

Introduction

MANUAL-1

Particulars of Organization, Functions & Duties

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

Governor's Secretariat came in to being in accordance with the provisions of Section 305 of the Government of India Act, 1935. Subsequently, it was governed by the above provision read with sub-clause (a) of clause (3) of Article 202 of the Constitution of India.

Governor's Secretariat, Odisha is functioning at Raj Bhavan, Bhubaneswar. The Odisha Governor's Secretariat (Recruitment) Rules, 1974 and Amendment Rules, 2012 regulate the method of recruitment and conditions of service of persons appointed to the Governor's Secretariat. The service conditions of the staff who are bona-fide Government servants of State Government are regulated by the General Rules regulating the employees of the State Government viz. Odisha Civil Services (CCA) Rules, Odisha Traveling Allowance Rules, Odisha General Provident Fund Rules and so on. Accordingly, the duties and responsibilities are performed by the employees of Governor's Secretariat in accordance with the stipulation outlined in Odisha Secretariat Instructions.

Secretary to Governor, Odisha is the Appointing, Controlling and Disciplinary Authority in respect of the employees of the Governor's Secretariat, Odisha. He is assisted by Additional Secretary to Governor, Comptroller, Governor's Household, Under Secretaries, Desk Officers, Section Officers and Assistant Section Officers. All the above staff are accountable to their higher authorities and Secretary to the Governor. Comptroller, Governor's Household and Additional Secretary to Governor are the Officers from OAS cadre working in Governor's Secretariat being requisitioned from Government of Odisha.

The powers and duties discharged by the officers and staff are as per the Governor's Emoluments, Allowances and Privileges Rules framed by Government of India and Rules framed by Government of Odisha from time to time.

As per Government Rules and Guidelines, action is initiated at the level of Assistant Section Officers, which are duly scrutinized by the Section Officer/ Desk Officers and placed before Under Secretary/ Additional Secretary/ Comptroller, Governor's Household/ Additional Secretary to Chancellor/ Principal Secretary to Governor/ Hon'ble Governor as the case may be for final decision.

This Secretariat maintains records as per the provisions of Odisha Record Manual, 1964 and executive instructions issued by the Government in this regard from time to time.

The representations/ grievance petition and memorandums of the public submitted to the Governor are disposed off in accordance with the Book Circular No. 24, No. 25 and No. 27 issued by Government in Home Department.

All important information relating to the Governor's Secretariat, Odisha are available for information of public in Raj Bhavan website www.rajbhavanodisha.gov.in.

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 PM. Moreover, roster arrangement works after 5.30 PM till the completion of the printing of daily engagement of Hon'ble Governor, Odisha. Besides, the office also functions till 1.30 PM on all Government holidays with regular roster arrangements.

The Legislative, Executive and other Constitutional responsibilities of the Governor are discharged as per the Instructions regarding the Business of the Government made under Article-166 of the Constitution of India which prescribes that the cases required to be submitted to the Hon'ble 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 KushtNivaranSangh, 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) RajyaSainik Board, Odisha,Bhubaneswar
- (vi) St. John Ambulance, Odisha State Centre,Bhubaneswar

The files of the above organizations are submitted to the Governor through the Honorary Secretary/ Secretary of the organization concerned.

Governor's Secretariat, Odisha

Officers and Ministerial Staff in Position

Shri Pramod Kumar Meherda, IAS, Commissioner- Secretary to the Governor, Odisha.

Sl No.	Section	Branch Officer	Section Officer	Staff
1	2	3	4	5
1	Secretary to the Governor's Office	Dr. Pramod Kumar Meherda, IAS, Commissioner-cum-Secretary to the Governor		P. K. Rout, Senior Private Secretary S. Khatua, DEO G. K. Panda PS (LR)
2	Personal Secretary to the Governor's Office	Shri Himanshu Narayan Patnaik, OAS, Personal Secretary to the Governor		P.K. Dey, Sr. Prl. Pvt. Secretary B. K. Singha, Pvt. Secretary S. Behera, ASO
3	Higher Education Section	Shri Chittaranjan Mohanty, IAS, Additional Secretary to the Governor / Chancellor	G. Senapati, DO R. Mohanty, SO	B.P. Rath, PS P. Mishra, ASO Ms. VarshaHaibru, ASO Sunil Lakra, ASO
4	Household Section	Shri Gauttam Choudhury, OAS, Comptroller	M.K. Moharana, SO (Housekeeping)	B. Chhotray, SO N. Majhi, SO C. Satapathy, DEO
5	Establishment Section / Confidential Section / Reception / Diary & Records	Shri Veda Bandhu Mishra, OAS, Joint Secretary to the Governor	R. C. Majhi, SO	B. K. Patro, OSD S. Das, ASO, S. K. Naik, ASO Mrs. M.K. Maharana, ASO M.C. Sahoo, ASO P. M. Biswal, OSD M. K. Mohanty, Reception Clerk Mamata Mayee Mallick, DEO
6	Petition Section / Issue Section	Shri Raghunath Majhi, Under Secretary to the Governor Smt. S. P. Shukla Under Secretary to the Governor		Mrs. M. Mahanandia, ASO C.P. Das, Suptd. Lev-II M.R. Jehti, Suptd. Lev.II P. K. Pradhan, Sr. Typist Maikel Das, DEO
7	Tour & Engagement Section	Lt B Anuragh Iyer, IN ADC to the Governor Shri Kailash Nath Nayak ADC to the Governor	D.S. Dash, OSD	B. K. Jani, ASO
8	Accounts Section (Bill, Budget, Audit)	Shri Banamali Nayak, DO & DDO	A. Saheed, DO G.R. Mishra, SO	
9	Coordination Section (D.G.) / telephone / Library / Raj Bhavan Press / Raj Bhavan EPABX	Shri Harekrushna Behera, OSD	B. Mohanty, SO	Prakash Chandra Sahoo, ASO B. K. Jani, ASO C. R. Praharaj, Librarian Smt. A. Rao, Sr. Gr. Stenographer L. Panda, T.O D. Majhi, T.O D. Dutta, T.O G. Barik, T.A.
10	Public Relations Section	Shri Rakshak Kumar Nayak, OIS, PRO-I Shri Sangram Deobhanj, OIS, PRO-II		S. Pradhan, Pvt. Secretary Ms. M. Mahanandia, ASO

11	Raj Bhavan Staff Dispensary	Dr. Krutibas Parida, Sr. Spl. in Medicine Dr. (Mrs.) Suchitra Das, Sr. Spl. in Medicine		P. K. Mohanty, Pharmacist Mrs. Swayamsidha Sahu, Staff Nurse Mrs. Laxmi Priya Sahoo, Staff Nurse Mrs. S. Pradhani, MPH (F) Debi Prasad Sahoo, Lab Technician
12	RTI Section	Shri Rakshak Kumar Nayak, PRO and PIO		P. Mishra, ASO
13	Garden Section	Shri Basant Kumar Parhi, ADH		

MANUAL – 2
Power & Duties of Officers & Employees
[Section-4(1)(b)(ii)]

Sl No.		
1	Name Designation Powers & Duties	Dr. Pramod Kumar Meherda, IAS Commissioner-cum- Secretary to the Governor Appointing Authority, Controlling Authority & Disciplinary Authority of the employees of Governor's Secretariat. Exercises the powers of Department of Government in all matters relating to the Governor's Secretariat.
2	Name Designation Powers & Duties	Shri Himansu Narayan Patnaik, OAS (Retd.) Personal Secretary to the Governor Preparation of monthly report. Follow up action on the memoranda / representations / petitions submitted to Hon'ble Governor by any delegation. Demi-Official correspondence of Hon'ble Governor. Background notes and speech materials, message and tour notes of the Hon'ble Governor-to be assisted by Public Relations Officers. Any other matter as and when assigned by Principal Secretary and Hon'ble Governor. Matters relating to constitutional appointments. Government files relating to Statutes, Law and ordinance and other Government files requiring Governor's assent/approval. Files endorsed by Principal Secretary requiring orders of Hon'ble Governor.
3	Name Designation Powers & Duties	Shri Chitaranjan Mohanty, IAS Additional Secretary to the Governor / Chancellor, Odisha Higher Education (University matters) Any other matter as and when assigned by Principal Secretary & Hon'ble Governor. 1 st Appellate Authority under RTI Act-2005.
4	Name Designation Powers & Duties	Shri Gauttam Choudhury, OAS Comptroller, Governor's Household All matters relating to Hon'ble Governor's Household including Raj Bhavan, Puri Garden matters Engineering Works (PWD, PHD, GED), Raj Bhavan, Bhubaneswar and Puri. Sanction of expenditure up to Rs. 10,000/- Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.
5	Name Designation Powers & Duties	Shri Veda Bandhu Mishra, OAS Joint Secretary to the Governor All Establishment matters. Confidential matters as assigned by Principal Secretary & Hon'ble Governor. Matter relating to Indian Red Cross Society, Hind Kusht Nivaran Sangha, Rajya Sainik Board, St. John Ambulance Association, Bharat Scouts & Guides, etc. to which Hon'ble Governor of Odisha is associated as the State level bodies. Reception Office / Office Record Room. Sanction of expenditure up to Rs. 10,000/- and sanction of GPF up to 50%, Annual Increment, leave up to 30 days of Group- B, C & D employees. Any other matter as and when assigned by Principal Secretary & Hon'ble Governor.
6	Name	Shri Inderjit Khurana

	Designation Powers & Duties	Officer on Special Duty Duties as assigned by Hon'ble Governor.
7	Name Designation Powers & Duties	Lt.B. Anuragh Iyer,IN ADC to the Governor All matters relating to security of Hon'ble Governor of Odisha in Raj Bhavan premises and Raj Bhavan Staff Colony both Bhubaneswar and Puri. Tour & Engagements of Hon'ble Governor of Odisha. Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor. Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.
8	Name Designation Powers & Duties	Shri Kailash Nath Nayak, OAPS ADC(P) to the Governor Tour & Engagements of Hon'ble Governor of Odisha. Management, Maintenance and deployment of Raj Bhavan vehicles including carcade of Hon'ble Governor. Any other matter as and when assigned by Principal Secretary and Hon'ble Governor.
9	Name Designation Powers & Duties	Shri Raghunath Majhi, Under Secretary to the Governor Smt. S.P.Shukla, Under Secretary to the Governor Petitions, Memorandum etc., Issue and Dispatch Branch, Evening Roster arrangement.
10	Name Designation Powers & Duties	Shri Harekrushna Behera, OSD Raj Bhavan Staff Dispensary, Raj Bhavan Library, Computers and Net-working in Raj Bhavan / Raj Bhavan website. Telephones and EPABX system, Raj Bhavan Press, Discretionary Grant, Audit Report and Compliance of Audit Reports.
11	Name Designation Powers & Duties	Shri Banamali Nayak, DO & DDO Accounts, Bill & Budget, Drawing & Disbursing Officer, Audit Report, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.
12	Name Designation Powers & Duties	Shri Rakshak Kumar Nayak, OIS-I, PRO-I to the Governor Public Relations of Hon'ble Governor of Odisha, Message of Hon'ble Governor of Odisha. Draft Speeches of Hon'ble Governor of Odisha. (PROs shall report to Personal Secretary in the matter of Messages and Speeches) Press Clippings, Official Directory, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.
13	Name Designation Powers & Duties	Shri Sangram Deobhanj, PRO-II to the Governor Public Relations of Hon'ble Governor of Odisha, Message of Hon'ble Governor of Odisha. Draft Speeches of Hon'ble Governor of Odisha. (PROs shall report to Personal Secretary in the matter of Messages and Speeches) Press Clippings, Official Directory, Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.
14	Name Designation Powers & Duties	Dr. Krutibas Parida, Sr. Specialist in Medicine (Retd.) Personal Physician of Hon'ble Governor of Odisha. Attend Out-door patients in Raj Bhavan Staff Dispensary. Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.
15	Name Designation Powers & Duties	Dr. (Mrs.) Suchitra Das, Sr. Specialist in Medicine, Personal Physician of Hon'ble Governor of Odisha. Attend Out-door patients in Raj Bhavan Staff Dispensary. Any other matter as and when assigned by Principal Secretary to Governor & Hon'ble Governor, Odisha.

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 matter, Organizations with which Governor is associated as Head of the State.
5	Raj Bhavan Garage	Maintenance and development of vehicles of Raj Bhavan
6	Coordination Section	Discretionary Grant of Governor, Raj Bhavan EPABX, Telephone / Raj Bhavan Staff Dispensary
7	Raj Bhavan Staff Dispensary	Medical facility to Governor, Raj Bhavan employees and General Public
8	Public Relations Section	Messages, Speeches of Governor, Official Telephone Directory, Coordination 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 & Dispatch of Official letters
11	Household Section	Upkeep and maintenance of Raj Bhavan, Hospitality to visiting Guests / State Guests, Organizations of AT-HOME functions.
12	Tour & Engagement	Fixing of appointment with Governor, Tour Programme of Governor inside and outside State, Coordination of district visits
13	Raj Bhavan Garden	Maintenance of Raj Bhavan Garden at Bhubaneswar and Puri.
14	Raj Bhavan Maintenance	Maintenance of buildings, sanitation and Electrification of Raj Bhavan estate at Bhubaneswar and Puri.
15	Raj Bhavan Security	Management of Security of Raj Bhavan, Bhubaneswar and Puri
16	RTI Section	RTI matters.

MANUAL-3

Procedure Followed in Decision Making Process

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

- What are the documented Procedures/ laid down Procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

As per Government Rules and Guidelines, action is initiated at the level of Assistant Section Officers, which are duly scrutinized by the Section Officer / Desk Officers and placed before Under Secretary/Additional Secretary/Comptroller, Governor's Household/Additional Secretary to Chancellor/ Principal Secretary to Governor/Hon'ble Governor as the case may be for final decision.

MANUAL-4**Norms for Discharge of Functions**

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

MANUAL-5**Rules, Regulations, Instructions, Manuals & Records for****Discharging Functions**

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

Sl. No.	Name/ Title of the Document	Type of Documents	Brief write up of the documents	From where one can get a copy of Rules, Regulations, Instructions, Manual and Records	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, Regulations, Instructions, Manual and Records (if any)
1	2	3	4	5	6	7
(f)	Governor's Emolument (Allowances and Privileges) Rules, 1987					
(g)	Odisha Governor Secretariat Services (Recruitment Rules), 1974 & Amendment Rules, 2012					
(h)	Odisha Universities Acts and Statutes					

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 Odisha;
- (c) 'Government' means the Government of Odisha;
- (d) 'Service' means the Odisha 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 not 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 80 w.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 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 22nd December, 2012
GE/1-1/2012

In exercise of the powers conferred by the proviso to Articles 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules further to amend the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, namely:—

1. (1) These rules may be called the Odisha Governor's Secretariat Service (Recruitment) Amendment Rules, 2012.

(2) They shall come into force on the date of their publication in the Odisha Gazettee.

2. In the Odisha Governor's Secretariat Service (Recruitment) Rules, 1974, (hereinafter referred to as the said rules),— in rule 2, the following clauses shall be inserted, namely:—

- (f) "Commission" means the Odisha Public Service Commission;
- (g) "Ex-Servicemen" means a person as defined in the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (h) "Persons with Disabilities" means a person who has been granted a disability certificate by competent authority as per the provisions of rule 4 of the Persons with Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2003.
- (i) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified by the President of India from time to time under Article 341 and 342 of the Constitution of India, respectively.
- (j) "Socially Educationally Backward Classes" means the Socially and Educationally Backward Classes of citizens other than the scheduled castes and scheduled tribes as may be defined by the State Government from time to time in the list under the Odisha State Commission for Backward Classes Act, 1993.
- (k) "Sportsmen" means persons who have been issued with identity card as sportsmen by the Director, Sports as per the Resolution

No.24808/Gen. dated the 18th November 1985 of General Administration Department.

3. In the said rules, rule 3 Shall be substituted by the following rule, namely:—
“3. Constitutions of service: — The service shall consists of the following categories of posts;namely:—

- (i) Group A- (a) Deputy Secretary
Under Secretary
Senior Private Secretary
- (ii) Group B- (1) (a) Desk Officer,
(b) Private Secretary
- (iii) Group C- (a) Section Officer,
(b) Assistant Section Officer, which includes
Despatcher & Diarist.
(c) Superintendent Level-II
(d) Senior Grade Typist
(e) Junior Grade Typist
(f) Personal Assistant
(g) Senior Grade Stenographer
(h) Junior Grade Stenographer
(i) Head Jamadar
(j) House Keeping Assistant
(k) Librarian
(l) Telephone Operator
(m) Junior Grade Recorder
(n) Treasury Sarkar
(o) Garage Supervisor-cum-Mechanic
(p) Senior Grade Driver
(q) Junior Grade Driver
(r) Buttlar-cum-Head Cook

(s) Head Khit
(t) Transport Munsif
(u) Dresser-cum-attendant
(v) Graftor
(w) Head Mali

- (iv) Group D-
- (a) Jamadar
 - (b) Chaparasis
 - (c) Peons
 - (d) Daftary
 - (e) Market Attendant
 - (f) Assistant Transport Munsiff
 - (g) Transport Peon
 - (h) Telephone Attendant
 - (i) Watchman
 - (j) Farash
 - (k) Head Sweeper
 - (l) Sweeper
 - (m) Mali
 - (n) Cook
 - (o) Cook's Mate
 - (p) Kitchen Boy
 - (q) Khit
 - (r) Senior House Bearer
 - (s) Tour Bearer
 - (t) Additional Tour Bearer
 - (u) House Bearer
 - (v) Masalchi
 - (w) House Khalasi
 - (x) Maid Servant
 - (y) Hot Waterman
 - (z) Dhobi Sarkar

4. In the said rules, in rule 5,

(i) for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) Recruitment to the posts under Group D category shall be made by direct recruitment in accordance with sub-rule (6) of rule 8”,
and

2. for sub-rule (2), the following sub-rule shall be substituted,
namely:— “(2) Recruitment to the posts under Group-C category shall be made—

(a) By direct recruitment in accordance with rule 8; and

(b) by promotion of Group-D employees by following limited Departmental examination”.

5. In the said rules, rule 6 shall be substituted by the following rule, namely:—

“6. Eligibility criteria for Direct Recruitment—In order to be eligible for direct recruitment, a candidate must satisfy the following conditions:—

(a) Nationality: He must be a citizen of India.

Age Limits: He must have attained the age of 18 (eighteen) years and must not be above the age of 32 (thirty two) years.

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 11 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for the respective categories.

(b) Knowledge in Odiya : He must be able to read, write and speak Odiya’ and have—

(i) Passed Middle School examination with Odiya as a language subject; or

(ii) Passed Matriculation or equivalent examination with Odiya as medium of examination in non-language subject; or

(iii) Passed in Odiya as language subject in the final examination of Class VII or above; or

(iv) Passed a test in Odiya in Middle English School Standard conducted by the School & Mass Education Department.

(d) Marital Status: if married, he must not have more than one spouse living:

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law or custom applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

(e) Physical Fitness: He must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties in the service. He, who after such medical examination as the

Government may prescribe, is not found to satisfy these requirements shall not be appointed to the service.”

6. In the said rules, in rule 7, the sub-rules (1), (2) and (3) shall be deleted.

7. In the said rules, rule 8 shall be substituted, by the following rule, namely:—

“8. Selection by direct recruitment– 1. (a) The Governor’s Secretariat shall communicate the total number of vacancies i.e the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Assistant Section Officer by the end of the month of December of the succeeding year to be filled up by direct recruitment to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories.

The Home Department shall, on receipt of the vacancies from the Governor’s Secretariat, communicate the same along with their vacancies in the Grade of Assistant Section Officer to the Commission for recruitment of suitable candidates.

(b) The Commission shall prepare a separate list containing successful candidates equal to the number of vacancies for their appointment in the Governor’s Secretariat.

(2) (a) In order to consider the cases of promotion of eligible Group ‘C’ and Group ‘D’ employees for promotion / selection to the post of Assistant Section Officer, the Governor Secretariat shall constitute a Selection Committee under rule 13 as follows:—

(b) The Selection Committee shall consist of the members as nominated by the Secretary to the Governor from among the following officers of the Governor Secretariat. The senior most officer shall be nominated as the Chairman of the Committee.

- | | |
|---|---|
| 1. Personal Secretary to the Governor | - |
| 2. Joint Secretary to the Governor | - |
| 3. Comptroller of Governor’s Household | - |
| 4. Representative of S.T & S.C Development Department | - |
| 5. Joint Secretary / Deputy Secretary/
Under Secretary to the Governor | |

Charge of Establishment

- Member Convener

3 (a) Selection by induction shall be from among the Senior Grade Typists, Junior Grade Recorder:—

Not more than one post out of the sanctioned strength in the cadre of ASO shall be filled up by promotion / selection from among the eligible Senior Grade Typist and Junior Grade Recorder:

Provided that, they must have rendered at least ten years of continuous service inclusive of at least three years in the respective rank and passes minimum bachelor's Degree in any discipline with adequate knowledge in computer application.

(b) Selection by induction from among the Group-D employees:

Not more than 10% of the total posts in the cadre out of the sanctioned strength in the cadre of Assistant Section Officer shall be filled up by way of promotion from among the eligible Group-D employee who qualify the Limited Departmental

Examination conducted by the Committee. In case of single vacancy arising in a Calendar year the same shall be filled up from among the eligible employees of Group-D category and the subsequent vacancies in the sequence shall also be filled up until the total number of three posts on promotion from the Group-D category is filled up. In case of non-availability or non-qualifying the prescribed test by the Group-D category of employees for promotion to the post of Assistant Section Officer, the same shall be filled up by direct recruitment as per sub-rule(1):

Provided that they have got the minimum required educational and technical qualifications prescribed for the respective Group-C post and are otherwise suitable for such posts and they have put in at least ten years of continuous service in that post.

(4) For appointment to the post of House Keeping Assistant, a person must be a graduate in any discipline and possess qualification of Post Graduate Diploma in Hotel Management from a recognized University /Institution.

(5) The Governor's Secretariat shall communicate the total number of vacancies i.e., the existing vacancies, if any, and the anticipated vacancies likely to arise in the Grade of Junior Stenographer and Junior Data Entry Operator by the end of the month of December of the succeeding year to be filled up by direct recruitment

to the Home Department in the first week of November indicating the number of posts to be reserved for candidates belonging to different reserved categories. Home Department shall, on receipt of the vacancies, go for recruitment for selection of suitable candidates as per their prevailing rules and sponsor a list for appointment in Governor Secretariat.

(6) Whenever any vacancy occurs in Group-D category of posts, the same shall be filled up by obtaining list of suitable candidates from the local employment exchange, who have registered themselves in the employment exchange.

(a) The selection for appointment to such posts shall be made by a selection Committee consisting of the officers to be nominated by the Secretary to the Governor.

(b) The Selection Committee may hold a written test or a viva voice test or both as it deems 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

Sl.No.	Column I	Column II
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 III	Senior Grade Typist
10.	Senior Grade Typist	Junior Grade Typist
11.	Junior Grade Recorder	Group D

12.	TelephoneOperator (Through direct recruitment/ Promotion)	Group D
13.	HeadKhit	Khit
14.	Head Mali/Grafter	Mali
15.	TreasurySarkar	Peon/Chaparasi
16.	HeadJamadar	Jamadar
17.	Jamadar	Peon/Chaparasi/Watchman
18.	Daftary	Peon/Chaparasi/Farash
19.	GarageSupervisor-cum-Mechanic	Senior GradeDriver
20.	SeniorGradeDriver	Junior GradeDriver
21.	JuniorGradeDriver (by promotion or bydirect recruitment)	Cleaner
22.	HeadSweeper	Sweeper
23.	Cook (By promotion orbydirect recruitment)	Cook's Mate
24.	DhobiSarkar	DhobiHelper
25.	HouseBearer	By way of promotion /selection
26.	AssistantTransportMunsi	From among eligible Group Employees.
27.	Khit	From among eligible Group Employees.
28.	TransportMunsi	From among eligible Group Employees.
29.	MarketAttendant	From among eligible Group D employees.

9. In the said rules, in rule 10, for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) A person shall have to satisfy the following conditions to be eligible for promotion to the post of Section Officer, Junior Grade Recorder and Telephone Operator, namely:—

- (a) In case of promotion to the post of Section officer, an Assistant Section Officer must have passed the State Secretariat Training Examination/Accounts Training Examination.
- (b) In case of promotion to the post of Junior Grade Recorder from among the Group-D employees, the candidates shall possess a Bachelor's Degree in any discipline from a recognized University/

Institution and must have rendered a minimum of ten years of continuous service as such.

- (c) In case of promotion to the post of Telephone Operator from among the Group-D employees, the candidates shall possess a Bachelor's Degree in any discipline from a recognized University / Institution and must have rendered a minimum of ten years of continuous service as such and shall have fluency in speaking Odiya, Hindi and English".

10. In the said rules, in rule 10, for sub-rule (2), the following sub-rule shall be substituted, namely:—

“(2) (a) The committee shall meet at least once in a year preferably in the month of January to prepare lists of employees suitable for promotion to different ranks taking into account the existing vacancies, if any, and the anticipated vacancies of the year.

(b) The Committee while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of—

- (i) The Odisha Civil Services (Zone of Consideration for promotion) Rules, 1988,
- (ii) The Odisha Civil Services (Criteria for Promotion) Rules, 1992,
- (iii) The Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003, and
- (iv) The Odisha Reservation of vacancies in posts and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under, in any other law / rule in force in the relevant time.

11. In the said rules, rule 11 shall be substituted, by the following rule, namely:— “11. Reservations—Notwithstanding anything contained in these rules reservation of posts or vacancies as the case may be, for—

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and

Scheduled Tribes) Act, 1975 and the rules made there under or any other law or rule in force in the relevant time; and

(b) SEBC, Women, Sportsmen, Ex-servicemen and physically Handicapped Persons shall be made in accordance with the provisions made under such Acts, rules, orders or instructions issued in this behalf by the Government from time to time”.

12. In the said rules, rule 14 shall be substituted, by the following rule, namely:—

“14. Residuary matters—All other matters regulating conditions of service not specifically covered by these rules shall be governed by the rules, orders, circulars and instructions issued by the Government from time to time for their employees in the Departments of Government in respect of the employees holding corresponding posts in Governor’s Secretariat”.

13. In the said rules, rule 16 shall be substituted, by the following rule, namely:— “16. if any question arises relating to the interpretation of these rules, the same shall be referred to the Government, whose decision thereon shall be final”.

By Order of the Governor

Sd/-

G. MATHI VATHANAN

Commissioner-cum-Secretary to Government

There are 20 state Universities exists in the state of Odisha under administrative control of various Departments and Hon'ble Governor is the Ex-Officio Chancellor of these Universities

A. List of Universities under Administrative control of Department of Higher Education.

SI No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
1	UtkalUniversity, Bhubaneswar	1943(incorporated vide Orissa Act 20 of 1966)	Orissa Universities Act,1989 & Orissa Universities First Statutes,1990
2	Berhampur University, Berhampur	1967(Established by Orissa Act 21 of 1966)	-Do-
3	Sambalpur University,Sambalpur	1967(Established by Orissa Act 22 of 1966)	-Do-
4	Shri Jagannath Sanskrit Viswavidyalaya,Puri	1981(Established by Orissa Act 31 of 1981)	-Do-
5	North Orissa University,Baripada	13.07.1998 (Established by Notification No.32930/HE Dated:13.07.1988 of HE Deptt.)	-Do-
6	Fakir Mohan University, Balasore	11.07.1999(Established vide Notification No.31369-I/HE Dated:03.07.1999 of HE Deptt.	-Do-
7	RavenshawUniversity,C uttack	2006(Established by Orissa Act 8 of 2005)	Ravenshaw University Act,2005 No separate Statutes formed. Day to day business are being managed by following provisions of Orissa Universities First Statutes,1990 as per orders of Govt.
8	Rama Devi Women's University, Bhubaneswar	30.05.2015 (Established vide Notification No.11605/HE Dated:30.05.2015 of HE Deptt.)	Orissa Universities Act,1989 & Orissa Universities First Statutes,1990

9	Khallikote (Cluster) University, Berhampur	30.05.2015 (Established vide Notification No.11612/HE Dated:30.05.2015 of HE Deptt.)	-Do-
10	GangadharMeher University, Sambalpur	30.05.2015 (Established vide Notification No.11618 Dated:30.05.2015 of HE Deptt.)	-Do-
11	Odisha State Open University,Sambalpur	10.06.2015 (Established by Odisha Act 5 of 2015)	Odisha State Open University Act,2014
12	Odia University	1918	
13	KalahandiUniversity,Bha wanipatna	Established by altering the territorial jurisdiction of Sambalpur University vide Notification No.5789/HE dated:06.03.2019 of Deptt of Higher Education	Orissa Universities Act,1989& Orissa Universities First Statute,1990.
14	RajendraUniversity, Bolangir	Established by altering the territorial jurisdiction of Sambalpur University vide Notification No.5676/HE dated:02.03.2019 of Deptt of Higher Education	Orissa Universities Act,1989& Orissa Universities First Statute,1990.

B.UniversityUnder Administrative control of Agriculture & Farmer's Empowerment Department.

Sl No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
15	Orissa University of Agriculture & Technology, Odisha, Bhubaneswar.	1962 (Established by Odisha Act 17 of 1965)	Orissa University of Agriculture & Technology Act,1965 Orissa University of Agriculture & Technology Statutes,1966

C.Universities under Administrative control of Skill Development & Technical Education Department.

SI No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
16	BijuPatnaik University of Technology,Rourkela	2002 (Established by Orissa Act 9 of 2002)	BijuPatnaik University of Technology Act,2002&BijuPatnaik University of Technology First Statutes, 2006.
17	Veer SurendraSai University of TechnologyBurla	2009 (Established by Orissa Act 9 of 2002)	Veer SurendraSai University of Technology Act,2008 & Veer SurendraSai University of Technology First Statutes,2010

D.UniversityUnder Administrative control of Culture Department

SI No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
18	Utkal University of Culture,Bhubaneswar	1999 (Established by Orissa Act 9 of 1999)	Utkal University of Culture Act,1999 &Utkal University of Culture First Statutes,2001

E.UniversityUnder Administrative control of Electronics & Information Technology Department

SI No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
19	The International Institute of Information Technology,Bhubaneswar	20.01.2014 (Established by Orissa Act 25 of 2013)	The International Institute of Information Technology (IIIT) Act,2013.

F.UniversityUnder Administrative control of Health & Family Welfare Department

SI No.	Name of the University	Date/Year of Establishment	Provisions of Acts/Statutes
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20	Veer SurendraSai Institute of Medical Sciences & Research, Burla (VIMSAR)	Came into force w.e.f 01.01.2015. Established by the Veer SurendraSai Institute of Medical Sciences & Research Act,2014 (Odisha Act 6 of 2014)	Veer SurendraSai Institute of Medical Sciences & Research 2014 & Veer SurendraSai Institute of Medical Sciences & Research First Statute,2016.
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G.List of self-financed private Universities established in the state wherein Hon'ble Governor is the Chancellor/ Visitor of these Univerities.

SI No.	Name of the University	Year/Date of Establishment	Provision of Act/ Statutes	Position of Governor
20	Centurion University	2010 (Established by the Centurion University of Technology and Management Orissa Act,2010) (Orissa Act 4 of 2010)	The Centurion University of Technology & Management,Orissa Act,2010	Visitor
21	Xavier University	2013 (Established by Xavier University, Odisha Act,2013) (Odisha Act 17 of 2013)	The Xavier University Act,2013	Visitor
22	Institute of Chartered Financial Analyst of India University, Bhubaneswar	The Institute of Chartered Financial Analyst of India University Act,2009 (Orissa Act 5 of 2010)	The Institute of Chartered Financial Analyst of India University Act,2009	Visitor
23	Birla Global University	Established by the Birla Global University, Odisha Act,2015(Odisha Act 1 of 2016)	Birla Global University Act,2015	Chancellor

In respect of all the above Universities except two Universities i.e. Xavier University and Centurion University, Governor is the Chancellor and Governor is the visitor in respect of these two Universities.

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

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

The orders of the Hon'ble Chancellor / Secretary are passed down to the section through the same channel. The Additional Secretary to the Chancellor and Secretary to Chancellor are the supervising officers and every lower level officer/ official is accountable to his immediate supervising authority for discharging their duties in appropriate manner.

Vice-Chancellor's conference is conducted as and when necessary once a year. All the Vice-Chancellors are permanent invitees. Other officers of the Universities and officers representing different administrative departments of the Government are invited whenever they have a role to play. Vice-Chancellor's Conference is not an open body and the minutes are not ordinarily accessible to the public.

MANUAL-6

Categories of Documents Under Control

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

MANUAL-7

Particulars of Arrangement in Formulation of Policy

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

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted

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

Directory of Officers & Employees [Section-4(1)(b)(ix)]

Epabx-0674-2397581, 2397853, 2536584/704/709, FAX-2536582

Email: govodisha@nic.in

Sl No.	Name	Designation	Pay as on Nov-19	Office Ph. No. / Res.	Fax	E-mail	Address
1	2	3	4	5	6	7	8
1	Dr Pramod Kumar Meherda, IAS	Commissioner-cum-Secretary to Governor Odisha	217600	2536699 Extn-433, 2150 (Sectt-PBX)	2536582	govsecodisha@nic.in	6B-1, Medical Campus, Unit-6, Bhubaneswar.
AIDE-DE-CAMP							
1	Lt.B.Anuragh Iyre, IN	ADC to Governor	84100	253611 Extn-428, 2152	2536585		Governor's Estate, Bhubaneswar.
2	Shri Kailash Nath Nayak, OAPS	ADC to Governor	63100	2536111 Extn-428, 2152	2536585		Governor's Estate, Bhubaneswar.
PERSONAL STAFF							
1	Shri Himanshu Narayan Patnaik	Personal Secretary to Governor	69600	2536222, Extn-435, 2151			Governor's Estate, Bhubaneswar.
2	Shri Inder Jeet Khurana	Officer-on-Special Duty to Governor	69700	2397782, Extn-458	Extn-410		Governor's Estate, Bhubaneswar.
3	Shri Vinod Kumar	Private Secretary to Governor	49000	Extn-458			
HOUSEHOLD ESTABLISHMENT							

1	Shri Gauttam Choudhury, OAS	Comptroller, Governor's Household	91400	2536703, Extn-440, 2154	2530860		Qrs. No. VR- 13, Unit-IV, Bhubaneswar
SECRETARIAT ESTABLISHMENT							
1	Shri ChitaranjanMohanty, IAS	Additional Secretary, Higher Education	139200	2536706, Extn- 425,2157			Governor's Estate, Bhubaneswar.
2	Shri Veda BandhuMishra, OAS	Joint Secretary	85800	2397421, Extn-427, 2153			
3	Shri RaghunathMajhi,	Under Secretary to Governor	67000	Extn-476	2397608 Extn- 477		Governor's Estate, Bhubaneswar.
4	Smt. S.P.Shukla	Under Secretary to Governor	67000	Extn-472			Governor's Estate
5	Shri HarekrushnaBehera	OSD	30000	2397969, Extn-475, 2158	Extn- 478		Governor's Estate, Bhubaneswar.
6	Shri Rakshak Kumar Nayak	Public Relations Officer (I)	68000	Extn-452, 2158			Governor's Estate, Bhubaneswar.
7	Shri SangramDeobhanj	Public Relations Officer (II)	---	Extn-215			Mahanadi Vihar, Cuttack
8	Shri Prasant Kumar Rout	Sr. Private Secretary to SG	77700	Extn-432			Governor's Estate
9	Shri Pramod Kumar Dey	Prl. Pvt. Secretary	---	Extn-215			Governor's Estate
10							
11	Shri B. KalidasPatro	OSD	30000	Extn-441			Governor's Estate
12	Shri Banamali Nayak	DO & DDO	60400	Extn-445			Governor's Estate
13	Sk. Abdul Saheed	DO	61300	Extn-436			Governor's Estate
14	Shri Manas Kumar Moharana	SO (Housekeeping)	68000	Extn-424			Governor's Estate

15	Shri BrundabanMohanty	OSD	61300	Extn-472			Governor's Estate
16	Shri GourahariSenapati	Desk Officer	61300	Extn-451			Governor's Estate
17	Shri Ramesh ChandraMajhi	Section Officer	59500	Extn-441			Governor's Estate
18	Shri Durga Shankar Dash	OSD	57800	Extn-469			Governor's Estate
19	Shri Sikhar Pradhan	Private Secretary	56900	Extn-434			Governor's Estate
20	Shri Bishnu PrasadRath	Private Secretary	62200	Extn-480			Governor's Estate
21	Smt. Anima Rao	Sr. Gr. Stenographer	53600	Extn-405			Governor's Estate
22	Shri GyanaRanjan Mishra	Section Officer	57800	Extn-436			Governor's Estate
23	Shri BramhanandaChhotray	Section Officer	57800	Extn-242			Governor's Estate
24	Shri Narayan Majhi	Section Officer	44900	Extn-424			Governor's Estate
25	Shri RabindraMohanty	Section Officer	52000	Extn-			Governor's Estate
26	Shri Mihir Kumar Mishra	Section Officer	61300	Extn-			Governor's Estate
27	Shri Parameswar Mishra	Assistant Section Officer	52000	Extn-480			Governor's Estate
28	Shri Saiba Behera	Assistant Section Officer	52000	Extn-215			Governor's Estate
29	Shri Sahadev Das	Assistant Section Officer	46200	Extn-441			Governor's Estate
30							
31	Shri SanjeevNaik	Assistant Section Officer	38700	Extn-441			Governor's Estate
32	Ms. VarshaHaibru	Assistant Section Officer	39900	Extn-451			Governor's Estate
33	Shri Prakash Chandra Sahoo	Assistant Section Officer	38700	Extn-480			Governor's Estate
34	Shri Bijay Kumar Jani	Assistant Section Officer	38700	Extn-428			Governor's Estate

35	Mrs. Manjula Kumari Maharana	Assistant Section Officer	38700	Extn-441			Governor's Estate
36	Mrs. MunmunMahanandia	Assistant Section Officer	43600	Extn-476			Governor's Estate
37	Shri Sunil Kumar Lakra	Assistant Section Officer	38700	Extn-451			Governor's Estate
38	Shri Madhaba Chandra Sahoo	Assistant Section Officer	44900	Extn-480			Governor's Estate
39	ChaudhuryRanjeetaPraharaj	Librarian	52000	Extn-405			Governor's Estate
40	Shri Paul Kullu	Sr. Gr. Stenographer	---				Governor's Estate
41	Shri Chandi Prasad Das	Suptd. Lev-II	55200	Extn-455			Governor's Estate
42	Shri ManasRanjanJethi	Suptd. Lev-II	47600	Extn-455			Governor's Estate
43	Shri Prashant Kumar Pradhan	Sr. Gr. Typist	24500	Extn-455			Governor's Estate
44	Shri Loknath Panda	Telephone Operator	44100	Extn-9			Governor's Estate
45	Shri DulaMajhi	Telephone Operator	44100	Extn-9			Governor's Estate
46	Shri Debashish Dutta	Telephone Operator	27600	Extn-9			Governor's Estate
47	Shri BichitranandaSatapathy	Jr. Gr. Recorder	31100				Governor's Estate
48	Shri Rusikar Das	Treasury Sarcar	32000				Governor's Estate
49	Shri Rabindra Kumar Satapathy	Head Jamadar	32000				Governor's Estate
50	Shri Rabindra Kumar Dash	Jamadar	33000				Governor's Estate
51	Shri Santosh Kumar Satapathy	Jamadar	33000				Governor's Estate
52	Shri Nabin Chandra Majhi	Chaprasi	30600				Governor's Estate
53	Shri LaxmidharSethi (A) (US)	Peon	15300(S A)				Governor's Estate

54	Shri NarasinghRath	Peon	30600				Governor's Estate
55	Shri ChaturbhujaMallik	Peon	30600				Governor's Estate
56	Shri LaxmidharSethi (B)	Asst. Transport Munsif	30600				Governor's Estate
57	Shri Bamia Singh Munduri	Peon	30600				Governor's Estate
58	Shri ChittaranjanBehera	Peon	26800				Governor's Estate
59	Shri Sabyasachi Dash	Peon	26800				Governor's Estate
60	Sk. Nizammudin	Jr. Gr. Driver	29300				Governor's Estate
61	Ashok Kumar Das	Khit	33000				Governor's Estate
62	Shri Ramesh Kumar Moharana	Daftary	32000				Governor's Estate
63	Shri GhanashyamMohanty	Peon	19800				Governor's Estate

Governor's Household Establishment Staff in Position as on 01.03.2019

7	Shri Srikanta Nanda	Garage Supervisor-cum-Mechanic	47600				
8	Shri Trilochan Sahoo	Sr. Gr. Driver	38100				
9	Shri DaitariMajhi	Sr. Gr. Driver	38100				
10	Shri Bijay Kumar Ghadei	Sr. Gr. Driver	38100				
11	Shri Kailash Ch. Panda	Butler-cum-Head Cook (Retd.)	13000				
12	Shri RamakantaNaik	HEW	33000				
13	Shri P. Shyama Reddy	Head Mali	34000				
14	Shri BrajaBandhu Pradhan	Transport Munsif	33000				
15	Shri P. K. Badamundi	House Bearer	---				

16	Shri Irphan Hussain Khan	Sr. House Bearer	30600				
17	Shri Ashok Kumar Das	Head Khit	33000				
18	Shri Naim Khan	Khit (Retd.)	65000				
19	Shri Rajib Kumar Naik	Khit	31500				
20	Smt. Chanda Dei	Head Sweeper	32000				
21	Shri A. Krishna Rao	Addl. Tour Bearer	30600				
22	Shri KariaMarandi	Tour Bearer	31500				
23	Shri BauribandhuMallick	Cook	20500				
24	Shri Raj Kishore Behera	Mali	20500				
25	Shri Kailash Ch. Behera	Mali	34000				
26	Shri ChitaranjanNaik	Mali	32000				
27	Shri KesabanandaBehera	Mali	32000				
28	Shri Sisir KumarPatnaik	Mali	32000				
29	Shri Ganeswar Nayak	Mali	28000				
30	Shri BishnuCharan Gouda	Mali	28000				
31	Shri Rabi Nayak	Mali	27200				
32	Shri S. Lokanath	Mali	20500				
33	Shri Ramesh ChandraGochhayat	House Bearer	31500				
34	Smt. Kamala Naik	Sweeppress	30600				
35	Shri RabindraGochhayat	Sweeper	30600				
36	Shri K. BiswanathSethi	Masalchi	20400				
37	Shri Patitapaban Routray	Maslchi	19800				

38	Shri BanshidharMohanty	Kitchen Boy	19800				
39	Shri Upendra Sethi	Dhobi Sarkar	30600				
40	Shri ChandradevYadav	Attendant (Chaprasi)	17100				

Governor's Medical Establishment Staff in Position as on 01.03.2019

1	Dr. KrutibasParida	Sr. Specialist in Medicine	61800	Extn-426	2394948		
2	Dr. (Mrs.) Suchitra Das	Sr. Specialist in Medicine	102800	Extn-430	2595664		
3	Shri Pradipta Kishore Mohanty	Pharmacist	55200	Extn-479			
4	Shri Debi Prasad Sahoo	Lab. Technician	---				
5	Mrs. SwayamsidhaSahu	Staff Nurse	---				
6	Mrs. Laxmipriya Sahoo	Staff Nurse	39900				
7	Mrs. SabitaPradhani	Health Worker (F)	36800				
8							
9	Shri KanhuCharan Pradhan	Watchman	30600				
10	Shri GoutamBarik	Telephone Attendant	19800				

Staff Engaged on Contractual Basis & on Consolidated Remuneration as on 30.11.2019

1	Shri Daniel Das	Khit	6500				
2	Shri Lingaraj Jena	Jr. Gr. Driver	8880				
3	Shri Saroj Kumar Parida	Jr. Gr. Driver	8880				
4	Shri Jalamati Pradhan	Peon	8070				
5	Shri Maikel Das	DEO	8880				
6	Shri Chita Ranjan Satapathy	DEO	8880				
7	Shri SatyanandaKhatua	DEO	8880				

8	Shri Manas Kumar Mohanty	Reception Clerk	8880				
9	Shri Manas Kumar Pradhan	Transport Peon	8070				
10	Shri Dasarathi Pahadsingh	Masalchi	8070				
11	ShriBijayanandaGochhayat	Sweeper	8070				
12	ShriBuluGochhayat	Sweeper	8070				
13	ShriPriyaRanjanBarik	Sweeper	8070				
14	ShriHalim Khan	Cook	6500				
15	ShriRabindraNath Das	Peon	6500				
16	ShriPrafulla Kumar Biswal	Poen	6500				
17	ShriGobardhanRoul	Peon	6500				
18	ShriKrushna Chandra Das	Peon	6500				
19	ShriDasarathi Sahoo	Cook's Mate	6500				
20	ShriSuresh Kumar Biswal	Addl. Tour Bearer	6500				
21	ShriBijaya Kumar Patra	House Khalasi	6500				
22	ShriT. Surya Rao	Peon	6500				
23	ShriPurna Chandra Naik	Sweeper	8070				
24	ShriNiranjanNaik	Sweeper	8070				
25	ShriLochanGhadei	Attendant	6500				
26	ShriAli Mohammad	House Bearer	6500				
27	ShriChhetaSenapati	Mali	6500				
28	ShriHarekrushnaBehera	OSD	30000				
29	ShriB. KalidasPatro	OSD	30000				
30	ShriPyari Mohan Biswal	OSD	30000				
31	ShriPrafulla KumarSamantary	Mali	6500				
32	ShriNaim Khan	Khit	6500				
33	ShriKailash Chandra Panda	Butler-cum-Head Cook	13000				
34	ShriDilip Routray	Peon	8070				
35	ShriNilip Routray	Mali	8390				

36	Shri Surendra Panda	Mali	8390				
37	Shri Suryakanta Behera	Transport Peon	8070				
38	Smt. Mamatamayee Mallick	DEO	8880				
39	ShriChirasundar Rout	Chaprasa	8070				

Sl No.	Description of the sanctioned Posts	Pay Level Cell (shown in monthly Remuneration and Compensation table)		No. of sanctioned	Present post as against sanctioned post	Man in Position	vacancy
1	2	3	4	5	6	7	8
Sanction of posts in Governor's Secretariat as on 30.11.2019							
1	Principal Secretary to the Governor			1		1	0
2	Personal Secretary to the Governor			1		1	0
3	Deputy Secretary to the Governor			1	Deputy Secretary to the Governor (on deputation)	1	0
4	OSD to the Governor			1		1	0
5	Under Secretary to the Governor			1	Special Secretary to the Governor (on deputation)	1	0
6	Under Secretary to the Governor			2		2	0
7	Sr. Private Secretary			1		1	1
8	PRO to the Governor			1		1	0
9	Private Secretary			1		2	0
10	Personal Assistant			2		1	0
11	Desk Officer			3		3	0
12	Section Officer			6		5	1
13	Librarian			1		1	0
14	Assistant Section Officer			21		16	5
15	Superintendent Level-II			2		2	0
16	Sr. Gr. Stenographer			4		2	2

17	Jr. Gr. Stenographer		2		0	2
18	Sr. Gr. Typist		4		0	4
19	Jr. Gr. Typist		2		1	1
20	Telephone Operator		3		3	0
21	Jr. Gr. Recorder		1		1	0
22	Treasury Sarcar		1		1	0
23	Head Jamadar		1		1	0
24	Jamadar		2		0	2
25	Daftary		1		0	1
26	Chaprasi		10		3	7
27	Peon		15		8	7
28	Farash		1		1	0
29	Dhobi Helper		1		0	1
30	Jr. Gr. Driver		1		1	0
31	Cook		1		1	1
32	Masalchi		1		0	1
33	Khit		1		0	1
34	Sweeper		2		0	2
35	Mali		1		0	1
	Total		101		61	40

Sanction of posts in Raj Bhavan Staff Dispensary

1	Sr. Specialist in Medicine		2		1	1
2	Lab. Technician		1		1	0
3	Pharmacist		1		1	0
4	Staff Nurse		1		1	0
5	Staff Nurse		1		1	0
6	Health Worker (F)		1		1	0
7	Dresser-cum-Attendant		1		0	1
8	Watchman		1		1	0

9	Telephone Attendant		1		1	0
10	Peon		1		0	1
11	Sweeper		2		0	2
12	Mali		1		0	1
	Total		14		8	6

Sanction of posts in Governor's Household as on 30.11.2019

Sl No.	Description of the sanctioned Posts	Pay Level Cell (shown in monthly Remuneration and Compensation table)		No. of sanctioned	Present post as against sanctioned post	Man in Position	vacancy
1	2	3	4	5	6	7	8
1	Comptroller, Governor's Household			1		1	0
2	ADC (IPS/Police)			2		2	0
3	ADC (Navy)						
4	Section Officer (Housekeeping)			1		1	0
5	Assistant Section Officer			1		1	0
6	Butler-cum-Head Cook			2		0	0
7	HEW			1		1	0
8	Head Mali			1		1	0
9	Transport Munsif			1		1	0
10	Assistant Transport Munsif			1		0	1
11	Market Attendant			1		0	1
12	Sr. House Bearer			1		0	1
13	Addl. Tour Bearer			1		0	1
14	House /Tour Bearer			3		2	1
15	Head Khit			1		1	0
16	Khit			3		1	2

17	Head Sweeper		1		1	0
18	House Khalasi		3		2	1
19	Cook		1		0	1
20	Cook's Mate		1		0	1
21	Mali		15		10	5
22	Sweeper		4		3	1
23	Masalchi		2		2	0
24	Kitchen Boy		1		1	0
25	Hot Water Man		1		0	1
26	Maid Servant		1		0	1
27	Sr. Gr. Driver		3		2	1
28	Jr. Gr. Driver		1		1	0
28	Chaprasi		2		0	2
29	Cleaner		2		0	2
30	Garage Supervisor-cum-Mechanic		1		1	0
31	Transport Peon		2		0	2
32	Dhobi Sarcar		1		1	0
	Total		63		36	27

MANUAL-11

Budget Allocated to each Agency

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

DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

HEAD OF ACCOUNT

VOTED/
CHARGED

ACCOUNTS

BUDGET

REVISED

BUDGET

ESTIMATES ESTIMATES ESTIMATES

(1)	(2)	(3)	(4)	(5)	(6)
2012- PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT					
ADMINISTRATIVE EXPENDITURE					
ESTABLISHMENT, OPERATIONS AND MAINTENANCE EXPENDITURE					
03- GOVERNOR					
090- SECRETARIAT					
0558- Governors Secretariat Establishment					
01003- Salaries					
136- Pay	CHARGED	1,44,15	2,48,90	2,48,90	5,00,00
855- Arrear Pay	CHARGED	..	20,90	20,90	10,35
147- Dearness Pay	CHARGED	..	1	1	1
156- Dearness Allowance	CHARGED	1,84,98	2,85,00	2,70,00	60,00
403- House Rent Allowance	CHARGED	1,17	4,00	4,00	8,00
516- Reimbursement of cost of Medicine	CHARGED	6,16	6,18	7,18	6,18

DEMAND NO. 29

2012/03/090

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

IN THOUSANDS OF RUPEES

(1)	(2)	(3)	(4)	(5)	(6)
523- Other Allowances	CHARGED	6,06	10,00	10,00	15,00
TOTAL- 010035 Salaries	CHARGED	3,42,52	5,74,99	5,60,99	5,99,54
Paid for	CHARGED	18,39	22,00	26,00	31,65
02007- Consolidated appointees					
Contractual expenses	CHARGED	2,94	10,00	10,00	10,00
u 06001- Travel Ex					
07001- Leave Travel Concession	CHARGED	9	3,00	3,00	5,00
08001- Office Expenses					
154- Telephone Charges	CHARGED	7,99	9,00	9,00	9,00
397- Motor Vehicles	CHARGED	3,00	3,00	5,00	10,00
506- Other Contingencies	CHARGED	12,50	12,50	12,50	12,50
TOTAL- 08001 Office Expenses	CHARGED	23,49	24,50	26,50	31,50
78118- Upgradation of Computer Facilities	CHARGED	2,00	3,00	3,00	3,00
78012- Computer Consumables	CHARGED	2,00	3,00	3,00	3,00
33011- Spare and Services	CHARGED	50	50	50	50
12001- Consulting Charges	CHARGED	40	50	50	50
33020- Purchase of Computer & other accessories	CHARGED	1,00	2,00	2,00	2,00
TOTAL- 0558 Governors Secretariat Establishment	CHARGED	3,93,33	6,43,49	6,35,49	6,86,69

DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

IN THOUSANDS OF RUPEES

	(1)	(2)	(3)	(4)	(5)	(6)
TOTAL- 090	SECRETARIAT	CHARGED	3,93,33	6,43,49	6,35,49	6,86,69
101- EMOLUMENTS AND ALLOWANCES OF THE GOVERNOR						
0364- Emoluments of Governor						
01003- Salaries		CHARGED	13,20	35,00	35,00	42,00
		CHARGED	13,20	35,00	35,00	42,00
TOTAL- 0364	Emoluments of Governor					
		CHARGED	13,20	35,00	35,00	42,00
TOTAL- 101	EMOLUMENTS AND ALLOWANCES OF THE GOVERNOR					
102- DISCRETIONARY GRANTS						
1644- Discretionary Grants at the disposal of Governor						
41048- Grants						
918- Grant-in-aid - General (Non- Salary)		CHARGED	12,47	13,00	13,00	13,00
TOTAL- 41048 Grants		CHARGED	12,47	13,00	13,00	13,00
		CHARGED	12,47	13,00	13,00	13,00

TOTAL- 1644 Discretionary Grants
at the disposal of
Governor

DEMAND NO. 29

2012/03/103

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
TOTAL- 102	DISCRETIONARY	CHARGED	12,47	13,00	13,00	13,00

GRANTS

103- HOUSEHOLD

ESTABLISHMENT

0903- Military Secretary or Aide-de-

Camp - Office Establishment

01003- Salaries

136- Pay	CHARGED	74,74	1,28,41	1,33,41	2,60,00
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855- Arrear Pay	CHARGED	..	10,79	10,79	5,38
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147- Dearness Pay	CHARGED	..	1	1	1
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156- Dearness Allowance	CHARGED	96,70	1,47,03	1,47,03	31,20
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403- House Rent Allowance	CHARGED	..	2,00	2,00	4,00
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516- Reimbursement of cost of	CHARGED	1,10	1,10	1,10	1,10
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Medicine

523- Other Allowances	CHARGED	4,50	7,00	9,00	10,00
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TOTAL- 01003 Salaries	CHARGED	1,77,04	2,96,34	3,03,34	3,11,69
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06001- Travel Expenses	CHARGED	4,62	11,00	28,50	11,00
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07001- Leave Travel Concession	CHARGED	13	2,00	2,00	2,00
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08001- Office Expenses

100-Electrical Maintenance	CHARGED	17,14	20,00	20,00	22,00
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DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
154- Telephone Charges		CHARGED	3,58	4,00	4,00	4,00
506- Other Contingencies		CHARGED	62	70	70	70
TOTAL- 08001 Office Expenses		CHARGED	21,34	24,70	24,70	26,70
TOTAL- 0903 Military Secretary or Aide-de-Camp - Office Establishment		CHARGED	2,03,13	3,34,04	3,58,54	3,51,39
0507- Fixtures and Furnitures						
21001- Annual Maintenance and repair of furniture of official residence		CHARGED	1,50	2,50	2,50	2,50
21051- Renewal of furniture of official residence		CHARGED	90	1,40	1,40	1,40
		CHARGED	2,40	3,90	3,90	3,90
TOTAL- 0507 Fixtures and Furnitures						
0851- Maintenance and Repair						
21016- Maintenance and repair of Official Residence of the Governor						
558- Repair and maintenance of Building						

DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

(1)	(2) CHARGED	(3) 1,04	(4) 3,90	(5) 3,90	(6) 3,90
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DEMAND NO.29

2012/03/104

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT
ESTABLISHMENT, OPERATIONS AND MAINTENANCE

EXPENDITURE

(1)	(2)	(3)	(4)	(5)	(6)
495- Maintenance of Garden	CHARGED	2,50	2,50	2,50	2,50
563- Repair of Electrical Installations	CHARGED	48	4,00	4,00	4,00
564- Repair of Water supply and sanitary installation	CHARGED	99	1,00	1,00	1,00
408-Improvement works	CHARGED	97	1,00	1,00	1,00
TOTAL- 21016 Maintenance and repair of Official Residence of the Governor	CHARGED	5,98	12,40	12,40	12,40
TOTAL- 0851 Maintenance and Repair	CHARGED	5,98	12,40	12,40	12,40
TOTAL- 103 HOUSEHOLD ESTABLISHMENT	CHARGED	2,11,51	3,50,34	3,74,84	3,67,69
104- SUMPTUARY ALLOWANCES					
1012- Other Expenses					
10004- Sumptuary Expenses	CHARGED	8,00	1,50	7,50	1,50
TOTAL- 1012 Other Expenses	CHARGED	8,00	1,50	7,50	1,50
TOTAL- 104 SUMPTUARY ALLOWANCES	CHARGED	8,00	1,50	7,50	1,50
105- MEDICAL FACILITIES					

DEMAND NO. 29

2012/03/106

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
0895- Medical Establishment						
01003- Salaries						
136- Pay	CHARGED	25,90	35,37	35,37	71,23	
855- Arrear Pay	CHARGED	..	2,97	2,97	1,47	
147- Dearness Pay	CHARGED	..	1	1	1	
156- Dearness Allowance	CHARGED	29,42	40,50	40,50	8,55	
403- House Rent Allowance	CHARGED	1,62	3,00	3,00	6,00	
516- Reimbursement of cost of Medicine	CHARGED	27	30	30	30	
523- Other Allowances	CHARGED	1,73	3,00	3,00	5,00	
TOTAL- 01003 Salaries	CHARGED	58,94	85,15	85,15	92,56	
06001- Travel Expenses	CHARGED	9	10	10	10	
07001- LeaveTravel Concession	CHARGED	6	50	50	50	
08001- Office Expenses						
154- Telephone Charges	CHARGED	25	25	25	25	
506- Other Contingencies	CHARGED	35,24	35,50	35,50	35,00	
TOTAL- 08001 Office Expenses	CHARGED	35,49	35,75	35,75	35,25	

DEMAND NO. 29

2012/03/106

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE
EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
TOTAL- 0895 Medical Establishment		CHARGED	94,58	1,21,50	1,21,50	1,28,41
TOTAL- 105 MEDICAL FACILITIES		CHARGED	94,58	1,21,50	1,21,50	1,28,41
106- ENTERTAINMENT EXPENSES						
1012- Other Expenses						
10002- Hospitality Expenses		CHARGED	44	75	75	75
TOTAL- 1012 Other Expenses		CHARGED	44	75	75	75
TOTAL- 106 ENTERTAINMENT EXPENSES		CHARGED	44	75	75	75
107- EXPENDITURE FROM CONTRACT ALLOWANCE						
0650- Household Charges						
08001- Office Expenses						
506- Other Contingencies		CHARGED	1,60	1,60	1,60	1,60
TOTAL- 08001 Office Expenses		CHARGED	1,60	1,60	1,60	1,60
TOTAL- 0650 Household Charges		CHARGED	1,60	1,60	1,60	1,60
0935- Motor Car Maintenance Establishment						
08001- Office Expenses						

397-MotorVehicles	DEMAND NO. 29				
	CHARGED	4,25	4,40	4,40	4,40
2012/03/106					
PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT					
ESTABLISHMENT, OPERATIONS AND MAINTENANCE					
EXPENDITURE					

2012/03/800

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE
EXPENDITURE

(1)	(2)	(3)	(4)	(5)	(6)
TOTAL- 08001 Office Expenses	CHARGED	4,25	4,40	4,40	4,40
	CHARGED	4,25	4,40	4,40	4,40
TOTAL- 0935 Motor Car Maintenance Establishment					
	CHARGED	5,85	6,00	6,00	6,00
TOTAL- 107 EXPENDITURE FROM CONTRACT ALLOWANCE					
108- TOUR EXPENSES					
1465- Tour Expenses of Governor					
18039- Special Train and Railway Fare and Freight	CHARGED	8,98	20,00	20,00	20,00
TOTAL- 1465 Tour Expenses of Governor	CHARGED	8,98	20,00	20,00	20,00
0924- Miscellaneous Tour Expenses					
08001- Office Expenses 506-Other Contingencies	CHARGED	5,47	11,00	5,00	11,00
TOTAL- 08001 Office Expenses	CHARGED	5,47	11,00	5,00	11,00
TOTAL- 0924 Miscellaneous Tour Expenses	CHARGED	5,47	11,00	5,00	11,00
TOTAL- 108 TOUREXPENSES	CHARGED	14,45	31,00	25,00	31,00
800- OTHER EXPENDITURE					

DEMAND NO. 29

1012- Other Expenses

2012/03/800

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE
EXPENDITURE

2012/03/800

PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT

ESTABLISHMENT, OPERATIONS AND MAINTENANCE
EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
06002- Travelling Expenses of new or retiring Governor		CHARGED	19	1,50	1,50	1,50
TOTAL- 1012 Other Expenses		CHARGED	19	1,50	1,50	1,50
0533- Garden Establishment						
08001- Office Expenses						
506- Other Contingencies		CHARGED	6,00	8,00	8,00	8,00
TOTAL- 08001 Office Expenses		CHARGED	6,00	8,00	8,00	8,00
TOTAL- 0533 Garden Establishment		CHARGED	6,00	8,00	8,00	8,00
0922- Miscellaneous						
30001- Purchase of Motor Vehicles		CHARGED	..	27,00	27,00	1
TOTAL- 0922 Miscellaneous		CHARGED	..	27,00	27,00	1
TOTAL- 800 OTHER EXPENDITURE		CHARGED	6,19	36,50	36,50	9,51
TOTAL- 03 GOVERNOR		CHARGED	7,60,02	12,39,08	12,55,58	12,86,55
TOTAL- ESTABLISHMENT, OPERATIONS AND MAINTENANCE EXPENDITURE		CHARGED	7,60,02	12,39,08	12,55,58	12,86,55
TOTAL- ADMINISTRATIVE EXPENDITURE		CHARGED	7,60,02	12,39,08	12,55,58	12,86,55

DEMAND NO. 29

2013/00/101

COUNCIL OF MINISTERS

ESTABLISHMENT, OPERATIONS AND MAINTENANCE
EXPENDITURE

	(1)	(2)	(3)	(4)	(5)	(6)
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TOTAL- 2012	PRESIDENT, VICE- PRESIDENT, GOVERNOR, ADMINISTRATOR OF UT					
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MANUAL-12

Manner of Execution of Subsidy Programmes

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

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

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

MANUAL-14

Information Available in an Electronic Form

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

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

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

MANUAL -16**Names, Designations and Other Particulars of the Public Information Officers****[Section-4(1)(b)(xvi)]****Assistant Public Information Officer (APIO):**

Sl No.	Name	Designation	Office Ph. No.	Mobile No.	FAX	Email	Address
1	2	3	4	5	6	7	8
1	Shri Parameswar Mishra	Assistant Section Officer, Raj Bhavan, Establishment	Extn-480	-	-	-	Governor House, Odisha Bhubaneswar

Public Information Officer (PIO):

Sl No.	Name	Designation	Office Ph. No.	Mobile No.	FAX	Email	Address
1	2	3	4	5	6	7	8
1	Shri Rakshak Kumar Nayak	PRO to the Governor	0674-2536704 (Extn-476)	-	-	-	Governor House, Odisha, Bhubaneswar.

First Appellate Authority (FAA):

Sl No.	Name	Designation	Office Ph. No.	Mobile No.	FAX	Email	Address
1	2	3	4	5	6	7	8
1	Shri Chitaranjan. Mohanty, IAS	Addl Secretary to Governor (Higher Education Section)	0674-2536706	-	-	-	Governor House, Odisha, Bhubaneswar.