

~~omitted~~  
Manual-1  
Particulars of organisation functions and duties  
{Section 4(1)(b)(i)}

SUB TREASURY :KHATIGUDA

Passing of Bills/Challans  
Payment of pensions  
Sending daily accounts to  
Dist Treasury Nabarangpur

Manual-2  
Powers and Duties Officers and Employees  
{Section 4(1)(b)(ii)}

Power and Duties of Officers and Staff

To watch all the financial matters of Govt.& rendering of Govt.  
Account.

Manual-3  
Procedure followed in dicision making process  
{Section 4(1)(b)(iii)}

Bill presented by the different DDOs are received by the DA in OTMS Then the billsare routed through the Concerned DA to pass and forwarded to through Accountant after watching the rule and procedure issued from time to time after payment by SBI Khatiguda the accounts of respective days are being prepared and send to Dist Treasury Nabarangpur.

Untitled  
Manual-4  
Norms set for the discharge of functions  
{Section 4(1)(b)(iv)}

The bills are disposed off in time .Daily accounts are submitted to the Dis-Treasury Nabarangpur in time .  
Pensions when appeared are disposed on the same day.

Manual-5  
Rules,regulation,instructions,manuals and rrecords for  
discharging functions  
{Section 4(1)(b)(ii)}

Rules and procedure followed as per the Orissa Treasury Code/O.G.F.R/  
Orissa Sevice Code/Travelling Allowance Rule/GPF Rules/Accounts Code  
with other financial rules issued time to time.

**Manual-6**

A Statement of the categories of documents that are held by it for under its control.

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

A Statement of the categories of documents held

Token Register/PL Account Register/~~Stamp stock and sale register/~~  
Deposit Register/Repayment Register/Stock register of stationery /Issue of Book of Drawal  
Valuable Register/Advice Register for pension payment/Receive Register/Issue Register  
Peon Book/Cash Book/ PA Register  
Cash Book of Accounts (Payment & Receipt)/Transfer Check Register are preserved in OTMS

**Manual -7**

Particulars of any arrangement that exists for consultation with or representative  
by the members of the public in relation to the formulation of its policy of implementation  
[Section 4 (1) (b) (vii)]

Details of consultative committees & other bodies with which consultations are held

The Director of Treasuries and Inspection, Orissa is the appointing authority in respect of Class III  
Employees. The Treasury Officer, Nabragpur is the appointing authority of Class IV

~~Untitled~~  
Manual-8  
A statement of Board, Council, Committees and Bodies Constituted  
{Section 4(1)(b)(viii)}

List of Board, Councils, Committees etc.

-Nil-

Manual-9  
Directory of Officers and Employees  
{Section 4 (1)(b)(viii)}

Directory

Sl.No.	Name & Designation	Office Phone No.	E.Mail Address
01.	Sri Ripunath Suna, OAS(i) Jr. S.T.O. Khatiguda	224020	
02.	Sri Parimal Sikdar Sr, Clerk		
03.	Sri S.N. Dash, Peon		
04.	Smt-Daimati Amanatya Peon		



**Manual -12**  
**The manner of execution in of subsidy program**  
**[Section 4 (1) (b) (xii)]**

**List of institutions given subsidy**

Nil

**List of individuals given subsidy**

Nil

**Manual -13**  
**Particulars of recipients of concessions permits or authorizations granted**  
**[Section 4 (1) (b) (xiii)]**

**List of beneficiaries**

Nil

**Manual -14**  
**Information available in an electronic form**  
**[Section 4 (1) (b) (xiii)]**

**Details of information**

Nil

**Manual -15**  
**Particulars of facilities available to citizens of obtaining information**  
**[Section 4 (1) (b) (xv)]**  
**Facilities available for obtaining information**

Not available

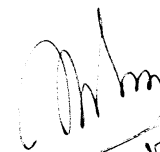
Untitled  
Manual-16  
Name and designation and other particulars of public officer  
{Section 4(1)(b)(xvi)}

List of Public Information Officers

PIO:- Sri Parimal Sikdar, Sr.Clerk  
Addl PIO :-- --  
First appellate authority:- Sub Treasury Officer, Khatiguda  
Second appellate authority:- Information Commission of Orissa  
Chief Administrative authority:- Director of Treasuries and  
Inspection Orissa Bhubaneswar

Manual-17  
Other information as may be prescribed  
{Section 4(1)(b)(xvii)}

Whether information as prescribed for dissemination shall  
be collected, tabulated, compiled and prepared in the form of  
manual from time to time.

  
~~Sub-Treasury Officer~~ 12/09  
~~Khatiguda~~