RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

4 (1) (b) i -	The particulars of its organisation functions and duties	The Accounts Section of Board of Revenue deals with drawal of Monthly Salary, Arrear Salary, Travelling Expenditure, RCM, GPF, Provisional Pensionary Benefits, Miscellaneous Bills and filling of Income Tax Returns.		
ii	The powers & duties of its officers & employees	There are one Assistant Section Officer, two Junior Assistant, One Senior Grade Typist, one Peon with one Section Officer and D.D.O in the Accounts Section. All files are dealt by the Junior Assistant/ Assistant Section Officer and placed before the higher authority through Section Officer/ D.D.O. The duties of this branch are mentioned in Point No. I.		
iii	Procedure followed in the decision making process, including channels of supervision and accountability	All files of this section are dealt by the concerned Assistants and placed before the higher authorities [D.D.O, Deputy Secretary (Accounts), Secretary (B.O.R.), Member (B.O.R)] through Section Officer.		
iv	The norms set by it for the discharge of its functions	The norms are followed as per Rules and Executive instructions issued by Government from time to time.		
V	The rules ,regulations, instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions	As above Point No. IV		
vi	A statement of categories of documents that are held by it or under its control	All Acquaintance Registers/ Guard files/ Advance Registers/ GPF Ledger/ other documents of the employees are held by this section.		
vii	The particulars 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 thereof	NIL		
viii	A statement f boards ,councils, committees and other bodies consisting of two or more persons constitutes 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 to public	NIL		

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	A directory of its officers & employees	Sl.No	Name	Designation	
1/a		1	Sri G.V.V. Sarma, IAS	Member, Board of Revenue	
	7	2	Sri Surendra Kumar Meena, IAS	Secretary, Board of Revenue	
		3	Smt. Dharitri Mishra, OAS (S)	Deputy Secretary (Accounts)	
		4	Sri Ananta Charan Pradhan	Drawing and Disbursing Officer	
	and the second s	5	Sri Rabi Narayan Pradhan	Section Officer	
		6	Sri Nakula Chandra Nayak	Assistant Section Officer	
		7	Sri Laxmi Prasad Pani	Senior Grade Typist	
		8	Miss Banita Banara	Junior Assistant	
		9	Sri Aditya Nayak	Junior Assistant	
X	The monthly remuneration received by each of its employees, including the system of compensation as provide in its regulations	NIL			
xi	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made	Funds allocated by Budget Section and incurred by the Accounts Section for drawal of Salary/ T.A./ RCM etc.			
xii	The manner of execution of subsidy programmes ,including the amounts allocated and the details of beneficiaries of such programmes	NIL			
xiii	Particulars of recipients of concession, permits or authorization granted by it	NIL			
xiv	Details in respect of information, available to or held by it, reduced in an electronic form	All information relating to drawals of Pay and other benefits of the employees are available in this Section.			
XV	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	NIL			
xvi	The names, designations and other particulars of the public information officers	Sri Rabi Naryan Pradhan, Section Officer- Asst. Public Information Officer			
xvii	Such other information as may be prescribed, and thereafter update these public actions every year	NIL			

Signature: Pahi navayar Tradhak.
Designation: Section Officer

Designation: Section Officer
Branch/Section: Accounts Section
Seat Dealt: All Accounts Matters