

Government of Odisha
Information & Public Relations Department

File No. AXI-69/2019 12242 *** /I&PR, dated 30/10/2019

OFFICE ORDER

The following Administrative Sections are hereby created in I & PR Department (State Hqrs.) in addition to the existing thirteen (13) Administrative Sections, to deal with the works outlined at Annexure-I, II and III respectively, with immediate effect.

1. Confidential Section
2. RTI Section
3. Coordination Section

By Order of Commissioner-cum-Secretary

D. S. Danda
30-10-2019
Under Secretary to Government

Memo No. 12243 /IPR, Dated 30/10/2019

Copy forwarded to the P.S. to Commissioner-cum-Secretary/ P.A. to Director, I & PR for kind information of the Commissioner-cum-Secretary and the Director respectively.

D. S. Danda
30-10-2019
Under Secretary to Government

Memo No. 12244 /IPR, Dated 30/10/2019

Copy forwarded to Branch Officer, OE-II Section for information. He is requested to direct the Care taker, OE-II Section to make immediate arrangement for smooth running of the newly created Sections.

D. S. Danda
30-10-2019
Under Secretary to Government

Memo No. 12245 /IPR, Dated 30/10/2019

Copy forwarded to All Branch Officers/ All Sections/All Units/ Notice Board for information and necessary action.

D. S. Danda
30-10-2019
Under Secretary to Government

Memo No. 12246 /IPR, Dated 30/10/2019

Copy forwarded to System Analyst, I & PR Deptt. to upload this Office Order in the Department website.

D. S. Danda
30-10-2019
Under Secretary to Government

P.T.O.

Annexure-I

Confidential Section

1. Management of PARs/CCRs and its related matters
2. Issuance of No Remarks Certificate, Acceptance of PARs/CCRs
3. Submission of CCRs/PARs for various Promotions/MACP/RACP
4. Review of PARs/CCRs, Sending of PARs/CCRs to various hierarchies
5. Drawing Disciplinary Proceeding against the officials of I & PR Department
6. Inquiry against the Delinquent Officers
7. Vigilance Matters in the Department
8. Internal Complaint Committee on Harassment of women at work place & matters of other Complaint Committees
9. Human Rights Cases in the Department
10. Allegations against the staff of I & PR Department and suggestion for inquiry
11. Other works will be entrusted from time to time as per requirement

Annexure-II

RTI Section(Nodal Section for RTI matters)

1. (i)RTI Application Process(Nodal Section for RTI Application Process of various Departments including its own Department)
(ii) First Appeal cases of RTI
(iii) Second Appeal Cases of RTI at Odisha Information Commission
(iv)State Web Portal(RTI) Maintenance
(v) Preparation of Annual reports of State Information Commission
(vi)Allotment of funds to DIPROs for RTI Awareness
2. A separate seat for Odisha Information commission Establishment like:-
 - (i)Creation of Posts of the posts at OIC, Service Condition of SIC and all OIC establishment matters with required intimation
 - (ii)State Information Commissioner Appointment
 - (iii)Creation of Post of State Information Commissioners
 - (iv)Promotion and others matters of regular staffs of OIC
 - (v) Other establishment matters of OIC
3. The other related matters will be assigned from time to time as and when required

Annexure-III

Coordination Section

1. Monitoring of Court Cases of all the Sections in consultation with ALO.
2. Letters relating to Multiple Sections.
3. Letters that do not relate to any particular Section
4. Assembly Question/Parliament Questions Co-ordination and submission of reply (As it involves multiple Sections), Staff meeting by Secretary and Director pertaining to the work of the Department
5. Supply of Information of All Secretary/Special Secretary Meeting
6. Receipt and Distribution of Daks among various Sections(i.e.Nodal Section of Dak distribution).
7. Grievance Management of the Department i.e. e-Abhijog of State and Central Govt pertaining to this Department
8. Recommendation of MP/MLAs letters(Book circular-47)
9. Monitoring of Legal matters among the Sections in consultation with ALO
10. Handling of the court Cases/ Legal Matters of the Department relating to multiple Section in consultation with ALO
11. Any other Miscellaneous matters will be assigned as and when required

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System Admin