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COFF

Government of Odisha
General Administration and Public Grievance Department

No.GAD-OE1-RTI-0004-2021 - 1575 /Gen., Date 15.01.2021

From

Shri Chittaranjan Pattnaik,
Under Secretary to Government & PIO(OE-I).

To

Shri Pareshnath Kar,
P.I.O(Nodal)-cum-Deputy Secretary to Government.

**Sub: Proactive disclosure under section 4(1) (b) & (c) most specifically sub-sec.(vi)of
the RTI Act, 2005.**

Ref: This Department's letter No. 1051 dated 11-01-2021.

Sir,

In inviting a reference to the letter and subject cited above ,I am directed to enclose herewith the latest information related to Office Establishment – I section for necessary compliance in the matter of Proactive disclosure under section 4(1) (b) & (c) most specifically sub-sec.(vi)of the RTI Act, 2005.

Chittaranjan Pattnaik
15.01.2021

Under Secretary to Government.

Proactive disclosure under section 4(1) (b) & (c) of the RTI Act

OE – I Branch

4(1)(b)(i) - Branch – Office Establishment – I

Function - Deals with establishment matters of Group – B (OSS cadre and others), Group – C and Group – D employees

(ii) List of employees of this Branch with Designation

Sl. No.	Name of the employee , Designation	Name and Designation of the PIOs with concerned Branch	Name of the Branch & Officer with Contact No. both (O) & (M)	Functions of the Branches
1	Shri Abanikant Pattnaik, Additional Secretary to Government	Shri Chittaranjan Pattnaik (PIO & Under Secretary to Government)	0674-2322399	Deals with establishment matters of Group – B (OSS cadre) , Group – C and Group – D
2	Shri Ashok Kumar Mohanty, Under Secretary to Government			
3	Shri Chittaranjan Pattnaik, Under Secretary to Government			
4	Smt Jyotshnamayee Khuntia, Desk Officer			
5	Smt Geetanjali Mohanty, Officer on Special Duty			
6	Smt. Bismita Mohanty , Asst. Section Officer			
7	Smt. Droupadi Nayak, Asst. Section Officer			
8	Smt. Nabanita Dasmohapatra, Asst. Section Officer			
9	Ms. Rakhee Rani Naik, Asst. Section Officer			

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(iii) & (iv) Asst Section Officer -> Desk officer -> Under Secretary to Government -> Additional Secretary to Government -> Additional Chief Secretary to Government.

(v) The rules, regulations, instructions, manual and records used are Odisha Secretariat Instruction , Odisha Service Code, OCS Pension rules , TA rules, Odisha medical attendance rules and rules and regulations available on <http://www.gaodisha.gov.in/rules-of-service-condition>, website of GA&PG Department.

(vi) (a) long-term advance register.

(b) consignment register.

(viii) The committees constituted are :

Sl. No.	Committee Name	Purpose
1	Departmental Promotion Committee	To consider the suitability and recommendation of the names of employees for promotion to Group – C , higher Group – C and Group – B posts under administrative control of OE branch of GA&PG Deptt.
2	Departmental Selection Board	To Consider appointment of promotion in the drivers' cadre of GA&PG Deptt
3	Internal committee in GA&PG Department	To assess the performance / competence / effectiveness / integrity of OSS officers / other officers/ employees of the Department.
4	Departmental Screening Committee	To consider the suitability of ACP / RACPS/ MACPS of employees under administrative control of OE- 1

(ix) A directory of its officers and employees stated overleaf: (ANNEXURE -A)

D. H. R. K.
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(x) The monthly remuneration of employees is available in Accounts Branch of this Department.

(xiv) Issuance of letters on e-despatch.

(xvi) The names, designations and other particulars of the Public Information Officers(PIO):

Sl. No.	Name of the PIO	Designation	Name of the branch	Contact No.
1	Shri Akshay Kumar Tripathy	Joint Secretary to Govt.	Public Grievance	0674-2322396
2	Shri S.K. Mishra	Deputy Secretary to Govt.	Coordination/Lokayukta	0674-2322383
3	Shri Paresnath Kar, <i>PIO(Nodal)</i>	Deputy Secretary to Govt.	RTI/Budget & Finance	
4	Smt. Gayatri Devi	Asst. Land Officer	CA-II& IV	0674-2322385
5	Shri P.C. Kuanr	Under Secretary to Govt.	Services I & II	0674-2322402
6	Shri Sankar Behera	Under Secretary to Govt.	Field Establishment	0674-2322385
7	Shri C.R. Pattnaik	Under Secretary to Govt.	O.E.- I	0674-2322399
8	Shri Bijay Kumar Behera	Under Secretary to Govt.	C.A. - I	0674-2322379
9	Shri Shyamapada Dash	Under Secretary to Govt.	SE	0674-2322396
10	Shri Kalicharan Hembram	Under Secretary to Govt.	SC	0674-2322401
11	Shri Bharat Chandra Mallick	Under Secretary to Govt.	AR Cell	0674-2323072
12	Shri Kanhu Charan Naik	Under Secretary to Govt.	O.E.-II	0674-2322398
13	Md Intekhab Alam	Under Secretary to Govt.	CMRF	0674-2391160
14	Shri Pankaj Kumar Behera, <i>APIO</i>	Asst. Section Officer	C.A.-III	0674-2322379

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LIST GROUP 'B' OFFICERS OF OSS CADRE UNDER O.E.-I ESTT.

Sl. No.	Name of Employees	Designation
1	2	3
1	AJAY KUMAR PRADHAN	Desk Officer
2	AMIYA KUMAR UDGATA	Desk Officer
3	ASHIS RANJAN SARANGI	Desk Officer
4	BIBHUTI BHUSAN PANDA	Desk Officer
5	BHASKAR CHARAN JENA	Desk Officer
6	BIDHAN CHANDRA ROUT	Desk Officer
7	DILLIP KUMAR MEHER	Desk Officer
8	GADADHARA NAYAK	Desk Officer
9	JYOSTHNA MAYEE KHUNTIA	Desk Officer
10	MURALI MOHAN DAS	Desk Officer
11	PANDABA SETHI	Desk Officer
12	PRASANNA KUMAR PATTNAIK	Desk Officer
13	SUBHASHREE DASH	Desk Officer
14	SUBODHA KUMAR DAS	Desk Officer
15	TRINATH PRADHAN	Desk Officer
16	K. Raghava Rao	Desk Officer
17	BIDYA RANJAN MALLICK	Desk Officer
18	CHHATISH SOREN	Section Officer
19	DEBA PRASAD MISHRA	Section Officer
20	HARISH CHANDRA SAHOO	Section Officer
21	JITENDRA KUMAR KAR	Section Officer
22	KANHU CHARAN DAS	Section Officer
23	MANOJA KUMAR PATTANAİK	Section Officer
24	MURALIDHAR SETHY	Section Officer
25	PURNA CHANDRA MALLICK	Section Officer
26	SANATAN MALLICK	Section Officer
27	SANJUKTA BEHERA	Section Officer
28	SHUBHRANSU MALINEE BISWAL	Section Officer
29	SUBRATA SUNDARRAY	Section Officer
30	SUDHIR KUMAR BISWAL	Section Officer
31	SUSMITA MALLIK	Section Officer
32	ABHINASH PUROHIT	Assistant Section Officer

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33	ABINASH SAMAL	Assistant Section Officer
34	ABINASH PATTANAYAK	Assistant Section Officer
35	ANIL KUMAR KHADANGA	Assistant Section Officer
36	ANITA XESS	Assistant Section Officer
37	ARATIBALA PANDA	Assistant Section Officer
38	ASHA JYOTI JENA	Assistant Section Officer
39	BAIDYANATH TUDU	Assistant Section Officer
40	BAJRA DIPAN PANIGRAHI	Assistant Section Officer
41	BINAYA PRATAP KUJUR	Assistant Section Officer
42	BISMITA MOHANTY	Assistant Section Officer
43	DEBADUTTA SWAIN	Assistant Section Officer
44	DEEPAK MAJHI	Assistant Section Officer
45	DEVIDUTTA ROUT	Assistant Section Officer
46	DIPAK NAYAK	Assistant Section Officer
47	DROUPADI NAYAK	Assistant Section Officer
48	ESWAR PRASAD CHOUDHURY	Assistant Section Officer
49	GAYATRI MURMU	Assistant Section Officer
50	GIRISH KUMAR BEHERA	Assistant Section Officer
51	GOPABANDHU MOHANTY	Assistant Section Officer
52	GYANESWARI GURU	Assistant Section Officer
53	JAYASHREE SAHOO	Assistant Section Officer
54	JYOTIRMAYEE BALIARSINGH	Assistant Section Officer
55	Jani Sabar	Assistant Section Officer
56	KABITA RANI NAIK	Assistant Section Officer
57	KANCHAN NIKHANDIA	Assistant Section Officer
58	KESHAB MAJHI	Assistant Section Officer
59	KIRSAN BIRUA	Assistant Section Officer
60	LALIT MOHAN DAS	Assistant Section Officer
61	LAXMINARAYAN ACHARYA	Assistant Section Officer
62	LOKANATH SAHOO	Assistant Section Officer
63	LP KUMAR TANAYA GAURAB PADHI	Assistant Section Officer
64	MADHAVA CHANDRA MISHRA	Assistant Section Officer
65	MAHESH PRASAN BALIARSINGH	Assistant Section Officer
66	MANAS RANJAN SUTAR	Assistant Section Officer
67	MANGAT PRASAD SOREN	Assistant Section Officer
68	MANORANJAN PATRA	Assistant Section Officer
69	MOUSAM MOHANTY	Assistant Section Officer

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70	NABANITA DASMOHAPATRA	Assistant Section Officer
71	NALINIKANTA SHARMA	Assistant Section Officer
72	NIVEDITA PATHAK	Assistant Section Officer
73	PANKAJ KUMAR SAMAL	Assistant Section Officer
74	PANKAJ KUMAR BEHERA	Assistant Section Officer
75	PREETI MANJARI BHANJA	Assistant Section Officer
76	PRITILATA MOHARANA	Assistant Section Officer
77	RAKHEE RANI NAIK	Assistant Section Officer
78	ROBI ROSAN LAKRA	Assistant Section Officer
79	ROJALIN SETHY	Assistant Section Officer
80	ROSHNI HEMBROM	Assistant Section Officer
81	P. SHRIAM PRASAD	Assistant Section Officer
82	SAMSUL HODA	Assistant Section Officer
83	SANJEEV KIRO	Assistant Section Officer
84	SANJUKTA NAYAK	Assistant Section Officer
85	SANJUKTA HARIPAL	Assistant Section Officer
86	SANTOSH SAGAR MISHRA	Assistant Section Officer
87	SASMITA SAMAL	Assistant Section Officer
88	SAUMYARANJAN SAHOO	Assistant Section Officer
89	SHIBA PRASAD SAHOO	Assistant Section Officer
90	SHIBASIS DAKUA	Assistant Section Officer
91	SNIGDHA SINGH	Assistant Section Officer
92	SOUMYA RANJAN SAHU	Assistant Section Officer
93	SUNIL KUMAR SAMAL	Assistant Section Officer
94	SURENDRA KINDO	Assistant Section Officer
95	SUSANTA KUMAR NAYAK	Assistant Section Officer
96	SUVASHISH MOHANTY	Assistant Section Officer
97	SWAPNAPUJA SWAIN	Assistant Section Officer
98	TAPAN KUMAR MOHANTY	Assistant Section Officer
99	TAPAN KUMAR NAIK	Assistant Section Officer
100	VIBEKANANDA SAHOO	Assistant Section Officer
101	VIVEK BHUSAN SETHY	Assistant Section Officer



LIST OF GROUP 'B' EMPLOYEES (O.E- I)

Sl. No.	Name of employees	Designation
1	2	3
1	Smt. Swarnalata Parida	Diary Suptd.
2	Shri Bhabani Sankar Pradhan	Record Suptd.
3	Shri Srikanta Nayak	Head Driver
4	Shri Sukanta Mishra	Head Driver
5	Shri Parikhit Mekap	Head Driver
6	Shri Manohar Naik	Senior Caretaker
7	Shri Kalandi Naik	Junior Caretaker
8	Shri Basudev Naik	Junior Caretaker
9	Shri Amiya Kumar Das	Revenue Supervisor
10	Shri Narayan Behera	Revenue Inspector
11	Shri Manas Behera	Revenue Inspector
12	Shri Khitish Behera	Revenue Inspector
13	Shri Tapan Kumar Palai	Revenue Inspector
14	Trupti Tanaya Sarangi	Revenue Inspector
15	Aditya Prasad Baliarsingh	Revenue Inspector
16	Niranjan Sahoo	Assistant Audit Officer
17	P. C. Subhramanyam	Assistant Data Processing Officer
18	Shri Rasmiprava Behera	Suptd. Level- I
19	Ms. Susama Minj	Suptd. Level- I
20	Shri Rabinarayan Jena	Suptd. Level-II
21	Smt. Snehalata Pattnaik	Suptd. Level-II
22	Shri Achutananda Nayak	Suptd. Level-II

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List OF GROUP 'C' EMPLOYEES (O.E.- I)

Sl. No.	Name of employees	Designation
1	2	3
1	Smt. Trupti Das	Sr. Gr. Diarist
2	Shri Sangram Kishore Panda	Sr. Gr. Diarist
3	Shri Dilip Kumar Nath	Sr. Gr. Diarist
4	Shri Ram Singh Kisku	Sr. Gr. Diarist
5	Shri Amar Kumar Sethi	Sr. Gr. Diarist
6	Shri Shyam Sundar Naik	Sr. Record Clerk
7	Shri Ashok Charan Das	Sr. Gr. Diarist
8	Shri Rama Chandra Marandi	Jr. Gr. Diarist
9	Shri Brahmananda Jena	Jr. Gr. Diarist
10	Shri Rabi Narayan Mishra	Jr. Gr. Diarist
11	Shri Daniel Digal	Jr. Gr. Diarist
12	Shri Parmananda Dehury	Jr. Gr. Diarist
13	Shri Niranjan Sahoo	Jr. Gr. Diarist
14	Shri Krushna Chandra Singh	Jr. Gr. Diarist
15	Shri Sanatan Nayak	Pasting Clerk
16	Smt Sanjukta Nayak	Jr. Gr. Recorder
17	Shri Jaganath Singh	Record Supplier
18	Smt Manorama Khatei	Record Supplier
19	Shri Manoranjan Mohapatra	Record Supplier
20	Shri Prasanta Ku. Mohapatra	Record Supplier
21	Shri Ram Chandra Pradhan	Record Supplier
22	Shri Babaji Mohapatra	Record Supplier

D. Pradhan

23	Shri Umesh Chandra Das	Record Supplier
24	Shri Bibhisan Nayak	Record Supplier
25	Shri Ruhia Murmu	Record Supplier
26	Shri Prasanta ku Lenka	Record Supplier
27	Shri Sudershan Mallick	Record Supplier
28	Smt Rukmini Singh	Daftary
29	Shri Ramesh Chandra Baskey	Daftary
30	Shri Pradipta Kumar Pattnaik	Daftary
31	Shri Satyananda Sahoo	Daftary
32	Shri Sukanta Kishore Mallick	Daftary
33	Shri Ganeswar Nayak	Daftary
34	Shri Sukanta Sethi	Daftary
35	Shri Murlidhar Nayak	Daftary
36	Shri Prabhat Chandra Pattnaik	Daftary
37	Shri Rama Chandra Nayak	Daftary
38	Shri Sudhir Sethi	Daftary
39	Shri Lokanath Behera	Daftary
40	Shri Anil Kumar Das	Daftary
41	Shri Malaya Kumar Behera	Daftary
42	Shri Hrushikesh Dash	Daftary
43	Shri Sudhakar Kanhar	Daftary
44	Shri Rabinarayan Mishra	Daftary
45	Smt. Sachitra Badajena	Daftary
46	Shri Ramakanta Godi	Zamadar
47	Shri Trinath Pradhan	Peon
48	Shri Keshab Ghadei	Zamadar
49	Shri Satrughna Ram	Zamadar
50	Mamud Khan	Zamadar

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51	Shri Dhanurdhar Panda	Zamadar
52	Shri Lokanath Sahoo	Zamadar
53	Smt Sebati Murmu	Zamadar
54	Shri Pandu Tiu	Zamadar
55	Shri Manoranjan Mishra	Zamadar
56	Shri Prakash Ku Samantray	Zamadar
57	Shri Pradipta Kumar Jena	Zamadar
58	Shri Himanshu Sekhar Sahoo	Zamadar
59	Smt. Premalata Panda	Zamadar
60	Smt Renubala Mohanty	Zamadar
61	Shri Kshetramohan Behera	Zamadar
62	Sri Arakhita Sethi	Zamadar
63	Shri Prafulla Kumar Naik	Zamadar
64	Shri Gobinda Chandra Das	Zamadar
65	Smt. Sarojini Singh	Zamadar
66	Shri Niranjan Biswal	Zamadar
67	Smt. Mamatarani Nayak	Zamadar
68	Smt. Subasini Panda	Zamadar
69	Smt. Banaja Sahoo	Peon
70	Smt. Swarnalata Mohapatra	Zamadar
71	Smt. Nirupama Mohapatra	Zamadar
72	Smt. Sachitra Badajena	Daftary
73	Smt. Madhusmita Das	Zamadar
74	Smt. Bhagyalaxmi Mohanty	Zamadar
75	Smt Samiya Murmu	Zamadar
76	Shri Maguni Charan Behera	Zamadar
77	Shri Niranjan Sethi	Zanadar
78	Shri Ajay Kumar Mohanty	Zamadar

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79	Shri Surendra Singh	Amin
80	Shri Manoj Baliarsingh	Amin
81	Shri Matruprasad Sahoo	Amin
82	Shri Siba Kumar Sethi	Amin
83	Shri Gadadhar Naik	Asst. Caretaker
84	Shri Anirudha Pradhan	Asst. Caretaker
85	Shri Bikram Behera	Asst. Caretaker
86	Shri Brajabandhu Sahoo	Asst. Caretaker
87	Shri Mahendra Ku Lenka	Asst. Caretaker
88	Shri Bharat Charan Karan	Asst. Caretaker
89	Sk. Abdul Nasim	Sr. Driver
90	Shri Bharat Panda	Sr. Driver
91	Shri Bhima Pradhan	Driver
92	Ms. Rojalin Badajena	Amin
93	Ms. Diptimayee Harichandan	Amin
94	Shri Amarendra Acharya	Jr. DEO

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LIST OF GROUP 'D' EMPLOYEES (O.E- I)

Sl. No.	Name of employees	Designation
1	2	3
1	Shri Babuli ku Das	Peon
2	Shri Sebak Chandra Pradhan	
3	Smt. Golap Dei	Peon
4	Smt R.Rajamal	Peon
5	Smt. Swarnalata Pradhan	Peon
6	Shri Bikram Sundarray	Peon
7	Kasida Bibi	Peon
8	Smt. Salma Kisku	Peon
9	Smt. Laxmipriya Nayak	Peon
10	Smt. Usharani Sahoo	Peon
11	Shri Debendra Kumar Naik	Peon
12	Shri Gyana Ranjan Rout	Peon
13	Shri Jyotiranjana Sahoo	Peon
14	Shri Manoj Kumar Sahoo	Peon
15	Smt. Bijuli Behera	Peon
16	Smt. M. Krishna	Peon
17	Shri Deepak Kumar Biswal	Peon
18	Shri Jgannath Dehury	Chowkidar

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