

## WHEAT ACCOUNTS-1

### 1<sup>st</sup> Manual: Particulars of the Public Authority

• Name and address of the Organization/ Branch	Wheat Accounts -1
• Head of the Organization/ Branch Incharge	Additional Director – cum-Controller Finance and Accounts/ ACFA
• Key Objectives	Check the Cash Accounts, Wheat Wheat Stock Accounts and Inventory Accounts received from the various districts of the State
• Functions and duties	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control.
• Organization chart	<pre> graph TD     A[Addl. Director-cum-CFA] --&gt; B[ACFA]     B --&gt; C[SA-1, 2]     B --&gt; D[SA-3,4]     C --&gt; E[Jr. Auditor]     D --&gt; F[Jr. Auditor]         </pre>

### 2<sup>nd</sup> Manual: Power & duties of officers & employees

• Powers and duties of officers (administrative, financial & judicial)	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy
• Powers and duties of other employees	Checks the various Cash, Stock and Inventory Accounts received from districts.
• Rules/orders under which powers and duties are derived	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>

### 3<sup>rd</sup> Manual : Procedure followed in decision making

• Process of decision making	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, CFA for final orders.
• Final decision making authority	CFA
• Related provisions acts, rules etc	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time limit for taking a decision, if any	As early as possible
• Channels of supervision and accountability	Jr. Auditor → Sr. Auditor → ACFA → CFA

### 4<sup>th</sup> Manual : Norms for discharge of functions

• Nature of functions/services offered	Checks the Cash Accounts, Wheat Stock Account and Inventory Account on monthly basis
• Norms/standards for functions/service delivery	<ul style="list-style-type: none"> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time-limit for achieving the targets	As early as possible
• Reference document prescribing the norms	Storage policy Transportation Policy Fixation of Procurement Incidentals and MSP

### 5<sup>th</sup> Manual : Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions

• Title and nature of the record/manual/ instruction List of contents	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> <li>• Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts</li> </ul>
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6<sup>th</sup> Manual : Categories of documents held by the Authority or which are under its control

• Title of the document	Accounts
• Category of document	Cash Account, Wheat Stock Account and Inventory Account
• Custodian of the document	Concerned Dealing Hand

7<sup>th</sup> Manual : Arrangement for consultation with or representation by the members of the public in relation to formulation of policy or implementation thereof

• Relevant rule, circular etc.	-NA-
• Arrangements for consultation with or representation by the members of the public in policy formulation/policy implem	-NA-

8<sup>th</sup> Manual : Boards, Councils, Committees and Other Bodies constituted as part of the Public

• Name of the Board, Council, Committee etc	-NA-
• Composition Powers & functions	-NA-
• Whether their meeting are open to the public	-NA-
• Whether the minutes of the meeting are open to the public	-NA-
• Place where the minutes if	-NA-
• Open to the public are available	-NA-

9<sup>th</sup> Manual : Directory of Officers and employees

Name	Designation	Mobile No.
Sheela Devi	Sr. Auditor	9463424678
Harbhinder Kaur	Jr. Auditor	9465094695
Maya Rani	Jr. Auditor	9814689222
Sukhjinder Singh	Jr. Auditor	9914033030

10<sup>th</sup> Manual : Monthly Remuneration received by officers & employees including system of compensation

Name of the employee	Designation	Monthly remuneration	System of compensation as provided by in its regulations
Sheela Devi	Sr. Auditor	10300-34800+4800	
Harbhinder Kaur	Jr. Auditor	10300-34800+4400	
Maya Rani	Jr. Auditor	10300-34800+4400	
Sukhjinder Singh	Jr. Auditor	10300-34800+4400	

11<sup>th</sup> Manual : Buddet allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

• Total Budget for the Public Authority	This information is not to be given by this branch
• Budget for the Public Authority	
• Proposed expenditures	
• Revised budget for each agency, if any	
• Report on disbursements made and place where the related reports are available	

12<sup>th</sup> Manual : Manner of execution of subsidy programmes

• Name of the programme or activity	This information is not to be given by this branch
• Objective of program	
• Procedure to avail benefits	
• Duration of the programme/scheme	
• Physical and financial targets of the program	
• Nature/sca/e of subsidy/amount allotted	
• Eligibility criteria for grant of subsidy	
• Details of beneficiaries of subsidy program (Name, Profile etc.)	

13<sup>th</sup> Manual : Particulars of recipients of concession, permits or authorization granted by the Public Authority

• Concessions, permits or authorizations granted by Public Authority	This information is not to be given by this branch
• For each concessions, permit or authorization granted	
• Eligibility criteria	
• Procedure for getting the concession/grant and/or permits or authorizations	
• Name and address of the recipients given concessions/permits or authroization	
• Date of award of concessions/permits or authorizations	

14<sup>th</sup> Manual: Information available in electronic form

<ul style="list-style-type: none"> <li>• Details of information available in electronic form</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Name/title of the document/ record/ other information</li> </ul>	
<ul style="list-style-type: none"> <li>• Location where available</li> </ul>	

15<sup>th</sup> Manual : Particular of facilities available to citizen for obtaining information

<ul style="list-style-type: none"> <li>• Name &amp; location of the facility</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Details of information made available</li> </ul>	
<ul style="list-style-type: none"> <li>• Working hours of the facility</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact person &amp; contact details (phone, fax, email)</li> </ul>	

16<sup>th</sup> Manual : Names, designations and other particulars of public information offices

<ul style="list-style-type: none"> <li>• Name and designation of the Public Information Officer, Assistant Public Information Officer (s) &amp; Appellate Authority Address, telephone number and e-mail ID of each designated official</li> </ul>	Name and Designation	Mobile No.
	PIO – Sh. Satinder Singh Chauhan, ACFA <b>(To be confirmed by RTI Branch)</b>	9417174801
	APIO –Smt. Sheela Devi, Sr. Auditor <b>(To be confirmed by RTI Branch)</b>	9463424678

17<sup>th</sup> Manual: Any other useful information.

<ul style="list-style-type: none"> <li>• Citizen's charter of the public authority</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Grievance redressal mechanisms</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of applications received under RTI and information provided</li> </ul>	
<ul style="list-style-type: none"> <li>• List of completed schemes/projects/programmes</li> </ul>	
<ul style="list-style-type: none"> <li>• List of schemes/projects/programmes underway</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. Any other information</li> </ul>	

## WHEAT ACCOUNTS-2

### 1<sup>st</sup> Manual: Particulars of the Public Authority

• Name and address of the Organization/ Branch	Wheat Accounts -2
• Head of the Organization/ Branch Incharge	Additional Director – cum-Controller Finance and Accounts/ ACFA
• Key Objectives	Check the Cash Accounts, Wheat Wheat Stock Accounts and Inventory Accounts received from the various districts of the State
• Functions and duties	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control.
• Organization chart	<pre> graph TD     A[Addl. Director-cum- CFA] --&gt; B[ACFA]     B --&gt; C[SA-1, 2]     B --&gt; D[SA-3,4]     C --&gt; E[Jr. Auditor]     D --&gt; F[Jr. Auditor]         </pre>

### 2<sup>nd</sup> Manual: Power & duties of officers & employees

• Powers and duties of officers (administrative, financial & judicial)	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy
• Powers and duties of other employees	Checks the various Cash, Stock and Inventory Accounts received from districts.
• Rules/orders under which powers and duties are derived	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>

### 3<sup>rd</sup> Manual : Procedure followed in decision making

• Process of decision making	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, CFA for final orders.
• Final decision making authority	CFA
• Related provisions acts, rules etc	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time limit for taking a decision, if any	As early as possible
• Channels of supervision and accountability	Jr. Auditor → Sr. Auditor → ACFA → CFA

### 4<sup>th</sup> Manual : Norms for discharge of functions

• Nature of functions/services offered	Checks the Cash Accounts, Wheat Stock Account and Inventory Account on monthly basis
• Norms/standards for functions/service delivery	<ul style="list-style-type: none"> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time-limit for achieving the targets	As early as possible
• Reference document prescribing the norms	Storage policy Transportation Policy Fixation of Procurement Incidentals and MSP

### 5<sup>th</sup> Manual : Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions

• Title and nature of the record/manual/ instruction List of contents	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> <li>• Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts</li> </ul>
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6<sup>th</sup> Manual : Categories of documents held by the Authority or which are under its control

• Title of the document	Accounts
• Category of document	Cash Account, Wheat Stock Account and Inventory Account
• Custodian of the document	Concerned Dealing Hand

7<sup>th</sup> Manual : Arrangement for consultation with or representation by the members of the public in relation to formulation of policy or implementation thereof

• Relevant rule, circular etc.	-NA-
• Arrangements for consultation with or representation by the members of the public in policy formulation/policy implem	-NA-

8<sup>th</sup> Manual : Boards, Councils, Committees and Other Bodies constituted as part of the Public

• Name of the Board, Council, Committee etc	-NA-
• Composition Powers & functions	-NA-
• Whether their meeting are open to the public	-NA-
• Whether the minutes of the meeting are open to the public	-NA-
• Place where the minutes if	-NA-
• Open to the public are available	-NA-

9<sup>th</sup> Manual : Directory of Officers and employees

Name	Designation	Mobile No.
Sheela Devi	Sr. Auditor	9463424678
Hardeep Kaur	Jr. Auditor	9465031077
Rajan Baghla	Inspector	9878970154
Hitesh Bansal	Jr. Auditor	8146585510

10<sup>th</sup> Manual : Monthly Remuneration received by officers & employees including system of compensation

Name of the employee	Designation	Monthly remuneration	System of compensation as provided by in its regulations
Sheela Devi	Sr. Auditor	10300-34800+4800	
Hardeep Kaur	Jr. Auditor	10300-34800+4400	
Rajan Baghla	Jr. Auditor	10300-34800+4200	
Hitesh Bansal	Jr. Auditor	10300-34800+4400	

11<sup>th</sup> Manual : Buddet allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

• Total Budget for the Public Authority	This information is not to be given by this branch
• Budget for the Public Authority	
• Proposed expenditures	
• Revised budget for each agency, if any	
• Report on disbursements made and place where the related reports are available	

12<sup>th</sup> Manual : Manner of execution of subsidy programmes

• Name of the programme or activity	This information is not to be given by this branch
• Objective of program	
• Procedure to avail benefits	
• Duration of the programme/scheme	
• Physical and financial targets of the program	
• Nature/sca/e of subsidy/amount allotted	
• Eligibility criteria for grant of subsidy	
• Details of beneficiaries of subsidy program (Name, Profile etc.)	

13<sup>th</sup> Manual : Particulars of recipients of concession, permits or authorization granted by the Public Authority

• Concessions, permits or authorizations granted by Public Authority	This information is not to be given by this branch
• For each concessions, permit or authorization granted	
• Eligibility criteria	
• Procedure for getting the concession/grant and/or permits or authorizations	
• Name and address of the recipients given concessions/permits or authroization	
• Date of award of concessions/permits or authorizations	

14<sup>th</sup> Manual: Information available in electronic form

<ul style="list-style-type: none"> <li>• Details of information available in electronic form</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Name/title of the document/ record/ other information</li> </ul>	
<ul style="list-style-type: none"> <li>• Location where available</li> </ul>	

15<sup>th</sup> Manual : Particular of facilities available to citizen for obtaining information

<ul style="list-style-type: none"> <li>• Name &amp; location of the facility</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Details of information made available</li> </ul>	
<ul style="list-style-type: none"> <li>• Working hours of the facility</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact person &amp; contact details (phone, fax, email)</li> </ul>	

16<sup>th</sup> Manual : Names, designations and other particulars of public information offices

<ul style="list-style-type: none"> <li>• Name and designation of the Public Information Officer, Assistant Public Information Officer (s) &amp; Appellate Authority Address, telephone number and e-mail ID of each designated official</li> </ul>	Name and Designation	Mobile No.
	PIO – Sh. Satinder Singh Chauhan, ACFA <b>(To be confirmed by RTI Branch)</b>	9417174801
	APIO –Smt. Sheela Devi, Sr. Auditor <b>(To be confirmed by RTI Branch)</b>	9463424678

17<sup>th</sup> Manual: Any other useful information.

<ul style="list-style-type: none"> <li>• Citizen's charter of the public authority</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Grievance redressal mechanisms</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of applications received under RTI and information provided</li> </ul>	
<ul style="list-style-type: none"> <li>• List of completed schemes/projects/ programmes</li> </ul>	
<ul style="list-style-type: none"> <li>• List of schemes/projects/programmes underway</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. Any other information</li> </ul>	

## WHEAT ACCOUNTS-3

### 1<sup>st</sup> Manual: Particulars of the Public Authority

• Name and address of the Organization/ Branch	Wheat Accounts - 3
• Head of the Organization/ Branch Incharge	Additional Director – cum-Controller Finance and Accounts/ ACFA
• Key Objectives	Check the Cash Accounts, Wheat Wheat Stock Accounts and Inventory Accounts received from the various districts of the State
• Functions and duties	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control.
• Organization chart	<pre> graph TD     A[Addl. Director-cum-CFA] --&gt; B[ACFA]     B --&gt; C[SA-1, 2]     B --&gt; D[SA-3,4]     C --&gt; E[Jr. Auditor]     D --&gt; F[Jr. Auditor]         </pre>

### 2<sup>nd</sup> Manual: Power & duties of officers & employees

• Powers and duties of officers (administrative, financial & judicial)	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy
• Powers and duties of other employees	Checks the various Cash, Stock and Inventory Accounts received from districts.
• Rules/orders under which powers and duties are derived	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>

### 3<sup>rd</sup> Manual : Procedure followed in decision making

• Process of decision making	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, CFA for final orders.
• Final decision making authority	CFA
• Related provisions acts, rules etc	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time limit for taking a decision, if any	As early as possible
• Channels of supervision and accountability	Jr. Auditor → Sr. Auditor → ACFA → CFA

### 4<sup>th</sup> Manual : Norms for discharge of functions

• Nature of functions/services offered	Checks the Cash Accounts, Wheat Stock Account and Inventory Account on monthly basis
• Norms/standards for functions/service delivery	<ul style="list-style-type: none"> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time-limit for achieving the targets	As early as possible
• Reference document prescribing the norms	Storage policy Transportation Policy Fixation of Procurement Incidentals and MSP

### 5<sup>th</sup> Manual : Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions

• Title and nature of the record/manual/ instruction List of contenets	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> <li>• Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts</li> </ul>
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• Relevant rule, circular etc.	-NA-
• Arrangements for consultation with or representation by the members of the public in policy formulation/policy implem	-NA-

8<sup>th</sup> Manual : Boards, Councils, Committees and Other Bodies constituted as part of the Public

• Name of the Board, Council, Committee etc	-NA-
• Composition Powers & functions	-NA-
• Whether their meeting are open to the public	-NA-
• Whether the minutes of the meeting are open to the public	-NA-
• Place where the minutes if	-NA-
• Open to the public are available	-NA-

9<sup>th</sup> Manual : Directory of Officers and employees

Name	Designation	Mobile No.
Jasbir Kaur	Sr. Auditor	9888835184
Sunita Verma	Jr. Auditor	9878824533
Maninder Kaur	Jr. Auditor	9988451739
Pushpa Verma	Jr. Auditor	9988588210

10<sup>th</sup> Manual : Monthly Remuneration received by officers & employees including system of compensation

Name of the employee	Designation	Monthly remuneration	System of compensation as provided by in its regulations
Jasbir Kaur	Sr. Auditor	10300-34800+4800	
Sunita Verma	Jr. Auditor	10300-34800+4400	
Maninder Kaur	Jr. Auditor	10300-34800+4200	
Pushpa Verma	Jr. Auditor	10300-34800+4400	

11<sup>th</sup> Manual : Buddet allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

• Total Budget for the Public Authority	This information is not to be given by this branch
• Budget for the Public Authority	
• Proposed expenditures	
• Revised budget for each agency, if any	
• Report on disbursements made and place where the related reports are available	

12<sup>th</sup> Manual : Manner of execution of subsidy programmes

• Name of the programme or activity	This information is not to be given by this branch
• Objective of program	
• Procedure to avail benefits	
• Duration of the programme/scheme	
• Physical and financial targets of the program	
• Nature/sca/e of subsidy/amount allotted	
• Eligibility criteria for grant of subsidy	
• Details of beneficiaries of subsidy program (Name, Profile etc.)	

13<sup>th</sup> Manual : Particulars of recipients of concession, permits or authorization granted by the Public Authority

• Concessions, permits or authorizations granted by Public Authority	This information is not to be given by this branch
• For each concessions, permit or authorization granted	
• Eligibility criteria	
• Procedure for getting the concession/grant and/or permits or authorizations	
• Name and address of the recipients given concessions/permits or authroization	
• Date of award of concessions/permits or authorizations	



14<sup>th</sup> Manual: Information available in electronic form

<ul style="list-style-type: none"> <li>• Details of information available in electronic form</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Name/title of the document/ record/ other information</li> </ul>	
<ul style="list-style-type: none"> <li>• Location where available</li> </ul>	

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<ul style="list-style-type: none"> <li>• Name &amp; location of the facility</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Details of information made available</li> </ul>	
<ul style="list-style-type: none"> <li>• Working hours of the facility</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact person &amp; contact details (phone, fax, email)</li> </ul>	

16<sup>th</sup> Manual : Names, designations and other particulars of public information offices

<ul style="list-style-type: none"> <li>• Name and designation of the Public Information Officer, Assistant Public Information Officer (s) &amp; Appellate Authority Address, telephone number and e-mail ID of each designated official</li> </ul>	Name and Designation	Mobile No.
	PIO – Sh. Satinder Singh Chauhan, ACFA <b>(To be confirmed by RTI Branch)</b>	9417174801
	APIO –Smt. Jasbir Kaur, Sr. Auditor <b>(To be confirmed by RTI Branch)</b>	9888835184

17<sup>th</sup> Manual: Any other useful information.

<ul style="list-style-type: none"> <li>• Citizen's charter of the public authority</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Grievance redressal mechanisms</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of applications received under RTI and information provided</li> </ul>	
<ul style="list-style-type: none"> <li>• List of completed schemes/projects/ programmes</li> </ul>	
<ul style="list-style-type: none"> <li>• List of schemes/projects/programmes underway</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. Any other information</li> </ul>	

## WHEAT ACCOUNTS-4

### 1<sup>st</sup> Manual: Particulars of the Public Authority

• Name and address of the Organization/ Branch	Wheat Accounts - 4
• Head of the Organization/ Branch Incharge	Additional Director – cum-Controller Finance and Accounts/ ACFA
• Key Objectives	Check the Cash Accounts, Wheat Wheat Stock Accounts and Inventory Accounts received from the various districts of the State
• Functions and duties	To Supervise the work done by the various SA/Auditors working in the wheat Accounts branches under his control.
• Organization chart	<pre> graph TD     A[Addl. Director-cum-CFA] --&gt; B[ACFA]     B --&gt; C[SA-1, 2]     B --&gt; D[SA-3,4]     C --&gt; E[Jr. Auditor]     D --&gt; F[Jr. Auditor]         </pre>

### 2<sup>nd</sup> Manual: Power & duties of officers & employees

• Powers and duties of officers (administrative, financial & judicial)	To examine the various Cash, Wheat Stock and Inventory Accounts received from districts as per the laid down policy
• Powers and duties of other employees	Checks the various Cash, Stock and Inventory Accounts received from districts.
• Rules/orders under which powers and duties are derived	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>

### 3<sup>rd</sup> Manual : Procedure followed in decision making

• Process of decision making	Dealing hand deal/ checks the accounts received from various districts and submit to the Senior Auditor which is forwarded to the ACFA, CFA for final orders.
• Final decision making authority	CFA
• Related provisions acts, rules etc	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time limit for taking a decision, if any	As early as possible
• Channels of supervision and accountability	Jr. Auditor → Sr. Auditor → ACFA → CFA

### 4<sup>th</sup> Manual : Norms for discharge of functions

• Nature of functions/services offered	Checks the Cash Accounts, Wheat Stock Account and Inventory Account on monthly basis
• Norms/standards for functions/service delivery	<ul style="list-style-type: none"> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> </ul>
• Time-limit for achieving the targets	As early as possible
• Reference document prescribing the norms	Storage policy Transportation Policy Fixation of Procurement Incidentals and MSP

### 5<sup>th</sup> Manual : Rules, regulations, instructions, manuals and records under its control/used by employees while discharging functions

• Title and nature of the record/manual/ instruction List of contents	<ul style="list-style-type: none"> <li>• Rules of Business of the department</li> <li>• Storage Policy maintained by Storage Branch</li> <li>• Transportation policy maintained by Budget Branch</li> <li>• Incidental and other Charges like MSP etc. fixed by Government of India and circulated by Incidental Branch</li> <li>• Various Cash Accounts, Wheat Stock Accounts and Inventory Accounts received from districts</li> </ul>
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6<sup>th</sup> Manual : Categories of documents held by the Authority or which are under its control

• Title of the document	Accounts
• Category of document	Cash Account, Wheat Stock Account and Inventory Account
• Custodian of the document	Concerned Dealing Hand

7<sup>th</sup> Manual : Arrangement for consultation with or representation by the members of the public in relation to formulation of policy or implementation thereof

• Relevant rule, circular etc.	-NA-
• Arrangements for consultation with or representation by the members of the public in policy formulation/policy implem	-NA-

8<sup>th</sup> Manual : Boards, Councils, Committees and Other Bodies constituted as part of the Public

• Name of the Board, Council, Committee etc	-NA-
• Composition Powers & functions	-NA-
• Whether their meeting are open to the public	-NA-
• Whether the minutes of the meeting are open to the public	-NA-
• Place where the minutes if	-NA-
• Open to the public are available	-NA-

9<sup>th</sup> Manual : Directory of Officers and employees

Name	Designation	Mobile No.
Jasbir Kaur	Sr. Auditor	9888835184
Pushpa Pahuja	Jr. Auditor	9988887205
Bikar Singh	Jr. Auditor	9915031420

10<sup>th</sup> Manual : Monthly Remuneration received by officers & employees including system of compensation

Name of the employee	Designation	Monthly remuneration	System of compensation as provided by in its regulations
Jasbir Kaur	Sr. Auditor	10300-34800+4800	
Pushpa Pahuja	Jr. Auditor	10300-34800+4400	
Bikar Singh	Jr. Auditor	10300-34800+4200	

11<sup>th</sup> Manual : Buddet allocated to each agency including all plans, proposed expenditures and reports on disbursement made etc.

• Total Budget for the Public Authority	This information is not to be given by this branch
• Budget for the Public Authority	
• Proposed expenditures	
• Revised budget for each agency, if any	
• Report on disbursements made and place where the related reports are available	

12<sup>th</sup> Manual : Manner of execution of subsidy programmes

• Name of the programme or activity	This information is not to be given by this branch
• Objective of program	
• Procedure to avail benefits	
• Duration of the programme/scheme	
• Physical and financial targets of the program	
• Nature/sca/e of subsidy/amount allotted	
• Eligibility criteria for grant of subsidy	
• Details of beneficlaries of subsidy program (Name, Profile etc.)	

13<sup>th</sup> Manual : Particulars of recipients of concession, permits or authorization granted by the Public Authority

• Concessions, permits or authorizations granted by Public Authority	This information is not to be given by this branch
• For each concessions, permit or authorization granted	
• Eligibility criteria	
• Procedure for getting the concession/grant and/or permits or authorizations	
• Name and address of the recipients given concessions/permits or authroization	
• Date of award of concessions/permits or authorizations	

14<sup>th</sup> Manual: Information available in electronic form

<ul style="list-style-type: none"> <li>• Details of information available in electronic form</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Name/title of the document/ record/ other information</li> </ul>	
<ul style="list-style-type: none"> <li>• Location where available</li> </ul>	

15<sup>th</sup> Manual : Particular of facilities available to citizen for obtaining information

<ul style="list-style-type: none"> <li>• Name &amp; location of the facility</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Details of information made available</li> </ul>	
<ul style="list-style-type: none"> <li>• Working hours of the facility</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact person &amp; contact details (phone, fax, email)</li> </ul>	

16<sup>th</sup> Manual : Names, designations and other particulars of public information offices

<ul style="list-style-type: none"> <li>• Name and designation of the Public Information Officer, Assistant Public Information Officer (s) &amp; Appellate Authority Address, telephone number and e-mail ID of each designated official</li> </ul>	Name and Designation	Mobile No.
	PIO – Sh. Satinder Singh Chauhan, ACFA <b>(To be confirmed by RTI Branch)</b>	9417174801
	APIO –Smt. Jasbir Kaur, Sr. Auditor <b>(To be confirmed by RTI Branch)</b>	9888835184

17<sup>th</sup> Manual: Any other useful information.

<ul style="list-style-type: none"> <li>• Citizen's charter of the public authority</li> </ul>	This information is not to be given by this branch
<ul style="list-style-type: none"> <li>• Grievance redressal mechanisms</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of applications received under RTI and information provided</li> </ul>	
<ul style="list-style-type: none"> <li>• List of completed schemes/projects/ programmes</li> </ul>	
<ul style="list-style-type: none"> <li>• List of schemes/projects/programmes underway</li> </ul>	
<ul style="list-style-type: none"> <li>• Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract. Any other information</li> </ul>	

9th Manual : Directory of Officers and employees

	Name	Designation	Mobile No.
• SA-1	Sheela Devi	Sr. Auditor	
	Harbhinder Kaur	Jr. Auditor	
	Maya Rani	Jr. Auditor	
	Sukhjinder Singh	Jr. Auditor	
• SA-2	Sheela Devi	Sr. Auditor	
	Hardeep Kaur	Jr. Auditor	
	Rajan Baghla	Jr. Auditor	
	Hitesh Bansal	Jr. Auditor	
• SA-3	Jasbir Kaur	Sr. Auditor	
	Sunita Verma	Jr. Auditor	
	Maninder Kaur	Jr. Auditor	
	Pushpa Verma	Jr. Auditor	
• SA-3	Jasbir Kaur	Sr. Auditor	
	Pushpa Pahuja	Jr. Auditor	
	Bikar Singh	Jr. Auditor	