

**Government of Puducherry**  
**Finance Department**  
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**Questionnaire for Accounts Officers**

( To be duly filled-in, signed in person on each page, scanned and emailed to:  
[usfin.pon@nic.in](mailto:usfin.pon@nic.in) latest by 11 AM on 13.05.2022 )

Name of the Accounts Officer:

Designation & Department/Office:

No.	Question	Yes/No	Comments
1	Are all files in your Department, relating to administrative approvals for incurring expenditure and expenditure sanctions, including for Grant-in-Aid and modification of funds, necessarily routed through the Accounts Officer before submitting to the Finance Department for concurrence?		
2	Are all files in your Department wherein the Administrative Secretary or the Head of the Department is competent to accord expenditure sanction and administrative approval, necessarily routed through the Accounts Officer before getting sanctioned/approved?		
3	While examining files, are you as an Accounts Officer ensuring that the provisions of GFR, Delegation of Financial Powers Rules, CVC norms, Manual on Procurement of Works, CPWD manual, Rules of Business, etc. are followed scrupulously in each proposal?		
4	Are you as an Accounts Officer alerting your Department and offices under the control of your Department to initiate tender processes well in advance so as to ensure the completion of tender formalities in time before the expiry of the contract and avoid undue extensions of contract?		
5	Are you aware of all the facilities and provisions available on the Government e-Marketplace (GeM) portal? Are you able to utilize them fully?		
6	Are you as an Accounts Officer ensuring diligence and exercising due care and control, including proper accounting at BE and RE stage, in submitting proposals for modification of funds in the Budget to the Finance Department, as such modification of funds is essentially diversion of funds which must be done with utmost diligence and sufficient justification?		

7	Are you as an Accounts Officer ensuring that the agencies offering outsourcing services in your Department and in the offices under your Department are duly complying with the EPF and ESI provisions by remitting the contributions immediately and also paying wages to the contract employees directly into their bank accounts?		
8	Are you taking sufficient care to ensure that your Department is not submitting proposals seeking ex post facto sanctions from the Finance Department?		
9	Are you as an Accounts Officer ensuring that before submitting a proposal to the Finance Department, the relevant GFR provisions and orders/instructions of the Government of Puducherry and/or Government of India are duly recorded in the notefile?		
10	Are you as an Accounts Officer ensuring that before submitting a proposal to the Finance Department, it is clearly recorded in the notefile as to who is the competent authority to sanction the proposal and also the relevant rules/orders in this regard?		
11	<p>Are you as an Accounts Officer ensuring that before submitting a Grant-in-Aid proposal to the Finance Department, the proposal is in complete in all aspects and shall mandatorily enclose the following:</p> <ul style="list-style-type: none"> <li>(i) Minutes of the Last General Body Meeting</li> <li>(ii) Details of all the Bank Accounts maintained by the institution, including the total outstanding balance as on date and the purported use of the same</li> <li>(iii) Breakup of the administrative expenses, if sought as Grant (31-GIA)</li> <li>(iv) Accounts compiled till which financial year</li> <li>(v) Audit report for the previous financial year</li> <li>(vi) Replies to the Audit paras</li> <li>(vii) Reasons for backlog in audit, if any</li> <li>(viii) Manpower chart for salaries/wages</li> <li>(ix) Checklist as circulated by the Finance Department for GIA proposals</li> </ul>		

12	Are you as an Accounts Officer ensuring that before submitting a proposal to the Finance Department for any sanction with advance drawal, no outstanding advances (OBAs) are pending to be adjusted with the DAT?		
13	Are you as an Accounts Officer ensuring that before submitting a proposal for Grant-in-Aid to the Finance Department, the Utilization Certifications for the GIA previously released have been furnished in the original, with the Accounts Officer and the Head of the Institution signing on each page of the UC?		
14	Are you ensuring that that your Department is strictly complying with the DAT order to deduct 2% GST as TDS in settlement of bills to other parties, and also filing returns of GST timely in the GST portal?		
15	Are you aware that henceforth, all proposals seeking sanction for continuance of temporary posts and continuance of engagement of casual labourers shall be in a consolidated manner in a single file, to be submitted to the Finance Department compulsorily atleast one month before the expiry of the sanction?		
16	Are you as the Accounts Officer in your Department taking all efforts to ensure that the Department is receiving 100% of the Central Share for all Centrally Sponsored and Central Sector Schemes for each financial year?		
17	Are you taking sufficient efforts to ensure that files returned by Finance Department with queries or seeking additional information/clarification are duly resubmitted to the Finance Department by addressing the queries/deficiencies in a time-bound manner?		
18	Are you ensuring that your Department is not indulging in the unhealthy and improper practice of starting new files in an abrupt manner while seeking sanction, without maintaining continuity with the main file in which previous such sanction was processed/accorded?		
19	Are you familiarizing yourself continuously with the orders/circulars issued by the Finance Department from time to time, and ensuring compliance with these by your Department?		

20	Are you taking sufficient efforts to reach out to the Finance Department to clarify any queries you or your Department may have, regarding any recent orders/circulars of the Finance Department, and thereby actively helping your Department to comply with the orders/circulars/instructions of the Finance Department?		
21	Are you aware that the Finance Department has recently introduced a norm whereby the Finance Secretary shall be the Accepting Authority for the Annual Confidential Reports of the Accounts Officers, in those cases where the FS is not already the Reporting/ Reviewing Authority?		
22	Are you aware that as per the recent instructions of the Finance Department, while procuring goods/equipment of high capital costs and requiring AMC/maintenance periodically, the procurement shall be done only on lowest life cycle cost basis?		
23	Are you taking sufficient efforts to ensure that timely replies are sent by your Department to the AG Audit and the Public Accounts Committee (PAC) to drop the outstanding paras?		
24	Are you aware that as per the recent instructions of the Finance Department, proposals seeking expenditure sanction for similar items such as AMC of Generators, Lifts, Computers, etc. shall be sent in a consolidated manner, and not as individual files in a piecemeal manner?		
25	Are you as the Accounts Officer in your Department facing any undue pressure from any quarters against expressing your honest and forthright views in files?		

(Signature of the Accounts Officer with  
Name, Designation and Department)