

## **DEPARTMENTALISED ACCOUNTING SYSTEM**

1. Departmentalised Accounting Scheme has been introduced in 1976. Broad features of the scheme are given below in brief:-
  - i) The Controller General of Accounts in the Ministry of Finance is now in charge of compiling and keeping the accounts of various Ministries and the Comptroller and Auditor General of India has been relieved of this responsibility.
  - ii) The Secretary of the Ministry is the Chief Accounting Authority who functions with the assistance of Integrated Financial Adviser.
  - iii) The accounting set up is headed by a Principal Accounts Officer (Controller of Accounts) who is directly under the Integrated Financial Adviser.
  - iv) Under the Principal Accounts Officer in the Ministry, Pay and Accounts Officers look after the payment and accounting in respect of departmental offices situated at various places.
  - v) The Integrated Financial Adviser assists the Chief Accounting Authority in organising a sound system of internal check to ensure accuracy in accounting and efficiency of operation as part of management.
2. The Departmentalised Accounting system has come into force in the Ministry of Information and Broadcasting from 1st October, 1976. Principal Accounts Officer under the Chief Controller of Accounts in the Ministry and various pay & Accounts Offices at Delhi, Calcutta, Bombay, Madras and Lucknow including PAO, IRLA Group at New Delhi have been set up.
3. The PAO, IRLA Group at New Delhi, deals with payments and accounting in respect of all Gazetted Officers in the Ministry and its units. The arrangements for payment is the same as under the earlier IRLA system except that TA and Medical claims of Gazetted Officers are now drawn from the respective PAO's or Cheque Drawing DDO's and not from PAO, IRLA.

4. The PAO's at various places deal with payment and accounting in respect of different units in their respective regions. Payment is made directly by the PAO to which the particular office situated locally is attached, on presentation of bills for precheck. The Drawing and Disbursing Officers at the Offices situated away from the five places (Delhi, Calcutta, Bombay, Madras & Lucknow) where PAO's Offices now function have been empowered to draw salaries etc direct and send the bills for post-audit by the PAO's. This facility is not available to Maintenance Centres & HPT's who draw salaries on presentation of bills to PAO.
5. Earlier, offices of Doordarshan and AIR were empowered to make payment by cheques to Casual artists etc and in respect of contingencies. Now, powers to draw cheques for contingent payments have been taken away from the offices situated at places where PAO functions. They, however, continue to have cheque drawing facilities for payments to casual artists, PPSS etc. and TA/DA to non official Members of various Committees. Doordarshan offices at Delhi, Calcutta, Bombay, Madras and Lucknow have powers to draw cheques also for payments of Customs Duty and freight on films, video heads etc. received from foreign countries.
6. The Cheque drawing DDO's at the offices away from the above 5 places have been empowered to make payment by cheques in respect of Salaries and short-term advances to staff including GPF/ CPF advances and contingencies, besides payments to Casual artists etc. They have also been empowered to make payment by cheques towards TA and Medical claims of Gazetted Officers. However, this facility is not available for payments of long-term advances like House Building Advances, Motor Car/ Motor Cycle advances and Part- Final withdrawals from GPF/ CPF.
7. Each DDO is placed in account with the local branch of the Public Sector Branch accredited to the Ministry (State Bank of India) and the Bank is authorised to make payments on cheques drawn by such DDO's upto the limit specified in the Letter of Credit assigned by the PAO in favour of the DDO concerned for each

quarter taking into account the budget allocation of the drawing officer and anticipated Cash requirements.

8. The paying branch of the Bank will render daily payment/ receipt scrolls in duplicate alongwith paid cheques to the PAO, while one copy is sent to the DDO concerned for verification and reconciliation.
9. **Letters of Credit against assignment accounts, etc.**

The Accounts Officer concerned shall communicate to the relevant branch of the accredited bank the amount of quarterly assignment authorised in favour of cheque drawing DDO's rendering account to him. A fresh letter of credit, issued after expiry of the period prescribed in the earlier letter of Credit will be treated as an addition to the unspent balance of the earlier letter of credit. The Pay and Accounts Officers, while communication the assignment for the second and subsequent quarters should indicate not only the amount assigned for that quarter, but also the progressive total of assignment upto the end of the quarter so that the bank is able to ensure that the total cumulative drawals from the beginning of the year do not exceed the total progressive assignments. However the assignment remaining unspent as at the end of a financial year is not to be carried forward to the first quarter of the next financial year. The paying branch is responsible to ensure that at no time the amount assigned in the letter of credit is exceeded by the payment of any cheque. The cheques actually issued during the last quarter but presented for payment during the next quarter (within the period of validity) will be taken by the bank against the assignment of the year in which they were drawn and not against the assignment of the year in which they are paid.

(2) A drawing officer in whose favour an assignment account has been opened in the accredited bank, is not permitted to draw the whole amount and place it in a separate account in the bank or in a private account.

**Note: It is not also permissible to draw cheques and deposit the amount in the department's cash chest at the end of the year for the purpose of showing the full amount of the grant as utilised.[56 of CGA (RP) rules.]**

10. Cheque drawing DDO's will render weekly accounts (upto 7th, 14th, 21st and the end of the month) along with paid vouchers and stamped receipts for payments above Rs. 100/- (ministry of I &B Scheme for Departmentalised Accounting Organisation, 1976 and Civil Accounts Manual).

11. Central Government Account (Receipt and Payment) Rules, 1983:

Consequent on the introduction of the departmentalised accounting system various provisions in Central Treasury Rules do not fit in with the new system. Therefore new rules called 'The Central Government Account (Receipts and Payments) Rules, 1983' have been framed along with appendices and forms and these rules came into force from 1.4.1983. These new rules are to be followed for all transactions pertaining to the Central Government, except pensionary benefits for which CTR is still applicable.