

**Government of Odisha**  
**General Administration & Public Grievance Department**

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No. GAD-OE1-RTI-0004-2021- 10451 /Gen., Date. 24.03.2025

From

Smt. Parbati Nandini Behera,  
PIO-cum-Under Secretary to Government.

To


Addl. Secy. to Government-cum- Nodal Officer,  
G.A & P.G Department.

**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-1 section for necessary compliance in the matter of proactive disclosure under section 4(1)(b) of the RTI Act, 2005.

Yours faithfully,

  
PIO-cum-Under Secretary to Govt.

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

**OE-1 Branch**

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

Function – Deals with Establishment matters of Group- B (OSS Cadre and others), Group – C and Group – D employees 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	Smt. Parbati Nandini Behera, Under Secretary to Government	Deals with Establishment matters of Group- B (OSS Cadre and others), Group – C and Group – D employees
2	Shri Karan Jamuda, Joint Secretary to Government		
3	Smt. Parbati Nandini Behera, Under Secretary to Government		
4	Smt. Bismita Mohanty, Section Officer		
5	Smt. Droupadi Nayak, Section Officer		
6	Shri Amit Kumar Sahoo, Assistant Section Officer		
7	Ms. Subhasree Sethi, Assistant Section Officer		
8	Shri Biswa Mohan Samal, Assistant Section Officer		

(iii) & (iv) Assistant Section Officer/ Section Officer ->Under Secretary to Government -> Joint 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) Long-term advance register

(b) consignment register

*Subhas*

(viii) The committees constituted are:

Sl. No.	Committee Name	Purpose
1	Departmental Promotion Committee	To consider the suitability and recommendation of the names of the employees for promotion to Group-C and Group-B posts under administrative control of OE-I Branch of G.A & P.G Department
2	Departmental Selection Board	To consider appointment of promotion in the Drivers' cadre of GA & PG Deptt
3	Internal Committee in G.A & P.G Department	To assess the performance/ competence/ effectiveness/ integrity of OSS officers/ other officers/ employees of the Department
4	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 officers and 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.

(xvi) The names, designations and other particulars of the Public Information Officers (PIO):

Sl. No.	Name of the PIOs	Designation	Name of the Branch
1	Smt. Parbati Nandini Behera	Under Secretary to Government	OE-I
2	Shri Susanta Kumar Dhara (PIO-Nodal)	Under Secretary to Government	OE-II, RTI
3	Shri Pradeep Kumar Biswal	Under Secretary to Government	Vigilance and Prosecution Cell, Lokayukta Branch
4	Shri Samarendra Sarangi	OSD	AR Cell
5	Shri Baidhar Hembram	Joint Secretary to Government	CMRF
6	Shri Dhiren Kumar Ojha	Deputy Secretary to Government	Special Establishment, Service Condition
7	Shri Gurucharan Munda	DDO-cum-Under Secretary to Govt.	Accounts
8	Shri Ranjit Kumar Muduli	Under Secretary to Government	CA-I & CA-III
9	Smt. Sreemati Sahoo	Desk Officer	PG Branch
10	Shri Tushar Kanta Swain	Under Secretary to Government	O/o the CDI
11	Ms Akanksha Choudhury	Assistant Director (Law)	Legal Cell
12	Shri Pradeep Kumar Rout	Deputy Secretary to Government	Services-II

*Pradeep*

13	Shri Nirmal Kumar Mishra	Deputy Secretary to Government	Budget & Finance Section
14	Shri Prasanna Kumar Pattnaik	Deputy Secretary to Government	Services-I
15	Shri Chittaranjan Panda	Joint Secretary to Government	Field Establishment, Co-ordination
16	Shri Karunakar Sahu	Under Secretary to Government	CA-II & CA-IV
17	Sri Subrata Sundarray	Under Secretary to Government	Recruitment Cell

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**LIST OF GROUP-'B' OFFICERS OF OSS CADRE UNDER OE-1 ESTABLISHMENT**

Sl. No.	Name of the Employees	Designation
1	KANHU CHARAN DAS	Desk Officer
2	NIRANJAN PADHI	Desk Officer
3	ASHOK KUMAR BEHERA	Desk Officer
4	SREEMATI SAHOO	Desk Officer
5	SASMITA MALLICK	Desk Officer
6	PURNA CHANDRA MALLICK	Desk Officer
7	SNIGDHA SINGH	Section Officer
8	SANJUKTA NAYAK	Section Officer
9	ROSHNI HEMBROM	Section Officer
10	GOPABANDHU MOHANTY	Section Officer
11	SAMSUL HODA	Section Officer
12	NABANITA DASMOHAPATRA	Section Officer
13	KESHAB MAJHI	Section Officer
14	ROBI ROSAN LAKRA	Section Officer
15	LALIT MOHAN DAS	Section Officer
16	CHANDAN DAS	Section Officer
17	KANCHAN NIKHANDIA	Section Officer
18	MANAS RANJAN SUTAR	Section Officer
19	SASMITA SAMAL	Section Officer
20	NALINIKANTA SHARMA	Section Officer
21	BINAYA PRATAP KUJUR	Section Officer
22	DEBADUTTA SWAIN	Section Officer
23	KABITA RANI NAIK	Section Officer
24	BAIDYANATH TUDU	Section Officer
25	JANI SABAR	Section Officer
26	PUSPA HANSDAH	Section Officer
27	SWETAMBAR NAYAK	Section Officer
28	SOUMYA RANJAN SAMAL	Section Officer
29	DROUPADI NAYAK	Section Officer
30	BISMITA MOHANTY	Section Officer
31	MAHESH PRASHAN BALIARSINGH	Section Officer
32	MADHAVA CHANDRA MISHRA	Section Officer
33	ABINASH PATTANAYAK	Section Officer
34	SRIRAM PRASAD P	Section Officer
35	PRITILATA MOHARANA	Section Officer
36	NIVEDITA PATHAK	Section Officer
37	PREETI MANJARI BHANJA	Section Officer
38	ESWAR PRASAD CHOUDHURY	Section Officer
39	SUSANTA KUMAR NAYAK	Section Officer
40	SURENDRA KINDO	Section Officer
41	ASHA JYOTI JENA	Section Officer
42	SANJEEV KIRO	Section Officer
43	TAPAN KUMAR NAIK	Section Officer
44	ANITA XESS	Section Officer
45	KIRSAN BIRUA	Section Officer
46	JYOTIRMAYEE BALIARSINGH	Section Officer
47	VIBEKANANDA SAHOO	Section Officer
48	PANKAJ KUMAR BEHERA	Section Officer

49	PANKAJ KUMAR SAMAL	Assistant Section Officer
50	SATABDI DAS	Assistant Section Officer
51	BHUPENDRA PRASAD MAJHI	Assistant Section Officer
52	SAUMYARANJAN SAHOO	Assistant Section Officer
53	SUGYANA KUMAR NAYAK	Assistant Section Officer
54	SUVASHISH MOHANTY	Assistant Section Officer
55	KHAGENDRA HANSDA	Assistant Section Officer
56	PADMAJA KERKETTA	Assistant Section Officer
57	ARINDAM MANDAL	Assistant Section Officer
58	SILPA SAHU	Assistant Section Officer
59	MANGAT PRASAD SOREN	Assistant Section Officer
60	RITU BAGH	Assistant Section Officer
61	JIMMY PRANAB LAKRA	Assistant Section Officer
62	SMITISMITA BASKEY	Assistant Section Officer
63	SANTOSH SAGAR MISHRA	Assistant Section Officer
64	GYANESWARI GURU	Assistant Section Officer
65	SOUMYA RANJAN SAHU	Assistant Section Officer
66	RAKHEE RANI NAIK	Assistant Section Officer
67	SUBHENDU PATRA	Assistant Section Officer
68	PRITAM NAYAK	Assistant Section Officer
69	JAYASHREE SAHOO	Assistant Section Officer
70	SAMANWAY MOHANTY	Assistant Section Officer
71	ABHINASH PUROHIT	Assistant Section Officer
72	SUNIL KUMAR SAMAL	Assistant Section Officer
73	MOUSAM MOHANTY	Assistant Section Officer
74	MANORANJAN PATRA	Assistant Section Officer
75	AMRUT KUMAR BEHERA	Assistant Section Officer
76	BISWAJIT JENA	Assistant Section Officer
77	PARTHASARATHI JENA	Assistant Section Officer
78	HARESH MEHER	Assistant Section Officer
79	BISWA MOHAN SAMAL	Assistant Section Officer
80	KUMARI MADHUMITA MOHANTY	Assistant Section Officer
81	APARUPANANDA PRAJNABHADRA PARIDA	Assistant Section Officer
82	ANIL KUMAR KHADANGA	Assistant Section Officer
83	CHANDRAKANTA PATRA	Assistant Section Officer
84	ANIL BHUMIJ	Assistant Section Officer
85	DEBADATTA SUNA	Assistant Section Officer
86	PRIYA PRITAM PANDA	Assistant Section Officer
87	ROHIT LUGUN	Assistant Section Officer
88	ARYAPRATIK MANGARAJ	Assistant Section Officer
89	WILFRED JOJO	Assistant Section Officer
90	MANOJ KUMAR TUDU	Assistant Section Officer
91	YAMINEEKANTA ROUT	Assistant Section Officer
92	BISWAJEET MALLICK	Assistant Section Officer
93	VICKY PRADHAN	Assistant Section Officer
94	DIPTENDU KUMAR BARIK	Assistant Section Officer
95	YUDHISTIR KUMBHAR	Assistant Section Officer
96	SUBHASREE SETHI	Assistant Section Officer
97	AMIT KUMAR SAHOO	Assistant Section Officer
98	BAJRA DIPAN PANIGRAHI	Assistant Section Officer
99	ROJALIN SETHY	Assistant Section Officer

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100	SATYABRAT DASH	Assistant Section Officer
101	SATYABRATA PADHI	Assistant Section Officer
102	ABINASH SAMAL	Assistant Section Officer
103	DEEPIKA SWAIN	Assistant Section Officer
104	SWAPNAPUJA SWAIN	Assistant Section Officer
105	DEBASMITA PATI	Assistant Section Officer
106	SANDEEP NAYAK	Assistant Section Officer
107	AMRUTA PANDA	Assistant Section Officer
108	PRAGYANSHREE BARIK	Assistant Section Officer
109	TAPAN KUMAR MOHANTY	Assistant Section Officer
110	ABHILASH RAYAGURU	Assistant Section Officer
111	MADHUSUDAN MISHRA	Assistant Section Officer
112	PRAVAT KUMAR JANA	Assistant Section Officer
113	ARATIBALA PANDA	Assistant Section Officer
114	GAYATRI MURMU	Assistant Section Officer
115	RITESH PATTANAIAK	Assistant Section Officer
116	AMIT SAGAR NAYAK	Assistant Section Officer
117	KSHITISH KUMAR ARISAL	Assistant Section Officer
118	LOKANATH SAHOO	Assistant Section Officer
119	DEBASISH SWAIN	Assistant Section Officer
120	LABONITA MOHAPATRA	Assistant Section Officer
121	SANTOSH KUMAR TRIPATHY	Assistant Section Officer
122	SHIBA PRASAD SAHOO	Assistant Section Officer
123	SHIBASIS DAKUA	Assistant Section Officer
124	SUBHASHREE TRIPATHY	Assistant Section Officer
125	BISWARANJAN JENA	Assistant Section Officer
126	DIPAK NAYAK	Assistant Section Officer
127	GIRISH KUMAR BEHERA	Assistant Section Officer
128	SUBASH MIRDHA	Assistant Section Officer
129	JANMEJAY BEHERA	Assistant Section Officer
130	NILAMADHAB MAHANANDA	Assistant Section Officer
131	ASHISH KUMAR SETHI	Assistant Section Officer
132	D PREM KUMAR	Assistant Section Officer
133	LIPIKA MURMU	Assistant Section Officer
134	SANKAR BEHERA	Assistant Section Officer

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**List of Group-'B' Employees under OE-1 Establishment**

<b>Sl. No.</b>	<b>Name of the employees</b>	<b>Designation</b>
1	Trupti Das	Record Supdtt
2	Sangram Kishore Panda	Diary Supdtt
3	Amar Kumar Sethi	Diary Supdtt
4	Sanjukta Nayak	Record Supdtt
5	Shyam Sundar Nayak	Diary Supdtt
6	Babaji Mohapatra	Diary Supdtt
7	Bikram Behera	Senior Caretaker
8	Bharat Panda	Head Driver
9	Biswabharati Sahoo	Revenue Supervisor
10	Sujata Mohapatra	Revenue Supervisor
11	Aditya Prasad Pradhan	Revenue Inspector
12	Trupti Tanaya Sarangi	Revenue Inspector
13	Sudhir Kumar Jena	Revenue Inspector
14	Rojalin Badajena	Revenue Inspector
15	Ramesh Kumar Swain	Revenue Inspector
16	Narayan Behera	Revenue Inspector
17	Manasa Kumar Behera	Revenue Inspector
18	Itishree Khatua	Revenue Inspector
19	Diptimayee Harichandan	Revenue Inspector
20	Manoj Kumar Gomango	Audit Officer
21	Prafulla Kumar Sahu	Assistant Audit Officer
22	Sashmita Priyadarshini Rout	Auditor
23	Baisali Barik	Auditor

*Barik*

**List of Group-'C' Employees under OE-1 Establishment**

Sl. No.	Name of the employees	Designation
1	Bikram Sundarray	Record Supplier
2	Laxmipriya Nayak	Daftary
3	Kshetramohan Behera	Zamadar
4	Kasida Bibi	Zamadar
5	Usha Rani Sahoo	Daftary
6	Swarnalata Pradhan	Daftary
7	Anil Kumar Das	Zamadar
8	Bhagyalaxmi Mohanty	Zamadar
9	Jagannath Dehury	Daftary
10	Samiya Murmu	Zamadar
11	Salma Kisku	Zamadar
12	Malaya Kumar Behera	Daftary
13	Trinath Pradhan	Daftary
14	Banaja Sahoo	Zamadar
15	Gyanaranjan Rout	Zamadar
16	Jyotiranjana Sahoo	Record Supplier
17	Sukanta Kishore Mallick	Pasting Clerk
18	Sukanta Sethi	Jr. Gr. Diarist
19	Satrughna Ram	Jr. Gr. Diarist
20	Himanshu Sekhar Sahoo	Jr. Gr. Recorder
21	Prafulla Kumar Naik	Pasting Clerk
22	Rama Chandra Nayak	Jr. Gr. Recorder
23	Govinda Chandra Das	Jr. Gr. Recorder
24	Sarojini Singh	Jr. Gr. Diarist
25	Hrusikesh Dash	Pasting Clerk
26	Maguni Charan Behera	Pasting Clerk
27	Pradipta Kumar Pattnaik	Jr. Gr. Recorder
28	Subasini Panda	Jr. Gr. Diarist
29	Swarnalata Mohapatra	Jr. Gr. Diarist
30	Sachitra Badajena	Jr. Gr. Diarist
31	Madhusmita Das	Jr. Gr. Diarist
32	Lokanath Behera	Jr. Gr. Diarist
33	Sanjay Badtia	Jr. Gr. Diarist
34	Mamatarani Nayak	Jr. Gr. Recorder
35	Dillip Kumar Nath	Sr. Gr. Diarist
36	Jagannath Singh	Sr. Gr. Diarist
37	Sebati Murmu	Sr. Gr. Diarist
38	Pandu Tiu	Sr. Gr. Diarist
39	Manorama Khatei	Sr. Gr. Diarist
40	Lokanath Sahoo	Sr. Gr. Diarist
41	Prasanta Kumar Lenka	Sr. Gr. Diarist
42	Keshab Ghadei	Sr. Gr. Diarist
43	Sudarsan Mallick	Sr. Record Clerk
44	Ramakanta Godi	Sr. Gr. Diarist
45	Prasanta Kumar Mohapatra	Sr. Record Clerk
46	Prabhat Chandra Pattnaik	Sr. Gr. Diarist
47	Premalata Panda	Sr. Gr. Diarist

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48	Bhima Pradhan	Driver
49	Gobardhan Naik	Assistant Caretaker
50	Tilottama Jena	Assistant Caretaker
51	Binod Kumar Agrasingh	Assistant Caretaker
52	Trilochan Rana	Assistant Caretaker
53	Upendra Das	Assistant Caretaker
54	Kanak Prava Pradhan	Assistant Caretaker
55	Manoj Kumar Baliarsingh	Amin
56	Basanta Kumar Barik	Chainman

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**List of Group-'D' Employees under OE-1 Establishment**

Sl. No.	Name of the Employees	Designation
1	Debendra Nayak	Peon
2	Manoj Kumar Sahoo	Peon
3	Bijuli Behera	Peon
4	M. Krishna	Peon
5	Deepak Kumar Biswal	Peon

*Jan*