

## Proactive Disclosure under Section 4(1)(b) of RTI Act, 2005

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**Information under Section 4 (1) (b) of  
Right to Information Act, 2005**

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**Governor's Secretariat, Odisha  
Raj Bhavan, Bhubaneswar**

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Governor's Secretariat came into 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 Orissa 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. Orissa Civil Services (CCA) Rules, Orissa Traveling Allowance Rules, Orissa 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 Orissa 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 Comptroller, Governor's Household, Special Secretary to Governor, Joint Secretary to Governor, , 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, Special Secretary to Governor and Joint Secretary to Governor are drawn from IAS/ OAS cadre to work in Governor's Secretariat being requisitioned from Government of Odisha. Besides, the Personal Secretary to Governor is drawn from IAS cadre.

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 their respective Branch Officers i.e Under Secretary/Joint Secretary/ Special Secretary to Chancellor/ Comptroller, Governor's Household/Personal Secretary for

obtaining orders of Principal Secretary to Governor/ His Excellency the Governor as the case may be for final decision.

This Secretariat maintains records as per the provisions of Orissa 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 His Excellency the 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.

There are eighteen Universities in the State at present and they are regulated by the Acts and Statutes as mentioned against each.

Sl. No.	Name of the Universities	Acts / Statutes under which regulated	Year of Establishment
1.	Utkal University	Orissa Universities Act 1989/ Orissa First Statute 1990.	1943
2.	Berhampur University	-do-	1967
3.	Sambalpur University	-do-	1967
4.	Shree Jagannath Sanskrit Vishvavidyalaya	-do-	1981
5.	North Orissa University	-do-	1998
6.	Fakir Mohan University	-do-	1999
7.	Odisha University of Agriculture & Technology	Orissa University of Agriculture & Technology Act 1965 / Orissa University of Agriculture & Technology First Statute 1966.	1962
8.	Utkal University of Culture	Utkal University of Culture Act 1999 / Utkal University of Culture First Statute 2001.	1999
9.	Biju Patnaik University of Technology	Biju Patnaik University of Technology Act 2002 / Biju Patnaik University of Technology First Statute 2006.	2002
10.	Ravenshaw University	Ravenshaw University Act 2005	2006
11.	Veer Surendra Sai University of Technology	Veer Surendra Sai University of Technology Act 2008 / Veer Surendra Sai University of Technology First Statute 2010	2009
12.	International Institute of Information Technology		2014
13.	Centurion University of Technology and Management, BBSR		2013
14.	Ramadevi Women's University, BBSR		2015
15.	Xavier University, BBSR		2013
16.	Khalikote University, Berhampur		2015
17.	Gangadhar Meher University		2015
18.	State Open University, Sambalpur		2015

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

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

The orders of the Hon'ble Chancellor/Secretary are passed down to the section through the same channel. The Special Secretary to 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-Chancellors' Conference is conducted 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-Chancellors' Conference is not an open body and the minutes are not ordinarily accessible to the public.

### **Right to Information Act, 2005**

In accordance with the provisions of Right to Information Act, 2005, the following officers of Governor's Secretariat, Odisha have been appointed as designated officers i.e. 1<sup>st</sup> Appellate Authority, Public Information Officer and Assistant Public Information Officer.

- |    |   |   |
|----|---|---|
| 1. | <b>Shri H.N.Pattanaik<br/>Addl. Secretary to the Governor</b> | <b>1<sup>st</sup> Appellate Authority</b>       |
| 2. | <b>Shri R. N. Majhi<br/>Under Secretary to the Governor</b>   | <b>Public Information Officer</b>               |
| 3. | <b>Shri Ramesh Chandra Majhi<br/>Section Officer</b>          | <b>Assistant Public Information<br/>Officer</b> |

## Distribution of Duties among the Officers of Governor's Secretariat, Odisha as on 01.04.2017

1.	<b>Shri C.J.Venugopal, IAS, Principal Secretary to Governor</b>	(i)  (ii)	<b>Appointing Authority, Controlling Authority &amp; Disciplinary Authority of employees of Governor's Secretariat</b>  <b>Exercises the powers of Department of Government in all matters relating to Governor's Secretariat</b>
2.	<b>Personal Secretary to Governor in the rank of Addl. Secretary in IAS Cadre(VACANT)</b>	(i)  (ii)  (iii)  (iv)	<b>Preparation of monthly report. Follow up action on the memoranda/ representations/ petitions submitted to Hon'ble Governor by any delegation</b> <b>Demi-Official correspondence of Hon'ble Governor</b> <b>Background notes and speech materials, messages and tour notes of Hon'ble Governor - to be assisted by Public Relations Officers</b> <b>Any other matter as and when assigned by Principal Secretary &amp; Hon'ble Governor</b>
3	<b>Shri Lanusanen Imsong Officer on Special Duty</b>		<b>Duties as assigned by Hon'ble Governor</b>
4. 5.	<b>Lt. Cdr Saurabh Chitray, IN, ADC (N) Shri Bishnu Charan Pradhan, OPS, ADC (P)</b>	(i)  (ii)  (iii)  (iv)	<b>All matters relating to security of Hon'ble Governor of Odisha in Raj Bhavan Premises and Raj Bhavan Staff Colony</b> <b>Tour &amp; Engagements of His Excellency the Governor of Odisha</b> <b>Managment, maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor</b> <b>Any other matter as and when assigned by Principal Secretary &amp; Hon'ble Governor</b>
6.	<b>Shri S.N. Panigrahi, IAS (SAG), Comptroller, Governor's Household</b>	(i)  (ii)  (iii)  (iv)  (v)  (vi)	<b>All matters relating to Governor's Household including Raj Bhavan, Puri</b> <b>Establishment matters of Household Staff</b> <b>Garden Matters</b> <b>Engineering Works (PWD,PHD,GED)</b> <b>Sanction of expenditure up to Rs.10, 000/-</b> <b>Any other matter as and when assigned by Principal Secretary &amp; HEG</b>

7.	<b>Shri Arunanchal Dash, OAS Special Secretary to Governor / Chancellor, Odisha</b>	(i) (iii)	<b>Higher Education (University matters) Any other matter as and when assigned by Principal Secretary &amp; HEG</b>
8.	<b>Shri H.N. Pattnaik, OAS(SAG), Additional Secretary to Governor</b>	(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix)	<b>All Establishment Matters except Household Matters relating to Constitutional appointments Government files relating to Statutes, Law and Ordinances and other Govt. files requiring Governor's assent / approval Confidential matters as assigned by Principal Secretary &amp; Hon'ble Governor Matter relating to Indian Red Cross Society, Hind Kusht Nivaran Sangha, Rajya Sainik Board, St. John Ambulance Association, Bharat Scout &amp; Guides, etc. to which Hon'ble Governor is associated as the head of the State level bodies Reception Office / Office Record room Preparation of Governor's monthly reports Sanction of expenditure up to Rs.10,000/- and sanction of GPF up to 50%, annual increment, leave up to 30 days of Group- C &amp; D employees Any other matter as and when assigned by Principal Secretary &amp; HEG</b>
9.	<b>Shri Raghunath Majhi, Under Secretary to Governor</b>	(i) (ii) (iii) (iv)	<b>Public Information Officer under RTI Act 2005 Petitions, Memoranda etc. Issue &amp; Despatch branch Evening Roster arrangement</b>
10	<b>Shri H.K. Behera, Officer on Special Duty</b>	(i) (ii) (iii) (iv) (v) (vi) (vii)	<b>Raj Bhavan Staff Dispensary Raj Bhavan Library Computers and Net-working in Raj Bhavan. Telephones and EPABX system Raj Bhavan Press Discretionary Grant Audit Report and Compliance of Audit Reports</b>
11	<b>Shri Rakshak Kumar Nayak, PRO-I to Governor</b>	(i) (ii)	<b>Public Relations of His Excellency the Governor of Odisha Message of Hon'ble Governor</b>
12.	<b>Shri Sangram Deobhanj, PRO-II to Governor</b>	(iii) (iv)	<b>Draft Speeches of Hon'ble Governor (PROs shall report to Personal Secretary</b>



		(v) (vi) (vii)	<b>in the matter of Messages and Speeches)</b> <b>Press Clippings</b> <b>Official Directory</b> <b>Any other matter as and when assigned</b> <b>by Principal Secretary &amp; Hon'ble</b> <b>Governor</b>
<b>13</b> .	<b>Dr. Krutibas Parida,</b> <b>Sr. Specialist in Medicine</b>	(i)	<b>Personal Physician of Hon'ble Governor</b> <b>Attend Out-door patients in Raj Bhavan</b>
<b>14</b> .	<b>Dr. (Mrs) Suchitra Das,</b> <b>Sr. Specialist in Medicine</b>	(ii) (iii)	<b>Staff Dispensary</b> <b>Any other matter as and when assigned</b> <b>by Principal Secretary &amp; HEG</b>
<b>15</b>	<b>Shri Banamali Nayak</b> <b>Desk Officer</b>	(i) (ii)	<b>Accounts, Bill &amp; Budget, Drawing &amp;</b> <b>Disbursing Officer</b> <b>Officer-in-charge of Puri Raj Bhavan</b>

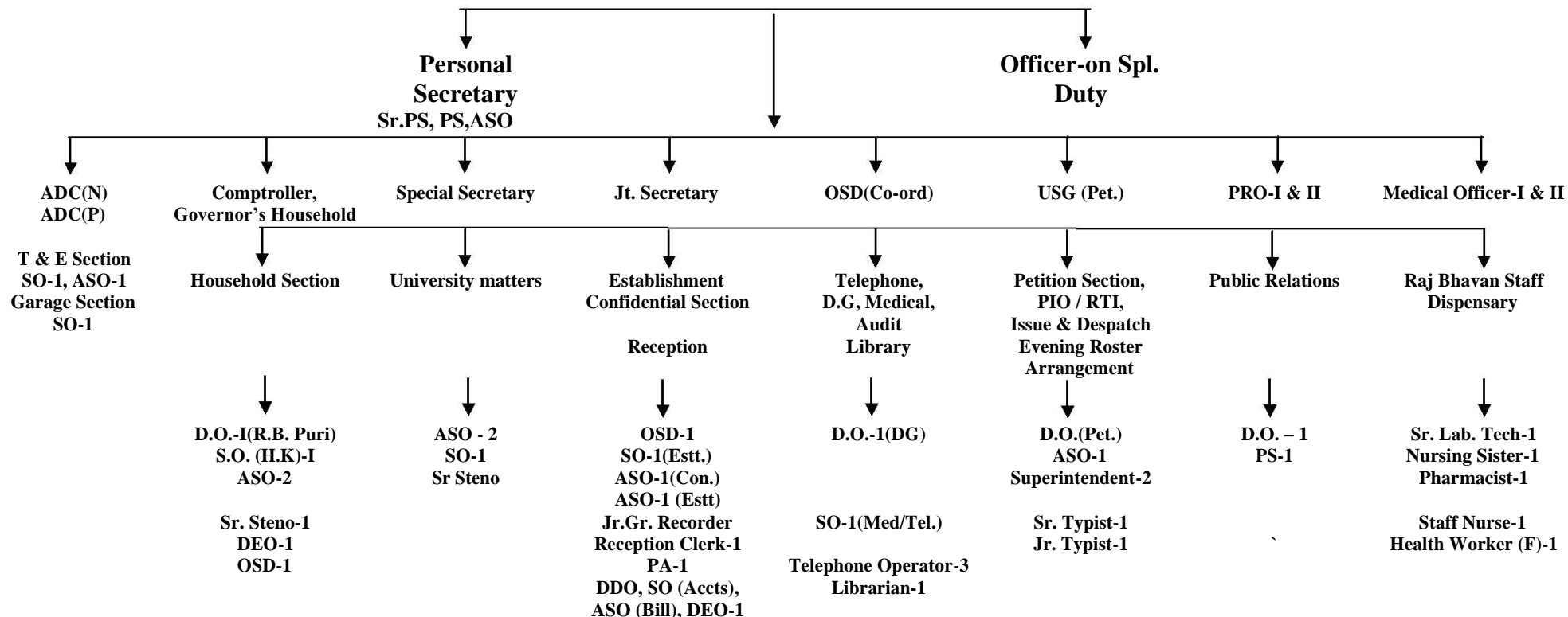
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## ORGANISATION – CHART

**GOVERNOR**

**Secretary**

{Sr PS-1, PA (LR-1), DEO-1}



**N.B-1 :-** PS: Private Secretary/ PA: Personal Assistant/ DO: Desk Officer/ SO: Section Officer/ ASO: Assistant Section Officer/ DEO: Data Entry Operator/ DG: Discretionary Grant/ T&E: Tour & Engagement/ R.B: Raj Bhavan/ H.H.: House-Hold, DDO: Drawing & Disbursing Officer.

**N.B- 2 :-** Position as on 01.04.2017 Designations of officers may change with the change of Incumbents/Incumbents getting promotion.

**GOVERNOR'S SECRETARIAT, ODISHA**  
**Officers and Ministerial Staff in Position**

**Shri C.J.Venugopal, IAS, Principal Secretary to Governor, Odisha**

<b>Sl No</b>	<b>Section</b>	<b>Branch Officer</b>	<b>Section Officer</b>	<b>Staff</b>
1.	Office of Principal Secretary to Governor			1. P.K. Rout, Senior Private Secretary 2. S. Khatua, DEO 3. L. Sahoo, PA (LR)
2.	P.S.G.'s Office	Shri H.N.Pattanaik Additional Secretary to Governor.		1. P.K. Dey, Sr Pvt. Secretary 2. B.K. Singh, Private Secretary 3. S. Behera, ASO
3.	Household Section	S.N. Panigrahi, Comptroller	1. B. Nayak, DO 2. M. K. Moharana, SO (Housekeeping)	1. B. Chhotray, ASO 2. K.C. Rout, ASO 3. C. Satapathy, DEO 4. P. Kullu, Sr. Steno 5. H.K.Panigrahi, OSD
4.	Higher Education Section	Shri A. Dash, Spl. Secretary to Governor/ Chancellor	1. G. Senapati, SO	1. R. Mohanty, ASO 2. M.K. Mishra, ASO 3. A. Rao, Sr. Steno
5.	Establishment Section/ Confidential Section/ Reception/ Diary & Records	H. N. Pattnaik, Additional Secretary to Governor	1. R.C. Majhi, SO	1. P. Mishra, ASO 2. S. Das, ASO 3. B.P. Rath, PA 4. J. Mishra, Reception Clerk 5. B.N. Satapathy, Jr. Gr. Recorder 6. B. K. Patro, OSD
6.	Tour & Engagement Section	B.C. Pradhan ADC(P) to Governor  S.Chitray, IN ADC(N) to Governor	1. D.S.Dash, SO	1. S.Tripathy, ASO
7.	Coordination Section Accounts Section	H.K. Behera, OSD	1. B. Mohanty, SO	1. C.R. Prahraj, Librarian 2. L. Panda, T.O

	Audit,D.G. Telephone/ Library/ Medical / Raj Bhavan Press/ Raj Bhavan EPABX			3. 4. 5. 6. .	D. Majhi, T.O B. Behera, T.O G.R. Mishra, ASO
8.	Accounts Section (Bill, Budget)	B. Nayak, DO & DDO	1. A. Saheed, SO	1. 2.	G.R. Mishra,ASO Maikel Das, DEO
9.	Petition/ RTI/ Issue & Despatch, Evening Roster	Raghunath Majhi Under Secretary	1. S. P. Shukla, DO	1. 2. 3. 4. 5. 6.	N. Majhi, ASO C.P.Das,Supdt Level-II M.R.Jethi, Supdt Lev-II M.C. Sahoo, Sr. Typist P.K. Pradhan, Jr. Typist
10.	Public Relations Section	Rakshak kumar Nayak, PRO-I  S. Deobhanj, PRO-II	B.P. Nag, DO	1.	S. Pradhan, Private Secretary
11.	Raj Bhavan Staff Dispensary	Dr. K.B. Parida, Sr. Spl. In Medicine  Dr.(Mrs.) S. Das Sr. Spl. In Medicine		1. 2. 3. 4. 5.	P. Mohanty, Sr. Lab. Technician S. Dalai, Nursing Sister P.K.Mohanty, Pharmacist S. Mallik, Staff Nurse S. Kar, HW (F)

## **LIST OF RULES FOLLOWED IN RAJ BHAVAN**

1. Governor's Emolument (Allowances and Privileges) Rules, 1987
2. Orissa Governor Secretariat Services (Recruitment Rules), 1974
3. Orissa Governor Secretariat Services (Recruitment) Amendment Rules, 2012
4. Orissa Universities Acts and Statutes

<b>Sl. No.</b>	<b>Name of the Branch / Section</b>	<b>Functions</b>
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, Reception
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 and abroad visit.
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

**GOVERNOR'S SECRETARIAT, BHUBANESWAR**

**EPABX-0674-2536581/ 2436583/ 2536584/ 2536704, FAX-2536582**

**RAJ BHAVAN, PURI-06752-222068**

<b>Name &amp; Designation</b>	<b>Office</b>	<b>Residence</b>	<b>Address</b>
Shri C.J. Venugopal, IAS, Principal Secretary to Governor, Odisha	2536699, Extn-433, 2150 (Sectt-PBX)		Qrs. No.B-3/6, Unit-IX, Bhubaneswar
<b>AIDE-DE-CAMP</b>			
Lt. Cdr Saurabh Chitray (IN),	2536111 Extn-428, 2152	2397441 Extn-442	Governor's Estate, Bhubaneswar
Shri B.C. Pradhan, OPS(I)	2536111 Extn-428, 2152	2390390 Extn-429	Governor's Estate, Bhubaneswar
<b>PERSONAL STAFF</b>			
Shri H.N.Pattanaik Addl . Secretary to Governor	2536222, Extn-435, 2151	-	Governor's Estate, Bhubaneswar
Shri Lanusanen Imsong, O.S.D. to Governor	2397782, Extn-458	Extn.410	
<b>HOUSEHOLD ESTABLISHMENT</b>			
Shri S.N. Panigrahi, IAS, Comptroller, Governor's Household	2536703, Extn-440, 2154	2530860	Qrs. No.VA-3/3, Unit-II, Bhubaneswar
<b>SECRETARIAT ESTABLISHMENT</b>			
Shri A. Dash, OAS(SS) Special Secretary	2536706, Extn-425, 2157	2397255	Qrs No.VR-63. Unit-VI, Bhubaneswar.
Shri H.N. Pattnaik, OAS(SAG) Additional Secretary	2536701, Extn-427, 2153	2397406 Extn-454	Governor's Estate Bhubaneswar.
Shri H.K. Behera, OSD	2397969 Extn-475, 2158	Extn-478	Governor's Estate Bhubaneswar.
Shri R. N. Majhi, Under Secretary	Extn-476	2397608	Governor's Estate
Shri Rakshak Kumar Nayak, Public Relations Officer	Extn-452, 2158	2393307	Plot No:493  Mahatab Road,Bhimatangi,Old Town,Bhubaneswar
Shri S. Deobhanj, Public Relations Officer	Extn-452, 2158		Mahanadi Vihar, Cuttack
<b>MEDICAL ESTABLISHMENT</b>			
Dr. K.B. Parida, Senior Specialist in	2397968 Extn-426	2394948	Qrs. No.VR-C/7, Unit-VI, Bhubaneswar

Medicine			
DR. (Mrs.) S. Das, Specialist-in-Medicine	Extn.-430	2595664	3, Forest Park, Bhubaneswar.

**Governor's Secretariat Establishment**  
**Staff in Position as on 01.04.2017**

Sl. No	Name & Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	C.J. Venugopal, IAS Principal Secretary to Governor	67,000-79,000	79,000	1,73,010
2	Personal Secretary to Governor (VACANT)	37400-67000	46380+8700	1,20,875
3	Arunanchal Dash, OAS(SS) Special Secretary to Governor	37400-67000	44780+9,000	1,17,838
4	Himansu Narayan Pattnaik, OAS(SAG), Additional Secretary to Governor	37400-67000	37400+8800	1,07,184
5	Lanusanen Imsong Officer on Special duty to Governor	15600-39100	16,960+6,600	51,596
6	Raghunath Majhi, Under Secretary to Governor	9300-34800	17,520+5,400	50,195
7	Rakshak Kumar Nayak, PRO to Governor	9300-34800	9,710+4,600	31,339
8	Sangram Deobhanj, PRO to Governor	9300-34800 On deployment basis		
9	Prashant Kumar Rout, Senior Private Secretary	9300-34800	20,800+5,400	57,988
12	Pramod Kumar Dey, Private Secretary	On deployment basis		
13	Binod Kumar Singha, Private Secretary	9300-34800	17,330+4,800	48,505
14	Sikhar Pradhan, Private Secretary	9300-34,800	16,470+4,800	46,696
15	Bishnu Prasad Rath, Personal Assistant	9300-34,800	14,630+4,600	46,000
14	Shri Lingaraj Sahoo, Personal Assistant	On deployment basis		
15	Banamali Nayak, Desk Officer	9300-34800	15,510+4,800	44,479
17	Bhupendra Prasad Nag, Desk Officer	9300-34800	18,500+5,400	52,351
18	Smt. S.P. Shukla, Desk Officer	9300-34800	17,150+5,400	49,425
19	Sk Abdul Sahid, Section Officer	9300-34800	15,860+5,400	46,579



20	Brundaban Mohanty, Section Officer	9300-34800	15,240+4,800	43,888
21	Gourhari Senapati, Section Officer	9300-34800	14,900+4,800	43,143
22	Ramesh Ch. Majhi, Section Officer.	9300-34800	14,570+4,800	42,420
23	Durga Shankar Dash, Section Officer.	9300-34800	12,970+4,800	38,916
24	Gyana Ranjan Mishra, Assistant Section Officer	9300-34800	12,970+4,800	38,991
25	Bramhananda Chhotray, Assistant Section Officer.	9300-34800	12,970+4,800	38,916
26	Rabindra Mohanty, Assistant Section Officer.	9300-34800	12,970+4,800	38,916
27	Mihir Kumar Mishra, Assistant Section Officer.	9300-34800	13,510+5,400	41,413
28	Parameswar Mishra, Assistant Section Officer.	9300-34800	12,970+4,800	38,916
29	Saiba Behera, Assistant Section Officer.	9300-34800	12,970+4,800	38,916
30	Sahadev Das, Assistant Section Officer.	9300-34800	11,550+4200	34,493
31	Narayan Majhi, Assistant Section Officer.	9300-34800	11,010+4200	33,310
32	Sakuntala Tripathy, Assistant Section Officer.	9300-34800	11,010+4200	33,310
33	Manas Ranjan Jethi Superintendent Lev-II	9300-34800	11,770+4,200	35,384
34	Chandi Prasad Das, Supdt Level II	9300-34800	14,110+4600	40,975
36	Paul Kullu, Senior Grade Stenographer.	9300-34800	14,120+4200	40,121
38	Smt. Anima Rao, Senior Grade Stenographer	9300-34800	13,650+4600	40,168
39	Smt. Ch. Ranjeeta Praharaj, Librarian	9300-34800	12,960+4,600	38,456
41	Madhab Chandra Sahoo, Senior Grade Typist	9300-34800	10,370+4200	31,938
42	Prashant Kumar Pradhan, Junior Grade Typist	5200-20200	6350+1900	18,068
43	Bichitrananda Satapathy, Jr. Gr. Recorder	5200-20200	8,710+1900	23,236
44	Lokanath Panda, Telephone Operator	5200-20200	11,860+2400	31,229
45	Dula Majhi, Telephone Operator	5200-20200	11,860+2400	31,229
46	Bansidhar Behera, Monitor	9,300-34800	14,900+4,200	41,829
47	T. Suraya Rao, Head Jamadar.	5,200-20,200	8,740+1800	23,183
50	Prafulla Chandra Biswal, Daftary	4860-14680	9,380+1800	24,584
51	Krushna Chandra Das, Chaprasi	5,200-20,200	9,380+1800	24,584
52	Sankar Mallik, Chaprasi	5,200-20,200	9,380+1800	24,584
53	Rabindra Kumar Dash, Chaprasi	5,200-20,200	9,050+1800	23,862

54	Santosh Kumar Satapathy,Chaprasi	5,200-20,200	9,3,80+1800	24,584
55	Rabindra Ku. Satapathy, Chaprasi	4,930-14,680	8,750+1750/-	23,095
56	Rusikar Das, Chaprasi	4,930-14,680	8,750+1750/-	23,095
57	Nabin Chandra Majhi, Chaprasi	4860-14,680	8,720+1750	23,029
58	Braja Bandhu Nayak, Peon.	5200-20,200	9,380+1800	24,584
60	Laxmidhar Sethi (A), Peon	4,930-14,680	8750+1750	23095
61	Narasingh Rath, Peon	4,930-14,680	8,740+1750	23,073
62	Chaturbhuj Mallik, Peon	4,930-14,680	8,740+1750	23,073
63	Laxmidhar Sethi (B), Peon	4,930-14,680	8,500+1750	22,548
64	Bamia Singh Munduri, Peon	4,930-14,680	8.720+1750	23,029
65	Chittaranjan Behera, Peon	4,860-14,680	7,420+1600	19,854
66	Sabyasachi Dash, Peon	4,860-14,680	7,420+1600	19,854
67	Debasis Dutta, Peon	4750-14680	7,550+1600	20,559
68	Sk. Nizamuddin, Jr. Gr Driver	5200-20200	7,940+1900	21,650
69	Ashok Kumar Dash, Khit	5200-20,200	9,340+1900	24,716
70	Ramesh Kumar Moharana, Farash.	4,930-14,680	8,740+1750	23,073
71	Upendra Sethi, Dhobi Sarcar	4,930-14,680	8,700+1750	22,986

**Governor's Household Establishment**  
**Staff in Position as on 01.04.2017**

Sl. No	Name & Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	S.N Panigrahi, IAS Comptroller, Governor's Household	37400-67000	44770+8700	1,17,099
2	Lt. Cdr Saurabh Chitray, IN, ADC to the Governor, Odisha	15600+39100	26620+6100	78,369
3	B.C Pradhan, OPS-I ADC to the Governor, Odisha	15600-39100	25910+6600	71,257
4	Manasa Ku. Moharana, Section Officer (House Keeping)	9300-34800	17410+4800	48,640
5	Kailash Chandra Rout Assistant Section Officer	9300-34800	11010+4200	33,310
6	Srikanta Nanda, Garage Supervisor-cum-Mech.	9300-34800	12090+4200	35,775
7	Trilochan Sahoo Senior Grade Driver	5200-20200	10080+2200	26,993
8	Daitari Majhi Senior Grade Driver	5200-20200	9900+2200	26,599
9	Gopinath Singh Junior Grade Driver	5200-20200	10230+2200	27,332
10	Bijay Kumar Ghadei Junior Grade Driver.	5200-20200	9490+1900	25,044
11	Hrudananda Mohapatra, Butler-Cum-Head Cook	9300-34800	13450+4200	38,754
12	Kailash Chandra Panda, Butler-Cum-Head Cook	9300-34800	13450+4200	38,754
13	Ramakanta Naik, Grafter	5200-20200	8890+1900	23,630
14	P.Shyama Reddy, Head Mali	5200-20200	9510+1800	24,769
15	Braja Bandhu Pradhan, Transport Munshi	4970-14680	8780+1750	23,431
16	B. K. Patra, Senior House Bearer	5200-20200	9390+1800	24,606
17	Suresh Kumar Biswal, Addl. Tour Bearer	4930-14680	8730+1750	23,051
18	Ali Mohammad, House Bearer	5200-20200	8910+1800	23,555
19	P. K. Badamundi, House Bearer	4860-14680	7380+1600	16,320
20	Irphan Hussain Khan, House Bearer	4930-14680	8710+1750	23,007
21	Naim Khan, Khit	5200-20200	9010+1800	23,774
22	Rajib Kumar Naik, Khit	4930-14680	8990+1750	23,631
23	Chanda Dei, Head Sweeper	4930-14680	9060+1750	23,774
24	A. Krishna Rao, House Khalasi	4930-14680	8680+1750	22,942
25	Karia Marandi, House Khalasi	4930-14680	8900+1750	23,319
26	Dasarathi Sahoo, Cook's Mate	5200-20200	9050+1800	23,862

27	P. K. Samantaray, Mali	5200-20200	9860+1900	25,754
28	Cheeta Senapathy, Mali	5200-20200	9510+1900	24,988
29	Kailash Ch. Behera, Mali	5200-20200	9510+1900	24,988
30	Chitaranjan Naik, Mali	5200-20200	8960+1800	23,564
31	K. N. Behera, Mali	5200-20200	8910+1800	23,455
32	S. K. Patnaik, Mali	5200-20200	8910+1800	23,455
33	Prahalad Barik, Mali	4930-14680	7490+1750	20,326
34	Ganeswar Nayak, Mali	4930-14680	7490+1750	20,326
35	Bishnu Charan Gouda, Mali	4930-14680	7490+1750	20,326
36	Rabi Naik, Mali	4930-14680	7490+1750	20,326
37	R. C. Gochhayat, Sweeper	4930-14680	9000+1750	23,643
38	Smt. Kamala Naik, Sweepress	4930-14680	8680+1750	22,942
39	Rabindranath Gochhayat, Sweeper	4930-14680	8680+1750	22,942

**Governor's Medical Establishment**  
**Staff in Position as on 01.04.2017**

Sl. No	Name & Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	2	4	5	
1	Dr. Krutibas Parida, Sr. Specialist-in-Medicine	37400-67000	38790+8700	1,07,278
2	Dr. (S) Suchitra Das, Sr. Specialist-in-Medicine	15600-39100	28150+6600	86,328
3	Bishnu Prasad Mohanty, Laboratory Tech.	-	-	-
4	P.K.Mohanty, Pharmacist	9300-34800	13940+4600	41,463
5	Sulochana Mallik, Staff Nurse	9300-34800	16120+4600	45,377
6	Sabitri Dalai, Nursing Sister	9300-34800	16510+4600	46,231
7	Sarojini Kar, Health Worker (F)	5200-20200	13320+2800	35,303
8	Lochana Ghadei, Dresser-cum-Attendant	5200-20200	9070+1800	23,905
9	Kanhu Charan Padhan, Telephone Attendant-cum- Watchman	4930-14680	8710+1750	23,517

**STAFF ENGAGED ON CONTRACTUAL BASIS & ON CONSOLIDATED  
REMUNERATION AS ON 01.04.2017**

<b>Sl. No</b>	<b>Name &amp; Designation</b>	<b>Post against which appointed</b>	<b>Consolidated remuneration per month</b>
1.	Lingaraj Jena	Jr. Gr. Driver	5200
2.	Saroj Kumar Parida	Jr. Gr. Driver	5200
3.	Maikel Das	D-E-O	7002
4.	Chita Ranjan Satapathy	D-E-O	7002
5.	Satyananda Khatua	D-E-O	7002
6.	Jogamaya Mishra	Reception Clerk	7002
7.	Manas Kumar Pradhan	Transport Peon	6397
8.	Dasarathi Pahadsingh	Masalchi	6397
9.	Bijayananda Gochhayat	Sweeper	6397
10.	Purna Chandra Naik	Sweeper	6397
11.	Bulu Gochhayat	Sweeper	6397
12.	R. N. Das	Peon	4750
13.	Daniel Das	Khit	4860
14.	Halim Khan	Cook	4860
15.	Debaraj Guru	Peon	4750
16.	Jalamati Pradhan	Peon	4750
17.	Gobardhan Raul	Peon	4750

**GOVERNOR'S SECRETARIAT, ODISHA, RAJ  
BHAVAN, BHUBANESWAR.**

**Budget under the head No.29 -2012-Governor-  
charged for the year 2015-16**

General abstract by minor heads, sub-head and primary units	Voted Charge	Revised Estimate
		2015-16
(1)	(2)	(3)
<b>2012-Governor-03-Governor-090-Secretariat-</b>		
<b>0558-Governors Secretariat Estalishment-01003 Salaries</b>		
136-Pay	Charged	1,70,000
855-Arrear Pay	Charged	1
147-Dearness Pay	Charged	1
156-Dearness Allowance	Charged	2,07,40
403-House Rent Allowance	Charged	3,00
516-Reimbursement Cost of Medicine	Charged	6,18
523-Other Allowances	Charged	7,00
<b>Total-01003-Salaries</b>		<b>3,93,58</b>
02007-Consolidated pay for Contractual Appointees		15.00
06001- Travel Expenses	Charged	15.00
07001-Leave Travel Concession	Charged	3.00
<b>08001-Office Expenses</b>		
154- Telephone Charges	Charged	8,00
397-Motor Vehicles	Charged	5.00
506-Other Contingencies	Charged	10,000
<b>Total-08001-Office Expenses</b>	Charged	<b>23.00</b>
78118-Upgradation of Computer Facilities	Charged	2.00
78012-Comuper Consumables	Charged	2.00
33011-Spares and Services	Charged	0.50
12001-Consulting Charges	Charged	0.50
33020-Purchase of Computer & other accessories	Charged	5.00
<b>Total-0558</b>		<b>4,59,58</b>
<b>Total-090-Secretariat</b>		<b>4,28,42</b>
101-Emoluments & Allowances of the Governor		
0364-Emoluments of Governor		
01003-Salaries	Charged	15,40
<b>Total-0364-Emoluments &amp; Allowances of</b>		<b>15,40</b>
<b>Total-101- Emoluments &amp; Allowances of the Governor</b>	Charged	<b>15,40</b>
<b>102-Discretionary Grant</b>		

1644-Discretionary Grants at the disposal of Governor		
41048-Grants		
141- Discretionary Grants	Charged	10.00
<b>Total-41048- Grants</b>	Charged	<b>4,00</b>
<b>Total-1644- Discretionary Grants at the disposal of Governor</b>	charged	<b>4,00</b>
<b>Total-102-Discretionary Grants</b>	Charged	<b>4,00</b>
<b>103-Household Establishment- 0903- Military Secretary or Aide-de-Camp Office Establishment</b>		
136-Pay	Charged	92,72
855-Arrear Pay	Charged	0.10
147-Dearness Pay	Charged	01
156-Dearness Allowance	Charged	1,13,11
403-House Rent Allowance	Charged	1.00
516-Reimbursement of Cost of medicines	Charged	1,10
523-Other Allowances	Charged	4,50
<b>Total-01003- Salaries</b>	Charged	<b>2,12,54</b>
06001-Travel Expenses	Charged	11,00
07001-Leave Travel Concession	Charged	1,50
08001-Office Expenses	Charged	
100-Electrical maintenance	Charged	18.00
154- Telephone Charges	Charged	4,00
506-Other Contingencies	Charged	0,70
<b>Total-08001-Office Expenses</b>	Charged	<b>22,70</b>
<b>Total-0903-Military Secretary or Aide-de-Camp Office Establishment</b>	Charged	<b>2,47,74</b>
0507-Fixtures and Furnitures		
21001-Annual Maintenance and repair of furnishing of official residence	charged	2,50
21051-Renewal of furnishing of official residence	charged	1,40
<b>Total-0507- Fixtures and Furnitures</b>	Charged	<b>3,90</b>
0851- Maintenance and repair		
21016-Maintenance of repair of Official Residence of the Governor		
558-Repair and maintenance of Building	Charged	3,90



495-Maintenance of Garden	Charged	2,50
563-Repair of Electrical Installation	Charged	4,00
564-Repair of Water supply and sanitary installation	Charged	1,00
408-Improvement works	Charged	1,00
<b>Total-21016-Maintenance and repair of Official Residence of the Governor</b>	Charged	<b>12,40</b>
<b>Total-0851-Maintenance and Repair</b>	Charged	<b>12,40</b>
<b>Total-103-Household Establishment</b>	Charged	<b>2,64,04</b>
<b>104-Sumptuary Allowances</b>		
1012-Other Expenses		
10004- Sumptuary Expenses	Charged	1,50
<b>Total-1012-Other Expenses</b>	Charged	<b>1,50</b>
<b>Total-104-Sumptuary Allowances</b>	Charged	<b>1,50</b>
<b>105-Medical Facilities</b>		
136-Pay	Charged	29,67
855-Arrear Pay	Charged	
147-Dearness pay	Charged	01
156-Dearness Allowance	Charged	36,20
403-House Rent Allowance	Charged	1,20
516-Reimbursement of Cost of medicines	Charged	0,80
523-Other Allowances		3,00
<b>Total-01003 Salaries</b>		<b>70,88</b>
06001-Travel Expenses	Charged	40
07001-Leave Travel Concession	Charged	50
08001-Office Expenses		
154-Telephones Charges	Charged	25
506-Other Contingencies	Charged	25,00
<b>Total-08001-Office Expenses</b>	Charged	<b>25,25</b>
<b>Total-0895-Medical Establishment</b>	Charged	<b>97,03</b>
<b>Total-105-Medical Facilities</b>	Charged	<b>62,48</b>
<b>106-Entertainment Expenses</b>		
1012-Other Expenses		
10002-Hospitality Expenses	Charged	75
<b>Total-1012-Other Expenses</b>	Charged	<b>75</b>
<b>Total-106-Entertainment Expenses</b>	Charged	<b>75</b>

<b>107-expenditure from contract allowance</b>		
0650-Household Charges		
08001-Office Expenses		
506-Other Contingencies	Charged	1,60
<b>Total-08001-Office Expenses</b>	Charged	<b>1,60</b>
<b>Total-0650-Household Charges</b>	Charged	<b>1,60</b>
0935-Motor Car maintenance Establishment		
08001-Office Expenses		
397-Motor vehicles	Charged	4,40
<b>Total-08001-Office Expenses</b>	Charged	<b>4,40</b>
<b>Total-0935-Motor Car Establishment</b>		<b>4,40</b>
<b>Total -107-Expenditure form contract allowance</b>	Charged	<b>6,00</b>
108-Tour Expenses		
1465-Tour expenses of Governor		
18039-special train and railway fare and freight	Charged	15,00
<b>Total -1465-Tour expenses of Governor</b>	Charged	<b>10,00</b>
0924-miscellaneous Tour expenses		
08001-Office Expenses		
506-Other contingencies	Charged	11,00
<b>Total -08001-Office expenses</b>	Charged	<b>11,00</b>
<b>Total -0924-Miscellaneous Tour expenses</b>	Charged	<b>11,00</b>
<b>Total-108-Tour expenses-</b>	Charged	<b>26,00</b>
<b>800-other expenditure</b>		
1012-other expenditure		
06002-Travelling expenses of new retiring Governor	Charged	1,50
<b>Total-1012-other expenses</b>	Charged	<b>1,50</b>
0533-Garden Establishment		
08001-office expenses		
506-other contingencies	Charged	6,50
<b>Toal-08001-office expenses</b>	Charged	<b>6,50</b>
0922-Miscellaneous		
30001-Purchase of motor vehicles		12,00
<b>800-other expenditure</b>	Charged	<b>8,01</b>
Total Governor	Charged	7,49,12
<b>Total-2012-President , Vice-President, Governor, Administrator of UT</b>	Charged	<b>9,00,30</b>

## 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 caste 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 18<sup>th</sup> 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
    - (b) Under Secretary
    - (c) 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 Dispatcher & 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) Gafter
    - (w) HeadMali

- (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
  - (a-1) Dhobi Helper.

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
  - (ii) 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.
- (b) 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.

(c) 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 and 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 posses 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.	Assitant 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, and
- (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 thereunder 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

**INFORMATION ON RIGHT TO INFORMATION  
ACT, 2005**

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First Appellate Authority -

**Shri H.N.Pattanaik**

**Add.Secretary**

**Tel No.0674-2536222**

Public Information Officer -

**Shri Raghunath Majhi**

**Under Secretary**

**Tel No.0674-2536584-476(Extn.)**

Assistant Public Information Officer-

**Shri Ramesh Ch. Majhi**

**Section Officer**

**Tel No.0674-2322159**

## Details of Sanctioned strength as on 01.04.2017

SI 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	Principal Secretary to Governor	67000-79000		1		1	
2	Personal Secretary to Governor (VACANT)	37400-67000	8700	1	Addl Secretary In IAS Cadre	1	
3	Comptroller Governor's Household	37400-67000	8700	1	Addl. Secretary in IAS Cadre	1	
4	Under Secretary to Governor	37400-67000	9000	1	Special Secretary in OAS Cadre	1	
5.	Deputy Secretary to Governor	15,600-39100	7600	1	Joint Secretary in OAS Cadre	1	
6	Aide-de-Camp to the Governor	15600-39100	6,600	1		1	
7	Aide-de-Camp to the Governor	15600-39100	6100	1	Naval Officer	1	
8	Under Secy. to the Governor	9300-34800	5,400	2		1	1
9	Sr. Private Secretary	9300-34800	5,400	1		1	
10	Private Secretary	9300-34800	4,600	2		2	
11	P.R.O. to the Governor	9300-34800	5,400	1		1	
12	Senior Specialist in Medicine	37400-67000	8700	1		1	
13	Specialist in Medicine	15600-39100	6,600	1		1	
14	Desk Officer	9300-34800	4,600	3		3	
15	Section Officer	9300-34800	4,600	6		5	1
16	Personal Assistant.	9300-34800	4,200	2		1	1
17	Asst. Section Officer	9300-34800	4,200	22		10	12
18	Superintendent, Level-II	9300-34800	4,200	2		2	
19	Section Officer House Keeping	9300-34800	4,800	1	Upgraded from House Keeping Assistant	1	
20	Senior Grade Stenographer	9300-34800	4,200	4		2	2
21	Senior Grade Typist	5200-20200	2,800	4		1	3
22	Junior Grade Stenographer	5200-20200	2,800	2		0	2
23	Junior Grade Typist	5200-20200	2,000	2		1	1
24	Librarian	9,300-34,800	4,600	1		1	
	Monitor	9,300-34,800	4200	1		1	
25	Telephone Operator	5200-20200	2,200	2		2	
26	Junior Grade Recorder	5200-20200	1,900	1		1	

27	Treasury Sarkar	4930-14680	1,750	1		1	
28	Head Jamadar	4930-14680	1,800	1		1	
29	Garage Supervisor	9300-34800	4,200	1		1	
30	Senior Grade Driver	5200-20200	2,200	3		3	
31	Junior Grade Driver	5200-20200	1,900	2		2	
32	Senior Laboratory Technician	9300-34800	4,800	1		1	
33	Nursing Sister	9300-34800	4,600	1		1	
34	Staff Nurse	5200-20200	4600	1		1	
35	Pharmacist	5200-20200	4600	1		1	
36	Health Worker(F)	5200-20200	2800	1		1	
37	Transport Mushi	4930-14680	1,750	1		1	
38	Jamadar	4860-14680	1,600	2		0	2
39	Daftry	5200-20200	1,800	1		1	
40	Chaprasi	4750-14680	1,500	12		5	7
41	Peon	4750-14680	1,500	16		10	6
42	Buttler-cum-Headcook	9300-34800	4,200	2		2	
43	Cook	4860-14680	1,600	2		1	1
44	Khit	4860-14680	1,600	4		4	
45	Grafter	5200-20200	1,900	1	Upgraded post of one head Mali	1	
46	Head Mali	4930-14680	1,750	1		1	
47	Mali	4860-14680	1,600	17		13	4
48	Masalchi	4750-14680	1,500	3		2	1
49	Farash	4750-14680	1,500	1		1	
50	Head Sweeper	4860-14680	1,600	1		1	
51	Sweeper	4750-14680	1,500	8		3	5
52	Dhobi Sarcar	4860-14680	1,600	1		1	
53	Dhobi Helper	4750-14680	1,500	1		0	1
54	Dresser-cum-Attendant	4930-14680	1,750	1	Attendant on deputation	1	
55	Telephone Attendant	4750-14680	1,500	1		1	
56	Watchman	4750-14680	1,500	1		1	
57	Head Khit	5200-20200	1,900	1		1	
58	Market Attendant	4860-14680	1,600	1		0	1
59	Sr. House Bearer	4860-14680	1600	1		1	

60	Bearer	4860-14680	1,600	2		2	
61	Tour Bearer	4860-14680	1,600	1		1	
62	Additional Tour Bearer	4860-14680	1,600	1		1	
63	Transport Peon	4750-14680	1,500	2		0	2
64	House Khalasi	4750-14680	1,500	3		2	1
65	Kitchen Boy	4750-14680	1,500	1		1	0
66	Cooks Mate	4750-14680	1,500	1		1	
67	Cleaner	4750-14680	1,500	2		0	2
68	Hot water man	4750-14680	1,500	1		0	1
69	Maid Servant	4750-14680	1,500	1		0	1
70	Assistant Transport Munshi	4860-14680	1,600	1		0	1
	<b>Total</b>			<b>177</b>		<b>118</b>	<b>59</b>

**CONTRACTUAL ENAGAGEMENT**

1	Jr.Gr.Driver {Contractual}	consolidated	5,200	2			
2	Cook	consolidated	4860	1			

**CONTRACTUAL ENAGAGEMENT THROUGH SERVICE PORVIDER**

1	Data Entry Operator	consolidated	7002	3			
2	Reception Clerk	consolidated	7002	1			
3	Transport Peon	consolidated	6397	1			
4	Masalchi	consolidated	6397	1			
5	Sweeper	consolidated	6397	3			