

Terms of Reference (ToR)

For

**Hiring of Finance Coordinator for ORMAS,
Panchayati Raj & Drinking Water Department**

**Government of Odisha,
Panchayati Raj & Drinking Water Department**

Background

To create different marketing channels for the micro enterprises, rural producers to develop sustainable livelihood through adopting appropriate rural technology, product development & diversification with accepted designs, packaging, certification, branding activities etc, Government in Panchayati Raj & Drinking Water Department has created “Odisha Rural Development and Marketing Society (ORMAS)” on 14th January 1991 and registered under Societies Registration Act-1860, it has been rendering yeomen services in livelihood promotion and rural product marketing in Odisha. ORMAS is also the nodal agency for implementing DDU-GKY (Deen Dayal Upadhyaya-Grameen Kaushalya Yojana) in the State of Odisha. This "Scheme is a unique initiative launched by Ministry of Rural Development, Govt. of India which aims to provide wage employment to rural youth post training in various trades (NCVT/SSC Courses). ORMAS is pioneer in implementation of DDU-GKY scheme in the State from last five years along with Project Implementing Agencies (PIAs).

Scope of work /Deliverables

- To ensure day to day accounting and updating of transactions in the accounting software for ORMAS/DDU-GKY and other schemes.
- Preparing of monthly/quarterly/annual financial statements including Income & Expenditure Account, Receipts and payments Account, Balance Sheet, Variance analysis, Bank reconciliation and other related reconciliations. Preparing weekly/monthly and other periodical MIS statements.
- Look after the functions of internal audit/Statutory audit/CAG audit etc. Coordinating the audit activities, submission of replies to audit queries/paras and finalizing the audits as per time frame stipulated.
- Compiling and submission of Utilization Statements duly audited for different schemes as per stipulations in the sanctioned terms.
- To ensure compliance of the Scheme Guidelines, SOP, sanctioned terms pertaining to financial matters including release of installments, incurring of expenditure out of the amounts sanctioned by Govt. of India/Govt. of Odisha.
- Vetting/ preparation of the sanction letters with component wise allocations of the projects under the DDU-GKY scheme/other schemes.
- Scrutiny for release of installment payments under the DDU-GKY/other schemes.
- Scrutiny of the UCs, audited financial statements submitted by the Project Implementing Agencies (PIAs) under the DDU-GKY scheme/other schemes for processing the 1st/ 2nd /subsequent installments.

- Mapping of the PIAs' Bank account with the PFMS system of Govt. of India for DDU-GKY and regular monthly/weekly monitoring of the financial transactions of the PIAs through the PFMS system of the GOI. Issue of suitable advisories to the PIA with regard to the financial transactions.
- Field visit to the PIAs as entrusted and reporting thereon.
- Conducting audit of PIAs through the audit firms engaged by ORMAS.
- Regulatory compliance and filling of returns including those under Income tax / GST provisions.
- Scrutiny of bills of various vendors and establishment, salary payments.
- Any other matter as may be entrusted by ED, ORMAS.

Qualification, Experience of Age Limit:

Sl. No.	Name of the Post	No. of Post	Qualification, experience and age limit	Job responsibility	Remuneration (Consolidated)
1	Finance Coordinator	1.	a. Minimum Qualification: - CA with B.Com Graduate. b. Minimum of 2-3 Years of post qualification experience in Financial Management, Audit and Accounts matters towards implementation of Placement linked Skill Development Programme (DDU-GKY) c. Maximum 35 of age as on 01.01.2019 d. Should be a citizen of India e. Proficiency in Odia, Hindi and English (Should be able to read, write and speak in Odia)	a. To assist the Dy. Director Accounts/ Finance experts. b. Review of internal and external financial reports as per requirement. c. Recording of financial transaction in accounting software (PFMS and Tally) d. Preparation of monthly/quarterly/annual Financial Statements and Utilization Certificates e. Preparation of Sanction Orders as per DDUGKY scheme guidelines. f. Disbursement scheduling and timely fund transfer. g. Undertaking review of Utilization Certificates (UCs) and Financial Statements submitted by the PIAs. h. Proposal evaluation and appraisal received for empanelment of new PIAs. i. Develops and maintains effective and professional working relationships with all levels of staff within the organization, including Senior Management and Auditors. j. MIS report as required by different authorities.	Rs.45000/-

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Duration of the Contract

The duration of the will be initially for a period of two years-which may be extended further basing on suitability/requirement in the ORMAS subject to satisfactory performance. The engagement may be terminated at any time without assigning any reason thereof. The contract may be terminated by either party by giving a notice period of one month. Prior to engagement the selected applicant shall make an agreement with the Executive Director, ORMAS, Panchayati Raj and Drinking Water Department.

Payment Schedule:

Remuneration will be made on monthly basis. TA/DA will be provided as admissible to the contractual personnel as per the ORMAS rules time to time.


10-04-2019

**Director-NRLM and
Member Secretary, ORMAS**