

O/o Financial Controller Ministry of Civil Aviation

(i) The particulars of its organization, Function & Duties

The Departmentalized Accounting Organization of Ministry of Civil Aviation & Tourism came into existence during the Departmentalization of various Ministries by the Govt. of India. The Financial Controller is the Head of the Department and the Organization caters to all the Accounting and Financial aspects of the Ministry of Civil Aviation & Tourism which includes payment of various claims in respect of the DDOs attached to the Pay & Accounts Offices (other than CDDOs) after proper scrutiny procedure prescribed in the relevant rule books and then appropriately compile the monthly expenditure and sent to the O/o the Controller General of Accounts for onwards submission to the Min. of Finance. Besides the duties includes the settlement of GPF and Pension cases, Duties / Function of DDOs and Head of Office and other duties and Function as detailed in Civil Accounts Manual and other Financial Rules of Govt. of India.

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(ii) The Powers and duties of its Officers and employees

Powers and Duties of Officials

Designation	Financial Controller
Responsibilities	The Financial Controller is the Head of the Department of Departmentalized Accounting Organization of Ministry of Civil Aviation & Tourism. He is primarily responsible for coordinating all the administrative activities in the organization including implementation of all the policies of the Govt. of India besides keeping a perfect coordination between the Departmentalized Accounting Organization and Controller General of Accounts, which is the cadre controlling authority for the all the Accounting Organizations of Ministry of Civil Aviation & Tourism.
Designation	Asstt. Financial Controller
Responsibilities	The Asstt. Financial Controller is responsible for coordinating all the activities going on in various field offices besides assisting the Head of the Department in all major activities. Asstt. Financial Controller is responsible for all the tasks assigned by the Financial Controller.
Designation	Sr. Accounts Officer / Pay & Accounts Officer
Responsibilities	The various Pay & Accounts Officers of the field offices are the respective Head of the Offices as per rule 14 of Delegation of Financial Powers Rules. The Sr. Accounts Officer / Pay & Accounts Officers are responsible for all the activities of the concerned Pay & Accounts Office. They are responsible for submitting Monthly accounts, reports, statements etc to the Pr. Accounts Office for onwards submission of O/o the CGA.
Designation	Asstt. Accounts Officer / Jr. Accounts Officer
Responsibilities	The Asstt. Accounts Officer is the Head of the concerned section. All the Asstt. Accounts Officers are responsible for all the activities and work related to their section. They supervise the sectional work and submit to the Pay & Accounts Officer.
Designation	Sr. Acctt / Acctt.
Responsibilities	Sr. Acctt / Acctt., being the dealing hands are responsible for putting up all the original work related to their concerned seats.
Designation	LDC
Responsibilities	LDCs are responsible for typing work, diary, and dispatch of all the letters received in / sent by the concerned section.
Designation	Peon / Daftry
Responsibilities	Peon / Daftry is responsible for all the work related to Group 'D' Staff namely movement of files , distribution of dak to various offices etc.

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(iii) **The procedure followed in decision making process including channels of supervision and accountability**

Decision making: The Pay & Accounts Officer in all the Pay & Accounts Offices attached to the Ministry of Civil Aviation & Tourism is the in charge of Pay & Accounts Office and function as the Head of Office. He is assisted by the Jr. Accounts Officer / Asstt. Accounts Officer with the help of their Junior/ subordinate i.e. Sr.Acctt./Acctt./LDc/Gr.'D' staff. The Financial Controller being the Head of the Department is in charge of all the field Pay & Accounts Offices and he is assisted by 1 Asstt. Financial Controller.

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(iv) The norms set by it for the discharge of its functions

All the functions and duties discharged by officials of the Departmentalized Accounting Organization of Ministry of Civil Aviation & Tourism are as per the orders/guidelines issued by Govt. of India incorporated in various Rule books.

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- (v) **The rules regulations instructions, manuals and records held by it or under its control or used by its employees for discharging of its functions**

The rules /regulations, instructions manuals and records held by this office includes:

- (a) Civil Accounts Manual
- (b) General Financial Rules & Delegation of Financial Power Rules
- (c) Fundamental Rules and Supplementary Rules (Vol I to V)
- (d) Receipt and Payment Rules
- (e) Manual of Office procedure
- (f) Establishment and Administration Manual
- (g) Other Rules/Orders/instructions issued by C&AG of India, Min. Of Finance/DOPT/Controller General of Accounts and other decisions/instructions from nodal Ministries / Department, as per the directions of the Govt. Of India.
- (h) All other relevant Orders/PM's guidelines/Cabinet decision/ instructions etc issued.

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(vi) Statement of Categories of documents that are held by it or under its control

Sl. No.	Category of the Documents	Name of the Documents and its introduction
1	Expenditure & Accounts	1.Scheme wise Expenditure Statements 2. Loans & Investment by the Ministry 3. Plans & Non-Plan Exp. Statement
2	Pensions	1. Pension Authorizations 2. Pension Files
3	Bills/ Payments / Receipts	Paid / pending bills / vouchers upto last 03 years
4	Internal Audit	1. Internal Audit Reports/Internal Audit Review 2. Compliance Reports and action taken
5	GPF & Advances	1. Broadsheets and Ledgers 2. Lease deed documents against HBA
6	Annual Accounts at Glance of Ministry	

All other documents required to be maintained as per CAM, GFR, R&P Rules, etc. of Govt. of India.

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- vii) **Particulars of any arrangement that exists for consultation with or representation by, the members of public in relation to the formulation its policy or implementation thereof.**

Since this is the Departmentalized Accounting Organization ,Ministry of Civil Aviation & Tourism the main objective of all the Accounts Offices attached with both the Ministries pertains to the Accounting Aspect of two Ministries. This office is not involved in formulation of policy and implementation thereof. The cadre controller authority is the Controller General of Accounts, Min. Finance, Deptt. Expenditure and it formulates the policies and implements the same. However, all the Officers and staff members are easily accessible. The Asstt. Financial Controller / Financial Controller can be approached with the prior appointment.

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- viii) **A statement of the boards, council , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

This office being the accounts Organization of Ministry of Civil Aviation & Tourism, no board, council, committees and other bodies consisting of two or more persons has been constituted as its part for the purpose of advice etc. However, all the PIOs / CPIO / the Appellate authority are open to the public and can be easily accessed with the prior appointment.

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ix) Directory of its Officers and employees

<i>Sl. No.</i>	<i>Name of the Officer</i>	<i>Designation</i>	<i>Official Telephone</i>
1.	Sh. Manoj Sethi	Financial Controller	011-24629552 011-24621708 (FAX)
2.	Sh. Hemant Jain	Asstt. Financial Controller	011-24654986 011-24654984 (FAX)
3.	Sh. M.L. Gupta	Sr. Accounts Officer	011-24654982 (Telefax)
4.	Sh. N. Balasubramanian	Pay & Accounts Officer	011-24654982 (Telefax)
5.	Sh. R.S. Gupta	Pay & Accounts Officer	011-24610691(Telefax)
6.	Sh. L.D. Sarawati	Sr. Accounts Officer	011-23015528(Telefax)
7.	Sh. Birendra Singh	Pay & Accounts Officer	011-24650130
8.	Sh. T.P. Gupta	Pay & Accounts Officer	022-26828595
9.	Smt. V. Thyagarajan	Sr. Accounts Officer	044-22342293(Telefax)
10.	Sh. S.K. Banerjee	Sr.Accounts Officer	033-25130124(Telefax)
11.	Sh. V.B. Sharma	Asstt. Accounts Officer	011-24654980-81
12.	Smt. Paresh Pande	Junior Accounts Officer	011-24654980-81
13.	Sh. S.R. Sharma	Asstt. Accounts Officer	011-24654980-81
14.	Sh. Vinod Kumar	Asstt. Accounts Officer	011-24654980-81
15.	Sh. Ashish Jain	Asstt. Accounts Officer	011-24654980-81
16.	Sh. Sandeep Malhotra	Asstt. Accounts Officer	011-24654980-81
17.	Smt Anita Arora	Asstt. Accounts Officer	011-24632950 (2867)
18.	Sh. P. K. Grover	Junior Accounts Officer	011-23015907
19.	Smt. Madhu Gupta	Asstt. Accounts Officer	011-23015907
20.	Sh. Sudhir Chopra	Asstt. Accounts Officer	011-24611543
21.	Smt. M. Vijayalakshmi	Asstt. Accounts Officer	022-26828595
22.	Sh. P.K. Chakraborty	Asstt. Accounts Officer	033-25130124
23.	Sh. E.T.C. Moses	Asstt. Accounts Officer	044-22342293
24.	Smt. Vineeta Vohra	Jr. Accounts Officer	011-24611543

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x) The monthly remuneration received by each its officers and employees, including the system of compensation as provided in its regulation.

SI No.	Name	Designation	Pay Scales
1.	Shri Manoj Sethi	Financial Controller	14300-400-18300
2.	Shri Hemant Jain	Asst. Financial Controller	10000-325-15200
3.	Shri M.L. Gupta	Sr. Accounts Officer	8000-275-13500
4.	Shri. R. S Gupta	Pay & Accounts Officer	7500-250-12000
5.	Shri Liladhar Saraswati	Sr. Accounts Officer	8000-275-13500
6.	Shri N. Balasubramanian	Accounts Officer	7500-250-12000
7.	Shri Birendra Singh	Accounts Officer	7500-250-12000
8.	Shri T.P. Gupta	Accounts Officer	7500-250-12000
9.	Shri S.K. Banerjee	Sr. Accounts Officer	8000-275-13500
10.	Smt Vijay Lakshmi Thyagarajan	Sr. Accounts Officer	8000-275-13500
11.	Smt Madhu Gupta	AAO	7450-225-11500
12.	Shri V.B. Sharma	AAO	7450-225-11500
13.	Shri S.R. Sharma	AAO	7450-225-11500
14.	Shri Sandeep Malhotra	AAO	7450-225-11500
15.	Shri Ashish Jain	AAO	7450-225-11500
16.	Shri Sudhir Chopra	AAO	7450-225-11500
17.	Shri Vinod Kumar	AAO	7450-225-11500
18.	Shri Anita Arora	AAO	7450-225-11500
19.	Shri N. Raja	AAO	7450-225-11500
20.	Shri P.K. Chakraborty	AAO	7450-225-11500
21.	Shri E.T. Chandra Moses	AAO	7450-225-11500
22.	Smt Vinita Vohra	JAO	6500-200-10500
23.	Shri Paresh Pande	JAO	6500-200-10500
24.	Shri Pawan Kr. Grover	JAO	6500-200-10500
25.	Smt Rajni Nayar	Steno Gde-I	5500-175-9000
26.	Shri O.P. Hasija	Sr. Acctt.	6500-200-10500
27.	Shri Shivcharan Jeet	Sr. Acctt	5500-175-9000
28.	Shri Mahesh Chand	Sr. Acctt	5500-175-9000
29.	Shri Balkishan	Sr. Acctt	5500-175-9000
30.	Shri Rajesh Kumar	Sr. Acctt	5500-175-9000
31.	Shri K.G. Krishna	Sr. Acctt	5500-175-9000
32.	Smt Anju Bali	Sr. Acctt	5500-175-9000
33.	Shri Vijay Pal	Sr. Acctt	5500-175-9000
34.	Shri Balraj	Sr. Acctt	5500-175-9000
35.	Shri Subhash Kumar	Sr. Acctt	5500-175-9000
36.	Smt Kiran Rani	Sr. Acctt	5500-175-9000
37.	Shri A.K. Pathak	Sr. Acctt	5500-175-9000
38.	Sr. Hamid Rabbani	Sr. Acctt	5500-175-9000
39.	Smt Anuradha Bakshi	Sr. Acctt	5500-175-9000
40.	Shri SP Singh	Sr. Acctt	6500-200-10500
41.	Shri Ravinder Kumar	Sr. Acctt	5500-175-9000
42.	Smt Lakshmi Bisht	Sr. Acctt	5500-175-9000
43.	Shri Sanjay Grover	Sr. Acctt	5500-175-9000
44.	Shri A.K. Guglani	Sr. Acctt	5500-175-9000
45.	Shri V. Sundaram	Sr. Acctt	6500-200-10500
46.	Shri Sarangarajan	Sr. Acctt	5500-175-9000
47.	Smt G. Premavalli	Sr. Acctt	5500-175-9000
48.	Smt Saraswathy	Sr. Acctt	5500-175-9000

49.	Smt Latha Ambi	Sr. Acctt	5500-175-9000
50.	Shri D. Gopalakrishnan	Sr. Acctt	5500-175-9000
51.	Shri Bijoy Das Gupta	Sr. Acctt	6500-200-10500
52.	Shri Durga Shankar Pal	Sr. Acctt	6500-200-10500
53.	Shri Gopal Chandra Chakraborty	Sr. Acctt	6500-200-10500
54.	Shri Kajal Kumar Dutta	Sr. Acctt	5500-175-9000
55.	Shri Tapan Kumar Gupta	Sr. Acctt	5500-175-9000
56.	Smt P.R. Rathod	Sr. Acctt	5500-175-9000
57.	Shri J.J. Kantaliya	Sr. Acctt	5500-175-9000
58.	Shri A.S. Tripathi	Sr. Acctt	5500-175-9000
59.	Shri M.K. Sinha	Sr. Acctt	5500-175-9000
60.	Shri Arvind Mahajan	Sr. Acctt	5500-175-9000
61.	Shri P.K. Goel	Sr. Acctt	5500-175-9000
62.	Shri Ajit Kumar	Sr. Acctt	5500-175-9000
63.	Shri Dinesh Chandra	Acctt	4500-125-7000
64.	Shri Surindera Kumar	Acctt	4500-125-7000
65.	Smt Suparna Banerjee	Acctt	4500-125-7000
66.	Shri Kumar Ashish	Acctt	4500-125-7000
67.	Shri Chitranjan Kumar	Acctt	4500-125-7000
68.	Shri P.S. Bisht	Acctt	4500-125-7000
69.	Shri Yogesh Guliani	Acctt	4500-125-7000
70.	Shri D. Ravi	Acctt	4500-125-7000
71.	Shri Sanjoy Rakshit	Acctt	4500-125-7000
72.	Shri Rajeev Nandan	Acctt	4500-125-7000
73.	Shri J.K. Shukla	Acctt	4500-125-7000
74.	Mrs Manu S Motwani	Acctt	4500-125-7000
75.	Shri NCD Banik	Acctt.	4500-125-7000
76.	Shri Rajeev Ranjan	Acctt.	4500-125-7000
77.	Shri Rupak Kumar	Acctt	4500-125-7000
78.	Shri Dinesh Salgotra	Acctt	4500-125-7000
79.	Shri Niraj Kumar Verma	Acctt	4500-125-7000
80.	Shri Pankaj Kumar Jaiswal	LDC	3050-75-3980-80-4590
81.	Shri Umesh Kumar	LDC	3050-75-3980-80-4590
82.	Shri Neeraj Kumar	LDC	3050-75-3980-80-4590
83.	Shri S.K. Sinha	LDC	3050-75-3980-80-4590
84.	Shri R.M. Khedu	LDC	3050-75-3980-80-4590
85.	Shri Pravesh Kumar Jindal	LDC	3050-75-3980-80-4590
86.	Shri Diwakar Ram	Daftry	2610-60-2910-65- 3300-70-4000
87.	Shri Shivcharan Lal	Daftry	2610-60-2910-65- 3300-70-4000
88.	Shri Trilok Singh	Daftry	2750-70-3800-75-4400
89.	Shri E. Bhoopathy	Daftry	2610-60-2910-65- 3300-70-4000
90.	Shri Sahib Singh	Peon	2550-55-2600-60-3200
91.	Shri P.N. Giri	Peon	2550-55-2600-60-3200
92.	Shri Moolchand	Peon	2550-55-2600-60-3200
93.	Shri Sampat Lohar	Peon	2550-55-2600-60-3200
94.	Smt Seuli Lahiri	Peon	2550-55-2600-60-3200
95.	Shri R. Subramani	Chowkidar	2550-55-2600-60-3200
96.	Shri M. Damodaran	Chowkidar	2550-55-2600-60-3200

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- xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

BUDGET ALLOCATION 2006-07 (Non Plan)

<u>Sl. No.</u>	<u>Major Head</u>	<u>PAO, DGCA, New Delhi (In Rs.)</u>	<u>PAO, Mumbai (In Rs.)</u>	<u>PAO, Kolkata (In Rs.)</u>	<u>PAO, Chennai (In Rs.)</u>
1.	<u>Non-Plan Revenue</u>	32,23,000/-	19,90,000/-	23,76,000/-	25,24,000/-

The organization does not spend the Plan budget and the expenditure under non plan heads is on the salary and establishment expenditure

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Xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme

This office being the Departmentalized Accounting Organization does not have any subsidy programmes.

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- xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**

Not applicable to the Departmentalized Accounting Organization, as this office deals with the Accounting & Financial Aspects of both the Ministries.

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- xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form**

The relevant information pertaining to this organization has been put on the website of Ministry of Civil Aviation and can be accessed by anyone through Internet. (www.moca.gov.in).

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xv) The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Being the Accounting Organization, no library / reading room facility is applicable for public at large.

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XVI) The names, designation and other particulars of the Public Information Officers

Sr.No	Name and Designation	Address
1	Sh. Arvind Kumar, Financial Controller, Appellate Authority	Room No. 169, 'B' Wing, Rajiv Gandhi Bhavan, New Delhi-110003.
2	Sh. S.L. Taneja, Asstt Financial Controller, Central Public Information Officer	Pr. Accounts Office, Ministry of Civil Aviation & Tourism, Double Story Building, Indian Airlines Complex, Safdarjung Airport, New Delhi-110003.
3	Sh. R.S. Gupta, Accounts Officer, Asstt. Public Information Officer	Pr. Accounts Office, Ministry of Civil Aviation & Tourism, Double Story Building, Indian Airlines Complex, Safdarjung Airport, New Delhi-110003.
4	Sh. N. Balasubramanian, Sr. Accounts Officer, Asstt. Public Information Officer	Pr. Accounts Office, Ministry of Civil Aviation & Tourism, Double Story Building, Indian Airlines Complex, Safdarjung Airport, New Delhi-110003.
5	Sh. L.D. Saraswati, Sr. Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office(Sectt.), Ministry of Civil Aviation, Rajiv Gandhi Bhavan, New Delhi-110003
6	Sh. Birendra Singh, Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office(Tourism), Ministry of Tourism, C-1, Hutments Dalhousie Road, New Delhi-110001.
7	Sh. M.L. Gupta, Sr. Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office(DGCA), Ministry of Civil Aviation, Double Story Building, Indian Airlines Complex, Safdarjung Airport, New Delhi-110003.
8	Sh. S. Varadarajan, Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office, (Mumbai), Ministry of Civil Aviation, 1 st Floor Centralised Kitchen Building, Air India GSD Transport Complex, Sahar, Andheri(East), Mumbai-400099.
9	Smt. Vijyalakshmi Thayagarajan, Sr. Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office, (Chennai), Ministry of Civil Aviation, Meenambakkam Airport, Chennai-600027.
10	Sh. S.S. Bhowmik, Sr. Accounts Officer, Asstt. Public Information Officer	Pay & Accounts Office, (Kolkata), Ministry of Civil Aviation, Netaji Subhash Chandra Bose International Airport, Kolkata-700052

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xvi) Such other information as may be prescribed

The organization will publish and provide the other information as and when prescribed by the Govt.

