

## MANUAL-1

# Particulars of Organization, Functions & Duties

[Section-4 (1) (b) (i)]

District Treasury, Koraput is working under the Finance Department, Govt. of Orissa.

District Treasury is a district level office under the control of the Director of Treasuries and Inspection, Orissa, Bhubaneswar. There are 5 Sub-Treasuries namely Sub- Treasury, Pottangi, Laxmipur, Machkund Borigumma and Kotpad working under this District Treasury. The Treasury Officer, Koraput is the Head of the office. The Director of Treasuries and Inspection, Orissa, Bhubaneswar is the Head office of Treasury organization.

This Treasury is under the General charge of the Collector of the District who may entrust the immediate executive control to the Treasury Officer subordinate to him but may not divest himself of Administrative control. The Collector is responsible for the proper observance of the procedure prescribed by O.T.C. and Rules there under and for the punctual submission of all returns and accounts to the Accountant General, Orissa/ R.B.I. as required under the Accounts code and other procedures etc.

Treasury is an office of handling financial transactions and keeping up account of the exchequer. While discharging the prescribed duty, Treasury has to check over any excess or irregular payment to the Drawing and Disbursing officer (DDO) and other private parties and pensioners.

Office Address: - District Treasury, Koraput

Koraput, Orissa

PIN- 764020

## MANUAL-2

# Powers & Duties of Officers & Employees

[Section-4 (1) (b) (ii)]

Being a public authority every employee of this office discharge their duties and powers on behalf of the Treasury Officer who is the Head of office.

Treasury receives different types of Bills, likely monthly Salary Bills, T.A. Bills, Contingent bills, Provisional Pension bills etc. from the D.D.Os coming under the jurisdiction of the District Treasury, Koraput and check over the excess or irregular payment.

Receives P.L. Account cheques from the Administrators and make payment from the account of the administrators.

Receives the chalans from the public or officials and passes the same for receipt of revenue into the Govt. exchequer.

Receives different authorities from the A.G., Orissa, Controller of Accounts, Orissa and C.D.A., Allahabad regarding retirement benefits of retired government employees check over excess drawal and make payment through Public Sector Banks.

On behalf of the Collector of the district, the Treasury Officer is the custodian of the strong room and responsible for sale of different type of stamps and stamped papers to the licensed stamp venders and other private parties.

On the order of Collector of the district, the Treasury Officer receives the valuables from concerned officers for safe custody in the strong room

Also keeps election materials (ballot papers) during the election of P.C, A.C and Local bodies.

Overall sees the establishment and administrative matters of treasury administration & Koraput District.

## MANUAL-3

# Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

While exercising the powers and duties in the day to day functioning of the Treasury, the Rules/Procedures of Orissa Treasury Code , O.G.F.R., D.F.P.R., circulars issued by the Govt. in Finance Dept., A.G. Orissa, D.T.I (O), Controller of Accounts and C.D.A.(Pension) are strictly followed. Maintain financial discipline and follows the accounts code and to submit detailed accounts to the A.G. Orissa in respect of Receipts and Payments accounts twice in every month as first list of accounts on 21<sup>st</sup> of the month and the second list on every 8<sup>th</sup> of succeeding month. Final (second list) of accounts is being submitted under the seal and signature of the Collector of the District. The subordinate staff of the Treasury discharge their duties as per prescribed norms of the O.T.C. and other Rules.

## MANUAL-4

# Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

The bills, cheques etc. received at Treasury are being processed through Orissa Treasury Management System (OTMS) and they are disposed off within three days of presentation as per prescribed Rules, procedures, other Govt. Circulars and orders issued. The pension are passed as per the authority of the A.G (O), CDA (P), Allahabad and Controller of Accounts, Orissa. All the records are maintained as per the Orissa Record Manual.

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions

[Section-4 (1) (b) (v)]

Sl. No.	Name/ Title	Type of Documents	Brief write up	From where one can get a copy of Rules, regulations, Instructions, Manual and Records	Address, Telephone No., Fax, E-mail & Others	Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7
1	Orissa Treasury Code					
2	Orissa General Financial Rules.					
3	Orissa Delegation of Financial Power Rules.					
4	Orissa Service Code					
5	Orissa Budget Manual					
6	The Orissa Civil Services Pension Rules					
7	The Orissa Traveling Allowance Rules					
8	The Orissa General Provident Fund Rules					
9	Orissa Record Manual					
10	Orissa Govt. Servants Conduct Rules					
11	The Orissa Civil Services (Classification, Control and Appeal) Rules.					
12	The Orissa Supply and Sales of Stamps and Stamped papers Rules					
13	Circulars issued by A.G.Orissa/ Govt. of Orissa/ D.T.I., Orissa.					
14	Other Rules					

## MANUAL-6

# Categories of Documents Under Control

[Section-4 (1) (b) (vi)]

Sl. No.	Name of the Document	Category of the Document	Procedure to obtain the Documents	Held by/ under control of
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**Not available**

## MANUAL-7

# Particulars of Arrangement in Formulation of Policy

[Section-4 (1) (b) (vii)]

The particulars of any arrangement that exists for consultation the members of the public in relation to the formulation of its policy.

## MANUAL-8

# Boards, Councils, Committees & Other Bodies Constituted

[Section-4 (1) (b) (viii)]

Boards, Councils, Committees and other bodies consisted for any purpose constituted by the Head office.

MANUAL-9

Directory of Officers & Employees

[Section-4 (1) (b) (ix)]

Sl. No.	Name of the Officer	Designation	Phone No		Fax	E-Mail	Address
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri B.K. Mishra	Treasury Officer	06852-251231	9668624743	06852-251231	-	Dist.Treasury, Koraput. Post/Dist. Koraput-764020
2	Sri S.K. Gouda	Accountant	-do-	9437951614	-	-	-
3	Sri Doud Jena	Accountant	- do-	9437909190	-	-	-
4	Sri S.N. Mohapatra	Accountant	-do-	9937864635	-	-	-
5	Sri Trinath Dash	Accountant	-do-	9438003207	-	-	-
6	Sri K.Duryodhana Rao	Steno	-do-	9937454718	-	-	-
7	Sri B.K. Tripathy	Sr.Clerk	-do-	9437434361	-	-	-
8	Sri G.H. Ponda	Sr.Clerk	-do-	9338009671	-	-	-
9	Sri Ch.S.N. Nanda	Sr.Clerk	-do-	9437375593	-	-	-
10	Sri G.V. Ramana	Sr.Clerk	-do-	9437337977	-	-	-
11	Sri R.G. Mishra	Sr.Clerk	-do-	9438847658	-	-	-
12	Sri A.R. Satapathy	Sr.Clerk	-do-	9437026749	-	-	-
13	Sri J.P. Mohanty	Sr.Clerk	-do-	9437130634			
14	Sri S.D. Prusty	Peon	-do-	94372333446			
15	Sri P.N. Jani	Peon	-do-	..			
16	Sri Dhana Jani	Peon	-do-	..			
17	Smt S.L. Panigrahi	Peon	-do-	06852252434			
18	Smt Hira Majhi	Peon	-do-	..			
19	Sri Shyam Jani	N.W.S.	-do-	9777366945			

MANUAL -10

## Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Sl. No.	Name	Designation	Scale Pay + Grade Pay	Gross Total
1	2	3	4	5
1	Sri B.K. Mishra	Treasury Officer	9300-34800+4600	25502
2	Sri S.K. Gouda	Accountant	9300-34800+4200	23305
3	Sri Daud Jena	Accountant	9300-34800+4200	20130
4	Sri S.N. Mohapatra	Accountnt	9300-34800+4200	21635
5	Sri Trinath Dash	Accountant	9300-34800+4200	22163
7	Sri K. Duryodhana Rao	Stenographer.	5200-20200+2800	16064
8	Sri J.P. Mohanty,	Sr.Clerk	5200-20200+2400	15672
9	Sri G.V. Ramana	-do-	5200-20200+2400	15206
10	Sri A.R. Satapathy	-do-	5200-20200+2400	14018
11	Sri Ch.S.N. Nanda	-do-	5200-20200+2400	14884
12	Sri G.H. Panda	-do-	5200-20200+2400	15367
13	Sri R.G. Mishra	-do-	5200-20200+2400	15342
14	Sri B.K. Tripathy	-do-	5200-20200+2400	14884
15	Sri S.D. Prusty	Peon	4440-7440+1400	10401
16	Sri Dhano Jani	Peon	4440-7440+1400	10811
17	Sri Padmanava Jani	Peon	4440-7440+1400	10811
19	Smt S.L. Panigrahi	Peon	4440-7440+1400	10653
20	Smt Hira Majhi	Peon	4440-7440+1400	10401
21	Sri Shyam Jani	N.W.S.	4440-7440+1400	10243

## MANUAL-11

### Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Budget allocated to each of item and indicating the particulars of all plans, proposed expenditures in appropriate time to the Head office and obtained necessary sanction orders and grants.

## MANUAL-12

### Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

Does not arise

## MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

Not available

## MANUAL-14

# Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

Not available

## MANUAL-15

# Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

- 1) Notice board,
- 2) Public contact.

## MANUAL-16

# Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

### Public Information Officer:

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	5	6	7	8	9
1	Sri B.K. Mishra,OFS	Treasury Officer	06852 251231	9668624743	06852 251231	-	Dist.Treasury Office, Koraput

### Assistant Public Information Officer:

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	5	6	7	8	9
1	Sri S.K. Gouda	Accountant	06852 251231	9437951614	06852 251231	-	Dist.Treasury Office, Koraput.

### First Appellate Authority:

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	5	6	7	8	9
1	Sri Ramdas Majhi, OAS	Addl. District Magistrate	06852 251212	-	06852 240466	-	Collectorate, Koraput.

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## Other Useful Information

[Section-4 (1) (b) (xvii)]

Such other any useful information as may be arises will present in the next publication.