

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**

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

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 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 Joint 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 Joint 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 G.A.P. Rules of 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/Joint Secretary/Comptroller, Governor's Household/Additional Secretary to Chancellor/ Commissioner-cum-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.

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**.

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 eleven 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
1.	Utkal University	Orissa Universities Act 1989 / Orissa First Statute 1990.
2.	Berhampur University	-do-
3.	Sambalpur University	-do-
4.	Shree Jagannath Sanskrit Vishvavidyalaya	-do-
5.	North Orissa University	-do-
6.	Fakir Mohan University	-do-
7.	Odisha University of Agriculture & Technology	Orissa University of Agriculture & Technology Act 1965 / Orissa University of Agriculture & Technology First Statute 1966.
8.	Utkal University of Culture	Utkal University of Culture Act 1999 / Utkal University of Culture First Statute 2001.
9.	Biju Patnaik University of Technology	Biju Patnaik University of Technology Act 2002 / Biju Patnaik University of Technology First Statute 2006.
10.	Ravenshaw University	Ravenshaw University Act 2005
11.	Veer Surendra Sai University of Technology	Veer Surendra Sai University of Technology Act 2008 / Veer Surendra Sai University of Technology First Statute 2010

The powers and responsibilities of the Hon'ble Chancellor have been laid down in the above Acts and statutes made thereunder concerning the respective universities. The Secretary to Governor and the Additional Secretary to 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 of duties and responsibilities as envisaged in the relevant Acts and Statutes. The Desk Officers / Section Officers / Assistant 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 to deal with the correspondence of the Universities concerned.

Assistant Section Officers place the correspondence in file, appending necessary entries

in the log books, make initial examination of the correspondence and place them to Section Officer. The Section Officer scrutinizes the correspondence and the suggestions of the Assistant Section Officers concerned and puts up the file for necessary orders of the Additional Secretary with examination including references to precedent cases. The Additional Secretary examines the proposal of the office and places the file with comments to 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 Additional Secretary/ Secretary.

The orders of the Hon'ble Chancellor/Secretary are passed down to the section through the same channel. Additional 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.

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. 1st Appellate Authority, Public Information Officer and Assistant Public Information Officer.

1. Shri S.P. Mishra, IAS (Retd) - 1st Appellate Authority
Special Secretary to the Governor
2. Shri Deboraj Mishra, OAS (SAG) - Public Information Officer
Additional Secretary to the Governor
3. Shri H.N. Pattnaik, OAS (S), - Assistant Public Information Officer
Joint Secretary to the Governor

Distribution of Duties among the Officers of Governor's Secretariat, Odisha as on 01.01.2012

1.	Shri Parag Gupta, IAS, Commissioner-cum Secretary to Governor	<p>(i)</p> <p>(ii)</p>	<p>Appointing Authority, Controlling Authority & Disciplinary Authority of employees of Governor's Secretariat</p> <p>Exercises the powers of Department of Government in all matters relating to Governor's Secretariat</p>
2.	Shri Surendra Prasad Misra, IAS (Retd.) Personal Secretary to Governor in the rank of Special Secretary	<p>(i)</p> <p>(ii)</p> <p>(iii)</p> <p>(iv)</p> <p>(v)</p> <p>(vi)</p>	<p>Preparation of monthly report</p> <p>Demi-Official correspondence of Hon'ble Governor</p> <p>Background notes and speech materials and tour notes of Hon'ble Governor - to be assisted by Public Relations Officers</p> <p>First Appellate Authority in case of RTI Matters.</p> <p>Movement of Vehicles of Raj Bhavan</p> <p>Any other matter as and when assigned by CSG & HEG</p>
3	Dr. Arun Kumar Mohanty, OES (Retd), Officer on Special Duty		Duties as assigned by His Excellency the Governor

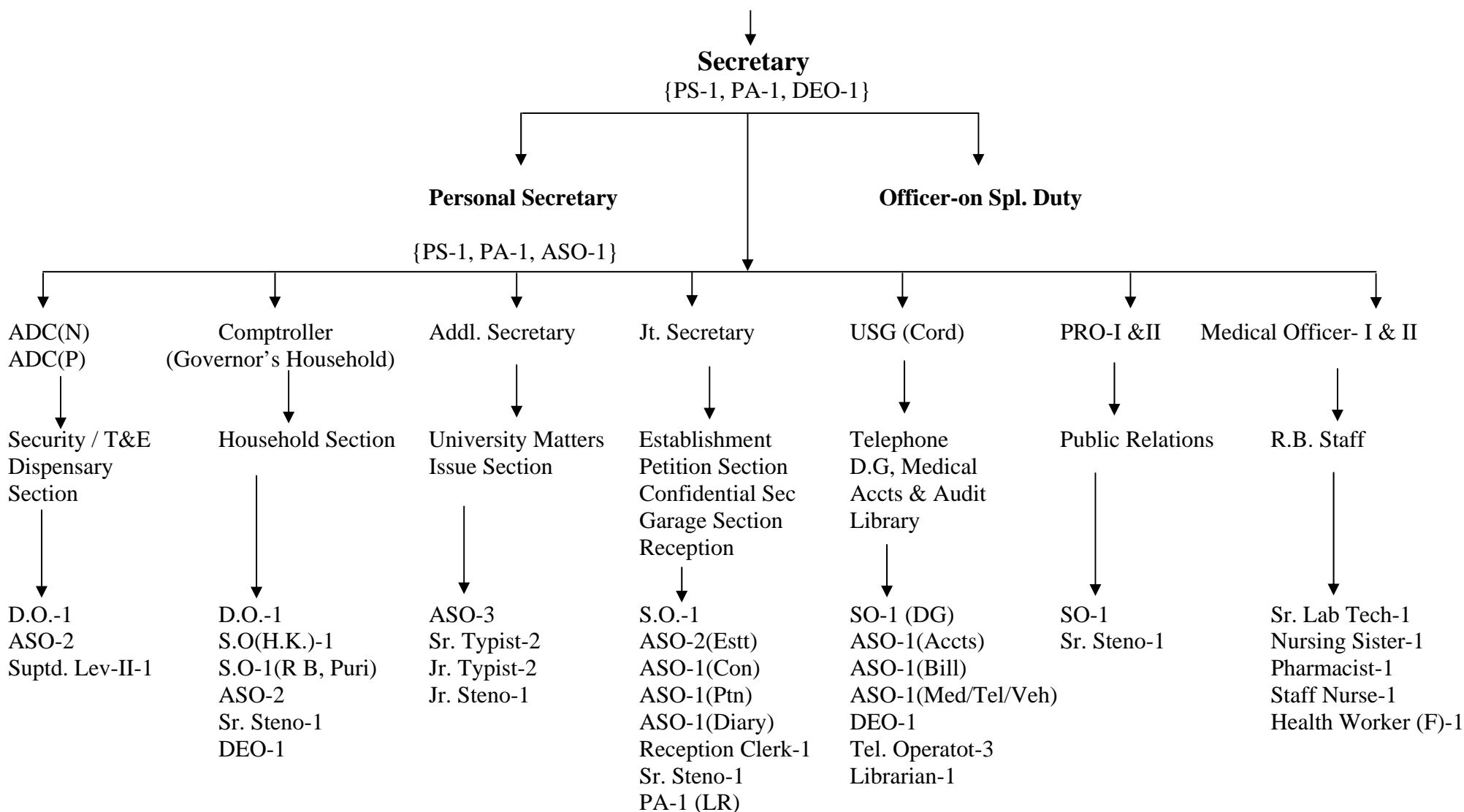
4. 5.	Lt. Saurabh Ganguly, IN,ADC (N) Shri Bishnu Charan Pradhan, OPS, ADC (P)	(i) (ii) (iii) (iv)	All matters relating to security of His Excellency the Governor of Odisha in Raj Bhavan Premises and Raj Bhavan Staff Colony Tour & Engagements of His Excellency the Governor of Odisha Raj Bhavan Car cades Any other matter as and when assigned by CSG & HEG
6.	Shri Deboraj Mishra, OAS (SAG), Additional Secretary to Governor / Chancellor, Odisha	(i) (ii) (iii) (iv) (v)	Higher Education Issue & Despatch Section PIO in respect of Raj Bhavan, Odisha on RTI matters Assisting the Personal Secretary in preparing monthly reports Any other matter as and when assigned by CSG & HEG
7.	Shri S.N. Panigrahi, OAS (SAG), Comptroller, Governor's Household	(i) (ii) (iii) (iv) (v) (vi)	All matters relating to Governor's Household including Raj Bhavan, Puri Establishment matters of Household Staff Garden Matters Engineering Works (PWD,PHD,GED) Sanction of expenditure up to Rs.10, 000/- Any other matter as and when assigned by CSG & HEG

7.	Shri H.N. Pattnaik, OAS - (S), Joint Secretary to Governor	<ul style="list-style-type: none"> (i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x) (xi) (xii) 	<p>All Establishment matters except Household</p> <p>Matters relating to Constitutional appointments</p> <p>Government files relating to Statutes, Law and Ordinances and other Govt. files requiring Governor's assent / approval</p> <p>Confidential matters as assigned by CSG & HEG</p> <p>Matter relating to Indian Red Cross Society, Hind Kusht Nivaran Sangha, Rajya Sainik Board, St. John Ambulance Association, Bharat Scout & Guides, etc. to which His Excellency the Governor of Odisha is associated</p> <p>Reception Office / Office Record room</p> <p>Asst. PIO of Raj Bhavan in respect of RTI Matters</p> <p>Assisting the Personal Secretary in preparing monthly reports</p> <p>Petition and Memorandum</p> <p>Raj Bhavan Vehicles and their Deployment & maintenance</p> <p>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 & D employees</p> <p>Any other matter as and when assigned by CSG & HEG</p>
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8.	Shri H.K. Behera, Under Secretary to Governor & Drawing & Disbursing Officer	(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix)	Raj Bhavan Staff Dispensary Raj Bhavan Library Computers and Net-working in Raj Bhavan. Telephones and EPABX system Raj Bhavan Press Discretionary Grant Accounts, Bill & Budget, Drawing & Disbursing Officer Audit Report Any other matter as and when assigned by CSG & HEG
9. 10.	Shri S.P. Mishra, PRO-I to Governor Shri Sangram Deobhanj, PRO-II to Governor	(i) (ii) (iii) (iv) (v) (vi) (v)	Public Relations of His Excellency the Governor of Odisha Message of His Excellency the Governor of Odisha Draft Speeches of His Excellency the 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 CSG & HEG
11	Dr. Krutibas Parida, Sr. Specialist in Medicine Dr. (Mrs) Suchitra Das, Sr. Specialist in Medicine	(i) (ii) (iii)	Personal Physician of His Excellency the Governor of Odisha Attend Out-door patients in Raj Bhavan Staff Dispensary Any other matter as and when assigned by CSG & HEG

ORGANISATION – CHART

GOVERNOR



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.

NB-2:-Position as on 01.01.2012. Designations of officers may change with the change of Incumbents/Incumbents getting promotion.

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

Shri Parag Gupta, IAS. Commissioner-cum-Secretary to Governor, Odisha.

Sl No.	Section	Branch Officer	Section Officer		Staff	
1.	C.S.G's Office				1.	N.C. Swain, Pvt. Secretary
					2.	P.K. Rout, Personal Assistant
					3.	S. Khatua, DEO
2.	P.S.G.'s Office	S.P. Misra, Personal Secretary to Governor.			1.	P.K. Dey, Pvt. Secretary
					2.	B.K. Singh, Personal Assistant
					3.	S. Behera, ASO
3.	Higher Education Section/ Issue Section	D. Mishra, Addl. Secretary to Governor/ Chancellor			1.	D.S. Dash, ASO
					2.	R. Mohanty, ASO
					3.	M.K. Mishra, ASO
					4.	C.P. Das, Sr. Typist
					5.	M.R. Jethi, Sr. Typist
					6.	M.C. Sahoo, Jr. Typist
					7.	A. Rao, Jr. Steno
					8.	P.K. Pradhan, Jr. Typist
4.	Household Section	S.N. Panigrahi, Comptroller	1.	H.K. Panigrahi, DO		
			2.	B. Nayak, SO	1.	B. Chhotray, ASO
			3.	M.K. Moharana, SO(Housekeeping)	2.	K.C. Rout, ASO
					3.	C. Satapathy, DEO
					4.	P. Kullu, Sr. Steno
3.	Establishment Section/ Petition Section / Confidential Section/ Reception/ Diary & Records	H.N. Pattnaik, Joint Secretary to Governor		B.K. Patro, SO	1.	S.P. Sukhla, ASO
					2.	R.C. Majhi, ASO
					3.	P. Mishra, ASO
					4.	S. Das, ASO
					5.	N. Majhi, ASO
					6.	B.P. Rath, Sr. Steno
					7.	L. Sahoo, PA (LR)
					8.	J. Mishra, Reception Clerk

4.	Tour & Engagement Section	B.C. Pradhan ADC(P) to Governor S. Ganguly, IN ADC(N) to Governor		R.N. Majhi, DO	1. 2. 3.	D. Sahoo, Suptd Lev-II G. Senapati, ASO S.Tripathy, ASO
5.	Accounts Section (Bill, Budget, Audit)/ Co-ordination Section(D.G.)/ Telephone/ Library/ Raj Bhavan Press/ Raj Bhavan EPABX	H.K. Behera, Under Secretary to Governor			1. 2. 3. 4. 5. 6. 7. 8.	A. Saheed, ASO B. Mohanty, ASO G.R. Mishra, ASO C.R. Praharaj, Librarian M. Das, DEO L. Panda, T.O D. Majhi, T.O B. Behera, T.O
6.	Public Relations Section	S.P. Mishra, PRO-I S. Deobhanj, PRO-II		B.P. Nag, SO	1.	S. Pradhan, Sr. Steno
7.	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. Tech S. Dalai, Nursing Sister J.K. Patra, 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. Odisha Governor Secretariat Services (Recruitment Rules), 1974
3. Odisha Universities Acts and Statutes

Sl. No.	Name of the Branch / Section	Functions
1.	Establishment Section	Service matters of employees working in Raj Bhavan
2.	Accounts Section	Bill / Budget / Audit
3.	Petition Section	Dealing with Petitions / Memoranda / Representations made by public to the Governor
4.	Confidential Section	Monthly Report to Govt. of India, All Govt. files relating to Constitutional and Statutory 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
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

Name & Designation	Office	Residence	Address
Shri Parag Gupta, IAS, Commissioner-cum-Secretary to Governor, Odisha	2536699, Extn-433, 2150 (Sectt-PBX)	2536633, 2530005	Qrs. No.7, Type-VII, Unit-I, Bhubaneswar
AIDE-DE-CAMP			
Lt. Saurabh Ganguly (IN),	2536111 Extn-428, 2152	2391001 Extn-442	Governor's Estate, Bhubaneswar
Shri B.C. Pradhan, OPS(I)	2536111 Extn-428, 2152	2390290 Extn-429	Governor's Estate, Bhubaneswar
PERSONAL STAFF			
Shri S.P. Misra, IAS(Retd.), Special Secretary to Governor	2536222, Extn-435, 2151	2397214 Extn-444	Governor's Estate, Bhubaneswar
Dr.A.K. Mohanty, O.S.D. to Governor	2392102, Extn-445, 2156	2433937	Plot No1975/5324, Akarpuri, Rath Road, Old Town, Bhubaneswar
HOUSEHOLD ESTABLISHMENT			
Shri S.N. Panigrahi, OAS(SAG), Comptroller, Governor's Household	2536703, Extn-440, 2154	2530860	Qrs. No.VA-3/3, Unit-II, Bhubaneswar
SECRETARIAT ESTABLISHMENT			
Shri D. Mishra, OAS(SAG), Additional Secretary	2536706, Extn-425, 2157	2592867	HIG II/ 50, BDA Colony, Kapila Prasad, Bhubaneswar
Shri H.N. Patnaik, OAS(S) Joint Secretary	2536701, Extn-427, 2153	2397406 Extn-454	Governor's Estate Bhubaneswar.
Shri H.K. Behera, Under Secretary	2393699 Extn-452, 2158	2396091 Extn-478	Governor's Estate Bhubaneswar.
Shri S.P. Mishra, Public Relations Officer	Extn-452, 2158	2393307	2RA-82, Road No.5, Unit-IX, Bhubaneswar
Shri S. Deobhanj, Public Relations Officer	Extn-452, 2158		Mahanadi Vihar, Cuttack
MEDICAL ESTABLISHMENT			
Dr. K.B. Parida, Senior Specialist in Medicine	Extn-426	2394948	Qrs. No.VR-C/7, Unit-VI, Bhubaneswar
DR. (Mrs.) S. Das, Specialist-in-Medicine	Extn.-430	2595664	3, Forest Park, Bhubaneswar.

Governor's Secretariat Establishment
Staff in Position

Sl. No	Name & Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	Parag Gupta, IAS Commissioner-cum-Secretary to Governor.	37400-67000	56960+10000	105797
2	Surendra Prasad Misra, IAS, (Retd) Special Secretary to Governor	Consolidated Remuneration		
3	Deboraj Mishra, OAS, (SAG) Additional Secretary to Governor	37400-67000	37400+8800	82461
4	Himansu Narayan Pattanaik, OAS, (S) Joint Secretary to Governor	15600-39100	24900+7600	51500
5	Dr. Arun Ku Mohanty, OES Officer on Special duty to Governor	Consolidated Remuneration		
6	Harekrushna Behera, Under Secretary to Governor	9300-34800	16650+5400	34839
7	Sarada Prasad Mishra, PRO To Governor	9300-34800	9710+4600	22610
8	Sangram Deobhanj, PRO To Governor	9300-34800 On deployment basis		
9	Nrusingha Charan Swain Private Secretary to CSG	9300-34800	19780+4600	38560
10	Pramod Kumar Dey, Private Secretary	On deployment basis		
11	H.K Panigrahy, Desk Officer	9300-34800	17140+4600	34349
12	Raghu Nath Majhi, Desk Officer	9300-34800	15000+4600	30968
13	B.Kalidas Patro, Section Officer	9300-34800	16130+4200	32121
14	Bhupendra Prasad Nag, Section Officer	9300-34800	14710+4200	29918
15	Banamali Nayak, Section Officer	9300-34800	12730+4200	26749
16	Prashant Kumar Rout, Personal Assistant	9300-34800	16620+4200	33506
17	Binod Kumar Singha, Personal Assistant	9300-34800	14290+4200	29254
18	Lingaraj Sahoo, Personal Assistant	On deployment basis		
19	Smt. S.P. Shukla, Assistant Section Officer	9300-34800	14710+4200	29918
20	Sk Abdul Sahid, Assistant Section Officer	9300-34800	13020+4200	27228
21	Brundaban Mohanty, Assistant Section Officer	9300-34800	13020+4200	27228
22	Gourhari Senapati, Assistant Section Officer	9300-34800	12720+4200	26734
23	Ramesh Ch. Majhi, Assistant Section Officer.	9300-34800	12430+4200	26275

24	Durga Shankar Dash, Assistant Section Officer.	9300-34800	11010+4200	24032
25	Gyana Ranjan Mishra, Assistant Section Officer	9300-34800	11010+4200	24107
26	Bramhananda Chhotray, Assistant Section Officer.	9300-34800	11010+4200	24032
27	Rabindra Mohanty, Assistant Section Officer.	9300-34800	11010+4200	24032
28	Mihir Kumar Mishra, Assistant Section Officer.	9300-34800	11010+4200	24032
29	Parameswar Mishra, Assistant Section Officer.	9300-34800	11010+4200	24032
30	Saiba Behera, Assistant Section Officer.	9300-34800	11010+4200	24032
31	Sahdev Das, Assistant Section Officer.	9300-34800	9780+4200	22088
32	Narayan Majhi, Assistant Section Officer.	9300-34800	9300+4200	21330
33	Sakuntala Tripathy, Assistant Section Officer.	9300-34800	9300+4200	21330
34	Dayahidhi Sahoo, Superintendent Lev-II	9300-34800	12220+4200	25974
35	Sikhar Pradhan, Senior Grade Stenographer	9300-34800	13060+4200	27386
36	Paul Kullu, Senior Grade Stenographer.	9300-34800	9300+4200	21330
37	Bishnu Prasad Rath, Senior Grade Stenographer	9300-34800	12490+4200	29748
38	Ch. Ranjeeta Praharaj, Librarian	9300-34800	11010+4200	24032
39	Smt. Anima Rao, Junior Grade Stenographer	5200-20200	11650+2800	23031
40	Chandi Prasad Das, Senior Grade Typist	5200-20200	11650+2800	22831
41	Manas Ranjan Jethi, Senior Grade Typist	5200-20200	10070+2400	19733
42	Madhab Chandra Sahoo, Junior Grade Typist	5200-20200	88040+2000	17157
43	Prashant Kumar Pradhan, Junior Grade Typist	5200-20200	5420+1900	11566
44	Loknath Panda, Telephone Operator	5200-20200	10260+2200	19687
45	Dula Majhi, Telephone Operator	5200-20200	10260+2200	19687
46	Bansidhar Behera, Telephone Operator	5200-20200	12440+2200	23131
47	Biswambar Pati, Treasury Sarkar	4440-14680	7600+1650	14631
48	Tidimeswar Pradhan, Head Jamadar.	4440-14680	7530+1650	14504
49	Abdul Habib, Jamadar	4440-14680	7300+1400	13746
50	T. Surya Rao, Jamadar	4440-14680	7300+1400	13746
51	Rabindra Nath Das, Daftary	4440-14680	7840+1400	14599
52	Krushna Chandra Das, Chaprasi	4440-14680	7840+1400	14599

53	Sankar Mallik, Chaprasi	4440-14680	5640+1400	11123
54	Rabindra Kumar Dash, Chaprasi	4440-14680	7570+1400	14173
55	Santosh Kumar Satapathy, Chaprasi	4440-14680	7570+1400	14173
56	Rabindra Ku. Satapathy, Chaprasi	4440-14680	7300+1400	13746
57	Rusikar Das, Chaprasi	4440-14680	7300+1400	13746
58	Nabin Chandra Majhi, Chaprasi	4440-14680	7290+1400	13730
59	Gobardhan Raul, Peon.	4440-14680	7570+1400	14173
60	Braja Bandhu Nayak, Peon.	4440-14680	7570+1400	14173
61	Debaraj Guru, Peon.	4440-14680	7300+1400	13746
62	Laxmidhar Sethi (A), Peon	4440-14680	7300+1400	13746
63	Narasingh Rath, Peon	4440-14680	7300+1400	13746
64	Chaturbhuja Mallik, Peon	4440-14680	7300+1400	13746
65	Laxmidhar Sethi (B), Peon	4440-14680	7110+1300	13286
66	Bichitrananda Satapathy, Peon.	4440-14680	7270+1300	13541
67	Bamia Singh Munduri, Peon	4440-14680	7290+1400	13730
68	Chittaranjan Behera, Peon	4440-14680	5960+1300	11471
69	Sabyasachi Dash, Peon	4440-14680	5960+1300	11471
70	Debasis Dutta, Peon	4440-14680	6070+1300	11645
71	Sk. Nizammudin, Jr. Gr Driver	5200-20200	6830+1900	13793
72	Halim Khan, Cook	4440-14680	7530+1650	14504
73	Ashok Kumar Dash, Khit	4440-14680	7280+1400	13714
74	Ramesh Kumar Moharana, Farash.	4440-14680	7300+1400	13746
75	Upendra Sethi, Dhobi Helper	4440-14680	7270+1300	13541

Governor's Household Establishment.
Staff in Position as on 01.01.2012

Sl. No	Name & Designation	Scale of Pay	Present Pay + Grade Pay	Gross Salary
1	S.N Panigrahi,OAS(SAG) Comptroller, Governor's Household	37400-67000	37400+8800	72996
2	Lt. Saurabh Ganguly, ADC to the Governor, Odisha		25750+6100	50823
3	B.C Pradhan,OPS-I ADC to the Governor, Odisha	15600-39100	21430+6600	44347
4	Manasa Ku. Moharana, Section Officer (House Keeping)	9300-34800	15104+4200	30500
5	Kailash Chandra Rout Assistant Section Officer	9300-34800	9300+4200	21330
6	Srikanta Nanda, Garage Supervisor-cum-Mech.	9300-34800	10260+4200	22847
7	Trilochan Sahoo Senior Grade Driver	5200-20200	8700+2200	17222
8	Daitari Majhi Senior Grade Driver	5200-20200	8850+2200	17459
9	Gopinath Singh Junior Grade Driver	5200-20200	8840+1900	16969
10	Bijay Kumar Ghadei Junior Grade Driver.	5200-20200	8500+1900	16432
11	Hrudananda Mohapatra, Butler-Cum-Head Cook	9300-34800	11470+4200	24759
12	Kailash Chandra Panda, Butler-Cum-Head Cook	9300-34800	11470+4200	24791
13	Ramakanta Naik, Grafter	5200-20200	7960+1900	15579
14	P.Shyama Reddy, Head Mali	4440-14680	7680+1650	14741
15	Braja Bandhu Pradhan, Transport Munshi	4440-14680	7600+1650	14885
16	B. K. Patra, Senior House Bearer	4440-14680	7840+1650	14994
17	Suresh Kumar Biswal, Addl.Tour Bearer	4440-14680	7570+1400	14173
18	Ali Mohammad, House Bearer	4440-14680	7440+1400	13967
19	P. K. Badamundi, House Bearer	4440-14680	5860+1400	11471
20	Irphan Hussain Khan, House Bearer	4440-14680	7290+1400	13730
21	Abdul Nasir Khan, Khit	4440-14680	7280+1400	13714
22	Naim Khan, Khit	4440-14680	7280+1400	13714
23	Rajib Kumar Naik,Khit	4440-14680	7280+1400	13714
24	Chanda Dei, Head Sweeper	4440-14680	7580+1400	14188
25	P. C. Biswal, Chaprasi	4440-14680	7570+1400	14173
26	Raj Kumar, House Khalasi	4440-14680	4990+1300	9938
27	A. Krishna Rao, House Khalasi	4440-14680	7270+1300	13541

28	Karia Marandi, House Khalasi	4440-14680	7270+1300	13541
29	Dasarathi Sahoo, Cook's Mate	4440-14680	7570+1400	14173
30	Banambar Mallik, Mali	4440-14680	6020+1650	12119
31	P. K. Samantaray, Mali	4440-14680	7960+1650	15184
32	Cheeta Senapathy, Mali	4440-14680	7960+1650	15184
33	.Guru Charan Barik, Mali	4440-14680	7960+1650	15184
34	.Kailash Ch. Behera, Mali	4440-14680	7960+1650	15208
35	Chitaranjan Naik, Mali	4440-14680	7460+1650	14394
36	K. N. Behera, Mali	4440-14680	7440+1400	13967
37	S. K. Patnaik, Mali	4440-14680	7440+1400	13967
38	Prahalad Barik, Mali	4440-14680	6240+1400	12071
39	Ganeswar Nayak, Mali	4440-14680	6240+1400	12511
40	Bishnu Charan Gouda, Mali	4440-14680	6240+1400	12071
41	Rabi Naik, Mali	4440-14680	6240+1400	12071
42	R. C. Gochhayat, Sweeper	4440-14680	7270+1300	13541
43	Smt. Kamala Naik, Sweepress	4440-14680	7270+1300	13541
44	Rabindranath Gochhayat, Sweeper	4440-14680	7270+1300	13541

Governor's Medical Establishment.
Staff in Position as on 01.01.2012

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	15600-39100	28590+6600	58875
2	Dr. (S) Suchitra Das, Sr. Specialist-in-Medicine	15600-39100	23350+6600	56586
3	Prakash Kumar Mohanty, Sr. Laboratory Tech.	9300-34800	14160+4200	29009
4	Jayanta Kumar Patra, Pharmacist	5200-20200	13830+2800	26305
5	Sulochana Mallik, Staff Nurse	5200-20200	13340+2800	25501
6	Sabitri Dalai, Nursing Sister	9300-34800	14160+4200	29009
7	Sarojini Kar, Health Worker (F)	5200-20200	11520+2200	21678
8	Lochana Ghadei, Dresser-cum-Attendant	4440-14680	6790+1400	12940
9	Kanhu Charan Padhan, Telephone Attendant-cum- Watchman	4440-14680	7280+1400	14224
10	Rajkishore Naik, Sweeper	4440-14680	5620+1300	12318

STAFF ENGAGED ON CONTRACTUAL BASIS & ON CONSOLIDATED REMUNERATION
AS ON 01.01.2012

Sl. No	Name & Designation	Post against which appointed	Consolidated remuneration per month
1.	Daniel Das	Head Khit	5200
2.	Lingaraj Jena	Jr. Gr. Driver	5200
3.	Saroj Kumar Parida	Jr. Gr. Driver	5200
4.	Jalamati Pradhan	Peon	4400
5.	Maikel Das	D-E-O	4000
6.	Chita Ranjan Satapathy	D-E-O	4000
7.	Satyananda Khatua	D-E-O	4000
8.	Jogamaya Mishra	Reception Clerk	3050
9.	Manas Kumar Pradhan	Transport Peon	2550
10.	Dasarathi Pahadsingh	Masalchi	2550

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

Budget under the head No.29-2012-Governor-charged for the year 2011-12

General abstract by minor heads, sub-heads and primary units	Voted charged	Budget for 2011-12 (TRs)	REVISED DED ESTIMATE 2011-12 (TRs)	Amount Surrendred 2011-12 (Trs)
1	2	3	4	

2012-Governor-03-Governor-090-Secretariat-				
0558-Governors Secretariat Estalishment-01003				
136-Pay		Charged	1,69,00	(-) 8,90
855-Arrear Pay		Charged	1	
147-Dearness Pay		Charged	1	
156-Dearness Allowance		Charged	96,33	
403-House Rent Allowance		Charged	3,00	
516-Reimbursement Cost of Medicine		Charged	3,50	
523-Other Allowances		Charged	7,00	
Total-01003-Salaries			2,78,85	
02007-Consolidated pay for Contractual			8,75	
06001- Travel Expenses		Charged	9,50	
07001-Leave Travel Concession			1,50	
08001-Office Expenses				
154- Telephone Charges		Charged	8,00	
397-Motor Vehicles		Charged	1,00	
506-Other Contingencies		Charged	8,00	
Total-08001-Office Expenses		Charged	17,00	
78118-Upgradation of Computer Facilities		Charged	2,50	
78012-Comuper Consumables		Charged	1,00	
33011-Spares and Services		Charged	50	
12001-Consulting Charges		Charged	50	
33020-Purchase of Computer & other accessories		Charged	1,00	
Total-0558			3,21,10	
Total-090-Secretariat			3,21,10	
101-Emoluments & Allowances of the Governor				
0364-Emoluments of Governor				
01003-Salaries		Charged	15,40	(+) 8,90
Total-0364-Emoluments & Allowances of Governor			15,40	

Total-101- Emoluments & Allowances of the Governor		Charged	15,40		
102-Discretionary Grant					
1644-Discretionary Grants at the disposal of Governor					
41048-Grants					
141- Discretionary Grants		Charged	3,00		
Total-41048- Grants		Charged	3,00		
Total-1644- Discretionary Grants at the disposal of Governor		charged	3,00		
Total-102-Discretionary Grants		Charged	3,00		
103-Household Establishment- 0903- Military Secretary or Aide-de-Camp Office Establishment					
136-Pay		Charged	77,91		
855-Arrear Pay		Charged	1		
147-Dearness Pay		Charged	1		
156-Dearness Allowance		Charged	44,41		
403-House Rent Allowance		Charged	50		
516-Reimbursement of Cost of medicines		Charged	54		
523-Other Allowances		Charged	3,67		
Total-01003- Salaries		Charged	1,27,05		
06001-Travel Expenses		Charged	7,00		
07001-Leave Travel Concession		Charged	50		
08001-Office Expenses		Charged			
100-Electrical maintenance		Charged	12,00	(+) 2,00	
154- Telephone Charges		Charged	3,04	(+) 96	
506-Other Contingencies		Charged	60		
Total-08001-Office Expenses		Charged	15,64		
Total-0903-Military Secretary or Aide-de-Camp Office Establishment		Charged	1,50,19		
0507-Fixtures and Furnitures					
21001-Annual Maintenance and repair of furnishing of official residence		charged	1,52	(+) 98	
21051-Renewal of furnishing of official residence		charged	99	(+) 41	
Total-0507- Fixtures and Furnitures		Charged	2,51		
0851- Maintenance and repair					

21016-Maintenance of repair of Official Residence of the Governor					
558-Repair and maintenance of Building		Charged	3,87	(+)	3
495-Maintenance of Garden		Charged	1,50	(+)	1,00
563-Repair of Electrical Installation		Charged	2,96	(+)	1,04
564-Repair of Water supply and sanitary installation		Charged	97	(+)	3
408-Improvement works		Charged	99	(+)	1
Total-21016-Maintenance and repair of Official Residence of the Governor		Charged	10,29		
Total-0851-Maintenance and Repair		Charged	10,29		
Total-103-Household Establishment		Charged	1,62,99		
104-Sumptuary Allowances					
1012-Other Expenses					
10004- Sumptuary Expenses		Charged	1,14	(+)	36
Total-1012-Other Expenses		Charged	1,14		
Total-104-Sumptuary Allowances		Charged	1,14		
105-Medical Facilities					
136-Pay		Charged	24,02		
855-Arrear Pay		Charged	1		
147-Dearness pay		Charged	1		
156-Dearness Allowance		Charged	13,69		
403-House Rent Allowance		Charged	1,00		
516-Reimbursement of Cost of medicines		Charged			
523-Other Allowances			2,31		
			41,34		
Total-01003 Salaries					
06001-Travel Expenses		Charged	40		
07001-Leave Travel Concession		Charged	20		
08001-Office Expenses					
154-Telephones Charges		Charged	25		
506-Other Contingencies		Charged	11,50		
Total-08001-Office Expenses		Charged	11,75		
Total-0895-Medical Establishment		Charged	53,69		
Total-105-Medical Facilities		Charged	53,69		
106-Entertainment Expenses					

1012-Other Expenses				
10002-Hospitality Expenses	Charged	38	(+)	37
Total-1012-Other Expenses	Charged	38		
Total-106-Entertainment Expenses	Charged	38		
107-expenditure from contract allowance				
0650-Household Charges				
08001-Office Expenses				
506-Other Contingencies	Charged	1.50	(+)	10
Total-08001-Office Expenses	Charged	1.50		
Total-0650-Household Charges	Charged	1.50		
0935-Motor Car maintenance Establishment				
08001-Office Expenses				
397-Motor vehicles	Charged	3,27	(+)	1,13
Total-08001-Office Expenses	Charged	3,27		
Total-0935-Motor Car Establishment		3,27		
Total -107-Expenditure form contract allowance	Charged	4,77		
108-Tour Expenses				
1465-Tour expenses of Governor				
18039-special train and railways fare and freight	Charged	10.00		
Total -1465-Tour expenses of Governor	Charged	10.00		
0924-miscellaneous Tour expenses				
08001-Office Expenses				
506-Other contingencies	Charged	7.14	(+)	3,86
Total -08001-Office expenses	Charged	7,14		
Total -0924-Miscellaneous Tour expenses	Charged	7,14		
Total-108-Tour expenses-	Charged	17,14		
800-other expenditure				
1012-other expenditure				
06002-Travelling expenses of new retiring Governor	Charged	50		
Total-1012-other expenses	Charged	50		
0533-Garden Establishment				
08001-office expenses				
506-other contingencies	Charged	6.50		
Toal-08001-office expenses	Charged	6,50		
0922-Miscellaneous				
30001-Purchase of motor vehicles				
800-other expenditure	Charged	7,00		
Total Governor	Charged	5,86,61		
Total-2012-President , Vice-President, Governor, Administrator of UT	Charged	5,86,61		

Annexure – I

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

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

NOTIFICATION

The 26th 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 26th 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

- (5) (e) Typist
- (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 Chaparasis 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

	Column – I	Column – II
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 equivalent³⁰

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

INFORMATION ON RIGHT TO INFORMATION ACT, 2005

First Appellate Authority	-	Shri Surendra Prasad Misra, IAS (Retd.) Special Secretary Tel No.0674-2536222
Public Information Officer	-	Shri Deboraj Mishra, OAS(SAG), Addl. Secretary Tel No.0674-2536706
Assistant Public Information Officer-		Shri Himansu Narayan Pattnaik, OAS(S) Joint Secretary Tel No.0674-2536701

Details of Sanctioned strength as on 01.01.2012

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	Com.-cum-Secy. to Governor	37400-67000	10,000	1		1	
2	Dy Secretary to Governor.	15600-39100	6,600	1	Joint Secretary	1	
3	Personal Secretary to Governor	15600-39100	6,600	1	Spl. Secretary	1	
4	Comptroller, Household	15600-39100	6,600	1	Add. Secretary (Rs.37,000-67,000)	1	
5	Aide-de-Camp to the Governor	15600-39100	6,600	1		1	
6	Aide-de-Camp to the Governor	15600-39100		1		1	
7	Under Secy. to the Governor	9300-34800	5,400	1	Add. Secretary (Rs.37,000-67,000)	1	
	Under Secy. to the Governor	9300-34800	5,400	1		1	
	Under Secy. to the Governor	9300-34800	5,400	1			
8	P.S.to Governor	9300-34800	4,600	1	OSD	1	
9	P. S. to the C.S.G.	9300-34800	4,600	1		1	
10	P.R.O. to the Governor	9300-34800	4,600	1		1	
11	Senior Specialist in Medicine	15600-39100	6,600	1		1	
12	Specialist in Medicine	15600-39100	6,600	1		1	
13	Desk Officer	9300-34800	4,600	1		1	
	Desk Officer	9300-34800	4,600	1		1	
14	Section Officer	9300-34800	4,200	1		1	
	Section Officer	9300-34800	4,200	1		1	
	Section Officer	9300-34800	4,200	1		1	
15	P.A. to Governor	9300-34800	4,200	1		1	
16	P. A. to CSG	9300-34800	4,200	1		1	
17	Asst. Section Officer	9300-34800	4,200	26		16	10
18	Superintendent, Level-II	9300-34800	4,200	2		1	1
19	House Keeping Assistant	9300-34800	4,200	1	Upgraded to S.O.(H.K.)	1	
20	Senior Grade Stenographer	9300-34800	4,200	5		3	2
21	Senior Grade Typist	5200-20200		4		2	2

			2,800				
22	Junior Grade Stenographer	5200-20200	2,800	2		1	1
23	Junior Grade Typist	5200-20200	2,000	2		2	
24	Press Cutting Assistant	5200-20200	1,900	1	Upgraded to post of Librarian	1	
25	Telephone Operator	5200-20200	2,200	3		3	
26	Junior Recorder	5200-20200	1,900	1		-	1
27	Treasury Sarkar	4440-7440	1,650	1		1	
28	Head Jamadar	4440-7440	1,650	1		1	
29	Garage Supervisor	9300-34800	4,200	1		1	
30	Grade-I Driver	5200-20200	2,200	3		3	
31	Grade-II Driver	5200-20200	1,900	2		2	
32	Senior Laboratory Technician	9300-34800	4,200	1		1	
33	Nursing Sister	9300-34800	4,200	1		1	
34	Staff Nurse	5200-20200	2,800	1		1	
35	Pharmacist	5200-20200	2,800	1		1	
36	Health Worker(F)	5200-20200	2,200	1		1	
37	Transport Mushi	4440-7440	1,650	1		1	
38	Jamadar	4440-7440	1,400	2		2	
39	Daftry	4440-7440	1,400	1		1	
40	Chaprasi	4440-7440	1,300	12		8	4
41	Peon	4440-7440	1,300	16		12	4
42	Buttler-cum-Headcook	9300-34800	4,200	2		2	
43	Cook	4440-7440	1,400	2		1	1
44	Khit	4440-7440	1,400	4		4	
45	Grafter	5200-20200	1,900	1	Upgraded post of one head Mali	1	
46	Head Mali	4440-7440	1,650	1		1	
47	Mali	4440-7440	1,400	17		12	5
48	Masalchi	4440-7440	1,300	3		3	
49	Farash	4440-7440	1,300	1		1	
50	Head Sweeper	4440-7440	1,400	1		1	

51	Sweeper	4440-7440	1,300	8		4	4
52	Dhobi Sarcar	4440-7440	1,400	1		1	
53	Dhobi Helper	4440-7440	1,300	1		1	
54	Dresser-cum-Attendant	4440-7440	1,650	1	Attendant on deputation	1	
55	Telephone Attendant	4440-7440	1,300	1		0	1
56	T.A-cum-Watchman	4440-7440	1,300	1		1	
57	Head Khit	5200-20200	1,900	1	On contractual appointment	1	
58	Market Attendant	4440-7440	1,300	1		0	
59	Sr. House Bearer	4440-7440	1,400	1		1	
60	Bearer	4440-7440	1,400	2		2	
61	Tour Bearer	4440-7440	1,400	1		1	
62	Additional Tour Bearer	4440-7440	1,400	1		1	
63	Transport Peon	4440-7440	1,300	2		-	2
64	House Khalasi	4440-7440	1,300	3		3	
65	Kitchen Boy	4440-7440	1,300	1		-	1
66	Cooks Mate	4440-7440	1,300	1		1	
67	Cleaner	4440-7440	1,300	2		-	2
68	Hotwaterman	4440-7440	1,300	1		-	1
69	Maid Servant	4440-7440	1,300	1		-	1
70	Assistant Transport Munshi	4440-7440	1,400	1		-	1
Total				177		131	46
CONTRACTUAL ENGAGEMENT							
1	Jr.Gr.Driver {Contractual}	consolidated	5,200	2			
2	Telephone Operator {Contractual }	consolidated	5,200	1			
3	Peon {Contractual}	consolidated	4,400	1			
CONTRACTUAL ENGAGEMENT THROUGH SERVICE PORVIDER							
1	Data Entry Operator	consolidated	4,000	3			
2	Reception Clerk	consolidated	3,050	1			
3	Transport Peon	consolidated	2,550	1			
4	Masalchi	consolidated	2,550	1			