

FAQ

ADMINISTRATION SECTION

Question: 1 What are the main functions of Administration Section?

Answer: The main function of Administration are as under:-

- i) Transfer posting of staff within the Office of the AG, Goa
- ii) Preparation of pension papers etc in respect of retiring staff of this office
- iii) Control over the budget allotted to this office
- iv) Nomination of staff for various training courses to Regional Training Institute
- v) Holding of DPC meetings etc. for cadre control of staff of AG, Goa
- vi) Conducting all Departmental Examinations
- vii) Maintain Service Books in respect of all cadres
- viii) Grant of advances like MCA, HBA, TA/LTC, Festival Advance, Computer Advance etc.
- ix) Pay fixation and releasing of increments, and
- x) Submission of returns/reports relating these functions to various authorities.

Question: 2 What are the main publications published?

Answer: Annual Audit Report (tabled in state Legislative Assembly)

Question: 3 How can the public access the documents?

Answer: Documents of public interests can be accessed under the provisions of RTI Act.

Question: 4 What mechanism exists to deal with the grievance relating to SC/ST employees and Sexual Harassment of working Women?

Answer: To deal with the Sexual Harassment of Women and redressal of SC/ST employees, two separate committees have been formed to examine the reported cases.

Question: 5 On what occasions a GPF subscriber is required to send fresh nomination?

Answer: A Subscriber is required to send fresh nomination: -

- When he has cancelled the nomination made by him earlier;
- Immediately on a nominee in respect of whom no special provision has been made in the nomination as alternate nominee(s), predeceasing the subscriber; and
- When the nomination made earlier becomes invalid in the event of an unmarried subscriber getting married; and subscriber having only one member of family at the time of making the nomination, subsequently acquiring that member or members in his family.

ESTABLISHMENT SECTION

Question: 1 What is the function of the Establishment Section?

Answer: Establishment section is responsible for pre-check of bills of all kinds in respect of Group - A officers, Group - B / Other non-gazetted officers / officials and other Office expenses and arranging for payment of bills passed.

Question:2 What are the payment procedures?

Answer: This office DDO has cheque drawing facility. The bills are passed for payment by DDO and the cheques are issued. Weekly statement of cheques issued alongwith the original vouchers are then sent to PAO for scrutiny.

राजभाषा अनुभाग

न 1 या राजभाषा अनुभाग का कार्यालय में कोई पुस्तक काशित क की जाती है ?

उत्तर नहीं

न 2 कार्यालय में कर्मचारियों को हृदय में कार्य करने की प्रेरणा बढ़ाने हेतु कौन से कदम उठाए जा रहे हैं ?

उत्तर कार्यालय में कर्मचारियों को हृदय में कार्य प्रेरणा को बढ़ाने हेतु नाराकस, उत्तर प्रदेश से आयोजित हृदय शिवाग योजना के अंतर्गत पाठ्यक्रम के उपक्रम में कर्मचारियों तथा अधिकारियों को नामित किया जाता है। वार्षिक कार्यशाला भी आयोजित की जाती है जिसमें कार्यालयीन कामकाज के संबंध में शिवाग दिया जाता है।

न 3 या अनुभाग कार्यालय में हृदय में किये गये कार्य की गति के वषय में अधिकारियों को अवगत कराया जाता है ?

उत्तर हाँ। राजभाषा अनुभाग द्वारा एक "मास में राजभाषा काया वयन समिति की बैठक आयोजित की जाती है, जिसमें अनुभाग द्वारा हृदय में किये गये कार्य की तिशत से महालेखाकार महोदय को अवगत कराया जाता है।

न 4 ह द म काय को बढावा देने के लिए कर्मचारिय को सहायताथ या पुस्तक वितरित क जाती है ?

उ तर “कार्यालय वणता” जनम सामान्य श दावली, कार्यालयीन टप णीयाँ, मसौदे, विभि न कार के पत्राचार व ारूप का उ लेख कया गया है, कर्मचारिय क सहायताथ उपल ध क गई है। इस के अतिर त पु तकालय म ानवर्धक पुस्तक रखी गई है।

न 5 ह द म काय करने क गति के संबंध म अनुभाग ारा और कौन से वशेष कदम उठाए जा रहे ह?

उ तर कार्यालय म ह द को बढावा देने के लिए अनुभाग ारा ह द पखवाड़े का आयोजन कीया जाता है। जसके अंतर्गत वभि न तियोगिताओं का आयोजन कया जाता है, तथा वजयी तियोगियो को नकद पुर कार दया जाता है। टंकक को ह द टंकण के लिए पुर कार दया जाता है। ा पर ा पास होने पर वशेष वेतन दया जाता है।

न 6 या राजभाषा अनुभाग का बा लेखा परि ा के काय म भी योगदान है?

उ तर कर्मचारिय ारा छोटे छोटे प ह द म जार कये जाते हैं। लेकिन अंग्रेजी म किये काय को ह द म कैसे कया जा सकता है इस संबंध म मार्गदर्शन कया जाता है।

न 7 सम्ब धत अनुभाग ारा कन काय का नि पादन कया जा रहा है?

उ तर येक “मासिक राजभाषा काया वयन समिति क बैठक म वभि न अनुभाग का आंतरिक निर ण कया जाता है और काय मता को बढाने अनुभागोंको मार्गदर्शन कया जाता है। इसके अतिर त कार्यशाला और ह द पखवाड़े का आयोजन कया जाता है।

STATE REVENUE AUDIT GROUP

Question: 1 What is the mandate?

Answer: Section 16 of the CAG (DPC) Act 1971. It shall be the duty of the CAG to audit all receipts which are payable into the consolidated fund of India and of each state and of each union territory having legislative assembly.

Question: 2 Which departments are covered under the Audit?

Answer: Sales Tax Department, State Excise Department., Transport Department, Land Revenue Department, Revenue Department and Civil Registration Department.

Question: 3 What are the functions of SRA group?

Answer: The function of audit in relation to assessment and refunds is to satisfy itself that assessment, collection and allocation of revenues are as per rules set by Govt. from time to time.

Question: 4 Whom the report is submitted to?

The report of the C & AG on State Revenues is submitted to the Governor of the State.

CENTRAL REVENUE AUDIT GROUP

Question: 1 What is the mandate?

Answer: Section 16 of the CAG (DPC) Act 1971. It shall be the duty of the CAG to audit all receipts which are payable into the consolidated fund of India and of each state and of each union territory having legislative assembly.

Question: 2 Which departments are covered under the Audit?

Answer: Income Tax Department, Commissionerate of Central Excise and Service Tax, Custom House, Deputy General of Foreign Trade (DGFT) and Export Oriented Units (EOUs).

Question: 3 What are the functions of CRA group?

Answer: The function of audit in relation to assessment and refunds is to satisfy itself that assessment, collection and allocation of revenues are as per rules set by Govt. from time to time.

Question: 4 Whom the report is submitted to?

Answer: The report of C & AG on Revenue Receipts is submitted to the President of India.

OAD SECTION

Question: 1 What is the mandate?

Answer: C&AG's (DPC) Act 1971

Question: 2 What audits are conducted by concerned group?

Answer: Audit of expenditure of all departments and offices of Govt. of Goa, Autonomous Bodies, Government / Aided Schools, Panchayat Raj Institutions & Urban Local Bodies.

Question: 3 What is the function of concerned wing / group ?

Answer: OAD Group deals with planning, programming, staff matters, arrears reports, vetting and issue of Inspection Reports, Audit Reports of Autonomous Bodies of Central/State Government and settlement of old objections.

Question: 4 What are the checks applied during scrutiny of records ?

Answer: Records of the auditee units are scrutinized in the light of CAG's Manual of Standing Orders, General Financial Rules and other relevant Rules and Orders of Government.

Question: 5 How is expenditure scrutinized in Audit.?

Answer: Records of the auditee units are scrutinized in the light of CAG's Manual of Standing Orders, General Financial Rules and other relevant Rules and Orders of Government.