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OFFICE OF THE PRINCIPAL CONTROLLER OF ACCOUNTS (Fys)
10A, S K BOSE ROAD, KOLKATA - 700 001

No. AN/IC(O&M)/115/RTI

Dated: 13.04.2010

To,
The Officer I/c
EDP Section
MO, Local

PUC

SUB: RTI Act 05 Implementation

REF: RTI Cell No. CPIO/RTI/Publication/01 dt.25.03.2010

The Principal Controller of Accounts (Fys), is the Head of the Payment and Accounts function for the entire OFB including 39 production units, two projects and its allied formations. Nine Group Controllers of Finance & Accounts (Fys), located at Ambajhari, Kanpur, Jabalpur, Medak, Bolangir, Kirkee, Ishapore, Avadi and Dehradun function under the PCA (Fys), Kolkata. It exercises direct administrative control over all the CFA (Fys) located all over the country, even though its functional control extends in the area of payment and accounting only.

PCA (Fys) discharges its duties through the following sections.

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|-------|-------------------------|--|
| i. | PR Section | Cost Control and Cost Ascertainment |
| ii. | Store Section | Material Management |
| iii. | Pay Tech | Decision cases of IEs/NIEs |
| iv. | EDP Section | Cost Tabulation |
| v. | Accounts Section | Financial Compilation |
| vi. | Pay/Pay 'O' Section | Pay Bills of OFB |
| vii. | Annual Accounts Section | Scrutiny, Compilation and publication Of Annual Accounts of the Ordnance & Ordnance Equipment Factories. |
| viii. | AN Pay | Pay bill of DAD Employees, M. O. |
| ix. | AN Med | Audit & Payment of Medical Claims of DAD Employees. |

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- x. **Financial Advice Section** Local Audit of Units coming under the Audit control of this organisation where No AO exists including Cash Inspection. Rendition of AAC Report, MFAI, Appropriation A/c etc. Rendering Audit report in respect of Loss Statement.
- xi. **Fund Section** Maintenance of GP Fund of DAD and Gazetted officers (Gp. A & B) of Br. AOs & OFB (both Gazetted Officers & non-gazetted)

Also Medical Bills, TA-DA/LTC Claims are centrally dealt in MO, PCA (Fys). All service books pertaining to MO & Br. AOs are also maintained centrally at MO.

The detail duties of the following sections are stipulated in the Office Manuals as under:-

	Section	Office Manual
1	Record	Chapter I, OM Pt. II, Vol-I
2	Administration	Chapter II, OM Pt. II, Vol-I
3	Accounts	Chapter III, Para 155 to 304 OM Pt. II, Vol-I
4	Disbursement	Chapter IV, Para 319 to 350, OM Pt. II Vol-I
5	Pay	Chapter V, Para 946 to 950, OM Pt. VI, Vol-III
6	Store Audit	Chapter VI, Para 956 to 971, OM Pt. VI, Vol-III
7	Miscellaneous	Chapter VI, OM Pt. II, Vol-I
8	Transportation	Chapter VII, OM Pt. VI, Vol-III
9	Production	Chapter VIII, OM Pt. VI, Vol-III
10	Annual A/c	Chapter IX, OM Pt. VI, Vol-III
11	Financial Advice	Chapter X, OM Pt. VI, Vol-III, OM Pt. II Vol-I Para 652 to 660 and 662 to 693
12	Fund	Chapter XI, OM Pt. VI, Vol-III
13	EDP	Section III, Chapter I of OM Pt. VI, Vol-III

PCA (Fys) is also responsible for the audit classification and adjustment of all rail charges incurred on Railway Warrants and Credit Notes in connection with the movement of troops and Military stores throughout India.

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The office is headed by PCA (Fys). Main Office is supported by One Controller and one or more administrative posts (i.e; Addl. Controller/ Jt. Controller). There are a certain number of posts of Deputy Controllers/ Assistant Controllers of Defence Accounts for Managerial Assistance to the Head of the Office. The rest consist of all Section charges aligned as far as possible on functional basis. Each Section comprising of Clerks/Auditors/Sr. Auditors are headed by one or more Assistant Accounts Officers. Accounts Officer/Sr. Accounts Officer look after the functioning of one or more sections.

The norms set by PCA(Fys) for the discharge of its functions are


1. Timely rendition of reports and returns.
2. To achieve economy and efficiency in all areas of work of OFB, all Ordnance factories, Projects and its allied formations.

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

- Office Manuals
- Rules & Regulations of Central Government
- Circulars and Manuals circulated by CGDA

PCA(Fys) is entrusted with the maintenance and revision of Office Manual Part-IV.

Jt. C of A (Fys) has seen.


(AMIT BISWAS)
Asst. C of A (Fys)

Copy to,
The Officer I/c
RTI Cell
MO, Local

For information

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