DIRECTORY OF PAY & ACCOUNTS OFFICES AND DRAWING & DISBURSING OFFICES
(CDDOs/NCDDOs)

MINISTRY OF SKILL DEVELOPMENT AND ENTERPRENEURSHIP
कौशल विकास और उद्यमशीलता मंत्रालय

CHIEF CONTROLLER OF ACCOUNTS
MINISTRY OF SKILL DEVELOPMENT &
ENTREPRENEURSHIP
SHRAM SHAKTI BHAWAN
RAFI MARG, NEW DELHI-110001

Chief Controller of Accounts
Ministry of Skill Development & Entrepreneurship
Shram Shakti Bhawan
Rafi Marg, New Delhi-110001
Need for a directory of the Drawing & Disbursing Offices was felt for long. I am delighted to present this comprehensive Directory of Pay & Accounts Offices, Drawing and Disbursing Offices (Cheque Drawing and Non-Cheque Drawing & Disbursing Offices) under the payment control and accounting jurisdiction of Departmental Accounting Organization, O/o Chief Controller of Accounts, Ministry of Skill Development and Entrepreneurship. This is the first such directory compiled and published.

I trust that this document will be informative and useful for all stakeholders. Any suggestion for future improvement in the form and contents are most welcome.

(BINOD KUMAR)
Chief Controller of Accounts
Ministry of Skill Development & Entrepreneurship

Dated: 14.03.2019
Place: New Delhi
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Office/Particulars</th>
<th>Page Number</th>
</tr>
</thead>
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<tr>
<td>1.</td>
<td>Principal Accounts Office, Ministry of Skill Development &amp; Entrepreneurship</td>
<td>01</td>
</tr>
<tr>
<td>2.</td>
<td>Pay &amp; Accounts Office (Main Secretariat), New Delhi</td>
<td>02-07</td>
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<td>3.</td>
<td>Pay &amp; Accounts Office, Mumbai</td>
<td>08-10</td>
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<td>4.</td>
<td>Pay &amp; Accounts Office, Chennai</td>
<td>11-14</td>
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<td>Important Telephone Numbers of O/o Chief Controller of Accounts.</td>
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<tr>
<td>Sr.No.</td>
<td>Name of PAOs</td>
<td>Number of NCDDOs to PAO</td>
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<tr>
<td>1.</td>
<td>PAO, New Delhi</td>
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<td>2.</td>
<td>PAO, Mumbai</td>
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<td>3.</td>
<td>PAO, Chennai</td>
<td>07</td>
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<td></td>
<td><strong>Total</strong></td>
<td><strong>31</strong></td>
</tr>
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</table>

Summary of PAOs/CDDOs/NCDDOs of Ministry of Skill Development and Entrepreneurship
O/o Chief Controller of Accounts
Principal Accounts Office
Ministry of Skill Development and Entrepreneurship

3rd Floor, ‘B’ Wing,
Shram Shakti Bhawan, New Delhi- 110001

Telephone No. 011-23465704/23465705

e-mail: pao.msde@nic.in

Number of Pay & Accounts Offices under Ministry of Skill Development and Entrepreneurship – 03
Non-Cheque Drawing and Disbursing Offices – 44
Cheque Drawing Disbursing Offices – 11
Pay & Accounts Office  
(Main Secretariat)  
Ministry of Skill Development and Entrepreneurship  

3rd Floor, ‘B’ Wing, Room No. 328,  
Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001  

Telephone No.-011- 23465704/23465705  

e-mail – pao.msde@nic.in  

Bank Branch: Bank of India  
Press Trust of India Building, Parliament Street,  
New Delhi-110001  

PAO Code: - 005949  

Non – Cheque Drawing and Disbursing Offices -25  
Cheque Drawing and Disbursing Offices - 7  

Total -32
## Pay and Accounts Office (MAIN SECRETARIAT), NEW DELHI

<table>
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<tr>
<th>Sr. No.</th>
<th>Name &amp; Designation of PAO/DDO and Name of the Unit</th>
<th>Category PAO/ CDDO/ NCDDO</th>
<th>PAO/CDDO/ NCDDO CODE</th>
<th>Address Of PAO/CDDO/NCDDO</th>
<th>Tel. No./Fax/ e-mail</th>
<th>Name &amp; Address of the Accredited Bank branches</th>
<th>STATE/UT</th>
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<tr>
<td>1.</td>
<td>Shri Satvir Singh, Sr. Accounts Officer, Pay and Accounts Office, Main Secretariat, New Delhi</td>
<td>PAO</td>
<td>005949</td>
<td>Room No. 328, ‘B’ Wing, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001</td>
<td>011-23465705, <a href="mailto:pao.msde@nic.in">pao.msde@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Delhi</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Asif Iqbal, Training Officer, O/o NSTI for Women, Patna</td>
<td>NCDDO</td>
<td>206517</td>
<td>National Skill Training Institute (w), 3rd floor, ITI Campus, Digha Ghat, Patna-800011</td>
<td>0612-2567333/6200786857, <a href="mailto:nstipatna@gmail.com">nstipatna@gmail.com</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Bihar</td>
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<td>3.</td>
<td>Shri Rajeev Kumar, AAO, Pay &amp; Accounts Office, Main Secretariat, New Delhi</td>
<td>NCDDO</td>
<td>206299</td>
<td>Room No. 328, ‘B’ Wing, Shram Shakti Bhawan, Rafi Marg, New Delhi</td>
<td>011-23465708, <a href="mailto:pao.msde@nic.in">pao.msde@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Delhi</td>
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<td>4.</td>
<td>Shri Yoginder Kumar, Training Officer, O/o DGT/ RDSDE, Delhi</td>
<td>NCDDO</td>
<td>206523</td>
<td>Pusa Complex, Pusa Road, New Delhi</td>
<td>011-25847023, 9968281970, <a href="mailto:yoginderkumar@nic.in">yoginderkumar@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Delhi</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Shankar Pandit, Section Officer(Cash), Main Secretariat, New Delhi</td>
<td>NCDDO</td>
<td>205950</td>
<td>Room no. 7, Ground Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi</td>
<td>011-23465889, 011-23465875, <a href="mailto:ddo.msde@nic.in">ddo.msde@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Delhi</td>
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<td>6.</td>
<td>Smt. Anuradha, Training Officer, O/o NSTI(W), Panipat</td>
<td>NCDDO</td>
<td>206514</td>
<td>National Skill Training Institute for Women, G. T. Road, Panipat-132103</td>
<td>0180-2668444/01802668445, <a href="mailto:anuradha.41@gov.in">anuradha.41@gov.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Haryana</td>
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<tr>
<td>No.</td>
<td>Name</td>
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<td>7.</td>
<td>Shri Sandeep Kumar Kalia, Training Officer, O/o RDAT, Faridabad</td>
<td>NCDDO 206516</td>
<td>A-Wing, 3rd Floor, New CGO Building, NH-IV, Faridabad-121001</td>
<td>0129-2421973, <a href="mailto:rdatfbd@nic.in">rdatfbd@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Haryana</td>
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<td>8.</td>
<td>Apprenticeship training Institute for Women(WATI), Gurugram</td>
<td>NCDDO 206694</td>
<td>Apprenticeship training Institute for Women(WATI), Govt. ITI Building Village-Uncha Majra, Gurugram-122503</td>
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<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Haryana</td>
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<td>9.</td>
<td>Shri Saksham Vij, Training Officer, O/o NSTI(W), Shimla/ RDSDE, Himachal Pradesh</td>
<td>NCDDO 206519</td>
<td>SIEMAT Building, Adjacent to DIET Campus, Shamla Ghat, Shimla-171011</td>
<td>0177-2775999, <a href="mailto:saxmvij@gmail.com">saxmvij@gmail.com</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001.</td>
<td>Himachal Pradesh</td>
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<tr>
<td>10.</td>
<td>Shri S. Santhimalan, Regional Director, O/o RDSDE, Jammu</td>
<td>NCDDO 208613</td>
<td>Regional Directorate of Skill Development and Entrepreneurship, Polytechnic Premises, Bikram Chowk, Jammu-180004</td>
<td>91-194-2491613, 9445070655, <a href="mailto:jkdtete1@gmail.com">jkdtete1@gmail.com</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001.</td>
<td>Jammu &amp; Kashmir</td>
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<td>11.</td>
<td>Shri Gaurav Bansal, Training Officer, O/o NSTI (W), Mohali</td>
<td>NCDDO 206518</td>
<td>Campus of Govt. ITI Building, Neelpur, Rajpura, Mohali -140401</td>
<td>01762-223274, 01762-243274, <a href="mailto:rvti@gov.in">rvti@gov.in</a>, <a href="mailto:nstimohali@gmail.com">nstimohali@gmail.com</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
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<td>12.</td>
<td>Shri Kartar Singh, Training Officer, O/o RDAT, Chandigarh/ RDSDE, Haryana</td>
<td>NCDDO 206695</td>
<td>Government ITI for Women, SAS Nagar, Phase-V, Sector-59, Mohali-160059</td>
<td>0172-2272773, 6239916431, <a href="mailto:rdat.mhl-msde@gov.in">rdat.mhl-msde@gov.in</a>, <a href="mailto:rdat.chandigarh@gmail.com">rdat.chandigarh@gmail.com</a></td>
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<td>13</td>
<td>Shri Shailendra Gordey, Training Officer, O/o NSTI (W), Jaipur/ RDSDE, Rajasthan</td>
<td>NCDDO 206521</td>
<td>National Skill Training Institute for Women, Jhalana Dungari, Jaipur-302017</td>
<td>0141-2702430/9782559924/9509596368, <a href="mailto:shailendra0423@gmail.com">shailendra0423@gmail.com</a>, <a href="mailto:rvtijaipur@nic.in">rvtijaipur@nic.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Rajasthan</td>
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<td>14</td>
<td>Shri B.B. Bhati, Training Officer, O/o NSTI, Jodhpur</td>
<td>NCDDO 206520</td>
<td>National Skill Training Institute, Jodhpur, Near Saras Dairy, Shastrti Nagar, Jodhpur-342005</td>
<td>0291-2741089 <a href="mailto:ati-jod-raj@gov.in">ati-jod-raj@gov.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Rajasthan</td>
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<tr>
<td>15</td>
<td>Shri Sibasish Bhattacharyya, Director, O/o NSTI (W), Agartala</td>
<td>NCDDO 206596</td>
<td>Jan Shikshan Sansthan, Agartala, West Tripura Distt.-Shyamali Bazar, P.O. Kunjaban, Agartala-799006</td>
<td>0381-2352016, <a href="mailto:jssagartala@gmail.com">jssagartala@gmail.com</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Tripura</td>
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<td>16</td>
<td>Shri Pramod Kumar Chandel, Training Officer, O/o NSTI (W), Noida</td>
<td>NCDDO 206515</td>
<td>National Skill Training Institute for Women, D-1, Sec-1, Noida</td>
<td>0120-25233303, Mob.9268280526 <a href="mailto:pramodchandel@gov.in">pramodchandel@gov.in</a></td>
<td>Bank of India, PTI Building, Parliament Street, New Delhi-110001</td>
<td>Uttar Pradesh</td>
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<td>17</td>
<td>Shri Karnail Singh, Training Officer, O/o NSTI, Ludhiana/ RDSDE, Punjab</td>
<td>NCDDO 206510</td>
<td>National Skill Training Institute, Gill Road, Ludhiana-141003</td>
<td>0161-2490187, 8283869463 <a href="mailto:atiludhiana@nic.in">atiludhiana@nic.in</a></td>
<td>Bank of India, Clock Tower, Ludhiana-141003</td>
<td>Punjab</td>
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<td>18</td>
<td>Shri Jagdish Prasad Meena, Training Officer, O/o NSTI, Kanpur/ RDSDE, Uttar Pradesh</td>
<td>CDDO 106507</td>
<td>National Skill Training Institute, Udyog Nagar, Kanpur-208 022</td>
<td>0512-2296273 <a href="mailto:nstikanpur@gmail.com">nstikanpur@gmail.com</a></td>
<td>Bank of India, Rattan Lal Nagar, Kanpur</td>
<td>Uttar Pradesh</td>
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<td>19</td>
<td>Shri Hemant Kumar Singh, Training Officer, O/o RDSDE, Kanpur</td>
<td>CDDO 106512</td>
<td>National Skill Training Institute, Udyog Nagar, Kanpur-208022</td>
<td>0512-2296088 <a href="mailto:rdatkanpur@gmail.com">rdatkanpur@gmail.com</a>, <a href="mailto:rdatkanpur-up@nic.in">rdatkanpur-up@nic.in</a></td>
<td>Bank of India, Rattan Lal Nagar, Kanpur</td>
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<td>No.</td>
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<td>Shri Naresh Chandra, Regional Director, O/o RDSDE, Raipur</td>
<td>NCDDO to CDDO</td>
<td>308611</td>
<td>9695986437, <a href="mailto:ncj2009@yahoo.in">ncj2009@yahoo.in</a></td>
<td>Regional Directorate of Skill Development &amp; Entrepreneurship, 1st Floor, Block-4, Indrawati Bhawan Atal Nagar, Raipur-492002</td>
<td>Bank of India, Rattan Lal Nagar, Kanpur</td>
<td>Chattisgarh</td>
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<td>21</td>
<td>Shri Ajaipal Singh Somvanshi, Training Officer, O/o NSTI for Women, Allahabad</td>
<td>NCDDO to CDDO</td>
<td>306525</td>
<td>0532-2640783, 9838446290, dدور<a href="mailto:ti.aledmsse@gov.in">ti.aledmsse@gov.in</a></td>
<td>National Skill Training Institute (w), 6, New Katra Road, Allahabad -211002</td>
<td>Bank of India, Rattan Lal Nagar, Kanpur</td>
<td>Uttar Pradesh</td>
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<tr>
<td>22</td>
<td>Shri Saket Kumar, Training Officer, O/o NSTI, Dehradun</td>
<td>CDDO</td>
<td>106511</td>
<td>Tel. No.0135-2629310 Fax No. 0135-2720145 <a href="mailto:atiepidehradun@nic.in">atiepidehradun@nic.in</a></td>
<td>National Skill Training Institute, Green Park, Niranjapur, Post-Majra, Dehradun-248171</td>
<td>Bank of India, Main Branch, Rajpur Road, Dehradun</td>
<td>Uttrakhand</td>
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<td>23</td>
<td>Shri Subhash Chandra, Dy. Director, O/o NSTI, Haldwani</td>
<td>NCDDO to CDDO</td>
<td>306524</td>
<td>033-26531225, <a href="mailto:atihowrah@nic.in">atihowrah@nic.in</a></td>
<td>National Skill Training Institute, Haldwani, Tedhi Pula, Nainital Road, P.O.-Nainital, Distt- Nainital-263126</td>
<td>Bank of India, Main Branch, Rajpur Road, Dehradun</td>
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<td>Apprenticeship Training for Women (WATI), Haridwar</td>
<td>NCDDO to CDDO</td>
<td>306696</td>
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<td>Apprenticeship Training for Women, Vishish Government ITI, Sidcul, Haridwar</td>
<td>Bank of India, Main Branch, Rajpur Road, Dehradun</td>
<td>Uttrakhand</td>
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<td>25</td>
<td>Shri B.N. Hemram, Training Officer, O/o NSTI, Kolkata/ RDSDE, West Bengal</td>
<td>CDDO</td>
<td>106508</td>
<td>033-26531225, <a href="mailto:atihowrah@nic.in">atihowrah@nic.in</a></td>
<td>National Skill Training Institute, P.O.-Dasnagar, Howrah, Kolkata-711105</td>
<td>Bank of India, DD-2 Near City Centre, Sector-1, Salt Lake City, Kol-700064</td>
<td>West Bengal</td>
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<td>26</td>
<td>Shri B. Ashfaq Ahmed, Regional Director, O/o RDSDE, Ranchi</td>
<td>NCDDO to CDDO</td>
<td>308614</td>
<td>9482590782, <a href="mailto:bashfaqahmed@yahoo.in">bashfaqahmed@yahoo.in</a></td>
<td>Regional Directorate of skill Development and Entrepreneurship (RDSDE), Ground Floor, In front of ITI Hetal, Ranchi-834005</td>
<td>Bank of India, DD-2 Near city Centre Sector-1 Salt Lake City Kolkata-700064</td>
<td>Jharkhand</td>
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<tr>
<td></td>
<td>Name</td>
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<td>Contact Information</td>
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<td>Shri Rajnish Kumar Jha, Dy. Director(T), O/o NSTI, Jamshedpur</td>
<td>NCDDO to CDDO</td>
<td>National Skill Training Institute, Govt. Polytechnic Campus, Adityapur, Jamshedpur-832109</td>
<td>0657-2383461/2383470 / 9431180183 <a href="mailto:rajnish.jha05@gov.in">rajnish.jha05@gov.in</a>, <a href="mailto:jrajinshjh@yahoo.co.in">jrajinshjh@yahoo.co.in</a></td>
<td>Bank of India, DD-2 Near City Centre, Sector-1, Salt Lake City, Kolkata-700064</td>
<td>Jharkhand</td>
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<td>28.</td>
<td>Shri Akhilesh Pandey, Training Officer, O/o CSTRI, Kolkata</td>
<td>CDDO</td>
<td>Central Staff Training and Research Institute, EN-81, Sector-V, Salt Lake, Kolkata-700091</td>
<td>033-23578358/40685016 (O)/9836904095 <a href="mailto:cstrikol-wb@nic.in">cstrikol-wb@nic.in</a>/ddocstari@gmail.com</td>
<td>Bank of India, Sector-V Branch, EP-Y6, Sector-V, Salt Lake, Kolkata-700091</td>
<td>West Bengal</td>
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<td>29.</td>
<td>Shri Muktanand, Training Officer, O/o RDSDE, Kolkata</td>
<td>CDDO</td>
<td>1st Floor, E-Wing, CGO Complex, DF- Block, Sector-1, Salt Lake, Kolkata-700064</td>
<td>033-23340364/8240613752 <a href="mailto:ddordatkolkata@gmail.com">ddordatkolkata@gmail.com</a></td>
<td>Bank of India, DD2, Sector-1, Salt Lake, Kolkata</td>
<td>West Bengal</td>
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<td>30.</td>
<td>Shri G.C. Deka, Deputy Director, O/o RDSDE, Guwahati/RDSDE, Assam</td>
<td>NCDDO to CDDO</td>
<td>DECT CAMPUS, A.K. Azad Road, Rehabari, Guwahati</td>
<td>0361-2633900, <a href="mailto:rdatghy2017@gmail.com">rdatghy2017@gmail.com</a></td>
<td>Bank of India, DD2, Sector-1, Salt Lake, Kolkata</td>
<td>Assam</td>
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<tr>
<td>31.</td>
<td>Smt. Lakshmi Singha, Training Officer, O/o NSTI for Women, Tura</td>
<td>NCDDO to CDDO</td>
<td>Dakopgre Tura, Araimile Post, Near TV Tower, West Garo Hills, Tura-794101</td>
<td>03651-2323932/233073, <a href="mailto:rvti.tura@gmail.com">rvti.tura@gmail.com</a>, <a href="mailto:rvti.tura-meg@nic.in">rvti.tura-meg@nic.in</a></td>
<td>Bank of India, DD2, Sector-1 Salt Lake, Kolkata</td>
<td>Meghalaya</td>
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<td>32.</td>
<td>Shri Brindaban Das, Asstt. Director (T), O/o NSTI, Bhubneshwar/RDSDE, Odisha</td>
<td>NCDDO to CCDO</td>
<td>National Skill Training Institute, 5th floor, NSIC Building, Mancheswar Industrial Estate, Bhubneswar-751010</td>
<td>06742974438, 06742974498 <a href="mailto:e-mail-b.das@gov.in">e-mail-b.das@gov.in</a></td>
<td>Bank of India, DD2, Sector-1, Salt Lake, Kolkata</td>
<td>Odisha</td>
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<td>33.</td>
<td>Shri G.D. Modak, Principal, NSTI for Women, Kolkata</td>
<td>NCDDO to CDDO</td>
<td>National Skill Training Institute for Women, P.O.-Dasnagar, Howrah, Kolkata -711105</td>
<td>033 2367-3673, <a href="mailto:rvtikol@rediffmail.com">rvtikol@rediffmail.com</a></td>
<td>Bank of India, DD2, Sector-1, Salt Lake, Kolkata</td>
<td>West Bengal</td>
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Pay and Accounts Office, Mumbai
Ministry of Skill Development and Entrepreneurship

Flat No. 05, Building No. 36
NSTI Campus, Sion, Chunabhatti
Mumbai - 400022

Telephone No.-022-24053016
e-mail - paomsde.mumbai@gmail.com/
pao.mum-msde@gov.in

Bank Branch : Bank of India,
Sion Branch
Mumbai- 400022

PAO Code:-006542

Non – Cheque Drawing and Disbursing Offices -09
Cheque Drawing and Disbursing Offices -NIL

Total -09
# Pay and Accounts Office, Mumbai

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<th>Sr. No</th>
<th>Name &amp; Designation of PAO/DDO and name of the unit</th>
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<th>Name &amp; address of the accredited bank branches</th>
<th>State/UT</th>
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<tr>
<td>1.</td>
<td>Smt. Kavita A Patole, Accounts Officer, Pay and Accounts Office, Mumbai</td>
<td>PAO</td>
<td>006542</td>
<td>Flat No.5, Building No. 06, ATI Campus, Chunabhatti, Sion, Mumbai -400022</td>
<td>022-24053016 <a href="mailto:pao.msde.mumbai@gmail.com">pao.msde.mumbai@gmail.com</a> <a href="mailto:pao.mum-msde@gov.in">pao.mum-msde@gov.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Maharashtra</td>
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<tr>
<td>2.</td>
<td>Smt. Vijay Kumari Laur, O/o NSTI for Women, Goa</td>
<td>NCDDO</td>
<td>206668</td>
<td>National Skill Training Institute for Women, COE Building, ITI Campus, Farmagudi, Ponda, Goa-403401</td>
<td>0832-2980472 <a href="mailto:rvtigoa@gmail.com">rvtigoa@gmail.com</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Goa</td>
</tr>
<tr>
<td>3.</td>
<td>Smt. Meeta Bhatnagar, Training Officer, O/o NSTI(W), Vadodara</td>
<td>NCDDO</td>
<td>206546</td>
<td>National Skill Training Institute for Women, ITI Campus, Near Shanti Nagar, Tarsali Road, Vadodara- 390009 <a href="mailto:rvtivadodara@rediffmail.com">rvtivadodara@rediffmail.com</a></td>
<td>0265-2642678 <a href="mailto:rvtivadodara@rediffmail.com">rvtivadodara@rediffmail.com</a> <a href="mailto:ddtnsti.vadodara@rediffmail.com">ddtnsti.vadodara@rediffmail.com</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Gujarat</td>
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<tr>
<td>4.</td>
<td>Shri D. Sudhakar, Deputy Director O/o RDSDE, Gandhinagar</td>
<td>NCDDO</td>
<td>208612</td>
<td>Block No. 8, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar-382010</td>
<td>9695300773 <a href="mailto:rdsde-guj-msde@gov.in">rdsde-guj-msde@gov.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
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<td>5.</td>
<td>Smt. Bhagyashree Bandopant Thakare, Training Officer, O/o NSTI(W), Indore</td>
<td>NCDDO</td>
<td>206547</td>
<td>National Skill Training Institute for Women, Sukhliya Main Road, Nanda Nagar, Indore – 452011</td>
<td>0731-2550105 <a href="mailto:rvti.indore@nic.in">rvti.indore@nic.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Madhya Pradesh</td>
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<td>6.</td>
<td>Shri S.C. Pandey, Deputy Director, O/o RDSDE, Bhopal</td>
<td>NCDDO</td>
<td>206698</td>
<td>ITOT Building, Gas Rahat, ITI Campus, Govind Pura, Bhopal - 462023</td>
<td>0755-2988998 <a href="mailto:rdatbhopal@gmail.com">rdatbhopal@gmail.com</a></td>
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<td>7</td>
<td>Smt. Hira B Sable</td>
<td>AAO, Pay and Accounts Office</td>
<td>NCDDO 206614, Bldg No. 36, Flat No.5, ATI Campus, Chunabhati, Sion, Mumbai -400022</td>
<td>022-24053016 <a href="mailto:pao.mum-msde@gov.in">mailto:pao.mum- msde@gov.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Maharashtra</td>
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<tr>
<td>8</td>
<td>Shri C. M.</td>
<td>Diggewadi, Training Officer</td>
<td>NCDDO 206543, NSTI Campus, V. N. Purav Marg, Chunabhati, Sion, Mumbai -400022</td>
<td>022-24052049/<a href="mailto:rdatmum@nic.in">mailto:rdatmum@nic.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Maharashtra</td>
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<td>9</td>
<td>Shri S. Vasanthi</td>
<td>Asstt. Director (Training)</td>
<td>NCDDO 206544, NSTI Campus, V N Purav Marg, Chunabhati, Sion, Mumbai -400022</td>
<td>022-24053560/<a href="mailto:atimumbai@nic.in">mailto:atimumbai@nic.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
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<tr>
<td>10</td>
<td>Smt. Parinita Raut</td>
<td>Training Officer</td>
<td>NCDDO 206545, NSTI (W), Kashinath Dhuru Marg, Dadar (W), Mumbai-400028</td>
<td>022-24223962/<a href="mailto:rvtimum@yahoo.co.in">mailto:rvtimum@yahoo.co.in</a></td>
<td>Bank of India, Sion Branch, Mumbai</td>
<td>Maharashtra</td>
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Pay and Accounts Office, Chennai

CTI Campus, Guindy
Chennai- 600032

Telephone No.-044-22501260

e-mail - paomsdechennai@gmail.com

Bank Branch : Bank of India ,
Mount View Road,
111, Anna Salai, Guindy
Chennai

PAO Code:-006529

Non – Cheque Drawing and Disbursing Offices -10
Cheque Drawing and Disbursing Offices -04
Total -14
### Pay and Accounts Office, Chennai

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<th>Sr. No</th>
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<th>Tel No./fax/ e-mail</th>
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<tr>
<td>1.</td>
<td>Smt. L. Vidhya, Senior Accounts officer, Pay and Accounts Office, Chennai</td>
<td>PAO</td>
<td>006529</td>
<td>Pay and Accounts Office, Old Nimi Building, CTI Campus, Guindy, Industrial estate, Chennai:- 600032</td>
<td>044-22501260 <a href="mailto:paomsdechennai@gmail.com">paomsdechennai@gmail.com</a></td>
<td>Bank of India, Mount view Road, III, Annasalai, Guindy, Chennai- 600032</td>
<td>Tamilnadu</td>
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<td>2.</td>
<td>Smt. K. Suriya Kumari, Training Officer, O/o NSTI for women, Thiruvananthapuram / RDSDE, Kerala</td>
<td>NCDDO</td>
<td>206536</td>
<td>National Skill Training Institute for Women, Kazhakuttom, Thiruvananthapuram- 695582</td>
<td>0471-2418391 <a href="mailto:Suriya-arch@yahoo.co.in">Suriya-arch@yahoo.co.in</a></td>
<td>Bank of India, Mount view Road, III, Annasalai, Guindy, Chennai- 600032</td>
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<td>3.</td>
<td>Shri K. Shaukhat Hussain, Training Officer, O/o NSTI, Calicut</td>
<td>NCDDO</td>
<td>206539</td>
<td>National Skill Training Institute , Eravathukkunu, Govindapuram, P.O Calicut, Kerala- 673016</td>
<td>0495-2742500 <a href="mailto:dirati.cltmosde@gov.in">dirati.cltmosde@gov.in</a></td>
<td>Bank of India, Mount view Road, III, Annasalai, Guindy, Chennai- 600032</td>
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<td>4.</td>
<td>Sh. J. Umamaheswaran, AAO, Pay and Accounts Office, Chennai</td>
<td>NCDDO</td>
<td>206615</td>
<td>Pay and Accounts Office, , Old Nimi Building, CTI Campus, Guindy Industrial estate, Chennai:- 600032</td>
<td>044-22501260 <a href="mailto:paomsdechennai@gmail.com">paomsdechennai@gmail.com</a></td>
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<td>Shri B. Ravi, Asstt. Director, O/o NSTI, Chennai/ RDSDE, Tamilnadu.</td>
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<td>206537</td>
<td>National Skill Training Institute,CTI Campus, Guindy, Chennai- 600032</td>
<td>044-22501460 <a href="mailto:ctichennai@gmail.com">ctichennai@gmail.com</a></td>
<td>Bank of India Mount view Road, III, Annasalai Guindy Chennai- 600032</td>
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<td>Shri M. Shajahan</td>
<td>Joint Director</td>
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<td><a href="mailto:m.shajahan@gov.in">m.shajahan@gov.in</a></td>
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<td>Shri L. R. Ramesh Babu</td>
<td>Training Officer</td>
<td>NCDDO</td>
<td>206540</td>
<td>0431-2552515</td>
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<td><a href="mailto:Rameshbabu.Lr@gov.in">Rameshbabu.Lr@gov.in</a></td>
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<td>Shri D. Mahesh</td>
<td>Asstt. Director</td>
<td>NCDDO</td>
<td>207864</td>
<td>040-27428058</td>
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<td>Smt. L. Divya</td>
<td>Training Officer</td>
<td>CDDO</td>
<td>106535</td>
<td>080-26561955</td>
<td>Bank of India Koramangala Branch, No. 61, 1st Floor, JNC Road, 5th Block,</td>
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<td>Shri G.M. Eswarappa</td>
<td>Deputy Director</td>
<td>CDDO</td>
<td>106533</td>
<td>080-23371209</td>
<td>Bank of India, Yeswanthpur Industrial Sub-urb, Bengaluru- 560022</td>
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<td></td>
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<td><a href="mailto:gne-73462@yahoo.co.in">gne-73462@yahoo.co.in</a></td>
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<td>Shri V. Babu</td>
<td>Deputy Director</td>
<td>NCDDO to CDDO</td>
<td>306534</td>
<td>080-23378335</td>
<td>Bank of India, Yeswanthpur Industrial Sub-urb, Bengaluru- 560022</td>
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<td>O/o NSTI(Apex- Hi-Tech),</td>
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<td><a href="mailto:Valluru.babu@nic.in">Valluru.babu@nic.in</a></td>
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<td>12</td>
<td>Shri G.P. Vijaykrishna</td>
<td>Asst. Director(T)</td>
<td>CDDO 106530 National Skill Training Institute, Vidya Nagar, Sivam Road, Hyderabad-500007</td>
<td>040-27428058 <a href="mailto:ddoatih@gmail.com">ddoatih@gmail.com</a></td>
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<td>Bank of India, Adikmet Branch, Hyderabad-500044</td>
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<td>13</td>
<td>Shri P.G. Rajendran</td>
<td>Asst. Director</td>
<td>CDDO 106531 National Skill Training Institute, ATI-EPI Campus, Ramanathapur, Uppal Road, Hyderabad-500013</td>
<td>040-27037266 <a href="mailto:raj.dgtmsde@gmail.com">raj.dgtmsde@gmail.com</a></td>
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<td>Bank of India, Adikmet Branch, Hyderabad-500044</td>
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<td>14</td>
<td>Shri G.L Meena</td>
<td>Asst. Director</td>
<td>NCDDO to CDDO 306532 Regional Directorate of Skill Development &amp; Entrepreneurship, ATI-EPI Campus, Ramanathapur, Uppal Road, Hyderabad-500013</td>
<td>040-23038264 <a href="mailto:glmeeana1967@yahoo.co.in">glmeeana1967@yahoo.co.in</a></td>
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<td>Bank of India, Adikmet Branch, Hyderabad-500044</td>
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<tr>
<td>15</td>
<td>Shri T.V.L.N. Rao</td>
<td>Director</td>
<td>NCDDO to CDDO 308610 Regional Directorate of Skill Development &amp; Entrepreneurship, Vijayawada-520002,</td>
<td>9440875775 <a href="mailto:sprewaskar@gmail.com">sprewaskar@gmail.com</a></td>
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<td>Bank of India, Adikmet Branch, Hyderabad-500044</td>
<td>Andhra Pradesh</td>
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ACCOUNTING ORGANIZATION OF MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP

The secretary is the Chief Accounting Authority in the Ministry of Skill Development and Entrepreneurship. He discharges his functions with the assistance of Financial Adviser and Chief Controller of Accounts.

I. As per Rule 70 of GFR 2017, the Secretary of a Ministry/Department, who is the Chief Accounting Authority of the Ministry/Department shall:-

(a) Be responsible and accountable for financial management of his Ministry or Department.
(b) Ensure that the public funds appropriated to the Ministry are used for the purpose for which they were meant.
(c) Be responsible for the effective, efficient, economical and transparent use of the resources of the Ministry in achieving the stated project objectives of that Ministry, whilst complying with performance standards.
(d) Appear before the Committee on Public Accounts and any other Parliamentary Committee for examination.
(e) Review and monitor regularly the performance of the programs and projects assigned to his Ministry to determine whether stated objectives are achieved.
(f) Be responsible for preparation of expenditure and other statements relating to his Ministry as required by regulations, guidelines or directives issued by Ministry of finance.
(g) Shall ensure that his Ministry maintains full and proper records of financial transactions and adopts systems and procedures that will at all time afford internal controls.
(h) Shall ensure that his Ministry follows the Government procurement procedure for execution of works, as well as for procurement of services and supplies and implements it in a fair, equitable, transparent, competitive and cost-effective manner.
(i) Shall take effective and appropriate steps to ensure his Ministry:-
   (i) Collects all moneys due to the Government and
   (ii) Avoids unauthorized, irregular and wasteful expenditure.
II. As per Para 1.3 of Civil Accounts Manual, the Chief Controller of Accounts for and on behalf of the Chief Accounting Authority is responsible for:

(a) Arranging all payments through the Pay and Accounts Offices/Principal Accounts except where the Drawing and Disbursing Offices are authorized to make certain types of payments.

Note: Any addition proposed to the list of cheque drawing D.D.Os included in the Scheme of Departmentalization of Accounts of a Ministry/Department would require the specific approval of the Controller General of Accounts, Ministry of Finance.

(b) Compilation and consolidation of accounts of the Ministry/Department and their submission in the form prescribed, to the Controller General of Accounts; preparation of Annual Appropriation Accounts for the Demands for Grants of his Ministry/Department, getting them duly audited and submitting them to the CGA, duly signed by the Chief Accounting Authority.

(c) Arranging internal inspection of payment and accounts records maintained by the various subordinate formations and Pay and Accounts Offices of the Department and inspection of records pertaining to transaction of Government Ministries/Departments, maintained in Public Sector Banks.

III. The Chief Controller of Accounts, Ministry of Skill Development and Entrepreneurship performs his duties with the assistance of Controller of Accounts, Dy. Controller of Accounts of Ministry of Labour and Employment in addition to Pr. Accounts Officer (Admn., Internal Audit & Accounts) at HQ and with the help of three local and outstation Pay and Accounts Offices of Ministry of Skill Development and Entrepreneurship.

IV. As per Para 1.2.3 of Civil Accounts Manual, Principal Accounts Office at HQ functions under a Principal Accounts Officer who is responsible for:

(a) Consolidation of the accounts of the Ministry/Department in the manner prescribed by CGA;

(b) Preparation of Annual Appropriation Accounts of the Demands for Grants controller by Ministry/Department, submission of statement of Central Transaction and material for the Finance Accounts of the Union Government (Civil) to the Controller General of Accounts;
(c) Payment of loans and grants to State Government through Reserve Bank of India and wherever this office has a drawing accounts, payment there from to Union Territory Government/State Government

(d) Preparation of manuals keeping in view the objective of management accounting system if any, and for rendition of technical advice to Pay and Accounts Offices, maintaining necessary liaison with CGA’s office and to effect overall coordination and control in accounting matters;

(e) Maintaining Appropriation Audit Registers for the Ministry/Department as a watch the progress of expenditure under the various Grants operated on by the Ministry/Department;

(f) Principal Accounts Office/Officer also performs all administrative and coordinating function of the accounting organization and renders necessary financial, technical, accounting advice to department as well as to local Pay & Accounts office and Out Station Pay & Accounts offices.

V. As per provision contained in Civil Accounts Manual, Pay & Accounts Offices make payments pertaining to respective Ministries/Departments and in certain cases payments will be made by the departmental Drawing and disbursing Officers (DDOs) authorized to draw funds, by means of cheques drawn on the offices/branches of accredited bank for handing the receipts and payments of the Ministry/Department. These payments will be accounted for in separated scrolls to be rendered to the Pay and Accounts Offices of Ministry/Department concerned. Each Pay and Accounts Office or Drawing and Disbursing Officer authorized to make payments by cheques/e-payments, will draw only on the particular branch/branches of the accredited bank with which the Pay and Accounts Office or the Drawing and Disbursing Office as the case may be, is placed in account. All receipts of the Ministry/Department are also be finally accounted for in the books of the Pay and Accounts Office. The Pay and Accounts Office is the basic Unit of Departmentalized Accounting Organization. Its main function include:-

- Pre – check and payment of all bills, including loans and grants-in-aid, submitted by Non-Cheque Drawing DDOs.
- Accurate and timely payments in conformity with prescribed rules and regulations.
- Timely realization of receipts.
- Issue of quarterly letter of credit to cheque Drawing DDOs and post check of their Vouchers/bills.
• Compilation of monthly accounts of receipts and expenditures made by then incorporating there with the accounts of the cheque Drawing DDOs.
• Maintenance of GPF accounts other than merged DDO and authorization of retirement benefits.
• Maintenance of all DDR Heads.
• Efficient service delivery to the Ministry/Department through banking arrangement by way of e-payment.
• Adherence to the prescribed Accounting Standards, rules and principles.
• Timely, accurate, comprehensive, relevant and useful financial reporting.

VI. The specific approval of the CGA, Ministry of Finance would have to be obtained in connection with any proposal for creation (or re-organization) of a new Pay & Accounts Office or for adding to the list of cheque drawing DDOs included in the Scheme of Departmentalization of Accounts of a Ministry/Department.

VII. The overall responsibilities of Departmental Accounting Organization in respect of Ministry of Skill Development & Entrepreneurship is:-
• Consolidation of monthly accounts of Ministry and its submission to the CGA.
• Annual Appropriation Accounts.
• Statement of Central Transactions.
• Preparation of “Accounts at a Glance”.
• Union Finance accounts which are submitted to the CGA, Ministry of Finance and Principal Director of Audit.
• Payments of grants-in-aid to Grantee Institutions/Autonomous Bodies etc.
• Rendering technical advice to all PAOs and Ministry; if necessary in consultation with other organization like DoPT, Ministry of finance and CGA etc.
• Preparation of Receipt Budget.
• Preparation of Pension Budget.
• Procuring and supplying of cheque books for and on behalf of PAOs/Cheque Drawing DDOs.
• Maintaining necessary liaison with Controller General of Accounts office and to effect overall co-ordination and control in accounting matters and accredited Bank.
• Verify and reconcile all receipts and payments made on behalf of Ministry of Skill Development & Entrepreneurship through the accredited bank i.e., Bank of India.
• Maintaining accounts with Reserve Bank of India relating to Ministry of Skill Development & Entrepreneurship and reconciling the cash balances.
• Ensuring prompt payments.
• Speedy settlement of Pension/Provident fund and other retirement benefits.
• Internal audit of Ministry, subordinate and attached offices under Ministry of Skill Development & Entrepreneurship and its Grantee institutions, Autonomous bodies etc.
• Making available accounting information to all concerned authorities.
• Budget co-ordination works of Ministry of Skill Development & Entrepreneurship.
• Monitoring of New Pension Scheme and revision of pension cases from time to time.
• Computerization of Accounts and e-payment.
• Administrative and co-ordination function of the accounting organization.
• Roll out of PFMS under Central Sector Schemes including other central expenditure i.e Autonomous bodies.
• Non – Tax Receipt Portal (NTRP) in Ministry of Skill Development & Entrepreneurship.

VIII. Accounting information and data are also provided to the Financial Adviser and Chief Accounting Authority to facilitate for an effective budgetary control and financial management. Monthly and progressive expenditure figure under various sub-heads/object-heads of the grant of the Ministry of Skill Development and Entrepreneurship are furnished to budget Section of the Ministry. Progress of expenditure against budget provisions are also submitted weekly to the Secretary and Addl. Secretary & Financial Adviser as well as Heads of Divisions of the Ministry controlling the grant for purposes of better monitoring of expenditure in last quarter of the financial year.
IX. The Accounting organization also maintains accounts of long-term advances such as House Building Advance, Motor Car Advance and GPF accounts of employees of the Ministry.

X. The verification and authorization of pensionary entitlement of officers and staff members is done by the Pay & Accounts Offices on the basis of service particulars and pension papers furnished by Heads of Offices. All retirement benefits and Payments like gratuity, cash equivalent to leave salary as well as payments under Central Government Employees Group Insurance Scheme; General Provident Fund etc. are released by Pay & Accounts Offices on receipt of relevant information/bills from DDOs.

XI. **Internal audit Wing:** The Internal Audit Wing carries out audit of accounts of various offices of the Ministry to ensure that rules, regulations and procedures prescribed by the government are adhered to by these offices in their day to day functioning.

   Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It basically aims at helping the organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. It is also an effective tool for providing objective assurance and advice that adds values, influence change that enhances governance, assist risk management, control processes and improve accountability for results. It also provides valuable information to rectify the procedural mistakes/deficiencies and thus, acts as an aid to the management. The periodicity of audit of a unit is regulated by its nature, volume of work and quantum of funds. Audit committee under the chairmanship of AS&FA has been constituted in ministry.

XII. **Banking Arrangements:** Bank of India is the accredited bank for PAOs and its field offices in the Ministry of Skill Development and Entrepreneurship. Cheques issued by the PAOs/CDDOs are presented to the nominated branch of the accredited bank for payment. The receipts are also remitted to the accredited banks by the respective PAOs/CDDOs apart from Non-Tax-Receipt Portal (NTRP). Any change in accredited bank requires specific approval of Controller General of Accounts, Department of Expenditure, Ministry of Finance.
Principal Accounts Office has 3 (Three) Pay & Accounts Offices, out of which One PAO is located in New Delhi, One each in Mumbai, and Chennai. All Payments pertaining to the Department/Ministry are made through PAOs/CDDOs attached with respective PAOs. Drawing and Disbursing Officers present their claims/bills to the designated PAOs/CDDOs, who issue cheques/releases e-payment after exercising the necessary scrutiny as per provisions contained in Civil Accounts Manual, Receipt and Payment Rules and other orders issued by Govt. from time to time.
THE ROLE OF CHIEF CONTROLLER OF ACCOUNTS, MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP AS PER THE REVISED CHARTER OF INTEGRATED FINANCE SCHEME ISSUED BY THE MINISTRY OF FINANCE

The Chief Controller of Accounts is the Head of the accounting organization in the Ministry of Skill Development and Entrepreneurship. His functions can be put into the following broad categories:-

I. **Receipts, Payments and Accounts:**
   a. Accurate and timely payments in conformity with prescribed rules and regulations;
   b. Timely realization of receipts;
   c. Timely and accurate compilation and consolidation of monthly and annual accounts;
   d. Ensure efficient service delivery to the Ministry/Department by the banking system;
   e. Adherence to prescribed accounting standards, rules and principles;
   f. Timely, accurate, comprehensive, relevant and useful financial reporting.

In respect of the above responsibilities the Chief Controller of Accounts shall function under the direction, superintendence and control of the Controller General of Accounts.

II. **Financial Management System:**
   The Chief Controller of Accounts as the Head of the accounts wing, shall render their professional expertise in the functioning of the financial management system for making it more effective. He would also be responsible for the implementation of the financial information system of the Controller General of Accounts.
III. **Internal Audit/Performance Audit:**

The revised charter of the roles and responsibilities of the Chief Controller of Accounts envisage that the Internal Audit Wing working under the control and supervision of the Chief Controller of Accounts would move beyond the existing system of compliance/regulatory audit and would focus on;

a. The appraisal, monitoring and evaluation of individual schemes,

b. Assessment of adequacy and effectiveness of internal control in general, soundness of financial systems and reliability of financial and accounting reports in particular;

c. Identification and monitoring of risk factors (including those contained in the Outcome Budget);

d. Critical assessment of economy, efficiency and effectiveness of service delivery mechanism to ensure value for money; and

e. Providing and effective monitoring system to facilitate mid course corrections.

The above revised functions shall be carried out as per the guidelines issued by the CGA from time to time.

IV. **FRBM related Tasks:** The Chief Controller of Accounts shall be responsible for assisting in the preparation of the disclosure statements required under the FRBM Act in respect of their Ministry/Department for incorporation in the consolidated statement, compiled by the Ministry of Finance for the Government as a whole. He would also provide financial advice with the requisite information and material for his input for Finance Minister’s quarterly review of fiscal situation to be presented to the Parliament.

V. **Expenditure and Cash Management:** The Chief Controller of Accounts will support Financial Adviser in the discharge of their responsibilities for expenditure and cash management. The expenditure management function should also be closely linked to the Outcome Budget. He would provide support to improve cash management through monitoring of monthly cash flows effectively in the context of cash expenditure/commitments, tighten the system of receipt and payment monitoring and assist in securing greater convergence of revenue inflow and expenditure outflows.
VI. **Non-Tax Receipt:** The Chief Controller of Accounts shall be responsible for assisting the Financial Adviser in relation to estimation and flow of non-tax revenue receipts. In the discharge of these responsibilities, the Chief Controller of Accounts shall hold consultations with the administrative divisions to review various non-tax revenue receipts of the Ministries/Departments, review user charges for quantification of the subsidy elements and periodical reviews, as may be required, of rent, license fees, royalties, profit share and dividends.

VII. **Monitoring of Assets and Liabilities:** The Chief Controller of Accounts would be responsible for assisting the Financial Adviser to cause appropriate action for Ministry to have a comprehensive record of its assets and liabilities. He should take appropriate action in this regard for initial building up of such records, their ongoing updating and also for the recording of maintenance and optimum utilization of the assets. He shall also be responsible for monitoring Government guarantees.

VIII. **Accounts and Audit:** Financial Adviser would be kept informed about the overall quality of maintenance of departmental accounts by Chief Controller of Accounts. He would be responsible for providing necessary information to the FAs for his regular review of the progress of internal audit and action taken thereon, so as to make it an important tool for financial management.

IX. **Budget Formulation:** The Chief Controller of Accounts will support the Financial Adviser towards improving budgeting and facilitating moving from ‘itemized’ to ‘budgetary’ control of expenditure. He would also support the Financial Adviser in assisting the administrative Ministries/Departments in moving towards zero based budgeting and assist in better inter-se program prioritization/allocation within the budgetary ceilings, based on the analysis of expenditure and profile of each programme/sub-program and information on cost centres/drivers, assessment of output outcome and performance and status of the projects/programmes.

X. **Outcome Budget:** The Chief Controller of Accounts would provide necessary support to Financial Adviser by active involvement in the preparation of Outcome Budgets by the administrative Ministries in accordance with the time schedule/guidelines laid down from time to time by Ministry of Finance. He would also assist in clear definition of measurable and monitor able outcome and set up appropriate appraisal, monitoring and evaluation system (in the context of their Internal Audit/Performance Audit, responsibilities of appraisal, monitoring and evaluation of individual schemes).
XI. Performance Budget: The Chief Controller of Accounts would provide necessary support to the Financial Adviser in the preparation of Performance Budget for their respective administrative Ministries. He must assist in linking the present, future and past in an integrated manner through Budget Formulation, Outcome Budget and Performance Budget.

XII. Reporting Systems- Annual Finance Report and Annual Outcome & Systems Report: The Chief Controller of Accounts shall be responsible for providing necessary material in respect of Annual Finance Report, Annual Outcome & Systems Report of the Financial Adviser to the Secretary (Expenditure), through the Secretary/the Chief Accounting Authority of the administrative Ministry (structured in such format as may be required in following instructions that Ministry of Finance would issue).

XIII. Interaction between Ministry of Finance and the Financial Adviser: The Chief Controller of Accounts shall provide required material and assistance for the quarterly meeting of Financial Adviser with Secretary (Expenditure) and the Finance Minister.

XIV. Annual/Five Year Plans: All units in the Ministries currently looking after the function of undertaking evaluation, preparation of Annual/Five Year Plan are, henceforth, to function under the overall supervision and control of the Financial Adviser. The Chief Controller of Accounts shall provide appropriate support to the FAs in the discharge of these responsibilities (in the context of their various responsibilities specified above).
COMPUTERIZATION OF ACCOUNTS

The process of computerization of accounts in the Departmentalized Accounting Organization of M/o Skill Development & Entrepreneurship started with computerization of accounting function by the O/o Controller General of Accounts, Ministry of Finance. The software titled COMPACT had been used in the Pay & Accounts Offices for computerization of a monthly consolidated account. In this Ministry, all PAOs, voucher level computerization was being used on the software i.e COMPACT. All the stages like pre-check, cheque writing, cheque review, scrolls, Transfer Entries and consolidation were being done by using this package. From the month of November, 2015 onwards the monthly account has been submitted to the O/o CGA after PAO wise adjustment of Put through Statement with online acceptance by the Principal Accounts Office. Window based applications like Microsoft word and Excel are also used for preparation of Head-wise Appropriation accounts, Material of Union Government Finance Account (Civil) and monthly expenditure and receipt statements for submission to Ministry and for other MIS purposes.

COMPACT (PAO 2000):

Multi user software for use at the Pay & Accounts Office level was inducted to replace the existing IMPROVE software. This software was developed with a view to computerise the work in all the Pay & Account Offices. This software had the following features:

- Pre-check (Integrated payment and accounting functions and Automatic Cheque printing)
- Electronic bank Reconciliation
- General Provident Fund
- Compilation of Accounts
- Settlement of Pension Cases
- Expenditure Vs. Budget Control
INITIATIVES ON e-PAYMENT

The e-payment system in all Pay & Accounts Offices of Ministry of Skill Development and Entrepreneurship had been successfully implemented since inception.

**e-Payment System**

Since, the IT Act, 2000 recognizes the digitally signed documents or electronic records digitally authenticated by means of an electronic method or procedure in accordance with the provisions of section 3 of the Act, the Controller General of Accounts had developed a facility in COMPACT for electronic payment (e-payment) through digitally signed electronic advices. This had replaced the existing system of payment through cheque while leveraging the COMPACT application running in all Pay & Accounts Offices in all Ministries/Departments of Central Government.

The e-Payment System developed was a fully secured web based system of electronic payment services which introduces transparency in government payment system. Payment of dues from the Government under this system were made by credit of money directly into the bank account of payee through a digitally signed e-advises generated from COMPACT through the Government e-payment Gateway (GePG) on a secured communication channel. Necessary functional and security certification were obtained from STQC Directorate for its roll out. The system was implemented in all Central Government Civil Ministries/Departments in a phased manner.

**Government e-Payment Gateway (GePG)**

Government e-payment Gateway (GePG) is a portal which enables the successful delivery of payment services from Pay & Accounts Offices for online payment transactions. The portal is developed by the Office of CGA and has got STQC certification from Department of Information & Technology. The GePG serves as middleware between COMPACT application at PAOs and the Core Banking Solutions (CBS) of the banks/RBI and facilitates automating the manual registration process, e-payment advice, and e-scrolls communications.
Highlights of e-Payment and GePG System

High Security Standards and System Logs of Transactions.

The PAO’s applications have the following security requirements in place for effective e-payments.

- 128 Bit PKI encryption.
- Integrity of Information: Hash Algorithm (SHAI): security standards are designed to ensure confidentiality of data, authenticity of data and integrity of data being conveyed on the internet by PAOs to the bank.
- Non-repudiation – Key generation/Digital Signature based on 128 Bit PKI Infrastructure (as recommended by RBI)
- Digitally signed e-payment Authorization along with itemized tracking of each e-payment authorization and automated reconciliation.
Process Flow of e-payment System

1. **BIL ENTRY**
2. **COMPACT**
3. **12**
4. **3 STAGE AUDIT**
5. **DIGITALLY SIGNED**
6. **PAYMENT GATEWAY (GePG)**
7. **e-PAYMENT ADVICE**
8. **COMPILATION (COMPACT)**
**Registration of Digital signatures:** The Pay & Accounts Officer obtains digital signature from the NIC Certifying Authority. The digital signatures obtained from the NIC Certifying Authority are stored in a USB Token called i-Key. The PAO registers the digital signatures with GePG portal through the Principal Accounts Office of the concerned Ministry/Department. The concerned banks download the PAOs digital signatures from the GePG portal. Digital signatures of the authorized signatory of the concerned banks are also uploaded on GePG portal for authentication of e-payment scrolls provided to PAOs by the banks.

**Submission of Bill:** The Drawing and Disbursing Officers (DDOs) submit bills for e-payment along with mandate form and details of payee viz. IFSC Code of Bank Branch, A/C Number, Name, Address, etc., to the Pay & Accounts Officer (PAO). A token number is generated from COMPACT and communicated to DDO.

**Bill Processing:** - The bills are processed in the Pay & Accounts office in COMPACT System.

**Digital Signatures:** - Once the bill is passed by the PAO, it is digitally signed the secure i-Key and e-payment authorization is generated by the system.

**Uploading authorization on GePG:** - The e-payment authorization file (e-advice) is uploaded on the GePG in a secure environment. Concerned banks downloads the e-advises from GePG and after necessary verification of digital signature etc, the bank would credit the beneficiaries account using CBS/NEFT/RTGS as applicable.
e-Scrolls: - Digitally signed electronic scroll is generated and uploaded by the bank on GePG for all successful e-payments. e-Scrolls are downloaded by the PAOs and incorporated in the COMPACT system for reconciliation and other MIS purposes.

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<tr>
<th>Advantages of e-Payment</th>
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<tr>
<td>• Saving in time and effort due to online fund transfer using digitally signed unique e-authorization ID.</td>
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<tr>
<td>• Secure mode of Payment.</td>
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<td>• Transparency in Payment procedure.</td>
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<td>• Elimination of physical cheques and their manual processing.</td>
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<tr>
<td>• Elimination of constraints of manual deposit of cheque by payee into his bank account.</td>
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<tr>
<td>• Enhancement of overall payment processing efficiency.</td>
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<td>• Online auto-reconciliation of payments.</td>
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<tr>
<td>• Efficient compilation of accounts.</td>
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<tr>
<td>• Complete audit trail of transactions at all level.</td>
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PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)

Public financial management system (PFMS) initially started as a Plan Scheme named CPSMS of the erstwhile planning commission in 2008-09 as a pilot in four states of Madhya Pradesh, Bihar, Punjab and Mizoram for four Flagship schemes e.g MGNREGS, NRHM, SSA and PMGSY. After the initial phase of establishing a network across Ministries/Departments, it has been decided to undertake National roll-out of CPSMS, (PFSM) to link the financial networks of Central, State Governments and the agencies of State Governments. The scheme was included in 12th Plan initiatives of erstwhile Planning Commission and Ministry of Finance. Presently PFMS is the scheme of Department of Expenditure, Ministry of Finance and being implemented by O/o Controller General of Accounts across the country.

2. As per MoF, DoE, OM No. 66(29) PF-II/2016 dated 15/07/2016, Hon’ble Prime Minister has emphasized the need for improved financial management in implementation of Central Plan Schemes so as to facilitate Just-in-Time releases and monitor the usage of funds including information on its ultimate utilization. The Public Financial Management System (PFMS) is administered by the O/o controller General of Accounts in the Department of Expenditure which is an end-to-end solution for processing payments, tracking, monitoring, accounting, reconciliation and reporting. It provides the scheme managers a unified platform for tracking releases and monitoring their last mile utilization.

3. In order to abide by the directions to implement just-in-time releases and monitor the end usage of funds, it has been decided by Ministry of Finance to universalise the use of PFMS to cover all transactions/payments under the Central Sector Schemes. The complete monitoring of these schemes require mandatory registration of all Implementing Agencies (IAs) on PFMS and mandatory use of Expenditure, Advances & Transfer (EAT) module of the PFMS by all IAs. The Implementation plan covers the complete universe of Central Sector Schemes, which inter-alia requires the following steps to be taken by each Ministry/Department:-

(a) All central schemes have to be mapped configured and brought on the PFMS platform.

(b) All Implementing Agencies (IAs) receiving and utilizing funds needs to be mandatorily registered on PFMS
Usage of PFMS modules has to be made mandatory for all registered agencies for making payments, advances and transfers.

All departmental Agencies incurring expenditure in respect of Central Sector Schemes must register and compulsorily use the PFMS Modules.

All Grantee Institutions have to adopt PFMS modules for making Payments/Transfers/Advance from Grants received from the Central Govt. This will enable generation of on-line Utilization Certificates for claiming funds from the Central Government.

Ministries have to take an action for integrating their respective systems/applications with the PFMS.

The Central Project Monitoring unit (CPMU) of PFMS (Shivaji Stadium, New Delhi) assists the Central Ministries/Departments in registration of implementing Agencies for the Central Sector Schemes. Thereafter, Ministries are required to deploy/allocate their own resource persons to support Departmental Agencies as well as Grantee Institutions. The full roll-out of PFMS requires fresh assessment of resources, including hardware, software, connectivity and technical resources to facilitate implementation at all levels of hierarchy.

It is the duty of Chief Controller of Accounts (CCAs)/Controller of Accounts(CAs) to draw up an Action Plan to facilitate full roll out of PFMS in their respective Ministries in consultation with the Secretary/Financial Adviser of the Ministry concerned.

**Modules to implement the Mandate**

Modules developed/under developed by PFMS for stakeholders as per the Union Cabinet and mandate are as under:-

**I. Fund Flow Monitoring**

(a) Agency registration

(b) Expenditure management and fund utilization through PFMS EAT module

(c) Accounting Module for registered agencies

(d) Treasury Interface
(e) PFMS-PRI fund flow and utilization interface
(f) Mechanism for State Government towards fund tracking for State schemes
(g) Monitoring of Externally Aided Project (EAP)

II. Direct Benefit Transfer (DBT) modules
Direct Benefit Transfer (DBT) transferring subsidies directly to the people through their bank/Post office account is Direct Benefit Transfer. It aims to timely transfer of benefit to the citizen by bringing efficiency, effectiveness, transparency and accountability in the Government system. There are three types of Payments of DBT beneficiaries.

(a) PAO to beneficiaries
(b) Agency to beneficiaries
(c) State treasuries to beneficiaries

III. Interfaces for Banking
(a) CBS (Core Baking Solutions)
(b) India Post
(c) RBI (Reserve Bank of India)
(d) NABARD & Cooperative Banks
**Modules to implement Enhances mandate**

I. PAO computerization-Online payments, receipts and accounting of Govt. of India
   
   (a) Programme Division module
   (b) DDO module
   (c) PAO module
   (d) Pension module
   (e) GPF & HR module
   (f) Receipts including GSTN
   (g) Annual Financial Statements
   (h) Cash Flow Management
   (i) Interface with non-civil ministries

**Other Departmental Initiatives**

To leverage the capabilities of PFMS, several other departments have approached PFMS for developing utilities for their departmental need as follows:-

I. Interface of MHA (Foreigners Division) Monitoring of Agencies receiving fund under FCRA
II. CBDT PAN Validation
III. GSTN bank account validation
**Implementation Strategy**

An Action Plan has been prepared and approved by Ministry of Finance for phased implementation of Public Financial Management System (PFMS).

Improved Financial Management through:

- Just in Time (JIT) release of funds
- Monitoring of use of funds including ultimate utilization

**Strategy:**

- Universal roll-out of PFMS which inter alia includes
- Mandatory registration of all Implementing Agencies (IA) on PFMS and
- Mandatory use of Expenditure Advance & Transfer (EAT) Module of PFMS by all IAs

I. **Implementation Strategy for Central Sector (CS) schemes/transaction**

Activities to be completed

- Mandatory registration and use of EAT module by IAs
- Mapping of all relevant information of Schemes
- Uploading of budget of each scheme on PFMS
- Identify implementation hierarchy of each scheme
- Integration of System interface of specific schemes with PFMS e.g. NREGASoft, AwasSoft
- Deployment and training of trainers.
II. Implementation Strategy for Central Assistant to State Plan (CASP)

Activities to be undertaken by states
- State Treasury Integration with PFMS
- Registration of all SIAs on PFMS (1st level and below)
- Mapping of state schemes with corresponding central schemes
- Configuration of State Schemes on PFMS
  - Configuring State Schemes Components
  - Identify and configure hierarchy of each state scheme
- Integration of PFSM with schemes specific software application
- Deployment and training of trainers
- Continuous support for implementation

At present, all 03 (Three) Pay & Accounts Offices of M/o Skill Development and Entrepreneurship are functioning successfully on PFMS All Payments are routed through PFMS and e-payments being directly credited to the beneficiary’s accounts.

I. CDDO Module of PFMS:

Ministry of Finance had decided to universalize the use of PFMS to cover all transactions/payments of the Central Government. Accordingly, Office of CGA has extended the functionality of making e-payment through digital signature to the cheque drawing & disbursing officers (CDDOs) through CDDO module of PFMS CDDO Module has been implemented in all CDDOs of Ministry of Skill Development and Entrepreneurship.

FAQs on CDDO Module are available at website link http://cga.nic.in//Page/FAQs.aspx and for better knowledge of this module; training videos are also available on You Tube Channel “INGAF Online”.
II. **Employees Information System (EIS) Module:**
   
   This is part of PFMS system and has the complete employee’s information to generation of salary bill. This generates the salary bill and the necessary schedules for GPF, Income Tax, and Interest bearing advances like HBA, MCA and OMCA etc.
   
   The Dearness Allowance is automatically updated and so is the annual increment. EIS Module has been implemented in all DDOs of this Ministry.
   
   FAQs on EIS are available at website link [http://cga.nic.in/Page/FAQs.aspx](http://cga.nic.in/Page/FAQs.aspx) and for better knowledge of this module, training videos are also available on YouTube Channel “INGAF Online”.

III. **EAT module of PFMS:**

   The objective of Expenditure, Advance and transfer (EAT) module of Public Financial Management System (PFMS) is to help Program implementing Agencies (PIAs) in filling of expenditure, transferring funds, advances and its settlement. The process of feeding the day to day transactions as recorded in the cash book of the PIA on the PFMS portal is called expenditure filling. EAT Module of PFMS has been implemented in all Grantee Institutions of Ministry of Skill Development and Entrepreneurship.
   
   User Manual and Frequently Asked Questions (FAQs) on Expenditure, Advance Transfer (EAT) module of PFMS are available at “http://PFMSnic.in/static/NewLayoutCommonContent.aspx?RequestPagename=Static/UM_BooksAndManuals.aspx?mi=e4Ieam2nwo=”. For better knowledge of this module, training videos are also available on YouTube Channel “INGAF Online”.

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IV. Non Tax Receipt Portal (NTRP):

- The objective of Non-Tax Receipt Portal (NTRP) is to provide a one-stop window to Citizens/Corporate/Other users for making online payment of Non-Tax Revenue payable to Government of India (GoI).
- Non-Tax Revenue of Government of India comprise of a large bouquet of receipts, collected by individual departments/ministries. Primarily these receipts come from Dividends, Interest receipts, Spectrum charges, RTI application fee, purchase of forms/magazines by students and many other such payments by citizens/corporate/other users.
- The online electronic payment in a completely secured IT environment, will help common users/citizen from the hassle of going to banks for making drafts and then to Government offices to deposit the instrument for availing the services. It also helps avoidable delays in the remittance of these instruments into Government account as well as eliminates undesirable practices in the delayed deposit of these instruments into bank accounts.
- NTRP shall facilities instant payment in a transparent environment using online payment technologies such as Internet Banking Credit/Debit Cards.

FAQs on NTRP are available at website link [http://cga.nic.in/Page/FAQs.aspx](http://cga.nic.in/Page/FAQs.aspx) and better knowledge of this module, training videos are also available on YouTube Cannel “INGAF Online”.

V. BHAVISHYA( Pension Sanction & Payment Tracking System):

Bhavishya(Pension Sanction & Payment Tracking System) is an initiative of Department of Pension & Pensioner’s Welfare with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order(PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an online Pension Sanction & Payment Tracking System Called ‘ Bhavishya’. The System provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed
of the progress of pension sanction process through SMS/E-mail. The System obviates delays in payment by ensuring complete transparency.

FAQs on BHAVISHYA are available at www.bhavishya@nic.in.

VI. **GPF Module**
The Centralized GPF module is designed for the Central Government Employees for mapping of GPF Accounts with the unique Employee ID thereby facilitating online application for GPF advances and withdrawals with online access to the employee’s current GPF balances. The module will streamline GPF accounting and transfer of balances.

FAQs and instruction for roll-out of GPF module is available at www.pfms.nic.in.
STEPS TO BE FOLLOWED BY CDDOS TO IMPLEMENT E-PAYMENT FUNCTIONALITY

Pre-requisites to implement e-Payment functionality

**e-Payment Account**: An e-Payment account is to be opened with e-FPB to make e-Payment Account CDDOs are requested to contact their PAO. For cheque payment existing bank account will do. After opening of e-Payment of account in e-FPB on behalf of CDDOs, PAO has to enter it in PFMS (Master->Add Bank Account) which will be approved by bank automatically within a day or two. When e-Payment account is approved by bank a request is to be sent by PAO for activation of CDDOs, confirming that e-Payment Account has been approved and there is no LOP pending at any level for said CDDO/CDDOs.

**Digital Signature**: Two Digital Signatures of Type-II are to be procured by DDO, one for First Signatory (usually DDO Admin) and one for Second Signatory (usually DDO Checker)

**Enrollment of Digital Signatures**: (Master->DSC Management->Enrol DSC) Digital Signatures of DDO will be enrolled by DDO login ID and Digital Signatures of DDO Checker will be enrolled by DDO Checker login ID. DSCs enrolled by DDO and DDO Checker will be approved by PAO (Masters->DSC Management->Approve DSC). After approval of DSCs from PAO, DDO has to configure First Signatory and Second Signatory (Bank->Signature Configuration) and it will be approved by PAO.

- Create Users for Programme Division (PD) form home page using Register Sanction ID Generation User and get it approved by already created DDO (Users->Manage Users).
- Create Users for Makers and Checker (Users->Ministry Users Registration) after logging in from DDO Admin and approve it (Users->Manage Users). Maker can be multiple but Checker will be one.

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<th>PD</th>
<th>PAO/DDO Mapping (Users-&gt;User Mapping)</th>
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<tr>
<td></td>
<td>Creation and Mapping of Vendors</td>
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<tr>
<td></td>
<td>(Master-&gt;Vendors-&gt;Add New)</td>
</tr>
<tr>
<td>DDO Maker</td>
<td>Creation of LOC (Budget-&gt;LOC-&gt;Create LOC)</td>
</tr>
<tr>
<td></td>
<td>Generation of Proposal (Budget-&gt;LOC-&gt;Generate Proposal)</td>
</tr>
<tr>
<td>DDO Checker</td>
<td>Generation of Proposal (Budget-&gt;LOC-&gt;Generate Proposal)</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>DDO</td>
<td>Generation of Proposal and forwarding to Pr.AO (In case of M/o UD)/PAO (Other than M/o UD) (Budget-&gt;LOC-&gt;Generate Proposal)</td>
</tr>
<tr>
<td>PD</td>
<td>Creation and approval of Sanction (Sanctions-&gt;Create &amp;approve)</td>
</tr>
</tbody>
</table>
| DDO Maker   | • Receiving of Sanction (Sanction->Receive)  
|             | • Generation of Bill (Sanction->Generate Bill)  
|             | • Passing of Bill (Sanction->Pass Bill) (While passing route is to be decided whether it will go to DDO Checker or PAO. If payment is to be made by CDDO, click ‘Pass to DDO Checker’ and if payment is to be made by PAO click ‘Pass to PAO for Payment Flow’. |
| DDO Checker | Passing of Bill (Sanction->Pass Bills) |
| DDO         | Passing of Bill (Sanction->Pass Bills) |

**DDO**

- **In Case of e-Payment**: it will show in **Sanction->Digitally Sign Pay File**. A Batch can be generated for single or multiple bills here for digital signature. ‘Return Sanction to PD’ option can also be used here to return the sanction back to PD.  
  After generation of batch go to **Sanction->Digitally Sign Batch** and sign the batch. ‘Delete Batch’ option can also be used here to delete the batch in which case all the bills involved in that batch will be available again at **Sanction->Digitally Sign Pay File** level for batch generation.  
- **In case of Cheque**: It will go to DDO Maker for Cheque Printing (**Sanctions->Cheque Printing**). After allotting cheque numbers click ‘Update Printing Status’. When DDO Maker is finished with Cheque Printing it will come to DDO Admin for Issuing of cheque (**Sanctions->Issue Printing**). If cheque is not issued in system expenditure will not be booked and will not participate in monthly account.
Overview Process Flow for Employee Information System (EIS) on PFMS Portal

Start

Registration of PAO & DDO on PFMS: https://pfms.nic.in

Is PAO & DDO registered on PFMS?

Yes


Is all records verified & locked by DDO Checker?

Yes

DDO Checker verification of Employees' Master Data and Locking of Records

No

No

Creation & Approval of DDO Maker & DDO Checker by DDO login in PFMS with its user Credentials

Creation of Master series by PAO 1. OPH Series & 2. Custodians (Departmental Pools CSR)

Is all records entered by DDO Maker correct?

Yes

DDO Checker

1. Verification of Pay Bills 2. Printing of Schedule, if required 3. Forwarding to PAO

DDO Maker Creation of Employees' Master Data

No

DDO Maker

1. Generation of Salary Bills (or/and Supplementary Bills/Other Bills) 2. View & Printing of Bills Schedules 3. Forwarding to DDO Checker

DDO Maker Entry of DDO Profile and Subordinate Officials

Mapping of Designation from Centrally Managed Database by ES Admn

DDO Checker Mapping of Designation from Centrally Managed Database by ES Admn

PAO Pre-Checker of Bills

Is Bills prepared by DDO are in order?

Yes

PAO Payments of Pay Bills & Voucher generation

No

DDO Checker Payment of Pay Bills & Voucher generation


B. Bank Details

C. Other Details 1. Leave/Advance Details 2. Quarter Allotment 3. Physical Disability Details 4. Employees' Specific Details of Dues/Deductions

D. Assigning Pay Rules to all Employees

E. Viewing of Pay Draft Salary
## IMPORTANT TELEPHONE NUMBERS

O/o CHIEF CONTROLLER OF ACCOUNTS, MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; Designation</th>
<th>Office Address</th>
<th>Telephone No. &amp; Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Binod Kumar Chief Controller of Accounts</td>
<td>Room No. 614, 6th floor, ‘A’ Wing, Shram Shakti Bhawan, New Delhi-110001 e-mail: <a href="mailto:cca-mole@gov.in">cca-mole@gov.in</a></td>
<td>011-23717867, 9810438305</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Saurabh Kumar PA to CCA</td>
<td>Room No. 610, 6th floor, ‘A’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23717867, 9711529765</td>
</tr>
<tr>
<td>3.</td>
<td>Shri R. D. Chouhan Controller of Accounts(L&amp;E)</td>
<td>Room No. 312, 3rd Floor, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23717867, 9650565972</td>
</tr>
<tr>
<td>4.</td>
<td>Shri Priyank Satti PA to CA</td>
<td>Room No. 610, 6th floor, ‘A’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23717867, 8860135800</td>
</tr>
<tr>
<td>5.</td>
<td>Deputy Controller of Accounts(L&amp;E) (Vacant)</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Shri Vijay Singh, Accounts Officer, Principal Accounts Office(Admn, Accounts and Internal Audit Wing)</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23465704, 7678639050</td>
</tr>
<tr>
<td>7.</td>
<td>Smt Harvinder Kaur Dhir, Senior Accounts Officer (Internal Audit Wing)</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23465706, 991444438</td>
</tr>
<tr>
<td>8.</td>
<td>Shri Girish Goel, Assistant Accounts Officer, (Principal Accounts Office)</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi-110001</td>
<td>011-23465707, 9756793317</td>
</tr>
</tbody>
</table>
### PAY & ACCOUNTS OFFICE (MAIN SECRETARIAT), NEW DELHI

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Office Address</th>
<th>Telephone No. &amp; Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Satvir Singh, Sr. AO</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi</td>
<td>011-23465705 9873431155</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Rajeev Kumar, AAO</td>
<td>Room No. 328, 3rd floor, ‘B’ Wing, Shram Shakti Bhawan, New Delhi</td>
<td>011-23465708 8968452837</td>
</tr>
</tbody>
</table>

### PAY & ACCOUNTS OFFICE, MSDE, MUMBAI

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Office Address</th>
<th>Telephone No. &amp; Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Smt. Kavita A Patole, Sr.AO</td>
<td>Flat No. 5, Building No. 36, NSTI Campus Sion, Chunabhatti, Mumbai-400022</td>
<td>022-24053016 9820107741</td>
</tr>
<tr>
<td>2.</td>
<td>Smt. Hira B Sable, AAO</td>
<td>Flat No. 5, Building No. 36, NSTI Campus Sion, Chunabhatti, Mumbai-400022</td>
<td>022-24053016 9325404202</td>
</tr>
</tbody>
</table>

### PAY & ACCOUNTS OFFICE, MSDE, CHENNAI

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Office Address</th>
<th>Telephone No. &amp; Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Smt. L. Vidhya, AO</td>
<td>CTI Campus, Guindy, Chennai-600032</td>
<td>044-22501260 9444688318</td>
</tr>
<tr>
<td>2.</td>
<td>Shri J. Umamaheshwaran, AAO</td>
<td>CTI Campus, Guindy, Chennai-600032</td>
<td>044-22501261 9444458519</td>
</tr>
</tbody>
</table>