

GOVERNMENT OF ODISHA
HOME DEPARTMENT

ORDER

No. 4370 /H., Bhubaneswar, dated 03.02.2021
HOME-DEPT-MISC-0028-2019



The G.A & P.G Department vide their Resolution No.23525/Gen dated 21.08.2019 have instructed to integrate the Directorates with Administrative Departments to function as a part of composite Department to streamline the functioning of the Directorates and speed up the process of decision making.

In pursuance of the said resolution, D.G & I.G of Police, Odisha, Cuttack, D.G Fire Services, Commandant General of Home Guards and Directorate of Civil Defence, Odisha, Cuttack and D.G of Police-cum-I.G of Prisons & DCS, Odisha, Bhubaneswar have been integrated. In order to ensure free flow of files between Directorates and Home Department through OSWAS, as an interim measure following procedure should be adopted for movement of file pending orders on conferring appropriate Ex-Officio Secretariat status to the respective Officers of the Directorates.

- i. The Sectional Head of the HoDs will endorse the file to the corresponding sectional head in the Department and vice-versa as at Annexure-'A'.
- ii. After receiving the file from Directorates, the concerned Sectional Head of the Department, may examine the file at his level and endorse the same to higher authority. Only if the matter requires further examination, he/she may send the same to the Officers in the hierarchy below him maximum upto two levels. The same will then be put up to the concerned higher Officers for disposal.
- iii. No new file / shadow file needs to be opened at Government Level for obtaining orders of the Government which would be taken in the original file itself as explained above.
- iv. No paper correspondence shall be made between Directorates and Home Department except in case of Pension cases, Nomination Roll and CCR.
- v. This will come into force w.e.f 10.02.2021.

Details of Officers with hierarchy and name of sections with works assigned to each is enclosed as Annexure-'A' for reference.

MW
3.2.2021
Additional Secretary to Government

P.T.O

Memo No. 4371

Dated 03.02.2021

Copy forwarded to the P.S to Chief Secretary/ P.S to Additional Chief Secretary to Government, Home Department/ P.S to Special Secretaries to Government, Home Department / Additional Secretaries to Government, Home Department / OSD (Sri S. Sukla) / All Officers of Home Department/ All Sections of Home Department for information and necessary action.

Additional Secretary to Government

Memo No. 4372

Dated 03.02.2021

Project Manager, State Portal Group, IT Center, Secretariat, Bhubaneswar/ Project Leader, OSWAS, Center, IT Center, Secretariat, Bhubaneswar/ Scientist-E (TD), NIC Coordinator, Home Department for information and necessary action

Additional Secretary to Government

Memo No. 4373

Dated 03.02.2021

Copy along with copy of the enclosure forwarded to DG & LG of Police, Odisha, Cuttack, D.G Fire Services, Commandant General of Home Guards and Directorate of Civil Defence, Odisha, Cuttack and D.G of Police-cum-LG of Prisons & DCS, Odisha, Bhubaneswar for information and necessary action.

Additional Secretary to Government

**ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.**

Memo No. XIN-40-2020/ 5260 /Min.

Dated: 10.02.2021

i) Copy along with its enclosures forwarded to all Senior Officers for information and necessary action.

ii) Copy along with its enclosures forwarded to all Branch Officers and all Sectional Heads of State Police Headquarters, Cuttack for information and necessary action.

Addl. D.G. of Police, (Headquarters),
Odisha, Cuttack.

INFORMATION SHEET RELATING TO STATE POLICE HEADQUARTERS, CUTTACK (INDICATING THE NAME OF THE SECTION, WORKS ASSIGNED IN BRIEF AND HIERARCHY DEALING WITH THE SECTION THERE ON) FOR CONVENING MEETING ON OSWAS.

Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
1.	Accounts	Sanction of pension Sanction of family pension Forwarding of Pension papers Forwarding of family pension papers Revision of pension / family pension LTA Pension Orders / Instruction on pension Misc. Correspondence on pension Fixation of pay under ORSP Rules Fixation of pay under IPS (Pay) amendment Rules Stepping up/ antedating of pay Sanction arrear claims u/h RCM, Pay & allowance Correspondence on Association matter Correspondence on various allowances and incentives Correspondence on pension up to the rank of S.I. Statements on pension, Compassionate Allowance and GIS Uniform Allowance, Dress Allowance and Dearness Allowance Sanction of ACP, RACP and MACP	LALIT DAS, ADGP(Hdqs.)	Manaswini Sahu, Accounts Officer	T. Raju, Section Officer

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Sanction of Advocate fee/ Law charges/ Sanction of Compensation on OHRC, NHRC and MACT cases Sanction of journey beyond the state Sanction of hails more than 30 days Correspondence on Contributory pension scheme Sanction of final, Part Final, Temporary withdrawal of GPF Sanction of new Telephone and Broadband connection Delegation of financial power Orders and instruction on financial Rules Sanction of Hire charges of Helicopter (Pawan Hans) Approval of tour diary and tour particulars Sanction of LTC Declaration of DDO and Allotment of DDO code Correspondence on Service tax/ Income tax Sanction of House rent Miscellaneous Correspondence Parliamentary Questions Assembly question RTI reply			
2.	ACR Cell	Ashok Chakra Padak Award of President's Police Medal for Gallantry & Police Medal for Gallantry	S.Praveen Kumar, IGP(Pers.)	Subash Chandra Jamadar, AIGP(Pers.)	Sudarsan Dash, Establishment Officer

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Award of President's Police Medal for Distinguished Service & Police Medal for meritorious Service. Chief Minister's Medal for Excellence in Investigation Collection of C.C.Rs. of Ministerial officers (Including Stenographer / Typist / Diarist / Dispatcher) of D.P.O. Cadre for different promotional Boards up to the rank of Office Supt. in D.P.O. Cadre and preparation of their C.C.R. rating for placing before the D.P.Cs. Collection of C.C.Rs. of Ministerial officers (Including Stenographer / Typist / Diarist / Dispatcher) of D.G.P.O. Cadre for different promotional Boards up to the rank of Section Officer in D.G.P.O. Cadre and preparation of their C.C.R. rating for placing before the D.P.Cs. Collection of C.C.Rs. of S.I.s / Sergeants / Deputy Subedars / A.S.I.s / Hav. Majors and its equivalent ranking officers for different Promotional Boards and preparation of their C.C.R. rating for placing before the C.S.Bs. Jeevan Raksha Padak National Award of Bravery Padma Awards Prime Minister's Medal for life saving. Promotion of E.O to A.O and S.O to E.O			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Recording and maintenance of C.C.Rs. of all Ministerial officers up to rank of Section Officer and Executive Officers up to the rank of Sub-Inspector and its equivalent rank posted to State Police Hdqns., Cuttack. Representations of Sub-Inspectors, ASIs and its equivalent ranks officers/Ministerial officers against adverse C.C.R. remarks for expunction. State Gallantry Medal Union Home Minister's Medals for Asadharan Asuchara Kushalata Padak. Union Home Minister's Medals for Excellence in Police Investigation. Union Home Minister's Medals for Excellence in Police Training. Correspondence of IPS officers Correspondence on PARs of Group "A" officers Le OPS and OAPS officers. Correspondence on deputationists from CRPF/CISF etc Maintenance of the PARs of Group- B officers i.e. Inspector of Police and equivalent rank officers. Representations against adverse remarks in respect of Group "B" Police officers. Award of Governor's Medal.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
3.	Appeal	Union Home Minister's Medal for Spl. Operation.	Yatindra Koyal, IGP(Prov.)	Bala Krishna Hota, AIGP(Prov.)	Duryodhan Pradhan, Establishment Officer
		Union Home Minister's Medal for Antrik Suraksha Seva Padak			
		Union Home Minister's Medal for Utkrishta & Ati Utkrishta Seva Padak			
		Miscellaneous Correspondence.			
		Preparation of information under RTI Act.			
		Parliamentary Questions			
		Assembly question			
		Appeal Petition from the Rank of FO to Sub-Inspector			
		Revision Petition from the Rank of FO to Sub-Inspector			
		Memorial Petition from the Rank of FO to Sub-Inspector			
4.	Audit	Miscellaneous Correspondence.	Bipin Bihari Rath, Financial Advisor	Manaswini Sethi, Accounts Officer,	Swarnje Kumar Ray, Asst. Audit Officer
		Audit Matters			
5.	AIA	Miscellaneous Correspondence.	Yatindra Koyal, IGP (Prov.)	Bala Krishna Hota, AIGP(Prov.)	Ashok Kumar Mohanty, Dy. Commandant
6.	Board.	Dealing with Arms, Ammunitions matter	S.Praveen Kumar, IGP(Pers.)	Subash Chandra Jamadar, AIGP(Pers.)	Manas Ranjan Mohanty, Establishment Officer
		Promotion of Inspector of Police to the rank of Dy. Supdt. of Police			
		Promotion of (R.I./Subedar) to the rank of Asst. Commandant			
		Promotion of S.I. of Police to the rank of Inspector of Police.			
		Promotion of Sgt. to the rank of R.I.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Personal representations about promotion			
		Direct recruitment of S.I/ Dy. Subedar / Sergeant.			
		Promotion of Inspector to Dy. S.P. in Signal Estt.			
		Promotion of D.S.I to the rank of D.I.			
		Promotion of ASI to S.I. of Police (General)			
		Promotion of Havildar Major to the rank of D.S.I			
		Promotion of Constable to ASI of Police			
		Promotion of Havildar to the rank of Havildar Major in District/ Establishment			
		Direct recruitment of ASI (Communication)			
		Written examination of Constable for Officiate as ASI of Police			
		Promotion of Inspector to DSP in P.M.T			
		Promotion of Inspector, Finger Print Bureau to the rank of Dy. S.P., Finger Print Bureau.			
		Promotion of Inspector, HWB to the rank of Dy. S.P., HWB in Hand Writing Bureau.			
		Promotion of Inspector (Photo) to the rank of Dy. S.P. (Photo).			
		Promotion of Inspector, DDS to the rank of DSP D.D.S			
		Promotion of Scientific officer to the rank of Asst. Director			
		Promotion of Lab. Asst. to the rank of Scientific Officer.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Promotion of Armourer S.I/DY. Subedar to the rank of Armourer Inspector			
		Promotion of Armourer Havildar Major to the rank of Armourer S.I/ Dy. Subedar			
		Promotion of Armourer Havildar to the rank of Havildar Major.			
		Promotion of Asst. Armourer to the rank of Armourer Havildar.			
		Promotion of Building S.I to the rank of Building Inspector			
		Direct recruitment of S.I (Finger Print)			
		Direct recruitment of S.I (Hand writing)			
		Direct recruitment of S.I (Kg Squad)			
		Direct recruitment of Assistant Scientific Officer			
		Pre-mature retirement			
		Miscellaneous correspondence			
		Case matter			
		Assembly question			
		RTI reply			
		Individual representations of Police personnel for promotion to the next higher rank.			
7.	Budget	Preparation of revenue claims, recovery of dues for Railways, Recovery relating to MSF, SPE, Postal claims, recovery of claims from other parties, SBI, RBI, Balmela project. Recovery relating to OSAP Bns.	LALIT DAS, ADGP(Hdgrs.)	Bipin Bihari Rath, Financial Advisor	Gangadhar Beura, Section Officer

Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Deputed to other States and Govt. of India, Monthly revenue receipt return, verification of receipt in Ags Office.			
		Reimbursement of expenditure incurred by State Govt. for performing agency functions. Computer Advance.			
		Preparation of Budget, re-appropriation & allotment and surrender of funds under head DPDO and Railway Police.			
		Correspondence on Assembly questions and other related to Budget/ Financial Matters/ Govt.Orders/ Office memorandum.			
		Preparation of Data on Police Organisation.			
		Preparation of Data for Appropriation Accounts and CA & G State Finance.			
		Gender Budgeting.			
		Preparation of RE & BE, reappropriation, allotment, surrender of funds under head Commissionerate of Police, Police Hospital, Village Police, Special Police (OSAP Bns.), IR Bns., OISF, Forestry & Wildlife, Investigation Units for Crime Against Women (IUCAW) & Machkund Security Force.			
		Festival Advance & Motorcycle.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Preparation of RE & BE, reappropriation, allotment, surrendered of funds under head Direction & Administration, Criminal Investigation & Vigilance, Education & Training, Wireless & Computer, Orissa marine regulation Act, Security Relating Expenditure, Court Van, State Forensic Science Laboratory and Police Medal. House Building Advance. PAC, CA&G, Appropriation Account, Misappropriation, loss and defalcation cases, matters dealing with Standing Committee meeting and Departmental monitoring Committee meeting. Correspondence relating to AG's Inspection report, Organizing Review meeting and Triangular Committee meeting. Miscellaneous Correspondence Preparation of information under RTI Act. Parliamentary Questions Assembly question			
8.	Building	Annual Action Plan under State Plan and Budget Sanction Order Supplementary State Action Plan Surrender of State Plan Public Account Committee Standing Committee	LALIT DAS, ADGP (Hdqs.)	Pratyush Diwakar, AIGP(Hdqs.)	Sanjib Kumar Panda, Section Officer

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Revised Estimate Committee Review meeting at SP Hdqrs. Bilateral meeting at OSPH&WC Correspondence with Works Department Utilization of interest money Allotment of Government quarters Retention of Government quarters Waive out of penal license fee of District/ establishment Permission to Commute from Cuttack to Bhubaneswar for Senior officers Permission to Commute from Cuttack to Bhubaneswar of staff Alienation of land in favour of Home (Police) Department Raising of IR Battalions Repair/ Renovation of Residential and Non-residential buildings under Demand No.7-2216 & 7-2059 Repair/ Renovation of Residential and Non-residential buildings under Demand No.13-2216 & 13-2059 Repair/ Renovation of Residential and Non-residential buildings under Demand No.28-2216 & 28-2059 Annual Work Plan under SRE Scheme Sanction Order under SRE Scheme Annual Work Plan under SIS Scheme			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Sanction Order under SIS Scheme Correspondence on SRE Scheme Correspondence on SIS Scheme Correspondence on SCA Scheme Correspondence with MPF/ OMPF Scheme AG Audit Court Case Assembly Urgent RTI Miscellaneous Correspondence			
9.	Building Technical	Miscellaneous Correspondence. Preparation of information under RTI Act. Parliamentary Questions Assembly question	LALIT DAS, ADGP(Hdqs.)	Pratyush Diwakar, AIGP(Hdqs.)	Saroj Kumar Senapati, Building Inspector, In-Charge
10.	Confidential Section	Inspection Of DGP And Senior Officers Of State Police Hdqrs./ Range Isgp/DisGP Of The State Monthly Field Visits Of Sr. Police Officers Of The Rank Of IGP And Above To Different Dists. Of The State. All Correspondences Relating To ODRAF With OSDMA And All ODRAF Units. Visit Of Different House Committees Of OLA/Parliament/ Petition Committee Of OLA All Judicial And Administrative Enquiries. Prime Ministers New 15 Point Programme For Welfare Of Minorities.	Yeshwant K Jethwa, ADGP(L&O)	Pratyush Diwakar, AIGP(Hdqs.)	Purna Chandra Kanhar, Administrative Officer

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Monthly Abstract Of Cases Relating To Atrocity On Minority Community In The State Visit Of Different Dignitaries To Odisha - Provision Of Security Thereof. Governors' Conference/C.Ms' Conference/Collector'S Conference DGPS/IGPS Conference/ Other Conferences And Meetings Correspondences Relating To Naxalite. Correspondences Relating To Foreign Nationals. Police Act/Police Reforms Verification Of Character And Antecedents Of Persons Out Of Police Organisation. Lokpal Cases Correspondences Relating To Declaration Of Chief Vigilance Officer/ Observance Of Vigilance Awareness Day The Odisha Right To Public Service Act. Joint Grievance Hearing Movement Of Defence Equipments And Security Arrangements Quarterly Crime Review Meeting Of The State. Quarterly Range Level SSP Conference Sending Of Proceeding To Concerned Dist. For Compliance. Advisory On The Safety Of Journalists			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		International Conference & Exhibition(Home Land Security)			
		Information In Connection With Curb The Activities Of Harden Criminals/Persons.			
		Law & Order Review By Hon'ble C.J.M.			
		Standing Committee Of Inter-State Council Relating To Naxalite.			
		Ensuring Safety Security Of Students Studying In States Other Than Their Home State Specialty From J&K.			
		Production Of Under Trial Prisoners In The Court Provision Of Protection Thereon.			
		Acquittal Cases Scrutinised By Dist. Level Standing Committee.			
		All India Police Science Congress			
		Meeting Of The Oversight Committee For The Make In India Conclave, 2018			
		Odisha Police Service Association (OPS Cadre).			
		Odisha Police Association(Inspector, SI & ASI)			
		OPI/OSAP Hav., Constable & Sepoys Confederation.			
		OPI/OSAP Hav., Constable & Sepoys Branch Association Of The Dist./Estt./Bns. (Total-49 Branch Associations).			
		Heads Of Deptt. Police Officers Ministerial Association.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Odisha Police Ministerial Officers Association(Dist. Cadre)			
		Odisha Police Spl. Branch Ministerial Officers Association			
		Correspondence On Model Police Station			
		Instruction Issued Reg. Forcible Collection Of Chanda			
		Correspondence Relating To Other Association & Trade Unions.			
		Correspondence Relating To Nihika Utkal Grama Rakhi Association.			
		Odisha Retired Police Officers Welfare Association			
		Liquor Tragedy Cases			
		Student Police Cadet(SPC) Programme			
		Community Policing & Other Related Matter			
		Functioning Of Reception Centres In The Police Station			
		Law And Order Of The State			
		Issue Of Alert Message In The Event Of Various Festive Occasions.			
		Law And Order Problem Relating To Different Industries/Mega Projects.			
		Daily Situation Reports Relating To Law And Order Received From UPD Cuttack/BBSR/ All Districts/SRP Cuttack/SRP Rourkela.			
		Spl. Branch Reports Relating To Law And Order Situation			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Correspondence On Custodial Death Cases			
		Matters Relating To Energy P.Ss.			
		Police Firing/ Lathicharge Etc.			
		Theft Of Electricity			
		Sexual Harassment To Women In Working Place			
		Dam Security			
		Precaution/Alertness Inconnection With Various Agitation/Strikes And Dharana.			
		Matter Relating To Communal Affairs			
		Implementation Of Sachar Committee Involving Posting Of Muslim Personnel In Thanas.			
		Video Conference On Industries And Industrial Issues Of The State			
		Anti Ragging -For Eradication Of Ragging In Universities /Colleges And Other Technical Institutions.			
		Instructions Relating To Maintenance Of Peace, Communal Harmony, Good Will Etc. In The State			
		Famer's Suicide			
		Prevention On Insult To The Indian National Flag			
		Submission Of Memorandum Of Different Political Parties And Others			
		Detention/Interpose Of MLAs.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Activities Of The Members Of Navnirman Krushak Sangathan.			
		Correspondence On Covid-19			
		Visit Of V.I.Ps./V.V.I.Ps. Including C.Ms./Governors/Prime Ministers/Vice-President/ President Of India/Chief Justice Of India-Provision Of Security Thereof.			
		Deployment Of OSAP/SSBN/IRBN/OISF Etc.			
		Police Arrangements For Different Fairs And Festivals/ Different Examinations			
		Police Arrangements For Lok Sabha Elections			
		Police Arrangements For state Assembly Elections			
		Police Arrangements For Urban Bodies Elections			
		Police Arrangements For Gram Panchayat Elections			
		Police Arrangements For Bye-Election			
		Police Arrangements For Election Of Co-Operative Organisations			
		Deputation Of Force To Other States.			
		Deployment Of Force For Protection Of Forest And Wild Life			
		Verification Of Fake Certificates			
		Security Arrangements For High Court & Subordinate Courts			
		Correspondences Relating To Mines And Minerals			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Different Task Force Meeting/Inter-State Meeting Reg. Illegal Mining Requisition Of Cpmf For Important Law And Order In The State. Collection Of Stamps And Stamped Papers For Govt. From Outside the State. Deputation Of Officers/Men To Other State For Different Election Duties. Security Arrangement For Different Jails. Security Arrangement Of Shree Jagannath Temple, Puri. Security Arrangements Of Different Persons/Organisation Security Arrangements Of Different Banks Security/Police Arrangement Of Different International Matches Statement Of Conducting Of Ceremonial Parade & Riot Drill. Preparation Of Re-Public Day/Independence Day/Utkal Diwas-Arrangement Of Parade Protection & Conservation Of Olive Ridley Sea Turtles Meeting Of The State Crisis Group Relating To OSDMA Monitoring Of RCS UDAN Miscellaneous Correspondence Parliamentary Questions			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Assembly question RTI reply			
11.	Central Diary	Miscellaneous Correspondence.	LALIT DAS, ADGP(Hdqs.)	Sarojinee Routray, Administrative Officer	Patitapaban Barik, Senior Gr. Diarist
12.	Central Store	Miscellaneous Correspondence.	Yatindra Koyal, IGP (Prov.)	Bala Krishna Hota, AIGP(Prov.)	Pankaj Nayak, Asst. Commandant
13.	Control Room	Miscellaneous Correspondence.	Yeshwant K Jethwa, ADGP (L&O)	S.Praveen Kumar, IGP(Pers.)	Rabinarayan Behera, Addl., S.P.
14.	Central Library	Miscellaneous Correspondence. Library Matters	LALIT DAS, ADGP(Hdqs.)	Rabinarayan Behera , Addl., S.P.	Narendra Kandi, Librarian
15.	Grievance Cell	Person Appearing Grievance, E-grievance in DGIG1 Portal. Petitions received from CBI Petitions received from public through Dak and e-mail. Petitions received from Home Deptt. & other Deptts. Petitions received from the Hon'ble CM's Gr. Cell (T) e-bhijoga portal & Daks. Petitions received from different MLAs, MPs Petitions received from different Govt. Offices, Preparation of information under RTI Act. Miscellaneous Correspondence Parliamentary Questions Assembly question	LALIT DAS, ADGP(Hdqs.)	Rabinarayan Behera , Addl., S.P.	Jyoshnarani Mohanty , Assistant Section Officer

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
16.	IT Cell	Correspondence on Odisha Police Website Publication Correspondence on Bharat Ke Veer (e-Shradhanjali) Correspondence on Video Conference Correspondence on Odisha Police Website Domain Registration E-mail account of Website Administrator Correspondence on Indian Police In Service of the Nation Website (Good work done by Police) Correspondence on You tube Account Miscellaneous Correspondence	LALIT DAS, ADGP(Hdqs.)	Rabinarayan Behera , Addl., S.P.	Sangita Mishra, Insp. of Police
17.	Ministerial Section	Appointment of Junior Assistant Promotion/Transfer/Retirement & Other service conditions of Junior Assistant (DGPO Cadre) Promotion/Transfer/Retirement & Other service conditions of Asst. Section Officer (DGPO Cadre) Promotion/Transfer/Retirement & Other service conditions of Section Officer (DGPO Cadre) Promotion/Transfer/Retirement & Other service conditions of Establishment Officer (DGPO Cadre) Appointment of Auditor Promotion/Transfer/Retirement & Other service conditions of Auditors (DGPO Cadre)	S.Praveen Kumar, IGP(Pers.)	Subash Chandra Jamadar, AIGP(Pers.)	Prakash Kumar Nayak, Section Officer

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Promotion/Transfer/Retirement & Other service conditions of Asst. Audit officers (DGPO Cadre) Appointment of Junior Stenographer Appointment of Junior Typist Appointment of Peon Promotion/Transfer/Retirement & Other service conditions of Personal Assistants Promotion/Transfer/Retirement & Other service conditions of Sr. Stenographer Promotion/Transfer/Retirement & Other service conditions of Jr.Stenographer Promotion/Transfer/Retirement & Other service conditions of Supdt.(Issue)Level-II Promotion/Transfer/Retirement & Other service conditions of Supdt.(Issue)Level-I Promotion/Transfer/Retirement & Other service conditions of Sr.Typist Promotion/Transfer/Retirement & Other service conditions of Jr.Typist Promotion/Transfer/Retirement & Other service conditions of Head Diarist Promotion/Transfer/Retirement & Other service conditions of Sr.Diarist Promotion/Transfer/Retirement & Other service conditions of Jr.Diarist			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Promotion/Transfer/Retirement & Other service conditions of Sr.Despatcher			
		Promotion/Transfer/Retirement & Other service conditions of Jr.Despatcher			
		Promotion/Transfer/Retirement & Other service conditions of Lib.Attendant			
		Promotion/Transfer/Retirement & Other service conditions of Record Supplier			
		Promotion/Transfer/Retirement & Other service conditions of Daltary			
		Promotion/Transfer/Retirement & Other service conditions of Peon.			
		Appointment of Junior Clerk			
		Appointment of Junior Clerk Junior Librarian			
		Appointment of Junior Clerk Record Keeper			
		Appointment of Junior Clerk Peon			
		Promotion/Transfer/Retirement & Other service conditions of Office Supdt. (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Head Clerk (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Sr. Clerk (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Jr. Acctt.(DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Jr. Clerk (DGPO Cadre)			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Promotion/Transfer/Retirement & Other service conditions of Junior Librarian (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Record Keeper (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Daltary (DGPO Cadre)			
		Promotion/Transfer/Retirement & Other service conditions of Peon (DGPO Cadre)			
		White paper on Police.			
		Important activities report.			
		Miscellaneous Correspondence.			
		Preparation of information under RTI Act.			
		Parliamentary Questions			
		Assembly question			
18.	Modernisation	All correspondence on preparation of Plan under scheme of Modernization of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme/ NDPS.	LALIT DAS, ADGP(Hdqs)	Bipin Bihari Rath, Financial Advisor	Yoshowanta Narayan Behera, Section Officer
		Budget proposal under scheme of Modernization of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme / NDPS			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Monitoring of progress of implementation under scheme of Modernization of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme / NDPS.			
		Sanction of expenditure under scheme of Modernisation of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme / NDPS.			
		Submission of utilisation certificate under scheme of Modernisation of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme / NDPS.			
		Attending to Audit of Modernisation grant, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal/ AHTU/ ERSS/ Student Police Cadet Programme / NDPS by AG, Odisha/PAC/Performance Audit/ Concurrent Audit under taken by Government of India.			
		Attending review meeting at MHA, GOI, New Delhi/ State Government level/ OSPH&WC.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		All correspondence on preparation of Plan under Up gradation grant recommended by Finance Commission.			
		Budget proposal under Up gradation grant recommended by Finance Commission			
		Monitoring of progress of implementation under Up gradation grant recommended by Finance Commission			
		Sanction of expenditure under Up gradation grant recommended by Finance Commission			
		Submission of utilization certificate under Up gradation grant recommended by Finance Commission			
		Monitoring of progress of implementation of Building projects under the scheme of Modernisation of Police Force, Special Financial Assistance on MPF provided by the Government of India to the State affected by LWE/Anti-Naxal.			
		Attending to Audit relating to Building projects by AG,Odisha/ PAC/ Performance Audit/ Concurrent Audit under taken by Government of India.			
		Attending review meeting on Building projects at Government level/ OSPH & WC.			
		All correspondence on preparation of Plan under the scheme of CCTV Project.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
19.	Office Establishment	Attending to Audit of AG, Odisha/PAC/ Performance Audit.	Yatindra Koyal, IGP(Prov.)	Bala Krushna Hota, AIGP(Prov.)	Debadutta Ranasingh , Establishment Officer
		Attending to Audit under the scheme of CCTNS Project.			
		Attending review meeting at State Government level/SCRB			
		Attending annual verification of expenditure at AG's Office.			
		Miscellaneous Correspondence			
		Drawal of Pay and allowances and other personal claims like T.A. / L.T.C. / R.C.M. / various advances etc. of G.Os. And N.G.Os			
		Drawal of Provisional Pension / D.C.R.G. and other Pensionary benefits / Final G.P.F. / U.L.S. etc. of retired employees and correspondence thereof.			
		Calculation of Income Tax and submission of Returns there of.			
		Maintenance of Service Books of I.P.S. Officers of S.P., Hdqrs.			
		Charge Report of G.Os			
		Correspondence regarding provision / Installation / shifting / payment of bills of telephones of State Police Hdqrs. and looking after the maintenance of the telephones of both Office / Residence.			
		Correspondence on the EPABX System of State Police Hdqrs. Central Range etc.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Correspondence relating to Broadband Connections of State Police Hdqrs.			
		Maintenance of both Govt. / Private Cash Books.			
		Correspondence relating to A.G's Audit and I.Rs.			
		Maintenance of D.D.O's Current Account / R.T.I. Account of the P.I.O.			
		In charge of the Record Room of State Police Hdqrs.			
		Drawal of various Contingency Bills.			
		Preparation of bills relating to various centrally purchased articles like Clothing / Web Equipments / R.C.Materials / Arms & Ammunitions/Modernization Grant/ Capital Outlay/Security Related Expenditure/Compassionate Grant/ etc.			
		Maintenance of Budget Control Register.			
		Submission of Monthly Expenditure Return.			
		Maintenance of Service Books / Leave Accounts of G.Os. / N.G.Os (except of I.P.S. Officers) .			
		Submission of various Nomination Rolls relating to promotion / awards / Medals / Premature retirement board etc. of both G.Os. and N.G.Os.			
		Sanction of G.P.F. of both G.Os. and N.G.Os.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Grant of leave to both G.Os. and N.G.Os.			
		Submission of various returns Monthly Vacancy Statement / Annual Simplification Statement / Quarterly S.C. / S.T. Return etc. of State Police Hdqrs.			
		Correspondence regarding Staff Meeting / reply to various Parliament and Assembly Questions /submission of information relating to R.T.I. matters.			
		Drawal of arrear claims of N.G.Os. wherever required.			
		Correspondence relating to various Bank Loans / Syndicate Loans and recoveries thereof.			
		Miscellaneous Correspondence.			
		Preparation of information under RTI Act.			
		Parliamentary Questions			
		Assembly question			
		Proceeding matter of DSP/Addl. S.P/AC/DC/Commandant/IPS officers/FSS officers above scientific officer.			
		Enquiry of petitions received from Govt. or others			
		IPS Civil List			
		Training matters			
20.	OP	All correspondence regarding transfer/posting and deputation of the Doctors	LALIT DAS, ADGP(Hdqrs.)	S.Praveen Kumar, IGP(Pers.)	Debi Prasad Mishra, Establishment Officer

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Promotion of FSS officers to the rank of Dy. Director			
		Promotion of Jt. Director to Director			
		Promotion of DSP Handwriting Bureau to Addl. S.P Handwriting Bureau.			
		Correspondence relating to posting and training of IPS probationers.			
		All Court cases relating to Service conditions of Dy. Ss.P/Addl. S.P/AC/DC/Commandant/IPS officers/FSS officers above the rank of Asst. Director of FSS			
		Promotion of DSP to Addl. S.P, Addl. S.P to S.P (\$), S.P (\$S) to S.P (SAG) in OPS Cadre/Asst. Commandant to Dy. Commandant/Dy. Commandant to Commandant/Commandant (\$S) to Commandant (SAG) in OAPS Cadre/Jr. Administrative Grade/Selection Grade and above			
		Gradation list of OPS/OAPS officer/Cadre Revision of IPS officers			
		Quarterly/Half yearly Cadre Return of IPS officers			
		Representation of OPS/OAPS/IPS officers for promotion			
		Counting of past Service			
		Change of Cadre/Restructure of OPS/OAPS Cadre			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Review of records of IPS officer			
		Promotion of SPS officers to IPS			
		Pay fixation of OPS/OAPS officers (AC/DC/Commndt/IPS officers/FSS officers above the rank of Scientific officers)			
		Deputation of Group-A officers to outside the State			
		Deputation of A.O, F.A/PRO/Doctor/Lecture/Engineer			
		Annual increments of the officers of DIGP rank and above			
		Empanel of IPS officers or central deputation			
		Appointment of Election Observer.			
		Leave of OPS/OAPS/IPS/FSS officers			
		Unutilized E.L			
		Correspondence regarding issue of NOC for passport			
		Maintaining of all C.U.P./L.O.Register of OPS/OAPS/IPS officers			
		Personal file of IPS officers			
		Correspondence regarding annual property statement of officers			
		Correspondence regarding outstanding dues of G.Os			
		NOC to appear Various examinations of other Department /Organisation			
		Permission to G.Os for higher studies			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Research/correspondence regarding Departmental Examination conducted by Board of Revenue			
		Take part in T.V serials			
		Requisition of stationary and over all charge of Diary and Dispatch.			
		Transfer and posting of OPS/OAPS/IPS officers LeDy.Ss.P/Adtl. Ss.P/OPS Super Time Scale/Asst. Commndt/Dy. Commandant/Commandant/Commandant (Super Time Scale)/Commandant (Superior Administrative Grade/IPS officers			
		Voluntary retirement			
		Annual Retirement of Group-A officers			
		Paper Adjustment of posting			
		Deputation/Promotion to Sr. Time Scale of IPS officers			
		Extension of joining time			
		Maintaining of Service records of IPS/OPS/OAPS officers charge Report Register etc.			
		Promotion of P.A to Private Secretary			
		Promotion of Private Secretary to Sr. Private Secretary			
		Posting of PWO, LPWO			
		Correspondence regarding contractual appointment of OPS officers/law officers/Legal Advisor			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Miscellaneous correspondence			
		Parliamentary Questions			
		Assembly question			
		RTI reply			
21.	Pers.-I	Promotion of Constables to the rank of ASI of Police	S.Praveen Kumar, IGP(Pers.)	Subash Chandra Jamadar, AIGP(Pers.)	Sarat Chandra Sahoo, Section Officer
		Training of OASIs			
		State gradation list of ASIs of Police			
		Transfer posting of ASIs of Police			
		Other conditions of service of ASIs of Police			
		Recruitment/appointment of Group-D employees			
		Transfer/posting of Group-D employees			
		Other conditions of service of Group-D employees			
		Enquiry against Police personnel/ officers			
		Recruitment / Appointment of Sub- Inspectors of Police			
		Training of Sub-Inspectors of Police			
		Transfer and posting of Sub-Inspectors of Police			
		Promotion of ASIs of Police to the rank of Sub-Inspectors of Police			
		Training of DCSIs.			
		State Gradation list of Sub Inspectors of Police.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Other conditions of service relating to Sub Inspectors of Police.			
		Promotion of Sub Inspectors of Police to the rank of Inspectors of Police.			
		Transfer and posting of Inspectors of Police.			
		State Gradation list of Inspectors of Police.			
		Other conditions of service relating to Inspectors of Police.			
		Recruitment/ Appointment of Constables in Districts.			
		Cadre Change of Constables.			
		Deputation of Constables to different deputationist organization.			
		Other Conditions of service of Constables of districts.			
		Appointment under rehabilitation Assistance scheme.			
		Promotion of Constables to the rank of Lance Naik in Districts			
		Promotions of Constables to the rank of C.I. Havildar in Districts.			
		Promotions of Lance Naiks to the rank of Havildar in Districts.			
		Transfer/ Deputation of Lance Naiks/ Havildars of Districts.			
		Basic Training of Constables in districts.			
		DIC Course of training of Lance Naiks/ Untrained Havildars of Districts.			

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SI No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		State Gradation List of DIC passed Havildars. Other Conditions of service of Lance Nalks/ Havildars/ C.I. Havildars of Districts. Conditions of service of OAPF. Engagement of SPO in Mobile Patrol in Twin Cities. Deputation of Police Personnel up to the rank of Inspector to different Organisation outside Odisha Police. Disciplinary action against Inspectors and equivalent ranks Allegation against Inspectors and equivalent ranks Other conditions of service relating to Inspectors and equivalent ranks NHRC/OHRC Cases relating to Inspectors and equivalent ranks Miscellaneous Matters Parliamentary Questions Assembly Questions RTI Matters			
22.	Pers.-II	Subedars and matters relating to their service conditions. Drawal of proceeding against the Subedars, passing final orders on the findings and compliance on OA Cases.	S.Praveen Kumar, IGP (Pers.)	Subash Chandra Jamadar, AIGP(Pers.)	Anjan Kumar Mohapatra, Establishment Officer

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SI No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Appointment, Training of Cadet Dy.Subedars, declaration of their results. Acceptance of their resignation counting of their past service, compliances to OA cases and other conditions of service. All the cases relating to OA Cases/ W.P.s Grievance Petitions/ other service conditions of the Pipe Band Platoon of Battalions from the rank of Band Sepoy to Band Havildar Major. cadre. All the cases relating to OA Cases/ W.P.s Grievance Petitions/ other service conditions of the Battalion MV Fleet from the rank of MT Sepoy to MT Subedar cadre. All the cases relating to OA Cases/ W.P.s Grievance Petitions/ other service conditions of the Armourer cadre from the rank of Constable Armourer to Inspector Armourer cadre. Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Pipe Band Platoon of Battalions from the rank of Band Sepoy to Band Havildar Major. cadres. Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Battalion MV Fleet from the rank of MT Sepoy to MT Subedar. cadres.			

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SI No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Armourer cadre from the rank of Constable Armourer to Inspector Armourer. cadres. Compliance to e-Abhijoga. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Signals Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Handwriting Bureau Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Photo Bureau Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Finger Print Bureau Cadre.			

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SI No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Computer Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Boat Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Club Operator/Attendant Recreation Club Cadre. Matters related to transfer/ Posting/ Promotion/ Proceeding/Recruitment/ OA Cases/ Grievance Petitions/e-Abhijoga and other service conditions of the Press Cadre. Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Signals Cadre. Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Handwriting Bureau Cadre.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Photo Bureau Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Finger Print Bureau Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Computer Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Boat Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Club Operator/Attendant Recreation Club Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Press Cadre.			
		Various statements/ Relieve/Joining information of Signals Cadre.			
		Various statements/ Relieve/Joining information of Handwriting Bureau Cadre.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Various statements/ Relieve/Joining information of Photo Bureau Cadre.			
		Various statements/ Relieve/Joining information of Finger Print Bureau Cadre.			
		Various statements/ Relieve/Joining information of Computer Cadre.			
		Various statements/ Relieve/Joining information of Boat Cadre.			
		Various statements/ Relieve/Joining information of Club Operator/Attendant Recreation Club Cadre.			
		Various statements/ Relieve/Joining information of Press Cadre.			
		Various statements/ Relieve/Joining information of FSL/DDS Cadre posts.			
		All the cases relating to transfer/ Posting/ Promotion/ Proceeding/ Recruitment/ OA Cases/ Grievance Petitions/ e-Abhijoga/ RTI Matters and other service conditions of the FSL Cadre.			
		All the cases relating to transfer/ Posting/ Promotion/ Proceeding/ Recruitment/ OA Cases/ Grievance Petitions/ e-Abhijoga/ RTI Matters and other service conditions of the K-9 Squad Cadre.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		All the cases relating to transfer/ Posting/ Promotion/ Proceeding/ Recruitment/ OA Cases/ Grievance Petitions/ e-Abhijoga/ RTI Matters and other service conditions of the Pigeon Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the FSL Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the K-9 Squad Cadre.			
		Matters relating to Assembly Questions/ RTI Matters/compliance to Board Section relating to promotion and other Misc. works on the Pigeon Cadre.			
		Besides, deputed to Assembly Section regularly at the time of Assembly Season/ Election.			
		Monitoring recruitment in the rank of Sepoys/Constables in OSAP Battalions/ OSAP (Special Security) Battalions/ India Reserve Battalions/ Special Security Battalion under Commissionerate of Police/ OISF/ Raising of Battalions.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Matter relating to service conditions of Sepoys/Constables up to the rank of Havildar Major in Battalions.			
		PMT Driving & Technical Cadre.			
		Furnishing parawise comments on the OAs filed in the Hon'ble W.Ps filed in the Hon'ble High Court of Orissa filed relating to personnel/ Implementation of orders of Hon'ble OAT in OA Cases and passing final order in OA cases.			
		Preparation of cadre rules in Battalions/ PMT Cadre.			
		Reply to Assembly questions relating to Battalions.			
		Reversion of Sepoys to District for appointment as Constables.			
		Compliance to other section files/ Compliance to the minutes of the meeting of the Services Associations/ Reply under RTI up to the rank of Havildar Major.			
		Miscellaneous correspondence relating to grievance/e-Abhijoga and complaint			
		Petitions in respect of Battalion Cadre posts upto the rank of Havildar Major of PMT Driving Cadre			
		Petitions in respect of Battalion Cadre posts upto the rank of Havildar Major of PMT Technical Cadre			
		Beating the Retreat Ceremony.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
23.	Policy	Miscellaneous Correspondence	LALIT DAS, ADGP(Hdqs.)	Pratyush Diwakar, AIGP(Hdqs.)	Bhabagrahi Sahoo, Establishment Officer
		Creation of new Police Stations and up-gradation of Out Posts to Police Stations including G.R.Ps/Traffic Police Station.			
		Re-organisation of Police Stations boundaries in the State/ Fixation of territorial and operational jurisdiction of PSs/ Transfer of villages from the jurisdiction of one P.S. to another Police Stations			
		Up gradation of posts of OIC to that of IIC in P.Ss.			
		Creation of Women Police Stations/Mahila & Sishu Desk/ Mahila Police Cell.			
		Correspondence in Energy Police Station.			
		Creation of Tourist Police Cell in the State.			
		Creation of Sub-Divisional Police Officer for the State.			
		All correspondence regarding Gram Rakhies i.e. enhancement of G.R. allowance/uniform allowance and filling up the vacant posts of Gram Rakhies.			
		Creation of new OSAP Battalions/India Reserve Battalions/ Specialised India Reserve Battalions/OSAP (Special Security) Battalions in the State.			
		Sanction of Class-IV employees including part time menials.			
		Creation of Hospital staff.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Increase and decrease of staff of OSAP Battalions.			
		Standardisation of OSAP Battalions			
		Increase of Ministerial staff of DGPO cadre & DPO cadre.			
		Expansion of Stenographer cadre.			
		Increase in the strength of Ministerial staff of Special Branch.			
		Creation of posts for EOW/STF etc.			
		Creation of Special Police Officers for Kandhama/ Malkanagiri/ Koraput Rayagada in the State.			
		Creation of ODRAF Units in the State.			
		Up gradation of posts of Lance Naik to that of Havildar in Districts/ Battalions.			
		Creation of posts for Immigration Check Posts at International Air Port, Bhubaneswar/ Proposed Dhamara Sea port.			
		Creation of posts for Security coverage of Jails in the State.			
		Action taken on the recommendation of Departmentally Related Standing Committee.			
		Creation of new Ranges/ Districts/Commissionerate System of Policing /Other Establishments.			
		Creation of posts for the D.LBs / D.C.R.Bs / Reserves / Magazines /P.C.R.Cell/ APR (SF)/LTR etc.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Creation of traffic staff for all districts.			
		Creation of posts for N.H. / S.H. patrolling.			
		Creation of posts for the Police Training Institutes.			
		Creation of posts for Signal establishment.			
		Creation of posts for S.F.S.L./ D.F.S.Ls./ RFLs.			
		Creation of additional posts for SOG/ SIW.			
		Creation of posts for Finger Print /Hand Writing Bureau.			
		Creation of posts Crime Branch/DDS.			
		Creation of posts for Special Branch.			
		Creation of SPOs for Police Commissionerate.			
		Creation of posts of Legal Advisor and Financial Advisor.			
		Creation of posts of data entry operator in the State.			
		Establishment of Control Room.			
		Establishment of Social Media Monitoring Cell at State Police.			
		Opening of new Outpost/TOP/ Beat Houses.			
		Shifting of Out Posts/ Beat Houses from one site to another.			
		Creation of posts for check gates.			
		Creation of posts for PMT Establishment.			
		Work plan.			
		Misc. Correspondences for all district establishment and Table List.			

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Sl No	Section Name	Works Assigned In Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
24.	P.R. (RTI) Cell	Government Orders and Instruction.	Yeshwant K Jethwa, ADGP(L&O)	Rabinarayan Behera , Addl.,S.P.	Surendra Nath Parida, PRO
		Police Arrangement of Fairs and Festivals			
		Miscellaneous Correspondence			
		Advertisement/Notice			
		Tender			
		Message on Newyear Greetings			
		Projection of Good Work done by Police			
		Indian Police in Service of the Nation-Website (Martyrs)			
		Purchase of Newspapers			
		Auction Sell of Old News Paper			
		Governer's Speech/ AAR/ White Paper			
		E-Office Project			
		Press News Services			
		Goodwill Messages of DGP			
		Publication of Odisha Police News Letter			
		Miscellaneous Matters			
		RTI			
		Appeal			
25	Sports. Cell	Appointment of FAA/PIO/APIO in SP Headquarter Cuttack	LALIT DAS, ADGP(Hdqs.)	Sports Officer	Mohammad Shahid Jabbar, Section Officer
		Circular of Government order (RTI)			
		Bill Payment to Luminous Inflows for disclouser of RTI in Odia			
		Annual Report on the Impementation of RTI Act- 2005			
		Organisation of different State Police Sports & Games Championship.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Organisation of All India Police Sports & Games Championship. Organisation of different Sports & Games Coaching Camps. Participation of Odisha Police Sports & Games teams in All India Police Championship Govt. Allotment to conduct/participation of various sports & games. Sparing of Odisha Police Sportspersons to participate/conduct in different tournaments. Appointment of Meritorious Sportspersons in Odisha Police. Correspondence with different Sports Association. Correspondence with All India Police Sports Control Board, New Delhi on different Sports matter. Out of Turn Promotion to Odisha Police Sportsperson. Contribution towards Sports fund. Annual Visit of Police party to Hot Spring Ladakh, J & K. Permission for Odisha Police Sportspersons to Undergo different sports & games Course organized by SAI & other sports Association. Purchase of Sports Articles for conducting different Sports & Games and Development of Sports Infrastructures.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
26	ST Cell	Miscellaneous Correspondence. Supply of various Statistics Maintenance of force register & related work. Annual Establishment Review Certificate All Election Budget. Monthly vacancy statement in respect of all ranks of Odisha Police Organisation. Quarterly return on SC /ST Employees. Submission of data on various aspects of Odisha Police Organisation to SCRB annually for onward transmission to BPRD. Submission of data to SCRB for publication of Crime in India by NCRB. Submission of vacancy position on SRE Districts Assembly and Parliament files. Parliamentary Questions. Information relating to staff strength of Odisha Police Organisation for publication of White Paper. ST Cell Reply to Assembly Questions Miscellaneous Correspondence Preparation of Information under RTI Act.	Yeshwant K Jethwa, ADGP(L&O)	Pratyush Diwaker, AIGP(HdQRS.)	Pradeep Kumar Behera, Assistant Section Officer
27.	Supply	Vetting the tender documents holding of purchase committee Forms & Stationary Seat of Supply Section.	Yatindra Koyal , IGP(Prov.)	Bala Krushna Hota, AIGP(Prov.)	Alekha Chandra Behera, Section Officer

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Misc. Sanction towards purchase of different article of S.P HdQRS. U/H Other Contingency. Supply order and sanction of expenditure etc.) of different received from different Police Organisations except purchase file of PMT & Signal establishment M.V Seat of Supply Section -Works relating to detailing of vehicles for various purpose, purchase and distribution of vehicles, Repair of vehicles, condemnation/ Auction of vehicles, purchase of MV TTBS. Purchase and Distribution of Arms and Ammunitions, Striking of Arms and Ammunitions, condemnation Purchase file of tentage and RC material for Odisha Police (Purchase & Distribution) Purchase file of ODRAF Clothing Seat of Supply Section (Purchase and distribution of Clothing / Web equipments) and other works assigned as and when required. Auction of Arms and Ammunitions Detailing of Band. Purchase files of equipments of State Police including distribution. Purchase files of Signal Establishment including condemnation and auction of WT equipments.			

Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
28.	Service(Tribunal)	Misc. sanction towards purchase of different articles of District, Establishments, Bns. Miscellaneous Correspondence Preparation of information under RTI Act. Parliamentary Questions Assembly question Courts Matter relating to Transfer and Posting Recruitment Disciplinary Proceedings R.A. Scheme Pension Pay & Allowances Promotion Punishment Training Fixation of Inter-se-Seniority Courts Matter relating to Service Conditions of Ministerial Cadre of State Miscellaneous Correspondence Preparation of information under RTI Act. Parliamentary Questions Assembly question	Yatindra Koyal , IGP(Prov.)	Rabinarayan Behera , Addl., S.P.	Dharanidhar Nayak , Section Officer
29.	Social Media cell	RTI File Correspondence with BPR&D file Twitter Account Verification File Uploading in Twitter/Facebook file Twitter Grievance file	Yeshwant K Jethwa, ADGP(L&O)	Surendra Nath Parida, PRO	Yashwanta Sethi, Sub-Inspector

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Miscellaneous Correspondence.			
30.	Verification Cell	Verification of Monthly Expenditure made by different Police Organisation of Odisha Police Verification of expence under head Railway warrants Submission of reconciliation report (Monthly) to A.G. Audit. Miscellaneous correspondence Preparation of information under RTI Act. Parliamentary Questions Assembly question	Bipin Bihari Rath, Financial Advisor	Manaswini Sahu, Accounts Officer	Kailash Chandra Mishra, Establishment Officer
31.	Welfare	All payments relating to OPR & W Fund / Sports Fund and Police Kalyan Mandap Fund. Correspondence regarding recovery of O.P.R&W Fund advance. Maintenance of O.P.R&W Fund Cash Book. Maintenance of Grant-in-aid Cash Book. Maintenance of Provincial Sports Fund Cash Book. Maintenance of Police Kalyan Mandap Fund Cash Book. Maintenance of OPR & W Fund advance Register. Maintenance of Advice Slip / R.C Books / vouchers etc. relating to OPR & W Fund, Sports Fund and Police Kalyan Mandap Fund.	LALIT DAS, ADGP(Hdqs.)	Rabinarayan Bohera, Addl., S.P.	Ajit Kumar Mishra, Section Officer

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Maintenance of Cheque Register / Draft Register etc.			
		Observation of Odisha Police Formation Day & Selection of State Level Cash Award / Best Battalion / DGP's Disc to the Police personnel/ Late Bhramarabar Sahu Bravery Award and R.M Pattnaik Bravery Award / Honour to Retire Police personnel etc.			
		Award of R.K. Padhi Memorial Scholarship to Police children prosecuting P.G Level Course and Award of Dr. Priti Bajpal Memorial Scholarship to the Police girl student.			
		Organisation of All Odisha Police Family Welfare Exhibition.			
		Organisation of "KARUNA" Camp for distribution of relief to flood / Cyclone victims from OPR&W Fund.			
		Payment of salary / remuneration to the school teachers etc. under FWC, Tulasipur, Cuttack.			
		Correspondence on Petrol Pump / Subsidiary Police Canteen / Police Kalyan Mandap / Police Schools / FWC / Transit House / Abkash Bhawan / Police Bhawan etc.			
		Construction of different welfare project.			
		Payment of Compassionate Grant to the NOK of deceased Police personnel.			
		Compassionate Grant to the injured persons during Naxalite encounter.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Correspondence on payment of contributory Death relief to the deceased Police personnel. Half yearly contribution to O.P.R&W Fund. Correspondence on sanction of Obseques allowance. Holding of O.P.R&W Fund Committee Meeting and preparation of proceedings and taking further follow of action. Observance of Commemoration Day on 21st October and correspondence thereon. Observance of Martyr's Day on 30th January / Anti-Terrorism Day on 21st May / Sadbhavana Diwas on 20th August / Rashtriya Ekta Diwas (National Unit Day) on 31st October / Sambidhan Diwas on 28th November Correspondence on observation of Badakhana in the eve of Odisha Police Formation Day. Correspondence regarding various Statements pertaining to Welfare Section. Sanction of Green Card Allowance and Correspondence thereon. Correspondence on Paying Homage to Martyr's during different O.L.A session. Material Required for White Paper in respect of Welfare Section. Sanction of Medical Advance from O.P.R&W Fund and correspondence thereon.			

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Sl No	Section Name	Works Assigned in Brief	Hierarchy of Officials dealing with the Section		
			Branch Office/Section Head	Next Officer Immediate Junior to Branch Officer/Section Head	Name & Designation of Next Junior Officer
		Correspondence regarding sanction of journey beyond to state for treatment purpose. Sanction of Medical Advance of Police personnel for treatment at Govt. level. Assembly Questions related to Welfare Section. Monthly Statement of Dist/Bn. Unit Welfare Fund. Correspondence on proceedings of the Dist/Bn. Welfare Fund Committee Meetings. Miscellaneous sanction from OPR&W Fund such as Law charges, Sports & Games advance etc. Correspondence regarding Health Insurance Scheme for Police personnel. Miscellaneous correspondence Preparation of information under RTI Act. Parliamentary Questions			

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