

THE RIGHT TO INFORMATION ACT, 2005

“OSSCSEEDS” INFORMATION HAND BOOK

Regd Office:-

Santarapur, Bhubaneswar-751002

Tel-MD 0674- 2340573, Fax-2340096,

E Mail-mdosscltd456@gmail.com

Website:-www.osscltd.in

CHAPTER-I

INTRODUCTION

The Right to information Act '2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all the citizens shall have the right to information and Sec.(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department. This manual gives a comprehensive idea about the particulars, functions of the ODISHA State Seeds Corporation Limited and also the powers and duties of the employees including the channels of supervision and accountability

This manual contains **17** chapters in all which gives information about the functioning of **“THE ODISHA STATE SEEDS CORPORATION LIMITED”** in a nut shell.

CHAPTER-2

Organization, Functions and Duties

[Section 4(1) (b)(i)]

Sl.No.	Name of the Organisation	Address	Functions	Duties
1.	Odisha State Seeds Corporation Limited	Regd. Office & Head Regd Office:- Santarapur, Bhubaneswar- 751002 Tel-MD 0674- 2340573, Fax-2340096	The Corporation was established in 24 th February, 1978 with the main objectives of Production, Processing and Marketing of certified and high quality Seeds of various crops/varieties at reasonable prices in sufficient quantities to the farmers in Odisha. The Corporation has 8 seed production zones covering all the 30 districts in the state. to achieve the above objectives. The Units have godowns, sales units and processing plants.	Organizing of production of seeds through growers by supplying Foundation seed to them. Processing of seeds at Seed Processing Plants after receipt of harvested seeds from the growers, Packing, storing them in godowns. Supply and distribution to farmers through private dealers and PACS/LAM PS under DBT.

CHAPTER-3

Powers and Duties of Officers and Employees [Section 4(1) (b)(ii)]

3.1. The details of the powers and duties of Officers and employees of the Authority by designation as follows:

Sl. No	Name of the Officer/employee S/Sri/Smt	Designation	Job Description	Responsibilities	Powers
1	JYOTI RANJAN MISHRA OAS(SAG)	Managing Director	He is responsible for carrying out the directions of the Board of Directors and ensures their compliance. He is also responsible for overall day-to-day functioning of the Corporation and will act as bridge between the Corporation and the Board.	<p>Finalizing physical and financial targets to be achieved.</p> <p>Monitoring performance and taking corrective action if necessary to ensure target realization.</p> <p>Maintaining strict financial and physical discipline in the Organization.</p> <p>Inspiring confidence and providing leadership in day to day functioning of the Organization.</p> <p>Promoting and maintaining harmonious industrial relations.</p> <p>Acting as the principal public relations man for the Organization for promoting its commercial interests.</p> <p>Integrating, consolidating and presenting annual budget to the Board.</p> <p>Planning and formulation of short range and long range plans of the Corporation.</p> <p>Managing resources and coordinating various functions.</p> <p>Effectively bridging the gap between the Board and the Corporation.</p> <p>Interacting with various departments of the Corporation.</p> <p>Obtaining and formulating policies on the basis of reports available.</p> <p>To ensure timely commissioning of new processing plants.</p> <p>To plan and envisage for</p>	Vested with both establishment, administration, financial and legal powers as delegated by the Board of Directors of OSSC from time to time

				<p>the future growth of the Corporation. To coordinate for smooth functioning of the Corporation and board. Evaluating the short term and long term corporate objectives. To obtain approval of budget from the departmental budgets.</p>	
2	CS SUBRATA KUMAR MISHRA	Company Secretary	<p>Developing HRD vision, policies, systems and programmes and for implementing the same; Liaisoning with government and other authorities; Managing office services and Administration systems. Secretarial: Coordinating in conducting Board Meetings, sub-Committee Meetings, Annual General Meeting of shareholders .</p>	<p>To set-up / update systems for – - Manpower Planning. - Recruitment - Performance Appraisal - Potential Appraisal - Career Planning - Job rotation - Compensation Review - Work culture transformation</p> <p>To identify training needs, organize and conduct managerial and behavioural training programmes. To provide inputs for - Team Building - Employee motivation.</p> <p>To look after general administration of regional offices, farms, seed processing centres, Head Office. To look after legal matters of the Corporation. To liaise with the Government (both State and Central) and other agencies on administrative matters. He is coordinating for transfer of shares and filing of returns to Registrar of Companies and Company Law Board etc. And maintenance of various registers under the Companies Act. Placing of Agenda and minutes regarding Sub-committee and Board meetings</p>	<p>To implement the proposals approved by the MD and board</p>

3	CS SUBRATA KUMAR MISHRA	DGM(FINA NCE) I/C	Finance & Accounts: Monitoring, coordinating and reporting of corporate financial performance	Ensuring proper and timely maintenance of books of account both at Head Office, Regional Offices, farms and processing centres. Providing information base for decision making. Liaisoning with banks and financial institutions. Effective cash/funds management. Ensuring adequate internal controls and internal checks. Liaisoning with statutory auditors. Implementation on accounting and related systems.	To implement the proposals approved by the MD.
4	ER P.K MAHAPATRA (on deputation)	DGM (ENGG)	Control and maintain all the activities of the processing centers and engineering functions of the Corporation.	To control and maintain all the activities of the processing center. To reduce the cost of production by various scientific methods. To optimize use of machinery and man power available. To determine the spare capacity that can be made available to outsider's on rent. To scientifically produce and pack seeds and reduce wastage during processing and packing materials. To develop appropriate efficiency bench-marks for optimal utilization of infrastructure at each of the processing plants. To monitor strict adherence to the efficiency norms by plant incharges. To review the infra-structural requirements of the Corporation and draw-up plans for phased de-bottlenecking wherever such bottlenecks exist.	To implement the proposals approved by the MD.
5.	SRI CHAKRADHA RA PANDA (on deputation)	DGM(MAR KETING & DGM,P & QC)	Maintaining appropriate commercial levels of operations including keeping out standings and	Directing, controlling and leading the marketing force for ensuring full realization of sales targets. Optimizing market potential for future	To implement the proposals approved by the MD

			collections under control, exercising direct control and supervision over marketing including directing and supervising the distribution network both within the state and outside the State, increasing sale of seeds. Responsible for overall quality of seeds produced, procured, stored and distributed by the Corporation	growth. Achieving monthly sales targets. Ensuring proper and timely availability of management information To ensure Quality Control of crops of seeds at various stages at field level, during processing at processing plants testing at quality control Laboratories and storage of seed stocks and distributing and supervising by deploying the staff at appropriate timings.	
6.	SRI ADITYA KU PANDA	DGM (PROD)	Plan, develop and execute the production plans of the Corporation taking into account the emerging varietal cafeteria coming out of research, competing product lines etc.,	Maintaining strict watch on emerging demand scenario to match Production, Planning. Maintaining close liaison with State and Central Seed Research organizations. Inspiring confidence and team spirit in the field force. Ensuring adherence to targets allocated, identifying specific bottlenecks, if any, and suggesting de-bottlenecking solutions. Ensuring full utilization of available infrastructure. Providing guidance and having general superintendence over research & development and quality control functions. Procure and control packing and seed dressing materials.	To implement the proposals approved by the MD
7.	Sri Basanta Kumar Mahapatra	Accounts Officer	Finance & Accounts:	Processing & scrutiny of payment files to the next higher authority for payment to the agencies. Ensuring monthly filing of statutory returns with the authorities concerned. Preparation of financial accounts within the statutory time period. Preparation of para-wise comments of CAG &	To carry out the orders of DGM,Finance

				Statutory auditors relating to financial accounts of the Corporation.	
8.	Shri Manoranjan Roul	Z.M BHUBANE SWAR	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff.To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing center and farms.	As per the cheque drawing powers delegated by Board.
9.	Shri Sidhartha Sarathi Parida	Z.M CUTTACK	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing center and farms.	As per the cheque drawing powers delegated by Board.
10	Shri Biswajit Panda	Z.M BALASORE	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing center and farms.	As per the cheque drawing powers delegated by Board.
11	Shri Ashok Kumar Amat	Z.M BARGARH	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing centre and farms.	As per the cheque drawing powers delegated by Board.
12	Shri Kamalakanta Katari	Z.M BHAWANIP ATNA	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he	As per the cheque drawing powers

				field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing centre and farms.	delegated by Board.
13	Shri Shitikantha Das	Z.M JEYPORE	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing centre and farms.	As per the cheque drawing powers delegated by Board.
14	Shri Subhash Chandra Behera	Z.M BERHAMP UR	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff. To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing centre and farms.	As per the cheque drawing powers delegated by Board.
15	Shri Narayan Mohananda	Z,M BOUDH	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to he field staff.To organize training for the field as well as the contract grower's. To coordinate with various functional heads. To stream-line the functioning of the processing centre and farms.	As per the cheque drawing powers delegated by Board.

CHAPTER-4

Procedure Followed in Decision- making Process [Section 4(1) (b) (iii)]

At ZONAL Level the unit of administration is under the supervision and administrative control of the Zonal Managers, Seed production and marketing Officers. The subordinate staffs in each district are under the control of the SPMO .The Zonal Managers in Zonal Offices are under the overall supervision and administrative control of functional Heads at Head Office.

Activity	Description	Decision making process	Designation of final decision making authority
Goal-setting and Planning	The annual production and sales targets are fixed to be achieved during the financial year	MANAGING DIRECTOR	Board
Budgeting	Consolidated budgeted estimates of the each activity	MANAGING DIRECTOR	Board
Formulation of production programmes, schemes & projects	The Schemes/Projects are prepared at Head Office	MANAGING DIRECTOR	Board
Recruitment/ hiring of personnel	Assessment of personnel for recruitment/ hiring is made at corporate office.	MANAGING DIRECTOR	Board
Release of funds	Consolidated funds requirement for the District for the month	After due examination funds are being released to the districts as per the indents through sections concerned	MANAGING DIRECTOR
Monitoring and Evaluation district	Scheme wise monitoring at district level by district Managers and overall monitoring the schemes at Head Office	Functional Heads	MANAGING DIRECTOR

CHAPTER-5

Norms set for the Discharge of Functions

[Section 4(1) (b) (iv)]

Sl.No.	Function/service	Norms/Standards
<p>The norms for the discharge of functions for each activity is delegated by functional heads. The usual office hours are from 10.00 AM to 5.30 PM.</p> <p>The Service delivery time frame for the services rendered by the Department are given below:</p> <p>Routine matters : Immediately</p> <p>Urgent Matters : Same Day</p> <p>Other than routine matters : 10 days</p> <p>Reference/Letters from other department</p> <p>Routine matters : 3 days</p> <p>Other than routine matters : 7 days</p>		

CHAPTER-6

Rules, Regulations, Instructions, Manual and records for Discharging functions Discharging functions

[Section 4(1) (b) (v) & (vi)]

Sl.No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	Besides the common rules for administration approved by board and the following acts and Rules are adopted as and when required for official use. (i) The Seed Act and rules (ii) Fundamental Rules (iii) State and subordinate Service rules (iv) Conduct Rules (v) Leave Rules		NOT FOR SALE

CHAPTER-7

Categories of Documents held by the Public authority under its control

[Section 4(1) (b) (vi)]

Sl.No.	Category of document	Title of the document	Designation & address of the custodian (held by / under the control of whom)
The Corporation does not have any records/ documents relating to matters of public interest			

CHAPTER-8

Arrangement for construction with, or Representation by, the Members of the public in relation to the Formulation of Policy or implementation thereof

[Section 4(1) (b) (vii)]

Sl.No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
Being a commercial organization, the policies are formulated and approved by the Board of Directors.			

CHAPTER-9

Boards, Councils, Committees and other bodies Constituted as part of Public Authority

[Section 4 (1)(b)(viii)]

Name of the Board, Council, Committee etc.	Composition	No	Powers & Functions	Whether its Meetings open to Public/ Minutes of its meetings accessible for Public
Board of OSSC Ltd.	Chairman: appointed by the Government of Odisha	1	To occupy the Chair and conduct the proceedings in the Board Meeting	Not open to public
	Managing Director (Appointed by Govt. of odisha .)	1	Chief Executive of the Company and implement the policies as decided by the Government	

			and Board of Directors including day to day affairs of the Corporation	
	Govt. of ODISHA .Nominees: 1) Director of Agriculture 2) Director of Horticulture 3) Additional Secretary to Govt., Finance Deptt, Odisha 4) Dean of Research, OUAT, Bhubaneswar 5) Additional Secretary to Government Public Enterprises Deptt, Odisha, Bhubaneswar 6) Director OSSOPCA 7) Agriculturist of Agril/ F.E deptt, govt of odisha	7	To attend the board Meetings and to decide the policies of the Corporation	
	National Seeds Corporation Nominees; 1) Chairman & Managing Director 2) Regional Manager, Kolkata	2	-do-	
	Elected Directors from Seed Growers	1	-do-	
	INDEPENDENT DIRECTORS	3		
	TOTAL	15		

CHAPTER – 10

Directory of Officers and Employees

[Section 4(1) (b) (ix)]

SI No	Name of the Employee	Designation	Working at HO/ZO
1	Sri Jyoti Ranjan Mishra	Managing Director	H.O
2	Sri Subrata Kumar Mishra	Company Secretary	H.O
3	Sri Sri Pradeep Kumar Mohapatra	DGM, Engineering	H.O
4	Sri Aditya Kumar Panda	DGM, Production	H.O
5	Sri Chakradhar Panda	DGM, Marketing	H.O
6	Sri Basanta Kumar Mahapatra	Accounts Officer	H.O
7	Sri Ashok Kumar amat	Zonal Manager	ZO
8	Sri Manoranjan Roul	Zonal Manager	ZO
9	Sri Sidhartha Sarathi Parida	Zonal Manager	ZO
10	Sri Narayan Mohananda	Zonal Manager	ZO
11	Sri Kamalakanta Katari	Zonal Manager	ZO
12	Sri Subash Chandra Behera(B)	Zonal Manager	ZO
13	Sri Shitikantaha Das	Zonal Manager	ZO
14	Sri Biswajit Panda	Zonal Manager	ZO
15	Sri Sanjeeb Nayak	Junior Engineer	H.O
16	Sri Arun Kumar Nayak	Audit Superintendent	ZO
17	Sri Pradeep Kumar Sethi	Senior Operator	ZO
18	Sri Sudhira Chandra Mishra	Senior Operator	ZO
19	Sri Biraja Prasad Pattnaik	Personal Assistant	H.O
20	Sri Bhanja Kishore Mohanty	Personal Assistant	H.O
21	Sri Lingaraj Tripathy	Office Manager	H.O
22	Smt Sanjulata Pattnaik	Senior Executive	H.O
23	Sri Satyabadi Behera	Senior Executive	H.O
24	Smt Swarna Priya Dash	Senior Executive	H.O
25	Sri Ratnakar Kar	Jr. Manager, Finance	H.O
26	Sri Prasanta Kumar Samantray	Jr. Manager, Finance	H.O
27	Sri Prabhat Kumar Mohapatra	Jr. Manager, Finance	H.O
28	Sri Debabrata Das	Jr. Manager, Finance	H.O
29	Sri Subrata Mohanty	Accountant	ZO
30	Sri Sarat Chandra Mohanty	Senior Clerk	H.O
31	Sri Pramod Kumar Mishra	Senior Clerk	ZO
32	Sri Ashok Kumar Ray	Senior Clerk	ZO
33	Sri Nilakantha Mohapatra	Senior Clerk	H.O
34	Sri Durgaprasad Das	Senior Clerk	Z.O
35	Sri Hrushikesh Nayak	Senior Clerk	ZO
36	Sri Gyna Ranjan Pattnaik	Senior Clerk	ZO
37	Sri Trilochan Pradhan	Computer Assistant	H.O
38	Sri Shibaprasad Das	Computer Assistant	ZO
39	Smt Dharitri Gumansingh	Diarist	H.O
40	Sri Pradipta Kumar Dash	PSE	ZO
41	Sri Pradeep Kumar Satpathy	PSE	ZO

42	Sri Akshya Kumar Satpathy	PSE	ZO
43	Sri Rabindra Panda	PSE	ZO
44	Smt Kumudini Acharya	PSE	ZO
45	Sri Gobinda Chandra Panda	PSE	H.O
46	Sri Sushil Kumar Senapati	PSE	ZO
47	Sri Pratap Kumar Das	PSE	ZO
48	Sri Manoranjan Parida	PSE	H.O
49	Sri Pramod Kumar Mohanty	PSE	ZO
50	Sri Paradipta Narayan Pattnaik	PSE	ZO
51	Sri Soumya Ranjan Thakur	PSE	ZO
52	Sri Sukanta Charan Sethi	PSE	ZO
53	Sri Ajaya Kumar Rout	Jr Clerk	ZO
54	Sri Gyana Ranjan Pattnaik	Jr Clerk	ZO
55	Shyam Sundar Panda	Jr Clerk	ZO
56	Smt Putul Bose	Jr Clerk	ZO
57	Sri Sibaram Patra	Sr.Driver	ZO
58	Sri Upendra Bala	Driver	ZO
59	Sri Tankadhar Bhoi	Driver	ZO
60	Sri Pramod Kumar Behera	Junior Operator	ZO
61	Sri Banshidhar Acharya	Junior Operator	ZO
62	Sri Naresh Chandra Panigrahi	Junior Operator	ZO
63	Sri Prasanna Kumar Acharya	Junior Operator	ZO
64	Sri Sarada Prasad Gochhayat	Junior Operator	ZO
65	Sri Gajendra Bariha	Junior Operator	ZO
66	Sri Sanyasi Panda	Junior Operator	ZO
67	Sri Niranjana Bhuyan	Peon	ZO
68	Sri Sachidananda Sahoo	Peon	ZO
69	Sri Santosh Kumar Nayak	Watchman	ZO
70	Sri Gopinath Behera	Watchman	ZO
71	Sri Jogendra Dash	Attendant	ZO
72	Sri Dasarathi Muduli	Gardner	ZO
73	Sri Naryan Sahoo	Watchman	ZO
74	Sri Gagan Bihari Dash	Helper	ZO
75	Sri Kailash Chandra Nayak	Sweeper	ZO
76	Sri G.B Ghashi	Sweeper	ZO
77	Sri Arjuna Kumar Jena	Watchman	ZO
78	Sri Laxman Bhoi	P.L	ZO
79	Sri Arun Kumar Panda	P.L	ZO
80	Sri Chaturbhuja Bhue	P.L	ZO
81	Sri Premananda Bariha	P.L	ZO
82	Sri Sankarnath Behera	W.M-cum-Sweeper	ZO
83	Sri Prashanta Kumar Mallick	Helper	ZO

CHAPTER-11

Directory of Officer and Employees [Section 4(1) (b) (x)]

SI No	Name of the Employee	Designation	Monthly Remuneration including its composition Rs (June-2021)
1	Sri JyotiRanjan Mishra	Managing Director	114816
2	Sri Subrata Kumar Mishra	Company Secretary & DGM(F)	96538
3	Sri Sri Pradeep Kumar Mohapatra	DGM, Engineering	118943
4	Sri Aditya Kumar Panda	DGM,Production	87688
5	Sri Chakradhar Panda	DGM, Marketing& DGMP &QC	110293
6	Sri Basanta Kumar Mahapatra	Accounts Officer	81140
7	Sri Ashok Kumar Amat	Zonal Manager	Not drawn in OSSC
8	Sri Manoranjan Roul	Zonal Manager	-do-
9	Sri Sidhartha Sarathi Parida	Zonal Manager	do-
10	Sri Narayan Mohananda	Zonal Manager	do-
11	Sri Kamalakanta Katari	Zonal Manager	61600
12	Sri Subash Chandra Behera(B)	Zonal Manager	101335
13	Sri Shitikantaha Das	Zonal Manager	62315
14	Sri Biswajit Panda	Zonal Manager	Not drawn in OSSC
15	Sri Sanjeeb Nayak	Junior Engineer	75476
16	Sri Arun Kumar Nayak	Audit Superintendent	69575
17	Sri Pradeep Kumar Sethi	Senior Operator	51902
18	Sri Sudhira Chandra Mishra	Senior Operator	50399
19	Sri Biraja Prasad Pattnaik	Personal Assistant	60736
20	Sri Bhanja Kishore Mohanty	Personal Assistant	60736
21	Sri Lingaraj Tripathy	Office Manager	55148
22	Smt Sanjulata Pattnaik	Senior Executive	53406
23	Sri Satyabadi Behera	Senior Executive	53406
24	Smt Swarna Priya Dash	Senior Executive	57243
25	Sri Ratnakar Kar	Jr. Manager, Finance	55095
26	Sri Prasanta Kumar Samantray	Jr. Manager, Finance	57414
27	Sri Prabhat Kumar Mohapatra	Jr. Manager, Finance	55245
28	Sri Debabrata Das	Jr. Manager, Finance	57243
29	Sri Subrata Mohanty	Accountant	48861
30	Sri Sarat Chandra Mohanty	Senior Clerk	50626
31	Sri Pramod Kumar Mishra	Senior Clerk	50626
32	Sri Ashok Kumar Ray	Senior Clerk	45619
33	Sri Nilakantha Mohapatra	Senior Clerk	40074
34	Sri Durgaprasad Das	Senior Clerk	41499

35	Sri Hrushikesh Nayak	Senior Clerk	40312
36	Sri Gyana Ranjan Pattnaik	Senior Clerk	39134
37	Sri Trilochan Pradhan	Computer Assistant	42238
38	Sri Shibaprasad Das	Computer Assistant	39150
39	Smt Dharitri Gumansingh	Diarist	44605
40	Sri Pradipta Kumar Dash	PSE	44453
41	Sri Pradeep Kumar Satpathy	PSE	42671
42	Sri Akshya Kumar Satpathy	PSE	44122
43	Sri Rabindra Panda	PSE	42671
44	Smt Kumudini Acharya	PSE	39361
45	Sri Gobinda Chandra Panda	PSE	42305
46	Sri Sushil Kumar Senapati	PSE	40833
47	Sri Pratap Kumar Das	PSE	32531
48	Sri Manoranjan Parida	PSE	42305
49	Sri Pramod Kumar Mohanty	PSE	Under Suspension
50	Sri Paradipta Narayan Pattnaik	PSE	39361
51	Sri Soumya Ranjan Thakur	PSE	26557
52	Sri Sukanta Charan Sethi	PSE	27858
53	Sri Ajaya Kumar Rout	Jr Clerk	30772
54	Sri Gyana Ranjan Pattnaik	Jr Clerk	39134
55	Shyam Sundar Panda	Jr Clerk	36668
56	Smt Putul Bose	Jr Clerk	25378
57	Sri Sibaram Patra	Sr.Driver	42723
58	Sri Upendra Bala	Driver	36404
59	Sri Tankadhar Bhoi	Driver	32323
60	Sri Pramod Kumar Behera	Junior Operator	30360
61	Sri Banshidhar Acharya	Junior Operator	40635
62	Sri Naresh Chandra Panigrahi	Junior Operator	41311
63	Sri Prasanna Kumar Acharya	Junior Operator	37328
64	Sri Sarada Prasad Gochhayat	Junior Operator	39959
65	Sri Gajendra Bariha	Junior Operator	32592
66	Sri Sanyasi Panda	Junior Operator	33188
67	Sri Niranjana Bhuyan	Peon	32296
68	Sri Sachidananda Sahoo	Peon	34639
69	Sri Santosh Kumar Nayak	Watchman	32933
70	Sri Gopinath Behera	Watchman	30649
71	Sri Jogendra Dash	Attendant	32933
72	Sri Dasarathi Muduli	Gardner	35097
73	Sri Naryan Sahoo	Watchman	30305
74	Sri Gagan Bihari Dash	Helper	32933
75	Sri Kailash Chandra Nayak	Sweeper	29751

76	Sri G.B Ghashi	Sweeper	15972
77	Sri Arjuna Kumar Jena	Watchman	20649
78	Sri Laxman Bhoi	P.L	32887
79	Sri Arun Kumar Panda	P.L	20649
80	Sri Chaturbhuja Bhue	P.L	Salary not drawn
81	Sri Premananda Bariha	P.L	29778
82	Sri Sankarnath Behera	W.M-cum-Sweeper	31791
83	Sri Prashanta Kumar Mallick	Helper	30305

CHAPTER-12

Budget allocated to each agency including plans etc.

[Section 4(1) (b) (xi)]

Agency	Plan/Programme/Scheme/ Project/Activity/ Purpose for which budget is allocated	Proposed expenditure	Expected out comes	Report on disbursements made or where such details are available (website, reports, notice board etc.)	
NIL					
Agency	Plan/Programme/Scheme/ Project/Activity/ Purpose for which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget released current year
NIL					

CHAPTER-13

Manner of Execution of subsidy programmes

[Section 4(1) (b) (xii)]

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Distribution of seeds under subsidy	As declared by the Director of Agriculture and Food Production odisha	As per the norms for each crop/variety of seed under DBT	Director of Agriculture and food production odisha

CHAPTER-14

**Particulars of Recipients of Concessions, permit or Authorization Granted
by the Public Authority
[Section 4 (1) (b) (xiii)]
Institutional Beneficiaries**

Name of Programme/Scheme				
Sl.No.	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority

Individual Beneficiaries

Name of Programme/Scheme				
Sl.No.	Name & address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
NIL				

CHAPTER-15

**Information available in Electronic Form
[Section 4 (1) (b) (xiv)]**

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom)
online facility is available	The Departmental information is available in the following website: www.osscltd.in	Link to Agriculture and farmers empowerment Department Govt Of Odisha	OSSC HO

CHAPTER-16

Names, Designations and other particulars of the Public Information Officers

[Section 4 (1) (b) (xvi)]

STATE LEVEL:

Sarvasree/Smt:

Sl.No.	Name S/Sri/Smt	Designation & Place of Working	Designated as	Tel.No.
1	SRI SUBRATA KUMAR MISHRA	COMPANY SECRETARY	Appellate Authority	9438918561
2	Sri Aditya Kumar Panda	DGM, Production	Public Information Officer	9438918550

Zone LEVEL:

Sl.No.	Name S/Sri/Smt	Designation & Place of Working	Designated as	Tel.No.
1	Sri Manoranjan Roul	Zonal Manager, Bhubaneswar	Assistant Public Information Officer	9438918536
2	Sri Sidhartha Sarathi Parida	Zonal Manager, Cuttack	Assistant Public Information Officer	9438918552
3	Sri Ashok Kumar Amat	Zonal Manager, Bargarh	Assistant Public Information Officer	9438918521
4	Sri Subash Chandra Behera	Zonal Manager, Berhampur	Assistant Public Information Officer	9438918531
5	Sri Biswajit Panda	Zonal Manager, Balasore	Assistant Public Information Officer	9438918526
6	Sri Kamalakanta Katari	Zonal Manager, Bhawanipatna	Assistant Public Information Officer	9438918546
7	Sri SitikanthaDas	Zonal Manager, Jeypore	Assistant Public Information Officer	9438918540
8	Sri Narayan Mohananda	Zonal Manager, Boudh	Assistant Public Information Officer	9438918564

CHAPTER-17

Other Information

[Section 4 (1) (b) (xvii)]

Sl.No.	Name of the ZONE	Name of the ASST Public Information Officer Sarvasri/Smt./Kum.
1	Zonal Manager, Bhubaneswar	Sri Pramod Kumar Mishra
2	Zonal Manager, Cuttack	Sri Ashok Kumar Ray
3	Zonal Manager, Bargarh	Sri Prabhat Kumar Mohapatra
4	Zonal Manager, Berhampur	Sri Arun Kumar Nayak
5	Zonal Manager, Balasore	Sri Subrat MoOhanty
6	Zonal Manager, Bhawanipatna	Sri Durga Prasad Das
7	Zonal Manager, Jeypore	Sri Sanatan Gupta
8	Zonal Manager, Boudh	Sri Rabindra Panda

