

# 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 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 <b>Regd Office:-</b> Santarapur,Bhubaneswar- 751002 Tel-MD 0674- 2340573	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 NITI RANJAN SEN, 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. 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><b>Secretarial:</b> 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. 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>	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> 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. 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.</p>	To implement the proposals approved by the MD.
4	SRI ARUNA KUMAR DAS, OAS-1(JB)(On deputation)	Administrative-cum- Personnel Officer	<p>Developing HRD vision, policies, systems and programmes and for implementing the</p>	<p>To set-up / update systems for – - Manpower Planning. - Recruitment - Performance Appraisal</p>	To implement the proposals approved by the MD and board

			<p>same; Liaisoning with government and other authorities; Managing office services and Administration systems.</p>	<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)	<p>Control and maintain all the activities of the processing centers and engineering functions of the Corporation.</p>	<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)	<p>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>	<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

			<p>supervising the distribution network both within the state and outside the State, increasing sale of seeds.</p> <p>Responsible for overall quality of seeds produced, procured, stored and distributed by the Corporation</p>	<p>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.</p>	
7.	SRI ADITYA KU PANDA	DGM (PROD)	<p>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.,</p>	<p>Maintaining strict watch on emerging demand scenario to match Production, Planning. Maintaining close liaison with State and Central Seed Research organizations.</p> <p>Inspiring confidence and team spirit in the field force.</p> <p>Ensuring adherence to targets allocated, identifying specific bottlenecks, if any, and suggesting de-bottlenecking solutions.</p> <p>Ensuring full utilization of available infrastructure.</p> <p>Providing guidance and having general superintendence over research &amp; development and quality control functions.</p> <p>Procure and control packing and seed dressing materials.</p>	<p>To implement the proposals approved by the MD</p>
8.	SRI BASANTA KUMAR MOHAPATRA, OFS-1(SB)(On Deputation)	Finance Officer	<b>Finance &amp; Accounts:</b>	<p>Processing &amp; 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 &amp; Statutory auditors relating to financial accounts of the Corporation.</p>	<p>To carry out the orders of DGM, Finance</p>
9.	SRI PARESH KUMAR DASH (On Deputation)	Z.M BHUBANE SWAR	<p>To coordinate all activities of farms and processing centres.</p>	<p>To coordinate the production and processing of the seeds. To set production targets to the field staff. To organize</p>	<p>As per the cheque drawing powers delegated by</p>

				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 SATYAPRAKASH DAS (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 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 center and farms.	As per the cheque drawing powers delegated by Board.
11	SRI SAROJ KUMAR GIRI (On Addl. Chg.)	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 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 center and farms.	As per the cheque drawing powers delegated by Board.
12	MS. ITISMITA DEBATA (On Addl. Chg.)	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 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.
12	SRI SHITIKANTHA DAS(I/C) (On Addl. Chg.)	Z.M BHAWANIPATNA	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.

13	SRI SHITIKANTHA DAS (On Addl. Chg.)	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	MS. PRANATI PANDA (On Addl. Chg.)	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 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	SRI RAJESH CHOUDHARY (On Addl. Chg.)	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.

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision making authority</b>
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 Govrnment 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	Name of the Employee	Designation	Place of Posting	Remark
1	Sri Niti Ranjan Sen, OAS(SAG)	Managing Director	Head Office,BBSR	Deputation
2	Sri Subrat Ku Mishra	Company Secretary	Head Office,BBSR	Own
3	Sri Aruna Kumar Das, OAS-1(JB)	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 Basanta Ku. Mohapatra,OFS-1(SB)	Finance Officer	Head Office,BBSR	Deputation
7	Sri Sanjib Naik	JE	Head Office,BBSR	Own
8	Sri Paresk Kumar Dash	Zonal Manager, BBSR	Bhubaneswar	Deputation
9	Sri Satyaprakash Das	Zonal Manager,Cuttack	Cuttack	Deputation
10	Sri Shitikantha Das	I/C Zonal Manager, BHP	Bhawanipatna	On Addl. Chg.
11	Sri Rajesh Choudhury	Zonal Manager,Boudh	Boudh	On Addl. Chg.
12	Sri Saroj Kumar Giri	Zonal Manager,Balasore	Balasore	On Addl. Chg.
13	Ms. Pranati Panda	Zonal Manager,Berhampur	Berhampur	On Addl. Chg.
14	Sri Shitikantha Das	Zonal Manager,Jeypore	Jeypore	On Addl. Chg.
15	Ms. Itismita Debata	Zonal Manager,Bargarh	Bargarh	On Addl. Chg.
16	Sri Subodh Kumar Dash	SPMO	Bargarh	Deployment
17	Smt Soumya Priyadarshini	SPMO(Veg)	Head Office,BBSR	Deployment
18	Sri Ram Prasad Patra	MDO	Head Office,BBSR	Deputation
19	Sri Arun Ku. Nayak	Audit Superintendent	Head Office,BBSR	Own
20	Sri Biraja Prasad Pattnaik	PA	Head Office,BBSR	Own
21	Sri Prasanta Ku. Samantray	Jr.Manager (F)	Head Office,BBSR	Own
22	Sri Debabrata Das	Jr.Manager (F)	Head Office,BBSR	Own
23	Sri Subrat Mohanty	Accountant	Balasore	Own
24	Sri Pradeep Ku. Sethi	Sr. Operator	Bhawanipatna	Own
25	Sri Sudhir Ch. Mishra	Sr. Operator	Patia,BBSR	Own
26	Smt. Putul Bose	Sr.Clerk	Cuttack	Own
27	Sri Bansidhar Acharya	Sr. Operator	Jajpur	Own
28	Sri Pramod Ku. Behera	Jr. Operator	H.O,Bhubaneswar	Own
29	Sri Sarada Prasad Gochhayat	Jr. Operator	Paralakhemundi	Own
30	Sri Prasanna Ku. Acharya	Jr. Operator	Boudh	Own
31	Sri Sanyasi Panda	Jr. Operator	Barikel,Bargarh	Own

<b>Sl</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Remark</b>
32	Sri Gajendra Bariha	Jr.Operator	Sundargarh	Own
33	Sri Siba Prasad Das	Comp Asst.	Cuttack	Own
34	Sri Gobinda Chandra Panda	PSE	Head Office,BBSR	Own
35	Smt. Kumudini Acharya	PSE	Bhubaneswar	Own
36	Sri Akhaya Ku. Satpathy	PSE	Bhubaneswar	Own
37	Sri Soumya Ranjan Thakur	PSE	Sambalpur	Own
38	Sri Pradipta Narayan Pattnaik	PSE	Babanapur,Aska	Own
39	Sri Pramod Kumar Mohanty	PSE	Patnagarh	Own
40	Sri Pratap Ku. Das	PSE	Bolangir	Own
41	Sri Pradeep Ku Satpathy	PSE	Rayagada	Own
42	Sri Sukanta Ch. Sethi	PSE	Mathili	Own
43	Sri Tapan Ku Pradhan	SPMO	Bargarh	Own
44	Sri Subham Pattnayak	SPMO	Angul	Own
45	Sri E Santosh Rao	SPMO	Dhenkanal	Own
46	Sri Kundateri Chetan Kumar	SPMO	Nuapada	Own
47	Ms. Puja Mahaling	SPMO	Bhawanipatna	Own
48	Sri Bhadram Chakradhar	SPMO	Jeypore, Koraput	Own
49	Ms. Soubhgya Manjari Rout	SPMO	Bhadrak	Own
50	Ms. Trupti Shree Routray	SPMO	Berhampur	Own
51	Ms. Priyanka Sha	SPMO	Keonjhar	Own
52	Sri Kanhu Charan Mahaty	SPMO	Kendrapara	Own
53	Sri Sangram Kishore Sahu	SPMO	Bolangir	Own
54	Sri Jitendra Kumar Sahoo	AQCO	Head Office,BBSR	Own
55	Smt. Sunita Behera	Mark Asst	Head Office,BBSR	Own
56	Sri Omprakash Sahoo	Mark Asst	Head Office,BBSR	Own
57	Sri Prabhat Ranjan Rath	Accountant	Bhawanipatna	Own
58	Ms. Tapaswini Pradhan	Accountant	Bhubaneswar	Own
59	Sri Sivakkala Balaraju	Accountant	Jeypore	Own
60	Ms. Sushree Sangita Nayak	Accountant	Cuttack	Own
61	Ms. Rekha Behera	Jr Operator	Bhubaneswar	Own
62	Ms. Bijaylaxmi Marndi	Jr Operator	Balesore	Own
63	Sri Nilamadhab Nayak	Jr.Operator	Bhawanipatna	Own
64	Sri Rakesh Sahoo	Jr.Operator	Jeypore	Own
65	Sri Gyanaranjan Mandal	Jr Clerk	Head Office,BBSR	Own
66	Smt. Neeva Behera	Jr Clerk	Head Office,BBSR	Own
67	Sri Kalia Behera	Jr Clerk	Bargarh	Own
68	Ms. Lucky Sethi	Jr Clerk	Head Office,BBSR	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>
69	Ms. Sushree Susmita Mukhi	Jr Clerk	Head Office,BBSR	Own
70	Sri Bauri Sethy	Computer Asst	Head Office,BBSR	Own
71	Sri Tankardhar Bhoi	Driver	Bargarh	Own
72	Sri Gopinath Behera	WM	Head Office,BBSR	Own
73	Sri Santosh Kumar Nayak	WM	Head Office,BBSR	Own
74	Sri Arjun Ku. Jena	PL	Nayagarh	Own
75	Sri Premananda Bariha	PL	Bargaon	Own
76	Sri Sankar Nath Behera	Watch man	Berhampur	Own
77	Sri Niranjan Bhuyan	Peon	Mathili	Own
78	Sri Prasant Kumar Mallick	Watchman	Kotpad	Own
79	Sri Sourava Sahoo	PSE	Balasore	Own
80	Sri Abhaya Kumar Sethi	PSE	Boudh	Own
81	Sri Jagajiban Hansdah	PSE	Jajpur	Own
82	Sri Pujarani Patra	PSE	Deogarh	Own
83	Sri Basanti Murmu	PSE	Satasankha,Puri	Own
84	Sri Mrudu Mandakini Naik	PSE	Umerkote	Own

# CHAPTER-11

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

Sl No.	Name of the Employee	Designation	Unit/ HO	Monthly Remuneration including its composition Rs.
				(as on December-25)
1	Sri Niti Ranjan Sen OAS(SAG)	Managing Director	HO	224138
2	Subrat Ku Mishra	Company Secretary	HO	159312
3	Aruna Kumar Das, OAS	Administrative-cum- Personnel Officer	HO	140200
4	Manabhanjan Mohanty	DGM Engineering	HO	183744
5	Aditya Ku. Panda	DGM PRDN	HO	149764
6	Satyaprakash Das	Zonal Manager	Cuttack	107162
7	Basanta Ku. Mohapatra,OFS(SB)	Finance Officer	HO	137090
8	Sanjib Naik	JE	HO	127396
9	Paresh Ku Dash	Zonal Manager	BBSR	92588
10	AK Nayak	Audit Superintendent	HO	118310
11	Biraja Prasad Pattnaik	PA	HO	102140
12	Prasanta Ku. Samantray	Jr.Manager (F)	HO	88126
13	Debabrata Das	Jr.Manager (F)	HO	88126
14	Subrat Mohanty	Accountant	BLS	85850
15	PK Sethi	Sr. Operator	BLS	91100
16	Sudhir Ch. Mishra	Sr. Operator	Cuttack	78270
17	Putul Bose	Sr.Clerk	Cuttack	43466
18	B.D. Acharya	Sr. Operator	Cuttack	72210
19	Pramod Ku. Behera	Jr. Operator	HO	34040
20	SP Gochhayat	JO	BAM	67891
21	Prasanna Ku. Acharya	Jr. Operator	Boudh	64118
22	Sanyasi Panda	Jr. Operator	BGH	56300
23	Gajendra Bariha	Jr.Operator	BGH	54812
24	Siba Prasad Das	Comp Asst.	CTC	79194
25	Gobinda Chandra Panda	PSE	HO	73650
26	Kumudini Acharya	PSE	BBSR	66050
27	AK Satpathy	PSE	BBSR	79194
28	SR Thakur	PSE	BGH	48394
29	PN Pattnaik	PSE	BAM	66050
30	PK Mohanty	PSE	BPT	64118
31	Pratap Ku. Das	PSE	BPT	36271
32	PK Satpathy	PSE	JYP	77235
33	Sukanta Ch. Sethi	PSE	JYP	45940
34	Tapan Ku Pradhan	SPMO	BGH	57000
35	Subham Pattnayak	SPMO	BOUDH	55996
36	E Santosh Rao	SPMO	CTC	57000

<b>Sl No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Unit/ HO</b>	<b>Monthly Remuneration including its composition Rs. (as on December-25)</b>
37	Kundateri Chetan Kumar	SPMO	BHP	55496
38	Puja Mahaling	SPMO	BHP	57500
39	Bhadram Chakradhar	SPMO	JYP	57500
40	Soubhgya Manjari Rout	SPMO	BAL	57000
41	Trupti Shree Routray	SPMO	BAM	59004
42	Priyanka Sha	SPMO	BAL	53133
43	Kanhu Charan Mahaty	SPMO	CTC	55996
44	Sangram Kishore Sahu	SPMO	BHP	57500
45	Jitendra Kumar Sahoo	AQCO	HO	59004
46	Sunita Behera	MA	HO	59006
47	Omprakash Sahoo	MA	HO	59004
48	Prabhat Ranjan Rath	ACCT	BHP	41750
49	Tapaswini Pradhan	ACCT	BBSR	37998
50	Sivakala Balaraju	ACCT	JYP	41750
51	Sushree Sangita Nayak	ACCT	CTC	42834
52	Rekha Behera	JO	BBSR	32478
53	Bijaylaxmi Marndi	JO	BAL	35750
54	Nilamadhab Nayak	JO	BHP	35250
55	Rakesh Sahoo	JO	JYP	35750
56	Gyanaranjan Mandal	JC	HO	30218
57	Neeva Behera	JC	HO	29718
58	Kalia Behera	JC	BGH	33089
59	Lucky Sehi	JC	HO	29718
60	Sushree Susmita Mukhi	JC	HO	33094
61	Bauri Sethy	CA	HO	29912
62	Sourava Sahoo	PSE	BLS	30950
63	Abhaya Kumar Sethi	PSE	Boudh	29654
64	Jagajiban Hansdah	PSE	CTC	29654
65	Pujarani Patra	PSE	BGH	29654
66	Basanti Murmu	PSE	BBSR	28858
67	Mrudu Mandakini Naik	PSE	BGH	29121
68	Tankardhar Bhoi	Driver	BGH	53324
69	Gopinath Behera	WM	HO	50870
70	Santosh Kumar Nayak	WM	HO	50870
71	Arjun Ku. Jena	PL	BBSR	35248
72	Premananda Bariha	PL	BGH	50870
73	SN Behera	Watch man	BAM	56710
74	Niranjan Bhuyan	Peon	JYP	56448
75	PK Mallick	Watchman	JYP	52330
76	Arun Ku. Panda	PL	JYP	34296

## **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 Paresh Ku Dash</b>	<b>Zonal Manager, Bhubaneswar</b>	Assistant Public Information Officer	<b>9438918536</b>
2	<b>Sri Satyaprakash Das</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>Sri Sitikantha Das</b>	<b>I/C 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 Rajesh Choudhary</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 Paresh Kumar Dash
2	Zonal Manager, Cuttack	Sri Satyaprakash Das
3	Zonal Manager, Bargarh	Ms. Itismita Debata
4	Zonal Manager, Berhampur	Ms. Pranati Panda
5	Zonal Manager, Balasore	Sri Saroj Kumar Giri
6	I/C Zonal Manager, Bhawanipatna	Sri Sitikantha Das
7	Zonal Manager, Jeypore	Sri Sitikantha Das
8	Zonal Manager, Boudh	Sri Rajesh Choudhary

