

**Government of Odisha
Home Department**

No. 31024 /D&A, Bhubaneswar, dated 22.07.2025
HOME-DA1-CRTN1-0010-2014

From,

**Shri Satyabrata Sahu, IAS,
Additional Chief Secretary to Government**

To,

**The Accountant General (A&E), Odisha, Bhubaneswar /
The Accountant General (Audit), Odisha, Bhubaneswar**

**Sub: Creation of two new Odisha Industrial Security Force (OISF)
Battalions in the State i.e. 3rd and 4th OISF Battalion**

**Ref : This Department's earlier letter bearing no. 16649/D&A dated 19-04-
2025 - Creation of 2nd OISF Battalion (copy enclosed)**

Sir,

In inviting a reference to the subject cited above and in continuation to this Department's letter apropos, I am directed to convey the sanction of Governor for creation of 1944 posts in various ranks for creation of 02 (two) new Odisha Industrial Security Force (OISF) Battalion in the State i.e. 3rd and 4th OISF Battalion (*as illustrated in the table below*), in the level of pay mentioned against each and other allowances sanctioned by Government from time to time with effect from the date the posts are actually filled up in the said Battalion.

Sl. No.	Designation of post	Pay Level as per ORSP Rules, 2017	No. of post created for each OISF Battalion	No. of posts for both the Battalions i.e. 3rd and 4th OISF Battalion
1	Commandant	Level -14	1	2
2	Deputy Commandant	Level-13	3	6
3	Assistant Commandant	Level-12	8	16
4	Inspector (Armed)	Level-10	12	24
5	Sub. Inspector (Armed)	Level-09	27	54
6	Asst. Sub. Inspector (Armed)	Level-08	63	126
7	Havildar	Level-07	128	256
8	Constable	Level-05	675	1350

P.T.O

Ministerial Staff				
9	Head Clerk	Level-09	1	2
10	Sr. Clerk	Level-07	2	4
11	Jr. Clerk	Level-04	3	6
12	Sr. Stenographer	Level-09	1	2
Communication Staff				
13	Inspector (Communication)	Level-10	1	2
14	Sub. Inspector (Communication)	Level-09	2	4
15	ASI (Communication)	Level-08	4	8
16	Constable (Communication)	Level-05	26	52
Armourer Staff				
17	ASI/ Hav. Maj. (Armourer)	Level-08	1	2
18	Armourer Havildar	Level-07	7	14
19	Asst. Armourer	Level-05	7	14
Total			972	1944

2. The aforementioned newly created posts shall be filled up in a transparent manner following relevant recruitment rules and provisions of ORV Act as amended from time to time.

3. The expenditure on account of hiring cost of vehicles shall be charged from borrowing organizations.

4. The cost of expenditure towards salary items, RCM and other allowances applicable to Police personnel of equivalent rank and pension, leave salary contribution and other retirement benefits of Police personnel so deployed shall be borne by borrowing organizations.

5. Per person charge should be determined in such a manner that it will not only cover all the aforesaid entitlements but also the entire establishment cost of OISF unit including Headquarters cost (as in case of CISF), so that no additional burden will be on State Exchequer.

6. (a) Further, the following requirement of the newly created OISF Battalions shall be met on outsourcing basis through Service provider agency in a transparent manner following due process and procedure prescribed in Odisha General Financial Rules (OGFR) & Delegation of Financial Power Rules (DFPR)

Serial No.	Requirement of Services	Indicative Manpower for each OISF Battalion	Total Indicative Manpower for both the Battalions i.e. 3rd and 4th OISF Battalion
1.	Cook	27	54
2.	Visty	14	28
3.	Sweeper	15	30
4.	Barber	6	12
5.	Dhobi	6	12
Total		68	136

(b) The remuneration of manpower so engaged shall be as per GA & PG Department Resolution No. 7982/GAD dated 07-03-2024 (*Copy enclosed*) read with Circular No. 8365/Gen dated 12-03-2024 (*Copy enclosed*).

(c) A comprehensive Service Contract with the outsourcing agency shall be made, so that future litigation related to the regularization of services will not arise.

7. The charge is debitable to appropriate units under following heads:

- Demand No. 1 - 2055- Police- EOME - 104 - Special Police - 1327 - Special Police Organization - 01004 – Salaries
- Demand No. 1 - 2055 - Police- EOME - 001 - Direction & Administration - 0534 – General
- Demand No. 1 - 2055 - Police- EOME - 109 - District Police - 0321 - District Organization.
- Demand No. 1 - 2055 - Police - EOME - 101 - Criminal Investigation - Vigilance - 0531 – General.

8. This has been concurred in by the Finance Department in their file no. FIN-GS1-MCS-0001-2017.

Yours faithfully,

Encl : As above


22/07/2024
Additional Chief Secretary to Government

Memo No. 31025 /D&A, dated 22.07.2025

Copy along with enclosure forwarded to D.G. & I.G. of Police, Odisha, Cuttack for kind information and necessary action.



Deputy Secretary to Government

Memo No. 31026 /D&A, dated 22.07.2025

Copy along with enclosure forwarded to Deputy Secretary to Government, Finance (G.S.-I) Department for information and necessary action.



Deputy Secretary to Government

Memo No. 31027 /D&A, dated 22.07.2025

Copy along with enclosure forwarded to Home (B&P) Department / All Police Sections of Home Department / Guard file of D&A Section with (05) copies for information and necessary action.



Deputy Secretary to Government

Memo No. 31028 /D&A, dated 22.07.2025

Copy along with enclosure forwarded to Nodal Officer, IMU Cell, Home Department along with a request to upload this letter on the website of Home Department.



Deputy Secretary to Government

**Government of Odisha
Home Department**

No. 16649 /D&A, Bhubaneswar, dated 19-04-2025
HOME-DA1-CRTN1-0010-2014

From,

**Shri Subash Chandra Das, OAS,
Special Secretary to Government**

To,

**The Accountant General (A&E), Odisha, Bhubaneswar /
The Accountant General (Audit), Odisha, Bhubaneswar**

Sub: Creation of one new Odisha Industrial Security Force (OISF) Battalion in the State i.e. 2nd OISF Battalion

Ref : (i) Proposal of State Police Headquarters vide letter no. 40776/Policy dated 25-09-2024 in their OSWAS file : DP-PLCY-CREAT-0022-2022

(ii) Subsequent information furnished vide letter no. 2617/OISF dated 04-10-2024 from Commandant (In-charge), OISF , Bhubaneswar

(iii) Clarification sought vide this Department's earlier letter no. 4133/D&A dated 06-11-2024

(iv) Response of State Police Headquarters furnished vide letter no. 50410 / Policy dated 14-11-2024

(v) Subsequent clarification sought vide this Department's letter no. 44741/D&A dated 30-11-2024

(vi) Response of State Police Headquarters / Additional D.G. of Police (SAP) vide letter no. 3538/OISF dated 30-11-2024 in OSWAS file : PT1-DP-PLCY-CREAT-0022-2022

(vii) Clarification sought vide this Department's earlier letter no. 2787/D&A dated 21-01-2025

(viii) Response of State Police Headquarters furnished vide letter no. 6057/Policy dated 06-02-2025

Sir,

I am directed to convey the sanction of Governor for creation of 972 posts in various ranks for creation of one new Odisha Industrial Security Force (OISF) Battalion in the State i.e. 2nd OISF Battalion (*as illustrated in the table below*) for utilization by State Government entities only (*viz. Directorate of Minor Minerals, State Public Sector Undertakings and Odisha Mining Corporation etc.*), in the level of pay mentioned against each and other allowances sanctioned by Government from time to time with effect from the date the posts are actually filled up in the said Battalion.

Sl. No.	Designation of post	Pay Level as per ORSP Rules, 2017	No. of post in each Battalion
1	Commandant	Level -14	1
2	Deputy Commandant	Level-13	3
3	Assistant Commandant	Level-12	8
4	Inspector (Armed)	Level-10	12
5	Sub. Inspector (Armed)	Level-09	27
6	Asst. Sub. Inspector (Armed)	Level-08	63
7	Havildar	Level-07	128
8	Constable	Level-05	675
Ministerial Staff			
9	Head Clerk	Level-09	1
10	Sr. Clerk	Level-07	2
11	Jr. Clerk	Level-04	3
12	Sr. Stenographer	Level-09	1
Communication Staff			
13	Inspector (Communication)	Level-10	1
14	Sub. Inspector (Communication)	Level-09	2
15	ASI (Communication)	Level-08	4
16	Constable (Communication)	Level-05	26
Armourer Staff			
17	ASI/ Hav. Maj. (Armourer)	Level-08	1
18	Armourer Havildar	Level-07	7
19	Asst. Armourer	Level-05	7
Total			972

2. The aforementioned newly created posts shall be filled up in a transparent manner following relevant recruitment rules and provisions of ORV Act as ammended from time to time.

3. The expenditure on account of hiring cost of vehicles shall be charged from borrowing organizations.

4. The cost of expenditure towards salary items, RCM and other allowances applicable to Police personnel of equivalent rank and pension, leave salary contribution and other retirement benefits of Police personnel so deployed shall be borne by borrowing organizations.

5. Per person charge should be determined in such a manner that it will not only cover all the aforesaid entitlements but also the entire establishment cost of OISF unit including Headquarters cost (as in case of CISF), so that no additional burden will be on State Exchequer.

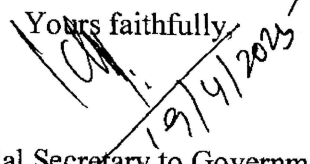
Further, the following requirement of newly created OISF Battalion shall be outsourced through outsourcing agency in a transparent manner following the procedure prescribed in Odisha General Financial Rules (OGFR) & Delegation of Financial Power Rules (DFPR).

Serial No.	Requirement of Services	Indicative Manpower
1.	Cook	27
2.	Visty	14
3.	Sweeper	15
4.	Barber	6
5.	Dhobi	6
Total		68

6. The charge is debitable to appropriate units under following heads :

- Demand No. 1 - 2055- Police- EOME - 104 - Special Police - 1327 - Special Police Organization - 01004 - Salaries
- Demand No. 1 - 2055 - Police- EOME - 001 - Direction & Administration - 0534 - General
- Demand No. 1 - 2055 - Police- EOME - 109 - District Police - 0321 - District Organization.
- Demand No. 1 - 2055 - Police - EOME - 101 - Criminal Investigation - Vigilance - 0531 - General.

7. This has been concurred in by the Finance Department in their file no. FIN-GS1-MCS-0001-2017.

Yours faithfully,

19/4/2023
Special Secretary to Government

Memo No. 16650 /D&A, dated 19-04-2025

Copy forwarded to D.G. & I.G. of Police, Odisha, Cuttack for kind information and necessary action.


Special Secretary to Government

Memo No. 16651 /D&A, dated 19-04-2025

Copy forwarded to Joint Secretary to Government, Finance (G.S.-I) Department for information and necessary action.


Special Secretary to Government

Memo No. 16652 /D&A, dated 19-04-2025

Copy forwarded to Home (B&P) Department / All Police Sections of Home Department / Guard file of D&A Section with (05) copies for information and necessary action.


Special Secretary to Government

Memo No. 16653 /D&A, dated 19-04-2025

Copy forwarded to Nodal Officer, IMU Cell, Home Department along with a request to upload this letter on the website of Home Department.


Special Secretary to Government

Government of Odisha
General Administration & Public Grievance Department

Dated the 07th March, 2024

RESOLUTION

Demands have been raised by various Service Provider Agencies to enhance the remuneration of the manpower provided by them to the Government from time to time, since the cost of living has been increased manifold in the meantime. It has been demanded by them to link the remuneration to the experience of the manpower, a mechanism for their grievance redressal, timely release of payments etc.

The remuneration of the Service Provider Agencies was last revised in November, 2021 vide FD Letter No 30722/6.11.21. Considering the demands of the Service Provider Agencies and the present cost of living, Government have been pleased to enhance the monthly remuneration to be paid by the SPAs with the conditions as enumerated below:

1. **TIMELY PAYMENTS:** To ensure timely payment of wages, the billing cycle is proposed to be operative from 21st of every month to the 20th of the succeeding month. Absentee Statement shall be generated by user agency/office latest by 21st of the month. The SPA shall submit the bills within the 23rd of each month. The Hiring Authority shall be under obligation to ensure passing of bills by 26th of the month and release of wages to the SPA latest by 28th of each month. The SPA shall be responsible for transfer of wages/remunerations within the next 48 hours and not later than the last day of every month. The timelines for billing cycle are given in the table below for better clarity:

TABLE -1

ACTION	PRESCRIBED TIMELINE	RESPONSIBILITY	ACTUAL DATE OF COMPLIANCE
Date of submission of Absentee Statement	16 th day of the month	Controlling Officer/ Branch Head to Establishment Officer	
Submission of Bills by the SPA	20 th day of the month	Service Provider Agency	
Approval of Bills by Department/Authority	25 th day of the month	Establishment Officer	
Transfer of funds to SPAs bank account	28 th day of the month	Establishment Officer	
Transfer of wages to Outsourced employee accounts by SPA.	30th/31 st day of the month.	Service Provider Agency	


7/3/24

2. **GRIEVANCE CELL:** All the departments shall create a grievance cell to attend to the complaints of the Outsourced person/ Service Provider Agency. An Officer, not below the rank of a Group A Officer of the department shall be designated as Grievance Officer of the cell and his phone number and address should be made available to all outsourced persons / SPAs. The Grievance Officer shall call both the parties and reconcile the disputes. In case it is established that the Outsourcing Agency has committed any serious violation, action in accordance with rules shall be taken by the Concerned Authorities. A standard format for grievance shall be prescribed by GA & PG Department for submission of grievance by the petitioners.

3. **MONTHLY REPORTING & REVIEW:** The officer responsible for Office Establishment dealing with payments to Outsourcing Agency shall submit a monthly report in the prescribed format (TABLE -1) within the first week of every succeeding month to the Head of Office, who shall review the performance in this regard and keep a record of same.

4. **"THE ODISHA OUTSOURCED EMPLOYEES OMBUDSMAN":**

State Government shall set-up the "Odisha State Outsourcing Employees Ombudsman" (Here-in-after referred to as Ombudsman), which shall serve as a dedicated platform for addressing concerns and ensuring a fair and transparent environment for both employees and employers involved in outsourcing of manpower and services to State Government offices and its agencies. The purpose of this "Ombudsman" is to provide a neutral space to resolve disputes, facilitate open communication, and uphold the rights of all parties involved. The primary objective of the Outsourcing Employees Ombudsman is to establish a framework that promotes fairness, transparency, and effective conflict resolution within the context of outsourcing. This shall create a neutral and impartial platform where both outsourced employees and employers can address concerns, resolve disputes, and ensure that the rights and interests of all parties are protected. Through open communication and collaborative problem-solving, we strive to foster a productive and harmonious outsourcing environment that benefits everyone involved. *(Separate Rules shall be framed by GA & PG Department for governing the selection, powers, functions, service conditions, remunerations etc. of the Ombudsman).*

5. **TIMELY DEPOSIT OF STATUTORY DUES:** All Statutory Dues payable on account of the Outsourced employee shall be deposited by the SPA, well within the legally prescribed time and documentary evidence of same shall be submitted along-with the bills of subsequent month. If any SPA fails to deposit the statutory dues, it shall be liable for penal action as per law, in addition to including cancelation of their license by the Competent Authority, cancellation of contract and blacklisting following the principles of Natural Justice.

6. **MATERNITY LEAVE:** The SPA can claim Paid Maternity Leave in case of lady engage subject to a maximum of 4 months (120 days) for first two issues as per eligibility.


7/3/24

7. ENHANCEMENT OF REMUNERATION: Demands have been raised by the Service Provider Agencies for enhancement of remuneration in relation to the increase in cost of living and commensurate to the experience gained by the manpower provided. The Service Provider Agencies have signed an agreement with the State Government Departments for providing manpower and are governed by the terms of agreement. However, it is correct that the cost of living has been rising mandating increase in remuneration as also the fact that remuneration ought to be in relation to experience gained.

After examining the cost of living and considering the demands and keeping in view the principles of remuneration commensurate to the experience of the manpower provided, State Government is pleased to announce enhancement of remuneration as per the TABLE - 2 below:

TABLE - 2

REVISED RATE OF REMUNERATION (EFFECTIVE FROM FEBRUARY 2024)							
SL NO.	EXISTING MONTHLY REMUNERATION	REVISED MONTHLY REMUNERATION BASED ON YEARS OF EXPERIENCE					
SL. NO.	WAGES PER MONTH	Less than 5 years	5+ to 10 years	10+ to 15 years	15+ to 20 years	20+ to 25 Years	More than 25 years
1	10100	12600	13600	14600	15600	16600	17600
2	10500	13100	14100	15100	16100	17100	18100
3	10900	13600	14600	15600	16600	17600	18600
4	11100	13900	14900	15900	16900	17900	18900
5	11200	14000	15000	16000	17000	18000	19000
6	11500	14400	15400	16400	17400	18400	19400
7	11900	14900	15900	16900	17900	18900	19900
8	12500	15600	16600	17600	18600	19600	20600
9	21100	26400	27400	28400	29400	30400	31400

All State Government Departments, which have hired the services of Service Provider Agencies and signed agreement with them, shall sign new/supplementary agreement, as the case may be, with respective SPAs and incorporate the enhancements prescribed above, without delay.

Provided that, it shall be the responsibility of the Service Provider Agency to submit proof of experience of the engaged person to make application for admissibility of higher rate of remuneration based on experience. Such application shall have to be made in the online portal/application to be developed by GA & PG Department as per clause 10, provide all documentary and credible evidence (Example: certificate of engagement signed by the concerned Department in favour of the person provided by the concerned SPA/ pay-slips issued by the SPA, Letter of Engagement issued by the SPA to the person, if any, bank statement as proof of


1/3/24

transfer by SPA to the account of the personnel, etc.) in support of the period of such engagement.

Provided further, that such a higher rate of remuneration shall be provided only after due verification and authentication of such documents/ records furnished by the department in which the personnel is currently engaged.

8. SERVICE FEE BY SPAs: The Service Fee being the primary "Bid evaluation parameter" cannot be amended until the currency of the contract comes to conclusion. Any such change in the Service Charges at this stage would amount to changing the "Bid Evaluation Criteria/Parameter" which can render the entire tender process infructuous. Therefore, this demand may not be acceded to. Therefore, in future, whenever, fresh tenders are invited and agreements are made, the minimum rate of Service Charges as prescribed by Finance Department shall be the basic minimum which any Manpower Agency can quote. Any rate less than the minimum shall not be accepted.

9. DEVELOPMENT OF SOFTWARE APPLICATION:

GA & PG Department shall use the services of CMGI to develop a user-friendly software application for use by the Engaged persons, Service Provider Agencies and the Government Departments. Such application shall also be available on mobile platform to facilitate submission of grievances by manpower and SPAs, viewing of full, and timely deposit of statutory dues by SPAs, Monitoring of timely payment of wages by the Departments and the SPAs etc. The prototype of the application software shall be developed within next two to three months.

10. APPLICABILITY OF ABOVE PROVISIONS:

- A. All personnel who have been receiving remuneration directly from departments and not through any Service Providers shall also be covered under this regulation/ notification.
- B. Persons engaged by State PSUs, Corporations, Societies, Associations and similar organizations functioning under the State Government Departments (except consultants) shall also be governed by the above rules.

11. EXCEPTIONS TO THE ABOVE RULES: Any person who has been receiving remuneration, more than the present entitlement, their remuneration shall be protected.

Provided that, henceforth, any such remuneration shall not be enhanced in future by the Department concerned, without the prior concurrence of GA & PG and Finance Department.

By order of Governor


Additional Chief Secretary to Government

Memo No. **7983** /GAD

Dated **07-03-2024**

Copy forwarded to the Odisha Gazettee Cell in-charge, Odisha Gazette Cell, C/o, Commerce Department for information with request to publish the resolution in the extraordinary issue of the Odisha Gazettee and supply 200 copies of the same to this department for official use.

Ganta 7.3.2024
OSD-cum-Additional Secretary to Government

Memo No. **7984** /GAD

Dated **07-03-2024**

Copy forwarded to All Departments of Government/All Heads of the Department/All RDCs/All Collectors for information and necessary action.

Ganta 7.3.2024
OSD-cum-Additional Secretary to Government

Government of Odisha
General Administration and Public Grievance Department

No. GAD-SC-GCS-0225-2023-8365 /Gen. Bhubaneswar, dated 12-Mar-2024

From

Shri Ganesh Chandra Patra,
O.S.D. - cum - Additional Secretary to Government

To

All Departments

Sub:- Monthly Remuneration to Outsourced Employees- clarification

I am directed to say that Resolution No 7982/7.3.2024 has been issued by GA & PG Department prescribing the enhancement of monthly remuneration of the outsourced employees which will be paid to the Service Providing Agencies (SPA) for subsequent credit to the account of the outsourced employees.

Some confusion has come up with regard to applicability of the above Resolution. It is clarified that:

- i) The Resolution No 7982/7.3.2024 of GA & PG Department is applicable to the outsourced employees who have been engaged by the SPA on signing of annual agreement with the SPA and Government.
- ii) The remuneration was earlier paid to such outsourced employees through SPA as per Finance Department Letter No 30722/6.11.2021. As per the latest Resolution issued by the GA & PG Department, an increase of 25% on the remuneration of 2021 along with experience based enhancement has been allowed.
- iii) Some outsourced employees are receiving remuneration at a rate which does not fit to the revised remuneration fixed by the FD in their Letter no 30722/6.11.2021. Such outsourced employees will also not fit to the slabs fixed by GA & PG Department now. In such cases, the revised remuneration will be calculated by enhancement of 25% on the existing remuneration and will be fixed at the nearest higher slab as per the new Resolution of GA & PG Department.
- iv) This revised remuneration shall not be applicable to the daily wage employees, NMR, DLR who are paid remuneration as prescribed by the Labour & ESI Department. The wages of such labourers is fixed and enhanced by the L& ESI Department basing of the type

(Signature)

of workers (Skilled, Semi-skilled or Unskilled). Hence L & ESI Department will take appropriate steps for enhancement of wages, if required, as per rules.

- v) The employers' contribution towards EPF and ESI for personnel outsourced through service provider will be reimbursed over and above the amount of consolidated remuneration subject to satisfactory proof of such contribution made.
- vi) This revision will be effective from 01.02.2024 uniformly for all existing outsourcing contracts as well as new contracts after 01.02.2024. The existing contracts may be modified accordingly.
- vii) GA & PG Department may be consulted for clarification on any doubts in this regard.

By order of Governor

Gata
12-3-2024
OSD-cum-Additional Secretary to Government

Memo No. 8366 /GAD

Dated 12.03.2024

Copy forwarded to the Odisha Gazettee Cell in-charge, Odisha Gazettee Cell, C/o, Commerce Department for information with request to publish the resolution in the extraordinary issue of Odisha Gazettee and supply 200 copies of all the same to this department for official use.

Gata
12-3-2024
OSD-cum-Additional Secretary to Government

Memo No. 8367 /GAD

Dated 12.03.2024

Copy forwarded to All Heads of the Department/All RDCs/All Collectors for information and necessary action.

Gata
12-3-2024
OSD-cum-Additional Secretary to Government