

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA
TREASURY AND ACCOUNTS BHAWAN, UNIT-III,
KHARAVEL NAGAR, BHUBANESWAR,
Phone-0674-2391704, e-mail:dirlfaodisha@gmail.com

Order No. 2184 /DLFA
DLFA-HE-I-100/2016

Dt. 02.05.2023

In pursuance of Rule-10 of The Odisha Records Manual, 1964, the Establishment branch of this Directorate is divided into following 8 sections for speedy, efficient disposal of correspondence and smooth functioning of the official work. The Junior Assistants, Assistant Section Officers/Section officers against each section are assigned as follows.

Sl. No.	Name of the Section	Work to be assigned to the section	Name of the ASO/SO	Name of the Assisting Junior Assistant
1	Establishment (OE)	1. Personal file of ministerial staff, Auditor, Audit Superintendent, Assistant Audit Officer & Officers in the Directorate		A. Das, JA
		2. Personal file of all DAOS.	K.H. Patra SO	G. Tandi, JA
		3. Assembly matters	S.K. Senapati, ASO	S. Paikray, JA
		4. Premature retirement		
		5. Stock & Store		
		6. Checking of AER of District Offices and Submission of AER to Government		
2	Establishment (FE)	1. Appointment of Auditor	D. Murmu, ASO	B. Sabar, JA
		2. Transfer posting of Auditor and AS		
		3. Promotion of Auditor and AS to OT&AS		
		4. Promotion of AS to Addl. DAO and Asst Director		
		5. Other matters for VR /Resignation of Auditor		
		6. Promotion of Ministerial employees to the post of Auditor		
		7. RA Scheme	A.K. Mallick, ASO	S. Sahoo, JA
		8. Stepping up of pay and Antedating	K.H. Patra SO	G. Tandi, JA
		9. Sanction of Advances/GPF		A. Das JA
		10. Matters relating to OSDs and Outsourced employees		
3	Accounts	1. Preparation of Salary bill and other bills for drawal	S.K. Senapati, ASO	S. Paikray, JA
		2. Arrear bill of employees		
		3. Local Purchase		
		4. Checking of IT of all employees of this Directorate		
		5. Purchase through GeM	S.N. Mohanty	A.K. Panda

4	Budget and Planning	1.Submission of Budget of this Directorate and preparation of Annual Action plan	S.K. Senapati, ASO	S. Paikray, JA
		2.Submission of allotment of funds to district Audit offices		
		3. Accounts Reconciliation of Expenditure with AG (A&E), Odisha		
5	Legal	1.Court matter & other cases	S.N. Mohanty, ASO	A.K.Panda, JA
		2.Lokayukta case	A.K.Mallick ASO	S.Sahoo, JA
		3.Human Rights Commission		
		4. Promotion Adalat & others	K.H.Patra SO	G.Tandi, JA
6	Pension	1.Pension of Ministerial staff, Auditor & Audit Superintendent, Assistant Audit Officer, Additional DAO & DAOs	A.K.Mallick ASO	S.Sahoo, JA
7	Confidential	1.CCR & PAR of employees of LFA organization	D.Mrumu, ASO	B.Sabar, JA
		2. Disciplinary/ Departmental proceeding against employees working in LFA Organisation	A.K. Mallick, ASO	S.Sahoo, JA
		3. Vigilance cases		
		4.Judicial proceedings & others		
		5.Allegations/Grievances		
8	Miscellaneous	1. RTI Matter.	K.H.Patra SO	G.Tandi, JA
		2.AG paras		
		3.Issue of NOC to employees		
		4.Maintenance of Building	S.Mohanty ASO	A.K.Panda, JA
		5.Vehicles matters		
		6. Library	S.K. Senapati, ASO	S. Paikray, JA

By Orders of the Director

Keahi
21/5/23
Joint Director

Memo No. 2185

Date 02.05.2023

Copy forwarded to All Officers /Officer in Charge of the Sections/ ALFA Portal of this Directorate for information and necessary action.

Keahi
21/5/23
Joint Director