

OFFICE OF THE DISTRICT TREASURY, MALKANGIRI.

MANUAL-I

**PARTICULARS OF ORGANIZATION ,FUNCTIONS AND DUTIES
(Section-4(I)(b)(i))**

1. This District Treasury is functioning in own departmental building under the control of the Director of Treasuries and Inspection, Odiasa ,Bhubaneswar and under the administrative control of the Finance Department, Govt.of Odisa, since the creation of District at Malkangiri from 1.4.1994 . There are two Sub-Treasuries namely Sub-Treasury, Balimela and Sub-Treasury, Kalimela functioning under this Dist.Treasury. The Treasury Officer , Malkangiri is the Head of the Office. The Director of Treasuries and Inspection, Odisa , Bhubaneswar in the Head of Office of this 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 . The Collector of the District is responsible for the proper observance of the procedure prescribed in OTC and for the punctual submission of Accounts to the A.G(A&E) ,Odisa , Bhubaneswar /RBI as required under the Accounts code. The main discharging the duties of this Treasury are to scrutiny of the establishment Bills/Cheques presented by the Different DDOs/Payment of pension and accounting of Government receipt and payment.

2. Office Address : Treasury Officer,
District Treasury,
Malkangiri, Odisa,
Pin-764048
3. Working Hours both for office and public: 10AM to 5PM(Except Govt. Holidays.




TREASURY OFFICER, MALKANGIRI.

OFFICE OF THE DISTRICT TREASURY, MALKANGIRI.
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POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
(Section-4(I)(b)(ii))

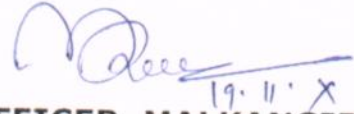
Being a public authority every employees of this office discharge their duties and powers on behalf of the Treasury Officer who is the Head of the Office.

Sl.No	Designation	Powers	Duties
1	Treasury Officer	Assign responsibility to the Assistants in different seat pertaining to the Treasury works as detailed below.	<p>(i) To receive different types of bills like monthly salary bill, TA bills, Contingent Bills, RCM Bills, Provisional Pension etc from the DDOs under their jurisdiction and to check over the excess or irregular payment.</p> <p>(ii) To receive PL Account Cheques from the Administrators and make payment from the accounts of the concerned Administrators.</p> <p>(iii) To receive the chalans from the public or officials and pass the same for receipt of Revenue in to the Govt. exchanger</p> <p>(iv) To receive the different Authorities from the AC(O), Controller of Accounts(O) and CDA <i>Allhabad</i> regarding retirement benefits of retired Govt employees and to check over excess drawal and make payment through public sector Banks.</p> <p>(v) 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. Besides, as the order of the Collector of the District, The Treasury Officer receives the valuables from the Officers concerned for safe custody in the strong room.</p> <p>(vi) Overalls see the own office establishment.</p>


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TREASURY OFFICER, MALKANGIRI.

OFFICE OF THE DISTRICT TREASURY, MALKANGIRI.
MANUAL-3
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
(Section-4(I)(b)(iii))

The procedures as laid down in Odisha Treasury Code, OGFR ,ODFR, OGPFR, OTAR and other circulars issued from time to time by the Govt. in Finance Department ,AG,Odiasa,D.T.I,Odisha, Controller of Accounts ,Odisha and CDA(Pension, Allhabad are being strictly followed while exercising the powers and duties in the day to day functioning of the Treasury.


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OFFICE OF THE DISTRICT TREASURY, MALKANGIRI.

MANUAL-4

NORMS FOR DISCHARGE OF FUNCTIONS

(Section-4(I)(b)(iv))

The bills ,cheques etc. presented by the different DDOs under this jurisdiction are being scrutinized manually and processed through IOTMS and they are disposed off within three days of the presentation in term of guide line prescribed.

The Accounts in respect of receipt and payment of the District are being submitted to the AG(A&E), Odisa , Bhubaneswar twice in every month as First list of Accounts on 21st of the month and the second list on every 5th to 8th of succeeding month as per norms for date line fixed by the Govt.



TREASURY OFFICER, MALKANGIRI

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					

M. Dees
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 Treasury Officer
 Malkangiri

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

Treasury Officer
Malkangiri

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.

Treasury Officer
Malkangiri

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.

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Treasury Officer
Malkangiri

MANUAL-9**Directory of Officers and employees****[Section-4(1) (b) (ix)]**

Sl. No.	Name	Designation	Ph. No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri K.C.Parida	Treasury Officer	06861-230264		9438558255	06861-230264	malkangiri.dt@gmail.com
2	Smt. M.Rout	Addl. Treasury Officer	06861-230264		9437432174	06861-230264	malkangiri.dt@gmail.com
3	Sri U.Dehury	Accountant	06861-230264		9438316994	06861-230264	
4	Sri B.P.Mishra	Accountant	06861-230264		9438345879	06861-230264	
5	Sri P.K.Nayak	Sr. Clerk	06861-230264		9438230627	06861-230264	
6	Smt. Sangita Das	Jr. Steno-cum-DEO	06861-230264		9439342404	06861-230264	
7	Sri R.S.Thapa	Jr. Clerk	06861-230264		9438136811	06861-230264	
8	Sri S.S.Dhakad	Daftary			9777296136		
9	Sri K.Missing	Peon					
10	Sri K.C.Pattnaik	Peon					
11	Sri M.Aikot	Peon					

**Treasury Officer, Malkangiri**

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Monthly Remuneration & Compensation of Officers & Employees

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

Sl. No.	Name	Designation	Scale of Pay	Gross Pay	Net Pay	The Procedure to determine the Remuneration as Given in the Regulation.
1	2	3	4	5	6	7
1	Sri K.C.Parida	Treasury Officer	PB-3 Rs.15600-39100+G.P. Rs.5400	35460.00	24888.00	
2	Smt. M.Rout	Addl. Treasury Officer	PB-3 Rs.15600-39100+G.P. Rs.5400	31500.00	30860.00	
3	Sri U.Dejury	Accountant	PB-2 Rs.9300-34800+G.P. Rs.4200	22606.00	13562.00	
4	Sri B.P.Mishra	Accountant	PB-2 Rs.9300-34800+G.P. Rs.4200	23100.00	10628.00	
5	Sri P.K.Nayak	Sr. Clerk	PB-1 Rs.5200-20200+G.P. Rs.2400	16719.00	7188.00	
6	Smt. Sangita Das.	Jr. Steno-cum-DEO	5200 (Consolidated Pay)	5200.00	5200.00	
7	Sri R.S.Thapa	Jr. Clerk	PB-1 Rs.5200-20200+G.P. Rs.1900	14375.00	11683.00	
8	Sri S.S.Dhakad	Daftary	1-S Rs.4440-14680+G.P. Rs.1400	12238.00	8833.00	
9	Sri K.Missing	Peon	1-S Rs.4440-14680+G.P. Rs.1400	11467.00	6843.00	
10	Sri K.C.Pattnaik	Peon	1-S Rs.4440-14680+G.P. Rs.1400	11876.00	5996.00	
11	Sri M.Aikot	Peon	1-S Rs.4440-14680+G.P. Rs.1300	11832.00	8937.00	



Treasury Officer, Malkangiri

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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.



Treasury Officer
Malkangiri

MANUAL-12

Manner of Execution of Subsidy Programmes

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

Does not arise



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Malkangiri

MANUAL-13

Particulars of Recipients of Concessions,
Permits or Authorizations Granted

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

Not available


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MANUAL-14

Information Available in an Electronic Form

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

Not available


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MANUAL-15

Particulars of Facilities Available to Citizens for
Obtaining Information

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

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


Treasury Officer
Malkangiri

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Names, Designations & Particulars of Public Information Officers

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

Asst. Public Information Officers (APIOs):

Sl. No.	Name	Designation	Ph. No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Smt. Mitoshna Rout	Addl. Treasury Officer	06861-230264		9437432174	06861-230264	malkangiri.dt@gmail.com

Public Information Officers (PIOs):

Sl. No.	Name	Designation	Ph. No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri Keshab Charan Parida	Treasury Officer	06861-230264		9438558255	06861-230264	malkangiri.dt@gmail.com

Department Appellate Authority (FAA):

Sl. No.	Name	Designation	Ph. No.		Mobile No.	Fax	E-mail
			Office	Home			
1	2	3	4	5	6	7	8
1	Sri Bijaya Kumar Bilung	Addl. District Magistrate	06861-230388		9437331290	06861-230356	dm.malkan@ori.nic.in


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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.


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