

*****I GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE
DEPARTMENT**

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<i>Branch</i>	<i>Subject</i>
1	<p>General</p> <p>Union Subjects</p> <p>**1 (a) All matters relating to Indian Administrative Service Officers, except sanction of Housing Building and Motor Car Advance.</p> <p>(b) Matters relating to Indian Police Service Officers and Indian Forest Services Officers regarding recruitment, promotion, confirmation determination of seniority, creation of temporary and ex-cadre posts, triennial review, maintenance of C.C.Rs and property statements and framing of rules thereon.</p> <p>2 Rules of Family Pension Funds including Indian Civil Services Family Pension Fund and Superior Services (India) Family Pension Fund.</p> <p>State Subjects</p> <p>1 State Public Service Commission.</p> <p>2 Safeguarding of the rights and legitimate interest of all Establishments.</p> <p>3 Method of recruitment and direct recruitment to the Orissa Finance Service and Orissa Police Service.</p> <p>4 Method of recruitment to Class III (Ministerial) and Class IV (Non-technical) posts in the Departments, Heads of Departments and District offices.</p> <p>5 Orissa Administrative Service Class-II and Orissa Subordinate Administrative Service. Principles and method of recruitment - Their cadres - General principles regarding fixation of pay and seniority - Pension-Sanction of General Provident Fund advances where relaxation of rules is necessary - Extension of service and re-employment-Deputation outside the state.</p> <p>6 Government Servants' Conduct Rules and the Civil Service (Classification, Control & Appeal) Rules.</p> <p>7 Compilation of A.D.List. Desk Diary, the District Officers Handy Reference Book and departmental examination rules of all gazetted services of the State.</p> <p>8 Civil List.</p> <p>9 General conditions of service affecting all public services in matters of appointment, confirmation, leave, pay, travelling allowance, pension, extension and re-employment, etc., and interpretation of rules pertaining thereto. Retrenchment.</p> <p>Note - Rules involving financial consideration will require a reference to the Finance Department also.</p>

* Substituted Vide Notification No. 14346-Gen, dated the 10th June 1980.

** Substituted Vide Notification No. 21400, dated the 27th Sept. 1994.

*** Substituted Vide Notification No. 7358, dated the 6th April, 2017.

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<i>Branch</i>	<i>Subject</i>
	*10 Accord of sanction for the prosecution of any public servant for any offence where such sanction is required to be accorded by the State Government.
	11 Inquiries and statistics for the purpose of any of the matters in this list.
	12 Official language
	13 Rules of Business
	14 Secretariat Instructions
	15 All matters affecting Orissa Administrative Service, Class I and posting and transfer of Orissa Administrative Service Class I (Junior Branch) officers of the rank of Under-Secretary to Government.
	16 Framing of Rules and Regulations affecting the services of Orissa Administrative Service, Class I (Junior Branch)
	17 Organisation and Methods
	**18 []
	19 Care-Taker's establishment.
	***20 Supervision of revision and updating of Manuals, Codes, Rules and circulars pertaining to all Departments including simplification of Rules and procedures where necessary in all Departments.
	Note - The General Administration Department will also deal with such other subjects as may be specifically assigned to it by the Chief Minister by General or Special orders
2 Administration of New Capital	State Subjects
	1 General control over New Capital and Government land lying within the Notified Area Council
	2 Planning the construction programme and allotment of buildings for official and residential purposes.
	3 Leasing and transferring of sites in New Capital
	4 Integration of Bhubaneswar Old town with New Capital
	5 Development and provision of amenities in New Capital
	6 Arboricultural operations
	7 Allotment of accommodation in the Secretariat and of residential quarters at Cuttack-1
	****8 Orissa Public Premises (Eviction of Unauthorised Occupants) Act. 1972 and matters connected therewith

* Substituted Vide Notification No. 556-AIS-II, dated the 21st January 1985.

** Deleted Vide Notification No. 27528, dated the 13th December 1995.

*** Inserted Vide Notification No. 6926-RB-8/98-Gen, dated the 9th March 1999.

**** Inserted Vide Notification No. 1075 dated the 13th January 1992.

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<i>Branch</i>	<i>Subject</i>
3	Administrative Tribunal
	State Subjects
	1 Administrative Tribunal
	2 Disciplinary proceedings before the Administrative Tribunal.
	*3 Commissioner for Departmental Inquiries and matters connected therewith.
4	Vigilance
	State Subjects
	1 Vigilance organisation
	2 Investigations undertaken by the Vigilance Organisation
5	**Special Establishment
	State Subject
	1 Collection and maintenance of Confidential Character Rolls of all Group 'A' officers of the State including Officers of All India Services serving under the State.
	2 Formulation of policy and interpretation of rules in respect of matters relating to collection and maintenance of Confidential Character Rolls of all group officers including the officers of All India Services serving under the State.
6	***Administrative Reforms
	State Subject
	1. Civil Service Reforms – aimed at making the civil service responsive accountable and transparent.
	2. Identification of surplus manpower, creation of a surplus pool and re-deployment of personnel.
	3. To carry out functional reviews of Departments within the Government with a view to identify functions, schemes and procedures which have become redundant over the years. The review will identify personnel which continue to be assigned for such redundant functions.
	4. Training of personnel including re-training of surplus personnel.
	5. Examination of various Service Rules to permit lateral entry and to restructure manpower among the different groups based on the requirements and expectations of modern times.
	6. Bringing out transparent Transfer Policy from time to time.
	7. Examination and improvement of the system of recording annual assessment of officials.
	8. System of reward and punishment/incentives and disincentives.
	9. Identify Departments and process in the Government to be computerised.
	10. Improve transparency in Government transactions, with particular emphasis on anti-corruption measures.

* Inserted Vide Notification No. 3000-AIS-II-RB-2/85, dated the 27th April 1985.

** Substituted Vide Notification No. RB-3/2003/28891/G, dated the 17th October 2003.

*** Inserted Vide Notification No. RB-3/2002/27911, dated the 29th August, 2002.

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<i>Branch</i>	<i>Subject</i>
	11. Promote computer literacy in order to cover all the employees within a period of three years.
	12. Computerise key public services within one year. The areas are: maintenance of land records, registration of sales, registration of births & deaths, payment of Bills, the Service Cooperative Societies, the Regional Transport Offices, the Treasuries, Pension Administration etc.
	13. (a) Work Study by trained and qualified personnel. (b) Instructions on management of services and techniques in Department of Government/ Other Offices/ Other Organisation as decided by Government from time to time. (c) Staffing Pattern. (d) Fixation of Yardstick. (e) Mechanisation in Administration to avoid waste and to economise expenditure. (f) Modernisation of Government Offices and introduction of modern office equipments in all Government Offices.
	14.
	15. Other related matters pertaining to Civil Service Reforms Programme.”
7. Training Coordination	State Subjects
	1 All training matters excluding Technical Training and including Foreign Training.
	2 Identification of Training needs for all State Government Departments
	3 Co-ordination measures for decentralisation and enhanced delegation of powers to appropriate levels.
	4 Co-ordination of Training activities of Departments and supervision of Gopabandhu Academy of Administration.
*8 Aviation	Union Subjects
	1 Communication to the extent described under the head “Aircraft and Air Navigation” and all matters connected herewith.
	State Subject
	1 Directorate of Aviation.
	2 Government Aviation Training Institute.
	3 Acquisition, maintenance and operation of Government Aircraft.

* Inserted Vide Notification No. 574-Gen, dated the 7th January 1998.

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Branch

Subject

* 9. Grievances

State Subjects

1. Allegations and complaints against the conduct of Government servants excepting ----
 - a. Complaints concerning policy matters;
 - b. Complaints which have already been disposed of in a Department with the approval of Minister;
 - c. Matters relating to service conditions;
 - d. Complaints on commercial contracts;
 - e. The cases which are quasi-judicial in nature or are subjudices
2. Other Public Grievances.

**10. Pension Administration

State Subjects

1. Rules and Policy pertaining to pension.
2. Pension Adalat.
3. Non-Government aided School Teacher's Pension.
4. Pension of employees of Autonomous Bodies.
5. Complaints relating to pension.

 * Inserted Vide Notification No. 7358-Gen, dated the 6th April, 2017.

 ** Inserted Vide Notification No. 7358-Gen, dated the 6th April, 2017.