

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

Right to Information

1. Organizational setup

Accountant General (A&E), J&K, Srinagar is entrusted with the maintenance of Accounts and entitlement functions of J&K State. The Accountant General (A&E) J&K is assisted by 02 Deputy Accountant General one in Srinagar & one in Jammu for proper functioning of the Administration, Accounts and Entitlement Wing.

A) Officers and their phone:

Name	Designation	Phone No.'s
Sh. Hoveyda Abbas	Accountant General (A&E), J&K, Srinagar	
Sh. Ab. Majid Rather	Dy. Accountant General (Pension), J&K	01942458126
Sh. R.K. Pandita	Dy. Accountant General (Accounts), J&K	01912581967

B) Functions & Duties:

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

- Maintenance and submission of monthly Accounts of the J&K state to the Finance Department of Govt. of J&K.
- Preparation and submission of Appropriation and Finance Accounts to the Hon'ble Governor of J&K who causes them to be laid before the State Legislature.
- Entitlement function relating to the issue of Pay slips to the Hon'ble Governor, the Ministers and members of State Legislature, Hon'ble Judges of High Court.
- Maintenance of Accounts and issue of no demand certificate in the case of long term advances taken by State Govt. Employees and members of state legislative council / assembly.
- Maintenance of detailed Account of loans given to local bodies / statutory corporations by the State Government.
- Authorization of pension and other retirement benefits to the retiring State Govt. Employees, members of state legislature and Hon'ble Judges of the High Court.
- Authorization of pension and other retirement benefits to the retiring IA & AD Employees.
- Work relating to Treasury Inspection.
- Grants and loans given by Government to Bodies and Authorities for specific purposes.
- Authorization of pension and other retirement benefits to the Hon'ble Judges of the High Court for the State of J&K.
- Maintenance of G.P. Fund Accounts relating to employees of J&K Govt. up to 31st March 1986 and transfer of GP Fund balance thereon

2. Distribution of work amongst Officers.

A.G's direct charge	Organization & Method, Internal Test Audit
D.A.G (Admn)	Administration, R&D, Gen. Record, PAO & GAD
D.A.G (Pension)	Pension
D.A.G (Accounts)	VLC/Departmental Compilation of Accounts, D&R, Book, Account Current, T.M, Try. Inspection & GP. Fund

3. Procedure followed in the decision making process.

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

Designation	Men in Position
Clerk (Group 'C')	15
Accountant (Group 'C')	45
Sr. Accountant (Group 'B' Non Gazetted)	282
Supervisor / Section Officer (Group 'B' Non-Gazetted)	05
Asstt. Accounts Officer (Group 'B' Gazetted)	32
Accounts Officer / Sr. Data Processor (Group 'B' Gazetted)	11
Sr. Accounts Officer (Group 'B' Gazetted)	09
Deputy Accountants General (Group –A Gazetted)	02
Accountant General (Group 'A' Gazetted)	01

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

4. Norms Set

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

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

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

- I. F. R. & S.R.
- II. CCS (Pension) Rules 1972
- III. C.C.S. (C.C.A.) Rules
- IV. C.C.S. (Conduct) Rules
- V. C.C.S. (Leave) Rules 1972
- VI. Govt. Accounting Rules 1990
- VII. General Financial Rules
- VIII. Central Treasury Rules and other local manuals
- IX. J&K C.S.R. Vol. I and II
- X. J&K Financial Code Vol. I and Vol. II
- XI. J&K Budget Manual
- XII. J&K Treasury Code Vol. I and II

6. Grievance redressal arrangement

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

7. Directory of Officers and employees.

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

8. The monthly remuneration

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

9. Budget & Budgetary control

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

10. Facilities available to citizens for obtaining information

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

11. The Central Public Information Officer

Deputy Accountant General (Admn.) has been appointed as Central Public Information Officer in the office of the A.G (A&E), J&K, Srinagar

12. Mode of Payment Fees.

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

13. Name of the Appellate Authority :- Sh. Hoveyda Abbas, Accountant General (A&E)

Sd/-

Dy. Accountant General (Admn)