

DISCLOSURE OF INFORMATION UNDER RULE 4 (1) OF RTI ACT, 2005

[Act 22 of 2005]

**Name of the Office: Office of the Accountant General (A&E), Telangana,
Hyderabad-500 004**

- 1. Location of the Office:** The Office of the Accountant General (A&E), Telangana is situated in Accountant General's Office Complex at Saifabad beside Reserve Bank of India, Hyderabad. The office is having main entrance on east side and one more entry on north side opposite Telephone Bhavan near Lakdikapool.
- 2. Office timings:** This office observes five-day week i.e. Monday to Friday with Saturday and Sunday holidays. The Office timings are from 9:15 hrs to 17:45 hrs. Office remains closed on public holidays declared by Government of India.
- 3. Functions of this office:** The office is headed by an IAAS officer in the rank of Principal Accountant General or Accountant General. The functions of the Office are divided into following Groups. Each Group is headed by an IAAS officer in the rank of Deputy Accountant General.
 - a) **Administration Group:** The Group is dealing with administrative matters relating to Recruitment, Promotions, Postings, Bills, and Trainings, Procurement of goods and services and disposal of RTI applications.
 - b) **Accounts & VLC, Works and Forest Group:** The main functions of the Group is preparation of Finance and Appropriation Accounts of Telangana Governments and submission of the same to respective State Legislature. Preparation of monthly Civil Account from the compiled accounts received from Treasuries and PAOs (for Telangana).
Maintenance of Works and Forest Department accounts of TS Governments, reconciliation of DDO figures, maintenance of Loans and Advances of TS employees and issue of clearance certificates and inspection of Treasuries under the administrative control of both the states and reporting the findings to the concerned Director of Treasuries and Accounts, State Finance Department and Audit Department for eventual adoption of findings in the Audit Reports placed

before the State Legislative Assemblies.

- c) **Entitlements:** Verification and authorization of Pensionary benefits to TS Government employees including All India Service Officers borne on TS cadres, Judicial Officers and Constitutional Authorities such as TS High Court, Members of TS Public Service Commission, Lok Ayukta and TS Administrative Tribunal and Political Pensions of FreedomFighters.

Maintenance of GPF accounts of TS Government employees, placing Annual Account Statements in the website and authorization of GPF amount in respect of retirement/death cases of Telangana employees and also maintenance of GPF accounts of All India Service Officers borne in TS cadre.

4. Powers and Duties of Officers and Staff: Powers and duties are derived from the constitutional provisions related to Comptroller & Auditor General of India (Art.148 to 151 of the Constitution of India), from C&AG (Duties, Powers & Conditions of Service) Act, 1971 and various rules & regulations notified under the Act.

[Click here](#) for more details regarding duties, powers and mandate

5 Various Forms : The details of various Forms in usage in the Office are listed in the Annexure-I.

6. Rules, regulations, Orders: The Office will function in accordance with rules and regulations prescribed under the following codes and manuals.

a) **Comptroller and Auditor General (Duties, Powers and Conditions of Service) Act, 1971:** The duties and powers of the Comptroller and Auditor General of India as enshrined in Article 148 to 151 of the Constitution of India have been further elaborated in this Act. Soft copy of the Act is enclosed.

b) **General Financial Rules, 2005:** General Financial Rules (GFRs) are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of a financial nature i.e., Budget formulation and implementation, Control of Expenditure against Budget allocation, Procurement of goods and services, Inventory management, Contract Management, Sanction of Loans and Advances, Budgeting and Accounting

of Externally Aided Projects etc. Soft copy of GFR 2005 enclosed.

c) **Central Accounts Manual:** The Civil Accounts Manual contains detailed instructions and procedures relating to payments by Pay and Accounts Officers and cheque drawing DDOs of Civil Ministries/Departments of the Central Government and accounting, compilation, consolidation of annual accounts and inter-departmental, inter-governmental adjustments and ancillary matters which are required to be followed by Accounts Offices. Soft copy of Central Accounts Manual is enclosed.

d) **Manual of Standing Orders (Admn) Volume-I:** Manual of Standing Orders Volume-I gives the organisational set up of the department and also sets down the broad guidelines required to be observed in the working of the offices. Soft copy of the MSO (Admn) Volume-I enclosed.

e) **Manual of Standing Orders (A&E) Volume-I :** The MSO (A&E) has in 2 volumes; Volume I contains general matters relating to accounting and entitlement functions relating to the form and contents of the Finance and Appropriation Accounts and Volume-2 contains the instructions relating to the form and contents of the Finance & Appropriation Accounts. Soft copy of the MSO (A&E) Volume-I and II are enclosed.

f) **Manual of General Procedure:** The Manual of Procedure contains detailed instructions on conduct of office work in general. Soft copy of MGP enclosed.

g) **Pension Rules:** Authorization of pension cases in respect of AP &Telangana employees is being done in accordance with the provisions of APRPRs 1980.

h) **GPF Rules:** The procedure for admission into GPF, filing of nomination, regulation of subscription, drawal of GPF Temporary advance/ Part Final Withdrawal, crediting of annual interest, issue of GPF annual statements, closure and authorisation of GPF accounts on quitting of service by the subscriber is as per the AP GPF Rules in force.

7. Procurement: Procurement of goods and services, stationery items, Office furniture, Computer hardware/accessories, printing of state government annual accounts and other miscellaneous items is done strictly in accordance with procedure laid down under General Financial Rules, 2005. Purchase of

goods above Rs.15,000/- and up to Rs. 1,00,000/- will be made based on the recommendations of a Local Purchase Committee constituted with 3 official members nominated by the Head of the Department. As regards, purchases worth above Rs.1,00,000/- will be made by inviting tenders after giving wide publicity on office website and in www.Tenders.Gov.in which is a Central Government website to host government tenders.

8. Transfer Policy: As per instructions of Comptroller and Auditor General of India, an official can be retained in the same seat for a period of 3 years and in the same section for a period of 5 years. Transfer of officials is done with the approval of DAG (Administration). However, in certain cases, Officers/officials may continue beyond the period due to critical /sensitive nature of work..

9. Committee for redressal of the complaints regarding sexual harassment: A Committee has been constituted for redressal of complaints regarding sexual harassment of working women. The constitution of the existing committee is as follows.

- Ms Sunita Gunashekhar, DAG(Enttl.), Chairperson
- Ms J.R. Rajini, AO, Member
- Sri M. Sree Ramachandra Murthy, AO, Member
- Ms N Seetharambai, Member
(E.C.Member, Durgabai Deshmukh Mahila Sabha/Andhra Mahila Sabha, Hyderabad).

10. Recruitment: Direct Recruitment to Group "C" posts i.e., Accountant, Data Entry Operator, Clerk and Multitasking Staff is being done through Staff Selection Commission, New Delhi and appointment dossiers allotted to the Office through O/o Comptroller and Auditor General of India.

11. Citizen Charters: The Citizen Charter of Accountants General (A&E) is displayed at the entrance of the Office. The objectives of the Office in grievance redressal of pensioners/GPF subscribers is as follows.

Recognizing- the right of the pensioners to receive prompt settlement of their pensionary benefits and provident fund balance dues.

Conscious of- Our responsibility as scrutinizing and authorizing authority

In Evidence of- our commitment to provide and maintain the highest quality of

service

We resolve-

- to authorize pensionary benefits and provident fund dues within *two months* of receipt of the cases complete in all respects
- to address the concerned authorities, in respect of deficiencies and defects within *one month*; and to keep the beneficiaries informed of such action
- to acknowledge receipt of all complaint cases within *one week*
- to furnish final replies to complaints relating to retirement benefits within *two months* of their receipt
- to furnish final replies to correspondence relating to discrepancies in general provident fund accounts within *three months* of receipt

We Further Resolve: to suitably disseminate knowledge and information on the procedures and processes to all stakeholders.

12. Budget/Grants/Expenditure: The details of budget vs. expenditure of the Office during 2018-19 ` is detailed in the Annexure-II.

13. Tour Programme of Senior Officers: The Officers/officials will proceed on official visits/tours after obtaining prior approval of Head of the Department. The inspection parties of Treasury Inspection will proceed on official tour as per the approved tour programme.

14. Annual Reports: The Annual Appropriation and Finance Accounts of TS Governments will be prepared and printed after obtaining approval of Comptroller and Auditor General of India and these Reports will be placed before respective State Legislatures.

Annual Review Report on the working of Treasurers of TS Governments prepared and forwarded to respective Director of Treasuries and Accounts, Finance Department and Audit Department.

Annual Review Report on the working of PAOs (Public works and Forest Divisions) of TS Governments prepared and forwarded Department of Works Accounts. Principal Secretaries of concerned Departments and Audit.

15. Organisation and Distribution of works in the Office: The distribution of work

among Officers is as follows.

DAG (Admn)	DAG (Admn) will look after office administration, recruitment, promotions, establishment, disciplinary cases, staff matters apart from CPIO duties as Public Authority.
DAG(Accounts& VLC, W & F)	Preparation of monthly Civil Account from the compiled accounts received from Treasuries and PAOs for Telangana. Maintenance of Works and Forest Department accounts of TS governments and inspection of Treasuries under the administrative control of both the states and reporting the findings to the concerned State Legislative Assemblies
DAG (Entitlements)	Verification and authorization of Pensionary benefits to TS Government employees, All India Service Officers borne on TS cadres, Judicial Officers and Constitutional Authorities such as TS High Court, Members of TS Public Service Commission, Lok Ayukta and A P Administrative Tribunal and Political pensions of FreedomFighters. Maintaining of GPF accounts TS Government employees issue of annual account statements and Authorization of GPF amount in respect of retirement/death cases of Telangana employees, Maintaining of All India Service Officers borne in TS cadre.

16. Procedure for disposal of Grievances: A Grievance Cell is provided at the front of the office which functions on all working days. A Public Relation Officer can be contacted on a mobile phone on all working days during office hours. The contact No. is 9492233447. Pensioners/GPF subscribers may put forth their grievances through the following contact numbers and on website www.agaepts.gov.in

S.No	Service Offered	Contact numbers/address
1	IVRS	040-23231212 to 23231221 (9 lines)
2	Grievance redressal Cell	040-23236811 to 23236820 (Extn: 235), 94922233447
3	Website	www.agap.cag.gov.in
4	Online grievances	http://cagofindia.delhi.nic.in/cm/s/main.asp or www.agaepts.gov.in

Application form to be submitted to Grievance redressal Cell is enclosed

vide Annexure-III. Number of grievance communications received and settled for the quarter ending 30.06.2019 is as follows.

Parameter	GPF grievances	
	Complaints received	Complaints received
	directly from CAG Office	directly
Grievances received	Nil	Nil
Grievances settled	Nil	Nil
Grievances pending	Nil	Nil

17. Cadre Strength and Pay scales: The cadre strength and pay band and Grade pay details are as follows.

S.No	Name of the post/cadre	Pay Band /Level	Persons-in-Position
1	Accountant General	182200-224100/15	01
2	Deputy Accountant General	56100-177500/10	03
3	Sr. Accounts Officer/ Sr. AO(L)/DM	56100-177500/10	14+1+1
4	Accounts Officer	53100-167800/9	8
5	Assistant Accounts Officer/AAO (Adhoc)	47600-151100/8	75+10
6	AAO(L)/Supervisor/Welfare Asst	47600-151100/8	1+2+1
7	SR DP/Sr. PS/Hindi Officer	47600-151100/8	1+1+1
8	SHT	44900-142400/7	1
9	Sr. Actt	35400-112400/6	219
10	Accountant	29200-92300/5	50
11	DEO	25500-81100/4	58
12	Steno-Gr-II	25500-81100/4	1
13	Clerk/SGRK	19900-63200/2	7
14	MTS	18000-56900/1	72

18.Telephone Directory: The details of internal telephone connections provided in the sections and officer chambers are available in all sections. The telephone numbers of Group Officers are indicated below.

DAG (Admn)	040-23233362
DAG (Accounts & VLC , W&F)	040-23236368
DAG (Entilements)	040-23236260

19. Procedure to access information: A request for obtaining information under subsection (1) of section 6 of RTI shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or I.P.O payable to the Pay and Accounts Officers, Office of the Accountant General(A&E), Hyderabad.

For providing the information under subsection (1) of Section 7, the fee shall be charged by way of cash against proper receipt Or by demand draft or bankers cheque or I.P.O. payable to the Pay and Accounts Officer, Office of the Accountant General(A&E), Hyderabad at the following rates:

Rupees two for each page (in A-4 or A-3 size paper) created or copied. Actual charge or cost price of a copy in larger size paper Actual cost or price for samples or models and for inspection of records, no fee for the first hour and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter

For providing the information under subsection (5) of Section 7 the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Pay & Accounts Officer (IAD), Hyderabad of the Public Authority at the following rates.

For information provided in diskette or floppy rupees fifty per diskette or floppy and 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.

The particulars of RTI applications received and disposed for the quarter 01.01.2019 to 31.03.2019 is as follows.

Details	Opening balance	Applications received during the quarter	No. of cases transferred to other Pas	Requests / Appeals rejected	Requests/ Appeals accepted	Closing Balance
Requests	06	87	05	nil	69	19
Appeals	-	03	Nil	Nil	02	01

20. List of items/documents which AG (A&E) as Public Authority is not obliged to disclose under RTI Act

- a) Records or deliberations on file till final decisions are taken
- b) Information related to "Third party information" depending on public interest.
- c) Opinion sought from advocates/experts on decisions
- d) Exemptions from disclosure of information as provided in the Act.

21. Replies to RTI applications; Replies to RTI applications are being furnished as expeditiously as possible not later than 30 days. Similarly Appeals also being disposed within the stipulated time.

22. Details of CPIO and First Appellate Authority: Deputy Accountant General (Administration) is designated as Public Information Officer and Principal Accountant General (A&E) is designated as the First Appellate Authority under the Right to Information Act, 2005.

**ANNEXURE-I
DIFFERENT TYPES OF FORMS USED IN THE OFFICE
(See Para 5)**

Form Name	Rules	Description
G.A.R. 1	rule 6 (1)	Pay in Slip Form
G.A.R. 2	rules 11 (4) and 80	Last Pay Certificate
G.A.R. 3	rule 13 (i)	Cash Book
G.A.R. 4	Exception (b) below rule 13 (ii)	Register of Cheques issued
G.A.R. 5	Exception (c) below rule 13 (ii) and Note 3 below rule 13)	Register of Valuables
G.A.R. 6	rule 22 (i)	Receipt
G.A.R. 7	rule 26 (1)	Challan
G.A.R. 8	Note 2 below rule 26	Challan
G.A.R. 9	Note 1 below rule 34	Bill Register
G.A.R. 10	Note 2 below rule 34	Bill Transit Register
G.A.R. 11	Note 4 under rule 44	Acquittance Roll (Payment of salary by open cheque)

G.A.R. 12	rule 48(2) (iii)	Deed of Indemnity for issue of a Cheque against lost Cheque.
G.A.R. 13	rule 66 (1)	Pay bill
G.A.R. 13A	rule 66	Alternative Inner Sheets of pay bills etc.
G.A.R. 14	rules 66 (1) and 90 (1)(i)	CONSOLIDATED TRAVELING ALLOWANCE BILL
G.A.R. 14A	-do-	TRAVELLING ALLOWANCE BILL FOR TOUR
GAR 14B	-do-	TRAVELLING ALLOWANCE BILL FOR TRANSFER
G.A.R. 14C	-do-	LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR
G.A.R. 15	Exception to rule 66(1)	PAY BILL for President, Vice President, Ministries, Officers appointed under the seal of President
G.A.R. 16	Exception to Rule 66 (1)	TRAVELLING ALLOWANCE BILL
G.A.R. 17		Pay bill Register
G.A.R. 18	Note to rule 66.	ABSTRACT OF PAY BILLS
G.A.R. 19	Note to Rule 66 and rule 92 (1)	BILL CHECK REGISTER
G.A.R. 20	rule 67	ABSENTEE STATEMENT
G.A.R. 21	rule 68	INCREMENT CERTIFICATE
G.A.R. 22	rule 74 (1)	Register of Court Attachment of Pay etc.
G.A.R. 23	rule 91	MEDICAL CHARGES REIMBURSEMENT BILL
G.A.R. 24	rules 77(1) and 92	ACQUITTANCE ROLL (Payment of Salary by Cash)
G.A.R. 25	Note to rule 92	Register of Un-disbursed Pay and Allowances
G.A.R. 26	rule 95(1) (b)	Form of Bond of Indemnity for drawing arrears of Pay and Allowances of deceased Govt. Servants
G.A.R. 27	rule 110(2)	Register of Contingent Charges
G.A.R. 28	Note I to rule 111	SUB-VOUCHER FOR PETTY CONTINGENT EXPENDITURE
G.A.R. 29	rules 113, 114, 115(2) and 126 (2)	FULLY VOUCHERED CONTINGENT BILL
G.A.R. 30	rules 115 (1) and (2), 117, 126 (2) and 162	ABSTRACT CONTINGENT BILL
G.A.R. 31	rules 119(1), 131 and 156	DETAILED COUNTERSIGNED CONTINGENT BILL (Not for payment)

G.A.R. 32	rule 122	DETAILED BILL OF CONTINGENT CHARGES REQUIRING COUNTERSIGNATURE BEFORE PAYMENT
G.A.R. 33	rule 142	BILL FOR REFUND OF REVENUE
G.A.R. 34	rules 147, 150 and 159 (1)	GRANT-IN-AID-BILL
G.A.R. 35	rule 149	BILL FOR SCHOLARSHIP
G.A.R. 36	rule 165 (1)	BILL FOR Long term Advances i.e., MOTOR CAR/OTHER MOTOR CONVEYANCE/HOUSE BUILDING ADVANCE
G.A.R. 37	rule 165 (1)	BILL FOR SHORT TERM ADVANCES
G.A.R. 38	rule 165 (2)	Schedule of recoveries of House Building Advance/Motor Car Advance/Other Motor conveyance advance (Long term advance)
G.A.R. 39	rule 165 (2)	MONTHLY ABSTRACT OF SHORT TERM ADVANCE PAYMENTS/RECOVERIES ETC
G.A.R. 40	rule 172 (i)	Schedule of Deductions on account of subscription to Post Office i.e.. Insurance Fund
G.A.R. 41	rule 173	Schedule of General/Contributory Provident Fund Deductions
G.A.R. 42	rule 175 (1), 176 and 177	BILL FOR WITHDRAWAL OF FINAL PAYMENT/ADVANCE/OTHER WITHDRAWALS FROM General/Contributory PF
G.A.R. 43	rule 186(1)	APPLICATION-CUM-BILL FOR REFUND OF DEPOSIT
G.A.R. 44	rule 180	Receipted bill under the CGEGIS 1980
G.A.R. 45	rule 180	Receipted bill under the All India Services Group Insurance Scheme 1981
G.A.R. 46	rule 190	APPLICATION-CUM-BILL FOR REFUND OF LAPSED DEPOSIT
G.A.R. 47	sub rule 3 of rule 86	Form of Indemnity Bond to be executed by Public Sector Banks in connection with payment of Leave Salary, Vacation, Pay and Allowance.

ANNEXURE-II (see Para 12)

BUDGET & EXPENDITURE FOR THE 2018-19 YEAR

EXPENDITURE IN RESPECT OF GROUP "B" OFFICERS AND NON-GAZETTED STAFF OF THE OFFICE OF THE ACCOUNTANT GENERAL(A&E) TS, Hyd FOR THE YEAR 2018-19			
Group Head, Sub-Heads of Demand and other details		Allotments in 2018-19	Expenditure to the end of MARCH 2019 (Rupees in Thousands)
1			3
00.00.01	Salaries	45,09,97	45,09,97
00.00.02	Wages	0	0
00.00.03	Over Time Allowance	0	0
00.00.06	Medical Treatment	69,49	69,49
00.00.11	Domestic Travel Expenses	45,50	45,50
00.00.13	Office Expenses		
	(i) L.P.S.	350	350
	(ii) Special.Cont.	683	683
	(iii) S.P.& T.C	1305	1305
	(iv) Tel. & T.C	323	323
	(v) O.O.E.	3400	3400
00.00.14	Rent, Rates and Taxes	0	0
00.00.16	Publications	0	0
00.00.20	Other Administrative Exp	8956	8956
00.00.27	Minor Works	0	0
00.00.28	Professional Services	14466	14466
00.00.31	Grants-in-Aid	1730	1730
00.00.50	Other charges	0	0
00.99.13	Information Technology	5149	5149
	Group B O & NGE Total	49,88,60	49,88,60
	T O T A L	51,27,66	51,27,66

STATEMENT SHOWING THE FULL EXPENDITURE UNDER THE HEADS SALARIES AND OFFICE EXPENSES OF THE OFFICE OF THE ACCOUNTANT GENERAL - 2018-2019

Objects / Sub objects	Allotments in 2018-19	Expenditure to the end of MARCH 2019
		(Rupees in Thousands)
1	2	3
Salaries		
Pay of Officers	10,04,29	10,04,29
Grade Pay of Officers	0	0
Leave Encashment(LTC)	22,99	22,99
Pay of N.G. Estt.	21,29,70	21,29,70
Grade Pay of N.G. Estt.	0	0
Arrears	20,25	20,25
Dearness/Foreign Allowance	2,70,83	2,70,83
Festival Advance	0	0
Bonus	29,59	29,59
Other Allowances	0	0
House Rent Allowance	6,69,61	6,69,61
Honorarium	2,61	2,61
Children Education Allowance Scheme	43,43	43,43
Leave Travel Concession	38,61	38,61
Transport Allowance	2,52,62	2,52,62
Dearness Allowance on Transport Allowance	21,87	21,87
Any other Allowances	3,55	3,55
Total (Other Allowances)	10,32,31	10,32,31
Total Salaries	45,09,97	45,09,97
OFFICE EXPENSES		
(i) Local purchase of Stationery	350	350
(ii) Spl. Cont.	683	683
(iii) S.P.& Telegram Charges	13,05	13,05
(iv) Tel. & Trunk Call Charges	3,23	3,23
(v) Office expenses (Misc)	34,00	34,00
Total O.O.E.	50,29	50,29

Total O.E.	60,62	60,62
Total Salaries and O.E.	4,57,059	4,57,059
EXPENDITURE DETAILS IN RESPECT OF GROUP 'A' OFFICERS OF THE OFFICE OF THE ACCOUNTANT GENERAL (A&E), TS, HYD. FOR THE YEAR 2018-19		
Objects / Sub objects	Allotments in 2018-19	Expenditure to the end of MARCH 2019 (Rupees in Thousands)
1	2	3
Salaries		
Pay of Officers	10312	10312
Grade Pay of Officers	0	0
Leave Encashment	148	148
Arrears	53	53
Dearness Allowance	891	891
Other Allowances	0	0
House Rent Allowance	1149	1149
Honorarium	0	0
Children Education Allowance Scheme	26	26
Leave Travel Concession	247	247
Transport Allowance	313	313
Dearness Allowance on Transport Allowance	27	27
Any other Items		
Total (Other Allowances)	1763	1763
Total Salaries	1,31,14	1,131,14
MEDICAL TREATMENT CHARGES	30	30
DOMESTIC TRAVEL EXPENSES	761	761
FOREIGN TRAVEL EXPENSES		
GRAND TOTAL	1,39,06	1,39,06

ANNEXURE – III (see Para 16) GRIEVANCE REDRESSAL CELL

REGISTRATION NO

DATE:

(Form to be filled by the GPF Subscriber/MCA/HBA etc)

- 1) Name of the Subscriber :
- 2) Office Address :
- 3) GPF A/c No. :
- 4) Mobile No. :
- 5) E- mail ID :
- 6) Nature of Query/Grievance/Complaint : Query/reivance/Complaint

(Tick any one as applicable)

- 7) Certified Documents Furnished : Yes/No
- 8) Whether visited earlier and purpose of visit :
- 9) (a) Whether visit is the self/Claimant/Proxy :
self/Claimant/Proxy
- (b) If Claimant/Proxy how related :
- (c) Mobile No. of Claimant/Proxy* :

(*Mobile No. should be checked
on the spot)

- (d) Whether authorisation letter enclosed : Yes/No
- 10)10. Feedback/Suggestions, if any, :

Signature of the visitor

Remarks of GRC Staff

(a) How was the grievance settled :

(b) Related Funds Section/Cell :