


**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**  
CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Sector - I, Salt Lake, Kolkata - 700064

**Sub:** Proactive Disclosure Under RTI Act-regarding

In connection with the subject mentioned above, I am to forward herewith 'Proactive Disclosure Under RTI Act' for updating the existing one in the official website.

This issues with the approval of Sr. Deputy Accountant General (Admn.).

Enclosed: As stated

  
18/08/23  
Sr. Audit Officer/Admn./CC

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N.S. No.Admn.CC/4-4/5/Guidelines/Vol.II/121

Dated 18.08.2023

To  
The Sr. Audit Officer /EDP,  
O/o the AG (AUDIT-II), WB.,  
Salt Lake, Kolkata.

## Right to information ACT 2005

This Area of the Office of the Accountant General (Audit-II), West Bengal's Web Site is for disseminating information as required in the Right to Information Act 2005.

The Information given hereunder is in respect of the Office of the Accountant General (Audit-II), West Bengal located at CGO Complex, 5<sup>th</sup> Floor, 3<sup>rd</sup> MSO Building, DF block, Sector-I, Salt Lake, Kolkata-700 064.

Accountant General has appointed the Public Information Officer to assist in discharging the duties under this Act in the office.

The information in this area is for the purposes of dissemination under the Act. However, it is advisable to get it verified from the PIOs before use in any manner.

### PROCEDURE OF FILING OF APPLICATION

A person, who desires to obtain any information under this Act shall make a request in writing or through electronic means in English or in Hindi accompanying such fee as detailed in this portion of the webpage.

### FORMAT OF APPLICATION FORM

The Applicant should clearly mention his/her Name & Address for Correspondence, Telephone No.(Optional), Mail id (Optional) and specific information which he/she wants if practicable with No. & Date etc.

### FEE

1. Fee may be made in Cash against proper receipt or by Banker's Cheque/ Bank Draft/ Indian Postal Order in favour of PAO(Audit), O/o the Pr. A.G(A&E), W.B. This is only in respect of the Office of the AG (Audit-II), West Bengal.

2. Quantum of Fee :- A request for obtaining information under Sub-Section (1) of Section 6 shall be accompanied by an application fee of Rupees Ten (Rs.10/-) by way as mentioned at 1) above. Otherwise the request will not be treated as a valid request and no information shall be provided.

For providing the information under sub-section (1) of Section 7, the fee shall be charged at the following rates :

A.(i)	For each page (A-4 or A-3 Sizepaper) created or copied	₹. 2.00
(ii)	For copy in larger size paper	Actual charge or cost price
(iii)	For samples or models	Actual cost or price
(iv)	For inspection of records	No fee for the 1st hour and a fee of ₹.5.00 for each subsequent hour (or fraction thereof).

### ARRANGEMENT OF RECEIPT FOR APPLICATION & FEE

Arrangement for receipt of Application has been made at the receiving section, i.e. Record of Office of the AG (Audit-II), W.B. The applicant can also send and remit the requisite fee as per procedure.

**APPEALS AND APPELLATE AUTHORITIES ETC. IF ANY**

Appeals against the decision of CPIO/PIO can be made before the Appellate Authority as per section 19 (1) of RTI, Act 2005. Mr. Anadi Misra, Accountant General in the O/o the A.G. (Audit-II), West Bengal is the First Appellate Authority for the CPIO of Office of the AG (Audit-II), West Bengal.

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

**Name & Designation of the Public Information Officer under the Right to Information Act, 2005 :**

**Ms Aditi Sharma, IA&AS, Senior Deputy Accountant General/AMG-I (Administration).**

**Address:** O/o the Accountant General (Audit-II), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, DF block, Sector-I, Salt Lake, Kolkata-700 064.

**Contact No.** 033-2334 7856

**Email:** [guptaaditi@cag.gov.in](mailto:guptaaditi@cag.gov.in)

**CPIO and First Appellate Authority**

**CPIO – Sr. Deputy Accountant General /AMG-I (Administration).**

**First Appellate Authority:** Accountant General (Audit-II), West Bengal

**Contact Details of CPIO-**

O/o the Accountant General (Audit-II), West Bengal

CGO Complex, 5<sup>th</sup> Floor, 3<sup>rd</sup> MSO Building, DF block, Sector-I, Salt Lake, Kolkata-700 064. Phone - 033-2334 7856

## REQUIREMENTS UNDER THE RIGHT TO INFORMATION ACT, 2005

### Proactive Disclosure Under RTI ACT 2005

#### PUBLICATION OF INFORMATION ABOUT THE OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL IN CONFORMITY WITH THE PROVISIONS OF CLAUSE (B) OF SUB-SECTION (1) OF SECTION 4 OF THE RIGHT TO INFORMATION ACT., 2005.

Particulars of organization, functions and duties (Chapter II, 4 (1) (b) (i) ) :

Name of the Office	Office of the Accountant General (Audit-II), West Bengal
Name of the Department of which the office is a constituent	INDIAN AUDIT & ACCOUNTS DEPARTMENT HEADED BY THE COMPTROLLER & AUDITOR-GENERAL OF INDIA (C&AG)
Head of the Office & the First Appellate Authority	<b>Shri Anadi Misra, Accountant General (Audit-II), West Bengal</b>
Address:	Office of the Accountant General (Audit-II), West Bengal, CGO Complex, 3 <sup>rd</sup> MSO Building, DF Block, Sector-I, Salt Lake, Kolkata-700064.
Phone No:	(033) 2337-4916
Fax No:	(033) 2334-7854
Email	agauwestbengal2@cag.gov.in
Functions and Duties of the Office	This office is comprising four functional Audit Management Groups viz. AMG-I (Audit Sector) & (Administration), AMG-II, AMG-III and AMG-IV. Other Auxiliary Groups under AMG-I (Administration) are Administration, Record and Welfare.

#### The powers and duties of officers and employees : (Chapter II, 4 (1) (b) (ii) ) :

- The Group Officers (Sr.DAGs/DAGs) hold charge of different AMGs/Groups and report to the Accountant General who acts on behalf of the Comptroller & Auditor General of India in so far as Expenditure Audit of the Indian Audit & Accounts Department are concerned.
- The Branch Officers (Sr. Audit Officers) are in charge of a number of sections and report to their respective Group Officers.
- Each Section is headed by an Assistant Audit Officer or a Supervisor with a number of dealing Assistants (Sr. Auditors / Auditors), Clerk-Typists, MTS etc. below him/her.
- In addition to these posts there are now a number of E.D.P. posts viz. Data Entry Operators (Group A and B) which were created in the recent past following growing computerization of departmental work.

#### The procedures followed, channels of supervision and accountability : (Chapter II, 4 (1) (b) (iii) ):

- The procedures followed in decision making and in the discharge of responsibilities and performance of duties are laid down in the Office Procedure Manual, other departmental Codes and Manuals and orders of the Comptroller & Auditor General of India.

**The norms set by the office for the discharge of its functions :**

(Chapter II, 4 (1) (b) (iv) ):

- The norms are laid down in CAG's Auditing Standards, 2017. and Manuals or by the orders of the Office of the Comptroller & Auditor General of India issued from time to time.

**Rules, Regulations, Instructions, Manuals & Records used for discharging functions :**

(Chapter II, 4 (1) (b) (v) )

- The Comptroller & Auditor-General of India's (Duties, Powers & Conditions of Service) Act, 1971, the Government Accounting Rules, 1990, the Accounts Code for Accountants General, the List of Major and Minor Heads of Accounts of the Union and the States, the Comptroller & Auditor General's Manuals of Standing Orders (Administration & Accounts and Entitlements), the Accounting Rules for Treasuries, 1992, Accounts Code Vol.III, Fundamental and Supplementary Rules of the Union framed under Article 309 of the Constitution of India, the Central Civil Services (Conduct) Rules, 1964, the Central Civil Services (Classification, Control & Appeal) Rules, 1965, the Central Government Accounts (Receipts & Payment Rule 1983).

**A Statement of the categories of documents that are held by it or under its control:(Chapter II, 4 (1) (b) (vi) )**

Documents held by the Organisation are those received from Auditee Organisations and the Government and also Inspection Reports and Audit Reports of different years.

**The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof : (Chapter II, 4 (1) (b) (vii) )**

Not Applicable.

**A statement of the Boards, Councils, Committees etc. :**

(Chapter II, 4 (1) (b) (viii) ):

- There are a number of Working Committees to formulate local policies, plans, programs etc. but these are not open to the public and the minutes of their meetings are not accessible to the public.

**Directory of Officers and Employees :**

(Chapter II, 4 (1) (b) (ix) )

- The Departmental Blue Book containing names, designations & places of posting and phone numbers of all IA & AS officers and Group 'A' officers is available with the Public Information Officer.
- The other Directory is known as the Gradation List containing the basic service particulars of all officers and employees working in this office and it is also available with the Public Information Officer.
- The above Directories are however not to be treated as Seniority Lists.

**The monthly remuneration of officers and employees etc. :**  
**(Chapter II, 4 (1) (b) (x) ) :**

Designation	Category	Scale of Pay	Level of Pay
Accountant General (Audit-II), West Bengal	Group 'A' Gazetted	Rs. 144200-218200/-	Level 14
Sr. DAG	Group 'A' Gazetted	Rs. 123100-215900/-	Level 13
Sr. DAG	Group 'A' Gazetted	Rs. 78800-209200/-	Level 12
DAG	Group 'A' Gazetted	Rs. 67700-208700/-	Level 11
Sr. Audit officer	Group 'A' Gazetted	Rs. 67700-208700/-	Level 11
Sr. Audit Officer	Group 'A' Gazetted	Rs. 56100-177500/-	Level 10
Asstt Audit Officer	Group 'B' Gazetted	Rs. 53100-167800/-	Level 9
Asstt. Audit Officer	Group 'B' Gazetted	Rs. 47600-151100/-	Level 8
Asstt. Audit Officer (Ad-hoc)	Group 'B' Non- Gazetted	Rs. 47600-151100/-	Level 8
Hindi Officer	Group 'B' Gazetted	Rs. 47600-151100/-	Level 8
Private Secretary	Group 'B' Gazetted	Rs. 47600-151100/-	Level 8
Supervisor	Group 'B' Non-Gazetted	Rs. 47600-151100/-	Level 8
Welfare Assistant	Group 'B' Non-Gazetted	Rs. 47600-151100/-	Level 8
Sr. Hindi Translator	Group 'B' Non- Gazetted	Rs. 44900-142400/-	Level 7
Asstt. Supervisor	Group 'B' Non-Gazetted	Rs. 35400-112400/-	Level 6
Senior Auditor	Group 'B' Non-Gazetted	Rs. 35400-112400/-	Level 6
Staff Car Driver Grade-I	Group 'B' Non-Gazetted	Rs. 35400-112400/-	Level 6
Junior Translator	Group 'B' Non- Gazetted	Rs. 35400-112400/-	Level 6
Auditor	Group 'C' Non-Gazetted	Rs. 29200-92300/-	Level 5
Steno Grade-I	Group 'B' Non-Gazetted	Rs. 35400-112400/-	Level 6
DEO Grade-B	Group 'B' Non-Gazetted	Rs. 29200-92300/-	Level 5
DEO Grade-A	Group 'B' Non-Gazetted	Rs. 25500-81100/-	Level 4
Steno Grade-II	Group 'C' Non-Gazetted	Rs. 25500-81100/-	Level 4
Clerk	Group 'C' Non-Gazetted	Rs. 19900-63200/-	Level 2
MTS	Group 'C' Non-Gazetted	Rs. 19900-63200/-	Level 1

The budget allocated to each etc.:  
(Chapter II, 4 (1) (b) (xi) )

Budget allocation is made by the Office of the Comptroller and Auditor General of India.

The manner of execution of subsidy programmes, etc. (Chapter II, 4 (1) (b) (xii) ) :

Not Applicable.

Particulars of recipients of concessions, permits or authorisation granted by it :  
(Chapter II, 4 (1) (b) (xiii) )

Not Applicable.

Details in respect of the information, available to or held by it, reduced in an electronic form  
(Chapter II, 4 (1) (b) (xiv) ) :

Audit Reports from the year 2006-07 are available in electronic form in the respective part in the site.

Particulars of facilities available :  
(Chapter II, 4 (1) (b) (xv) )

Not Applicable.

Names, designations and other particulars of CPIO :  
(Chapter II, 4 (1) (b) (xvi) )

**Ms Aditi Sharma, IA & AS, Senior Deputy Accountant General /AMG-I (Administration).**

**Address:** O/o the Accountant General (Audit-II), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, DF block, Sector-I, Salt Lake, Kolkata-700 064. Phone- 033-2334 7856

Other information :  
(Chapter II, 4 (1) (b) (xvii) )

#### BRIEF OF WORKING OF GROUPS - AMG-WISE

##### AMG-I (Audit Sector)

AMG-I (Audit Sector) Group has been entrusted to examine and audit the accounts of

- Agricultural Marketing
- Agriculture
- Animal Resources Development
- Consumer Affairs
- Cooperation
- Fisheries
- Food and Supplies
- Food Processing Industries and Horticulture

AMG-I (Audit Sector) under the charge of Senior Deputy Accountant General of the Indian Audit & Accounts Service and works under the supervision of Accountant General (Audit-II), West Bengal, Kolkata.

##### AMG-I (Administration)

This Group is consisting Sections Administration-I, Administration-II, Administration-III, Admn.CC (Confidential), EDP SC (Computer Cell) are engaged for Preparation & Monitoring of Budget Estimates of the office, Disposal of Pension Cases/Personal claims/Permission, Preparation for Training of employees in the RTI Institute or In-house basis; Procurement of IT

**The monthly remuneration of officers and employees etc. :**  
(Chapter II, 4 (1) (b) (x) ) :

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Not Applicable.

Particulars of recipients of concessions, permits or authorisation granted by it :

(Chapter II, 4 (1) (b) (xiii) )

Not Applicable.

Details in respect of the information, available to or held by it, reduced in an electronic form

(Chapter II, 4 (1) (b) (xiv) ) :

Audit Reports from the year 2006-07 are available in electronic form in the respective part in the site.

Particulars of facilities available :

(Chapter II, 4 (1) (b) (xv) )

Not Applicable.

Names, designations and other particulars of CPIO :

(Chapter II, 4 (1) (b) (xvi) )

**Ms Aditi Sharma, IA & AS, Senior Deputy Accountant General /AMG-I (Administration).**

**Address:** O/o the Accountant General (Audit-II), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, DF block, Sector-I, Salt Lake, Kolkata-700 064. Phone- 033-2334 7856

Other information :

(Chapter II, 4 (1) (b) (xvii) )

**BRIEF OF WORKING OF GROUPS - AMG-WISE**

**AMG-I (Audit Sector)**

AMG-I (Audit Sector) Group has been entrusted to examine and audit the accounts of

- Agricultural Marketing
- Agriculture
- Animal Resources Development
- Consumer Affairs
- Cooperation
- Fisheries
- Food and Supplies
- Food Processing Industries and Horticulture

AMG-I (Audit Sector) under the charge of Senior Deputy Accountant General of the Indian Audit & Accounts Service and works under the supervision of Accountant General (Audit-II), West Bengal, Kolkata.

**AMG-I (Administration)**

This Group is consisting Sections Administration-I, Administration-II, Administration-III, Admn.CC (Confidential), EDP SC (Computer Cell) are engaged for Preparation & Monitoring of Budget Estimates of the office, Disposal of Pension Cases/Personal claims/Permission, Preparation for Training of employees in the RTI Institute or In-house basis; Procurement of IT

Materials/stocks/consumables.

Maintaining of Service Book of the officials, Preparation of Pay Bill & other claims like Medical/Tour Allowance/Leave Travelling Concession/House Buildings and Advances for purchasing of personal vehicles.

Maintaining and recording of Leave of the officials, calculation of Tax and other arrear bills, Preparation of GST Returns and other miscellaneous return

Maintenance of APARs, Disposal of Applications under RTI Act, 2005, Review of Service of the Officers (Commercial), Dealing of Court/CAT cases, Complaint cases come either from officials or outside authorities.

All types of Reports>Returns are prepared on periodical basis in the respective subject matters dealt by Administration.

### **AMG-II**

This Group has been entrusted to examine and conduct Compliance Audit, Financial Audit, Performance Audit and Thematic Audit in respect of the following Departments under Government of West Bengal:

Sl. No.	Name of the Departments
1	Environment
2	Science & Technology and Biotechnology
3	Forest
4	Micro, Small & Medium Enterprises & Textiles
5	Public Enterprises & Industrial Reconstruction
6	Industry, Commerce & Enterprises

AMG – II is under the charge of one Deputy Accountant General of the Indian Audit and Accounts Service and works under the supervision of the Accountant General (Audit – II), West Bengal.

#### **The Group comprises :**

Two Headquarters' Sections (one of which acts as coordinating section) stationed at C.G.O. Complex, 5<sup>th</sup> floor, DF Block, Salt Lake, Kolkata – 700 064.

**AMG-III**

This Group is responsible for audit of accounts of State Government Departments/ Agencies/ Autonomous Bodies grouped under three clusters viz., 1. Public Works, 2. Water Resources, 3. Culture and Tourism in accordance with the provisions contained in the C.P.W.A. Code, Accounts Code Vol-III and the Financial Rules/Departmental Codes/Manuals of the State Government and orders of C&AG as available in M.S.O. (Audit) & M.S.O. (A&E) and Regulation of Audit and Accounts.. There are six (06) Departments [Four (04) Engineering, Two(02) Non-engineering Departments] and *Thirteen (13) Autonomous Bodies and Eight (08) PSUs* thereunder within these three clusters. The AMG-III Wing comprises Co-ordination & Headquarters-I, Vetting report Branch (Headquarters - II), Financial Audit Wing (FAW), Field Audit Parties (FAP) under the control of Group officer.

**AMG-IV**

This Group is responsible for the auditing of the following departments under CAG's Duties, Powers and Conditions of Service Act, 1971:

Sl. No.	Name of the Departments
1.	Department of Information Technology and Electronics
2.	Department of Transport
3.	Department of Non-Conventional and Renewable Energy Sources
4.	Department of Power

The audits conducted in conformity with Auditing Standards issued by the Comptroller and Auditor General of India.

### Internal Test Audit (ITA)

Conduction of internal audit and preparation of Test Audit Report for placing before the Head of the Department. Preparation and consolidation of Inspection Reports duly made by Headquarters' Team during visiting the office. Scrutiny of Medical Reimbursement Bills.

Printing of Audit Report, Processing for procurements/stores through public procurement portal, viz. Government e Marketplace (GeM) Government of India.

### **WELFARE**

#### **Duties and responsibilities of Welfare Officer and staff working in Welfare Section:**

- Giving personal hearing to individual staff member on their difficulties and grievances and taking steps for redressal of the same.
- Providing medical assistance to staff suddenly fell ill or those chronically ill and helping in securing admissions in hospitals.
- Looking after the Recreational, Cultural, Sports and Community activities of the Staff members.
- Assistance to families of Government Servants, who die in harness and helping the bereaved family in getting dues paid quickly and facilitating appointment on compassionate appointment of their wards.
- Arrangement for providing dress allowances to all categories of MTS and Staff Car Driver and regular inspection of dress code.
- Supervision on maintenance of neatness and cleanliness in office premises and bathrooms.
- Close co-ordination with various offices, Recreational Clubs, Co-operative Societies and Welfare Co-ordination Committee for promotion of Recreational, Cultural, Sports and Community Activities of the staff members.

For Further Information/Clarifications

<p><b>Ms. Aditi Sharma, IA&amp;AS</b>  <b>Sr. Dy. Accountant General (Admn.)</b>  <b>and CPIO</b>   <b>O/o The Accountant General (Audit-II),</b>  <b>West Bengal</b>   <b>CGO Complex, 5<sup>th</sup> Floor, 3<sup>rd</sup> MSO Building, DF</b>  <b>block, Sector-I, Salt Lake, Kolkata-700 064</b>   <b>Phone No. 033-2334 7856</b>  <b>FAX: (033) 2334-7854</b>  <b>Email: <a href="mailto:guptaaditi@cag.gov.in">guptaaditi@cag.gov.in</a></b></p>	<p><b>Mr. Anadi Misra, IA&amp;AS</b>  <b>Accountant General (Audit-II), West Bengal</b>  <b>and First Appellate Authority</b>   <b>O/o The Accountant General (Audit-II),</b>  <b>West Bengal</b>   <b>CGO Complex, 5<sup>th</sup> Floor, 3<sup>rd</sup> MSO Building, DF</b>  <b>block, Sector-I, Salt Lake, Kolkata-700 064.</b>   <b>Phone: (033) 2337-4916</b>  <b>FAX: (033) 2334-7854</b>  <b>E-mail: <a href="mailto:agauwestbengal2@cag.gov.in">agauwestbengal2@cag.gov.in</a></b></p>
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