No.2-10/2013/TA-I/DOT CGCA|2713 – 2756   Dated:28/9/2018

To

The CGCA, NICF Complex,
Ghitorni, New Delhi.

Sub: Functioning of Controller General of Communication Acounts (CGCA) and decentralization of Accounting works –reg.

In accordance with the Minutes of the review meeting held on 17-07-2018 under the chairmanship of Member(Finance), the Accounting functions have been demarcated between DOT(HQ) and the CGCA. These broadly include Pension, GPF, Internal Audit, Accounting applications and other miscellaneous items. The Audit coordination, Digital Payments, Accounts Functions will not be demarcated till further review.

Pension and GPF:

DoT(HQ) will be the authority on policy matters of DoT Pension/GPF, payment procedure for Pension/GPF and periodical reviews of CCA wise pension/GPF reports as submitted by CGCA. The CGCA will be responsible for handling all operational matters on pension/GPF and regular monitoring of pension/GPF status of the CCAs.

Internal Audit:

The Internal Audit of DOT(HQ) Wings and CGCA will be carried out by IA, DOT(HQ) in addition to review of Internal Audit review report of the CCAs forwarded by CGCA. The CGCA will be responsible for the formulation of Internal Audit Policy/Methodology for DOT in consultation with Member(F)/DOT(HQ). In addition to this, operational issues, guidelines, training and monitoring of Internal Audit of all DOT Units, submission of reports/MIS to DOT for periodical review will be carried out by the CGCA.

Accounting Applications:

Except for NTRP/PFMS, the development, implementation, maintenance, contractual management of existing I T utilities and new applications will be looked after by the CGCA. The helpdesk for PFMS will remain at HQs under DDG(Accounts) till further review.

The detail of demarcation of works between CGCA and DOT(HQ) is furnished in the Annexure-I for information and further necessary action.

The above decentralization of work will be effective from 01-10-2018.

This issues with the approval of Competent Authority.

Encl: As above

(R. K. Arora)
Assistant Director General (DCA)
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Copy to:

1. All Pr CsCA/CsCA
2. Sr.DDG(LFP)
3. DDG(E&T)/DDG(Finance)/DDG(LFA)/ DDG(WPF),DOT(HQ).
4. DDG(Establishment)/ JS(A), DOT(HQ).
5. Director(Accounts-II)/ Director (Audit coordination)/Director (Internal Audit), DOT(HQ).

Copy for information to:

1. Sr PPS to Secretary (T).
2. PPS to Member(F).
3. PPS to Advisor(F).

Demarcation of work between CGCA and DoT (HQ)

Annexure-I

DoT	CGCA	Remarks
Pension- 1. Formulation, review and clarification of DoT/PSU pension Policy issues 2. Review of pension reports submitted by CGCA office on a monthly basis 3. Review of revision status of pension cases put up by CGCA on a monthly basis. 4. Review of CPGRAMS status/Minister/Secretary (T)/Member (F) references on pension cases 5. Pension Processing for Ministry/DoT (HQ) employees. 6. Clarification to CCA offices on Pension related issues and settlement etc **NPS** 1. Coordination with NSDL and PFRDA on NPS 2. Online submission of NPS quarterly FA dashboard report 3. Review of CGCA office/DOT field reports on NPS status and subscriber's grievances 4. Monitor NPS status of DoT field offices and settle subscriber's grievances	**Pension-** 1. Monitoring payment of pension to telecom pensioners by CCAs 2. Monitoring of revision of pension cases for regular and pay commission related. 3. Monitoring of monthly Superannuation pension cases/S.B. maintenance and verification. 4. Monitoring pension contribution 5. Monitoring life certification of pensioners, 6. Pension grievances arising out of CCAs pension Adalat 7. Monitoring of pension grievances in CPGRAMS/complaints forwarded from O/o Minister/Secretary (T) /Member(F)/ complaints of pensioners. 8. Review holding of pension Adalat in CCAs and the outcome. 9. Conduct of Apex Level Pension Adalat. 10. Monitor and review SWR monthly, prepare all the statement and reports related to SWR. 11. Submission of CCA wise monthly report to DOT HQ on pension status/, revision / PG portal / other reports etc 12. All information/statistics related to pension work to be submitted to CGCA for review by CCAs CGCA office to present a monthly consolidated report on pension matter to DoT HQ.	Function in respect of NPS will be reviewed after interaction with NSDL & PFRDA

GPF-

1. Formulation. Review and clarification on GPF Policy issues
2. Settlement of accounts between TCIL & DOT. MTNL & DOT
3. Payment of interest on GPF beyond the date of superannuation recommended by CGCA office within the purview of Secretary (T).
4. Maintenance of GPF Accounts for the employees in HQ. / officers on deputation unabsorbed to BSNL/MTNL
5. Clarification to CCA offices on issues related to Loan and Advances, GPF settlement etc.
6. Review of GPF work based on monthly report from CGCA. release of arrear payments
7. Final decision in r/o of GPF cases forwarded by CGCA

GPF-

1. Monitoring CCAs for processing and payment of GPF cases,
2. Assisting CCA offices
3. on operational issues raised by them,
4. Recommending payment of interest on GPF beyond the date of superannuation referred by CCA offices to be put-up to HQ after review
5. CGCA will monitor the payment of CGEGIS 80' to absorbed employees of BSNL after sanction of administrative authority.
6. Submission of monthly CCA wise GPF payment Status to DOT HQ.
7. All information/statistics related to GPF work to be submitted to CGCA for review by CCAs CGCA office to present a monthly consolidated report on GPF matter to DoT HQ

Accounting-

1. Issue of clarifications on accounting matters
2. Updating of Telecom Accounts Manual, Appendix-V, and Dematerialization of TDS.
3. Framing of Accounting procedure as and when required for clarifications on accounting matter

Accounting-

The accounting structure of the Government of India has been laid down by an Act of the Parliament in which there is a clear flow of reporting of accounts to the CGA, who has been given the responsibility of compilation of the accounts, which is laid in the Parliament. The point of

4. Correspondence with CGA and C&AG in connection with opening of New Head of account/revamping.
5. Preparation of SCT and submission to the concerned authorities.
6. Compilation & preparation of Accounts on all stages of appropriation Accounts and submission to the concerned authority on due dates as prescribed by CGA.
7. Preparation of Finance Account of DOT and its related works.
8. Review of balances and interaction with CGCA for obtaining details.
9. RBI balances reconciliation of DoT field units and CGCA
10. Keeping record of accounts on monthly basis received through e-Lekha from CGCA & DoT field units.
11. Drafting of replies to C&AG paras.
12. Uploading of Information/materials on DOT Website
13. Replies to Audit paras on Appropriation accounts, Finance Accounts and SCT, C & AG paras etc and any other work assigned by Sr officers.
14. Review of monthly accounts and reconciliation of Departmental balances with RBI department as a whole.
15. Follow up and action on Generation of General Abstract for DOT and preparation of MIS report on revenue receipt and revenue expenditure
16. Settlement of Draft Audit Para and reconciliation of suspense, DDR and

interaction of CGA is with all Ministries, who in turn compiles the accounts of the Ministries and its organizations. For this reason, the responsibilities of accounting cannot be delegated to any office without laying down an alternative structure till further review and will be retained in the Ministry.

Checks & bills relating to CGCA and field units of DoT.			
Digital Payment Mission-	**Digital Payment mission-**		
1. Accounts wing is the nodal wing for Digital Payments Mission for DoT. Coordinates with Moiety (Nodal Ministry), Department of Financial services, other Ministries, NPCI, NITI AYOG etc. TSPs/ISPs, DoT wings, CCAs and other field offices for the promotion of Digital Payments and the technical regulatory and financial issues arising of it in the Industry and DoT 2. Overall monitoring of targets assigned to DoT to be achieved through the industry. 3. Reporting of target and progress on creation of digital infrastructure to Meity; 4. Identifying the Departmental prospects for Digital Financial Services and interacting with related agencies i.e NITI AYOG/ ITU etc 5. Endorsement of government instructions, dissemination of information to the Industry and DoT field units for the Promotion and Publicity of Digital Payments. 6. Monitoring CCA offices who are delegated the responsibility of coordination with circle CEOs of TSPs and regional Internet Service Providers which are instrumental in promoting Digital			

Payments to industry and Departmental stakeholders 7. Coordinating with CCA offices for Promotions, Publicity and implementation of Digital Payment in the local level for the Telecom stakeholders as endorsed by DoT HQ. **Monitoring Digital payments in DoT** 8 Implementation of E-Receipt and E-Payment in DoT 9. Maintenance of the PFMS/NTRP Help Desk. 10. Coordination with CGA for issues regarding PFMS application	

Internal Audit

1. Internal audit of DOT wings and CGCA. 2. Review of reports by CGCA in respect of internal audit of field offices	1. Formulation of Internal Audit Policy and Methodology in consultation with Member (F) 2. Internal audit of Pr CCA/CCA offices and DOT field units. NICF, TEC, TERM etc 3 Framing of annual schedule of audit 4 Coordinate with NICF and professional bodies for training and introduction of performance audit 5. Coordination with Training Centers of IA&AS, Institute of Chartered Accountants of India and other professional accounting bodies for developing basic auditing skills. 6. Induction of the concept of performance audit 7. Updating/Redesigning Internal Audit questionnaire

Banking arrangements-

1. MoU with Public Sector banks and coordination with CPPCs for pension disbursement	**Banking arrangements-** Monitoring the CCAs for the following activities: - 1. Recovery of excess pension payment

2. Approval of Banks and signing of agreements for any related banking activity. 3. Review of reports submitted by CGCA 4. Taking up issues regarding problems in payment of pension highlighted by CGCA and CCAs with CPCCs in the Apex Committee meeting 5. **Coordination with banks on PDA functions in consultation and collaboration of CGCA**	2. Levy of penal interest on delayed remittance, 3. Capturing of Aadhaar no, mobile no. email id, PAN no. and linking of pensioner's bank account. 4. Reconciliation of scrolls 5. Review of RBI balances as reported by RBI (CS) Nagpur in respect of all CCA offices as informed by DoT HQ. 6. Putting up a monthly /consolidated report CCA wise/issues to be taken up by HQ in the Apex and High level committee meetings. 7. Monitoring CCAs for allied works like correspondence with banks for scroll etc.) at the local level.	Once the PDA system is launched, the Banking jurisdiction for DoT (HQ) and CGCA may be reviewed .
Miscellaneous- 1 Uploading of Information/materials on DOT Website 2 Monitoring of RTI cases and submission of quarterly report under DDG(Accounts) 3 All Misc works (Reports-important achievement, Parliament matter etc 4 Correspondence on pension/ GPF matters and any other items requiring Ministry level correspondences 5 Coordination and guidance for court cases related to GPF/Transportation Allowance **Audit Coordination** The Audit Coordination wing coordinates between audit agencies and audited entities. two major audits in a financial year being C&AG audit and P&T audit. As it requires coordination among various	Miscellaneous- 1 Development/maintenance/uploading of Information/materials on CGCA Website and providing links to CCA websites 2 Monitoring and maintaining uniformity of CCA websites 3 Daily monitoring of RTI cases and submission of quarterly report under the CGCA 4 Arrangement for CCA conference 5 Monitoring LIMBS for Pension, GPF and TA cases with CCAs	

units, HQ, and C&AG as well as parliamentary institutions, this section will remain with the Ministry to coordinate and submit audit reports of the P&T, CAG and PAC paras		
Accounting applications- 1. Monitoring NTRP/PFMS coordinating with CGA for the maintenance 2. Maintaining the Help desk for PFMS/NTRP	1. Development, modification integration standardization, maintenance of all Finance software i e Existing software for Pension, GPF, SWR (after go live), PVA and planned ones. 2. The IT wing functioning under the CGCA would broadly be responsible for the IT Policy for the entire Finance wings 3. Take up integration of finance applications with other Government applications 4. Develop, maintain the CGCA website and maintain uniformity and linkages of the CCA websites. 5. Post launch of CPMS application, the CGCA will take over the maintenance/monitoring of CPMS in the CCAs. 6. Setup and provide support through the CPMS Help Desk	