

Manual-1
Particulars of organization functions and duties
[Section 4(1) (b) (i)]

DISTRICT TREASURY:NABRANGPUR

Passing of Bills /Challans
Sending of monthly Account
To AG,Orissa
Supply of Stamps to the Vender & Public
Keeping of all valuable property
In the strong room
Control & Supervision of Sub-Treasury

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.
Accounts

Manual-3
Procedure followed in decision-making process
[Section 4 (1) (b) (iii)]

Bills presented by the different DDOs are received by the DA in OTMS
Then the bills are routed through the Concerned DA to pass and forward to through Accountant
after watching the rules and procedure issued from time to time
After payment by the SBI ,Nabrangpur the accounts of the respective day are being
Prepared for rending 1st list and 2nd list account to AG

Manual-4
Norms set for the discharge of functions
[Section 4 (1) (b) (iv)]

The bills are disposed off in time. Monthly accounts are submitted to AG in time
Pensions when appeared are disposed on the same day

Manual-5
Rules, regulation, instructions, manuals and records for discharging functions
[Section 4 (1) (b) (ii)]

Rules and procedures followed as per the Orissa Treasury Code/O.G.F.R./Orissa Service Code
Traveling Allowance Rule/G P F 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/ PARegister
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

Manual –8
A Statement of Board, Council, Committees and other Bodies Constituted
[Section 4 (1) (b) (viii)]

List of Borads, 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 B D Jena, To, Nabrangpur	222073	
02	Sri R. K Patra, Accountant		
03	Sri B CH Satman , Accountant		
04	Sri Raghav Pattnaik , Senior Clerk		
05	Sri B Mohan Rao Subudhi Senior Clerk		
06	Sri Dena Bandhu Gouda Senior Clerk		
07	Sri K Amantya, Dafatary		
08	Sri K C Manadal, Peon		
09	Sri G p Pattnaik, Peon		
10	Sri B. Bissoi, peon		

Manual –10

The monthly remuneration received by each of the officers and employees, including the system of comensation as provided in the regulations

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

Besides Salary of the following officers posted to different Block & Sub-Divisions is being drawn at District Level

Name of the employeecs	Gross Salary
B D Jena,To Nabrangpur In-charge	
Sri R K Patra,Accountant	21171/-
Sri B Ch Satman,Accountant	20801/-
Sri R Pattnaik, Sr.Clerk	17311/-
Sri D Gouda,Sr.Clerk	14525/-
Sri B M R Subudhi,Sr.Clerk	14738/-
Sri K Amanatya,Dafatary	10097/-
Sri K Ch Manadal,Peon	10097/-
Sri G P Pattnaik,Peon	10402/-
Sri B Bissoi,peon	9945/-

Manual –11

The Budget allocated to each agency

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

Major Head	Expenditure for the Last Year(2008-09)	Expenditure for (2009-10)	Proposed for (2010-11)		
2054-Treasury	2195229	2510816	2450757		

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

Manual -16
Name designation and other particulars of Public Officers
[Section 4 (1) (b) (xvi)]

List of Public Information Officers

PIO -Sri R K Patra, Accountant

Addl PIO:-Sri Raghav Pattnaik, Sr. Clerk

First appellate authority:-Treasury Officer ,Nabrangpur

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, collected & prepared in the form of manual from time to time.

NIL

By
31-8-09
Treasury Officer
Mabarangpur