

**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 ACCOUNTANT GENERAL (CW&RA),
ORISSA, 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 **Accountant General(CW&RA)**, Orissa, At/Po-Bhubaneswar, State-Orissa, PIN-751001.

The Accountant General discharges his/her duties and functions with the assistance of 4 Group Officers – Sr.Dy.Accountant General(CRA) Sr. Dy. Accountant General (Works Audit & Projects) Puri with Resident Audit Offices at Khatiguda, Jeypore, Rengali & Samal, Sr./Dy.Accountant General (Admn & Coml.) and Sr. Deputy Accountant General (SRA), 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 Accountant General (CW&RA) Orissa is entrusted with the following functions:

- ✓ Administration including disciplinary matters relating to officers & staff of the office of the Accountant General (CW&RA).
- ✓ Audit of Public Works, Rural Development, 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) as well as audit of Union Receipts both Direct & Indirect Taxes in Orissa.
- ✓ 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.

- ✓ Issue of Audit certificates in respect of projects assisted by World Bank and Foreign Agencies/Government Organizations and schemes executed under different Central & State Plans.
- ✓ 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 of Draft Paras and Appraisals/Reviews on the audit of the Income Tax & Central Excise Departments, Doordarshan, AIR which are included in the Audit Report – Union Government, Revenue & Civil.
- ✓ Preparation, discussion & submission for approval and printing of the Reports of the Comptroller & Auditor General of India, Govt. of Orissa, 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 Orissa.

(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 Accountant General (CW&RA), Orissa, 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 (CRA)	Sr. Audit Officer/ Audit Officer (DT)	Direct Taxes	Audit Plan, Vetting of DIRs, Issue of IRs, Maintenance of Objection Book, settlement of Paras, Preparing of SOF, processing of DPs & further correspondence on DPs & queries.
		Technical Cell (Direct Taxes)	Study of C&AG Circulars implementing the same and communicating to the parties

Officer-In-Charge		Branch	Powers and duties of the Officer
Group Controlling	Branch Controlling		
	Sr.Audit Officer/ Audit Officer (INDT)	Indirect Taxes	Audit Plan, Vetting of DIRs, Issue of IRs, Maintenance of Objection Book, settlement of Paras, Preparing of SOF, processing of DPs & further correspondence on DPs & queries.
		Technical Cell (Indirect Taxes)	Study of C&AG Circulars implementing the same and communicating to the parties
Sr. D A G/ D A G (SRA)	Sr. Audit Officer/ Audit Officer (SRA)	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 (SRA)	Sales Tax, Forest & Mining & State Excise	Vetting of DIRs of Sales Tax, Entry Tax, Luxury Tax, Entertainment Tax, Mining Receipts Forest Receipts, 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.
	Sr. Audit Officer/ Audit Officer (SRA)	Departmental Receipts, Land revenue & Registration	Vetting of DIRs relating to other departmental receipts, Land Revenue, Registration and Stamp Duty Pursuance of old outstanding I.Rs and paras, processing of Draft Notes for the Audit Report and other related matters and attending TC meetings.
Sr.D A G/ D A G (WA&P) 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.

Officer-In-Charge		Branch	Powers and duties of the Officer
Group Controlling	Branch Controlling		
	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 (Coml)	Sr. Audit Officer/ Audit Officer (Coml)	Report (Commercial).	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)	CAD Headquarters	Preparation of Annual audit plan, corporate plan of CAD, preparation of programme for field parties. Preparation of different returns, IT matters
	Sr Audit Officer/Audit Officer	CAD 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.)	CAD- 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 (Revenue Receipt)	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 meetings. Watching the progress of Action Taken Notes of PAC meetings.
	Secretary to A G (CW&RA)	Internal Test Audit	Conducting periodic test check of various sections of AG (CW & RA) Orissa 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/ 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	Accountant General (CW&RA)	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:

- Ø Comptroller & Auditor General's DPC Act 1971.
- Ø Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-I.
- Ø Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-II.
- Ø Comptroller & Auditor General's Manual of Standing Orders (Administration) Vol-III.
- Ø Fundamental Rules and Supplementary Rules Part I to V.
- Ø Manual of Standing Orders (Audit)
- Ø General Financial Rules
- Ø Central Civil Services Rules (Pension) 1972
- Ø Central Services (Medical Attendance) Rules 1944
- Ø Central Civil Service (Conduct) Rules 1955
- Ø 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/wings/States etc..

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 (CW&RA), Orissa	To deal with situations arising out of disaster	No	No
2	Public Information Committee	Deputy Accountant General (Admn/CW&RA), Orissa	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 Pr.AG(CA), Orissa	Deputy Accountant General (Works A/Cs), 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	Scale of Pay			Staff Position (as on Dt. 1.12.2011)	
		Pay Band No.	Pay Band	Grade Pay (Rs.)	Sanctioned Strength	Men in Position
Group-A	Accountant General	PB-4	37400-67000	10000	1	1
	Sr. Deputy Accountant General	PB-3	15600-39100	7600	4	4
	Deputy Accountant General	PB-3	15600-39100	6600		
Group-B	Senior Audit Officer	PB-3	15600-39100	5400	64	64
	Audit Officer	PB-2	9300-34800	5400		
	Private Secretary	PB-2	9300-34800	4800	1	1
	Assistant Audit Officer	PB-2	9300-34800	4800	172	124
	Supervisor	PB-2	9300-34800	4800		
	Welfare Assistant	PB-2	9300-34800	4800	1	-
	Sr. Console Operator	PB-2	9300-34800	4200	-	-
	Senior Auditor	PB-2	9300-34800	4200	256	136
	Auditor	PB-1	5200-20200	2800		
	Stenographer (Gr.-I)	PB-2	9300-34800	4200	6	3
	Stenographer (Gr.-II)	PB-2	9300-34800	4200		
	Stenographer (Gr.-III)	PB-1	5200-20200	2800		
	Hindi Officer	PB-2	9300-34800	4800	1	-
	Console Operator	PB-2	9300-34800	4200	1	-
	Senior Hindi Translator	PB-2	9300-34800	4600	1	-
	Junior Hindi Translator	PB-2	9300-34800	4200	3	-
	Data Entry Operator	PB-1	5200-20200	2400	-	-

	Clerk	PB-1	5200-20200	1900	41	9
	Staff Car Driver (Gr.-I)	PB-1	5200-20200	2800	1	1
	S.G. Record Keeper	PB-1	5200-20200	1900	9	7
	Record Keeper	PB-1	5200-20200	1800		
MTS Group-C	Junior Gestner Operator	PB-1S	4470-7440	1600	-	-
	Senior Peon	PB-1S	4470-7440	1600	1	1
	Daftary	PB-1S	4470-7440	1600	11	12
	Peon	PB-1S	4470-7440	1300	28	13
	Chowkidar	PB-1S	4470-7440	1300	5	3
	Safaiwala	PB-1S	4470-7440	1300	5	4
	Mali	PB-1S	4470-7440	1300	1	-

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

Total expenditure of the office during 2011-12 (for the month ending 11/2011)

Head of Expenditure	Expenditure for Group-A		Expenditure for Others	
	Budgeted (In thousands of Rupees)	Actual (In thousands of Rupees)	Budgeted (In thousands of Rupees)	Actual (In thousands of Rupees)
Salary & Wages (Pay/Dearness Allowance/MACPS Arrears/IR/Festival Advance/Bonus)	3016	2486	145708	114354
Other Allowance (House Rent Allowance/Honorarium/Children Education Allowance/ Leave Travel Concession /Transport Allowance /DA on Transport Allowance)	436	186	15748	11286
Domestic Travel Expenses	770	601	11000	10425
Local Purchase of Stationery	0	0	426	324
Electricity & Water Charges	0	0	300	260
Service Postage Stamp Charges	0	0	169	22

Telephone & Trunk Calls	0	0	284	212
Other Office Expenses	0	0	3112	1155
Rent, Rates Taxes	0	0	5	3
Medical Treatment	15	0	600	314
Over Time Allowance	0	0	6	0
Grants-in-Aid	0	0	6	0
Other Charges/Hindi Teaching Scheme	0	0	57	50
Information Tech.	0	0	0	0
Total	4237	3273	177421	138405

- 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 B. C. Mandal	D.A.G. (Admn)	Office of the Accountant General (CW&RA), Orissa, Bhubaneswar 751001 Gram:-ORISSAAUDIT	0674-2390880

Sd/-

(B.C.MANDAL)
Deputy Accountant General
(Admn/CW&RA)