

MANUAL-6

A statement of the categories of documents that are held in Principal Accounts Office.

[Section 4 (1) (b) (vi)]

A statement of the categories of documents held

Principal Accounts Office (HQ)

Establishment-I

1. Files relating to service matter of all Gazetted Officers except AAOs posted in PAOs.
2. Service Book/Personal files of all Gazetted Officers, except AAOs posted in PAOs.
3. Files pertaining to RTI and other miscellaneous matters.
4. Service books/Personal files in r/o Jr.Asstt, Sr. Asstt, ASOs, Steno Gr.'III', Steno Gr, 'II and PS posted in HQ.
5. Files pertaining to Transfer/Posting of above staff in PAOs.
6. Files pertaining to up gradation under ACP/MACP and promotions of the above staff.
7. Files pertaining to re-imbursement of medical claims/ Children Education Allowance of the above staff.

Establishment-II

1. Files pertaining to Purchase of Stationery items/ miscellaneous cleaning items.
2. Files pertaining to Purchase and maintenance of AC's / Water Coolers/ Furniture/ Fixture etc.
3. Files pertaining to Printing of books/ forms/ letter heads etc.
4. Files pertaining to Procurement and maintenance of computers/printers/ photo copier machine/ staff cars etc.
5. Files pertaining to Reimbursement of telephone bills/Newspaper, Magazine Bills.
6. Files pertaining to Outsourcing of manpower.
7. Files relating to Budget Preparation / distribution.
8. Pay Bill Registers.
9. Cash Book.
10. Salary/Contingency/other bills.
11. Diary and Dispatch Register
12. Stock Register.

Vigilance Division

1. Files related to various court cases.
2. Files related to Vigilance Matters and Complaints.
3. Files related to grievances (PGMS/CPGRAM/LG Listening Post etc.)

Technical- I

1. Files related to technical advice to PAOs.
2. Files related to Banking arrangements.
3. Files related to circulation of various Circulars/Orders amongst PAOs.

Technical-II

1. Files related to issuance of LOC to PWD and I&FC and other related works.
2. Files related to management/distribution of cheque books to PAOs.
3. Files relating to Allotment/Attachment of DDOs with PAOs.
4. Files relating to Audit Paras in r/o AG Audit/Internal Audit in r/o of PAOs
5. Files relating to Compilation of AC bills reports.
6. Files relating to Refund/post cheque vouchers.

Pension Cell

1. Files relating to allotment of new GPF Number.
2. Files relating to recasting cases of GPF.
3. Files relating to various matters of New Pension Scheme.
4. Files relating to Pension reports sent to AR Deptt./Services Deptt.
5. Files relating to correspondence with AGs relating to Pension.
6. Files relating to Life Time arrears of Pension cases.
7. Files relating to co-ordination with CPAO.
8. Files relating to various correspondence/ matters related to Bhavishya.

Compilation Division

1. Files relating to compilation/submission of monthly accounts/ reports to all concerned.
2. Files relating to allocation of numeric codes to the new heads of accounts as opened by Finance Department GNCT of Delhi.
3. Files relating to updation of De-Lekha with new head of accounts.
4. Files relating to mapping of DDOs in De-Lekha.

Civil Division

1. Files relating to Preparation of Annual Budget of Public Accounts.
2. File relating to Calculation/Incorporation of Interest of UTGEIS.
3. Files relating to matters pertaining to Inward Claims/ RBD/ Suspense Accounts.

Finance Accounts Division

1. Files relating to Preparation/ Statutory Audit/ Submission/ Laying of Finance Accounts.
2. Files relating to Preparation / Comparison/ Verification of SCT of State and Central Accounts and concerned matters.
3. Files relating to Submission/Verification of Journal Entries.
4. Files relating to monitoring of Utilization Certificates in respect of GIA.

Appropriation Division

1. Matters related to Preparation / Statutory Audit/ Submission / Laying of Appropriation Accounts.
2. Preparation / Submission of PAO wise monthly review reports.
3. Accounting of CSS/NSSF Loans/ GIA/ Other Funds received from GOI.
4. Updation of Budget in De-Lekha.
5. Repayment of Loan and Interest to GOI as per instructions issued by SRD, FD, GNCTD.

IT Branch

1. Maintenance / upkeep of existing software.
2. Co-ordination with NIC/ GeM / CGA / Accredited Banks for smooth working of existing/ new software.
3. Updation of website of Pr. Accounts Office.

Examination Branch

1. Co-ordination with DSSSB regarding conduct of common AAO exam.

Pay and Accounts Offices

1. Files relating to service matter of AAOs , ASOs, Sr.Asstt., Jr.Asstt., MTS posted in PAOs.
2. Service Book/Personal files of in r/o AAOs, ASOs, Sr.Asstt., Jr.Asstt., MTS posted in PAOs.
3. Files pertaining to RTI and other miscellaneous matters.
4. Files pertaining to re-imburement of medical claims/ Children Education Allowance.
5. Files pertaining to various Court Cases.
6. Salary/Contingency/other bills.
7. Files relating to Correspondence with DDO/HOO/HOD of the different Deptts.

As per requirement, the following types of registers are also maintained:

1	DIARY REGISTER
2	DESPATCH REGISTER
3	MEDICAL REGISTER
4	STOCK REGISTER
5	CASH BOOK REGISTER
6	PAY BILL REGISTER
7	BUGET CONTROL REGISTER
8	CHEQUE ISSUE REGISTER
9	EXPENDITURE CONTROL REGISTER IN R/O DDOs
10	SLO REGISTER
11	ABSTRACT CONTIGENCY BILL REGISTER
12	GPF ADVANCE/WIDRAWAL REGISTER
13	GPF FINAL PAYMENT REGISTER
14	LTC ADVANCE REGISTER
15	MEDICAL ADVANCE
16	D.C.R.G REGISTER
17	COMMUTATION REGISTER
18	PENSION PAYMENT ORDER REGISTER
19	SUMMERY AND TRANFER ENTRY REGISTER
20	VALUEABLE REGISTER
21	PUBLIC SECTOR BANK SUSPENSE REGISTER
22	PAO SUSPENSE REGISTER
23	RECEIPT (CHALLAN REGISTER)
24	BROADSHEET OF LONG TERM ADVANCE REGISTER

25	INWARDS CLAIM REGISTER
26	RECONCILIATION FILE