

Chief Controller of Accounts, Ministry of Information & Broadcasting

1.Organisation&Functions

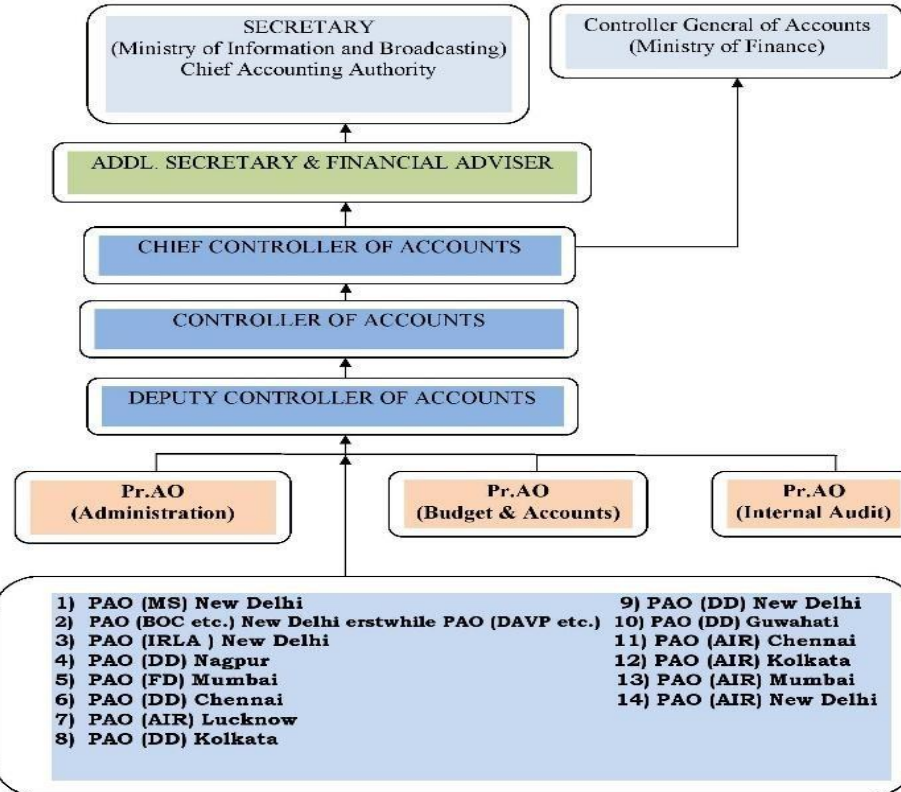
S.No.	Item	Detailsofdisclosure	
1.	Particulars of itsorganisation,functions and duties [Section4(1)(b)(i)]	i.NameandaddressoftheOrganization	O/oChiefControllerofAccounts,Pr.AccountsOffice,RoomNo.703-A,A-wing,ShastriBhawan,NewDelhi-110001
		ii.Headofthe organization	ChiefControllerofAccounts
		iii.Vision,MissionandKeyobjectives	Vision : As a professional accounting organisation, our vision is to strengthen governance through excellence in public financialmangement.
			Mission: i. Administeraeffective,credible andresponsive systemforbudgeting,paymentandaccounting. ii. Provideaworldclass,robustgovernance –wideintegratedfinancialinformationsystem. iii. Developnewparadigmsofinternalauditforimprovedtransparency andaccountability. iv. LeverageInformationandCommunicationtechnologyto achieve intendedgoals. v. Promoteprofessionalintegritythroughdedicatedworkforcecommittedtoserviceethos.
		iv.(a)FunctionanddutiesofO/oCCA	As perPara1.2.2ofCivilAccounts Manual,theChiefController ofAccounts forandonbehalfoftheChiefAccountingAuthorityis responsible for :-
			a) Arranging all payments through the Pay and Accounts Offices/Principal Accounts Office except where the Drawing and DisbursingOfficers are authorized to make certain types of payments.
Note: Any addition proposed to the list of cheque drawing D.D.Os included in the Scheme of Departmentalization of Accounts of a ministry/Department would require the specific approval of the Controller General of Accounts, Ministry of Finance.			
(b) Compilation and consolidation of accounts of the Ministry/ Department and their submission in the form prescribed, to the ControllerGeneral of Accounts; preparation of Annual Appropriation Accounts for the Demands for Grants of his Ministry/Department, getting themduly audited and submitting them to the CGA, duly signed by the Chief Accounting Authority.			
(c) Arranging internal inspection of payment and accounts records maintained by the various subordinate formations and Pay and AccountsOffices of the Department and inspection of records pertaining to transaction of Government Ministries / Departments, maintained in PublicSector Banks.			
iv. (b) Function and dutiesof O/oPr.AccountsOffice	As per Para 1.2.3 of Civil Accounts Manual, Principal Accounts Office in New Delhi functions under a Principal Accounts Officerwho is responsible for :- a) ConsolidationoftheaccountsoftheMinistry/Departmentinthe mannerprescribedbyCGA; b) Preparation of Annual Appropriation Accounts of the Demands for Grants controlled by that Ministry/Department, submission of Statement of Central Transactions and material for the FinanceAccount of the Union Government(Civil) to the Controller General of Accounts;		

		<p>c) Payment of loans and grants to State Government through Reserve Bank of India, and wherever this office has a drawing account payment there from to Union Territory Government/ Administrations;</p> <p>d) Preparation of manuals keeping in view the objective of management accounting system if any, and for rendition of technical advice to Pay and Accounts Offices, maintaining necessary liaison with CGA's Office and to effect overall coordination and control in accounting matters;</p> <p>e) Maintaining Appropriation Audit Registers for the Ministry/ Department as a whole to watch the progress of expenditure under the various Grants operated on by the Ministry/Department;</p> <p>Principal Accounts Officer also performs all administrative and coordinating function of the accounting organization and renders necessary financial, technical, accounting advice to department as well as to local and outstation Pay & Accounts offices.</p>	
		<p>iv.(c) Overall Function and Responsibilities of Departmental Accounting Organization</p>	<p>The overall responsibilities of Departmental Accounting Organization in respect of Ministry of Information and Broadcasting are:-</p> <p>Consolidation of monthly accounts of Ministry. Annual Appropriation Accounts. Preparation of "Accounts at a Glance". Statement of Central Transactions of Ministry and its submission to CGA. Union Finance accounts which are submitted to the CGA, Ministry of Finance and Principal Director of Audit. Payments of grants-in-aid to Grantee Institutions / Autonomous Bodies etc. Rendering technical advice to all PAOs and Ministry; if necessary in consultation with other organization like DOPT, Ministry of Finance and CGA etc. Preparation of Receipt Budget. Preparation of Pension Budget. Procuring and supplying of cheque books for and on behalf of PAOs/Cheque drawing DDOs and Personal Deposit Account Holder. Maintaining necessary liaison with Controller General of Accounts office and to effect overall co-ordination and control in accounting matters and accredited Bank. Verify and reconcile all receipts and payments made on behalf of Ministry of Information and Broadcasting through the accredited Bank. Maintaining accounts with Reserve Bank of India relating to Ministry of Information and Broadcasting and reconciling the cash balances. Ensuring prompt payments. Speedy settlement of Pension/Provident fund and other retirement benefits. Internal Audit of the Ministry, subordinate and attached offices under Ministry of Information and Broadcasting and its Grantee institutions, etc. Making available accounting information to all concerned authorities. Budget co-ordination works of Ministry of Information and Broadcasting. Monitoring of New Pension Scheme and pension revision cases of Pre-2016 and Pre-2006 retirees. Computerization of Accounts and e-payment. Administrative and co-ordination function of the accounting organization.</p>

Rollout of PFMS under Central Sector Schemes including Grantee Institutions.

Non-Tax Receipt Portal (NTRP) in Ministry of Information and Broadcasting as per the guidelines of M/o Finance.

**ACCOUNTING ORGANIZATION SETUP IN
MINISTRY OF INFORMATION AND BROADCASTING**



		vi. Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	NIL
2.	Power and duties of officers and employees [section 4(1) (b)(ii)]	<p>(i) Powers and duties of officer (administrative, financial, judicial)</p> <p>(ii) Powers and duties of other officers</p> <p>(iii) Rules/orders under which powers and duty are derived and</p> <p>(iv) Exercised</p> <p>(v) Work Allocation</p>	<p>Dr. Ajay Shanker Singh, Chief Controller of Accounts - Declared as Head of Department vide Ministry of Information & Broadcasting</p> <p>i) Sh. C. Maheshwaran, Controller of Accounts ii) Sh. D.S. Yadav, Sr. AO (Head of Office- Pr. Accounts Office). iii) Sh. Madan Lal, Sr. AO, Budget & Accounts iv) Sh. Chander Sain, AO, Internal Audit Wing (HO) v) Sh. Mahesh Kumar, AAO (Admin) vi) Sh. Uttam Kumar Yadav, AAO (Estt.) & DDO</p> <p>Administrative Powers: Government of India (Allocation of Business) Rules, 1961 as amended from time to time. Financial Powers: Delegation of Financial Powers Rules, 1978 issued by Ministry of Finance, Government of India as amended from time to time. Judicial Powers: The Central Civil Services (Classification, Control and Appeal) Rules, 1965</p> <p>i.) Dr. Ajay Shanker Singh, CCA, exercise the powers of Head of Department as per Ministry of Information & Broadcasting . ii.) Sh. D.S. Yadav, Sr. AO exercise the powers of Head of Office, Pr. Accounts Office.</p> <p>Supervision of all work related to O/o CCA & Pr. Accounts Office and all the PAOs under M/o I&B.</p>
3.	Procedure followed in decision making process [section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making process</p> <p>(ii) Final decision making authority</p> <p>(iii) Related provisions, acts, rules etc.</p> <p>(iv) Time limit for taking a decisions, if any</p> <p>(v) Channel of supervision and accountability</p>	<p>Decision making process is dispensed as per O/o CGA and DoP & T guidelines and Govt. of India orders from time to time.</p> <p>Based on issue and case, CCA, Secretary, M/o I&B and O/o CGA.</p> <p>Civil accounts manual, DFPR and General Financial Rules-2017, CCS (Leave Rules), CCS (LTC) Rules, FRSR etc.</p> <p>In accordance with the Central Secretariat Manual of Office Procedure (MOP), Civil Accounts Manual etc.</p> <p>CCA - Head of Department and Sr. AO (Pr. AO) - Head of Office</p>
4.	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/services offered</p> <p>(ii) Norms/standards for functions/service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p>	<p>All Accounting work of Ministry of I&B and Administrative & other works relating to CCAS, M/o I&B.</p> <p>As per Civil Accounts Manual and guidelines of O/o CGA, M/o Finance etc.</p> <p>Both manual and online</p> <p>As prescribed under extant rules issued by O/o CGA and GOI</p>

		(v) Process of redress of grievances	Grievances are redressed as per extant rules on top priority basis under supervision of HOD/HOO and disposal is uploaded on the grievance portal i.e. CPGRAMS
5.	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction.	Rules, regulations, instructions, manuals and records framed by O/o CGA and Government of India.
		(ii) List of Rules, regulations, instructions manuals and records.	Rules, regulations, instructions manuals and records as per O/o CGA and GOI
		(iii) Acts/Rules manual etc.	Acts/Rules manual of O/o CGA and GOI
		(iv) Transfer policy and transfer orders	As per policy framed by O/o CGA and DoP&T, GOI
6.	Categories of documents held by authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	All records related to appointment, posting, transfer, promotion, personal claims, Service Books of staff, APARS upto AAO level, Letter Diary, dispatch Register etc.
		(ii) Custodian of documents/categories	Concerned Dealing Hand/AAOs of the section
7.	Boards, Councils, Committee and other Bodies constituted as part of Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, committee etc.	NIL
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Terms/Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to public?	
		(viii) Place where the minutes if open to the public are available?	
8.	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	available on https://mib.gov.in/sites/default/files/PAO%20CDDO%20%26%20NCDDO%20Directory%20Information%20%26%20Broadcasting.pdf
		(ii) Telephone, fax and email id	011-23074285, 23380263, pr.aomib@gmail.com
9.	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees with Gross	Information available on EIS-PFMS platform
		(ii) System of compensation as provided in its regulations	NA
10.	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and Designation of public information officer (PIO), Assistant Public Information(s) & Appellate Authority	available on
		(ii) Address, telephone numbers and email ID of each designated official.	https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf

11.	No. Of employees against whom Disciplinary action has been proposed/taken [Section 4(2)]	No. of employees against whom disciplinary action has been :-	
		(i) Pending for Minor penalty or major penalty proceedings	Three on 01.03.2021
		(ii) Finalised for Minor penalty or Major penalty proceedings	NIL
12.	Programmes to advance understanding of RTI [Section 26]	(i) Educational programmes	NIL
		(ii) Efforts to encourage public authority to participate in these programmes	NA
		(iii) Training of CPIO/APIO	CPIO is nominated for Training on RTI related matters as & when imparted by INGAF
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NA
13.	Transfer policy and transfer orders [F. No. 1/6/2011-IR dated 15.04.2013]		available on http://www.cga.nic.in/Page/Transfer-Policy.aspx