

**OFFICE OF THE ACCOUNTANT GENERAL (CW&RA),
ORISSA, BHUBANESWAR.**

O O C No: 522

Date: - 22 January 2007

Sub: - Disclosure of information under provisions of Right to Information Act-2005

In accordance with the Headquarters' instructions contained in Letter No- 629/LC/III-2005, dated 07th October 2005, information is to be passed on to common citizens, who desire to have it. Accordingly the following information as regards to functioning of Information Cell (now under EDP) and procedure for receipt and disposal of applications seeking such information in the Office of the Accountant General (CW&RA), Orissa, Bhubaneswar is hereby circulated for information of all concerned. The information is also available on the Official Website (agorissa.nic.in).

The Deputy Accountant General (Administration/CW&RA), in his capacity as the **Public Information Officer**, for Office of the Accountant General (CW&RA), Orissa, Bhubaneswar, shall cause and order for passing on necessary information to the applicant under provisions of the Right to Information Act-2005. The Branch Officer of the Group Controlling Section of each Group will act as the **Coordinating Officer** for furnishing any information under the R T I Act relating to that Group.

For obtaining any information under Section-6 & 7 of the Right to Information Act-2005, a citizen will have to make written request to the Public Information Officer of this Office in Oriya/Hindi/ English language duly accompanied by such fee as prescribed in para- 3, 4 & 5 of the Right to Information (Regulation of Fee and Cost) Rules-2005.

Wherever the information sought for does not pertain to this department, such request may be transferred to the concerned Department/Authority, within five days, under intimation to the person concerned. The information/document/record may be provided as expeditiously as possible and in any case within thirty days from the date of receipt of the request. In case any request for any document/information is desired to be rejected, under section 8 & 9 of the Act, this has to be done and be intimated to the person concerned within thirty days from the date of receipt of written request.

(Contd.....P/2)

FEE STRUCTURE FOR OBTAINING DIFFERENT INFORMATION/DOCUMENTS

| Sl. No. | Type of information/ document required from this Department | Prescribed Fee | Mode of Payment |
|----------------|---|--|--|
| 1 | Specifying the particular information, dealt by this Department, in his/her application | Rs-10/- | Cash against proper receipt Or Demand Draft/Bankers Cheque Payable to Sr. Audit Officer (OE) O/O A.G.(CW&RA) Orissa, BBSR |
| 2 | Providing Copy of any document/record | Rs-02/- per page (Size- A-3/A-4) Copied/created. | -do- |
| | | Actual Cost/Price if paper size is larger | -do- |
| 3 | Providing Samples or models | Actual Cost/Price | -do- |
| 4 | Inspection of record/document | No fee for 1 st Hour Rs-5/- for each subsequent hour or fraction thereof. | -do- |
| 5 | Providing information in Diskette or Floppy | Rs-50/- per Diskette/Floppy | -do- |
| 6 | Providing printed publications | Price fixed for sole publication | -do- |
| 7 | Providing photocopy of extracts of publication | Rs-02/- per page | -do- |

Information regarding structure and functioning of the office of the Accountant General (CW&RA) is annexed to this order.

Sd/-
(M.A.Ansari)
DAG/Admn CW&RA)

Memo No- Admn(CW&RA)/Genl/RTI-05/1265

Date:- 22/24 January 2007

Copy forwarded for information to Mamata Kundra, Principal Director (Staff), Office of the Comptroller and Auditor General of India, New-Delhi

Sd/-
D A G/Admn (CW&RA)

Memo No- Admn(CW&RA)/Genl/RTI-05/1266

Date:- 22/24 January 2007

Copy forwarded for information and necessary action to:

- 1 Secretary to Accountant General (CW&RA), Orissa, BBSR
- 2 Secretary to Principal Accountant General (CA), Orissa, BBSR
- 3 All Group Officers of O/o- AG(CW&RA) Orissa, BBSR & O/o-Pr.AG(CA) Orissa, BBSR
- 4 All Branch Officers of O/o- AG(CW&RA) Orissa, BBSR
- 5 All Branch Officers of O/o DAG (WA&P), Puri.
- 6 Sr.AO/EDP Cell **with request to make it available in the Office Website**
- 7 Guard File/Notice Board/Spare copies

Audit Officer (Admn/CW&RA)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (E&RSA),
ODISHA, BHUBANESWAR.**

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

1 PARTICULARS OF THE ORGANISATION/FUNCTIONS:

(a) ORGANISATION :-

- (i) **NAME:** The Office of **the Principal Accountant General (E&RSA)**, Odisha, At/Po-Bhubaneswar, State-Odisha, PIN-751001.

The Principal Accountant General discharges his/her duties and functions with the assistance of 2 Group Officers – Deputy Accountant General (Admn/ESA-I/RSA) & Deputy Accountant General (ESA-II) with their respective Sr. Audit Officers/Audit Officers/Asst. Audit Officers as well as 3 Report Officers dealing with the Civil(Works), Revenue Receipts & Commercial Reports of the C&AG.

(b) FUNCTIONS:-

The Principal Accountant General (E&RSA) Odisha is entrusted with the following functions:

- ❖ Administration including disciplinary matters relating to officers & staff of the office of the Principal Accountant General (E&RSA).
- ❖ Audit of Public Works, Water Resources and Public Health Departments (both Central audit as well as local inspection), audit of Commerce & Transport, Forest and Energy Departments and audit of all departments dealing with State Revenues (Tax & Non-tax).
- ❖ Financial Audit of the Annual Accounts of all State Government PSUs (Companies and Statutory Corporations) under Section 619 of the Companies Act 1956 and Section 19 of the Comptroller & Auditor General (DPC) Act 1971. Annual Transaction Audit of all State PSUs and Government Corporations.
- ❖ To assist the Public Accounts Committee (PAC) of the State Legislature in the examination of Audit Reports (Civil) for works Chapters III, IV & VI of the Comptroller & Auditor General of India.
- ❖ To assist the PAC of the State Legislature in the Examination of the Audit Report (Revenue Receipts) of the Comptroller & Auditor General of India.

- ❖ To assist the Committee on Public Undertakings (COPU) of the State Legislature in the Examination of Audit Report (Commercial of the Comptroller & Auditor General of India.
- ❖ To liaise with the Chief Secretary as Chairman of the Apex Committee constituted by the State Government for ensuring compliance to CAG's paragraphs appearing in the Audit Reports, Revenue, Commercial & Civil.
- ❖ To assist the Committee on Papers Laid on the Table of the House with regard to reviewing the submission of Annual Accounts of State Government Companies and Corporations and delay statements.
- ❖ To liaise with the Principal secretary Finance & other Secretaries/Principal Secretaries of Administrative Departments through the High Power Committee to submit Action Taken Notes (ATNs) on recommendations of the PAC (Civil), PAC(Revenue) and COPU.
- ❖ Preparation, discussion & submission for approval and printing of the Reports of the Comptroller & Auditor General of India, Govt. of Odisha, Commercial and Revenue Receipt & Epitome.
- ❖ Preparation of Ch-III, Ch-IV & Ch-V of the Audit report (Civil) of the Comptroller & Auditor General of India for the State of Odisha.

(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
- Conducting of In-house Training of its staff to enhance technical skill & auditorial performance
- Preparation of Draft Paras
- Reviews on the Organizations/Undertakings audited

2. Duties and functions of Officers of this Department under overall supervision of the Principal Accountant General (E&RSA) 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. Audit Officer/ Audit Officer (Admn) | Administration | Staff proposal, disciplinary proceedings/ budget control, disposition, permission & all sanctions under FR/SR |
| | Sr. Audit Officer/ Audit Officer (O E/Cash) | Office Establishment | Drawing and Disbursing Authority responsible for drawal of pay and allowances & personal claims of the staff |
| | Sr. Audit Officer/ Audit Officer (Record) | Record | House Keeping, Stores |
| | Sr. Audit Officer/ Audit Officer (Trg & Vig.) | Training and Vigilance | Arrangement for In-house Training programmes conducted/ disciplinary proceedings/ vigilance cases/ court cases |
| Sr. D A G/ D A G (RSA) | Sr. Audit Officer/ Audit Officer (RSA) | Co-ordination | Responsible for all administrative work like preparation of quarterly programmes, Biennial Audit Plan, Processing of T.A. Advance/Bills, Leave Cases and submission of all returns, reports & correspondence with the Headquarters Office |
| | | Motor Vehicle Taxes | Vetting of DIR's of Motor Vehicle Taxes, pursuance of old outstanding IRs and Paras, processing of Draft Notes for the Audit Report and other related matters and attending T.C. meetings |
| | Sr. Audit Officer/ Audit Officer (RSA) | Sales Tax, Forest & Mining & State Excise | Vetting of DIRs of Sales Tax, Entry Tax, Luxury Tax, Entertainment Tax, Mining Receipts Forest Receipts, and State Excise etc. Pursuance of old outstanding I.Rs and paras, processing of Draft Notes for the Audit Report and other related matters and attending TC meetings. |

| Officer-In-Charge | | Branch | Powers and duties of the Officer |
|---------------------------------------|--|---------------------------------------|--|
| Group Controlling | Branch Controlling | | |
| Sr.D A G/ D A G (ES-II) Puri | Sr. Audit Officer/ Audit Officer (OE) | Administration & Office Establishment | Staff proposal, disciplinary proceedings/ budget control, disposition, permission & sanction under FR/SR. Drawing and Disbursing Authority and responsible in drawal of pay and allowances & personal claims of the staff, house keeping and stores. |
| | Sr. Audit Officer/ Audit Officer | Vetting & EDP | Vetting of Draft Inspection Reports and management of EDP Cell. |
| | Sr. Audit Officer/ Audit Officer | D.P.Cell & Review Co-ordination | Processing of Draft Paras , Reviews and Co-ordination |
| | Sr. Audit Officer/ Audit Officer | Central Audit | CAP & CASS |
| Sr. D A G/ D A G (ES-I) | Sr. Audit Officer/ Audit Officer (Coml) | Report (ES-I). | Processing of Draft para, vetting of verbatim records of discussion of COPU, printing of Audit Report(Commercial) & processing of draft notes |
| | Sr. Audit Officer/ Audit Officer (Coml) | ES- I Headquarters | Preparation of Annual audit plan, corporate plan, preparation of programme for field parties. Preparation of different returns, IT matters |
| | Sr Audit Officer/Audit Officer | ES-I Technical | .Vetting of comments under 619(4) of the Companies Act relating to Government Companies & Corporations. Preparation of Chapter I of Audit Report. |
| | Sr. Audit Officer/ Audit Officer (Coml.) | ES-I - Vetting | Vetting of inspection reports relating to Government Companies & Corporations and departmental commercial undertakings, attending TC meetings. Processing of potential draft paragraphs |
| | Sr. Audit Officer/ Audit Officer | Report (RSA) | Processing of Draft Paras on State revenue receipts, analysis of bond copy, sending the same to Hd.Qrs. for C&AG's approval, printing of Audit Report, attending PAC |

| Officer-In-Charge | | Branch | Powers and duties of the Officer |
|--------------------------|----------------------------|---------------------|---|
| Group Controlling | Branch Controlling | | |
| | | | meetings. Watching the progress of Action Taken Notes of PAC meetings. |
| | Secretary to Pr.A G(E&RSA) | Internal Test Audit | Conducting periodic test check of various sections of DAG (E&RSA) Odisha to ascertain efficient & proper functioning |
| | | ECPA & Research | Examination of the system, Procedures, planning, implementation and performance of programmes. Scrutiny of substantial Paras for Audit Report. Comprehensive review of the project/scheme/activity. To monitor the thematic& Performance audit. |

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/ Section 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 | Pr. Accountant General (E&RSA) | 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&AG of India from time to time in the discharge of its functions:-

- i) Section 19 of Comptroller & Auditor General's DPC Act 1971
- ii) State and Central (Receipt) Act and Rules along with subject wise local audit manual.
- iii) Public Works rules and regulations.

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)
- 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 Organization are those received from **Auditee Organizations** and the **Government** and also **Inspection Reports** and **Audit Reports** of different years/wings/States etc..

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

Not applicable to this Organization.

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 | Pr. Accountant General (E&RSA) Odisha | To deal with situations arising out of disaster | No | No |
| 2 | Public Information Committee | Deputy Accountant General (E&RSA) Odisha | To deal with provisions of Right to Information Act-2005 | No | No |
| 3 | Committee for Redressal of complaints of staff on Sexual harassment of working women (jointly with O/o the AG(G&SSA), | Deputy Accountant General (ES-II), Puri | To deal with matters relating to Sexual harassment of Women Employees at work place | No | No |

9. MONTHLY REMUNERATION RECEIVED BY EACH EMPLOYEE AND SYSTEM OF COMPENSATION:

| Category | Designation | | Staff Position (as on Dt. 01.06.2017) | | |
|---------------------------------|--|-------------|---------------------------------------|---------------------|-----------------|
| | | | Pay Matrix Level | Sanctioned Strength | Men in Position |
| Group-A | Accountant General | | 15 | 01 | 01 |
| | Sr. Deputy Accountant General Deputy Accountant General | | 10&11 | 03 | 03 |
| Group-B | Senior Audit Officer (Civil)/ Audit Officer (Civil) | | 9&10 | 41 | 40 |
| | Senior Audit Officer(Coml.) Audit Officer(Coml.) | | | 15 | 15 |
| | Sr. Private Secretary | | 8 | 01 | 01 |
| | Assistant Audit Officer (Civil) | | 8&9 | 94 | 62 |
| | Assistant Audit Officer (Coml.) | | | 32 | 14 |
| | Supervisor | | 8 | 05 | 09 |
| | Welfare Assistant | | 8 | 01 | 00 |
| | Sr. Console Operator | | 6 | 00 | 00 |
| | Senior Auditor | | 6&7 | 217 | 120 |
| | Erstwhile Stenograp her PA | Steno Gr-I | 6&7 | 02 | 01 |
| | Hindi Officer | | 8 | 01 | 00 |
| | Senior Hindi Translator | | 7 | 01 | 00 |
| | Junior Hindi Translator | | 6 | 03 | 01 |
| | Group-C | Auditor | | 5 | 46 |
| Erstwhile Stenographer PA | | Steno Gr-II | 4 | 03 | 01 |
| Data Entry Operator | | 4 | 12 | 14 | |
| Clerk | | 2 | 26 | 06 | |
| Staff Car Driver (Gr.-I) | | 5 | 01 | 01 | |
| S.G. Record Keeper | | 2 | 02 | 01 | |
| MTS | | 1,2&3 | 56 | 42 | |

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

Total expenditure of the office during 2017-18 (for the month ending 05/2017)

| Head of Expenditure | Expenditure for Group-A | | Expenditure for Others | |
|---|--|-----------------------------------|--|-----------------------------------|
| | Budget Allotment (in thousands of ₹) | Actual (in thousands of ₹) | Budget Allotment (in thousands of ₹) | Actual (In thousands of ₹) |
| Salary & Wages (Pay/Dearness Allowance/MACPS Arrears/IR/Festival Advance/Bonus) | 5804 | 1594 | 231660 | 60615 |
| Other Allowance (House Rent Allowance/ Honorarium Children/ Education Allowance/ Leave Travel Concession/ Transport Allowance /DA on transport Allowance) | 358 | 132 | 14762 | 5027 |
| Domestic Travel Expenses | 598 | 130 | 13157 | 4023 |
| Local Purchase of Stationery | 0 | 0 | 252 | 20 |
| Electricity & Water Charges | 0 | 0 | 0 | 0 |
| Service Postage Stamp Charges | 0 | 0 | 137 | 33 |
| Telephone & Trunk Calls | 0 | 0 | 319 | 57 |
| Spl. Contingencies | 0 | 0 | 0 | 0 |
| Other Office Expenses | 0 | 0 | 2821 | 335 |
| Rent, Rates Taxes | 0 | 0 | 0 | 0 |
| Publication | 0 | 0 | 0 | 0 |
| Medical Treatment | 37 | 15 | 1025 | 284 |
| Over Time Allowance | 0 | 0 | 10 | 0 |
| Minor Works | 0 | 0 | 0 | 0 |
| Professional Services | 0 | 0 | 787 | 293 |
| Grants-in-Aid | 0 | 0 | 0 | 0 |
| Other Charges/Hindi Teaching Scheme | 0 | 0 | 106 | 1 |
| Information Tech. | 0 | 0 | 456 | 0 |
| Total | 6797 | 1871 | 265492 | 70688 |

- 11 EXECUTION OF SUBSIDY PROGRAMMES:** Not applicable to this Organisation.
- 12 PARTICULARS OF RECEIPTS: OF CONCESSIONS/PERMITS** Not applicable to this Organisation
- 13 DETAILS OF INFORMATION (HELD BY IT/AVAILABLE TO) REDUCED IN AN ELECTRONIC FORM :** All information is available on Electronic Format unabridged.
- 14 PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION :** One Official is available to help Citizens for obtaining Information as required under this Act
(Including working hours of library/reading room, if any)
- 15 NAME, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER:**

| <u>Name of PIO</u> | <u>Official Designation</u> | <u>Official Address</u> | <u>Telephone/Fax Number</u> |
|--------------------|-----------------------------|---|-----------------------------|
| Sri O.K Kumaran | D.A.G. (Admn) | Office of the Principal Accountant General (E&RSA) Odisha, Bhubaneswar 751001 Gram:-ODISHA AUDIT | 0674-2396587 |

Sd/-

(O.K Kumaran)
Deputy Accountant General
(Admn/E&RSA)