

THE RIGHT TO INFORMATION ACT – 2005

Right to Information Act received the assent of the President on 15th June 2005

Objective: The Right to Information Act is an act for the citizens of India to secure access to information under the control of Public Authority, in order to promote transparency and accountability in the working of every public authority.

Manuals in respect of Office of the Chief Resident Commissioner, New Delhi

1. The particulars of its organization, function and duties.	Annexure –A (Manual-1of the Right to Information Act-2005)
2. The powers and duties of its officers and employees	This Office represents the State Government in Delhi and is primarily responsible for coordinating pending matters of the State Government in the Central Government. Besides being an integrated office, there are officers of other departments and State Government PSUs. The office has various cells i.e. Protecting of Child Right (PCR), Anti Trafficking Cell and Labour Cell to attend to work of specific nature. Providing Citizen services such as Authenticating and Translation of certificates and documents are also attended by the office. Investment and Export Promotion, Promotion of Tourism, and Handlooms, Handicrafts of Odisha are some of the other important duties of this office. This office attests original documents of Birth, Marriage and Education of people from Odisha before apostiling of MEA. This office also verifies BPL and Ration Cards for medical purposes of Odia people.
3. The procedure followed in the decision making process and accountability.	Since no central, centrally or the state sponsored scheme is being implemented by this office, there are no special procedures apart from standard normal office procedures.
4. The norms set by it for the discharge of its functions	This office follows the standard norms meant for the Heads of Department for its functioning.

<p>5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function.</p>	<p>Normal office procedures such as the Odisha Government Rules of Business, Odisha Record Manual, Odisha Treasury Code, Odisha Government Financial Rules, etc are followed.</p>
<p>6. A statement of the categories of documents that are held by it or under its control.</p>	<p>Since this Office is not engaged in any regulatory or development administration activities, it does not handle any public document as such. Odisha Record Manual is followed for routine office business.</p>
<p>7. The particulars of any arrangement that exists for consultation with or presentation by the members of the public in relations to the formulation of its policy or implementation thereof.</p>	<p>Informal interaction with various social and cultural Odia organizations based in Delhi/NCR to promotemusic, dance & culture of Odisha to enable a positive image of Odisha and its tradition, culture and past glory.</p>
<p>8. A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.</p>	<p>NA</p>
<p>9. A directory of its officers and employees</p>	<p>Annexure –B (Manual – 9 of the Right to Information Act,2005)</p>
<p>10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.</p>	<p>Annexure –C (Manual – 10 of the Right to Information Act-2005)</p>
<p>11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</p>	<p>Annexure –D (Manual – 11 of the Right to Information Act-2005)</p>
<p>12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes</p>	<p>NA.</p>
<p>13. Particulars of recipients of concessions, permits or authorizations granted by it</p>	<p>NA.</p>
<p>14. Details in respect of the information, available to or held by it, reduced in an electronic form</p>	<p>Annexure –E (Manual – 14 of the Right to Information Act-2005)</p>

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Annexure-F (Manual – 15 of the Right to Information Act-2005.
16. The names, designations and other particulars of the Public Information Officers.	Annexure-G (Manual – 16 of the Right to Information Act-2005)
17. Other information as may be prescribed	Nil

Particulars of organization, functions & duties (Section 4 (1)(b)(i))

The Office of the Chief Resident Commissioner, Government of Odisha, New Delhi functions under the administrative control of the Home Department of Government of Odisha. This office deals with the following matters.

- Facilitates/ coordinates VIPs visit such as those of Hon'ble Governor of Odisha, Hon'ble Chief Minister and other VIPs. Liaise with of Government of India and other agencies in New Delhi.
- Represents Government of Odisha in important meetings as and when required and provide feedback.
- Follow up proposals submitted to Central Government. Liaison with Ministries and Agencies with respect to issues concerning Odisha.
- It supervises the functioning and upkeep of Odisha Bhawan/Odisha Niwas/Odisha Sadan(Dwarka) to provide best possible service to people coming to Delhi on official/ private works.
- Interacts with local Odia Associations/ Organizations.
- Maintains close link with Resident Commissioners of other States/ Union Territories of India for building good Inter-State relations for exchange of ideas/ information, works on various issues of general & special importance, especially governance.
- Promotes investment and export promotion activities in the State through Odisha Investment & Export Promotion Office. (OIEPO)
- One Non-Resident Odia (NRO) Cell operates here to coordinate with the Odia Diaspora.
- Co-ordinate annual events like IITF, Bharat Parv, Utkal Dibas, Exhibitions on Handloom & Handicrafts and Tourism Fairs in New Delhi.
- Monitors cases relating to trafficking of girls, child labour through separate cells functioning in this Office.
- Monitors and facilitates repatriation of migrant Odia labourers from overseas in the wake of political crisis or personal emergencies. A Labour Cell has been setup from March, 2018 for this purpose.
- Attests original documents of Birth, Marriage and Education of people from Odisha before appostiling of MEA.
- Verifies BPL and Ration Cards for medical purposes of Odia people.

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Directory of its officers and employees
[Section 4(1) (b) (ix)]

Sl No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Shri Ravi Kant, IPS Resident Commissioner	23019771, 23018498, Fax- 23010839 & Fax- 23013135
2.	Ms. Debajani Chakrabarti, IAS, Special Resident Commissioner	23016003 Fax- 23013135 & Fax- 23010839
3.	Shri Dillip Kumar Padhi Principal Private Secretary	23019771, 23018498, Extn. 3000, 3002
4.	Smt. Debaki Rani Purty, Tourist Officer	23364580

OFFICERS OF STATE PSU

1.	Shri Kumar Arvind, Liaison Officer, OMC	24679201 Extn. 4011
2.	Shri Barata Ganesh, Liaison Officer, OHPC	24679201, 9937073434
3.	Shri Mahfooz Alam Liaison Officer, GRIDCO	24679201, 7979080198

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Directory of its officers and employees
[Section 4(1) (b) (ix)]
Annexure-B

Odisha Bhawan

Sl No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Shri Sudhansu Mohanty, OAS Deputy Resident Commissioner-cum-Manager	24679201/202/203 Extn. 2004,3007 (ON) 2005(OB) Fax- 24679205
2.	Shri Debasis Routray Catering Officer	24679201 Extn. 2014

ON: Odisha Niwas

OB: Odisha Bhawan.

WORKS DEPARTMENT

01.	Shri Satyaban Behera Junior Engineer	24679201 Extn. 2012
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Directory of its officers and employees
[Section 4(1) (b) (ix)]

Annexure-B

Odisha Sadan, Dwarka

Sl. No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Smt. Rashmi Rekha Mallick Dy. Manager	011-28036460

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**This monthly remuneration received by each of the officers and employees,
including the system of compensation as provided in the regularizations
[Section 4(1) (b) (x)]**

Liaison Office

SL.NO.	NAME & DESIGNATION	PAY MATRIX/ MONTHLY REMUNERATION	REMARKS
1	RAVI KANT, IPS RESIDENT COMMISSIONER	L- 14/RS.249942/-	
2	MS. DEBAJANI CHAKRABARTI, IAS SPECIAL RESIDENT COMMISSIONER	L- 14/RS.215563/-	
3	DR. MRINALINI DARSWAL, IAS SPECIAL RESIDENT COMMISSIONER	L-14/RS.168714/-	
4	DILLIP KUMAR PADHI, PRINCIPAL PRIVATE SECRETARY	L-13/RS.119796/-	
5	BADRI NARAYAN MISHRA, ASSISTANT SECTION OFFICER	L- 9/RS.56781/-	
6	MS. DEBAKIRANI PURTY, TOURIST OFFICER	L- 9/RS.55744/-	
7	SANDEEP KUMAR, JUNIOR GRADE TYPIST	L- 4/RS.34747/-	
8	PRAFULLA KUMAR TRIPATHY, PEON	L-4/RS.51275/-	
9	BAIKUNTHA MOHAPATRA, DAFTARY	L-4/RS.50668/-	
10	MOHAN KUMAR BEHERA, DRIVER	L- 4/RS.36401/-	
11	MADAN KUMAR BEHERA, DESPATCH RIDER	L- 2/RS.33002/-	
12	SUBASH CHANDRA DAS, ZAMADAR	L- 2/RS.35282/-	
13	BANKANIDHI SAHOO, PEON	L- 1/RS.34004	
14	SUKANTI SAHOO, PEON	L- 1/RS.31823	

This monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regularizations

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

Odisha Bhawan

SL. NO.	NAME & DESIGNATION	PAY MATRIX/ MONTHLY REMUNERATION	REMARKS
1	SUDHANSU KUMAR MOHANTY, DRC-CUM-MANAGER	L-14/RS.109322/-	
2	SUSHREE SANGITA KHATUA, OFFICER ON SPECIAL DUTY	L-10/RS.64472/-	
3	DEBASIS ROUSTRAY, CATERING OFFICER	L-11/RS.93030/-	
4	GURUBARI PANIGRAHI, DEPUTY MANAGER	L-10/ RS. 91870/-	
5	RABI NARAYANA PARIDA, STORE KEEPER	L- 10/RS.79429/-	
6	PRAFULLA KUMAR SAHU, TELEPHONE OPERATOR	L- 1/RS.48931/-	
7	BHADRA NAIK, MALI	L- 5/RS.50582/-	
8	ANDHRIAS LAKARA, ROOM BOY	L- 4/RS.52392/-	
9	SUKANTA KUMAR SAHOO, ROOM BOY	L- 4/RS.52392/-	
10	PURNA CHANDRA MISHRA, ROOM BOY	L- 4/RS.49131/-	
11	AKSHYA KUMAR ROUT, ROOM BOY	L- 4/RS.49131/-	
12	SISIR RANJAN BHUYAN, ROOM BOY	L- 4/RS.52392/-	
13	BIJAYA KUMAR DHAL, SWEEPER	L- 4/RS.50584/-	
14	MADHUSUDAN PALAI, PANTRY HELPER	L- 4/RS.52392/-	
15	DHIREN KUMAR SAMAL, SWEEPER	L- 4/RS.49131/-	
16	RUSHI KANTA MUKHI, SWEEPER	L- 4/RS.49131/-	
17	ANTARYAMI PRADHAN, TABLE ATTENDANT	L- 3/RS.46667/-	
18	DHARANI DHAR MUDULI, TABLE ATTENDANT	L- 4/RS.49131/-	
19	JAGADISH PRADHAN, SWEEPER	L- 3/RS.51732/-	
20	JAYARAM NAIK, ROOM BOY	L- 3/RS.48403/-	
21	KANHURAM MAJHI, SWEEPER	L- 3/RS.51633/-	
22	KALPANA MOHARANA, TELEPHONE OPERATOR	L- 7/RS.63280/-	
23	DILLIP KUMAR ORAM, SWEEPER	L- 3/RS.51682/-	
24	DAMODAR JENA, SWEEPER	L- 4/RS.49497/-	
25	LAXMIDHAR NAYAK, CHOUKIDAR	L- 4/RS.49131/-	
26	INDRAMANI MOHANTY, HOUSE BEARER	L- 4/RS.52392/-	
27	BAILOCHAN JENA, ROOM BOY	L- 3/RS.47048/-	
28	PRABHAT KUMAR MOHAPATRA, MASALACHI	L- 4/RS.52392/-	
29	UTTAM KUMAR PRADHAN, MASALACHI	L- 4/RS.52392/-	
30	SANJAY KUMAR TRIPATHY, BUTLAR	L- 8/RS.50251/-	

31	ASHOK KUMAR DAS, SENIOR RECIEPTIONIST	L- 10/RS.74315/-	
32	JOGINATH PANDA, SWEEPER	L- 3/RS.51642/-	
33	JUDHISTHIR MALLICK, SENIOR RECIEPTIONIST	L- 10/RS.70484/-	
34	GOPINATH NAYAK, ROOM BOY	L- 3/RS.47564/-	
35	JAGABANDHU BEHERA, ROOM BOY	L- 4/RS.52392/-	
36	UPENDRA PRASAD BEHERA, TABLE ATTENDANT	L- 4/RS.47885/-	
37	SARAT KUMAR NAYAK, SWEEPER	L- 3/RS.42649/-	
38	NARAHARI MOHAPATRA, ROOM BOY	L- 4/RS.49251/-	
39	GOURI MALLICK, MALI	L- 4/RS.46442/-	
40	DILLIP KUMAR BEHERA, ROOM BOY	L-1/RS.30128/-	
41	K APPLA SWAMY REDDY, SWEEPER	L-1/RS.31823/-	
42	SUREKHA MAHAKUD, SWEEPERSS	L- 1/RS.31823/-	
43	LEENA BISOI,TELEPHONE OPERATOR	L- 5/RS.37776/-	
44	BIJAY KUMAR MALLICK, TELEPHONE OPERATOR	L- 5/RS.36728/-	
45	K SHANKAR MURTHY, DRIVER	L- 4/RS.36401/-	
46	NILAKANTHAMOHAPATRA, JUNIOR RECEPTIONIST	L-4/RS.29370/-	
47	AKSHAYA KUMAR BHUYAN, ROOM BOY	L- 1/RS.31823/-	
48	BASUDEVA MISHRA, ROOM BOY	L- 1/RS.34004/-	
49	HARIHAR MAHALA, ROOM BOY	L- 1/RS.31790/-	
50	DIGAMBER PANDA, TABLE ATTENDANT	L- 1/RS.30581/-	
51	NILAMANI SAHOO, SENIOR DRIVER	L- 7/RS.43413/-	
52	JOGENDRA KUMAR NAIK, ROOM BOY	L- 1/RS.31823/-	
53	NIRANJAN SAHOO, DRIVER	L- 4/RS.33585/-	
54	TRIPURA SAHU, SENIOR DRIVER	L- 7/RS.41903/-	
55	SUBASH CHANDRA SETHI, COOK GRADE-II	L- 4/RS.36156/-	
56	SARAT CHANDRA MALLICK, SWEEPER	L- 1/RS.31823/-	
57	LAXMAN BEHERA, CHOUKIDAR	L- 1/RS.34004/-	
58	DAITARI BEHERA, COOK GRADE-II	L- 4/RS.36237/-	
59	SUDARSHAN NAYAK, KHANSAMA	L- 4/RS.33697/-	
60	JAYANTI SAHU, TELEPHONE ATTENDANT	L- 1/RS.31823/-	
61	K KRISHNA REDDY, SENIOR RECIEPTIONIST	L- 9/RS.53535/-	
62	SANJAYA MAHALA, ROOM BOY	L- 1/RS.24364/-	
63	PRADEEP KUMAR JENA, SWEEPER	L- 1/RS.24364/-	

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Annexure – C

This monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regularizations

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

Odisha Niwas-II (Now Odisha Sadan)

SL.NO.	NAME & DESIGNATION	PAY MATRIX/ MONTHLY REMUNERATION	REMARKS
1	RASHMI REKHA MALIK, DEPUTY MANAGER	L-11/RS.85432/-	

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**The Budget allocated to each agency
[section4 (1) (b) (xi)]**

Non-Plan Budget-2022-2023

Liaison Office

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2022-2023
Pay	Salaries	13155200
D.A.	Dearness Allowance	4998800
H.R.A	House Rent Allowance	509200
RCM	Reimbursement of Medical Bills	12000
OA	Other Allowances	800000
Arrear Pay	Arrear Pay	665600
TE	Travel Expenditure	294000
LTC	Leave Travel Concession	80000
Electricity	Electricity	400
Water	Water	400
Telephone	Telephone	280000
MV	Motor Vehicle	560000
OC	Other Contingencies	1000000
Sumptuary	Sumptuary	120000
Other Charges	Other Charges	NIL
Up gradation of Computer facilities	Up gradation of Computer facilities	120000
Computer Consumables	Computer Consumables	60000
Spares & Services	Spares & Services	12000
Consultation charges	Consultation charges	260000
Salaries for Consolidated Pay Post	Salaries for Consolidated Pay Post	400

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**The Budget allocated to each agency
[Section 4 (1) (b) (xi)]**

Non-Plan Budget -2022-2023

Odisha Bhawan

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2022-2023
Pay	Salaries	13812400
D.A.	Dearness Allowance	5248800
H.R.A	House Rent Allowance	1059200
RCM	Reimbursement of Medical Bills	45600
OA	Other Allowances	2000000
Arrear Pay	Arrear Pay	679600
TE	Travel Expenditure	60000
LTC	Leave Travel Concession	80000
Electricity	Electricity	3520000
Water	Water	400000
Telephone	Telephone	320000
MV	Motor Vehicle	1760000
OC	Other Contingencies	1600000
Purchase of Motor Vehicles	Purchase of Motor Vehicles	400
Sumptuary	Sumptuary	80000
Other Charges	Other Charges	400
Up gradation of Computer facilities	Up gradation of Computer facilities	80000
Computer Consumables	Computer Consumables	20000
Spares & Services	Spares & Services	20000
Consultation charges	Consultation charges	8400
Salaries for Consolidated Pay Post	Salaries for Consolidated Pay Post	360000

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**The Budget allocated to each
agency [Section 4 (1) (b) (xi)]**

Non-Plan Budget -2022-2023

Odisha Sadan

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2022-2023
Pay	Salaries	520000
D.A.	Dearness Allowance	197600
H.R.A	House Rent Allowance	400
RCM	Reimbursement of Medical Bills	4000
OA	Other Allowances	68800
Arrear Pay	Arrear Pay	55600
TE	Travel Expenditure	20000
LTC	Leave Travel Concession	8000
Electricity	Electricity	800000
Water	Water	280000
Telephone	Telephone	40000
MV	Motor Vehicle	492000
OC	Other Contingencies	3120000
Sumptuary	Sumptuary	8000
Other Charges	Other Charges	400
Up gradation of Computer facilities	Up gradation of Computer facilities	40000
Computer Consumables	Computer Consumables	6000
Spares & Services	Spares & Services	4000
Consultation charges	Consultation charges	4000
Salaries for Consolidated Pay Post	Salaries for Consolidated Pay Post	400

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Information available in an electronic form
[Section 4(1) (b) (xiv)]

Details of information

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base.
1.	Directory of the employees of the Office of the Chief Resident Commissioner	Public	Website- www.rcodishagov.in.	Available on website
2.	Particulars, functions and duties of the Office of the Chief Resident Commissioner	Public	Website- www.rcodishagov.in.	Available on website

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**Particulars of facilities available to citizens for obtaining information
[Section 4(1) (b) (xv)]****Facilities available for obtaining information**

Sl. No	Facility available	Nature of Information available	Working hours
1	Information counter	General information pertaining to the State	10am – 5.30p.m (in working days)
2	Website	www.rcodisha.gov.in	
3.	Notice Board	Notice Boards have been placed in Odisha Bhawan, Odisha Niwas & Odisha Sadan	

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Name designation and other particulars of Public Information Officer

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

First Appellate Authority within the Department

Sl. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one PIO is there
1.	Shri Sudhansu Kumar Mohanty Manager-cum-Deputy Resident Commissioner	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi - 110021	23010479	rescm-or@nic.in	N.A

List of Public Information Officer

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address
1.	Smt. Sushree Sangita Khatua , OSD	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi – 110021 Odisha Bhawan,	24679201-04 Extn-4012	rescm-or@nic.in

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIOs	Postal address	Telephone No.	e-mail address
1.	Mr. Rabi Narayan Parida	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi – 110021	24679201-04 Ext-4014	rescm-or@nic.in