

12 ✓ CA-I ✓

RTI MATTER
URGENT

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

No. 1477 / CA. Bhubaneswar,
GAD-CAI-RTI-0002-2020

dated the 13th Jan, 2021.

From

Sri Bijay Kumar Behera,
PIO-Cum-Under Secretary to Govt.,

To

✓ The PIO (Nodal)-cum-Deputy Secretary to Govt.,
RTI Cell,
G.A & P.G. Department.

Sub: Submission of information for updation of proactive disclosure of information u/s 4(1)(b) & (c) most specifically sub-sec.(vi) of RTI Act, 2005.

Ref.: Your Letter No. 1051(e)/Gen, dtd. 11.01.2021.

Sir,

In inviting a reference to the letter cited above on the captioned subject, I am directed to enclose herewith the information (Annexure-1,2,3,4,5,6) pertaining to CA-I Section for necessary action at your end.

Yours faithfully,

PIO-cum-Under Secretary to Govt.
13/01/2021

Capital Administration-1

| Sl No. | Name of the Employee, Designation & Branch | Name and Designation of the PIO with concerned Branch | Name of the Branches & Officer with contact no. both (O) & (M) | Function of the Branches |
|--------|---|--|--|---|
| 1. | Sri Susanta Das, OAS (SAG), Additional Director of Estates-cum-Additional Secretary to Government | Sri Bijay Kumar Behera, (PIO-cum-Under Secretary to Government | 0674-2322379 | Allotment of Govt. quarters to the state Govt. employees as per their eligibility through online (www.equarters.nic.in) system. |
| 2. | Sri Bijay Kumar Behera, Under Secretary to Government | | | |
| 3. | Sri Deepak Majhi, Assistant Section Officer | | | |
| 4. | Sri Robi Rosan Lakra, Assistant Section Officer | | | |
| 5. | Ms. Gyaneswari Guru, Assistant Section Officer | | | |

| | | | | |
|---|---------------------|--|---|----|
| I. ବିଭିନ୍ନ ପଦ୍ଧତି ଛାତ୍ରମାନଙ୍କୁ ଉପଯୋଗୀ କରିବା ଉଦ୍ଦେଶ୍ୟରେ ଉପଯୋଗୀ ଉପାଦାନଗୁଡ଼ିକ ଉପରେ | ୨୦୧୫ ୧୧ ୧୫ -୧୯୯୦ | (ବିଭିନ୍ନ ପଦ୍ଧତିରେ ଉପଯୋଗୀ ପଦ୍ଧତି) 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୫ |
| | | | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୬ |
| | | | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୭ |
| | | | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୮ |
| | | | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୯ |
| | | | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୧୦ |
| ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୧୧ | ଉପଯୋଗୀ ପଦ୍ଧତି ଉପରେ 'ଉପଯୋଗୀ ପଦ୍ଧତି' ଉପରେ | ୧୨ | |

ଉପଯୋଗୀ ପଦ୍ଧତି-୧

CA-I Branch, G.A & P.G. Department

Annual Report on the Implementation of Right to Information Act, 2005
(for the year 2019-20)

| Sl. No. | Department/ Organisation | No. of PIOs appointed | Opening balance of Requests Received under RTI (as on 1 st April) | No. of Requests Received during year | Total no. of Requests (Column 4+5) | No. of Requests on which information provided | No. of Requests transferred to other Public Authorities | Decisions where Applications for information rejected | Opening balance of First Appeals Received under RTI (as on 1 st April) | No. of First Appeals Received During the year | No. of First Appeals Disposed off | Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act | Disclosure made u/S 4(1)(b) of the Act | Total amount Collected (fee+addl. Charges+penalty) (Rs.) |
|---------|--|-----------------------|--|--------------------------------------|------------------------------------|---|---|---|---|---|-----------------------------------|---|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | General Administration & Public Grievance Department | 1 | NIL | 30 | 30 | 12 | 18 | NIL | NIL | 1 | 1 | NIL | Nil | Rs.148/- |

CA-I Branch, G.A & P.G. Department

**Annual Report on the Implementation of Right to Information Act, 2005
(for the year 2020-21)**

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|---------|--|-----------------------|--|--------------------------------------|------------------------------------|---|---|---|---|---|-----------------------------------|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | General Administration & Public Grievance Department | 2 | NIL | 10 | 10 | 7 | 3 | NIL | NIL | 2 | 2 | NIL | Nil | Rs.30/- |

Government of Odisha
General Administration Department

No. 2518 L /CA., Bhubaneswar, dated 15.11.2017
GAD-CA1-QR-0007-2017

OFFICE MEMORANDUM

Sub: Allotment of quarters to Government employees by the General Administration Department and modification of O.M. No. 19213 dt. 15.12.09 in accordance with the revised scale of pay 2017 of different Government employees.

Whereas the Office Memorandum of the Government of Odisha in the GA Department No. 19213, dtd. 15.12.09 was issued keeping in view the revision of pay of different Government employees.

And whereas the scale of pay of the employees of the Government of Odisha has been revised in the meantime.

Now therefore, the State Government after careful consideration have decided to change the basis of eligibility of Government quarters in accordance with the new revision of pay and accordingly Para 2 of the said Office Memorandum No. 19213, dt. 15.12.09 is modified as follows :

2. Eligibility of Quarters : - (1) Residences of various types, subject to availability and subject to the provisions specified hereinafter, shall be allotted to Government employees as specified in the table hereunder namely.

| Sl. No. | Type of Quarters | Eligibility as per Revised Scale | Level in the Pay Matrix |
|---------|--|--|------------------------------|
| 1 | Type-VIII, VIII-C, VIII-R, VIII-D/S, A, 6R or equivalent quarters | Senior functionaries not below the rank of Principal Secretary to Govt., whose basic pay is not less than Rs.1,82,200/- per month. | All India Services pay scale |
| 2 | Type-VII, VII-C, VII-D/S, VIIR, 5R, 5RF, B or equivalent quarters | Senior functionaries whose basic pay is not less than Rs.1,27,100/- per month. | Level - 15, 16 & 17 |
| 3 | Type-VI, VIA, VIC, VIIR, VIMR, VIDS, 4R, 4RF, C, VI-D/S or equivalent quarters | Employees whose basic pay is not less than Rs.78,800/- per month. | Level - 14 |
| 4 | Type-V, VA, VR, VIB, 3R, 3RF or equivalent | Employees whose basic pay is not less than Rs.49,900/- per month. | Level - 12 & 13 |
| 5 | Type-IV, IVA, IVR, IVC, IVRF, IVB or equivalent quarters | Employees whose basic pay is not less than Rs.39,900/- per month | Level - 10 & 11 |

| | | | |
|---|---|--|---------------------|
| 6 | Type-2RB, E-Type, 2RBF or equivalent quarters | Employees whose basic pay is not less than Rs.35,400/- per month | Level - 7, 8 & 9 |
| 7 | 2RA, IVN, F-Type, 2RAF or equivalent quarters | Employees whose basic pay is not less than Rs.18,000/- per month | Level - 3, 4, 5 & 6 |
| 8 | Type-II, IIR, 1R, G-Type, IIR, IIRF, IIA or equivalent quarters | Employees whose basic pay is Rs.16,600/- per month | Level - 1 & 2 |

2. An employee will be eligible for a particular type of quarters if he draws the equivalent basic pay only in the specified level of the pay matrix as indicated above and not in any other level.

3. Notwithstanding the provision in Sub-Paragraph (1), a quarter of lower type may be allotted in favour of an employee if quarters of the requisite type are not available, unless he has specifically cited that he is not interested for any quarters of lower type.

Johok
15/11/17
Special Secretary to Govt.

Memo No. 25182 /CA., Dt. 15.11.2017

Copy forwarded to Principal Secretary to Chief Minister, Odisha / Private Secretary to all Ministers and Ministers of State / Officer on Special Duty to Chief Secretary, Odisha / Private Secretary to Development Commissioner-Cum-ACS, Odisha / PS to Agriculture Production Commissioner, Odisha / Private Secretary to Special Secretary to Government, GA Department / Director of Estates, GA Department / All Departments of Government / All Heads of Department / All other Government Offices in Bhubaneswar / All officers of GA Department / Guard Files (50 copies) for information and necessary action.

CMS-11-17
Addl. Director of Estates

GOVERNMENT OF ORISSA
General Administration Department

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OFFICE MEMORANDUM
No. 10619/ C.A.

Dated, Bhubaneswar the 30, June 1999

Subject : Allotment of Quarters to Government Employees by the Director of Estates

Due to the limited number of Government residential quarters, the situation is particularly acute in case of large segments of Government employees who have to wait for years to get such quarters in order to streamline the process of allotment of quarters to Government employees by adoption of a systematic procedure, the following guidelines are hereby formulated (in modification of certain existing procedural rules and Estate Circulars) for immediate operation, namely;

1. **Quarters Statements** : (1) Every year, ordinarily in the month of April, the Annual Quarters Requirement Statement and Quarters – Occupancy Statement shall be furnished to the Director of Estates, by the Departments of Government and Heads of Departments (including attached and subordinate offices) in Bhubaneswar from which information in respect of (a) the employees desirous of allotment of quarters and (b) the quarters which are vacant or likely to be vacant (on account of retirement) would be available for crosscheck with the records of the Director of Estates.
 (2) In addition to the submission of the aforementioned Annual Statements, the said offices shall also report to the Director of Estates about modifications in respect of the information relating to staff-disposition and quarters occupancy position as soon as any change takes place
2. **Eligibility for Quarters** : Residences of various types, subject to availability and subject to the provisions specified hereinafter, shall be allotted to Government employees of various ranks and Groups as specified in the table hereunder, namely :

| Sl. No. | Type of Quarters | Group/Category of employees eligible |
|---------|---|--|
| 1 | Type-VIII, VIII-C, VIII-MR, VIII-DS, A, 6-R or equivalent Quarters | Senior functionaries whose basic pay is not less than Rs. 20,400 per month |
| 2 | Type-VII, VII-C, VII-DS, VII-R, 5-R, 5-R(F), B or equivalent Quarters | Senior functionaries whose basic pay is not less than Rs. 14,300 per month |

| | | |
|---|--|--|
| 3 | VI, VI-A, VI-C, VI-R, VI-MR, VI-4-R, 4R(F), FC, C-DS or equivalent Quarters. | Senior Group-A employees whose basic pay is not less than Rs.10,000 per month. |
| 4 | Type-V, V-A, V-R, VI-B, 3-R, 3-R(F), MLA-F, MLA-DS or equivalent Quarters | Group-A employees and senior Group-B employees whose basic pay is not less than Rs.7,450 per month. |
| 5 | Type-IV, IV-A, IV-C, IV-R, IV-R(F), IV-B, 2RB, 2RB(F), E or equivalent quarters. | Group-B employees and senior Group-C employees whose basic pay is not less than Rs.4900/- per month. |
| 6 | Type-IVN, 2RA, 2RA(F), F or equivalent Quarters | Group-C employees |
| 7 | Type-II, II-R, I-R, 2-R, 2-R(F), II-R(F), II-A, G or G(F) or equivalent Quarters | Group-D employees |

- (2) Notwithstanding the provision in sub-paragraph (1), a quarter of lower type may be favour of an employee if quarters of the requisite type are not available, unless and has specifically cited that he is not interest for any quarters of lower type

3.Provisions for Prioritization of Allotment : While considering the inter se provision among the employees about whom information has been received in the Directorate of Estates as per the procedure specified in Paragraph 1, the Residence Allotment Committee shall be guided by the following provisions, in addition to the conditions of eligibility (prescribed in paragraph 2 supra), namely :

- (a) the stipulations Subject to specified hereunder, quarters shall be allotted on the basis of the date of regular appointment of an employee to a particular grade of pay scale in the relevant Group. If two employees have been appointed to an identical grade on the same date, the employee having a longer period of regular Government service shall get precedence and, if still there is a tie, the employee who is older in age shall have the priority in allotment. If the inter se priority between two employees remains bracketed even after this exercise, it shall finally be settled by enlisting their names in alphabetical order in English.
- (b) Subject to the stipulations specified hereunder, the following categories of employees may be considered for out-of-turn priority in allotment of quarters of the relevant types or types lower than they are eligible for :
- (i) employees who (a) are blind or struck by poliomyelitis or paralysis of lower limbs or suffering from cancer or (b) have under gone heart surgery or Kidney surgery,

(ii) employees who are childless widows or single ladies and are willing to avail of joint accommodation.

(iii) Additional District Magistrate, Sub-Collector, Superintendent of Police, Officers of the Judicial Services, Executive Engineer/Assistant Engineer/Junior Engineer of Capital Maintenance, Electrical Maintenance and Water Supply, Officers-in-charge of Police Stations and Fire Brigade, Assistant Surgeons and Medical Staff of Emergency Ward of Capital Hospital, Head Masters and head Mistresses of Government High Schools, Lift Operators and Telephone Operators of the Secretariat,

(iv) Specified staff sanctioned by Home Department and Parliamentary Affairs Department attached to the offices of the Ministers, Ministers of State and Deputy Ministers.

(v) Recipients of National / State Akademi awards, padma awards, Arjun awards, Konark Samman, Gangadhar National Award, Utkal Seva Samman, Governor's Plaques of Honour and Swabhiman Awards, and

(vi) Sportspersons who have represented India / Orissa in international / national sports events.

(c) Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government shall be entitled to out of two allotment of Government quarters.

(d) If the spouse or son or unmarried daughter of father or mother or brother of an employee has occupied a quarter, the said employee shall not be eligible for allotment of a quarter. A married lady employee shall however be eligible for consideration even if her father or mother or brother has occupied a quarter. If both the husband and the wife are in Government service and one of them to whom a quarter has been allotted is transferred, the other spouse may be allowed to retain the quarter.

(e) Within the particular type of quarters, an employee who has a house owned by him or his spouse or son shall be eligible for consideration only after the employees who are eligible for the said type of quarters but who do not have any such house are provided with quarters.

(f) An employee who has been on deputation to a foreign body shall not be eligible for allotment of Government quarters.

Provided that, if he was already in occupation of a quarter before such deputation to a foreign body in Bhubaneswar, he shall be allowed to retain the quarters.

(g) No functionary of a foreign body including Government of India organizations, Central/State Public Sector Undertakings, State Agencies (Societies), Universities etc shall be eligible for allotment of quarters, unless in very exceptional circumstances to be recorded in writing, orders of the Chief Minister have been obtained by the Director of Estates.

(h) An employee against whom penal action has been initiated for non-vacation of the quarters on transfer shall be liable to be permanently debarred from allotment of quarters.

Provided that this provision shall be operative prospectively after one month from the date of issue of this Office Memorandum in order to afford an opportunity to those who have presently retained the quarters unauthorisedly despite their transfer to other stations, to take remedial action.

(i) Except in respect of functionaries who are eligible for Type-VIII or equivalent quarters, representations for change of quarters shall not be entertained for consideration unless an employee has acquired eligibility for a higher type of quarter not less than eight years back and there are substantial grounds for mitigation of hardship.

(j) An employee appointed under the rehabilitation scheme, consequential to the death of an employee, may be given weightage in allotment of a quarter of the type he is eligible for or a lower type of quarter.

(4) Allotment of Quarters : (1) There shall be a Residence Allotment Committee comprising (i) the Director of Estates (Chairman), (ii) a representative of the Home Department not below the rank of Deputy Secretary to Government, (iii) a representative (not below the rank of Joint Director) of an office of Head of Department nominated by the Special Secretary to Government, General Administration Department for a term of two years and (iv) the Additional Director of Estates (Member-Convenor).

(2) The Residence Allotment Committee shall meet from time to time and prepare the Draft Allotment Statement in respect of the quarters which are vacant (as on the date preceding the date of the meeting) on the basis of (a) the conditions of eligibility and (b) the provisions of priority, as specified in Paragraph 2 and Paragraph 3 supra.

(3) The Draft Allotment Statement shall be published in the Notice Board and copies thereof shall be forwarded to all the Departments and offices of Heads of Department at Bhubaneswar for information of all concerned.

(4) If any employee is aggrieved that his case deserves reconsideration for inclusion in the Draft Allotment Statement on the basis of the conditions of eligibility and the provisions of priority, he shall submit (within seven days) a representation (addressed to the Special Secretary to Government) through the Head of his office. The Head of the office concerned shall examine the representation on merits and, if he finds prima fact that it deserves consideration, forward the same to the Special Secretary to Government, General Administration Department.

(5) After due consideration of the representations (if any), the Final Allotment Statement shall be drawn up, with such modifications to the Draft Allotment Statement as considered appropriate as per the approved norms. The Final Allotment Statement shall be published in the Notice Board and copies thereof shall be forwarded to all Departments of Government and all offices of Heads of Department.

~~(6) Allotment of quarters shall be made as per the order of priority specified in the Final Allotment Statement which shall remain valid for a period of two months or till the date of preparation of a fresh Final Allotment Statement whichever is earlier.~~

(5) **Exceptional Cases** : Notwithstanding the provisions contained in this Office Memorandum, the Chief Minister, Orissa may direct, after considering all relevant factors, that an employee may be given out of turn priority in exceptional cases where the circumstances justify such special dispensation in the interest of public service or because of arduous nature of job.

(6) **Interpretation** : In case of any doubt relating to the interpretation of any of the foregoing provisions, the decision of Government shall be final.

Sd/-
Rajendra Kumar Panda
Special Secretary to Government

Memo No. 10620 /Gen. Dated 30.5.1999
Qrs. GO-55/99

Copy forwarded to Secretaries to Government of all Departments / all Heads of Departments / Other Government offices in Bhubaneswar / Special Secretary to Chief Minister, Orissa / Private Secretaries to all Ministers and Ministers of State / Officer-on-Special Duty to Chief Secretary, Orissa / Private Secretaries to Development Commissioners
Orissa Additional Chief Secretary

Secretary to Special Secretary to Government, General Administration Department / Director of Estates, Orissa and all other officers of General Administration Department / Guard File (50 copies) for information and necessary action.

**Director of Estates and
Additional Secretary to Government**