

RIGHT TO INFORMATION ACT 2005

The information provided here is in respect of the Office of the Principal Accountant General (A&E), Odisha 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 Upadhyaya 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), Odisha in terms of Hdqrs office letter No.541-LC/III-2005 dated 26.8.2005. He is assisted by one Assistant Public Information office in discharge of his responsibilities.

1. ORGANIZATION AND FUNCTIONS

The Principal Accountant General (Accounts and Entitlement), Odisha 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 Treasury 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 Odisha
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 office of the Principal Accountant General (AUDIT-1). Principal Accountant General (AUDIT-II), Accountant General (A&E), Odisha and Director General of Audit (Central) Hyderabad, Branch Office, Bhubaneswar.
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) Odisha 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. Each Branch is further divided into Sections/Cells headed by Assistant Accounts Officer/Supervisors. The Sections comprise Supervisor, Assistant Supervisor, Senior Accountants, Accountants, Clerks and supporting staffs like Multi Tasking Staff. 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 through online & offline mode from State Treasury, Works divisions, Reserve Bank of India, Other Accountants General and Pay and Accounts Officers of the various Ministry/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 Order of retiring/deceased employees of the State Government.

2. 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. General Government Receipt and Payment Rule
10. Delegation of Financials Power 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, promotion, roster, reservation
15. Orissa GPF Rules
16. AISPF Rules
17. MSO (A&E)
18. Fund Manual
19. Manual of standing order (A&R)
20. Receipt and Payment Rule
21. General Financial Rules
22. Accounts code for Accountant General
23. Odisha 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 and subsequent orders/instructions of the Hdqrs in discharging 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 website i.e. agorissa@cag.gov.in 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 recommendation by the 7th pay commission as indicated below.

Sl. No.	Name of the Post	Scale of Pay	Level
1.	Principal Accountant General	182200-224100	15
2.	Sr. Deputy Accountant General	78800-209200	12
3.	Deputy accountant General	67700-208700	11
4.	Welfare Officer	6770-208700	11
5.	Sr. accounts Officer	56100-177500	10
6.	Sr. Divisional Accounts Officer	56100-177500	10
7.	Sr. Private Secretary	47600-151100	8
8.	Private Secretary	47600-151100	8
9.	Assistant Accounts Officer	47600-151100	8
10.	Supervisor	47600-151100	8
11.	Welfare Assistant	47600-151100	8
12.	Hindi Officer	47600-151100	8
13.	Divisional Accounts Officer-I	47600-151100	8
14.	Assistant Supervisor	44900-142400	7
15.	Divisional Accounts Officer-II	44900-142400	7
16.	Senior Translator	44900-142400	7
17.	Junior Translator	35400-112400	6
18.	Stenographer Gr-I	35400-112400	6
19.	Divisional Accountant	35400-112400	6
20.	Senior Accountant	35400-112400	6
21.	Accountant	29200-92300	5
22.	Data Entry Operator Gr-B	29200-92300	5
23.	Stenographer Gr-II	25500-81100	4
24.	Data Entry Operator Gr-A	25500-81100	4

25.	Clerk	19900-63200	2
26.	Staff Car Driver	19900-63200	2
27.	Multi Tasking Staff	18000-56900	1

7. Budget Allotment

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

8. Committees-

DPC for Sr. Accounts Officer (Group-A) constituted by the UPSC, HQ's Office and Head of the Office. Department 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 one electronic form- All information is available in electronic format either free or for prescribed costs/fee.

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

(a) APPLICATION FOR INFORMATION UNDER SECTION 6 OF RTI ACT 2005

To
The Public Information Officer
Office of the Principal Accountant General (A&E)
Odisha, Bhubaneswar-751001

- 1 Full name of the Applicant
- 2 Father or Spouse name
- 3 Permanent Address
- 4 Particular in respect of identity of the Applicant
- 5 Particular or 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 send 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 belong 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 Senior Accounts Officer (cash), Office of the Principal Accountant General (A&E), Odisha, Bhubaneswar payable at Bhubaneswar.

- iii) A request for obtaining information under sub section-(I) of section 6- Rs.10/-
 ii) A request for obtaining information under sub section-(I) of section 7 is as under-
- | | | |
|-----|--|-----------------------------|
| (a) | For each page in A4 or A3 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/- |
| iv) | For providing information under sub section 5 of section 7 | |
| b) | For information in diskette or floppy | Rs.50/- |
| h) | For information in printed form | Rs.2/- per page of |
- photocopy for extract 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:-

Sl. No.	Name of the Officers with designation	Designation	Phone No.
1.	Shri Ananta Kishore Behera, IA&AS, Pr. Accountant General (A&E), Odisha	First Appellate Authority	0674-2390353 E-mail address agaeorissa@cag.gov.in
2.	Shri Sreeraj Ashok, IA&AS, Sr. DAG (Admn.)	CPIO	0674-2391577 E-mail address dagadmnae.od@nic.in
3.	Shri Susil kumar Mishra, Sr. AO	APIO	E-mail address mishrask.odi.ac@cag.gov.in