

## **The norms set by it for the discharge of its functions**

### **Para 2.3.1 of CAM**

1. Bills should be passed for payment and cheques issued within seven working days of their receipt. Efforts should be made for passing the bills within a shorter interval and bills indicated as 'Immediate' by a D.D.O. should be attended to urgently and cheques issued on the same or the next day.
2. D.D.O. should submit the Pension Cases 6 months before the date of retirement and Pension Payment Order is to be issued by concerned PAO 4 weeks before retirement. Retirement benefits are to be paid on the last day of the month in which he/she retires.
3. L.O.C. to be issued on quarterly basis.

### **Rules, Regulations, Instructions, Manuals, Records held by it or under its control or used by its employees for discharging its functions**

**FR & SRs, DFPR, GFRs, Compendium of Rules on Advances to Govt. services, CCS (Pension) Rules, Civil Accounts Manual, CGA (RVP) Rules, 1983, Govt. Accounting Rules, 1990 CPWD Manual, CPWA Code, GPF Rules, Medical Attendance Rules, LTC Rules, CGEGIS Rules, CCS Conduct Rules, CCS (CCA) Rules, etc.**

The following records are maintained by various Pay & Accounts Offices/Principal Accounts Office of this Organisation :-

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| 1  | Stock Register of Cheque Books/Forms   |
| 2  | Account of Cheque Forms  |
| 3  | Token Register   |
| 4  | Enquiry regarding token numbers of outstanding pre-cheque bills                                      |
| 5  | D.D.O. wise Bill Passing Cum Expenditure Control Register  |
| 6  | Register of Cheques Drawn  |
| 7  | Register of Cheques Delivered  |
| 8  | Register of Requisition of Bank Drafts   |
| 9  | Letter forwarding Cheque/Bank Draft  |
| 10 | Bill Return Memo   |
| 11 | Pay and Accounts Officer's Check Register of outstanding Pre Check cheques                           |
| 12 | Register of Valuables  |
| 13 | Register of P.S.B. Suspense/Reserve Bank Deposits  |
| 14 | Bank Reconciliation Statement of Disbursements   |
| 15 | Register and Broadsheet of Advances of HBA/Motor Car/Other Motor Conveyances and of interest thereon |
| 16 | Compilation sheet for posting vouchers received with Daily memo/List of payments of DDO              |
| 17 | Transfer Entry   |
| 18 | Transfer Entry Number Book   |
| 19 | Summary of Transfer Entries  |
| 20 | Classified Abstract- Part I  |

21	Classified Abstract- Part II
22	Consolidated Abstract- Part I & II
23	Major/Minor (detailed) headwise Ledger of Balances under DDR heads
24	General Index Register
25	Provident Fund Ledger Folio
26	Broadsheet of Provident Funds
27	Subscriber's Annual Account Statement
28	Register of missing G.P.F. credit/debit
29	Transfer in Register of GPF
30	Transfer Out Register of GPF
31	Deposit Linked Insurance Scheme Register
32	Register of final payment cases
33	Pension payment Order
34	Register of PPOs Authrorised for Payment
35	Terminal Benefits Register
36	Register of Outward claims
37	Register of Inward claims
38	Letter forwarding a cheque in stttlement of Inward account
39	Broadsheet of P.A.O. Suspense
40	Statement showing Details of Deductions and Remittances
41	Monthly Reconcillation analysis
42	Register of amounts put through- Part I
43	Register of amounts put through- Part II
44	Statement of Monthly Reconciliation between the figures as per DMS and amount booked under'8658-Suspense Accounts-PSB Suspense
45	Register of PSB Suspense
46	Broad Sheet of PSB Suspense
47	Register of Grants-in-Aid
48	Register of Loans
49	Sector-wise Abstract of Ledger Balances
50	Computation of Govt. Account
51	Summary of balances
52	Broadsheet of Loans to State Govt. etc.
53	Register of Investment of Union Government
54	Grant/Appropriation Audit Register