

**Manual-2**  
**Powers and Duties of Officers and Employees**

SL. NO.	DESIGNATION OF POST	POWERS				DUTIES ATTACHED
		Administrative	Financial	Statutory	Others	
1.	Commissioner-cum- Secretary	Commissioner-cum-Secretary has been entrusted to dispose of the cases at his level as indicated at part-2 of I & P.R. Department office order No.12643/I&PR, dated 5.5.2005	*	**		He is the head of the Department and exercises over all supervision of different activities of I & P.R. Department.
2.	Director, I & P.R.	Director, I & P.R. has been delegated to exercise his powers in disposing of the cases as indicated at Part-3 of I&P.R. Department, office order No.12643/ I&P.R., dated 5.5.2005.				
3.	Under Secy. (Establishment)	Under Secretary (Establishment) has been delegated to exercise powers in disposing of the cases indicated in I&P.R. Department letter No.10678/I&PR, dated 15.4.2009				

\* \*\*

**Attach the file : Power \_Duties.doc.**

**Government of Orissa**  
**Information and Public Relations Department**

**OFFICE ORDER**

**No. AVIII-11/05/12643 / I&P.R., Bhubaneswar, dated 5.5.2005**

In pursuance of clause (2) of Instruction 3 of the instructions issued under Rule 14 of the Orissa Government Rule of business made under Article 166 of the Constitution of India, the Minister, Information and Public Relations has pleased to order that the cases in the Information and P.R. Department will be disposed of at different levels as indicated below: This supersedes all previous orders in this regard.

**PART-I**

**Cases to be disposed of by Minister (s) I & P.R.**

1. Proposals regarding selection and framing of statutory rules.
2. Draft replies to Parliament questions when questions of principle or policies involved.
3. Reply to assembly Questions, Resolution, Cut-motion, assurances and any other matter raised in the Assembly.
4. Communication of the views of the State Government to other State Governments and Government of India on matter involving policy.
5. Cases involve in change or modification of existing policies or exemption of statutory rules, orders and instruction.
6. All memorials by Govt. Servants addressed to the Chief Minister, Minister or the Governor
7. Approval of service recruitment Rules
8. Creations/Up-gradation of all posts and conversion of non-gazetted posts to gazetted
9. Appointment of all categories of gazetted officers
10. Changes of Headquarters of Heads of Department or Head of Office
11. Finalisation of five-year plan and annual plan
12. Governor conferences, meetings of NDC and such other high level National meetings involving attendance of Chief Minister or Minister relating to the Department
13. All proposals for approval of Cabinet or Council of Minister
14. Observation of public accounts committee.
15. Posting and transfer of all categories of gazetted officers.
16. Deputation of gazetted officers on Foreign Service
17. Deputation of officers on Foreign Service
18. Constitution of different committees
19. Annual administration reports of the committees, trusts of Information & Public Relations Department
20. Nomination to Boards, Councils, committees, trusts, autonomous body constituted by State Government.
21. Miss appropriation and loss of Government Revenue beyond Rs.10,000.
22. Conformation of all categories of gazetted officers
23. Sanction of grants, pension, prizes under I & P.R Department
24. Opening of new offices
25. Finalisation of troupes of cultural programmes sponsored by I & P.R. Department
26. Press notes, counter on the news items published against I & P.R. Department
27. Creation , Up-gradation of gazetted posts.
28. Cases filed against and cases to be filed or appealed by Govt. in the Court of Law.
29. Administrative approval of different projects/schemes

30. Petitions/representation from public addressed to the Minister
31. Sanction of leave beyond 60 days of Sr. Class-I officers
32. Disciplinary action against all gazetted officers
33. Sanction of journey of all gazetted officers outside the State including journey by air of officers not entitled to travel by air.
34. All matters concerning to State level and National level celebration
35. Cases not covered under this delegation will be decided by Govt. orders also.

## **PART-II**

### **Cases to be disposed of by the Secretary**

1. According permission for purchase of movable or immovable property by Class-II officers under Govt. Servants conduct Rules
2. Sanction of leave of Class-I Group-A officers up to 60 days
3. Petitions/ representation from public addressed to the Secretary
4. Sanction of remuneration for additional work
5. Sanction of pension and DCRG of all gazetted officers
6. Appointment of Class-II Group – C officers
7. Preparation of budget estimate, revision estimate and compilation of estimate of the controlling officers
8. Supplementary demands/ re-appropriation
9. Review of expenditure of plan scheme/Non-plan Schemes
10. Submission of schedule
11. Ways and means forecast
12. Confirmation of Group-C Non-gazetted Class-III Group C employees
13. Transfer and posting of Class-III Group C employees
14. Permission for acquisition of movable and immovable property by Group A and B officers
15. Budget circular and instruction
16. Draft appropriation accounts
17. Creation and continuation of all posts under plan and Non-plan schemes, sanctioning the permanence of posts of all such officers
18. Audit reports and draft paras
19. Approval of tour programme and tour dairies of Group A and B officers
20. Disciplinary action against Group C officer
21. Framing of service recruitment rules
22. Public accounts committee
23. Advance from Orissa Contingency Fund
24. Sanction of deputation of Class-III Group C officers
25. Sanction of journey of Group C officers by air
26. Sanction of house building advance and motor Cycle Advance of all officers
27. Fixation of pay of all officers except Group D employees

## **PART-III**

### **Cases to be disposed of by the Director of Information & P.R. Department**

1. Fixation of pay of Group D employees
2. Disciplinary action against Group D employees
3. According permission for purchase of movable and immovable property by Class-III (Non-gazetted) and Class-IV staff
4. Sanction of House Building Advance, motor cycle advance, moped advance of all Non-gazetted Class-III and Class-IV staff
5. Petitions/representations from public addressed to the Director
6. Approval of tour programme & tour dairies of Class-II field staff
7. Sanction of Pension & DCRG of non-gazetted Class-III and Class-IV staff
8. Ways and means forecast

9. Deputation to foreign service of non-gazetted Class-III staff
  10. All the financial powers up to a financial limit of Rs.20,000/- (Rupees Twenty thousand) only
  11. Fixation of pay of non-gazetted officers of I & P.R Department
  12. Approval of journey of Class-III officers outside the State (except by air)
  13. Sanction of GPF advance of gazetted and non-gazetted staff exceeding the limit delegated to the Dy. Secy./Joint Secy.
  14. Forwarding of application of Class-III of the Department
  15. Sanction of E.L of non-gazetted officers beyond 60 days
  16. Sanction of investigation of arrear claims
- N.B. In absence of the Director, all his power will be exercised by the Additional Director of the Department
17. Confirmation of Group D employees
  18. Transfer & posting of Group D employees

**PART –IV**  
**Cases to be disposed of by Joint Secy./ Dy. Secy. Establishment**

1. Sanction of E.L. to all non gazetted officers under the control of Department to the extent of 60 days
2. Approval and counter signature of T.A claims of officers up to Class-II
3. Hiring of vehicles of officers and staff
4. Grant of leave/surrender leave/annual increment of gazetted and non-gazetted officers up to the level of Class-II
5. Matters relating to Vigilance cases
6. Sanction of GPF advance to Non-gazetted Class-III and Class-IV staff of the Department
7. Observation of review returns
8. Sanction of festival/cycle advance to Class-III and Class-IV employees
9. Trunk call and telephones bills
10. Indent of stationary articles
11. Purchase of materials up to a financial limit of Rs.20,000/- only
12. Forwarding of application of Class-IV employees
13. To exercise power of head of office and department in regard to sanction under GIS relating to Class-II, Class-III and Class-IV officers
14. To sanction LTC of all Class-II, Class-III and Class-IV employees
15. Monthly, quarterly and annual inspection reports
16. Inter transfer and posting of Class-IV staff
17. Fixation of pay in respect of Class-III and Class-IV employees
18. Appointment of all Class-IV staff of the department with approval of the Secretary of the Department

Sd/-

Commissioner-cum-Secretary to Government  
Information & P.R. Department

Memo No.12644 /IPR, Bhubaneswar, Dated 5.5.2005

Copy forwarded to the Private Secretary to Minister, Information & P.R./ Private Secretary to Chief Secretary, Orissa / Private Secretary to Commissioner-cum-Secretary / Private Secretary to Director /All Officers of the Department /All Section Officers / Deputy Director at Berhampur / Cuttack / Sambalpur / All District Information & Public Relations Officers / R.O., Jaypur and Sambalpur / Information Officers, Jaydev Bhawan, Bhubaneswar / Guard file (10 copies) for information & necessary action.

Sd/-

Deputy Secretary to Government

**INFORMATION OF EXISTING CADRE RULE OF DIFFERENT POSTS OF I & P. R. DEPTT.**

Sl. No.	Name of the post	Group	No. of posts	Cadre
1	2	3	4	5
1.	Commissioner-cum-Secretary	A	01	} I.A.S. Cadre, controlled by G.A. Department with Rules
2.	Director & Addl. Secretary	A	01	
3.	Addl. Director cum Joint Secy.	A	01	} OIS Cadre, controlled by I & P. R. Department with recruitment rules
4.	Joint Director-cum- Dy. Secretary	A	01	
5.	Editor cum J.D-cum-Dy.Secy.	A	01	
6.	Dy. Director cum Dy. Secy.	A	02	
7.	Dy. Director (Press)	A	01	
8.	Dy. Director (Zone)	A	03	
9.	Research & Ref. Officer	B	01	
10.	Asst. Director (Production)	A	01	
11.	Production Officer	B	01	
12.	Addl. Production Officer-I & II	B	02	
13.	Information Officer	B	07	
14.	P.R.O. to C.M.	B	01	
15.	Manager, Publication	B	01	
16.	Store Officer	B	01	
17.	Spl. Officer (Exhibition)	A	01	
18.	Asst. Director (Field)	A	01	
19.	DI & PRO (LR)	B	02	
20.	R.O., RRF	B	02	
21.	O.T. to Govt.	B	01	
22.	A.P.I.O.	C	01	
23.	A.I.O.	C	06	
24.	A.I.P.R.O	C	03	
25.	Exhibition Officer/Organisor	C	02	
26.	ADPRO / SDI & PRO	C	39	
27.	Dy. Secretary	A	01	} O.A.S. cadre controlled by O.F.S. Cadre, Controlled by F.D. with Rules
28.	A.F.A-cum-Under secy.	A	01	
29.	I.O. (Hqus)	A	01	
30.	D.I.P.R.O.	B	25	
31.	D.I.P.R.O.	A	07	
32.	A.P.O	B	02	

Sl. No.	Name of the post	Group	No. of posts	Cadre
1	2	3	4	5
29.	A.S.O.	C	55	
30.	Section Officer	B	10	O.S.S. Cadre controlled by Home
31.	Desk Officer	B	06	
32.	Under Secretary (OSS)	A	02	
33.	Dy. Director (Maintenance)	A	01	No cadre controlled through Deptt. Executive Instruction Resolution No.34566/IPR dated 23.12.98
34.	Sr. Maintenance Officer	B	04	
35.	Radio Supervisor/Scientist	C	02	
36.	Radio Inspector	C	12	
37.	Editor (O.R.) & Ex. Officio D.D	A	01	O.E.S cadre controlled by Higher Educator
38.	Programme Co-ordinator	B	01	Controlled through order/ Resolution No.16090/IPR dated 01.07.04
39.	Sr. asst. Programme Coordinator	B	01	
40.	Asst. Programme Co-ordinator	B	04	
41.	Asst. Director (Film)	B	01	Office order No.-----Dt.----
42.	Photo Officer	B	01	
43.	Chief Photographer	C	01	
44.	Photo Grapher	C	06	
45.	Colour Lab. Technician	C	01	
46.	Sr. Cameraman Gr.-1	B	01	
47.	Sr. Cameraman	B	04	
48.	Cameraman	C	01	
49.	Sound Recordist Gr.-1	B	01	
50.	Sound Recordist	B	04	
51.	Video Film Editor	C	01	
52.	Floor Assistant	C	01	
53.	Computer Programmer	C	01	
54.	Jr. Grade Typist	C	02	Typist cadre, controlled by Home Deptt. with Rules
55.	Sr. Grade Typist	C	12	
56.	Superintendent Level-II	C	03	
57.	Superintendent Level-I	B	01	
58.	Jr. Diarist	C	03	G.A.Deptt.
59.	Pasting Clerk	C	04	
60.	Sr. Grade Typist/Sr. Recorder	C	02	Resolution dated 27.3.85
61.	Record Supplier	C	01	G.A.Deptt.
62.	Treasury Sarkar	C	01	Resolution dated 27.3.85
63.	Diary Superintendent	C	01	

64.	Auditor	C	04	}	Cadre controlled by F.D
65.	Sr. Production Asst.	C	02		
66.	Sr. Translation Asst.	C	01	}	No Cadre Rule
67.	Sr. Research Asst.	C	01		
68.	Asst. to O.T	C	02		
69.	Chief Caligraphist	C	01	}	No Cadre Rule
70.	Sr. Scribe-cum-Caligraphist	C	02		
71.	Scribe	C	02	}	No Cadre Rule
72.	Asst. Mechanic	C	02		
73.	Mechanic	C	02	}	No Cadre Rule
74.	Mechanical Supervisor	C	01		
75.	Designer-cum-Artist	C	01	}	No Cadre Rule
76.	Artist	C	01		
77.	Carpenter	C	2	}	No Cadre Rule
78.	Driver	C	47		
79.	Sr. Driver	C	1	}	No Cadre Rule
80.	Garage Supervisor	C	1		
81.	Motor Mechanic	C	1	}	No Cadre Rule
82.	Fitter Mechanic	C	1		
83.	Indexer	C	3	}	No Cadre Rule
84.	Jr. Store Keeper	C	14		
85.	Jr. Typist cum Jr.Store Keeper	C	8		
86.	Jr. Store Asst.	C	1		
87.	Audit Superintendent	C	1		
88.	Asst. Store Keeper	C	1		
89.	Sr. Store Keeper	C	1		
90.	Store Supervisor	B	1		
91.	Sr. Production Attendant	C	1		
92.	Production Attendant	C	1		
93.	Sr. Lightman	C	1	}	No Cadre Rule
94.	Jr. Stenographer	C	7		
95.	Sr. Stenographer	C	3		
96.	Asst. Operator	C	10	}	No Cadre Rule
97.	Operator	C	46		
98.	Projectionist	C	29		
99.	Head Operator/F.L.	C	4		
100.	Operation Supervisor	C	1		
101.	Jr.Clerk	C	15		

102.	Sr.Clerk	C	13	
103.	Jr.Typist (Dist)	C	2	
104.	Jr.Asst.(Dist)	C	1	
105.	Sr.Asst.(Dist.)	C	1	
106.	Accounts Asst.(Dist)	C	1	
107.	Despatcher-cum-Diarist (SIC)	C	1	
108.	Announcer	C	3	No Cadre Rule
109.	Manager	C	1	
110.	Sales Manager	C	1	
111.	Librarian	B	3	
112.	Jr.Librarian	C	2	
113.	Clerk cum Librarian	C	70	
114.	Asst.Editor (O.R.)	B	1	
115.	System Analyst	B	1	
116.	Data verifying Operator	C	1	
117.	Library Attendant	C	1	
118.	Despatch Rider-cum-Messenger	C	3	
119.	Group 'D' posts (State HQ)	D	<b>104</b>	
120.	Group 'D' Districts	D	<b>260</b>	
	<b>Total</b>		<b>965</b>	

**LIST OF P.R.DISTRICTS & SUB-DIVISIONS WITH NAME OF INCUMBANTS WITH DATE**

SL No.	Name of the Districts	Name of the DIPROs posted with date	Name of the Sub-division	Name of the SDIPROs posted with date	Remarks
1.	Angul	Sarat Ch. Sethy 20.06.2005	1. Angul 2. Athamallik 3. Pallahara 4. Talcher	Vacant Vacant Vacant Santosh Ku. Sethi	(12.10.2001)
2.	Balasore	Vacant	1. Balasore 2. Nilagiri	Vacant Asutosh Paikarai	(08.07.2002)
3.	Baragarh	Dillip Ch. Samantray (15.07.2005)	1. Padmapur	Vacant	
4.	Bolangir	Chandrakanta Nayak (1.10.03)	1. Patnagarh 2. Titilagarh	Vacant Smt. Kalyani Das	(28.07.2008)
5.	Bhadrak	Harmohan Jena 1.7.02	-----	-----	-----
6.	Bhubaneswar	Nagendranath Nayak (01.05.2008)	-----	-----	-----
7.	Boudh	Manas Ranjan Biswal (05.10.2007)	-----	-----	Vacant
8.	Cuttack	Pramod Kumar Mallik (01.01.2009)	1. Cuttack Sadar 2. Banki 3. Athagarh 4. Cuttack City	Ashok Kumar Sarangi Pathani Rout Umakanta Mohapatra Smt. Lilima Satapathy	(19.8.08) (19.8.08) (19.8.2008) (28.7.08)
9.	Deogarh	Barada Prasanna Das (20.06.2008)	1. Deogarh	Vacant	Vacant
10.	Dhenkanal	Govind Ch. Roul 8.7.02	1. Dhenkanal 2. Hindol 3. Kamakhyanagar	Vacant Vacant Sachidananda Behera	(21.8.08)
11.	Ganjam	Rama Shankar Behera (25.7.2008)	1. Berhampur 2. Bhanjanagar	R.N.Behera 21.7.02 Vacant	
12.	Gajapati	Gurubir Singh (20.6.2008)	-----	-----	-----
13.	Jajpur	Sisir Ku. Prusty (07.07.2006)	1. Jajpur	Vacant	

14.	Jharsuguda	Subash Ch. Supkar (19.07.2005)	-----	Vacant
15.	Jagatsinghpur	Pitambar Swain (21.03.2007)	1. Jagatsinghpur	Vacant
16.	Kandhamal	Biranchi N. Pradhan (21.09.2007)	1. Phulbani 2. Baliguda 3. G.Udayagiri	Vacant Vacant B.K.Mohanty (27.06.2005)
17.	Kalahandi	Basanta Ku. Pradhan	1. Dharmagarh	Haladhar Nial 25.5.99
18.	Kendrapara	Golak Ch. Behera 3.7.04	1. Kendrapara	Vacant
19.	Keonjhar	Minaketan Behera (14.07.2006)	1. Anandapur  2. Champua 3. Keonjhar	Vacant  Sanjib Ku. Barik (28.7.08) Vacant
20.	Khurda	Ramesh Ku. Sahu (23.06.2006)	-----	-----
21.	Koraput	Prafulla Ku. Mallik 1.1.02	1. Jeypore	Vacant
22.	Malkangiri	Subash Ch. Nial (03.12.2007)	-----	-----
23.	Mayurbhanj	Rabindra Ku. Nayak (20.6.08)	1. Bamanghati (Udala) 2. Rairangpur 3. Panchapir (Karanjia)	Vacant  Ajaya Ku. Jena (31.08.2005) Vacant
24.	Nayagarh	Dillip Ku. Mohanty 1.10.01	-----	-----
25.	Nawrangpur	B. Bhujanga Rao (20.6.08)	-----	-----
26.	Nuapara	Durga Ch. Nayak (29.08.2007)	-----	-----
27.	Puri	Damodar Padhy (2.08.2005)	1. Puri  2. Lion's Gate	Tapas Ku. Saha 17.7.03 Vacant
28.	Rayagada	Jalandhar Pushika 1.7.02	1. Gunupur	Vacant
29.	Rourkela (21.07.2006)	Surya R. Mohanty 28.1.2009	1. Bonai	Bijay Ku. Mishra

30.	Sambalpur 26.05.2008	Md. Ibrahim	1. Kuchinda 28.08.2005 2. Rairakhol	Jaydev Panigrahi  Suryanarayan Mishra (28.7.2008)
31.	Sonepur	Narayan Ch. Sethi (11.07.2005)	-----	-----
32.	Sundargarh	Salil Ku. Patnaik 09.2.2009	1. Sundargarh	Vacant