

State Institute for Rural Development, Bhubaneswar

Terms of Reference for Individual Consultant to strengthen Panchayat Accounting System

Background:

E-Cashbook in Orissa panchayats - Computerisation has been introduced in District Rural Development Agency (DRDA) and Block Panchayat level to maintain transparency and accountability in administration and finance. PAMIS (Project Accounting and Monitoring Information) is used in DRDA and Block for capturing daily financial transaction of DRDA/Block based on the double entry accounting system. Designed to manage core financial and physical aspects, PAMIS is easy to install and implement. PAMIS manages all accounting needs of an organisation effectively. All routine features of accounting are built into the software. To maintain the daily financial transactions at the Block and DRDA level, PAMIS has been implemented in all the 344 block and DRDA locations and the manual Cash Book has been replaced by computerised Cash Book.

To start with PAMIS, Master Data for Accounts, Budgets and Projects are to be initialised, which was initially bundled in the software by Panchayati Raj Department, Govt. of Orissa before installation in the Blocks and DRDAs. Then daily financial transactions are entered in 3 types of vouchers designed by Panchayati Raj Department, Govt. of Orissa. These 3 types of vouchers are Receipt, Payment and Journal. For ease of use, the manual vouchers have been colour-coded, green for receipt, red for payment and yellow for journal (advance adjustment) vouchers. Block Cashier prepares the manual vouchers based on the daily financial transaction and enters the data into the package. Then the software takes care of the generation of cashbook, journals, consolidated cashbook of Panchayat Samiti (Schemes) and Government (Salaries including Teachers' salary), separate cashbook for Panchayat Samiti and Government, subsidiary cashbook for all schemes under Panchayat Samiti, advance ledger, balance sheet, receipt payment statement, income expenditure statement and so on.

Present status of Panchayati Raj accounting system:

Presently the panchayat accounting system is maintained manually. Single entry system is followed. When a transaction takes place, it is either entered into the receipts or payments side of the cash book taking into consideration the nature of the transaction.

Scope of work:

Panchayati Raj department intends to computerise the panchayat accounts in all the 6,234 G.Ps across the state. PAMIS/ PRIAsoft (Panchayati Raj Institutions Accounting Software) will be extended to the G.Ps and accounts will be done following the double/single accounting system as per the requirement of the software.. The Consultant will be hired under the project who will be primarily responsible to strengthen the panchayat accounting system. S/he will be primarily responsible for revision of financial system, imparting training to officials/ elected executive leaders responsible for financial management & Accountancy at their level. The major responsibilities of the Consultants will be to:

- Study the panchayat accounts requirements
- Suggest General Ledger accounts
- Study common panchayat transactions
- Create formats to record panchayat transactions
- Create training manual for panchayat accounting
- Impart ToT on panchayat accounts to officials/ elected executive leaders responsible for financial management & Accountancy at their level
- Implement panchayat accounts
- Facilitate the conduct of audit of panchayat accounts.
- Any other task assigned to the Consultant relating to strengthening of panchayat accounts.

Duration of Assignment:

This assignment will be for one year.

Profile of the agency:

1. The agency should be a software firm/ consultancy firm or academic institution with consultancy wing on developing software applications.
2. It should have at least 3 years prior experience of developing accounting applications(both web-based and stand-alone)
3. It should have professional expertise (manpower) on developing and managing accounting software.
4. Agency with prior experience of developing similar accounting packages would be given due preference.

Qualifications and Experience of the individual consultant:

The Consultant should have the following qualification and work experience:

1. S/he should be a MBA(Finance)/ CA/ ICWA/ CFA
2. S/he should have 5-7 years in IT-based double entry accounting
3. Candidates with expertise in ORACLE will be given preference
4. Extra weightage will be given to the candidates having experience in Panchayat accounting system

Output(s):

1. I/O formats for the panchayat accounting system based on the nature of transactions made in panchayats throughout the year
2. Master Data for Accounts, Budgets and Projects initialised
3. Installment of PAMIS/PRIASoft in panchayats
4. Training manual on panchayat accounting system
5. ToT on panchayat accounts to officials/ elected executive leaders
6. PAMIS/PRIASoft used in maintenance of panchayat accounts
7. Documents related to audit of panchayat accounts
8. Any other document needed for strengthening of panchayat accounting system.

Terms and Conditions:

1. The consultant/s will be paid at a rate of Rs. 40,000/- per month. Payment will be made monthly based on certain outputs.
2. The Consultant will be placed in Panchayati Raj Department under the direct supervision of Commissioner-cum-Secretary, Panchayati Raj.
3. It is mandatory for the Consultant to continue in this assignment till the completion. However, if he fails to deliver as per the expected standard, s/he may be terminated with 15 days notice. In this regard, the decision of Commissioner-cum-Secretary, Panchayati Raj will be considered to be final and cannot be challenged
4. Monthly update on the progress of the tasks to Consultant will be done based on pre-decided outputs till the completion of the assignment.
5. The consultant needs to follow the timeline and quality standard as per the agreed ToR. If there is any deviation, prior approval needs to be taken from Commissioner-cum-Secretary, Panchayati Raj
6. All the documents and training materials prepared by the consultant should be qualitative and need to be verified and certified by the department. The documents should not be shared with others without prior permission from Panchayati Raj department.

(S. K. Lohani)
State Project Director
MoPR-UNDP CDLG Project