



Government of Odisha

SCHEDULE OF INSTRUCTIONS

ON

**RECORDING OF CONFIDENTIAL REMARKS ON THE WORK
OF GROUP 'A' & GROUP 'B' OFFICERS OF STATE
GOVERNMENT**

AND

ALL INDIA SERVICE OFFICERS (AS ON 01.01.2015)

General Administration (Special Establishment) Department



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Issued by

General Administration (Special Establishment) Department

**GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT**

No. **50**

Bhubaneswar, Dated the **14th January 2015**

From

Shri Niten Chandra, I.A.S.
Principal Secretary to Government

To

All Secretaries to Government
All Heads of Departments
All R.D.Cs./All Collectors

Sir,

I am happy to forward a copy of the updated 'Schedule of Instructions' on recording of confidential remarks on the work of Group-A and Group-B Officers of State Government and All India Service Officers for your reference and guidance.

Receipt of the instructions may kindly be acknowledged.

Yours faithfully,
Sd/- NITEN CHANDRA
Principal Secretary to Government.

Memo No. **51**

Dated **14-01-2015**

Copy with a copy of instructions forwarded to all D.I.G. of Police/Principals of Educational Institutions/All Superintending Engineers/Settlement Officers/C.D.M.Os./C.D.V.Os./Inspector of Schools/Principals, Medical Colleges/Superintendent of Medical Colleges/Joint Director, Health Services, Circle/Deputy Director, Agriculture Ranges/District Agriculture Officers/Conservator of Forests/Deputy Director, Consolidation/Sub-Collectors/Chairman/Chairman-cum-Managing Directors./ M.D. of Corporations, Board etc./ State Portal Head, IT Centre,IT Department for information and necessary action.

Receipt of the instructions may kindly be acknowledged.

Sd/- G C Patra
Joint Secretary to Government

Sri Gokul Chandra Pati, IAS
Chief Secretary, Odisha



Ph. No: (+91 674) 2536700/4300

Fax: (+91 674) 2536660

Date:14.01.2015

Bhubaneswar

MESSAGE

The Schedule of Instructions on recording of confidential remarks on the work of Group- A & Group- B Officers of the State Government and All India Service officers was last updated and issued in this department letter No.10814/SE, dt. 26.12.2003. During the last decade several new posts have been created and certain posts have been abolished. This has necessitated amendments in the Schedule of Instructions. G.A. (S.E) Department has brought out an updated Schedule of Instructions after compiling suggestions from different departments.

All the officers will be benefited by this updated Schedule of Instructions. In case of any error or ambiguity the matter may be brought to the notice of the Principal Secretary, G.A. Department immediately for necessary rectification.

I convey my compliments to all officers who have extended their co-operation for publication of this updated Schedule of Instruction.

Sd/-
(Gokul Chandra Pati)
Chief Secretary

PART-1
GENERAL INSTRUCTIONS

1. Performance appraisal by way of confidential reporting has been, recognized as a tool for human resources development. Confidential rolls provide basic inputs for assessing the performance of an official and are indicative of his/her potential for further advancement in the career. The Reporting Authority should realize that the objective is to develop an official so that he/she realizes his/her true potential. Confidential reporting should not be mistaken to be a fault finding exercise.
2. Government have been pleased to introduce online filing of PAR by Group-A and Group-B Officers of the State from the Assessment Year 2014-15.
3. There will be three levels of assessment in the confidential reporting process, namely:-
 - (i) Reporting Authorities who are in immediate control and supervision of the officers reported upon;
 - (ii) Countersigning Authorities who supervise the work of Reporting Authorities and have occasion to watch/inspect the work of the officers in sufficient details; and
 - (iii) Accepting Authorities who, in most cases supervise the work of the Countersigning Authorities and have access to the work of officers concerned.
4. All Group-‘A’ and Group-‘B’ Officers will submit their PAR forms at hrmsorissa.gov.in by accessing the same as per Unique Identification and password provided by HRMS, Odisha. After filing their self-appraisal online on or before due date they should send the same electronically to their Reporting / Reviewing / Accepting Authority as per time schedule enumerated in the guidelines 2006 for Recording and Maintenance of PARs of Group ‘A’ and Group ‘B’ Officers of the State.
5. The Reporting / Reviewing Authority will send the said PAR directly to the next authority, after recording his /her remarks as per time schedule through the online software.
6. The Accepting Authority will record his remark within the time schedule and send it to the G.A(SE) Department online in respect of Group-‘A’ and to the concerned Administrative Departments / Heads of the Departments in respect of Group-‘B’ Officers.
7. If as per the Schedule of Instruction, there are more than one Reporting Authority/ Reviewing Authority (called Co-Reporting/ Co-Reviewing Authorities), then the appraisee will submit the PAR to the first Reporting Authority within the time prescribed who will then transmit the PAR after recording his remarks to second Reporting Authority within 30 days of the receipt. The second Reporting Authority will attach additional copy of only Part-III of PAR format following the first Reporting remarks and then write his remarks in the attached sheet within 30 days of receipt of PAR. Thereafter she/ he will send the PAR to Reviewing Authority. The same process shall be followed *mutatis mutandis*, if there are more than one Reviewing Authority except that normally remarks should be made within 15 days of the receipt of the PAR.
8. If the appraisee fails to submit the PAR as per time schedule, the PAR will be automatically force-forwarded to the next / higher authority.
9. Failure of submission or initiation of PAR by the Appraisee or Reporting/ Reviewing / Accepting Authority in due time will be seriously viewed and adverse entry will be made in the PAR of the concerned Officer.
10. All the instructions enumerated in the “Guidelines for Recording and Maintenance of PARs of Group ‘A’ and Group ‘B’ officers of the State Government”, except submission of PAR in hard copies, will remain operative even after introduction of e-PAR system.
11. The PAR of all State Cadre Officers may be recorded in accordance with these instructions.
12. The PAR of All India Service Officers may be recorded in accordance with AIS (PAR) Rule, 2007.

Sd/-
Niten Chandra
Principal Secretary to Govt.
General Administration (S.E.) Department

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PART I
GROUP 'A' & 'B' OFFICERS OF STATE GOVERNMENT

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
General Provision					
(a) Secretariat Officers					
1	Principal Secretary/ Commissioner- <i>cum</i> - Secretary/Secretary.	Chief Secretary or Very Senior Officer-in-charge of the Department.	Minister	Chief Minister	
2	Special Secretary	Principal Secretary/ Commissioner- <i>cum</i> -secretary.	Chief Secretary or very Senior Officer-in-charge of the Department.	Minister	Where the Officer Reported Upon and the Reporting Officer belong to same rank, the next higher authority will be the Reporting Officer. Minister in-charge of the Deptt. will be the Reviewing Authority and the Chief Minister will be the Accepting Authority.
3	Additional Secretary/ Legal Remembrance & <i>ex officio</i> Additional Secretary.	Secretary or Commissioner <i>cum</i> -Secretary or Special Secretary.	Chief Secretary or very Senior Officer in-charge of the Department.	Minister	
4	Joint Secretary/ Additional Legal Remembrance & <i>ex officio</i> Joint Secretary.	Secretary or Commissioner- <i>cum</i> -Secretary or Special Secretary.	Chief Secretary or very Senior Officer in-charge of the Department.	Minister	
5	Deputy Secretary/Special Officer- <i>cum</i> -Deputy Secretary/ Director- <i>cum</i> Deputy Secretary/ Deputy Director <i>cum</i> -Deputy Secretary, Deputy Examiner, Local Accounts- <i>cum</i> - Deputy Secretary.	Joint Secretary or Additional Secretary	Secretary or Special Secretary	Chief Secretary or very Senior Officer in- charge of the Department.	If the officer is not working under any Joint or Additional Secretary then the Secretary/Special Secretary of the Department will initiate the remarks as the Reporting Authority and it will be countersigned by the Chief Secretary or very Senior Officer in-charge of the Deptt.
6	Financial Advisor- <i>cum</i> - Deputy Secretary/ Joint Secretary.	(1) Secretary of the Administrative Department. (2) Secretary, Finance Deptt.	Chief Secretary or the very Senior Officer-in-charge of the Department.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
7	Under-Secretary/Assistant Financial Advisor-cum-Under-Secretary/ Audit Officer-cum-Under-Secretary/ Assistant Director-cum -Under Secretary/ Special Officer-cum-Under Secretary/ Budget Officer-cum-Under Secretary/ Internal Audit Officer-cum-Under Secretary.	Deputy Secretary or Financial Advisor-cum-Deputy Secretary or Special Officer cum-Deputy Secretary or Director-cum-Deputy Secretary or Deputy Examiner, Local Account-cum-Deputy Secretary.	Joint Secretary or Additional Secretary.	Secretary or Special Secretary.	If the officer is not working under any officer of Deputy Secretary status then the Joint Secretary or Additional Secretary may initiate the remarks as the Reporting Authority and it will be countersigned by the Secretary/Special Secretary.
8	Section Officer/ Desk Officer	Under Secretary	Deputy Secretary or Joint Secretary.	Secretary or Special Secretary or Additional Secretary.	If the Officer is not working Under any officer of under Secretary Status then the Deputy Secretary or Joint Secretary may initiate the remarks as the Reporting Authority and it will be countersigned by the Secretary or Special Secretary or Additional Secretary.
9	Private Secretary or Additional Private Secretary	Officer to whom attached	
10	Officer on Special Duty (Jr. Class-I and above)	According to his Secretariat Status.	
11	Officers on Special Duty (Class-II)	Under Secretary or Deputy Secretary	Joint Secretary/ Additional Secretary	Secretary of the Department.	
(b) Chief Minister's Personal Staff					
1	Secretary to Chief Minister	Chief Minister			
2	Additional Secretary/ Joint Secretary /Deputy Secretary/ Under-secretary/ Special Officer-cum-Under-Secretary.	Secretary to Chief Minister or Special Secretary to Chief Minister (In case the posts of Secretary to Chief Minister remain vacant).	Chief Minister	..	
3	Public Relation Officer	do	do		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
4	Section Officer	Under Secretary or Deputy Secretary to Chief Minister.	Secretary to Chief Minister.		
(c) Officers of Raj Bhawan					
1	Secretary to the Governor	Governor	..	Governor	
2	Additional Secretary/ Comptroller, Governor's Household/ Joint Secretary/ Deputy Secretary to the Governor.	Secretary to the Governor	..	Governor	
3	A.D. Camp to the Governor	Secretary to the Governor	..	Governor	
4	Under Secretary to the Governor.	Secretary to the Governor	..	Governor	
5	Medical Officer	Secretary to the Governor	..	Governor	
7	Public Relations Officer	Secretary to the Governor	..	Governor	
8	Personal Secretary to the Governor	Governor	
9	Additional Personal Secretary to the Governor.	do	
10	Senior Private Secretary/ Private Secretary	Secretary to the Governor/ Personal Secretary to the Governor	..	Governor	
10	Private Secretary to the Governor.	Governor	
11	Steno to the Governor	do	
12	Private Secretary to Secretary	Secretary to the Governor	
13	P.A. to the Secretary/to the Governor	do	
14	Personal Assistant	Secretary/ Personal Secretary/ Comptroller/ Additional Secretary/ Joint Secretary	..	Secretary to the Governor	
15	Desk Officer/ Section Officer	Additional Secretary/ Joint Secretary/ Comptroller/ ADC/ Under Secretary.	..	Secretary to the Governor	
(d) General Provisions for Heads of Departments					
1	Heads of Departments	Secretary of the Administrative Departments	Chief Secretary or very Senior Officer in-charge of Department.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Additional Heads of Departments	Head of the Department	Secretary of the Administrative Department.	Chief Secretary or very Senior Officer in-charge of Department.	
3	Joint Directors/ Joint Registrar, Co-Operative Societies or Officers of similar rank/Administrative officer, O.A.S-I(S.B.)	Heads of the Departments	Secretary of the Administrative Department.	Chief Secretary or very Senior Officer in-charge of Department.	
4	Deputy Registrar/Deputy Director/Administrative officer, O.A.S.-I (J.B.) or Officers of similar Class I rank.	Joint or Additional Director/ Registrar or any other immediate Superior Authority.	Head of the Department	Secretary of the Administrative Department.	
5	Assistant Director/ Administrative Officer, Establishment Officer/ Personal Assistant/ Accounts Officer or Officer of similar rank.	Immediate superior Authority	do	do	
6	Private Secretary	Officer to whom attached			
(e) General Provisions for Engineering Services					
1	Chief Engineer	Secretary of the Administrative Department.	Chief Secretary or very Senior Officer-in-charge of the Department.	Minister	
2	Superintending Engineer attached to C.E. Office.	Chief Engineer	Secretary of the Administrative Department.	Development Commissioner	
3	Assistant to C.E. / Executive Engineer in Chief Engineer's Office.	Concerned Superintending Engineer.	Chief Engineer	Secretary of the Department	
4	Assistant Engineer in C.E. Office	Assistant to C.E. or E.E. concerned	Chief Engineer	..	
5	Executive Engineer in the Division	(i) Superintending Engineer (ii) Collector	do	Secretary of the Department	
6	E.E in S.E.'s Office	Superintending Engineer	Chief Engineer	..	
7	Assistant Engineer in the Sub-divisions	Executive Engineer	Superintending Engineer	..	
8	Personal Assistant to Superintending Engineer.	Superintending Engineer	Chief Engineer	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(f) General Provisions for officers on deputation					
1	Officers on deputation to other Departments but working under the control of the Collector.	Collector	Head of the Department	Secretary of the Administrative Deptt.	
2	Officers on deputation to other Department but not under the Control of the Collector.	Head of the Office	Head of the Department	Secretary of the Administrative Department.	
3	Officer deputed to work under Other State Government/ Central Government / Foreign Government.	As per the practice prevailing in those Government Organisations.	
4	Officers on deputation to Corporation, Boards etc.	According to the procedure laid down by the concerned Department.	..		
5	Managing Director/ Full time Director.	Chairman	Secretary of Administrative Department. (If the Secretary is Junior to the Chairman, the C.D.C. will be the Countersigning and Accepting Authority. But he shall record his remarks in consultation with the Secretary of the Administrative Department).	C.D.C.	Where Minister happens to be the Chairman, the C.R. will be initiated by the Secretary of the Administrative Department, countersigned by C.D.C. & accepted by the Minister.
6	Executive Director/ General Manager	Managing Director	Chairman	Secretary of the Administrative Deptt. (In case the Secretary is junior to the Chairman the C.D.C. will be the A.A. But he shall record his remarks in consultation with the Secretary of the Administrative Deptt.)	Where the Minister happens to be the Chairman, the C.R. will be countersigned & accepted by the Minister.
7	Chairman / Chairman-cum-Managing Director / Chairman-cum-Chief Executive	Secretary of the Department. Where the officer reported upon is senior to the Secretary, CDC will be the Reporting Officer.	Minister	Chief Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(g) General Provisions for District Level Officers					
1	District level Officers doing development work in the districts representing the Departments of Government(District Agriculture Officers/ District Veterinary Officers/ E.Es/ District Fisheries Officers/ District Industries Officers etc.	Departmental Officer under whom he works.	Collector	Head of the Department.	
1. AGRICULTURE DEPARTMENT					
(a) Agriculture					
1	Director, Agriculture & F.P.	(i) Secretary, Agriculture Deptt. (ii) A.P.C.	Chief Secretary or very Senior Officer in-charge of the Department.	Minister	
2	Additional Director, Agriculture (Engineering)	Director of Agriculture & Food Production.	Secretary, Agriculture Department.	A.P.C.	
3	Joint Director of Agriculture	Director of Agriculture & Food Production.	Secretary, Agriculture Deptt.	A.P.C.	
4	Agriculturist (Rank of Joint Director).	Secretary, Agriculture Deptt.	A.P.C.	Chief Secretary or very Senior Officer in-charge of the Department.	
5	Deputy Director of Agriculture (Ranges)	Collector	D.A. & F.P.	Secretary, Agriculture Department.	The D.A.&F.P. will obtain reports from the Joint Directors dealing with different Programmes & record his remarks considering such reports
6	Deputy Director of Agriculture (Other than those in ranges) & Officers of equivalent rank.	Joint Director of Agriculture concerned (if any)	D.A. & F.P.	do	Where a Deputy Director works directly under the Director the D.A. & F.P. will himself initiate the remarks.
7	Chief Accounts Officer-cum-Financial Advisor.	D.A. & F.P.	Secretary, Agriculture Department	C.S. or Very Senior Officer in-charge of the Department	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8	Accounts Officer	C.A.O. –cum-Financial Advisor	D.A. & F.P.	Secretary, Agriculture Department.	
9	Assistant Director of Agriculture (Administration)	Joint Director of Agriculture (Administration)	D.A. & F.P.	Secretary, Agriculture Department.	
10	Assistant Director of Agriculture-II	Joint Director of Agriculture (Extension research)	D.A. & F.P.	Secretary, Agriculture Department.	
11	P.A. to the Director of Agriculture & Food Production.	J.D.A. (Administration)	do	do	
12	Officers of the rank of D.A.O. in different projects.	Deputy Director in-charge of range	D.A. & F.P.	Secretary, Agriculture Department.	
13	State Bio-chemist	J.D.A. (Extension)	do	..	
14	Compost Development Officer	do	do	..	
15	Officer-in-charge, Refreshers Training Course.	do	do	..	
16	District Training Officer	do	do	..	
17	Chief Statistician	do	do	..	
18	Oil-Seed Development Officer	do	do	..	
19	Project Officer, Oil Seed	do	do	..	
20	Pulse Specialist	J.D. of Agriculture (Extension, Research)	D. A. & F. P.		
21	C.R.D.O	do	do		
22	Superintendent, Botanical Garden	do	do		
23	Curator, Botanical Garden	do	do		
24	A.F.V.O.	J.D.A.(Fruit Preservation)	do		
25	Accounts Officer in the J.D.A. (F.P's. Office)	do	do		
26	Other Officer in the Office of J.D.A. & F.P.	do	do		
27	Project Demonstration Officer, Nimapara	J.D.A. of Agriculture (Special Programme)	D. A. & F. P.		
28	Project Officer, Dry Land Farming, Bahalda	do	do		
29	Project Officer, Mahanadi Delta Irrigation Scheme.	do	do		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
30	Water Management Specialist, Nimapara	J.D.A. of Agriculture (Special Programme)	D. A. & F. P.		
31	Soil Chemist, Nimapara	J.D.A. of Agriculture (Special Programme)	D. A. & F. P.		
32	Assistant Engineer, Delta Irrigation	do	do		
33	Assistant District Agriculture Officer	District Agriculture Officer	Dy. Dir. of Agriculture Ranges	D. A. & F. P.	
34	D.A.O. (Leave Reserve)	Concerned J.D.A. / D.D., Agriculture, Range.	D. A. & F. P.		
35	Agronomist (Multiple cropping)	J.D., Agriculture (Extension)	D. A. & F. P.		
36	D.A.O. (Multiple Cropping)	do	do		
37	E.E. attached to Agriculture Programme including Rural Engineer, Burla.	Joint Director, Agriculture, (Engineering)	do		
38	Agriculture Engineer & Asst. Agriculture Engineer, I.A.D.P	P.L.-cum-Deputy Director, Agriculture.	do		
39	Agronomist Training & Minor Irrigation.	J.D., Agriculture (Engineering).	do		
40	Assistant Engineer	Concerned E.E. / Rural Engineer.	J. D., Agriculture (Engineering)	Additional Director, Agriculture (Engg.).	
41	Agricultural Statistician	Chief Statistician	J.D., Agriculture (Extension)		
42	(a) Range Agronomist (b) Range Plant Protection Officer	Concerned Range Deputy Director, Agriculture.	D. A. & F. P.		
43	Farm Superintendent, Kuliposh/ Gambharipalli/ Lachida/ Sokinda/ Peljhar/ Dhanei, etc.	Concerned Range Deputy Director, Agriculture.	D. A. & F. P.		
44	Range Soil Chemist	Concerned Deputy Director, Agriculture.	do		
45	Officer working in I.A.D.P.	Personal Officer-cum-D. D., Agriculture.	D. A. & F. P.		
46	Lecturer, Plant Protection	D.D., Agriculture (Plant Protection).	do		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
47	Plant Protection Officer, H.Q.	D.D., Agriculture (Plant Protection).	D. A. & F. P.		
48	(a) Soil Survey Officer, Salandi. (b) Agronomist, Salandi. (c) Water Management Officer, Salandi.	Deputy Director, Agriculture.	Director, Agriculture & Food Production.	. .	
49	Agriculture Training Officer	Concerned D.D., Training.	J.D., Agriculture (Extension)		
50	Seed Certification Officer	D.D., Agriculture (Seeds).	J.D.A. (Farm)		
51	Sugarcane Development Officer	D.D.A., (Sugarcane).	J.D., Agriculture (E.R.)		
52	(a) A.E.B., Jute, Kendrapara (b) Project Officer, Jute, Bhubaneswar.	Deputy Director, Agriculture (Jute).	do		
53	(a) Agriculture, Officer Mixed Farm. (b) D. A. O. attached to Mixed Farm, Similiguda.	Deputy Director, Agriculture (Mixed Farm)	Joint Director, Agriculture (Farm)		
54	Officer in Bahalada Dry Land Farming.	Personal Officer, Dry Land Farming.	J.D., Agriculture (S.P.)		
55	Quality Control Inspector in Class II, Agriculture Service.	(a) Deputy Director, Agriculture Range. (b) Deputy Director, Quality Control (State H.Q.).	D. A. & F. P.	Secretary, Agriculture	
(b) Soil Conservation					
1	Director, Soil Conservation	(i) Secretary, Agriculture Deptt. (ii) A. P. C.	C. S. or very Senior Officer in-charge of the Department	Minister	
2	Joint Director, S. C.	Director, S.C.	Secretary, Agriculture Deptt.	A. P. C.	
3	Soil Conservation Officer, Bhubaneswar	Joint Director, Soil Conservation.	Director, Soil Conservation	Secretary, Agriculture Deptt.	
4	Soil Conservation Officer in Ranges	Collector	Director, S.C.	do	
5	Assistant Soil Conservation Officer	S.C. Officer	Joint Director, Soil Conservation.	. .	
6	Officer in the Office of the Joint Director, S.C.	Joint Director	Director, Soil conservation.	. .	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
7	E. E. attached to S. C. Organisation.	Joint Director	Director, Soil conservation.	Secretary, Agriculture Deptt.	
8	A. E. attached to O/o the J. D., S. C. & Executive Engineer.	Executive Engineer concerned.	Joint Director	..	
9	A. E. S. C. Ranges	S. C. Officer	Joint Director	..	
(c) Horticulture					
1	Director, Horticulture.	(i) Secretary, Agriculture Deptt. (ii) A. P. C.	Chief Secretary or very Senior Officer in-charge of the Department.	Minister	
2	Joint Director of Horticulture	Director, Horticulture	Secretary, Agriculture Deptt.	A. P. C.	
3	(a) D. D. H. (H. Qrs.) (b) D.D. of Agriculture (Fruit preservation) (c) D. D. A. (Coconut) (d) D. D. A. (Seeds) (e) D. D. A. (M. & A. P.)	Joint Director	Director, Horticulture.	Secretary, Agriculture Deptt.	
4	Principal, School of Horticulture.	do	do	do	
5	Senior Horticulturist	do	do	do	
6	Deputy Director, Horticulture (Range)	Collector	Director, Horticulture.	Secretary, Agriculture Deptt.	
7	(a) (i) Horticulturist in Range (ii) Horticulturists in Ranges, (KBK)	Deputy Director 1. Deputy Director 2. Collector	Joint Director do	Director, Horticulture. do	
	(b) Horticulturist (Other than those in Ranges)	Deputy Director	Director, Horticulture.		
8	(a) Fruit Development Officer (b) Vegetable Development Officer (c) Cold Storage Officer (d) P.P.O. Seed Scheme (e) Vegetable Specialist (f) Potato and Vegetable Development Officer. (g) Asst. Engineer, Refrigeration	Deputy Director, Agril. (Fruit preservation) Deputy Director of Agriculture (Seeds) Deputy Director of Agriculture (Seeds)	Director, Horticulture. Director, Horticulture. Director, Horticulture.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
9	(a) Soil Chemist, (b) Agronomist, (c) Fruit Technologist in the School of Horticulture.	Principal	Director Horticulture.	..	
10	P. A. to Director	Joint Director	Director, Horticulture	Secretary, Agriculture Deptt.	
11	Accounts Officer	do	do	do	
12	Other Class-II Officer in Head Quarters.	do	do	do	
13	Planning Officer	do	do	do	
14	Plant Protection Officer	do	do	do	
15	Special Officer	do	do	do	
16	Superintendent, State Botanical Garden	Joint Director	Director, Horticulture	Secretary, Agriculture Deptt.	
(d) Integrated Watershed Development Project					
1	Project Co-ordinator at H.Qrs.	Director, Soil Conservation	Secretary, Agriculture Deptt.	A. P. C.	
2	Deputy Director, Agriculture/ Horticulture/ Soil Conservation /Forestry/ Fodder Dev./ Inst. Dev. at H. Qrs.	Project Co-ordinator	Director, Soil Conservation	Secretary, Agriculture Deptt.	
3	Economists/ Accounts Officer/ G. I. S. Application Specialist at H. Qrs.	do	do	do	
4	Project Directors, D. D. Agril. / Soil Conservation in Project Officers.	do	do	Do	
5	Asst. Directors & Other Class II Officers including Accounts Officer in Project Office.	Project Director	Project Co-ordinator	Director, Soil Conservation	
2. COMMERCE AND TRANSPORT DEPARTMENT					
(a) Commerce (Directorate of Printing, Stationery and Publication)					
1	Director, Printing, Stationery and Publication.	Secretary, Commerce	C.S. or Very Senior Officer in- charge of the Department.	Minister	
2	Director, Technical	Director, Printing, Stationery and Publication.	Secretary, Commerce	C.S. or Very Senior Officer in-charge of the Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
3	(a) Deputy Director, P. S. &P. (b) D.D. (Maintenance) Office Machine and Equipments.	Director, Technical Director, P.S. & Publication.	Director, P.S. & P. Secretary, Commerce	Secretary, Commerce	
4	(i) Asst. Director, (Mechanical) (ii) Asst. Director, (Stationary) (iii) Asst. Director (Tech.)	Deputy Director, Maintenance Director, P.S. & Publication. Director, (Technical)	Director, P.S. & Publication Secretary, Commerce Director, P.S. & Publication		
5	Establishment Officer	Director, P.S. & Publication	Secretary, Commerce		
6	Accounts Officer	do	do		
7	Asst. Engr.(Mech.)	Director (Tech.)	Director, P.S. & Publication		
8	Labour Welfare Officer	Director, P.S & Publication	Secretary, Commerce		
9	Medical Officer	Director, P.S & Publication	do		
10	P. S. to Director	do	..		
(b) Commerce Department					
1	Stock Taking Officer	Under Secretary, Commerce	Secretary, Commerce		
(c) Ports					
1	Director, Ports & IWT.	Secretary to Govt., C & T Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
2	P. A. (Tech) to Director, Ports & IWT	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
3	Executive Engineer (Civil), Ports& IWT Civil Division, Berhampur	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
4	(i) Assistant Engineer (Civil) (ii) Estimator in the rank of Assistant Engineer (Civil)	Executive Engineer (Civil), Ports & IWT, Civil Division	Dir., Ports & IWT	..	
5	Deputy Hydrographic Surveyor	Executive Engineer (Mech.), Ports & IWT, Mech. Div.	Dir., Ports & IWT	..	
6	Executive Engineer (Mech), Ports& IWT Mechanical Division, Cuttack	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
7	Assistant Engineer (Mech)	Executive Engineer (Mech.), Ports & IWT, Mech. Div.	Dir., Ports & IWT	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8	Assistant Surveyor (in the rank of Assistant Engineer (Civil))	Executive Engineer (Mech.), Ports & IWT, Mech. Div.	Dir., Ports & IWT	..	
9	Principal, Crews Training Institute (in the rank of Assistant Executive Engineer (Mech))	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
10	Instructor, Crews Training Institute (in the rank of Assistant Engineer (Mech))	Principal, Crews Training Institute	Dir., Ports & IWT	..	
11	Establishment Officer	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
12	Estimator in the Directorate of Ports & IWT (in the rank of Assistant Engineer (Civil))	P.A.(Tech) to Director, Ports & IWT	Dir., Ports & IWT	..	
13	Assistant Conservator, Ports Dhamra (in the rank of Assistant Engineer (Civil))	Dir., Ports & IWT	Secretary to Govt., C & T Deptt.	..	
(d) Transport					
1	Addl. Commissioner, Transport Deptt. Joint Commissioner, Transport Deptt..	Transport Commissioner	C.S. or Very Senior Officer in-charge of the Department.		
2	Secretary-cum-Addl. Commissioner S. T. A.	do	do		
3	Joint Commissioner, Tech.	do	do		
4	Under-Secretary (Tax)	Jt. Commissioner, Transport(Tax)	Transport Commissioner		
5	Under Secretary (General)	(a) Addl./Jt. Commr., (Transport) (b) Secretary-cum-Addl. Commr., S.T.A.	do		The Transport Commr. has to record his remarks on reports of both the R.O.S.
6	(a) Assistant. Secretary. (Estt.) (b) Accounts Officer (c) Statistical Officer	Addl./Jt. Commissioner(Transport)	Transport Commissioner		
7	Asst. Secretary. (Permit)	Secretary-cum-Addl. Commr., S. T. A.	T. C.-cum-Chairman, S.T.A.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
8	(a) Regional Transport Officers (b) Additional, R. T. O.	Zonal Dy. Commissioner Transport R. T. O.	Collector- <i>cum</i> -Chairman, R.T.A. (1) Dy. Commr., Transport (2) Chairman, R. T. A., (Collector) Chairman, R. T. A.	Transport Commissioner Transport Commissioner- <i>cum</i> -chairman, S. T. A.	
9	Assistant R. T. O.	R. T. O. or Addl. R. T. O.		do	
10	Inspector of Motor Vehicles	(i) R. T. O. (ii) Jt. Commr., Trans. (Tech.)	do	do	
11	Inspector of Motor Vehicles (L.R.)	Jt. Commissioner, Transport (Tech.).	Transport Commissioner	..	
12	Assistant. Transport. Commissioner, (Enforcement)	(i) R. T. O. (ii) Deputy Commissioner, (Enforcement).	do	..	
13	P. S. to Transport Commissioner	Transport Commissioner	
14	Principal, Driving Training School	Joint Commissioner, Transport(Tech.)	Transport Commissioner	C. S. or Very Senior Officer in-Charge of the Department	Transport, Commissioner
15	Deputy Commissioner, Transport Zone (Central, Northern, Southern).	Joint Commissioner, Transport (Tax)	Additional Commissioner Transport (Tax)		
16	Assistant Works Engineer, Driving Training School.	Principal, Driving Training School.	Joint Commissioner, Transport (Tech.).	do	
17	Joint Commissioner, Transport(Taxation)	Transport Commissioner	C. S. or Very Senior Officer in-Charge of the Department.		
18	Assistant Director, Traffic Survey	Joint Commissioner concerned	Transport Commissioner	..	
19	Inspector of Motor Vehicles (Enforcement)/ Traffic Inspector (Working in fields).	R. T. O. / Additional R. T. O. / Assistant Transport Commissioner (Enforcement).	Chairman, R. T. A. / Deputy Commissioner (Enforcement).	Transport Commissioner.	
20	I. M. V. (Enforcement)/ Traffic Inspector (attached to Headquarters).	Deputy Commissioner, (Enforcement).	Transport Commissioner		
21	I. M. V. (Technical)	Deputy Commissioner, (Enforcement).	Transport Commissioner		
22	Deputy Commissioner (Enforcement)	Transport Commissioner	C. S. or Very Senior Officer in-Charge of the Department.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
23	State Transport Appellate Tribunal, Odisha, Cuttack.	Secretary, Transport Deptt.	do		
24	2nd M.A.C.T., Berhampur/ Sambalpur.	do	do		
25	Secretary, State Transport Appellate Tribunal, Odisha.	State Transport Appellate Tribunal, Odisha, Cuttack	Secretary, Transport Deptt.		
(e) Land Acquisition Rail Link Project					
1	Special Land Acquisition Officer, O. A. S.-I	Collector	R. D. C.	Development Commissioner	
2	Zone Officer, O. A. S.-II	Special L.A. Officer	Collector	R. D. C.	
3. CO-OPERATION DEPARTMENT					
1	2 nd Member, Co-operative Tribunal (Special Secretary OCS Cadre)	Secretary, Co-operation Deptt.	A.P.C.	Chief Secretary	
2	Additional Registrar of Co-operative Societies.	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	A.P.C.	
3	Joint Registrar, Co-operative Societies	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	A. P. C.	
4	(a) Divisional Dy. Registrar Co-operative Societies. (b) Dy. Registrar in the Office of the R. C. S., Odisha.	Collector Additional Registrar	Registrar, Co-op. Societies do	Secretary, Co-operation Deptt. do	
5	(a) Secretary, Aska Co-operative Sugar Industries (DRCS) (b) Managing Director, Aska Co-operative Sugar Industries. (c) Managing Director, Bargarh CSI	Managing Director Concerned Chairman Chairman	Registrar, Co-operative Societies do do	Secretary, Co-operation Deptt. do do	
6	Additional Auditor General of Co-operative Societies	A.G.C.S.	Secretary, Co-operation Deptt.	A.P.C.	
7	Joint Auditor General of Co-operative Societies	A.G.C.S.	Secretary, Co-operation Deptt.	A.P.C.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
8	Deputy Auditor General of Co-operative Societies	A.G.C.S.	Secretary, Co-operation Deptt.	A.P.C.	
9	Assistant Auditor General of Co-operative Societies	Additional/ Joint A.G.C.S.	A.G.C.S.	Secretary, Co-operation Deptt.	
10	A.R. (Diary)	Concerned HOD	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	
11	A.R. (Fishery)	Concerned HOD	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	
12	Secretary, Co-operative Tribunal (ARCS)	Member, Co-operative Tribunal	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	
13	Law Officer, Co-operative Tribunal	Member, Co-operative Tribunal	Additional Secretary, Co-operation Department.	Secretary, Co-operation Deptt.	
14	Deputy Registrar deputed on Foreign Service Conditions.	do	do	do	
15	Managing Director, Bargarh Co-op. Sugar Mills Ltd.	Registrar, Co-operative Societies	Secretary, Co-operation Deptt.	A. P. C.	
16	Establishment Officer				
17	(a) Accounts Officer	Additional Registrar	Registrar, Co-op. Societies	Secretary, Co-operation Deptt.	
	(b) Law Officer	do	do	do	
18	(a) Circle Asst. Registrar, C. S.	Deputy Registrar	Collector	Registrar, Co-op. Societies	
	(b) Circle Asst. Registrar, C.S. & posted in the Office of the Divisional Dy. Registrar, C.S.	Concerned Divisional Deputy Registrar.	Registrar, Co-op. Societies	..	
19	Asst. Registrar (Lift Irrigation)	Joint Registrar (Consumers)	do		
20	A.R. (L.R. & Training Reserve in the Office of the Registrar)	Additional Registrar or Joint Registrar	Registrar, C. S.		
21	A.R. deputed to Co-op., Institutions on Foreign Service conditions.	Divisional Deputy Registrar concerned.	do		
22	A.R. deputed to the Co-op. Trg. College Centre.	Principal co-op. Trg. College or Secretary, Odisha State Co-op. Union Ltd.	Registrar, C. S.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
23	A.R. deputed to Co-operative Sugar Industries.	Managing Director concerned	Registrar, C. S.		
24	A.R. deputed to Consumer Stores	Joint Registrar (Consumer)	do		
25	Principal, Co-op. Trg. College, Bhubaneswar.	R.C.S.	Secretary, Co-operation Deptt.	A. P. C.	
26	Secretary, Odisha State Co-op. Union Ltd.	do	do	do	
4. HIGHER EDUCATION DEPARTMENT					
1	Director, Higher Education	Secretary, Higher Education Deptt.	C. S. or Very Senior Officer in-Charge of the Department	Minister, Higher Education.	
2	Presiding Officer, State Education Tribunal	Secretary, Higher Education Deptt.	do	Minister, Higher Education.	
3	Director, State Bureau of Text Book Preparation and Production.	do	do	do	
4	(a) Deputy Director, (b) Establishment Officer, (c) Accounts Officer. (d) Senior Administrative Officer	Immediate superior officer.	Director concerned	Secretary, Education	
5	Principals of Aided Colleges (on deputation).	Chairman of the Governing Body	Director (Higher Education).		
6	(a) Assistant Director (b) Assistant Establishment Officer. (c) Assistant Statistician (d) Assistant State Survey Officer	Deputy Director concerned	Director concerned		
7	Professors of College	Principal	Director, Higher Education		
8	Professors on deputation to Universities.	Head of the Teaching Department	Vice-Chancellor		
9	Reader and Lecturer on deputation to Universities.	Professor In-charge of the Department.	do		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
10	(a) Readers and Lecturers of Post-Graduate College	Professor in-charge	Principal	Director, Higher Education	Where there is no post of professor the principal will initiate the remarks and same will be Countersigned by Director, Higher Education.
	(b) Reader & Lecturer of Under-Graduate College	Principal	Director, Higher Education		
11	Reader/ Lecturer/ Secretary under State Bureau of Text Book Preparation and Production.	Director, State Bureau of Text Book Preparation and Production.	Secretary, Education Department.		
12	Member, Secretary, selection Board.	Secretary, Education	C. S. or Very Senior Officer in-charge of the Department.		
13	Chief Radio Telegraph Instructor	Principal	Director, Higher Education		
14	Officer in-charge, Indian Administrative service Coaching Class.	do	Director, Higher Education		
15	Secretary, Council of Higher Education	Chairman	Secretary, Higher Education Deptt.		
16	Controller of Examination, Council of Higher Education.	Chairman	Secretary Higher Education Deptt.		
17	Financial Officer, Council of Higher Education.	Chairman	Secretary, Higher Education Deptt.		
A (I) Directorate of Vocational Education					
1	Director, Vocational Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior Officer in charge of the Deptt.	Minister, Higher Education	
2	Joint Director, Vocational Education	Director, Vocational Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior Officer in charge of the Deptt.	
3	Deputy Director, Vocational Education	Director, Vocational Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior Officer in charge of the Deptt.	
4	Consultant, Vocational Education	Director, Vocational Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior Officer in charge of the Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
5	Accounts officer, Vocational Education	Director, Vocational Education	Secretary, Higher Education Deptt.		
A (II) Regional Directorate of Education/ Regional office of Vocational Education					
1	Regional Director of Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior officer in charge of the Deptt.	Minister, Higher Education	
2	Joint Director School Education	Concerned Regional Director of Education	Secretary, School & Mass Education Deptt.	Chief Secretary or Very senior officer in charge of the Deptt.	
3	Deputy Director (Higher Education)	Concerned Regional Director of Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior officer in charge of the Deptt.	
4	Deputy Director in Regional office of Vocational Education	Concerned Regional Director of Education	Director, Vocational Education	Chief Secretary or Very senior officer in charge of the Deptt.	
5	Asst. Director, OFS-I (JB)	Concerned Regional Director of Education	Director, Higher Education	Secretary, Higher Education Deptt.	
6	Asst. Director, in the Regional office of Vocational Education (Class-II)	Concerned Deputy Director in Regional office of Vocational Education	Concerned Regional Director of Education	Director, Vocational Education	
A (III) Field offices					
1	Principal of the Colleges other than lead College & Autonomous College	Concerned Regional Director of Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior officer in charge of the Deptt.	
2	Principals of lead colleges & Autonomous College	Director, Higher Education	Secretary, Higher Education Deptt.	Chief Secretary or Very senior officer in charge of the Deptt.	
3	Principals of Government Vocational Jr. Colleges	Concerned Deputy Director in Regional office of Vocational Education	Concerned Collector	Director, Vocational Education	
5. ENERGY DEPARTMENT					
(a) Office of the Chief Engineer, Electricity-cum-C. E., Electrical Projects					
1	Chief Engineer (Electricity)-cum-Chief Engineer, Electrical Projects.	Secretary, Energy Deptt.	C.S or Very Senior Officer in-charge of the Department.	Minister	
2	Superintending Engineer, O/o the C. E. and Circle.	Chief Engineer	Secretary, Energy Deptt.	Development Commissioner	
3	Assistant to C.E. in rank of E.E.	S. E. concerned	Chief Engineer	Secretary, Energy Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
4	E.E. in the O/o the Chief Engineer	S. E. concerned	Chief Engineer	Secretary, Energy Deptt.	
5	Personal Assistant (N.T.) to C.E.	Immediate superior Officer, if any.	Chief Engineer	do	
6	A.E. attached to Office of the C. E.	Assistant to C.E. or E.E. concerned.	S. E. concerned	Chief Engineer	
7	A.E. (Leave Reserve/ Training Reserve) in the O/o the C. E.	do	do	do	
8	Accounts Officer	Immediate Superior Officer, if any	Chief Engineer	Secretary, Energy Deptt.	
9	E.E. working in the O/o the S.E.	S. E. concerned	do	do	
10	E. E. of Division	(i) S. E. (ii) Collector	do	do	
11	A.E. of Sub-Division & in the O/o the E. E./S. E.	E. E. concerned	Superintending Engineer		
12	P. A. to S. E.	Suptdg. Engineer	Chief Engineer		
(b) Office of the Chief Electrical Inspector					
1	Chief Electrical Inspector	Secretary, Energy Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	Electrical Inspector	C.E. Inspector	Secretary, Energy Deptt.	Development Commissioner	
3	E. E. attached to the O/o the C. E. Inspector.	do	do		
4	Assistant to C. E. I.	do	do		
5	A. E. Inspector	Electl. Inspector	C. E. Inspector		
6	(a) A. E. in the O/o the Electl. Inspector. (b) A. E. in the O/o the C. E. Inspector	Electrical Inspector Assistant to C.E./E.E. concerned	do do		
7	P.A. to Electrical Inspector	Electrical Inspector	do		
(c) Store Verification Party					
1	E. E., S. V. P.	Secretary, Energy Deptt.	C.S. or Very Senior Officer in-charge of the Department.		
2	A.E., S. V. P.	E. E. Store Verification Party	Secretary, Energy Deptt.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
			(d) O. S. E. B.		
1	E. E., Distribution Division (Field)	1. S. E. 2. Collector	Chief Engineer	Chairman	
2	Executive Engineer, Other Field Divn.	Superintending Engineer	Chief Engineer	Chairman	
			6. EXCISE DEPARTMENT		
1	Excise Commissioner	Secretary, Excise Department	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister concerned.	
2	Excise Deputy Commissioner	Excise Commissioner	Secretary to Govt., Excise Department.	Chief Secretary	
3	Superintendent of Excise	Collector	Excise Commissioner	Secretary, Excise Department.	
4	Deputy Superintendent of Excise working in the field.	Collector	Excise Commissioner	Secretary, Excise Department.	
5	Deputy Superintendent of Excise attached to the Office of Commissioner, Excise.	Excise Commissioner	..	Secretary Excise Department.	
			7. FINANCE DEPARTMENT		
			(a) Commercial Tax		
1	Special Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister, Finance	
2	Additional Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister, Finance	
3	Additional Commissioner of Commercial Taxes-cum-State Representatives.	Commissioner of Commercial Taxes.	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister, Finance	
4	Joint Commissioner of Commercial Taxes of Head Office.	Special/ Additional Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.	Principal Secretary/ Very Senior Officer in-charge of the Department.	
5	Joint Commissioner of Commercial Taxes Territorial Ranges.	Special/ Additional Commissioner of Commercial Taxes in charge of the respective Zones.	Commissioner of Commercial Taxes.	Principal Secretary/ Very Senior Officer in-charge of the Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
6	Deputy Commissioner of Commercial Taxes of Head Office.	Additional Commissioner of Commercial Taxes of the concerned Branches.	Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.	
7	Deputy Commissioners of Commercial Taxes (Appeal) Headquarter/ Commercial Tax Officer (Appeal) Headquarter.	Additional Commissioner of Commercial Taxes-cum-State Representatives.	Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.	
17	Deputy/ Assistant Commissioners of Commercial Taxes (Enforcement)	Special/ Additional Commissioner of Commercial Taxes (Enforcement)	Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	
18	Deputy Commissioner of Commercial Taxes of Ranges & Circles.	Joint Commissioner of Commercial Taxes in charge of the respective Ranges.	Additional Commissioner of Commercial Taxes in charge of the respective Zones.	Commissioner of Commercial Taxes	
19	Personal Assistant of Commissioner of Commercial Taxes (OSD-I)	Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	
20	Special Personal Assistant of Commissioner of Commercial Taxes (OSD-II)	Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	Commissioner of Commercial Taxes	
21	Assistant Commissioner of Commercial Taxes/ Senior EO / Commercial Tax Officers of Head Office.	Joint/ Deputy Commissioner of Commercial Taxes of the concerned Branches.	Additional Commissioner of Commercial Taxes of the concerned Branches.	Commissioner of Commercial Taxes	
22	Assistant Commissioner of Commercial Taxes/ Commercial Tax Officers working in Ranges/ Circle/ Checkgates/ Assessment Units/ RR Units.	Joint Commissioner of Commercial Taxes in charge of the respective Ranges.	Additional Commissioner of Commercial Taxes in charge of the respective Zones.	Commissioner of Commercial Taxes	
23	Commercial Tax Officers of Investigation Units/ Enforcement Ranges.	Deputy Commissioner of Commercial Taxes in charge of the respective Enforcement Ranges.	Special/ Additional Commissioner of Commercial Taxes (Enforcement)	Commissioner of Commercial Taxes	
11	Establishment Officer	JCCT/ DCCT dealing with Establishment/ Administration matters.	Special Commissioner/ Additional Commissioner (Administration)	Commissioner or Commercial Taxes	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
12	Special Officer Statistics	DCCT/ ACCT (MIS & Statistics).	Additional Commissioner (Revenue)	Commissioner of Commercial Taxes	
13	Additional Commercial Tax Officers of Head Office.	JCCT/ DCCT of the concerned branch.	Special Commissioner/ Additional Commissioner I/C of the concerned branch.	Commissioner of Commercial Taxes	
14	Additional Commercial Tax Officers of Vigilance/ Enforcement wings.	Deputy Commissioner of Commercial Taxes of Vigilance/ Enforcement.	Special/ Additional Commissioner of Commercial Taxes of Vigilance/ Enforcement.	Commissioner of Commercial Taxes	
15	Additional Commercial Tax Officers of Territorial Ranges.	Joint Commissioner of Commercial Taxes in charge of the respective Ranges.	Additional Commissioner of Commercial Taxes in charge of the respective zones.	Commissioner of Commercial Taxes	
16	Additional Commercial Tax Officers of Circles/ Checkgates	Deputy Commissioner/ Assistant Commissioner of Commercial	Additional Commissioner of Commercial Taxes in charge of	Commissioner of Commercial Taxes	
1	(a) Addl. Commissioner of Commercial Tax. (b) Spl. Addl. Commr. of Commercial Tax. (c) State Representative of Commercial Taxes.	Commissioner of Commercial Taxes.	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister, Finance Deptt.	
2	Law Officer/ Audit Officer/ Commercial Tax Officer and Asst. Commercial Tax Officer attached to the Commr. C.T. Office on Special duty.	Addl. Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.		
3	Asst. Commissioner of C.T. & Addl. Asst. Commr., C. Taxes.	Addl. Commissioner of Commercial Taxes.	Commissioner of Commercial Taxes.		
4	Addl. Personal Asst./ Spl. Personal Asst. to Commissioner, C.T.	Commissioner of Commercial Taxes.	. .		
5	Commercial Tax Offr./ Addl. C.T.O. working in Circles/Assistant C.T.O. working in Circles, Assessment Units, Check-gates & R. R. Units.	Asst. Commissioner of Commercial Taxes in-charge of respective Ranges.	Addl. Commissioner, Commercial Taxes.	Commissioner of Commercial Taxes.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
6	Commercial Tax Officer [Intelligence/ A.C.T.O. (Intelligence)/Asst. C.T.O.]	Asst. Commissioner, C.T. (Intelligence)	Addl. Commissioner, Commercial Taxes.	Commissioner of Commercial Taxes.	
7	Addl. State Representative/ Deputy State Representative/ Asst. State Representative	State Representative	Commissioner, Commercial Taxes.	. .	
8	O.F.S. Officer deputed to work under institutions but exercises statutory powers under the Odisha Sales Tax Act.	Head of Office or Head of Deptt. if the officer is the Head of office himself.	do		
9	Registrar, Odisha Sales Tax Tribunal	Chairman, Odisha Sales Tax Tribunal.	Secretary, Finance Deptt.	. .	
10	Chairman/ Member, Odisha Sales Tax Tribunal.	Secretary, Finance Department.	Chief Secretary or Very Senior Officer in-charge of the Department.		
(b) Treasury					
1	Additional Director of Treasuries & Inspections (O) / Joint Director of Treasuries & Inspections(O)	Director of Treasuries & Inspections	Secretary, Finance Department.	Chief Secretary or Very Senior Officer in-charge of the Department.	
2	Deputy Director of Treasuries & Inspections	Joint Director of Treasuries & Inspections	Director of Treasuries	Secretary, Finance Department.	
3	Assistant Director Treasuries & Inspections	Joint Director of Treasuries & Inspections	Director of Treasuries	Secretary, Finance Department.	
4	Treasury Officer, District Treasury/ Special Treasury	Collector	Director of Treasuries	Secretary, Finance Department.	
5	Treasury Officer, Cyber Treasury, Bhubaneswar	Joint Director	Director of Treasuries	Secretary, Finance Department.	
6	Additional Treasury Officer	Treasury Officer	Director of Treasuries	Secretary Finance Department.	
7	Sub-Treasury Officer (O.T & A.S.)	Treasury Officer	Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
8	E.O- I & II	Deputy Director of Treasuries & Inspections	Joint Director of Treasuries & Inspections	Director of Treasuries & Inspections	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
9	P.S., P.A. to Director of Treasuries & Inspections(O)	Director of Treasuries & Inspections	Director of Treasuries & Inspections	Director of Treasuries & Inspections	
10	P.A. to Additional Director of Treasuries & Inspections/ Joint Director of Treasuries & Inspections (O)	Additional Director of Treasuries & Inspections/ Joint Director of Treasuries & Inspections	Director of Treasuries & Inspections	Director of Treasuries & Inspections	
11	Section Officer	B.O.	Joint Director of Treasuries & Inspections/ Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
12	Audit Officer	Deputy Director of Treasuries & Inspections	Joint Director of Treasuries & Inspections/ Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
13	Senior Assistant	S.O	Joint Director of Treasuries & Inspections/ Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
14	Assistant A.O.	A.O.	Joint Director of Treasuries & Inspections/ Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
15	Type Supdt. Level-II	O.S.	Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
16	Senior Steno, Steno	B.O	Joint Director of Treasuries & Inspections	Director of Treasuries & Inspections	
17	Accountant (District/ Special Treasury)	Treasury Officer	Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
18	Accountant (Sub-Treasury)	S.T.O	Treasury Officer	Director of Treasuries & Inspections	
19	Senior Steno	Treasury Officer	Deputy Director of Treasuries & Inspections	Director of Treasuries & Inspections	
(c) Madhusudan Das Regional Academy of Financial Management					
1	Director	Secretary, Finance Department	Chief Secretary, Odisha	Chief Secretary, Odisha	
2	Joint Director	Director, MDRAFM	Secretary, Finance Department	Secretary, Finance Department	
3	Deputy Director (Senior)	Director, MDRAFM	Secretary, Finance Department	Secretary, Finance Department	
4	Deputy Director (Junior)	Director, MDRAFM	Secretary, Finance Department	Secretary, Finance Department	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(d) Directorate of Local Fund Audit, Odisha					
1	Director, Local Fund Audit	Principal Secretary to Govt. Finance Department.	Chief Secretary, Odisha	Minister, Finance Department	
2	Joint Director, DLFA	Director, DLFA, Odisha	Secretary, Finance Department	Chief Secretary, Odisha	
3	Deputy Director	Director, DLFA, Odisha	Director, DLFA, Odisha	Secretary, Finance Department	
4	Assistant Director	Deputy Director/ Joint Director, DLFA, Odisha	Director, DLFA, Odisha	Secretary, Finance Department	
5	District Audit Officer, Local Fund Audit	Deputy Director/ Joint Director, DLFA, Odisha	Director, DLFA, Odisha	Secretary, Finance Department	
(e) Accounts Training School					
1	Principal, Accounts Training School	Secretary, Finance Department	C. S. or Very Senior Officer in-charge of the Department.		
2	Instructor of Accounts Training School	Principal, Accounts Training School.	Secretary, Finance Department		
(f) Secretariat					
1	(a) Deputy Director, Small Savings, (b) Assistant Director, Small Savings-cum-Under Secretary.	Immediate Superior Officer, if any, Director, Small Savings.	Secretary, Finance Department Secretary, Finance Department		
2	Audit Officer, Local Fund Accounts, Finance Department.	Deputy Examiner, Local Fund Accounts.	Examiner, Local Fund Accounts		
3	Assistant Examiner Local Fund Accounts Finance Department.	do	do		
(g) District Small Savings Organisation					
1	District Small Savings Officer	Collector	Director, Small Savings	Secretary, Finance Department	
(h) Office of the Controller of Accounts (Educational Employees Pension & Provident Fund)					
1	Additional Controller of Accounts	Controller of Accounts	Secretary, Finance Department.	Chief Secretary or Very Senior Officer in-charge of the Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Deputy Controller of Accounts	Controller of Accounts	Secretary, Finance Department.	Chief Secretary or Very Senior Officer in-charge of the Department.	
2	Assistant Controller of Accounts (Senior/ Junior).	Deputy Controller of Accounts,	Controller of Accounts	Secretary, Finance Department.	
8. FISHERIES & ANIMAL RECOURCES DEVELOPMENT DEPARTMENT					
(a) Fisheries					
1	Director of Fisheries, Odisha	Secretary to Government, Administrative Deptt,	Chief Secretary/ Additional Chief Secretary in-charge.	Minister in-charge	
2	Additional Director of Fisheries	Director of Fisheries, Odisha	Secretary to Government, Administrative Deptt.	Chief Secretary or Additional Chief Secretary.	
3	Joint Director of Fisheries, L-I	Director of Fisheries, Odisha	Secretary to Government, Administrative Deptt.	Chief Secretary or Very Senior Officer in-Charge of the Deptt.	
4	Joint Director of Fisheries, L-II	Director of Fisheries, Odisha	Secretary to Government, Administrative Deptt.	Chief Secretary or Very Senior Officer in-Charge of the Deptt.	
	Deputy Director of Fisheries				
	(i) DDF (CZ), Cuttack (ii) DDF (SZ), Ganjam (iii) DDF (NZ), Sambalpur (iv) DDF (MS), Cuttack (v) DDF (MN), Balasore (vi) Principal, F.T.I., Balugaon, (in the rank of D.D.F.) (vii) S.P.G. (Rank of DDF) (viii) Dy. Director (Plan) (ix) Dy. Director (Extension) (x) Dy. Director (SBW) (xi) Dy. Director (SPU)	Joint Director/ Additional Director, Fisheries	Director, Fisheries	Secretary to Govt. Administration Deptt.	
6	Assistant Directors of Fisheries (in the Group-B Cadre).	Zonal Dy. Director	Concerned Collector	Director of Fisheries	
7	A. D. F., Kausalyagang Group-B Cadre	J. D. F. (In-charge)	Director of Fisheries	Director of Fisheries	
8	A. D. F. (Marine), North Balasore	D. D. F. (M) North, D. D. F. (M) South	Joint Director in-charge, Marine.	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
9	Project Officer, (Group-B DDF Cadre).	Concerned D.D.F.S.	Joint Director in-charge, Marine	Director of Fisheries	
10	Lecturers in F.T.I., (Group-B A.D.F. Cadre).	Principal, F.T.I.	Joint Director-in-charge, F.T.I.	do	
11	C.E.O., F.F.L.A.S (Group-B)	Concerned D.D.F.s	Concerned Collectors	do	
12	C.E.O., B.F.D.A.s (Group-A)	do	do	do	
13	Deputy Registrar (Fishery)	Joint Director/ Addl. Director, Fisheries.	Director, Fisheries	Secretary Administrative Department.	
14	Assistant Registrar (Fishery Co-operative/ Chilika Circle)	DRCS (Fisheries)	Director, Fisheries	..	
15	Asst. Engineer (Civil/ Mechanical)	Executive Engineer in Charge	Director, Fisheries	..	
16	ADF (B & T), Balugaon	D. D. F. (SZ), Ganjam	Director, Fisheries	..	
17	Asst. Director (Statistics) (On deputation, Group-B)	J. D. I., Jt. Director/ Dy. Director in-charge	do	..	
18	Asst. Production Officer (Group-B)	do	do	..	
19	Jr. Planning Officer, (Group-B)	do	do	..	
20	Asst. Project Officer (Fishery) Deputation to D.R.D.A.	P.D., D.R.D.A.	Collector/ Director	..	
(b) Animal Resources & Development					
1	Director, A.H. & V.S.	Secretary, F & A.R.D. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	(a) Addl. Director (b) Joint Director	Director, A. H. & V. S.	Secretary, F & A.R.D. Deptt.	A.P.C.	
3	Deputy Director, except O.B.P.I.	do	do		
4	(a) Statistician (b) Epidemiologist	Director A.H. & V.S.	Secretary, F & A.R.D. Deptt.		
5	Deputy Director O.B.P.I.	Joint Director, O.B.P.I.	Director	Secretary, F & A.R.D. Deptt.	
6	C. D. V. O.	Collector	Director, A. H. & V. S.	Secretary, F & A.R.D. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
7	S. D. V. O.	C. D. V. O.	Collector	Director, A. H. & V. S.	
8	Veterinary Assistant Surgeons/ Additional V.A.S.	S. D. V. O.	C. D. V. O.	Director, A. H. & V. S.	
9	Jr. Epidemiologist	Epidemiologist	Director, A. H. & V. S.		
10	Reserve V. A. S. / Instructor- in-service Trg. Centre/ Supdt., R.D. Farm/ Instructor, L.I. Trg. Centres/ Research Assts./Research Officers & Officers. of equivalent rank in Odisha Veterinary service.	Immediate Superior Officer.	Deputy Director	Director, A. H. & V. S.	
11	Additional/ Assistant District Veterinary Officer.	Chief District Vet. Officer	Collector	Director, A. H. & V. S.	
12	Dairy Inspector/ A.M.V.I.O.	do	Director, A. H. & V. S.		
13	Assistant Director./ Range Investment Officer, C. I. L.	do	do		
14	Cattle Development Officer/ Livestock Officer.	Deputy Director, (I.C.D.)	do		
15	Manager, Sheep Breeding Farm Bolangir/ Manager, Rural Dairy Farm, Sundergarh.	C. D. V. O.	Director, A. H. & V. S.		
16	Manager, Rural Dairy Farm, Kathapal	C. D. V. O.	do		
17	Statistical Officer/ Officer-in- charge, C. C. Centre/ D. E. O./ V. A. S.	Deputy Director, (I.C.D.), Cuttack.	do		
18	(a) Project Officer, I.P.D.P., Bhubaneswar/ Berhampur (b) Officer-in-charge, Regional Poultry Farm. (c) Supdt., Poultry Farm	C. D. V. O. do C. D. V. O.	Director, A. H. & V. S. do Director, A. H. & V. S.		
19	Pathologist/ Parasitologist/ Animal Nutritionist/ Bacteriologist/ Animal Garetist/ F.D.O./Farm Manager-cum- Sheep Extension Officer/ P.A/ Farm Managers/Supdt., S. L. B. Farm.	Joint Director, (Chiplima)	Director, A. H. & V. S.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
20	Research Officer, Group-B S.B., O. B. P. I./ Serologist and other Group-B officers attached to the O. B. P. I.	Deputy Director, O.B.P.I.	Director, A. H. & V. S.		
21	Dairy Engineer	Deputy Director	Director, A. H. & V. S.		
22	Lecturer, Poultry/ Lecturer, Fodder/ Officer-In-charge, I. T. Institute.	Departmental Officer, if any under whom he works.	do		
23	Manager, Milk Supply Scheme, Berhampur.	Deputy Director concerned	do		
24	Special Officer (Planning/ L. Medical Officer/ Leave Reserve District Veterinary Officer/ Office V.A.S. / A.V.L.O. / V.A.S. / Duckery/ L.R.V.A.S.)	Addl. Director or Deputy Director concerned.	Director, A. H. & V. S.		
25	Estt. Officer/ Accounts Officers/ P.A. to Director.	Director, A. H. & V. S.	Secretary, F.A.R.D. Deptt.		
26	Any other Group-B Officer not included in the above list.	Immediate superior officer in Group-B Senior Branch.	Deputy Director concerned, if any	Director, A. H. & V. S.	
27	(a) Dy. Director, (Animal Geneticist) (b) Dy. Director, (Animal Nutritionist)	Additional Director	Director, Animal Husbandry and Veterinary Services.	Secretary, Fisheries and Animal Resource Development.	
28	Credit Planning Officer (O. F. S. I.)	do	do	do	
29	Project Officers (CRP), P. D. / Piggery in Group-A.	do	do	do	
30	Asst. Project Officers (C.R.P.) (P. D. / Piggery in Group-B).	Project Officer concerned	Additional Director	Director, Animal Husbandry & V. S.	
9. FOOD SUPPLIES& CONSUMER WELFARE DEPARTMENT					
1	Additional Director Food Supplies	Commissioner-cum-secretary, F. S. & C. W. Deptt.	C S or Very Senior Officer in-charge of the Department.	Minister, F. S. & C. W. Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	(a) Joint Director of Food Supplies	Additional Secretary/ Joint Secretary, F.S. & C.W. Deptt./ R.D.C./ Collector	Commissioner-cum-secretary F.S. & C.W. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	
	(b) Additional District Magistrate (Public Distribution System).		(1) R. D. C. (2) Secretary, F.S. & C.W. Department.	C.S. or Very Senior Officer in-charge of the Department.	
3	Deputy Director Food Supplies/ Civil Supplies Officers at Headquarters	Controlling Officer in-charge (Joint Secretary/ Additional Secretary)	. .	Commissioner-cum-secretary F.S. & C.W. Deptt.	
4	Civil Supplies Officers	Concerned Collector of the District	. .	Commissioner-cum-secretary F.S. & C.W. Deptt.	
5	C.S.O. Headquarters & Liasion Officer	J. D. of F. & C. S.	Controller, F. & C. S.		
6	Assistant Civil Supplies Officer at Headquarter	Civil Supplies Officer (State Head Quarter)/ Deputy Director	Controlling Officer in-charge (Joint Secretary/ Additional Secretary)	Commissioner-cum-secretary F.S. & C.W. Deptt.	
7	Assistant Civil Supplies Officer Field	Concerned ADM/ Sub-Collector/ C.S.O. of the Dist.	Concerned Collector of the District	Commissioner-cum-secretary FS & CW Deptt	
8	Assistant Director of Food & Civil Supplies.	do	Director, F. & C. S.		
9	Assistant Director, Market Intelligence.	Dy. Director, Market Intelligence.	Controlling Officer in-charge (Joint Secretary/ Additional Secretary)	Commissioner-cum-secretary F.S. & C.W. Deptt.	
10	Controller, Legal Meteorology	Commissioner-cum-secretary F. S. & C.W. Department	C.S. or Very Senior Officer in-charge of the Department.	Minister, F.S. & C.W. Department	
11	(a) Deputy Controller, Legal Meteorology	Controller Legal Metrology	. .	Commissioner-cum-secretary F.S. & C.W. Deptt.	
	(b) Assistant Controller, Legal Meteorology.	Concerned Collector/ A.D.M. of the District	Controller Legal Metrology	Commissioner-cum-secretary F.S. & C.W. Deptt.	
12	Market Intelligence Officers posted to Zones.	Civil Supplies Officer on whose jurisdiction the Head Quarter of the M.I.O. is located	Deputy Director Market Intelligence	Controlling Officer in-charge (Joint Secretary/ Additional Secretary)	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
13	Deputy Director, Market Intelligence.	Controlling Officer in-charge (Joint Secretary/ Additional Secretary)	Commissioner-cum-secretary F.S. & C.W. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	
14	Deputy Directors Quality Control	Controlling Officer in-charge (Joint/Additional Secretary)	Commissioner-cum-secretary F.S. & C.W. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	
15	Assistant Director, Quality Control	Deputy Director Quality Control	Controlling Officer in-charge (Joint/Additional Secretary)	Commissioner-cum-secretary F.S. & C.W. Deptt.	
16	Secretary, State Consumer Dispute Redressal Commission.	President, State CDR Commission	..	Minister, F.S. & C.W. Department	
10. FOREST AND ENVIRONMENT DEPARTMENT					
(a) Forest Divisions/ Working Plan Offices					
1	Forest Rangers/ ACF in Forest Divisions	DFO/ DCF	RCCF	PCCF	
2	DFO/ DCF in Forest Division	RCCF	(i) PCCF (WL) (First RA) (ii) PCCF (2 nd RA)	Secretary, F. & E. Department	
3	DCF/ CF (Working Plan)	RCCF	PCCF	Secretary, F. & E. Department	
4	Forest Rangers/ ACFs in Working Plan	DFO/ DCF	RCCF	PCCF	
(b) Wild Life Divisions					
1	Forest Rangers/ ACFs	DFO/ DCF	RCCF	PCCF (WL)	
2	DFO/ DCF	RCCF	(i) PCCF (WL) (First RA) (ii) PCCF (2 nd RA)	Secretary, F. & E. Department	
3	Forest Rangers/ ACFs in Tiger Reserves	DFO/ DCF	Field Director	PCCF (WL)	
4	DFO/ DCF in Tiger Reserves	Field Director	PCCF (WL)	Secretary, F. & E. Department	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(c) Kenduleaf					
1	Forest Rangers/ Sub-Divisional Forest Officers	DFO (KL)	CCF/ CF (KL)	PCCF (KL)	
2	CCF/ CF (KL)	PCCF (KL)	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Department.	
3	DFO (KL)	CCF/CF (KL)	PCCF (KL)	Secretary, F. & E. Department	
(d) Heads of Department Offices					
1	Forest Rangers/ ACFs	Supervising DCF/ CF Concerned	Supervising CCF/ Additional PCCF Concerned	PCCF Concerned	
2	DCF	Supervising CF/ CCF	Supervising CCF/ Additional PCCF Concerned	PCCF Concerned	
3	Principal, Forest Trg. Inst.	CCF (T & D)	Concerned PCCF	Secretary, F & E Department	
(e) Officers on deputation to OFDC/ Autonomous organizations under F. & E. Department					
1	Chairperson OFDC	C.S. or Very Senior Officer in-charge of the Department.	Minister, F. & E. Department	Chief Minister	
2	M.D., OFDC	Chairperson OFDC	Secretary, F & E Department	C.S. or Very Senior Officer in-charge of the Department.	
3	Directors/ G.M., OFDC	M.D., OFDC	Chairperson OFDC	Secretary, F & E Department	
4	D.M., OFDC	G.M., OFDC	M.D., OFDC	Chairperson OFDC	
5	S.D.M., OFDC	D.M., OFDC	G.M., OFDC	M.D., OFDC	
6	Chief Executive of Autonomous organisations in the rank of PCCF	C.S. or Very Senior Officer in-charge of the Department.	Minister, F. & E. Department	Chief Minister	
7	Chief Executive of Autonomous organisations in the rank of Addl. PCCF/ CCF/ CF	Secretary, F & E Department	C.S. or Very Senior Officer in-charge of the Department.	Minister, F. & E. Department	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8	Other Officers of Autonomous organisations in the rank of (i) Upto CF (ii) CCF	(i) Chief Executive (ii) Chief Executive	(i) Secretary, F. & E. Department (ii) Secretary, F. & E. Department	(i) C.S. or Very Senior Officer in-charge of the Department. (ii) C.S. or Very Senior Officer in-charge of the Department.	
9	Member Secretary, State Pollution Control Board	Chairman, State Pollution Control Board	C.S. or Very Senior Officer in-charge of the Department.	Minister, F. & E. Department	
(f) Officers attached to F. & E. Department					
1	Senior Scientist	Director, Environment	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Department.	
2	Junior Scientist	Senior Scientist	Director, Environment	Secretary, F. & E. Department	
11. GENERAL ADMINISTRATION DEPARTMENT					
(A)					
1	Member, D. P. T.	C.S. or Very Senior Officer in-charge of the Department.	Minister	Chief Minister	
2	Joint/Deputy Director of G.A.A.	Commissioner, Training Co-ordination & <i>ex officio</i> Director, G.A.A. Spl. Secretary.	C.S. or Very Senior Officer in-charge of the Department.		
	(a) Director of Estates- <i>cum</i> -Additional Secretary/ Joint Secretary.	do	C. S.	Minister	
	(b) Addl. Director of Estates- <i>cum</i> - <i>Ex-officio</i> Deputy Secretary.	do	do	..	
	(c) Deputy Director of Estates- <i>cum</i> - Under Secretary.	Addl. Director of Estates/ Director of Estates as the case may be.	Special Secretary	..	
3	Land Officer/ Additional Land Officer.	Director of Estate	Additional Secretary/ Special Secretary.		
4	Rent Officer	Addl. Director of Estates/ Director of Estates as the case may be.	Special Secretary.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
5	Superintendent, Capital Nursery	Addl. Director of Estates/ J. S. / Deputy Secretary as the Case may be.	Special Secretary.		
6	(i) D. S. P. (Vigilance)	S. P. (Vigilance)	D. I. G. of Police/ I. G. P. (Vigilance In-charge)	Director, Vigilance	
	(ii) P.A.	Immediate Superior Authority	Director, Vigilance	..	
	(iii) S. E. (Vigilance)	D. I. G. of Police/ I. G. of Police(Vig)	..	Director, Vigilance.	
	(iv) E. E., Vigilance	S. E. (Vigilance)	I. G. of Police/ D. I. G. of Police (Vigilance).	do	
	(v) Deputy Conservator of Forests (Vigilance).	D. I. G. of Police/ I. G. P. (Vigilance)	..	do	
	(vi) Additional Commissioner of Commercial Taxes (Vigilance)	D. I. G. of Police/ I. G. P. (Vigilance)	..	do	
	(vii) Legal Advisor Vigilance	Both Inspector General of Police (Vigilance)	..	do	
	(viii) Motor Vehicle Inspector (Vigilance).	D. I. G. of Police/ I. G. of Police (Vigilance)	..	do	
	(ix) Commercial Tax Officer/ Additional C.T.O. (Vigilance).	S. P. (Vigilance)	Additional Commissioner, Commercial Taxes D.I.G.P. / I.G. P. (Vigilance) In-charge.	Director, Vigilance	
	(x) Inspector of Commercial Taxes	C.T.O. (Vigilance)	S. P. (Vigilance)	Additional Commissioner, Commercial Taxes (Vigilance).	Director, Vigilance
	(xi) Assistant Engineer/ Junior Engineer (Vigilance).	S. E./ E. E. (Vigilance)	D. I. G. P. / I. G. P. (Vigilance)	Director, Vigilance	
	(xii) Ranger, Vigilance	Deputy Conservator of Forests (Vigilance).	S. P. (Vigilance)	D. I. G. P. / I. G. P. (Vigilance)	
	(xiii) Asst. Director Statistics Vigilance Directorate	A. I. G., Vigilance	D. I. G./ I. G. Vigilance	Director, Vigilance	
	(xiv) Inspector of Police Handwriting, Vigilance Directorate	A. I. G., Vigilance	D. I. G. in charge of Administration	I. G., Vigilance	
7	Personal Assistant of G. A. (Vigilance) Department.	Immediate superior officer, if any.	I. G. P. (Vigilance)		
8	P. A. (Estt.) to Directorate	A. I. G.	D. I. G./ I.G. in charge of Admn.	Director, Vigilance.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
9	Officer-on-Special duty	A. I. G.	D. I. G./ I.G. in charge of Admn.	Director, Vigilance.	
10	Special Public Prosecutor/ Additional. Special Public Prosecutor.	S. P. of the Division	DIG/ IG	do	
11	Asst. Special Public Prosecutor	S. P. of the Division	DIG/ IG	Director, Vigilance.	
12	Commissioner for Departmental Inquiries.	Special Secretary	Chief Secretary	Chief Minister	
13	State Representative	C. D. I.	Special Secretary		
14	Secretary, D. P. T.	Senior Member, D. P. T.	Chief Secretary		
15	Secretary, Lokpal	Lokpal	..		
(B) Odisha Staff Selection Commission					
1	Secretary-cum-Controller of Examination.	Chairman	
2	Deputy Secretary-cum-Deputy Controller of Examination	Secretary	Chairman	..	
3	Under Secretary	do	do	..	
4	Private Secretary	Officer to whom attached	..		
5	Section Officer/ any Class II Officer posted in the Commission.	Immediate Superior authority	Secretary	Chairman	
6	Personal Asst.	Officer to whom attached			
(C) Aviation Establishment					
1	Director of Aviation	Special Secretary, G. A. Deptt.	C.S. or Very Senior Officer in- charge of the Department.	Minister	
2	Chief Aircraft Maintenance Engineer	Director of Aviation	Special Secretary, G. A. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	
3	Fly Instructor	Chief Fly Instructor	Director, Aviation	Special Secretary G.A. Deptt.	
4	Government Aviation Officer	Special Secretary, G. A. Deptt.	C.S. or Very Senior Officer in- charge of the Department.	Minister	
5	Chief Flying Instructor/ Flying Instructor In-charge.	Director Aviation	Special Secretary G. A. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
6	Deputy Chief Aircraft Maintenance Engineer.	Chief Aircraft Maintenance Engineer.	Director Aviation	Special Secretary, G.A. Deptt.	
7	Officer on Special Duty	Director Aviation	Special Secretary, G. A. Deptt.	..	
12. HEALTH & FAMILY WELFARE DEPARTMENT					
(a) Directorate of Health & Family Welfare					
1	Directorate of Health Services/ Director, M. E.T. / Director, Family Welfare/ Drugs Controller.	Secretary, Health & Family Welfare Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	Director, Regional Centre for Cancer Research & Treatment Society.	Secretary, H. & F. W. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
3	ADMOs and Specialists in the rank of Joint Director, Level-I & Level-II working under the control of CDMOs.	Chief District Medical Officer	Additional DHS (PMA & R)	DHS (O)	
4	CDMOs of 30 districts including Additional DHS (Floating) in the rank of selection grade working as CDMO.	District Magistrate & Collector.	DHS (O)	Secretary, Health & Family Welfare Department.	
5	Additional Directors (Floating) in the rank of selection grade posted in periphery/ health directorate and Jt. DHS (level-I & II) posted in health directorate (DHS).	DHS (O)	Secretary, Health & Family Welfare Deptt.	Chief Secretary, Odisha or very Senior Officer in-charge of the Deptt.	
6	Addl. Directors (Floating) in the rank of Selection Grade, Jt. DHS (lev-I), Jt. DHS (Level-II), Dy. Directors in the rank of Class-I (Sr.), Officers in the rank of Class-I (Jr.) and Class-II Officers working in different Directorates i.e. DHS/ DFW/ DPH/ Director, Nursing/ Director, Capital Hospital/ Director, SIH& F.W.	DHS (O)/ DFW (O)/ DPH (O) /Director, Nursing/ Director, Capital Hospital/ Director, SIH & F W.	Secretary, Health & Family Welfare Deptt.	Chief Secretary, Odisha or very Senior Officer in-charge of the Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
3	(a) Joint D. H. S. (b) Additional Director of H. & F. W. Services. (c) Project Co-ordinators	Director concerned	Secretary, Health & Family Welfare Deptt.	Chief Secretary or very Senior Officer in-charge of the Department.	
4	(a) Drugs Inspector	1. Zonal Deputy Drugs Controller in respect of Drugs Inspectors working in their Zone. 2. Deputy Drugs Controller (Admn.) (Hqr.) in respect of Drugs Inspectors working under jurisdiction other than Zonal D.D.C. Officers. 3. Deputy Drugs Controller (Intelligence) Hqrs. in respect of Drugs Inspectors working under his jurisdiction other than Zonal D. D. C. Officers.	Drugs Controller, Odisha do do	Secretary H. & F. W. Department. do do	
	(b) Assistant Drugs Controller (c) Deputy Drugs Controller	Drugs Controller, Odisha do	Secretary, H. & F. W. Deptt. do	Secretary, H. & F. W. Deptt. do	
5	(a) Superintendent, T. B. Hospital (b) Chief Medical Officer (c) Assistant Director, Medical Store (d) Chief District Medical Officer (e) Assistant Director, Transport (f) Deputy Superintendent, Nursing (g) Principal of Medical College (h) Superintendent, Medical College Hospital.	Director do do Collector Director	Secretary, H. & F. W. Deptt. do do (i) Director, H. S. (ii) Director of Family Welfare Secretary, H. & F. W. Deptt.	Secretary, Health & Family Welfare Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
6	(a) Establishment Officer (b) Accounts Officer (c) Personal Assistant to Director	Director			
7	(a) Statistician (b) Junior Statistician and such other Officer under the control of Deputy Director, Vital Statistics.	Deputy Director, Vital statistics	Joint Director of Health Services (Public Health).	Director	
8	(a) Demonstrator (b) Curator (c) Resident Pathologist (d) Clinical Tutor (e) Epidemiologist (f) Pharmacist (g) Lecturer (h) Physicist (i) Statistician and such other Officers of Medical Colleges	Professor of the Unit or Professor and Heads of Deptt.	Principal of the Medical Colleges.	Director of Medical Education & Training.	
9	(a) Registrar (b) Assistant Radiologist (c) Assistant Dental Surgeon (d) Clinical Psychologist (e) Assistant Anaesthetist (f) Clinical Pathologist (g) Assistant Surgeon (h) Lady Assistant Surgeon (i) Leave and Training Reserve Medical.	Professor of the Unit or Professor & Head of Department or Additional Superintendent Mental Health Institute or Superintendent, Institute of Paediatric & College Hospital, Cuttack (Immediate superior officer, If any).	Superintendent of the Medical College Hospital.	Director of Medical Education & Training.	
10	(a) Other than Professor i.e. Assistant Professor, Reader & Associate Professor (Clinical).	H. O. D.	1. Principal 2. Superintendent	D. M. E. T.	If superintendent junior to the officer reported upon he shall not record the remarks. He shall record a certificate to this effect.
	(b) Other than Professor, i.e. Assistant Professor, Reader, Associate Professor (Non-Clinical)	Professor and Head of Department	Principal of the Medical College	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
11	(a) Professor (Clinical) (b) Professor (Non-Clinical) (c) Professor and Head of Deptt.	(i) Principal (ii) Superintendent Principal of the Medical College	D. M. E. T. do	Secretary H. & F. W. Deptt. Secretary, Health & Family Welfare Deptt.	
12	(a) Assistant Surgeon (b) Lady Assistant Surgeon (c) L. & T. R. Medical Officer (d) District T. B. Officer. (e) Sub-divisional M. O. (f) Assistant District Medical officer (Medical) and such other officers under the control of C. D. M. O. /Chief Medical Officer/ Superintendent, T. B. Hospital/ Superintendent, Anti T.B. Demonstration and Training Centres, Cuttack.	C. D. M. O. or Chief Medical Officer or Superintendent, T. B. Hospital or Superintendent Anti T.B. Demonstration and Training Centres, Cuttack.	Joint Director, Health Services (Medical).	Director of Health & F.W.	
13	(a) Assistant Surgeon & Lady Assistant Surgeon in Rural Regional Family welfare Organisation/ Regional Family Welfare Training Centres. (b) Mass Education and Information Officer and Deputy Mass Education and Information Officer and Principal, A.N.M. Training Centre. (c) Additional C. D. M. O., Family Welfare.	C.D.M.O. / C.M.O. / Principal, Regional Family Welfare Centre. Additional C. D. M. O., Family Welfare. Chief District Medical Officer	Joint Director F.W. C. D. M. O. Director, Family Welfare	Director, Family Welfare Director, Family Welfare. Secretary, H. & F. W. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
14	(a) Assistant Director, (Family Welfare). (b) Assistant Director, Maternity and Child Health. (c) Assistant Director, (I. U.D.) (d) Mass Education and Medical Officer. (e) Demographer (f) Junior Statistician (g) Administrative Officer (h) Personal Assistant to Additional Director. (i) Special Scientist (j) Superintendent, Offset Press and such other officers under the Additional Director (Family Welfare).	Deputy or Joint Director, (Family Welfare).	Director, Family Welfare		
15	(a) Assistant District Medical Officer (Public Health) (b) Zonal Medical Officer (N.M.E.P.) (c) Non-Medical Unit Officer (N.M.E.P.) (d) Medical Officer, Leprosy Control Programme. (e) Assistant Health Officer and such other officer in the Public Health side under the Chief District Medical Officer/ Assistant Director, Public Health/ Malaria/C.C./ Senior C/N., C/ Leprosy.	C.D.M.O. or Assistant Director, (Malaria) or Assistant Director (Public Health) or Assistant Director Public Health (Leprosy).	Joint Director of Health Services (Public Health) or Joint Director, Health Services (Communicable diseases).	Director, Health Services.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
16	(a) Assistant Director-cum-Public Analyst. (b) Bacteriologist and Pathologist to Govt. (c) Assistant Director, P.H. or Circles (d) Assistant Director, P.H. (Leprosy) (e) Epidemiologist (f) Health Education Officer (g) Technical Officer under Health Education Bureau. (h) Assistant Director, P.H. (Malaria) (i) Assistant Director, P.H. (Filaria) (j) Assistant Director, P.H. (T.B.) (k) Assistant Director, P.H. (Smallpox) (l) Assistant Director, P.H. (Nutrition) (m) Assistant Director, Vital Statistics and such Officers under the Joint Director, H.S. (Public Health), Joint Director, Health Services. (Communicable diseases).	Joint Director, Health Services, (Public Health) or Joint Director of Health Services (Communicable disease)	Director of Health Services		
17	Administrative Officer (OAS I) of Medical Colleges & Hospitals.	Superintendent of Medical college.	Director of Medical Education and Training.	Secretary, Health and F. W. Department.	
18	Accounts Officer of Medical Colleges	do	do	..	
19	Accounts Officer of AHRC for Cancer Research and Treatment Society.	Director, AHRCRTS	Secretary H. & F. W. Deptt.		
(b) Directorate of Indian Medicines and Homoeopathy					
1	Director, I.M. & H	Secretary, H & F. W. Department	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Deputy Director (H)	Director, I.M. & H.	Secretary, H & F.W. Department	..	
3	Deputy Director (I. M.)	do	do	..	
4	Principal of the Government Ayurvedic/ Homeo Colleges	do	do	..	
5	Professor (P.G.), G.A.M., Puri	Principal	Director, I. M. & H.	..	
6	Professor in Government, Ayurvedic/ Homeo Colleges.	do	do		
7	Reader/ Assistant Professor/ Lecturers in Government Ayurvedic & Homeo Colleges.	Professor/ H. O. D. in-charge	Principal	Director, I.M. & H.	
8	C.M.O (H), Inspector (H) Inspectors (IM)/ Superintendent, Government Ayurvedic Pharmacy/ Deputy Superintendent, G. A. Hospital.	Deputy Director (H)/ Deputy Director (IM)	Director	..	
9	Establishment Officer/ Accounts Officer	Director, I.M. & H.	Secretary, H. & F. W. Department	..	
10	Specialist in Govt. Ayurvedic Hospital	Deputy Director, ISM, Office of the DIMH, Odisha.	Director, Indian Medicine and Homoeopathy, Odisha.	..	
11	Scientific Officer, State Drug testing Laboratory (ISM)	Deputy Director, ISM, Office of the DIMH, Odisha.	Director, Indian Medicine and Homoeopathy, Odisha.	..	
13. HOME DEPARTMENT					
(a) Election					
1	Additional/Joint/ Deputy Chief Electoral Officer	Chief Electoral Officer	Election Commission of India		
2	Assistant Chief Electoral Officer	Additional/Joint/ Deputy Chief Electoral officer.	Chief Electoral Officer	..	
3	Officer-in-charge, Election	A. D. M. (Election)	Collector	Chief Electoral Officer	
(b) Jails					
1	Inspector-General of Prisons	Secretary, Home Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	Financial Advisor (Joint Secretary)	I. G. of Police (Mod.)	Addl. D.G.P.(Hdqrs.)	D.G.P.	
3	Deputy Inspector-General of Prisons	I. G. of Prisons	Secretary, Home Deptt.	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
4	Chief Probation Officer	Additional Inspector General of Prisons	Inspector General of Prisons	Secretary, Home Deptt.	
5	D.I.G. of Prisons (Range)	Additional Inspector General of Prisons	Inspector General of Prisons	Secretary, Home Deptt.	
6	Audit Officer	Immediate Superior Officer, if any	Inspector General of Prisons	Secretary, Home Deptt.	
7	Private Secretary to the Additional D.G. of police-cum-I.G. of Prisons and Director, Correctional Services, Odisha.	Additional D.G. of police-cum-I.G. of Prisons and Director, Correctional Services, Odisha.			
8	(a) Special Officer (b) Accounts Officer (c) Personal Assistant	Immediate Superior Officer, if any	I. G. Prisons	Secretary, Home Deptt.	
9	Whole-time Superintendent of Jails other than C.D.M.O.	Collector	I. G. Prisons	Secretary, Home Deptt.	
10	(a) Assistant Surgeons attached to the Jail Hospital other than in Circle Jail. (b) Assistant Surgeons attached to the Circle Jails Hospitals.	do Superintendent of Circle Jail	do do	D. H. S. D. H. S.	
11	Superintendent of Sub-Jails or Special Sub-Jails.	Sub-Collector	Collector	I. G., Prisons	
12	Assistant I. G. of Prisons	D. I. G. of Prisons	I. G. of Prisons	..	
13	Establishment Officer	Immediate Superior Officer, if any	do	Secretary, Home Deptt.	
14	Regional Probation Officer	D. I. G. of Prisons	do	Secretary, Home Deptt.	
15	Principal, O. J. T. S.	D. I. G. of Prisons	I. G. of Prisons	Secretary, Home Deptt.	
16	D. P. O., Instructor, O. J. T. S.	Principal, O. J. T. S.	D. I. G. of Prisons	I. G. of Prisons	
17	Superintendent of Central Homes	D. I. G. of Prisons	Collector	do	
18	Superintendent of Probation Hostel	do	do	do	
19	District Probation Officer	do	do	do	
20	Sub-divisional Probation Officers	District Probation Officer	do	do	
21	Aftercare Officer	do	D. I. G. of Prisons or next Superior Officer.	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
22	Prisons Welfare Officer	Superintendent of Jails	D. I. G. of Prisons or next Superior Officer.	I. G. of Prisons	
23	Psychiatrist	Superintendent, Circle Jail	I. G. of Prisons	Secretary, Home Deptt.	
24	Lecturer in O. J. T. S.	Principal, O. J. T. S.	do	do	
(c) Police					
(i) Office of the Director-General of Police					
1	Accounts Officer	F. A.	I. G. of Police (Mod)	D. G. P.	
2	(a) Registrar (b) Establishment Officer	A. I. G. (P)	D. I. G.(P)	I. G. P.	
3	Police Welfare Officer (including Lady Police Welfare Officer)	A. I. G. (P)	D. I. G.(P)	I. G. P.	
(ii) District Police					
4	Additional S.P.	S. P.	D. M.	Range D. I. G. (P)	
5	D.S.P.	S. P.	D. M.	do	
6	D.S.P. (Crime Branch)	S. P., Crime Branch	D. I. G., C. I. D., Investigation	Special I. G. of Police	
7	D.S.P. (Special Branch)	S. P. Special Branch	D. I. G., Intelligence/ I. G. P., Intelligence as the case may be.	Director, Intelligence	
8	Dy. SP, DIBx	S.P.	D.I.G./ I.G. (Range)	I.G.P, Intelligence, Director, Intelligence	
9	D.S.P. (Railways)	S. P. Railways	I. G., Railways	Additional D. G. P., Crime	
9	D.S.P., H.A. & D.D. and others	D. I. G.(P)	I. G. P.	Additional D. G. P., Crime	
10	Vice-Principal, Police Training College	Principal, Police Training College	Special I. G. P.	D. G. & I. G. of Police	
11	Scientific Officer Police Training College.	Vice Principal, P. T. C.	Principal, P. T. C.	Addl. D. G. of Police (Training), Odisha, Cuttack.	
12	Principal, T. T. S.	D. I. G.	Special I. G. (P)	do	
13	Security Officer, O.L.A.	Secretary, O. L. A.	Speaker O. L. A.	..	
14	Inspector of Police Circle	S.D.P.O./ D.S.P./ Additional S.P.	S. P., (Dist.)	D. I. G.(P) Range	
15	I. I. C.	D. S. P./ S.D.P.O	S. P., (Dist.)	do	
16	Inspector, Women	S.D.P.O./ D.S.P.	S. P., (Dist.)	D. I. G.(P) Range	
17	Subedar Major	Deputy Commandant	Commandant	I. G. (P), S.A.P.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
18	Inspector, Law	D. S. P./S.D.P.O./Additional S.D.P.O.	Additional S. P./S.P. Dist.	D. I. G.(P) Range	
19	Subedar	Deputy Commandant	Commandant	I. G. (P), S.A.P.	
20	Inspector (Crime Section Range)	D. I. G.(P) Range	I. G. (P), Crime	..	
21	Inspector Railways (D.I.G. Railways Office)	D. S. P. (Railway)	S. P. (Railways)	I. G. (P), (Railways)	
22	Inspector, Armed Police Training Centre	Vice-Principal	Commandant/Principal	I. G. (P), S.A.P.	
23	Reserve Inspector	D. S. P. /Additional S. P.	S. P.(Dist.)	D. I. G.(P)	
24	Inspector, D. D. G., Squard	S. P. (C.B.)	D. I. G.(P) (CB)	I. G. (P), (CB.), /Addl. D.G.	
25	Inspector (Vigilance)	D. S. P. /Additional S. P.(Vigilance)	S. P.(Vigilance)	D. I. G.(P), (Vigilance)	
26	Assistant Public Prosecutor	Additional P. P. /P. P.	S. P.	Director, P. P.	
27	Inspector of Police (SB)	D. S. P. (S.B)	S. P. (S.B)	D.I.G. (P), Intelligence/ I.G.P., Intelligence/ Director Intelligence as the case may be.	
28	Inspector of Police (CB)	D. S. P. (C.B)	S. P. (C.B)	D. I. G. (P) (C.B.)	
29	Inspector, H.R.P.C.	D. S. P.	D. I. G.(H.R.P.C)	..	
30	Inspector, P. T. C.	Vice-Principal	Principal	I. G. (P), Training, /Addl.D. G. (P)	
31	Inspector, P. T. S.	do	do	D. I. G. (P), Training	
32	Inspector, T. R. D.	D. S. P.	D. I. G. (P), Training	..	
33	Inspector, S P A	D. S. P.	do	I. G. (P), Training, / Addl.D. G. (P)	
34	Inspector, T.T.S.	D.S.P./Asst. Commandant	Principal	D.I.G.(P), Training	
35	Inspector, Computer	D.S.P. (System Analysis)	S.P. (System Analysis)	Direcor, F.S.S.	
36	Inspector, State Control Room	A.I.G. (P)	D.I.G. (P), Administration	I.G. (P)	
37	Inspector, Confidential police H.Qrs.	D.G. (P)	
38	Inspector, Finger Print Bureau	D.S.P.	S.P.	I.G. (P), F.S.S.	
39	Inspector, Photo H. Qrs.	D.S.P. (Photo) F.S.S.	D.S.P., Crime Branch	I.G. (P), Crime Branch/ Addl. D.G. (P)	
40	Inspector, Handwriting Bureau	D.S.P.	S.P.	I.G. (P), Crime Branch/ Addl. D.G. (P)	
41	Inspector, Protection of Civil Right	S.P.	D.I.G. (P)	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
42	Inspector, D.I.S.	S.P. (Dist.)	D.I.G. (P), (Range)	I.G. (P), Intelligence/ Adl. D.G. (P)	
43	Inspector, Mechanical/Operator	D.S.P. (Signal)	S. P. (Signal)	D.I.G. (P), (Technical)	
44	Inspector, D. C. R. B.	D.S.P.	S.P. (Dist.)	D.I.G. (P), (Range)	
45	Inspector, Grievance Cell	A.I.G. (P)	D. I. G. (P) (Admn.)	I.G. (P), (Admn.)	
46	Inspector, Programming Computer	D.S.P. (Computer)	S.P. (Computer)	Director, F.S.S.	
47	Subedar (M. T.)	A.C.	D.C.	D.I.G. (P), Computer	
48	Inspector of Police, Aerodrome	D.S.P. (SB)	S.P. (S.B.)	D.I.G. (P), Intelligence/ I.G.P., Intelligence/ Director Intelligence as the case may be.	
49	Inspector of Police, Balimela Project	D.S.P./Adl. S.P.	S.P. (Dist.)	D.I.G. (P), Range	
50	Scientific Officer/Senior Scientific Asst.	Asst. Director/Adl. S.P.	Joint Director/S.P.	Director, F.S.S.	
51	Inspector of Police, V.I.P. Security	D.S.P., V.I.P Security, S.P. Security, I.G.P. Intelligence/ Director Intelligence	S.P. (S.B.)	D.I.G. (P) Intelligence	
52	Inspector of Police, T.T.P.S.	Vice-Principal	Principal	D.I.G. (P), Training	
53	Inspector, Anti-Naxalite	D.S.P./Adl. S.P.	S.P.	D.I.G. (P)	
54	Inspector of Police (Drill)	Principal P.T.C.	Spl. I.G. (P) Trg. Co-ordination & Director	..	
55	Inspector of Police (Bond)	Commandant	I.G.P. (SAP)	..	
56	Inspector of Police (Pigeon)	S.P. (Signal)	D.I.G. (Tech.)	..	
57	Asst. Law Officer (Crime Branch)	S.B. (C.B.)	D.I.G., C.I.D. (C.B.)	..	
58	Inspector of Police (P. M.T.)	D.I.G. (P.M.T.)	Spl. I.G., TS & M	..	
59	Inspector of Police (Armer)	D.I.G. (Admn.)	Spl. I.G.(P) Admn.	..	
60	Inspector of Police (Building)	D.I.G. (Finance)	I. G., TS & M	..	
(iii) Special Armed Police					
61	Commandants, S.A.P.	D.I.G. of Police (SAP)	I.G. of Police (SAP)	Adl. D.G. (P) (SAP)	
62	Dy. Commandants/ Asst. Commandants	Commandant	D.I.G. (P)	Special I.G. (P)	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
63	Asst. Commandant, Supplementary Training School, Nayagarh	Principal, Police Training College	D.I.G. (P), (P.T.C.)	I.G. (Police), Trg./Addl.D.G. (Police)	
64	Asst. Commandant police Training School, Nayagarh	Principal	D.I.G. (P), (P.T.C.)	I.G. (Police), Trg./Addl.D.G. (Police)	
(iv) Police Radio Grid					
65	Superintendent of Police, Signals	D.I.G., Technical	I.G. of Police/Special I.G. of Police	D.G. of Police	
66	D.S.P., Signals	S.P., Signals	D.I.G. (P), T.R.D.	I.G.P., T.R.D./Addl. D.G. of Police	
67	D.S.P. Signals attached to the Police Training College, Angul.	Principal, Police Training College	D.I.G. of Police	I.G.P./Special I.G.P.	
(v) Police Motor Transport					
68	Superintendent of Police,	D.I.G., Technical	I.G. of Police/Special I.G.P.	D.G.P.	
69	D.S.P.	S.P.	D.I.G., Technical	I.G.P./Spl. I.G.P.	
(vi) Odisha Fire Service					
70	Chief Fire Officer	Dy. Director, FS	Addl. Director, F S	Director, FS	
71	Fire Officer	Chief Fire Officer	Addl. Director, F S	Director, FS	
72	Deputy Fire Officer	Fire Officer Concerned	Chief Fire Officer	Director, FS	
73	Asst. Fire Officer	Deputy Fire Officer Concerned	Fire Officer Concerned	Chief Fire Officer	
(vii) Directorate of Fire Service, Home Guards & Civil Defence					
74	Junior Staff Officer	DIG & DY. C.G. HGs & DY. Director, FS & CD	IGP & Dy. C.G. HGs & Addl. Director, FS & CD	C.G. HGs & Director, FS & CD	
75	Establishment Officer	do	do	do	
76	Accounts Officer	do	do	do	
77	Dy. Fire Officer, FPW, Directorate	do	do	do	
78	Reserve Inspector	Junior Staff Officer	DIG & Dy. C. G. HGs & Dy. Director, FS & CD or IGP & Dy. C.G. HGs. & Dy. Director, FS & CD as the case may be.	C.G. HGs & Director, FS & CD	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(viii) Civil Defence Field Units					
79	Deputy Controller/ Senior Store Inspector/ Civil Defence Instructor	Junior Staff Officer	DIG & Dy. C. G. HGs & Dy. Director, FS & CD or IGP & Dy. C.G. HGs. & Dy. Director, FS & CD as the case may be.	C.G. HGs & Director, FS & CD	
(viv) Home Guards (Field Units)					
80	Dy. Supdt. Of Police, Home Guards.	Commandant, Home Guards.	Deputy Commandant General, Home Guards.	Commandant General, Home Guards.	
81	Asst. Commandant, Home Guards	do	do	do	
82	ACP, Home Guards.	Commandant, Home Guards.	Commissioner of Police	Commandant General, Home Guards.	
83	R.I. Home Guards District	DSP/ AC, Home Guards.	Commandant, Home Guards.	Commandant General, Home Guards.	
(vv) State Forensic Science Laboratory					
84	(a) Director (b) Jt. Director	Addl. D.G.P. Director (FSS)	D.G.P. Addl. D.G.P.	Secretary, Home Deptt. D.G.P.	
85	Deputy Director/ Assistant Director	Joint Director	Director (FSS)	Addl. D.G.P./ D.G.P.	
86	Assistant Chemical Examiner (Vicera)	Director	I.G.P.	D.G.P.	
87	(a) Serologist (b) D.S.P., Photo	Director S.P. (C.B.)	I.G.P. D.I.G.P. (C.B.)	D.G.P. Director (FSS)	
88	D.S.P., Home Guards	Commandant Home Guards	Senior Staff Officer (D.I.G.)	Commandant, General Home Guards.	
89	Asst. Commandant, H. Guards	do	do	..	
(d) Training Institutes					
1	Principal, Odisha Secretariat Training Institute	Additional Secretary/ Jt. Secretary, Home Deptt.	Secretary, Home Deptt.	..	
2	Principal Odisha Short Hand & Type-Writing Institute	do	do	..	
(e) Public Prosecution					
1	Director, Public Prosecution	Secretary, Home Deptt.	Chief Secretary or Very Senior Officer in-charge of the Department.		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Public Prosecutor	(i) S.P. (ii) District Magistrate	Director Public Prosecution.	Secretary, Home Deptt.	
3	Additional Public Prosecutor	(i) S.P. (ii) District Magistrate	do	do	
4	Assistant Public Prosecutor	S.P.	District Magistrate	Director Public Prosecution.	
(f) Liaison/ Odisha Bhawan Office					
1	Dy. Resident Commr.	Addl. R.C./R.C./P.R.C.	Secretary, Home Department	C.S or Very Senior Officer in-charge of the Deptt.	
2	Under Secretary	Dy. R.C	Addl. R.C./R.C./P.R.C.	Secretary, Home Department	
3	Manager/Section Officer.	Under Secretary	D.R.C.	Addl. R.C./R.C./P.R.C.	
4	Catering Officer	Dy. R.C	Addl. R.C./R.C./P.R.C.	Secretary, Home Department	
5	Private Secretary	Officer to whom he is attached as Private Secretary	
(g) State Election Commission					
1	Secretary	Commissioner	
2	Spl. Secretary/Deputy Secretary/ O.S.D./Law Officer.	Secretary	Commissioner	..	
3	Sr. Pvt. Secretary/Private Secretary/ P.A. to Commissioner.	Commissioner	
4	P.A. to Secretary/Sr. Steno to Spl. Secretary/Sr. Steno to Dy. Secretary	Officer to whom attached	
5	Section Officer	Spl. Secretary/Dy. Secretary/ O.S.D.	Secretary	Commissioner	
(h) Police Commissionerate					
1	Commissioner of Police	D. G. P.	Chief Secretary	Chief Minister	
2	Addl. Commr, Police	Commissioner of Police	D.G.P.	Chief Secretary	
3	Dy. Commissioner of Police	Addl. Commr. of Police.	Commissioner of Police	D.G.P.	
4	Commandant, 7th BN.	Addl. C.P.	C.P.	D.G.P.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
5	Principal, TTI, BBSR	Addl. C.P.	C.P.	D.G.P.	
6	Dy. Commandant 7th BN.	Commandant	Addl. C.P.	C.P.	
7	Addl. D.C.P.	D.C.P.	Addl. C.P.	C.P.	
8	A.C.P.	D.C.P.	Addl. C.P.	C.P.	
9	A.C.P. (HG's)	D.C.P.	C.P.	C.G. HG's	
10	D.S.P. TTI	Principal, TTI	Addl. C.P.	C.P.	
11	Asst. Commandant, TTI	Principal, TTI	Addl. C.P.	C.P.	
12	Asst. Commandant 7 th BN	Commandant.	Addl. C.P.	C.P.	
13	Inspector, TTI	DSP/ Asst. Commdt.	Principal, TTI	C.P.	
14	I.T.C.	A.C.P.	D.C.P.	C.P.	
15	Inspector, D.I.B.	D.C.P.	C.P.	Director, Intelligence	
16	Subedar	Dy. Commdt.	Commandant	C.P.	
17	Inspector, Crime Section	A.C.P. Crime	Addl. C.P.	C.P.	
18	Scientific Officer	Addl. D.C.P.	D.C.P.	Director, F.S.S.	
19	Medical Officer	D.C.P.	..	Director, Health	
20	Subedar Major	Dy. Commdt.	Commandant	C.P.	
21	Reserve Inspector	A.C.P./Addl. D.C.P.	D.C.P.	C.P.	
22	C. I. of Police	A.C.P./Addl. D.C.P.	D.C.P.	C.P.	
23	Inspector, HRPC	D.C.P.	C.P.	..	
24	Inspector, DCRB	A.C.P.	D.C.P.	C.P.	
25	Subedar (M.T.)	Asst. Commdt.	Dy. Commandant	C.P.	
26	Asst. Public Prosecutor	Addl. P.P./P.P.	D.C.P.	Director, P.P.	
27	Traffic Engineer of TTI	Principal, TTI	C.P.	D.G.P.	
28	Establishment Officer	D.C.P. (Hqrs).	Addl. C.P.	C.P.	
(i) Special Task Force and Economic Offence Wing					
(a) Office of S.P. EOW					
1	Addl. S. P., EOW	S. P., EOW	DIG, EOW	Addl. DGP, CID, CB	
2	Legal Advisor (in the rank of Addl. S.P.)	S. P., EOW	DIGP, EOW	Addl. DGP, CID, CB	
3	D.S.P. EOW	S.P., EOW	DIGP, EOW	Addl. DGP, CID, CB	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
4	Inspector/ Inspector (Prog.)	S.P., EOW	DIGP, EOW	Addl. DGP, CID, CB	
5	Bank Officer (Scale-II)	S.P., EOW	DIGP, EOW	Addl. DGP, CID, CB	
(b) Office of S.P. S.T.F.					
1	Addl. S.P., STF	S.P., STF	DIGP, STF	Addl. DGP, CID, CB	
2	D.S.P., STF	S.P., STF	DIGP, STF	Addl. DGP, CID, CB	
3	Inspector/ Inspector (Prog.)/ R.I./ Subedar/ Insp. (Armed)/ D.I., STF	S.P., STF	DIGP, STF	Addl. DGP, CID, CB	
(c) Office of D.I.G.P., S.T.F. and D.I.G.P., E.O.W.					
1	DIGP, STF	Addl. DGP, CID, CB	DGP	DGP	
2	DIGP, EOW	Addl. DGP, CID, CB	DGP	DGP	
3	S. P., EOW	DIGP, EOW	Addl. DGP, CID, CB	DGP	
4	S. P., STF	DIGP, STF	Addl. DGP, CID, CB	DGP	
5	Legal Advisor (in the rank of P.P.)	DIGP, EOW	Addl. DGP, CID, CB	Addl. DGP, CID, CB	
6	Chartered Accountant EOW	DIGP, EOW	Addl. DGP, CID, CB	Addl. DGP, CID, CB	
7	Bank Officer, EOW (Scale-III)	DIGP, EOW	Addl. DGP, CID, CB	Addl. DGP, CID, CB	
14. HOUSING & URBAN DEVELOPMENT DEPARTMENT					
(a) Officer attached to H & U.D. Department					
1	S.E. Store Verification Party	Secretary, H. & U. D. Deptt.	C.S or Very Senior Officer in- charge of the Deptt.	..	
2	A.E. Store Verification Party	S.E., S.V.P.	Secretary, H & U. D. Deptt.	..	
3	Special Officer	Director Municipal Administration	Secretary, H & U. D. Deptt.	..	
4	Principal, Odisha Municipal Employees Training Institute.	Director Municipal Administration	Secretary, H & U. D. Deptt.	..	
5	Deputy Director, Municipal Admn.	do	do	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
6	Statistical Officer	Director, Housing	Secretary, H & U. D. Deptt.	..	
7	E.E., R.H. Cell	do	do	..	
8	Assistant Engineer, R.H. Cell	E.E., R.H. Cell	Director, Housing	Secretary, H & U. D. Deptt.	
(b) Valuation Organisation					
1	Valuation Officer	Director, Municipal Administration	Secretary H. & U. D. Deptt.	..	
2	Assistant Valuation Officer	Valuation Officer	Director, Municipal Administration	..	
3	Assistant Engineer, Valuation	Director, Municipal Administration	Secretary, H. & U. D. Deptt.	..	
(c) Urban Local Bodies					
1	(a) Executive Officer of Class-I Service	Collector/ Director, Municipal Administration.	R.D.C./Secretary, H. & U. D. Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
	(b) Executive Officer/Addl. Executive Officer of Class I (Jr. Branch) of Municipality/ N. A. C.	Collector	Director, Municipal Admn.	Secretary, H. & U. D. Deptt.	
	(c) Municipal Commissioner	Secretary, H. & U. D. Deptt.	Chief Secretary/ Any Other Officer in charge of H. & U. D. Deptt.	Minister	
2	Executive Officer other than Class-I Service.	Collector	Director, Municipal Administration.	Secretary, H. & U. D. Deptt.	
3	(a) Health Officer. (b) Asst. Health Officer	Executive Officer	Collector	Director, Municipal Administration.	
4	Chief Municipal Medical Officer	do	C.D.M.O.	Collector	
5	Specialist (Medical Officer)	Chief Municipal Medical Officer	Executive Officer	do	
6	Assistant Surgeon attached to Municipal Dispensary.	do	do	do	
7	Octroi Superintendent	Executive Officer	Collector	Director, Municipal Administration.	
8	Office Superintendent	do	do	do	
9	Establishment Officer	do	do	do	
10	Project Officer	do	do	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
11	Municipal Engineer	Executive Officer	Inspector of Local Works	Collector	
12	Asst. Engineer other than Municipal Engineer.	Municipal Engineer	E.O./I.L.W.	Collector	
13	Officers in the rank of Group-B and above of the Municipal Corporation.	Municipal Commissioner	Mayor	Minister in charge	
(d) Town Planning Organisation					
1	Director, Town Planning	Secretary, H. & U. D. Deptt.	C.S or Very Senior Officer in-charge of the Department.	Minister	
2	Associate Planner	Director, Town Planning	Secretary, H. & U. D. Deptt.	..	
3	Associate Town Planner	do	do	..	
4	Asst. Town Planner	do	do	..	
5	Jr. Town Planner	do	do	..	
6	Assistant Engineer	do	do	..	
7	Research Officer	do	do	..	
8	Personal Assistant (N. T.)	do	do	..	
(e) P. H. Engineering Organisation					
1	Chief Engineer, P.H.	Secretary, H. & U. D. Deptt.	C.S or Very Senior Officer in-charge of the Department.	Minister	
2	S.E., P.H. attached to C.E. Office & Circle.	Chief Engineer	Secretary, H. & U. D. Deptt.	Development Commissioner.	
3	Assistant to C. E.	S.E. concerned	Chief Engineer	Secretary, H. & U. D. Deptt.	
4	E.E. attached to C. E. Office	do	do	do	
5	Accounts Officer	Chief Engineer (P.H.I)	Secretary, H. & U. D. Deptt.	..	
6	A.E. attached to C.E. Office	Executive Engineer	Superintending Engineer	Chief Engineer	
7	P.A. (N.T.) to C.E.	Chief Engineer	Secretary, H. & U. D. Deptt.	..	
8	A.E. in S.E. Office	S.E.	C. E.	..	
9	P.A. to S.E. Office	S.E.	C. E.	..	
10	Asst. Engineer (Elect.)	C.E.	Secretary, H. & U. D. Deptt.	..	
11	E. E. of Divisions	S.E. & Collector	Chief Engineer	Secretary, H. & U. D. Deptt.	
12	A.E. of the Subdivn.	Executive Engineer	S.E.	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(f) P. H. Designs					
1	S.E., P.H. (Designs)	C.E., P.H., Designs	Secretary, H. & U. D. Deptt.	C.S or Very Senior Officer in-charge of the Deptt.	
2	E.E., P.H. (Designs)	S.E., P.H. (Designs)	C.E., P.H., Designs	Secretary, H. & U. D. Deptt.	
3	Assistant to C.E. (P.H.)(Designs)	S.E., P.H. (Designs)	C.E., P.H., Designs	Secretary, H. & U. D. Deptt.	
4	A.E.E. (P.H.) (Designs)	E.E., P.H. (Designs)	S.E., P.H. (Designs)	C.E., P.H., Designs	
5	A.E., P.H. (Designs)	do	do	do	
(g) Danida Project Directorate					
1	C.C.E.-cum-Project Director, Danida.	Secretary, H. & U. D. Deptt.	C.S or Very Senior Officer in-charge of the Department.	Minister	
2	Executive Engineer	C.C.E.-cum-Director	Secretary, H. & U. D. Deptt.	..	
3	E.E attached to Training and Maintenance Cell.	do	do	..	
4	Hydrologist of Water Resource Cell	do	do	..	
5	Geophysicist/Geologist of Water Resource Cell.	do	do	..	
6	P.A. to C.C.E.-cum-Director	do	do	..	
7	A.E. (Monitoring and Design)	E.E. concerned	C.C.E.-cum-Project Director	..	
8	A.E. (Mechanical Drilling Cell)	C.C.E.-cum-Project Director	Secretary, H. & U. D. Deptt.	..	
9	Analyst (Chemist), Palasuni P.H., Laboratories of Danida Directorate.	do	do	..	
10	Junior Statistician to Water Resource Cell.	Hydrologist	C.C.E.-cum-Project Director	..	
11	Asst. Director (Statistics)	E.E. (Monitoring Cell).	do	..	
(h) Relief & Rehabilitation Wing					
1	Rehabilitation Officer and Assistant Rehabilitation Officer	Collector	Secretary, H. & U. D. Deptt.	Revenue Divisional Commissioner.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(i) Odisha State Housing Board					
1	Secretary (O.S.H.B.)	Chairman (O.S.H.B.)	Secretary, H. & U. D. Deptt.	Minister	If the Secretary of the Admn. Deptt. will be Chairman of the Board in that case the Secretary of the Admn. Deptt. will be the reporting Officer, the Minister of the Deptt. will countersign in the C.C.R.
2	Chief Engineer, (O.S.H.B.)	do	do	do	do
3	Deputy Chief Architect, (O.S.H.B.)	do	do	do	do
4	Superintendent Engineer, O.S.H.B.	Secretary, O.S.H.B.	Chairman, O.S.H.B.	Minister, Housing	
5	Executive Engineer, O.S.H.B.	Superintendent Engineer, O.S.H.B.	Chief Engineer/ Secretary, O.S.H.B.	Chairman, O.S.H.B.	
(j) Development Authorities					
1	Vice Chairman	Chairman	Minister U.D.
2	Secretary	Vice-Chairman	Chairman	Minister U.D.	
3	Administrative Officer	Secretary	Vice-Chairman	Chairman	
4	Enforcement Officer	Secretary	Vice-Chairman	Chairman	
5	Planning Member	Vice-Chairman	Chairman	Minister U.D.	
6	Engineer Member	do	do	do	
7	Architect Member	do	do	do	
8	Finance Member	do	do	do	
9	Executive Engineer	Engineer Member	Vice-Chairman	Chairman	
10	Assistant Engineer	Executive Engineer	Engineer Member	Vice-Chairman	
11	Sr. Asst. Architect	Architect Member	Vice-Chairman	Chairman	
12	Jr. Asst. Architect	do	do	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
13	Jr. Engineer	Assistant Engineer	Executive Engineer	Engineer Member	
14	Addl. Administrative Officer	Secretary	Vice-Chairman	Chairman	
15	Asst. Town Planner	Planning Member	Vice-Chairman	Chairman	
16	Section Officer (E.S.H.)	Administrative Officer	Secretary	Vice-Chairman	
17	S. O. (Finance)	Finance Member	Vice-Chairman	..	
18	Pvt. Secretary to Vice-Chairman	Vice-Chairman	
19	Other Gazetted Officer	Immediate Superior Authority	Vice-Chairman	..	
(k) Improvement Trust					
1	Secretary or same Level Officer	1. Director Town Planning 2. Chairman of Trust	Secretary of the Deptt.		
2	Gazetted Officer below the rank of Secretary.	Secretary	D. T. P.	Chairman	
(l) Special Planning Authority					
1	Secretary Spl. Planning Authority or same level Officer.	Chairman	D.T.P.	Secretary of the Deptt.	
2	Gazetted Officer below the rank of Secretary.	Secretary	Chairman	D.T.P.	
(m) State Urban Development Agency (SUDA)					
1.	Project Manager, (SUDA)	Member Secretary, SUDA, and Project Director, UPA Cell-cum-Deputy Secretary to Govt., H & U. D. Deptt.	Vice-Chairman SUDA-cum-Secretary to Govt., H & U. D. Deptt.	Chairman SUDA and Minister, Urban Development.	
15. INDUSTRIES DEPARTMENT					
(a) Directorate of Industries					
1	Additional Director, Rourkela	Director, Industries	Secretary of the Deptt.	Development Commissioner.	
2	Jt. Director of Industries/ (Panchayat Samiti Industries) Ancillary Industries/ Khadi& Village Industries/Rural Industries Project /Handicrafts/S.S./ Planning/D.I.C.	do	do	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
3	Dy. Director of Industries (Zones)	Addl. Director	Director, Industries	Secretary of the Deptt.	
4	Special Officer attached to Industries Directorate	Director, Industries	Secretary of the Deptt..	..	
5	Project Officer of Rural Industries Project.	Joint Director (Rural Industries Project)	Director, Industries	..	
6	Dy. Director of Small-scale Industries/ Ancillary Industries, Talcher.	Director, Industries	Secretary of the Deptt.	..	
7	Dy. Director, Ceramics/Leather/Pilot Projects.	Additional Director	Director, Industries	Secretary of the Deptt.	
8	Executive Engineer (Civil)	do	do	do	
9	Industrial Engineer	Director, Industries	Secretary of the Deptt.	..	
10	Chief Accounts Officer	Additional Director	Director, Industries	Secretary of the Deptt.	
11	Asst. Director, Chemical	Dy. Director (Small-scale)	do	..	
12	Asst. Director, Sugar	Jt. Director of Industries, (Panchayat Samiti Industries)	Director, Industries	..	
13	Asst. Director, Panchayat Samiti Industries.	do	do	..	
14	Asst. Director, Rural Industries Project	Jt. Director (Rural Industries Project)	Director, Industries	..	
15	Asst. Director, Small-scale Industries	Dy. Director (Small-scale)	Director, Industries	..	
16	Asst. Director, Ceramics/Ceramic Technologist.	Dy. Director (Ceramics)	Addl. Director, Industries	..	
17	Asst. Director, General	Addl. Director Industries	Director, Industries	..	
18	Asst. Director of Industries, Odisha, New Delhi.	Director of Industries	Resident Commissioner	..	
19	Footwear Technologist/Leather Technologist	Dy. Director (Leather)	Addl. Director, Industries	..	
20	Manager, Industrial Estate	Dy. Director (Zones) or Project Officer (R.I.P.) concerned.	Director, Industries	..	
21	Organiser, Handicrafts	Jt. Director, Industries (K. &V.I.)	Director, Industries	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
22	Publicity Officer	Addl. Director, Industries	Director, Industries	..	
23	Technical Officer/Planning-cum-Survey Officer/Industries Promotion Officer & Other Class-II Officers under the R.I.P.	Project Officer (R.I.P.)	Jt. Director	Director or Additional Director, Industries.	
24	Accounts Officer	Chief Accounts Officer	Addl. Director, Industries	Director, Industries	
25	Establishment Officer/ Personal Assistant	Addl. Director, Industries	Director, Industries	Secretary, Industries Deptt.	
26	Asst. Engineer, Civil	Executive Engineer (Civil)	do	..	
27	Other Class-II Officers attached to Headquarters.	D.D. or J.D. concerned	Director or Additional	..	
28	Development Officer, D.D.I. (Development)	Addl. Director, Industries	Director, Industries	Secretary, Industries Deptt.	
29	D.D.I. (Raw Materials)	Director, Industries	Secretary, Industries Deptt.	..	
30	Special Officer (Ceramic)	Addl. D.I.	Director, Industries	..	
31	A. D. I. (Mktg. Analysis)	do	do	..	
32	A. D. I. (D.I.C.)	J.D.I. (D.I.C.)	Addl. D.I.	Director, Industries	
33	A. D. I. (Handicrafts)/ (Statistics)/ Enterprenual Assistance/ Salt	J.D.I.	Addl. D.I.	Director, Industries	
34	Statistical Officer	do	do	do	
35	Planning Officer	Addl. D.I.	Director, Industries	..	
36	Asst. Engineer (Chemical)	J.D.I.	Addl. D.I.	..	
(b) Planning & Design Cell of Industries Department					
1	Special Officer	Secretary of the Deptt.	C.S or Very Senior Officer in-charge of the Department.	..	
2	Asst. Engr. (Chemical)	Special Officer	Secretary of the Deptt.	..	
(c) Khadi & Village Industries Board					
1	Secretary, Khadi Board & ex officio Additional Director, H. & C. I.	President, O.K. & V.I.	Secretary of the Deptt.	C.S.	Where Minister happens to be President the CCR will be initiated by the Secretary, Industries, countersigned by the CDC and accepted by Minister.

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Deputy Registrar of Industries	J.D., K.V.I.	Director, Industries	..	
(d) Directorate of Technical Education & Training					
1	Director, Technical Education & Training.	Secretary of the Deptt.	C.S or Very Senior Officer in-charge of the Department.	Minister	
2	Addl. Director of Technical Education & Training.	Director, Technical Education & Training.	Secretary of the Deptt.	C.S or Very Senior Officer in-charge of the Deptt.	
3	Jt. Director of Industries (T.T.)	Director of Technical Education & Training.	do	Development Commissioner.	
4	D.D. (Technical) Edn. / Dy. apprenticeship Advisor/ D.D., Curriculum Development Cell).	Immediate Superior Officer	Director, Technical Education & Training.	Secretary of the Deptt.	
5	Principal of all Engg. Schools/ S.K.D.A.V. Polytechnic/U.G.I.E., Rourkela/Mining Schools/all I.T.I. / Hd. Masters of Technical Schools.	do	do		
6	Sr. Lecturer/ Training Superintendent/ Workshop Superintendent/ Lecturer and other Gazetted Officer of all Engg. Schools/ U.G.I.E., Rourkela, Mining Schools/ S.K.D.A.V. Polytechnic/ Technical Schools.	Principal or Head Master of the Institution.	Director, Technical Education & Training.		
7	Asst. Director, Training/ Asst. Inspector, Trg. / Registrar, State Council.	Dy. Director, T.E. or Dy. Apprenticeship Advisor.	Director, Technical Education & Training.		
8	Establishment Officer/Personal Assistant/Accounts Officer.	Dy. Director or Jt. Director.	Director, Technical Education & Training.	Secretary of the Deptt.	
(e) College of Accountancy & Management Studies					
1	Principal	Director, Technical Education & Training.	Secretary of the Deptt.	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Professors/ Associate Professors/ Readers/Cost Accountants/ Chartered Accountants/Lecturer of College of Accountancy and Management Studies.	Principal	Director, Technical Education & Training.	..	
(f) Directorate of Export Promotion & Marketing					
1	Senior Scientific Officer/Deputy Director, Inspection.	Director, E.P.M.	Secretary of the Deptt.	..	
2	Class-II Officers of E.P.M. Directorate	Dy. Director, E.P.M.	Director, E.P.M.	Secretary of the Deptt.	
(g) District Industries Centre					
1	General Manager, D.I.C.	Collector	Director, Industries	Secretary of the Deptt.	
2	Project Manager, D.I.C.	do	do	do	
3	Manager/Assistant Manager, D.I.C.	General Manager/ Project Manager, D.I.C.	Collector	Director, Industries	
(h) Handicraft & Cottage Industries Department					
1	Additional Director	Director	Secretary	Development Commissioner	
2	Jt. Director/Dy. Director, H. & C. I. Civil	Additional Director	Director	Secretary	
3	Dy. Registrar of Co-operative Societies	Additional Director	Director	Secretary	
4	Estt. Officer/ Asst. Director H & C.I. / Salt/ Coir/ Organiser of Handicrafts/ Accounts Officer.	Deputy Director	Additional Director	Director	
5	Dist. Cottage Industry Officer	Collector	Director	Secretary	
6	Asst. Manager, Cottage Industries	Dist. Cottage Industries Officer	Addl. Director, H. & C. I.	Director	
7	Deputy Manager, Handicraft Complex	Additional Director	Director	Secretary	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
16. INFORMATION AND PUBLIC RELATIONS DEPARTMENT					
1	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister, I & P R	
2	Director (Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister, I & P R	
3	Additional Director-cum-Joint Secretary to Govt., OIS-I (SS)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
4	Deputy Secretary to Govt., OIS-I(SB)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
5	Deputy Secretary to Govt., OSS	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
6	Joint Director-cum-Deputy Secretary to Govt., OIS-I(SB)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
7	Editor-cum-Jt. Director, I & P R & Deputy Secretary, OIS-I(SB)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
8	Deputy Director-cum-Deputy Secretary to Govt., OIS-I(SB)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
9	Deputy Director(Press), OIS-I(SB)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
	Dy. Director, I. & P.R. (Liaison)	Director, I & P R	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
10	Deputy Director, I & P R (CD/ND/SD), OIS-I(SB)	R.D.C. of the Revenue division concerned	Secretary, I & P R Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
11	Under Secretary to Govt., OSS	Director, I & P R (IAS/ OAS Cadre)	..	Secretary, I & P R Deptt.	
12	Desk Officer/ Section Officer (OSS)	Branch Officer in charge of the Section concerned (Addl. Director/ Deputy Secretary/ Joint Director/ Deputy Director/ Under Secretary)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
13	Special Officer (Exhibition), OIS-I(JB)	Branch Officer in charge of Exhibition Unit(Addl. Director/ Joint Director/ Deputy Director)	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I(SGST)	Secretary, I & P R Deptt.	
14	Assistant Director (Production), OIS-I(JB)/ Production Officer, OIS-II/ A.P.O., OIS-II	Branch Officer in charge of Production Unit (Addl. Director/ Joint Director/ Deputy Director)	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	
15	I.O (Hqrs.), OIS-I(JB)/ I.O (Group of Departments), OIS-II/P.R.O., (OIS-II)	Branch Officer in charge of Press(Addl. Director/ Joint Director/ Deputy Director)	Director (Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	
16	D.I & P.R.O, (OIS-I (JB) or OIS-II)	Deputy Director, I & P R of the Division concerned	Collector of the District concerned	Director, I & P R (IAS/ OAS Cadre)	
17	System Analyst, (Class-II)	Branch Officer in-charge of Computer Unit (Addl. Director/ Deputy Secretary/ Joint Director/ Deputy Director/ Under Secretary)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	
18	Assistant Director (Field), OIS-I (JB)/D.I & P.R.O (LR) (OIS-II)/ Store Officer, OIS-II.	Branch Officer in charge of Field publicity Unit (Addl. Director/ Joint Director/ Deputy Director)	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	
19	Research and Reference Officer, OIS-II.	Branch Officer in charge of Print Media Section	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	
20	Manager Publication, OIS-II/ O.T. to Govt., OIS-II/ Assistant Director (Technical)	Branch Officer in charge of Publication Unit	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt	
21	Programme Co-ordinator, (Class-II)/ Assistant Director (Film), Class-II	Branch Officer in charge of AVP Section	Director(Technical)-cum-Ex-officio Additional Secretary to Govt., OIS-I (SGST)	Secretary, I & P R Deptt.	
22	I.O., SIC, Jayadev Bhawan, OIS-I(JB)/ I.O. (Liaison), New Delhi, (OIS-II)/ I.O., Kolkata, (OIS-II)	Branch Officer in charge of Field publicity Unit (Addl. Director/ Joint Director/ Deputy Director)	Director, I & P R (IAS/ OAS Cadre)	Secretary, I & P R Deptt.	
23	Desk Officer/ Section Officer (OSS) working in the State Information Office	Deputy/ Under Secretary to the State Information Commission	Secretary to the State Information Commission	State Chief Information Commission	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
24	System Programmer, Class-II	Deputy/ Under Secretary to the State Information Commission	Secretary to the State Information Commission	State Chief Information Commission	
26	Film Officer/ Producer of Film/ Programme Co-ordinator.	Editor-cum-Joint Director	Director, I & P R	Secretary, I & P R Department	
27	L.T.R.D.I.P.R.O./L.R.O./R.O./R.R.F./ S.M.O./Store Officer.	Dy. Director, I. & P. R.(F)	Director, I & P R	Secretary, I & P R Department	
28	Assistant Editor	Editor-cum-Joint Director	Director, I & P R	Secretary, I & P R Department	
18. LABOUR & EMPLOYMENT DEPARTMENT					
(a) Labour Wing					
1	Jt. Labour Commr.	Labour Commissioner	Secretary, L. & E. Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
2	Dy. Labour Commr.	do	do	do	
3	Asst. Director(Statistics)	Deputy Director (Statistics)	..	Labour Commissioner	
4	Asst. Labour Commr. attached to Hqrs. (Including ALC, Dadan).	Jt. Labour Commissioner	LabourCommr.	Secretary, L. & E. Deptt.	
4	Asst. Labour Commr. attached to Divisional Office/ Zone.	Dy. Labour Commissioner	do	do	
5	Chief Statistician	Labour Commissioner	Secretary, L. & E. Deptt.	..	
6	Statistician	Chief Statistician	Labour Commissioner	..	
7	Labour Officer attached to Hq. Office.	Asst. Labour Commissioner	Joint Labour Commissioner	Labour Commissioner	
8	Labour Officers/ Labour Officer attached to Dist. & Zonal Offices.	do	(a) Collector (b) Dy. Labour Commissioner	do	
9	Asst. Labour Officers attached to Hq. Office	Asst. Labour Commr.	Joint Labour Commissioner	Labour Commissioner	
10	Asst. Labour Officers in field Offices.	Dist. Labour Officer	Asst. Labour Commissioner/ Dy. Labour Commissioner	do	
11	Estt. Officers/ Accounts Officer	Jt. Labour Commissioner	Labour Commissioner	..	
12	Private Secretary to Labour Commissioner	Labour Commissioner	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(b) Factories and Boilers Wing					
1	Chief Inspector of Factories & Boilers.	Secretary, Labour & Employment Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	Dy Chief Inspector of Factories and Boilers.	Chief Inspector of Factories and Boilers	Secretary, L. & E. Deptt.	..	
3	Director of Factories & Boilers	Secretary, Labour & E.S.I	C.S. or Very Senior Officer in-charge of the Department.	Minister	
4	Deputy Director / Joint Directors of F & B	Director F & B	..	Secretary, Labour & ESI	
5	Asst. Director, F & B/ Safety Asst. Director, F & B/ Establishment Officer/ Asst. Director, F & B (Medical)	Deputy Director, F & B	Director, Factories & Boilers.	Secretary, Labour & ESI	
6	Inspector of Factories and Boilers/ Safety Inspector of Factories/ Other Class-II Officers/ Establishment Officer.	Deputy Chief Inspector	Chief Inspector	Secretary, Labour & Employment Deptt.	
(c) Employment Wing					
1	Dy. Director of Employment	Director of Employment	Secretary, Labour & Employment Deptt.	..	
2	Asst. Director of Employment/ Employment Officers (In the Directorate of Employment).	Dy. Director of Employment	Director of Employment	Secretary, Labour & Employment Deptt.	
3	Employment Officer posted to District Employment Exchange/ Employment Officers of Spl. Employment Exchange.	Regional Asst. Director of Employment	(a) Dy. Director of Employment (b) Collector	Director of Employment	
4	Employment Officers, University Information & Guidance Bureaus.	Regional Asst. Director of Employment	Dy. Director of Employment	do	
5	Accounts Officers/ Estt. Officer in Directorate.	Dy. Director of Employment	Director of Employment	..	
(d) Employees State Insurance Wing					
1	Director, E.S.I.	Secretary, L. & E. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Dy. Director, E.S.I. Scheme any other Class-I Officer in the E.S.I. Directorate/ Superintendents of Hospitals.	Director, E.S.I.	Secretary, Labour and Employment Deptt.		
3	I.M.Os. Senior Class-I In-charge of E.S.I. Zone, Berhampur.	Director, E.S.I.	do	..	
4	I.M.Os. Junior Class-I In-charge of E.S.I. Zone, Berhampur.	Director, E.S.I.	do		
5	I.M.Os. Junior Class-I except I.M.O., E.S.I. Zone, Berhampur.	Superintendent of the respective zone/ I.M.Os.-in-charge of the zone.	Director, E.S.I.	Secretary Labour & Employment Deptt.	
6	Specialists Jr. Class-I	Joint Director	Director	Secretary, Labour & E.S.I	
7	I.M.Os. Class-II/ Specialist Class-II/ Dentist (Jr. Class-I) working in E.S.I. Hospitals and Dispensaries.	Supdt. of the respective Zone/ I.M.Os.-in-charge of the zone.	Director, E.S.I.	Secretary Labour & Employment Deptt.	
8	Asst. Director, E.S.I. / Accounts Officer.	Deputy Director, E.S.I.	Director, E.S.I.	do	
9	I.M.Os., Central Medical Store.	Deputy Director, Store	Director, E.S.I.	do	
(e) Industrial Tribunal Wing					
1	Presiding Officer, Industrial Tribunal.	Secretary, L. & E. Deptt.	C.S. or Very Senior Officer in-charge of the Department.	Minister	
2	Presiding Officer, Labour Court.	Presiding Officer, Industrial Tribunal.	Secretary, Labour & Employment Deptt.		
17. LAW DEPARTMENT					
1	Principal Secretary to Govt., Law Deptt.	Chief Secretary, Odisha	..	Minister, Law	
2	Secretary, Law Revision Committee and Ex-Officio, Additional Secretary (Legal)	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
3	Additional Secretary (Translation)	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
4	1st. Addl. L.R.-cum-Addl. Secretary	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
5	2nd. Addl. L.R.-cum-Additional Secretary	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
6	Additional Secretary (Judicial)	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
7	Joint Secretary (Legal)	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
8	Deputy Secretary (Legal)	Special Secretary/ Additional Secretary	Principal Secretary, Law Deptt.	Chief Secretary	
9	Deputy Secretary (Translation)	Additional Secretary (T)	Principal Secretary, Law Deptt.	Chief Secretary	
10	Under Secretary(Legal)	Additional Secretary (L)/ Joint Secretary (L)	L.R.-cum-Special Secretary	Principal Secretary, Law Deptt.	
11	Under Secretary (Translation)	Joint Secretary (T)/ Deputy Secretary(T)	Additional Secretary (T)	Principal Secretary, Law Deptt.	
12	O.A.S. Officer working as Addl. Asst. Endowment Commissioner.	Endowment Commissioner	Secretary, Law Deptt.	. .	
13	Chief Administrator	Working Chairman, Shri Jagannath Temple Managing Committee, Puri	Chief Secretary	Chief Minister	
14	Administrator (Development)	Chief Administrator, Shri Jagannath Temple, Puri.	Working Chairman, Shri Jagannath Temple Managing Committee, Puri	Chief Secretary	
15	Administrator (Niti)	Chief Administrator, Shri Jagannath Temple, Puri.	do	Chief Secretary	
16	Administrator (Security)	1. Chief Administrator, Shri Jagannath Temple, Puri. 2. D.I.G. Bhubaneswar range	do	Chief Secretary	
17	Special Officer-cum-Deputy/ Joint Secretary, Law Department (J.T.A.)	Chief Administrator, Shri Jagannath Temple, Puri.	Secretary, Law Department	Minister	
18	Deputy Administrator (Revenue)	Administrator (Development/ Niti) Shri Jagannath Temple, Puri	Chief Administrator, Shri Jagannath Temple, Puri	Working Chairman, Shri Jagannath Temple Managing Committee, Puri	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
19	Deputy Administrator (Finance)	Administrator (Development/ Niti) Shri Jagannath Temple, Puri	Chief Administrator, Shri Jagannath Temple, Puri	Working Chairman, Shri Jagannath Temple Managing Committee, Puri	
20	Deputy Administrator (Development)	Administrator (Development/ Niti) Shri Jagannath Temple, Puri	Chief Administrator, Shri Jagannath Temple, Puri	Working Chairman, Shri Jagannath Temple Managing Committee, Puri	
21	Officer on Special duty Law Department-cum-Deputy Administrator.	do	do	Secretary, Law Department	
22	Commissioner of Walk f	Deputy Secretary or Joint Secretary	do	..	
23	Special Officer (Class I)	Special Officer-cum-Deputy Secretary	do	..	
24	Spl. Officer in the rank of Under-Secretary.	Deputy Secretary or Joint Secretary	do	..	
25	Officer on Special duty	Secretary, Law Revision Committee	do	..	
26	Legal Remembrance-cum-Special Secretary to Govt., Law Deptt.	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
27	Special Secretary (Legislation)	Principal Secretary, Law Deptt.	Chief Secretary, Odisha	Minister, Law Deptt.	
28	Law Officer	Additional Secretary (L)/ Joint Secretary (L)	L.R.-cum-Special Secretary	Principal Secretary, Law Deptt.	
29	Asst. Law Officers	Additional Secretary (L)/ Joint Secretary (L)	L.R.-cum-Special Secretary	Principal Secretary, Law Deptt.	
30	Research Officer	Joint Secretary / Deputy Secretary	Additional Secretary	Principal Secretary, Law Deptt.	
31	Translators	Joint Secretary /Deputy Secretary	Additional Secretary	Principal Secretary, Law Deptt.	
32	Deputy Endowment Commissioner	Endowment Commissioner	Secretary, Law Deptt.	..	
33	Secretary, Endowment Commissioner's Office.	Asst. Endowment Commissioner/ Add. Asst. Endowment Commissioner.	Endowment Commissioner	..	
34	Member-Secretary, Legal Aid & Advice Board	Executive Chairman	Chief Minister	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
35	Librarian	Under Secretary/ Deputy Secretary/ Joint Secretary in Charge of Library.	L.R.-cum-Special Secretary or Addl. L.R.-cum-Addl. Secretary	Principal Secretary, Law Deptt.	
36	Officer-on-Special Duty	Under Secretary/ Deputy Secretary/ Joint Secretary.	Additional Secretary	Principal Secretary, Law Deptt.	
37	Special Assistant	Under Secretary/ Deputy Secretary/ Joint Secretary.	Additional Secretary	Principal Secretary, Law Deptt.	
19. PANCHAYATI RAJ DEPARTMENT					
(A) Community Development					
1	B.D.O. (Both Sub-Plan area & other than Sub-Plan area)	P.D. DRDA	Collector	Secretary, Panchayati Raj Department.	
2	Principals of the Training Institutions or Centres (ETC).	Director, Special Projects/ Addl. Secretary (I/C of Training)/ C.B.	..	Secretary, Panchayati Raj Department.	
3	Deputy Director, SIRD	Director, SIRD	..	Secretary, Panchayati Raj Department.	
4	Asst. Director, State Institute of Rural Development (SIRD)	Director, State Institute of Rural Development (SIRD)	..	Secretary, Panchayati Raj Department	
5	Instructors/ instructress of State Institute of Rural Development (SIRD)	Director, State Institute of Rural Development (SIRD)	..	Secretary, Panchayati Raj Department	
6	Deputy Director-cum-Deputy Secretary.	Director, N.R.L.M.	Secretary, Panchayati Raj Department	C.S. or Very Senior Officer in-charge of Department.	
7	Internal Audit Officer-cum-Under Secretary.	Financial Advisor-cum-Joint Secretary.	Director, Panchayati Raj Department	Secretary, Panchayati Raj Department	
8	Instructors/ Instructress of Principal Training Institutions or Centres.	Deputy Director, SIRD	..	Director, S. I.R.D.	
9	Asst. Director (Statistics) & Deputy Director	Director, Special Projects	..	Secretary, Panchayati Raj Department	
10	Law Officer	Under Secretary	Deputy Secretary	Director, Panchayati Raj Department	
11	Project Director D.R.D.A.	Collector	Secretary, Panchayati Raj Department	C.S. or Very Senior Officer in-charge of Department.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
12	(a) Addl. Project Director (Admn.), D.R.D.A. (b) Addl. P.D., D.R.D.A. (Tech.)	Project Director, D.R.D.A. do	Collector do	Secretary, Panchayati Raj Department do	
13	(a) Asst. Project Officer/ Rural Industries Officer/ Statistician. (b) Asst. Project Director (Technical).	Project Director, D.R.D.A. Additional Project Director, (Technical.)	Collector Project Director, D.R.D.A.	Secretary Panchayati Raj Department Collector	
14	Statistical Asst.	Dy. Director, Statistics	..	Director, Special Projects	
15	Accounts Officer, Block (O.T & A.S)	B.D.O.	P.D., D.R.D.A.	Director, Panchayati Raj Department.	
16	Asst. Engineers (Where Departmental Officers are Posted as B.D.O.)	Addl. P.D. (Tech.)	P.D., D.R.D.A	Collector	
17	District Panchayat Officer	Collector	Director, Panchayati Raj Department.	Secretary, P.R. Deptt.	
18	Superintending Engineer	Director, Special Projects	Secretary, Panchayati Raj Department.	C.S. or Very Senior Officer in-charge of Department.	
19	Asst. Engineer, (Department)	Superintending Engineer	..	Director, Special Projects	
20	A.B.D.O.	B.D.O.	Collector	Director, Panchayati Raj	
21	S.D.P.O.	Sub-Collector/ D. P.O.	Collector	Director, Panchayati Raj	
22	A.P.D. (MIS)	Project Director, DRDA	Collector	Director, Special Projects	
23	A.P.D. (Credit)	Project Director, DRDA	Collector	Director, N.R.L.M	
24	A.P.D. (Finance)	Project Director, DRDA	Collector	Secretary, Panchayati Raj Department	
25	G.P.E.O.	B.D.O./ D.P.O.	Collector	Director, Panchayati Raj	
26	Progressive Assistant	B.D.O.	Project Director, DRDA	Collector	
27	Assistant Executive Engineer	Addl. Project Director	Project Director, DRDA	Collector	
28	Junior Engineer	B.D.O./ A. E. E.	Project Director, DRDA	Collector	
29	Village Level worker	B.D.O.	Project Director, DRDA	Collector	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
20. PLANNING & CO-ORDINATION DEPARTMENT					
(a) Directorate of Economics & Statistics					
1	Director, E. & S.	Special Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Department.	Minister	
2	(a) Jt. Director	Director, E. & S.	Spl. Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
	(b) Principal Regional Institute of Planning, Applied Economic & Statistics (RIPAE & S)	Director, E. & S.	Spl. Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
3	(a) Deputy Director, (DPMU)	Collector	Director, E. & S.	Spl. Secretary/ Officer of equivalent rank.	
	(b) Deputy Director, (Range)	Director, E. & S.	Spl. Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
4	Deputy Director, D.E.& S.	Joint Director	Director, E. & S.	Spl. Secretary/ Officer of equivalent rank.	
5	(a) Asst. Director, D. E. & S.	Dy. Director	Joint Director	Director, E. & S.	
	(b) Asst. Dir. RIPAE & S	Principal, RIPAE & S	Director, E. & S.	Special Secretary/ Officer of equivalent rank.	
6	Asst. Director, Statistics	Dy. Director, (P. & S.), DPMU	Collector	Director, E.&S.	
7	Personal Assistant (Non-Technical)	Officer (In-charge of Estt.)	Jt. Director	Director, E. & S.	
8	Accounts Officer	Joint Director, Administration	Director, E. & S.	Special Secretary, P. & C. Deptt./ Officer of equivalent rank.	
9	Sr. Estt. Officer	Jt. Director, Administration.	Director, E. & S.	Special Secretary, P. & C. Deptt./ Officer of equivalent rank.	
10	Establishment Officer	Sr. Estt. Officer	Jt. Director, Admn.	Director, E. & S.	
11	Dist. Statistical Officer	Dy. Director (Range)	Collector	Director	
12	Addl. D. S. O.	do	do	do	
13	Asst. Settlement Officer	do	Director	..	
(b) State Planning Machinery					
1	Director	Special Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	Joint Director	Immediate Superior Authority/ Director/ Director	Next Higher Supervising Authority/ Special Secretary to Govt. /Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
3	(a) Deputy Director (DPMU)	Collector	Special Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
	(b) Dy. Directors working in P. & C. Deptt.	Immediate Superior Authority/ Director	Special Secretary/ Officer of equivalent rank.	D.C.-cum-ACS & Secretary, P. & C. Deptt.	
4	Asst. Directors	Immediate Superior Authority	Next Higher Supervising Authority	Special Secretary/ Officer of equivalent rank.	
5	Asst. Directors (Planning), working in District Planning & Monitoring Units.	Deputy Director (District Planning & Monitoring Units)	Collector	Special Secretary/ Officer of equivalent rank.	
6	S.E.I. (DPMU)	Assistant Director/ Deputy Director as the case may be	Collector	Special Secretary/ Officer of equivalent rank.	
7	S.E.I. at Headquarters	Assistant Director/ Deputy Director as the case may be	Next Higher Supervising Authority	Special Secretary/ Officer of equivalent rank.	
(c) Special Area Development (KBK) Administration					
1	Deputy Administrator in the Office of the Chief Administrator Special Area Development Project (KBK) Koraput.	Chief Administrator Special Area Development Project (KBK).	
21. REVENUE & DISASTER MANAGEMENT DEPARTMENT					
(a) Board of Revenue Office					
1	Financial Advisor	Secretary, Board of Revenue	Member, Board of Revenue	..	
2	Dy. Secretary, Board of Revenue	do	do	-	
3	Asst. Financial Advisor, Board of Revenue.	Financial Advisor, Board of Revenue.	Secretary, Board of Revenue	Member, Board of Revenue	
4	Under Secretary	Deputy Secretary	do	do	
5	P.R.O. attached to Board of Revenue	(a) Director, Consolidation (b) Secretary, Board of Revenue	Member, Board of Revenue	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(b) Special Relief Commissioner's Office					
1	(a) Additional/ Joint Commissioner (b) Dy. Relief Commissioner	Special Relief Commissioner	Minister, Revenue	..	Minister, Revenue
2	Dy. Secretary (Spl. Relief), Board of Revenue	do	do	do	
3	State Port Engineer	Addl. Relief Commissioner	Special Relief Commissioner	..	
4	Asst. Engineer (Mechanical)	State Port Engr.	do	..	
5	Under Secretary (Relief)	Dy. Secretary (Spl. Relief)	do	..	
6	Under Secretary, Budget	do	Addl. Commr. (Relief)	S.R.C.	
7	Under Secretary, Scheme	D.R.C.	do	do	
8	Asst. Financial Advisor (Special Relief)	Dy. Secretary (Special Relief)	Special Relief Commissioner	..	
9	Asst. Financial Advisor (Audit)	do	Addl. Commissioner, Relief	do	
10	Asst. Financial Advisor (Budget)	D.R.C.	do	do	
11	Emergency Officers of District Office.	Collector	R.D.C.	Special Relief Commissioner.	
(c) Office of Commissioner, Land Reforms					
1	(a) Addl. Land Reforms Commissioner (b) Joint Land Reforms Commissioner/ Deputy Land Reforms Commissioner.	Land Reforms Commissioner	Member, Board of Revenue	..	Member, Board of Revenue
2	Asst. Commissioner, Land Reforms	do	Land Reforms Commissioner	Member, Board of Revenue.	
3	Special Officer, Land Reforms	Land Reforms Commissioner	Member, Board of Revenue	..	
4	Addl. Tahasildar (Land Reforms)	A.D.M. (Land Reforms) or A.D.M. in charge of Land Reforms.	Collector	Land Reforms Commissioner.	
5	Officer on Special Duty (Land Reforms)	Collector	R.D.C.	do	
6	A.D.M. (Land Reforms)	do	do	do	
7	Forest Settlement Officer	do	D.L.R.S.	R.D.C.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(d) Office of the Commissioner, Land Records & Settlement					
1	Under Secretary (Judicial), Board of Revenue	Commissioner, Land Records & Settlement.	Member, Board of Revenue	..	
2	Joint Director, Agriculture (Census)	do	do	..	
(e) Office of Director, Land Records & Survey					
1	Director of Survey & Map Publication.	C.L.R.S.	Member, B/R	..	
2	Addl./Dy. D.L.R.S.	D.L.R.S.	C.L.R.&S.	Member, B/R	
3	DDS & MP., Odisha, Cuttack	D.L.R. & S.	C.L.R. & S.	Member, Board of Revenue	
4	Under Secretary (Settlement) instead of P.A. to D.L.R. & S.	D.L.R. & S.	C.L.R. & S.	Member, Board of Revenue	
5	Asst. Director(CLR)	D.L.R. & S.	C.L.R. & S.	Member, Board of Revenue	
6	Asst. Director of Survey & Map Publication.	D D S & M P	C.L.R. & S.	Member, Board of Revenue	
7	Addl. Sub-Collector Instead of Charge Officer/ consolidation Officer.	Settlement Officer/ D.D., Consolidation & Holdings (Co-Reporting)	D.L.R. & S.	Member, Board of Revenue	
8	Asst. Settlement Officer/ A.C.O.	Addl. Sub-Collector instead of Charge Officer/ Consolidation Officer	Settlement Officer/ D.D., Consolidation & Holdings (Co-Reporting)	D.L.R. & S.	
(f) Office of the Inspector-General of Registration-cum-Excise Commissioner					
1	Under Secretary (Registration), Board Of Revenue.	Excise Commissioner	Member, Board of Revenue	..	
2	D.I.G. of Registration	I.G.R.	do	..	
3	Inspector of Registration Offices	do	do	..	
4	District Sub-Registrar	D.I.G., Registration Range	District Registrar (Addl. District Magistrate-in-charge)	I.G.R.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(g) Consolidation Wing					
1	Joint Commissioner, Consolidation and Settlement.	Member, Board of Revenue	
2	Joint Director, Consolidation & Holdings.	Director of Consolidation	..	Member, Board of Revenue	
3	Addl. Sub-Collector instead of Consolidation Officer.	Deputy Director of Consolidation	Director, Consolidation	Member, Board of Revenue	
4	Dy. Director, Consolidation	Director of Consolidation	Member, Board of Revenue	..	
5	Assistant Director, Consolidation	Director of Consolidation	Member, Board of Revenue	..	
6	Consolidation Officer	Director of Consolidation	Member, Board of Revenue		
7	Asst. Consolidation Officer	Asst. Sub-Collector instead of Consolidation Officer	Deputy Director, Consolidation	Director of Consolidation	
8	Asst. Consolidation Officer (attached to the Office of the Commissioner, Consolidation, Odisha)	Commissioner, Consolidation.	
(h) Revenue Inspectors Training School					
1	Principal, Revenue Inspector	Secretary, Board of Revenue	Member, Board of Revenue.		
(i) District Gazetteers Branch					
1	State Editor of Gazetteers Section	Chief Editor	Member, Board of Revenue		
2	Joint Editor of G. Section	State Editor	Chief Editor		
3	Research Officer of Gazetteers Section	do	do		
(j) Control Room of Revenue Department					
1	Officers on Spl. Duty, Revenue Department.	Deputy Secretary	Secretary, Revenue & D M Deptt.		
(k) Office of Revenue Divisional Commissioner					
1	Secretary to R.D.C./ Additional Secretary to R.D.C./ Other Class-I Officers.	Revenue Divisional Commissioner.	
2	Other Officers	Secretary to R.D.C.	R.D.C.	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(l) District Administration					
1	O.A.S. Class-I Officers working in the districts as A.D.M. (General/ A.D.M., Dev.) except A.D.M., I.T.D.P. and Jagannath Temple.	Collector	R.D.C.	Member, Board of Revenue.	In case of District Registrar & A.D.M., the Collector will obtain the comments of the I.G.R., Odisha on his work and attach it to the A.C.R. before submission to the R.D.C. for counter signature. The comments of the I.G.R. will form a part of the record.
2	(i) Sub-Collector, O.A.S., Class-I (Jr.) (ii) District Development Officer, O.A.S., Class-I (Junior).	Collector A.D.M. (Dev.)	R.D.C. Collector	Member, B/R R.D.C.	
3	Officers in District Office, O.A.S., Class-II.	A.D.M.	do	do	
4	Tahasildar/ Addl. Tahasildar/ Officers of Sub-divisional Office.	Sub-Collector	do	do	
5	Compensation Officer, O.A.S.-II	Collector	Commissioner, Land Reforms.	Member, Board of Revenue.	
6	Administrative Officer, Bhoodan Yojana Samiti.	Chairman, Odisha Bhoodan Yojana Samiti	Secretary, Board of Revenue	Secretary, Revenue & D M Department.	
(m) Odisha State Disaster Mitigation Authority					
1	Chief General Manager (P & A)/ Chief General Manager (F & A)/ Executive Director/ Executive Director (Projects)/ General Manager.	Managing Director	Chairman, OSDMA	Minister, Revenue & Disaster Management	
2	Deputy General Manager (from OAS Cadre).	Chief General Manager (P & A)/ Executive Director.	Managing Director	Chairman, OSDMA	
3	Manager (from OAS Cadre)	Chief General Manager (P & A)/ Executive Director	Managing Director	Chairman, OSDMA	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
4	Chief General Manager (Project)/ General Manager (Project)/ Deputy General Manager (Project)/ Manager (Project), (from Engineering Departments).	Executive Director (Projects)	Managing Director	Chairman, OSDMA	
22. RURAL DEVELOPMENT DEPARTMENT					
(a) Rural Works					
1	Chief Engineer (I)	Secretary, R. D. Deptt.	Chief Secretary or Very Senior Officer in-charge of the Deptt.	Minister	
2	Chief Engineer (II)	do	do	do	
3	(a) Supdt. Engineer in the Office of the C.E. and Circle. (b) Superintending Engineer of Circle KBK.	Chief Engineer Concerned	Secretary Admn. Deptt.	C.S.or Very Senior Officer in-charge of the Deptt.	
4	Supdt. Engr. (P & D)	Chief Engineer Concerned	do	do	
5	(a) Exe. Engr. of Divn. (Electrical/ Mechanical/ P.H.) (b) Exe. Engr. of Circle	1. Supdt. Engr. 2. Collector Supdt. Engr.	Chief Engineer Concerned	Secretary of the Admn.Deptt.	
6	Exe. Engr. (Investigation/ Design).	Supdt. Engineer	do	do	
7	Exe. Engr. (Investigation/ Design).	do	1. Chief Engineer (I) 2. Chief Engineer (II)	do	
8	Asst. to Chief Engineer I & II	Chief Engineer Concerned	Secretary of the Deptt.	..	
9	Exe. Engineer Monitoring	Supdt. Engineer	Chief Engineer Concerned	Secretary of the Deptt.	
10	Asst. Exe. Engr. as P.A. to Supdt. Engr.	do	do	..	
11	Asst. Exe. Engr. (Field)	Exe. Engineer	Supdt. Engineer Concerned	Chief Engineer Concerned	..
12	A. E. in Circle (Civil/Elc./P.H./Mec.)	Exe. Engineer Concerned	do	do	..
13	A.E. of Sub-Divn./ Division Office	Exe. Engineer	Supdt. Engineer
14	P. A. (N.T.) to Chief Engineer	Chief Engineer Concerned	Secretary of the Deptt.

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
14	Accounts Officer	Supdt. Engr. of the Establishment	Chief Engineer	Secretary of the Deptt.	..
15	Estt. Officer	do	do	do	..
(b) Rural Water Supply & Sanitation					
1	Chief Engineer	Secretary, R. D. Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	..
2	(a) Supdt. Engineer in the Office of the Chief Engineer & Circle. (b) Supdt. Engineer of Circle (KBK)	C.E. 1. Chief Engineer 2. Dy. Chief Administrator (KBK)	Secretary, R. D. Deptt. do	C.S or Very Senior Officer in-charge of the Deptt. do	..
3	Exe. Engineer Divisions	1. Supdt. Engineer 2. Collector	Chief Engineer	Secretary of the Deptt.	
4	Exe. Engineer (Design)	Supdt. Engineer	Chief Engineer	do	..
5	Asst. to Chief Engineer	Chief Engineer	Secretary of the Deptt.	..	
6	Exe. Engineer (Monitoring)	Supdt. Engineer (Monitoring)	Chief Engineer	Secretary of the Deptt.	..
7	Exe. Engineer (Investigation)	Supdt. Engineer (Investigation)	do	do	
8	Exe. Engineering (Planning)	Supdt. Engineer	do	do	
9	Asst. Exe. Engineer	Exe. Engineer	Supdt. Engineer	Chief Engineer	
10	Asst. Exe. Engineer as P.A. to S.E.	Supdt. Engineer	Chief Engineer	..	
11	(a) A.E. of Sub-Divisional/ Division Office. (b) A.E. in S. E.'s Office	Exe. Engineer Concerned Supdt. Engineer Concerned	Supdt. Engineer Concerned Chief Engineer	
12	P. A. (N.T.) to Chief Engineer	Chief Engineer	Secretary of the Deptt.	..	
13	Accounts Officer	Supdt. Engr. in-charge of the Estt.	Chief Engineer	Secretary of the Deptt.	..
14	Estt. Officer	do	do	do	
(c) Store Verification Party attached to Rural Development Department					
1	Executive Engineer, S.V.P.	Secretary, R. D. Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.		
2	Asst. Engineer, S.V.P.	E.E., S.V.P.		Secretary, R. D. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(d) Communication Expert					
1	Communication Expert	Secretary, R.D. Deptt.	C.S.	Minister	
23. SCHOOL & MASS EDUCATION DEPARTMENT					
1	Director under the S. & M. E. Department.	Secretary, S. & M. E.	C. S. or Very Senior Officer in-charge of the Department.	Minister In charge of the Department.	
2	President, B. S. E.	do	do	do	
3	(a) Sr. Administrative Officer, Class I (b) F. A.-cum-C. A. O. Class-I	Concerned Director	Secretary, S. & M. E.	..	
4	(a) Deputy Directors in the Directorate. (b) Establishment Officer (c) Accounts Officer	Immediate Superior Officer	Director concerned	Secretary, S. & M. E	
5	Principal, Training Colleges	Director, S.C.E.R.T	Secretary, S. & M. E.	..	
6	Professor in Training Colleges	Principal	Director S. C. E. R. T.	Secretary, S. & M. E.	
7	Readers and Lecturers in Training Colleges.	Professor (Where there is no professor the Principal will initiate the CCR & Director will countersign).	Principal	Director S. C. E. R. T.	
8	(a) Assistant Director (b) Assistant Establishment Officer (c) Assistant Statistician Class-II (d) Assistant State Survey Officer	Concerned Deputy Director	Director concerned	..	
9	Vice-President/ Secretary/ controller of Examination in B.S. Education.	President, B. S. E.	Secretary, S & M. E. Deptt.	..	
10	Deputy Secretary/ Establishment Officer/ Finance Officer/ Admission Officer/ Assistant Secretary in B.S.E.	Secretary B. S. E.	President, B. S. E. Deptt.	..	
11	District Mass Education Officer	Collector	Director, Mass Education	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
12	Other Class-II Officers in the Directorates or in the Field under any Directorate.	Immediate Superior Authority	Director concerned (Where Director is the immediate superior officer he will initiate the CCRs. to be countersigned by the Secretary, S. & M. E. Deptt.)	..	
13	Inspector of Schools	Director, S. E. & Director, E. E.	Secretary, S. & M. E.	..	Collector of the District may endorse a note with his observation on the performance of the I/S for the period under report to the Director, S.E.
14	District Inspector of Schools	Inspector of Schools	Collector	..	Director, E. E. / Secretary, S. & M. E. may call for the C.C. R. of any officer if he so desires.
15	(a) Head Masters of Government High Schools. (b) Head Masters of Training Schools	Inspector of Schools do	Director, S. E. Director, S. C. E. R. T.	
16	Officers on deputation to different agencies under the Deptt. of S. & M. E. (a) In the rank of Director, (b) In the rank of Deputy Director (c) In the rank of Class II Officer	Secretary, S & M. E. Deptt. Head of the Agency Immediate Superior Authority	C. S. or Very Senior Officer Secretary, S. & M. E. Deptt. Head of the Agency	Minister	
17	Deputy Directors in the T. B. P. M.	Director, T. B. P. M.	Secretary, S & M. E. Deptt.	..	
18	Other Class-II Officers. in the T. B. P. & M.	Immediate Superior Officer	Director, T.B.P.M. (Where Director is the immediate superior officer, he will initiate the CCR to be countersigned by Secretary, S. & M. E. Deptt.	..	
19	(a) Principal DIET, (Class I) (b) Vice-Principal & Sr. Teacher Educators, Class II	Director, T.E. & S.C.E.R.T. Principal	Secretary, S. & M. E. Deptt. Director, T.E. & S.C.E.R.T.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
24. SCIENCE & TECHNOLOGY DEPARTMENT					
(a) Officers in the Department and Field					
1	Senior Scientists	Additional Secretary, S & T Deptt.	Secretary, S & T Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
2	Executive Engineer	Addl. Director, Agriculture (Engg.)	do	..	
3	A.E. including A.E., Biogas.	Executive Engineer Concerned	Addl. Director, Agril. (Engineering)	..	
4	Junior Scientist	Senior Scientist	Additional Secretary, S & T Deptt.	Secretary, S. & T. Deptt.	
(b) O R E D A					
1	Chief Executive	Chairman, OREDA	Secretary (if Chairman is below the rank of Secretary.)	C.S. or V.S.O.-in-charge of the Deptt.	
2	E.E./Dy. Director	Chief Executive	Chairman		
3	Administrative Officer	do	do		
4	Accounts Officer	do	do		
5	Assistant Engineer	Executive Engineer	Chief Executive		
6	Assistant Engineer attached to D.R.D.A.	P.D., D.R.D.A.	..	Chief Executive	
25. SPORTS & YOUTH SERVICES DEPARTMENT					
(A) Sports Wing					
1	Deputy Director	Director, Sports	Secretary of the Department	..	
2	Assistant Director	Dy. Director	Director, Sports	Secretary of the Deptt.	
3	Accounts Officer	do	do	do	
4	District Sports Officer posted in District.	Collector	do	do	
5	District Sports Officer at other places.	Dy. Director	do	do	
6	Senior Coach posted in Hostels & other places	Dy. Director	do	..	
7	Senior Coach in District	Collector	Director, Sports	..	
8	Principal, Colleges of Physical Education.	Director, Sports	Secretary of the Deptt.	Very Senior Officer in-charge of the Department.	
9	Lecturer in Govt. Colleges of Physical Education	Principal	Director, Sports	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
26. S.T. & S. C. DEVELOPMENT DEPARTMENT					
(a) Headquarters Staff					
1	(a) Dy. Director (Spl. Projects) (b) Dy. Director (A.H.)	Director concerned	Secretary, S. T. & S. C. Development Deptt.		
2	Assistant Director, (Headquarters)	Deputy Director concerned	Director concerned	Secretary, S. T. & S. C. Development Deptt.	
3	Welfare Officer (Headquarters)	do	do	do	
4	Special Office (Headquarters)	Deputy Director concerned	Director concerned	Secretary, S. T. & S. C. Development Deptt.	
5	Accounts Officer	Financial Advisor-cum-Deputy Secretary.	do	do	
(b) Field Staff					
1	Inspector of Schools (H.T.W.) attached to R.D.C. Office.	R.D.C.	Secretary, S. T. & S. C. Development Deptt.		Where R.D.C. is senior to Secretary of the Deptt., he will send the C.R. to C.S. or Very Senior Officer in-charge of the Deptt. for recording.
2	District Welfare Officer	Collector	Director	Secretary, S. T. & S. C. Development Deptt.	Collector will obtain the views of the Joint Director before recording his remarks.
3	Special Officer, Saura Dev. Agency	Collector	do	R.D.C.	
(c) Education & Training Institute					
1	(a) Head Master/ Head Mistress Boys/ Girls' High School/ Secondary Training School. (b) D.I. of Schools	Inspector of School	Director	..	
2	Principal Industrial Training Institute, Takatpur.	Director Technical Education & Training.	Collector	Director	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(d) Tribal Harijan Research cum-Training Institute, Bhubaneswar					
1	Director (T.H.R.T.I.)	Secretary, S. T. & S. C. Dev. Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	..	
2	Deputy Director (Research)	Director (T.H.R.T.I.)	Secretary, S. T. & S. C. Dev. Deptt.	..	
3	Assistant Director Training	do	do	..	
4	Research Officer	Deputy Director (Research)	Director (T.H.R.T.I.)	..	
(e) I.T.D.P.					
1	Project Administrator, I.T.D.A.	Collector	Director, S.T. & S.C. Deptt.	Secretary, ST & SC Dev. Department.	
2	Spl. Officer I. T. D. A./ I.T.D.P. Micro Projects	P.A., I.T.D.A.	Collector	Director	
(f) O. T. D. P. Kasipur					
1	Project Manager O.T.D.P.	Collector	Director, T. W.	Secretary, ST & SC Dev. Department.	
2	All Class II Officers i.e. A.C.S.O, A.D.A.O., Horticulture, A.E. Research Officer, O.S.D. (M. & E.), Accounts Officer, Administrative Officer.	Project Manager	Collector	Director, T. W.	
27. STEEL & MINES DEPARTMENT					
1	Director, M. & G.	Secretary, Steel & Mines Deptt.	C.S. or Very Senior Officer in-charge of Department.	Minister	
2	Addl. Director, M. & G.	Director, M. & G.	Secretary, S. & M.	C.S. or Very Senior Officer in-charge of the Deptt.	
3	Joint Director, (Mines/ Chemical Analysis)	do	do	do	
4	Dy. Director of Mines	Concerned Joint Director	Director, M. & G.	Secretary, S. & M. Deptt.	
5	Dy. Director of Mines (Hqrs.)	Addl. Director or concerned Joint Director of Mines supervising the work of Officer.	Director, M. & G.	Secretary, S. & M. Deptt.	
6	Dy. Director of Mines, Circle Offices/ Zone.	Collector	Director, M. & G.	Secretary, S. & M. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
7	Dy. Director of Geology, (Geotechnical Investigation)	Addl. Director, M & G. or concerned J. D. of Geology supervising the work of the Officer.	Director, M. & G.	Secretary, S. & M. Deptt.	
8	Dy. Director, Geology (Hd. Qrs.)	Concerned Jt. Director	do	do	
9	Dy. Director, Geology (General Survey)	Concerned Jt. Director	Director, M. & G.	Secretary, S. & M. Deptt.	
10	Dy. Director, Chemical Analysis	do	do	do	
11	Dy. Director, Geophysicist	do	do	do	
12	Mines Manager/ Mining Engineer	Addl. Director, M. & G. or concerned J.D. of Geology supervising the work of the Officer.	Director, M. & G.	Secretary, S. & M. Deptt.	
13	Accounts Officer	do	do	..	
14	Dy. Director, Geology Zone	Concerned Jt. Director	do	Secretary, S. & M. Deptt.	
15	Mining Officer (Hq. Qrs.)/ Asst. Mineral Economist	Addl. Director, M. & G. or concerned J.D. of Mines supervising the work work of the Officer.	do	..	
16	(a) Mining Officer attached to Deputy Director, Mines. (b) Mining Officer on Independent Charge.	Dy. Director, Mines Collector	do	
17	Geologist, Class (II), Geotechnical Investigation.	Concerned Deputy Director, Geology	Addl. Director, M. & G. or Concerned J.D., Geology Supervising the work of the Officer.	Director, M. & G.	
18	Geologist attached to Zone	Concerned Joint Director	Director, M. & G.	..	
19	Geologist attached to different Projects/ H.Qrs.	Concerned Joint Director	Director, M. & G.	..	
20	Ore Dressing Engineer	Concerned Joint Director, Geology	Addl. Director, M. & G.	Director, M. & G.	
21	Petrologist	Concerned Joint Director	Director, M. & G.	..	
22	Geophysicist	Concerned Deputy/ Joint Director.	do	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
23	Estt. Officer/ Addl. Estt. Officer.	Concerned Joint Director	Director, M. & G.	..	
24	Store Officer/ Addl. Store Officer	do	do	..	
25	Junior Statistician	Concerned Joint Director	Director, M. & G.	..	
26	Asst. Engineer (Civil)	do	do	..	
27	Analytical Chemist	Concerned Deputy/ Joint Director.	do	..	
28	Asst. Drilling Engineer	do	do	..	
29	Scientific Officer	Concerned Joint Director	Director, M. & G.	..	
30	Asst. Mines Manager	Mines Manager	Addl. Director or Concerned Joint Director, Mines.	Director, M. & G.	
31	Divisional Forest Officer	Director, M. & G.	Secretary, S. & M.	..	
32	Asst. Ore Dressing Engr.	Ore Dressing Engr.	Concerned Joint Director	Director, M. & G.	
33	Survey Officer	Concerned Deputy/ Joint Director.	Director, M. & G.	..	
34	Audit Officer	Addl. Director or concerned Joint Director supervising the work of the Officer.	do	..	
35	Deputy Director, Mines (Drillings)	Joint Director, Mines	Director, M. & G.	Secretary, S. & M. Deptt.	
36	Deputy Director, Mines, Zonal Surveys.	Concerned Joint Director, Mines	Director, M. & G.	Secretary, S. & M. Deptt.	
37	Senior Geophysicist	do	do	do	
38	Chemist when attached to D.D. (Chemical Analysis)	Dy. Director, Chemical Analysis	Concerned Joint Director	Director, M. & G.	
39	Chemist in other cases	J.D.M. concerned	Director, M. & G.	Secretary, S. & M. Deptt.	
40	(a) Chemist attached to Head Quarters.	do	do	do	
	(b) Chemist attached to H. Qrs., Research Laboratory.	do	do	do	
	(c) Chemists when attached Dy. Director of mines (Zonal Survey).	Concerned D.D. of Mines (Zonal Survey)	Concerned J.D.M.	Director, M. & G.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
41	P.A. (N. T. /P.A.) (Technical)	Director, M. & G.	Secretary, S. & M. Deptt.	..	
28. TEXTILES & HANDLOOM DEPARTMENT					
1	Director of Textile	Secretary, Textile & Handloom Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
2	Addl. Director, Textile/ Sericulture	Director, Textile	Secretary, T & H Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
3	Jt. Director, Textiles/ Sericulture	Director, Textile	Secretary, T & H Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
4	Deputy Director Textiles	Joint Director of Textiles, (Level-I)/ Additional Director of Textiles	Director, Textile	Secretary, T. & H. Deptt.	
5	Deputy Director Sericulture	Joint Director of Sericulture/ Additional Director of Sericulture	Director, Textile	Secretary, T. & H. Deptt.	
6	Deputy Director Sericulture (KBK).	Addl. Director Textiles/ Additional Director of Sericulture (KBK).	Director, Textile	Secretary, T. & H. Deptt.	
7	Deputy Director of Textile (Hqrs.)	Joint Director of Textiles, (Level-I)/ Additional Director of Textiles	Director, Textile	Secretary, T. & H. Deptt.	
8	Deputy Director of Sericulture (Hqrs.)	Joint Director of Sericulture/ Additional Director of Sericulture	Director, Textile	Secretary, T. & H. Deptt.	
9	Assistant Director, Textiles, Asst. Director, Sericulture and other Class-II Officers at Hqs.	Joint Director, Textile/ Sericulture.	Director, Textile	do	
10	Asst. Director, Sericulture/ Textile in Subordinate field Offices.	Divisional Joint Director, Textile/ Sericulture/ Deputy Director, Textiles/ Sericulture.	Collector	Director, Textile	
11	P.A., Director of Textiles	Joint Director of Textiles (L-I)/ Additional Director of Textile	Director, Textiles	Secretary, T. & H. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
12	Extension Coordinator (Sericulture)	Deputy Director of Sericulture (Hqrs.)/ Joint Director of Sericulture	Director, Textiles	Secretary, T. & H. Deptt.	
(a) Corporation/ Appex Society Under Textile & Handloom Department					
1	Project Manager/ General Manager/ Secretary of different Corporation/ Appex Society.	Managing Director/ Chairman-cum-Managing Director.	1. Chairman 2. When Chairman/ Chairman-cum- M.D. is reporting Officer, the Secretary of the Admn. Deptt. will be the countersigning and accepting authority.	Secretary of the Deptt.	
29. TOURISM & CULTURE DEPARTMENT					
(a) Tourism					
1	Joint/ Deputy Director-cum-Deputy Secretary Tourism.	Director, Tourism	Secretary Tourism Department.	C.S. or Very Senior Officer in-charge of the Deptt.	
2	Assistant Director, Tourism/ Assistant Director (Research)/ Assistant Director (Statistics) / Assistant Director (Production)	Joint Director/ Dy. Director/ Deputy Secretary, Tourism (Supervising the work)	Director, Tourism	Secretary, Tourism Department	
3	Tourist Officer	(a) Collector of the district in which tourist office is located. (b) Collector of the other district submitting report.	Director, Tourism	Secretary, Tourism Deptt.	
4	(a) Assistant Tourist Officer (Posted in districts) (b) Assistant Tourist Officer (Posted outside the State) (c) Assistant Tourist Officer (LR)	Tourist Officer Deputy Director (F) Deputy Director/ Joint Director (Supervising the work)	Collector of the district Director, Tourism Director, Tourism	Director, Tourism Secretary, Tourism Department Secretary, Tourism Department	
5	Statistical Investigator	Assistant Director (Research)/ Assistant Director (Statistics) (Supervising the work)	Director, Tourism	Secretary, Tourism Department	
6	Statistical Assistant	Tourist Officer of the District	Collector of the District	Director, Tourism	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	General Manager	Managing Director	(b) O. T. D. C. Chairman	Secretary of the Administrative Deptt. (In case the Secretary is Junior to the Chairman, the CDC will be the Accepting Authority. But he shall record the remarks in consultation with the Secretary of the Admn. Deptt. Where the Minister happens to be Chairman the CCR will be countersigned and accepted by the Minister.	
2	Manager/ Deputy Divisional Manager.	Concerned Divisional Manager	General Manager	Managing Director	
3	Senior Divisional Manager/ Divisional Manager/ O.S.D.	General Manager (If he is senior)	Managing Director	Chairman	
4	Upto Assistant Manager	Manager	Concerned Divisional Manager	Managing Director	
5	Assistant Engineer and Junior Engineer	Executive Engineer	Superintending Engineer	Managing Director	
6	Superintending Engineer, Executive Engineer, General Manager, Company Secretary and Divisional Managers	Managing Director	Chairman	Secretary, Tourism Department	If the Minister happens to be the Chairman, the CCR will be countersigned and accepted by the Minister.
(c) Culture Wing					
1	Joint/ Deputy Director, Culture	Director, Culture	Secretary Culture Department	Secretary Culture Department	
2	Assistant Director, Culture	Deputy Director/ Joint Director (Supervising the work)	Director, Culture	Secretary Culture Department	
3	Accounts Officer	do	do		
4	Section Officer	Joint/ Deputy/ Assistant Director, Culture in-charge of the Section	Director, Culture	Secretary Culture Department	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
5	All other Group-B	Section Officer concerned	Joint/ Deputy/ Assistant Director, Culture	Director, Culture	
6	Audit Superintendent	A.F.A.-cum-Under Secretary	Director, Culture	Secretary Culture Department	
7	Auditor	Audit Superintendent	A.F.A.-cum-Under Secretary	Director, Culture	
8	Superintendent State Museum/ Archives/ State Archaeology/ State Archives/ Principal, Utkal Sangeet Mahavidyalaya/ B.K. College of Art & Crafts/ Khalikote College of Art & Crafts/ Instructor, S.V. Art School, Jeypore.	Director, Culture	Secretary Culture Department	Secretary Culture Department	
9	All Lecturers/ Assistant Lecturers Instructors of all Govt. Colleges	Concerned Principal	Director, Culture	Secretary Culture Department	
10	Curators/ Assistant Curators/ Archivist/ Technical Assistants/ Conservation Assistants/ Chemical Assistant/ Assistant Archaeological Engineer of Museum/ Archaeology/ Archives	Concerned Superintendent	Director, Culture	Secretary Culture Department	
11	Librarian Class-II & Class-III of HKM State Library	Director, HKM State Library	Director of Culture	Secretary Culture Department	
12	Assistant Librarian of HKM State Library	Director, HKM State Library	Director of Culture	Secretary Culture Department	
13	District Culture Officer	Collector & D.M of the concerned district	Director of Culture	Secretary Culture Department	
14	Editors (Class-II)	Director, Culture	Secretary of the Department		
15	Curators & Epigraphist	Superintendent concerned	Director of Culture		
16	Registering Officer	Superintendent concerned	Director of Culture		
17	All Officers of different Institutions (Class-II).	Head of the Institutions	Director of Culture		

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
30. WATER RESOURCES DEPARTMENT					
(a) Office of the Engineer in Chief					
1	Engineer-in-chief, Irrigation	Secretary, Water Resources Deptt./C.S.	Minister	Chief Minister	
2	Chief Engineer (Medium, Irrigation/ Mechanical/Designs/Food Control and Delta/Central Planning Unit/ Irrigation Project).	(a) Engineer-in-Chief (b) Secretary, Water Resources Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister or/and Chief Minister	
3	S.E. working in the O/o the Engineer-in-Chief.	Engineer-in-Chief or Chief Engineer concerned.	Secretary, Water Resources Deptt.	Minister	
4	Assistant to Engineer-in-Chief/Chief Engr. in the rank of E.E.	S.E. concerned	Engineer-in-Chief or Chief Engineer.	Secretary, Water Resources Deptt.	
5	Executive Engineer attached to Engineer-in-Chief's Office.	Superintending Engineer, if any	do	do	
6	Personal Assistant (N.T.) to Engineer-in-Chief of Chief Engineer.	Immediate Superior Officer, if any	Engineer-in-Chief or Chief Engineer.	Secretary, Water Resources Deptt.	
7	Accounts Officer	do	do	do	
8	Statistical Officer	do	do	do	
9	A.E. working in the Office of the Engineer-in-Chief.	Asst. to Engineer in-Chief/Assistant to C.E. or E.E. concerned.	S.E. if any	Engineer-in-Chief or C.E. concerned.	
10	A.E. (Leave/Training (Reserve) in the Office of the Engineer-in-Chief).	E.E. concerned	S.E. concerned	Ditto	
11	(a) S.E. of Circle (Civil) / (Mechanical). (b) Superintending Engineer of Circle (KBK) (Civil/ Mechanical).	Engineer-in-Chief/ Chief Engineer concerned. 1. Engineer-in-Chief or Chief Engineer. 2. Deputy Chief Administrator (KBK)	Secretary, Water Resources Deptt. Secretary, W R Deptt.	Minister Minister	
12	E.E. working in the Office of the S.E. in Circle.	S.E. concerned	Engineer-in-Chief/ C.E. concerned.	Secretary, Water Resources Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
13	Executive Engineer of Division	(i) S.E. concerned (ii) Collector	Chief Engineer	do	
14	A. E. of Subdivision/Division Office/S.E.'s Office (Civil)/ Electrical/ Mechanical.	E.E. concerned	S.E. concerned	..	
15	Personal Assistant to Superintending Engineer.	Superintending Engineer concerned	E.I.C./C.E. concerned	..	
16	Superintending Geophysicist working in the Office of the E.I.C.	E.I.C., Irrigation or Chief Engineer	Secretary, Water Resources Deptt.	..	
(b) Major & Medium Projects					
(Upper Kolab, Potteru Irrigation, Rengali, Gohira and Semakoi, Upper Indravati, Rengali Irrigation and Mahanadi-Birupa Barrage, etc.)					
1	E.E. attached to the O/o the C.E./ Chief Construction Engineer.	Superintending Engineer concerned.	Chief Engineer/Chief Construction Engineer.	Secretary, Water Resources Deptt.	
2	Assistant to C.E./Chief Construction Engineer.	do	do	do	
3	Accounts Officer	Immediate Superior Officer, if any	Chief Engineer/Chief Construction Engineer.	Secretary, Water Resources Deptt.	
4	S.E. of Circle (Civil)/Electrical/ Mechanical.	C.E./Chief Construction Engineer.	Secretary, Water Resources Deptt.	Development Commissioner.	
5	E.E. working in the Office of the S.E. (Civil) Electrical/ Mechanical. (a) Executive Engineer Divisions.	S.E. concerned (i) S.E. (ii) Collector	C.E./Chief Construction Engineer do	Secretary, Water Resources Deptt. do	
6	A.E. attached to the O/o the C.E. /C. Construction Engineer.	Assistant to C.E./Chief Construction Engineer or E.E. concerned.	Superintending Engineer concerned.	Chief Engineer/Chief Construction Engineer.	
7	A.E. attached to the Subdivisions/ Divisions and Office of the S.Es.	E.E. concerned	S.E. concerned	..	
8	Personal Assistant to S.E.	S.E. concerned	C.E./Chief Con. Engr. concerned	..	
9	P.A. (N.T.) to C.E./C.C.E.	Immediate Superior Officer, if any	C.E., or C.C.E.	Secretary, Water Resources Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
10	A.E. attached to the O/o the S.E. In case there is an Officer in the rank of E.E. working in the Office of the S.E. and he has scope to supervise the work of the Officer reported upon, the following shall be the levels of assessment.	S.E.	C.E.	..	
11	Assistant Engineer.	E.E. or any other designation	S.E.	C.E.	
(c) Office of the Financial Advisor & Chief Accounts Officer under different Projects					
1	Financial Advisor & C.A.O.	C.E./C.C.E. of the Project	Secretary, Water Resources Deptt.	C. S. or Very Senior Officer in-charge of the Department.	
2	Asst. Financial Advisor	Financial Advisor & C.A.O. concerned	C.E./C.C.E. of the Project	Secretary, Water Resources	
3	Asst. Financial Advisor, Hirakud Dam Project.	Engineer-in-Chief	Secretary, Water Resources Deptt.	..	
4	Accounts Officer attached to the Office of the Asst. Financial Advisor, Hirakud Dam Project.	Engineer-in-Chief	Secretary, Water Resources Deptt.	..	
(d) Store Verification Party					
1	Superintending Engineer	Secretary, Water Resources Deptt.	C. S. or Very Senior Officer in-charge of the Department.	Minister(s) /Minister	
2	A.E.E./A.E., S. V. P.	(1) S.E., Store Verification Party (2) F.A.-cum-Jt. Secretary	Secretary, Water Resources Deptt.	..	
(e) Land Acquisition, Resettlement and Rehabilitation Organisation					
1	Spl. L.A.O./ Spl. L.A. & R.O. (irrespective of their cadre such as OAS-I(SB), OAS-I(JB), OAS-II)	1. Collector 2. Chief Engineer	R.D.C.	Principal Secretary/ Commissioner-cum-Secretary to Govt., W.R. Deptt.	
2	Zone Officer	Spl. L.A.O.	1. C.E. 2. R.D.C.	Principal Secretary/ Commissioner-cum-Secretary to Govt., W.R. Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(f) Arbitration Tribunal					
1	Chairman/Member, Arbitration	Secretary, Water Resources Deptt.	C. S. or Very Senior Officer in-charge of the Department.		
(g) Command Area Development					
1	J.D.A. (Engg.)	Ex officio Director, CAD	Principal Secretary, Deptt. of W.R. Deptt. & Commr., CAD.	Chief Secretary	
2	J.D.A. (C.A.D.)	do	do	do	
3	Project Director, CAD	RDC as Chairman of five CADAs/ Collector, Malkangiri as Chairman of CADA, Malkangiri.	do	do	
4	Asst. Project Director, CAD	Project Director	R.D.C.	Commr., CAD	
5	Dy. Director (Agrl.) Water Management (CAD)	P.D., CADA	J.D.A. (CAD)	do	
6	Ex Engineer (Agrl.) CAD	P.D., CADA	J.D.A. (Engg.)	do	
7	Asst. Engr., CAD	Ex Engr. CAD	J.D.A. (Engg.)	Commr., CAD	
8	A.S.C.O. (Survey)	P.D., CADA	J.D.A. (CAD)	Commr., CAD	
9	Asst. Director, Pr.S/E.M.S.	J.D.A. (CAD)	Commr., CAD	..	
(h) Central Planning Unit					
1	Director in the rank of S.E.	C.E.	Secretary, Water Resources Deptt.	Development Commissioner	
2	Dy. Director/ Asst. to C. E./ Chief Research Officer in the rank of E.E.	Director	C.E.	Secretary, Water Resources Deptt.	
3	Asst. Director/ Asst. Research Officer in the rank of A.E.	Deputy Director/ Chief Research Officer.	Director	C.E.	
4	P.A. to Director	Director	C.E.	Secretary, Water Resources Deptt.	
(i) Minor Irrigation					
1	Chief Engineer	Secretary of the Deptt.	C. S. or Very Senior Officer in-charge of the Department.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
2	(a) S.E. in the Office of the C.E. and Circle. (b) S.E. of Circle (K.B.K.)	C.E. 1. Chief Engineer 2. Dy. Chief Administrator (K.B.K.)	Secretary of the Deptt. do	C. S. or Very Senior Officer in-charge of the Department. do	
3	Ex. Engineer of the Division	1. Superintending Engineer 2. Collector	Chief Engineer	Secretary of the Deptt.	
4	Ex. Engineer (Investigation / Design)	Superintending Engineer	Chief Engineer	do	
5	Asst. to Chief Engineer	Chief Engineer	Secretary of the Department	..	
6	Ex. Engineer Monitoring	do	do	..	
7	(i) Asst. Ex. Engineer (Field) (ii) Asst. Ex. Engineer as P.A. to S.E.	Ex. Engineer Superintending Engineer	Superintending Engineer Chief Engineer	Chief Engineer ..	
8	(i) A.E. of Sub. Divn. / Divn. Office (ii) A.E. in S.E.'s Office	Ex. Engineer Concerned Suptg. Engineer Concerned	Suptg. Engineer Concerned Chief Engineer Concerned	
9	(a) P.A. (N.T.) to C.E. (b) Accounts Officer (c) Esst. Officer (d) Junior Statistician (e) Supt. Land Acquisition Officer	Chief Engineer S.E. in-charge of Establishment Suptg. Engineer do Collector	Secretary of the Department Chief Engineer Chief Engineer do do	.. Secretary of the Deptt. Secretary of the Deptt. do do	
			(j) O. L. I. C.		
1	Managing Director	Chairman	Secretary of the Deptt.	C.D.C.	
2	Director (Technical)	do	do	do	
3	Director (GWS & I)	do	do	do	
4	F.A. & C. A. O.	Managing Director	Chairman	Secretary of the Deptt.	
5	(a) S.E., L.I. (b) S.E., GWS & I	Director (Technical)/ M.D. Director GWS & I/ M.D.	do do	do do	
6	Ex. Engineer of Field Divn.	S.E.	Director (Technical)	M. D.	
7	Other Ex. Engineer	S.E.	Director GWS & I/ Director (Technical)	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8	A. E.	Ex. Engineer/Hydrologist/ Sr. Geologist	S.E. / Supdt. of Geologist	Director (Technical)/ Director GWS & I	
9	Supdt. of Geologist	1. Director (GWS & I) 2. M. D.	Chairman	Secretary of the Deptt.	
10	Hydrologist	S.E. (GWS & I)	1. Director (GWS & I) 2. Managing Director.	Chairman	
11	Senior Geologist	Supdt. of Geologist	do	do	
12	Geologist	Senior Geologist/ Hydrologist	S.E./ Supdt. Geologist	Director (Tech./Dir. GWS & I)	
13	Deputy C.A.O.	F.A. & C.A.O.	M. D.	Chairman	
14	Secretary	M. D.	Chairman	Secretary of the Deptt.	
15	Sr. Administrative Officer	do	do	do	
16	Dy. Director (P.M.E. & S.)	Director, (Technical)	M. D.	Chairman	
17	Accounts Officer	F. A. & C. A. O.	M.D	Chairman	
18	P.A. to S. E. Circle	S. E.	Director (Tech./ Dir.GWS&I)	M. D.	
19	P.A to Supdt. Geologist	Supdt. Geologist	Director (GWS & I)	M. D.	
20	P.A (Tech.) to Director (GWS & I)	Director (GWS & I)	M. D.	Secretary of the Deptt.	
21	P.A. (Tech.) to M. D.	M. D.	Chairman	Secretary of the Deptt.	
22	P.A. (Tech.) to Chairman	Chairman	Secretary of the Deptt.	..	
23	Agricultural Officer	Director (Technical)	M. D.	Chairman	
24	Statistician	Dy. Director (P.M.E. & S.)	Director (Tech.)	M. D.	
25	Esst. Officer	Secretary/ Sr. Admn. Officer	M. D.	Chairman	
26	P.S. to M.D.	M.D.	
27	P.S. to Chairman	Chairman	
28	Hydrochemist	Director (GWS & I)	M. D.	Chairman	
			(K) WALMI		
1	Chief Engineer and Director, WALMI	Secretary of the Administrative Department	Chief Secretary or Very Senior Officer in-charge of the Deptt.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
31. WORKS DEPARTMENT					
(a) Office of the Chief Engineer					
1	Chief Engineer, Roads	Secretary, Works Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
2	Chief Engineer, D.P.I. & R.	do	do	Minister	
3	Chief Engineer, Building-I	do	do	do	
4	Chief Engineer, Building-II	do	do	do	
5	Superintending Engr. (P. & D.)	Chief Engineer Concerned	Secretary, Works Deptt.	Development Commr.	
6	Superintending Engr. (Civil)	do	do	do	
7	Assistant to C. E.	Supdtg. Engr. (P. & D.)	C.E. (Roads)	Secretary, Works Deptt.	
8	E.E. (Designs) Monitoring	do	do	do	
9	(a) Estt. Officer (N.T.) (b) Asst. Estt. Offr. (N.T.)	S.E. (P. & D.) Estt. Officer	do S.E. (P. & D.)	do C.E. (Roads)	
10	Accounts Officer	S.E. (P. & D.)	C.E. (Roads)	..	
11	A.E. attached to C.E. or Office	Assistant to C.E. or E.E. concerned	S.E. (P. & D.)	C.E. (Roads)	
12	A.E. (L. R.), E.E. concerned	S.E. (P. & D.)	C.E. concerned		
13	Assistant to C.E., Building-I	S.E. (P. & D.)	C.E. (Building-I)	Secretary, Works Deptt.	
14	Asst. to C.E., Building-II	do	C.E. (Building-II)	do	
15	Asst. to C.E., D.P.I. & R.	do	C.E., D.P.I. & R.	do	
16	S.E., R.D. & O.P., Cell	C.E., D.P.I. & R.	Secretary, Works Deptt.	Development Commr.	
17	S.E. Investigation Circle	do	do	do	
18	Asst. Exe. Engineer	Executive Engineer	Supdtg. Engineer	Chief Engineer	
(b) Architectural Organisation					
1	Chief Architect	Secretary, Works Deptt.	C.S. or Very Senior Officer in-charge of Deptt.	Minister	
2	Dy. Chief Architect	Chief Architect	Secretary, Works Deptt.	Development Commr.	
3	Executive Architect	Dy. Chief Architect	Chief Architect	Secretary Works Deptt.	
4	Assistant Architect	Executive Architect	Dy. Chief Architect	Chief Architect	
5	Asst. Exe. Architect	do	do	do	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(c) Office of the Chief Engineer, N.H. & P.					
1	Chief Engineer, N.H. & P.	Secretary, Works Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
2	S.E. (D. & P.)	C.E., N.H. & P.	Secretary, Works Deptt.	Development Commr.	
3	Assistant to C.E.	S.E. (D. & P.)	C.E., N.H. & P.	Secretary, Works Deptt.	
4	E.E. (Designs)	do	do	do	
5	Establishment Officer	do	do	..	
6	Asst. to Estt. Officer	Estt. Officer	S.E., P. & D.	C.E., N.H. & P.	
7	Accounts Officer	S.E. (D. & P.)	C.E., N.H. & P.	..	
8	A.E. attached to Office	Assistant to C.E. or E.E. Concerned.	S.E., D. & P.	C.E., N.H. & P.	
9	Assistant Engineer (L.R.)	Executive Engineer	S.E., D. & P.	..	
10	Assistant E.E.	do	S.E.	C.E., N.H. & P.	
(d) Field Staff					
1	S.E. of Circle (Civil)	C.E. concerned	Secretary, Works Deptt.	Development Commr.	
2	S.E., Electrical (R & B)	C.E., Building I & II	do	do	
3	S.E., (G.P.H.) of R & B	do	do	do	
4	S.E. (Mech.) of R & B	C.E. concerned	do	do	
5	Superintending Engineer of Circle KBK. Civil/ Electrical (R & B) G.P.H. (R & B)/ Mech. (R & B).	1. Chief Engineer 2. Dy. Chief Administrator (KBK)	do	do	
6	E.E. of Division	(i) S.E. concerned (ii) Collector	C.E. concerned	Engineer-in-Chief & Secretary, Works Deptt.	
7	Class-I Officer Working under C.E./ S.E.	S.E. concerned	C.E. concerned	Secretary, Works Deptt.	
8	A.E. of the Sub-division & S.E. Office (Civil)/ Electrical/ P.H./ Mech.	Executive Engineer concerned	S.E. concerned	..	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
9	P.A. to S.E.	S.E. concerned	C.E. concerned	..	
10	A.E.E.	E.E. concerned	S.E. concerned	C.E. concerned	
(e) Store Verification Party attached to Works Deptt.					
1	S.E., S.V.P.	Secretary, Works Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister(s)/ Minister	
2	E.E., S.V.P.	1. S.E. 2. F.A.-cum-Joint Secretary	Secretary, Works Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
3	A.E., S.V.P.	E.E.	1. S.E. 2. F.A.-cum-Secretary	Secretary, Works Deptt.	
32. Women & Child Development Department					
(a) Officer under W. & C. D. Department					
1	Asst. Director (W. P)-cum-under-Secretary.	Dy. Secretary/ Dy. Director-cum-Dy. Secretary Concerned	Director S.W.	Secretary of the Deptt.	..
2	(a) S.W.O. (H. Q.) (b) D.S.W.O.	do Collector	do do	do do	..
3	Special Officer in-charge of Social Welfare.	Dy. Secretary	do	do	..
4	Asst. Director (Statistics)	P.C.-cum-Dy. Secretary	do	do	..
5	Field Officer Under Secretary/ Dy. Secretary	do	do
6	Chief Instructress (HETCS)	Director, S.W.	Secretary of the Deptt.
(b) Mahila Vikash Samabaya Nigam					
1	Class II Officers	Administrative Officer	Managing Director	Secretary of the Deptt.	..
2	Class I Jr. Branch	do	do	do	..
3	Class I Sr. Branch	Managing Director	Secretary of the Deptt.	Chief Secretary	..

P A R T II
ALL INDIA SERVICE OFFICERS

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	R e m a r k s
(1)	(2)	(3)	(4)	(5)	(6)
(1) INDIAN ADMINISTRATIVE SERVICE					
1	Chief Secretary	Minister	Chief Minister	..	
2	Addl. Chief Secretary	Chief Secretary	Minister	Chief Minister	
3	Development Commissioner	do	do	do	
4	Agriculture Production Commissioner	do	Minister	do	
5	Principal Secretary/ Commissioner-cum-Secretary/ Secretary. (a) Special Secretary	Chief Secretary or Very Senior Officer in-charge of the Deptt. Principal Secretary/ Commissioner-cum-Secretary.	Minister Chief Secretary or Very Senior Officer in-charge of the Department.	Chief Minister Minister	Where the officer reported upon and the reporting officer belongs to same rank, the next higher authority will be the reporting officer. Minister in-charge of the Deptt. will be the reviewing authority and the Chief Minister will be the accepting authority.
6	Additional Secretary or Joint Secretary	Secretary or Special secretary or Commr.-cum-Secretary.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
7	Deputy Secretary	Joint Secretary or Additional Secretary or Secretary.	do	do	
8	Under Secretary	Deputy Secretary or Joint Secretary	Additional Secretary or Secretary	C.S. or Very Senior Officer in-charge of the Deptt.	
9	Officer on Spl. duty in the Secretariat.	Secretary	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
10	Commr., Depttl. Inquiries	Special Secretary, G.A.	Chief Secretary	Minister	
11	Secretary to Governor	Governor	
12	Secretary to C.M.	Chief Minister	
13	Special Secretary, O.P.S.C./ Secretary, O.P.S.C.	Chairman, O.P.S.C.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
14	Secretary, Lokpal	Lokpal	
15	(a) Commissioner, C.A.D. (b) Commr., Commercial Taxes (c) Principal Resident Commr. (d) Member/ Addl. Member, D.P.T./ Co-op. Admn. Tribunal. (e) Commr., T. C. & Director, G.A.A. (f) Transport Commr.-cum-Chairman, S.T.A.	Chief Secretary or very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
16	Resident Commissioner	Principal Resident Commissioner	C.S. or Very Senior Officer in-charge of the Deptt.	Chief Minister	When some other Minister happens to be the Minister Home, the C.R. will be initiated by C.S. or Very Senior Officer in-charge of the Deptt. and the same will be countersigned by Minister, Home and accepted by Chief Minister.
17	Addl. Resident Commr.	Principal Resident Commissioner of Resident Commissioner in absence of P.R.C.	C.S. or Very Senior Officer in-charge of the Deptt.	Chief Minister	
18	Head of Departments such as (a) Director, Fisheries (b) I.G. of Prisons (c) Labour Commissioner (d) Director, Employment (e) Director, Tourism/ Culture/ Sports. (f) Director, Information and Public Relation.	Secretary	Chief Secretary or Very Senior Officer in-charge of the Department.	Minister	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
19	(a) Director, P.R	Secretary, P.R Department	Chief Secretary or Very Senior Officer in-charge of the Deptt.	Minister	
	(b) R.C.S.	Secretary Co-operation Department	Chief Secretary or Very Senior Officer in-charge of the Deptt.	Minister	
20	(a) Director, Industries	Secretary, MSME Department	Chief Secretary or Very Senior Officer in-charge of the Deptt.	Minister, Industries	
	(b) Director, H.W./T.W.	Secretary of the Departments	do		
21	(a) Addl. or Jt. Director	Heads of Departments	Secretary	C.S or Very Senior Officer in-Charge of the Deptt.	
	(b) Addl. or Jt. R.C.S.	do	do	do	
	(c) Addl. or Jt. Commr.	do	do	do	
22	(a) Member, Board of Revenue	Minister, Revenue	Chief Minister	..	
	(b) Officer on special Duty, Board of Revenue, Odisha, Cuttack.	Member, Board of Revenue, Odisha, Cuttack.	Minister, Revenue & Disaster Management Deptt.	Chief Minister	
23	Special Relief Commissioner	Chief Secretary or Very senior officer in-charge of the Department.	Minister, Revenue& D. M. Deptt.	Chief Minister	
24	R.D.C.	Member, Board of Revenue	C.S.-cum-C.D.S.	Chief Minister	
25	(a) Commr., Land Reform (b) Commr., Land Records and Settlement. (c) Commr., Consolidation	Member, Board of Revenue	Minister, Revenue& D. M. Deptt.	Chief Minister	
26	(a) Director, Land Records & Surveys (b) Director, Consolidation	Member, Board of Revenue do	Minister, Revenue& D. M. Deptt. do	Chief Minister do	
27	I.G.R. (a) Secretary, Board of Revenue	Member, Board of Revenue do	Minister Deputy Minister	.. Minister	
28	Excise Commissioner	Secretary, Excise Department	Chief Secretary or Very senior officer in-charge of the Deptt.	Minister concerned	
29	Collector	R.D.C.	Member, Board of Revenue	Chief Secretary-cum-C.D.C.	
30	(a) A.D.M. (b) Sub-Collector	Collector	R.D.C.	Member, Board of Revenue	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
31	Settlement Officer	Director, L.R. & S.	Commissioner, Land Records & Settlement	do	
32	Project Director, DRDA	Collector	R.D.C.	Secretary, P.R. Deptt.	
33	Project Administrator, I.T.D.A.	Collector	Director, S.T. & S.C.	Secretary, ST & SC Dev. Department.	
34	General Manager, D.I.C.	Collector	Director, Industries	Secretary, MSME Department	
35	President, Board of Secondary Education	Secretary, Education Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
36	Managing Director, O.S.C.M.F.	President	R.C.S.	Secretary, Co-operation Deptt.	
37	Managing Director, S.W.C.	Chairman	A. P. C.	C. D. C.	
38	Managing Director, Aska/ Nayagarh Co-op. Sugar Industries.	President	Secretary, Co-operation Deptt.	A.P.C.	
39	Managing Director, Bargarh Sugar Mills	Registrar, Co-op. Societies	do	do	
40	Managing Director, Daitari Iron-ore Project.	Chairman, O.M.C.	Secretary, Steel and Mines Deptt.	C.D.C.	
(2) INDIAN POLICE SERVICE					
1	D.G. & I.G.P.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
2	Commandant General and D.G.P., Fire Service.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
3	Addl. D.G. of Police Fire Service, Commandant General, Home Guards, Director Civil Defence, Odisha.	D.G.P., Fire Service, Commandant General, Home Guards, Director Civil Defence, Odisha.	Chief Secretary	Chief Minister	
3	Addl. D.G. (P)	D.G. (P)	Chief Secretary	Chief Minister	
4	I.G. (P)/ Spl. I.G. (P)	D.G. (P)	Chief Secretary	Chief Minister	
5	Director-cum-I.G.P. (Vig.) and ex-officio Special Secretary to Govt.	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
6	Commissioner of Police	D.G.P	Chief Secretary	Chief Minister	
7	Addl. Commissioner Police	Commissioner of Police	D.G.P.	Chief Secretary	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
8	Addl. I.G.P. (Vigilance) and ex-officio Additional Secretary to Govt.	I.G.P. (Vigilance)	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	
9	D.I.G./ I.G.P. (Vigilance)	Director (Vigilance)	Chief Secretary	Minister	
10	I.G. of Prisons	Secretary, Home Deptt.	C.S. or Very Senior Officer in-Charge of the Deptt.	Minister	
11	D.I.G. P (other than Range)	I.G. P (concerned)	Addl. D.G.P (Concerned)	D.G. P	
12	D.I.G. P (Range)	R.D.C.	Addl. D.G. / Spl. I.G. (Admn.) (Whoever is the senior most staff officer in D.G.'s office looking after Administration.)	D.G. P	
13	D.I.G. P, STF	Addl. D.G. of Police, CID, CB	D.G.P	D.G.P	
14	D.I.G. P, EOW	Addl. D.G. of Police, CID, CB	D.G.P	D.G.P	
15	A.I.G.	D.I.G./ I.G.P.	I.G.P./ Special I.G.P./ Addl. D.G.P.	D.G.P.	
16	Principal, Police Training College	Special I.G.P.	D.G.P.	Secretary, Home Deptt.	
17	Dy. Commissioner of Police	Addl. Commissioner of Police	Commissioner of Police	D.G.P.	
18	S.P. of the Dist. (Not-Vigilance)	District Magistrate & Collector	D. I. G. P	D.G. P	
19	S.P., Railway	I.G., Railway	Addl. D.G.P., Crime	D.G.P.	
20	S.P., C.B.	I.G., Crime	Addl. I.G.P.	D.G.P.	
21	S.P., EOW	D.I.G.P., EOW	Addl. D.G.P., CID, CB	D.G.P.	
22	S.P., STF	D.I.G.P., STF	Addl. D.G.P., CID, CB	D.G.P.	
23	S.P., S.B./ Security	I.G., Intelligence	Addl. D.G.P., Intelligence	D.G.P.	
24	Addl. S.P./ Asst. S.P. of District.	S.P.	D.M. & Collector	Range D.I.G. (P)	
25	Addl. S.P., C.B./ S.B.	S.P.	D.T.G.P., Intelligence	Director-cum-Addl. D.G.P., Intelligence.	
26	S.P. (Vigilance)	D.I.G. /I.G. in-charge of range.	Director, Vigilance	C.S. / Secretary, Vigilance Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
27	A.I.G. (Vigilance)	D.I.G. (Vigilance)/ I.G. (Vigilance)	Director (Vigilance)	Chief Secretary/ Secretary Vigilance.	
28	Aid-de-Camp to Governor	Governor of Odisha	
29	Commandant, OSAP (Bat.)	D.I.G. (S.A.P.)	I.G.P./Special I.G.P. (S.A.P.)	Addl. D.G.P. (S.A.P.)	
30	Dy. Transport Commissioner, (Enforcement).	Transport Commissioner	Secretary, Transport Deptt.	C.S. or Very Senior Officer in-charge of the Deptt.	
(3) INDIAN FOREST SERVICE					
1	PCCF & HoFF	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
2	Other PCCFs	C.S. or Very Senior Officer in-charge of the Deptt.	Minister	Chief Minister	
3	Addl. PCCF's / CCF's in the Offices of PCCF/ PCCF(KL)/ PCCF(WL)	PCCF Concerned	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	
4	RCCF	PCCF	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	
5	CCF (KL)/ CF(KL)	PCCF (KL)	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	
6	CCF (T & D)	PCCF	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	
7	CF's in the offices of PCCF/ PCCF(WL)/ PCCF(KL)	CCF/ Additional PCCF concerned	PCCF concerned	Secretary, F. & E. Department	
8	State Sivilculturst	CCF (T & D)	PCCF	Secretary, F. & E. Department	
9	Director, Environment	Secretary, F. & E. Department	C. S. or Very Senior Officer in-charge of the Deptt.	Minister, F. & E. Department	
10	Special/ Additional Secretary	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	Minister, F. & E. Department	
11	Chairperson OFDC	C.S. or Very Senior Officer in-charge of the Deptt.	Minister, F. & E. Department	Chief Minister	
12	M.D., OFDC	Chairperson OFDC	Secretary, F. & E. Department	C.S. or Very Senior Officer in-charge of the Deptt.	

Sl. No.	Officers reported upon	Reporting Authorities	Countersigning Authorities	Accepting Authorities	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
(4) GENERAL PROVISION FOR A.I.S. OFFICERS					
1	Managing Director/ Full time Director.	Chairman	Secretary of the Administration Deptt. (If the Secretary is junior to the Chairman the CDC will be the Countersigning and Accepting Authority. But he shall record his remarks in consultation with the Secretary of the Admn. Deptt)	C.D.C.	Where Minister happens to be the Chairman, the C.R. will be initiated by the Secretary of the Admn. Deptt. Countersigned by CDC and accepted by the Minister.
2	Executive Director/ General Manager	Managing Director	Chairman	Secretary of the Admn. Deptt. (In case the Secretary is Junior to the Chairman, the C.D.C. will be the Accepting Authority. But he shall record his remarks in consultation with the Secretary of the Admn. Department.)	Where the Minister happens to be the Chairman the C.R. will be Countersigned and accepted by the Minister.
3	Chairman/ Chairman-cum-Managing Director, Chairman-cum-Chief Executive.	1. Secretary of the Deptt. 2. C.D.C. (Where the CMD is senior to the Secretary, CDC alone will be the Reporting Officer.)	Minister	Chief Minister	..
4	Vice-Chairman, B.D.A./ C.D.A.	Chairman	Minister, H & U.D.	Chief Minister	When Minister happens to be the Chairman B.D.A. / C.D.A. he will initiate the C.C.R. and the same will be reviewed by the Chief Minister.
5	Officers deputed to work under other State Govt./ Central Govt./ Foreign Govt.	As per the practice prevailing in the Govt. Organisations.
6	Officers on deputation to Corporation/ Boards etc.	According to the procedure laid down by the concerned Administrative Department.