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मुख्य वेतन तथा लेखा कार्यालय  
अण्डमान तथा निकोबार प्रशासन  
श्री विजयपुरम

Tel. No. 03192-230879/232220

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CHIEF PAY AND ACCOUNTS OFFICE

Andaman and Nicobar Administration

Sri Vijaya Puram-744101

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## Particulars of its organization, functions and duties

### Section 4(1)(b)(i) of RTI Act 2005

#### 1. Aims and objective of the Organization

The Chief Pay & Accounts Office (CPAO) of the Andaman & Nicobar Administration is committed to the effective implementation of government policies and schemes, ensuring that all financial transactions are processed efficiently. It oversees timely payments, budget control, and provides financial advisory support to authorities exercising delegated financial powers. CPAO manages GPF accounts, facilitates prompt pension settlements, and ensures timely remittance of NPS contributions to NSDL while assisting NPS subscribers. Additionally, it conducts audits of grantee institutions like Gram Panchayats, the Municipal Council, and the Zilla Parishad, ensuring transparency, accountability, and financial discipline. It is committed to transparency and accountability; it strives to provide prompt and efficient services to the Administration, its employees, and pensioners.

#### 2. Mission & Vision.

The Chief Pay & Accounts Office (CPAO) envisions a transparent, efficient, and accountable financial management system that ensures accuracy and compliance in public expenditure. Our mission is to facilitate seamless financial operations, ensuring prompt and accurate disbursement of payments while minimizing hardships for employees, pensioners, and stakeholders. We are committed to upholding the highest standards of financial propriety, regulatory compliance, and service excellence. By leveraging technology and best accounting practices, we strive to enhance efficiency, strengthen internal controls, and ensure timely financial reporting. CPAO aims to be a trusted

financial steward, fostering integrity, professionalism, and responsiveness in all aspects of public financial management.

### **3. Brief History and Background of the Establishment**

Consequent upon the decision of the Government of India to separate Accounts from Audit, the Andaman and Nicobar Administration took over the entire accounting functions discharged by the Accountant General (Central), Calcutta with effect from 01-06-1980. Consequently the district treasury at Port Blair and the sub treasuries at Rangat and Car Nicobar were converted into Pay and Accounts Offices.

Presently there are three Pay and Accounts Offices one each at Sri Vijaya Puram, Rangat and Car Nicobar and five Sub Pay and Accounts Offices one each at Diglipur, Mayabunder, Hutbay, Nancowrie and Campbell Bay.

The department also have an internal Audit wing which undertake concurrent internal audit of DDOs, PRIs, grant-in-aid institutions etc..

### **4. Functions performed and services rendered**

- (a) Processing payment of Pay and Allowances, office contingencies, miscellaneous payments including provident fund claims (including final payments) and other admissible loans and advances to Government Servants submitted by the Drawing and Disbursing officers in accordance with the prescribed financial rules.
- (b) Processing payments, and recoveries (wherever necessary), to the autonomous/local bodies, corporations and authorities, of grants-in-aids, loans etc., as may be sanctioned by the competent authority.
- (c) Authorisation of pensions to the employees of A & N Administration.
- (d) Compilation and consolidation of the accounts of the Administration in accordance with the instructions issued by Central Government and for rendering of these accounts to the Controller General of Accounts, Department of Expenditure, Ministry of Finance.
- (e) Preparation of Appropriation Accounts on respect of grants placed at the disposal of the Administration and also the material needed for Finance Accounts and furnishing them to the Controller General of Accounts.

- (f) Organizing a sound system of internal audit to ensure both accuracy in accounts and efficiency in operation of the proposed management accounting and information systems.
- (g) Management of Departmental Accounts cadre in the A & N Administration.
- (h) Training of Accounts staff in the Pay and Accounts Offices.
- (i) Post-check of Divisional accounts and vouchers received from the PWD and Forest Divisions and also from other DDOs authorised to issue cheques.
- (j) Remittance by cheques / drafts to other Accounts Officers of deductions on account of Provident Fund, loans, insurance premium etc. whatever such accounts are maintained by the other Accounts Officers
- (k) Maintenance of G.P.F. accounts of all 'A' "except those of All India Services officers born on U.T. cadre" 'B' and 'C' employees including watching recoveries/ repayment of advances, authorisation of final payment etc.
- (l) Maintenance of accounts of long-term advances to Govt. servants and watching recovery.
- (m) Settlement of Inter-Govt. transaction of the Ministries / Departments of the Govt. of India.
- (n) Maintenance of broadsheets and other connected records for transactions pertaining to loans, advances, deposits, suspense and remittance heads of accounts.
- (o) Maintenance of records for watching recovery of leave salary and pension contribution in respect of staff sent on foreign service.
- (p) Other statutory and administrative duties.

## 5. Postal Address of CPAO and PAOs / SPAOs

Name	Complete Office Address	E mail id
Chief Pay & Accounts Office	Chief Pay & Accounts Office, Bengali Club, Sri Vijaya Puram-744101	e-mail: dab.and@nic.in
Pay & Accounts Office, Rangat	Pay & Accounts Office, Rangat, North & Middle Andaman-744205	e-mail: paorangat.and@nic.in
Pay & Accounts Office, Car Nicobar	Pay & Accounts Office, Car Nicobar, Perka Head Quarter- 744301	e-mail: senior.ao@and.nic.in

Sub-Pay & Accounts Office, Nancowry	Sub-Pay & Accounts Office, Kamorta,Nancowry- 744303	---
Sub-Pay & Accounts Office, Campbell Bay	Sub-Pay & Accounts Office, Campbell Bay- 744302	---
Sub-Pay & Accounts Office, Mayabunder	Sub-Pay & Accounts Office, Mayabunder-744204	---
Sub-Pay & Accounts Office, Diglipur	Sub-Pay & Accounts Office, Diglipur - 744202	---

## Powers and Duties of Officers and Staff

### [Section 4(1)(b)(ii)]

SI No	Designation of Post	Powers & Duties
1	Director of Accounts & Budget also functions as the Principal Accounts Officer for the UT	<p>Head of Department of the Pay &amp; Accounts Organisation. Holds the statutory, administrative and financial authority delegated under various provisions of FRSR, CCS (CCA) Rules, DFPR and orders and instructions issued by the A &amp; N Administration. Overseeing the overall functioning of the department. Granting approvals related to service matters, leave etc. Addressing grievances, representations, disciplinary cases. Coordination with higher authorities for policy decisions and approvals. Acting as a appellate authority under RTI . Also, functions as the Principal Accounts Officer</p> <p>As the Principal AO, Supervising and overseeing the functioning of the Pay &amp; Accounts Offices for ensuring timely payments/receipts and accounting. Monitoring the entire accounting matters of the UT Administration of A&amp;N Islands which involves preparation of grant wise monthly account of the UT of A&amp;N Islands. Ensures preparation of annual Appropriation Accounts and Finance Accounts in respect of consolidated fund of A &amp; N Administration. Ensures preparation of budget and account in respect of the Public Account heads viz GPF, Savings &amp; Insurance fund under Union Territory Govt. Employees Insurance Scheme (UTGEIS), Interest on GPF etc. Ensures preparation of Statement of Central Transaction. Looks after the work of maintaining of records of funds received under the Central Sponsored Schemes from the Govt. of India. Functions as the second level approver of agencies registered in the UT of A&amp;N Administration for the various Schemes being implemented in the UT through the Public Financial Management System (PFMS) platform.</p>
2	Pay & Accounts Officer-I (Pre-Check)	<p><b>Pre-Check</b></p> <p>The PAO is responsible for pre-checking claims and</p>

<p>&amp; Compilation)</p> <p>Assisted by Assistant Accounts Officer (Pre-Check) and Dealing Hands (Pre-Check)</p>	<p>ensuring compliance with financial rules and regulations before payment authorisation. The PAO is assisted by an AAO and dealing hands, forming a structured hierarchy where the dealing hand processes claims, the AAO verifies them and the PAO exercises final approval and oversight.</p> <p>Scrutinising bills, claims and other financial documents submitted by DDOs ensuring that the payments comply with GFR, DFPR and other applicable regulations. Checking budget availability before approving any expenditure. Ensuring proper classification of expenditure under relevant budgetary head.</p>
<p>Assisted by Assistant Accounts Officer (Compilation) and Dealing Hands (Compilation)</p>	<p><b>Compilation</b></p> <p>Compilation of the monthly accounts ,ensure rectification of accounting discrepancies, Ensure timely submission of monthly accounts, review of Statement/ reports.</p> <p>Passing of all long-term advances, E-bills and Grant-in-aid Bills received from DDOs/ autonomous bodies after verification of the documents/ Utilization Certificates or concerned ledgers. Monitoring and verifying of all NPS related works. Passing of bills related to deposits and Maintenance of Deposit Register under 8443 Civil Deposit/ Civil Court Deposits. Passing of bills related to Refund of Revenue after ensuring the correctness of the referred Challan and Head of Account. Settlement of PAO Suspense Account and Passing of bills of debit claims under PAO Suspense. Transfer Entry to incorporate paid voucher of DRC, New Delhi and settlement of its payment with PAO-I, R.K. Puram, New Delhi Passing of bills related to Inward / Outward Claims.</p> <p>PAO-I also functions as the DDO for the establishment of CPAO. Drawing salary, allowance and other personal claims for the employees under his jurisdiction and also the contingent expenditure bills relating to procurement of goods and services. Maintaining the records of deductions such as income tax, provident fund and other deductions. Filing of returns for income tax etc. The PAO-I is also the Public Information Officer for CPAO, Sri Vijaya Puram.</p>

3	<p>Pay &amp; Accounts Officer-II (Pension &amp; GPF)</p> <p>Assisted by Assistant Accounts Officer (Pension) and Dealing Hands (Pension)</p> <p>Assisted by Assistant Accounts Officer (GPF) and Dealing Hands (GPF)</p>	<p><b>Pension</b></p> <p>The PAO is responsible for processing and authorising pensionary benefits of employees of UT Administration ensuring compliance with rules and maintaining financial discipline. The PAO is assisted by an AAO and dealing hands, forming a structured hierarchy where the dealing hand processes the pension cases and other retirement dues, the AAO verifies them and the PAO exercises final approval and oversight.</p> <p>Examining pension papers, service records and retirement benefits claims for correctness and compliance with pension rules. Verifying qualifying service, last pay drawn and pensionable emoluments as per pension rules. Checking the calculation of pensions, gratuity, commutation and family pension. Ensuring that leave encashment and other retirement dues are properly computed and sanctioned. Signing of PPO's, authorisation of pension/revision of pension, passing of bills of retirement benefits along with Leave Encashment, Savings/Insurance Funds, Provisional Pension and Ex-MPC payment. Correspondence related to Pension matters, issuance of amendment authorities, entries regarding Leave Salary &amp; Pension Contribution in the service books of staff under deputation, service verification.</p> <p><b>GPF</b></p> <p>The PAO is responsible for maintaining GPF accounts, processing withdrawals, advances and final settlements for employees of UT Administration. The PAO is assisted by an AAO and Dealing Hands, forming a structured hierarchy where the dealing hand processes the cases ,the AAO verifies them and the PAO exercises final approval and oversight.</p> <p>Maintaining GPF accounts of employees under its jurisdiction. Signing authority for settlement of GPF Final payment to the retired employee. Processing GPF Advances, Withdrawals and Final Payment of Employees. Transfer out/in of GPF Accounts of employees to other PAOs in the case of Transfer of Employees. Accounting of GPF Subscription, Advances and withdrawal in respect employees on deputation to</p>
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		other States/UTs
4	<p>Pay &amp; Accounts Officer-III (Consolidation)</p> <p>Assisted by Assistant Accounts Officer (Consolidation) and Dealing Hands (Consolidation)</p>	<p>The PAO is responsible for compiling and consolidating financial data from various PAOs and CDDOs to ensure accurate accounting, reporting and compliance with financial rules. The PAO is assisted by an AAO and dealing hands, forming a structured hierarchy where the dealing hand processes data and prepares reports, the AAO verifies, compiles and ensures correctness and the PAO exercises final oversight before submission to Pr AO/CPAO / Chief Accounting Authority .</p> <p>Assist the Pr.AO in ensuring the compilation and consolidation of the monthly accounts. Ensures collection of financial information and preparation of monthly reports on Receipt and Expenditure of the A &amp; N administration from the different PAOs and CDDOs. Preparation and updating of DDO codes directory. Ensuring rectification of accounting discrepancies in coordination with CGA and PAOs. Advises department heads on accounting matter through the Pr.AO and ensures compliance with govt. accounting norms, ensure timely submission of monthly accounts to CGA, review of Statement/reports. Maintenance of Appropriation audit registers for Grant No,052 and Public Debt. Finalisation of Grant Statements and Head-wise Appropriation Accounts. Coordinates work related to Centrally Sponsored Schemes and grants received from Central Government. Maintenance of records for loans and advances given to different agencies. Liaises with various PAOs, supply departments (Delhi, Chennai, Mumbai, Kolkata etc.) for settlements of inwards claims.</p>
5	<p>Pay &amp; Accounts Officer-II (Forest &amp; APWD)</p> <p>Assisted by Assistant Accounts Officer (Forest &amp; APWD) and Dealing Hands (Forest &amp; APWD)</p>	<p>PAO-III in addition to assisting Pr.AO also oversees the work of an independent PAO operating PAO Code-071361 pertaining to Forest &amp; APWD Divisions.</p> <p>The DSC and user profile management of the CDDOs, DDO Checker, PD Checker are also carried out in PFMS by the PAO-III in respect of the CDDOs registered under the PAO Code-071361.</p> <p>Approves the Budget, Letter of Credit (LC) at the PAO Level in PFMS in respect of the budget and LC entries. Processing in PFMS GPF and long term advance bills, GPF Final Payment, Deposit Linked Insurance Scheme</p>



		<p>Payments, GPF transfer out, transfer in and recasting of new NPS to GPF converted accounts received from CDDOs. Processing of pension cases and processing of gratuity, commutation, pension arrears, leave encashment, Insurance and Savings bills pertaining to the employees attached to the Forest and APWD Divisions.</p> <p>Consolidation of Accounts of PAO Code-071361 and final passing of transfer entries for rectification of any misclassification in the accounts.</p> <p>The Monthly Accounts with vouchers submitted by the CDDOs of APWD and Forest are reconciled, and a compiled statement forwarded to the Principal and Accounts officer for consolidation of Accounts.</p>
6	<p>Pay &amp; Accounts Officer-IV</p> <p>Assisted by Assistant Accounts Officer (Establishment) and Dealing Hands (Establishment)</p>	<p>Deals with the service matter of all officers and staff of CPAO, Sri Vijaya Puram, recruitment to various posts under PAO, seniority and confirmation of employees of PAO. Transfer/posting of officers/officials of Pay and Accounts Organisation, Court cases and vigilance matter. Processing of Leave request, personal claims of all officers and staff posted at CPAO. Action plans, grievances (CPGRAM / LG Helpdesk). Procurement of Goods and Services. Maintenance of Vehicles, Office building and related work of this department, SAS related works, Store, Audit paras related to this department. Deployment of security &amp; sanitation personnel in this department.</p>
7	<p>Pay &amp; Accounts Officer (LFA/Inspection)</p> <p>Assisted by Assistant Accounts Officer (LFA/Inspection) and Dealing Hands (LFA/Inspection)</p>	<p>Study of accounting procedures prescribed for the department with a view to ensuring that they are correct, adequate and free any defects or lacunae; Watch over the implementation of the prescribed procedures and the orders issued from time to time .Scrutiny and check of payments and accounting work of the accounting units. Investigation of important areas in accounting and other connected records .Co-ordination with other Ministries and Controller General of Accounts regarding Internal Audit procedures. Periodical review of all accounts records,</p> <p>Pursuance/Settlement of objections taken in test audit notes issued by Statutory Audit Offices and other matters relating to statutory audit. To examine and report on points or irregularities brought to its notice by the Pay and Accounts Officer. Furnish a copy of the Internal Audit Objections Report along with the list of documents etc. checked/audited to the statutory Audit Office.</p>

8	<p>Pay &amp; Accounts Officer, Rangat</p> <p>Assisted by Assistant Accounts Officer and Dealing Hands</p>	<p>The PAO is responsible for pre-checking claims and ensuring compliance with financial rules and regulations before payment authorisation. The PAO is assisted by an AAO and dealing hands, forming a structured hierarchy where the dealing hand processes claims, the AAO verifies them and the PAO exercises final approval and oversight.</p> <p>Scrutinising bills, claims and other financial documents submitted by DDOs ensuring that the payments comply with GFR, DFPR and other applicable regulations. Checking budget availability before approving any expenditure. Ensuring proper classification of expenditure under relevant budgetary head.</p> <p>Compilation of the monthly accounts, ensure rectification of accounting discrepancies, Ensure timely submission of monthly accounts, review of Statement/ reports.</p> <p>Examining pension papers, service records and retirement benefits claims for correctness and compliance with pension rules. Verifying qualifying service, last pay drawn and pensionable emoluments as per pension rules. Checking the calculation of pensions, gratuity, commutation and family pension. Ensuring that leave encashment and other retirement dues are properly computed and sanctioned. Signing of PPO's, authorisation of pension/revision of pension, passing of bills of retirement benefits along with Final Leave Encashment, Savings/Insurance Funds, Provisional Pension .Correspondence related to Pension matters, issuance of amendment authorities, entries regarding Leave Salary &amp; Pension Contribution in the service books of staff under deputation, service verification..</p> <p>Maintaining GPF accounts of employees under its jurisdiction . Signing authority for settlement of GPF Final payment to the retired employee. Processing GPF Advances, Withdrawals and Final Payment of Employees. Transfer out/in of GPF Accounts of employees to other PAOs in the case of Transfer of Employees. Accounting of GPF Subscription, Advances and withdrawal in respect employees on deputation to other States/UTs</p> <p>The DSC and user profile management of the CDDOs,</p>
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		<p>DDO Checker, PD Checker are also carried out in PFMS by the PAO-III in respect of the CDDOs under Middle &amp; North Andaman .</p> <p>Approves the Budget, Letter of Credit (LC) at the PAO Level in PFMS in respect of the budget and LC entries. Processing in PFMS GPF and long term advance bills, GPF Final Payment, Deposit Linked Insurance Scheme Payments, GPF transfer out, transfer in and recasting of new NPS to GPF converted accounts received from CDDOs. Processing of pension cases and processing of gratuity, commutation, pension arrears, leave encashment, Insurance and Savings bills pertaining to the employees attached to the Forest and APWD Divisions.</p> <p>Consolidation of Accounts and final passing of transfer entries for rectification of any misclassification in the accounts.</p> <p>The Monthly Accounts with vouchers submitted by the CDDOs of APWD and Forest are reconciled, and a compiled statement forwarded to the Principal and Accounts officer for consolidation of Accounts</p> <p>Also functions as the DDO for the establishment of PAO Rangat. Drawing salary, allowance and other personal claims for the employees under his jurisdiction and also the contingent expenditure bills relating to procurement of goods and services. Maintaining the records of deductions such as income tax, provident fund and other deductions. Filing of returns for income tax etc.</p>
9	<p>Pay &amp; Accounts Officer, Car Nicobar</p> <p>Assisted by Assistant Accounts Officer and Dealing Hands</p>	<p>The PAO is responsible for pre-checking claims and ensuring compliance with financial rules and regulations before payment authorisation. The PAO is assisted by an AAO and dealing hands, forming a structured hierarchy where the dealing hand processes claims, the AAO verifies them and the PAO exercises final approval and oversight.</p> <p>Scrutinising bills, claims and other financial documents submitted by DDOs ensuring that the payments comply with GFR, DFPR and other applicable regulations.</p>

		<p>Checking budget availability before approving any expenditure. Ensuring proper classification of expenditure under relevant budgetary head.</p> <p>Compilation of the monthly accounts, ensure rectification of accounting discrepancies, Ensure timely submission of monthly accounts, review of Statement/ reports.</p> <p>Examining pension papers, service records and retirement benefits claims for correctness and compliance with pension rules. Verifying qualifying service, last pay drawn and pensionable emoluments as per pension rules. Checking the calculation of pensions, gratuity, commutation and family pension. Ensuring that leave encashment and other retirement dues are properly computed and sanctioned. Signing of PPO's, authorisation of pension/revision of pension, passing of bills of retirement benefits along with Final Leave Encashment, Savings/Insurance Funds, Provisional Pension .Correspondence related to Pension matters, issuance of amendment authorities, entries regarding Leave Salary &amp; Pension Contribution in the service books of staff under deputation, service verification..</p> <p>Maintaining GPF accounts of employees under its jurisdiction . Signing authority for settlement of GPF Final payment to the retired employee. Processing GPF Advances, Withdrawals and Final Payment of Employees. Transfer out/in of GPF Accounts of employees to other PAOs in the case of Transfer of Employees. Accounting of GPF Subscription, Advances and withdrawal in respect employees on deputation to other States/UTs</p> <p>The DSC and user profile management of the CDDOs, DDO Checker, PD Checker are also carried out in PFMS by the PAO-III in respect of the CDDOs under Nicobar District..</p> <p>Approves the Budget, Letter of Credit (LC) at the PAO Level in PFMS in respect of the budget and LC entries. Processing in PFMS GPF and long term advance bills, GPF Final Payment, Deposit Linked Insurance Scheme Payments, GPF transfer out, transfer in and recasting of new NPS to GPF converted accounts received from CDDOs. Processing of pension cases and processing of</p>
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		<p>gratuity, commutation, pension arrears, leave encashment, Insurance and Savings bills pertaining to the employees attached to the Forest and APWD Divisions.</p> <p>Consolidation of Accounts and final passing of transfer entries for rectification of any misclassification in the accounts.</p> <p>The Monthly Accounts with vouchers submitted by the CDDOs of APWD and Forest are reconciled, and a compiled statement forwarded to the Principal and Accounts officer for consolidation of Accounts</p> <p>Also functions as the DDO for the establishment of PAO Car Nicobar. Drawing salary, allowance and other personal claims for the employees under his jurisdiction and also the contingent expenditure bills relating to procurement of goods and services. Maintaining the records of deductions such as income tax, provident fund and other deductions. Filing of returns for income tax etc.</p>
10	Sub Pay & Accounts Officer, Diglipur, Mayabunder, Campbell Bay, Nancowrie, Hutbay assisted by Dealing Hands	<p>Scrutinising bills, claims and other financial documents excluding long term advances submitted by DDOs under its jurisdiction ensuring that the payments comply with GFR, DFPR and other applicable regulations. Checking budget availability before approving any expenditure. Ensuring proper classification of expenditure under relevant budgetary head.</p> <p>.</p>

## **Annexure-iii(CPAO)**

### **Procedure followed in decision-making process, including channels of supervisio**

#### **Section 4(1)(b)(iii) of RTI Act 2005**

The CPAO follows the decision making procedure established in Manual of Office Procedure (MOP) in administrative matters. Additionally accounting procedures, budget and expenditure control, internal control and audit and payment and receipts processing are governed by the instructions outlined in the Civil Accounts Manual. The PAOs follows the Pre-Check payment procedure outlined in the Civil Accounts Manual and process the claims / bills submitted by DDOs through PFMS. The General Provident Fund accounts and the pension cases are also processed in accordance with the procedures specified in Civil Accounts Manual.

The supervision and hierarchy follows the structure outlined in the **organisational chart**, ensuring compliance with procedural guidelines and financial regulations.

## **Annexure-iii(CPAO)**

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The supervision and hierarchy follows the structure outlined in the **organisational chart**, ensuring compliance with procedural guidelines and financial regulations.

The norms set by it for discharge of its function.

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

Sl. No.	Description of task	Prescribed timeline for submission/processing
<b>1</b>	<b>Headwise Appropriation Account</b>	
	I. (Stage-I)	By 15 <sup>th</sup> April,(tentative)
	II. (Stage-II)	By 3 <sup>rd</sup> June, (tentative)
	III. (Stage-III)	Within seven days of receipt of Audit's 'No Comments,
	IV. (Stage-IV)	After clearance of Condensed Accounts by C&AG of India and further communication from O/o CGA, New Delhi
<b>2</b>	<b>Monthly Account from Pr. A.O to O/o CGA</b>	
	I. Submission of Monthly Account to O/o CGA	Latest by 8 <sup>th</sup> of following month
	II. March (Prel.)	Latest by 18 <sup>th</sup> April
	III. March (Sy-I)	Latest by 6th May
	IV. March (Sy-II)	Latest by 6th September
<b>3</b>	<b>Finance Accounts</b>	
	I. Submission of <b>figures relating to Interest Receipts/</b> Grants-in-aid/Loans and Advances appearing respectively under the Major Heads '0049-Interest Receipts (01 & 02) and 3601/7601 in Central Books to be furnished to the State Accountants General for the purpose of reconciliation with corresponding figures under Major Heads 2049/1601/6004 appearing in the books of various Accountant General	By 06 <sup>th</sup> May(tentative)



	II. The Annual Progress report of <b>balances adopted/dropped on proforma basis</b> for the Previous Financial Year.	By 12 <sup>th</sup> May (tentative)
	III. Preparation and Submission of <b>Statement of Central Transactions (SCT) through e-lekha</b> for Previous Financial Year to CGA (Finance Accounts Section).	By 15 <sup>th</sup> May(tentative)
	IV. Submission of <b>Journal Entries</b> through e-lekha.	By 20 <sup>th</sup> June(tentative)
	V. Submission of Report on ' <b>Review of balances of DDSR heads of Accounts</b> '	By 09 <sup>th</sup> August(tentative)
<b>4</b>	<b>Pre-Check of bills and payment procedure</b>	As laid down in Civil Accounts Manual.
<b>5</b>	<b>Authorisation, payment, accounting and maintenance of GPF accounts.</b>	As laid down GPF (CS) Rules and Civil Accounts Manual
<b>6</b>	<b>Authorisation, accounting and payment of retirement dues and pensionary benefits.</b>	As laid down in CCS (Pension) Rules and Civil Accounts Manual

**Rules, Regulations, Instructions, manuals and records for discharging function****[Section 4(1)(b)(v)]**

<b>Sl. No</b>	<b>Name of the act, rules, regulations etc</b>	<b>Brief gist of the contents</b>
1	Civil Accounts Manual	It provides guidelines, procedures, and regulations for managing government accounts, ensuring uniformity, transparency, and efficiency in financial administration across civil ministries and departments.
2	List of major and minor heads	It contains list of all major head and minor head of accounts.
3	Central Government Account Receipts and Payments Rules 2022	It contains procedure laid down for drawl of money from Govt. Account and accounting of receipts.
4	General Financial Rules, 2017	The General Financial Rules (GFR) are a set of guidelines issued by the Ministry of Finance, Government of India to regulate financial management, procurement, and expenditure in government departments and organizations.
5	DDO Manual	This manual has been brought out with the objective of providing easy to understand guidance to the DDOs. This manual is a guide book for internal use only.
6	Suspense Accounts Manual	The operation and clearance of various Suspense and Remittance Heads used in day-to-day functioning of the departmentalized accounting offices have been described with practical examples
7	Fundamental and Supplementary Rules	FR governs service conditions, pay, leave, increments, provisions for pay fixation on promotion, deputation etc. and SR expands on FR with detailed procedures for TA/DA, deputation, travel reimbursements, covers financial and service related regulations.

8	CCS (GPF) Rules	Governs GPF for employees. Covers subscriptions, interest accrual, advances, partial withdrawals and final settlement.
10	Central Civil Services (Pension ) Rules	Governs pensionary benefits, including eligibility, computation of pension, gratuity, commutation and family pension entitlements.
11	Office Memorandums and circulars issued by GOI Ministry of Finance, DoP&T, CGA etc.	

**A statement of the categories of documents held**

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

**Pay and Accounts Office-I (Pre-check and compilation), Sri Vijaya Puram**

1. SLO Registers
2. Advance Registers
3. Bills and Invoices
4. Audit Reports
5. Budget Register
6. Suspense Register
7. Pay bill Register
8. Accounting and Financial Reports
9. Statements of Income Tax deduction employees (as DDO)
10. Paid vouchers (as DDO)
11. Files relating to Preparation of Annual Budget of Public Accounts.
12. File relating to Calculation/Incorporation of Interest of UTGEIS.
13. Files relating to matters pertaining to Inward Claims/RBD/Suspense Accounts.
14. Files relating to Preparation/ Statutory Audit/ Submission/ Laying of Finance Accounts.
15. Files relating to Preparation/Comparison/Verification of SCT of Union Govt. Finance Accounts and concerned matters.
16. Files relating to Submission/Verification of Transfer Entries and LOC.
17. Files related to Preparation/Statutory Audit/ Submission/Laying of Appropriation Accounts.

**Pay and Accounts Office-III (Consolidation), Sri Vijaya Puram**

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.
4. Files relating to Preparation/ Statutory Audit/ Submission/ Laying of Finance Accounts.
5. Files relating to Preparation/Comparison/Verification of SCT of Union Govt. Finance Accounts and concerned matters.
6. Files relating to Submission/Verification of Journal Entries.
7. Matters related to Preparation/Statutory Audit/Submission/Laying of Appropriation Accounts.
8. Preparation/Submission of PAO-wise monthly review reports.

9. Updation of Budget in PFMS.

### **Pay and Accounts Office (Forest & APWD), Sri Vijaya Puram**

1. Settled Pension files pertaining to the retired employees of APWD and FOREST Divisions.
2. Disbursers Portion of PPO received from CPAO.
3. Monthly Accounts and Vouchers of APWD and Forest Divisions
4. PPO Register, Bill Registers
5. Gratuity Register
6. Commutation Register
7. Arrears Register
8. Provisional Pension Payment Register

### **Pay and Accounts Office-II (Pension & GPF), Sri Vijaya Puram**

#### **Pension**

1. Pension case files of the retired Government Servants & Family Pensioner's
2. PPO Register, Bill Registers
3. Gratuity Register
4. Commutation Register
5. Arrears Register
6. Provisional Pension Payment Register
7. Fixed Medical Allowance Register (Payment Through DDO)
8. Ex- MPC Payment Register
9. Pension Revision Register
10. SSA Register
11. Dearness Relief Difference Payment Register
12. Pension/Revision Case Register of PAO Rangat & Car Nicobar (Affixing Special Seal) and Challan Register

#### **GPF**

1. Correspondence file
2. Allotment register
3. Ledger
4. Final payment authority register
5. DLI register register
6. Transfer in register
7. Transfer out register
8. Transfer entry register
9. Challan register
10. Despatch register
11. Valuable register

## **Pay and Accounts Offices, Rangat and Car Nicobar**

1. Paid vouchers of Pay Bills, FVC Bills, GPF Bills, LTC/TA Bills, Pension Bills
2. Pension files of pension cases
3. Receipt Vouchers
4. Cash Book
5. GPF Ledger
6. Register for GPF Transfer-in and Transfer-out
7. GPF Final payment and DLIS register
8. Bank Reconciliation Statements
9. Pensionary payment registers
10. SLO Registers
11. Advance Registers
12. Bills and Invoices
13. Audit Reports
14. Budget Register
15. Suspense Register
16. Register for deposit works
17. Pay bill Register
18. Pension and Retirement Benefits Registers
19. Accounting and Financial Reports
20. Employee Service Records (Posted in concerned PAO)
21. Records related to Establishment matters
22. Personal files and Service books of all staff (Posted in concerned PAO)
23. Files pertaining to procurement, Establishment matters, Charge report, JAO Examination, TA/LTC of staff, Service postage stamps, Liveries to Group D, Budget Estimates of PAO, Telephone/Electric charge, Seniority list of staff, Confirmatory exam matters, PFMS, Honararium, GPF Advance, Destruction of old records, Water charges, Medical reimbursement, Election matters.

## **Pay and Accounts Office-IV (Establishment), Sri Vijaya Puram**

1. Files relating to service matter of all Officers & staff posted in CPAO, Sri Vijaya Puram.
2. Service Book/Personal files of all Officers & staff posted in CPAO, Sri Vijaya Puram.
3. Files pertaining to RTI and other miscellaneous matters.
4. Files pertaining to Transfer/Posting of all Officers & staff of Pay and Accounts Organisation.
5. Files pertaining to up gradation under ACP/MACP and promotions of all Officers & staff of Pay and Accounts Organisation.
6. Files pertaining to conduct of Examinations (SAS, departmental confirmatory exam)
7. Files pertaining to re-imburement of medical claims/ Children Education Allowance / TA / LTC all Officers & staff of Pay and Accounts Organisation.

8. Files pertaining to procurement of Goods & Services.
9. Files pertaining to Printing of books/ forms etc.
10. Files pertaining to Reimbursement of telephone bills/Newspaper.
11. Files pertaining to Outsourcing of manpower.
12. Files relating to Budget Preparation / distribution.
13. Diary and Dispatch Register
14. Stock Register
15. Asset Register
16. Files related to various court cases.
17. Files related to Vigilance Matters and Complaints.
18. Files related to grievances (CPGRAM/LG Helpdesk etc.)
19. Files related to recruitment of various posts under Pay and Accounts Organisation.
20. Files related to seniority and confirmation of employees of Pay and Accounts Organisation.
21. Files related to Action Plans and its related correspondence.
22. Files related to correspondence with APWD relating to civil works.

**Pay and Accounts Office (LFA/Inspection), Sri Vijaya Puram**

1. Audit Report files pertaining to the Audited Departments/Grantee Institutions.
2. LFA Audit Report Register
3. Inspection Report Register

**Particulars of any arrangement that exists for consultation or representation  
by the members of the public in relation to the formulation of its policy of  
Implementation**

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

Sl. No	Name and address of consultative committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of meeting

-----NOT APPLICABLE-----



**Annexure-viii(CPAO)**

**Statement of boards, council, committees and other bodies constituted**

**[Section 4 (1) (b) (viii)]**

**List of boards, councils, committees etc.**

Sl. No	Name and address of body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4	5

Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
6	7	8	9	

-----NOT APPLICABLE-----

**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[Section 4(1)(b)(ix)]**

Sl. No.	Appellation (Shri/Smti)	Name	Designation	Present posting	e-maid ID	Phone No.
01.	Shri	Swarnendu Das Gupta	Director of Accounts & Budget (CDC)	Chief Pay & Accounts Office	<a href="mailto:dab.and@nic.in">dab.and@nic.in</a>	9434266779
02.	Shri	Randhir B Chandran	Senior Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:randhir1980.sao@and.nic.in">randhir1980.sao@and.nic.in</a>	9434274818
03.	Shri	B. Shiv Kumar	Senior Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:bshivkumar.and@gov.in">bshivkumar.and@gov.in</a>	9474204622
04.	Shri	M. Mohammed Ashraf	Senior Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:ashraf.pao@and.nic.in">ashraf.pao@and.nic.in</a>	9531807338
05.	Shri	Vetrivelan S	Senior Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:sao2.and@nic.in">sao2.and@nic.in</a>	9933264497
06.	Shri	S Sunil	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:sunilrajit.2006@and.nic.in">sunilrajit.2006@and.nic.in</a>	9474257526
07.	Ms.	Charity	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:charity.1966@and.nic.in">charity.1966@and.nic.in</a>	9474207664
08.	Shri	Mohammed Tahir	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:tahir.mohd@gov.in">tahir.mohd@gov.in</a>	9474206709
09.	Smti	Lyntine	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:lyntine.67@and.nic.in">lyntine.67@and.nic.in</a>	7063975689
10.	Shri	Sujith	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:sujith.pb@and.nic.in">sujith.pb@and.nic.in</a>	9434288885
11.	Shri	Sandipan Biswas	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:accts71-edn@and.nic.in">accts71-edn@and.nic.in</a>	9474237526
12.	Shri	Ariyanayagam	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:s.ariadhithya@gov.in">s.ariadhithya@gov.in</a>	9434270036
13.	Smti	C Sameera Thoufique	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:sam.cpao@and.nic.in">sam.cpao@and.nic.in</a>	7063956060
14.	Smti	M A Sulfeena	Assistant Accounts Officer	O/o the Director General of Police	----	8610727463
15.	Shri	Martin John	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:smartinjohn.slc@and.nic.in">smartinjohn.slc@and.nic.in</a>	9476029828
16.	Smti	Suman Lata Singh	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:sumanlata.singh@and.nic.in">sumanlata.singh@and.nic.in</a>	7063957342
17.	Shri	Raghunath	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:nath.raghu@and.nic.in">nath.raghu@and.nic.in</a>	9434273812
18.	Shri	Varghese Samuel	Assistant Accounts Officer	Chief Pay & Accounts Office	<a href="mailto:varghese0305@and.nic.in">varghese0305@and.nic.in</a>	9933278951
19.	Shri	Aneesh	Senior Accountant	Budget Section, Secretariat	<a href="mailto:aneesh.95@and.nic.in">aneesh.95@and.nic.in</a>	9474250349
20.	Shri	Dipak Purthi	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:deepak.purthi@and.nic.in">deepak.purthi@and.nic.in</a>	9474281712

21.	Smti	Rita Dhali	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:rita.dhali@and.nic.in">rita.dhali@and.nic.in</a>	9474207590
22.	Shri	Sanjoy Paul	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:sanjoy.paul1@and.nic.in">sanjoy.paul1@and.nic.in</a>	9476011714
23.	Shri	Abdul Ashraf	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:abdul.ahraf@gov.in">abdul.ahraf@gov.in</a>	9434296096
24.	Shri	Sunil N Bogur	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:sunil.n.bogur@and.nic.in">sunil.n.bogur@and.nic.in</a>	9986492077
25.	Shri	Shri Sujay Madhu	Senior Accountant	Sub-PAO, Hut Bay	<a href="mailto:sujay.madhu@and.nic.in">sujay.madhu@and.nic.in</a>	9679525053
26.	Smti	V S Sajitha	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:vssaji.030@and.nic.in">vssaji.030@and.nic.in</a>	9434287340
27.	Ms.	C P Shakila	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:cp.shakila@and.nic.in">cp.shakila@and.nic.in</a>	9679503690
28.	Shri	Arun Kumar Halder	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:ak.halder@and.nic.in">ak.halder@and.nic.in</a>	9474249029
29.	Smti	R Jayshree	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:jayashree.8373@and.nic.in">jayashree.8373@and.nic.in</a>	9474206070
30.	Shri	Muneshwar Lall	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:muneshwar.lall@and.nic.in">muneshwar.lall@and.nic.in</a>	9434267179
31.	Shri	M Ummer	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:m.ummer66@and.nic.in">m.ummer66@and.nic.in</a>	9434283753
32.	Shri	P.K. Shahid	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:shahid.pk@and.nic.in">shahid.pk@and.nic.in</a>	7063959696
33.	Shri	C P Abdul Salam	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:abdul.1712@and.nic.in">abdul.1712@and.nic.in</a>	9434299900
34.	Smti	P K Gouri	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:pkgouri.acc@and.nic.in">pkgouri.acc@and.nic.in</a>	9474211163
35.	Smti	Kiran Lakra	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:kiran.lakra67@and.nic.in">kiran.lakra67@and.nic.in</a>	9434282655
36.	Shri	Manua	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:maua.max@and.nic.in">maua.max@and.nic.in</a>	9476029828
37.	Smti	Mina Dutta	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:minadutta.pao@and.nic.in">minadutta.pao@and.nic.in</a>	9434296015
38.	Shri	P Mohammed Issac	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:mohd.iddac@gov.in">mohd.iddac@gov.in</a>	9434298469
39.	Shri	Satishs Chandra	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:satish.77@gov.in">satish.77@gov.in</a>	9474273431
40.	Shri	S. Gunasekhar	Senior Accountant	Chief Pay & Accounts Office	<a href="mailto:gunasekahar.1@and.nic.in">gunasekahar.1@and.nic.in</a>	9531862650
41.	Smti	Zunaitha Begum	Accountant	Chief Pay & Accounts Office	<a href="mailto:zunaitha.7@and.nic.in">zunaitha.7@and.nic.in</a>	9933226526
42.	Smti	K Jayasudha	Accountant	Chief Pay & Accounts Office	<a href="mailto:jaya.sudha@and.nic.in">jaya.sudha@and.nic.in</a>	9434263211
43.	Smti	J S Varsha	Accountant	Chief Pay & Accounts Office	<a href="mailto:varsha.j154@and.nic.in">varsha.j154@and.nic.in</a>	9745582933
44.	Smti	K Hafsa	Accountant	Chief Pay & Accounts Office	<a href="mailto:khafsa.911@and.nic.in">khafsa.911@and.nic.in</a>	
45.	Smti	Subrun Nisha	Accountant	Chief Pay & Accounts Office	<a href="mailto:subri.nisha523@and.nic.in">subri.nisha523@and.nic.in</a>	9474268550
46.	Shri	S Manohar	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:s.manohar@and.nic.in">s.manohar@and.nic.in</a>	9474292918
47.	Smti	P Umaiban	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:p.umaiban@and.nic.in">p.umaiban@and.nic.in</a>	9933231630
48.	Smti	Shahida Ahmed	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:iam.shahida06@and.nic.in">iam.shahida06@and.nic.in</a>	7063929955
49.	Smti	Vk Nishad Begum	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:nishad.begum@and.nic.in">nishad.begum@and.nic.in</a>	9933258418
50.	Shri	Y Venkateswar Rao	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:y.venkatrao@gov.in">y.venkatrao@gov.in</a>	9933257779
51.	Smti	Sujaya Mazumder	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:sujaya.m@and.nic.in">sujaya.m@and.nic.in</a>	9679535748

52.	Shri	Biplab Roy	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:biplabroy.244@and.nic.in">biplabroy.244@and.nic.in</a>	9531834941
53.	Smti	Eucilie	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:laila.0811@and.nic.in">laila.0811@and.nic.in</a>	9531806098
54.	Shri	M Rajesh	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:mrajesh.27@nic.in">mrajesh.27@nic.in</a>	9474259008
55.	Smti	Saira Banu	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:saira.rasheed@and.nic.in">saira.rasheed@and.nic.in</a>	9476037301
56.	Shri	K Mohammed Najeeb	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:m.najeeb36@and.nic.in">m.najeeb36@and.nic.in</a>	9474251015
57.	Smti	Anamika Bala	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:anamika.1990bala@and.nic.in">anamika.1990bala@and.nic.in</a>	9531848274
58.	Shri	Shamim Ahmed	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:halamadrid.7@and.nic.in">halamadrid.7@and.nic.in</a>	7063909266
59.	Shri	S. Ayyaswamy	Lower Division Clerk	Chief Pay & Accounts Office	<a href="mailto:ayyaswamy.1984@and.nic.in">ayyaswamy.1984@and.nic.in</a>	9474291129
60.	Shri	Ravi CH	Staff Car Driver	Chief Pay & Accounts Office	----	9933267725
61.	Shri	Vijay Kumar N	Staff Car Driver	Chief Pay & Accounts Office	-----	9474212117
62.	Smti	Anupriya Saha	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:arupriya.saha@and.nic.in">arupriya.saha@and.nic.in</a>	9933217097
63.	Shri	Deep Kumar Sarkar	Multi Tasking Staff	Chief Pay & Accounts Office	----	9531995951
64.	Shri	Ismail	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:ismailrehman.28@and.nic.in">ismailrehman.28@and.nic.in</a>	9933297167
65.	Shri	J S Jagannadhan S	Multi Tasking Staff	Chief Pay & Accounts Office	----	9679556968
66.	Shri	K Anves	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:anves.andaman@and.nic.in">anves.andaman@and.nic.in</a>	9434293911
67.	Shri	Kamal Adhikary	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:kamal.adhikary-ele@and.nic.in">kamal.adhikary-ele@and.nic.in</a>	9474250250
68.	Shri	P Arvind	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:aravindcsk.007@and.nic.in">aravindcsk.007@and.nic.in</a>	9434264594
69.	Shri	Palani R	Multi Tasking Staff	Chief Pay & Accounts Office	<a href="mailto:r.palani@and.nic.in">r.palani@and.nic.in</a>	9933259540
70.	Shri	Yacoob S	Multi Tasking Staff	Chief Pay & Accounts Office	----	9676578400
71.	Shri	Sree Valsan	Accounts Officer	Pay & Accounts Office, Rangat	<a href="mailto:sree.valsan-ele@and.nic.in">sree.valsan-ele@and.nic.in</a>	9933275552
72.	Smti	G. Sheeba	Assistant Accounts Officer	Pay & Accounts Office, Rangat	<a href="mailto:sheeba.aao@and.nic.in">sheeba.aao@and.nic.in</a>	9531828059
73.	Smti	Ajita Santosh	Senior Accountant	Sub-PAO, Mayabunder	<a href="mailto:ajita.santosh123@and.nic.in">ajita.santosh123@and.nic.in</a>	9531832091
74.	Shri	Mohammed Zakir	Senior Accountant	Pay & Accounts Office, Rangat	<a href="mailto:mohammed.zakir@and.nic.in">mohammed.zakir@and.nic.in</a>	9474294813
75.	Shri	Mashood Ahmed	Senior Accountant	Sub-PAO, Diglipur	<a href="mailto:masood.ahmed@and.nic.in">masood.ahmed@and.nic.in</a>	9434261690
76.	Shri	Prasenjit Banerjee	Senior Accountant	Pay & Accounts Office, Rangat	<a href="mailto:prasenjit.1975@and.nic.in">prasenjit.1975@and.nic.in</a>	9434276585
77.	Shri	Ashutosh Kumar B	Senior Accountant	Pay & Accounts Office, Rangat	<a href="mailto:ashutosh.kum@and.nic.in">ashutosh.kum@and.nic.in</a>	9933274213
78.	Shri	Saikat Paul	Accountant	Pay & Accounts Office, Rangat	<a href="mailto:pao.saikat@and.nic.in">pao.saikat@and.nic.in</a>	9474206105
79.	Shri	R Buveneswaran	Lower Division Clerk	Pay & Accounts Office, Rangat	<a href="mailto:buvanesh.2714@and.nic.in">buvanesh.2714@and.nic.in</a>	9474284672
80.	Shri	G K Praveen	Lower Division Clerk	Pay & Accounts Office, Rangat	<a href="mailto:gk.praveen@and.nic.in">gk.praveen@and.nic.in</a>	9474206579
81.	Shri	O Murugesan	Multi Tasking Staff	Pay & Accounts Office, Rangat	-----	9474288941

82.	Shri	Ravichandran	Multi Tasking Staff	Pay & Accounts Office, Rangat	-----	9476044940
83.	Shri	Anil Koshy	Senior Accounts Officer	Pay & Accounts Office, Car Nicobar	<a href="mailto:senior.ao@and.nic.in">senior.ao@and.nic.in</a>	9434281849
84.	Smti	Nisha L	Assistant Accounts Officer	Pay & Accounts Office, Car Nicobar	<a href="mailto:nishasanjay.1983@and.nic.in">nishasanjay.1983@and.nic.i n</a>	9679520264
85.	Shri	Mohammed Amin	Senior Accountant	Pay & Accounts Office, Car Nicobar	<a href="mailto:amin24-pao@gov.in">amin24-pao@gov.in</a>	9474202041
86.	Shri	R Damodaran	Senior Accountant	Pay & Accounts Office, Car Nicobar	<a href="mailto:r.damodar@and.nic.in">r.damodar@and.nic.in</a>	9933235135
87.	Shri	Zuber Moosa	Senior Accountant	Sub-PAO, Nancowries	<a href="mailto:zuber.moosa26@and.nic.in">zuber.moosa26@and.nic.in</a>	9474211311
88.	Shri	J Siva Sankar	Accountant	Pay & Accounts Office, Car Nicobar	<a href="mailto:siva.sankar@and.nic.in">siva.sankar@and.nic.in</a>	7063939216
89.	Shri	M Mohan Rao	Accountant	Pay & Accounts Office, Car Nicobar	<a href="mailto:mmrao.97@and.nic.in">mmrao.97@and.nic.in</a>	9474282280
90.	Shri	M. T. Mohammed Habib	Accountant	Sub-PAO, Campbell Bay	<a href="mailto:mh.176930@and.nic.in">mh.176930@and.nic.in</a>	9933258220
91.	Smti	Nagma Praveen Khan	Lower Division Clerk	Pay & Accounts Office, Car Nicobar	<a href="mailto:nagma.khan@and.nic.in">nagma.khan@and.nic.in</a>	9933237397
92.	Shri	M. Tamil Selvam	Lower Division Clerk	Pay & Accounts Office, Car Nicobar	<a href="mailto:mkt.amisel13@and.nic.in">mkt.amisel13@and.nic.in</a>	9679537255
93.	Shri	U. Dilleswar Rao	Multi Tasking Staff	Pay & Accounts Office, Car Nicobar	<a href="mailto:dilleswarrao2711@gmail.com">dilleswarrao2711@gmail.com</a>	9434285641
94.	Shri	Azarius	Multi Tasking Staff	Pay & Accounts Office, Car Nicobar	<a href="mailto:azariousshiny@gmail.com">azariousshiny@gmail.com</a>	

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND  
EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATIONS PROVIDED IN  
THE  
REGULATIONS**

**(Section 4(1)(b)(xi))**

Sr. No.	Employee Name	Designation	Pay Level	Paid Basic Total	Gross Total
1	B Shiv Kumar	Senior Accounts Officer	10	80000	158533
2	M Mohammed Ashraf	Senior Accounts Officer	10	84900	167500
3	Randhir B Chandran	Senior Accounts Officer	10	84900	150520
4	Swarnendu Das Gupta	Director of Accounts and Budget	10	98400	186697
5	Vetrivelan S	Senior Accounts Officer	10	92700	163234
6	Ariyanayagam	Assistant Accounts Officer	9	82600	163291
7	C SameeraThoufique	Assistant Accounts Officer	9	68748	137942
8	Mohammed Tahir	Assistant Accounts Officer	9	71300	142612
9	Raghunath	Assistant Accounts Officer	9	75600	150481
10	Sandipan Biswas	Assistant Accounts Officer	9	75600	150481
11	Sujith	Assistant Accounts Officer	9	75600	150481
12	Suman Lata Singh	Assistant Accounts Officer	9	69200	138769
13	Charity	Assistant Accounts Officer	8	83600	160867
14	Lyntine	Assistant Accounts Officer	8	78800	136323
15	Martin John	Assistant Accounts Officer	8	83600	160867
16	S Sunil	Assistant Accounts Officer	8	66000	128659
17	Varghese Samuel	Assistant Accounts Officer	8	64100	125182
18	Arun Kumar Halder	Senior Accountant	7	66000	115459
19	CP Shakila	Senior Accountant	7	52000	105793
20	CP Abdul Salam	Senior Accountant	7	56900	112006
21	Dipak Purthi	Senior Accountant	7	52000	103039
22	Kiran Lakra	Senior Accountant	7	68000	132319
23	M Ummer	Senior Accountant	7	66000	128659
24	Muneshwar Lall	Senior Accountant	7	56900	112006
25	P Mohammed Issac	Senior Accountant	7	56900	112006
26	R Jayshree	Senior Accountant	7	56900	112006
27	Sanjoy Paul	Senior Accountant	7	56900	112006



28	Satish Chandra	Senior Accountant	7	60400	118411
29	Shahid PK	Senior Accountant	7	56900	112006
30	V S Sajitha	Senior Accountant	7	66000	128659
31	Abdul Asraf	Senior Accountant	6	47058	93995
32	Aneesh	Senior Accountant	6	37600	76687
33	Gouri P K	Senior Accountant	6	56900	112006
34	Manua	Senior Accountant	6	47600	90227
35	Mina Dutta	Senior Accountant	6	53600	105967
36	Rita Dhali	Senior Accountant	6	38700	78700
37	S Gunasekhar	Senior Accountant	6	49000	97549
38	Sunil N Bogur	Senior Accountant	6	37600	76687
39	JS Varsha	Accountant	5	30100	62962
40	K Hafsa	Accountant	5	30100	62962
41	K Jayasudha	Accountant	5	31000	64609
42	Subrun Nisha	Accountant	5	29200	61315
43	Zunaitha Begum	Accountant	5	32900	68086
44	Ravi CH	Staff Car Driver	4	31400	65341
45	Vijay Kumar N	Staff Car Driver	4	44800	89863
46	Jagannadhan S	Multi Tasking Staff	3	39400	79981
47	Yacob S	Multi Tasking Staff	3	38300	77968
48	Anamika Bala	Lower Division Clerk	2	22400	43014
49	Biplab Roy	Lower Division Clerk	2	25200	53995
50	Eucilie	Lower Division Clerk	2	25200	53995
51	K Mohammed Najeeb	Lower Division Clerk	2	25200	53995
52	M Rajesh	Lower Division Clerk	2	30200	63145
53	P Umaiban	Lower Division Clerk	2	25200	53995
54	Palani R	Multi Tasking Staff	2	26800	51563
55	S Ayyasamy	Lower Division Clerk	2	27600	55621
56	S Manohar	Lower Division Clerk	2	25200	53995
57	Saira Banu	Lower Division Clerk	2	25200	48955
58	Shahida Ahmed	Lower Division Clerk	2	25200	53995
59	Shamim Ahmed	Lower Division Clerk	2	20500	44017
60	Sujaya Mazumder	Lower Division Clerk	2	25200	53995
61	VK Nishad Begum	Lower Division Clerk	2	25200	53995
62	Y Venkateswar Rao	Lower Division Clerk	2	25200	48955
63	Anupriya Saha	Multi Tasking Staff	1	18500	42423

64	Deep Kumar Sarkar	Multi Tasking Staff	1	21500	45847
65	Ismail	Multi Tasking Staff	1	23500	49507
66	K Anves	Multi Tasking Staff	1	21500	45847
67	Kamal Adhikary	Multi Tasking Staff	1	23500	44807
68	P Aravind	Multi Tasking Staff	1	18500	40357
69	Shri Sree Valsan	Senior Accounts Officer	9	75600	139897
70	Smti G Sheeba	Assistant Accounts Officer	8	70000	133179
71	Shri Mashhood Ahmed	Senior Accountant	8	81200	145107
72	Shri Prasenjit Banerjee	Senior Accountant	7	52000	100959
73	Smti Ajita Santosh	Senior Accountant	6	38700	77152
74	Shri Ashutosh Kumar B	Senior Accountant	6	37600	75183
75	Shri Mohammed Zakir	Senior Accountant	6	37600	71423
76	Shri Saikat Paul	Accountant	5	30100	61758
77	Shri R Buvaneswaran	Lower Division Clerk	2	25200	52987
78	Shri GK Praveen	Lower Division Clerk	2	20500	43197
79	Shri O Murugesan	Multi Tasking Staff	4	43500	81394
80	Shri Ravichandran	Multi Tasking Staff	3	39400	74465
81	Anil Koshy	Senior Accounts Officer	10	80000	159908
82	Nisha. L	Assistant Accounts Officer	9	75600	151416
83	Mohammed Amin	Senior Accountant	7	66000	130134
84	Zuber Moosa	Senior Accountant	7	56900	112571
85	R.Damodaran	Senior Accountant	6	38700	77445
86	J.Siva Sankar	Senior Accountant	6	36500	73199
87	M.Mohan Rao	Accountant	5	30100	60847
88	M.T.Mohammed Habib	Accountant	5	30100	60847
89	Nagma Praveen Khan	Lower Division Clerk	2	25200	51475
90	M.Tamil Selvan	Lower Division Clerk	2	20500	41967
91	U.Dilleshwar Rao	Multi Tasking Staff	3	39400	78796
92	Azarius	Multi Tasking Staff, Adhoc	1	32400	68526



## Annexure-xi(CPAO)

**The budget allocated to each category**  
**[Section 4(1) (b) (xi)]**  
**Major Head"2054"**

Head of Account	FY 2022-23			FY 2023-24			FY 2024-25		
	BE 2022-23	FE 2022-23	EXP 2022-23	BE 2023-24	FE 2023-24	EXP 2023-24	BE 2024-25	RE 2024-25	Exp as on 31.01.2025
<b>ESTT</b>									
<b>2054.00.096.02.01.01</b>	69000	66052	66045	39900	35723	35722	42681	38292	35750
<b>2054.00.096.02.01.02</b>	850	664	661	850	406	406	190	187	171
<b>2054.00.096.02.01.05</b>				100	347	346	350	351	342
<b>2054.00.096.02.01.06</b>	550	870	870	1000	1335	921	1000	2015	1162
<b>2054.00.096.02.01.07</b>				3250	30781	30781	38700	38839	35895
<b>2054.00.096.02.01.08</b>				1700	1830	1804	1920	1575	1231
<b>2054.00.096.02.01.09</b>				0	0	0	300	100	0
<b>2054.00.096.02.01.11</b>	850	1418	1423	900	1070	1068	1050	1487	931
<b>2054.00.096.02.01.13</b>	6500	4060	4060	3490	3620	3620	3810	5500	3889
<b>2054.00.096.02.01.14</b>	150	0	0						
<b>2054.00.096.02.01.16</b>				510	258	258	300	400	141
<b>2054.00.096.02.01.18</b>				310	668	668	800	785	638
<b>2054.00.096.02.01.19</b>				700	700	700	700	700	262
<b>2054.00.096.02.01.24</b>				90	146	146	200	144	133
<b>2054.00.096.02.01.29</b>				100	100	99	100	100	34
<b>AUDIT</b>									
<b>2054.00.098.02.00.01</b>	31000	25000	24999	13900	15924	15924	15755	17434	16410
<b>2054.00.098.02.00.02</b>	2600	2377	2376	2600	10195	10194	4616	4968	4369
<b>2054.00.098.02.00.05</b>				100	111	111	123	123	122
<b>2054.00.098.02.00.06</b>	500	500	499	500	350	350	500	500	494

<b>2054.00.098.02.00.07</b>				11700	14294	14294	15005	17500	16345
<b>2054.00.098.02.00.08</b>				800	497	497	800	800	501
<b>2054.00.098.02.00.11</b>	800	892	899	800	630	630	800	800	688
<b>2054.00.098.02.00.13</b>	1000	947	947	1000	1000	820	1000	1000	988
<b>CAPITAL</b>									
<b>4070.00.001.33.06.71</b>				1000	1914	1914	1000	600	0
<b>4070.00.001.33.06.72</b>				1200	2500	2500	2000	4390	130
<b>4070.00.001.33.06.73</b>				0	0	0	200	4200	0
<b>4070.00.001.33.06.74</b>				200	200	200	200	200	172

**The manual of execution of subsidy program**

**[Section 4 (1) (b) (xii)]**

**List of institution given subsidy**

Sl. No	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements

**Lists of individual given subsidy**

Sl. No	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of time subsidy given in past with purpose

-----NOT APPLICABLE-----

**Particulars of recipients of concessions, permits or authorization granted**

**[Section 4 (1) (b) (xiii)]**

**List of beneficiaries**

Sl. No	Name and address of the beneficiaries	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose

-----NOT APPLICABLE-----

**Information available in an electronic form**

**[Section 4 (1) (b) (xiv)]**

<b>SI No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Website</b>
1	Right to Information	Seeking information under Right to Information Act, 2005.	<a href="https://rtionline.gov.in">https://rtionline.gov.in</a>

**Particulars of facilities available to citizens for obtaining information**

**[Section 4 (1) (b) (xv)]**

**Details of information**

The Chief Pay and Accounts office facilitates access to information for information seekers under RTI Act. RTI Applications are received at the designated section. The applicants are also allowed to inspect records and documents with prior intimation. All necessary assistance is extended to applicants seeking information under the RTI Act ensuring transparency and accessibility in line with statutory provisions.

## Name designation and other particulars of Public Information Officers

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

**APPELLATE AUTHORITY**

Sl. No	Name of Department	Name of Appellate Authority	Designation	Name of Division/Unit	Email-ID	Phone No.	Mobile No.	Official Address with Pin code
1.	Pay & Accounts Organisation, A & N Administration	Swarnendu Dasgupta	Director of Accounts & Budget	For Pay & Accounts Organisation, A & N Administration	dab.and@nic.in	03192-230879	9434290894	Chief Pay & Accounts Office, A & N Administration, Sri Vijaya Puram, A & N Islands - 744101

**PUBLIC INFORMATION OFFICER (PIO)**

Sl. No.	Name of Department	Name of PIO	Designation	Name of Division/Unit	Email-ID	Phone No.	Mobile No.	Official Address with Pin code
1.	Pay & Accounts Organisation, A & N Administration	B. Shiv Kumar	Pay & Accounts Officer-I	For Head Quarter (Division Level)	paopb.and@nic.in	03192-232259	9474204622	Chief Pay & Accounts Office, A & N Administration, Sri Vijaya Puram, A & N Islands - 744101

**ASSISTANT PUBLIC INFORMATION OFFICERS (APIOs)**

Sl. No	Name of Department	Name of APIO	Designation	Name of Division/Unit	email-ID	Phone No.	Mobile No.	Official Address with Pin code
1.	Pay & Accounts Organisation, A & N Administration	S. Vetrivelan	Pay & Accounts Officer-IV	For Head Quarter (Division Level)	pao-ivportblair@gov.in	03192-232220	9933264497	Chief Pay & Accounts Office, A & N Administration, Sri Vijaya Puram, A & N Islands - 744101
2.		Sree Valsan	Pay & Accounts Officer, Rangat	For North & Middle Andaman (Sub-Division Level)	paorangat@and.nic.in	234256	9933275552	Pay & Accounts Office, Rangat, North & Middle Andaman District, A & N Islands - 744205
3.		Anil Koshy	Pay & Accounts Officer, Car Nicobar	For Nicobar District (Sub-Division Level)	paocarnicobar@gmail.com	03193-265270	9434281849	Pay & Accounts Office, Car Nicobar, Nicobar District, A & N Islands - 744302



**Other information as may be prescribed**

**[Section 4(1)(b)(xvii)]**

**Public Relations Officer (PRO) – Order No. 381 dated 03.09.2024**

Shri M. Mohammed Ashraf, Sr. AO

**Complaint Officer for Transgender Persons - No. D-3(39)/AB/Estt/2023/19 dated 08.04.2024**

Shri S. Vetrivelan, Sr. AO in CPAO, SVP

Shri Anil Koshy, Sr. AO in PAO, Car Nicobar

Shri Sree Valsan, AO in PAO, Rangat

**Nodal Officer, Disaster Management - No.D-3(39)/AB/Estt/2023/925 dated 14.03.2024**

ShriS. Vetrivelan, PAO-IV

**Grievance Redressal Officer – Order No. 714 dated 24.02.2025**

S. Vetrivelan, Pay & Accounts Officer-IV

**Nodal Officer/Complaint Officer to coordinate with A & N AIDS Control Society (ANACS) for the National AIDS Control Program (NACP) activities within the CPAO- Order No. 515 dated 04.11.2024.**

Shri M. Mohammed Ashraf, Sr. AO

**A committee has been constituted in respect of Internal Complaint for the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 comprising of the following officials vide Order No. 446 dated 30.09.2024.**

Smti.Suman Lata Singh, AAO- Chairperson

Smti. R. Jayashree, Sr. Accountant- Member

Miss C. P. Shakila, Sr. Accountant – Member

Smti Rita Dhali, Sr. Accountant – Member

Smti. G. Sheeba, AAO-ICC Member for PAO, Rangat

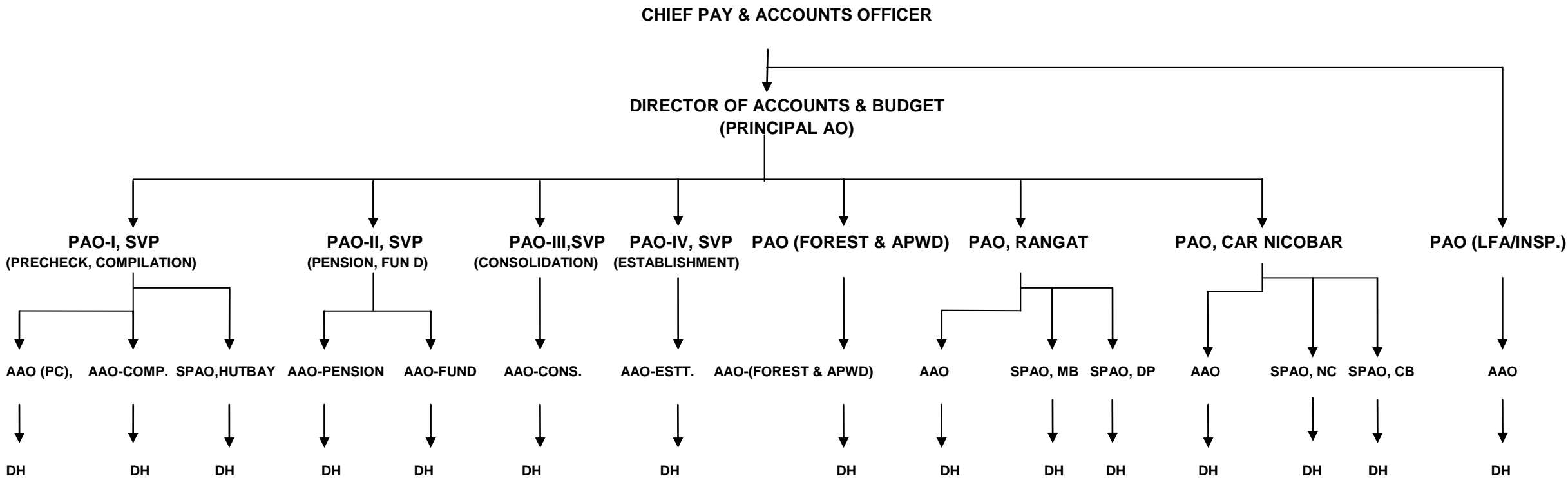
Smti.Nisha L, AAO- ICC Member for PAO, Car Nicobar

Miss Shaima Shamim, NGO UNNATI, SVP- Member

Procedure followed in decision-making process, including channels of supervision:

Section 4(1)(b)(iii) of RTI Act 2005

ORGANIZATIONAL CHART (CHIEF PAY & ACCOUNTS OFFICE)



ABREVIATIONS: PAO- PAY & ACCOUNTS OFFICER, LFA- LOCAL FUND AUDIT, INSP.- INSPECTION, AAO- ASSISTANT ACCOUNTS OFFICER, DH- DEALING HAND, MB- MAYABUNDER, DP- DIGLIPUR, NC- NANCOWRY, CB-AMPBELLBAY, CONS.-CONSOLIDATION, ESTT.- ESTABLISHMENT, COMP.- COMPILATION, PC- PRECHECK