

## Raj Bhavan, Odisha

### Introduction

#### MANUAL-1

### Particulars of Organization, Functions & 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 2.30 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 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 Kusht Nivaran Sangh, 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) Rajya Sainik 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 C.J. Venugopal, IAS. Principal Secretary to Governor, Odisha.

Sl. No.	Section	Branch Officer	Section Officer	Staff
1	2	3	4	5
1	Prl.S.G's Office	C.J. Venugopal, IAS Principal Secretary to Governor		P.K. Rout, Senior Private Secretary S. Khatua, DEO L. Sahoo, PA (LR)
2	P.S.G.'s Office	H.N. Patnaik, Personal Secretary to Governor		P.K. Dey, Sr. Pvt. Secretary B.K. Singh, Pvt. Secretary S. Behera, ASO P.M. Biswal, OSD
3	Higher Education Section	Sukanta Pradhan Additional Secretary to the Governor/ Chancellor	G.Senapati, SO	R. Mohanty, ASO M.K. Mishra, ASO Ms. Varsha Haibru, ASO Sunil Lakra, ASO Ms. A. Rao, Sr. Stenographer
4	Household Section	S.N. Panigrahi, Comptroller	M.K. Moharana, SO (Housekeeping)	B. Chhotray, ASO K.C. Rout, ASO N. Majhi, ASO Prakash Chandra Sahoo, ASO C. Satapathy, DEO P. Kullu, Sr. Steno
5	Establishment Section/ Confidential Section/ Reception/ Diary & Records	C.R. Mohanty, Additional Secretary to Governor	R.C.Majhi, SO	B.K.Patro, OSD P. Mishra, ASO S. Das, ASO S.K.Naik, ASO Mrs. M.K.Maharana, ASO B.P. Rath, Personal Assistant B.N.Satapathy, Jr. Recorder J. Mishra, Reception Clerk
6	Petition Section/RTI Section/Issue Section	R.N. Majhi, Under Secretary to Governor	Smt. S.P. Sukla, D.O.	Ms. M. Mahanandia, ASO Mr.M .K. Khatoi,ASO C.P. Das, Suptd Lev-II M.R. Jethi, Suptd Lev-II M.C. Sahoo, Sr. Typist P.K. Pradhan, Jr. Typist
7	Tour & Engagement Section	B.C. Pradhan ADC (P) to Governor S.Chitray, ADC(IN) to Governor	D.S.Das, SO	Smt. S. Tripathy,ASO B.K. Jani, ASO

8	Accounts Section (Bill, Budget, Audit)/	B.Nayak, DO&DDO	A. Saheed, SO	G.R. Mishra, ASO L. Majhi, ASO M. Das, DEO
9	Co-ordination Section(D.G.)/ Telephone/ Library/ Raj Bhavan Press/ Raj Bhavan EPABX	H.K. Behera, OSD	B. Mohanty, SO	C.R. Praharaj, Librarian M. K. Khato, ASO L. Panda, T.O D. Majhi, T.O D.Dutta, T.O. G.Barik, T.A. S. Pradhan, Pvt. Secretary Ms. M. Mahandia, ASO
10	Public Relations Section	R.K. Nayak, PRO-I S. Deobhanj, PRO-II		
11	Raj Bhavan Staff Dispensary	Dr. K.B. Parida, Sr. Spl. In Medicine  Dr.(Mrs.) S. Das, Sr. Spl. In Medicine		P.K. Mohanty, Pharmacist Mrs. Swayamsidha Sahu, Staff Nurse Mrs. Laxmi Priya Sahu, Staff Nurse Mrs. S.Kar, HW (F) B.P. Mohanty, Lab. Technician

## MANUAL-2

### Powers & Duties of Officers & Employees

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

Sl. No.			
1	Name	Shri C.J. Venugopal, IAS	
	Designation	Principal Secretary to Governor	
	Powers & Duties	Appointing Authority, Controlling Authority & Disciplinary Authority of employees of Governor's Secretariat.  Exercises the powers of Department of Government in all matters relating to Governor's Secretariat.	
2	Name	Shri S.N. Panigrahi, IAS (SAG)	
	Designation	Comptroller, Governor's Household	
	Powers & Duties	All matters relating to Hon'ble Governor's Household including Raj Bhavan, Puri  Establishment matters of Household Staff  Garden Matters  Engineering Works (PWD,PHD,GED), Raj Bhavan, Bhubaneswar and Puri.  Sanction of expenditure up to Rs.10, 000/-  Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.	

3	Name	Shri H.N. Patnaik, OAS (SAG)
	Designation	Personal Secretary to the Governor
	Powers & Duties	<p>Preparation of monthly report. Follow up action on the memoranda/ representations/ petitions submitted to Hon'ble Governor by any delegation.</p> <p>Demi-Official correspondence of Hon'ble Governor</p> <p>Background notes and speech materials, message and tour notes of Hon'ble Governor- to be assisted by Public Relations Officers.</p> <p>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.</p> <p>Matters relating to constitutional appointments.</p> <p>Government files relating to Statutes, Law and ordinance and other Government files requiring Governor's assent/ approval.</p> <p>Files endorsed by Principal Secretary requiring orders of Hon'ble Governor.</p>
4	Name	Shri Lanunsen Imsong
	Designation	Officer on Special Duty
	Powers & Duties	Duties as assigned by Hon'ble Governor.
5	Name	Lt. Cdr. Saurabh Chitray, IN, ADC
	Designation	ADC to Hon'ble Governor
		<p>All matters relating to security of Hon'ble Governor of Odisha in Raj Bhavan Premises and Raj Bhavan Staff Colony both Bhubaneswar and Puri.</p> <p>Tour &amp; Engagements of Hon'ble Governor of Odisha Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor.</p> <p>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.</p>
6	Name	Shri Bishnu Charan Pradhan, OPS, ADC (P)
	Designation	ADC(P) to Hon'ble Governor
	Powers & Duties	<p>Raj Bhavan Premises and Raj Bhavan Staff Colony both Bhubaneswar and Puri.</p> <p>Tour &amp; Engagements of Hon'ble Governor of Odisha Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor.</p> <p>Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.</p>
7	Name	Shri Sukanta Pradhan, OAS (SAG)
	Designation	Additional Secretary to Governor / Chancellor, Odisha
	Powers & Duties	<p>Higher Education (University Matters).</p> <p>Any other matter as and when assigned by Principal Secretary &amp; Hon'ble Governor.</p> <p>1<sup>st</sup> Appellate Authority under RTI Act-2005.</p>

8	Name	Shri C.R. Mohanty, OAS (SAG)
	Designation	Additional Secretary to Governor
	Powers & Duties	All Establishment matters except Household  Confidential matters as assigned by Principal Secretary & Hon'ble Governor  Matter relating to Indian Red Cross Society, Hind Kusht Nivaran Sangha, Rajya Sainik Board, St. John Ambulance Association, Bharat Scout & Guides, etc. to which Hon'ble Governor of Odisha is associated as the State level bodies.  Reception Office/ Office Record room  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  Any other matter as and when assigned by Principal Secretary & Hon'ble Governor.
9	Name	Shri R.N. Majhi
	Designation	Under Secretary to the Governor
	Powers & Duties	Public Information Officer under RTI Act, 2005 Petitions, Memoranda, etc Issue and Dispatch Branch Evening Roster arrangement
10	Name	Shri H.K. Behera
	Designation	OSD
	Powers & Duties	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	Shri B. Nayak
	Designation	D.O. & D.D.O.
	Powers & Duties	Accounts, Bill & Budget, Drawing & Disbursing Officer, Audit Report Any other matter as and when assigned by PSG & HEG
12	Name	Shri Rakshak Nayak, OIS-I
	Designation	PRO-I to Governor
	Powers & Duties	Public Relations of Hon'ble Governor of Odisha  Message of Hon'ble Governor of Odisha

Draft Speeches of Hon'ble Governor of Odisha  
(PROs shall report to Personal Secretary in the matter of Messages and  
Speeches)  
Press Clippings  
Official Directory  
Any other matter as and when assigned by PSG & HEG

13	Name	Shri Sangram Deobhanj
	Designation	PRO-II to Governor
	Powers & Duties	Public Relations of Hon'ble Governor of Odisha Message of Hon'ble Governor of Odisha Draft Speeches of Hon'ble Governor of Odisha (PROs shall report to Personal Secretary in the matter of Messages and Speeches) Press Clippings Official Directory Any other matter as and when assigned by SG & HEG
14	Name	Dr. Krutibas Parida
	Designation	Sr. Specialist in Medicine(Retd.)
	Powers & Duties	Personal Physician of Hon'ble Governor of Odisha Attend Out-door patients in Raj Bhavan Staff Dispensary Any other matter as and when assigned by PSG & HEG
15	Name	Dr. (Mrs) Suchitra Das
	Designation	Sr. Specialist in Medicine
	Powers & Duties	Personal Physician of Hon'ble Governor of Odisha Attend Out-door patients in Raj Bhavan Staff Dispensary Any other matter as and when assigned by PSG & HEG

Sl. No.	Name of the Branch/ Section	Functions
1	2	3
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 matters, Organizations with which Governor is associated as Head of the State
5	Raj Bhavan Garage	Maintenance and deployment of vehicles of Raj Bhavan
6	Co-ordination 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 & general public.
8	Public Relations Section	Messages, Speeches of Governor, Official Telephone Directory, Co-ordination 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 & Despatch of Official letters
11	Household Section	Upkeep and Maintenance of Raj Bhavan, Hospitality to visiting Guests/State Guests, Organization of AT- HOME functions
12	Tour & Engagement Section	Fixing of appointment with Governor, Tour Programme of Governor inside and outside State, Co-ordination 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 Household/Additional Secretary to Chancellor/ Principal Secretary to Governor/Hon'ble Governor as the case may be for final decision.

## MANUAL-4

### Norms for Discharge of Functions

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



## MANUAL-5

## Rules, Regulations, Instructions, Manuals & 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 Orissa;
  - (c) 'Government' means the Government of Orissa;
  - (d) 'Service' means the Orissa 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 / 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 :-
- (i) by direct recruitment in accordance with Rule 8, and
  - (ii) 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 :-
- (a) is not able to speak, read and write Oriya or has not passed the Oriya test equivalent to M.E. standard ;
  - (b) is not of good character;
  - (c) has more than one spouse living;
  - (d) is not sound health, good physique; and free from organic defects of bodily infirmity;
  - (e) is 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 :-

- (1) For the post of Lower Division Assistant, Diarist, Despatcher and Reception Clerk, a candidate must have passed Intermediate examination or its equivalent.
- (2) 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.
- (3) 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.
- (4) For the post of Chaprasi or Peon a candidate must have educational qualification of M.E. standard.

8. Selection by direct recruitment :-

- (1) 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.
- (2) The advertisement shall be published in the Gazette and also at least in two local daily newspapers.
- (3) 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.
- (4) 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;
- (5) The Selection Committee may hold a written test or a *viva voce* test or both as it deem proper.
- (6) The list of the candidates selected by the Selection Committee arranged in order of merit.
- (7) 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.
- (8) 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 (b) Grade II Accountant (c) Junior Household Assistant	Lower Division Assistant, Diarist, Despatcher and Reception Clerk
5.	(a) Grade I Assistant (b) Red Cross Assistant (c) Child Welfare Assistant	Grade II Assistant
6.	Accountant-cum-Cashier Grade I Accountant	Grade II Accountant
7.	Senior Household Assistant	Junior Household Assistant
8.	Head Assistant	(i) Grade I Assistant (ii) Accountant-cum-Cashier Grade I Accountant (iii) Red Cross Assistant (iv) Child Welfare Assistant
9.	Superintendent Governor's Household	Senior Household Assistant
10.	Assistant Secretary (General)	(i) Head Assistant (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) Deputy Secretary  
Under Secretary  
Senior Private Secretary
- (ii) Group B- (1) (a) Desk Officer,  
(b) Private Secretary
- (iii) Group C- (a) Section Officer,  
(b) Assistant Section Officer, which includes  
Despatcher & Diarist.  
(c) Superintendent Level-II  
(d) Senior Grade Typist  
(e) Junior Grade Typist  
(f) Personal Assistant  
(g) Senior Grade Stenographer  
(h) Junior Grade Stenographer  
(i) Head Jamadar  
(j) House Keeping Assistant  
(k) Librarian  
(l) Telephone Operator  
(m) Junior Grade Recorder  
(n) Treasury Sarkar  
(o) Garage Supervisor-cum-Mechanic  
(p) Senior Grade Driver  
(q) Junior Grade Driver  
(r) Buttlar-cum-Head Cook  
(s) Head Khit  
(t) Transport Munsif  
(u) Dresser-cum-attendant  
(v) Graftier  
(w) Head Mali

- (iv) Group D-
- (a) Jamadar
  - (b) Chaparasis
  - (c) Peons
  - (d) Daftary
  - (e) Market Attendant
  - (f) Assistant Transport Munsif
  - (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 II	Senior Grade Typist
10.	Senior Grade Typist	Junior Grade Typist
11.	Junior Grade Recorder	Group D

12.	Telephone Operator (Through direct recruitment / Promotion)	Group D
13.	Head Khit	Khit
14.	Head Mali / Grafter	Mali
15.	Treasury Sarkar	Peon/Chaparasi
16.	Head Jamadar	Jamadar
17.	Jamadar	Peon/Chaparasi /Watchman
18.	Daftary	Peon/Chaparasi /Farash
19.	Garage Supervisor-cum-Mechanic	Senior Grade Driver
20.	Senior Grade Driver	Junior Grade Driver
21.	Junior Grade Driver (by promotion or by direct recruitment)	Cleaner
22.	Head Sweeper	Sweeper
23.	Cook (By promotion or by direct recruitment)	Cook's Mate
24.	Dhobi Sarkar	Dhobi Helper
25.	House Bearer	By way of promotion / selection
26.	Assistant Transport Munsi	From among eligible Group D employees.
27.	Khit	From among eligible Group D employees.
28.	Transport Munsi	From among eligible Group D employees.
29.	Market Attendant	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

## 3. Odisha Universities Acts and Statutes

There are 16 State Universities under Administrative Control of various departments of Government.

The Governor of Odisha is the Chancellor in respect of these Universities.

## A) List of Universities under Administrative Control of Higher Education Department.

Sl No.	Name of the University	Year/Date of Establishment	Provision of Act/Statutes
1	Utkal University	1943(Incorporated vide Odisha Act,20 of 1966)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
2	Berhampur University	1967(Established by Orissa Act,21 of 1966)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
3	Sambalpur University	1967(Established by Orissa Act,22 of 1966)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
4	Sri Jagannath Sanskrit Viswavidyalaya ,Puri	1981( Established by Orissa Act 31 of 1981)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
5	North Orissa University, Baripada	13.07.1998(Established vide Notification No.32930/HE dated 13.07.1998 of HE Department)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
6	Fakir Mohan University,Balasore	11.07.1999(Established vide Notification No.31369-I/HE dated 03.07.1999 of HE Department)	Orissa Universities Act ,1989 and Orissa Universities first Statutes ,1990
7	Ravenshaw University( Unitary), Cuttack	2006(Established by Orissa Act 8 of 2005)	Ravenshaw University Act ,2005 -No Separate Statutes formed -Day to day business being managed by following OUFs,1990 as per Orders of Govt.
8	Ramadevi Women's University ,Bhubaneswar	30.05.2015( Established vide Notification No.11605/HE dated 30.05.2015 of HE Department)	O.U. Act,1989 and O.U.F.S. ,1990
9	Khallikote (Cluster) University,Berhampur	30.05.2015( Established vide Notification No.11612/HE dated 30.05.2015 of HE Department)	O.U. Act,1989 and O.U.F.S. ,1990
10	Gangadhar Meher ,Sambalpur	30.05.2015( Established vide Notification No.11618/HE dated 30.05.2015 of HE Department)	O.U. Act,1989 and O.U.F.S. ,1990
11	State Open University,Sambalpur	10.06.2015 (Established by Odisha Act 5 of 2015)	Odisha State Open University Act,2014

## B) University under Administrative Control of Agriculture Department and F &amp; ARD Department

12	Orissa University of Agriculture & Technology ,Bhubaneswar	1962(Established by Odisha Act 17 of 1965 )	O.U.A.T. Act,1965, O.U.A.T. Statutes ,1966
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## C) University under Administrative Control of Skill Development and Technical Education Department

13	BPUT,Rourkela	2002( Established by Orissa Act 9 of 2002)	BPUT Act, 2002 & BPUT First Statutes, 2006
14	VSSUT,Burla	2009( Established by Orissa Act 9 of 2009)	VSSUT Act,2008 and VSSUT first Statute, 2010

## D) University under Administrative Control of Culture Department

15	Utkal University of Culture ,BBSR	1999(Established by Orissa Act 9 of 1999)	Utkal University of Culture Act,1999 and UUC, First Statute ,2001
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## E) University under Administrative Control of Information &amp; Technology Department

16	The International Institute of Information Technology ,BBSR	20.01.2014 (Established by Odisha Act 25 of 2013)	The International Institute of Information Technology (IIIT) Act,2013
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Out of Private Universities established in the state the Governor is the Visitor in respect of two universities

Sl No	Name of the University	Year/Date of Establishment	Provision of Act/Statutes
1	Centurion University	2010( Orissa Act 4 of 2010 )	The Centurion University of Technology and Management Orissa Act ,2010
2	Xavier University	2013(Established by Odisha Act 17 of 2013)	Xavier University Act, managed by Xavier Institute of Management Societies



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 decision s 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 superior 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)]

## MANUAL-9

## Directory of Officers &amp; Employees

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

RAJ BHAVAN, BHUBANESWAR  
 EPABX-0674-2397581, 2397853, 2536584/704/709, FAX-2536582  
 RAJBHAVAN, PURI-06752-222068  
 E-mail: govodisha@nic.in

Sl. No.	Name	Designation	Office Ph. No./Res.	Fax	E-mail	Address
1	2	3	4	5	6	7
1	Shri C.J Venu Gopal IAS	Principal Secretary to Governor, Odisha	2536699, Extn-433, 2150 (Sectt-PBX)	2536582	govsecodisha@nic.in	B-3/6, Unit-IX, Bhubaneswar
<b>AIDE-DE-Camp</b>						
1	Lt. Cdr. Saurabh Chitray, (IN)		2536111 Extn-428, 2152	2536585 Extn-442		Governor's Estate, Bhubaneswar
2	Shri B.C. Pradhan, OPS(I)		2536111 Extn-428, 2152	2536585 Extn-429		Governor's Estate, Bhubaneswar
<b>Personal Staff</b>						
1	Shri H.N. Patnaik, OAS (SAG)	Personal Secretary to Governor	2536222, Extn-435, 2151	Extn-444		Governor's Estate, Bhubaneswar
2	Shri Lanunsen Imsong	Officer on Special duty to Governor	2397782, Extn-458,	Extn-410		Governor's Estate, Bhubaneswar
<b>Household Establishment</b>						
1	Shri S.N. Panigrahi, IAS	Comptroller, Governor's Household	2397353, Extn-440, 2154	2530860		Qrs. No.VA-3/3, Unit-II, Bhubaneswar
<b>Secretariat Establishment</b>						
1	Shri S. Pradhan, OAS(SAG)	Additional Secretary Higher Education	2536706, Extn-425, 2157			
2	Shri C.R. Mohanty, OAS (SAG)	Additional Secretary (General)	2397421, Extn-427, 2153	Extn-454		

3	Raghu Nath Majhi	Under Secretary to Governor	Extn-476	2397608 Extn-477	Governor's Estate
4	Shri H.K. Behera	OSD	2397969 Extn-475, 2158	Extn-478	Governor's Estate Bhubaneswar
5	Shri R.K. Nayak	Public Relations Officer (I)	Extn-452, 2158		Governor's Estate Bhubaneswar
6	S. Deobhanj	Public Relations Officer	Extn-452,  2158		Mahanadi Vihar  Cuttack.
7	P.K. Rout	Sr. Private Secretary to SG	Extn-432		Governor's Estate
8	Pramod Kumar Dey	Sr. Pvt. Secretary	Extn-215		Governor's Estate
9	B.K. Singh	Pvt. Secretary	Extn-215		Governor's Estate
10	B. Kalidas Patro	OSD	Extn-441		Governor's Estate
11	Banamali Nayak	DO & DDO	Extn-445		Governor's Estate Governor's Estate
12	Smt. S.P. Shukla	DO	Extn-472		Governor's Estate
13	M.K. Maharana	Section Officer (House Keeping)	Extn-424		Governor's Estate
14	Sk Abdul Sahid	Section Officer	Extn-436		Governor's Estate Governor's Estate
15	Brundaban Mohanty	Section Officer	Extn-472		Governor's Estate
16	Gourahari Senapati	Section Officer	Extn-451		Governor's Estate
17	Ramesh Ch. Majhi	Section Officer	Extn-441		Governor's Estate
18	Durga Shankar Dash	Section Officer	Extn-469		Governor's Estate
19	B.P. Rath	Personal Assistant	Extn-434		Governor's Estate
20	S. Pradhan	Pvt. Secretary	Extn-480		Governor's Estate
21	Smt. A. Rao	Sr. Gr. Stenographer	Extn-480		Governor's Estate
22	Gyana Ranjan Mishra	Assistant Section Officer	Extn-436		Governor's Estate

				Governor's Estate
23	Bramhananda Chhotray	Assistant Section Officer	Extn-424	
				Governor's Estate
24	Rabindra Mohanty	Assistant Section Officer	Extn-451	
				Governor's Estate
25	Mihir Kumar Mishra	Assistant Section Officer	Extn-451	
				Governor's Estate
26	Parameswar Mishra	Assistant Section Officer	Extn-480	
				Governor's Estate
27	Saiba Behera	Assistant Section Officer	Extn-215	
				Governor's Estate
28	Sahadev Das	Assistant Section Officer	Extn-441	
				Governor's Estate
29	Narayan Majhi	Assistant Section Officer	Extn-424	
				Governor's Estate
30	Sakuntala Tripathy	Assistant Section Officer	Extn-469	
				Governor's Estate
31	K.C. Rout	Assistant Section Officer		
				Governor's Estate
32	Laxmisagar Majhi	Assistant Section Officer	Extn-436	
				Governor's Estate
33	Sanjeev Kumar Naik	Assistant Section Officer	Extn-441	
				Governor's Estate
34	Ms. Varsha Hauibru	Assistant Section Officer	Extn-451	
				Governor's Estate
35	Prakash Chandra Sahoo	Assistant Section Officer	Extn-424	
				Governor's Estate
36	Manoj Kumar Khatoi	Assistant Section Officer	Extn-480	
				Governor's Estate
37	Bijay Kumar Jani	Assistant Section Officer	Extn-428	
				Governor's Estate
38	Ms. Munmun Mahanandia	Assistant Section Officer	Extn-472	
				Governor's Estate
39	Smt. Manjula K Maharana	Assistant Section Officer	Extn-441	
				Governor's Estate
40	Sunil Kumar Lakra	Assistant Section Officer	Extn-451	
				Governor's Estate

41	Ch. Ranjeeta Praharaj	Librarian	Extn-405	Governor's Estate
42	Smt. Anima Rao	Senior Grade Stenographer	Extn-425	Governor's Estate
43	Paul Kullu	Senior Grade Stenographer	Extn-485	Governor's Estate
44	Chandi Prasad Das	Supdt Level II	Extn-455	Governor's Estate
45	Manas Ranjan Jethi	Supdt Level II	Extn-455	Governor's Estate
46	Madhab Chandra Sahoo	Senior Grade Typist	Extn-455	Governor's Estate
47	Prashant Kumar Pradhan	Junior Grade Typist		Governor's Estate
48	Loknath Panda	Telephone Operator		Governor's Estate
49	Dula Majhi	Telephone Operator		Governor's Estate
50	Debashish Dutta	Telephone Operator		Governor's Estate
51	T. Surya Rao	Head Jamadar		Governor's Estate
52	Sankar Mallik	Jamadar		Governor's Estate
53	Rabindra Kumar Dash	Chaprasi		Governor's Estate
54	Santosh Kumar Satapathy	Chaprasi		Governor's Estate
55	Rabindra Ku. Satapathy	Jamadar		Governor's Estate
56	Rusikar Das	Treasury Sarcar		Governor's Estate
57	Nabin Chandra Majhi	Chaprasi		Governor's Estate
58	Laxmidhar Sethi (A)	Peon		Governor's Estate
59	Narasingh Rath	Peon		Governor's Estate
60	Chaturbhuj Mallik	Peon		Governor's Estate
61	Laxmidhar Sethi (B)	Peon		Governor's Estate
62	Bichitrananda Satapathy	Jr. Gr. Recorder		Governor's Estate
63	Bamia Singh Munduri	Peon		Governor's Estate
64	Chittaranjan Behera	Peon		Governor's Estate

65	Sabyasachi Dash	Peon	Governor's Estate
66	Sk. Nizammudin	Jr. Gr. Driver	Governor's Estate
67	Halim Khan	Cook	Governor's Estate
68	Ashok Kumar Dash	Khit	Governor's Estate
69	Ramesh Kumar Moharana	Farash	Governor's Estate

## Governor's Household Establishment Staff in Position as on 01.07.2017

1	S.N. Panigrahi, IAS	Comptroller, Governor's Household
2	Lt. Cdr. Saurabh Chitray, (IN)	ADC to the Governor, Odisha
3	B.C Pradhan, OPS-I	ADC to the Governor, Odisha
4	Manas Ku. Moharana,	Section Officer (House Keeping)
5	Kailash Chandra Rout	Assistant Section Officer
6	Srikanta Nanda,	Garage Supervisor- cum-Mech.
7	Trilochan Sahoo	Senior Grade Driver
8	Daitari Majhi	Senior Grade Driver
9	Gopinath Singh	Senior Grade Driver
10	Bijay Kumar Ghadei	Senior Grade Driver
11	Hrudananda Mohapatra	Butler- Cum-Head Cook
12	Kailash Chandra Panda	Butler- Cum-Head Cook
13	Ramakanta Naik	Grafter
14	P. Shyama Reddy	Head Mali
15	Braja Bandhu Pradhan	Transport Munshi
16	B.K. Patra	Senior House Bearer

17	Suresh Kumar Biswal	Addl.Tour Bearer
18	Ali Mohammad	House Bearer
19	P. K. Badamundi	House Bearer
20	Irphan Hussain Khan	House Bearer
21	Ashok Kumar Das	Head Khit
22	Naim Khan	Khit
23	Rajib Kumar Naik	Khit
24	Chanda Dei	Head Sweeper
25	A. Krishna Rao	House Khalasi
26	Karia Marandi	House Khalasi
27	Bauribandhu Mallick	Cook
28	Dasarathi Sahoo,	Cook's Mate
29	Raj Kishore Behera	Mali
30	P. K. Samantaray	Mali
31	Cheeta Senapathy	Mali
32	Kailash Ch. Behera	Mali
33	Chitaranjan Naik	Mali
34	K.N. Behera	Mali
35	S.K. Patnaik	Mali
36	Ganeswar Nayak	Mali
37	Bishnu Charan Gouda	Mali
38	Rabi Naik	Mali
39	Panchu Naik	Mali
40	S. Lokanath	Mali
41	R.C. Gochhayat	Sweeper
42	Smt. Kamala Naik	Sweepress
43	Rabindranath Gochhayat	Sweeper
44	K. Biswanath Sethi	Masalchi
45	Patitapaban Routray	Masalchi
46	Banshidhar Mohanty	Kitchen Boy
47	Upendra Sethi	Dhobi Sarcar



## Governor's Medical Establishment Staff in Position as on 01.07.2017

1	Dr. Krutibas Parida	Sr. Specialist-in-Medicine	Extn-426	2394948	Qrs No. VR-C/7, Unit- VI, Bhubaneswar
2	Dr. (S) Suchitra Das	Sr. Specialist-in-Medicine	Extn-430	2595664	3, Forest Park, Bhubaneswar
3	B.P. Mohanty	Laboratory Tech.			Governor's Estate
4	P.K.Mohanty	Pharmacist	Extn-479		Governor's Estate
5	Ms. Swayamsidha Sahu	Staff Nurse			Governor's Estate
6	Ms. Laxmipriya Sahu	Staff Nurse			Governor's Estate
7	Sarojini Kar	Health Worker (F)			Governor's Estate
8	Lochana Ghadei	Attendant			Governor's Estate
9	Kanhu Charan Pradhan	Watchman			Governor's Estate
10	Goutam Barik	Telephone Attendant			Governor's Estate

## Staff Engaged On Contractual Basis &amp; On Consolidated Remuneration as on 01.07.2017

1	Daniel Das	Khit
2	Lingaraj Jena	Jr. Gr. Driver
3	Saroj Kumar Parida	Jr. Gr. Driver
4	Jalamati Pradhan	Peon
5	Maikel Das	D.E.O
6	Chita Ranjan Satapathy	D.E.O
7	Satyananda Khatua	D.E.O
8	Jogamaya Mishra	Reception Clerk
9	Manas Kumar Pradhan	Transport Peon
10	Dasarathi Pahadsingh	Masalchi
11	Bijayananda Gochhayat	Sweeper
12	Bulu Gochhayat	Sweeper
13	Priya Ranjan Barik	Sweeper
14	Halim Khan	Cook
15	R.N. Das	Peon
16	P.C. Biswal	Peon
17	Gobardhan Roul	Peon
18	Prahallad Barik	Mali
19	K.C. Das	Peon
20	Dasarathi Sahoo	Cook's Mate
21	Bijaya Kumar Patra	House Khalasi
22	T. Surya Rao	Peon

## MANUAL-10

## Monthly Remuneration &amp; Compensation of Officers &amp; Employees

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

Sl. No	Name	Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	2	3	4	5	6
1	C.J. Venugopal, IAS	Principal Secretary to Governor	67000-79000	79000	18328
2	H.N. Patanaik, OAS(SAG)	Personal Secretary to Governor	37400-67000	37400+8800	107184
3	Sukanta Pradhan	Additional Secretary to Governor	37400-67000	37400+8800	107184
4	C.R. Mohanty, OAS(SAG)	Additional Secretary to Governor	37400-67000	37400+8800	107184
5	Lalunsen Imsong (Co-terminus)	Officer on Special duty to Governor	15600-39100	18400+6600	58000
6	Raghu Nath Majhi	Under Secretary to the Governor	15600-39100	18920+5400	56422
7	Harekrushna Behera,	OSD	Consolidated remuneration	15000	15000
8	Rakshak Kumar Nayak, OIS	PRO to Governor	9300-34800	18160+4600	57355
9	Sangram Deobhanj, OIS	PRO To Governor	9300-34800 On deployment basis		
10	Prashanta Kumar Rout	Sr. Private Secretary	9300-34800	21590+5400	63227
11	Pramod Kumar Dey	Sr. Private Secretary	On deployment basis		
12	Binod Kumar Singha	Private Secretary	9300-34800	18000+4800	52936
13	Smt. S.P. Shukla	Desk Officer	9300-34800	17830+5400	53934
14	Banamali Nayak	Desk Officer	9300-34800	16120+4800	48534
15	B. Kalidas Patro,	OSD	Consolidated Remuneration	15000	15000
16	Sikhar Pradhan	Pvt. Secretary	9300-34800	17770+4800	52477
17	Sk Abdul Sahid,	Section Officer	9300-34800	17160+5400	52359
18	Brundaban Mohanty	Section Officer	9300-34800	16470+4800	49346
19	Gourhari Senapati	Section Officer	9300-34800	16110+4800	48511
20	Ramesh Ch. Majhi	Section Officer	9300-34800	15760+4800	47699

21	Durga Shankar Dash	Section Officer	9300-34800	14060+4800	43755
22	Gyana Ranjan Mishra	Assistant Section Officer	9300-34800	14060+4800	43830
23	Bramhananda Chhotray	Assistant Section Officer	9300-34800	14060+4800	43755
24	Rabindra Mohanty	Assistant Section Officer	9300-34800	14060+4800	43755
25	Mihir Kumar Mishra	Assistant Section Officer	9300-34800	14670+5400	46562
26	Parameswar Mishra	Assistant Section Officer	9300-34800	14060+4800	43755
27	Saiba Behera	Assistant Section Officer	9300-34800	14060+4800	43755
28	Sahadev Das	Assistant Section Officer	9300-34800	12520+4200	38790
29	Narayan Majhi	Assistant Section Officer	9300-34800	11940+4200	37445
30	Sakuntala Tripathy	Assistant Section Officer	9300-34800	11940+4200	37445
31	Laxmisagar Majhi	Assistant Section Officer	9300-34800	9710+4200	32271
32	Sanjeev Kumar Naik	Assistant Section Officer	9300-34800	9710+4200	32271
33	Ms. Varsha Haibru	Assistant Section Officer	9300-34800	10130+4200	36112
34	Prakash Chandra Sahoo	Assistant Section Officer	9300-34800	9300+4200	31320
35	Manoj Ku. Khatoi	Assistant Section Officer	9300-34800	11940+4200	40673
36	Bijay Kumar Jani	Assistant Section Officer	9300-34800	9300+4200	31320
37	Smt. Manjula Kumari Maharana	Assistant Section Officer	9300-34800	9300+4200	31320
38	Ms. Munmun Mahanandia	Assistant Section Officer	9300-34800	11010+4200	35287
39	Sunil Kumar Lakra	Assistant Section Officer	9300-34800	9300+4200	31320
40	Paul Kullu	Sr. Gr. Stenographer	9300-34800	15240+4200	45101
41	Bishnu Prasad Rath	Personal Assistant	9300-34800	15810+4600	51473
42	Lingaraj Sahoo	Personal Assistant Deployment Basis	9300-34800		
43	Ch. Ranjeeta Praharaj	Librarian	9300-34800	13490+4600	41969
44	Smt. Anima Rao	Sr. Gr. Stenographer	9300-34800	14770+4600	45138
45	Chandi Prasad Das	Supdt. Level II	9300-34800	15260+4600	46075
46	Manas Ranjan Jethi	Supdt. Level II	5200-20200	12750+4200	39734
47	Madhab Chandra Sahoo	Senior Grade Typist	9300-34800	11260+4200	35897
48	Prashant Kumar Pradhan	Junior Grade Typist	5200-20200	6860+1900	20323
49	Bichitrananda Satapathy	Jr. Gr. Recoder	5200-20200	9030+1900	25358
50	Loknath Panda	Telephone Operator	5200-20200	12730+2400	35102
51	Dula Majhi	Telephone Operator	5200-20200	12730+2400	35102
52	Debashish Dutta	Telephone Operator	5200-20200	8120+2000	23898
53	T. Surya Rao	Head Jamadar	5200-20200	9390+1900	26293
54	Sankar Mallick	Jamadar	5200-20200	9720+1900	27058
55	Krushna Chandra Das	Jamadar	5200-20200	9720+1900	26958
56	Rusikar Das	Treasury Sarkar	5200-20200	9400+1800	26084
57	Ghanashyam Mahanty	Peon	4750-14680	5350+1700	16456
58	Harikrushna Panigrahi	OSD	7258		7258

Sl. No	Name	Designation	Scale of Pay		
1	2	3	4	5	6
59	Rabindra Kumar Dash	Chapراسى	5200-20200	9720+1900	27058
60	Santosh Kumar Satapathy	Chapراسى	5200-20200	9720+1900	27058
61	Rabindra Ku. Satapathy	Chapراسى	5200-20200	9400+1800	26084
62	Nabin Chandra Majhi	Chapراسى	5200-20200	9370+1800	26014
63	Braja Bandhu Nayak	Peon	5200-20200	9720+1900	27058
64	Laxmidhar Sethi (A)	Peon	5200-20200	9400+1800	26084
65	Narasingh Rath	Peon	5200-20200	9390+1800	26061
66	Chaturbhujā Mallik	Peon	5200-20200	9390+1800	26061
67	Laxmidhar Sethi (B)	Peon	5200-20200	9130+1800	25458
68	Bamia Singh Munduri	Peon	5200-20200	9370+1800	26014
69	Chittaranjan Behera	Peon	4930-14680	7990+1775	22755
70	Sabyasachi Dash	Peon	4930-14680	7990+1775	22755
71	Mr. Tia Ao	Peon	4750-14680	5570+1700	16866
		Co-terminus Basis			
72	Sk. Nizammudin	Jr. Gr. Driver	5200-20200	8240+1900	23625
73	Ashok Kumar Dash	Head Khit	5200-20200	10030+1900	27778
74	Ramesh Kumar Moharana	Farash	5200-20200	9390+1800	26061

Governor's Household Establishment Staff in Position as on 01.05.2017

1	S.N. Panigrahi, IAS	Comptroller, Governor's Household	37400-67000	48040+8700	131637
2	Lt. Saurabh Chitray	ADC to the Governor, Odisha	15600-39100	28160+6600	92059
3	B.C Pradhan, OPS-I	ADC to the Governor, Odisha	15600-39100	27990+7600	82779
4	Manasa Ku. Moharana,	Section Officer (House Keeping)	9300-34800	18770+4800	54682
5	Kailash Chandra Rout	Assistant Section Officer	9300-34800	5735-2100	18177
6	Srikanta Nanda,	Garage Supervisor-cum-Mech.	9300-34800	12580+4200	39030
7	Trilochan Sahoo	Senior Grade Driver	5200-20200	10870+2400	30886
8	Daitari Majhi	Senior Grade Driver	5200-20200	10650+2400	30376
9	Gopinath Singh	Junior Grade Driver	5200-20200	11420+2400	32162
10	Bijay Kumar Ghadei	Junior Grade Driver	5200-20200	10580+2400	30214
11	Hrudananda Mohapatra	Butler-Cum-Head Cook	9300-34800	13980+4200	42278
12	Kailash Chandra Panda	Butler-Cum-Head Cook	9300-34800	13980+4200	42310
13	Ramakanta Naik	Grafter	5200-20200	9560+1900	26587
14	P. Shyama Reddy	Head Mali	5200-20200	9860+2000	27515
15	Braja Bandhu Pradhan	Transport Munshi	5200-20200	9430+1800	26424
16	Bijaya Kumar Patra	Sr. House Bearer	5200-20200	10100-2000	28172
17	Suresh Kumar Biswal	Addl. Tour Bearer	5200-20200	9380+1800	26038
18	Ali Mohammad	House Bearer	5200-20200	9580+1900	26734

19	P. K. Badamundi	House Bearer	4860-14680	0	0
20	Irphan Hussain Khan	House Bearer	5200-20200	9360+1800	25991
21	Ashok Kumar Das	Head Khit	5200-20200	10030+1900	27778
22	Naim Khan	Khit	5200-20200	9680+1900	26966
23	Rajib Kumar Naik	Khit	5200-20200	9660+1800	26687
24	Chanda Dei	Head Sweeper	5200-20200	9390+1800	26061
25	A. Krishna Rao	House Khalasi	5200-20200	9330+1800	25922
26	Karia Marandi	House Khalasi	5200-20200	9320+1800	25898
27	Bauribandhu Mallik	Cook	4930-14680	5480+1775	16932
28		Cook's Mate	5200-20200	9720+1900	25898
29	P. K. Samantaray	Mali	5200-20200	10220+2000	28350
30	Cheeta Senapathy	Mali	5200-20200	10220+2000	28350
31	Raj Kishore Behera	Mali	4930-14680	5480+1775	16832
32	Kailash Ch. Behera	Mali	5200-20200	10220+2000	28374
33	Chitaranjan Naik	Mali	5200-20200	9630+1900	26750
34	K.N. Behera	Mali	5200-20200	9580+1900	26634
35	S.K. Patnaik	Mali	5200-20200	9580+1900	26634
36	Panchu Naik	Mali	4930-14680	5480+1775	16832
37	Ganeswar Nayak	Mali	5200-20200	8060+1800	23315
38	Bishnu Charan Gouda	Mali	5200-20200	8060+1800	22875
39	Rabi Naik	Mali	5200-20200	8060+1800	22875
40	S. Lokanath	Mali	4930-14680	5480+1775	16832
41	R.C. Gochhayat	Sweeper	5200-20200	9330+1800	25922
42	Smt. Kamala Naik	Sweepress	5200-20200	9330+1800	25922
43	Rabindranath Gochhayat	Sweeper	5200-20200	9330+1800	25922
44	K. Biswanath Sethi	Masalchi	4750-14680	5560+1700	16943
45	Patitapaban Routray	Masalchi	4750-14680	5350+1700	16456
46	Banshidhar Mohanty	Kitchen Boy	4750-14680	5350+1700	16456
47	Upendra Sethi	Dhobi Sarcar	5200-20200	9350+1800	25968
48	Mr. Imtimar	Transport Peon	4750-14680	4750+1700	14964

Raj Bhavan Medical Staff

1	Dr. Krutibas Parida	Sr. Specialist-in-Medicine		45000	45000
2	Dr. (S) Suchitra Das	Sr. Specialist-in-Medicine	15600-39100	30280+6600	96213
3	Bishnu Prasad Mohanty	Laboratory Tech.	Deployment Basis		
4	P.K.Mohanty	Pharmacist	9300-34800	15080+4600	46518
5	Laxmi Priya Sahoo	Staff Nurse	9300-34800	17390+4600	
6	Swayamsidha Sahu	Staff Nurse	9300-34800	17810+4600	
7	Sarojini Kar	Health Worker (F)	5200-20200	14310+2800	39695
8	Lochana Ghadei	Dresser-cum-Attendant	5200-20200	9740+1900	27105
9	Kanhu Charan Padhan	Watchman	5200-20200	9360+1800	26501
10	Goutam Barik	Telephone Attendant	4750-14680	5350+1700	16456
11	Sabitri Dalei	Asst.Matron	9300-34800	17810+4600	51991

## Staff Engaged On Contractual Basis &amp; On Consolidated Remuneration As On 01.05.2017

1	Daniel Das	Head Khit	6705		6705
2	Lingaraj Jena	Jr. Gr. Driver	5200-20200	5200+1900	7100
3	Saroj Kumar Parida	Jr. Gr. Driver	5200-20200	5200+1900	7100
4	Jalamati Pradhan	Peon	4750-14680	4750-1700	6450
5	Prafulla Chandra Biswal	Peon	4750		4750
6	Rabindra Nath Das	Peon	4750		4750
7	Prahallad Barik	Mali	4930		4930
8	Maikel Das	D-E-O			9644
9	Chita Ranjan Satapathy	D-E-O			9644
10	Satyananda Khatua	D-E-O			9644
11	Jogamaya Mishra	Reception Clerk			9644
12	Manas Kumar Pradhan	Transport Peon			8761
13	Dasarathi Pahadsingh	Masalchi			8761
14	Bijayanand Gochhayat	Sweeper			8761
15	Bulu Gochhayat	Sweeper			8761
16	Purna Chandra Naik	Sweeper			8761
17	Niranjan Nayak	Sweeper			8761
18	Priya Ranjan Barik	Sweeper			8761
19	T. Surya Rao (Retd. Employee)	Peon			4750
20	Dasarathi Sahoo	Cook's Mate			4750
21	Bijaya Ku. Patra	House Khalasi			4750
22	Krushna Ch. Das	Peon	4750		4750
23	Halim Khan	Cook	4930		4930

Sl. No	Description of the sanctioned Posts	Pay Band	Grade Pay	No of sanctioned posts	Present post as against sanctioned post	Man in Position	Vacancy
1	2	3	4	5	6	7	8

## Sanction of posts in Governor's Secretariat as on 01.07.2017

1	Principal Secretary to the Governor	67000-79000	10000	1		1	0
2	Personal Secretary to the Governor	37400-67000	8700	1		1	0
3	Deputy Secretary to the Governor	37400-67000	8800	1	ADDITIONAL SECRETARY TO THE GOVERNOR (On Deputation)	1	0
4	OSD to the Governor	15600-39100	6600	1		1	0
5	Under Secretary to the Governor	37400-67000	9000	1	ADDL. SECRETARY TO THE GOVERNOR (On Deputation)	1	0

6	Under Secretary to the Governor	15600-39100	5400	1	1	0
7	Under Secretary to the Governor	15600-39100	5400	1	0	1
8	Sr. Private Secretary	9300-34800	5400	1	1	0
9	PRO to the Governor	9300-34800	5400	1	1	0
10	Private Secretary	9300-34800	4800	2	2	0
11	Personal Assistant	9300-34800	4600	2	1	1
12	Desk Officer	9300-34800	4800	3	2	1
13	Section Officer	9300-34800	4600	6	5	1
14	Librarian	9300-34800	4600	1	1	0
15	Assistant Section Officer	9300-34800	4200	21	18	3
16	Superintendent Level-II	9300-34800	4600	2	2	0
17	Sr. Gr. Stenographer	9300-34800	4200	4	2	2
18	Jr. Gr. Stenographer	5200-20200	2400	2	0	2
19	Sr. Gr. Typist	5200-20200	2400	4	1	3
20	Jr. Gr. Typist	5200-20200	1900	2	1	1
21	Telephone Operator	5200-20200	2000	3	3	0
22	Jr. Gr. Recorder	5200-20200	1900	1	1	0
23	Treasury Sarcar	4930-14680	1775	1	1	0
24	Head Jamadar	5200-20200	1800	1	1	0
25	Jamadar	4930-14680	1775	2	2	0
26	Daftary	4930-14680	1775	1	0	1
27	Chaparasi	4750-14680	1700	10	4	6
28	Peon	4750-14680	1700	16	9	7
29	Farash	4750-14680	1700	1	1	0
30	Dhobi Helper	4750-14680	1700	1	0	1
31	Jr. Gr. Driver	5200-20200	2200	1	1	0
32	Cook	4930-14680	1775	1	1	0
33	Masalchi	4750-14680	1775	1	0	1
34	Khit	4930-14680	1775	1	0	1
35	Sweeper	4750-14680	1700	2	0	2
36	Mali	4930-14680	1775	1	0	1
	<b>Total</b>			<b>102</b>	<b>67</b>	<b>35</b>

## Sanction of posts in Raj Bhavan Staff Dispensary

		15600-39100	5400			
1	Sr. Specialist In Medicine			2	2	0
2	Lab. Technician			1	1	0
3	Pharmacist	9300-34800	4200	1	1	0
4	Staff Nurse	9300-34800	4200	1	1	0
5	Asst. Matron	9300-34800	4200	1	1	0
6	Health Worker (F)	5200-20200	1800	1	1	0
7	Dresser-Cum-Attendant	5200-20200	1800	1	1	0
8	Watchman	5200-20200	1800	1	1	0
9	Telephone Attendant	4750-14680	1500	1	1	0
10	Peon	4750-14680	1700	1	0	1
11	Sweeper	5200-20200	1800	2	0	2
12	Mali	4930-14680	1750	1	0	1
	<b>Total</b>			<b>14</b>	<b>10</b>	<b>04</b>

## Sanction of posts in Governor's Household as on 01.05.2017

Sl No.	Name Of The Post	Pay Band	Grade Pay	Sanctioned Strength	Present post as against Sanctioned post	Men in Position	Vacancy
1	Comptroller, Governor's Household	37400-67000	8800	1		1	0
2	ADC(I.P.S./Police)	15600-39100	5400	2		2	0
3	ADC(Navy)						
4	Section Officer(House Keeping)	9300-34800	4600	1		1	0
5	Assistant Section Officer	9300-34800	4200	1		1	0
6	Buttler-Cum-Head Cook	9300-34800	4200	2		2	0
7	Grafter	5200-20200	1900	1		1	0
8	Head Mali	4440-14680	2000	1		1	0
9	Transport Munsif	4440-14680	1800	1		1	0
10	Asst. Transport Munsif	4930-14680	1775	1		0	1
11	Market Attendant	4930-14680	1775	1		0	1
12	Sr. House Bearer	4440-14680	2000	1		1	0
13	Addl. Tour Bearer	4440-14680	1800	1		1	0
14	House/Tour Bearer	4440-14680	1900	3		3	0
15	Head Khit	5200-20200	1900	1		1	0
16	Khit	5200-20200	1800	3		3	0
17	Head Sweeper	5200-20200	1800	1		1	0
18	House Khalasi	5200-20200	1800	3		2	1
19	Cook	4930-14680	1775	1		1	0
20	Cooks Mate	5200-20200	1900	1		1	0
21	Mali	4930-14680	1775	15		12	3
22	Sweeper	5200-20200	1800	4		3	1
23	Masalchi	4750-14680	1700	2		2	0
24	Kitchen Boy	4750-14680	1700	1		1	0
25	Hot Water Man	4750-14680	1700	1		0	1
26	Maid Servant	4750-14680	1700	1		0	1
27	Sr. Gr. Driver	5200-20200	2400	4		4	0
28	Chaparasi	4750-14680	1700	2		0	2
29	Cleaner			2		0	2
30	Garage Supervisor-Cum-Mechanic	9300-34800	4200	1		1	0
31	Transport Peon			2		0	2
32	Dhobi Sarcar	5200-20200	1800	1		1	0
	<b>Total</b>			<b>63</b>		<b>48</b>	<b>15</b>



MANUAL-11  
Budget Allocated to each Agency

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

Sl. No.	General abstract by minor heads, sub-heads and primary units	Voted Charged	Budget for 2016-17 (TRS)	Revised Estimate 2016-17 (TRS)	Amount Surrendered 2016-17 (TRS)
1	2	3	4	5	6
1	2012-Governor-03-Governor-090-Secretariat				
2	0558-Governors Secretariat Establishment-01003 Salaries				
3	136-Pay	Charged	1,30,00	1,65,22	20,97
4	855-Arrear Pay	Charged	..	..	
5	147-Dearness Pay	Charged	1	1	0,01
6	156-Dearness Allowance	Charged	1,75,50	2,01,50	16,45
7	403-House Rent Allowance	Charged	2,00	2,00	0,79
8	516-Reimbursement Cost of Medicine	Charged	6,18	6,18	0,02
9	523-Other Allowances	Charged	7,00	7,00	0,94
	Total-01003-Salaries		3,20,69	3,81,91	39,18
10	02007-Consolidated pay for Contractual Appointees		15,00	19,00	0,61
11	06001- Travel Expenses	Charged	10,00	10,00	6.82
12	07001-Leave Travel Concession		2,00	2,00	1,91
13	08001-Office Expenses				
14	154- Telephone Charges	Charged	8,00	8,00	0,01
15	397-Motor Vehicles	Charged	3,00	3,00	..
16	506-Other Contingencies	Charged	9,00	12,50	..
	Total-08001-Office Expenses	Charged	20,00	23,50	0,01
17	78118-Upgradation of Computer Facilities	Charged	1,00	2,00	..

18	78012-Comuper	Charged	2,00	2,00	..
	Consumables				
19	33011-Spares and Services	Charged	50	50	..
20	12001-Consulting Charges	Charged	40	40	..
21	33020-Purchase of	Charged	1,00	1,00	..
	Computer & other				
	accessories				
	Total-0558		3,72,59	4,42,31	48,53

22	101-Emoluments &		15,40	35,00	
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Allowances of the Governor  
101-Emoluments &  
23 Allowances of the Governor

Sl. No.	General abstract by minor heads, sub-heads and primary units	Voted Charged	Budget for 2011-12 (TRS)	Revised Estimate 2011-12 (TRS)	Amount Surrendered 2011-12 (TRS)
1	2	3	4	5	6
24	101-Emoluments & Allowances of the Governor 01003-Salaries		..	..	
	Total-101- Emoluments & Allowances of the Governor	Charged	15,40	35,00	21,80
25	102-Discretionary Grant 1644-Discretionary Grants at the disposal of Governor				
27	41048-Grants				
28	141- Discretionary Grants	Charged	..		
	Total-41048- Grants	Charged	..		
	Total-1644- Discretionary Grants at the disposal of Governor	charged	..		
	Total-102-Discretionary Grants	Charged	10,00	12,50	0,03
30	103-Household establishment- 0903-				
31	Military Secretary or Aide-de-Camp Office Establishment				

31	136-Pay	Charged	75,00	79,56	4,81
32	855-Arrear Pay	Charged	0,01	0,01	0,01
33	147-Dearness Pay	Charged	0,01	0,01	0,01
34	156-Dearness Allowance	Charged	1,01,25	1,03,25	6,65
35	403-House Rent Allowance	Charged	1,00	1,00	1,00
36	516-Reimbursement of Cost of medicines	Charged	1,10	1,10	..
37	523-Other Allowances	Charged	4,50	4,50	..
	Total-01003- Salaries	Charged	1,82,87	1,89,43	12,48
38	06001-Travel Expenses	Charged	11,00	11,00	6,63
39	07001-Leave Travel Concession	Charged	1,50	1,50	1,37
40	08001-Office Expenses	Charged			
41	100-Electrical maintenance	Charged	18,00	18,00	0,86
42	154- Telephone Charges	Charged	4,00	4,00	0,42
43	506-Other Contingencies	Charged	0,70	0,70	0,08
	Total-08001-Office Expenses	Charged	22,70	22,70	
	Total-0903-Military Secretary or	Charged	2,18,07	2,24,63	21,84

## Aide-de-Camp Office Establishment

Sl. No.	General abstract by minor heads, sub-heads and primary units	Voted Charged	Budget for 2016-17 (TRS)	Revised Estimate 2016-17 (TRS)	Amount Surrendered 2016-17 (TRS)
1	2	3	4	5	6
44	0507-Fixtures and Furniture's				
45	21001-Annual Maintenance and repair of furnishing of official residence	Charged	2,50	2,50	..
46	21051-Renewal of furnishing of official residence	Charged	1,40	1,40	0,50
	Total-0507- Fixtures and Furniture's	Charged	3,90	3,90	0,50
47	0851- Maintenance and repair				
48	21016-Maintenance of repair of Official Residence of the Governor				
49	558-Repair and maintenance of Building	Charged	3,90	3,90	2,86
50	495-Maintenance of Garden	Charged	2,50	2,50	..
51	563-Repair of Electrical Installation	Charged	4,00	4,00	3,52
52	564-Repair of Water supply and sanitary installation	Charged	1,00	1,00	0,01
53	408-Improvement works	Charged	1,00	1,00	0,03
	Total-21016-Maintenance and repair of Official Residence of the Governor	Charged	12,40	12,40	6,42
	Total-0851-Maintenance and Repair	Charged	12,40	12,40	
	Total-103-Household Establishment	Charged	2,34,37	2,40,93	28,76
55	104-Sumptuary Allowances				
56	1012-Other Expenses				
56	10004- Sumptuary Expenses	Charged	1,50	1,50	..
	Total-1012-Other Expenses	Charged	1,50	1,50	..
	Total-104-Sumptuary Allowances	Charged	1,50	1,50	..
57	105-Medical Facilities				
58	136-Pay	Charged	30,60	31,21	5,31
59	855-Arrear Pay	Charged	..		
60	147-Dearness pay	Charged	0,01	0,01	0,01

61	156-Dearness Allowance	Charged	41,31	41,31	11,89
62	403-House Rent Allowance	Charged	1,70	1,70	0,08
63	516-Reimbursement of Cost of medicines	Charged	0,30	0,30	0,03
64	523-Other Allowances		3,00	3,00	1,27
	Total-01003 Salaries		76,92	77,53	18,59

Sl. No.	General abstract by minor heads, sub-heads and primary units	Voted Charged	Budget for 2016-17 (TRS)	Revised Estimate 2016-17 (TRS)	Amount Surrendered 2016-17 (TRS)
1	2	3	4	5	6
65	06001-Travel Expenses	Charged	0,10	0,10	0,01
66	07001-Leave Travel Concession	Charged	0,50	0,50	0,44
67	08001-Office Expenses				
68	154-Telephones Charges	Charged	0,25	0,25	..
69	506-Other Contingencies	Charged	30,00	35,50	..
	Total-08001-Office Expenses	Charged	30,25	35,75	..
	Total-0895-Medical Establishment	Charged	1,07,77	1,13,88	19,04
	Total-105-Medical Facilities	Charged	1,07,77	1,13,88	19,04
70	106-Entertainment Expenses				
71	1012-Other Expenses				
72	10002-Hospitality Expenses	Charged	0,75	0,75	0,31
	Total-1012-Other Expenses	Charged	..	..	..
	Total-106- Entertainment Expenses	Charged	0,75	0,75	0,31

74	107-expenditure from contract allowance					
75	0650-Household Charges					
76	08001-Office Expenses					
76	506-Other Contingencies	Charged	1,60	1,60	..	
77	Total-08001-Office Expenses	Charged	1,60	1,60	..	
	Total-0650- Household Charges	Charged	..	..	..	
78	0935-Motor Car maintenance Establishment					
79	08001-Office Expenses	Charged	..	..	..	
80	397-Motor vehicles	Charged	4,40	4,40	..	
	Total-08001-Office Expenses	Charged	4,40	4,40	..	
	Total-0935-Motor Car Establishment	Charged	4,40	4,40		
	Total -107-Expenditure form contract allowance		6,00	6,00		
82	108-Tour Expenses					
83	1465-Tour expenses of Governor					
83	18039-special train and railways fare and freight		20,00	20,00		
	Total -1465-Tour expenses of Governor		20,00	20,00		
84	0924-miscellaneous Tour expenses	Charged	..			
85	08001-Office Expenses					
86	506-Other contingencies		11,00	11,00	0,03	
	Total -08001-Office expenses	Charged	11,00	11,00		
	Total -0924-Miscellaneous Tour expenses	Charged	11,00	11,00		
	Total-108-Tour expenses	Charged	31,00	31,00	0,03	
Sl. No.	General abstract by minor heads, sub-heads and primary units	Voted Charged	Budget for 2016-17 (TRS)	Revised Estimate 2016-17 (TRS)	Amount Surrendered 2016-17 (TRS)	
1	2	3	4	5	6	
87	800-other expenditure	Charged	..	..		
88	1012-other expenditure	Charged	..	..		
89	06002-Travelling expenses of new retiring Governor	Charged	1,50	1,50	131	
	Total-1012-other expenses		1,50	1,50		

91	0533-Garden Establishment	Charged	..	..	
92	08001-office expenses				
92	506-other contingencies	Charged	4,00	6,00	..
	Toal-08001-office expenses	Charged	4,00	6,00	..
93	0922-Miscellaneous		..	..	..
94	30001-Purchase of motor vehicles		0,01	0,01	0,01
95	800-other expenditure	Charged	5,51	7,51	0,01
96	Total Governor	Charged	7,84,89	8,91,38	1,19,82
	Total-2012-President , Vice-President, Governor, Administrator of UT	Charged	7,84,89	8,91,38	

#### 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 & 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	E-mail	Address
1	2	3	4	5	6	7	8
1	Shri Manoj Kumar Khatoi	Assistant Section Officer, Raj Bhavan Establishment	(Extn-480)	-	-	-	Governor House, Odisha, Bhubaneswar

Public Information Officer (PIO):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Shri Raghunath Majhi	Under Secretary to the Governor	0674 2536704 (Ext.-476)				Governor House , Odisha, Bhubaneswar

First Appellate Authority (FAA):

Sl. No.	Name	Designation	Office Ph. No.	Mobile No.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Shri Sukanta Pradhan, OAS (SAG)	Additional Secretary to the Governor (Higher Education Section)	0674 2536706				Governor House , Odisha, Bhubaneswar

## MANUAL-17

# Other Useful Information

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

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