

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), J&K,
SRINAGAR**

Right to Information

1. Organizational setup.

Accountant General (A&E), J&K, Srinagar is entrusted with the maintenance of Accounts and entitlement functions of J&K State. The Accountant General (A&E) J&K is assisted by 2 Deputy Accountants General one each in Srinagar & Jammu for proper functioning of the Administration, Accounts and Entitlement Wing.

A) Officers and their phone numbers:

Name	Designation	Phone No.'s
Sh. Dibya Jyoti Bhadra, IA&AS	Accountant General (A&E), J&K, Srinagar.	01942452002
Sh. Y.J. Dassi, IA & AS	Deputy Accountant General (A&E), J&K, Srinagar.	01942477245 01942455223-Fax

One post of DAG at Jammu is presently vacant and is looked after by DAG (Works)

B) Functions & Duties:

The Officers and staff of the office of Accountant General (A&E), J&K, Srinagar are entrusted with the following functions & duties:-

- Maintenance and submission of monthly Accounts of the J&K state to the Finance Department of Govt. of J&K.
- Preparation and submission of Appropriation and Finance Accounts to the Hon`ble Governor of J&K who causes them to be laid before the State Legislature.
- Entitlement function relating to the issue of Pay slips to the Hon`ble Governor, the Ministers and members of State Legislature.
- Maintenance of Accounts and issue of no demand certificate in the case of long term advances taken by State Govt. Employees and members of state legislative council/ assembly..
- Maintenance of detailed Account of loans given to local bodies/statutory corporations by the State Government.
- Authorization of pension and other retirement benefits to the retiring State Govt. Employees and retiring members of state legislature.
- Authorization of pension and other retirement benefits to the retiring IA& AD Employees.

- Work relating to Treasury Inspection.
- Grants and loans given by Government to Bodies and Authorities for specific purposes.
- Authorization of pension and other retirement benefits to the Hon`ble Judges of the High Court for the State of J&K .
- Maintenance of G.P. Fund Accounts relating to employees of J&K govt. up to 31ST March 1986 and transfer of GP Fund balance thereon

2. Distribution of work amongst Officers.

A. G's direct charge.	Organization & Method ,Internal Test Audit,
D.A.G. (Pension/ Admn/A&E)	Pension Sections, EDP (Units) Treasury Misc., Departmental Compilation Sections, Book Sections, Budget & Appropriation, Account Current, Works Account, Deposit Section, Loan Section.
Welfare Officer	Welfare Branch

3. Procedure followed in the decision making process.

The work of every junior employee is being supervised by his/her senior officer in the hierarchy as under:-

Designation	Men in position
Clerk (Group 'C')	22
Accountant (Group 'C')	48
Sr. Accountant (Group 'C')	309
Supervisor/Section Officer (Group 'B' Non-Gazetted)	26
Asstt. Accounts Officer (Group 'B' Gazetted)	54
Accounts Officer /Sr Data Processor (Group 'B' Gazetted)	7
Sr. Accounts officer (Group 'B' Gazetted)	11
Deputy Accountants General (Group- A Gazetted)	2
Accountant General (Group 'A' Gazetted)	1

Every employee is accountable to his/her senior officer in the discharge of his functions/duties. The officers of the rank of D.A.G./A.G. are decision making authorities.

4. Norms Set

The various functions assigned to the office of the D.A.G. (A&E) J&K Srinagar are discharged within the stipulated time prescribed for each job / function. The office follows the norms prescribed in departmental manuals in the discharge of its functions/ Duties.

5. The rules, regulations, instructions, manuals and records held by it.

The rules, regulations, instructions, manuals and other records to be used by the employees for the discharge of their functions are readily available in the office for perusal of Public. Some of these records are listed below:-

- i. F.R. & S.R.
- ii. Pension Rules 1972
- iii. C.C.S. (C.C.A.) Rules
- iv. C.C.S (Conduct) Rules
- v. C.C.S(Leave) Rules 1972
- vi. Govt. Accounting Rule 1990
- vii. General Financial Rules
- viii. Central Treasury Rules and other local manuals
- ix. J&K C.S.R Vol. I & II
- x. J&K Financial Code Vol. I and Vol. II
- xi. J&K Budget Manual
- xii. J& K Treasury Code Vol. I and II

6. Categories of Documents

The statement of the categories of documents held by this office and under its control is detailed below:-

A. Accounts Wing

Compilation

- i. Vouchers with annexure like sanctions / bills.
- ii. Compilation sheets
- iii. Classified Abstracts
- iv. Consolidated Abstracts
- v. G.I.A. registers/Utilization Certificates
- vi. T.E. Register
- vii. Loan BROADSHEET

Accounts Current

- i. Clearance Memos
- ii. Register of Valuables
- iii. Inward-outward Register
- iv. Advice Memos
- v. Classified Abstracts

Book

- i. Detailed Book (Part- – I & II)
- ii. Abstracts of M.H. Totals
- iii. Disbursers Account

- iv. Consolidated Abstract of DDR heads
- v. CTE Ledger
- vi. Report on Review of Balance (Main)

B Finance Cell & Budget Section

- (i) Finance Account
- (ii) Appropriation Account.

C G.P.F (work taken over by state government from 4/86 onwards)

- i. Ledgers / Broadsheets
- ii. Transfer Advice Memos ending 3/86 issued to Distt. Fund Offices.

D PENSION WING

- i. Input-output sheets
- ii. Pension Abstract / files.
- iii. PPO/GPO/CPO (authorization copies).
- iv. Special seal authority cases
- v. Freedom Fighter pension cases
- vi. Pension cases of J&K Govt. employees.
- vii. Pension cases of Hon`ble judges of High Court of J&K/ State Legislatures etc.

E Miscellaneous

- i. Annual Treasury Review
- ii. Annual Forest Divisions Review
- iii. Annual Works Division s Review
- iv. Activity Report
- v. Administrative Report.

7. Grievance redressal arrangement

A grievances redressal cell is functioning in the office which deals with the complaints / representations of Public in relation to their personal claims etc. under the direct control of Dy. Accountant General (A&E), J&K, Srinagar who is also PIO.

8. Directory of Officers and employees.

A directory of Officers and employees of the office of A.G, J&K in the form of Gradation list is prepared every year and can be seen in the office. Such list is however, not to be treated as a seniority list.

9. The monthly remuneration.

The monthly remuneration to officers and staff of the office of the A.G (A&E), J&K, is made as per scales of pay granted by the Central Government . Number of persons in each category is given in Col.III of Para 3.

10. Budget & Budgetary control.

The information regarding Budget Provision and Expenditure there against is available in the Administrative Report.

11. Facilities available to citizens for obtaining information

Facility for obtaining information by citizens is available through internet/website. The information may be obtained on payment of prescribed fee either in cash or demand draft or banker cheque payable to the Sr. Accounts Officer (Admn) Office of the Accountant General (A&E), J&K, Srinagar.

12. The Central Public Information Officer.

Sh. Y.J. Dassi, Deputy Accountant General (Admn.) has been appointed as Central Public Information Officer in the office of the A.G (A&E), J&K, Srinagar can be contacted at Telephone No 01942477245,01942455223-Fax

13. Mode of Payment Fees.

- Through Indian Postal Order / Demand Draft/ Cash
- Payable in favour of Pay & Accounts Officer, Office of the Accountant General (A&E), J&K, Srinagar.

14. Name of Appellate Authority.

Sh. Dibya Jyoti Bhadra, IA & AS, Accountant General, J&K.