

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I)
ODISHA :: BHUBANESWAR**

OOB No. 219

Date: 24.11.2020

Sub: Allocation of Sanctioned Strength among the Audit Offices in Odisha after cadre restructuring of Group "B" & "C" Main Cadres.

In terms of Headquarters Office letters No. 2631/Staff-S&R/Cadre Restructuring/185-2020 dated 06.11.2020, No. 2635/Staff-S&R/Cadre Restructuring/185-2020 dated 06.11.2020 and No. 2580/Staff-S&R/Cadre Restructuring/185-2020 dated 29.10.2020 and consequent upon the cadre restructuring of Group "B" & "C" Main Cadres - **creation of posts of Assistant Supervisor in Level 7** of Pay Matrix vide Headquarters Office Letter No. 1201-Staff (App 1)/13-2019 dated 15.10.2020 and in partial modification to OOB No. 218 dated 16.10.2020, the revised Sanctioned Strength (SS) of the following cadres are allocated among the three Audit Offices as enclosed in Annexure-A.

Where the revised Sanctioned Strength (SS) is less than the Persons-in-Position (PIP) in the cadre of Supervisor / Sr. Auditor, the excess Persons-in-Position (PIP) shall be the interim Sanctioned Strength in the respective cadre till the time Persons-in-Position (PIP) reaches the level of Sanctioned Strength due to natural attrition.

Further, Headquarters' approval is needed for continuation of interim Sanctioned Strength (excess Persons-in-Position) posts each year after deducting natural attritions during the year. The details of the interim Sanctioned Strength may be given in the 'Remarks' columns in the monthly SS_PIP statement and may also be uploaded in the SS_PIP in the Web portal.

The revised Sanctioned Strength of the posts of Auditor, Sr. Auditor, Assistant Supervisor & Supervisor will come into effect from 01.01.2021. The job profile of the Assistant Supervisor (Audit) is enclosed for reference (Annexure-B).

All others content of OOB No. 218 dated 16.10.2020 shall remain unchanged.

Encl : As above.

Sd/-

Deputy Accountant General (Admn)

Memo No. Admn (Audit-I)/Restructuring-2020/Vol-III/ 846

Date: 24.11.2020

Copy kind information and necessary action forwarded to:

1. Secretary to the Accountant General (AU-I), Odisha.
2. Secretary to the Accountant General (AU-II), Odisha.

(Contd.....P/2)

3. Sr. DAG / DAG (AMG-I, AMG-II, AMG-III, AMG-IV, AMG-V),
O/o the AG (AU-I), Odisha.
4. DAG (AMG-I, AMG-II, AMG-III), O/o the AG (AU-II), Odisha.
5. DD (CRA), O/o the Director General of Audit (Central), Hyderabad, Branch Odisha,
Bhubaneswar.
6. Pay & Accounts Officer (Local).
7. Branch Officers in charge of Report (ECPA), O/o the AG (AU-I), Odisha.
8. Branch Officer in charge of Admn, O/o the AG (AU-II), Odisha.
9. Branch Officer in charge of OE (AMG-II), Puri.
10. Branch Officer in charge of Admn, DD (CRA), O/o the Director General of Audit
(Central), Hyderabad, Branch Odisha, Bhubaneswar.
11. **BO/Hindi Cell with the request to translate the order into Hindi.**
12. **AAO / DA & RC to hoist the same in Office website.**
13. Gradation seat.
14. OOB Guard File.
15. Notice Board.

Shandax
24/XI/2022
Sr. Audit Officer / Admn (Au-I)

ANNEXURE-A

Sl. No.	Cadre	AG (Audit-I), Odisha, Bhubaneswar				AG (Audit-II), Odisha, Bhubaneswar				Director General of Audit (Central), Hyderabad Branch-Odisha, Bhubaneswar			
		SS before restructuring	PIP before restructuring	SS after restructuring	PIP after restructuring	SS before restructuring	PIP before restructuring	SS after restructuring	PIP after restructuring	SS before restructuring	PIP before restructuring	SS after restructuring	PIP after restructuring
1.	Supervisor	5	10	9	10	5	6	7	6	2	3	3	3
2.	Asst. Supervisor	0	0	24	0	0	0	21	0	0	0	8	0
3.	Senior Auditor	134	121	50	121	108	87	41	87	45	37	17	37
4.	Auditor	31	10	82	10	30	13	69	13	11	3	28	3
	TOTAL	170	141	165	141	143	106	138	106	58	43	56	43

Sr. Audit Officer / Admn

Sr. Audit Officer
34/11/2022

ANNEXURE-B

Job profile of Assistant Supervisor

The Assistant Supervisor should be assigned with responsibilities that require more professional experience than what is required from a Senior Auditor.

Job profile of Assistant Supervisor in Audit offices :

- (i) Field Audit :
 - Audit of stores and stock,
 - Examination of cash book,
 - Audit of vouchers exceeding a threshold level,
 - Checking of reconciliation with treasury / bank,
 - Pay fixation of staff in the audited entity,
 - Examination of contracts upto a threshold level,
 - Verification of account balances in the Profit and loss Account in financial attest audits etc.

- (ii) Central Audit :
 - Coordinating sections of functional audit wing associated with the process of audit planning which would include collection and updating of data on the audit universe,
 - Preparations of the initial versions of annual audit plan in headquarters,
 - Checking of selected schedules of finance and appropriation accounts and cross checking of arithmetical accuracy,
 - Sampling of vouchers submitted by Accountant General (A&E) to audit office of detailed checking etc.

- (iii) Administrative Duties :
 - Compliance with statutes / rules like :
 - Preparation of replies under Right to Information Act,
 - Recruitment procedures,
 - Budget related matters including operation of Public Finance Management System (PFMS), Budget and Expenditure Monitoring System (BEMS),
 - Procurement through Government E-Market Application etc.,
 - Calculation of income tax of staff,
 - Legal work

- (iv) Any other work assigned by the Group Officer / Head of the Department.