

## DISTRICT TREASURY, GAJAPATI

### PUBLICATION UNDER SECTION 4(1) OF RIGHT TO INFORMATION ACT, 2005

**1. Particulars of the organization:**

The District Treasury was created w.e.f. 01-04-1994 consequent upon creation of Gajapati District. The First District Treasury Officer Sri N.K.Samal O.F.S. started functioning w.e.f 012-04-1994 Two Sub-Treasuries at R-Udyagiri and Kasinagar is functioning under the control of the District Treasury. The Treasury shall be under the General charge of the Collector of District who may entrust the immediate executive control to a Treasury Officer sub-ordinate to him but may not divest himself of Administrative control. The collector shall be 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 as required from the Treasury by the Govt., the Accountant General and the Reserve Bank of India

**2. Powers and duties of Officers and employees :**

The duties of the public authority is passing of different types of Bills, like monthly salary Bills, Pension Bills, G.I.A Bills, T.A Bills and other contingent Bills etc. maintenance of P.L.Account of the Administrators passing of Cheques in time etc. On behalf of the Collector of the District, the Treasury Officer is the custodian of the Strong- Room and responsible for sale of different types of stamps and stamped papers to the stamp venders appointed by the District Authority and to public.

**3. The procedure followed in the decision making process including channels supervision and Accountability:**

While exercising the powers and duties in the to day functioning of the Treasury, The Orissa Treasury Code , O.G.F.R., D.F.P.R. and circulars issued by the Govt. in Finance Dept., A.G. Orissa, D.T.I (O) and Controller of Accounts. are strictly followed .Maintain financial discipline and accounting procedure and submission of detailed accounts of Receipt and Payments of the District in two lists i.e. First List covering from day one of a month to day18th of the month submitted by 21st day of that month and the second List covering 19th day of the month to the last day of the month by 8th day of succeeding months is the important duty of the Treasury Officer. These accounts are submitted under the seal and Signature of the Collector of the District. The subordinate staff of the Treasury discharges their duties by the prescribed norms as per the O.T.C. and there Rules there under.

**4. The norms set to discharge duties:**

Bills presented shall be passes with in three days of presentation if found correct as per prescribed Rules under the O.T.C. and Rules. The pension bills are passed as per the authority of the A.G (o) ,CDAP, Allah bad and Controller of Accounts ,Orissa, the instructions there in on proper identification and drawl particulars by the last D.D.O. All the records are maintained as per the Orissa Record Manuel.

**5. The Rules, Regulations, Instructions, Manuals and Records used:**

- a) Orissa Treasury Code Rules
- b) OGFR
- c) DFPR
- d) OTA RULES
- e) Orissa Pension Rules
- f) Circulars issued by AG, GOVT, and DT&I (o)
- g) Others Rules

**6. The statement of the categories of documents that are held :-**

- a) Pension payment register
- b) Pension records
- c) Treasury Cash book
- d) Specimen signatures of the DDOs, Accounts Officer of AG, Controller of Accounts and CDAP, and other pension and GPF granting Authorities.
- e) Stamp stock sale Register
- f) Seal register
- g) Valuable register
- h) Attendance registers
- i) Stock and store register
- j) Guard files
- k) Padlock register
- l) Other registers i.e. Service Books, Personal Files etc

**7. The particular of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of:**

NIL

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

NIL

**9. Directory of Officer & Staff:**

Sl No.	Name of the Officer	Designation	Salary(Rs.)	Tel. No.
1	Sri Dillip Kumar Dash,OFS(I)J.B	Treasury Officer	19,688=00	222267
2	vacate	Adl. Try Officer	0	-do-
3	Sri Saheba Sethi	Accountant-1	12,391=00	-do-
4	Sri Gajendra Behera	Accountant-2	11,131=00	-do-
5	Sri Ramesh ch Behera	Senior Clerk	9,240=00	-do-
6	Sri Kapileswar Das	Senior Clerk	9,240=00	-do-
7	Sri Cakrapani Paik	Senior Clerk	11,131=00	-do-
8	Sri Srinivas Patnaik	Senior Clerk	8,910=00	-do-
9	Sri Natabar Samal	Peon	6,888=00	-do-
10	Sri khali Panda	Peon	6,888=00	-do-
11	Sri Narasingh P. Sahu	Peon	6,888=00	-do-
12	Smt Ch Adilaxmi Patnaik	Peon	6,888=00	-do-
13	Smt J .Jajylaxmi Patnaik	Peon	6,720=00	-do-
14	Sri Y Nilakantha	Night Watcher	6,720=00	-do-

**10. The monthly remuneration received by each of its officers and employees:**

Sl No.	Name of the Officer	Designation	Salary(Rs.)
1	Sri Dillip Kumar Dash,OFS(I)J.B	Treasury Officer	19,688=00
2	vacate	Adl. Try Officer	0
3	Sri Saheba Sethi	Accountant-1	12,391=00
4	Sri Gajendra Behera	Accountant-2	11,131=00
5	Sri Ramesh ch Behera	Senior Clerk	9,240=00
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7	Sri Cakrapani Paik	Senior Clerk	11,131=00
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9	Sri Natabar Samal	Peon	6,888=00
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11	Sri Narasingh P. Sahu	Peon	6,888=00
12	Smt Ch Adilaxmi Patnaik	Peon	6,888=00
13	Smt J .Jajylaxmi Patnaik	Peon	6,720=00
14	Sri Y Nilakantha	Night Watcher	6,720=00

**11. Budget:**

Budget is allocated under non-plan expenditure towards salaries and other personal claims and office maintenance.

Total receipts (2007-08):-Rs.15, 18,556=00

Total expenditure (2007-08):-Rs.14, 57,105=00

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

NIL

**13. Particulars of recipient of concessions permits or authorization granted by it:**

**14. Details in respect of the information available to or held by it, reduced in an electronic form:**

All information available in OTMS and official web site.

**15. Facilities to the Pensioners:**

One rest room with drinking water facilities is available for the pensioners

**16. Name of the PIO and other particulars:**

Sri Dillip Kumar Dash, OFS(I) Treasury Officer is the PIO declared vide **Order No. 14006 dated 22/09/2005** of Director of Treasuries and Inspection ,Orissa, Bhubaneswar and Addl. District Magistrate, Gajapati as **1<sup>st</sup> Appellate**.

**17. Such other information as may be prescribed:**

NIL

District Treasury Officer,  
Gajapati, Paralakhemundi.