

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.

Extent: It extends to the whole of India except the State of Jammu & Kashmir. All Citizens shall have the right to Information.

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	The Chief Resident Commissioner functions as the Head of Department for all purposes concerning the integrated Office. The Office of the Chief Resident Commissioner represents the State Government in Delhi and is primarily responsible for liaisoning and 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. Their duties assigned through office orders for effective coordination. 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 with a view to promote Odia music, dance & culture to enable a positive image of Odisha and its people.</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>Annexure –E (Manual – 13 of the Right to Information Act- 2005)</p>
<p>14. Details in respect of the information, available to or held by it, reduced in an electronic form</p>	<p>Annexure –F (Manual – 14 of the Right to Information Act- 2005)</p>
<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.</p>	<p>Annexure-G (Manual – 15 of the Right to Information Act- 2005)</p>
<p>16. The names, designations and other particulars of the Public Information Officers.</p>	<p>Annexure-H (Manual – 16 of the Right to Information Act- 2005)</p>
<p>17. Other information as may be prescribed</p>	<p>Nil</p>

Manual – 1

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.
- Facilitates compilation and circulation of departmental briefs, activity reports amongst Hon'ble MPs.
- 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.

Manual -9
Directory of its officers and employees
[Section 4(1) (b) (ix)]

Liaison office

Sl No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Dr. Sunil Kumar Bhargava, IAS Chief Resident Commissioner	23019771, 23018498 Fax- 23010839
2.	Shri Vipin Saxena, IAS Principal Resident Commissioner	23016003
3.	Shri Sanjeeb Kumar Mishra, IAS Resident Commissioner	23018488
4.	Shri Ravi Kant, IPS IG & Officer on Special Duty	26887952
5.	Smt. Rina Mohapatra, OAS Joint Resident Commissioner & OSD, Tourism	23012751 Extn. 4002 23364580 (Tourism)
6.	Shri Premjit Nayak, OAS Joint Resident Commissioner	23010479 Extn. 3005
7.	Smt. Sucharita Sarangi, OAS Officer on Special Duty	23014250 Extn. 4003
8.	Shri Pravakar Parida OSD to Chief Resident Commissioner	23018498 Extn. 3000
9.	Shri Dillip Kumar Padhi Private Secretary	23019771 Extn. 3002
10.	Shri Tapan Kumar Das Officer on Special Duty, I&PR	23018751 Extn. 4007
11.	Smt Debaki Rani Purty Tourist Officer	23364580 9990452449
12.	Shri Prashant Kumar Sahoo Liaison Officer, Water Resources	24679201, 8468810671 Extn. 4001
13.	Shri S.R. Sarangi Liaison Officer, GRIDCO	24679201, 9911199044
14.	Shri Ashwani Dham Liaison Officer, IDCO	24679201, 9810010864 Extn. 4016
15.	Shri Kumar Arvind Liaison Officer, OMC	24679201, 9910253232 Extn. 4011
16.	Shri Ganesh Mahapatra Liaison Officer, OHPC	24679201, 8658569880

*EPABX- 24679201-8 (main lines)

Manual -9
Directory of its officers and employees
[Section 4(1) (b) (ix)]

Odisha Bhawan

Sl No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Shri Basant Kumar Hota, OAS Manager	24679201 Extn. 2004,3007 Fax- 24679205
2.	Shri Saroj Kumar Biswal Section Officer	24679201 Extn. 4012
3.	Shri Debasis Routray Catering Officer	24679201 Extn. 2014
4.	Shri Ugrasen Senapati House Keeping Officer	24679201 Extn. 4014
5.	Shri Pradip Kumar Panda OSD, Protocol	24679201 Extn. 3315
6.	Ms. Deepanjali Malla AEE (Civil)	24679201 Extn. 2016
7.	Shri Satyaban Behera Junior Engineer	24679201 Extn. 2012

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

Odisha Sadan, Dwarka

Sl. No.	Name and Designation	Office Phone No.
(1)	(2)	(3)
1.	Shri Saroj Kumar Biswal, Deputy Manager	011-28036460/62/63/65

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

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

Liaison Office

Sl. No.	Name & Designation	Pay Matrix / Monthly remuneration
1.	Dr. Sunil Kumar Bhargava, IAS, Chief Resident Commissioner	L-17 / Rs.2,67,700/-
2.	Shri Vipin Kumar Saxena, IAS, Principal Resident Commissioner	L-17 / Rs.2,67,700/-
3.	Shri Sanjeeb Kumar Mishra Resident Commissioner	L-14 / Rs.1,92,768/-
4.	Dr. Mrinalini Darswal, IAS Special Resident Commissioner	L-14 / Rs.1,57,768/-
5.	Shri Ravi Kant, IPS Officer on Special Duty	L-14 / Rs.1,82,304/-
6.	Smt. Rina Mohapatra, OAS Joint Resident Commissioner	L-14 / Rs.1,14,284/-
7.	Shri Premjit Nayak, OAS Joint Resident Commissioner	L-14 / Rs.1,00,748/-
8.	Smt. Sucharita Sarangi, OAS Officer on Special Duty	L-14 / Rs.1,04,284/-
9.	Shri D.K. Padhi, Private Secretary	L-11 / Rs.83,433/-
10	Shri Prasanta Kumar Sahu Lisison Officer	L-13 / Rs.1,05,509/-
11	Smt Rupashree Rath, Assistant Section Officer	L-10 / Rs.67,230/-
12.	Shri Baikuntha Das, Treasury Sircar	L-4 / Rs.40,028/-
13	Shri Baikuntha Mohapatra, Daftary	L-4 / Rs.37,517/-
14.	Shri Rahas Behari Das, Zamadar	L-4 / Rs.40,056/-
15.	Shri Antaryami Nayak, Sr. Driver	L-8 / Rs.48,120/-
16.	Shri Kailsh Chandra Sahoo, Rider-cum-Messenger	L-7 / Rs.52,164/-
17.	Smt Shanta Devi, Peon	L-3 / Rs.37,114/-
18.	Shri Prafulla Kumar Tripathy, Peon	L-3 / Rs.37,986/-
19	Shri Birendra Nayak, Sweeper	L-3 / Rs.39,912/-
20.	Smt. Prembati, Sweepress	L-3 / Rs.39,912/-
21.	Smt Jhansi Das Assistant Section Officer	L-9 / Rs.46,580/-
22.	Shri Saroj Kumar Manna Junior Clerk (Tourism)	L-4 / Rs.27,442/-
23.	Shri Sandeep Kumar, Junior Grade Typist	L-4 / Rs.25,871/-
24.	Shri Mohan Kumar Behera, Driver	L-4 / Rs.27,525/-
25.	Smt. Sukanti Sahoo, Peon	L-1 / Rs.26,008/-
26.	Shri Bankanidhi Sahoo, Peon	L-1 / Rs.26,008/-
27.	Shri Subash Ch Das, Zamadar	L-2 / Rs.26,856/-
28.	Shri Madan Kumar Behera	L-2 / Rs.24,576/-

	Dispatch Rider	
29.	Shri Pravakar Parida Ex-Sr. Pr. Private Secretary (Retd.)	Pay Rs.69,591/-
30.	Shri Tapan Kumar Das Ex-Dy. Dir. Information (Retd.)	Consolidated Pay Rs.30,000/-
31.	Shri M.N.A.Baig, Ex-Sr. Grade Typist (Retd.)	Consolidated Pay Rs.13,000/-
32	Shri G.S.Harnal	Pay Rs.54,451/-

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 Scale/ Monthly remuneration
1.	Shri Basant Kumar Hota, Manager	L-13 / Rs.90,044/-
2.	Shri Saroj Kumar Biswal Section Officer	L-10 / Rs.63,014/-
3.	Shri Debasis Routray, Catering Officer	L-11 / Rs.68,578/-
4.	Shri Ugrasen Senapati, House Keeping Officer	L-11 / Rs.70,504/-
5.	Shri Ashok Kumar Das, Senior Receptionist	L-9 / Rs.47,709/-
6.	Shri Bipin Bihari Das, Senior Receptionist	L-9 / Rs.50,141/-
7.	Shri Judhistir Mallick, Telephone Operator	L-7 / Rs.50,714/-
8.	Shri Sanjay Tripathy, Butler	L-8 / Rs.32,764/-
9.	Shri Bipin Bihari Samal, Mali	L-5 / Rs.38,698/-
10.	Shri Sanatan Mohapatra, Head Driver	L-9 / Rs.60828/-
11.	Shri Binod Behari Rout, Mali	L-5 / Rs.42,373/-
12.	Shri Prakash Kumar Pothal, Mali	L-5 / Rs.38,761/-
13.	Shri Gopal Chandra Mallick, Room Bearer	L-4 / Rs.38,796/-
14.	Shri Damodar Jena, Sweeper	L-3 / Rs.36,127/-
15.	Shri Gangadhar Nayak, Sweeper	L-4 / Rs.37,775/-
16.	Shri Netra Bahadur Chhetri, Kitchen Attendant	L-4 / Rs.36,573/-
17.	Shri Guru Charan Mohapatra, Kitchen Helper	L-4 / Rs.34,574/-
18.	Shri Budhram Das, Table Attendant	L-4 / Rs.35,553/-
19.	Shri Upendra Prasad Behera, Table Attendant	L-4 / Rs.35,553/-
20.	Smt Marina Nath, Assistant Section Officer	L-10 / Rs.63,014/-
21.	Shri Gurubari Panigrahi, Senior Receptionist	L-10 / Rs.71,271/-
22.	Shri Rabi Narayan Parida, Store Keeper	Rs.49,006/-
23.	Shri Surendra Nath Soren Telephone Operator	L-7 / Rs.49,223/-
24.	Smt Kalpana Moharana, Telephone Operator	L-7 / Rs.44,935/-
25.	Shri Prafulla Kumar Sahoo, Telephone Operator	L-5 / Rs.35,495/-
26.	Shri Indramani Mohanty, House Bearer	L-3 / Rs.38,221/-

27.	Shri Bhadra Nayak, Mali	L-4 / Rs.36,468/-
28.	Smt Gauri Mallick, Mali,	L-3 / Rs.33,072/-
29.	Shri Laxmidhar Nayak, Chowkidar	L-3 / Rs.
30.	Shri Andrias Lakra, Room Boy	L-3 / Rs.38,221/-
31.	Shri Sukanta Kumar Sahoo, Room Boy	L-3 / Rs.38,221/-
32.	Shri Gopinath Nayak, Room Boy	L-3 / Rs.37,978/-
33.	Shri Jagabandhu Behera,Room Boy	L-3 / Rs. 38,221/-
34.	Shri Narahari Mohapatra, Room Boy	L-3 / Rs. 35,080/-
35.	Shri Purna Chandra Mishra, Room Boy	L-3 / Rs. 34,960/-
36.	Shri Bailochan Jena, Room Boy	L-3 / Rs. 34,973/-
37.	Shri Akshya Kumar Rout, Room Boy	L-3 / Rs. 34,960/-
38.	Shri Sisir Ranjan Bhuyan,Room Boy	L-3 / Rs. 38,221/-
39.	Shri Jayram Nayak, Room Boy	L-3 / Rs. 35,981/-
40.	Shri Bijoy Kumar Dhal, Sweeper	L-3 / Rs. 35,935/-
41.	Shri Kailash Chandra Rana, Sweeper	L-3 / Rs. 35,981/-
42.	Shri Dhiren Kumar Samal, Sweeper	L-3 / Rs. 34,960/-
43.	Shri Rushikanta Mukhi, Sweeper	L-3 / Rs. 34,960/-
44.	Shri Joginath Panda, Sweeper	L-3 / Rs. 39,220/-
45.	Shri Jagadish Pradhan, Sweeper	L-3 / Rs. 39,310/-
46.	Shri Kanhuram Majhi, Sweeper	L-3 / Rs. 39,221/-
47.	Shri Dilip Kumar Oram,Sweeper	L-3 / Rs. 39,359/-
48.	Shri Uttam Kumar Pradhan, Masalachi	L-3 / Rs. 38,221/-
49.	Shri Pravat Kumar Mohapatra , Masalachi	L-3 / Rs. 38,221/-
50.	Shri Madhusudan Palai, Pantry Helper	L-3 / Rs. 38,221/-
51.	Shri Dharanidhar Muduli, Table Attendant	L-3 / Rs. 34,960/-
52.	Shri Antaryami Pradhan, Table Attendant	L-3 / Rs. 38,126/-
53.	Shri Bijay Kumar Mallick Telephone Operator	L-5 / Rs.28,134/-
54.	Smt Leena Bisoi, Telephone Operator	L-5 / Rs.28,134/-
55.	Shri K.Krishna Reddy, Junior Receptionist	L-5 / Rs.26,057/-
56.	Shri Nilakanth Mohapatra Junior Receptionist	L-4 / Rs.24,450/-
57.	Shri Sudarshan Nayak, Khansama	L-4 / Rs.24,096/-
58.	Shri Nilamani Sahoo,Sr.Driver	L-7 / Rs.34,403/-
58.	Shri Tripura Sahoo, Sr.Driver	L-4 / Rs.32,994/-
59.	Shri Vibhuti Bhusan Dash,Driver	L-4 / Rs.29928/-
60.	Shri K.Sankar Murthy,Driver	L-4 / Rs.28,928/-
61.	Shri Daitari Behera, Cook	L-4 / Rs.28,278/-
62.	Shri Subash Chandra Sethi,Cook	L-4 / Rs.27,555/-
63.	Shri Harihar Mahala,Room Boy	L-4 / Rs.25,909/-
64.	Shri Basudev Mishra,Room Boy	L-4 / Rs.26,008/-

65.	Shri Akshaya Kumar Bhuyan, Room Boy	L-4 / Rs.23,827/-
66.	Shri Jogendra Naik,Room Boy	L-4 / Rs.23,827/-
67.	Shri Laxman Behera,Chowkidar	L-4 / Rs.26,008/-
68.	Smt Surekha Mahakud Sweepress	L-4 / Rs.23,827/-
69.	Shri Sarat Chandra Mallick, Sweeper	L-4 / Rs.26,008/-
70.	Smt Parbati Swain, Sweepress,	L-4 / Rs.23,827/-
71.	Shri K.A.Reddy,Sweeper	L-4 / Rs.23,827/-
72.	Smt.Jayanti Sahu, Telephone Attendant	L-4 / Rs.23,827/-
73.	Shri Digambar Panda, Table Attendant	L-4 / Rs.23,375/-
74.	Shri Dillip Kumar Behera, Room Boy	L-4 / Rs.22,420/-
75.	Shri Niranjan Sahoo,Driver	L-4 / Rs.25,534/-
76.	Shri Pradip Kumar Panda, Ex-Protocol Officer (Retd.)	Pay Rs. 39,923/-
77.	Shri Benudhar Mallick, Ex- House Bearer Retd.)	Consolidated Pay Rs. 6,500/-
78.	Shri Sanjay Mahala Room Boy	Consolidated Pay Rs. 9,770/-

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 Scale/ Monthly remuneration
1.	Smt. Elze Martin Dhan, Assistant Section Officer	L-9 / Rs.42,530/-
2.	Shri Ershaad Ahemad Khan Asst. Section Officer	L-9/ Rs.42,530/-

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

Non-Plan Budget-2018-2019

Liaison Office

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2018-2019
Pay		30000000
DA		3600000
HRA		5000000
RCM		700000
OA		2200000
Arrear Pay		621000
Salaries for consolidated pay posts		2110000
TE		400000
Leave Travel Concession		200000
Electricity Dues		1000
Water		1000
Telephone		660000
MV		2000000
OC		2000000
Up gradation of Computer facilities		500000
Computer Consumables		150000
Spares & Services		50000
Consultation Charges		600000
Sumptuary		300000

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

Non-Plan Budget -2018-2019

Odisha Bhawan

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2018-2019
Pay		30652000
D.A.		4000000
H.R.A		5000000
RCM		500000
OA		3200000
Arrear Pay		634000
TE		140000
LTC		100000
Electricity		8800000
Water		1000000
Telephone		750000
MV		4000000
OC		18000000
Purchase of Motor Vehicles		1000
Up gradation of Computer facilities		200000
Computer Consumables		50000
Spares & Services		50000
Consultation charges		20000
Other Charges		1000
Sumptuary		210000
Salaries for Consolidated Pay Post		886000

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

Non-Plan Budget -2018-2019

Odisha Sadan

Major Head	Activities to be performed	Sanctioned Budget including Supplementary for 2018-2019
Pay		2500000
D.A.		300000
H.R.A		200000
RCM		8000
OA		172000
Arrear Pay		52000
Salaries for Consolidated Pay Post		696000
TE		50000
LTC		25000
Electricity		3200000
Water		700000
Telephone		105000
MV		1065000
OC		7875000
Other Charges		1000
Up gradation of Computer facilities		120000
Computer Consumables		15000
Spares & Services		10000
Consultation charges		10000
Sumptuary		20000

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Particulars of recipients of concessions, permits or authorizations granted
[(Section 4(1) (b) (xii)]

List of beneficiaries

Sl.No.	Name & address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose
1	Office of the Chief Resident Commissioner, Government of Odisha, New Delhi	Annual Tender and contract is renewable subject to satisfactory performance	Better services in Odisha Niwas Canteen	Open Tender	<p>1.Praharaj Caterers, Delhi – January, 1997 to January, 2006</p> <p>2.Maurya Garden, Bhubaneswar – January,2006 to August, 2008</p> <p>3.DALMA, Bhubaneswar – July, 2011 to November, 2012</p> <p>4. Departmentally managed from December, 2012 and continuing.</p>
2	Office of the Chief Resident Commissioner, Government of Odisha, New Delhi	Annual Tender and contract is renewable subject to satisfactory performance	Sanitation services of Odisha Niwas Building	Open Tender	<p>1.PATHEYA,Delhi : (i) December 2009 to December 2010 and renewed up to 31st December, 2011and extended up to 31st January, 2012 (ii) February, 2012 to February, 2013</p> <p>(2) Rakshak Securitas Pvt Ltd, Delhi-1st March, 2013 to April, 2015</p> <p>(3) R.K. Jain & Sons Hospitality Services Pvt. Ltd. 1st May 2015 TO</p>

					31 ST May 2016. (4) King Security Guards Pvt. Ltd. From 1 st June 2016 to 31.05.2017. (5) Sybex Support Services Pvt. Ltd. from 01.06.2017 to 30.06.2017
3	Office of the Chief Resident Commissioner, Government of Odisha, New Delhi	Annual Tender and contract is renewable subject to satisfactory performance	Security services of Odisha Bhawan/Niwas Building	Open Tender	1 . IISF , Delhi – March, 2007 to August, 2008. 2 ESF , Delhi – September, 2008 to August, 2010. 3. Rakshak , Delhi – September, 2010 to September, 2011. 4. Sarvesh Security , Delhi – October, 2011 to September, 2012, Renewed from 1 st October, 2012 to November-2014. 5. Pankaj Security Service , Delhi. 1 st December-2014 & continuing
4	Office of the Chief Resident Commissioner, Government of Odisha, New Delhi	Annual Tender and contract is renewable subject to satisfactory performance	Security services of Odisha Sadan Building	Open Tender	Pankaj Security Service Delhi-1 st December-2014 & continuing
5	Office of the Chief Resident Commissioner, Government of Odisha, New Delhi	Annual Tender and contract is renewable subject to satisfactory performance	Sanitation Services of Odisha Sadan.	Open Tender	(1) Sybex Support System , from 1 st November-2015 to 30.06.2017 (2) M/s Walia & Sons , from 01.07.2017 & continuing

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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		Website- www.rcodishagov.in.	Available on website
2.	Particulars, functions and duties of the Office of the Chief Resident Commissioner		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 – 5pm (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 Premjit Nayak Joint Resident Commissioner	Odisha Niwas, 4-Bordoloi Marg, Chanakyapur i, New Delhi - 110021	23010479	rc.odisha @ gmail.com	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. Sucharita Sarangi, Officer on Special Duty (matters relating to Liaison Office)	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi – 110021	23792002(off)	rc.odisha @ gmail.com
2.	Shri B. K Hota (Manager), Odisha Bhawan (matters relating to OB & ON)	Odisha Bhawan, 1, Niti Marg, Chanakyapuri, New Delhi-110021	24679204(Off) Extn No- 2004 OB Extn No- 3007 ON	rc.odisha @ gmail.com
3.	Shri Saroj Kumar Biswal Section Officer, (matters relating to Odisha Sadan)	Odisha Sadan Sector 16-B, Dwarka New Delhi-110075	24679201 (off)	rc.odisha@gmai l.com

List of Assistant Public Information Officer

Sl. No.	Designation of the officer designated as Assistant PIOs	Postal address	Telephone No.	e-mail address
1.	Smt. Rupashree Rath, Assistant Section Officer	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi – 110021	24679201-2(off)	rc.odisha @ gmail.com
2.	Smt. Elze Martine Dhan, Assistant Section Officer	Odisha Niwas, 4-Bordoloi Marg, Chanakyapuri, New Delhi – 110021	24679201-2(off)	rc.odisha @ gmail.com