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

5 तर “कार्यालय वणता” जनम सामान्य श दावली, कार्यालयीन टप णीयों, मसौदे, विभि न कार के पत्राचार व रूप का ह लेख कया गया है, कर्मचारिक सहायताथ उपल थ क गई है। इस के अति र त पु तकालय म अनवर्षक पुस्तक रखी गई है।

6 तर कार्यालय म ह द को बढाया देने के लिए अनुभाग परा ह द पखवाड 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। टंक को ह द टंकण के लिए पुर कार दया जाता है। पर 1 पास होने पर वशेष वेतन दया जाता है।

6 तर कार्यालय म छोटे छोटे प ह द म जार कये जाते हैं। लेकिन अंग्रेजी म किये काय को ह द म कसे कया जा सकता है इस संबंध म भर्णदशन कया जाता है।

7 समय धत अनुभाग परा कन काय का नि पदन कया जा रहा है?

8 तर येक “भासिक राजभाषा काया वयन समिति क बैठक म वभि न अनुभाग का आंतरिक लिरण कया जाता है और काय मता को बढाने अनुभागों को मार्गदशन कया जाता है। इसके अति र त कार्यालय और ह द पखवाड 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?


Question: 5 How is expenditure scrutinized in Audit?