

**Framework for Suo Moto Disclosure under RTI Act 2005**

I. Organisation & Functions			
S. No.	Item	Details of disclosure	
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	i. Name and address of the Organization ii. Head of the organization	O/o Chief Controller of Accounts, Pr. Accounts Office, Room No. 703-A, A-wing, Shastri Bhawan, New Delhi-110001 Chief Controller of Accounts
		iii. Vision, Mission and Key objectives	Vision : As a professional accounting organisation, our vision is to strengthen governance through excellence in public financial mangement.  Mission : i. Administer a effective, credible and responsive system for budgeting, payment and accounting. ii. Provide a world class, robust governance – wide integrated financial information system. iii. Develop new paradigms of internal audit for improved transparency and accountability. iv. Leverage Information and Communication technology to achieve intended goals. v. Promote professional integrity through a dedicated workforce committed to service ethos.
		iv. Function and duties	As per Para 1.2.2 of Civil Accounts Manual, the Chief Controller of Accounts for and on behalf of the Chief Accounting Authority is responsible for :- a) Arranging all payments through the Pay and Accounts Offices/Principal Accounts Office except where the Drawing and Disbursing Officers 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 Controller General of Accounts; preparation of Annual Appropriation Accounts for the Demands for Grants of his Ministry/Department, getting them duly 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 Accounts Offices of the Department and inspection of records pertaining to transaction of Government Ministries / Departments, maintained in Public Sector Banks. As per Para 1.2.3 of Civil Accounts Manual, Principal Accounts Office in New Delhi functions under a Principal Accounts Officer who is responsible for :- a) Consolidation of the accounts of the Ministry/Department in the manner prescribed by CGA; 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 Finance Account of the Union Government(Civil) to the Controller General of Accounts; 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; 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. 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; Principal Accounts Officer/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.
	The overall responsibilities of Departmental Accounting Organization in respect of Ministry of Information and Broadcasting are:- i) Consolidation of monthly accounts of ii) Annual Appropriation Accounts. iii) Statement of Central Transactions. iv) Ministry and its submission to the CGA. v) Annual Appropriation Accounts. vi) Statement of Central Transactions. vii) Preparation of "Accounts at a Glance". viii) Union Finance accounts which are submitted to the CGA, Ministry of Finance and Principal Director of Audit. ix) Payments of grants-in-aid to Grantee Institutions / Autonomous Bodies etc. x) Rendering technical advice to all PAOs and Ministry; if necessary in consultation with other organization like DOPT, Ministry of Finance and CGA etc. xi) Preparation of Receipt Budget. xii) Preparation of Pension Budget. xiii) Procuring and supplying of cheque books for and on behalf of PAOs/Cheque drawing DDOs and Personal Deposit Account Holder. xiv) Maintaining necessary liaison with Controller General of Accounts office and to effect overall co-ordination and control in accounting matters and accredited Bank. xv) Verify and reconcile all receipts and payments made on behalf of Ministry of Information and Broadcasting through the accredited Bank. xvi) Maintaining accounts with Reserve Bank of India relating to Ministry of Information and Broadcasting and reconciling the cash balances. xvii) Ensuring prompt payments. xviii) Speedy settlement of Pension/Provident fund and other retirement benefits. xix) Internal Audit of the Ministry, subordinate and attached offices under Ministry of Information and Broadcasting and its Grantee institutions, etc. xx) Making available accounting information to all concerned authorities. xxi) Budget co-ordination works of Ministry of Information and Broadcasting. xxii) Monitoring of New Pension Scheme and pension revision cases of Pre-2016 and Pre-2006 retirees. xxiii) Computerization of Accounts and e-payment. xxiv) Administrative and co-ordination function of the accounting organization. xxv) Roll out of PFMS under Central Sector Schemes including Grantee Institutions.		
	v. Organization Chart	<p align="center">43</p>	
	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	
1.2	Power and duties of officers and employees [ section 4(1) (b)(ii)]	(i) Powers and duties of officer (administrative, financial, judicial) Sh. Binod Kumar, Chief Controller of Accounts - Declared as Head of Department vide Ministry of Information & Broadcasting Order No. F. No. 3/4/2018-Fin-II dated 11.09.2018 and powers delegated vide same order.  (ii) Powers and duties of other employees i) Sh. M.C. Dagar, Sr.AO (Head of Office- Pr. Accounts Office) vide O/o CCA, Pr.AO, OM No. Pr.AO(A)/I&B/DFP/2015-16/Vol-ii/3494 dated 14.03.2017 ii) Sh. Chandar Sain , Sr.AO, Budget& Accounts iii) Sh. Shailesh Bhatnagar, AO, Internal Audit Wing (HO) iv) Sh. Jitendra Kumar Singh, AAO(Estt.) & DDO	

		(iii) Rules/ orders under which powers and duty are derived and	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
		(iv) Exercised	i.) Sh. Binod Kumar, CCA, exercise the powers of Head of Department as per Ministry of Information & Broadcasting Order No. F. No. 3/4/2018-Fin-II dated 11.09.2018. ii.) Sh. M.C. Dagar, Sr. AO exercise the powers of Head of Office, Pr. Accounts Office as per O/o CCA, Pr.AO, OM No. Pr.AO(A)/I&B/DFP/2015-16/Vol-ii/3494 dated 14.03.2017.
		(V) Work Allocation	Supervision of all work related to O/o CCA & Pr. Accounts Office and all the PAOs under M/o I&B.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making	Decision making process is dispensed as per O/o CGA and DoP&T guidelines and orders.
		(ii) Final decision making authority	Based on issue and case, CCA, Secretary, M/o I&B and O/o CGA.
		(iii) Related provisions, acts, rules etc.	Civil accounts manual, DFPRs and General Financial Rules - 2017, CCS (Leave Rules), CCS(LTC) Rules, FRSR etc.
		(iv) Time limit for taking a decisions, if any	In accordance with the Central Secretariat Manual of Office Procedure (MOP), Civil Accounts Manual etc.
		(v) Channel of supervision and accountability	CCA - Head of Department and Sr.AO (Pr.AO) - Head of Office
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	All Accounting work of Ministry of I&B and Administrative & other works relating to CCAS, M/o I&B.
		(ii) Norms/ standards for functions/ service delivery	As per Civil Accounts Manual and guidelines of O/o CGA, M/o Finance etc.
		(iii) Process by which these services can be accessed	Both manual and online
		(iv) Time-limit for achieving the targets	As prescribed under extant rules issued by O/o CGA and GOI
		(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.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/	Rules, regulations, instructions, manuals and records framed by O/o CGA and Government of India.
		(ii) List of Rules, regulations, instructions manuals and	Rules, regulations, instructions manuals and records as per O/o CGA and GOI
		(iii) Acts/ Rules manuals etc.	Acts/ Rules manuals of O/o CGA and GOI
		(iv) Transfer policy and transfer orders	As per policy framed by O/o CGA and DoP&T, GOI
1.6	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/AAO of the section
1.7	Boards, Councils, Committee and other Bodies constituted as part of Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, committee etc.	
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Terms/Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	NIL
		(vii) Whether the minutes of the meetings are open to public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	available on <a href="https://mib.gov.in/sites/default/files/PAO%20CDDO%20%26%20NCDDO%20Directory%20Information%20%26%20Broadcasting.pdf">https://mib.gov.in/sites/default/files/PAO%20CDDO%20%26%20NCDDO%20Directory%20Information%20%26%20Broadcasting.pdf</a>
		(ii) Telephone, fax and email id	011 - 23074285, 23380263, pr_aomib@gmail.com
1.9	Monthly Remuneration received by officers & employees including	(i) List of employees with Gross monthly remuneration.	Information available on EIS - PFMS platform
		(ii) System of compensation as provided in its regulations	NA
1.10	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.	<a href="https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf">https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf</a>
1.11	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	Two
		(ii) Finalised for Minor penalty or Major penalty proceedings	NIL
1.12	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
1.13	Transfer policy and transfer orders [F.No. 1/6/2011-IR dated 15.04.2013]		available on <a href="http://www.ega.nic.in/Page/Transfer-Policy.aspx">http://www.ega.nic.in/Page/Transfer-Policy.aspx</a>

2. Budget and Programme			
S. No.	Item	Details of disclosure	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	As per Annexure - I
		(ii) Budget for each agency and plan & programmes	
		(iii) proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) report on disbursement made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dated 11.09.2012)	(i) Budget	Rs. 300000.00
		(ii) Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to Govt and above as well as heads of Department.	
		a) Place visited	None
		b) The period of visit	NA
		c) the no. of members in official delegation	NA
		d) Expenditure on the visit	NA
		(iii) Information related to procurements	NA
		a) Notice /tender enquires and corrigenda if any thereon,	
		b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,	
		c) The works contracts concluded - in any such combination of the above - and	
d) The rate /rates and the total amount at which such procurement or works contract is to be executed.			
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	NA
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the the programme	
		(vi) Nature/ scale of subsidy/amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc. )	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011 - IR dated 15.04.2013]	(i) Discretionary and non - discretionary grants/ allocation to state Govt./NGOs/other institutions	NA
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	

2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(i) concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/grant and/or permits of authorizations c) Name and address of the recipients given concessions/ d) Date of award of concessions/permits of authorization	NA
2.6	CAG & PAC paras [F No. 1/6/2011 - IR dated 15.04.2013	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	CAG Paras – 13 PAC Paras – Nil



		policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	NA
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	NA
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	NA

**4 E-Governance**

S. No.	Item	Details of Disclosure	
4.1	Language in which Information Manual/Handbook Available [F.No. 1/6/2011 IR dated	(i) English	NIL
		(ii) Vernacular/ Local Language	
4.2	When was the Information Manual/Handbook last updated? [F.No. 1/6/2011-IR dated 15.04.2013]	Last date of Annual updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	NA
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	NA
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax and email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	As per extant guidelines of O/o CGA and DoP&T, GOI.
		(ii) Details of applications received under RTI and information provided	Total 33 RTI applications received in FY 2017-18 and Reply to all were provided as per RTI Act 2005.
		(iii) List of completed schemes/projects/Programmes	NA
		(iv) List of schemes/ projects/ programme	NA
		(v) Details of all contracts entered into including name of contractor, amount of contract and period of completion of contract.	
		(vi) Annual Report	Available on <a href="https://mib.gov.in/sites/default/files/Accounts%20at%20a%20Glance%202017-18%20in%20respect%20of%20Ministry%20of%20Information%20%26%20Broadcasting.pdf">https://mib.gov.in/sites/default/files/Accounts%20at%20a%20Glance%202017-18%20in%20respect%20of%20Ministry%20of%20Information%20%26%20Broadcasting.pdf</a>

		(vii) Frequently Asked Question (FAQs)	NA
		(viii) Any other information such as	NIL
		a) Citizen's Charter	NA
		b) Result Framework document (RFD)	NA
		c) Six monthly reports on the	NA
		d) Performance against the benchmarks set in the Citizen's	NA
4.6	Receipt & Disposal of RTI applications & appeals [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	Total 2 appeals received in FY 2017-18 and disposed of accordingly
		(ii) Details of appeals received and orders issued	Relevant orders issued to CPIOs to provide required information.
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	NIL

**5. Information as may be prescribed**

S. No.	Item	Details of disclosure	
5.1	Such other information as may be prescribed [ F.No. 1/2/2016 - IR Dated 17.08.2016, F. No. 1/6/2011-IR dated 15.04.2013	(i) Name & details of	Available on <a href="https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf">https://mib.gov.in/sites/default/files/CPIO%20Details%20as%20on%2030.07.2018_1.pdf</a>
		(a) Current CPIOs & FAAs	
		(b) (b) Earlier CPIO & FAAs from 01.01.2015	
		(ii) Details of third party audit of voluntary disclosure	NIL
		(a) Dates of audit carried out	NA
		(b) Report of the audit carried out	NA
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	NA
		(a) Date of appointment	
		(b) Name & Designation of the officers	
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure	NA
		(a) Dates from which constituted	
		(b) Name & Designation of the officers	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	NA
		(a) Dates from which constituted	
		(b) Name & Designation of the Officers	

<b>6. Information Disclosed on own Initiative</b>			
<b>S. No.</b>	<b>Item</b>	<b>Details of disclosure</b>	
6.1	Items/Information disclosed so that public have minimum resort to use of RTI Act to obtain Information		available on <a href="https://mib.gov.in/about-us/chief-controller-of-accounts">https://mib.gov.in/about-us/chief-controller-of-accounts</a>
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in Central Secretariat Manual of Office Procedures(CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, GoI)	(i) Whether STQC certification obtained and its validity	NA
		(ii) Does the website show the certificate on the Website?	NA