

# THE RIGHT TO INFORMATION ACT, 2005

## **“OSSCSEEDS”** INFORMATION HAND BOOK

***Regd Office:-***

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# **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 nutshell.

## 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 <b>Regd Office:-</b> Santarapur,Bhubaneswar-751002 Tel-MD 0674- 2340573, Fax-2340096	The Corporation was established in 24 <sup>th</sup> 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	SRI BHABESH KUMAR NAYAK, 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 the future growth of the</p>	Vested with both establishment, administration , financial and legal powers as delegated by the Board of Directors of OSSC from time to time

				<p>Corporation.</p> <p>To coordinate for smooth functioning of the Corporation and board.</p> <p>Evaluating the short term and long term corporate objectives.</p> <p>To obtain approval of budget from the departmental budgets.</p>	
2	CS SUBRATA KUMAR MISHRA	Company Secretary	<p><b>Secretarial:</b></p> <p>Coordinating in conducting Board Meetings, sub-Committee Meetings, Annual General Meeting of shareholders .</p>	<p>To look after general administration of regional offices, farms, seed processing centres, Head Office.</p> <p>To look after legal matters of the Corporation.</p> <p>To liaise with the Government (both State and Central) and other agencies on administrative matters.</p> <p>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.</p> <p>Placing of Agenda and minutes regarding Sub-committee and Board meetings</p>	To implement the proposals approved by the MD and board
3	CS SUBRATA KUMAR MISHRA	DGM(FINANCE) I/C	<p><b>Finance &amp; Accounts:</b></p> <p>Monitoring, coordinating and reporting of corporate financial performance</p>	<p>Ensuring proper and timely maintenance of books of account both at Head Office, Regional Offices, farms and processing centres.</p> <p>Providing information base for decision making.</p> <p>Liaisoning with banks and financial institutions.</p> <p>Effective cash/funds management.</p> <p>Ensuring adequate internal controls and internal checks.</p> <p>Liaisoning with statutory auditors.</p> <p>Implementation on accounting and related systems.</p>	To implement the proposals approved by the MD.
4	SRI ARUNA KUMAR DAS, OAS-1(JB)(On deputation)	Administrative-cum-Personnel Officer	Developing HRD vision, policies, systems and programmes and for implementing the	<p>To set-up / update systems for –</p> <ul style="list-style-type: none"> <li>- Manpower Planning.</li> <li>- Recruitment</li> <li>- Performance Appraisal</li> </ul>	To implement the proposals approved by the MD and board

			same; Liaisoning with government and other authorities; Managing office services and Administration systems.	<ul style="list-style-type: none"> <li>- Potential Appraisal</li> <li>- Career Planning</li> <li>- Job rotation</li> <li>- Compensation Review</li> <li>- Work culture transformation</li> </ul> <p>To identify training needs, organize and conduct managerial and behavioural training programmes.</p> <p>To provide inputs for</p> <ul style="list-style-type: none"> <li>- Team Building</li> <li>- Employee motivation.</li> </ul>	
5	ER MANABHANJAN MOHANTY (on deputation)	DGM (ENGG)	Control and maintain all the activities of the processing centers and engineering functions of the Corporation.	<p>To control and maintain all the activities of the processing center.</p> <p>To reduce the cost of production by various scientific methods.</p> <p>To optimize use of machinery and man power available.</p> <p>To determine the spare capacity that can be made available to outsider's on rent.</p> <p>To scientifically produce and pack seeds and reduce wastage during processing and packing materials.</p> <p>To develop appropriate efficiency bench-marks for optimal utilization of infrastructure at each of the processing plants.</p> <p>To monitor strict adherence to the efficiency norms by plant incharges.</p> <p>To review the infra-structural requirements of the Corporation and draw-up plans for phased de-bottlenecking wherever such bottlenecks exist.</p>	To implement the proposals approved by the MD.
6	SRI ADITYA KUMAR PANDA )	DGM(MAR KETING)	Maintaining appropriate commercial levels of operations including keeping out standings and collections under control, exercising direct control and supervision over marketing including directing and	<p>Directing, controlling and leading the marketing force for ensuring full realization of sales targets.</p> <p>Optimizing market potential for future growth.</p> <p>Achieving monthly sales targets.</p> <p>Ensuring proper and timely availability of management information</p>	To implement the proposals approved by the MD

			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	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.	
7.	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
8.	Sri BASANTA KUMAR MOHAPATRA, OFS-1(JB)(On Deputation)	Accounts Officer	<b>Finance &amp; Accounts:</b>	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 & Statutory auditors relating to financial accounts of the Corporation.	To carry out the orders of DGM, Finance
9.	SRI SATYA BRATA DASH (On Deputation)	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 the field staff. To organize	As per the cheque drawing powers delegated by

				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.	Board.
10	SRI NABA KISHORE SETHY (On Deputation)	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.
11	SRI SAROJ KUMAR GIRI (On Deployment)	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.
12	MS. ITISMITA DEBATA (On Deployment)	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 MIR MIRAJ ALLI (On Deputation)	I/c 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 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.



13	SRI SHITIKANTHA DAS (On Deployment)	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 the 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	MS. PRANATI PANDA (On Deployment)	Z.M BERHAMPUR	To coordinate all activities of farms and processing centres.	To coordinate the production and processing of the seeds. To set production targets to the 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	SRI SABYASACHI DAS (On Deployment)	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 the 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><b>Reference/Letters from other department</b></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)]

Sl	Name of the Employee	Designation	Place of Posting	Remark
1	Sri Bhabesh Kumar Nayak, OAS(SAG)	Managing Director	Head Office,BBSR	In Addl. Ch.
2	Sri Subrat Ku Mishra	Company Secretary	Head Office,BBSR	Own
3	Sri Aruna Kumar Das, OAS	Administrative-Cum-Personnel Officer	Head Office,BBSR	Deputation
4	Sri Manabhanjan Mohanty	DGM Engineering	Head Office,BBSR	Deputation
5	Sri Aditya Ku. Panda	DGM Production	Head Office,BBSR	Own
6	Sri Satyabrata Dash	Zonal Manager, BBSR	Bhubaneswar	Deputation
7	Sri Basanta Ku. Mohapatra,OFS(JB)	Accounts Officer	Head Office,BBSR	Deputation
8	Sri Sanjib Naik	JE	Head Office,BBSR	Own
9	Sri Naba Kishore Sethy	Zonal Manager,CTC	Cuttack	Deputation
10	Mir Miraj Alli	SPMO (I/C ZM,BHP)	Bhawanipatna	Deputation
11	Sri Sabyasachi Dash	Zonal Manager,Boudh	Boudh	Deployment
12	Sri Saroj Kumar Giri	Zonal Manager,Balasore	Balasore	Deployment
13	Ms. Pranati Panda	Zonal Manager,Berhampur	Berhampur	Deployment
14	Sri Shitikantha Das	Zonal Manager,Jeypore	Jeypore	Deployment
15	Ms. Itismita Debata	Zonal Manager,Bargarh	Bargarh	Deployment
16	Sri Kirtiman Gagarai	SPMO	Paralakhemundi	Deployment
17	Sri Nihar Ranjan Mahapatra	SPMO	Bhubaneswar	Deployment
18	Sri Subodh Kumar Dash	SPMO	Bargarh	Deployment
19	Smt Soumya Priyadarshini	SPMO(Veg)	Head Office,BBSR	Deployment
20	Sri Arun Ku. Nayak	Audit Superintendent	Head Office,BBSR	Own
21	Sri Biraja Prasad Pattnaik	PA	Head Office,BBSR	Own
22	Sri Prasanta Ku. Samantray	Jr.Manager (F)	Head Office,BBSR	Own
23	Sri Debabrata Das	Jr.Manager (F)	Head Office,BBSR	Own
24	Sri Subrat Mohanty	Accountant	Balasore	Own
25	Sri Pradeep Ku. Sethi	Sr. Operator	Bhawanipatna	Own
26	Sri Sudhir Ch. Mishra	Sr. Operator	Jagatsinghpur, Nimakana	Own
27	Smt. Putul Bose	Sr.Clerk	Cuttack	Own
28	Sri Bansidhar Acharya	Sr. Operator	Jajpur	Own
29	Sri Pramod Ku. Behera	Jr. Operator	Bhubaneswar	Own
30	Sri Sarada Prasad Gochhayat	Jr. Operator	Paralakhemundi	Own

Sl	Name of the Employee	Designation	Place of Posting	Remark
31	Sri Prasanna Ku. Acharya	Jr. Operator	Boudh	Own
32	Sri Sanyasi Panda	Jr. Operator	Barikel,Bargarh	Own
33	Sri Gajendra Bariha	Jr.Operator	Sundargarh	Own
34	Sri Siba Prasad Das	Comp Asst.	Pipili	Own
35	Sri Gobinda Chandra Panda	PSE	Head Office,BBSR	Own
36	Sri Manoranjan Parida	PSE	Head Office,BBSR	Own
37	Smt. Kumudini Acharya	PSE	Bhubaneswar	Own
38	Sri Akhaya Ku. Satpathy	PSE	Bhubaneswar	Own
39	Sri Pradipta Ku Dash	PSE	Satasankha	Own
40	Sri Soumya Ranjan Thakur	PSE	Sambalpur	Own
41	Sri Pradipta Narayan Pattnaik	PSE	Babanapur,Aska	Own
42	Sri Pramod Kumar Mohanty	PSE	Patnagarh	Own
43	Sri Pratap Ku. Das	PSE	Bolangir	Own
44	Sri Pradeep Ku Satpathy	PSE	Rayagada	Own
45	Sri Sukanta Ch. Sethi	PSE	Mathili	Own
46	Sri Rabindra Panda	PSE	Boudh	Own
47	Sri Tapan Ku Pradhan	SPMO	Rayagada	Own
48	Sri Subham Pattnayak	SPMO	Berhampur	Own
49	Sri E Santosh Rao	SPMO	Kendrapada	Own
50	Sri Kundateri Chetan Kumar	SPMO	Nabarangapur	Own
51	Ms. Puja Mahaling	SPMO	Bhawanipatna	Own
52	Sri Bhadram Chakradhar	SPMO	Koraput	Own
53	Ms. Soubhgya Manjari Rout	SPMO	Balesore	Own
54	Ms. Trupti Shree Routray	SPMO	Cuttack	Own
55	Ms. Priyanka Sha	SPMO	Keinjhar	Own
56	Sri Kanhu Charan Mahaty	SPMO	Bhadrak	Own
57	Sri Sangram Kihore Sahoo	SPMO	Baripada	Own
58	Sri Jitendra Kumar Sahoo	AQCO	Head Office,BBSR	Own
59	Smt. Sunita Behera	Mark Asst	Head Office,BBSR	Own
60	Sri Omprakash Sahoo	Mark Asst	Head Office,BBSR	Own
61	Sri Prabhat Ranjan Rath	Accountant	Bhawanipatna	Own
62	Ms. Tapaswini Pradhan	Accountant	Bhubaneswar	Own
63	Sri Sivakkala Balaraju	Accountant	Jeypore	Own
64	Ms. Sushree Sangita Nayak	Accountant	Cuttack	Own
65	Ms. Rekha Behera	Jr Operator	Bhubaneswar	Own
66	Ms. Bijaylaxmi Marndi	Jr Operator	Balesore	Own
67	Sri Nilamadhab Nayak	Jr.Operator	Bhawanipatna	Own



<b>Sl</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Place of Posting / Working at HO/ZO</b>	<b>Remark</b>
68	Sri Rakesh Sahoo	Jr.Operator	Jeypore	Own
69	Sri Gyanaranjan Mandal	Jr Clerk	Head Office,BBSR	Own
70	Smt. Neeva Behera	Jr Clerk	Head Office,BBSR	Own
71	Sri Kalia Behera	Jr Clerk	Bargarh	Own
72	Ms. Lucky Sehi	Jr Clerk	Head Office,BBSR	Own
73	Ms. Sushree Susmita Mukhi	Jr Clerk	Head Office,BBSR	Own
74	Sri Bauri Sethy	Computer Asst	Head Office,BBSR	Own
75	Sri Tankardhar Bhoi	Driver	Bargarh	Own
76	Sri Gopinath Behera	WM	Head Office,BBSR	Own
77	Sri Santosh Kumar Nayak	WM	Head Office,BBSR	Own
78	Sri Arjun Ku. Jena	PL	Nayagarh	Own
79	Sri Premananda Bariha	PL	Bargaon	Own
80	Sri Chatrubhuj Bhue	PL	Bargarh	Own
81	Sri Sankar Nath Behera	Watch man	Berhampur	Own
82	Sri Niranjana Bhuyan	Peon	Mathili	Own
83	Sri Prasant Kumar Mallick	Watchman	Kotpad	Own
84	Sri Arun Ku. Panda	PL	Umerkote	Own

# CHAPTER-11

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

Sl	Name of the Employee	Designation	Monthly Remuneration including its composition Rs. (as on april-25)
1	Sri Bhabesh Kumar Nayak, OAS(SAG)	Managing Director	On Addl. Charge
2	Sri Subrat Ku Mishra	Company Secretary	149764
3	Sri Aruna Kumar Das, OAS-1(JB)	Administrative-Cum-Personnel Officer	137800
4	Sri Manabhanjan Mohanty	DGM Engineering	175275
5	Sri Aditya Ku. Panda	DGM Production	139600
6	Sri Satyabrata Dash	Zonal Manager, BBSR	135470
7	Sri Basanta Ku. Mohapatra,OFS-1(JB)	Accounts Officer	125672
8	Sri Sanjib Naik	JE	114922
9	Sri Naba Kishore Sethy	Zonal Manager,CTC	165186
10	Mir Miraj Alli	SPMO (I/C ZM, BHP)	97862
11	Sri Sabyasachi Dash	Zonal Manager,Boudh	On Deployment
12	Sri Saroj Kumar Giri	Zonal Manager,Balasore	On Deployment
13	Ms. Pranati Panda	Zonal Manager,Berhampur	On Deployment
14	Sri Shitikantha Das	Zonal Manager,Jeypore	On Deployment
15	Ms. Itismita Debata	Zonal Manager,Bargarh	On Deployment
16	Sri Kirtiman Gagarai	SPMO	On Deployment
17	Sri Nihar Ranjan Mahapatra	SPMO	On Deployment
18	Sri Subodh Kumar Dash	SPMO	On Deployment
19	Smt Soumya Priyadarshini	SPMO(Veg)	On Deployment
20	Sri Arun Ku. Nayak	Audit Superintendent	114922
21	Sri Biraja Prasad Pattnaik	PA	96288
22	Sri Prasanta Ku. Samantray	Jr.Manager (F)	83044
23	Sri Debabrata Das	Jr.Manager (F)	83044
24	Sri Subrat Mohanty	Accountant	78350
25	Sri Pradeep Ku. Sethi	Sr. Operator	83300
26	Sri Sudhir Ch. Mishra	Sr. Operator	67952
27	Smt. Putul Bose	Sr.Clerk	42234
28	Sri Bansidhar Acharya	Sr. Operator	66104
29	Sri Pramod Ku. Behera	Jr. Operator	34040
30	Sri Sarada Prasad Gochhayat	Jr. Operator	61613

Sl	Name of the Employee	Designation	Monthly Remuneration including its composition Rs
31	Sri Prasanna Ku. Acharya	Jr. Operator	58184
32	Sri Sanyasi Panda	Jr. Operator	53000
33	Sri Gajendra Bariha	Jr.Operator	51600
34	Sri Siba Prasad Das	Comp Asst.	62324
35	Sri Gobinda Chandra Panda	PSE	65488
36	Sri Manoranjan Parida	PSE	65488
37	Smt. Kumudini Acharya	PSE	58736
38	Sri Akhaya Ku. Satpathy	PSE	69492
39	Sri Pradipta Ku Dash	PSE	64191
40	Sri Soumya Ranjan Thakur	PSE	45622
41	Sri Pradipta Narayan Pattnaik	PSE	58736
42	Sri Pamod Kumar Mohanty	PSE	57080
43	Sri Pratap Ku. Das	PSE	36271
44	Sri Pradeep Ku Satpathy	PSE	67785
45	Sri Sukanta Ch. Sethi	PSE	43384
46	Sri Rabindra Panda	PSE	65993
47	Sri Tapan Ku Pradhan	SPMO	26500
48	Sri Subham Pattnayak	SPMO	26500
49	Sri E Santosh Rao	SPMO	26500
50	Sri Kundateri Chetan Kumar	SPMO	26500
51	Ms. Puja Mahaling	SPMO	26500
52	Sri Bhadram Chakradhar	SPMO	26500
53	Ms. Soubhgya Manjari Rout	SPMO	26500
54	Ms. Trupti Shree Routray	SPMO	26500
55	Ms. Priyanka Sha	SPMO	26500
56	Sri Kanhu Charan Mahaty	SPMO	5300 (On Study Leave from 07.04.2025)
57	Sri Sangram Kihore Sahoo	SPMO	26500
58	Sri Jitendra Kumar Sahoo	AQCO	26500
59	Smt. Sunita Behera	Mark Asst	26500
60	Sri Omprakash Sahoo	Mark Asst	26500
61	Sri Prabhat Ranjan Rath	Accountant	14900
62	Ms. Tapaswini Pradhan	Accountant	14900
63	Sri Sivakkala Balaraju	Accountant	14900
64	Ms. Sushree Sangita Nayak	Accountant	14900
65	Ms. Rekha Behera	Jr Operator	14200
66	Ms. Bijaylaxmi Marndi	Jr Operator	14200

<b>Sl</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Monthly Remuneration including its composition Rs</b>
<b>67</b>	Sri Nilamadhab Nayak	Jr.Operator	14200
68	Sri Rakesh Sahoo	Jr.Operator	14200
69	Sri Gyanaranjan Mandal	Jr Clerk	14000
70	Smt. Neeva Behera	Jr Clerk	14000
71	Sri Kalia Behera	Jr Clerk	14000
72	Ms. Lucky Sehi	Jr Clerk	14000
73	Ms. Sushree Susmita Mukhi	Jr Clerk	14000
74	Sri Bauri Sethy	Computer Asst	14000
75	Sri Tankardhar Bhoi	Driver	50200
76	Sri Gopinath Behera	WM	47006
77	Sri Santosh Kumar Nayak	WM	52398
78	Sri Arjun Ku. Jena	PL	32912
79	Sri Premananda Bariha	PL	47006
80	Sri Chatrubhuj Bhue	PL	42918
81	Sri Sankar Nath Behera	Watch man	52398
82	Sri Niranjana Bhuyan	Peon	50200
83	Sri Prasant Kumar Mallick	Watchman	48354
84	Sri Arun Ku. Panda	PL	32024

## 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: <a href="http://www.osscltd.in">www.osscltd.in</a>	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	<b>SRI SUBRATA KUMAR MISHRA</b>	<b>COMPANY SECRETARY</b>	Appellate Authority	<b>9438918561</b>
2	<b>Sri Aditya Kumar Panda</b>	<b>DGM, Production</b>	Public Information Officer	<b>9438918550</b>

### Zone LEVEL:

Sl.No.	Name S/Sri/Smt	Designation & Place of Working	Designated as	Tel.No.
1	<b>Sri Satyabrata Dash</b>	<b>Zonal Manager, Bhubaneswar</b>	Assistant Public Information Officer	<b>9438918536</b>
2	<b>Sri Naba Kishore Sethy</b>	<b>Zonal Manager, Cuttack</b>	Assistant Public Information Officer	<b>9438918552</b>
3	<b>Ms. Itismita Debata</b>	<b>Zonal Manager, Bargarh</b>	Assistant Public Information Officer	<b>9438918521</b>
4	<b>Ms. Pranati Panda</b>	<b>Zonal Manager, Berhampur</b>	Assistant Public Information Officer	<b>9438918531</b>
5	<b>Sri Saroj Kumar Giri</b>	<b>Zonal Manager, Balasore</b>	Assistant Public Information Officer	<b>9438918526</b>
6	<b>Mir Miraz Alli(I/C)</b>	<b>Zonal Manager, Bhawanipatna</b>	Assistant Public Information Officer	<b>9438918546</b>
7	<b>Sri Sitikantha Das</b>	<b>Zonal Manager, Jeypore</b>	Assistant Public Information Officer	<b>9438918540</b>
8	<b>Sri Sabyasachi Das</b>	<b>Zonal Manager, Boudh</b>	Assistant Public Information Officer	<b>9438918564</b>

# 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 Satyabrata Dash
2	Zonal Manager, Cuttack	Sri Naba Kishore Sethy
3	Zonal Manager, Bargarh	Ms. Itismita Debata
4	Zonal Manager, Berhampur	Ms. Pranati Panda
5	Zonal Manager, Balasore	Sri Saroj Kumar Giri
6	Zonal Manager, Bhawanipatna	Mir Miraz Alli(I/C)
7	Zonal Manager, Jeypore	Sri Sitikantha Das
8	Zonal Manager, Boudh	Sri Sabyasachi Das



