

Government of Odisha
General Administration & Public Grievance Department

No. GAD-OE-II-RTI-0043-2020- 11245 /Gen.,

Date. 29-03-2025

From

Shri Susanta Kumar Dhara,
PIO-cum-Under Secretary to Government.

To


Shri Debabrata Mallick,
Addl. Secy. to Government-cum- Nodal Officer,

Sub: Proactive disclosure under section 4(1)(b) of the RTI Act, 2005 in Odia language beside English.

Sir,

In inviting a reference to the Letter No. 9789(e)/Gen., dtd 18.03.2025 on the subject cited above, I am directed to enclose herewith the information related to OE-II section for necessary compliance in the matter of proactive disclosure under section 4(1)(b) of the RTI Act, 2005.

Yours faithfully,


28.3.2025

PIO-cum-Under Secretary to Govt.

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Proactive disclosure under section 4(1)(b) of the RTI Act, 2005

OE-II Branch

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

Function – Deals with Procurement of Office stationaries, Computer and its peripherals, etc., Electricity and telephone bills of Office Buildings and Establishment matters of Group- D employees of Caretaker Establishment of G.A & P.G Department

(ii) List of employees of this Branch with Designation

Sl. No.	Name of the employees with Designation	Name and Designation of PIOs with concerned branch	Functions of the branch
1	Shri Debabrata Mallick, Additional Secretary to Government	Shri Susanta Kumar Dhara, Under Secretary to Government	Deals with Procurement of Office stationaries, Computer and its peripherals, etc., Electricity and telephone bills of Office Buildings & Establishment matters of Group- D employees
2	Shri Nirmal Ku mar Mishra, Deputy Secretary to Government		
3	Shri Susanta Kumar Dhara, Under Secretary to Government		
4	Shri Bajra Dipan Panigrahi, Assistant Section Officer		
5	Smt. Rojalin Sethy, Assistant Section Officer		
6	Shri Satyabrata Dash, Assistant Section Officer		
7	Shri Satyabrata Padhi, Assistant Section Officer		

(iii) & (iv) Assistant Section Officer/ Section Officer -> Under Secretary to Government -> Deputy Secretary to Government -> Additional Secretary to Government -> Additional Chief Secretary to Government

(v) The rules, regulations, instructions, manual and records used are Odisha Secretariat Instruction, Odisha Service Code, OCS Pension rules, TA rules, Odisha Medical Attendance rules and rules and regulation available on <http://www.ga.odisha.gov.in> website of G.A & P.G Department.

(vi)(a) consignment register

(viii) The committees constituted are:

Sl. No.	Committee Name	Purpose
1	Departmental Purchase Committee	To access the technical specifications of the articles under administrative control of OE-II Branch of G.A & P.G Department
2	Departmental Screening Committee	To consider the suitability of ACP/ RACP/ MACP of employees under administrative control of OE-1 Branch

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

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

(xiv) Issuance of letters on e-despatch.

**LIST OF SWEEPERS / MALI / CHOUKIDAR / FARASH / CONFERENCE HALL
ATTENDANT UNDER OE-II (CARETAKER ESTABLISHMENT)**

Sl. No.	Name of the Employee	Designation	DOB	Date of appointment in the Grade/Post	Educational qualification	Category
1	2	3	4	5	6	7
1	Ramesh Mukhi	Mali	03.11.1967	10.11.1989	6 th	SC
2	Gobinda Ch.Naik	Sweeper	12.03.1970	29.08.1990	5th	SC
3	Gita Bewa	Sweeper	10.02.1972	24.09.1992	4th	SC
4	Banabasi Bewa	Sweeper	10.06.1969	21.09.1994	4th	SC
5	Laxmidhar Naik	Farash	05.07.1972	05.02.1996	NA	General
6	Narendra Pradhan	Sweeper	03.06.1967	02.12.1996	8th	General
7	Danardan Naik	Sweeper	20.03.1973	02.12.1996	5th	SC
8	Siba Pradhan	Choukidar	06.07.1975	24.02.1999	NA	General
9	Ramachandra Sahoo	Farash	11.08.1975	22.02.2006	10th	General
10	Basant ku. Pradhan	Sweeper	15.02.1973	23.02.2006	7th	ST
11	Niranjan Sahani	Sweeper	01.05.1976	23.02.2006	10th	General
12	Rabinarayan Das	Farash	24.08.1981	23.02.2006	+2 Arts	General
13	Sridhar Nayak	Sweeper	15.06.1968	24.02.2006	9th	SC
14	Jitendra Kumar Nayak	Sweeper	05.11.1978	24.02.2006	7th	SC
15	Purna Chandra Dash	Sweeper	05.05.1976	25.02.2006	10th	General
16	Bauri Bandhu Naik	Sweeper	02.05.1982	26.03.2006	5th	SC
17	Sridhar Nayak	Farash	16.06.1986	23.05.2006	9th	SC
18	Bijaya Laxmi Swain	Farash	22.10.1971	08.06.2007	+3 Arts	General
19	Maheswar Naik	Sweeper	05.04.1984	11.08.2008	7th	SC
20	Sudhir Kumar Bisoi	Farash	15.07.1980	28.12.2009	8th	General
21	Jyoti Ranjan Nayak	Farash	14.06.1990	01.02.2010	+2 Science	SC
22	Smt. Pramila Mallia	Farash	05.04.1969	19.09.2011	5th	General
23	Siba Prasad Rath	Sweeper	14.07.1984	09.10.2013	9th	General
24	Dasarathi Majhi	Conference	15.07.1991	15.05.2015	+3 Arts	General

Sl. No.	Name of the Employee	Designation	DOB	Date of appointment in the Grade/Post	Educational qualification	Category
1	2	3	4	5	6	7
		Hall Attendant				
25	Parameswar Sethi	Farash	01.05.1966	16.09.2015	HSC	SC
26	Prafulla Ku. Bahinipati	Farash	28.06.1971	16.09.2015	9th	UR
27	Prafulla Ku. Jena	Farash	20.04.1972	16.09.2015	5th	UR
28	Rekha Nahak	Sweeper	10.10.1981	01.10.2015	Illiterate	SC
29	Rabindra Nahak	Sweeper	06.05.1971	25.04.2022	9th	SC
30	Trinath Muduli	Sweeper	25.04.1967	28.02.2023	6th	SEBC
31	Santosh Kumar Behera	Farash	10.03.1971	28.02.2023	10th	SC
32	Nabin Nayak	Farash	24.12.1971	28.02.2023	9th	SC
33	Bichitrananda Nayak	Farash	05.01.1967	26.12.2023	9 th	UR
34	Kishore Bisoi	Farash	04.01.1968	26.12.2023	8 th	UR
35	Priyambada Panditra	Farash	23.05.1968	26.12.2023	10 th	UR
36	Kanhu Charan Beshra	Farash	05.06.1969	26.12.2023	10 th	ST
37	Birajananda Mahapatra	Farash	14.10.1969	26.12.2023	10 th	UR