

CHAPTER-1

INTRODUCTION

The Ministry of Minority Affairs originated from the Ministry of Social Justice and Empowerment on 29th January 2006. The independent Ministry for the affairs of the Minorities was created to ensure a focused approach towards issues relating to minorities and to facilitate the formulation of overall policy, planning, coordination, evaluation and review of the regulatory framework and development programmes for the benefit of the minority communities.

1. The Ministry of Minority Affairs has a wide Charter relating to overall policy, planning, coordination, evaluation and review of the regulatory framework and developmental programmes relating to the minority communities. The list of subjects allocated to the Ministry is given below:-

- Overall policy, planning, coordination, evaluation and review of the regulatory and developmental programmes for the minority communities.
- All matters relating to minority communities except matters relating to law and order.
- Policy initiatives for protection of minorities and their security in consultation with other Central Government Ministries and State Governments.
- Matters relating to linguistic minorities and Office of the Commissioner for Linguistic Minorities.
- Matters relating to the National Commission for Minorities Act.

- Work relating to the Evacuee Waqf properties under the Administration of Evacuee Property Act, 1950 (31 of 1950) (since repealed).
- Representation of the Anglo-Indian Community.
- Protection and preservation of non-Muslim shrines in Pakistan and Muslim shrines in India in terms of the Pant-Mirza Agreement of 1955, in consultation with the Ministry of External Affairs.
- Matters relating to the minority communities in neighboring countries, in consultation with the Ministry of External Affairs.
- Charities and Charitable Institutions, Charitable and Religious Endowments pertaining to subjects dealt within the Department.
- Matters pertaining to the socio-economic, cultural and educational status of Minorities; minority organizations including Maulana Azad Education Foundation.
- The Wakf Act, 1995 (43 of 1995) and Central Wakf Council.
- The Durgah Khawaja Saheb Act, 1955 (36 of 1955).
- Funding of programmes and projects for the welfare of minorities, including National Minorities Development and Finance Corporation.
- Employment opportunities for minorities in the Central and State public sector undertakings, as also in the private sector.

- Formulation of measures relating to the protection of minorities and their security in consultation with other concerned Central Ministries and State Governments.
 - National Commission for Socially and Economically Backward Sections among Religious and Linguistic Minorities.
 - All matters relating to the Justice Sachchar Committee.
 - Prime Minister's new 15-Point Programme for Minorities.
 - Any other issue pertaining to the minority communities
2. The Ministry of Minority Affairs continued to implement various schemes/ programmes under Special Central Assistance to Minorities Sub-Plan.
- i) Grants under Article 275(1) of the Constitution.
 - ii) Free Coaching and Allied Scheme For Minorities.
 - iii) Research/Studies, Monitoring and Evaluation of Development Schemes for Minorities including Publicity.
 - iv) Merit-cum-Means Scholarship for Professional and Technical Courses at Undergraduate and Post-graduate Levels.
 - v) Pre-Matric and Post-Matric Scholarship for Minorities.
 - vi) Multi Sectoral Development Programme for Minorities in selected minority concentration districts.
 - vii) Grants-in-aid to Waqf.
 - vii) Grants-in-Aid to State Channelizing Agencies engaged in implementation of National Minorities Development and Finance Corporation (NMDFC) programmes.
3. Although, the Ministry of Minority Affairs started its function from January, 2006 but separation of Accounts from Ministry of Social Justice and Empowerment was made with effect from November, 2006.

As Ministry of Social Justice and Empowerment was facing acute shortage of staff, only one PAO and one AAO post was transferred to the Ministry of Minority Affairs. Since there is no supporting staff available in the Pay and Accounts Office of the Ministry of Minority Affairs, two persons are engaged on contract basis to function as Accountant till these posts are created by the Ministry of Finance,

The Accounts wing of the Ministry is also not having any Internal Audit Wing to perform the checks. Since, the Chief Controller of Accounts of Ministry of Human Resource Development is holding the additional work of the Ministry of Minority Affairs, the Internal Audit Wing of MHRD is presently auditing some of the DDOs of Ministry. This ad-hoc arrangement needs to be reviewed to have a self sustaining and independent Internal Audit Wing of the Ministry with adequate staff.

There is also a need to have an independent accounts wing of the Ministry with Chief Controller of Accounts/Controller of Accounts followed by a Pay and Accounts Officer, two Assistant Accounts Officers and seven Sr. Accountants and 3 UDC/LDC/Group 'D'. Till these posts are created, accounts wing should be allowed to out source the work through registered societies like Financial Management Research and Resource Society (FMRRS), National Institute of Auditors etc.

➤ **Functions: -**

The functions of the Chief Controller of Accounts, Ministry of Minority Affairs, involve the administrative and functional control of the Pay and Accounts officer performing the functions of Pay and Accounts office and Principal Accounts of the Ministry, preparation of Annual Appropriation Accounts, Statement of Central Transaction and material for Finance Accounts and their submission to the Controller General of Accounts, payment of loans and grants to State Governments and watching the recovery of loans along with

interest. The Accounting Organisation is responsible for ensuring prompt payment and making available accounting information to the concerned authorities for effective control and accountability.

➤ **Banking Arrangements: -**

The State Bank of Patiala is the accredited Bank for the Ministry of Minority Affairs. Grants/Loans to State Governments are advised through Central Accounts Section, Reserve Bank of India, Nagpur.

➤ **Passing of Bills and processing of Pension and GPF Cases**

All these cases have been computerized. Bills, pension and GPF cases are passed/processed through 'COMPACT' software to ensure more accuracy and promptness.

CHAPTER-2

COMPUTERIZATION

The Office of the Chief Controller of Accounts has taken various initiatives to implement Computerization and introduce Information Technology for overall improvement and transparency in the accounting functions of the Ministry.

COMPACT

One important initiative in the direction of computerization of Accounting System is the implementation of COMPACT package which touches upon the functioning of most of the areas in Pay and Accounts Office. The overall objective of COMPACT is to achieve accuracy, transparency and speed in PAO's functioning and also to avoid duplicity and drudgery of manual data. Computer support is being used through this package to ensure that once the accounts data are entered, the same can be used at various levels and places without re-entering the data.

The system not only enriches the accounting and provide better management information, but also help in improving the analysis of the accounting information. There are various functions, especially those relating to reconciliation, which involve lot of manual drudgery. This package will take care of such functions apart from improving the over all accuracy and transparency. The package also provides for internal controls and audit trails through computerized validation and helps in improving the quality of accounts. Improvement in office ambience is always a by-product of computerization and it is expected that this will happen in the Pay and Accounts Offices too.

All the modules of COMPACT viz. Pre-Check, Compilation, GPF and Pension are being used by all the eleven Pay and Accounts Offices. Inspection of COMPACT in the PAOs is done on regular basis.

Apart from these two major initiatives, several other steps are being taken in the Office of the Chief Controller of Accounts to increase the computerization process for which the officials are regularly being sent for training at the institute of Government Accounts and Finance (INGAF)

COMPUTERIZATION IN PRINCIPAL ACCOUNTS OFFICE

The compilation of accounts is done by PAO in the COMPACT software. After compilation of accounts PAOs generate BOOKLET.DBF file and a text file and send the same to Principal Accounts Office through e-mail. The Monthly Accounts received from PAOs are consolidated in Principal Accounts Office using another software called Contact-ORA. The consolidated accounts of the Ministry are sent to the Ministry of Finance, Controller General of Accounts for further consolidation. Several other reports are also generated through Contact-ORA.

The Principal Accounts Office through NIC is regularly uploading Monthly Receipts and Payments figures at the respective sites of the Departments / Ministries.

E-Lekha

The Pay and Accounts Office is uploading the COMPACT data in e-lekha on daily basis at website www.cga.nic.in/elekha/elekhahome.asp enabling Principal Accounts Office and CGA to monitor various MIS Reports and bringing transparency in the work of PAOs. The Principal Accounts Office is also submitting Monthly Accounts to the O/o CGA through e-lekha every month.

CHAPTER-3

UTILISATION CERTIFICATE

CHAPTER-4

INTERNAL AUDIT

Internal Audit Wing is headed by the Chief Controller of Accounts who is assisted by the Controller of Accounts, Deputy Controller of Accounts, Senior Accounts Officers and Assistant Accounts Officers comprising four Internal Audit Parties: two at the Head Quarters and one each at Hyderabad and Kolkata.

SCOPE OF AUDIT

The Duties of Internal Audit Wing include the following:

1. Studies of the accounting procedures adopted by the Department with a view to ensure that they are correct, adequate and free from any defects or lacunae in the system.
2. Watch the implementation of the prescribed procedures and the orders issued from time to time.
3. Scrutiny and check of payment made by the Drawing and Disbursing Officers.
4. Investigation of important areas and other connected records.
5. Co-ordination with the Controller General of accounts.
6. Periodical review of all accounting records.
7. Pursuance and settlement of objections raised by the Statutory Audit Wing and other matters relating to Statutory Audit.
8. To examine the points or irregularities brought to its notice by the Principal Accounts Office.

PERFORMANCE DURING THE YEAR 2007-08

Since, this is a new office established in November 2006, no paras were outstanding.

MAJOR HINDERANCE /DRAWBACKS

Target could not be achieved due to non-availability of required man power and adequate resources and space.

CHAPTER-5

AN OVERVIEW OF THE ACCOUNTS 2007-2008

The Annual Accounts consist of: -

- (a) The Appropriation Accounts
- (b) The Finance Accounts
- (c) The Statement of Central Transactions (SCT).

➤ **THE APPROPRIATION ACCOUNTS: -**

The Appropriation Accounts 2007-2008 brings out the expenditure of the Ministry of Minority Affairs against the Grant No. 64 voted by the Parliament. It portrays a gross expenditure of Rs. 208.38 Crores against the aggregate Final Grant of Rs. 512.84 Crores with BE of Rs. 512.83 Crores and supplementary grant of Rs. 0.01 Crores. There was saving of Rs. 304.46 Crores.

(Rs. in Crores)

Grant No.	Budget Allotment	Supplementary Grant	Actual	Savings
064	512.83	0.01	208.38	304.46
Total	512.83	0.01	208.38	304.46

➤ **THE FINANCE ACCOUNTS: -**

The Finance Accounts present a complete account of the transactions pertaining to the receipts and disbursements from the Consolidated Fund of India, the Public Account and the Contingency Fund, if any, of the Ministry. The statements of the Finance Accounts reflect Revenue and Capital transactions in the consolidated fund of India and the transactions relating to Public Accounts and balances carried forward. Now accounting information on grantees is included.

➤ **STATEMENT OF CENTRAL TRANSACTIONS**

The Statement of Central Transactions, which is a part of Finance Accounts, represents yearly figures of Receipts, Disbursements in the Government Accounts.

(Rs. in Crores)

	Receipts	Payments
Consolidated Fund of India	0.40	206.71
Public Account	209.56	3.25
Total	209.96	209.96

(Source SCT for 2007-2008)

➤ **OTHERS: -**

(i) Investments: -

There is only one Public Sector Undertaking viz; National Minority Development Financial Corporation (NMDFC). The government investment (100%) in the share capital in NMDFC is Rs. 70.00 crores at the end of 2007-2008 (Annexure X). Rs. 0.01 crores was received as dividend in 2007-2008.

(ii) Pension Payment and GPF Final Payment: -

Eight cases of Pension Payment and eight cases of GPF Final Payment were finalized during 2007-08.

ANNEXURE - I

ACCOUNTS HIGHLIGHTS

FINANCIAL YEAR 2007-2008

(Rs. in Crores)

Sl. No		BUDGET	ACTUALS	VARIATIONS
	RECEIPTS			
01.	Revenue Receipts	Total	0.32	--
	1.1 Tax Revenue *	--	0.26	--
	1.2 Non-Tax Revenue	--	0.06	--
02.	Capital Receipts	--	0.08	--
	Total Receipt (1+2)	--	0.40	--
	EXPENDITURE			
03.	Non-Plan Expenditure			
	➤ 3.1 Revenue Account	12.83	11.97	(-)0.86
	➤ 3.2 Capital Account	0.00	0.03	(+)0.03
04.	Plan Expenditure			
	➤ 4.1 Revenue Account	430.00	124.71	(-)305.29
	➤ 4.2 Capital Account	70.00	70.00	--
05.	Total Expenditure			
	➤ 5.1 Revenue Expenditure	442.83	136.68	--
	➤ 5.2 Capital Expenditure	70.00	70.03	--

(Source: SCT 2007-08)

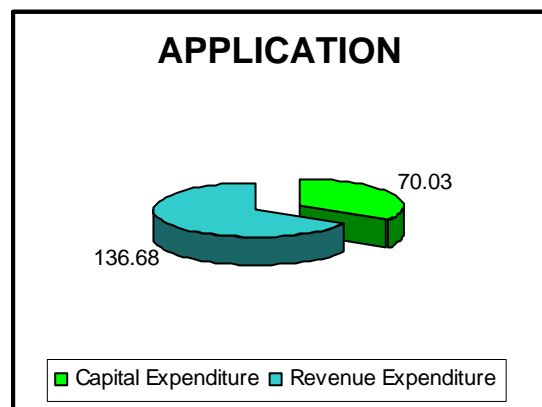
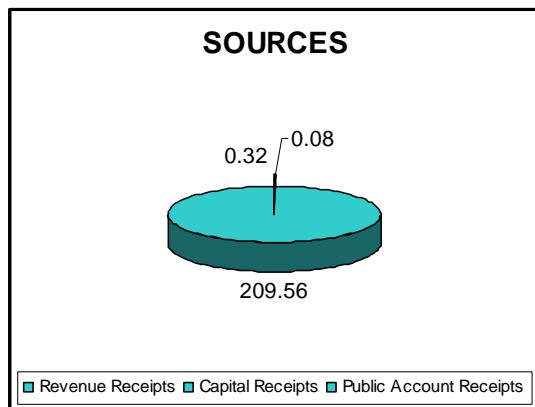
ANNEXURE – II

FINANCIAL YEAR 2007-2008

RECEIPTS

(Rs. in Crores)

Sl. No.	ITEM	AMOUNT
01.	Tax Revenue	0.26
02.	Non Tax Revenue	0.06
03.	TOTAL REVENUE RECEIPTS (1+2)	0.32
04.	Loan Recoveries from PSUs.	--
05.	Loan Recoveries from State Governments	--
06.	Repayments from Government Servants	0.08
07.	TOTAL CAPITAL RECEIPTS (4+5+6)	0.08
08.	TOTAL RECEIPTS (3+7)	0.40



ANNEXURE III

ANALYSIS OF RECEIPTS FINANCIAL YEAR 2007-08

The total receipts of the Ministry of Minority Affairs in the Consolidated Fund of India during the year 2007-2008 amounted to Rs.0.40 Crores. Out of these, Rs.0.32 Crores relates to the Revenue Account and Rs. 0.08 Crores to Capital Account.

The total revenue receipts, comprised of Rs.0.26 Crores gross tax revenue and Rs.0.06 Crores non-tax revenue receipts, were from: -

- (a) Income Tax
- (b) Interest receipts and other receipts.

(Rs. in Crores)

Interest Receipts	Other Receipts
0.01	0.05

ANNEXURE – IV

FUNDS FLOW FINANCIAL YEAR 2007-08

(Rs. in Crores)

Receipts (Cr.)	Amount	Disbursements (Dr.)	Amount
Consolidated Fund of India		Consolidated Fund of India	
➤ Revenue Receipts		Revenue	
Interest Receipts	0.32	➤ General Services	136.68
Other Receipts	0.01	➤ Social Services	0.91
	0.31	➤ Economic Services	85.13
➤ Capital Receipts		➤ Grants-in-aid (State and UTs)	50.64
Loan Recoveries	0.08	Capital	
	0.08	➤ General Services	70.03
		➤ Social Services	-
		➤ Economic Services	70.00
		➤ Loans and Advances	-
			0.03
Total (c.f.i.)	0.40	Total (c.f.i.)	206.71
Public Accounts		Public Accounts	
➤ Provident Fund	2.42	➤ Provident Fund	1.70
➤ Deposits & Advances	-	➤ Deposits and Advances	-
➤ Suspense and Misc.	207.14	➤ Suspense and Misc.	1.55
Total (Public Account)	209.56	Total (Public Account)	3.25
Total Receipts	209.96	Total Disbursements	209.96

(Source: SCT 2007-08)

NUMBER OF PENSION PAYMENT ORDERS ISSUED AND FINAL G.P.F. PAYMENT CASES SETTLED DURING 2007-08

DEPARTMENT/P.A.O.	Pension Payment Orders issued*	Final G.P.F. Payment Cases Settled*
Ministry of Minority Affairs	8	8
Total	8	8

ANNEXURE – V

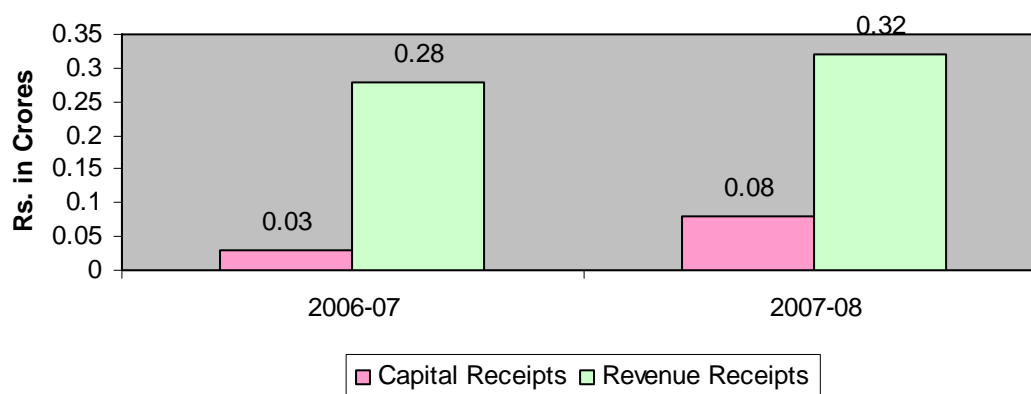
TREND OF TOTAL RECEIPTS

This is the Annual Accounts of newly created Ministry of Minority Affairs. The trend of total Receipts during the year 2007-2008 is given below:-

(Rs. in Crores)

	2006-2007	2007-2008
REVENUE RECEIPTS		
➤ INTEREST RECEIPTS	--	0.01
➤ OTHER RECEIPTS	0.28	0.31
TOTAL	0.28	0.32
% increase over previous year		12.5%
CAPITAL RECEIPTS		
➤ PUBLIC SECTOR UNDERTAKINGS	--	--
➤ LOAN REPAYMENTS BY STATE & UT'S	--	--
➤ LOAN REPAYMENTS BY GOVERNMENT SERVANTS	0.03	0.08
TOTAL	0.03	0.08
% increase over previous year (+)		62.5%
GRAND TOTAL	0.31	0.40

TREND OF RECEIPTS



(Source: SCT 2007-08)

ANNEXURE VI

ANALYSIS OF DISBURSEMENTS

(Grant/Plan/Non-Plan/Sector Wise)

TOTAL BUDGET OUTLAY AND EXPENDITURE

(DURING THE YEAR 2007-08)

(Rs. in Crores)

	BUDGET GRANT (#)	EXPENDITURE
REVENUE SECTION		
➤ PLAN	430.00	126.65
➤ NON-PLAN	12.83	11.73
Total	442.83	138.38
CAPITAL SECTION		
➤ PLAN	70.00	70.00
➤ NON-PLAN	0.00	0.00
Total	70.00	70.00
GRAND TOTAL	512.83	208.38

(Source: Appropriation Accounts 2007-08)
Budget includes Supplementary Grant also.

ANNEXURE – VII

TREND OF SECTORAL ANALYSIS OF EXPENDITURE

(Rs. in Crores)

Particulars	2006-2007			2007-2008		
	Plan	Non-Plan	Total	Plan	Non-Plan	Total
<u>REVENUE ACCOUNT</u>						
➤ General Services	--	0.37	0.37	--	0.91	0.91
➤ Social Services	100.41	6.23	106.64	74.07	11.06	85.13
➤ Economic Services	--	--	--	--	--	--
➤ Grants-in-aid to States/UTs Govt.	--	--	--	50.64	--	50.64
TOTAL	100.41	6.60	107.01	124.71	11.97	136.68
<u>CAPITAL ACCOUNT</u>						
➤ General Services	--	--	--	--	--	--
➤ Social Services	18.29	--	18.29	70.00	--	70.00
➤ Economic Services	--	--	--	--	--	--
➤ Loans & Advances	--	0.05	0.05	--	0.03	0.03
TOTAL	18.29	0.05	18.34	70.00	0.03	70.03
GRAND TOTAL	118.70	6.65	125.35	194.71	12.00	206.71

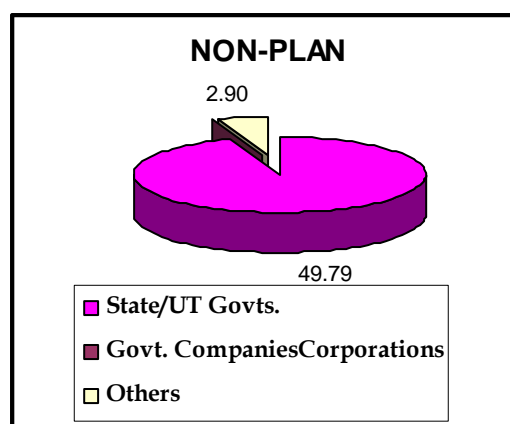
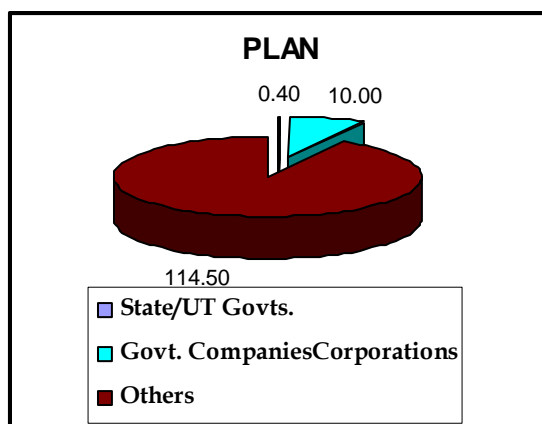
(Source: SCT 2007-08)

ANNEXURE – VIII

Statement showing the details of payments of Grants in aid made during the year 2007-2008

(Rs. in Crores)

GRANTEES	PLAN	NON-PLAN
STATE/UTs GOVERNMENTS	0.40	49.79
GOVERNMENT COMPANIES/ CORPORATIONS (Central Wakf Council)	10.00	--
OTHERS	114.50	2.90
Total	124.90	52.69



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ANNEXURE IX

**INVESTMENT WITH VARIOUS PUBLIC SECTOR
UNDERTAKINGS/AUTONOMOUS BODIES DURING
THE LAST THREE YEARS**

(Rs.in Crores)

Sl. No.	Public Sector Undertaking	2005-06	2006-07	2007-08	Progressive
1.	National Minority Development Financial Corporation (NMDFC)	25.00	18.29	70.00	113.29
	TOTAL	25.00	18.29	70.00	113.29

