

ANNEXURE – I
INFORMATION OF THE OFFICE AS REQUIRED UNDER SECTION 4(1) (b) OF
THE RIGHT TO INFORMATION ACT-2005

1. PARTICULARS OF THE ORGANISATION/FUNCTIONS/DUTIES:

(a) ORGANISATION:-

(i) NAME: - The Office of the **Accountant General (General & Social Sector Audit)**, Odisha, Sachivalaya Marg, Bhubaneswar, State- Odisha, PIN-751001.

(ii) JURISDICTION: - The jurisdiction of the Office of the Accountant General (General & Social Sector Audit), Odisha includes Civil Offices of the State coming under General and Social Sector like –

- Panchayati Raj and Drinking Water
- Food Supplies and Consumer Welfare
- ST&SC Development, Minorities and Backward Classes Welfare
- Social Security & Empowerment of Persons with Disabilities
- Women and Child Development and Mission Shakti
- Rural Development
- Labour and Employees' State Insurance
- Higher Education
- Housing & Urban Development Department (other than Urban Local Bodies)
- School and Mass Education
- Sports and Youth Services
- Health and Family Welfare
- Odia Language, Literature & Culture
- General Administration and Public Grievance
- Home
- Information and Public Relations
- Law
- Parliamentary Affairs
- Public Enterprises
- Science and Technology
- Planning & Convergence
- Revenue and Disaster Management
(excluding Stamp Duty & Registration)
- Electronics and Information Technology
- Finance (except Sales Tax)
- Banks (Pension payment)

(b) FUNCTIONS:-

The Accountant General (General & Social Sector Audit), Odisha, is entrusted with the following functions:

(i) ADMINISTRATIVE:-

Overall Administrative functions of the offices of the Accountant General (General & Social Sector Audit), Odisha, Accountant General (Economic & Revenue Sector Audit) Odisha, Branch Office: Deputy Director (CRA), Bhubaneswar under O/o the Pr. Director of Audit (Central), Andhra Pradesh, Hyderabad like:-

- Cadre Control
- Recruitment
- posting and transfer
- promotion in all cadres
- acceptance of retirement/resignation
- sanction of pension
- conduct of departmental examinations
- matters relating to staff Association

(ii) AUDITORIAL :-

- Audit of bodies/authorities under **Sections 14, 15, 19 and 20** of the Comptroller and Auditor General's **(DPC) Act, 1971.**
- Audit of State Civil Offices mentioned under 1(a)(ii) above.
- Preparation of the Audit Report (Civil) of the Comptroller and Auditor General of India for the State of Odisha in respect of General & Social Sector Audit.
- Certification of Finance Accounts and Appropriation Accounts of Government of Odisha.
- Issue of Audit Certification in respect of Projects assisted by World Bank & Foreign Agencies/Government Organizations and schemes executed under different Central and State Plans.
- To assist the Public Accounts Committee of the State Legislature in Examination of Audit Reports (Civil) in respect of General & Social Sector Audit.
- Preparation/Updating/Revision of manuals locally for purpose of Administration, Establishment and Audit.

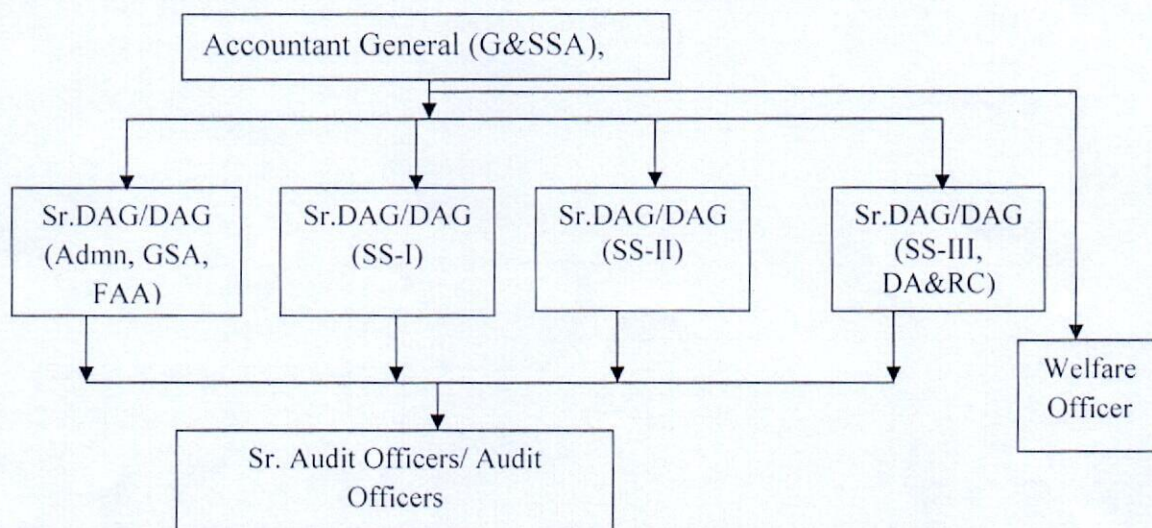
(c) DUTIES :-

- Local Inspection of Establishments including their Central Audit
- Holding Triangular Meetings to settle old outstanding Paras
- Preparation of Activity Report to be sent to Headquarters office
- Conduct of Training of its staff to enhance technical skill & auditorial performance
- Preparation of Draft Para

- Reviews on the Organizations/Undertakings audited
- Periodic test check of various Sections of the Office for ascertaining whether they are functioning properly and efficiently.

2 POWERS/DUTIES OF OFFICERS AND EMPLOYEES :

The Office is headed by Accountant General (General & Social Sector Audit) assisted by four Group Officers and one Welfare Officer as below:-



The duties and functions of Officers of this Department under overall supervision of the Accountant General (General & Social Sector Audit), Odisha, Bhubaneswar are as follows:

Officer-In-Charge		Branch	Powers and duties of the Officer
Group Controlling	Branch Controlling		
Sr. D A G/ D A G (Admn)	Sr.AO/AO (Admn)	Administration	Cadre control, recruitment, promotion, budget control, disposition, pension, permission & sanction under FR/SR
	Sr. AO (Legal)	Legal	Disciplinary / vigilance / court cases
	Sr.AO/AO (Estates)	Estate Cell	Allotment of Quarters and management of other Estate function
	Sr.AO/AO (OE)	Office Establishment	Drawing and Disbursing Authority responsible in drawal of pay and allowances & personal claims of the staff, procurement, management of IT Assets and AMC
	Sr.AO/AO (OM-I & II)	OM	House Keeping, Stores
	Sr.AO/AO (Trg & Exam)	Training and Examination	Arrangement of Training programmes, conduct of different departmental Examinations

Sr. DAG/ DAG (SS-I)	Sr.AO/AO (SS-I)	Social Sector-I	<ul style="list-style-type: none"> i. Audit of Panchayati Raj and Drinking Water Department ii. Audit of H&UD Department
Sr. D A G/ D A G (SS-II)	Sr.AO/AO (SS-II)	Social Sector-II	Audit of Departments of- <ul style="list-style-type: none"> i. Health and Family Welfare ii. Labour and Employees' State Insurance iii. Social Security & Empowerment of Persons with Disabilities iv. Women and Child Development and Mission Shakti v. Rural Development
Sr. DAG/ DAG (SS-III, DA&RC)	Sr.AO/AO (SS-III)	Social Sector-III	Audit of Departments of - <ul style="list-style-type: none"> i. Food Supplies and Consumer Welfare ii. School and Mass Education iii. ST&SC Development, Minorities and Backward Classes Welfare iv. Sports and Youth Services v. Higher Education vi. Planning & Convergence
	Sr.AO/AO (DA&RC)	Data Analytics and Research Cell	<ul style="list-style-type: none"> i. Management of OCAMP including uploading of IRs/DPs/ATNs and its monitoring in coordination with all Groups/PAC/Report section ii. Development of GIS based Audit system iii. Analysis of data collected from internal sources (VLC), audited entities, third party/ data available in public domain and supply of the same through the coordinating officers of respective Groups iv. Providing necessary training and technical guidance to other Groups in developing their IT skills v. Development and Maintenance of Official internet and intranet websites

Sr. DAG/ DAG (GSA, FAA)	Sr.AO/AO (GSA)	General Sector	Audit of Departments of : i. Home ii. General Administration and Public Grievance iii. Law iv. Finance v. Information and Public Relation vi. Parliamentary Affairs vii. Science & Technology viii. Public Enterprises ix. Electronics & Information Technology x. Revenue & Disaster Management (Disaster Management) xi. Odia Language Literature & Culture
	Sr.AO/AO (FAW)	Financial & Attest Wing	i. Central Co-ordination ii. Certification of Finance and Appropriation Accounts iii. Work relating to preparation of CAG's annual report on State Finances. iv. Certification of World Bank assisted projects & other schemes. v. Voucher Audit
Welfare Officer		Welfare and Recreation Club	Supervising welfare activities like CGHS Dispensary, Benevolent Fund and management of Audit & Accounts Recreation Club for the staff of AG (G&SSA) & AG (E&RSA) in co-ordination with Sr. DAG/Admn (G&SSA)
	Internal Audit Officer	Internal Audit	Conducting periodic test check of various sections of office of the AG (G&SSA) to ascertain efficient & proper functioning

3. PROCEDURE FOLLOWED IN DECISION MAKING :

Following procedure is adopted in the process of decision making in the Department:-

- | | | |
|---|---------------------------------------|-----------------------------------|
| 1 | Sr. Auditors/ Auditors | Initial Scrutiny and submission |
| 2 | Assistant Audit Officers/ Supervisors | 1 st level supervisory |
| 3 | Sr. Audit Officers/Audit Officers | 2 nd level supervisory |
| 4 | Sr. D A G/D A G | Group Officers |
| 5 | Accountant General (G&SSA) | Head of the Department |

4. NORMS SET FOR DISCHARGE OF FUNCTIONS:

The Organisation follows the norms in Auditing Standards set by INTOSAI/ASOSAI and different. Manuals as prescribed by the C & A G of India from time to time in the discharge of its functions.

5. THE RULES/ REGULATIONS/ INSTRUCTIONS/ MANUALS/ RECORDS FOLLOWED BY THE ORGANISATION IN DISCHARGING FUNCTIONS :

The following rules, regulations and manuals, as amended from time to time, are used for discharge of functions:

- Comptroller & Auditor General's DPC Act 1971.
- Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-I.
- Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-II.
- Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-III.
- Fundamental Rules and Supplementary Rules Part I to V.
- Manual of Standing Orders (Audit).
- Manuals compiled by Accountant General (General & Social Sector Audit), Odisha.
- General Financial Rules.
- Central Civil Services Rules (Pension) 1972.
- Central Services (Medical Attendance) Rules 1944.
- Central Civil Service (Conduct) Rules 1955.
- Central Civil Service (CCA) Rules 1964.

6. STATEMENT OF THE CATEGORY OF DOCUMENTS HELD BY IT OR UNDER ITS CONTROL:

Documents held by the Organisation are those received from **Auditee Organisations** and the **Government** and also **Inspection Reports** and **Audit Reports** of different years.

7. ARRANGEMENTS FOR CONSULTATION WITH PUBLIC IN FORMULATION/IMPLEMENTATION OF POLICY

Not applicable to this Organisation.

8. LIST OF BOARDS/COUNCILS/ COMMITTEES FORMED:

Sl. No.	Name of the Committee	Headed by	Purpose	Whether meeting of the committee is open to public	Whether minutes of the meeting of such committee are accessible to public
1	Disaster Management Committee	Accountant General (General & Social Sector Audit), Odisha	To deal with situation arising out of disaster	No	No
2	Public Information Committee	Sr. Deputy Accountant General (Admn)-cum-CPIO, O/o the AG (G&SSA), Odisha	To deal with provisions of Right to Information Act, 2005	No	No
3	Office Council	Accountant General (General & Social Sector Audit), Odisha	To deal with matters relating to mutual interest and service conditions between Staff side & Official side.	No	No
4	SC/ST Cell	Sr. Deputy Accountant General (Admn)	To deal with matters relating to welfare of SC/ST employees	No	No
5	Redressal of harassment of working Women	Ms. Jyoti Chaurasia, Deputy Accountant General, O/o. the Accountant General (G&SSA), Odisha.	To deal with matters relating to sexual harassment of Women Employees at work place	No	No

9. DIRECTORY OF OFFICERS AND EMPLOYEES:

Gradation List as on 1st March 2018 of this Department may be referred to. However such list shall not be treated as a seniority list.

10. MONTHLY REMUNERATION RECEIVED BY EACH EMPLOYEE AND SYSTEM OF COMPENSATION AS ON 30 SEPTEMBER 2019 OF THIS DEPARTMENT.

Category of Post	Designation	Scale of Pay	Staff Position (as on 30.09.2019)	
			Sanctioned Strength	Men-in-position
Group-A	Accountant General	Pay Level-14 (144200-218200)	1	1
	Senior Deputy Accountant General	Pay Level-12 (78800-209200)	4	1
	Deputy Accountant General	Pay Level-11 (67700-208700)		1
	Deputy Accountant General	Pay Level-10 (56100-177500)		2
	Welfare Officer	Pay Level-11 (67700-208700)	1	0
Group-B Gazetted	Senior Audit Officer	Pay Level-10 (56100-177500)	62	61
	Audit Officer	Pay Level-9 (53100-167800)		
	Senior Private Secretary	Pay Level-9 (53100-167800)	1	0
	Assistant Audit Officer	Pay Level-8 (47600-151100)	117	95
	Hindi Officer	Pay Level-8 (47600-151100)	1	0
Group-B Non-Gazetted	Supervisor	Pay Level-8 (47600-151100)	5	10
	Welfare Assistant	Pay Level-8 (47600-151100)	1	0
	Private Secretary	Pay Level-7 (44900-142000)		
	Senior Translator	Pay Level-7 (44900-142000)	2	2
	Senior Auditor	Pay Level-6 (35400-112400)	122	100
	Stenographer Grade-I	Pay Level-6 (35400-112400)	3	1
	Junior Hindi Translator	Pay Level-6 (35400-112400)	2	4
	Data Entry Operator Grade-D	Pay Level-6 (35400-112400)	2	0
	Auditor	Pay Level-5 (29200-92300)	31	25
	Data Entry Operator Grade-B	Pay Level-5 (29200-92300)	4	4
	Staff Car Driver Grade-I	Pay Level-5 (29200-92300)	1	0
	Stenographer Grade-II	Pay Level-4 (25500-81100)	3	2
	Data Entry Operator Grade-A	Pay Level-4 (25500-81100)	17	14
	Staff Car Driver Grade-II	Pay Level-4 (25500-81100)	0	0
	Clerk	Pay Level-2 (19900-63200)	29	15
	S.G. Record Keeper	Pay Level-2 (19900-63200)	3	0
	Multi Tasking Staff	Pay Level-1 (18000-56900)	68	55
	Multi Tasking Staff (Trainee)	Consolidated. Rs.4440/-	0	0

**11. BUDGET ALLOCATION INDICATING PARTICULARS OF PLANS PROPOSED
EXPENDITURE & REPORT ON DISBURSEMENT**

Total exp. During the year 2018-19				
Head of Expenditure	Expenditure for Group-A		Expenditure for others	
	Rupees in Lakh			
	Budget	Actual	Budget	Actual
Salary & wages	82.90	82.90	3378.88	3378.66
OTA			0.06	0.06
DTE	13.02	13.02	401.00	401.00
OOE			105.89	105.64
RRT			1.65	1.65
MTC	0.47	0.47	25.90	25.90
LTC	3.47	3.47	36.60	36.60
IT			12.41	12.41
PS			62.84	62.84
Other Charges			1.16	1.16
Minor Works			67.84	67.84
Publication			0.49	0.49
GIA			8.50	8.50
Total			99.86	99.86

12. Execution of Subsidy Programmes : Not applicable to this Organisation
13. Particulars of Recipients of Organisation : Not applicable to this Concession/Permits
14. Details of Information : All information is available on (held by it/available to) Electronic format unabridged Reduced in an Electronic form
15. Particulars of facilities available : One official is available to help To citizens for obtaining information Citizens for obtaining information (Including working hours of library as required under this Act. Reading room, if any)
16. Name, Designation and Other Particulars of the Public Information Officer

Name of CPIO	Official Designation	Official Address	Telephone/ Fax Number
Sri Deepak Raghu	Sr.DAG (Admn)	Office of the Accountant General (G&SSA), Odisha, Bhubaneswar- 751001	0674-2390473 – Office 0674-2396576 - FAX

[Signature]
23/12/2019
Sr. Audit Officer/Admn (G&SSA)