

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES

69

| | | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |

| A directory of its officers & employees | Sl.No | Name | Designation |
|-----------------------------------------|-------|-------------------------------|---------------------------------------------------------------------------------------------------------------|
| | 1 | Sri G.V.V. Sarma, IAS | Member, Board of Revenue |
| | 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 |
| | 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 | | | NIL |
| xi | | | Funds allocated by Budget Section and incurred by the Accounts Section for drawal of Salary/ T.A./ RCM etc. |
| xii | | | NIL |
| xiii | | | NIL |
| xiv | | | All information relating to drawals of Pay and other benefits of the employees are available in this Section. |
| xv | | | NIL |
| xvi | | | Sri Rabi Naryan Pradhan, Section Officer-Asst. Public Information Officer |
| xvii | | | NIL |

Signature: *Rabi narayan Pradhan.*
 Designation: Section Officer
 Branch/Section: Accounts Section
 Seat Dealt: All Accounts Matters