

**Office of the Controller of Defence Accounts,  
Ridge Road, Jabalpur – 482 001.**

**THE RIGHT TO INFORMATION ACT, 2005**

**Section 2(f) of the RTI Act, 2005**

1. Information as defined in Section 2(f) of RTI Act, 2005:

"Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

**Section 2(j) (i) (ii) (iii) (iv) of the RTI Act, 2005**

2. Right to Information means:

"Right to information" means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to:-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

### **Section 3, 4, 5 of the RTI (Regulation of Fee and Cost) Rules, 2012**

#### 3. Application Fee:

An application for obtaining information from the CPIO of the concerned public authority under sub-section (1) of Section 6 of the RTI Act, 2005 shall be accompanied by a fee of rupees ten and shall ordinarily not contain more than five hundred words, excluding annexures, containing address of the Central public Information Officer and that of the applicant by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the Accounts Officer of the public authority.

#### 4. Fee for providing information:

- (a) rupees two for each page in A-3 or smaller size paper;
- (b) actual cost or price of a photocopy in larger size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette or floppy;
- (e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication;
- (f) no fee for inspection of records for the first hour of inspection and a fee of rupees 5 for each subsequent hour or fraction thereof: and
- (g) so much of postal charge involved in supply of information that exceeds fifty rupees.

#### 5. Exemption from payment of fee:

No fee under rule 3 and rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.

### **Section 7(1) (2) of the RTI Act, 2005**

#### 6. Disposal of Request:

- (i) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the CPIO or SPIO, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reason specified in sections 8 and 9.
- (ii) Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.

### **Section 4(b)(i)(ii)(iii) of the RTI Act, 2005**

#### 7. Organization:

The Defence Accounts Department is under the administrative control of the Ministry of Defence (Finance). This control is exercised by the Secretary (Defence/Finance)/Financial Adviser (Defence Services), who functions in the dual capacity of the principal representative of the Ministry of Defence in the field of defence expenditure and as the Chief Accounting Officer for the Defence Services. He is also responsible for the preparation of the Appropriation Accounts and for the financial control of the expenditure to which those Accounts relate.

The Controller General of Defence Accounts is the Head of the Department and functions on behalf of the Financial Adviser (Defence Services), as the Chief Authority in all matters affecting internal audit and accounting in respect of expenditure pertaining to the Defence Services and other Defence related Organizations such as the Border Roads, the Coast Guard and Canteen Stores Department.

The Controller of Defence Accounts, Jabalpur Headed by a Controller of Defence Accounts and functions with the managerial assistance of 1 Dy Controller and 1 Asstt Controllers looking after the works relating units and formations, PAOs located in its Audit jurisdiction.

**Mission** - To strive to achieve excellence and professionalism in accounting and financial services and in performing audit functions.

#### 8.Objectives:

- (i) To pay the dues of personnel, units and formations of Defence services and D.A.D as per entitlement and by due dates.
- (ii) To pay for and adjust promptly all supplies and services rendered to the Defence Services.
- (iii) To ensure that the pay and provident fund accounts of JCOs, ORs and NCsE (including Pay Accounts of non gazette civilians werving in operational areas) are maintained properly and correctly by the PAOs.
- (iv) Personal dues of employees under their payment are paid correctly and promptly.
- (v) To act as Integrated Financial Advisor to ensure prudent exercise of delegated financial powers by the CFAs in accordance with extant rules, regulations and orders/instructions of the Govt. of India from time to time.
- (vi) To provide necessary accounting, financial and internal audit information and advice to the authorities of the Defence Services to help them in the discharge of their Management functions.
- (vii) To maintain the efficiency of the Defence Accounts Department at a high level.

#### 9.Duties and Responsibilities:

The Controller of Defence Accounts, Jabalpur is responsible for all work connected with the audit, payment, classification and accounting of bills relating to pay and allowances, TA., etc., of civilian officers and subordinates, miscellaneous allowances, contingencies, payment of bills for stores, supplies and works, local audit of the stores

and MES accounts and the inspection of cash accounts of units and formation in the areas under its audit jurisdiction.

The Controller act as Financial Adviser to the G.O.C.-in-Chief of HQ MB Area in regard to payment, internal audit and accounting matters.

The Controller is the Chief authority for accounts and internal audit of all Army formations including MES in its audit jurisdiction and may over-rule an audit decision by any of their subordinate officers.

The general duties of the officers of the Defence Accounts Department are laid down in Appendix-A of Office Manual Part-I.

#### **Section 4(b)(v) of the RTI Act, 2005**

10. Rules, regulations, instructions, manuals held by Defence Accounts Department under its control or used by its employees for discharging its functions.

<b>Sl No</b>	<b>Name Of Compilation</b>	<b>Category</b>
<b>1</b>	<b>O M Part-I</b>	<b>Manual</b>
<b>2</b>	<b>O M Part-II VOL. I</b>	<b>Manual</b>
<b>3</b>	<b>O M Part-II VOL. II</b>	<b>Manual</b>
<b>4</b>	<b>O M Part-III (CDA AF)</b>	<b>Manual</b>
<b>5</b>	<b>O M Part-IV VOL.I</b>	<b>Manual</b>
<b>6</b>	<b>O M Part- IV VOL. II</b>	<b>Manual</b>
<b>7</b>	<b>O M Part -IV VOL. III</b>	<b>Manual</b>
<b>8</b>	<b>O M Part-IV VOL. IV</b>	<b>Manual</b>
<b>9</b>	<b>O M Part -IV VOL. V</b>	<b>Manual</b>
<b>10</b>	<b>O M Part V</b>	<b>Manual</b>

11	O M Part-VI VOL.I	Manual
12	O M Part -VI VOL.II	Manual
13	O M Part VI VOL. III	Manual
14	O M Part -VII NAVY	Manual
15	O M Part -VIII	Manual
16	O M Part-IX CDA (O)	Manual
17	O M Part-X Vol. I	Manual
18	O M Part-X Vol .II	Manual
19	O M Part - Vol .III	Manual
20	O M Part-XI	Manual
21	O M Part-XII (Hq)	Manual
22	O M Part-XIII Vol .I	Manual
23	O M Part- XII Vol. II	Manual
24	Defence Account Code	Rules
25	Defence Audit Code Vol .I	Rules
26	Defence Audit Code Vol II	Rules
27	Pay And Allowances (JCO/ORS)	Regulation
28	Pay And Allowances(Officers)	Regulation
29	Pay And Allowances (Navy)	Regulation
30	Pay And Allowances (AF)	Regulation
31	Leave Rules Army	Rules
32	Leave Rules Navy	Rules
33	Leave Rules Air Force	Rules

<b>34</b>	<b>Travel Regulations</b>	<b>Regulation</b>
<b>35</b>	<b>F R Part I Vol .I</b>	<b>Regulation</b>
<b>36</b>	<b>F R Part I Vol II</b>	<b>Regulation</b>
<b>37</b>	<b>F R Part II</b>	<b>Regulation</b>
<b>38</b>	<b>U A Manual</b>	<b>Manual</b>
<b>39</b>	<b>MES Local Audit Manual</b>	<b>Manual</b>
<b>40</b>	<b>Coast Guard Manual</b>	<b>Manual</b>
<b>41</b>	<b>ALAM Part I Vol .I</b>	<b>Manual</b>
<b>42</b>	<b>ALAM Part I Vol II</b>	<b>Manual</b>
<b>43</b>	<b>ALAM Part I Vol III</b>	<b>Manual</b>
<b>44</b>	<b>ALAM Part Vol II</b>	<b>Manual</b>
<b>45</b>	<b>AFLAM</b>	<b>Manual</b>
<b>46</b>	<b>Naval Manual</b>	<b>Manual</b>
<b>47</b>	<b>Audit Manual (CSD)</b>	<b>Manual</b>
<b>48</b>	<b>CGDA Procedure Manual</b>	<b>Manual</b>
<b>49</b>	<b>PPI</b>	<b>Instructions</b>
<b>50</b>	<b>Unit Allowance For Army</b>	<b>Instructions</b>
<b>51</b>	<b>Naval Dock Yard Cost Accounting Instruction</b>	<b>Instructions</b>

**Section 4(b)(vi) of the RTI Act, 2005**

11. Documents that are held by it or under its control.

In Para 61 of Office Manual Part II, Volume I, a detailed statement showing the documents of various categories held by or under control of Defence Accounts Department, and period of its retention is stipulated.

**Section 4(b)(ix) of the RTI Act, 2005**

12. Directory of Officers:

Name	Designation	Office where serving	Telephone	Fax
Shri U S P Kushwaha, IDAS	CDA	Main Office CDA Jabalpur	0761-2603253	0761-2605622
Shri Durga Lal Meena, IDAS	Dy. CDA	PAO (ORs) GRC, Jabalpur	0761-2622792	0761-2622792
Shri Kamal Singh Choudhary, IDAS	ACDA	Main Office CDA Jabalpur	0761-2607091	0761-26056122
Shri Kamal Singh Choudhary, IDAS	ACDA	PAO (ORs) Corps of Signals, Jabalpur	0761-2601097	0761-2601097



**Section 4(b)(vi) of the RTI Act, 2005**

13. Details of Pay Scales/Grade Pay & level of pay matrix applicable to various categories of officers and staff as per 6<sup>th</sup> CPC and 7<sup>th</sup> CPC.

<b>Sl.No.</b>	<b>Post/Designation</b>	<b>Pay Band as per 6<sup>th</sup> CPC</b>	<b>Grade Pay - 6<sup>th</sup> CPC</b>	<b>Level in the pay matrix of 7<sup>th</sup> CPC</b>
1	CDA	Rs.37400-67000/- (PB-4)	Rs.10000/-	Level -14
2	Dy. CDA	Rs.15600-39100/- (PB-3)	Rs.6600/-	Level-11
3	ACDA	Rs.15600-39100/-(PB-3)	Rs.5400/-	Level -10
4	Asstt. Director(OL)	Rs.15600-39100/-(PB-3)	Rs.5400/-	Level -10
5	Sr. Accounts Officer	Rs.15600-39100/-(PB-3)	Rs.5400/-	Level - 10
6	Accounts Officer	Rs.9300 - 34800/-(PB-2)	Rs.5400/-	Level - 9
7	Asstt. Accounts Officer	Rs.9300 - 34800/-(PB-2)	Rs.4800/-	Level - 8
8	Supervisor (A/cs)	Rs.9300 - 34800/-(PB-2)	Rs.4800/-	Level - 8
9	Sr. Hindi Translator	Rs.9300 - 34800/-(PB-2)	Rs.4600/-	Level - 7
10	Sr. Auditor	Rs.9300 - 34800/-(PB-2)	Rs.4200/-	Level - 6
11	Steno Gr.I	Rs.9300 - 34800/-(PB-2)	Rs.4200/-	Level -6
12	DEO-C	Rs.9300 - 34800/-(PB-2)	Rs.4200/-	Level - 6
13	Jr. Hindi Translator	Rs.9300 - 34800/-(PB-2)	Rs.4200/-	Level - 6
14	DEO-B	Rs.5200-20200/-(PB-1)	Rs.2800/-	Level - 5
15	Auditor	Rs.5200-20200/-(PB-1)	Rs.2800/-	Level - 5
16	DEO-A	Rs.5200-20200/-(PB-1)	Rs.2800/- (as per Tribunal Order)	Level - 5
17	Steno Gr.II	Rs.5200-20200/-(PB-1)	Rs.2400/-	Level - 4
18	Staff Car Driver Gr.II	Rs.5200-20200/-(PB-1)	Rs.2400/-	Level - 4
19	Clerk	Rs.5200-20200/-(PB-1)	Rs.1900/-	Level - 2
20	MTS	Rs.5200-20200/-(PB-1)	Rs.1800/-	Level - 1

**Section 4(b)(xvi) of the RTI Act, 2005**

14. Particulars of Central Public Information Officer:

**Shri Kamal Singh Choudhay, IDAS**

Asstt Controller of Defence Accounts

Office of the CDA,

Ridge Road, Jabalpur – 482001.

Telephone:- 0761-2607091

Fax:- 0761-2605622

**Section 4(b)(xvii) of the RTI Act, 2005**

15. Particulars of Appellate Authority:

**Shri U S P Kushwaha, IDAS**

Controller

Office of the CDA,

Ridge Road,

Jabalpur – 482 001.

Telephone: 0761-2603253

Fax: 0761-2605622