

Manual - II
Powers and duties of its officers and employees
(Section 4 (1) (b) (ii))

AUDIT & INSPECTION SECTION

Main function of the Audit & Inspection Section

- ❖ Arrangement for Inspection of different offices by the Collector & A.D.M.
- ❖ Release of Inspection notes of Member, Board of Revenue, Orissa, Cuttack, RDC (CD) Cuttack. Collector, A.D.M., Sub-Collector, All Tahasildars of the District.
- ❖ Preparation of compliance report on the Inspection note.
- ❖ Preparation of compliance report on audit report of Board of Revenue and A.G., Orissa.
- ❖ Recovery of Govt. dues from the employees concerned arising out of A/R and I/R conference and meeting including T.C. Meeting.
- ❖ Reports and returns on clearance of A/Rs & I/Rs.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Miss Manjulata Mallik, OAS-I (JB) Dy. Collector, Audit Section.					Supervision of Audit and Inspection Section.
2	Smt. Anupama Panda, H.C.					General Supervision
3	Sri Nirmal Kumar Das, S.C.					Conference and meeting including T.C. meeting report and Returns Tahasil inspection Note Sectional Officer and Collectorate Office. Misc. Correspondence M.P.R. of inspection of P.S. by the D.M. and A.D.M., Annual Inspection of Collector / A.D.M., Annual Inspection of Collector / A.D.M. / Sub-Collector deputed Advance party for prepare of Inspection Note of Collector and A.D.M.

4	Sri Satish Ch. Adhikari, S.C.					A/R & I/R of Collectorate, Inspection Note of Hon'ble Member of Board of Revenue, I/N of R.D.C. (C.D.), Cuttack and Secretary to R.D.C. (C.D.), Cuttack.
5	Jharana Samal, J.C.					A/R of Urban local Bodies, inspection note of Sub-Collector / Tahasildars surcharge notice of Local fund Audit A/Rs of Relief account and Dist. issue of N.D.C., Typing work and Diary.
6	Surendranath Swain, Peon					Engaged for distribution of letter to different section and help in official work attached to Deputy Collector, A&T in this section to assist in official work as literate peon.
7	Sakuntala Swain, Peon					-do-

Manual - III
The procedure followed in the decision making process, including channels of supervision and accountability :
(Section 4 (1) (b) (iii))

AUDIT & INSPECTION SECTION

Sl. No.	Activity	Level of Action	Time Frame
1	As per distribution of work at manual-2 the concerned Dealing Assts. And placing their files before the Head Clerk. Soon after receiving letters from diarist immediately for disposal at Dy. Collector and A.D.M.	Jr. Asst.	1 day
2	As per distribution of work at manual-2 the concerned Dealing Assts. And placing their files before the Head Clerk. Soon after receiving letters from diarist immediately for disposal at Dy. Collector and A.D.M.	Sr. Asst.	1 day
3	Soon after receiving of the files relating to Audit section from concerned Dealing Asst. file submitted with duly checking to Dy. Collector for disposal.	Head Clerk	1 day
4	On receipt of different categories of file relating to compliance reports from concerned officers on I/N of Collector and Tahasildars and compliance report as A/R and I/R from different officer concerned officers and recovery of Govt. dues and report and returns. Dy. Collector disposed of the same file at this level as necessary and other file endorsed to A.D.M. for final disposal and approval of	Dy. Collector, Audit & Inspection	1 day.

Collector.		
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Manual - IV
The norms set by it for the discharge of its functions ;
(Section 4 (1) (b) (iv)

AUDIT & INSPECTION

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	
2	Dispatch of letter	5 minutes per letter	
3	Typing Job	30 pages per day	
4	Writing of notes and drafts	It depends upon the nature and gravity of the letters received and answer to be sent accordingly	
5	Scrutinisation of proposal	It depends upon the nature of the proposal received from different quarters.	

Manual - V
The rules, regulations, instructions, manuals and records used for
discharging functions ;
(Section 4 (1) (b) (v)

AUDIT INSPECTION

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Instruction received from the Govt. time to time.			
2	Orissa record manual maintained on the paragraph-9 (c)	Inspection note of the higher officers and its compliance.		

Manual - VI
A statement of the categories of documents held by it or under its control ;
(Section 4 (1) (b) (vi)

AUDIT INSPECTION

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available

1	Register of Letters received	Letters received are recorded	Diary Clerk	
2	Index Register	To keep a note on opening of files by the DAS.	Sr. Clerk	
3	Guard file	Important circulars and orders are posted in the guard files	Sr. Clerk	
4	Files	To deal with the proposal / Letters	Sr. Letter	
5	Periodical Report and Returns	To watch timely submission of report returns	Sr. Clerk	

Manual - VII

*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 thereof;
(Section 4 (1) (b) (vii)*

AUDIT INSPECTION

No such specific arrangement. But public are free for consultation with Officer In-charge concern in related matters.

Manual – 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 those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;
(Section 4 (1) (b) (viii)*

AUDIT INSPECTION

No such provision for formation of such committees or councils.

Manual – IX

*Directory of its officers and employees ;
(Section 4 (1) (b) (ix)*

AUDIT INSPECTION

Sl. No.	Name and Designation	Office Phone No.	E-mail address
1	Sri Basanta Kumar Mohanty, OAS-I (JB) Dy. Collector, Estt. Section.	06727-232602	

2.	Sri Kishore Ch. Kar. H.C.	06727-232602	
3.	Sri Nirmal Kumar Das, S.C.	06727-232602	
4.	Sri Satish Ch. Adhikari, S.C.	06727-232602	
5.	Jharana Samal. J.C.	06727-232602	
6.	Sri Surendranath Swain, Peon		
7.	Sakuntala Swain, Peon		

Manual – x

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

(Section 4 (1) (b) (x))

AUDIT INSPECTION

Mentioned in Manual-X of Establishment Section

Manual – xi

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(Section 4 (1) (b) (xi))

AUDIT INSPECTION

Nothing to comply

Manual – xii

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;

(Section 4 (1) (b) (xii))

AUDIT INSPECTION

Nothing to comply

Manual – xiii

Particulars of recipients of concessions, permits or authorizations granted by it ;

(Section 4 (1) (b) (xiii))

Nothing to comply

Manual –xiv

Information available in an Electronic form

(Section 4 (1) (b) (xiv)

Some information is available in Official Website of Kendrapara District (www.kendrapara.nic.in)

Manual – 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 ;

(Section 4 (1) (b) (xv)

AUDIT INSPECTION

Only certify copies of any Records can be available through District Record Room.

Manual – xvi

The names, designations and other particulars of the Public Information Officers :

(Section 4 (1) (b) (xvi)

FIRST APPELLATE AUTHORITY

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate, Kendrapara.	Collectorate, Kendrapara	06727-232601		For Collectorate, Kendrapara

PUBLIC INFORMATION OFFICER

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara

ASST. PUBLIC INFORMATION OFFICER

Sl. No.	Name & Designation of the Officer designated as APIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Dharanidhar Jena, J.C.	Collectorate, Kendrapara			For Collectorate, Kendrapara

Manual – xvii

*Other information as may be prescribed
(Section 4 (1) (b) (xvii))*

Nothing to Comply.