

**ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES), BHUBANESWAR  
(SUPPORTED BY GOVT. OF ODISHA)  
ST & SC DEVELOPMENT DEPARTMENT**

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No. 794 / OMTES, Dated Bhubaneswar the, 4th July, 2015.  
OMTES- 171/14

From

Smt. Archana DasPattanaik, OAS -1(SB)  
Deputy Secretary, OMTES.

To

Sri Subrat Kumar Parida,

At-Bagheipur, Po-Baramundal,  
Ps-Balikuda, Dist-Jagatsinghpur  
Sparida\_1989@yahoo.com  
Ph No.-7377292861

**Sub: Engagement of Finance Manager for OMTES.**

Sir,

I am directed to inform that you have been selected for engagement as Finance Manager in OMTES under the administrative control of the ST & SC Dev. Department on a purely contractual basis for a period of one year on a consolidated remuneration of Rs. 20,000/-per month subject to the following terms and conditions. The contractual engagement is renewable annually subject to your performance being found satisfactory. Your place of posting will initially be at OMTES Adivasi Exhibition Ground, Unit-1, Bhubaneswar.

This engagement does not confer any right to a regular appointment at any time in OMTES or any other State Govt. Organisation; the engagement is purely temporary in nature and shall not invite any legal recourse now or in the future.

- (i) You will be allowed a maximum of 15 days leave in a year subject to prior approval of the Secretary, OMTES & Director (ST)-cum-Addl. Secretary to Govt. Any unauthorised absence shall attract proportionate deduction from the consolidated monthly remuneration.
- (ii) Unauthorised absence from the duties / continuous absence beyond a period of fifteen days during the contract period / any other misconduct shall render the staff liable for immediate disengagement. The expression 'misconduct' would mean improper or unprofessional behaviour, bad management, misbehaviour etc. Whether an act is misconduct or not would be construed by the Secretary, OMTES & Director (ST)-cum-Addl. Secretary to Govt. at his discretion.
- (iii) That he shall be held personally responsible for any loss sustained by the project through fraud or negligence on his part.
- (iv) Neither the OMTES nor the State Govt. of Odisha shall be liable for any compensation towards sickness and injury during the period of the contract.

(v) That contractual engagement can be terminated prematurely by the Secretary, OMTES & Director (ST)-cum-Addl. Secretary to Govt. by giving at least 30 days prior notice except cases of misconduct (including unauthorised absence) as mentioned in clause (v) above.

(vi) Upon termination of the agreement, he shall be liable to handover all the assets and records of the project in her possession to the Secretary, OMTES & Director (ST)-cum-Addl. Secretary or any officer authorised by him.

(vii) In case of any doubt / dispute in regard to implementation of any of the above clauses, the decision of the Secretary, OMTES & Director (ST)-cum-Addl. Secretary to Govt. shall be final.

2. The contract shall come into force with effect from the date your joining in OMTES and shall automatically terminate on completion of one year from the date of joining unless renewed. You are required to produce the following documents for verification by the undersigned before joining in your assignment.

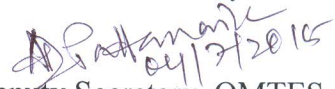
- Medical Certificate in support of your physical fitness by a medical officer not below the rank of Assistant surgeon.
- Character certificate issued by two gazetted officers.
- Relieve order, clearance certificate from present employer, if employed.

3. The broad duties / work chart shall be as follows:

The duties work chart is attached herewith for reference. In addition to the work assigned as per terms and conditions, he will have to attend to any other duties assigned by the Secretary, OMTES & Director (ST)-cum- Addl. Secretary to Govt. and the Commissioner-cum-Secretary to Govt., ST & SC Dev. Department.

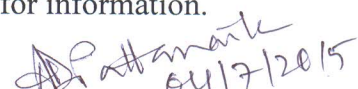
This offer of engagement on contract basis is sent to you in triplicate. If the offer on the above terms and conditions are acceptable by you, you may please retain one copy with you and return two copies with your dated signature as a token of your acceptance of the terms and conditions to the Secretary, OMTES & Director (ST) – cum- Addl. Secretary to Govt. , ST & SC Dev. Department, Odisha Secretariate, Bhubaneswar. You are required to join the OMTES on or before 15 days , failing which this offer is liable for cancellation.

Yours faithfully,

  
Deputy Secretary, OMTES.

Memo No. 795 dt. 4-7-15

Copy to the P.S to Chairman, OMTES and Commission-cum-Secretary / PS to Secretary, OMTES and Director (ST)-cum-Addl. Secretary to Govt. / PA to F.O, OMTES & FA-cum-Addl. Secretary to Govt. / Deputy Secretary , OMTES for information.

  
Deputy Secretary, OMTES

## DUTY CHART

### Finance Manager

The Job chart will involve the following:-

- Preparation of Annual Budget.
- Sanction of Funds / Allotment.
- Audit Compliance in respect EMRSs / Educational Complexes.
- Inspection Report of Educational Complexes.
- Checking and verification of Cash books.
- Ensuring implementation of Tally in each EMRS & supervision, roll out of Tally in model education complexes in future.
- Monitoring of Training on Accounts.
- Custodian of Guard File relating to Accounts.
- Checking of vouchers, Book keeping and maintenance of cash book.
- Cheque Books, Reconciliation of Bank Accounts.
- Preparation of monthly / Annual Consolidated Financial Statement of (EMRS / OMTES / Educational Complexes).
- Monthly Salary Bills of OMTES Staff.
- Internal Audit of the EMRS / Educational Complexes / OMTES.
- All Correspondences relating to Accounts / Finance.
- Assisting in Budget Preparation.
- Income Tax, TDS, VAT, Filling statutory reports of returns.
- EPF requirements and corresponding statutory compliance.
- Submission of UCs.
- Collection of I.R / Audit Report from the Field.
- Other works as and when assigned.
- He will be point person of all financial transactions of the Society.
- Ensure timely and proper maintenance the accounts of the Society.
- Ensure the implementation of the internal control system of the Society.
- Ensure timely closure of accounts in all Units and Consolidation of the same.
- Internal inspection and audit for a period of 4-5 working days in a month to selected units of the society.
- Ensure the Reconciliation of Bank Accounts, Utilisation Certificates and end use of the allocated funds across the Society.
- Timely closure of accounts, audit, and financial reporting.
- Ensure and support timely financial training, Audit of the Society.
- Ensure timely completion and reporting of financial M-I-S.

- Ensure all types of Legal Compliances such as TDS, EPF, Income Tax matters etc.
- Any other duties / responsibilities as assigned.

#### **OTHER CONDITIONS**

- In the event of any misconduct by the employees he shall be liable for immediate disengagement by the OMTES. Misconduct for the purpose would mean the criteria mentioned in the Odisha Service Code.
- In the event of any unsatisfactory performance by the employee he is liable of immediate disengagement by OMTES with a written notice. OMTES will not be liable to pay remuneration for any injury during the period of engagement under OMTES except where it is caused due to the activities of OMTES or while performing duties of OMTES.
- The period of appointment is for 12 months and purely temporary/Contractual basis. The service can be terminated any time either by one month notice or one month compensation. The same rule will apply to employee also.
- The service can be renewed at the discretion of OMTES, for further one year on satisfactory completion of the works. The renewal will be intimated in writing before the completion of the period of service or else the same will be treated as discontinuation. In no case the appointment should be treated as automatic.

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