

CHAPTER-3 (MANUAL-2)

(Powers and Duties of Officers and Employees)

1. Sri P. K. Mohapatra, IAS

Commissioner-cum-Secretary to Government

Powers - Administrative- - Full Power
Financial - Full Power

Duties - Commissioner-cum-Secretary is the administrative head of this Department and responsible for its smooth working, duties, authority and function of the Secretary have been mentioned in the Orissa Secretariat Instructions.

2. Sri Anirudha Rout, IAS,

Special Secretary to Government

All matters relating to non-teaching employees of Government Colleges, matters relating to SSB & CHSE, creation of posts of all categories in Government Colleges including +2 colleges, prospectus and curricula of Government Colleges, reconstitution of Governing Body.

Matters relating to non-Government College establishment, Loan Stipend Fund (LSF) sanction, Pensions and proceedings of Government Colleges teachers, Confidential Section dealing with maintenance of CCRs of Jr. Lecturers and staff of Secretariat establishment of the Department.

3. Sri Gangadhar Singh

Additional Secretary to Government

All matter relating to Office Establishment of the Higher Education, Government Colleges, Universities, Office establishment of the Directorate and Regional directorates, opening & establishment of new Government Colleges/Jr. Colleges, Autonomous Colleges.

Matters relating to Naba Krushna Choudhury Centre for Development Studies, Institute of Physics and Institute of Management & Information Technology, NCC & NSS, Vocational Education, matters relating to RTI Cell.

**4. Sri Chaturbhuj Mallick,
Joint Secretary to Government,**

Non-Government establishment grant-in-aid, recognition to Non-Government, Colleges, approval of posts of teaching and non-teaching staff of non-Government Colleges.

Matters of Legal Cell i.e. coordination and monitoring of court cases, Liaison with Advocate General, follow up action to be taken in regard to all court cases including filing of counters and compliance of Court orders.

**5. Sri R. Mallick,
F.A.-cum-Joint Secretary to Government,**

Plan formulation, Budget, sanction and Expenditure, financial advice, Finance Commission, 20 point programme, Public Accounts Committee, all Budgetary and financial matters relating to Higher Education Department, Review of Receipts and expenditure under non-plan & plan.

All matter relating to Accounts Cell LSF such as cash collection/monthly statement of recovery, verification of OLSF Account with A.G. (A&E), Orissa all Treasury accounts of OLSF etc. and all matters of Audit Cell.

**6. Sri OM Prakash Mohapatra,
Deputy Secretary to Government,**

Government College establishment Recruitment of Government College Lecturer/Jr. Lecturers, posting & transfer, study leave & Teachers Fellowship, pension and disciplinary proceedings.

**7. Sri P.C. Acharya,
L.O.-cum-Deputy Secretary to Govt.,**

Matter relating to Universities, UGC Grant, Policies/Planning of Higher Education, New education policy, State Education Advisory Board, Institute of Physics, Autonomous College, establishment of Director, Higher Education, Orissa and Regional Director of Educations, Pension cases of the Gazetted Officers of the Directorate.

Matters relating Misc. & Coordination Section, NCC & NSS

**8. Sri Sarat Chandra Mohapatra
Deputy Secretary to Government,**

Government College establishment non-teaching staff, C.H.S.E., S.S.B., Disciplinary proceedings of non-teaching staff of Government Colleges, Residential accommodation to OES Officer, creation of posts of all categories in Government Colleges/Jr. Colleges, Prospectus and curricula.

Matter relating to transfer, posting, CAS of teachers of Non-Government College establishments, Governing Body of Non-Government Colleges, curricular of Non-Government Colleges, Amendment on Rules/orders concerning Non-Government Colleges, service conditions and fixation of pay of teaching and non-teaching employees, Audit reports concerning non-Government Colleges etc.

**9. Sri J.K. Sethi,
A.F.A.-cum-Under Secretary to Government,**

Plan & Budget, Finance Commission, Review of Receipts expenditure under plan & non-plan. 20-point programme, Public Accounts Committee, All Budgetary and financial matters relating to Higher Education Department and matter relating Audit Cell.

**10. Sri D. Chinera,
Under Secretary to Government,**

Office establishment (Secretariat Establishment) of this Department, Accounts & Cash Section.