



PRINCIPAL ACCOUNTS OFFICE

Structure

The Departmentalised Accounting Organisation of the Ministry of Industry was set up in April, 1976.

The Accounting Organisation is headed by a Chief Controller of Accounts who is assisted by one Controller of Accounts, one Deputy Controller of Accounts in New Delhi and nine Pay and Accounts Office located in different parts of the country. The Principal Accounts Office in New Delhi functions as the administrative centre of the Organisation. There is also an Internal Audit wing with its headquarters at New Delhi.

A brief description of various functions performed by these units is given below:

Pay and Accounts office

Pay and Accounts Office is the basic unit of the Accounting Organisation. Its major functions include:

1. Arranging all kinds of payments pertaining to the Ministry including disbursement of salary and loans, grants-in-aid, subsidies on behalf of the Ministry, personal claims of the employees of the Ministry, attached, subordinate offices and various bodies were also released.
2. Compilation of Monthly Accounts for all the payments made and receipts realised on behalf of the Ministry of Commerce and Industry.
3. Authorisation of Pension.

Principal Accounts Office

1. Consolidation of Monthly Accounts received from all the Pay and Accounts offices for onward transmission to Controller General of Accounts for incorporation in Union Accounts.
2. Preparation of the Annual Finance and Appropriation Accounts for the Ministry of Commerce and Industry.
3. Administrative and related aspects pertaining to the Accounting Organisation.
4. Preparation of Receipt Budget for the Ministry.

Internal Audit Wing

Internal Audit Wing had carried out audit of the accounts of various units of the Ministry including the Accounting Organisation itself and Public Sector Banks and grantee institutions to the extent required.

Performance

During the year, computerised GPF Annual Statements for the year 2001-02 were issued. All the monthly accounts as well as year end accounts such as Appropriation Accounts, Finance Accounts etc. were prepared and submitted to Audit/Office of the Controller General of Accounts as per the prescribed time schedule.

Payment of salaries and other related claims of the staff and personnel of the Ministry and those of attached and subordinate offices were attended to promptly by the Pay and Accounts Offices. Pension cases were settled and cheques comprising retirement benefits were handed over to officials in time. Pension payment authorities for revision of pensionary benefits to the pensioners were also issued promptly as per instructions issued by Department of Pension and Pensioners Welfare from time to time.

The Internal Audit Wing inspected 53 offices from 1.3.2002 to 30.11.2002. Inspection of Public Sector Banks and grantee institutions have also been included in the purview of this inspection wing.

“COMPACT” software has been introduced in the Pay and Accounts Offices to integrate payment and accounting functions. It is expected that by 31.03.2003, all the Pay and Accounts Offices will be covered by this software. A website of the Organisation is also being set up to improve transparency and efficiency.

