

RIGHT TO INFORMATION ACT 2005

The information provided here is in respect of the Office of the Accountant General (A&E), Orissa located at Jawaharlal Nehru Marg, Bhubaneswar. with one Branch Office at Puri headed by the Deputy Accountant General (Works Accounts), Puri. This is one of the field offices of the Comptroller and Auditor General of India, Headquarters located at 10 Bahadur Shah Zafar Marg, Indraprastha Head Post Office, New Delhi.

Senior Deputy Accountant General/Deputy Accountant General in charge of Administration Group is designated as Public Information Officer by Accountant General (A&E) in terms of Hdqrs office letter No.541-LC/III-2005 dated 26.8.2005. He is assisted by one Assistant Public Information officer in discharge of his responsibilities.

1.ORGANIZATION AND FUNCTIONS

The Accountant General (Accounts and Entitlement), Orissa is entrusted with the following functions and responsibilities.

- 1 Compilation of monthly State Civil Accounts on the basis of vouchers and schedules received from various Treasuries and accounts received from Public Works and Forest Divisions of the Government of Orissa
- 2 Preparation of Annual Finance Accounts and Appropriation Accounts of the State
- 3 Submission of materials for preparation of Central Finance Accounts to the Controller General of Accounts
- 4 Maintenance of accounts of various long term advances of State Government Employees
- 5 Settlement of Inter Governmental Transactions
- 6 Annual Review of the Working of Treasuries, Public Works and Forest Divisions
- 7 Maintenance of Provident Fund Accounts of State Government Employees and of All India Service Officers
- 8 Authorization of Pension and other retirement benefits to the State Government employees, All India Service officers, Freedom Fighters, Public Representatives-such as Members of Legislative Assembly and Parliament and pensionary benefits to employees of other State/Union Territories etc. drawing pension in Orissa
- 9 Maintenance of records in respect of deputation on foreign service and intimation regarding realization of foreign service contribution of State Government employees including All India Service Officers
- 10 Authorization of pay and allowances of certain high dignitaries of the State Government
- 11 Maintenance of initial accounts of all transactions, GPF accounts, loan accounts and authorization of pensionary benefits to retired staff belonging to the Offices of the Principal Accountant General (CA), Accountant General

- (CW&RA) and Accountant General (A&E), Orissa
- 12 Rendering assistance to State Government in preparation of Annual Budget
 - 13 Inspection of Treasury Accounts and
 - 14 Control of the cadre of Divisional Accountant

In discharge of his functions, the Accountant General (A&E), Orissa is assisted by four Group officers from Indian Audit and Accounts Service and one Welfare Officer. The office has got five distinct functional groups viz., Administration, Accounts and VLC, Provident Fund, Pension and Works Accounts.

Each functional group is divided into branches supervised by Senior Accounts Officers/Accounts Officers. Each Branch is further divided into Sections/Cells headed by Assistant Accounts Officers/Section Officers/Supervisors. The Sections comprise of Senior Accountants, Accountants, Clerks and Group 'D' officials like Peons, Daftry etc. There are Section Officers (Adhoc), Senior Console Operators/Console Operators and Data Entry Operators working in computer related jobs in this office.

2. The Powers and Duties of its officers and employees-

The dealing hands process the vouchers, schedules, paid cheques, challans, Bank scrolls, pay bills, etc and other correspondence received from State Treasuries, Works Divisions, Reserve Bank of India, Other Accountants General and Pay and Accounts Officers of the various Ministries/Department of Central Government as well as the letters/complaints/grievances from the individual employees of the State Government with reference to their GPF accounts, Pension cases, Long Term Advances etc. The work of dealing hands is monitored and supervised by the Sectional heads and files are submitted by them to the Branch officers who are authorized officers to sign and issue the NDCs in case of Long Term Advances, Final Payment Authority in case of GPF dues and Pension Payment Orders, Gratuity Payment Orders of retiring/deceased employees of the State Government

3. The rules, regulations, instructions, manuals used by its employees for discharging its functions are as under:-

- 1 Fundamental Rules and Supplementary Rules
- 2 CCS (Pension) Rules
- 3 CCS (Leave) Rules
- 4 CCS (HRA/CCA) Rules
- 5 CCS (LTC) Rules
- 6 CCS (CCA) Rules
- 7 CCS (Conduct) Rules
- 8 General Provident Fund (CS) Rules
- 9 Central Government Receipt and Payment Rules
- 10 Delegation of Financial Powers Rules
- 11 General Financial Rules

- 12 Manual of Standing Orders
- 13 Pay and Accounts Office Manual
- 14 Orders and Instructions issued by Govt. of India from time to time in respect of seniority and promotion, roster, reservation.
- 15 Orissa GPF Rules
- 16 AISPF Rules
- 17 MSO (A&E)
- 18 Fund Manual
- 19 Manual of Standing Orders (A&E)
- 20 Receipt and Payment Rules
- 21 General Financial Rules
- 22 Account Code for Accountant General
- 23 Orissa Treasury Codes
- 24 State Adjusting Accounting Manual
- 25 Account Current Manual
- 26 Deposit Manual
- 27 Departmental Adjusting Account Manual
- 28 Treasury Inspection Manual
- 29 Forest Manual

4. Norms-

The Office follows the norms set in Manual of Standing Orders in discharge of its functions.

5. Directory of its officers and employees:-

The Gradation List of Officers and Staff as on 1st March every year is prepared by the Office which is available in the office for consultation. This Gradation List is not to be treated as a Seniority List.

6. The Monthly Remuneration received by Officers and Staff is as under:-

Sl.No	Name of the Post	Scale of Pay	Person in position
1	Accountant General	18400-500-22400	1
2	Sr.Deputy Accountant General	12000-375-16500	1
3	Deputy Accountant General	10000-325-15200	3
4	Welfare Officer	10000-325-15200	1
5	Sr.Accounts Officer	8000-275-13500	25
6	Accounts Officer	7500-250-12000	12
7	Sr.Pvt. Secretary to AG	7500-250-12000	1
8	Asstt.Accounts Officer	7450-225-11500	98
9	Section Officer	6500-200-10500	19
10	Section Officer (Adhoc)	6500-200-10500	107
11	Supervisor	6500-200-10500	2
12	Welfare Assistant	6500-200-10500	
13	Hindi Officer	5500-175-9000	1
14	Stenographer Gr.I	5500-175-9000	3
15	Senior Accountant	5500-175-9000	536
16	Divisional Accountant	5500-175-9000	1
17	Stenographer Gr.II	5000-150-8000	6
18	Accountant	4500-125-7000	133
19	Console Operator	4500-125-7000	6

20	Data Entry Operator	4000-100-6000	87
21	Steno Gr.III	4000-100-6000	3
22	Staff Car Driver Gr.I	4500-125-7000	1
23	Clerk	3050-75-3950-80-4590	127
24	Selection Grade Record Keeper	3050-75-3950-80-4590	5
25	Sr.Gest. Operator	3050-75-3950-80-4590	1
26	Record Keeper	2750-70-2800-75-4400	13
27	Daftary	2610-60-3150-65-3540	42
28	Peon, Chowkidar, Mali, Paniwala, Safaiwala	2550-55-2600-60-3200	34

7. The Budget Allocated to this office along with expenditure incurred during the current year is given below:-

Head	Allotment (In Thousand of Rs)			Expenditure(In thousand of Rs)		
	Group A	Group B & NGE	Total	Group A	Group B & NGE	Total
Salaries	16,94	215643	217337	1310	150742	152052
OTA	..	50	50		45	45
MTC	10	41,20	4130	..	877	877
DTE	2,51	51,00	5351	1,29	2525	2654
LPS		9,14	914		431	431
OOE		92,09	9209		54,55	5455
RRT		96	96		48	48
Minor Works		85	85	..		
OC (Hindi)		30	30		27	27
DC		2170	2170		1578	1578
Total	1955	237417	239372	1439	161728	163167

8. A statement of the Boards, Councils, Committees and other Bodies consisting of two or more persons constituted by it.-

Departmental Promotion Committees (DPC) for Group B and Non Gazetted, Group C and Group D posts are constituted by the Accountant General. However, public Participation or minutes of the meeting are not open to the public.

The other committees existing in office are as under:-

- 1 Disaster Management Committee
- 2 Committee for redressal of complaints regarding sexual harassment of working women in office
- 3 Committee in the form of SC/ST Cell

9. Details of information available or held by it, reduced to an electronic form:-

All information is available on electronic format, either free or for prescribed cost/fee.

10. The proforma in which the information can be sought for is as under:-

(a) APPLICATION FOR INFORMATION UNDER SECTION 6 OF R.T.I ACT,

2005

To:

The Public Information Officer
Office of the Accountant General(A&E)
Orissa, Bhubaneswar – 751 001.

- 1 Full name of the applicant
- 2 Father/Spouse's name
- 3 Permanent Address

- 4 Particulars in respect of Identity of the applicant

- 5 Particulars of Information sought for
 - a) Subject matter of Information
 - b) The period to which the Information relates
 - c) Specific Details of Information sought for
 - d) Whether the Information is required in Person or by Post –(the actual postal charges shall be included in providing information)
 - e) In case by post –
 - i) Ordinary Post
 - ii) Registered post
 - iii) Speed Post
- 6 Address to which the Information will be sent and in which form
- 7 Has the Information been provided earlier?
- 8 Is the Information not made available by concerned authority?

- 9 Do you agree to pay the required fees.?
- 10 Have you deposited the application fee (if yes, details of such deposit)
- 11 Whether belongs to BPL category
– If yes - furnish relevant documents

Place:

Date:

Full Signature of applicant
Address:

(b) The fee structure for obtaining information is as under:-

The fee may be deposited for providing information either in Cash/ Bank Draft/Banker's Cheque favouring Accounts Officer, (Cash), Office of the Accountant General (A&E), Orissa, Bhubaneswar, payable at Bhubaneswar

- i) A request for obtaining information under sub section (1) of section 6 -
Rs.10/-
- ii) A request for obtaining information under sub section (1) of section 7 is as under:--
 - a) For each page in A-4 or A-3 size Rs..2/-
 - b) Copy in larger size paper Actual charge or cost price
 - c) For samples and models Actual cost
 - d) For inspection of records-

First Hour	No fee
For each subsequent hour or fraction thereof	Rs.4/-
- iii) For providing information under sub section 5 of section -7
 - a) For information in diskette or floppy Rs.50/-
 - b) For information in printed form Rs.2/- per page of photocopy for extracts from the publication.

11. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use –

As per Citizen Charter displayed by this office on the Web Site, Notice Board, etc.

12. The name, designation and other particulars of the Public Information Officer is as under:-

1	Shri Arabinda Das, Sr.Deputy Accountant General; (Admn)	Phone Nos 0674-2391577 (O) 0674-2394628 (R) E-mail Address- agaeOrissa @ cag.gov.in
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