 Connaught Place, Shaheed Bhagat Singh Marg
 New Delhi - 110001

Name	Designation	Contact No.(Ext.)
Shri S.K. Mathur	Jt. CGA	011-23343860(304)
Ms. Sofia Dahiya	Jt.CGA	011-23343860(303)
Ms. Jaspal Kaur Pradyot	Dy. CGA	011-23343860(306)
Ms. Parul Gupta	ACGA	011-23343860(342)
Shri Vivekanand	ACGA	011-23343860(339)

Institute of Government Accounts and Finance (INGAF)

The Institute of Government Accounts and Finance (INGAF) as the training arm of Controller General of Accounts conducts training programs for strengthening the professional skills of accounting personnel belonging to the Indian Civil Accounts Organisation. Sponsored customized programs are also conducted for central government organizations, PSUs, autonomous bodies, banking institutions, state governments and union territories. The Institutes also offers its expertise to different countries on ITEC / SCAAP and bilateral / multilateral platforms. It also specializes in capacity building in a host of areas related to financial management, information technology, fiscal and budgetary reforms, internal audit and HR management. There are four Regional Training Centres based at Kolkata, Chennai, Mumbai and Aizol.

Brief functions of the Institute are delineated below :-

1. Conducting training programs :-
 - For newly recruited probationary officers of Indian Civil Accounts Service (ICAS).
 - For freshly qualified Assistant Accounts Officers.
2. Organizing coaching classes for aspirants of AAO (Civil) Examination.
3. Conducting regular programs/workshops for accounting personnel to provide skills, knowledge and insights on core areas of government accounts, budget, office management and other operational issues related to Internal Audit, office management and procedures, Human Resources, enhancing delivery of pensions and PFMS.
4. Conducting IT Programs on COMPACT, e-Lekha, e-Payment, Basics of Computer applications, Basics of Hardware and Software and other IT linked programs like PFMS, e-revision, NPS etc.
5. Conducting outreach programs on Public Expenditure Management, recent organizational initiatives and IFMIS for skill up-gradation.
6. Organizing sponsored customized programs on various aspects of financial management, internal audit and IFMIS for central government organizations, autonomous bodies, banking institutions, state governments and union territories.
7. Conducting International programs on 'Public Expenditure Management' and 'Financial Management' under ITEC/ SCAAP arrangement of Ministry of External Affairs and customized bilateral / multilateral programs on Public Expenditure Management and Change & Leadership Development for other countries.

Designation	Sr. AO	Dy. Director	Jt. Director	Director
Name	Sh. Naresh Kumar	Dr. N. Shravan Kumar	Smt. Deepika Jain	Sh. Deepak Das
Ph.No.	26175968	26181765	26166254	26184031, 26177801
Fax	26717233	26182755	46203636	46203636

Central Pension Accounting Office (CPAO)

The Central Pension Accounting Office (CPAO) was set up as an administrative unit of the Ministry of Finance, Department of Expenditure and started functioning with effect from 1st January, 1990 under the Controller General of Accounts for payment of pensions to Central Government Civil Pensioners. Consequent upon the establishment of this office, the Comptroller and Auditor General of India was relieved of the work of payment and accounting of Central Government Civil Pensions and Pensions to Freedom Fighters from the Financial Year 1990-91.

Secretary (Expenditure) is the Chief Accounting Authority of the Department of Expenditure in the Ministry of Finance. CPAO is an attached office of the Department of Expenditure in the Ministry of Finance. Secretary (Expenditure) discharges his functions with the assistance of Additional Secretary & Financial Adviser and Chief Controller (Pensions). The Chief Controller (Pensions) reports to Controller General of Accounts through Additional Controller General of Accounts.

A brief description of duties of each unit being handled with the support of total 125 Staff members in position as on 31-03-2015 is as under: -

- i. **Authorization Sections :** Deal with issue of Special Seal Authorities (SSAs) to CPPCs of banks for arranging payment through the selected paying branch to Pensioners on receipt of PPO/Revision authority from PAOs concerned.

Authorization I : Ministry of Agriculture, Water Resources, Food, Rural Areas & Employment, Petroleum & Natural Gas, Fertilizer, Commerce, Power & Energy, Coal, Labour, Health & Family Welfare, Industry, Information & Broadcasting, Law & Justice including Judges of Supreme Court and High Courts, Planning, Surface & Transport, Steel & Mines, Supply, Civil Aviation, Non-Conventional Energy, Chemical & Petro Chemical, Human Resource Development, Urban Development, MP-Lok Sabha and Rajya Sabha, Lok Sabha and Rajya Sabha Sectt., NCT of Delhi.

Authorization II : Ministry of Finance including O/o CGA, Controller of Aid, Accounts & Audit, M/o Information Technology, Presidents Sectt., PPG & Pension, CBEC, CBDT, Science & Technology, Civil Supplies, External Affairs, Environment & Forest, CPAO, Food Processing, Telecommunication, Posts, Election Commission, Atomic Energy, Space, All AGs, Director of Audit & Accounts, All Union Territories without Legislature, Ministry of Defence (Civil).

Authorization III : Ministry of Home Affairs including CISF, BSF, CRPF and other Para Military Forces and Freedom Fighters.

- ii. **Technical Section :** Technical Section is an important part of CPAO which not only provides technical expertise and required analysis but also plays an important role in formulating and interpreting Rules & Regulations related to pensions by providing valuable feedbacks to DOPT and DPPW. This section also provides feedback to CGA's Office for updation/amendments in Chapter-7 of Civil Account Manual. Modification of CPAO's publication "Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorised Banks" is also dealt by this section. The project documents of any new e-project like e-Scroll, e-PPO etc. are also prepared by

this section with the help of NIC, CPAO and O/o CGA. This section issues PPO numbers to all PAOs in November every year for the forthcoming calendar year.

- iii. **Accounts Section:** Co-ordinates Monthly Accounts for Grant No.40 - Pensions, prepares Appropriation Account, Finance Account, Statement of Central Transactions and Accounts at a Glance. Operates Grant No.56 (MHA) pertaining to Freedom Fighter Pensions. Settles Inward and Outward claims against 29 AGs in respect of pension paid to Civil Pensioners, Family Pensioners, Freedom Fighter pensioners, Burma Pensioners and High Court Judges. Deposits remittances received from different banks into Govt. A/c. Generates Scheme-wise Expenditure Statement and submits to NIC for uploading on CPAO website. Submits various important reports relating to Accounts to C&AG and CGA office.
- iv. **Budget Section:** Prepares Budget Estimates of the ensuing year and Revised Estimates of the current financial year. Prepares and maps DDG, incorporating figures of BE/RE and actual expenditure of the previous year. Maintains all Govt. Servants records due to retire within ensuing 24 to 30 months as received from Ministries/Deptts for budget formulation. Reviews Expenditure on monthly/ quarterly basis to monitor the utilization of fund and follow up action. Submits quarterly return of expenditure to Internal Finance Unit of Ministry of Finance as well as Budget Division. Reviews expenditure trend of pension payment disbursed by Banks. Scrutinizes e-Lekha reports on weekly basis for effective control over budget.
- v. **Data Bank Section:** Updates the BSR code Directory based on information received from different banks. Allots 12 digits PPO No. to Pre-1990 pension cases. It is custodian of records of pre-90 pensioners' data. Attends to General Dak related to BSR Code, modification of PAO code, and allotment of New PPO No. received from PAO, Bank & Pensioners.
- vi. **All India Service (AIS) Section:** This section process the Pension cases of All India Service officers as the Government of India has taken over the entire pension liability of AIS Officers who had already retired or would be retiring either from the State Government or from the Central Government with effect from 1st April, 2008. All India Service Officers and existing pensioners have the option of drawing pension through the Government of India or through the State Government on whose cadre they are borne.
- vii. **Coordination Section:** Deals with coordination with Banks, different sections of CPAO and Ministries/Departments for submission of reports/information to O/o, CGA, DPPW etc. It coordinates meetings with Banks, training of Bank Officials etc.
- viii. **Compilation & RBD Section:** E-scroll project was implemented w.e.f. 01.04.2013. Deals with booking of Pension Scrolls uploaded by banks in the e-Scroll portal of CPAO. Compiles the monthly Account on the basis of scrolls received from different banks. Reconciles figures of Date-wise Monthly Statement with Scrolls. Prepares the PSB Suspense report on the basis of Monthly statement of compilation and DMA - I statement received from CAS, RBI, Nagpur. Exercises post check of scrolls.
- ix. **NPS Section:** Presently provisional pension/family pension is paid to the beneficiaries of New Pension Scheme in case of death or disability in terms of Department of Pension and Pension Welfare O.M. No. 38/41/06/P&PW(A) dated 05th May 2009 read with CGA's O.M. No.1(7)/

DCPS(NPS)/2009/TA/221 dated 02nd July 2009. The provisional pension is centrally disbursed by the Central Pension Accounting Office (CPAO) on monthly basis in respect of all the Central Civil NPS subscribers directly in the pension accounts of the beneficiaries.

Based on the Provisional Pension Payment Order (PPPO) received from the respective Ministry/Department, first time identification is sought by CPAO from the concerned bank branch of the beneficiary and on receipt of the same, bills are prepared by the NPS Section in CPAO and submitted to DDO, CPAO. After necessary scrutiny, the DDO, CPAO tenders the bill to pre-check section for payment to the beneficiaries through National Electronic Fund Transfer (NEFT) in the account of pensioner/ family pensioner.

- x. **Pre-Check Section:** Deals with the pre-check of bills concerning the establishment of Central Pension Accounting Office, New Pension Scheme - Additional Relief and Inward Claims etc. Compiles and submits the monthly account of CPAO to CGA. Maintains the GPF Ledger and Broadsheets of Long Term Advances of employees of CPAO. Prepares DDR Register, PAO Suspense, Pension Cases, New Pension cases, Receipt & Payment scrolls. Generates and maintenance various reports, e-lekha, e-scrolls. Reconciles work related to e-Payment System, Receipt & Payment with the DDO/Admin, Flash Figures, Review of balance, Provisional Accounts, Reconciliation of Headwise Appropriation Accounts. Provides information for monthly D.O. to CGA. Uploads NPS Contribution, MIS-8 Reports, e-TABF (24G) Reports, e-Lekha and maintain CPAO data backups with PNB Locker.
- xi. **Administration & Establishment Section:** Deals with Administrative and Establishment matters of the Central Pension Accounting Office.
- xii. **Internal Audit :** Internal Audit plays an important role in assisting the Management of an organization to achieve their role and objectives. The role of internal audit in CPAO is distinctly different from those in other Civil Ministries/Departments of the Government of India where the internal audit is required to check the initial records maintained in the executive offices.

The main objective of Internal Audit wing of CPAO is to see that the internal controls of bank are robust and the systems ensure correct and timely payment to Central Civil Pensioners, accurate accounting, reporting and redressal of grievances in accordance with the authorization made in the Special Seal Authority/Pension Payment Order (SSA/PPO) as per Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorized Banks and various instructions issued by the Government from time to time.
- xiii. **R&D and old Records Section:** Receipt of dak inclusive of fresh PPOs, revision of pension, e-authorization etc. Sorting out the cases Section-wise. Diarizing the dak according to its nature, distributing the dak to the concerned Sections. Dispatch of the finalized cases.
- xiv. **Grievance Redressal Cell:** A Grievance Cell is functioning in CPAO to resolve the problems of pensioners. It has ten Toll-free telephone lines (No.1800-11-77-88) exclusively to attend to pension related queries. The pensioners can register their grievances/problems on the Website of CPAO through www.cpao.nic.in. They can also send their grievances/queries through e-mail to ccc_pao@nic.in. The grievances are settled / disposed-off in a time bound manner by a team of very experienced and dedicated persons deputed for this purpose.

- xv. **RTI and Legal Cell:** Legal & RTI Cell was created in Oct'2012. Since its creation, Legal & RTI Cell is dealing exclusively with RTI matters such as RTI Applications, first Appeals, Second Appeals filed before Information Commission and legal matters such as Legal Notices served by advocates from all over India, Notices of Appearance received from different benches of Central Administrative Tribunals, Consumer Forums, Public Grievance Commissions, National Human Rights Commission and High Court Benches from around the country.

Central Pension Accounting Office,

Trikoot - 2, Bhikaji Cama Place, New Delhi - 110066

Phone : 26174596, 26174456, 26174438, 26715110, 26715112, 26174613

Toll Free : 1800117788 (Grievance Cell)

Fax : 011-26167326, 26715108

Website : cpao.nic.in

Sl. No.	Name of Officers	Designation	Section	Phone No.
1	Sh. Sanjai Singh	CC(P)	-	26174864 26169406
2	Sh. Navneet Wadhwa	PS	CC (P) Sectt.	
3	Sh. Subhash Chandra	CA	All Auth., A&B, Tech., Data Bank, CDN & AIS etc.	26174809
4	Ms. Jaishree	PA	CA Sectt.	
5	Sh. Abhe Singh	Dy.CA	Dy.CA Sectt.	26103074
6	Sh. V.K. Sharma	Sr.AO	Administration	26177071
7	Sh. Ravinder Kumar	AAO	Admn.	26174613
8	Sh. Pankaj Kumar Singh	AAO	Estt.	
9	Sh. Anil Kumar (Cashier)	Acctt.	Admn.	-
10	Sh. N.K. Gupta	Sr.AO IA(HQ)	Internal Audit	
11	Sh. T.N. Nagpal	Sr.AO		
12	Sh. J. Raghuraman	Sr.AO		
13	Sh. Surat Ram	Sr.AO		
14	Sh. R.K. Jain	Sr.AO		
15	Sh. Sukhdev Singh	AAO		

16	Sh. Attar Singh Sheoran	Sr.AO	Auth.-I	26162078
17	Ms. Veena Mehta	Sr.AO		
18	Ms. Chanchal Rani	Sr.AO		
19	Ms. Jyoti Mahani	PAO		
20	Ms. Mridula Mehta	AAO		
21	Sh. Satish D Jaswani	AAO		
22	Sh. Vijay Kumar Keshri	AAO		
23	Ms. Santosh Kumari	AAO		
24	Sh. Ashok Kumar	Sr.AO	Auth.-II	26162074
25	Sh. Chander Bhan Prasad	Sr.AO		
26	Sh. Anand Prakash	AAO		
27	Ms. Ushma Vashisht	AAO		
28	Sh. Krishna Deo Mahto	AAO		
29	Ms. Anita Arora	Sr.AO	Auth.-III	26162075
30	Sh. Manoj Kumar Sharma	Sr.AO		
31	Sh. Suresh Kuttichira	PAO		
32	Sh. Paulus Lakra	AAO		
33	Sh. Atul Sharma	AAO		
34	Sh. P.K. Saxena	AAO		
35	Ms. Anita Rani	AAO		
36	Sh. U K Saxena	Sr.AO	RBD Compilation & NPS	26162083
37	Sh. D.C. Sundriyal	AAO		26162691
38	Sh. Jagdish Chand	AAO		
39	Ms. Meenu Gupta	Sr.AO	Data Bank	26714154
40	Ms. Neelam Thakran	AAO		
41	Sh. A.K. Gupta	AAO		
42	Sh. Vijay Singh	Sr.AO	Technical	26166758
43	Ms. Rashmi Chaudhary	AAO		
44	Sh. Shiv Kumar Singh	AAO		
45	Sh. Anil Kumar	Sr.AO	RTI & Legal	26166759
46	Sh. Rajeev Ranjan	AAO		

47	Sh. Krishna Sharma	Sr. AO	R&D	
48	Sh. Rahul Arora	AAO		
49	Sh. H.P. Kaur	AAO		
50	Sh. Krishna Sharma	Sr.AO	Coordination & AIS	26178990
51	Ms. Jyoti Vedi	AAO		
52	Sh. Khushal Singh	AAO		
53	Ms. Meenu Gupta	Sr. AO	Pre-check	26715112
54	Sh. Vinod Kumar	AAO		
55	Sh. M.S. Jain	Sr.AO	Accounts & Budget	26166844
56	Ms. Gomathi Mohan	AAO	Accounts	
57	Sh. Pramod Kumar	AAO		
58	Sh. Sanjay Rawat	AAO	Budget	26174675
59	Ms. Rajni Dhawan	Sr.AO	Grievance Cell	26715110
60	Ms. Amita Gupta	Sr.TD, NIC	Computer Cell	26175099
61	Sh. Davinder Kumar	TD, NIC		26175099
62	Sh. Jagjit Singh	Team Leader		

ORGANISATIONAL CHART OF OFFICE OF CONTROLLER GENERAL OF ACCOUNTS



Controller General of Accounts

Department of Expenditure

Ministry of Finance

Government of India

Lok Nayak Bhawan, Khan Market, New Delhi - 110511

Website : www.cga.nic.in