

## Introduction

## MANUAL-1

## Particulars of Organization, Functions &amp; Duties

## [Section-4 (1) (b) (I)]

Governor's Secretariat came in to being in accordance with the provisions of Section 305 of the Government of India Act, 1935. Subsequently, it was governed by the above provision read with sub-clause (a) of clause (3) of Article 202 of the Constitution of India.

Governor's Secretariat, Odisha is functioning at Raj Bhavan, Bhubaneswar. The Odisha Governor's Secretariat (Recruitment) Rules, 1974 and Amendment Rules, 2012 regulate the method of recruitment and conditions of service of persons appointed to the Governor's Secretariat. The service conditions of the staff who are bona-fide Government servants of State Government are regulated by the General Rules regulating the employees of the State Government viz. Odisha Civil Services (CCA) Rules, Odisha Traveling Allowance Rules, Odisha General Provident Fund Rules and so on. Accordingly, the duties and responsibilities are performed by the employees of Governor's Secretariat in accordance with the stipulation outlined in Odisha Secretariat Instructions.

Secretary to Governor, Odisha is the Appointing, Controlling and Disciplinary Authority in respect of the employees of the Governor's Secretariat, Odisha. He is assisted by Additional Secretary to Governor, Comptroller, Governor's Household, Under Secretaries, Desk Officers, Section Officers and Assistant Section Officers. All the above staff are accountable to their higher authorities and Secretary to the Governor. Comptroller, Governor's Household and Additional Secretary to Governor are the Officers from OAS cadre working in Governor's Secretariat being requisitioned from Government of Odisha.

The powers and duties discharged by the officers and staff are as per the Governor's Emoluments, Allowances and Privileges Rules framed by Government of India and Rules framed by Government of Odisha from time to time.

As per Government Rules and Guidelines, action is initiated at the level of Assistant Section Officers, which are duly scrutinized by the Section Officer/ Desk Officers and placed before Under Secretary/ Additional Secretary/ Comptroller, Governor's Household/ Additional Secretary to Chancellor/ Principal Secretary to Governor/ Hon'ble Governor as the case may be for final decision.

This Secretariat maintains records as per the provisions of Odisha Record Manual, 1964 and executive instructions issued by the Government in this regard from time to time.

The representations/ grievance petition and memorandums of the public submitted to the Governor are disposed off in accordance with the Book Circular No. 24, No. 25 and No. 27 issued by Government in Home Department.

All important information relating to the Governor's Secretariat, Odisha are available for information of public in Raj Bhavan website [www.rajbhavanodisha.gov.in](http://www.rajbhavanodisha.gov.in).

Governor's Secretariat runs from 10.00 AM to 5.30 PM on each working day with one hour lunch break from 1.30 PM to 2 PM. Moreover, roster arrangement works after 5.30 PM till the completion of the printing of daily engagement of Hon'ble Governor, Odisha. Besides, the office also functions till 1.30 PM on all Government holidays with regular roster arrangements.

The Legislative, Executive and other Constitutional responsibilities of the Governor are discharged as per the Instructions regarding the Business of the Government made under Article-166 of the Constitution of India which prescribes that the cases required to be submitted to the Hon'ble Governor shall be routed by the Secretary of the

Department concerned through the Chief Secretary to the Minister in-Charge and the Chief Minister for being placed before the Governor.

Governor's Secretariat deals with the matters of the following organizations of which Governor is associated as head of the organization.

- (i) Hind KushtNivaranSangh, Odisha State Branch,Bhubaneswar
- (ii) Indian Red Cross Society, Odisha State Branch,Bhubaneswar
- (iii) Odisha State Bharat Scouts & Guides,Bhubaneswar
- (iv) Odisha State Tuberculosis Association,Cuttack
- (v) RajyaSainik Board, Odisha,Bhubaneswar
- (vi) St. John Ambulance, Odisha State Centre,Bhubaneswar

The files of the above organizations are submitted to the Governor through the Honorary Secretary/ Secretary of the organization concerned.

## Governor's Secretariat, Odisha

Officers and Ministerial Staff in Position

Shri Pramod Kumar Meherda, IAS, Commissioner- Secretary to the Governor, Odisha.

| Sl No. | Section   | Branch Officer   | Section Officer                     | Staff   |
|--------|---|--|-------------------------------------|---|
| 1      | 2   | 3  | 4                                   | 5   |
| 1      | Secretary to the Governor's Office  | Dr. Pramod Kumar Meherda, IAS, Commissioner-cum-Secretary to the Governor                                  |                                     | P. K. Rout, Senior Private Secretary<br>S. Khatua, DEO<br>G. K. Panda PS (LR)   |
| 2      | Personal Secretary to the Governor's Office   | Shri Himanshu Narayan Patnaik, OAS, Personal Secretary to the Governor                                     |                                     | P.K. Dey, Sr. Prl. Pvt. Secretary<br>B. K. Singha, Pvt. Secretary<br>S. Behera, ASO   |
| 3      | Higher Education Section  | Shri Chittaranjan Mohanty, IAS, Additional Secretary to the Governor / Chancellor                          | G. Senapati, SO                     | R. Mohanty, ASO<br>P. Mishra, ASO<br>Ms. VarshaHaibru, ASO<br>Sunil Lakra, ASO<br>B.P. Rath, P.A.   |
| 4      | Household Section   | Shri Gauttam Choudhury, OAS, Comptroller   | M.K. Moharana, SO<br>(Housekeeping) | B. Chhotray, SO<br>N. Majhi, SO<br>C. Satapathy, DEO  |
| 5      | Establishment Section / Confidential Section / Reception / Diary & Records              | Shri Veda Bandhu Mishra, OAS, Joint Secretary to the Governor  | R. C. Majhi, SO                     | B. K. Patro, OSD<br>S. Das, ASO,<br>S. K. Naik, ASO<br>Mrs. M.K. Maharana, ASO<br>M.C. Sahoo, ASO<br>P. M. Biswal, OSD<br>M. K. Mohanty, Reception Clerk<br>MamatamayeeMallick, DEO |
| 6      | Petition Section / Issue Section  | Shri Raghunath Majhi, Under Secretary to the Governor<br>Smt. S. P. Shukla Under Secretary to the Governor |                                     | Ms. M. Mahanandia, ASO<br>C.P. Das, Suptd. Lev-II<br>M.R. Jehti, Suptd. Lev.II<br>P. K. Pradhan, Sr. Typist<br>Maikel Das, DEO  |
| 7      | Tour & Engagement Section   | Shri Rahul Sharma, IN ADC to the Governor<br>Shri PratyushDiwakar, IPS ADC to the Governor                 | D.S. Dash, SO                       | B. K. Jani, ASO   |
| 8      | Accounts Section (Bill, Budget, Audit)  | Shri Banamali Nayak, DO & DDO  | A. Saheed, DO<br>G.R. Mishra, SO    | L. Majhi, ASO   |
| 9      | Coordination Section (D.G.) / telephone / Library / Raj Bhavan Press / Raj Bhavan EPABX | Shri Harekrushna Behera, OSD   | B. Mohanty, SO                      | Prakash Chandra Shoo, ASO<br>B. K. Jani, ASO<br>C. R. Praharaj, Librarian<br>Smt. A. Rao, Sr. Gr. Stenographer<br>L. Panda, T.O<br>D. Majhi, T.O<br>D. Dutta, T.O<br>G. Barik, T.A. |
| 10     | Public Relations Section  | Shri Rakshak Kumar Nayak, OIS, PRO-I<br>Shri Sangram Deobhanj, OIS, PRO-                                   |                                     | S. Pradhan, Pvt. Secretary<br>Ms. M. Mahanandia, ASO  |

|    |                             |  |  |  |
|----|-----------------------------|--|--|--|
|    |                             | II   |  |  |
| 11 | Raj Bhavan Staff Dispensary | Dr. Krutibas Parida, Sr. Spl. in Medicine<br>Dr. (Mrs.) Suchitra Das, Sr. Spl. in Medicine |  | P. K. Mohanty, Pharmacist<br>Mrs. Swayamsidha Sahu, Staff Nurse<br>Mrs. Laxmi Priya Sahoo, Staff Nurse<br>Mrs. S. Pradhani, MPH (F)<br>Mrs. Amitapra Swain, MPH (F)<br>Niranjan Majhi, Lab. Technician |
| 12 | RTI Section                 | Shri Rakshak Kumar Nayak, PRO and PIO  |  | P. Mishra, ASO   |
| 13 | Garden Section              | Shri Basant Kumar Parhi, ADH   |  |  |

MANUAL – 2  
Power & Duties of Officers & Employees  
[Section-4(1)(b)(ii)]

| Sl No. |  |   |
|--------|--|---|
| 1      | Name<br>Designation<br>Powers & Duties | Dr. Pramod Kumar Meherda, IAS<br>Commissioner-cum- Secretary to the Governor<br>Appointing Authority, Controlling Authority & Disciplinary Authority of the employees of Governor's Secretariat.<br>Exercises the powers of Department of Government in all matters relating to the Governor's Secretariat.   |
| 2      | Name<br>Designation<br>Powers & Duties | Shri Himansu Narayan Patnaik, OAS (Retd.)<br>Personal Secretary to the Governor<br>Preparation of monthly report. Follow up action on the memoranda / representations / petitions submitted to Hon'ble Governor by any delegation.<br>Demi-Official correspondence of Hon'ble Governor.<br>Background notes and speech materials, message and tour notes of the Hon'ble Governor-to be assisted by Public Relations Officers.<br>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.<br>Matters relating to constitutional appointments.<br>Government files relating to Statutes, Law and ordinance and other Government files requiring Governor's assent/approval.<br>Files endorsed by Principal Secretary requiring orders of Hon'ble Governor. |
| 3      | Name<br>Designation<br>Powers & Duties | Shri Chitaranjan Mohanty, IAS<br>Additional Secretary to the Governor / Chancellor, Odisha<br>Higher Education (University matters)<br>Any other matter as and when assigned by Principal Secretary & Hon'ble Governor.<br>1 <sup>st</sup> Appellate Authority under RTI Act-2005.  |
| 4      | Name<br>Designation<br>Powers & Duties | Shri Gauttam Choudhury, OAS<br>Comptroller, Governor's Household<br>All matters relating to Hon'ble Governor's Household including Raj Bhavan, Puri Garden matters<br>Engineering Works (PWD, PHD, GED), Raj Bhavan, Bhubaneswar and Puri.<br>Sanction of expenditure up to Rs. 10,000/-<br>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.  |
| 5      | Name<br>Designation<br>Powers & Duties | Shri Veda Bandhu Mishra, OAS<br>Joint Secretary to the Governor<br>All Establishment matters.<br>Confidential matters as assigned by Principal Secretary & Hon'ble Governor.<br>Matter relating to Indian Red Cross Society, Hind Kusht Nivaran Sangha, Rajya Sainik Board, St. John Ambulance Association, Bharat Scouts & Guides, etc. to which Hon'ble Governor of Odisha is associated as the State level bodies.<br>Reception Office / Office Record Room.<br>Sanction of expenditure up to Rs. 10,000/- and sanction of GPF up to 50%, Annual   |

|    |  |   |
|----|--|---|
|    |  | Increment, leave up to 30 days of Group- B, C & D employees.<br>Any other matter as and when assigned by Principal Secretary & Hon'ble Governor.  |
| 6  | Name<br>Designation<br>Powers & Duties | Shri InderJit Khurana<br>Officer on Special Duty<br>Duties as assigned by Hon'ble Governor.   |
| 7  | Name<br>Designation<br>Powers & Duties | Lt.B. Anuragh Iyer,IN<br>ADC to the Governor<br>All matters relating to security of Hon'ble Governor of Odisha in Raj Bhavan premises and Raj Bhavan Staff Colony both Bhubaneswar and Puri.<br>Tour & Engagements of Hon'ble Governor of Odisha.<br>Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor.<br>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor. |
| 8  | Name<br>Designation<br>Powers & Duties | Shri Kailash Nath Nayak, OAPS<br>ADC(P) to the Governor<br>Tour & Engagements of Hon'ble Governor of Odisha.<br>Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor.<br>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.  |
| 9  | Name<br>Designation<br>Powers & Duties | Shri Raghunath Majhi,<br>Under Secretary to the Governor<br>Smt. S.P.Shukla,<br>Under Secretary to the Governor<br>Petitions, Memorandum etc., Issue and Dispatch Branch, Evening Roster arrangement.   |
| 10 | Name<br>Designation<br>Powers & Duties | Shri Harekrushna Behera,<br>OSD<br>Raj Bhavan Staff Dispensary, Raj Bhavan Library, Computers and Net-working in Raj Bhavan / Raj Bhavan website. Telephones and EPABX system, Raj Bhavan Press, Discretionary Grant, Audit Report and Compliance of Audit Reports.   |
| 11 | Name<br>Designation<br>Powers & Duties | Shri Banamali Nayak,<br>DO & DDO<br>Accounts, Bill & Budget, Drawing & Disbursing Officer, Audit Report, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.   |
| 12 | Name<br>Designation<br>Powers & Duties | Shri Rakshak Kumar Nayak, OIS-I,<br>PRO-I to the Governor<br>Public Relations of Hon'ble Governor of Odisha, Message of Hon'ble Governor of Odisha. Draft Speeches of Hon'ble Governor of Odisha.<br>(PROs shall report to Personal Secretary in the matter of Messages and Speeches)<br>Press Clippings, Official Directory, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.              |
| 13 | Name<br>Designation<br>Powers & Duties | Shri Sangram Deobhanj,<br>PRO-II to the Governor<br>Public Relations of Hon'ble Governor of Odisha, Message of Hon'ble Governor of Odisha. Draft Speeches of Hon'ble Governor of Odisha.<br>(PROs shall report to Personal Secretary in the matter of Messages and Speeches)<br>Press Clippings, Official Directory, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.                       |
| 14 | Name<br>Designation<br>Powers & Duties | Dr. Krutibas Parida,<br>Sr. Specialist in Medicine (Retd.)<br>Personal Physician of Hon'ble Governor of Odisha.<br>Attend Out-door patients in Raj Bhavan Staff Dispensary.<br>Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.   |
| 15 | Name<br>Designation<br>Powers & Duties | Dr. (Mrs.) Suchitra Das,<br>Sr. Specialist in Medicine,<br>Personal Physician of Hon'ble Governor of Odisha.<br>Attend Out-door patients in Raj Bhavan Staff Dispensary.<br>Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.  |

| SL No. | Name of the Branch / Section | Functions  |
|--------|------------------------------|--|
| 1      | Establishment Section        | Service matters of employees working in Raj Bhavan.  |
| 2      | Accounts Section             | Bill / Budget / Audit  |
| 3      | Petition Section             | Dealing with Petitions / Memoranda / representations made by public to the Governor  |
| 4      | Confidential Section         | Monthly Report to Govt. of India, All Govt. files relating to Constitutional and Statutory matter, Organizations with which Governor is associated as Head of the State. |
| 5      | Raj Bhavan Garage            | Maintenance and development of vehicles of Raj Bhavan  |
| 6      | Coordination Section         | Discretionary Grant of Governor, Raj Bhavan EPABX, Telephone / Raj Bhavan Staff Dispensary   |
| 7      | Raj Bhavan Staff Dispensary  | Medical facility to Governor, Raj Bhavan employees and General Public  |
| 8      | Public Relations Section     | Messages, Speeches of Governor, Official Telephone Directory, Coordination with Electronic & Print Media, Everyday news briefing to Governor                             |
| 9      | University Section           | Subjects relating to University matter, Selection and Appointment of Vice Chancellors / Registrars & Comptroller of Finance  |
| 10     | Issue Section                | Type & Dispatch of Official letters  |
| 11     | Household Section            | Upkeep and maintenance of Raj Bhavan, Hospitality to visiting Guests / State Guests, Organizations of AT-HOME functions.   |
| 12     | Tour & Engagement            | Fixing of appointment with Governor, Tour Programme of Governor inside and outside State, Coordination of district visits  |
| 13     | Raj Bhavan Garden            | Maintenance of Raj Bhavan Garden at Bhubaneswar and Puri.  |
| 14     | Raj Bhavan Maintenance       | Maintenance of buildings, sanitation and Electrification of Raj Bhavan estate at Bhubaneswar and Puri.   |
| 15     | Raj Bhavan Security          | Management of Security of Raj Bhavan, Bhubaneswar and Puri   |
| 16     | RTI Section                  | RTI matters.   |

### MANUAL-3

#### Procedure Followed in Decision Making Process

##### [Section-4 (1) (b) (iii)]

1. What are the documented Procedures/ laid down Procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

As per Government Rules and Guidelines, action is initiated at the level of Assistant Section Officers, which are duly scrutinized by the Section Officer / Desk Officers and placed before Under Secretary/Additional Secretary/Comptroller, Governor's

**MANUAL-4**

## Norms for Discharge of Functions

[Section-4 (1) (b) (iv)]

**MANUAL-5**

## Rules, Regulations, Instructions, Manuals &amp; Records for

## Discharging Functions

[Section-4 (1) (b) (v)]

| Sl. No. | Name/ Title of the Document  | Type of Documents | Brief write up of the documents | From where one can get a copy of Rules, Regulations, Instructions, Manual and Records | Address, Telephone No., FAX, E-mail & others | Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any) |
|---------|--|-------------------|---------------------------------|---|--|---|
| 1       | 2  | 3                 | 4                               | 5   | 6  | 7   |
| (f)     | Governor's Emolument (Allowances and Privileges) Rules, 1987                           |                   |                                 |   |  |   |
| (g)     | Odisha Governor Secretariat Services (Recruitment Rules), 1974 & Amendment Rules, 2012 |                   |                                 |   |  |   |
| (h)     | Odisha Universities Acts and Statutes  |                   |                                 |   |  |   |

## Annexure – I

(The Orissa Gazette No.7, Cuttack, Friday, February 15, 1974, Part III – A)

### GOVERNMENT OF ORISSA POLITICAL & SERVICES DEPARTMENT

#### NOTIFICATION

The 26<sup>th</sup> January 1974

No.1290-Gen.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa hereby makes the following Rules for regulating the method of Recruitment and Conditions of Services of the persons appointed to the Orissa Governor's Secretariat Services, namely:-

1. Short title and commencement:-
  - (1) These Rules may be called the Orissa Governor's Secretariat Service (Recruitment) Rules, 1974.
  - (2) They shall come into force with effect from the 26<sup>th</sup> January, 1974.
2. Definitions :- In these Rules, unless the context otherwise requires:-
  - (a) 'Department' means a Department in the 'Secretariat';
  - (b) 'Governor' means the Governor of the State of Odisha;
  - (c) 'Government' means the Government of Odisha;
  - (d) 'Service' means the Odisha Governor's Secretariat Service; and
  - (e) 'Year' means a Calendar year.
3. Constitution of the Cadre :- The service shall consist of the following categories of Class – I, Class – II, Class – III and Class – IV posts, namely:-
  - Class – I:- Deputy Secretary
  - Class – II:- (a) Under Secretary
  - (b) Assistant Secretary (General)
  - (c) Assistant Secretary (Confidential)
  - Class – III:-
    - (1) (a) Head Assistant
    - (b) Superintendent, Governor's Household
    - (2) (a) Upper Division Grade I Assistant
    - (b) Red Cross Assistant
    - (c) Child Welfare Assistant
    - (d) Accountant-cum-Cashier
    - (e) Grade – I Accountant
    - (f) Senior Household Assistant
    - (3) (a) Upper Division Grade II Assistant
    - (b) Grade – II Accountant
    - (c) Junior Household Assistant
    - (d) Senior Typist
    - (4) (a) Lower Division Assistant
    - (b) Despatcher
    - (c) Diarist
    - (d) Reception Clerk
    - (e) Typist
    - (5) (a) P.As. to the Governor
    - (b) Stenographer, Grade – I
    - (c) Stenographer, Grade – II
    - (d) Stenographer, Grade – III
    - (6) Head Jamadar
  - Class – IV
    - (7) (a) Jamadar
    - (b) Chaparasis
    - (c) Peons
4. Cadre Strength:- The cadre of the service shall consist of such number of permanent and temporary post of the different categories specified in Rule 3, as the Governor may from time to time by order fix.



5. (1) Recruitment to the posts of Peons and Chaprasis shall be made by direct recruitment in accordance with rule 8 with the exception that no reference to Home Department is necessary.
- (2) Recruitment to the post of Lower Division Assistant, Typist, Despatcher, Diarist, Reception Clerk and Stenographer, Grade – III and shall be made:-
- by direct recruitment in accordance with Rule 8, and
  - by promotion from Class – IV posts and Head Jamadars:-
- Provided that not more than 12 per cent of the vacancies in any category in a year shall be filled up by promotion, provided further that they have got the minimum required educational of technical qualifications prescribed for the respective Class – III posts and are otherwise suitable for such posts and they have put in at least five years of service under the Government.
- (3) Recruitment to the posts other than those specified in sub-rules (1) and (2) shall be made by promotion in accordance with Rules 9 and 10.

6. General conditions of eligibility – No person shall be eligible to be a candidate for any of the post mentioned in sub-rule (i) of Rule 5, if he:-

- is not able to speak, read and write Oriya or has not passed the Oriya test equivalent to M.E. standard;
- is not of good character;
- has more than one spouse living;
- is not sound health, good physique; and free from organic defects of bodily infirmity;
- is not below eighteen years of age or above twenty-eight years of age.

Provided that the maximum age in case of candidates belonging to Scheduled Castes or Scheduled Tribes and ex-Armed forces personnel shall be relaxed by five years.

7. Qualifications for eligibility:-

- For the post of Lower Division Assistant, Diarist, Despatcher and Reception Clerk, a candidate must have passed Intermediate examination or its equivalent.
- For the post of Stenographer, Grade – III, a candidate must have passed Intermediate or its equivalent be able to type at least 40 w.p.m. (words per minute) and possess a speed of 80w.p.m. (words per minute) in shorthand.
- For the post of Typist, candidate must have passed Intermediate or its equivalent examination and possess a speed of 40 w.p.m. (words per minute) in typewriting.
- For the post of Chaprasi or Peon a candidate must have educational qualification of M.E. standard.

8. Selection by direct recruitment:-

- Whenever any vacancy occurs in the post of Lower Division Assistant, Diarist, Despatcher and Reception Clerk, the Secretary to the Governor shall call for a list of candidates who have come out successful in the examination conducted by the Public Service Commission from the Home Department or when no such candidates are available may issue an advertisement inviting applications from eligible candidates who have registered themselves in the local Employment Exchange.
- The advertisement shall be published in the Gazette and also at least in two local daily newspapers.
- The Secretary shall also notify the vacancies to the Employment Exchange for recommending the names of suitable candidates for the posts from among the persons who have registered themselves in the Employment Exchange.
- The selection for appointment to the aforesaid posts shall be made by a Selection Committee consisting of three officers to be nominated by the Secretary to the Governor;
- The Selection Committee may hold a written test or a *viva voce* test or both as it deem proper.
- The list of the candidates selected by the Selection Committee arranged in order of merit.
- Whenever any vacancy occurs in the post of Stenographer, Grade III or Typist, the Secretary to the Governor shall make a reference to the Home Department to send a list of persons from the list of passed candidates maintained by the Department.
- In case where no such name is recommended by the Home Department, the procedure laid down in the preceding sub-rules shall be followed.

9. Posts to be filled up by Promotion:-

The promotional posts mentioned in Column I of the following Schedule shall be filled up by promotion from among the persons holding the posts mentioned against them respectively in Column II thereof.

**SCHEDULE**

|     | <b>Column – I</b>   | <b>Column – II</b>  |
|-----|---|---|
| 1.  | Jamadar   | Peons and Chaprasis   |
| 2.  | Head Jamadar  | Jamadar   |
| 3.  | Senior Typist   | Typist  |
| 4.  | (a) Grade II Assistant<br>(b) Grade II Accountant<br>(c) Junior Household Assistant | Lower Division Assistant, Diarist, Despatcher and Reception Clerk   |
| 5.  | (a) Grade I Assistant<br>(b) Red Cross Assistant<br>(c) Child Welfare Assistant     | Grade II Assistant  |
| 6.  | Accountant-cum-Cashier<br>Grade I Accountant  | Grade II Accountant   |
| 7.  | Senior Household Assistant  | Junior Household Assistant  |
| 8.  | Head Assistant  | (i) Grade I Assistant<br>(ii) Accountant-cum-Cashier<br>Grade I Accountant<br>(iii) Red Cross Assistant<br>(iv) Child Welfare Assistant |
| 9.  | Superintendent Governor's Household   | Senior Household Assistant  |
| 10. | Assistant Secretary (General)   | (i) Head Assistant<br>(ii) Superintendent Governor's Household  |
| 11. | Under Secretary   | Assistant Secretary   |
| 12. | Deputy Secretary  | Under Secretary   |
| 13. | Stenographer Grade II   | Stenographer III  |
| 14. | Stenographer I  | Stenographer II   |
| 15. | Personal Assistant to Governor  | Stenographer I  |
| 16. | Assistant Secretary (Confidential)  | Personal Assistant to the Governor  |

**10. Conditions for eligibility to promotion :-**

(1) A person shall have to satisfy the following conditions for being eligible to be promoted to a higher post:-

- (a) he must have passed the Secretariat training examination and such other tests if any as are prescribed in respect of posts a similar nature in the Secretariat Departments of the Government.
- (b) for promotion to the posts of Superintendent Governor's Household, Accountant-cum-Cashier, Grade I Accountant, Senior Household Assistant, Grade II Accountant and Junior Household Assistant, he must have specialized knowledge and experience for at least three years in the respective subject to which the promotional post belongs.

(2) Appointment to a promotional post shall be based on merit and suitability in all respects, with due regard to seniority.

**11. Reservation of candidates belonging to Scheduled Castes and Scheduled Tribes:-**

- (1) Twenty-four per cent and sixteen per cent of vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes respectively at any time for recruitment subject to the condition that such candidates satisfy the minimum standard of suitability fixed for appointment to the service.

- (2) In filling up the vacancies so reserved, candidates who are members of Scheduled Castes or Scheduled Tribes shall be considered for appointment in the order in which their names appear in the list referred to in Rule 8, irrespective of their relative rank as compared with other candidates.
- (3) If a sufficient number of candidates who are members of the Scheduled Castes or Scheduled Tribes are not available for filling up the vacancies so reserved, the remaining vacancies shall be filled up by other candidates in the said list and an equivalent number of additional vacancies shall be reserved for candidates belonging to Scheduled Castes or Scheduled Tribes to be filled up at the subsequent recruitment:

Provided that if a sufficient number of suitable candidates belonging to the Scheduled Castes and Scheduled Tribes are not available as a result at the subsequent recruitment to fill at all reserved vacancies including the additional vacancies, the additional vacancies or such of them as are not filled shall lapse:

Provided further at any such subsequent recruitment the normal reserved vacancies plus the additional vacancies carried forward together shall not exceed fifty per cent of the total number of vacancies at any time.

12. Probation and Confirmation:-

- (1) All appointments to the posts specified in rule 3 shall be made on probation for a period of two years from the date the incumbent actually joins in the post;  
Provided that the period of probation in any case or class of cases may be extended as deemed necessary.
- (2) If during the period of probation a candidate's work or conduct is found unsatisfactory, the period of probation may be terminated where upon the person concerned if recruited directly be deemed to have been discharged from service and if appointed on promotion be deemed to have been reverted to the post from which he has been promoted.
- (3) No person shall be confirmed in the permanent post unless he has satisfactorily completed the period of probation.

13. Seniority:-

The seniority shall be determined in accordance with the position allotted to them in the selection list in the case of direct recruits and according to the date of issue of the order of promotion in case of promotees in a particular year;

Provided that if the date of issue of the order of promotion is the same in respect of two or more such candidates, their seniority *inter se* shall be determined according to their seniority in the lower post.

14. Residuary matters :-

The conditions of service in regard to matters not specifically covered by these Rules shall be the same as are or as may, from time to time, be applicable generally to other State Government servants similarly placed.

15. Relaxation:-

Where the Governor is of the opinion that it is necessary or expedient so to do, he may, by order, for reasons to be recorded in writing, relax any of the provisions of these Rules in respect of any "Class" or "Category" of persons or posts.

16. Interpretation:-

If any question arises relating to the interpretation of these Rules it shall be referred to the Governor who shall decide the same.

By order of the Governor

S. K. Palit

**Additional Secretary to the Government**

**GOVERNMENT OF ODISHA  
PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION**

No. 6700 /PAD, dated the 22<sup>nd</sup> December, 2012  
GE/1-1/2012

In exercise of the powers conferred by the proviso to Articles 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules further to amend the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, namely:—

1. (1) These rules may be called the Odisha Governor's Secretariat Service (Recruitment) Amendment Rules, 2012.  
(2) They shall come into force on the date of their publication in the Odisha Gazettee.
2. In the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, (hereinafter referred to as the said rules),— in rule 2, the following clauses shall be inserted, namely:—
  - (f) "Commission" means the Odisha Public Service Commission;
  - (g) "Ex-Servicemen" means a person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
  - (h) "Persons with Disabilities" means a person who has been granted a disability certificate by competent authority as per the provisions of rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003.
  - (i) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under Article 341 and 342 of the Constitution of India, respectively.
  - (j) "Socially Educationally Backward Classes" means the Socially and Educationally Backward Classes of citizens other than the scheduled castes and scheduled tribes as may be defined by the State Government from time to time in the list under the Odisha State Commission for Backward Classes Act, 1993.
  - (k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per the Resolution

No.24808/Gen. dated the 18th November 1985 of General Administration Department.

3. In the said rules, rule 3 Shall be substituted by the following rule, namely:— “3. Constitutions of service: — The service shall consists of the following categories of posts;namely:—

- (i) Group A- (a) DeputySecretary  
Under Secretary  
Senior Private Secretary
- (ii) Group B- (1) (a) DeskOfficer,  
(b)Private Secretary
- (iii) Group C- (a) Section Officer,  
(b) Assistant Section Officer, which includes  
Despatcher &Diarist.  
(c) SuperintendentLevel-II  
(d) Senior GradeTypist  
(e) Junior GradeTypist  
(f) PersonalAssistant  
(g) Senior GradeStenographer  
(h) Junior GradeStenographer  
(i) Head Jamadar  
(j) House KeepingAssistant  
(k) Librarian  
(l) TelephoneOperator  
(m) Junior GradeRecorder  
(n) TreasurySarkar  
(o) Garage Supervisor-cum-Mechanic  
(p)Senior Grade Driver  
(q)Junior Grade Driver  
(r)Buttler-cum-Head Cook  
  
(s) Head Khit  
(t) Transport Munsi  
(u)Dresser-cum-attendant  
(v)Grafter  
(w)Head Mali

- (iv) Group D-
- (a) Jamadar
  - (b) Chaparasis
  - (c) Peons
  - (d) Daftary
  - (e) Market Attendant
  - (f) Assistant Transport Munsiff
  - (g) Transport Peon
  - (h) Telephone Attendant
  - (i) Watchman
  - (j) Farash
  - (k) Head Sweeper
  - (l) Sweeper
  - (m) Mali
  - (n) Cook
  - (o) Cook's Mate
  - (p) Kitchen Boy
  - (q) Khit
  - (r) Senior House Bearer
  - (s) Tour Bearer
  - (t) Additional Tour Bearer
  - (u) House Bearer
  - (v) Masalchi
  - (w) House Khalasi
  - (x) Maid Servant
  - (y) Hot Waterman
  - (z) Dhobi Sarkar

**4.** In the said rules, in rule 5,

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) Recruitment to the posts under Group D category shall be made by direct recruitment in accordance with sub-rule (6) of rule 8”,  
and

2. for sub-rule (2), the following sub-rule shall be substituted, namely:— “(2) Recruitment to the posts under Group-C category shall be made—

(a) By direct recruitment in accordance with rule 8; and

(b) by promotion of Group-D employees by following limited Departmental examination”.

5. In the said rules, rule 6 shall be substituted by the following rule, namely:—

“6. Eligibility criteria for Direct Recruitment—In order to be eligible for direct recruitment, a candidate must satisfy the following conditions:—

(a) Nationality: He must be a citizen of India.

Age Limits: He must have attained the age of 18 (eighteen) years and must not be above the age of 32 (thirty two) years.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 11 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for the respective categories.

(b) Knowledge in Odiya : He must be able to read, write and speak Odiya’ and have—

- (i) Passed Middle School examination with Odiya as a language subject; or
  - (ii) Passed Matriculation or equivalent examination with Odiya as medium of examination in non-language subject; or
  - (iii) Passed in Odiya as language subject in the final examination of Class VII or above; or
  - (iv) Passed a test in Odiya in Middle English School Standard conducted by the School & Mass Education Department.
- (d) Marital Status: if married, he must not have more than one spouse living:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law or custom applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

(e) Physical Fitness: He must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. He, who after such medical examination as the

Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.”

6. In the said rules, in rule 7, the sub-rules (1), (2) and (3) shall be deleted.

7. In the said rules, rule 8 shall be substituted, by the following rule, namely:—“8. Selection by direct recruitment– 1. (a) The Governor’s Secretariat shall communicate the total number of vacancies i.e the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Assistant Section Officer by the end of the month of December of the succeeding year to be filled up by direct recruitment to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories.

The Home Department shall, on receipt of the vacancies from the Governor’s Secretariat, communicate the same along with their vacancies in the Grade of Assistant Section Officer to the Commission for recruitment of suitable candidates.

(b) The Commission shall prepare a separate list containing successful candidates equal to the number of vacancies for their appointment in the Governor’s Secretariat.

(2) (a) In order to consider the cases of promotion of eligible Group ‘C’ and Group “D” employees for promotion / selection to the post of Assistant Section Officer, the Governor Secretariat shall constitute a Selection Committee under rule 13 as follows:—

(b) The Selection Committee shall consist of the members as nominated by the Secretary to the Governor from among the following officers of the Governor Secretariat. The senior most officer shall be nominated as the Chairman of the Committee.

- |   |                   |
|---|-------------------|
| 1. Personal Secretary to the Governor   | -                 |
| 2. Joint Secretary to the Governor  | -                 |
| 3. Comptroller of Governor’s Household  | -                 |
| 4. Representative of S.T & S.C Development Department   | -                 |
| 5. Joint Secretary / Deputy Secretary/<br>Under Secretary to the Governor in<br>Charge of Establishment | - Member Convener |



3 (a) Selection by induction shall be from among the Senior Grade Typists, Junior Grade Recorder:—

Not more than one post out of the sanctioned strength in the cadre of ASO shall be filled up by promotion / selection from among the eligible Senior Grade Typist and Junior Grade Recorder:

Provided that, they must have rendered at least ten years of continuous service inclusive of at least three years in the respective rank and passes minimum bachelor's Degree in any discipline with adequate knowledge in computer application.

(b) Selection by induction from among the Group-D employees:

Not more than 10% of the total posts in the cadre out of the sanctioned strength in the cadre of Assistant Section Officer shall be filled up by way of promotion from among the eligible Group-D employee who qualify the Limited Departmental

Examination conducted by the Committee. In case of single vacancy arising in a Calendar year the same shall be filled up from among the eligible employees of Group-D category and the subsequent vacancies in the sequence shall also be filled up until the total number of three posts on promotion from the Group-D category is filled up. In case of non-availability or non-qualifying the prescribed test by the Group-D category of employees for promotion to the post of Assistant Section Officer, the same shall be filled up by direct recruitment as per sub-rule(1):

Provided that they have got the minimum required educational and technical qualifications prescribed for the respective Group-C post and are otherwise suitable for such posts and they have put in at least ten years of continuous service in that post.

(4) For appointment to the post of House Keeping Assistant, a person must be a graduate in any discipline and possess qualification of Post Graduate Diploma in Hotel Management from a recognized University /Institution.

(5) The Governor's Secretariat shall communicate the total number of vacancies i.e., the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Junior Stenographer and Junior Data Entry Operator by the end of the month of December of the succeeding year to be filled up by direct recruitment

to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories. Home Department shall, on receipt of the vacancies, go for recruitment for selection of suitable candidates as per their prevailing rules and sponsor a list for appointment in Governor Secretariat.

(6) Whenever any vacancy occurs in Group-D category of posts, the same shall be filled up by obtaining list of suitable candidates from the local employment exchange, who have registered themselves in the employment exchange.

(a) The selection for appointment to such posts shall be made by a selection Committee consisting of the officers to be nominated by the Secretary to the Governor.

(b) The Selection Committee may hold a written test or a viva voice test or both as it deem proper.

(c) The list of the candidates selected by the Selection Committee arranged in order of merit shall be forwarded to the Secretary to the Governor who shall appoint persons to fill up the vacancies from the list of selected candidates in order of merit".

8. In the said rules, in rule 9, the Schedule appearing thereto shall be substituted by the following Schedule, namely:—

#### **SCHEDULE**

| <b>Sl.No.</b> | <b>Column I</b>           | <b>Column II</b>          |
|---------------|---------------------------|---------------------------|
| 1.            | Deputy Secretary          | Under Secretary           |
| 2.            | Under Secretary           | Desk Officer              |
| 3.            | Desk Officer              | Section Officer           |
| 4.            | Section Officer           | Assistant Section Officer |
| 5.            | Senior Private Secretary  | Private Secretary         |
| 6.            | Private Secretary         | Personal Assistant        |
| 7.            | Personal Assistant        | Senior Grade Stenographer |
| 8.            | Senior Grade Stenographer | Junior Grade Stenographer |
| 9.            | Superintendent Level III  | Senior Grade Typist       |
| 10.           | Senior Grade Typist       | Junior Grade Typist       |
| 11.           | Junior Grade Recorder     | Group D                   |

|     |   |  |
|-----|---|--|
| 12. | TelephoneOperator<br>(Through direct recruitment/<br>Promotion) | Group D                                |
| 13. | HeadKhit  | Khit                                   |
| 14. | Head Mali/Grafter   | Mali                                   |
| 15. | TreasurySarkar  | Peon/Chaparasi                         |
| 16. | HeadJamadar   | Jamadar                                |
| 17. | Jamadar   | Peon/Chaparasi/Watchman                |
| 18. | Daftary   | Peon/Chaparasi/Farash                  |
| 19. | GarageSupervisor-cum-Mechanic                                   | Senior GradeDriver                     |
| 20. | SeniorGradeDriver   | Junior GradeDriver                     |
| 21. | JuniorGradeDriver<br>(by promotion or bydirect<br>recruitment)  | Cleaner                                |
| 22. | HeadSweeper   | Sweeper                                |
| 23. | Cook (By promotion orbydirect<br>recruitment)                   | Cook's Mate                            |
| 24. | DhobiSarkar   | DhobiHelper                            |
| 25. | HouseBearer   | By way of promotion /selection         |
| 26. | AssistantTransportMunsi   | From among eligible Group Employees.   |
| 27. | Khit  | From among eligible Group Employees.   |
| 28. | TransportMunsi  | From among eligible Group Employees.   |
| 29. | MarketAttendant   | From among eligible Group D employees. |

**9.** In the said rules, in rule 10, for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) A person shall have to satisfy the following conditions to be eligible for promotion to the post of Section Officer, Junior Grade Recorder and Telephone Operator, namely:—

- (a) In case of promotion to the post of Section officer, an Assistant Section Officer must have passed the State Secretariat Training Examination/Accounts Training Examination.
- (b) In case of promotion to the post of Junior Grade Recorder from among the Group-D employees, the candidates shall possess a Bachelor's Degree in any discipline from a recognized University/

Institution and must have rendered a minimum of ten years of continuous service as such.

- (c) In case of promotion to the post of Telephone Operator from among the Group-D employees, the candidates shall possess a Bachelor's Degree in any discipline from a recognized University / Institution and must have rendered a minimum of ten years of continuous service as such and shall have fluency in speaking Odiya, Hindi and English".

**10.** In the said rules, in rule 10, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) (a) The committee shall meet at least once in a year preferably in the month of January to prepare lists of employees suitable for promotion to different ranks taking into account the existing vacancies, if any, and the anticipated vacancies of the year.

(b) The Committee while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of—

- (i) The Odisha Civil Services (Zone of Consideration for promotion) Rules, 1988,
- (ii) The Odisha Civil Services (Criteria for Promotion) Rules, 1992,
- (iii) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003, and
- (iv) The Odisha Reservation of vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under, in any other law / rule in force in the relevant time.

**11.** In the said rules, rule 11 shall be substituted, by the following rule, namely:— “11. Reservations—Notwithstanding anything contained in these rules reservation of posts or vacancies as the case may be, for—

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and

Scheduled Tribes) Act, 1975 and the rules made there under or any other law or rule in force in the relevant time; and

(b) SEBC, Women, Sportsmen, Ex-servicemen and physically Handicapped Persons shall be made in accordance with the provisions made under such Acts, rules, orders or instructions issued in this behalf by the Government from time to time”.

**12.** In the said rules, rule 14 shall be substituted, by the following rule, namely:—

“14. Residuary matters—All other matters regulating conditions of service not specifically covered by these rules shall be governed by the rules, orders, circulars and instructions issued by the Government from time to time for their employees in the Departments of Government in respect of the employees holding corresponding posts in Governor’s Secretariat”.

**13.** In the said rules, rule 16 shall be substituted, by the following rule, namely:— “16. if any question arises relating to the interpretation of these rules, the same shall be referred to the Government, whose decision thereon shall be final”.

By Order of the Governor

Sd/-

G. MATHI VATHANAN

Commissioner-cum-Secretary to Government

There are 20 state Universities exists in the state of Odisha under administrative control of various Departments and Hon'ble Governor is the Ex-Officio Chancellor of these Universities

**A. List of Universities under Administrative control of Department of Higher Education.**

| SI No. | Name of the University                      | Date/Year of Establishment  | Provisions of Acts/Statutes  |
|--------|---|---|--|
| 1      | UtkalUniversity,<br>Bhubaneswar             | 1943( incorporated vide Orissa Act 20 of 1966)  | Orissa Universities Act,1989 & Orissa Universities First Statutes,1990   |
| 2      | Berhampur University,<br>Berhampur          | 1967(Established by Orissa Act 21 of 1966)  | -Do-   |
| 3      | Sambalpur University,Sambalpur              | 1967(Established by Orissa Act 22 of 1966)  | -Do-   |
| 4      | Shri Jagannath Sanskrit Viswavidyalaya,Puri | 1981(Established by Orissa Act 31 of 1981)  | -Do-   |
| 5      | North Orissa University,Baripada            | 13.07.1998<br><br>(Established by Notification No.32930/HE Dated:13.07.1988 of HE Deptt.)   | -Do-   |
| 6      | Fakir Mohan University, Balasore            | 11.07.1999(Established vide Notification No.31369-I/HE Dated:03.07.1999 of HE Deptt.        | -Do-   |
| 7      | RavenshawUniversity,Cuttack                 | 2006(Established by Orissa Act 8 of 2005)   | Ravenshaw University Act,2005<br><br>No separate Statutes formed.<br><br>Day to day business are being managed by following provisions of Orissa Universities First Statutes,1990 as per orders of Govt. |
| 8      | Rama Devi Women's University, Bhubaneswar   | 30.05.2015<br><br>(Established vide Notification No.11605/HE Dated:30.05.2015 of HE Deptt.) | Orissa Universities Act,1989 & Orissa Universities First Statutes,1990   |

|    |  |   |   |
|----|--|---|---|
| 9  | Khallikote (Cluster) University, Berhampur | 30.05.2015<br>(Established vide Notification No.11612/HE Dated:30.05.2015 of HE Deptt.)   | -Do-  |
| 10 | GangadharMeher University, Sambalpur       | 30.05.2015<br>(Established vide Notification No.11618 Dated:30.05.2015 of HE Deptt.)  | -Do-  |
| 11 | Odisha State Open University,Sambalpur     | 10.06.2015<br>(Established by Odisha Act 5 of 2015)   | Odisha State Open University Act,2014                                 |
| 12 | Odia University                            | 1918  |   |
| 13 | KalahandiUniversity,Bha wanipatna          | Established by altering the territorial jurisdiction of Sambalpur University vide Notification No.5789/HE dated:06.03.2019 of Deptt of Higher Education | Orissa Universities Act,1989& Orissa Universities First Statute,1990. |
| 14 | RajendraUniversity, Bolangir               | Established by altering the territorial jurisdiction of Sambalpur University vide Notification No.5676/HE dated:02.03.2019 of Deptt of Higher Education | Orissa Universities Act,1989& Orissa Universities First Statute,1990. |

**B.UniversityUnder Administrative control of Agriculture & Farmer's Empowerment Department.**

| SI No. | Name of the University  | Date/Year of Establishment                     | Provisions of Acts/Statutes   |
|--------|---|--|---|
| 15     | Orissa University of Agriculture & Technology, Odisha, Bhubaneswar. | 1962<br>(Established by Odisha Act 17 of 1965) | Orissa University of Agriculture & Technology Act,1965<br><br>Orissa University of Agriculture & Technology Statutes,1966 |

**C.Universities under Administrative control of Skill Development & Technical Education Department.**

| <b>SI No.</b> | <b>Name of the University</b>                  | <b>Date/Year of Establishment</b>             | <b>Provisions of Acts/Statutes</b>   |
|---------------|--|---|--|
| 16            | BijuPatnaik University of Technology,Rourkela  | 2002<br>(Established by Orissa Act 9 of 2002) | BijuPatnaik University of Technology Act,2002&BijuPatnaik University of Technology First Statutes, 2006.           |
| 17            | Veer SurendraSai University of TechnologyBurla | 2009<br>(Established by Orissa Act 9 of 2002) | Veer SurendraSai University of Technology Act,2008 & Veer SurendraSai University of Technology First Statutes,2010 |

**D.UniversityUnder Administrative control of Culture Department**

| <b>SI No.</b> | <b>Name of the University</b>           | <b>Date/Year of Establishment</b>             | <b>Provisions of Acts/Statutes</b>  |
|---------------|---|---|---|
| 18            | Utkal University of Culture,Bhubaneswar | 1999<br>(Established by Orissa Act 9 of 1999) | Utkal University of Culture Act,1999 &Utkal University of Culture First Statutes,2001 |

**E.UniversityUnder Administrative control of Electronics & Information Technology Department**

| <b>SI No.</b> | <b>Name of the University</b>                                     | <b>Date/Year of Establishment</b>                    | <b>Provisions of Acts/Statutes</b>                                     |
|---------------|---|--|--|
| 19            | The International Institute of Information Technology,Bhubaneswar | 20.01.2014<br>(Established by Orissa Act 25 of 2013) | The International Institute of Information Technology (IIIT) Act,2013. |

**F.UniversityUnder Administrative control of Health & Family Welfare Department**

| <b>SI No.</b> | <b>Name of the University</b> | <b>Date/Year of Establishment</b> | <b>Provisions of Acts/Statutes</b> |
|---------------|-------------------------------|-----------------------------------|------------------------------------|
|---------------|-------------------------------|-----------------------------------|------------------------------------|



|    |  |  |   |
|----|--|--|---|
| 20 | Veer SurendraSai<br>Institute of Medical<br>Sciences & Research,<br>Burla (VIMSAR) | Came into force w.e.f<br>01.01.2015.<br><br>Established by the Veer<br>SurendraSai Institute of<br>Medical Sciences &<br>Research Act,2014<br><br>(Odisha Act 6 of 2014) | Veer SurendraSai<br>Institute of Medical<br>Sciences & Research<br>2014 & Veer<br>SurendraSai Institute of<br>Medical Sciences &<br>Research First<br>Statute,2016. |
|----|--|--|---|

**G.List of self-financed private Universities established in the state wherein Hon'ble Governor is the Chancellor/ Visitor of these Univerities.**

| SI No. | Name of the University  | Year/Date of Establishment   | Provision of Act/ Statutes   | Position of Governor |
|--------|---|--|--|----------------------|
| 20     | Centurion University  | 2010<br><br>(Established by the<br>Centurion University<br>of Technology and<br>Management Orissa<br>Act,2010)<br><br>(Orissa Act 4 of 2010) | The Centurion<br>University of<br>Technology &<br>Management,Orissa<br>Act,2010    | Visitor              |
| 21     | Xavier University   | 2013<br><br>(Established by<br>Xavier University,<br>Odisha Act,2013)<br><br>(Odisha Act 17 of<br>2013)                                      | The Xavier<br>University Act,2013  | Visitor              |
| 22     | Institute of<br>Chartered Financial<br>Analyst of India<br>University,<br><br>Bhubaneswar | The Institute of<br>Chartered Financial<br>Analyst of India<br>University Act,2009<br><br>(Orissa Act 5 of<br>2010)                          | The Institute of<br>Chartered Financial<br>Analyst of India<br>University Act,2009 | Visitor              |
| 23     | Birla Global<br>University  | Established by the<br>Birla Global<br>University, Odisha<br>Act,2015(Odisha<br>Act 1 of 2016)  | Birla Global<br>University Act,2015  | Chancellor           |

In respect of all the above Universities except two Universities i.e. Xavier University and Centurion University, Governor is the Chancellor and Governor is the visitor in respect of these two Universities.

The power and responsibilities of the Hon'ble Chancellor have been laid down in the above Acts and statutes made their under concerning the respective universities. The Secretary to Governor and the Additional Secretary to the Governor who have been acting as Secretary to the Chancellor and Additional Secretary to the Chancellor respectively have been assisting the Hon'ble Chancellor in due discharge duties and responsibilities as envisages in the relevant Acts and Statutes. The Assistant Section Officer/ Section Officers attached to the Section dealing with University matters maintain the file of the Section. Universities have been allotted to different Assistant Section Officers/ Section Officers to deal with the correspondence of the Universities concerned.

Assistant Section Officers/ Section Officers to deal with the correspondence in file, pending necessary entries in the log books, make initial examination of the correspondence and place them before the Additional Secretary who in term places the file with his comments before the Secretary. The Secretary makes the final examination of the proposal and places and objectives proposal before the Hon'ble Chancellor for his final orders. The matters of routine / minor importance not involving policy decisions are disposed off at the level of Additional Secretary/ Secretary to the Chancellor.

The orders of the Hon'ble Chancellor / Secretary are passed down to the section through the same channel. The Additional Secretary to the Chancellor and Secretary to Chancellor are the supervising officers and every lower level officer/ official is accountable to his immediate supervising authority for discharging their duties in appropriate manner.

Vice-Chancellor's conference is conducted as and when necessary once a year. All the Vice-Chancellors are permanent invitees. Other officers of the Universities and officers representing different administrative departments of the Government are invited whenever they have a role to play. Vice-Chancellor's Conference is not an open body and the minutes are not ordinarily accessible to the public.

## **MANUAL-6**

### **Categories of Documents Under Control**

[Section-4 (1) (b) (vi)]

## **MANUAL-7**

### **Particulars of Arrangement in Formulation of Policy**

[Section-4 (1) (b) (vii)]

## **MANUAL-8**

### **Boards, Councils, Committees & Other Bodies Constituted**

[Section-4 (1) (b) (viii)]

Directory of Officers & Employees  
[Section-4(1)(b)(ix)]

Raj Bhavan, Puri-06752-222068  
Email: govodisha@nic.in

| Sl No. | Name                           | Designation                                   | Pay as on Nov-19 | Office Ph. No. / Res.                    | Fax      | E-mail              | Address                                    |
|--------|--------------------------------|---|------------------|--|----------|---------------------|--|
| 1      | 2                              | 3   | 4                | 5  | 6        | 7                   | 8  |
| 1      | Dr Pramod Kumar Meherda, IAS   | Commissioner-cum-Secretary to Governor Odisha | 217600           | 2536699<br>Extn-433, 2150<br>(Sectt-PBX) | 2536582  | govsecodisha@nic.in | 6B-1, Medical Campus, Unit 6, Bhubaneswar. |
|        |                                |   |                  |  |          |                     |  |
|        | <b>AIDE-DE-CAMP</b>            |   |                  |  |          |                     |  |
| 1      | Lt.B.Anuragh Iyre, IN          | ADC to Governor                               | 84100            | 253611<br>Extn-428, 2152                 | 2536585  |                     | Governor's Estate, Bhubaneswar.            |
| 2      | Shri Kailash Nath Nayak, OAPS  | ADC to Governor                               | 63100            | 2536111<br>Extn-428, 2152                | 2536585  |                     | Governor's Estate, Bhubaneswar.            |
|        | <b>PERSONAL STAFF</b>          |   |                  |  |          |                     |  |
| 1      | Shri Himanshu NarayanPatnaik   | Personal Secretary to Governor                | 69600            | 2536222,<br>Extn-435, 2151               |          |                     | Governor's Estate, Bhubaneswar.            |
| 2      | Shri InderjitKhurana           | Officer-on-Special Duty to Governor           | 69700            | 2397782,<br>Extn-458                     | Extn-410 |                     | Governor's Estate, Bhubaneswar.            |
| 3      | Shri Vinod Kumar               | Private Secretary to Governor                 | 49000            | Extn-458                                 |          |                     |  |
|        | <b>HOUSEHOLD ESTABLISHMENT</b> |   |                  |  |          |                     |  |

|                                  |                                 |   |        |                               |                         |  |   |
|----------------------------------|---------------------------------|---|--------|-------------------------------|-------------------------|--|---|
| 1                                | Shri Gauttam Choudhury,<br>OAS  | Comptroller,<br>Governor's<br>Household         | 91400  | 2536703,<br>Extn-440,<br>2154 | 2530860                 |  | Qrs. No. VR-<br>13, Unit-IV,<br>Bhubaneswar |
| <b>SECRETARIAT ESTABLISHMENT</b> |                                 |   |        |                               |                         |  |   |
| 1                                | Shri ChitaranjanMohanty,<br>IAS | Additional<br>Secretary,<br>Higher<br>Education | 139200 | 2536706,<br>Extn-<br>425,2157 |                         |  | Governor's<br>Estate,<br>Bhubaneswar.       |
| 2                                | Shri Veda BandhuMishra,<br>OAS  | Joint Secretary                                 | 85800  | 2397421,<br>Extn-427,<br>2153 |                         |  |   |
| 3                                | Shri RaghunathMajhi,            | Under Secretary<br>to Governor                  | 67000  | Extn-476                      | 2397608<br>Extn-<br>477 |  | Governor's<br>Estate,<br>Bhubaneswar.       |
| 4                                | Smt. S.P.Shukla                 | Under Secretary<br>to Governor                  | 67000  | Extn-472                      |                         |  | Governor's<br>Estate                        |
| 5                                | Shri HarekrushnaBehera          | OSD   | 30000  | 2397969,<br>Extn-475,<br>2158 | Extn-<br>478            |  | Governor's<br>Estate,<br>Bhubaneswar.       |
| 6                                | Shri Rakshak Kumar Nayak        | Public Relations<br>Officer (I)                 | 68000  | Extn-452,<br>2158             |                         |  | Governor's<br>Estate,<br>Bhubaneswar.       |
| 7                                | Shri SangramDeobhanj            | Public Relations<br>Officer (II)                | ---    | Extn-215                      |                         |  | Mahanadi<br>Vihar, Cuttack                  |
| 8                                | Shri PrasantKumar Rout          | Sr. Private<br>Secretary to SG                  | 77700  | Extn-432                      |                         |  | Governor's<br>Estate                        |
| 9                                | Shri Pramod KumarDey            | Prl. Pvt.<br>Secretary                          | ---    | Extn-215                      |                         |  | Governor's<br>Estate                        |
| 10                               | Shri Binod KumarSingha          | Pvt. Secretary                                  | 6400   | Extn-215                      |                         |  | Governor's<br>Estate                        |
| 11                               | Shri B. KalidasPatro            | OSD   | 30000  | Extn-441                      |                         |  | Governor's<br>Estate                        |
| 12                               | Shri Banamali Nayak             | DO & DDO  | 60400  | Extn-445                      |                         |  | Governor's<br>Estate                        |
| 13                               | Sk. Abdul Saheed                | DO  | 61300  | Extn-436                      |                         |  | Governor's<br>Estate                        |
| 14                               | Shri Manas<br>KumarMoharana     | SO<br>(Housekeeping)                            | 68000  | Extn-424                      |                         |  | Governor's<br>Estate                        |

|    |                            |                           |       |          |  |  |                   |
|----|----------------------------|---------------------------|-------|----------|--|--|-------------------|
| 15 | Shri BrundabanMohanty      | OSD                       | 61300 | Extn-472 |  |  | Governor's Estate |
| 16 | Shri GourahariSenapati     | Section Officer           | 61300 | Extn-451 |  |  | Governor's Estate |
| 17 | Shri Ramesh ChandraMajhi   | Section Officer           | 59500 | Extn-441 |  |  | Governor's Estate |
| 18 | Shri Durga Shankar Dash    | Section Officer           | 57800 | Extn-469 |  |  | Governor's Estate |
| 19 | Shri Bishnu PrasadRath     | OSD                       | 56900 | Extn-434 |  |  | Governor's Estate |
| 20 | Shri Sikhar Pradhan        | Private Secretary         | 62200 | Extn-480 |  |  | Governor's Estate |
| 21 | Smt. Anima Rao             | Sr. Gr. Stenographer      | 53600 | Extn-405 |  |  | Governor's Estate |
| 22 | Shri GyanaRanjan Mishra    | Section Officer           | 57800 | Extn-436 |  |  | Governor's Estate |
| 23 | Shri BramhanandaChhotray   | Section Officer           | 57800 | Extn-242 |  |  | Governor's Estate |
| 24 | Shri Narayan Majhi         | Section Officer           | 44900 | Extn-424 |  |  | Governor's Estate |
| 25 | Shri RabindraMohanty       | Assistant Section Officer | 52000 | Extn-    |  |  | Governor's Estate |
| 26 | Shri Mihir Kumar Mishra    | Assistant Section Officer | 61300 | Extn-    |  |  | Governor's Estate |
| 27 | Shri Parameswar Mishra     | Assistant Section Officer | 52000 | Extn-480 |  |  | Governor's Estate |
| 28 | Shri Saiba Behera          | Assistant Section Officer | 52000 | Extn-215 |  |  | Governor's Estate |
| 29 | Shri Sahadev Das           | Assistant Section Officer | 46200 | Extn-441 |  |  | Governor's Estate |
| 30 | Shri LaxmisagarMajhi       | Assistant Section Officer | 38700 | Extn-436 |  |  | Governor's Estate |
| 31 | Shri SanjeevNaik           | Assistant Section Officer | 38700 | Extn-441 |  |  | Governor's Estate |
| 32 | Ms. VarshaHaibru           | Assistant Section Officer | 39900 | Extn-451 |  |  | Governor's Estate |
| 33 | Shri Prakash Chandra Sahoo | Assistant Section Officer | 38700 | Extn-480 |  |  | Governor's Estate |
| 34 | Shri Bijay Kumar Jani      | Assistant                 | 38700 | Extn-428 |  |  | Governor's        |

|    |                               |                           |            |          |  |  |                   |
|----|-------------------------------|---------------------------|------------|----------|--|--|-------------------|
|    |                               | Section Officer           |            |          |  |  | Estate            |
| 35 | Mrs. Manjula Kumari Maharana  | Assistant Section Officer | 38700      | Extn-441 |  |  | Governor's Estate |
| 36 | Mrs. MunmunMahanandia         | Assistant Section Officer | 43600      | Extn-476 |  |  | Governor's Estate |
| 37 | Shri Sunil Kumar Lakra        | Assistant Section Officer | 38700      | Extn-451 |  |  | Governor's Estate |
| 38 | Shri Madhaba Chandra Sahoo    | Assistant Section Officer | 44900      | Extn-480 |  |  | Governor's Estate |
| 39 | ChaudhuryRanjeetaPraharaj     | Librarian                 | 52000      | Extn-405 |  |  | Governor's Estate |
| 40 | Shri Paul Kullu               | Sr. Gr. Stenographer      | ---        |          |  |  | Governor's Estate |
| 41 | Shri Chandi Prasad Das        | Suptd. Lev-II             | 55200      | Extn-455 |  |  | Governor's Estate |
| 42 | Shri ManasRanjanJethi         | Suptd. Lev-II             | 47600      | Extn-455 |  |  | Governor's Estate |
| 43 | Shri Prashant Kumar Pradhan   | Sr. Gr. Typist            | 24500      | Extn-455 |  |  | Governor's Estate |
| 44 | Shri Loknath Panda            | Telephone Operator        | 44100      | Extn-9   |  |  | Governor's Estate |
| 45 | Shri DulaMajhi                | Telephone Operator        | 44100      | Extn-9   |  |  | Governor's Estate |
| 46 | Shri Debashish Dutta          | Telephone Operator        | 27600      | Extn-9   |  |  | Governor's Estate |
| 47 | Shri BichitranandaSatapathy   | Jr. Gr. Recorder          | 31100      |          |  |  | Governor's Estate |
| 48 | Shri Rusikar Das              | Treasury Sarcar           | 32000      |          |  |  | Governor's Estate |
| 49 | Shri Rabindra Kumar Satapathy | Head Jamadar              | 32000      |          |  |  | Governor's Estate |
| 50 | Shri Rabindra Kumar Dash      | Jamadar                   | 33000      |          |  |  | Governor's Estate |
| 51 | Shri Santosh Kumar Satapathy  | Jamadar                   | 33000      |          |  |  | Governor's Estate |
| 52 | Shri Nabin Chandra Majhi      | Chaprasi                  | 30600      |          |  |  | Governor's Estate |
| 53 | Shri LaxmidharSethi (A) (US)  | Peon                      | 15300(S A) |          |  |  | Governor's Estate |

|    |                            |                      |       |  |  |  |                   |
|----|----------------------------|----------------------|-------|--|--|--|-------------------|
| 54 | Shri NarasinghRath         | Peon                 | 30600 |  |  |  | Governor's Estate |
| 55 | Shri ChaturbhujMallik      | Peon                 | 30600 |  |  |  | Governor's Estate |
| 56 | Shri LaxmidharSethi (B)    | Asst. Transport Muns | 30600 |  |  |  | Governor's Estate |
| 57 | Shri Bamia Singh Munduri   | Peon                 | 30600 |  |  |  | Governor's Estate |
| 58 | Shri ChittaranjanBehera    | Peon                 | 26800 |  |  |  | Governor's Estate |
| 59 | Shri Sabyasachi Dash       | Peon                 | 26800 |  |  |  | Governor's Estate |
| 60 | Sk. Nizammudin             | Jr. Gr. Driver       | 29300 |  |  |  | Governor's Estate |
| 61 | Ashok Kumar Das            | Khit                 | 33000 |  |  |  | Governor's Estate |
| 62 | Shri Ramesh Kumar Moharana | Daftary              | 32000 |  |  |  | Governor's Estate |
| 63 | Shri GhanashyamMohanty     | Peon                 | 19800 |  |  |  | Governor's Estate |

**Governor's Household Establishment Staff in Position as on 01.03.2019**

|    |                          |                                |       |  |  |  |  |
|----|--------------------------|--------------------------------|-------|--|--|--|--|
| 7  | Shri Srikanta Nanda      | Garage Supervisor-cum-Mechanic | 47600 |  |  |  |  |
| 8  | Shri Trilochan Sahoo     | Sr. Gr. Driver                 | 38100 |  |  |  |  |
| 9  | Shri DaitariMajhi        | Sr. Gr. Driver                 | 38100 |  |  |  |  |
| 10 | Shri Bijay Kumar Ghadei  | Sr. Gr. Driver                 | 38100 |  |  |  |  |
| 11 | Shri Kailash Ch. Panda   | Butler-cum-Head Cook (Retd.)   | 13000 |  |  |  |  |
| 12 | Shri RamakantaNaik       | HEW                            | 33000 |  |  |  |  |
| 13 | Shri P. Shyama Reddy     | Head Mali                      | 34000 |  |  |  |  |
| 14 | Shri BrajaBandhu Pradhan | Transport Muns                 | 33000 |  |  |  |  |
| 15 | Shri P. K. Badamundi     | House Bearer                   | ---   |  |  |  |  |

|    |                              |                   |       |  |  |  |  |
|----|------------------------------|-------------------|-------|--|--|--|--|
| 16 | Shri Irphan Hussain Khan     | Sr. House Bearer  | 30600 |  |  |  |  |
| 17 | Shri Ashok Kumar Das         | Head Khit         | 33000 |  |  |  |  |
| 18 | Shri Naim Khan               | Khit (Retd.)      | 65000 |  |  |  |  |
| 19 | Shri Rajib Kumar Naik        | Khit              | 31500 |  |  |  |  |
| 20 | Smt. Chanda Dei              | Head Sweeper      | 32000 |  |  |  |  |
| 21 | Shri A. Krishna Rao          | Addl. Tour Bearer | 30600 |  |  |  |  |
| 22 | Shri KariaMarandi            | Tour Bearer       | 31500 |  |  |  |  |
| 23 | Shri BauribandhuMallick      | Cook              | 20500 |  |  |  |  |
| 24 | Shri Raj Kishore Behera      | Mali              | 20500 |  |  |  |  |
| 25 | Shri Kailash Ch. Behera      | Mali              | 34000 |  |  |  |  |
| 26 | Shri ChitaranjanNaik         | Mali              | 32000 |  |  |  |  |
| 27 | Shri KesabanandaBehera       | Mali              | 32000 |  |  |  |  |
| 28 | Shri Sisir KumarPatnaik      | Mali              | 32000 |  |  |  |  |
| 29 | Shri Ganeswar Nayak          | Mali              | 28000 |  |  |  |  |
| 30 | Shri BishnuCharan Gouda      | Mali              | 28000 |  |  |  |  |
| 31 | Shri Rabi Nayak              | Mali              | 27200 |  |  |  |  |
| 32 | Shri S. Lokanath             | Mali              | 20500 |  |  |  |  |
| 33 | Shri Ramesh ChandraGochhayat | House Bearer      | 31500 |  |  |  |  |
| 34 | Smt. Kamala Naik             | Sweepress         | 30600 |  |  |  |  |
| 35 | Shri RabindraGochhayat       | Sweeper           | 30600 |  |  |  |  |
| 36 | Shri K. BiswanathSethi       | Masalchi          | 20400 |  |  |  |  |
| 37 | Shri Patitapaban Routray     | Maslchi           | 19800 |  |  |  |  |
| 38 | Shri                         | Kitchen Boy       | 19800 |  |  |  |  |



|    |                      |                      |       |  |  |  |  |
|----|----------------------|----------------------|-------|--|--|--|--|
|    | BanshidharMohanty    |                      |       |  |  |  |  |
| 39 | Shri UpendraSethi    | Dhobi Sarkar         | 30600 |  |  |  |  |
| 40 | Shri ChandradevYadav | Attendant (Chaprasi) | 17100 |  |  |  |  |

**Governor's Medical Establishment Staff in Position as on 01.03.2019**

|    |                               |                            |        |          |         |  |  |
|----|-------------------------------|----------------------------|--------|----------|---------|--|--|
| 1  | Dr. KrutibasParida            | Sr. Specialist in Medicine | 61800  | Extn-426 | 2394948 |  |  |
| 2  | Dr. (Mrs.) Suchitra Das       | Sr. Specialist in Medicine | 102800 | Extn-430 | 2595664 |  |  |
| 3  | Shri Pradipta Kishore Mohanty | Pharmacist                 | 55200  | Extn-479 |         |  |  |
| 4  | Shri Bishnu Prasad Mohanty    | Lab. Technician            | ---    |          |         |  |  |
| 5  | Mrs. SwayamsidhaSahu          | Staff Nurse                | ---    |          |         |  |  |
| 6  | Mrs. Laxmipriya Sahoo         | Staff Nurse                | 39900  |          |         |  |  |
| 7  | Mrs. SabitaPradhani           | Health Worker (F)          | 36800  |          |         |  |  |
| 8  | Mrs. Amitaprava Swain         | Health Worker (F)          | ---    |          |         |  |  |
| 9  | Shri KanhuCharan Pradhan      | Watchman                   | 30600  |          |         |  |  |
| 10 | Shri GoutamBarik              | Telephone Attendant        | 19800  |          |         |  |  |

**Staff Engaged on Contractual Basis & on Consolidated Remuneration as on 30.11.2019**

|   |                            |                |      |  |  |  |  |
|---|----------------------------|----------------|------|--|--|--|--|
| 1 | Shri Daniel Das            | Khit           | 6500 |  |  |  |  |
| 2 | Shri Lingaraj Jena         | Jr. Gr. Driver | 8880 |  |  |  |  |
| 3 | Shri Saroj Kumar Parida    | Jr. Gr. Driver | 8880 |  |  |  |  |
| 4 | Shri Jalamati Pradhan      | Peon           | 8070 |  |  |  |  |
| 5 | Shri Maikel Das            | DEO            | 8880 |  |  |  |  |
| 6 | Shri Chita RanjanSatapathy | DEO            | 8880 |  |  |  |  |
| 7 | Shri SatyanandaKhatua      | DEO            | 8880 |  |  |  |  |

|    |                               |                      |       |  |  |  |  |
|----|-------------------------------|----------------------|-------|--|--|--|--|
| 8  | Shri Manas Kumar Mohanty      | Reception Clerk      | 8880  |  |  |  |  |
| 9  | Shri Manas Kumar Pradhan      | Transport Peon       | 8070  |  |  |  |  |
| 10 | Shri Dasarathi Pahadsingh     | Masalchi             | 8070  |  |  |  |  |
| 11 | Shri Bijayananda Gochhayat    | Sweeper              | 8070  |  |  |  |  |
| 12 | Shri Bulu Gochhayat           | Sweeper              | 8070  |  |  |  |  |
| 13 | Shri Priya Ranjan Barik       | Sweeper              | 8070  |  |  |  |  |
| 14 | Shri Halim Khan               | Cook                 | 6500  |  |  |  |  |
| 15 | Shri Rabindra Nath Das        | Peon                 | 6500  |  |  |  |  |
| 16 | Shri Prafulla Kumar Biswal    | Peon                 | 6500  |  |  |  |  |
| 17 | Shri Gobardhan Roul           | Peon                 | 6500  |  |  |  |  |
| 18 | Shri Krushna Chandra Das      | Peon                 | 6500  |  |  |  |  |
| 19 | Shri Dasarathi Sahoo          | Cook's Mate          | 6500  |  |  |  |  |
| 20 | Shri Suresh Kumar Biswal      | Addl. Tour Bearer    | 6500  |  |  |  |  |
| 21 | Shri Bijaya Kumar Patra       | House Khalasi        | 6500  |  |  |  |  |
| 22 | Shri T. Surya Rao             | Peon                 | 6500  |  |  |  |  |
| 23 | Shri Purna Chandra Naik       | Sweeper              | 8070  |  |  |  |  |
| 24 | Shri Niranjan Naik            | Sweeper              | 8070  |  |  |  |  |
| 25 | Shri Lochan Ghadei            | Attendant            | 6500  |  |  |  |  |
| 26 | Shri Ali Mohammad             | House Bearer         | 6500  |  |  |  |  |
| 27 | Shri Chheta Senapati          | Mali                 | 6500  |  |  |  |  |
| 28 | Shri Harekrushna Behera       | OSD                  | 30000 |  |  |  |  |
| 29 | Shri B. Kalidas Patro         | OSD                  | 30000 |  |  |  |  |
| 30 | Shri Pyari Mohan Biswal       | OSD                  | 30000 |  |  |  |  |
| 31 | Shri Prafulla Kumar Samantary | Mali                 | 6500  |  |  |  |  |
| 32 | Shri Naim Khan                | Khit                 | 6500  |  |  |  |  |
| 33 | Shri Kailash Chandra Panda    | Butler-cum-Head Cook | 13000 |  |  |  |  |
| 34 | Shri Dilip Routray            | Peon                 | 8070  |  |  |  |  |
| 35 | Shri Nilip Routray            | Mali                 | 8390  |  |  |  |  |

|    |                            |                |      |  |  |  |  |
|----|----------------------------|----------------|------|--|--|--|--|
| 36 | ShriSurendra Panda         | Mali           | 8390 |  |  |  |  |
| 37 | ShriSuryakantaBehera       | Transport Peon | 8070 |  |  |  |  |
| 38 | Smt.<br>MamatamayeeMallick | DEO            | 8880 |  |  |  |  |
| 39 | ShriChirasundar Rout       | Chaprasi       | 8070 |  |  |  |  |

| Sl No.  | Description of the sanctioned Posts | Pay Level Cell<br>(shown in monthly Remuneration and Compensation table) |   | No. of sanctioned | Present post as against sanctioned post           | Man in Position | vacancy |
|---|-------------------------------------|--|---|-------------------|---|-----------------|---------|
| 1   | 2                                   | 3  | 4 | 5                 | 6   | 7               | 8       |
| <b>Sanction of posts in Governor's Secretariat as on 30.11.2019</b> |                                     |  |   |                   |   |                 |         |
| 1   | Principal Secretary to the Governor |  |   | 1                 |   | 1               | 0       |
| 2   | Personal Secretary to the Governor  |  |   | 1                 |   | 1               | 0       |
| 3   | Deputy Secretary to the Governor    |  |   | 1                 | Deputy Secretary to the Governor (on deputation)  | 1               | 0       |
| 4   | OSD to the Governor                 |  |   | 1                 |   | 1               | 0       |
| 5   | Under Secretary to the Governor     |  |   | 1                 | Special Secretary to the Governor (on deputation) | 1               | 0       |
| 6   | Under Secretary to the Governor     |  |   | 2                 |   | 1               | 1       |
| 7   | Sr. Private Secretary               |  |   | 1                 |   | 1               | 1       |
| 8   | PRO to the Governor                 |  |   | 1                 |   | 1               | 0       |
| 9   | Private Secretary                   |  |   | 1                 |   | 2               | 0       |
| 10  | Personal Assistant                  |  |   | 2                 |   | 1               | 0       |
| 11  | Desk Officer                        |  |   | 3                 |   | 3               | 0       |
| 12  | Section Officer                     |  |   | 6                 |   | 5               | 1       |
| 13  | Librarian                           |  |   | 1                 |   | 1               | 0       |
| 14  | Assistant Section Officer           |  |   | 21                |   | 16              | 5       |
| 15  | Superintendent Level-II             |  |   | 2                 |   | 2               | 0       |
| 16  | Sr. Gr. Stenographer                |  |   | 4                 |   | 2               | 2       |

|    |                      |  |            |  |           |           |
|----|----------------------|--|------------|--|-----------|-----------|
| 17 | Jr. Gr. Stenographer |  | 2          |  | 0         | 2         |
| 18 | Sr. Gr. Typist       |  | 4          |  | 0         | 4         |
| 19 | Jr. Gr. Typist       |  | 2          |  | 1         | 1         |
| 20 | Telephone Operator   |  | 3          |  | 3         | 0         |
| 21 | Jr. Gr. Recorder     |  | 1          |  | 1         | 0         |
| 22 | Treasury Sarcar      |  | 1          |  | 1         | 0         |
| 23 | Head Jamadar         |  | 1          |  | 1         | 0         |
| 24 | Jamadar              |  | 2          |  | 0         | 2         |
| 25 | Daftary              |  | 1          |  | 0         | 1         |
| 26 | Chaprasi             |  | 10         |  | 3         | 7         |
| 27 | Peon                 |  | 15         |  | 8         | 7         |
| 28 | Farash               |  | 1          |  | 1         | 0         |
| 29 | Dhobi Helper         |  | 1          |  | 0         | 1         |
| 30 | Jr. Gr. Driver       |  | 1          |  | 1         | 0         |
| 31 | Cook                 |  | 1          |  | 1         | 1         |
| 32 | Masalchi             |  | 1          |  | 0         | 1         |
| 33 | Khit                 |  | 1          |  | 0         | 1         |
| 34 | Sweeper              |  | 2          |  | 0         | 2         |
| 35 | Mali                 |  | 1          |  | 0         | 1         |
|    | <b>Total</b>         |  | <b>101</b> |  | <b>61</b> | <b>40</b> |

#### Sanction of posts in Raj Bhavan Staff Dispensary

|   |                            |  |   |  |   |   |
|---|----------------------------|--|---|--|---|---|
| 1 | Sr. Specialist in Medicine |  | 2 |  | 1 | 1 |
| 2 | Lab. Technician            |  | 1 |  | 1 | 0 |
| 3 | Pharmacist                 |  | 1 |  | 1 | 0 |
| 4 | Staff Nurse                |  | 1 |  | 1 | 0 |
| 5 | Staff Nurse                |  | 1 |  | 1 | 0 |
| 6 | Health Worker (F)          |  | 1 |  | 1 | 0 |
| 7 | Dresser-cum-Attendant      |  | 1 |  | 0 | 1 |
| 8 | Watchman                   |  | 1 |  | 1 | 0 |

|    |                     |  |           |  |          |          |
|----|---------------------|--|-----------|--|----------|----------|
| 9  | Telephone Attendant |  | 1         |  | 1        | 0        |
| 10 | Peon                |  | 1         |  | 0        | 1        |
| 11 | Sweeper             |  | 2         |  | 0        | 2        |
| 12 | <b>Mali</b>         |  | <b>1</b>  |  | <b>0</b> | <b>1</b> |
|    | <b>Total</b>        |  | <b>14</b> |  | <b>8</b> | <b>6</b> |

**Sanction of posts in Governor's Household as on 30.11.2019**

| Sl No. | Description of the sanctioned Posts | Pay<br>Level    Cell<br><br>(shown in monthly Remuneration and Compensation table) |   | No. of sanctioned | Present post as against sanctioned post | Man in Position | vacancy |
|--------|-------------------------------------|--|---|-------------------|---|-----------------|---------|
| 1      | 2                                   | 3  | 4 | 5                 | 6                                       | 7               | 8       |
| 1      | Comptroller, Governor's Household   |  |   | 1                 |   | 1               | 0       |
| 2      | ADC (IPS/Police)                    |  |   | 2                 |   | 2               | 0       |
| 3      | ADC (Navy)                          |  |   |                   |   |                 |         |
| 4      | Section Officer (Housekeeping)      |  |   | 1                 |   | 1               | 0       |
| 5      | Assistant Section Officer           |  |   | 1                 |   | 1               | 0       |
| 6      | Butler-cum-Head Cook                |  |   | 2                 |   | 0               | 0       |
| 7      | HEW                                 |  |   | 1                 |   | 1               | 0       |
| 8      | Head Mali                           |  |   | 1                 |   | 1               | 0       |
| 9      | Transport Munsi                     |  |   | 1                 |   | 1               | 0       |
| 10     | Assistant Transport Munsi           |  |   | 1                 |   | 0               | 1       |
| 11     | Market Attendant                    |  |   | 1                 |   | 0               | 1       |
| 12     | Sr. House Bearer                    |  |   | 1                 |   | 0               | 1       |
| 13     | Addl. Tour Bearer                   |  |   | 1                 |   | 0               | 1       |
| 14     | House /Tour Bearer                  |  |   | 3                 |   | 2               | 1       |
| 15     | Head Khit                           |  |   | 1                 |   | 1               | 0       |
| 16     | Khit                                |  |   | 3                 |   | 1               | 2       |

|    |                                |  |           |  |           |           |
|----|--------------------------------|--|-----------|--|-----------|-----------|
| 17 | Head Sweeper                   |  | 1         |  | 1         | 0         |
| 18 | House Khalasi                  |  | 3         |  | 2         | 1         |
| 19 | Cook                           |  | 1         |  | 0         | 1         |
| 20 | Cook's Mate                    |  | 1         |  | 0         | 1         |
| 21 | Mali                           |  | 15        |  | 10        | 5         |
| 22 | Sweeper                        |  | 4         |  | 3         | 1         |
| 23 | Masalchi                       |  | 2         |  | 2         | 0         |
| 24 | Kitchen Boy                    |  | 1         |  | 1         | 0         |
| 25 | Hot Water Man                  |  | 1         |  | 0         | 1         |
| 26 | Maid Servant                   |  | 1         |  | 0         | 1         |
| 27 | Sr. Gr. Driver                 |  | 3         |  | 2         | 1         |
| 28 | Jr. Gr. Driver                 |  | 1         |  | 1         | 0         |
| 28 | Chaprasi                       |  | 2         |  | 0         | 2         |
| 29 | Cleaner                        |  | 2         |  | 0         | 2         |
| 30 | Garage Supervisor-cum-Mechanic |  | 1         |  | 1         | 0         |
| 31 | Transport Peon                 |  | 2         |  | 0         | 2         |
| 32 | Dhobi Sarcar                   |  | 1         |  | 1         | 0         |
|    | <b>Total</b>                   |  | <b>63</b> |  | <b>36</b> | <b>27</b> |

## MANUAL-11

### Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

---

EXPENDITURE

HEAD OF ACCOUNT

VOTED/

ACCOUNTS

BUDGET

REVISED

BUDGET

|  | CHARGED | ESTIMATES ESTIMATESESTIMATES |           |           |           |
|--|---------|------------------------------|-----------|-----------|-----------|
|  |         | 2016-2017                    | 2017-2018 | 2017-2018 | 2018-2019 |
| (1)  | (2)     | (3)                          | (4)       | (5)       | (6)       |
| 2012- PRESIDENT,VICE-<br>PRESIDENT,GOVERNOR,<br>ADMINISTRATOR OFUT |         |                              |           |           |           |
| ADMINISTRATIVEEXPENDITURE  |         |                              |           |           |           |
| ESTABLISHMENT, OPERATIONS AND<br>MAINTENANCE EXPENDITURE           |         |                              |           |           |           |
| 03- GOVERNOR   |         |                              |           |           |           |
| 090- SECRETARIAT   |         |                              |           |           |           |
| 0558- Governors<br>Secretariat<br>Establishment                    |         |                              |           |           |           |
| 01003- Salaries  |         |                              |           |           |           |
| 136- Pay   | CHARGED | 1,44,15                      | 2,48,90   | 2,48,90   | 5,00,00   |
| 855- Arrear Pay  | CHARGED | ..                           | 20,90     | 20,90     | 10,35     |
| 147- Dearness Pay  | CHARGED | ..                           | 1         | 1         | 1         |
| 156- Dearness Allowance  | CHARGED | 1,84,98                      | 2,85,00   | 2,70,00   | 60,00     |
| 403- House Rent Allowance  | CHARGED | 1,17                         | 4,00      | 4,00      | 8,00      |
| 516- Reimbursement of cost of<br>Medicine                          | CHARGED | 6,16                         | 6,18      | 7,18      | 6,18      |

## DEMAND NO. 29

2012/03/090

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

IN THOUSANDS OF RUPEES

| (1)   | (2)     |         |         |         |         |  |
|---|---------|---------|---------|---------|---------|--|
| Advances  | CHARGED | (36,06  | (40,00  | (59,00  | (65,00  |  |
| 523- Other All salaries                         | CHARGED | 3,42,52 | 5,74,99 | 5,60,99 | 5,99,54 |  |
| TOTAL- 010035 Paid Pay for al appointees        | CHARGED | 18,39   | 22,00   | 26,00   | 31,65   |  |
| 02007- Consolidated expenses                    | CHARGED | 2,94    | 10,00   | 10,00   | 10,00   |  |
| Contract  |         |         |         |         |         |  |
| u 06001-  |         |         |         |         |         |  |
| Travel Ex                                       |         |         |         |         |         |  |
| 07001- Leave Travel Concession                  | CHARGED | 9       | 3,00    | 3,00    | 5,00    |  |
| 08001- Office Expenses                          |         |         |         |         |         |  |
| 154- Telephone Charges                          | CHARGED | 7,99    | 9,00    | 9,00    | 9,00    |  |
| 397- Motor Vehicles                             | CHARGED | 3,00    | 3,00    | 5,00    | 10,00   |  |
| 506- Other Contingencies                        | CHARGED | 12,50   | 12,50   | 12,50   | 12,50   |  |
| TOTAL- 08001 Office Expenses                    | CHARGED | 23,49   | 24,50   | 26,50   | 31,50   |  |
| 78118- Upgradation of Computer Facilities       | CHARGED | 2,00    | 3,00    | 3,00    | 3,00    |  |
| 78012- Computer Consumables                     | CHARGED | 2,00    | 3,00    | 3,00    | 3,00    |  |
| 33011- Spare and Services                       | CHARGED | 50      | 50      | 50      | 50      |  |
| 12001- Consulting Charges                       | CHARGED | 40      | 50      | 50      | 50      |  |
| 33020- Purchase of Computer & other accessories | CHARGED | 1,00    | 2,00    | 2,00    | 2,00    |  |
| TOTAL- 0558 Governors Secretariat               | CHARGED | 3,93,33 | 6,43,49 | 6,35,49 | 6,86,69 |  |
| Establishment                                   |         |         |         |         |         |  |



## DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

## EXPENDITURE

IN THOUSANDS OF RUPEES

| (1)  | (2)                                       | (3)     | (4)     | (5)     | (6)     |         |
|--|---|---------|---------|---------|---------|---------|
| TOTAL- 090   | SECRETARIAT                               | CHARGED | 3,93,33 | 6,43,49 | 6,35,49 | 6,86,69 |
|  |   |         |         |         |         |         |
| 101- EMOLUMENTS AND ALLOWANCES OF THE GOVERNOR         |   |         |         |         |         |         |
| 0364- Emoluments of Governor                           |   |         |         |         |         |         |
| 01003- Salaries  |   | CHARGED | 13,20   | 35,00   | 35,00   | 42,00   |
|  |   |         |         |         |         |         |
|  |   | CHARGED | 13,20   | 35,00   | 35,00   | 42,00   |
| TOTAL- 0364  | Emoluments of Governor                    |         |         |         |         |         |
|  |   |         |         |         |         |         |
|  |   | CHARGED | 13,20   | 35,00   | 35,00   | 42,00   |
|  |   |         |         |         |         |         |
| TOTAL- 101   | EMOLUMENTS AND ALLOWANCES OF THE GOVERNOR |         |         |         |         |         |
|  |   |         |         |         |         |         |
| 102- DISCRETIONARY GRANTS                              |   |         |         |         |         |         |
| 1644- Discretionary Grants at the disposal of Governor |   |         |         |         |         |         |
|  |   |         |         |         |         |         |
| 41048- Grants  |   |         |         |         |         |         |
|  |   |         |         |         |         |         |
| 918- Grant-in-aid - General (Non-Salary)               |   | CHARGED | 12,47   | 13,00   | 13,00   | 13,00   |
|  |   |         |         |         |         |         |
|  |   | CHARGED | 12,47   | 13,00   | 13,00   | 13,00   |

**TOTAL- 1644      Discretionary Grants**  
**at the disposal of**  
**Governor**

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## DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

## EXPENDITURE

|                   | (1)                  | (2)     | (3)          | (4)          | (5)          | (6)          |
|-------------------|----------------------|---------|--------------|--------------|--------------|--------------|
| <b>TOTAL- 102</b> | <b>DISCRETIONARY</b> | CHARGED | <b>12,47</b> | <b>13,00</b> | <b>13,00</b> | <b>13,00</b> |

## GRANTS

103- HOUSEHOLD

ESTABLISHMENT

0903- Military Secretary or Aide-de-  
Camp - Office Establishment

01003- Salaries

|   |         |                |                |                |                |
|---|---------|----------------|----------------|----------------|----------------|
| 136- Pay                                  | CHARGED | 74,74          | 1,28,41        | 1,33,41        | 2,60,00        |
| 855- Arrear Pay                           | CHARGED | ..             | 10,79          | 10,79          | 5,38           |
| 147- Dearness Pay                         | CHARGED | ..             | 1              | 1              | 1              |
| 156- Dearness Allowance                   | CHARGED | 96,70          | 1,47,03        | 1,47,03        | 31,20          |
| 403- House Rent Allowance                 | CHARGED | ..             | 2,00           | 2,00           | 4,00           |
| 516- Reimbursement of cost of<br>Medicine | CHARGED | 1,10           | 1,10           | 1,10           | 1,10           |
| 523- Other Allowances                     | CHARGED | 4,50           | 7,00           | 9,00           | 10,00          |
| <b>TOTAL- 01003 Salaries</b>              | CHARGED | <b>1,77,04</b> | <b>2,96,34</b> | <b>3,03,34</b> | <b>3,11,69</b> |
| 06001- Travel Expenses                    | CHARGED | 4,62           | 11,00          | 28,50          | 11,00          |
| 07001- Leave Travel Concession            | CHARGED | 13             | 2,00           | 2,00           | 2,00           |
| 08001- Office Expenses                    |         |                |                |                |                |
| 100-Electrical Maintenance                | CHARGED | 17,14          | 20,00          | 20,00          | 22,00          |

## DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

## EXPENDITURE

| (1)  | (2)     | (3)            | (4)            | (5)            | (6)            |
|--|---------|----------------|----------------|----------------|----------------|
| 154- Telephone Charges   | CHARGED | 3,58           | 4,00           | 4,00           | 4,00           |
| 506- Other Contingencies   | CHARGED | 62             | 70             | 70             | 70             |
| <b>TOTAL- 08001 Office Expenses</b>  | CHARGED | <b>21,34</b>   | <b>24,70</b>   | <b>24,70</b>   | <b>26,70</b>   |
| <b>TOTAL- 0903 Military Secretary or<br/>Aide-de-Camp -<br/>Office Establishment</b> | CHARGED | <b>2,03,13</b> | <b>3,34,04</b> | <b>3,58,54</b> | <b>3,51,39</b> |
| 0507- Fixtures and Furnitures  |         |                |                |                |                |
| 21001- Annual Maintenance and<br>repair of furniture of official<br>residence        | CHARGED | 1,50           | 2,50           | 2,50           | 2,50           |
| 21051- Renewal of furniture of official<br>residence                                 | CHARGED | 90             | 1,40           | 1,40           | 1,40           |
|  | CHARGED | <b>2,40</b>    | <b>3,90</b>    | <b>3,90</b>    | <b>3,90</b>    |
| <b>TOTAL- 0507 Fixtures and<br/>Furnitures</b>                                       |         |                |                |                |                |
| 0851- Maintenance and Repair   |         |                |                |                |                |
| 21016- Maintenance and repair<br>of Official Residence of<br>the Governor            |         |                |                |                |                |
| 558- Repair and maintenance of<br>Building   |         |                |                |                |                |

DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

| (1) | (2)     | (3)  | (4)  | (5)  | (6)  |
|-----|---------|------|------|------|------|
|     | CHARGED | 1,04 | 3,90 | 3,90 | 3,90 |

## DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT  
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

## EXPENDITURE

| (1)  | (2)     | (3)            | (4)            | (5)            | (6)            |
|--|---------|----------------|----------------|----------------|----------------|
| 495- Maintenance of Garden   | CHARGED | 2,50           | 2,50           | 2,50           | 2,50           |
| 563- Repair of Electrical Installations  | CHARGED | 48             | 4,00           | 4,00           | 4,00           |
| 564- Repair of Water supply and sanitary installation                            | CHARGED | 99             | 1,00           | 1,00           | 1,00           |
| 408-Improvement works  | CHARGED | 97             | 1,00           | 1,00           | 1,00           |
| <b>TOTAL- 21016 Maintenance and repair of Official Residence of the Governor</b> | CHARGED | <b>5,98</b>    | <b>12,40</b>   | <b>12,40</b>   | <b>12,40</b>   |
| <b>TOTAL- 0851 Maintenance and Repair</b>  | CHARGED | <b>5,98</b>    | <b>12,40</b>   | <b>12,40</b>   | <b>12,40</b>   |
| <b>TOTAL- 103 HOUSEHOLD ESTABLISHMENT</b>  | CHARGED | <b>2,11,51</b> | <b>3,50,34</b> | <b>3,74,84</b> | <b>3,67,69</b> |
| 104- SUMPTUARY ALLOWANCES  |         |                |                |                |                |
| 1012- Other Expenses   |         |                |                |                |                |
| 10004- Sumptuary Expenses  | CHARGED | 8,00           | 1,50           | 7,50           | 1,50           |
| <b>TOTAL- 1012 Other Expenses</b>  | CHARGED | <b>8,00</b>    | <b>1,50</b>    | <b>7,50</b>    | <b>1,50</b>    |
| <b>TOTAL- 104 SUMPTUARY ALLOWANCES</b>   | CHARGED | <b>8,00</b>    | <b>1,50</b>    | <b>7,50</b>    | <b>1,50</b>    |
| 105- MEDICAL FACILITIES  |         |                |                |                |                |

## DEMAND NO. 29

2012/03/106

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

## ESTABLISHMENT, OPERATIONS AND MAINTENANCE EXPENDITURE

| (1)                                    | (2)     | (3)          | (4)          | (5)          | (6)          |
|--|---------|--------------|--------------|--------------|--------------|
| 0895- Medical Establishment            |         |              |              |              |              |
| 01003- Salaries                        |         |              |              |              |              |
| 136- Pay                               | CHARGED | 25,90        | 35,37        | 35,37        | 71,23        |
| 855- Arrear Pay                        | CHARGED | ..           | 2,97         | 2,97         | 1,47         |
| 147- Dearness Pay                      | CHARGED | ..           | 1            | 1            | 1            |
| 156- Dearness Allowance                | CHARGED | 29,42        | 40,50        | 40,50        | 8,55         |
| 403- House Rent Allowance              | CHARGED | 1,62         | 3,00         | 3,00         | 6,00         |
| 516- Reimbursement of cost of Medicine | CHARGED | 27           | 30           | 30           | 30           |
| 523- Other Allowances                  | CHARGED | 1,73         | 3,00         | 3,00         | 5,00         |
| <b>TOTAL- 01003 Salaries</b>           | CHARGED | <b>58,94</b> | <b>85,15</b> | <b>85,15</b> | <b>92,56</b> |
| 06001- Travel Expenses                 | CHARGED | 9            | 10           | 10           | 10           |
| 07001- LeaveTravel Concession          | CHARGED | 6            | 50           | 50           | 50           |
| 08001- Office Expenses                 |         |              |              |              |              |
| 154- Telephone Charges                 | CHARGED | 25           | 25           | 25           | 25           |
| 506- Other Contingencies               | CHARGED | 35,24        | 35,50        | 35,50        | 35,00        |
| <b>TOTAL- 08001 Office Expenses</b>    | CHARGED | <b>35,49</b> | <b>35,75</b> | <b>35,75</b> | <b>35,25</b> |

## DEMAND NO. 29

2012/03/106

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE  
EXPENDITURE

|   | (1)                    | (2)     | (3)   | (4)     | (5)     | (6)     |
|---|------------------------|---------|-------|---------|---------|---------|
| TOTAL- 0895                               | Medical Establishment  | CHARGED | 94,58 | 1,21,50 | 1,21,50 | 1,28,41 |
| TOTAL- 105                                | MEDICAL FACILITIES     | CHARGED | 94,58 | 1,21,50 | 1,21,50 | 1,28,41 |
| 106- ENTERTAINMENT EXPENSES               |                        |         |       |         |         |         |
| 1012- Other Expenses                      |                        |         |       |         |         |         |
| 10002- Hospitality Expenses               |                        | CHARGED | 44    | 75      | 75      | 75      |
| TOTAL- 1012                               | Other Expenses         | CHARGED | 44    | 75      | 75      | 75      |
| TOTAL- 106                                | ENTERTAINMENT EXPENSES | CHARGED | 44    | 75      | 75      | 75      |
| 107- EXPENDITUREFROM CONTRACT ALLOWANCE   |                        |         |       |         |         |         |
| 0650- Household Charges                   |                        |         |       |         |         |         |
| 08001- OfficeExpenses                     |                        |         |       |         |         |         |
| 506- Other Contingencies                  |                        | CHARGED | 1,60  | 1,60    | 1,60    | 1,60    |
| TOTAL- 08001                              | Office Expenses        | CHARGED | 1,60  | 1,60    | 1,60    | 1,60    |
| TOTAL- 0650                               | HouseholdCharges       | CHARGED | 1,60  | 1,60    | 1,60    | 1,60    |
| 0935- Motor Car Maintenance Establishment |                        |         |       |         |         |         |
| 08001- OfficeExpenses                     |                        |         |       |         |         |         |
| 397-MotorVehicles                         |                        | CHARGED | 4,25  | 4,40    | 4,40    | 4,40    |



2012/03/800

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE  
EXPENDITURE

| (1)  | (2)     | (3)          | (4)          | (5)          | (6)          |
|--|---------|--------------|--------------|--------------|--------------|
| <b>TOTAL- 08001 Office Expenses</b>                    | CHARGED | <b>4,25</b>  | <b>4,40</b>  | <b>4,40</b>  | <b>4,40</b>  |
|  | CHARGED | <b>4,25</b>  | <b>4,40</b>  | <b>4,40</b>  | <b>4,40</b>  |
| <b>TOTAL- 0935 Motor Car Maintenance Establishment</b> |         |              |              |              |              |
|  | CHARGED | <b>5,85</b>  | <b>6,00</b>  | <b>6,00</b>  | <b>6,00</b>  |
| <b>TOTAL- 107 EXPENDITURE FROM CONTRACT ALLOWANCE</b>  |         |              |              |              |              |
| 108- TOUR EXPENSES                                     |         |              |              |              |              |
| 1465- Tour Expenses of Governor                        |         |              |              |              |              |
| 18039- Special Train and Railway                       |         |              |              |              |              |
| Fare and Freight                                       | CHARGED | 8,98         | 20,00        | 20,00        | 20,00        |
| <b>TOTAL- 1465 Tour Expenses of Governor</b>           | CHARGED | <b>8,98</b>  | <b>20,00</b> | <b>20,00</b> | <b>20,00</b> |
| 0924- Miscellaneous Tour Expenses                      |         |              |              |              |              |
| 08001- Office Expenses                                 |         |              |              |              |              |
| 506- Other Contingencies                               | CHARGED | 5,47         | 11,00        | 5,00         | 11,00        |
| <b>TOTAL- 08001 Office Expenses</b>                    | CHARGED | <b>5,47</b>  | <b>11,00</b> | <b>5,00</b>  | <b>11,00</b> |
| <b>TOTAL- 0924 Miscellaneous Tour Expenses</b>         | CHARGED | <b>5,47</b>  | <b>11,00</b> | <b>5,00</b>  | <b>11,00</b> |
| <b>TOTAL- 108 TOU REEXPENSES</b>                       | CHARGED | <b>14,45</b> | <b>31,00</b> | <b>25,00</b> | <b>31,00</b> |
| 800- OTHER EXPENDITURE                                 |         |              |              |              |              |
| 1012- Other Expenses                                   |         |              |              |              |              |

2012/03/800

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE  
EXPENDITURE

|   | (1)            | (2)            | (3)             | (4)             | (5)             | (6) |
|---|----------------|----------------|-----------------|-----------------|-----------------|-----|
| 06002- Travelling Expenses of new or retiring Governor              | CHARGED        | 19             | 1,50            | 1,50            | 1,50            |     |
| <b>TOTAL- 1012 Other Expenses</b>                                   | <b>CHARGED</b> | <b>19</b>      | <b>1,50</b>     | <b>1,50</b>     | <b>1,50</b>     |     |
| 0533- Garden Establishment  |                |                |                 |                 |                 |     |
| 08001- Office Expenses  |                |                |                 |                 |                 |     |
| 506- Other Contingencies  | CHARGED        | 6,00           | 8,00            | 8,00            | 8,00            |     |
| <b>TOTAL- 08001 Office Expenses</b>                                 | <b>CHARGED</b> | <b>6,00</b>    | <b>8,00</b>     | <b>8,00</b>     | <b>8,00</b>     |     |
| <b>TOTAL- 0533 Garden Establishment</b>                             | <b>CHARGED</b> | <b>6,00</b>    | <b>8,00</b>     | <b>8,00</b>     | <b>8,00</b>     |     |
| 0922- Miscellaneous   |                |                |                 |                 |                 |     |
| 30001- Purchase of Motor Vehicles                                   | CHARGED        | ..             | 27,00           | 27,00           | 1               |     |
| <b>TOTAL- 0922 Miscellaneous</b>                                    | <b>CHARGED</b> | <b>..</b>      | <b>27,00</b>    | <b>27,00</b>    | <b>1</b>        |     |
| <b>TOTAL- 800 OTHER EXPENDITURE</b>                                 | <b>CHARGED</b> | <b>6,19</b>    | <b>36,50</b>    | <b>36,50</b>    | <b>9,51</b>     |     |
| <b>TOTAL- 03 GOVERNOR</b>   | <b>CHARGED</b> | <b>7,60,02</b> | <b>12,39,08</b> | <b>12,55,58</b> | <b>12,86,55</b> |     |
| <b>TOTAL- ESTABLISHMENT, OPERATIONS AND MAINTENANCE EXPENDITURE</b> | <b>CHARGED</b> | <b>7,60,02</b> | <b>12,39,08</b> | <b>12,55,58</b> | <b>12,86,55</b> |     |
| <b>TOTAL- ADMINISTRATIVE EXPENDITURE</b>                            | <b>CHARGED</b> | <b>7,60,02</b> | <b>12,39,08</b> | <b>12,55,58</b> | <b>12,86,55</b> |     |

DEMAND NO. 29

2013/00/101

COUNCIL OF MINISTERS

ESTABLISHMENT, OPERATIONS AND MAINTENANCE  
EXPENDITURE

|                    |  | (1) | (2) | (3) | (4) | (5) | (6) |
|--------------------|--|-----|-----|-----|-----|-----|-----|
| <b>TOTAL- 2012</b> | <b>PRESIDENT, VICE-<br/>PRESIDENT, GOVERNOR,<br/>ADMINISTRATOR OF<br/>UT</b> |     |     |     |     |     |     |

## MANUAL-12

### Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

## MANUAL-13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

## MANUAL-14

### Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

## MANUAL-15

### Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b)(xv)]

**MANUAL -16****Names, Designations and Other Particulars of the Public Information Officers****[Section-4(1)(b)(xvi)]****Assistant Public Information Officer (APIO):**

| Sl No. | Name                   | Designation  | Office Ph. No. | Mobile No. | FAX | Email | Address                                  |
|--------|------------------------|--|----------------|------------|-----|-------|--|
| 1      | 2                      | 3  | 4              | 5          | 6   | 7     | 8  |
| 1      | Shri Parameswar Mishra | Assistant Section Officer,<br><br>Raj Bhavan,<br>Establishment | Extn-480       | -          | -   | -     | Governor House,<br>Odisha<br>Bhubaneswar |

**Public Information Officer (PIO):**

| Sl No. | Name                     | Designation         | Office Ph. No.                 | Mobile No. | FAX | Email | Address                                    |
|--------|--------------------------|---------------------|--------------------------------|------------|-----|-------|--|
| 1      | 2                        | 3                   | 4                              | 5          | 6   | 7     | 8  |
| 1      | Shri Rakshak Kumar Nayak | PRO to the Governor | 0674-2536704<br><br>(Extn-476) | -          | -   | -     | Governor House,<br>Odisha,<br>Bhubaneswar. |

**First Appellate Authority (FAA):**

| Sl No. | Name                           | Designation   | Office Ph. No. | Mobile No. | FAX | Email | Address                                    |
|--------|--------------------------------|---|----------------|------------|-----|-------|--|
| 1      | 2                              | 3   | 4              | 5          | 6   | 7     | 8  |
| 1      | Shri Chitaranjan. Mohanty, OAS | Special Secretary to Governor<br><br>(Higher Education Section) | 0674-2536706   | -          | -   | -     | Governor House,<br>Odisha,<br>Bhubaneswar. |