

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE  
ACCOUNTS NORTHERN COMMAND JAMMU-180003

**THE RIGHT TO INFORMATION ACT, 2005**

**Section 2(j)(i)(ii)(iii)(iv) of the RTI Act, 05**

1. What does Right to Information mean?

"Right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to:-

- (i) Inspection of work, documents, records;
- (ii) Taking notes, extracts or certified copies of documents or records;
- (iii) Taking certified samples of material;
- (iv) Obtaining information in form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

**Section 2(f) of the RTI Act, 05**

2. What does information mean?

"Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

**Section 3,4,5 of the RTI (Regulation of Fee and Cost) Rules, 2005**

3. What is Application Procedure for requesting information?

A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of Rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the accounts Officer of the public authority.

- (a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Accounts officer of the public authority at the following rates:

- (a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page or photocopy for extracts from the publication.

## **Section 7(1) (2) of the RTI Act, 05**

4. What is the time limit to get the information?

- (i) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the CPIO or SPIO, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within 30 days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reason specified in sections 8 and 9.
- (ii) Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within 48 hours of the receipt of the request.
- (iii) If the CPIO or SPIO, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the CPIO or SPIO, as the case may be, shall be deemed to have refused the request.

## **Section 4(b)(i)(ii)(iii) of the RTI Act, 05**

5. Organization and Structure

The Defence Accounts Department is under the administrative control of the Ministry of Defence (Finance). This control is exercised by the Financial Adviser, Defence Services, who functions in the dual capacity of the principal representative of the Ministry of Defence in the field of defence expenditure and as the Chief Accounting Officer for the Defence Services. He is also responsible for the preparation of the Appropriation Accounts and for the financial control of the expenditure to which those accounts relate.

***(a) Objectives of the Defence Accounts Department are :-***

The Controller General of Defence Accounts is the Head of the Department and functions on behalf of the Financial Adviser, Defence Services, as the Chief Authority in all matters affecting internal audit and accounting in respect of expenditure pertaining to the Defence Services. The organization of the Defence Accounts Department corresponds broadly to the organization of the three services. Thus, in the case of the Army, there is a Controller of Defence Accounts for each of the Commands.

- (i) To pay the dues of personnel, units and formations of Defence services and D.A.D as per entitlement and by due dates.
- (ii) To pay for and adjust promptly all supplies and services rendered to the Defence Services.
- (iii) To provide necessary accounting, financial and internal audit information and advice to the authorities of the Defence Services to help them in the discharge of their Management functions.
- (iv) To maintain the efficiency of the Defence Accounts Department at a high level.

***(b) Objectives of CGDA's office are to ensure that :-***

- (i) The activities of Defence Accounts Department are organised to meet the needs of Defence Services consistent with the policy of Government.
- (ii) Adequate and upto date procedures are prescribed for efficient discharge of the functions of the Department in the fields of accounts, Internal Audit and Financial Advice.
- (iii) Proper planning is made in respect of personnel and facilities required for the efficient functioning of the Department in tune with modern Management concepts.

**(c) Objectives of Regional Controllers of Defence Accounts :-**

Objectives of Regional Controllers of Defence Accounts are generally those given in para (a) above.

The Principal Controller of Defence Accounts, Northern Command, Jammu functions with the assistance of 1 Joint CDA, 2 Dy Controller and 2 Asstt Controllers looking after the works relating to Army, Navy, Air Force etc.

**Mission** - To strive to achieve excellence and professionalism in accounting and financial services and in performing audit functions.

**Objectives** - To ensure that :

- (i) the activities of the Defence Accounts Department are organized to meet the accounting internal audit and financial advice needs of the Defence Services consistent with the policy of the Government;
- (ii) adequate and up-to-date procedures obtained for efficient discharge of the functions of the Department in the fields of Accounts, Internal Audit and Financial Advice and
- (iii) proper planning is made in respect of personnel and facilities required for the efficient functioning of the Department in tune with modern management concepts. The norms have been set by it for discharging of its functions in such a manner that the mission and objectives may be achieved in professional manner. The CGDA disposes its duty through Principal IFAs/IFAs, PCsDA/CsDA, and PCA (Fys)/CsFA.

**Duties and Responsibilities:**

1. To ensure proper administration and efficient working of the department.
2. To issue necessary instructions to PCsDA/PCA (FYS)/CsDA/CsFA in matters relating to maintenance of internal audit of accounts, accounts and audit procedure, classification of receipt and charges, etc.
3. To give audit rulings on doubtful points arising from internal audit (not statutory audit exercised by the D.G.A.D.S. on behalf of the Comptroller and Auditor General) exercised by Defence Accounts Department.
4. To assist the Government of India with advice, whenever solicited, on all questions of audit and accounts procedure relating to Defence expenditure
5. To exercise overall control, supervision, coordination in respect of functioning of all IFAs. The objective of IFA system is to provide independent financial inputs to be competent authority for exercise of delegated financial powers and to expedite decision-making and thereby providing greater satisfaction to the troops deployed in field. The IFA is to render advice on all financial matter within the competence of CFA, participation in various TPCs/PNCs, assist formulation of Budget and monitoring of expenditure, monitor processing of draft audit para and scrutinize/concur all proposals having financial implication.
6. To maintain upto date and relevant information relating to personnel management, assesses the requirements of officers and establishment for the whole Department and posts them to the various offices according to their requirements.
7. To coordinate the funds, requirements of various Controllers† organizations, prepares budget for the Department,
8. To make budgetary allocation of funds to the Controllers and watch utilization. Conduction of regular inspection of all offices of the DAD including own Headquarters office.

9. to prepare an Annual Consolidated Balanced Accounts of Defence Services Receipts and Charges and sends them to the Director General of Audit, Defence Services
10. To prepare certain statements in connection with the Appropriation Accounts as prescribed in Defence Audit Code and submitting them to the Financial Adviser, Defence Services; also render annually to the Financial Adviser, Defence Services, an Audit certificate on the accounts of the Defence Services.
11. To function as Principal Accounting Officer for the Civil Estimates of the Ministry of Defence and to prepare the Appropriation Accounts of the above Estimates.
12. To prepare the statement of central transactions in respect of Civil Estimates and forward it to the Controller General of Accounts.
13. To prepare the portion of the combined Finance and Revenue Accounts pertaining to the Defence Services and submits it to the Comptroller and Auditor General for incorporation in the combined Finance and Revenue Accounts of the Central and State Governments in India.

The general duties of the officers of the Defence Accounts Department are laid down in Appendix-A of Office Manual Part-I. The administrative and financial powers being exercised by the officers in the office of the CGDA are derived from Government Regulations, Office Manuals and orders issued thereon from time to time.

**Section 4(b)(v) of the RTI Act, 05**

6. Rules, regulations, instructions, manuals held by DAD under its control or used by its employees for discharging its functions.

Sl No	Name Of Compilation	Category
1	O M Part-I	Manual
2	O M Part-II VOL. I	Manual
3	O M Part-II VOL. II	Manual
4	O M Part-III (CDA AF)	Manual
5	O M Part-IV VOL.I	Manual
6	O M Part- IV VOL. II	Manual
7	O M Part -IV VOL. III	Manual
8	O M Part-IV VOL. IV	Manual
9	O M Part -IV VOL. V	Manual
10	O M Part V	Manual
11	O M Part-VI VOL.I	Manual
12	O M Part -VI VOL.II	Manual
13	O M Part VI VOL. III	Manual
14	O M Part -VII NAVY	Manual
15	O M Part -VIII	Manual
16	O M Part-IX CDA (O)	Manual
17	O M Part-X Vol. I	Manual

18	O M Part-X Vol .II	Manual
19	O M Part - Vol .III	Manual
20	O M Part-XI	Manual
21	O M Part-XII (Hq)	Manual
22	O M Part-XIII Vol .I	Manual
23	O M Part- XII Vol. ii	Manual
24	Defence A/C Code	Rules
25	Defence Audit Code Vol .I	Rules
26	Defence Audit Code Vol II	Rules
27	Pay And Allow (JCO/ORS)	Regulation
28	Pay And Allow (Officers)	Regulation
29	Pay And Allow (Navy)	Regulation
30	Pay And Allow (AF)	Regulation
31	Leave Rules Army	Rules
32	Leave Rules Navy	Rules
33	Leave Rules A F	Rules
34	Travel Regulation	Regulation
35	F R Part I Vol .I	Regulation
36	F R Part I Vol II	Regulation
37	F R Part II	Regulation
38	U A Manual	Manual
39	MES Local Audit Manual	Manual
40	Coast Guard Manual	Manual
41	ALAM Part I Vol .I	Manual
42	ALAM Part I Vol II	Manual
43	ALAM Part I Vol III	Manual
44	ALAM Part Vol II	Manual
45	AFLAM	Manual
46	Naval Manual	Manual
47	Audit Manual (CSD)	Manual
48	CGDA Procedure Manual	Manual
49	PPI	Instructions
50	Unit Allowance For Army	Instructions
51	Naval Dock Yard Coast Accounting Instruction	Instructions

**Section 4(b)(vi) of the RTI Act, 05**

7. Documents that are held by it or under its control.

In Para 61 of Office Manual Part II, Volume I, a detailed statement showing the documents of various categories held by or under control of our Department, and period of its retention is stipulated.

**Section 4(b)(ix) of the RTI Act, 05**

8. Directory of Officers.

Sl.No	Name & Rank of the officer	Present Charge	1 <sup>ST</sup> Link Officers	2 <sup>ND</sup> Link Officer
1	Sh.Mustaq Ahmad, IDAS, Dy,CDA	AN, AT/ORs, D,CSD,Wet Canteen	Ramesh Chander ,-I IDAS,Dy,CDA	
2	Sh.RameshChander I, IDAS,Dy.CDA	T, S/Audit, SC, M, A/C	Sh.Mustaq Ahmad, IDAS,Dy,CDA	Sh.RameshChander II, IDAS,ACDA
3	Sh.RameshChander II, IDAS,ACDA	O&M, IA, Training, Hindi Cell	Sh.SahilGoyal, IDAS,ACDA	Direct JCDA
4	Sh.SahilGoyal, IDAS,ACDA	R ,Pay,F/C, E, EDP	Direct JCDA	Direct JCDA

	Name of the SAO/AO	Present Sections	Link Officer
1.	Sh. Samarjeet Singh, SAO	AN-I,II,III,VII & CSD	Sh.R.C.Sharma, SAO
2.	Sh. R.C.Sharma, SAO	AN-IV ,V	Sh.SamarjitSingh,SAO
3.	Sh. K KAbrol, SAO	Accounts Section	Smt.RajniBhola,SAO
4.	Sh. Chand jiBhat, AO	EDP & Compilation	Sh.P.K.Raina, AO
5.	Sh. Virender Singh, HO	Hindi cell ,Wet Canteen	Sh. R.C.Sharma, SAO
6.	Sh. D.S.Salaria, SAO	IFA, E-III & E-IV	Sh. Sanjay Kachru, SAO
7.	Sh. Sanjay Kachru, SAO	S/C-I,II & III Section, SC-IV including CHT	Sh.P.K.Raina, AO
8.	Sh. Y.P.Sharma, SAO	D- Sec	Sh. P.K.Raina,AO
9.	Sh. P.K.Raina,AO	M-section Group-I & II,	Sh. D.S.Salaria, SAO
10.	Smt.N. Rajeshwari, AO	O&M Training	Sh.Ashok Kumar Chib,SAO
11.	Sh.Kuldeep Kumar, SAO	IA Section,	Sh. Y.P.Sharma, SAO (D)
12.	Smt.RajniBhola,SAO	T- Sec, S/Audit & R-Sec	Sh. K KAbrol, SAO
13.	Sh.Ashok Kumar Chib,SAO	E-I, E-II	Sh.Kuldeep Kumar, SAO
14.	Smt.RanjitKour,SAO	Pay-I & Pay-III	Smt.N.Rajeshwari,AO
15.	Sh.H.K.Raina,SAO	AT/ORs,FundCell,Pay-II	Smt.RanjeetKour

**Section 4(b)(xvi) of the RTI Act, 05**

11 **Particulars of Central Public Information Officer (CPIO)**

Sh. SatyaPratap Singh, IDAS, Jt CDA

Office address

O/o the PCDA (NC)  
Narwal Pain, Satwari  
Jammu- 180003  
Tell No- 01912434966  
Fax No- 01912435068

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12. **Particulars of Appellate Authority**

Shri N.Nehsial, IDAS  
Principal Controller

Office of the Pr.CDA (NC)  
JAMMU  
Telephone No. –  
Fax No. –

13. **Particulars of Central Assistant Public Information Officer (CAPIO)**

Sh. Mustaq Ahmad, IDAS, Dy CDA

O/o the PCDA (NC)  
Narwal Pain, Satwari  
Jammu- 180003  
Tell No- 01912434966  
Fax No- 01912435068