OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA :: BHUBANESWAR

OOB No. 246 **Date : 14.03.2024**

Sub : Rationalisation of SS of EDP & Clerk / Typist Cadres and creation of posts of Administrative Assistant and Information System Manager – regarding.

In continuation to this Office OOB No. 222 dated 02.07.2021, OOB No.225 dated 22.09.2021 and in terms of Headquarters letters No. 139/SSR/Rationalisation/EDP/165-2019-Vol.II, No. 137/SSR/Rationalisation/EDP/165-2019-Vol.II and No. 81-A/SSR/ Rationalisation/EDP/165-2019-Vol.II dated 05.02.2024 regarding rationalisation of Sanctioned Strength (SS) of EDP cadres as well as Clerk / Typist cadre and **Creation of new Administrative Assistant (AA) cadre consisting of three designations and Information System Manager (ISM) cadre consisting of two designations,** office-wise revised Sanctioned Strengths of existing Clerk / Typist posts and allocation of Sanctioned Strengths under the new pyramid of AA & ISM cadres amongst the three Audit Offices are enclosed in Annexure-A (Table-I & Table-II).

The job profiles of the newly created posts of Administrative Assistant and Information System Manager cadres are enclosed in Annexure-B.

Encl : As above.

Sd/-
Deputy Accountant General (Admn)

Memo No. Admn (Audit-I)/15-1/Vol.III/ 3392 **Date : 14.03.2024**

Copy kind information and necessary action forwarded to:

1. Secretary to the Pr. Accountant General (Audit-I), Odisha.
2. Secretary to the Accountant General (Audit-II), Odisha.
3. Dy. Director (CRA), O/o the Pr. Director of Audit (Central), Hyderabad, Branch Odisha, Bhubaneswar.
4. Welfare Officer.
5. Sr. DAG / DAG (AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V), O/o the PAG (AU-I), Odisha.
6. DAG (Admn/AMG-I/AMG-III), O/o the AG (Audit-II), Odisha.
7. DAG / AMG-II, O/o the AG (Audit-II), Odisha, Puri Branch-Puri.
8. Pay & Accounts Officer (Local), O/o the PAG (A&E), Odisha, Bhubaneswar.
9. All Branch Officers of O/o the PAG (Audit-I), Odisha.
10. Branch Officer in charge of Admn, O/o the AG (Audit-II), Odisha.
11. Branch Officer in charge of OE (AMG-II), Puri.
12. Branch Officer in charge of Admn, DD (CRA), O/o the Pr. Director of Audit (Central), Hyderabad, Branch Odisha, Bhubaneswar.
13. **AAO / DA & RC with a request to hoist the same in Office website.**
14. Gradation Seat / OOB Guard File.
15. Notice Board.

S.K. Panda
14/03/2024

Sr. Audit Officer / Admn (Audit-I)

ANNEXURE-A

Table-I

Statement showing the revised Sanctioned Strength of existing EDP and Clerk / Typist Cadres

Sl. No.	Cadre	PAG (Audit-I), Odisha		AG (Audit-II), Odisha		PDA (Central), Hyderabad, Branch-Odisha		TOTAL	
		Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS
1.	DEO Grade-G	0	0	1	0	0	0	1	0
2.	DEO Grade-F	0	0	1	0	0	0	1	0
3.	DEO Grade-E	0	0	1	0	0	0	1	0
4.	DEO Grade-D	2	0	0	0	0	0	2	0
5.	DEO Grade-B	4	2	3	3	1	2	8	7
6.	DEO Grade-A	17	2	14	0	4	0	35	2
7.	Clerk / Typist	30	21	23	19	0	1	53	41
8.	Hindi Typist	2	2	0	0	0	0	2	2
	TOTAL	**55**	**27**	**43**	**22**	**5**	**3**	**103**	**52**

S.K. Panda
19/03/2024
Sr. Audit Officer / Admn

(P.T.O)

Table-II

Statement showing the allocation of Sanctioned Strength under the new pyramid of AA & ISM Cadres

Sl. No.	Cadre	Group	Pay Level	PAG (Audit-I), Odisha	AG (Audit-II), Odisha	PDA (Central), Hyderabad, Branch-Odisha	TOTAL
				SS allocated	SS allocated	SS allocated	
1.	Administrative Assistant	C	4	14	11	4	**29**
2.	Audit Assistant Grade-II	C	5	3	3	1	**7**
3.	Audit Assistant Grade-I	B (Non Gaz.)	6	2	1	0	**3**
4.	Information System Manager Grade-II	B (Gaz.)	9	2	1	1	**4**
5.	Information System Manager Grade-I	A (Gaz.)	10	1	1	1	**3**
			TOTAL	**22**	**17**	**7**	**46**

Sl Panda
14/07/24

Sr. Audit Officer / Admn

ANNEXURE-B

Job profiles of Administrative Assistant and Information System Manager cadre

Administrative Assistant : Level-4 (25,500-81,100) of Pay Matrix	
a.	Registration of Dak.
b.	Maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording.
c.	Typing
d.	Comparing
e.	Dispatch
f.	Preparation of arrears and other statements.
g.	Perform other related duties as assigned.
h.	All types of data preparation, verification and validation.
i.	All types of Data entry and its associated verification and validation and related works of management such as pooling, counting, collating and coding etc., of the input and output documents.

Audit Assistant Grade-II : Level-5 (29,200-92,300) of Pay Matrix	
	In addition to the jobs mentioned for Administrative Assistant
a.	Typing of letters in connection with quarterly programme, audit intimation, letters to Finance Department, Treasury, RBI and other entities
b.	Typing of day-to-day administrative matters.
c.	Typing of letters connected with issue of search reports/typing of seminar and training materials when required.
d.	Typing work of Annual Budget, performance Budget, Annual Plan and estimate.
e.	Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
f.	Typing of inspection reports, audit reports, etc.,
g.	Maintenance of cash entrusted with one Administrative Assistant Grade-II by granting special pay for full time work and preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc.
h.	Diary and dispatch work (entrusted with one Administrative Assistant Grade-II for full time work) with maintenance of stamp account.
i.	Any other duties assigned to them by concerned supervisory officers in consultation with the Head Office.

Audit Assistant Grade-I : Level-6 (35,400-1,12,400) of Pay Matrix	
	In addition to the jobs mentioned for Administrative Assistant Grade-II, to provide administrative assistance in -
a.	Maintenance of sectional registers / records like Service Book Vol. I and Vol. II, Leave accounts, calendar of returns.
b.	Processing of E.L. Application including issue of order, relevant entries
c.	Maintenance of Expenditure control register, preparation of monthly expenditure statement.
d.	Putting up of various representations of staff (dealing of personal file)
e.	Administrative assistance in preparation of various monthly statements, quarterly statements, half yearly statements, annual statement / reports & returns.

f.	Administrative assistance in preparation of important audit outputs like inspection report, audit report, reconciliation statements, annual budget, performance Budget, Annual Plan and estimates, project report, etc.
g.	Cases of Annual increments, E.B. cases etc.
h.	Processing of TA claims.
i.	Processing, scrutiny of Medical reimbursement claim, tuition fee.
j.	Processing the cases of GPF Advance, lssue of sanction order, preparation of bills.
k.	Processing the cases of festival advance, cycle advance, motorcycle advance, HBA, etc.
l.	Processing of LTC claim-cases.
m.	Maintenance of register of casual leave/compensatory leave/R.H..
n.	Preparation of statement and bills-arrears of DA bonus.
o.	Preparation of all bills for advances.
p.	Reconciliation work on receipt and expenditure w.r.t., PAO, CCOs
q.	Preparation of contingent bills of parties, entries on different registers.
r.	Assistance to system analysis, programming and data organization, data collection, collation, validation, coding processing and maintenance of all forms of data including alphanumerical, textual, graphic and operation of any type of EDP machine/computer- based on-line or real time systems/computer network based systems etc.
s.	Misc. work as and when ordered by AAO/SAO/Head of Office.

Information System Manager Grade-II : Level-9 (53,100-1,67,800) of Pay Matrix	
a.	Data Analysis using various tools like Idea, Knime, Tableau, etc.
b.	Queries, Buildings, data extraction in oracle.
c.	OIOS: Customization of templates for inspection reports, audit enquires, audit observation using oracle 1B Tools and Data Analysis.
d.	Development of application/creation of forms, reports.
e.	Networking and Maintenance of LAN.
f.	Application Programming and Networking.
g.	Creation of Dashboard
h.	Operating system & application installation in Server/client machines

Information System Manager Grade-I : Level-10 (56,100-1,77,500) of Pay Matrix	
a.	Data Analysis using various tools like Idea, Knime, Tableau, etc.
b.	Queries, Buildings, data extraction in oracle.
c.	OIOS: Customization of templates for inspection reports, audit enquires, audit observation using oracle 1B Tools and Data Analysis.
d.	Development of application/creation of forms, reports.
e.	Networking and Maintenance of LAN.
f.	Application Programming and Networking.
g.	Creation of Dashboard
h.	Operating system & application installation in Server/client machines