

Office of the Accountant General (A&E), Himachal Pradesh, Shimla-171 003
Information published under Article 4(I) (b) of the Right to Information Act, 2005.

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| <p>1. The particulars of its organisation, functions & duties</p> | <p>Chapter-II of Administrative Report and CAG (DPC) Act 1971</p> <p>Organization</p> <p>The AG Himachal Pradesh, is a senior member of Indian Audit and Accounts Service (IA & AS) and is assisted by 02 Group Officers from the IA & AS of the level of Junior Administrative Grade /Sr. Time Scale. The office has got two functional groups viz. Administration & Accounts, Provident Fund and Pension. Each group is headed by a Group Officer viz. Deputy Accountant General. A Grievance Monitoring Cell & ICT Cell and Internal Test Audit Wing are functioning under the direct supervision of the AG.</p> <p>Each functional group is divided into branches supervised by Senior Accounts Officers/Accounts Officers, who are group-'B' Gazetted Officers. Each branch is further divided into sections/cells headed by Assistant Accounts Officers (Group 'B' Gazetted) and Supervisors (Group 'B' Non-gazetted). The Sections comprise Group B (Non-Gazetted) & Group 'C' officials like Senior Accountants/Accountants/Clerks etc. There are also Asstt. Accounts Officers, Senior Console Operators, Console Operators and Data Entry Operators working on computer related jobs in the office.</p> <p>Functions</p> <p>This office:</p> <p>(i) maintains and submits:</p> <ul style="list-style-type: none"> • Monthly civil accounts of the Himachal Pradesh State to Finance Department of the State Government. • Appropriation and Finance Accounts of Himachal Pradesh State to the State Governor. <p>(ii) Maintains and issues:</p> <ul style="list-style-type: none"> • Pay slips to the Governor, Lokayukta, Judges of H.P. High Courts and Council of Ministers of HP state. • Detailed accounts and NDCs in respect of long term advances taken by the Judges, Council of Ministers, Members of the State Legislature and State Government employees. • Detailed accounts of loans made to local bodies/statutory corporations by the State Government. <p>(iii) Authorizes entitlement of:</p> <ul style="list-style-type: none"> • Pension to ex-members of Himachal Pradesh State Legislature. • Final withdrawal/payment of General Provident Fund balances of the State Government employees on their retirement. <p>(iv) Inspects:</p> <ul style="list-style-type: none"> • Pensionary benefits to the eligible State Government retirees. • The treasuries and sub-treasuries of the State periodically. |
| <p>2.</p> | <p>I. Manual of General Procedure of Establishment Branch II. Manual of Standing Orders (Admn.) Vol.I & II</p> |

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| <p>The powers & duties of its officers & employees</p> | <ul style="list-style-type: none"> □ The dealing Senior Accountants/Accountants/Clerks process the vouchers, schedules, paid cheques, challans, bank scrolls, memos and other correspondence received from State Treasuries, Works Divisions, Reserve Bank of India, the Accountants General of other States and Pay & Accounts Officers of the various Ministries/Departments of the Union Government as well as the letters/complaints/ grievances from the individual employees of the State Government with reference to their G.P.F. accounts/ Pension Cases/Long Term Advances, etc. The work of dealing hands is monitored and supervised by the Sectional Heads and files are submitted by them to the concerned Branch Officers, who are the authorized officers to sign and issue NDCs in the case of long term advances, final payment authorities in the case of GPF dues and pension payment orders, gratuity payment orders, commutation payment orders (PPO/GPO/CPO) of retiring/deceased employees of the State Government. |
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| | <p>The work distribution in the office is displayed on Home Page</p> |
| <p>3. The procedure followed in its decision making process, including channels of supervision and accountability</p> | <p>Manual of Standing Orders.</p> <ul style="list-style-type: none"> □ The work done by the dealing assistants in the Sections is checked by the AAOs and then passed on to the Sr. Accounts Officers/Accounts Officers. □ Authorization of pensionary benefits, GPF final payments, issue of NDC is done at the level of Sr. Accounts Officer/Accounts Officer. □ The work of the Sr. Accounts Officers/Accounts Officers is supervised by the Group Officers, through periodical returns, and also by the Accountant General through the Internal Test Audit section. □ Every channel is accountable for the work entrusted to it. |
| <p>4. The norms set by it for the discharge of its functions</p> | <p>I. Manual of General Procedure of Establishment Branch</p> <p>II. Manual of Standing Orders (Admn.) Vol.I & II</p> <ul style="list-style-type: none"> □ The office follows the norms contained in Auditing Standards and Manuals in discharge of its functions. |
| <p>5. The rules regulations,</p> | <ol style="list-style-type: none"> 1. H.P. Civil Services Rules. 2. Pension Manual prepared by the office. 3. Instructions issued by the Himachal Pradesh Government concerning the functions entrusted to this office. 4. Instructions issued by the CAG, with regard to maintenance of accounts. |

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| <p>instructions, manuals and records used by its employees discharging its functions</p> <p>for</p> | <ol style="list-style-type: none"> 5. Manual of the Provident Fund Sections prepared by the Office of the Accountant General (A&E) Himachal Pradesh. 6. CAG's Manual of Standing Orders (Administration), Vol. I, II & III. 7. Central Govt. Employees Group Insurance Scheme. 8. Central Civil Services (Medical Attendance) Rules. 9. Central Civil Services (GPF) Rules 1964. 10. Central Civil Services (LTC) Rules. 11. Central Civil Services (House Building Advance) Rules. 12. Central Civil Services (Pay) Rules 1997. 13. Central Civil Services (Advances to Central Govt. Servants) Rules. 14. Broacher on Reservation and Concession for SC, ST, OBC. 15. Manual of CRT prepared by the office. 16. Manual of General Procedures and Administration Vol. I to Vol. IV. 17. General Financial Rules 2005. 18. Central Civil Services (Conduct) Rules, 1964. 19. Central Civil Services (CCA) Rules, 1965. 20. Fundamental Rules and Supplementary Rules (as applicable to Central Government employees). 21. Central Government Account Receipts and Payments Rules 1983, 22. C. A. G.'s Manual of Standing Orders (A&E) Vol. I & II. 23. List of Major & Minor Heads of Accounts. 24. Subsidiary Treasury Rules of HP Government. 25. Himachal Pradesh Financial Rules 1972 Vol. I. 26. Account Code for Accountants General 27. Account Code Vol. I, II, & III. 28. Himachal Pradesh Budget Manual. 29. Government Accounting Rules, 1990. 30. Manual of Departmental Compilation and Deposit Sections. 31. Manual of Book Sections. 32. Manual of Account Current. 33. Manual of Appropriation Accounts. 34. Manual of Forest Accounts. 35. Manual of Works Compilation. |
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| | <ol style="list-style-type: none"> 36. CPW Account Code. |
| <p>6. A statement of the categories of the documents held by it or under its</p> | <p>(a) Accounts (Compilation)</p> <ol style="list-style-type: none"> 1. Vouchers with annexures like sanctions 2. Compilation Sheets. 3. Classified Abstracts 4. Consolidated Abstracts 5. GIA register/Utilization Certificate |

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6. T. E. Register.

(b) Accounts Current (A/c)

1. Clearance Memos.
2. Register of Valuables.
3. In-ward-Out-ward Register.
4. Advice Memos.
5. Classified Abstracts.

(c) Treasury Debt Heads

1. DB-I & DB-II
2. Abstract of Major Head Totals.
3. Disburses Accounts.
4. Consolidated Abstract.
5. DDR Heads.
6. CTE Ledger.
7. Trial Balance.
8. MCA/Finance Accounts.
9. R. O. B. (Main)

(d) GPF:

1. Schedules with covering lists,
2. Ledgers/ Master Cards.
3. Payment Vouchers of GPF.

(e) Loan Section:

1. Schedules.
2. Ledger card/Broad-sheet.
3. Accounts Slips.
4. Loan Broad-sheets (given by state).
5. Ledger (given by centre).

(f) Pension:

1. Pension Abstract
2. PPO Register
3. GPO Authority Register 4. CPO Authority Register
5. PPO, GPO, CPO books, Special Seal Authority cases, Freedom Fighter Pension Cases, Court

Cases of GPF and Pension. **(g) Miscellaneous.**

Annual Treasury Review, Annual Forest Divisions Review, Annual Works Divisions Review, Activity Report, Treasury Inspection Reports, Internal Test Audit/Triennial Review Reports.

7.
The particulars of any arrangement that exists for consultation with or representation by the members of the public, in

-Not Applicable-

| <p>relation to the formulation of policy or implementation thereof</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------|-----------|---------------|--|---------|------------------|----------|-----------|---------------|----|--------------------|-------------|-------|----|----|------------------------|-------------|------|----|----|----------------------|-------------|------|----|----|------------------|------------|------|----|----|-------------------------|------------|------|----|----|-----------------------|------------|------|----|
| <p>8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to public; or the minutes of such meetings are accessible to the public.</p> | <p>Following Boards/Committees exists:- For redressal of complaints regarding.</p> <ol style="list-style-type: none"> 1. Sexual harassment of working women. 2. Task Force for implementation of Right to Information Act.2005 3. 'SC/ST Cell' to ensure due compliance of Government's reservation orders 4. 'Core Groups' with a view to effective and speedy implementation of VLC/GPF Project. <p>Departmental Promotion Committees (DPC) for Group-'B' Gazetted & Non-Gazetted and Group 'C' posts are constituted by the Accountant General. However, public participation or minutes of the meeting are not open to public.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>9. A directory of its officers and employees</p> | <p>Gradation list of officers and staff as on 1st of March every year is prepared by the office which is available in the office for consultation. This Gradation list is not to be treated as seniority list.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Category of Post</th> <th style="text-align: center;">Pay Band</th> <th style="text-align: center;">Grade Pay</th> <th style="text-align: center;">No. of posts.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Accountant General</td> <td style="text-align: center;">37400-67000</td> <td style="text-align: center;">10000</td> <td style="text-align: center;">01</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Dy. Accountant General</td> <td style="text-align: center;">15600-39100</td> <td style="text-align: center;">6600</td> <td style="text-align: center;">02</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Sr. Accounts Officer</td> <td style="text-align: center;">15600-39100</td> <td style="text-align: center;">5400</td> <td style="text-align: center;">14</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Accounts Officer</td> <td style="text-align: center;">9300-34800</td> <td style="text-align: center;">5400</td> <td style="text-align: center;">05</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Asstt. Accounts Officer</td> <td style="text-align: center;">9300-34800</td> <td style="text-align: center;">4800</td> <td style="text-align: center;">55</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Sr. Private Secretary</td> <td style="text-align: center;">9300-34800</td> <td style="text-align: center;">4800</td> <td style="text-align: center;">01</td> </tr> </tbody> </table> | | | | | Sr. No. | Category of Post | Pay Band | Grade Pay | No. of posts. | 1. | Accountant General | 37400-67000 | 10000 | 01 | 2. | Dy. Accountant General | 15600-39100 | 6600 | 02 | 3. | Sr. Accounts Officer | 15600-39100 | 5400 | 14 | 4. | Accounts Officer | 9300-34800 | 5400 | 05 | 5. | Asstt. Accounts Officer | 9300-34800 | 4800 | 55 | 6. | Sr. Private Secretary | 9300-34800 | 4800 | 01 |
| Sr. No. | Category of Post | Pay Band | Grade Pay | No. of posts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Accountant General | 37400-67000 | 10000 | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Dy. Accountant General | 15600-39100 | 6600 | 02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Sr. Accounts Officer | 15600-39100 | 5400 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Accounts Officer | 9300-34800 | 5400 | 05 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Asstt. Accounts Officer | 9300-34800 | 4800 | 55 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Sr. Private Secretary | 9300-34800 | 4800 | 01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|-----|----------------------------------|-------------|------|----|
| 7. | Supervisor | 9300-34800 | 4800 | 02 |
| 8. | Sr. Divisional Accounts Officer | 15600-39000 | 5400 | 19 |
| 9. | Div. Accounts Officer (Grade-I) | 9300-34800 | 4800 | 31 |
| 10. | Div. Accounts Officer (Grade-II) | 9300-34800 | 4600 | 31 |
| 11. | Divisional Accountant | 9300-34800 | 4200 | 44 |
| 12. | Personal Assistant | 9300-34800 | 4200 | 03 |
| 13. | Data Manager | 15600-39100 | 5400 | 01 |
| 14. | Sr. Data Processor | 9300-34800 | 4800 | 02 |

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| 15. | Data Processor | 9300-34800 | 4600 | 02 |
| 16. | Sr. Console Operator | 9300-34800 | 4200 | 03 |
| 17. | Console Operator | 5200-20200 | 2800 | 07 |
| 18. | Data Entry Operator | 5200-20200 | 2400 | 75 |
| 19. | Sr. Accountant | 9300-34800 | 4200 | 274 |
| 20. | Accountant | 5200-20200 | 2800 | 55 |
| 21. | Clerk | 5200-20200 | 1900 | 44 |
| 22. | M.T.S | 5200-20200 | 1800 | 60 |
| 23. | Jr. Hindi Translator | 9300-34800 | 4200 | 02 |
| 24. | Staff Car Driver | 5200-20200 | 1900 | 01 |
| 25. | Hindi Officer | 9300-34800 | 4800 | 01 |

| PAY MATRIX (CIVILIAN EMPLOYEES) | | | | | | | | | | | APPENDIX-1 | | | |
|---------------------------------|------------|--------|--------|--------|-------------|--------|--------|-------------|--------|--------|-------------|-------------|--------|--------|
| | 9300-34800 | | | | 15600-39100 | | | 37400-67000 | | | 67000-79000 | 75500-80000 | 80000 | 90000 |
| 800 | 4200 | 4600 | 4800 | 5400 | 5400 | 6600 | 7600 | 8700 | 8900 | 10000 | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13A | 14 | 15 | 16 | 17 | 18 |
| 9200 | 35400 | 44900 | 47600 | 53100 | 56100 | 67700 | 78800 | 123100 | 131100 | 144200 | 182200 | 205400 | 225000 | 250000 |
| 0100 | 36500 | 46200 | 49000 | 54700 | 57800 | 69700 | 81200 | 126800 | 135000 | 148500 | 187700 | 211600 | | |
| 1000 | 37600 | 47600 | 50500 | 56300 | 59500 | 71800 | 83600 | 130600 | 139100 | 153000 | 193300 | 217900 | | |
| 1900 | 38700 | 49000 | 52000 | 58000 | 61300 | 74000 | 86100 | 134500 | 143300 | 157600 | 199100 | 224400 | | |
| 2900 | 39900 | 50500 | 53600 | 59700 | 63100 | 76200 | 88700 | 138500 | 147600 | 162300 | 205100 | | | |
| 3900 | 41100 | 52000 | 55200 | 61500 | 65000 | 78500 | 91400 | 142700 | 152000 | 167200 | 211300 | | | |
| 4900 | 42300 | 53600 | 56900 | 63300 | 67000 | 80900 | 94100 | 147000 | 156600 | 172200 | 217600 | | | |
| 5900 | 43600 | 55200 | 58600 | 65200 | 69000 | 83300 | 96900 | 151400 | 161300 | 177400 | 224100 | | | |
| 6000 | 44900 | 56900 | 60400 | 67200 | 71100 | 85800 | 99800 | 155900 | 166100 | 182700 | | | | |
| 7100 | 46200 | 58600 | 62200 | 69200 | 73200 | 88400 | 102800 | 160600 | 171100 | 188200 | | | | |
| 8200 | 47600 | 60400 | 64100 | 71300 | 75400 | 91100 | 105900 | 165400 | 176200 | 193800 | | | | |
| 9400 | 49000 | 62200 | 66000 | 73400 | 77700 | 93800 | 109100 | 170400 | 181500 | 199600 | | | | |
| 1600 | 50500 | 64100 | 68000 | 75600 | 80000 | 96600 | 112400 | 175500 | 186900 | 205600 | | | | |
| 2800 | 52000 | 66000 | 70000 | 77900 | 82400 | 99500 | 115800 | 180800 | 192500 | 211800 | | | | |
| 4100 | 53600 | 68000 | 72100 | 80200 | 84900 | 102500 | 119300 | 186200 | 198300 | 218200 | | | | |
| 5400 | 55200 | 70000 | 74300 | 82600 | 87400 | 105600 | 122900 | 191800 | 204200 | | | | | |
| 6800 | 56900 | 72100 | 76500 | 85100 | 90000 | 108800 | 126600 | 197600 | 210300 | | | | | |
| 8200 | 58600 | 74300 | 78800 | 87700 | 92700 | 112100 | 130400 | 203500 | 216600 | | | | | |
| 9600 | 60400 | 76500 | 81200 | 90300 | 95500 | 115500 | 134300 | 209600 | | | | | | |
| 1100 | 62200 | 78800 | 83600 | 93000 | 98400 | 119000 | 138300 | 215900 | | | | | | |
| 2600 | 64100 | 81200 | 86100 | 95800 | 101400 | 122600 | 142400 | | | | | | | |
| 4200 | 66000 | 83600 | 88700 | 98700 | 104400 | 126300 | 146700 | | | | | | | |
| 5800 | 68000 | 86100 | 91400 | 101700 | 107500 | 130100 | 151100 | | | | | | | |
| 7500 | 70000 | 88700 | 94100 | 104800 | 110700 | 134000 | 155600 | | | | | | | |
| 9200 | 72100 | 91400 | 96900 | 107900 | 114000 | 138000 | 160300 | | | | | | | |
| 1000 | 74300 | 94100 | 99800 | 111100 | 117400 | 142100 | 165100 | | | | | | | |
| 1800 | 76500 | 96900 | 102800 | 114400 | 120900 | 146400 | 170100 | | | | | | | |
| 2700 | 78800 | 99800 | 105900 | 117800 | 124500 | 150800 | 175200 | | | | | | | |
| 3600 | 81200 | 102800 | 109100 | 121300 | 128200 | 155300 | 180500 | | | | | | | |
| 4600 | 83600 | 105900 | 112400 | 124900 | 132000 | 160000 | 185900 | | | | | | | |
| 5700 | 86100 | 109100 | 115800 | 128600 | 136000 | 164800 | 191500 | | | | | | | |
| 6800 | 88700 | 112400 | 119300 | 132500 | 140100 | 169700 | 197200 | | | | | | | |
| 8000 | 91400 | 115800 | 122900 | 136500 | 144300 | 174800 | 203100 | | | | | | | |
| 9300 | 94100 | 119300 | 126600 | 140600 | 148600 | 180000 | 209200 | | | | | | | |
| 10600 | 96900 | 122900 | 130400 | 144800 | 153100 | 185400 | | | | | | | | |
| 12000 | 99800 | 126600 | 134300 | 149100 | 157700 | 191000 | | | | | | | | |
| 13500 | 102800 | 130400 | 138300 | 153600 | 162400 | 196700 | | | | | | | | |
| 15000 | 105900 | 134300 | 142400 | 158200 | 167300 | 202600 | | | | | | | | |
| 16600 | 109100 | 138300 | 146700 | 162900 | 172300 | 208700 | | | | | | | | |
| 18300 | 112400 | 142400 | 151100 | 167800 | 177500 | | | | | | | | | |

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|------------------------|--------|--------|--------|--------|-----------|-----------|
| Other Charges | 18 | 18 | 18 | 18 | 16 | 16 |
| Information Technology | 6808 | 6808 | 1357 | 1357 | 6595 | 6595 |
| Total (Other Expenses) | 17657 | 17651 | 12373 | 12371 | 22421 | 22421 |
| Grand Total | 262921 | 262915 | 265916 | 265884 | 327644.47 | 327644.47 |

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| <p>11. The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes</p> | <p>-Not Applicable-</p> |
| <p>12. Particulars of recipients of concessions, permits or authorisation granted by it</p> | <p>-Not Applicable-</p> |
| <p>13. Details of the information available to, or held by it, reduced in an electronic form</p> | <p>All information is available on electronic format, either free or for prescribed cost/ fee.</p> |
| <p>14. The particulars of facilities available</p> | <p>As per Citizen Charter displayed by this office, on the web, notice boards, etc. For Links Click Here</p> |
| <p>to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.</p> | |

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| <p>16. The designation and other particulars of the public information officers</p> | <p>PUBLIC INFORMATION OFFICER SH. C.K Karthi Deputy Accountant General (Admn.) Ph. No. 2652502 (O) Fax:-2651743</p> <p>APPELEATE AUTHORITY SH. Satish Kumar Garg Pr. Accountant General (A&E) Ph. No. 0177-2814935</p> |
| <p>17. Name of Pay & Accounts Officer in whose favour fee under this Act is payable:</p> | <p>Pay & Accounts officer, O/o The Accountant General (A&E) Himachal Pradesh, Shimla.</p> |
| <p>18. Mode of payment/Fee etc.</p> | <p>By cash or by Indian postal orders or by demand draft or by banker's cheque. Application fee Rs. 10/-</p> |
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