

Administration

Office of the Accountant General (General & Social Sector Audit) Madhya Pradesh, Gwalior is the cadre controller of the O/o the Director General of Audit (Central Receipt) New Delhi, Branch Gwalior. However, the administrative and technical controls of the staff within the branch office are being controlled by the Dy. Director (Central).

Besides the Admin Wing of this branch office has the following sections:

(i) General Establishment (GE): Deals with the Posting & Transfer of staff, Finalization of Pension cases of staff posted in this branch office, Maintenance of Service Books and Leave Accounts of staff, Pay fixation, Training and other matters related to establishment.

(ii) General Duties (GD): Receipt and dispatch of dak, maintenance of disposal of old records, office maintenance & housekeeping functions, purchase of books & stationary, consumables and office equipments and their maintenance, processing of telephone and newspaper reimbursement claims, library, store, printing, EDP functions, hot & cold weather arrangements etc and other miscellaneous works.

(iii) Claims: Deals with the work related to pass all personal claims like TA, LTC, Medical, leave encashment & CEA etc. and submit to DDO for drawal, Budget (RE & BE) control and preparation of ROE & reconciliation thereof, Preparation of pay bills & arrears bill and submission for drawal, Disposal of all payment related to pensionary benefits, work related to Income Tax deduction, Sanction & drawal of loans & advances, Preparation & Control of loans & advances and other related matters.

(iv) CC & Hindi Cell: Correspondence relation to disciplinary enquires, matters of disciplinary action & Court Cases, maintenance of CRs, various permission required under CCS (Conduct) Rules etc., Disposal of RTI, deputation work, KFA/KRA reporting & monitoring work, Work relating to 'Rajbhasha Hindi' like celebration of Hindi Saptah, Hindi meetings, Rajbhasha meetings, Nagar Rajbhasha Samiti meetings etc and other works related to Rajbhasha.

(v) Internal Test Audit (ITA): Deals with the work related to Internal Test Audit of the sections, Issue of ITA inspection reports, Pursuance of outstanding ITA inspection reports, Issue of Half yearly bulletin containing important circulars/orders etc and other miscellaneous works.