

TABLE OF CONTENTS of Chief Accounts office DHBVN,Hisar

Sr No	Particulars	Remarks
1.	Introduction	Information may be obtained from respective Nodal Officer.
(ii)	Particulars of DHBVN, Functions and duties	
iii	Power and duties of Officers and Employees	<ol style="list-style-type: none"> 1. Compilation of accounts of 54 No. DDO's and prepare trial balance. Prepare Balance Sheet Profit & Loss accounts of Nigam. Audit of financial statement of Nigam from Statutory Auditors as well as C&AG Audit. 2. Carry out the tax audit and filling of Income tax return of Nigam .Preparation of Cost Records and Cost Audit Report of Nigam. 3. Filling of Nigam accounts and Cost audit report with Ministry of Companies Affairs, GOI .Deal with Income tax authorities like AO, CIT Appeal, ITAT Delhi, High Court, Supreme Court which involve Rs. 3202.49 crores financial implications at various stages 4. Preparation of day to day information as desired by Centerl Govt., State Govt., C&AG, HERC, PFC, Assembly Question, other utilities. 5. Maintain cash Book & payment for Head office. Disbursement of Pay & Allowances of all officers & Non gazetted establishment of Head office. 6. Finalization of Pension cases of all the retired/ employee/expiree of the DHBVN. 7. Management of trusts for pension & GPF. NPS Contribution. 8. Pay verification of employees of DHBVN

		<p>9. Monitoring of MAS Accounts,</p> <p>10. Insurance of Chest ,</p> <p>11. Disbursement of pension to the retiree/expiree</p> <p>12. Preparation and issuances of Form-16 to the employees of the Nigam as well as pensioners .</p>
iv	<p>The rules ,regulations instructions ,Manuals and records held under is control or used by its employees for discharging its function</p>	<p>The financial statement & cost auditor report is available on the official website of DHBVN (www.dhbvn.org.in) and the can be downloaded by using the following link:-</p> <p>“ Employee corner> Employee Arena> DHBVN Accounts >Financial statement & Cost Auditor Report</p>
V	<p>Particulars of any arrangement that exists for consultation with or representation by the members of public in relation to the formulation of policy or administration thereof</p>	<p>Information may be obtained from respective Nodal officer.</p>
VI	<p>A statement of the categories of documents that are held by or under the control of the Nigam</p>	<p>Information may be obtained from respective Nodal officer.</p>
VII	<p>Board Councils, Committees</p>	<p>Information may be obtained from respective Nodal officer.</p>

VIII	The names, designations and their particulars of the PIOs.	<p>Following authorities are designated as FAA & SPIO in respect of office of the Chief Accounts Officer , DHBVN Hisar</p> <p>List of FAA/SPIO</p> <table border="1" data-bbox="646 453 1442 821"> <tr> <td data-bbox="646 453 979 638">FAA-cum Chief Financial DHBVN Hisar</td> <td data-bbox="979 453 1183 638">01662-223402</td> <td data-bbox="1183 453 1442 638">cfo@dhbvn.org</td> </tr> <tr> <td data-bbox="646 638 979 821">SPIO-cum Chief Accounts Officer DHBVN, Hisar</td> <td data-bbox="979 638 1183 821">01662-223117</td> <td data-bbox="1183 638 1442 821">cao@dhbvn.org</td> </tr> </table>	FAA-cum Chief Financial DHBVN Hisar	01662-223402	cfo@dhbvn.org	SPIO-cum Chief Accounts Officer DHBVN, Hisar	01662-223117	cao@dhbvn.org
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SPIO-cum Chief Accounts Officer DHBVN, Hisar	01662-223117	cao@dhbvn.org						
IX	Procedure followed in decision making process	Decision are taken by the officers as per instructions and power mentioned in the manuals/regulations of the Nigam which may be obtained from SE/Admn. DHBVN, Hisar						
X	Directory of officers	Information may be obtained from respective Nodal Officer.						
XI	Remuneration Details							
XII	The budget and plans							
XIII	Manners of execution of subsidy programmers and plans							
XIV	Concessions, permits or authorization							
XV	Norms of Functions	This office functions as per norms/directions issued by the Nigam's Management from time to time.						
XVI	Information in electronic	The financial statement & cost auditor report is available on the official website of DHBVN						

	from	<p>(www.dhbvn.org.in) and the can be downloaded by using the following link:-</p> <p>“ Employee corner> Employee Arena> DHBVN Accounts >Financial statement & Cost Auditor Report</p>
XVII	Facilities to citizens for obtaining information	<p>Citizens may obtain information from the official website of DHBVN i.e WWW.dhbvn.org.in and RTI Act-2005. However, specific information/details in this regard may be obtained from the concerned Nodal Officer.</p>
XVIII	Other useful information	<p>This office is located at Vidyut Sadan , Vidyut Nagar Hisar.</p>