

**GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT**

No. SME-EL2-EL2-0115-2025 - 27867 /SME, dtd. 09-10-2025

OFFICE ORDER

In pursuance of GA&PG Notification No. 23675, dtd.14.07.2025 and this department Letter No.19356, dt. 17.07.2025, L No.20647 dated 30.07.2025 and L No.27712 dated 06.10.2025 the following distribution of work is hereby made with immediate effect for smooth management of official works (Administrative/Legal) of the Elementary Section-II until further orders.

SI No	Subject Matter	ASO/SO	Under Secretary/ Desk Officer	Additional Secretary
1	All matters relating to PM POSHAN and Mukhya Mantri POSHAN Yojana, Honorarium and Ex-gratia of Cook-cum-Helpers, Nutri-Garden, Central Kitchen Policy, Establishment matters of SPMU contractual/outsourced staffs, Revision of material cost, Related Grievances, RTI, NHRC, OHRC, Assembly Questions and other miscellaneous matter	Smt. Kamalini Behera, SO	Sri Samarendra Nandi, DO	1.Ms. Madhumita Rath (Administrative matter) 2. Sri Kedar Singh(Legal matter)
	Matters relating to Odisha Elementary Education Cadre Rules and Cadre Restructuring, Promotion of Elementary teachers under Odisha Elementary Education Rules, Relaxation of residency period for promotion, matters related to Part-Time Instructor, Election matter of Primary School Teachers' Association, Transfer of Primary School teachers, Grievances, RTI, NHRC, OHRC, Assembly Questions	Smt. Kamalini Behera, SO		
2	Matters relating to Regular recruitment of Assistant Teachers/MLE under Elementary Cadre, Regularisation of Junior Teacher (S)/ Junior Teacher(C)/ Sikhya Sahayak/ Swechhasevi Sikhya Sahayak of different districts and issues in this regard, reengagement and other issues of retrenched Swechhasevi Sikhya Sahayak, K.C Guru related Issue, Ex-resource teacher working as Primary teacher, RTI, NHRC, OHRC, SCPD, Regularisation of JT(S)/ JT(C)/ JT in custody matters/ Assembly Questions , Grievances	Smt. Purnaprava Nayak, ASO		1.Sri Jadumani Mahala (Administrative matter) 2. Sri Kedar Singh(Legal matter)
3	Matters relating to RCFCE Acts and Rules, Madrasa , Shishu Vatika, NFE teachers working as Primary School Teacher, Disciplinary Proceedings matter, Odisha Aided Educational Institutions Employees' Retirement Benefit Rules and retirement benefits, DPEP matters, Scholarship, Voluntary Retirement, RTI, Court Cases, NHRC, OHRC, NCPCCR/OSCPCCR, SCPD & Grievances, Assembly Questions and other miscellaneous matters related to Section-II	Sri Spandan Purohit, ASO	Sri Sudam Behera, US	

4	Matters relating to RCM Claims. Rehabilitation Assistance, Fake Certificate Issue, CRSP Rules, RACP/ MACP, OTET, Pension and retirement benefits, NHRC, OHRC, Correction of Date of Birth, Stepping up of Pay, Allegation petitions against teachers, Odia school outside the state, Arrear Claim, Sanction of leaves, DOB Correction, Special Financial Assistance to New Life Trust. RTI, Assembly Questions	Miss Jayashree Konhar		
---	--	-----------------------	--	--

However, in addition to the work assigned to the concerned ASO/SO, they will also perform any other duties as may be entrusted to them from time to time by the higher authority.

All the RTI applications/Appeals and related matters shall be put up by concerned ASO/SO to the PIO directly.

This Order shall remain in force unless and until the same is specifically modified.

By Order of Commissioner-cum-Secretary

Additional Secretary to Government

Memo No. 27868 /SME, dtd. 09-10-2025

Copy forwarded to the Sr. P.S to Commission-cum-Secretary to Govt., School & Mass Education Department for kind information of Commission-cum-Secretary.

Additional Secretary to Government

Memo No. 27869 /SME, dtd. 09-10-2025

Copy forwarded to Computer Cell for hosting in the Department Website / All sections of S&ME Dept. for information and necessary action.

Additional Secretary to Government

Memo No. 27870 /SME, dtd. 09-10-2025

Copy forwarded to Additional Secretary (I/C of PM POSHAN)/ Additional Secretary (Legal) of S&ME Dept. for information and necessary action.

Additional Secretary to Government