

FINANCE DEPARTMENT TTAADC

(i) **Finance General Branch:-** All correspondences in connection with Rules and regulations like pension proposal/Family pension/pay fixation post creation proposal/Revised pay Rules/Gradation of employees/examination of arrear pay bills/re-imburement of medical bills/sanction of pay advance/Sanction of LTC advance and final LTC adjustment etc.

(ii) **Finance Budget Branch:-** All correspondences in connection with budgetary control like preparation of council budget/allocation of fund to all DDOs, maintenance of budget control register/preparation of bills against sanction memo issued/issue of banker cheque/ maintenance of cheque issued register/receipt of fund from state govt. against budgetary provision etc. Preparation of annual budget estimates of TTAADC and submission thereof to the council as well as State Govt. is being dealt with in the Finance Department.

(iii) **Audit Branch:-** Conduction of Internal audit of the accounts of the establishments of DDOs of TTAADC and submission of Audit Reports to the authority under the provision of TTAADC Fund Rules- 2005 is being dealt with in the Audit Branch of Finance Department.

a) Total number of units under Internal Audit:-

SL. No	Name of Establishments/ DDOs	Total Number
1	2	3
1.	Education Inspectorate	25 Nos.
2.	Principal Officer	14 Nos.
3.	Addl./Dy. Principal Officers	3 Nos.
4.	Zonal Development Officer	5 Nos.
5.	Executive Engineers, PWD	5 Nos.
6.	Asstt. Directors of ARDD	4 Nos.
7.	Supt. of Agriculture	6 Nos.
8.	Supt. of Horticulture	2 Nos.
9.	Supt. of Fisheries	4 Nos.
10.	CDPOs	6 Nos.
11.	Divisional Forest Officer	3 Nos.
12.	Executive Officer (Finance)	1 No.
13.	GPF	1 No.
14.	Secretary to the District Council	1 No.
15.	Executive Officer (Admn)	1 No.
	Total:-	81 Nos.

(iv) Accounts Branch:- Compilation of receipts and expenditures statement in respect of various DDOs of TTAADC and preparation of Annual Financial Accounts of TTAADC as a whole and submission thereof to the Accountant General Tripura is being done in the Accounts Branch of Finance Department. Accounts submitted to AG & AE, Tripura, Agartala up to the Financial Year 2018-19 and compilation of accounts are in progress for the financial year 2019-20.

(v) Utilization Certificate Section:- The U.C. Section of Finance Department deals with watching of receipt of Utilization Certificates from DDOs against funds placed for implementation of various schemes of the State/Central Govt. and submission of reports thereof to the concerned authorities.

(vi) GPF Section:- The maintenance of G.P.F Accounts of employees of TTAADC is handed over to the AG & AE, Tripura on 31-03-2020. Annual statement of employees G.P.F up to January, 2020 is issued from the G.P.F Section of TTAADC. G.P.F statement for the month of February & March, 2020 is issued by the AG & AE, Tripura.

List of Head of Offices / DDOs, TTAADC

Sl. No.	Name of Establishments/ DDOs	Audited by Internal Audit up to the year	Due for Audit
1	2	3	4
1	Zonal Development Officer(West)	2019-20	Nil
2	Zonal Development Officer(Dhalai)	2012-13	2013-14 to 2019-20
3	Zonal Development Officer(North)	2019-20	Nil
4	Zonal Development Officer(South)	2019-20	Nil
5	Zonal Development Officer(Khowai)	2019-20	Nil
6	Executive Engineer(West)	2018-19	2019-20
7	Executive Engineer(South)	2019-20	Nil
8	Executive Engineer(North)	2012-13	2013-14 to 2019-20
9	Executive Engineer(Dhalai)	2012-13	2013-14 to 2019-20
10	Executive Engineer(Ampura)	2019-20	Nil
11	Inspector of Schools(Jampuijala)	2013-14	2014-15 to 2019-20
12	Inspector of Schools(Bishramganj)	2013-14	2014-15 to 2019-20
13	Inspector of Schools(Chelagangmukh)	2013-14	2014-15 to 2019-20
14	Inspector of Schools(Harepquwar)	2013-14	2014-15 to 2019-20
15	Inspector of Schools, Khumtaya (82 miles)	2013-14	2014-15 to 2019-20
16	Inspector of Schools(Ampinagar)	2013-14	2014-15 to 2019-20
17	Inspector of Schools(Chailengta)	2013-14	2014-15 to 2019-20
18	Inspector of Schools(Tulashikok)	2015-16	2016-17 to 2019-20
19	Inspector of Schools(Ambassa)	2013-14	2014-15 to 2019-20
20	Inspector of Schools(Raiyabari)	2013-14	2014-15 to 2019-20
21	Inspector of Schools(Gandacherra)	2013-14	2014-15 to 2019-20
22	Inspector of Schools(Rupaichari)	2013-14	2014-15 to 2019-20
23	Inspector of Schools(Damcherra)	2013-14	2014-15 to 2019-20
24	Inspector of Schools(Kanchanpur)	2017-18	2018-19 to 2019-20
25	Inspector of Schools(Khumulwng)	2018-19	2019-20
26	Inspector of Schools(Watloktwithu)	2013-14	2014-15 to 2019-20
27	Inspector of Schools(BC Manu)	2013-14	2014-15 to 2019-20
28	Inspector of Schools(Mungiakami)	New	Since Inception to 2019-20
29	Inspector of Schools(Chawmanu)	New	Since Inception to 2019-20
30	Inspector of Schools(Ratanpur)	New	Since Inception to 2019-20
31	Inspector of Schools(Ganganagar)	New	Since Inception to 2019-20
32	Inspector of Schools(Machmara)	New	Since Inception to 2019-20
33	Inspector of Schools(Karbook)	New	Since Inception to 2019-20
34	Inspector of Schools(Mandwai)	New	Since Inception to 2019-20
35	Inspector of Schools(Mohanbhog)	2017-18	2018-19 to 2019-20

36	Principal Officer(Education)	2018-19	2019-20
37	Principal Officer(Sports & YP)	2008-09	2009-10 to 2019-20
38	Principal Officer(ICAT)	2008-09	2009-10 to 2019-20
39	Principal Officer(Co-operative)	2008-09	2009-10 to 2019-20
40	Principal Officer(TW)	2008-09	2009-10 to 2019-20
41	Principal Officer(Fisheries)	2019-20	Nil

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Sl. No.	Name of Establishments/ DDOs	Audited by Internal Audit up to the year	Due for Audit
1	2	3	4
42	Principal Officer(Health)	2008-09	2009-10 to 2019-20
43	Principal Officer(Industries)	2008-09	2009-10 to 2019-20
44	Principal Officer(ARDD)	2019-20	Nil
45	Principal Officer(Agriculture)	2019-20	Nil
46	Principal Officer(Forest)	2008-09	2009-10 to 2019-20
47	Principal Officer(Sc. & Tech.)	2008-09	2009-10 to 2019-20
48	Principal Officer(LRS)	2008-09	2009-10 to 2019-20
49	Principal Officer(SW&SE)	2015-16	2016-17 to 2019-20
50	Dy. Principal Officer(Education), Manu	New	Since Inception to 2019-20
51	Addl. Principal Officer(SW&SE), Manu	New	Since Inception to 2019-20
52	Dy. Principal Officer(Agriculture), Manu	New	Since Inception to 2019-20
53	Secretary District Council	2009-10	2010-11 to 2019-20
54	Executive Officer(Admn)		Up to 2019-20
55	Executive Officer (Finance)		Up to 2019-20
56	G.P.F. Section		Up to 2019-20
57	Supt. of Fisheries(Kanchanpur)	2017-18	2018-19 to 2019-20
58	Supt. of Fisheries(Jatanbari)	2019-20	Nil
59	Supt. of Fisheries(Gandacherra)	2011-12	2012-13 to 2019-20
60	Supt. of Fisheries(Longtharai Valley)	2012-13	2013-14 to 2019-20
61	Supt. of Agriculture(Rupaichari)	2011-12	2012-13 to 2019-20
62	Supt. of Agriculture(Chawmanu)	2011-12	2012-13 to 2019-20
63	Supt. of Agriculture(Gandacherra)	2016-17	2017-18 to 2019-20
64	Supt. of Agriculture(Tulashikhok)	2011-12	2012-13 to 2019-20
65	Supt. of Agriculture(Kanchanpur)	2011-12	2012-13 to 2019-20
66	Supt. of Agriculture(Mandwai)	2011-12	2012-13 to 2019-20
67	Supt. of Horticulture(Kanchanpur)	2011-12	2012-13 to 2019-20
68	Supt. of Horticulture(Manu, Dhalai)	2011-12	2012-13 to 2019-20
69	Asstt. Director of ARDD (B.C. Manu)	2010-11	2011-12 to 2019-20
70	Asstt. Director of ARDD (Khumulwng)	2019-20	Nil
71	Asstt. Director of ARDD (Kanchanpur)	2010-11	2011-12 to 2019-20
72	Asstt. Director of ARDD (Shikaribari)	2010-11	2011-12 to 2019-20

73	CDPO(Damcherra)	2011-12	2012-13 to 2019-20
74	CDPO(Kanchanpur)	2011-12	2012-13 to 2019-20
75	CDPO(Jampuihill)	2011-12	2012-13 to 2019-20
76	CDPO(Chawmanu)	2011-12	2012-13 to 2019-20
77	CDPO(Damburnagar)	2011-12	2012-13 to 2019-20
78	CDPO(Manu, Dhalai)	2011-12	2012-13 to 2019-20
79	Divisional Forest Officer(B.C.Manu)	2014-15	2015-16 to 2019-20
80	Divisional Forest Officer(Khumulwng)	2014-15	2015-16 to 2019-20
81	Divisional Forest Officer(82 miles)	2014-15	2015-16 to 2019-20

Executive Officer (Finance)
TTAADC, Khumulwng

List of Officers and Staffs of Finance Department, TTAADC

Sl. No.	Name of Officers/Staffs	Designation
1	2	3
	FINANCE SECTION	
1	Shri Ramkrishna Debbarma	Executive Officer(Finance)
2	Shri Pranab Debnath	Officer on Special Duty-II
3	Shri Satyajit Debbarma	Addl. Executive Officer (Finance)
4	Shri L. Betu	Addl. Executive Officer (Finance)
5	Shri Bipul Debbarma	Head Cleark
6	Smti Uma Debbarma	Head Cleark
7	Smti Muktalata Mahanta	Head Cleark
8	Shri Bijoy Debbarma	Lower Division Cleark
9	Shri Rohit Debbarma	Lower Division Cleark (Fixed)
10	Shri Kartik Debbarma	Lower Division Cleark (Fixed)
11	Shri Karan Kumar Dhanuk	Jr. Computer Asstt.
12	Shri Anju Debbarma	Jr. Computer Asstt.
13	Shri Ranjit Debbarma	Peon
14	Smti Drupadi Debbarma	Peon
	U.C. CELL	
1	Smti Rabalaxmi Debbarma	Head Cleark
2	Shri Chandan Debbarma	Upper Division Cleark
3	Smti Sabita Debbarma	Peon
4	Shri Karna Debbarma	Peon
5	Smti Pinki Debbarma	Peon

AUDIT CELL		
1	Shri Pulin Mitra	A.A.O (Deputed from State Govt.)
2	Shri Ramendra Debbarma	A.A.O (Deputed from State Govt.)
3	Shri Haridas Bandhu Sarkar	A.A.O (Contract)
4	Shri Bimal Debbarma	Office Superintendent
5	Shri Juddhamani Debbarma	Head Cleark
6	Shri Nirmal Debbarma	Head Cleark /Sr. Auditor
7	Shri Jiban Sarkar	Head Cleark/ Sr. Auditor
8	Shri Manoranjan Debbarma	Head Cleark/ Sr. Auditor
9	Shri Bipul Pal	Accountant (Contract)
10	Shri Bikram Debbarma	Upper Division Cleark/ Auditor
11	Shri Sankar Debbarma	Auditor (Deputed from State Govt.)
12	Shri Shubhramoy Sengupta	Auditor (Contract)
13	Smti Manju Debbarma	Peon
14	Shri Raju Sangma	Peon
15	Shri Hari Mohan Singh	Peon
G.P.F. SECTION		
1	Shri Jalapurna Jamatia	Head Cleark
2	Smti Minu Mog	Sr. Computer Asstt.
3	Smti Rajeswari Debbarma	Lower Division Cleark (Fixed)
4	Shri Nityananda Debbarma	Peon
5	Smti Budhulaxmi Debbarma	Peon

Executive Officer (Finance)
TTAADC, Khumulwng