

ODISHA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME (otelp)

PROGRAMME SUPPORT UNIT

(ST & SC DEVELOPMENT DEPARTMENT)

2nd floor, TDCC Building, Rupali Square, Bhubaneswar – 751022

Expression Of Interest

Odisha Tribal Empowerment & Livelihoods Programme (OTELP) funded by IFAD is being implemented since 2004 and will continue up to March, 2015. The Programme Support Unit (PSU) which facilitates implementation of the programme through ITDAs is functioning at TDCCOL Building, 2nd Floor, Bhoi Nagar, Rupali Square, Bhubaneswar, Odisha.

The PSU intends to engage one Finance Officer for undertaking the financial management & accounting responsibilities of the PSU as per the Terms of Reference which can be downloaded from the website of OTELP i.e. www.otelp.org. The intended C.A. firms / retired A.G Auditors organizations may apply for deployment of one qualified C.A. / Retired Auditor to work on full time basis at PSU who shall shoulder envisaged responsibilities of the Finance Officer as per the ToR on a day to day basis. The Finance Officer will report directly to the Programme Director, OTELP. During the tenure, you will be eligible to get monthly remuneration @ Rs. 40,000.00 per month.

The C.A. firms / retired A.G Auditors organizations having more than 10 years of experiences and willing to take above mentioned responsibilities may apply to the Programme Director, OTELP with following details:

1. Up to date capability statement of the firm indicating the detail work experience in fields of accounting and financial management pertaining to development sectors.
2. Staff strength with their qualification and experience.
3. The CV of the Applicant to be deployed on full time basis at PSU, OTELP.
4. The expected fees per month assuming one full years' minimum engagement.

The response / offer must reach to the undersigned on or before dtd. 27.08.2014 at 5.00 PM.

The authority reserves to right of accepting / rejecting any of the Expression of Interest.

Programme Director, OTELP

Terms of Reference for Finance Officer at PSU.

Generally the Finance Officer will assist Chief Finance Officer in all the day to day Finance, Accounts and related jobs at PSU.

In addition the Specific jobs to be looked after by Finance Manager are as follows.

1. Firm of Chartered Accountants have been appointed as Internal Auditors by the ITDAs. The Internal Auditor is supposed to submit their report on a quarterly basis. Finance Officer should thoroughly analyse the same and advise the ITDAs for corrective actions and to ensure that the Audit observations are compiled by the ITDAs.
2. The ITDAs release funds to the VDCs on the basis of AWPB and PIM guidelines. The Finance Officer will be responsible for fund management at VDC level through ITDAs in such a way that there is no shortage of fund at VDC level, neither excess funds are parked at VDC level. He should also analyse and put up solutions to the problems being faced at some of the VDCs.
3. Some of the VDCs have reported about misappropriation of Funds, which are under different level of pursuance & legal action for recovery. Finance Officer should analyse and advise the ITDAs on a regular basis for recovery of the misappropriated amount and also advise regarding steps to be taken for prevention of misappropriation of Funds.
4. On the requisition received from the ITDAs, PSU releases funds to the respective ITDAs. The Finance Officer will be responsible for the fund management in line with AWPB and PIM guidelines.
5. The Finance Officer will provide required details and information's in addition to the project financial statement and books of accounts to the Statuary Auditor for timely completion of Audit. He will also prepare reply to the Audit observations and submit to CFO for onward submission to PD.
6. Finance Officer will be responsible for all the matters relating to TDS i.e. deduction, deposit and return filing. He will also be responsible for issue of relevant forms to the deductees.
7. He will have to conduct at least 10days tour in a month to inspect accounts maintenance at VDC level of ITDAs and to disseminate financial discipline as per the procedure to ITDAs.
8. He should appraise PD on daily basis regarding expenditure of funds at field level.

9. He will be responsible for preparation and maintenance of accounts with up-to-date audit both at field level & PSU level. He shall comply audit objection and prepare reply immediately and required follow up action should be taken till the objection is dropped. The weekly expenditure statement on different programme implementation by PSU should be submitted to PD for review. He should also synchronize of ERP Tally package, so that the details of expenditure can be worked out easily for review.
10. He should ensure economics of expenditure and speedy release of funds. During the tenure of engagement, he shall abide by the rules and regulations in PSU on force. He shall be entitled to a maximum 15 days leave in a year subject to prior approval of Programme Director. Any unauthorized leave shall attract proportionate deduction from the consolidated monthly remuneration.
11. That in the event of unauthorized absence beyond a period of fifteen days during the contract period (i.e. for one year) or any other misconduct shall render him liable for immediate disengagement. The expression of misconduct would mean improper or unprofessional behavior, bad management, misbehavior etc. Whether an act is misconduct or not would be construed by PD at his discretion. He shall be held personally responsible for any loss sustained by the project through fraud or negligence on his part.
12. Neither the OTLEP programme nor the State Government of Odisha shall be liable for any compensation towards sickness and injury during the period of the contract.
13. Any other work as and when assigned by PD.
14. In case of any doubt / dispute in regard to implementation at any of the above clauses, the decision of the Chairperson, OTELP shall be final.