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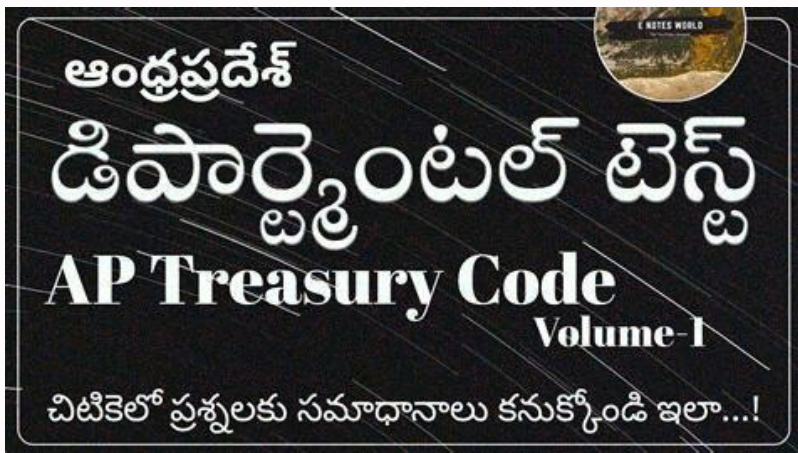
  
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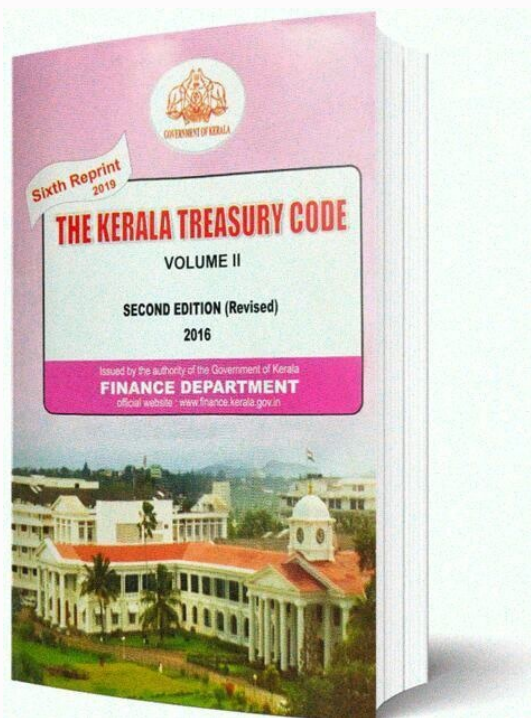
## Odisha treasury code pdf

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As per RTI Act-2005 and Odisha RTI Rules,2005. Procedure and Fee Structure. As per RTI Act-2005 and Odisha RTI Rules,2005. MANUAL-1 Particulars of Organization, Functions & Duties [Section-4 (1)(b)(i)] the Heads of Department for the Treasuries and Sub-Treasuries in the State.

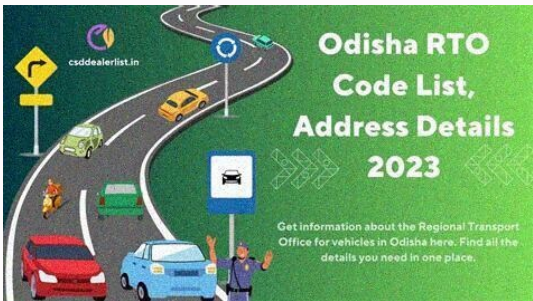
The Directorate of Treasuries and Inspection, Odisha (D.T. &I.) was established in the year'1962. The primary function was to act as



(1)(b)(i) The Directorate of Treasuries and Inspection, Odisha (D.T. & I.) was established in the year 1962. The primary function was to act as the Heads of Department for the Treasuries and Sub-Treasuries in the State. The D.T. & I.(O) monitors this primary activity at

The D.T.I. also carries out regular inspection of all the government establishments in the State. The service books of all government employees are inspected by the D.T.I. by a team of internal Auditors who are supervised by an Audit Officer of the Directorate. The D.T.I. also carries out internal inspection of all the Treasuries at least once every year as mandated by the Odisha Treasury Code. The Directorate functions under the administrative control of the Finance Department and is the heads of department for 164 treasuries functioning the State. These consist of 30 District Treasuries, 126 Sub-Treasuries under the jurisdiction of these 30 District Treasuries and 8 Special

The District Treasuries and Special Treasuries are headed by a Treasury Officer who belongs to Odisha Finance Service (OFS) in the Class-I (junior Branch) rank. The Sub-Treasuries are headed by a Sub-Treasury Officer of the OFS cadre in Class-II rank. The Directorate itself has undergone many changes in its administrative setup over the years. With the introduction of the "Management System", the set up the Directorate has undergone substantial changes to take up the project to its logical end. The Directorate itself has undergone many changes in its structure and functions over the years. The Director of Treasuries was also declared as the "Superintendent of Stamps" and as such the Directorate became responsible for procurement of Stamps and Stamped papers in the State of Odisha.



Who are the Intended users of this hand-book? As per RTI Act-2005 and Odisha RTI Rules,2005. Organisation of the information in this hand-book.



Organisation of the information in this hand-book. As per RTI Act-2005 and Odisha RTI Rules, 2005.  
Definitions of various terms used in the handbook. [mecoziiwyawe](#) As per RTI Act-2005 and Odisha RTI Rules, 2005. [debilulunoci](#)

**OFFICE OF THE TREASURY OFFICER  
DISTRICT TREASURY KENDRAPARA**  
**Advertisement for engagement of retired Govt.  
Employees as O.S.D. in the office of the Treasury  
Officer, District Treasury, Kendrapara.**

S-18: Application are invited by the undersigned from the interested retired Senior Clerks/ Accountants worked in the Treasury organisation, below the age of 65 years against whom neither any departmental proceeding nor vigilance proceeding is pending for engagement as O.S.D. in the vacant post in the office of the Treasury Officer, District Treasury, Kendrapara for one year on monthly Remuneration of Rs. 13000/- (Rupees Thirteen thousand only). The applicant is to submit the application along with the copies or testimonials in support of their educational qualifications, date of birth, date of joining in Govt. Service, date of retirement, service records, present address and contact number by 20th Nov. 2020 through post/drop box address to Treasury Officer, District Treasury, Kendrapara, pin-754211. The incomplete application or application received beyond stipulated date will be rejected without assigning any reason therefor.

The engagement is purely temporary and terminable at any time without assigning any reason thereof. The selection of suitable retired employee shall be made in accordance with provisions of GA & PG Department Resolution No. 23750/Gen Dtd. 27/08/2014.

**By order of the Treasury Officer,  
Sd/- District Treasury, Kendrapara**

OIPR 05027/11/0001/2021

Definitions of various terms used in the handbook. As per RTI Act-2005 and Odisha RTI Rules, 2005. Contact person. As per RTI Act-2005 and Odisha RTI Rules, 2005. Procedure and Fee Structure. As per RTI Act-2005 and Odisha RTI Rules, 2005. [audit/follow-up report](#) MANUAL-1 Particulars of Organization, Functions & Duties [Section-4 (1)(b)(ii)] The Directorate of Treasuries and Inspection, Odisha (D.T. & I.) was established in the year 1962. The primary function was to act as the Heads of Department for the Treasuries and Sub-Treasuries in the State.

The D.T. & I.(O) monitors this primary activity on monthly basis and also acts as the administrative head for these treasuries. The D.T.I. also carries out regular inspection of all the government establishments in the State. The service books of all government employees are inspected by the D.T.I. by a team of internal Auditors who are supervised by an Audit Officer of the Directorate. खुदरा व फोर्मा The D.T.I. also carries out internal inspection of all the Treasuries at least once every year as mandated by the Odisha Treasury Code. The Directorate functions under the administrative control of the Finance Department and is the heads of department for 164 treasuries

The Directorate itself has undergone many changes in its administrative setup in all these years. **hexafaka** With the introduction of the Computerisation of Treasuries project, named "Odisha Treasury Management System", the set up under the Directorate has undergone

Substantial changes to take up the project to its logical end. In the meantime, the Director of Treasures was also declared as the "Superintendent of Stamps" and as such the Directorate became responsible for procurement of Stamps and Stamped papers in the State of Odisha. Headed by the Director, there are two additional Directors. One Deputy Director and five Assistant Directors posted in the Directorate. The work relating to procurement of stamps and stamped papers from Security Presses and distribution of the same among the treasuries in the State is the primary responsibility of the Additional Director (Stamps) and Assistant Director (Stamps). There are two Additional Directors. One Deputy Director and five Assistant Directors posted in the Directorate. The work relating to procurement of stamps and stamped papers from Security Presses and distribution of the same among the treasuries in the State is the primary responsibility of the Additional Director (Stamps) and Assistant Director (Stamps). There are two Additional Directors. One Deputy Director and five Assistant Directors posted in the Directorate. The work relating to procurement of stamps and stamped papers from Security Presses and distribution of the same among the treasuries in the State is the primary responsibility of the Additional Director (Stamps) and Assistant Director (Stamps).

**Duties of Officers & Employees** Section-4 (I) (b) (ii) SL Designation of the Post Power and Duties 1 Director of Treasuries and Inspection, Odisha, Bhubaneswar. [bujosoceditel1](#). Cases relating to appointment of Class-III and Class-IV posts including promotion of same in the Headquarters Establishment. [nacolet1](#) 2. Cases relating to sanction of



Officers in respect of Gazetted Officers of Headquarters Establishment and sanction of Commuted Leave to Headquarters Establishment. 3. Confirmation, suspension / termination of lien existing Class-I and II Officers. 4. Sanction of pers9nal claims, stepping up of pay, antedating of increment, revision of pay, fixation of seniority, finalization of gradation list. 5. Appointment and transfer of non-gazetted employees of Treasuries. 6. ggezalakali Sanction of leave in case of Class-II Officers of Treasuries not exceeding 120 days and in case of Class-I Officers not exceeding 60 days. 7. Sanction of H.R.A. in case of Treasury Officers, fixation of pay of Class-I (Junior Branch) Officers of Treasuries, increment of all Treasury Officers and L.R.Os. Advances (G.P.F.). 8. Counter signature of place Estimates of buildings (Treasuries & Headquarters). 9. Sanction of Minor Works Grant. 10. Opening of Treasuries and Sub-Treasuries. 11. Prosecution, initiation of proceedings, appointment of Enquiry Officer, finalization of disciplinary proceedings being disciplinary authority, award of punishment in respect of Class-III and Class-IV of Headquarters and Class-III of Treasuries, sanction of subsistence allowance. 12. Expunction of adverse remarks. 13. Approval of compliance of C.A.G. Report and PAC meeting (Assisted by Deputy Director). hofeyu 14. Matters relating to Assembly and Parliament Questions (Assisted by Deputy Director) 15. Matters relating to Policy Decision. 16. Appeal petition of staff of Headquarters and Treasury. 17. Inspection of Treasuries / Special Treasuries / Sub-Treasuries as a special case whenever required depending on the availability of time. 18. Any other matter as may be decided by the Director as and when required. huwitanodoviko 2 Director of Treasuries and Inspection, Odisha, Bhubaneswar. (General) 19. Sanction of pensionary benefits in respect of staff of Headquarter excluding Class-I and Class-II Officers. 20. xikecu Delegation of D.D.O. Power to field Officers. 21. Sanction of personal claims of gazetted officers of Headquarter. 22. Sanction of GIS claim of staff of Headquarter excluding Class-I and Class-II Officers. 23. Purchase of different materials for Headquarter. 24. Investigation of arrear claims. 25. Sanction of leave in respect of Class-III Treasury Employees exceeding 120 days excluding Accountant and in case of Accountants exceeding 90 days. SI. No. Designation of the Post Power and Duties. 2. Joint Director of Treasuries and Inspection, Odisha, Bhubaneswar. (General) 8. Purchase of Computer materials. 9. Sanction of L.T.A. Pension to all Government employees. 10. Approval of Budget, Plan, Re-appropriation, Supplementary Budget. 11. Approval of tour particulars inside the State exceeding 10 days in respect of all staffs. 12. Inspection of Treasures / Special Treasures / Sub-Treasuries. 3 Joint Director of Treasuries and Inspection, Odisha, Bhubaneswar (Stamps). 1. Preparation of consolidated Indent of Stamps. 2. Requisition of Police personnel for procurement stamps. 3. Procurement of Stamps from Nasik Road and Hyderabad and distribution of Stamp to different Treasures, 4. Maintenance of stock position of Stamp and Stamped papers at the Central Stamp Depot. 5. Budget provision for payment of dues towards printing cost to Security Printing Press. 6. Half yearly verification of Stamps. 7. Supply of Stamps on diversion basis to different Treasures. 8. Inspection and Audit of Treasures on Stock of Stamps. 4 Deputy Director of Treasures and Inspection, Odisha, Bhubaneswar. 1. Sanction of personal claims of non-gazetted employees of Headquarter such as fixation of Pay, TBA, RCM, Medical Advance, Part-final G.P.F. drawings, Loans. 2. Sanction of pensionary benefits, revision of Pay, T.B.A., Part-final G.P.F. of non-gazetted Class-III employees of Treasures. 3. Inspection of Treasures / Special Treasures / Sub-Treasuries 5 Asst. D.T.I. (Stamps) - do - 6 Asst. D.T.I. (PMU) / Asst. D.T.I. (Computer). 1. Arrangement of basic I.T. awareness training for Treasury staffs. 2. Arrangement of collection of data relating to pensioners & employees from Treasures. 3. Supervision of the data entry work and monitoring of progress. 4. Training of Departments and Controlling Officers on Budget Interface. 5. Liasoning of Leased Line Management of allotments received from Departments and Controlling Officers. 6. Allotment of funds to different Treasures. 7. Management and distribution of works of Computer Nerve Centre. 7 Asst. D.T.I. (Gen.) 1. Official works entrusted by the Director of Treasures and Inspection, Odisha, Bhubaneswar. SI. No Name of the Section Work in Brief 1 Section-I (i) Office Establishment-I All service matters of Officers/Staff of Directorate. Fixation of Pay, Pension maintenance of S.B/S.R. of the staff. Creation of post office accommodation, training deputation supervision of Diary, Despatch and Type Section etc (ii) Office Establishment -II Sanction of all kind of advance, maintenance of vehicle, installation of telephone, Fax, payment of bills purchase, furniture for the Directorate, supply of lveries to Class-IV staff etc. (iii) Office Establishment -III Annual indent of forms, stationeries, purchase and maintenance of stores, stationaries and other assets. Records of Headquarters record room, Destruction of records, office library, pre-preservation of books etc. (iv) Legal matters Liasioning of all type of legal matter and also assist in O.E I section etc. 2. Section-II (i) Budget, Preparation of Budget Allotment of Fund, Expenditure verification etc. (ii) Cash Preparation of bills in respect of pay and advance etc. of H. Qrs. Estt. SI. No. Name of the Section Work in Brief 3. Section-III (i) Gazetted Establishment Personal claims of field Gazetted Officers (ii) Building Opening of new Treasures, construction of office building Kstaf quarters. 4. Section-IV (i) T.E.I Fixation of Pay, stepping of Pay, Advance of pay, sanction of leave, Pension of N.G. staff of field Estt. Creation of Post, investigation of arrear claims of field staff etc. (ii) T.E-II Transfer, posting, promotion, Gradation and confirmation of Non-Gazetted Field Staff etc. (iii) T.E-III Sanction of G.P.F, M.C. & H.B. advance etc of field (N.G) staff etc. 5. Section-V (i) C.B Remittance of monthly Accounts to A.G., Submission of R.B.D Figures. D.M.S. by all T.Os/ S.T.Os cash remittance. Cash Balance report. Wanting Paid vouchers. Treasury irregularity etc. (ii) T.P Clarification on D.A, D.P, Spl. Pay. L.T.C, H.R.A, S.I. etc Bank strike objection of bills. Amendment to A.T. rules, O.G.F.R, O.T.C. introduction of Computerisation of daily Accounts etc. (iii) Deposit All types of Deposits. 6. Section-VI (i) Inspection Inspection of Trys. / Sub. Trys. Compliance Report on Inspection. Review on Trys/Sub-Trys.etc. (ii) Pension Persuasion and C.D Persuasion of Pension cases of State Govt. employees. Matter Relating to C.D Scheme-1974 etc. (iii) Service Book Checking of Service Books of the State Government employees etc. Section - VII (i) C.C.Rs. Maintenance of C.C.Rs of employees of Treasures Organisation etc. (iv) L.S.D. Audit Seat Checking of Service Books of the State Govt. Employees etc. (iii) Proceedings Suspension & departmental proceedings of Non-Gazetted employees, Field Establishment etc. Stamp Procurement and distribution of Stamps. Computer Section Computerization of Treasures and Sub-Treasuries. Pension and N.P.S Clarification on Pension and implementation of N.P.S CePg Online payment of Govt. transaction. MANUAL-3 Procedure Followed in Decision Making Process [Section-4 (1) (b) (iii)] SI. Activity Level of Action Time Frame 1. Marking of letters received by the Section Officer. Section Officer Same day 2. Received letters are diarised and distributed to the concerned dealing Assistant. Diarist Same day 3. (a) Opening of New File. (b) Existing File - The letter due examination is kept in the relevant files. After proper scrutiny and examination, the files are put up to the Section Officer with reference to the existing rules, regulations and executive instructions, as the case may be. Dealing Assistant Three days. 4. Further examination is made by the Section Officer with this comments and is submitted to the next immediate authority. Section Officer. - 5. Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the D.T. & I.(O). Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the D.T. & I.(O). - 6. If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Deputy D.T.I.(O) / Addl. D.T.I.(O) / D.T.I.(O) as per the delegation of power for final orders. If the matter is beyond the jurisdiction of the Branch Officer, then the file is put up to the Dy. D.T.I.(O) / Addl. D.T.I.(O) / D.T.I.(O) as per the delegation of powers for final orders. - MANUAL-4 Norms for Discharge of Functions [Section-4 (1) (b) (iv)] SI. Activity Time Frame / Norm Remarks 1 2 3 4 1. Receipt and distribution of the letters by the Diary Section. Same day. Send to the concern Branch Officer. 2. Receipt in the concerned Section. Same day. Classification of the letter by the Section Officer and earmarking of the same to the dealing assistant. 3. Letters diarised and distributed to the dealing assistant. Same day. Hand over to the concern dealing assistant after diarising. 4. The dealing assistant records the receipt of the letter in the Log Book. Sam day. 5. Submit the case to the Section Officer after due examination and record the movement of the file in the file registers. Within three days. As per the provision outlined in the Odisha Record Manual, the dealing assistant examine the case and submit the file to the Section Officer within 3 days from the date of receipt of the letter except in cases urgency warrants for immediate submission of the letter. - 6. The Section Officer is required to examine the cases submitted by the dealing assistant in accordance with the existing rules and regulations and submit the file with his suggestion to the immediate authority (Branch Officer). Within a day or two. The Section Officer is required to submit the file after examining the case as early as possible and record the movement of the file at his level. 7. The Branch Officer on receipt of the file from the concerned Section Officer should take action either for disposal of the case or for orders of higher authority as per powers delegated to him. No time frame. The decision making process initiated at the level of the Branch Officer. 8. After receipt of the orders passed if any by the higher authority, the file is transmitted back to the concerned section through the proper channel for compliance of the orders. - - 9 Replacement of physical file - Files are processed through OSWAS MANUAL-5 Rules, Regulations, Instructions, Manuals & Records for Discharging Functions [Section-4 (1) (b) (v)] SI. Name and Title of the documents 1 2 1 Odisha Service Code 2 Odisha Treasury Code Vol-I & II 3 Odisha Record Manual 4 Odisha Budget Manual 5 Odisha General Financial Rules Vol-I & II 6 Odisha Delegation of Financial Rules. 7 Govt. of Odisha Rules and Business 8 Odisha Traveling Allowance Rules 9 Odisha Govt. Servant Conduct Rules. 10 The Odisha Supply & Sale of Stamps and Stamped Papers Rules. 11 The Odisha Civil Services Pension Rules 12 The Odisha Civil Services (Classification Control and Appeal) Rules 13 The Odisha Civil Services ( Zone of consideration for promotion) Rules 14 The Odisha Criteria for promotion Rule 15 The Odisha Civil Services Rehabilitation Assistance) Rules. 16 The Odisha Ministerial services (Method of recruitment and conditions of services of Assistants and Section Officers in the Offices of the Heads of the Departments/ Rules. 17 The Odisha General Provident Fund Rules. 18 The Odisha Heads of Departments Stenographers Services(Recruitment and Conditions of Services of Private Secretaries, Personal Assistants and Stenographers) Rules. 19 The Odisha Ministerial Services(Method of Recruitment to the Posts of Junior Class in the District Offices) Rules. 20 The Odisha Subordinate Financial Service (Treasury Branch) Rules. 21 The Odisha Treasury Ministerial Service ( Method of Recruitment and conditions of Service) Rules. MANUAL-6 Categories of Documents Under Control [Section-4 (1) (b) (vi)] Not Available MANUAL-7 Particulars of Arrangement in Formulation of Policy [Section-4 (1) (b) (vii)] Not Available MANUAL-7 Particulars of Arrangement in Formulation of Policy [Section-4 (1) (b) (viii)] The particulars 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 of thereof. MANUAL-8 Boards, Councils, Committees & Other Bodies Constituted [Section-4 (1) (b) (viii)] Not Available MANUAL-8 Boards, Councils, Committees & Other Bodies Constituted [Section-4 (1) (b) (viii)] 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 the Boards, Councils, Committees and other bodies are opened to the public, or the minutes of such meetings are accessible for public. MANUAL-9 Directory Officers & Employees [Section-4 (1) (b) (ix)] SI Name Designation Office Phone Mobile Fax E-Mail 1 2 3 4 5 6 7 1 Rupa Narayan Das Director 2390725 9437282560 2 Shantisudha Kanungo Addl. Director 2390827 9438267167 3 Devi Dutta Tripathy Addl. Director 9437179897/ 9937090897 7 Kishore Kumar Nayak Addl.Director 9437075202 8 Snigdharani Swain joint Director 2393142 9437870311 9 Sachidananda Behera joint Director 9090175270 10 Harapriya Panigrahi joint Director 9438182903 11 Prakash Kumar Patnaik joint Director 9937199161 12 Nishikanta Mishra Deputy Director 2393654 9437285190 13 Dipak Ranjan Choudhury Deputy Director 2393654 917841099 15 Subhashree Priyadarshini Deputy Director (T & C) 8826648604 16 Bibhu Prasad Barik Deputy Director (LR) 9853107809 17 Manas Ranjan Das Deputy Director (GeM) 9437289394 18 A.K. Panigrahi Asst. Director 9938593433 19 Saroj Satpathy Asst. Director 9437057776 20 Manas Kumar Naik Asst. Director 9040090819 manasnaik@orissatreasury.in 21 Prafulla Ku. Mallick Asst. Director 8280121525 22 Smt. Bindu Moharana Asst. Director 8763668736 23 Akhila Kumar Nayak A.O.(L.R.O.) 9437090446 24 Pranabandhu Bernal L.R.O. 9438375783 25 Arabinda Sahoo Accounts Officer 9437630412 26 Sachidananda Sahoo Asst.Director 27 Manoranjan Sahu L.R.O. 9437824001 28 Baniarchana Nayak Acct.O(L.R.O.) 7436909010 29 Gitanjali Bal L.R.O. 9959898887 30 Madhusudan Mohanty ATO 31 Charuprava Thakur L.R.O. 9853440207 34 Vacant 35 Parthabandhu Nayak L.R.O. 9938099142 36 Samay Ray L.R.O. 9853813277 37 Subrat Kumar Das L.R.O. 9668373852 38 Kumari Tapaswini Das L.R.O. 9337809960 40 Itishree Pradhan A.O. 7540905565 41 Kishor Ku. Jena A.O. 9966330937 42 Monoranjan Sahu Acct.Officer 43 Rajalaxmi Behera Acct.Officer 9439203410 44 Chinmaya Kumar Pradhan Asst.Director 46 Thakur charan Singh Administrative Officer 9438013005 49 Surya Narayan Dash Accts officer 9437284306 50 Susama Behera Assistant Engineer 51 Ramesh Sahu Assistant Engineer 9778494489 52 Amarendra N. Mallick E.O - I 9937842866 53 Bikram Patnaik E.O - II 9437417135 54 Sanghamitra Mishra E.O.-III 9437315269 55 Pitambar Kanhar E.O.-IV 9938381192 56 Srinibas Patra Officer Supdt. 9583797109 57 Sanat Singh S.O. 9438341158 58 Bauribandhu Singh S.O. 9178146984 59 Debananda Biswal S.O. 9437439219 60 Smita Mohanty S.O. 9437091369 61 Sachala Mohanty S.O. 9439176365 62 Minati Jena S.O. 9937942426 63 Debi Prasad Panda ASO 9778143103 64 Chandan Samal ASO 8908155731 65 Trilochan Patra SO 9040647607 66 67 Prativa Parida ASO 8763864998 68 Janaki Samantray SO 9090482363 69 Aparajita Besan SO 9861147532 70 Prakash Ch. Behera ASO 9437307875 71 Sanghamitra Mallick ASO 9439900852 Pramod Ku. Barik SO 7377926364 72 Anup Kumar Mohanty ASO 9437941489 73 Jyotshnamayee Lenka ASO 9438420399 74 Sanjukta Soren ASO 8895337743 75 Shreema Subhadarshini ASO 7659094586 76 Smruti Ranjan Routray ASO 9439691487 77 Pratap Pradhan ASO 9556040100 78 Tapan Behera ASO 8249632288 79 Binod Behera ASO 7683986187 80 Lachaman Pingua ASO 9114140917 81 Uma Prasad Behera, Jr.Asst 82 Hara Priya Mallick Jr.Asst 83 Subhashmita Rout Jr.Asst 84 Gyana Ranjan Das Jr.Asst 85 Masang Murmu Jr.Asst 86 Susanta Nanda Nath Sr. Steno 8658813939 87 Subhaprada Behera Sr. Steno 9348287049 88 Prakash Ch. Behera Jr. Steno 9090508439 89 Shakti Swroop Jr. Steno 9178921692 90 Bhakta Ch. Nayak Supdt. Lev-II 9777747386 91 Parendra Ku. Guru Driver 9437516444 92 Haryakshya Tripathy Driver 9776462738 93 Binayak Mohapatra Driver 9940418665 94 Anjan Tripathy Head Diarist 9437489229 95 Bibekananda Mohanty Sr. Diarist. 9777633444 96 Name of the Officer / Employee Designation Phone No. Office Residence / Ext. Mobile 1 2 3 4 5 6 26 S.K.Mahapatra S.O. 9437282418 27 M.D.Khatua S.O 9776349138 28 D.K.Sarangti S.O 9438325926 29 9437232683 37 Srinibas Patra Sr.Asst. 9556971393 38 Prabritra Behera Sr.Asst. 9853250312 39 Arun Kumar Pati Sr.Asst. 40 Debananda Biswal Sr.Asst. 9437439219 41 Debi Prasad Panda Sr.Asst. 42 Laxmidhar Nayak Sr.Asst. 9438175557 43 Smita Mohanty Sr.Asst 9437091369 44 Chandan Samal Sr.Asst 8908155731 45 Triloch Patra Sr.Asst 9040647607 46 Rajib Srichandan Sr.Asst 9040208860 47 Sachala Mohanty Sr.Asst 9439176365 48 Minati Jena Sr.Asst 9937942426 49 Bauribandhu Sing Sr.Asst 9178146984 50 Prativa Parida Sr.Asst 8763864998 Name of the Officer / Employee Designation Phone No. Office Residence / Ext. Mobile 1 2 3 4 5 6 7 2 Rup Narayan Das Director 143400 204804 100809 130995 3 Santi Sudha Kanungo Addl. Director 130900 180642 127877 52765 4 5 Debidutta Tripathy Addl. Director 130900 186862 141238 45624 6 Kishore kumar Naik Addl.Director 127100 181612 98913 82699 7 Harapriya Panigrahi joint Director 91400 126132 73604 55528 8 Prakash Kumar Pattnaik joint Director 83600 115368 61312 54056 9 Nishikanta Mishra Deputy Director 80900 111642 82032 29610 10 Snigdharani swain joint Director 83600 115368 45761 69607 11 Sushama Binodini Nayak Deputy Director 80900 116658 14949 81709 12 Dipak ranjan Choudhury Deputy Director 78500 107851 22284 85567 13 sachidananda saho0 Asst.Director 57800 79764 29218 50564 14 Subhashree priyadarshini Asst.Director 63100 91278 32308 58970 15 Bibhu prasad Barik Asst.Director 63100 87078 28459 58619 16 Chinmaya Kumar Pradhan Asst.Director 57800 82628 48281 34347 17 Manas Ranjan Das Asst.Director 63100 87078 36408 50670 18 Supriya Lakra Accounts Officer 52000 71760 27728 44032 19 Arabinda Sahoo Accounts Officer 68000 93840 62608 31232 20 Monoranjan Sahoo Acct.Officer 72100 104048 100846 67294 21 Subrat Kumar Das Accounts Officer 52000 70900 8262 62638 22 Akhila Kumar Nayak Accounts Officer 53600 70216 8972 61244 23 Charuprava Thakur Accounts Officer 53600 73968 26960 47008 24 Gitanjali Bal Accounts Officer 53600 76748 30539 46209 25 Parthabandhu Nayak Accounts Officer 52000 74792 39834 34958 26 Manas Kumar Nayak Asst.Director 59500 77945 14457 63488 27 Manas Kumar Naik Asst.Director 63100 87078 28459 58619 27 Gitanjali Bal Accounts Officer 53600 72996 9972 63024 28 Nihar Ranjan Jena Accounts Officer 53600 70216 9376 60840 29 Dharmendra Sabar Accounts Officer 53600 73968 31590 42378 30 Itishree Pradhan Accounts Officer 53600 73968 19727 54241 31 Kishore Kumar Jena Accounts Officer 53600 76832 22697 54135 32 Rajalaxmi Behera Accounts Officer 53600 65127 39099 33 Pranabandhu Bernal Additional Treasury Officer 57800 79764 27795 51969 34 Anil Panigrahy Asst.Director 73200 105568 47749 57819 35 Bindu Moharana Asst.Director 73200 105634 56731 48903 36 Saroj Satapathy Asst.Director 71100 98118 57423 40895 37 Prafulla Kumar Mallick Asst.Director 73200 101526 38683 62543 38 Madhusudan Mohanty Addl.Treasury Officer 71100 102456 45350 57106 39 Asim Purty Junior Clerk 23100 28853 3003 25532 40 Haryakshya Tripathy Driver 21700 29946 6287 23659 41 Binayaka Mohapatra Driver 21700 29946 5787 24159 42 Bijaya Kumar Mallick Daftary 24200 33596 10099 23497 43 Bikram Patnaik Esst.Officer 70000 101152 42408 58744 44 Srinivas Patra OFFICE SUPTD 62200 85836 53160 32676 45 Pitambar Kanhar Esst.Officer 64100 88458 59072 29386 46 Gobardhan Sahoo Audit Officer 52000 74908 48200 26788 47 Debananda Biswal SO 62200 85836 46810 39026 48 Smita Mohanty SO 52000 71760 55396 16364 49 Amarendra Narayan Mallick Esst.Officer 64100 88458 62143 26315 50 Sanghamitra Mishra Esst.Officer 62200 85625 14671 70954 51 Sachala Mohanty SO 52000 71760 39654 32106 52 Sanghamitra Mishra Establishment Officer 64100 92601 42109 50492 53 Minati Jena SO 52000 71760 34117 37143 54 Bauri Bandhu Singh SO 46200 63756 15135 48621 55 Anup Kumar Mohanty ASO 39900 52269 19936 32333 56 Bhakta Bhusan Nayak Superintendent-L.I 52000 68225 30375 37850 57 Partha Sarathi Nayak Asst.Audit Officer 46200 57282 15300 41982 58 Monoj Kumar Das Asst.Audit Officer 52000 60860 772 60088 59 Shantilata Nayak Asst.Audit Officer 47600 62356 34710 27646 60 Bamadev Mishra Auditor 50500 66155 28727 34428 61 Dipak ranjan tripathy Auditor 37600 51800 10670 41218 62 Baniarchana Nayak Accounts Officer 53600 76748 16106 60642 63 Bidyut Charan Mohanty Auditor 50500 66155 23550 42605 64 Shibasis Mohanty Auditor 44900 58819 23958 34863 65 Duryodhan Naik Auditor 44900 58819 24662 34137 66 67 Anjan Kumar Tripathy Diarist 36400 47684 25107 22577 68 Hemanta Pradhan Junior Diarist 35000 12546 28404 69 Pratap Kishore Rout Treasury Sarkar 32400 10021 27887 70 71 Susanta Kumar Dash Peon 34000 38880 22416 17464 72 Bhabinii Sethi Peon 35000 46050 24399 21651 73 Bibhu Ranjan Jena Auditor 38700 50697 34084 16613 74 Hrudananda Sardarsingh Senior Diarist 38400 47804 16906 30898 75 Rabi Narayana Behera Zamadar 35000 46590 34151 12439 76 Bibekananda Mohanty Junior Diarist 35000 45850 26718 19132 77 Hadibandhu Sethi Junior Diarist 35000 45850 26718 19132 78 Narayana Patra Daftary 34400 45264 14444 30820 79 Balaram Pradhan Daftary 34400 47560 13450 34110 80 Hrudananda Sahoo Daftary 34400 45264 15827 29437 81 Promod kumar Barik ASO 44900 61962 33188 28774 82 Trilochana Patra SO 44900 61962 23042 38920 83 Janaki Samantray SO 44900 61962 44720 17242 84 Prakash Ch. Behera ASO 43600 61962 19751 42211 85 Devi Prasad Panda ASO 43600 57116 13422 43694 86 Prativa Parida ASO 44900 61962 29152 32810 87 Aparajita Besan SO 44900 59982 22931 37051 88 Chandan Kumar Samal SO 44900 57116 22344 34772 89 Lingaraj Sahoo Auditor 36500 50370 10032 40338 90 Sanat Kumar Singh SO 46200 63756 8511 55245 91 Sanghamitra Mallick ASO 39900 56526 9806 46720 92 Ashutosh Tripathy ASO 39900 56526 8806 47720 93 Amara Kumar Mishra ASO 39900 56526 17481 39045 94 Prakash Chandra Behera Jr.Steno 28700 39606 6753 32853 95 Sakti Swaroop Jr.Steno 28700 41126 6761 34365 96 Subhaprada Behera Sr.Steno 36500 50370 7829 42541 97 Parendra Kumar Gurn Driver 27100 35501 7451 28050 98 Dipiti Ranjan Parida Peon 21600 30008 10273 19735 99 Ajaya Kumar Pradhan Peon 21000 27710 7440 20270 100 Nityananda Das Peon 20400 23968 4951 19017 101 Arunav Padhiary Accounts Officer 52000 74540 23315 52225 102 Samay Ray Accounts Officer 52000 71760 28256 43504 103 Tapaswini Das Accounts Officer 47600 48468 6869 61599 104 Barun Kumar Tripathy Daftary 20400 23968 9577 14397 105 Birakishore Mallick Daftary 21000 27710 7344 20366 106 Rajkishore Nayak Daftary 21000 27710 9917 17793 107 Nutan Kumar Behera Peon 108 Susantananda Nath Sr.Steno 38700 53406 24726 28680 109 Rakesh Kumar Sahoo Auditor 38700 53406 8738 44668 110 Amaresh Prasad Nayak Auditor 38700 55266 18646 36620 111 Ashish Ranjan Padhan Auditor 37600 51888 8324 43564 112 Pratap Pradhan ASO 36500 51790 7337 44453 113 Smruti Ranjan Routray ASO 36500 51830 7383 44447 114 Binod Behera ASO 36500 51830 10604 41226 115 Shreema Shubhadarshini ASO 36500 53250 5383 47867 116 Lachman Pingua ASO 36500 51830 6218 45612 117 Sanjukta Soren ASO 36500 51830 6218 45612 118 Tapan Kumar Behera ASO 36500 52871 8218 44653 119 Jyotshna Mayee Lanka ASO 36500 51830 5875 45955 120 Deepti Devi ASO 36500 51830 7688 44142 121 Suvankar Singh ASO 36500 51830 7688 44142 122 Susama Behera Asst.Software Engineer 34729 8236 123 Ramesh Ch.Sahoo Asst.Software Engineer 36465 36165 124 satyajit Mishra System Analyst 51051 50751 125 Gitanjali Nayak ASO 37600 53392 7539 45853 126 uma prasad Behera Jr.Asst 19237 27317 4932 22385 127 HaraPriya Mallick Jr.Asst 19900 28258 5518 22740 128 Subhashmita Rout Jr.Asst 19900 28258 5518 22740 129 Gyana ranjan Das Jr.Asst 19900 28258 5518 22740 130 Masang Murmu Jr.Asst 19900 29678 5026 24652 131 Prodosh Kumar Parida Sr.Asst 10840 132 Sudip monohar Maharana Junior Asst 8200 The Monthly Remuneration Received by Each of its Employees (CLASS-III & IV) MANUAL-11 Budget Allocated to each Agency [Section-4 (1) (b) (xii)] SI.No. Major Head Activities to be performed Sanctioned Budget Budget Estimated for the year 2021-22 Revised Estimated for the year 2021-22 Expenditure during 2017-18 up to 31.03.2021 Remarks 1 D.No.05-2054-095-0301 Drawal of Salary of regular staff/office Head Quarter regular/contractual/outsourceed personnel and office expenditure 36,06,59,000 36,06,59,000 35,91,59,000 Rs.28,60,53,000 2 Total Treasury Drawal Field D.No.05-2054-097-0534 Drawal of salary of regular staff/ contractual/outsourceed personnel and office expenditure of 166 Treasuries Rs.81,77,60,000 Rs.81,77,60,000 Rs.81,92,60,000 Rs.66,76,16,000 MANUAL-11 Budget Allocated to each Agency [Section-4 (1) (b) (xi)] Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made. MANUAL-12 Manner of Execution of Subsidy Programmes [Section-4 (1) (b) (xiii)] Not Available MANUAL-12 Manner of Execution of Subsidy Programmes [Section-4 (1) (b) (xiii)] The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.MANUAL-13 Particulars of Recipients of Concessions, Permits or Authorizations Granted [Section-4(1)(b)(xiii)] Not Availabe MANUAL-14 Information Available in an Electronic Form [Section-4 (1) (b) (xiv)] (i) Monthly accounts of receipt and payment transactions processed in the treasuries, is kept in the electronic form at the Nerve Centre. (ii) The following information's are available in the Website www.orissa.gov.in / treasury web. (a) COA and Treasury wise Expenditure (b) Major Head wise Plan / Non Plan Expenditure. (c) Treasury wise consolidated RBD (d) Receipt Reports (Ex. Entertainment Tax) (e) Voucher Wise D.D.O. Expenditure MANUAL-15 Particulars of Facilities Available to Citizens for Obtaining Information [Section-4 (1) (b) (xvi)] Notice Board Website of the Public Authority. Public Contact. MANUAL-16 Names, Designations & Other Particulars of the Public Information Officers [Section-4 (1) (b) (xvi)] Assistant Public Information Officers (APIOs): SI. Name Designation Ph. No. Fax E-mail Address Office Mobile 1 2 3 4 5 6 7 8 1 Smt.Sanghamitra Mishra EO-III- 9437315269 - Directorate of Treasures and Inspection,Odisha, Bhubaneswar. Public Information Officers (PIOs): SI. Name Designation Ph. No. Fax E-mail Address Office Mobile 1 2 3 4 5 6 7 8 1 Sri Chinmaya Kumar Pradhan Asst.Director 9937997062 Directorate of Treasures and Inspection,Odisha, Bhubaneswar. First Appellate Authority (FAA): SI. Name Designation Ph. No. Fax E-mail Address Office Home 1 2 3 4 5 6 7 8 1 Harapriya Panigrahi joint Director of Treasury 9438182903 - - Directorate of Treasures and Inspection,Odisha, Bhubaneswar. MANUAL-17 Other Useful Information [Section-4 (1) (b) (xvii)] Such other information as may be prescribed, and thereafter update these publications every year. Content for this page yet to be publishedContent for this page yet to be published