

## Name of the Organization:

### A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

#### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Annexure- 1.1
		(ii) Head of the organization	Annexure-1.1
		(iii) Vision, Mission and Key objectives	Annexure-1.1
		(iv) Function and duties	Annexure-1.1
		(v) Organization Chart	Annexure-1.1
		(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	Annexure-1.1

1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<b>Annexure-1.2</b>
		(ii) Power and duties of other employees	<b>Annexure-1.2</b>
		(iii) Rules/ orders under which powers and duty are derived and	<b>Annexure-1.2</b>
		(iv) Exercised	<b>Annexure-1.2</b>
		(v) Work allocation	<b>Annexure-1.2</b>
1.3	Procedure followed	(i) Process of decision making Identify key decision making points	<b>Annexure-1.3</b>
		(ii) Final decision making authority	<b>Annexure-1.3</b>
		(iii) Related provisions, acts, rules etc.	<b>Annexure-1.3</b>
		(iv) Time limit for taking a decisions, if any	<b>Annexure-1.3</b>
		(v) Channel of supervision and accountability	<b>Annexure-1.3</b>
1.4	Norms for discharge [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>Annexure-1.4</b>
		(ii) Norms/ standards for functions/ service delivery	<b>Annexure-1.4</b>
		(iii) Process by which these services can be accessed	<b>Annexure-1.4</b>
		(iv) Time-limit for achieving the targets	<b>Annexure-1.4</b>
		(v) Process of redress of grievances	<b>Annexure-1.4</b>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<b>Annexure-1.5</b>
		(ii) List of Rules, regulations, instructions manuals and records.	<a href="https://cga.nic.in/Book/Publiched/list.aspx">https://cga.nic.in/Book/Publiched/list.aspx</a>
		(iii) Acts/ Rules manuals etc.	<a href="https://cga.nic.in/Book/Publiched/list.aspx">https://cga.nic.in/Book/Publiched/list.aspx</a>
		(iv) Transfer policy and transfer orders	<b>Annexure-1.5</b>
1.6	Categories of documents held	(i) Categories of documents	<b>Annexure-1.6.i</b>

	by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	<b>Annexure-1.6.ii</b>
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	<b>Annexure-1.7</b>
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers [Section 4(1) (b) (ix)]	(i) Name and designation	<b>Annexure- 1.8</b>
		(ii) Telephone , fax and email ID	<b>Annexure- 1.8</b>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<b>Annexure- 1.9</b>
		(ii) System of compensation as provided in its regulations	<b>NA</b>
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>Annexure- 1.10</b>
		(ii) Address, telephone numbers and email ID of each designated official.	<b>Annexure- 1.10</b>
1.11	No. of employees against whom Disciplinary action has	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	<b>Annexure- 1.11</b>

	been proposed/ taken		
	(Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	<b>Annexure- 1.11</b>
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	<b>Annexure-1.12</b>
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	<b>Annexure1.12.iv</b>
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt.15.4.2013]	(i) Transfer Policy and Transfer Orders (F No. 1/6/2011-IR dated 15.04.2013)	<a href="https://cga.nic.in//writereaddata/file/TrnsnferpolicyOMNO1463Dt12022024.pdf">https://cga.nic.in//writereaddata/file/TrnsnferpolicyOMNO1463Dt12022024.pdf</a>

## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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	<b>Annexure-2.1</b>
		(ii) Budget for each agency and plan & programmes	<b>Annexure-2.1</b>
		(iii) Proposed expenditures	<b>Annexure-2.1</b>
		(iv) Revised budget for each agency, if any	<b>Annexure-2.1</b>
		(v) Report on disbursements made and place where the related reports are available	<b>Annexure-2.1</b>
2.2	Foreign and	(i) Budget	<b>Annexure-2.2.i</b>

	domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	<b>Annexure-2.2.ii</b>
		(iii) Information related to procurements 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.	<b>Annexure-2.2.iii</b>
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	<b><u>Annexure-2.3</u></b>
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of 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)	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	<b>annexure 2.4</b>
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable

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	Annexure 2.5
		(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/ permits or authorisations d) Date of award of concessions /permits of authorizations	Annexure 2.5
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Annexure 2.6

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dated</b>	(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Annexure-3.1
		(ii) Arrangement for consultations with or representation by (a) members of the public in policy formation/policy implementation, (b) Day & Time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI Applicants	
		(iii) Public-private partnerships (PPP)-Details of Special Purpose Vehicle (SPV), if any	
		(iv) Public-private partnerships (PPP)-Detailed project reports (DPRs)	Annexure 3.1

	<b>15.04.2013]</b>	(v) Public-private partnerships (PPP)-Concession agreements	Annexure 3.1
		(vi) Public-private partnerships (PPP)- Operation and maintenance manuals	
		(vii) Public-private partnerships (PPP)- Other documents generated as part of the implementation of PPP	Annexure 3.1
		(viii) Public-private partnership (PPP)- Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government.	Annexure 3.1
		(ix) Public-private partnership (PPP)-Information relating to outputs and outcomes	Annexure 3.1
		(x) Public-private partnership (PPP)-The process of the selection of the private sector party (concessionaire etc.)	Annexure 3.1
		(xi) Public-private partnership (PPP) – All payment made under the PPP project	Annexure 3.1
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Annexure 3.2
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	Annexure 3.2
		(iii) Outline the arrangement for consultation before formulation of policy	Annexure 3.2
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)	Annexure 3.3
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
		(ii) Printed format	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
3.5	Whether information manual/handbook	List of materials available (i) Free of cost	Annexure 3.5

available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	Annexure 3.5
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#### 4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
		(ii) Vernacular/ Local Language	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
		(ii) Name/ title of the document/record/ other information	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
		(iii) Location where available	<a href="https://cga.nic.in/Book/Published/list.aspx">https://cga.nic.in/Book/Published/list.aspx</a>
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facility	Annexure 4.4
		(ii) Details of information made available	Annexure 4.4
		(iii) Working hours of the facility	Annexure 4.4



		(iv) Contact person & contact details (Phone, fax email)	<b>Annexure 4.4</b>
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	<b>Annexure-4.5.i</b>
		(ii) Details of applications received under RTI and information provided	<b>Annexure-4.5.ii</b>
		(iii) List of completed schemes/ projects/ Programmes	Not yet completed, all are underway
		(iv) List of schemes/ projects/ programme underway	Annexure 4.5.iv
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>Annexure-2.2.iii</b>
		(vi) Annual Report	Annexure 4.5.vi
		(vii) Frequently Asked Question (FAQs)	Not Applicable
		(viii) Any other information such as a) Citizen's Charter	Not Applicable
		b) Result Framework Document (RFD)	
c) Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter			
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	<b>Annexure-4.5.ii</b>
		(ii) Details of appeals received and orders issued	<b>Annexure-4.5.ii</b>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Annexure-4.7

## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Annexure- 1.10
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Annexure-5
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Annexure 5
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Annexure 5
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	Annexure 5

## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item/Information disclosed so that public have minimum resort to use of RTI Act to obtain information	Annexure-6.1
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	Whether STQC certification obtained and its validity.	Annexure-6.2
Does the website show the certificate on the Website?		Annexure-6.2	

**Name of the Organization:-** O/o Controller of Accounts, Principal Accounts Office, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation

**Address of the Organization:-** “C” Wing, Ground Floor, Shastri Bhawan, New Delhi-110001

**Head of the Organization:-** Sh. Subhash Chandra, Controller of Accounts, M/o Jal Shakti, D/o Water Resources, RD & GR, Room No- 241, 2<sup>nd</sup> Floor, “A” Wing

**Head of the Office:-** Shri Gautam Mohakul, Deputy Controller of Accounts, “C” Wing, Ground Floor, Shastri Bhawan, New Delhi-110001

### **The Genesis, Inception, Formation of the ACCOUNTS Cadre:**

Article 150 of the Constitution of India provides for the maintenance of Government Accounts in such form as the President may, on the advice of the Comptroller and Auditor General of India, prescribe. In exercise of these powers, basic rules relating to the Form of Accounts were framed in the form of ‘Government Accounting Rules’ (GAR). The Civil Accounts Manual is intended to guide the Civil Ministries/ Departments of Central Government in carrying out government transactions, compilation and consolidation of accounting data and their preparation and presentation in the prescribed form.

With the first amendment to the C&AG’s (Duties, Powers and Conditions of Service) Act, (1971) coming into effect on the 1st March, 1976 and subsequent notifications issued from time to time, the Comptroller and Auditor General (C&AG) of India was relieved from the responsibility of compiling the accounts of Central Ministries/Departments and Union Territories, except the accounts pertaining to

- (i) Indian Audit and Accounts Department; and (ii)
- (ii) Union Territory Administration of Chandigarh

In pursuance of the Departmentalization of Accounts, a separate Accounting Organisation functioning under the Controller General of Accounts (CGA) has been created in the Department of Expenditure, Ministry of Finance. The responsibility for compiling the accounts of the Union Government (Civil) including those relating to taxes, duties and other receipts and deposits realised or refunded under any Act, Laws and Rules has been entrusted to the CGA, Department of Expenditure, Ministry of Finance. In terms of Rule 2(q) of Central Government Account (Receipts & Payments) Rules, 2022, CGA is responsible for establishing and maintaining a technically sound payment-cum-accounting system in the departmentalised accounts offices and for specifying the rules for regulating the custody, payment into and withdrawal of money from the Government Account and also the Principal Adviser on the accounting matters to the Government and responsible for exchequer control, internal audit and for technically sound management accounting system.

CGA through Department of Expenditure, Ministry of Finance has been mandated to carry out the following functions as per the Government of India (Allocation of Business) Rules, 1961 as amended from time to time.

Secretary of each Ministry/Department is the Chief Accounting Authority (CAA) in terms of Rule 70 of GFR, 2017. The CAAs discharge these functions through and with the assistance of the FA and Head of Accounting Organization i.e. Pr.CCAs/CCAs/CAs(independent charge) as the case may be, of the Ministry/Department concerned.

### **Brief About Office of Controller of Accounts:-**

The Controller of Accounts, in the capacity of representative of CGA is the Head of Department (HOD) of the Accounting Organisation, works under Integrated Finance scheme and is assisted by three (03) Dy. Controller of Accounts, one each at Headquarters and CWC, R.K Puram, one at CWPRS (encadred post) and one Asstt. Controller of Accounts at Farakka Barrage Project, Farakka and 17 Senior Accounts Officers in different PAOs of the Ministry located throughout the country.

The Accounting Organization in the Ministry comprises, Principal Accounts Office, Four local PAOs of Delhi viz. PAO Central Water Commission, PAO Drinking Water Sanitation, PAO Central Soil & Material Research Station and PAO-Sectt. (Main Ministry) and three outside PAOs viz. PAO, Central Ground Water Board, Faridabad (Haryana), PAO- Central Water &Power Research Station, Pune (Maharashtra) and PAO, Farakka Barrage Project, Murshidabad (West Bengal). PAOs mainly function as accounting for the Ministry of jal Shakti Attached Offices and Subordinate Offices and Principle Accounts Office is working as controlling authorities on these attached and subordinated offices.

### **Function, Duties and Responsibilities of the Controller of Accounts, Ministry of Water Resources as per the latest charter dated 13th June, 2023:-**

#### **1. Receipts, Payments and Accounts:**

i. Ensure establishment of effective and efficient systems with necessary internal controls for accounting of all receipts and payments of the Ministry/Department.

ii. Supervise payments and receipts transactions conducted through PAOs and Cheque Drawing DDOs and ensuring that they are done in conformity with prescribed Rules and Regulations;

iii. Supervise timely payment to all eligible claimants (government servants, vendors/suppliers, grantee and loanee institutions etc.) and ensure that the procurements through GeM are carried out as per codal provisions.

iv. Ensure efficiency, accuracy and timely submission of monthly and annual accounts to O/o CGA;

v. Ensure timely, accurate, comprehensive, relevant and useful Financial Reporting.

- vi. Ensure accuracy and timely submission of monthly reports to O/o CGA.
- vii. Monitor efficient service delivery to the Ministry/Department through the accredited/ authorized banks and monitor their performance for timely realization of receipts into Government Accounts;
- viii. Monitor adherence to the prescribed accounting standards, rules and principles;
- ix. Ensure timely submission of Audited Annual Appropriation Accounts duly signed by Chief Accounting Authority of the Ministry/Department to O/o CGA.
- x. Ensure preparation of annual 'Accounts at a Glance' for their Ministry/Department.
- xi. Examine the proposal of Ministries/Departments for opening of a Personal Deposit Account or framing accounting procedure in respect of a newly created Fund in the Public Account of India and monitor their smooth operations.
- xii. Review the payment sanctions (including GST refunds sanction) as per the monetary limits prescribed by O/o CGA from time to time.
- xiii. Monitor the clearance of balances under Debt, Deposit, Suspense and Remittance (DDSR) heads and take timely corrective measures to clear adverse balances under these heads.
- xiv. Monitor opening of appropriate heads of account for new schemes/ expenditures as per prescribed chart of accounts of the Object heads by the Department of Expenditure and the List of Major and Minor Heads of Accounts (LMMHA).
- xv. Monitor timely and accurate authorization of pension and other retirement benefits to retiring government servants.
- xvi. Coordinate with GeM Standing Committee on matters relating to procurement and the related payments.
- xvii. Pr.CCAs/CCAs/CAs(i/c) shall function as nodal officer of the Ministry for PFMS matters.
- xviii. Follow up with Loanee on repayment of loan and interest.

In respect of the above responsibilities, the Head of Accounting Organization i.e. Pr.CCAs/CCAs/CAs(i/c) shall function under the direction, superintendence and control of the CGA.

## **2. Budget formulation including the preparation of Outcome Budget:**

- i. Pr.CCAs/CCAs/CAs(i/c) shall be actively associated with the process of Budget formulation. Budget related files shall be submitted to the FA through the Pr.CCAs/CCAs/CAs (i/c). The Budget section should ordinarily function under the control of them.
- ii. Pr. CCAs/CCAs/CAs (i/c) shall monitor and assist in preparation of budgetary proposals and assist the administrative Ministries /Departments in inter-se programme prioritization/allocation within

the budgetary ceilings, based on the analysis of expenditure and profile of each programme /sub-programme.

iii. Provide support to the administrative Ministries/Departments in the preparation of Outcome Budgets/Output-Outcome Monitoring Framework (OOMF) in accordance with the 9 time schedule/guidelines laid down from time to time by the Ministry of Finance/NITI Aayog.

iv. Furnish the budget estimates in r/o Public Account transactions to Budget Division and for the Composite Demands controlled by Budget Division for their inclusion in the Budget.

v. Furnish budget estimates for interest on Provident Fund balances of employees and on various deposits in the Public Account including the Reserve Funds.

vi. Monitor all reports and statements related to Budget documents.

### **3. Estimation of Non- Tax Revenues (NTR):**

i. Pr.CCAs/CCAs/CAs(i/c) to

(a) prepare of the estimates of NTRs in consultation with administrative divisions,

(b) regularly monitor NTR receipts during the financial year

(c) Periodically review user charges

(d) Monitor repayment to the Government of outstanding loans, due interest and guarantee fees

(e) Monitor the accounts through which funds are routed [i.e. Central Nodal Agency (CNA)/Single Nodal Agency (SNA) accounts] and the remittance of interest thereon to the Consolidated Fund of India.

ii. CCA, Finance shall specifically be responsible to furnish the non-tax revenue receipts estimates relating to Group Insurance Scheme (GIS) for Central Government employees to the Budget Division for its inclusion in the Budget.

### **4. Internal Audit/Risk Based Audit: Pr.CCAs/CCAs/CAs(i/c) to**

i. discharge the duties of Member Secretary of the Internal Audit Committee headed by the administrative Secretary to review audit paras of Internal Audit and advise on concomitant compliance/course correction.

ii. Conduct regular and special audits in Ministries/Departments as per the direction of Chief Accounting Authority or the CGA. The Internal Audit Wings working under the control and supervision of the Head of Accounting Organization i.e. Pr.CCAs/CCAs/CAs (i/c) as the case may be, would move beyond the existing system of compliance /regulatory audit and would focus on risk based audit through:

a. Assessment of adequacy and effectiveness of internal controls in general, and soundness of financial systems and reliability of financial and accounting reports in particular;

b. Identification and monitoring of risk factors (including those contained in the Outcome Budget/OOMF Framework);

c. Critical assessment of economy, efficiency and effectiveness of service delivery mechanism to ensure value for money; and

d. Providing an effective monitoring system to facilitate mid-course corrections.

iii. Conduct periodic appraisal of schemes and monitor performance of projects and schemes through regular Internal Audit.

iv. Conduct audit of accredited banks, authorised/other banks/CPPCs and FPB branches including e-FPBs in respect of Government transactions in organisations where it has been required.  
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v. conduct Internal Audit of collections of the National Small Savings Scheme. (Specific to M/o Finance)

vi. ensure preparation of the Annual Audit plan and the Annual Internal Audit review report.

The above functions shall be carried out as per the guidelines issued by the CGA from time to time.

#### **5. Public Financial Management System & IT projects:**

i. Act as nodal officers for PFMS and assists FA to ensure that guidelines/ instructions issued on PFMS are followed /implemented and resolve issues relating to efficient running of PFMS.

ii. Monitor the use of PFMS and its different modules and coordinate with Ministry and PFMS Division of O/o CGA for: timely, accurate and useful financial reporting; tracking flow of funds to the last level implementing agency/beneficiary; and monitoring fund utilisation under Central Sector/Centrally Sponsored/Direct Benefit Transfer schemes of Government of India.

iii. Coordinate integration of data bases and processes with the PFMS, for establishing a Government Integrated Financial Management Information System (GIFMIS).

iv. Render professional expertise on accounting and financial management to assist in establishing efficient PFM systems.

v. Monitor the implementation of security guidelines relating to access control protocols and other security aspects of the PFMS, for adequate data security.

vi. Ensure correct mapping of the Central Sector and Centrally Sponsored Schemes for accurate expenditure reporting.

vii. Carry out regular review of reports and information in PFMS and present it to the Senior Management, for assistance in decision making.



viii. Monitor relevant PFMS reports and dashboard on regular basis to ensure accuracy of reports and monitoring and reporting on the performance of the schemes in their Ministries.

ix. Monitor timely weeding out of dormant registration of Agencies etc.

## **6. Expenditure and Cash Management:**

Coordinate with Ministries/Departments for compliance to the Cash Management guidelines issued by Budget Division, M/o Finance (Monthly Expenditure Plan [MEP]/Quarterly Expenditure Plan (QEP) limits, setting up of SNA/CNA and implementation of TSA system for release of funds to Autonomous bodies). Review the expenditure beyond the amount stipulated by CGA from time to time.

## **7. Disclosure and reporting requirements under FRBM Act.**

Assist in preparation of the disclosure statements required under the FRBM Act for incorporation in the consolidated statement compiled by the Ministry of Finance.

## **8. Monitoring of Assets and Liabilities:**

Assist Ministries/Departments in maintaining comprehensive record of Assets and Liabilities and monitor and maintain records of Government Guarantees through the Principal Accounts Office.

## **9. General Administration and Coordination:**

(i) Exercise the powers of the Head of the Department for the Accounting Organisation in the discharge of the Administration and Establishment related functions.

(ii) Discharge responsibilities in terms of the authorised Statutory powers as the appointing authority/disciplinary authority.

Exercise appropriate oversight on the overall quality and maintenance of departmental accounts by their Pay and Accounts Offices/Principal Accounts Offices.

Note:

**a.** In Ministries/ Departments which are headed by Pr. CCAs, it shall be the prerogative of the Pr. CCA to delegate any item of the above listed responsibilities to the CCAs/CAs as per their administrative convenience and exigency, and subject to the established codal provisions.

**b.** In addition to the above, Head of Accounting Organization i.e. Pr.CCAs/CCAs/CAs (i/c) as the case may be, shall also be responsible for any other responsibility assigned by the Chief Accounting Authority/ CGA.

## **CHARTER OF DEPUTY CONTROLLERS OF ACCOUNTS (DCAs) /ASSISTANT CONTROLLERS OF ACCOUNTS (ACAs)**

DCAs/ACAs shall work as Pay and Accounts Officer for first few months of posting in the accounting formation. Thereafter, DCAs/ACAs shall function as Principal Accounts Office of

Ministry/Department. This exposure to Principal Accounts Office should also include general administration of the office, including Head of Office charge (in the absence of next higher-level officer i.e. DCA). During this time, they should also lead independent audits and should be made functional in charge of the Internal Audit Wing. DCAs/ACAs shall assist Head of Accounting Organization i.e. Pr.CCAs/CCAs/CAs (i/c) as the case may be, in discharging the following specific functions:

- i. PFMS related work, Receipt, Expenditure, Advance and Transfer (REAT) module monitoring and training of agencies.
- ii. Implementing IT and other initiatives in emerging fields viz. implementation of PFMS modules, risk-based internal audit, data analytics for generating MIS reports, process re engineering, etc.
- iii. Specific involvement in budget work, or any other projects of the Ministry in consultation with Secretary/FA to broaden their skill set, and to leverage the fact that ICAS officers comprise the majority of (and at times are the only) DRs at JTS/STS level in Ministries, capable of handling budget work.
- iv. Independent charge assignments in the encadred posts in the Finance/Accounts Divisions of the Central Government/ Autonomous/Public Sector bodies/Institutes etc. should be assumed by DCAs/ACAs.
- v. Organize Hindi Pakhwara and Vigilance Awareness Week in Principal Accounts Office. In addition to the above, DCAs/ACAs shall also be responsible for any other works assigned by Head of Accounting Organisation and competent authority in the office of CGA.

**(Authority: - CGA's O.M. No. TA-2-01001/2/2020-TA-II/(Comp 2001)/596 dated 23-07-2021 and Charter for FAs issued by Department of Expenditure vide their OM No.23(3)/E-Coord/2018 dated 13th June 2023)**

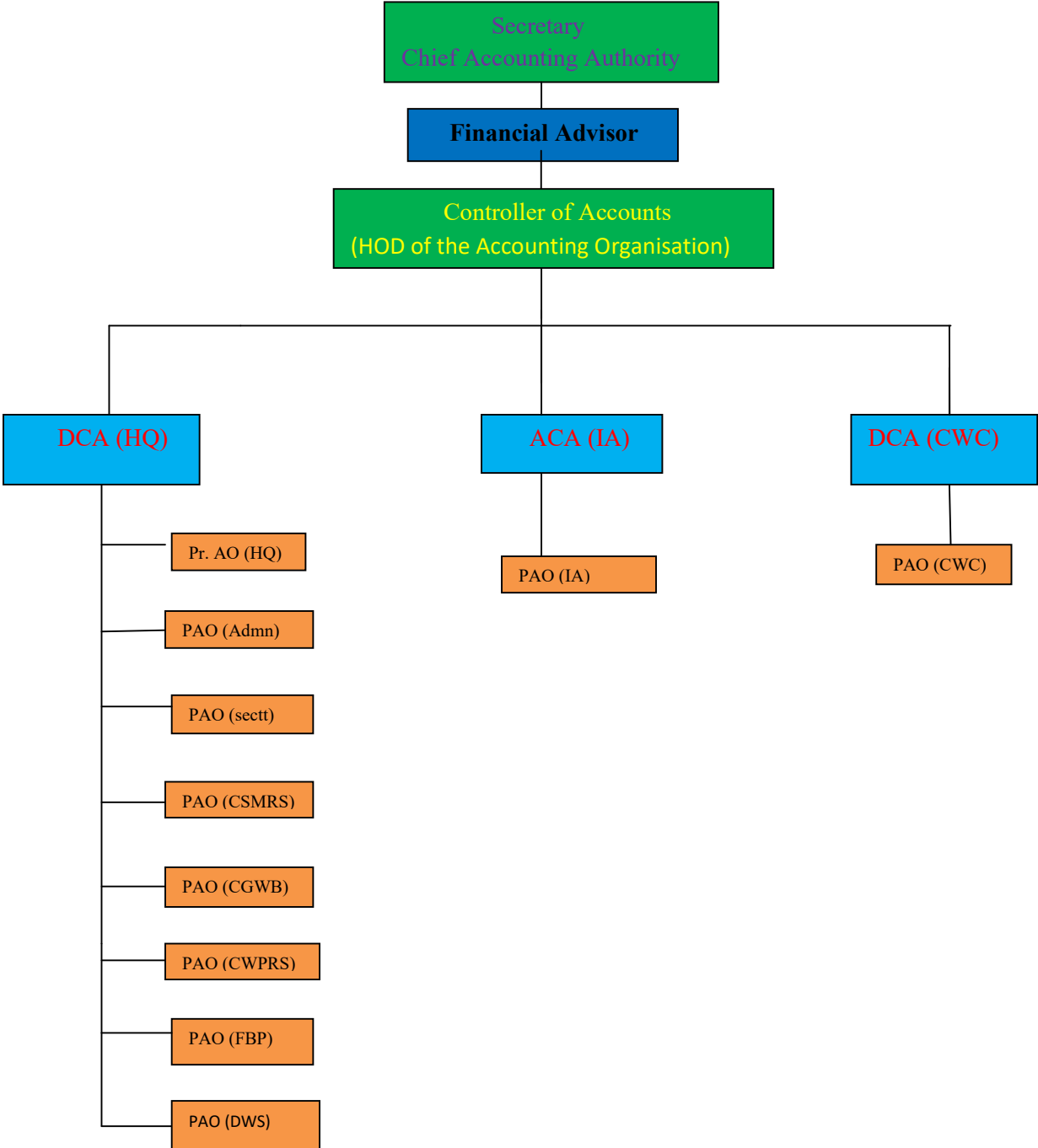
#### **Vision, Mission and Key objectives:-**

The Principal Accounts Office (Pr.AO) under CCAs organization is responsible for performing all administrative and coordination functions as well as all accounting matters of various departments and units functioning under the jurisdictions of Ministry of Jal Shakti. This includes pay and allowances, office contingencies, admissible loan payments, and advances to government servants. To provide smooth linking between Ministry of Jal Shakti and Office of Controller General of Accounts for every kind of financial matters is the key objectives of this Office. Adopting timely upgradation of the payment flow structure and provide error, hassle, and delay free environment for all Government Schemes falls under the Ministry of Jal Shakti is the ultimate Mission of this office. For obtaining the same some objectives are as:-

- To advise and assist the Ministry of Water Resources on matters relating to Finance, Budget, Accounting, Expenditure Management, establishment matters and personal claims of the employees.

- To administer the payments and accounting system through PAOs and DDOs of various departments in various units of the Ministry, including pay and allowances, office contingencies, miscellaneous payments of admissible loans, advances to government servants etc.
- Public expenditure management through compilation and consolidation of monthly and annual receipts and expenditure of the Ministry to the Controller General of Accounts (CGA).
- To monitor expenditure progress.
- To prepare Statement of Central Transactions, Appropriation Accounts, Union Finance Accounts and Receipts Budget and submit to O/o CGA, Ministry of Finance.
- To prepare Accounts at a Glance for the year.
- To maintain liaison with O/o CGA for banking structure and verify and reconcile all receipts and payments made on behalf of the Ministry through the banks.
- To ensure prompt payment of grants in aid, loans and bill and monitoring of repayments and utilization certificates.
- To ensure speedy settlement of pension and other retirement benefits, General Provident Fund and other personal claims cases.
- To act as Appellate Authority for RTI cases in respect of Accounting Organization of the Ministry of Water Resources.
- To monitor the Action Taken Note (ATNs) relating to all C & AG/PAC paras.

# ORGANIZATION CHART



**1.2 Power and duties of its officers and employees (administrative, financial and judicial)  
[Section 4(1)(b)(ii)]**

All deployed ICAS (Indian Civil Accounts Services) officers work as per the responsibilities entrusted within them from GoI as amended time to time. As per CGA's O.M. No. TA-2-01001/2/2020-TA-II/(Comp 2001)/596 dated 23-07-2021 and Charter for FAs issued by Department of Expenditure (DoE) vide their OM No.23(3)/E-Coord/2018 dated 13th June 2023 all type of power is exercised by the competent authority as mentioned in the DFPR. Other than ICAS officers, other Gr. B & Gr. C officers work as subordinate officers. These rules/orders under which powers and duty are derived and exercised are issued by DoE or O/o CGA.

**Work of this office:-** Pay and Accounts Office Brief Functions/Duties of Pay & Accounts Office (Admin/Coordination /Accounts/Estt/ Sectt./Pre-Check/ /Audit wing/Pension/Fund etc.)

1. Pre Check and Payment of Bills submitted by DDOs, M/o Jal Shakti.
2. Settlements of Inward Claims.
3. Receiving of valuables and maintaining Valuables Register.
4. Receiving and deposit of Foreign Service Contributions
5. Filing of TDS Return.
6. Updating of Pension cases on 'Bhavishya'.
7. Transfer of GPF balances
8. Preparation of Receipt budget
9. Maintenance or records and monitoring of Suspense Account balances
10. Presentation of cheques received on account of GPF etc. through valuables
11. Processing and payment of Pension & Other retirement benefits, preparation of PPO.
12. Reconciliation of Expenditure and Receipts with DDO
13. All works prescribed for Pay & Accounts Office in Merged DDO Scheme.
14. Maintenance of Service Book, Leave Accounts of all Officers/staff
15. Preparation of Salary Bills in respect of all Officers and Staff members
16. Maintenance of Pay Bills Registers, Cash Book, reconciliation of Expenditure
17. Processing and payment of Salaries, DA Arrears and all other payments personal claims i.e. Medical, LTC, Tuition Fee, OTA Bills etc.,
18. Preparation & payment of Foreign/Domestic T.A. Bills of officers and staff.
19. Receipt of Money on behalf of GOI and its deposit in the Bank through Challans
20. Preparation and finalization of pension cases through BHAVISHYA on the retirement of officers and staff of CGA office. Preparation of bills of retirement benefits
21. Revision of Pension cases on the basis of Pay Commission report
22. Encashment of cheques drawn in favour of DDO. Disbursement of Salary/cheques and other claims to officers and staff of Ministry of Water Resources
23. Processing of Pay fixation cases of Officers and staff members on promotion, on grant of MACP, revision of scales and on the basis of Pay Commission report and payment thereof of Arrears
24. Processing & payment of GPF Advances, Withdrawals, Final Withdrawals, Transfer of GPF balances, Calculation of Interest & preparation Annual GPF Statements
25. Calculations of Income Tax and filing of Quarterly/Annual Income Tax Returns in Form 24 and Form 26(Tax from Contractors) with Income Tax Department.
26. Payment of Long Term/Short Term Advances, monitoring of its' repayment and calculation & recovery of Interest on the Advances
27. Preparation of Budget Estimates, Revised Estimates and Final Estimates and monitoring of Expenditure on various Heads of Accounts.
28. Allocation of Budget and LoC

29. Posting and transfer of officials posted in the O/o Controller of Accounts Gr. B employees and internal rotation of the posted Gr. A officials.
30. Deployment of personal staff with Senior Officers.
31. Reports and returns called for by the Ministry as well as O/o CGA on various subjects
32. Preparation of Identity cards of all the officers and staff.
33. Organising meetings, conferences and events like workshops etc.
34. Work related to allotment of residential flats to Gr. B & Gr. C employees.
35. Arrangement of meetings.
36. Procurement of Stores and supply of stationery for all sections for their official use.
37. Printing of stationery and other miscellaneous items.
38. Maintenance of furniture in the office
39. Purchase of computers / ACs and other equipments and their maintenance.
40. Maintenance of Intercom system and telephones.
41. RTI matters related to Administration section.
42. Generation of AMC of Computer/UPS/EPBAX/Photocopier Machine etc.
43. Generation of Contract DEO/MTS/Sweeper etc
44. Purchase of Stationary/Contingent Items/Books/APAR.
45. Purchase of Telephone/TV/Computer/UPS/Photocopier Machine/Cartridge/Biometric
46. Attendance etc.
47. Creation of Various types of GeM Secondary Users
48. Purchase of Various types of Rubber stamps in Pr.AO.
49. Maintenance of imprest.
50. Maintenance of Store.
51. Arrangement of Lunch/Snacks/other items for Meetings & various occasions.
52. Maintenance of Stock Register.
53. Local Purchase Committee
54. Opening Closing of Office
55. Allocation of duties to MTS of Pr.AO
56. Maintenance of Biometric Attendance.
57. Printing work related to Accounts at a Glance.
58. Binding of Vouchers.
59. Printing of Visiting cards/DO Letter/Letter Heads.
60. Care Taker of Pr.AO
61. Creation of sanction in PFMS as PD level in r/o all payment related bills.
62. Budget
63. Monthly Salary of Regular Staff
64. Maintenance of PBR/Cash Book.
65. Submission of Pay & Allowances Report.
66. Medical Bills/CGHS/AMA Appointment of all Regular Staff upto AAO.
67. Income Tax Calculation & Submission of Quarterly Report on Income Tax.
68. Payment regarding Income Tax e-filing Vendor.
69. Preparation of All types of Bills for Payment.
70. Processing of Pension Cases.
71. Govt. Quarter/Licence fee.
72. GPF withdrawal/Advance upto AAO.
73. Creation of sanction in PFMS as PD level in r/o all payment related bills.
74. RTI/Complaint Monitoring system in r/o Gr. B & C.
75. Children Education Allowance bill upto AAO.
76. Leave Encashment, Honorarium payment upto AAOs.
77. Temporary/Permanent ID Card/Pensioners gate pass in r/o AAOs and LDCs.
78. Work related to Personal File of AAO and LDCs.
79. Maintenance of Service Book of AAO and LDCs.
80. Pay Fixation of AAO and LDCs.
81. Computer Advance & HBA of AAO and LDCs.
82. Annual Increment of AAO and LDCs.

83. Departmental Exam of various Post.
84. LTC Claim of AAO and LDCs; Maintenance of Register.
85. Other works assigned by AAO/PAO
86. Purchase of Newspaper, Drinking water & Postage Stamps.
87. MTNL & Data Card Bill.
88. Hospitality & Personal Telephone Claims of all officers of PrAO.
89. All TA Advance & Adjustment.
90. Monthly payment of Taxi Bills, DEO/MTS/Sweepers/All AMCs.
91. Maintenance of Register of Books & TA Register.
92. Children Education Allowance & Hostel Subsidy.
93. Brief case Reimbursement.
94. Payment of Uniform Allowance on Yearly Basis in July.
95. Creation of sanction in PFMS as PD level in r/o all payment related bills.
96. Temporary/Permanent ID Card/Pensioners gate pass in r/o Acctt/Sr.Acctt /Steno and MTS.
97. Maintenance of Personal File of Acctt/Sr.Acctt /Steno and MTS
98. Maintenance of Service Book of Acctt/Sr.Acctt /Steno and MTS
99. Departmental Exam of various Post.

**1.3 Procedure followed in decision-making process including channels of supervision and accountability. (Section 4(1)(b)(iii) of RTI Act, 2005)**

The Office of Controller of Accounts follows the procedure indicated in Manual of Office Procedure (MOP) for decision-making. The Assistant Accounts Officer proposes Action with the help of staff (Accountant, Sr. Accountant being as the dealing officer) posted in his section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Assistant Accounts Officer normally submits the file to Senior Accounts Officer who in turn submits the file via Assistant Controller of Accounts/Deputy Controller of Accounts to Controller of Accounts being Head of the Department/organization. As time to time emendated delegation of power, Head of the Department/organization may also submit file to Integrated Finance Division (IFD) of Ministry of Jal Shakti/ Office of Controller General of Accounts/ Concerned File Ministry as per the Case may be. Level of submission depends on the delegation of power in administrative and financial issues. Each officer in the channel is accountable with respect to submission of true facts, but the ultimate accountability lies with the highest level approving a proposal or taking decision. Delegation of Financial Powers provides guiding paths about the channel of submission.



**Annexure-1.4**

**1.4. The norms set by it for the discharge of its functions. (Section 4(1)(b)(iv) of RTI Act, 2005)**

This office follows the norms set out for all Government of India offices by the Department of Personnel & Training/ Department of Administrative Reforms and Public Grievances/Office of Controller General of Accounts/various ministries guidelines and instructions norms as laid down in Civil Accounts Manual ( CAM) as the case may be.

**1.5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. (Section 4(1)(b)(v) of RTI Act, 2005)**

The rules and regulations, instructions and manuals etc. are as prescribed and published by the Department of Personal & Training, O/o Controller General of Accounts and other service/establishment manuals and instructions and financial rules like GFR and Delegation of Financial Power Rules/ FRSR issued by Department of Expenditure from time to time. Others instructions as issued by time to time by Office of Controller General of Accounts as well as Ministry of Jal Shakti. No separate rules and regulations are framed by this Department.

Transfer Policies for the Group “A & B” is done by O/o CGA as per transfer policy available on the website of Office of Controller General of Accounts under the following link:- <https://cga.nic.in/writereaddata/file/TrsnsferpolicyOMNO1463Dt12022024.pdf>

However, for smooth functioning and healthier atmosphere some internal transfer power consumes into the Controller of Accounts. As per requirements and administrative reasons internal transfer is done within the organizations at same stations.

F. No. TA-2-01001/1/2021-TA-II/548  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts

Mahalekha Niyantarak Bhawan  
GPO Complex, E-Block,  
INA, New Delhi-110023  
Date: 12<sup>th</sup> July, 2021

Office Memorandum

**Subject: - Correction slip to Para 17.16 of CAM regarding period of preservation of records**

Please find enclosed the correction slip No. 21 dated 12-7-2021 relating to Para 17.16 (period of preservation of records) of Civil Accounts Manual for information and necessary action.



(Ashish Kumar Singh)

**Dy. Controller General of Accounts**

To,

1. All Pr. CCAs/ CCAs/ CAs of Ministries/ Departments
2. DG (A/cs.), O/o Comptroller & Auditor General of India, Bahadur Zafar Marg, New Delhi
3. CC (Pension), CPAO, DoE, MoF, Trikot-II, Bhikaji Cama Place, RK Puram, New Delhi
4. PAOs, Lok Sabha Secretariat/ Rajya Sabha Secretariat/ President Secretariat/Election Commission, Delhi
5. Director of Accounts, UTs Administration- Andaman & Nicobar Islands/ Dadra and Nagar Haveli and Daman & Diu/ Lakshadweep and Ladakh.
6. The AG(A&E), UT of Chandigarh Administration.
7. PAO (Audit), O/o AG (Audit), AGCR Building, IP Estate, New Delhi-2
8. All Sections in CGA Office.
9. Sr. A.O. (ITD), O/o CGA for uploading the correction slip on the website of CGA.

**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Office of Controller General of Accounts**  
**Mahalekha Niyantarak Bhawan,**  
**GPO Complex, E-Block, INA, New Delhi-110023**

**Subject: Amendment in Civil Accounts Manual Revised Second Edition -2007 Volume-I & II**  
**(Reprinted in 2012)**

**Correction Slip No. 21**

**Dated: 12<sup>th</sup> July 2021**

The Para 17.16 of Civil Accounts Manual has been substituted as follows:-

**17.16 PERIOD OF PRESERVATION OF RECORDS IN ELECTRONIC OR PHYSICAL FORM MAINTAINED BY THE DEPARTMENTALIZED PAY AND ACCOUNTS OFFICES.**

17.16.1 The table below indicates the retention period of various accounting records maintained by the Pay and Accounts Offices. Irrespective of the period of preservation so prescribed, these records shall be preserved till completion of audit (statutory and internal) for the relevant period and the settlement of the objections so raised. The accounts records relevant to Appropriation Accounts and Finance Accounts will be preserved for the periods specified against each or until these documents are presented to Parliament, whichever is later. The provisions of Appendix 9 to G.F.Rs, 2017 shall be applicable for the retention of records referred therein.

17.16.2 As far as possible, digitization of records/ documents in PAO may also be done on continuous basis and stored in a structured file. Before weeding out the vouchers relating to PF or Long term/Short term advances or refunds of revenue and schedules attached to pay bills voucher, it is to ensure that the entries are posted in the concerned ledger, Broadsheet or relevant Registers as the case may be, in manual or electronic format, and it is reconciled with the accounts. Before weeding out of the vouchers relating to final settlement of PF dues (Sl.No.7 and 8 below) and payment of provisional pension, CGEGIS, the same are recorded in the service book/e-service book.

17.16.3 Item-wise information about creation as well as clearance of items classified under deposit or suspense heads be maintained. Before weeding out of deposit or suspense vouchers, it is to be ensured the item is liquidated and shown in the register maintained for this purpose.

17.16.4 The standard Retention Periods for the document types provided for in the GFR and the CAM shall be adhered to in respect of e-records maintained in PFMS.

**Note:** Retention period indicated in Col. (c) is to be reckoned from the date of close of the financial year to which the voucher/register/record relates, unless otherwise specified.

<b>SL. No.</b>	<b>Nature of Record</b>	<b>Retention Period</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>
	<b>I-VOUCHERS</b>	
1	Contingent Bills	2
2	Provident Fund vouchers other than final payment	2

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
3	Refund vouchers	2
4	Suspense vouchers	2
5	Pay Bills	2
6	TA/LTC Bills	2
7	Provident Fund vouchers through which final payments are made to persons other than subscribers:	
	(a) To minors	20
	(b) To other than minors not in accordance with declaration of subscribers	20
	(c) To other than minors in accordance with declaration of subscribers	6
8	Provident Fund vouchers of final payments other than those mentioned in 7(a) to (c)	6
9	Vouchers pertaining to non-refundable withdrawals from Provident Fund	2
10	House Building Advance vouchers	6
11	Medical Bills	2
12	Deposits payment vouchers other than personal deposits	6 years or till all deposits are reconciled and final.
13	Pension vouchers	3
14	Vouchers relating to Government employees Insurance Schemes (Vouchers of payment from Savings Fund, Insurance Fund or of Insurance cover)	6
15	D.C.R.G. vouchers	6
16	Commuted value of pension paid by the PAO	6
<b>II-OTHER RECORDS</b>		
1	Bill Diary	2
2	Register of files/Vouchers/registers	
	(a) transferred to Departmental Recording Wing (i.e., Old record room of the Department Office)	25
	(b) transferred to National Archives	Permanent
3	File Index Register	10
4	Register of valuables	5 years or till all outstanding items are cleared.
5	Expenditure Control Register (now Bill Passing cum E.C.R.)	1 year or till the Appropriation Accounts are discussed by the P. A. C. of Parliament, whichever is later.
6	Register of final post-check of pre-checked bills	1
7	Inward Claims Register and supporting documents received with Inward Claims	2 years or till the settlement of all items in corresponding Broadsheet and of audit for the relevant period and settlement of audit objections, whichever is later.
8	Outward Claims Register	

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
		-do-
9	Schedule of Debits/Credits	3 years or till the Appropriation Accounts are discussed by the P. A. C. of Parliament, whichever is later.
10	T.E. Register	1
11	Appropriation Audit Register	1
12	Summary of Transfer Entries	2
13	Office copies of J.Es.	1
14	Ledger and Trial Balance	3
15	(i) Bank Scrolls with paid cheques/challans	2
	(ii) Pension payment scrolls received from various public sector banks	2
16	Counterfoils of cheque books	2
17	Paid cheques	2
18	Review of Balances and papers connected therewith	2 (However, records/ reports in terms of Para 17.13 may be preserved on permanent basis).
19	Scheduled of Deposits (including any subsidiary accounts) for the month of March in which any item(s) has(have) credited to Govt. as lapsed deposits	25
20	Misc. correspondence regarding inter-Government and Reserve Bank adjustments	2
21	List of payments to be furnished by the D.D.Os.	2
22	Account of receipts to be furnished by the D.D.Os.	2
23	Bank reconciliation statement	1
24	Register of R.B.D. H.Qrs./P.S.B. Suspense	3 years or till all outstanding are settled.
25	Compilation Book (Daily Posting Register)	2
26	Departmental Classified Abstract	1
27	P.W. Classified Abstracts	1
28	Departmental Consolidated Abstract	1 (The information may be maintained in e-format for reasonable period viz.5 years for the purpose of reconciliation of old outstanding items)
29	Office copies of Monthly Accounts prepared by PAOs/Pr.A.Os. for submission to Pr.A.Os./C.G.A.	One year or till the annual accounts have been prepared, whichever is later.
30	Monthly account rendered by P.A.Os.	-do-
30A.	Monthly accounts of Public Works Disbursing officers with supporting schedules (except the schedules of Deposits), Schedules docketts, lists of payments and vouchers for payments other than those for land acquisition.	10 complete accounts years

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
30B.	Schedule of Deposits (including any subsidiary account) for the month of March & Supplementary)	25 complete Accounts year
30C.	Vouchers for payment on account of acquisition of land	Permanent Record
31	Broadsheet of PAO Suspense (Receipts and Payments)	3 (The e-format of the record may be maintained as permanent record)
32	Register of Govt. servants lent on Foreign Service	10 years subject to condition that necessary information regarding recovery of contributions is recorded in Service Book.
33	Stock Register of Cheque Books	2
34	Account of Cheque Forms	2
35	Office copies of information to bank regarding the cheque (Forms) brought to use	2
36	Register of requisition of Bank Drafts	1
37	Office copies of letter forwarding cheque/Bank Draft	1
38	PAO's check register of outstanding pre-check cheques	5
39	Register of Cheques drawn	5 years or upto settlement of audit paras corresponding to register of cheque drawn whichever is earlier
40	Register of Cheques delivered	-do-
41	Establishment check register	2
42	Fly Leaf of Payment Register	2
43	Register of Special Charges	2 years subject to the condition that all sanctions still current are noted in new Register with progressive exp. Under proper attestation.
44	Register of Periodical Charges	-do-
45	Register of Grants-in-aid & Scholarships	3 years after all the utilization certificates have been received.
46	Objection Book	3 years subject to the condition that all outstanding items are transferred to next OB with full details.
47	Abstract of Objections	-do-
48	Office copy of letter forwarding Schedules of receipts /disbursements for adjustment in books of other accounting units.	1
49	Office copy of letter sending cheque/Bank Drafts in settlement of accounts (inward)	1

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
50	Register of Broadsheet of Advances for HB/MC/and Interest thereon.	2 years after recoveries have been fully effected and reconciliation with ledger figures effected.
51	Register of Sanctions to Contracts	3
52	Advices to the R.B.I. (CAS) Nagpur by the Principal Accounts Offices and Clearance memos from CAS Nagpur	5
53	Assignment/Letter of Credit in favour of cheque drawing DDOs and correspondence relating thereto	2
54	Monthly branch bank statements and correspondence thereon.	3
55	Monthly put-through statements-Reconciliation memoranda and correspondence thereon.	5
56	Ledger/Broadsheet of DDS&R heads	Permanent
57	Broadsheets/Registers maintained for reconciling differences between Central Government balance as shown in the books of R.B.I. and as worked out in accounts (including P.S.B. Suspense, Reserve Bank Suspense and Reserve Bank Deposits)	5 years subject to the condition that the reconciliation with banks is completed.
58	Reserve Bank Statement of monthly transactions for the Department/Ministry	3
59	IRLA Ledger	10 years from the date of final settlement of accounts of the officers concerned after retirement etc. from Government Service.
60	File containing report and authorisation (including Form 7 of C.C.S. Pension Rules) for all types of pensions Viz.; Superannuation, invalid, family pension etc.	35 years from the date of retirement/death or after the last installment of family pension has been paid, whichever is later.
61	Register of P.P.Os. maintained in the office of the P&AO issuing the P.P.O.	35 years from the date of last entry made in the register.
62	Register of P.P.Os. maintained in the Principal Accounts Office in which P.P.Os./authorities routed through that office for being countersigned by the authorised officer and embossed with his special seal before being sent to the concerned Accounts Officer for arranging payment, are noted.	10 years from the date of last entry made in the register.
63	Files relating to Commutation of pension if the same is not dealt with in the file referred to at (1) above.	35 years from the date on which commutation becomes final
64	Final withdrawal Register	6 subject to verification of all entries in the respective ledgers and Broadsheets
65	Register of Temporary withdrawals	2



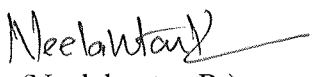
SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
66	Register of Policies assigned to the President	35
67	Index Register of Provident Fund	35
68	Provident Fund Ledgers & Registers and P.F. Extracts supplied by Accountants General at the time of departmentalization of accounts in support of transferred G.P. Fund balances	35
69	Provident Fund Broadsheet.	2 Years after reconciliation is effected with Ledger and all outstanding unposted items alongwith the debits appearing in the Broad Sheets have been duly carried forward to the subsequent year's Broad Sheet.
70	G.P. Fund Schedules	3 years subject to non-existence of unposted items for the period of the schedules and completion of agreement of Broad Sheet with Ledger for that period.
71	Statement of Central Transactions	25
72	Files containing correspondence regarding S.C.T.	6
73	Files containing Union Govt. Finance Accounts and related correspondence	6
74	Printed Union Government Finance Accounts	Permanent (two copies)
75	Files containing Appropriation Accounts and related correspondence.	10
76	Printed Union Government Appropriation Accounts (Civil)	Permanent (two copies)
77	Printed Demand for Grants	5
78	Files containing P.F. Final payment cases	Preservation should be five years from the date of last authorisation.
79	Files containing correspondence regarding Provident Fund allotment of GPF numbers, Transfer in and out of GPF balances etc.	5
80	Printed reports of C.&A.G. of India	One year after the settlement of all the audit observations reported therein.
81	Files containing correspondence regarding creation of new accounting offices, re-organisation or winding up of offices, banking arrangements and transfer of records to other offices.	Permanent (maintain in digital form)
	<b>III-Other PFMS Data (From Appendix 3 of Data Retention, Archiving, Backup and Destruction Policy 2020 of PFMS)</b>	
82	e- Asset Register	Permanent

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
83	<b>Master Data</b> <ul style="list-style-type: none"> <li>• Beneficiary Data</li> <li>• Agency Data</li> <li>• Bank Data</li> <li>• Controller</li> <li>• PAO</li> <li>• DDO/CDDO</li> <li>• Program Division</li> <li>• IFD</li> <li>• Scheme</li> <li>• Vendor</li> <li>• Employee</li> <li>• Head of Budget Accounts (COA)</li> <li>• Scheme COA</li> </ul>	Always should be maintained in active records and Inactive data should move to archival along with transactional data
84	Ack/NAck Responses	3 months post completion of reconciliation (Files till clear status is achieved)
85	Debit/Credit Status	3 Months post completion of reconciliation (not required once e-Scroll is received or reconciliation is confirmed. e-Scroll file required till CM received and reconciled.
86	Sanctions	3 Years post the final release (to be archived after sanction is consumed)
87	Releases	3 Years post the final release
88	NTRP Transactions	5 Years post the Financial Year in which receipts were recorded
89	DBT Transactions	3 Years post the Financial Year in which transactions were recorded
90	Suspense Transactions	3 Months post completion of reconciliation or till settling of audit paras corresponding to suspense transactions whichever is later
91	Budget Data	3 years

SL. No.	Nature of Record	Retention Period
(a)	(b)	(c)
92	User Access Data	6 months post the user is deleted from the system or as per audit requirements
93	Audit Data	2 years post completion of Audit or settlement of the objection(s) so raised, if any, whichever is later.
94	CGA Annual Accounts	Permanent
95	EIS (Service Records)	As per GFR
96	Direct Taxes Indirect Taxes GST	Data is shared between PFMS & CBDT/CBIC/GSTN; files to be maintained in active mode as per mutual agreement.
97	e-Files/records may be digitized any one of the category*:  (1)Category-I (e-Files/records to preserved permanently on which are of historical importance)  (2)Category -II (e-Files/records of secondary importance and have a reference value for a limited period)  <b>*From 'Categorisation of Records' of Record Retention Schedule of D/o Administrative Reforms &amp; Public Grievances</b>	For 10 years, it will be kept in the department's server and thereafter transferred to the server of the National Archives of India.  10 years on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to Category-I

Authority: CGA's (TA-II Section) File No. TA-2-01001/1/2021-TA-II (Computer No. 5752).

This issues with the approval of CGA.

  
(Neelakantan R.)  
Sr. Accounts Officer (TA-II)  
12/1/2021

**1.6. A statement of the categories of documents that are held by it or under its control. (Section 4(1)(b)(vi) of RTI Act, 2005)**

All sections of this department hold different categories of documents relating to work allocated to them. The retention period of the records available within this office is available as per the Civil Accounts Manual (CAM) para 17.16. All sections incharge are the custodian of the documents related to theirs sections.

**Retention of electronic documents:-** Document Management System (DMS) has been made a part of the e- bill system in which all electronic documents (bill, invoice, sanction order, supporting documents, vouchers, pass orders/return orders etc.) will be stored and will be visible to respective authorities as a separate link/file and could be retrieved at any stage for post facto scrutiny, audit etc.

The e-Claim, supporting documents, e- Sanction, e-Bill, Pay Order, Pass Orders etc. along with digital signature/e-Sign of concerned authorities will be visible to sanctioning authority, DDO and PAO, even after payment.

**1.7 A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. (Section 4(1)(b)(viii) of RTI Act, 2005)**

No such body exists in the Department which gives advice. However, this office sought clarification or advice from various Ministries/Departments as the case may be.

**Annexure 1.8****Details of Principal Accounting organization and their Designated Officers, Ministry of Jal Shakti, D/o Water Resources, RD & GR**

**Name of the Organization:-** O/o Controller of Accounts, Principal Accounts Office, Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation

**Address of the Organization:-** “C” Wing, Ground Floor, Shastri Bhawan, New Delhi-110001

**Head of the Organization:-** Sh. Subhash Chandra, Controller of Accounts, M/o Jal Shakti, D/o Water Resources, RD & GR, Room No- 241, 2<sup>nd</sup> Floor, “A” Wing

**Head of the Office:-** Shri Gautam Mohakul, Dy. Controller of Accounts, “C” Wing, Ground Floor, Shastri Bhawan, New Delhi-110001

SN	Name & Designation	Address	Tele Nos	Email Ids
1	Sh. Subhash Chandra, Controller of Accounts, M/o Jal Shakti, D/o WR, RD & GR	Room No. 241, 2nd Floor, ‘A’ Wing, Shastri Bhawan, New Delhi- 110001	011-23386644 (O) 011-23382264 (Fax)	<a href="mailto:camowr41@gmail.com">camowr41@gmail.com</a>
2	Shri Gautam Mohakul, Dy. Controller of Accounts	C’ Wing, Ground Floor, Shastri Bhawan, New Delhi-110001	011-23384843 (O) 011-23384843 (F)	<a href="mailto:gautam.92@gov.in">gautam.92@gov.in</a>
3	Smt Vinita Vohra, Senior Accounts officer (Sr. AO)	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23387732(O) (Tele) 011-23387732(Fax)	<a href="mailto:praoadm-n-mojs@gov.in">praoadm-n-mojs@gov.in</a>
4	Sh Mukesh Kumar , Sr AO	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:prao-dowr@gov.in">prao-dowr@gov.in</a>
5	Sh. Inder Kumar Khowal, Sr AO	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
6	Shri Gopal Singh, Sr. AO	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
7	Ms Praveen, Sr AO	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:praccountsection@yahoo.com">praccountsection@yahoo.com</a>
8	Sh Susheel Kumar, Sr AO	Ground Floor, ‘C’ Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
9	Shri Balraj Chouhan, Sr AO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
10	Sh Padam Kumar, Sr AO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26711043 (O) 011-26711043 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
11	Sh Dharminder Kumar, Sr AO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-29583735	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
12	Sh Ashok Kumar, Sr AO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi-	011-26711043 (O) 011-26711043 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>

		110066		
13	Smt Niti Rastogi, Sr.AO	Central Soil & Material Research Station, Hauz Khas, Olof Palme Marg, New Delhi-110066	011-26850358 (O) 011-26850358 (Fax)	<a href="mailto:paocsmrs-dowr@gov.in">paocsmrs-dowr@gov.in</a>
14	Sh Satvinder Singh, Sr AO	Central Ground Water Board, Bhujal Bhawan, NH-IV, Faridabad- 121001	0129-2414745 (O) 0129-2410370 0129-2410370(F) 0129-2420236 (F)	<a href="mailto:pao-cgwb@nic.in">pao-cgwb@nic.in</a>
15	Sh. Amol V Sule, Sr AO	Central Water & Power Research Station, Khadakwasla, Pune- 411024	020- 24103321(TELE) 020- 24381813(FAX)	<a href="mailto:paowr@cwprs.gov.in">paowr@cwprs.gov.in</a>
16	Sh. Chandan Ghosh, SrAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
17	Sh Bipin Bihari Verma, Sr. AO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
18	Sh R. P Arya, Sr. AO	Drinking Water and Sanitation, Pt. Deendayal Antodaya Bhawan, Room No-1202, 12th Floor, CGO Complex, New Delhi-110003	011-24361063	<a href="mailto:Pao-mdws@gov.in">Pao-mdws@gov.in</a>
19	Sh Iyer Rajesh Raman, Sr AO	Central Water & Power Research Station, Khadakwasla, Pune-411024	020-24103360 (O)	<a href="mailto:Director@cwprs.gov.in">Director@cwprs.gov.in</a>
20	Ms Sony Kumari, SrAO	Central Water & Power Research Station, Khadakwasla, Pune- 411024	020-24383243 (O) 020-24381004 (F)	<a href="mailto:Director@cwprs.gov.in">Director@cwprs.gov.in</a>
21	Ms Santosh Badhan, Sr AO	NRCD , CGO Complex Lodhi Road, Delhi		<a href="mailto:Info.nrcd@gmail.com">Info.nrcd@gmail.com</a>
22	Shri Sartaj Alam, AAO (Assistant Accounts Officer)	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O) (Tele) 011-23387732 (Fax)	<a href="mailto:praoadmn-mojs@gov.in">praoadmn-mojs@gov.in</a>
23	Shri Vikas, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011- 23387732(O)(Tele) 011-23387732(Fax)	<a href="mailto:praoadmn-mojs@gov.in">praoadmn-mojs@gov.in</a>
24	Shri Gavinder Choudhary, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011- 23387732(O)(Tele) 011-23387732(Fax)	<a href="mailto:praoadmn-mojs@gov.in">praoadmn-mojs@gov.in</a>
25	Sh Rahul Kumar Pathak, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:prao-dowr@gov.in">prao-dowr@gov.in</a>
26	Smt Rachna Dhir, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:prao-dowr@gov.in">prao-dowr@gov.in</a>
27	Shri Sanjay Kumar,	Ground Floor, 'C' Wing,	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>

	AAO	Shastri Bhawan, New Delhi-110001		
28	Shri Jay Prakash singh, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
29	Sitaram Meena, (CSMRS, AAO) attached to IAW	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
30	Shri Ashok Kumar, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
31	Shri Jitendra Kumar, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23382751	<a href="mailto:iawmowr@gmail.com">iawmowr@gmail.com</a>
32	MS Momota Devi, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:praccountsection@yahoo.com">praccountsection@yahoo.com</a>
33	Shri Azamat Ansari, AAO	Ground Floor, 'C' Wing, Shastri Bhawan, New Delhi-110001	011-23387732 (O)	<a href="mailto:praccountsection@yahoo.com">praccountsection@yahoo.com</a>
34	Shri Kamal Kishore Sharma, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
35	Yogendra Pal Meena, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
36	R K Rakshit, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
37	Sh Suresh Kumar, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
38	Sh Sachin Sharma, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
39	Sh Hemant kumar Gupta, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
40	Ms Ushma Vashisht, AAO	8th Floor (North) Wing, Sewa Bhawan, R.K Puram, New Delhi- 110066	011-26102185 (O) 011-26102185 (Fax)	<a href="mailto:pao-cwc@nic.in">pao-cwc@nic.in</a>
41	Shri Ramesh Chand,	Central Soil & Material	011-26850358 (O)	<a href="mailto:paocsmrs-dowr@gov.in">paocsmrs-dowr@gov.in</a>



	AAO	Research Station, Hauz Khas, Olof Palme Marg, New Delhi-110066	011-26850358 (Fax)	
42	Sh Sitaram Meena, AAO	Central Soil & Material Research Station, Hauz Khas, Olof Palme Marg, New Delhi-110066	011-26850358 (O) 011-26850358 (Fax)	<a href="mailto:paocsmrs-dowr@gov.in">paocsmrs-dowr@gov.in</a>
43	Ms Kavita Sorout, AAO	Central Ground Water Board, Bhujal Bhawan, NH-IV, Faridabad-121001	0129-2414745 (O) 0129-2410370 0129-2410370(F) 0129-2420236 (F)	<a href="mailto:pao-cgwb@nic.in">pao-cgwb@nic.in</a>
44	Ms Karishma Sarada, AAO	Central Ground Water Board, Bhujal Bhawan, NH-IV, Faridabad-121001	0129-2414745 (O) 0129-2410370 0129-2410370(F) 0129-2420236 (F)	<a href="mailto:pao-cgwb@nic.in">pao-cgwb@nic.in</a>
45	Sh Arvind Prasad, AAO	Central Ground Water Board, Bhujal Bhawan, NH-IV, Faridabad-121001	0129-2414745 (O) 0129-2410370 0129-2410370(F) 0129-2420236 (F)	<a href="mailto:pao-cgwb@nic.in">pao-cgwb@nic.in</a>
46	Sh Nilesh Amarendra Janavekar, AAO	Central Water & Power Research Station, Khadakwasla, Pune-411024	020-24103321(TELE) 020-24381813(FAX)	<a href="mailto:paowr@cwprs.gov.in">paowr@cwprs.gov.in</a>
47	Sh Puneet Verma, AAO	Central Water & Power Research Station, Khadakwasla, Pune-411024	020-24103321(TELE) 020-24381813(FAX)	<a href="mailto:paowr@cwprs.gov.in">paowr@cwprs.gov.in</a>
48	Ms Hemlata R Nair, AAO	Central Water & Power Research Station, Khadakwasla, Pune-411024	020-24103321(TELE) 020-24381813(FAX)	<a href="mailto:paowr@cwprs.gov.in">paowr@cwprs.gov.in</a>
49	Sh Bablu Kumar Jha, AAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
50	Shri Abishek Singh, AAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
51	Sh monjur mondal, AAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
52	Shri Rajeev Kumar Gupta, AAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disstt. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>
53	Sh Sourav Dhali, AAO	Pay & Accounts Office, FBP, P.O, Farakka	03485-253648 (O) 03485-253373 (O)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>

		Barrage Disst. Murshidabad (W.B) 742212	03485-253330 (FAX)	
54	Ms Mithali Jha, AAO	Pay & Accounts Office, FBP, P.O, Farakka Barrage Disst. Murshidabad (W.B) 742212	03485-253648 (O) 03485-253373 (O) 03485-253330 (FAX)	<a href="mailto:pao.fbp-mowr@gov.in">pao.fbp-mowr@gov.in</a>

No.	Name	Designation	Pay Level
1	Sh. Subhash Chandra	CA	14
2	Sh. Gautam Mohakul	Dy.CA	11
3	Smt. Vinita Vohra	Sr.AO	10
4	Inder Kumar Khowal	Sr.AO	10
5	Ashok Kumar	Sr.AO	10
6	Mukesh Kumar	Sr.AO	10
7	Gopal Singh	Sr.AO	10
8	Susheel Kumar	Sr.AO	10
9	Praveen	Sr.AO	10
10	Sh. Sartaj Alam	AAO	9
11	Sh. Vikas	AAO	9
12	Jai Prakash Singh	AAO	9
13	Sanjay Kumar	AAO	9
14	Gavinder Chaudhary	AAO	9
15	Momota Devi	AAO	9
16	Ashok Kumar	AAO	9
17	Rachna Dhir	AAO	9
18	Sh Azamat Ansari	AAO	8
19	Rahul Kumar Pathak	AAO	8
20	Jitendra Kumar	AAO	8
21	Sh. B. S. Rana,	Sr.Accountant	8
22	Ms. Ruby,	Sr.Accountant	6
23	Sh. Suresh Chand,	Sr.Accountant	6
24	Ms. Anshu Shukla,	Sr.Accountant	6
25	Ms. Suman Mala Saini,	Sr.Accountant	6
26	Sh. Virendra Singh Negi	Sr.Accountant	6
27	Ms. Bhumika Kadam,	Sr.Accountant	6
28	Sh. Amit Jaiswal,	Sr.Accountant	6
29	Sh. Bipin Kumar	Sr.Accountant	6
30	Smt. Charu Kapoor	Sr.Accountant	6
31	Sh. Vikas Singh	Sr.Accountant	6
32	Smt. Gurpreet Kaur	Stenographer-I	6
33	Ms. Supriya Kumari	Accountant	5
34	Sh. Jitesh Kumar Saini	Accountant	5
35	Sh. Navaidul Islam	Accountant	5
36	Sh. Aman	Accountant	5
37	Ms. Upasna Rajput	Accountant	5
38	Sh. Sachin Dargan	Accountant	5
39	Sh. Neeraj	Accountant	5
40	Sh. Harshit Chaturvedi	Accountant	5
41	Sh. Saurabh Singh	Accountant	5
42	Sh. Shakti Singh	Accountant	5
43	Sh. Piyush Kumar	Accountant	5
44	SH. HIMANSHU BHARDWAJ	LDC	2
45	SH. AJEET KUMAR	LDC	2
46	SH. VIKAS RANA	LDC	2
47	Ms. Anjali Gautam	MTS	1
48	Sh. Adarsh	MTS	1
49	Sh. Kalicharan	MTS	3
50	Sh. Anuj Gupta	MTS	1
51	Sh. Parikshit Kumar	MTS	2
52	Sh. Rahul	MTS	1

*Leavinder*

Drawing & Disbursing Officer  
Pay & Accounts Office  
Deptt. of Water Resources, RD & GR  
Ministry of Jal Shakti  
Shastri Bhawan, New Delhi-110001

**Details of CPIOs and Appellate Authority under the Administrative control of Controller of Accounts,  
Ministry of Water Resources, RD & GR**

S. No	Name of the PAO	Details of CPIO Appointed		Name & Designation of the Appellate Authority (AA) along with personal mail id
		Name & Designation along with personal mail id	Office Address with Contact No.	
1.	Principal Accounts Office, New Delhi	Sh. Vinita Vohra, Sr. Accounts Officer <a href="mailto:vinitavohra.17@gov.in">vinitavohra.17@gov.in</a>	Pr. Accounts Office + Pay & Accounts Office, Ministry of Water Resources, Shastri Bhawan, New Delhi-110001  <b>Ph. No. 011-23384843</b>	<b>Sh. Gautam Mohakul,</b> Dy. Controller of Accounts (ICAS-2016) <a href="mailto:gautam.92@gov.in">gautam.92@gov.in</a>  <b>Office Address :</b> Pr. Accounts Office, Ministry of Jal Shakti, D/o Water Resources, RD&GR, Shastri Bhawan, New Delhi-110001  <b>Ph. No. 011-23384843</b>  <b>Residential Add:</b> R/o 410 Minto Road Hostel, New Dlehi- 110002  Mob. No. 8178199247
2.	Pay & Accounts Office (FBP), Farakka.	Sh. Chandan Ghosh, Sr. Accounts Officer <a href="mailto:chandanghosh.17@gov.in">chandanghosh.17@gov.in</a>	Pay & Accounts Officer, Farakka Barrage, Distt : Murshidabad, West Bengal-742212.  <b>Ph. No. 03485-253648</b>	
3.	Pay & Accounts Office (CWPRS), Pune.	Sh Amol V Sule, Sr. Accounts Officer <a href="mailto:sule.amol2176@gov.in">sule.amol2176@gov.in</a>	PAO, Central Water and Power Research Station, PO-Khadakwasla, Research Station, Pune-411024,  <b>Ph. No. 020-24381813</b>	
4.	Pay & Accounts Office (CGWB), Faridabad.	Sh. Satvinder Singh, Sr. Accounts Officer <a href="mailto:satvindarsingh.17@gamil.com">satvindarsingh.17@gamil.com</a>	PAO, Central Ground Water Board, NH-IV, Faridabad-121001,  <b>Ph. No. 0129-2410370</b>	
5.	Pay & Accounts Office (CWC), New Delhi.	Shri Balraj Chauhan, Sr. Accounts Officer <a href="mailto:ballu.vishu@gov.in">ballu.vishu@gov.in</a>	PAO, Central water Commission, Sewa Bhawan, R.K. Puram, New Delhi-110066  <b>Ph. No. 011-26102185</b>	
6.	Pay & Accounts Office (CSMRS), New Delhi.	Smt Niti Rastogi, Sr. Accounts Officer <a href="mailto:niti.rastogi@gov.in">niti.rastogi@gov.in</a>	PAO, Central Soil & Materials Research Station, Olof Palme Marg, Hauz Khas, New Delhi-110016  <b>Ph. No. 011-26850358</b>	
7.	Pay & Accounts Office (DWS), New Delhi.	Sh R.P. Arya, Sr. Accounts officer	PAO, Drinking Water & Sanitation, M/o Jal Shakti, RD& GR, Room No 1202, 12 <sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi	

**1.11 No. of employees against whom Disciplinary action has been proposed/taken  
[Section 4(2)]**

**1.11.i** No of employees against whom disciplinary action has been pending for Minor penalty or major penalty proceedings - 01Nos.

**1.11.ii** No. of employees against whom disciplinary action has been finalized for Minor penalty or major penalty proceedings – not yet finalized.

No. 1/8/2007-IR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

New Delhi, the 8<sup>th</sup> November, 2007

**OFFICE MEMORANDUM**

**Subject:** Guidelines for information seekers under the Right to Information Act, 2005.

\*\*\*\*

The undersigned is directed to say that this Department, soon after the enactment of the Right to Information Act, 2005, had posted reply to some 'Frequently Asked Questions' regarding implementation of the Act on its website (<http://righttoinformation.gov.in/>) so as to enable smooth exercise of the right to information by persons who wish to do so. A number of references have since been received which would show that there is a need to issue further guidelines elaborating some provisions of the Act and method of its use by the general public. The guidelines have, accordingly, been prepared for the information seekers, a copy of which is enclosed. It is requested that these guidelines may be given wide publicity.

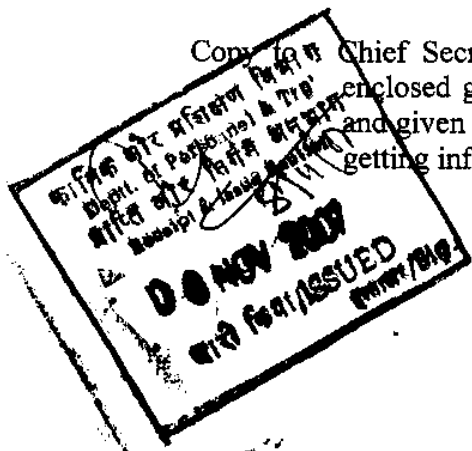


(K.G. Verma)  
Director  
Tel: 23092158

To

1. All Ministries / Departments of Govt. of India
2. Union Public Service Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-President's Secretariat / Prime Minister's Office / Planning Commission
3. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
4. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
5. Central Information Commission/State Information Commissions.

Copy to Chief Secretaries of all the States/UTs – It is requested that the enclosed guidelines may be translated into the regional language(s) and given wide publicity. They may also issue similar guidelines for getting information from the public authorities under them.



# **GUIDE FOR THE INFORMATION SEEKERS**

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## **HOW TO GET INFORMATION FROM THE PUBLIC AUTHORITIES OF THE CENTRAL GOVERNMENT UNDER THE RIGHT TO INFORMATION ACT, 2005**

**Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
North Block, New Delhi**

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## FOREWORD

The Right to Information Act, 2005 has converted the prevailing culture of secrecy into a culture of openness and transparency in the working of the Government. It will go a long way in strengthening our democratic institutions, empowering the public, removing corruption and greater involvement of citizens in the development of the nation.

This compilation explains the method of making application for seeking information from the public authorities under the Central Government, the procedure for preparing appeals and the steps for filing complaints in the matter and other related issues. The contents of this document would apply mostly in connection with getting information from the public authorities of the State Governments as well. Nevertheless, since there are different fee rules and appeal rules in different States, the States may like to bring out their own guide on the subject on similar lines.

I wish the Right to Information Act is made use of by the public for larger public good.



(Satyananda Mishra)

Secretary

Department of Personnel & Training,  
Ministry of Personnel, Public  
Grievances and Pensions

New Delhi

Dated: the 8<sup>th</sup> November, 2007

# **A GUIDE FOR THE INFORMATION SEEKERS UNDER THE RIGHT TO INFORMATION ACT, 2005.**

## **Object of the Right to Information Act**

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. An informed citizenry will be better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act has created a practical regime through which the citizens of the country may have access to information under the control of public authorities.

## **What is Information**

2. Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

## **Right to Information under the Act**

3. A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; taking certified samples of material held by the public authority or held under the control of the public authority.

4. The public authority under the RTI Act is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions. Only such information can be had under the Act which already exists with the public authority.

5. A citizen has a right to obtain information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-outs provided

information is already stored in a computer or in any other device from which the information may be transferred to diskettes etc.

6. The information to the applicant shall ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.

7. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc. who is also a citizen of India, information shall be supplied to him/her, provided the applicant gives his/her full name. In such cases, it will be presumed that a citizen has sought information at the address of the Corporation etc.

### **Exemptions from Disclosure**

8. The right to seek information from a public authority is not absolute. Sections 8 and 9 of the Act enumerate the categories of information which are exempt from disclosure. At the same time Schedule II of the Act contains the names of the Intelligence and Security Organisations which are exempt from the purview of the Act. The exemption of the organisations, however, does not cover supply of information relating to allegations of corruption and human rights violations.

9. The applicants should abstain from seeking information which is exempt under Section 8 and 9 and also from the organizations included in the Second Schedule except information relating to allegations of corruption and human rights violations.

### **Central Public Information Officers**

10. Application for seeking information should be made to an officer of the public authority who is designated as Central Public Information Officer (CPIO). All the public authorities have designated their Central Public Information Officers and have posted their particulars on their respective web-sites. This information is also available on the 'RTI PORTAL' ([www.rti.gov.in](http://www.rti.gov.in)). Persons seeking information are advised to refer to the web-site of the concerned public authority or the 'RTI PORTAL' for

ascertaining the name of the concerned CPIO. If it is found difficult to identify or locate the concerned Central Public Information Officer of a public authority, application may be sent to the Central Public Information Officer without specifying the name of the CPIO at the address of the public authority.

### **Assistance Available From CPIOs**

11. The Central Public Information Officer shall render reasonable assistance to the persons seeking information. If a person is unable to make a request in writing, he may seek the help of the CPIO to write his application. Where a decision is taken to give access to a sensorily disabled person to any document, the Central Public Information Officer, shall provide such assistance to enable access to information, including providing such assistance to the person as may be appropriate for the inspection.

### **Suo Motu Disclosure**

12. The Act makes it obligatory for every public authority to make suo-motu disclosure in respect of the particulars of its organization, functions, duties etc. as provided in section 4 of the Act. Besides, some public authorities under the Central Government have published other information and have posted them on their websites.

### **Method of Seeking Information**

13. A citizen who desires to obtain any information under the Act, should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The applicant can send the application by post or through electronic means or can deliver it personally in the office of the public authority. The application can also be sent through a Central Assistant Public Information Officer appointed by the Department of Post at sub-divisional level or other sub-district level.

### **Fee for Seeking Information**

14. The applicant, along with the application, should send a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the

public authority or to the Central Assistant Public Information Officer against proper receipt.

15. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the CPIO as prescribed by the Right to Information (Regulation of Fee and Cost) Rules, 2005. Rates of fee as prescribed in the Rules are given below:

- (a) rupees two (Rs. 2/-) for each page ( in A-4 or A-3 size paper) created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) for inspection of records, no fee for the first hour; and a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof);
- (e) for information provided in diskette or floppy rupees fifty (Rs.50/-) per diskette or floppy; and
- (f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

16. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and therefore, does not entitle the applicant to get information.

#### **Format of Application**

17. There is no prescribed form of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant. Even in cases where the information is sought electronically, the application should contain name and postal address of the applicant.

18. The information seeker is not required to give reasons for seeking information.

#### **Disposal of the Request**

19. The CPIO is required to provide information to the applicant within thirty days of the receipt of a valid application. If the information sought for concerns the

life or liberty of a person, the information shall be provided within forty-eight hours of the receipt of the request. If the CPIO is of the view that the information sought for cannot be supplied under the provisions of the Act, he would reject the application. However, while rejecting the application, he shall inform the applicant the reasons for such rejection and the particulars of the appellate authority. He would also inform the applicant the period within which appeal may be preferred.

20. If an applicant is required to make payment for obtaining information, in addition to the application fee, the Central Public Information Officer would inform the applicant about the details of further fees alongwith the calculation made to arrive at the amount payable by the applicant. After receiving such a communication from the CPIO, the applicant may deposit the amount by way of cash against proper receipt or by Demand Draft or by Banker's cheque or by Indian Postal Order in favour of the Accounts Officer of the concerned public authority. The CPIO is under no obligation to make available the information if the additional fee intimated by him is not deposited by the applicant.

21. Where an additional fee is required to be paid, the period intervening between the dispatch of the intimation regarding payment of additional fee and payment of fee by the applicant shall be excluded for the purpose of computing the period of thirty days within which the CPIO is required to furnish the information.

22. If the CPIO fails to send decision on the request on the information within the period of thirty days or forty-eight hours, as the case may be, the information may be deemed to have been refused.

### **First Appeal**

23. If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the CPIO. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the CPIO is received.

24. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

### **Second Appeal**

25. If the appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant. The appeal made to the Central Information Commission should contain the following information: -

- (i) Name and address of the appellant;
- (ii) Name and address of the Central Public Information Officer against the decision of whom the appeal is preferred;
- (iii) Particulars of the order including number, if any, against which the appeal is preferred;
- (iv) Brief facts leading to the appeal;
- (v) If the appeal is preferred against deemed refusal, particulars of the application, including number and date and name and address of the Central Public Information Officer to whom the application was made;
- (vi) Prayer or relief sought;
- (v) Grounds for prayer or relief;
- (vi) Verification by the appellant; and
- (vii) Any other information, which the Commission may deem necessary for deciding the appeal.

26. The appeal made to the Central Information Commission should be accompanied by the following documents:

- (i) Self-attested copies of the orders or documents against which appeal is made;
- (ii) Copies of the documents relied upon by the appellant and referred to in the appeal; and
- (iii) An index of the documents referred to in the appeal.

## **Complaints**

27. If any person is unable to submit a request to a Central Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Central Assistant Central Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Central Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Central Information Commission.

## **Disposal of Appeals and Complaints by the CIC**

28. The Central Information Commission decides the appeals and complaints and conveys its decision to the appellant/complainant and first appellate authority/CPIO. The Commission may decide an appeal/complaint after hearing the parties to the appeal/complaint or by inspection of documents produced by the appellant/complainant and CPIO or such senior officer of the public authority who decided the first appeal. If the Commission chooses to hear the parties before deciding the appeal or the complaint, the Commission will inform of the date of hearing to the appellant or the complainant at least seven clear days before the date of hearing. The appellant/complainant has the discretion to be present in person or through his authorized representative at the time of hearing or may opt not to be present.

## **Important Web-sites**

29. Given below are the addresses of some important web-sites which contain substantial information relevant to the right to information:

- (i) Portal of the Government of India (<http://indiaimage.nic.in>).
- (ii) Portal on the Right to Information ([www.rti.gov.in](http://www.rti.gov.in)).
- (iii) Website of the Central Information Commission (<http://cic.gov.in>).



**1.12 Programmes to advance understanding of RTI (Section 26)**

INGAF (Institute of Government Accounts & Finance) have organized training programmes for CPIO/APIO on RTI Matters. The concerned First Appellate authority and Public Information Officer send for the training as per the scheduled published by the INGAF every year.