

## RIGHT TO INFORMATION ACT 2005

The information provided here is in respect of the Office of the Principal Accountant General (A&E), Orissa located on Pandit 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 (Hdqrs). The Headquarters Office is located at 9-Deendayal Upadhyay Marg, New Delhi.

Senior Deputy Accountant General/Deputy Accountant General in charge of Administration Group is designated as Public Information Officer by Principal Accountant General (A&E), Orissa 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 Principal 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 under Ministry of Finance, Govt. of India.
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), Principal 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 Principal 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/Supervisors. The Sections comprise Senior Accountants, Accountants, Clerks and supporting staff like Peons, Daftry etc. There are Assistant Accounts Officers, 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 discharging of its functions.

5. Directory of its officers and employees:-

The Gradation List of Officers and Staff as on 1<sup>st</sup> 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:-

The Officers and Staff of the office are paid remuneration as per Pay Band and Grade Pay recommended by the 6<sup>th</sup> Pay Commission as indicated below.

Sl.No	Name of the Post	Pay Band	Grade Pay
1	Principal Accountant General	67000-79000	-
2	Sr.Deputy Accountant General Non Functional Selection Grade	37400-67000	8700
3	Sr.Deputy Accountant General- JAG	15600-39100	7600
3	Deputy Accountant General	15600-39100	6600

4	Welfare Officer	15600-39100	6600
5	Sr.Accounts Officer	15600-39100	5400
6	Accounts Officer	9300-34800	5400
7	Sr.Pvt. Secretary to AG	9300-34800	4800
8	Asstt.Accounts Officer	9300-34800	4800
10	Assistant Accounts Officer (Adhoc)	9300-34800	4800
11	Supervisor	9300-34800	4800
12	Welfare Assistant	9300-34800	4800
13	Hindi Officer	9300-34800	4800
14	Personal Assistant	9300-34800	4200
15	Senior Accountant	9300-34800	4200
16	Divisional Accountant	9300-34800	4200
18	Accountant	5200-20200	2800
19	Console Operator	5200-20200	2800
20	Data Entry Operator	5200-20200	2400
21	Stenographer	5200-20200	2400
22	Staff Car Driver Gr.I		
23	Clerk	5200-20200	1900
24	Selection Grade Record Keeper	5200-20200	1900
25	Sr.Gest. Operator	5200-20200	1900
26	Record Keeper	5200-20200	1800
27	Daftary	5200-20200	1800
28	Peon. Chowkidar, Mali, Paniwala, Safaiwala	5200-20200	1800

#### 7. Budget Allotment

The budget allotment for running the office is provided by Head Qrs viz. Office of the Comptroller and Auditor General of India, New Delhi

#### 8. Committees -

Departmental Promotion Committees (DPC) for Group B and Non Gazetted, Group C posts are constituted by the Principal Accountant General. 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

#### 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 Principal 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 –
    - k) 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)

- 1: 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 Principal 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.5/-  |
| 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 or the price fixed for such 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:-**

<b>Sl. No</b>	<b>Name of the Officers with designation</b>	<b>Designation</b>	<b>Phone Nos</b>
<b>1.</b>	Ms.Madhumita Basu, IA&AS, Pr.Accountant General(A&E),Odisha	First Appellate Authority	0674-2390353 E-mail Address <a href="mailto:agaeOrissa@cag.gov.in">agaeOrissa@cag.gov.in</a>
<b>2.</b>	Sri Dinamani Mallick, DAG(Admn.)	CPIO	0674-2391577 E-mail Address <a href="mailto:agaeOrissa@cag.gov.in">agaeOrissa@cag.gov.in</a>
<b>3.</b>	Sri Paramananda Samal, A.O	APIO	<a href="mailto:samalp.odi.ae@nic.in">samalp.odi.ae@nic.in</a>