

Government of Odisha
Information and Public Relations Department

No.AXI-22/2013 8474*** /IPR, Date 18-7-13

Office Order

There was no clear instruction regarding finalisation of Reporting Officers, Reviewing Officers and Accepting Authorities in respect of the Confidential Character Rolls of some of the employees of I & P.R. Department. Problems were arising during movement of the C.C.Rs of the said employees for obtaining Remarks. So, the Government after careful consideration have been pleased to finalise Reporting Officers, Reviewing Officers and Accepting Authorities in respect of the C.C.Rs of the Non-gazetted employees of this as given below:-

LIST OF ATHORITIES TO REMARK IN THE C.C.Rs OF THE EMPLOYEES WORKING UNDER I & P.R. DEPARTMENT

Sl. No.	Post Name	Reporting Athority	Reviewing Authority	Accepting Authority
1	AIO/ AIO(Co-ordination)/ AIO(Sardar Patel Hall)/ APIO/ APRO/ AIPRO	Information Officer(Hqrs.)	Branch Officer in charge of Press	Director, I & P.R
2	Artist/ Designer-cum-Artist/ Exhibition Officer/ Exhibition Organiser	Special Officer (Exhibition)	Branch Officer in charge of Exhibition	Director, I & P.R
3	Assistant Mechanic	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
4	Assistant Programme Coordinator	Programme Co-ordinator	Branch Officer of AVP Section	Director, I & P.R
5	Assistant Storekeeper	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
6	Assistant to Oriya Translator	O.T to Govt.	Branch Officer in charge of Print Media Section	Director, I & P.R
7	Cameraman	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
8	Carpenter	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
9	Chief Calligraphist	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
10	Chief Photographer	Desk Officer/ Section Officer, AVP Section	Branch Officer in charge of AVP Section	Director, I & P.R
11	Chief Photographer (Digital Photo Service)	Desk Officer/ Section Officer, AVP Section	Branch Officer in charge of AVP Section	Director, I & P.R
12	Colour Lab. Technician	Desk Officer/ Section Officer, AVP Section	Branch Officer in charge of AVP Section	Director, I & P.R
13	Computer Programmer	Desk Officer/ Section Officer, IMU Section	Branch Officer in charge of IMU Section	Director, I & P.R

14	Despatch Rider-cum-Messenger	Desk Officer/ Section Officer, Vehicle Section	Branch Officer in charge of Vehicle Section	Director, I & P.R
15	Driver	Desk Officer/ Section Officer, Vehicle Section	Branch Officer in charge of Vehicle Section	Director, I & P.R
16	Film Librarian	Assistant Director (Film)	Branch Officer in charge of AVP Section	Director, I & P.R
17	Fitter Mechanic	Desk Officer/ Section Officer, Vehicle Section	Branch Officer in charge of Vehicle Section	Director, I & P.R
18	Floor Assistant	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
19	Garage Supervisor	Desk Officer/ Section Officer, Vehicle Section	Branch Officer in charge of Vehicle Section	Director, I & P.R
20	Indexer, Central Store	Stores Officer	Branch Officer in charge of Field Publicity Section	Director, I & P.R
21	Indexer, Research & Reference Library	Research & Reference Officer	Branch Officer in charge of Print Media Section	Director, I & P.R
22	Junior Data Entry Operator	Desk Officer/ Section Officer, IMU Section	Branch Officer in charge of IMU Section	Director, I & P.R
23	Librarian	Research & Reference Officer	Branch Officer in charge of Print Media Section	Director, I & P.R
24	Mechanic	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
25	Mechanical Supervisor	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
26	Motor Mechanic	Desk Officer/ Section Officer, Vehicle Section	Branch Officer in charge of Vehicle Section	Director, I & P.R
27	Operation Supervisor	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
28	Operator	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
29	Operator (Exhibition)	Special Officer (Exhibition)	Branch Officer in charge of Exhibition	Director, I & P.R
30	Photo Officer	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
31	Photographer	Desk Officer/ Section Officer, AVP Section	Branch Officer in charge of AVP Section	Director, I & P.R
32	Production Attendant	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
33	Projectionist	Asst. Director (Field)	Branch Officer in charge of Field Publicity Section	Director, I & P.R
34	Projectionist (Store)	Stores Officer	Branch Officer in charge of Field Publicity Section	Director, I & P.R
35	Radio Inspector	D.O/ S.O of the Section to which the employee is attached or D.O/ S.O of AVP Section	Branch Officer in charge of the Section concerned	Director, I & P.R

36	Scientific Assistant	D.O/ S.O of the Section to which the employee is attached or D.O/ S.O of AVP Section	Branch Officer in charge of the Section concerned	Director, I & P.R
37	Scribe	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
38	Senior Cameraman	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
39	Senior Cameraman, Gr-I	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
40	Senior Data Entry Operator	Desk Officer/ Section Officer, IMU Section	Branch Officer in charge of IMU Section	Director, I & P.R
41	Senior Lightman	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
42	Senior Production Assistant	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
43	Senior Production Attendant	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
44	Senior Research Assistant	Research & Reference Officer	Branch Officer in charge of Print Media Section	Director, I & P.R
45	Senior Scribe	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
46	Senior Scribe-cum-Calligraphist	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
47	Senior Storekeeper	Stores Officer	Branch Officer in charge of Field Publicity Section	Director, I & P.R
48	Senior Translation Assistant	Asst. Director (Production)	Branch Officer in charge of Print Media Section	Director, I & P.R
49	Sound Recordist	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
50	Sound Recordist	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
51	Sound Recordist, Gr-I	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
52	Sr. Assistant Programme Co-ordinator(APC)	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
53	System Analyst	Branch Officer in charge of IMU Section	Director, I & P.R	Secretary, I & P.R. Deptt.
54	Video Film Editor	Programme Co-ordinator	Branch Officer in charge of AVP Section	Director, I & P.R
55	Non-Gazetted Employees in the O/o the Deputy Director, I & P.R. in the three Divisions	Deputy Director, I & P.R. of the respective Division	Secretary/ Addl. Secretary to R.D.C	Director, I & P.R
56	Non-Gazetted Employees in the O/o the D.I & P.R.Os	D.I & P.R.O concerned	Deputy Director, I & P.R. of the respective Division	Director, I & P.R

57	Non-Gazetted Employees in the O/o the R.O.R.R.Fs	R.O.R.R.F concerned	Deputy Director, I & P.R. of the respective Division	Director, I & P.R
58	Non-Gazetted Employees in the O/o the S.M.Os	S.M.O concerned	Deputy Director, I & P.R. of the respective Division	Director, I & P.R
59	Non-Gazetted Employees in the O/o the Information Officer, SIC, Jaydev Bhawan	I.O., SIC, Jayadev Bhawan	Deputy Director, I & P.R. of the respective Division	Director, I & P.R
60	Non-Gazetted Employees in the O/o the Information Officer (Liaison), New Delhi.	I.O (Liaison), New Delhi	Deputy Resident Commissioner	Resident Commissioner
61	Non-Gazetted Employees in the O/o the Information Officer, Kolkata	I.O, Kolkata	Branch Officer of Field Publicity Section (Addl./ Joint/ Deputy Director)	Director, I & P.R

By order of Governor

Sd/- G. Jena

Deputy Secretary to Govt.

Memo No. 8475 / IPR 18.7.13

Copy forwarded to P.S to Minister, I & P.R/ P.S to Commissioner-cum-Secretary/ P.A to Special Secretary/ P.S to Director, I & P.R/ all Branch Officers/all other Officers/ all Sections/ all Units of I & P.R Department for information and necessary action.

Copy 8.7.13
Deputy Secretary to Govt.

Memo No. 8476 / IPR 18.7.13

Copy forwarded to Resident Commissioner, Odisha, New Delhi/ Deputy Director, I & P.R.(CD/ND/SD)/ I.O., SIC, Jaydev Bhawan, Bhubaneswar/ I.O.(Liaison), New Delhi/ I.O., Kolkata/ all D.I. & P.R.Os/ all S.M.Os/ all R.O.R.R.Fs for information and necessary action.

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Deputy Secretary to Govt.

Memo No. 8477 / IPR 18.7.13

Copy forwarded to the System Analyst, I & P.R. Department for information and necessary action. He is requested to up this order in the website of this Department.

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Deputy Secretary to Govt.