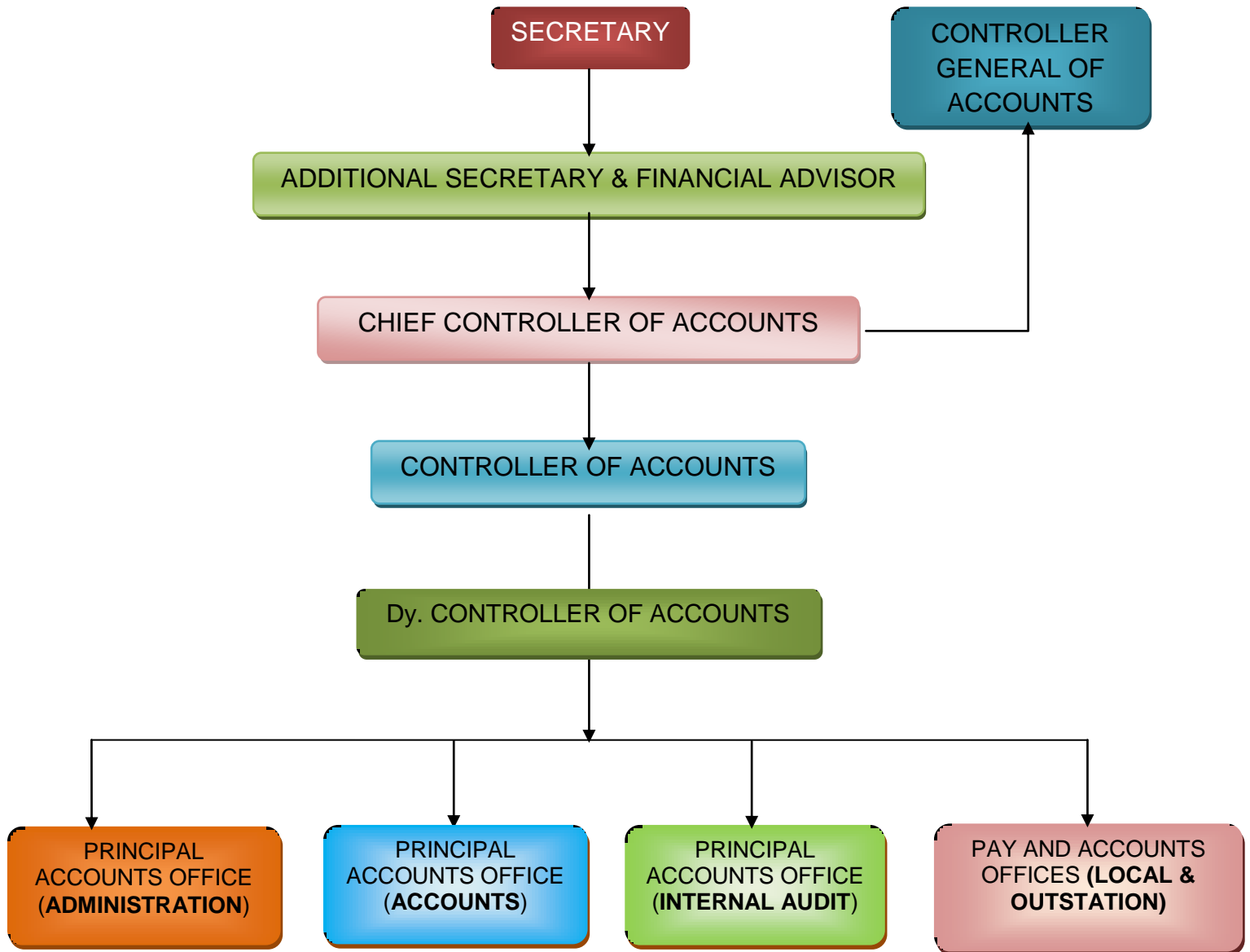


**ORGANISATIONAL CHART OF ACCOUNTING ORGANISATION OF
MINISTRY OF INFORMATION & BROADCASTING**



B (i) ORGANISATIONAL SETUP

The Head of Department for all the Pay & Accounts Offices is Chief Controller of Accounts, Ministry of Information & Broadcasting who works with the help of Principal Accounts Office headed by Dy. Controller of Accounts / Controller of Accounts.

Internal Audit - are responsible for conducting audit of DDOs under their region. At present there are four Audit Parties i.e. East Zone, West Zone, North Zone & South Zone headed by Sr. Accounts Officers. Audit party submits reports to IA HQ for vetting and reports issued to Administrative offices after vetting.

Other branches i.e. Administration, Budget & Accounts, Internal Audit are responsible for timely submission of reports & return to the office of Controller General of Accounts and other offices as and when required.

Presently there are 14 PAOs (5 Local & 9 Outside Delhi) out of 5 local PAOs, 3 PAOs of Delhi & 5 PAOs of outside Delhi are under administrative control of CCA, M/o I&B, 2 Local PAOs & 4 Outside Delhi PAOs are under the administrative control of Sr. General Manager, Prasar Bharati.

(ii) Functions & Responsibilities of the Principal Accounts Office:

Coordinates the functions of all PAOs outside Delhi Transfer Posting of group B Gazetted and above etc. lies with Office of the Controller General of Accounts. Principal Accounts Office of CCA, I & B, located at Shastri Bhawan and coordinates all office, related issue of Local/Outside located PAOs in consultation with DCA/CA under the guidance of CCA.

(iii) THE POWERS & DUTIES OF ITS OFFICERS:

(A) Chief Controller of Accounts

The Chief Controller of Accounts is the Head of Department accordingly disposes his/her duties and responsibilities vested in him/her as per delegation of Financial Power 1978. Some of the powers are discharged in consultation with AS&FA as per rules. After departmentalization of Accounts the duties are entrusted to CCA as explained in Para 1.3 of Civil Manual Accounts.

He / She is the Appellate Authority as per RTI matters are concerned for all PAOs under his/her administrative control.

(B) Pay & Accounts Officer / Senior Accounts Officer

Accounts Officer/Senior Accounts Officer is the Branch Head of his Offices in Pay & Accounts Offices. They are also declared as Head of Office and ensuring the delegated power as Head of Office. They are also responsible for day to day work in his/her office including disposal of DAK & bills received from various DDOs under his payment control. He is also responsible for GPF final payment authority & issue of PPO of the retiree within the time frame of the employees of his own office as well as of the employees/officers retired from office payment control of whom lies with him.

All Pay and Accounts Officer are also declared as CPIO for RTI Cases.

(C) Assistant Accounts Officer

The AAOs are subordinates to PAOs. He / She is incharge of one or two sections. Responsible for timely disposal of all DAKs, Bills and other communications received in his section after usual checks as enumerated in Civil Accounts Manual part I.

(iii) CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The lowest rank in PAOs is LDC who is responsible for diarising the DAK, bills etc. He submits the same to Dealing Hand i.e. Accts./Sr. Accts. He after usual checks as per orders issued from time to time submits to AAO. AAO exercises his powers as per CAM and submits it to PAO for final disposal of letters and bills. PAO also responsible for issue of cheques to DDO / concerned / parties after examining the validity of sanctions etc.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Staff and officers in the O/o Pay and Accounts Office discharge their duties and responsibility as per rules and regulations on the related subject. The guidelines of disposing of work are detailed in various books such as Civil Accounts Manual part I & II, Fundamental Rules, Supplementary Rules, General Financial Rules, Pension Rules etc.

(v) Rules, Regulations, Instructions, Manuals, Records held by it or under it's control or used by its employees for discharging its functions

Departmental Accounting Organisation of the I&B discharges its functions in accordance with the CAM, Government Accounting Rules, Central Government Account (Receipt & Payment) Rules and GFR, FRSRS, etc. rules, regulations and instructions issued of Controller General of Accounts and M/O Finance, Government of India from time to time.

FR & SRs, DFPR, GFRs, Compendium of Rules on Advances to Govt. services, CCS (Pension) Rules, Civil Accounts Manual, CGA (RVP) Rules, 1983, Govt. Accounting Rules, 1990, GPF Rules, Medical Attendance Rules, LTC Rules, CGEGIS Rules, CCS Conduct Rules, CCS (CCA) Rules, etc.

All records and register are maintained as required in above books.

**PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF INFORMATION & BROADCASTING**

DETAILS OF PHONE/FAX NUMBERS

Sl. No.	Designation/Location	Phone No.	Fax No.
1.	CCA, SHASTRI BHAWAN	23387231	23381763
2.	CA, TROPICAL BUILDING	23325131 23322729	23720263
3.	Dy. CA, TROPICAL BUILDING	23325131 23322729	23720263
4.	SR. AO(ADMN) SHASTRI BHAWAN	23074289 23074285	23074286
5.	PR. AO (B&A), TROPICAL BUILDING	23712290	23720263
6.	PR. AO, IA (HQ), TROPICAL BUILDING	23355648	23720263
7.	ACA, PAO(IRLA), AGCR, BUILDING, NEW DELHI	23702281 23702306	23702301
8.	PAO, PAO(IRLA), AGCR, BUILDING, NEW DELHI (FUND / PENSION SECTION)	23702287 23702304	23702281 23702301
9.	PAO, PAO(IRLA), AGCR, BUILDING, NEW DELHI (CI & CII SECTION)	23702287 23702305	23702281 23702301
10.	PAO, PAO(IRLA), AGCR, BUILDING, NEW DELHI (ADMN & ACCOUNTS SECTION)	23702466 23702303	23702281 23702301
11.	PAO, PAO(IRLA), AGCR, BUILDING, NEW DELHI (CIII & CIV SECTION)	23702466 23702303	23702281 23702301
12.	AO, PAO, (MS), SHASTRI BHAWAN	23384793	23383542
13.	AO, PAO, DAVP, TROPICAL BUILDING	23322735	23720263
14.	PAO, PAO, AIR, NEW DELHI	23421258 23421006/263	23721258
15.	PAO, PAO, DD, NEW DELHI	23421236	23421236
16.	PAO, PAO, FD & IA, MUMBAI	022-23524728	022-23524728
17.	PAO, PAO, AIR, MUMBAI	022-22029947	022-22029268
18.	PAO, PAO, DD & IA KOLKATA	033-24235130	033-24235130
19.	PAO, PAO, AIR, KOLKATA	033-22485968	033-22485968
20.	PAO, PAO, DD, CHENNAI	044-25361998	044-25363553
21.	PAO, PAO, IA, CHENNAI	044-24985252 Extn. 413	044-24985146
22.	PAO, PAO, AIR, CHENAI	044-24985146	044-24935146
23.	PAO, PAO, AIR, LUCKNOW	0522-2237420	0522-2237420
24.	PAO, PAO, DD, NAGPUR	0712-2540494	0712-2540494
25.	PAO, PAO, DD, GUWAHATI	0361-2454150 0361-2463172	0361-2463172

- (x) Monthly remuneration received by its officers and employees of Pr. Accounts Office, including the system of compensation as provided in its regulations:

S. No.	Designation	Pay Band	G. Pay
1	CCA	PB-IV, 37400-67000	10000
2	CA	PB-III, 37400-67000	8700
3	DYCA	PB-III, 15600-39100	6600
4	ACA	PB-III, 15600-39100	5400
5	SRAO	PB-III, 15600-39100	5400
6	AO	PB-II, 9300-34800	5400
7	AAO	PB-II, 9300-34800	5400
8	AAO	PB-II, 9300-34800	4800
9	PS	PB-II, 9300-34800	4800
10	Sr.Acctt.	PB-II, 9300-34800	4800
11	Sr.Acctt.	PB-II, 9300-34800	4600
12	PA	PB-II, 9300-34800	4600
13	STENO	PB-I, 5200-20200	4600
14	Sr.Acctt.	PB-II, 9300-34800	4200
15	Acctt.	PB-I, 5200-20200	2800
16	LDC	PB-I, 5200-20200	2800
17	D/R	PB-I, 5200-20200	2400
18	PEON	PB-I, 5200-20200	2000
19	DAFTRY	PB-I, 5200-20200	2000
20	Safaiwala	PB-I, 5200-20200	2000
21	PEON	PB-I, 5200-20200	2000
22	LDC	PB-I, 5200-20200	1900
23	PEON	PB-I, 5200-20200	1900
24	PEON	PB-I, 5200-20200	1800