

## FAQ

### Administration Section

**Question: 1**      **What are the main functions of Administration Section?**

Answer:            The main function of Administration are as under:-  
i)            Transfer posting of staff within the Office of the A.G.(Audit), Delhi.  
ii)           Preparation of pension papers etc in respect of retiring staff of this office.  
iii)          Control over the budget allotted to this office.  
iv)          Nomination of staff for various training courses to RTI & RTC.

**Question: 2**      **What are the main publications published?**

Answer:            Annual Administrative Report and Annual Audit Plan.

**Question: 3**      **How can the public access the documents?**

Answer:            Documents of public interests can be accessed under the provisions of RTI Act 2005?

**Question: 4**      **What is the mechanism for redressal of the grievances of Pensioners?**

Answer:            Grievances of pensioners are dealt in this section with the co-ordination of Pension Section expendituresly.

**Question: 5**      **What mechanism exist to deal with the grievance relating to SC/ST employees and Sexual Harassment of working Women?**

Answer:            To deal with the Sexual Harassment of Women redressal of SC/ST employees, two separate committees have been formed who will examine the reported cases.

### ESTABLISHMENT SECTION

**Q: 1**      **What is the function of the Establishment Section?**

Ans.:            The function of this section is to maintain Service Books in respect of all cadres, grant of advances like MCA, HBA, TA/LTC, Festival Advance, Computer Advance etc., Pay fixation, releasing of increments, submission of returns/reports relating these functions to various authorities.

**Q: 2 When can a GPF subscriber withdraw amount under the GPF account?**

Ans.: Subscribers can draw their GPF:

- Temporary advance (not exceeding half of the balance at credit) while in service for the purpose as specified under GPF Rules,
  - Part final withdrawal (not exceeding half of the balance at creditable and  $\frac{3}{4}$ ) while in service and
  - Final payment of entire balance at credit of the subscriber's account will be authorized on cessation of duty.

**Q: 3 On what occasions a subscriber is required to send fresh nomination?**

Ans.: A Subscriber is required to send fresh nomination: -

- When he has cancelled the nomination made by him earlier;
- Immediately on a nominee in respect of whom no special provision has been made in the nomination as alternate nominee (s), predeceasing the subscriber; and
- When the nomination made earlier becomes invalid in the event of an unmarried subscriber getting married; and subscriber having only one member of family at the time of making the nomination, subsequently acquiring that member or members in his family.

**Pre-Audit Section**

S.No.	Question	Answer
1.	What is the function of Pre-Audit Section?	Pre-Audit Section is responsible for pre-check of bills of all kinds in respect of Group-A officers, Group-B/other non-gazetted officers/officials received from 10 DDOs located in Delhi, put the pay order on bills as per pass order by DDO, pass the bill as per time schedule prescribed in CAM, make Daily Payment Sheet in respect of bills passed and send these bills to Disbursement Section for payment.
2.	What are payment procedures in PAO?	As per Para 2.3.1 of CAM, the bills received in PAO should be passed for payment and cheques issued within 7 working days of their receipts. Efforts are made for passing the bills within a shorter interval and bills indicated as "Immediate" by DDO are attended to urgently and cheques issued on the same day or on next day.

## राजभाषा अनुभाग

- प्रश्न:1 क्या राजभाषा अनुभाग द्वारा कार्यालय में कोई पुस्तक प्रकाशित की जाती है?  
उत्तर:- हाँ, राजभाषा अनुभाग द्वारा वार्षिक पत्रिका 'सुर्यसुता' का प्रकाशन किया जाता है, जिसमें कर्मचारियों द्वारा स्वरचित श्रेष्ठ रचनाओं को प्रकाशित किया जाता है तथा प्रकाशित रचनाओं पर मानदेय दिया जाता है।
- प्रश्न:2 कार्यालय में कर्मचारियों को हिन्दी में कार्य करने की क्षमता को बढ़ाने हेतु कौन से कदम उठाए जा रहे हैं?  
उत्तर:- कार्यालय में कर्मचारियों की हिन्दी में कार्यक्षमता को बढ़ाने हेतु त्रैमासिक कार्यशाला आयोजित की जाती है, जिसमें उन्हें अधिकारियों द्वारा कार्यालयीन कार्यों के सम्बन्ध में प्रशिक्षण दिया जाता है।
- प्रश्न:3 क्या अनुभाग द्वारा कार्यालय में हिन्दी में किए गए कार्य की प्रगति के विषय में अधिकारियों को अवगत कराया जाता है?  
उत्तर:- हाँ, राजभाषा अनुभाग द्वारा प्रत्येक त्रैमास में राजभाषा कार्यान्वयन समिति की बैठक आयोजित की जाती है, जिसमें अनुभागों द्वारा हिन्दी में किए गए कार्य की प्रतिशतता से महालेखाकार महोदय को अवगत कराया जाता है।
- प्रश्न:4 हिन्दी में कार्य को बढ़ावा देने के लिए कर्मचारियों को सहायतार्थ क्या पुस्तकें वितरित की जाती हैं?  
उत्तर:- राजभाषा विभाग, गृह मंत्रालय से प्राप्त पुस्तकें जिनमें कार्यालयीन टिप्पणियाँ, मसौदे व प्रारूप का उल्लेख किया गया है, कर्मचारियों को सहायतार्थ वितरित की जाती है, इसके अतिरिक्त अनुभाग द्वारा संचालित लघु पुस्तकालय में भी ज्ञानवर्धक पुस्तकें रखी गई हैं।
- प्रश्न:5 हिन्दी में कार्य करने की प्रगति के सम्बन्ध में अनुभाग द्वारा और कौन से विशेष कदम उठाए जा रहे हैं?  
उत्तर:- कार्यालय में हिन्दी को बढ़ावा देने के लिए अनुभाग द्वारा हिन्दी पखवाड़े का आयोजन किया जाता है, जिसके अंतर्गत विभिन्न प्रतियोगिताओं का आयोजन किया जाता है, तथा विजयी प्रतियोगियों को नकद पुरस्कार दिया जाता है।
- प्रश्न:6 क्या राजभाषा अनुभाग का बाह्य लेखा परीक्षा के कार्य में भी योगदान है?  
उत्तर:- राजभाषा अनुभाग द्वारा बाह्य लेखा परीक्षा नहीं की जाती अपितु कार्यालय के अनुभागों की बारी-बारी प्रत्येक मास में लेखा परीक्षा की जाती है, जिससे कर्मचारियों द्वारा अंग्रेजी में किए गए कार्यों को हिन्दी में कैसे किया जा सकता है, इस सम्बन्ध में मार्गदर्शन किया जाता है।
- प्रश्न:7 सम्बन्धित अनुभाग द्वारा किन कार्यों का निष्पादन किया जा रहा है?  
उत्तर:- वार्षिक पत्रिका सुर्यसुता का प्रकाशन, कार्यालय के विभिन्न अनुभागों का आंतरिक निरीक्षण, हिन्दी में कार्यक्षमता को बढ़ाने के लिए त्रैमासिक कार्यशाला का आयोजन, प्रत्येक त्रैमास में राजभाषा कार्यान्वयन समिति की बैठक हिंदी पखवाड़े का आयोजन भारत के नियंत्रक महालेखापरीक्षक के कार्यालय को रिपोर्ट प्रेषित करना इत्यादि ।

## DDA CELL

1	<b>What are the mandates?</b>	Delhi Development Authority being Central Autonomous Body is audited under Section-19(2) of C&AG's DPC Act,1971 for transaction audits and under Section 20(1) of C&AGs DPC Act,1971 for certification of Accounts
2.	<b>What are the audits conducted by concerned group?</b>	Transaction audit of DDA(Main) as well as transaction audit of various divisions/units under the administrative control of DDA.
3.	<b>What is the function of concerned wing/group?</b>	DDA group is responsible for conducting transaction audit of DDA and its subordinate officers and Certification of Accounts of DDA (Main)
4.	<b>What are the checks applied during scrutiny of records ?</b>	Important records of the divisions are scrutinized like Running & Final Bills/claims, Measurement Book entries, Terms & Conditions of contract, Provisions of CPWD Manual.
5.	<b>How are expenditures scrutinized in Audit?</b>	DDA's expenditure are scrutinized and certified under section 20(1) of C&AG's DPC Act,1971.

## M. S. Group

### **Q.1 What is the function of M.S. Group?**

Ans. The M.S. Group is responsible for transaction audit as well as certification audit of Delhi Jal Board (DJB) and only review of schemes are done in respect of MCD and NDMC.

### **Q.2 Under which Act, audit of these departments conducted?**

Ans. The audit of MCD and NDMC is conducted under Sec. 14 (2) of the C&AG's (DPC) Act, 1971 and of DJB under Sec. 19 (3) of the C&AG's (DPC) Act, 1971 read with Section 70 (2) of the DJB.

### **Q. 3 Reviews of which schemes have been conducted during the last five years?**

Ans. The reviews conducted during the last five years were as follows:

March 2002	(i) MCD	(i) Provision of basic facilities in Primary Schools (ii) Functioning of slum and J.J. Department
March 2003	(i) DJB (ii) MCD and NDMC	(i) Sewerage system in Delhi (ii) Providing of parking facilities in MCD and NDMC areas.
March 2004	(i) MCD (ii) DJB	(i) Development of rural and urban villages. (ii) Measures to control water pollution in river Yamuna in Delhi.
March 2005	(i) MCD	MLA Local Area Development Scheme.
March 2006	(i) MCD (ii) DJB	(I) Mid-Day Meal Scheme. (II) Working of Hospitals:- (i) Hindu Rao Hospital (MCD) & (ii) Charak Palika Hospital (NDMC)

## SRA Group

### **1. What is the mandate?**

Ans. Section 16 of the CAG (DPC), Act 1971

“ It shall be the duty of the CAG to audit all receipt which are payable into the consolidated fund of India and of each state and of each union territory having a legislative assembly”.

### **2. Which departments are covered under the audit?**

Ans. The following departments of govt.of NCT of Delhi are covered under the audit:

- (i) Department of Trade & Taxes
- (ii) Transport Department
- (iii) Entertainment & Betting Tax Department
- (iv) State Excise Department
- (v) Registration & Stamp Duty Department

### **3. What are the functions of the SRA group?**

Ans. The function of audit in relation to assessment and refunds is to satisfy it self, that assessment, collection and allocation of revenues are as per rules set by govt. from time to time.

### **4. What are the responsibilities of the SR Audit wing?**

Ans. Audit may see that any payment for which a party may be liable is actually received and brought to account and that the receipt which have entered in the books of the department are correctly calculated and are in fact credited to Government account in time.

### **5. Whom the report is submitted to?**

Ans. The report of C&AG on Revenue Receipt is submitted to the Government.

## OAD GROUP

1	<b>What are the mandates?</b>	C&AG's DPC Act 1971
2	<b>What are the audits conducted by concerned group?</b>	Audit of expenditure of all departments and offices of Govt. of NCT of Delhi, Public Works Departments, autonomous bodies, Public Sector Banks, Government/Aided schools, offices and guesthouses of other State Govts. in Delhi
3	<b>What is the function of concerned wing/ group</b>	OAD Group deals with planning, programming, staff matters, arrear reports, vetting and issue of Inspection Reports, settlement of old objections, processing of draft paras and forwarding the same to Sr.A.O (Report) for final approval by Accountant General (Audit) for inclusion in the Audit Report
4.	<b>What are the checks applied during scrutiny of records</b>	Records of the auditee units are scrutinised in the light of CAG's Manual of Standing Orders, General Financial Rules, and other relevant Rules and Orders.
5.	<b>How are expenditures scrutinized in Audit?</b>	Records of the auditee units are scrutinised in the light of CAG's Manual of Standing Orders, General Financial Rules, and other relevant Rules and Orders.

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## Disbursement Section

\_Ques.1) What is the function of Disbursement section?

Ans.1(a) Disbursement section receives bills of all kinds from 10 DDOs for payment and issue of cheques against these bills. Metal tokens are issued at the time of receipt of the bills which are redeemed back at the time of delivery of cheques to the concerned DDOs on proper authorization.

(b) Apart from the above the section also receives cheques/demand drafts/banker cheque/IPOs etc from various outside bodies/organization/institutions/individual for credit into Government account

## GD Section

Question 1. What is the procedure of getting the permission from HOD for test / investigation from private recognized hospital?

**Answer. On submission of application by the concerned official along with the necessary documents i.e. photo copy of CGHS cards, Referral slips made by the Govt. Specialist of chief medical officer or incharge of dispensary for treatment /test in private hospital recognized under CGHS. The case is submitted to HOD for approval after getting the approval, the permission is granted for treatment/ test.**

Question 2. What is the procedure of getting the expost facto approval for treatment taken in emergency in private hospital/recognized hospital under CGHS ?

**Answer A self explanatory letter from the officials explaining the emergency circumstances; along with necessary document i.e. photocopy of CGHS card in case of CGHS beneficiary discharge slip of the hospital and emergency certificate from the hospital are required for expost facto approval. The HOD is decided the case of reimbursement of medical claims in respect of treatment obtained in emergency at private hospital / nursing home/clinic. A sanction is granted after getting the expost facto approval of HOD.**

Question 3. In which cases advance can be granted for treatment?

**Answer. Medical advance is granted on fulfill the following condition:-**

- 1. Medical advance is admissible to all employees irrespective of any pay limit.**
- 2. It is granted on submission of a certificate/estimate from treating physician of Govt./ recognized hospital.**
- 3. The advance directly pay to the hospital concerned**

Question.4 What is the limit of advance?

Answer. (a) For indoor treatment in hospital and outpatient treatment for diseases like TB, Cancer etc. Rs. 10,000 and the amount recommended by the physician, whichever is less granted.

(b) For major illness like by pass surgery, kidney transplant etc. limit to 80% of the package deal, wherever it exists is granted as advance.

Question 5 what is the age limit for dependent for granting medical facilities?

Answer. The dependent of Government employee for the purpose of availing medical facility under CGHS rule and CSC (MA) Rule 1944 has been fixed as below

1. Son: Till start earning or attains the age of 25 years;
2. Daughter: Till starts earning or get married irrespective of the age limit;
3. Widows Sister and widows daughter is defined as dependent irrespective of the Age limit.