



# **GENERAL ADMINISTRATION DEPARTMENT**

## **Odisha Government Rules of Business**

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WITH DISABILITY

**3.** SECOND SCHEDULE

**4.** INSTRUCTIONS REGARDING THE BUSINESS OF THE GOVERNMENT ISSUED  
UNDER RULE 14 OF THE RULES MADE UNDER MADE UNDER ARTICLE 166 OF THE  
CONSTITUTION OF INDIA

**THE ORISSA GOVERNMENT RULES OF BUSINESS  
MADE UNDER ARTICLE 166  
OF THE CONSTITUTION OF INDIA**

*Bhubaneswar, the 14th December, 1956*

No.4192-Gen - In exercise of the powers conferred by clause (3) of Article 166 of the Constitution of India and in supersession of all previous rules made in this behalf, the Governor of Orissa is pleased to make the following rules, namely :

1. These rules may be called the Orissa Government Rules of Business.
2. In these rules, unless the context otherwise requires -
  - a. "Article" means an Article of the Constitution of India
  - b. "Council" means the Council of Ministers constituted under Article 163
  - c. "Cabinet" means the Committee of the Council of Ministers specified in Rule 4-A
  - \*d. "Secretary" means a Secretary to the Government of Orissa and includes a Principal Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary.
3. The General Clauses Act, 1897 applies for the interpretation of these rules as it applies for the interpretation of a Central Act.
4. The business of the Government shall be transacted in the departments specified in the First Schedule and shall be classified and distributed between those departments and their branches as laid down therein.
- 4-A. There shall be a Committee of the Council of Ministers to be called the Cabinet which shall consist of the Ministers. Except when the Council of Ministers meets on any occasion, all matters referred to the Second Schedule shall ordinarily be considered at a meeting of the Cabinet :

Provided that a Minister of State or a Deputy Minister may attend the meeting of the Cabinet when requested to do so, either when a subject with which he is concerned is under discussion or otherwise :

Provided further that a Minister of State-in-charge of a department where there is no Minister-in-charge of that department, shall attend the meeting of a Cabinet where at a subject with which he is concerned is fixed or taken up for consideration.
5. The Governor shall, on the advice of the Chief Minister allot the business of the Government by assigning one or more departments to the charge of a Minister or of a Minister of State :

Provided that different branches of a department or different subjects under a branch may be assigned to the charge of different Ministers of State :

Provided further that Minister of a State or a Deputy Minister may be in subordinate charge of a department or of specified branches of a department or of specified subjects under a branch, under the Minister-in-charge or Minister of State-in-charge, as the case may be, or may assist the

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\* Inserted vide Notification No. 28981, dated the 28th December 1993.

Minister-in-charge or the Minister of State-in-charge, as the case may be, in such manner as may be indicated by such Minister-in-charge or Minister of State-in-charge.

6. Each department of the Secretariat shall consist of a Secretary to Government who shall be the official head of that department and of such other officers and staff subordinate to him as the State Government may determine :

Provided that more than one department may be placed in charge of the same Secretary :

Provided further that different branches of a department may be placed in charge of different Secretaries.

7. The Council shall be collectively responsible for all executive orders issued in the name of the Governor in accordance with these rules whether such orders are authorised by an individual Minister or Minister of State on a matter appertaining his port-folio or as a result of discussion at a meeting of the Council or of the Cabinet or howsoever otherwise.

8. (1) All cases referred to in the Second Schedule shall be brought before the Cabinet by the direction of
- i. the Chief Minister or
  - ii. the Minister-in-charge or the Minister of State in-charge of the case with the consent of the Chief Minister.

- (2) Cases shall also be brought before the Cabinet by the Chief Minister by the direction of the Governor under clause (c) of Article 167 :

Provided that no case in regard to which the Finance Department is required to be consulted under rule 10 shall, save in exceptional circumstances under the direction of the Chief Minister, be discussed by the Cabinet unless the Finance Minister has had opportunity for its consideration.

\*Provided further that the Chief Minister may anticipate approval of the Cabinet in cases of emergency, if the meeting of the Cabinet is likely to be delayed. Such cases shall have to be placed before the next meeting of the Cabinet as and when held.

9. (1) Without prejudice to the provision of Rule 7 the Minister-in-charge or the Minister of State-in-charge of a Department or a branch or branches thereof shall be primarily responsible for the disposal of business appertaining that department or branch.
- (2) Every Minister, every Minister of State, every Deputy Minister and every Secretary shall transmit to the Chief Minister all such information with respect to the business of the Government as the Chief Minister may from time to time require to be transmitted to him.
10. (1) No department shall without previous consultation with the Finance Department authorise any orders (other than orders pursuant to any general delegations made by the Finance Department) which either immediately or by their repercussions will affect the finances of the State or which in particular, either -
- a. relate to the number or grading or cadres of posts or the emoluments or other conditions of service or post; or

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\* Inserted vide Notification No. 1531-RB-15/86-AIS dated the 4th March 1987.

- b. involve any grant of land or assignment of revenue or concession, grant lease or licence of mineral or forest rights or a right to water-power or any easement or privilege in respect of such concession; or
    - c. in any way involve any relinquishment of revenue
  - (2) No proposal which requires previous consultation with the Finance Department under sub-rule (1) of this rule but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Cabinet.
  - (3) No reappropriation shall be made by any department other than the Finance Department except in accordance with such general delegations as the Finance Department may have made.
  - (4) Except to the extent that power may have been delegated to the Departments under rules approved by the Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit, should be communicated in the manner as prescribed by the Finance Department from time to time.
  - (5) Nothing in this rule shall be construed as authorising any department including the Finance Department to make reappropriations from one grant specified in the Appropriation Act to another such grant.
11. All orders or instruments made or executed by order or on behalf of the Government of Orissa shall be expressed to be made by or by order of or executed in the name of the Governor of Orissa.
12. Every order or instrument of the Government of the State shall be signed either by a \*Principal Secretary, a Secretary, a Special Secretary, a Joint Secretary, a Deputy Secretary or an Under-Secretary or such other officer as may be specially empowered in that behalf and such signature shall be deemed to be the proper authentication of such order or instrument.
- Explanations- In this rule the references to a \*Principal Secretary, a Secretary, a Special Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary shall include references, respectively to an Additional Principal Secretary, an Additional Secretary, an Additional Joint Secretary, an Additional Deputy Secretary and an Additional Under-Secretary.
13. The Secretary of the department or branch concerned is in each case responsible for the proper transaction of business and the careful observance of these rules, and when he considers that there has been any material departure from them he shall personally bring the matter to the notice of the Minister-in-charge or the Minister of State-in-charge as the case may be and the Chief Secretary. \*\*The Secretary in each department or branch shall also be responsible for the due execution of sanctioned policy and for the discipline and efficiency of the administrative department or branch in his charge.
14. These rules may to such extent as necessary be supplemented by instructions to be issued by the Governor on the advice of the Chief Minister.

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\* Inserted Vide Notification No. 28981, dated 28.12.93.

\*\* Deleted Vide Notification No. 90211-Gen, dated the 11th May, 1977.



## **FIRST SCHEDULE**

Allocation of Business Amongst Departments  
(Vide Rule-4)

**\*I GENERAL ADMINISTRATION DEPARTMENT**

I - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 General     | <p><b>Union Subjects</b></p> <p><b>**1</b> (a) All matters relating to Indian Administrative Service Officers, except sanction of Housing Building and Motor Car Advance.</p> <p>(b) Matters relating to Indian Police Service Officers and Indian Forest Services Officers regarding recruitment, promotion, confirmation determination of seniority, creation of temporary and ex-cadre posts, triennial review, maintenance of C.C.Rs and property statements and framing of rules thereon.</p> <p>2 Rules of Family Pension Funds including Indian Civil Services Family Pension Fund and Superior Services (India) Family Pension Fund.</p> <p><b>State Subjects</b></p> <p>1 State Public Service Commission.</p> <p>2 Safeguarding of the rights and legitimate interest of all Establishments.</p> <p>3 Method of recruitment and direct recruitment to the Orissa Finance Service and Orissa Police Service.</p> <p>4 Method of recruitment to Class III (Ministerial) and Class IV (Non-technical ) posts in the Departments, Heads of Departments and District offices.</p> <p>5 Orissa Administrative Service Class-II and Orissa Subordinate Administrative Service. Principles and method of recruitment - Their cadres - General principles regarding fixation of pay and seniority - Pension-Sanction of General Provident Fund advances where relaxation of rules is necessary - Extension of service and re-employment-Deputation outside the state.</p> <p>6 Government Servants' Conduct Rules and the Civil Service (Classification, Control &amp; Appeal) Rules.</p> <p>7 Compilation of A.D.List. Desk Diary, the District Officers Handy Reference Book and departmental examination rules of all gazetted services of the State.</p> <p>8 Civil List.</p> <p>9 General conditions of service affecting all public services in matters of appointment, confirmation, leave, pay, travelling allowance, pension, extension and re-employment, etc., and interpretation of rules pertaining thereto. Retrenchment.</p> <p><b>Note -</b> Rules involving financial consideration will require a reference to the Finance Department also.</p> |

\* Substituted Vide Notification No. 14346-Gen, dated the 10th June 1980.

\*\* Substituted Vide Notification No. 21400, dated the 27th Sept. 1994.

**I GENERAL ADMINISTRATION DEPARTMENT** *Contd ...* **I - 2**

| <i>Branch</i>                   | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <p>*10 Accord of sanction for the prosecution of any public servant for any offence where such sanction is required to be accorded by the State Government.</p> <p>11 Inquiries and statistics for the purpose of any of the matters in this list.</p> <p>12 Official language</p> <p>13 Rules of Business</p> <p>14 Secretariat Instructions</p> <p>15 All matters affecting Orissa Administrative Service, Class I and posting and transfer of Orissa Administrative Service Class I (Junior Branch) officers of the rank of Under-Secretary to Government.</p> <p>16 Framing of Rules and Regulations affecting the services of Orissa Administrative Service, Class I (Junior Branch)</p> <p>17 Organisation and Methods</p> <p>**18 [ ]</p> <p>19 Care-Taker's establishment.</p> <p>***20 Supervision of revision and updating of Manuals, Codes, Rules and circulars pertaining to all Departments including simplification of Rules and procedures where necessary in all Departments.</p> <p>Note - The General Administration Department will also deal with such other subjects as may be specifically assigned to it by the Chief Minister by General or Special orders</p> |
| 2 Administration of New Capital | <p><b>State Subjects</b></p> <p>1 General control over New Capital and Government land lying within the Notified Area Council</p> <p>2 Planning the construction programme and allotment of buildings for official and residential purposes.</p> <p>3 Leasing and transferring of sites in New Capital</p> <p>4 Integration of Bhubaneswar Old town with New Capital</p> <p>5 Development and provision of amenities in New Capital</p> <p>6 Arboricultural operations</p> <p>7 Allotment of accommodation in the Secretariat and of residential quarters at Cuttack-1</p> <p>****8 Orissa Public Premises (Eviction of Unauthorised Occupants) Act. 1972 and matters connected therewith</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

\* Substituted Vide Notification No. 556-AIS-II, dated the 21st January 1985.

\*\* Deleted Vide Notification No. 27528, dated the 13th December 1995.

\*\*\* Inserted Vide Notification No. 6926-RB-8/98-Gen, dated the 9th March 1999.

\*\*\*\* Inserted Vide Notification No. 1075 dated the 13th January 1992.

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**I                      GENERAL ADMINISTRATION DEPARTMENT                      Contd ...                      I - 3**


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| <i>Branch</i>                    | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3      Administrative Tribunal   | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1      Administrative Tribunal</li> <li>2      Disciplinary proceedings before the Administrative Tribunal.</li> <li>*3     Commissioner for Departmental Inquiries and matters connected therewith.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4      Vigilance                 | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1      Vigilance organisation</li> <li>2      Investigations undertaken by the Vigilance Organisation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5      **Special Establishment   | <b>State Subject</b> <ol style="list-style-type: none"> <li>1      Collection and maintenance of Confidential Character Rolls of all Group 'A' officers of the State including Officers of All India Services serving under the State.</li> <li>2      Formulation of policy and interpretation of rules in respect of matters relating to collection and maintenance of Confidential Character Rolls of all group officers including the officers of All India Services serving under the State.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6      ***Administrative Reforms | <b>State Subject</b> <ol style="list-style-type: none"> <li>1.      Civil Service Reforms – aimed at making the civil service responsive accountable and transparent.</li> <li>2.      Identification of surplus manpower, creation of a surplus pool and re-deployment of personnel.</li> <li>3.      To carry out functional reviews of Departments within the Government with a view to identify functions, schemes and procedures which have become redundant over the years. The review will identify personnel which continue to be assigned for such redundant functions.</li> <li>4.      Training of personnel including re-training of surplus personnel.</li> <li>5.      Examination of various Service Rules to permit lateral entry and to restructure manpower among the different groups based on the requirements and expectations of modern times.</li> <li>6.      Bringing out transparent Transfer Policy from time to time.</li> <li>7.      Examination and improvement of the system of recording annual assessment of officials.</li> <li>8.      System of reward and punishment/incentives and disincentives.</li> <li>9.      Identify Departments and process in the Government to be computerised.</li> <li>10.     Improve transparency in Government transactions, with particular emphasis on anti-corruption measures.</li> </ol> |

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\*      Inserted Vide Notification No. 3000-AIS-II-RB-2/85, dated the 27th April 1985.

\*\*     Substituted Vide Notification No. RB-3/2003/28891/G, dated the 17th October 2003.

\*\*\*   Inserted Vide Notification No. RB-3/2002/27911, dated the 29th August, 2002.

|          |                                          |                  |       |
|----------|------------------------------------------|------------------|-------|
| <b>I</b> | <b>GENERAL ADMINISTRATION DEPARTMENT</b> | <i>Contd....</i> | I - 4 |
|----------|------------------------------------------|------------------|-------|

| Branch                  | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | 11. Promote computer literacy in order to cover all the employees within a period of three years.<br>12. Computerise key public services within one year. The areas are: maintenance of land records, registration of sales, registration of births & deaths, payment of Bills, the Service Cooperative Societies, the Regional Transport Offices, the Treasuries, Pension Administration etc.<br>13. (a) Work Study by trained and qualified personnel.<br>(b) Instructions on management of services and techniques in Department of Government/ Other Offices/ Other Organisation as decided by Government from time to time.<br>(c) Staffing Pattern.<br>(d) Fixation of Yardstick.<br>(e) Mechanisation in Administration to avoid waste and to economise expenditure.<br>(f) Modernisation of Government Offices and introduction of modern office equipments in all Government Offices.<br>14. Other related matters pertaining to Civil Service Reforms Programme." |
| 7 Training Coordination | <b>State Subjects</b><br>1 All training matters excluding Technical Training and including Foreign Training.<br>2 Identification of Training needs for all State Government Departments<br>3 Co-ordination measures for decentralisation and enhanced delegation of powers to appropriate levels.<br>4 Co-ordination of Training activities of Departments and supervision of Gopabandhu Academy of Administration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| *8 Aviation             | <b>Union Subjects</b><br>1 Communication to the extent described under the head "Aircraft and Air Navigation" and all matters connected herewith.<br><b>State Subject</b><br>1 Directorate of Aviation.<br>2 Government Aviation Training Institute.<br>3 Acquisition, maintenance and operation of Government Aircraft.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

\* Inserted Vide Notification No. 574-Gen, dated the 7th January 1998.

**Government of Orissa**  
**General Administration Department**

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**NOTIFICATION**

Bhubaneswar, Dated the 29<sup>th</sup> August, 2002.

No.RB-3/2002/27911/Gen., In pursuance of clause (3) of article 166 of the constitution of India, the Governor of Orissa hereby makes the following further amendments to the Orissa Government Rules of Business, namely:-

**AMENDMENT**

1. In the First Schedule to the Orissa Government Rules of Business, (hereinafter referred to as the said schedule), in Serial No.I, relating to the Department of General Administration, after Branch No.5 'Special Establishment' the following Branch along with the subjects mentioned against it shall be inserted, namely:-

“Administrative Reforms Cell

State Subjects

1. Civil Service Reforms – aimed at making the civil service responsive accountable and transparent.
2. Identification of surplus manpower, creation of a surplus pool and re-deployment of personnel.
3. To carry out functional reviews of Departments within the Government with a view to identify functions, schemes and procedures which have been redundant over the years. The review will identify personnel which continue to be assigned for such redundant functions.
4. Training of personnel including re-training of surplus personnel.
5. Examination of various Service Rules to permit lateral entry and to restructure manpower among the different groups based on the requirements and expectations of modern times.
6. Bringing out transparent Transfer Policy from time to time.
7. Examination and improvement of the system of recording annual assessment of officials.
8. System of reward and punishment/incentives and disincentives.
9. Identify Departments and process in the government to be computerized.

10. Improve transparency in Government transactions, with particular emphasis on anti-corruption measures.
11. Promote computer literacy in order to cover all the employees within a period of three years.
12. Computerize key public services within one year. The areas are: maintenance of land records, registration of Sales, registration of births & deaths, payments of Bills, the Service Cooperative Societies, the Regional Transport Officers, the Treasuries, Pension Administration, etc.
13. (a) Work Study by trained and qualified personnel.  
(b) Instructions on management of services and techniques in Department of Government/Heads of Departments/Other Officees/Other Organizations as decided by Government from time to time.  
(c) Staffing pattern.  
(d) Fixation of Yardstick.  
(e) Mechanization in Administration to avoid waste and to economise expenditure.  
(f) Modernization of Government Offices and introduction of modern office equipments in all Government Offices.
14. Other related matters pertaining to Civil Service Reforms Programme.”

2. In the said Schedule, in Serial No.XXVI, relating to the Department Public Grievances and Pension Administration, “Branch No.3 Administrative Reforms” and the entries made against it under the ‘State Subjects’ shall be deleted.

By order of the Governor

Sd/-

S.Srinivasan  
Special Secretary to Government

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Appointment | <p><b>Union Subjects</b></p> <p>1 Requisitioning and acquisition of immovable property for the purpose of the Union under Requisitioning and Acquisition of Immovable property Act.1952.</p> <p><b>State Subjects</b></p> <p>1 Requisitioning and acquisition of immovable property except for the purpose of the Union under the Orissa Requisition and Acquisition of Immovable property Act. 1952</p> <p>2 All matters relating to the Orissa Secretariat Service</p> <p>3 Orissa Secretariat Ministerial , Stenographers including Minister's Personal Assistants and Typists.</p> <p>4 Special holidays, special casual leave and office hours.</p> <p>5 Record Room and its establishment</p> <p>6 Secretariat Library</p> <p>7 Motor car establishment</p> <p>*8 [ ]</p> <p>9 Criminal Law including all matters included in the Indian Penal Code at the commencement of the Constitution but excluding offences against laws with respect to any of the matters specified in List I or List II and excluding the use of Naval, Air Forces or any Other Armed Forces of the Union in aid of the Civil power.</p> <p>10 Criminal Procedure including all matters included in the Code of Criminal Procedure at commencement of the Constitution</p> |
| 2 Reforms     | <p><b>Union Subjects</b></p> <p>1 Matters relating to Constitution and organisation of the High Courts except provisions as to the officers and servants of the High Court.</p> <p><b>State Subjects</b></p> <p>1 Officers and servants of the High Court-Administrative charge of the High Court buildings and residences of Judges and officers of the said Court.</p> <p>2 Matters relating to the posting, leave and deputation of the I.P.S. Officers.</p> <p>3 Matters relating to the cadre,promotion, appointment, pay, seniority, G.P. Fund, deputation, leave, posting,transfer and pension of the Superior Judicial Service Officers</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

\* Deleted Vide Notification No. 27042-Gen, dated the 6th October 1997.

| Branch      | Subject                                                                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | 4 Constitutional Reforms.                                                                                                                                                                                                                |
|             | **5 ( )                                                                                                                                                                                                                                  |
| 3 Election  | <b>Union Subjects</b>                                                                                                                                                                                                                    |
|             | 1 Election to Parliament.                                                                                                                                                                                                                |
|             | <b>State Subjects</b>                                                                                                                                                                                                                    |
|             | 1 Election to State Legislature.                                                                                                                                                                                                         |
| 4 Political | <b>Union Subjects</b>                                                                                                                                                                                                                    |
|             | 1 Defence of India - All matters connected with Navy, Army and Air Forces in India or with Indian Marine Service or with any other force raised in India other than Military and Armed Police wholly maintained by the State Government. |
|             | 2 Naval, Army and Air Force works and Cantonments.                                                                                                                                                                                       |
|             | 3 Arms, firearms and ammunition.                                                                                                                                                                                                         |
|             | 4 Rulers, their privileges privy purse allowances to relatives, private properties, etc.                                                                                                                                                 |
|             | 5 Territorial Army and National Volunteer Force.                                                                                                                                                                                         |
|             | 6 United Nations Organisation                                                                                                                                                                                                            |
|             | 7 Control of Petroleum and Explosives and sanction of Prosecution.                                                                                                                                                                       |
|             | <b>State Subjects</b>                                                                                                                                                                                                                    |
|             | 1 Public Order (but not including the use of Naval, Army or Air Forces or any other armed forces of the Union in aid of the Civil powers).                                                                                               |
|             | * 2 [ ] Cinemas subject to the provision of entry 60 of List I in the 7th Schedule of the Constitution; sports, entertainment and amusements.                                                                                            |
|             | 3 Preventive detention for reasons connected with the security of the State, the maintenance of public order of the maintenance of supplies and services essential to the community-Persons subjected to such detention.                 |
|             | 4 Removal from one State to another State of prisoners, accused persons and persons subjected to preventive detention for reasons specified in entry 3 of List III in the 7th Schedule of the Constitution.                              |
|             | 5 Warrant of Precedence                                                                                                                                                                                                                  |
|             | 6 Sanction of prosecution under sections 124(A), 153(A) and 108, I.P.C.                                                                                                                                                                  |

\* Deleted Vide Notification No. 943-AIS-II-RB-9/83, dated the 2nd February 1984.

\*\* Deleted vide notification No. RB 13/2005/2263/SErv. II Date 30.1.2006

| Branch   | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | 7 State symbols and flags                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|          | 8 Lotteries and raffles                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | 9 Recognition of Associations                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|          | 10 State Soldiers' Sailors and Airmen's Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|          | 11 Visit of V.I.Ps and deaths of V.I.Ps.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|          | 12 Sainik School, Dehradun                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          | +13 [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | *14 Security Arrangement in the Secretariat.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5 Police | <b>Union Subject</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | **1 Matters relating to Indian Police Service Officers such as posting, transfer, leave, General Provident Fund, Pay and allowances, advances (except Motor Car and House Building), deputation, pension and pensionary benefits, initiation and disposal of disciplinary proceedings, trainings, Group Insurance Scheme, matters pertaining to conduct rules, Leave Travel Concession and medical attendance etc. which have not been specifically allotted to General Administration Department. |
|          | ****2 [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|          | <b>State Subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|          | 1 Police including railways and village police.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|          | 2 All police services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|          | 3 Suppression of Immoral Traffic in Women and Girls Act, 1956 (except establishment and maintenance of Protective Homes allocated to C.D. and Rural Reconstruction Department).                                                                                                                                                                                                                                                                                                                    |
|          | 4 Habitual Offender's Act                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|          | 5 Control of poisons                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|          | 6 Betting and gambling                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|          | 7 Vagrancy, nomadic and migratory tribes.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|          | 8 Grant of rent-free quarters                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|          | *** 9 Allegations and complaints relating to atrocities against women Scheduled                                                                                                                                                                                                                                                                                                                                                                                                                    |

\* Inserted Vide Notification No. 13423 dated the 11th June 1993.

\*\* Inserted Vide Notification No. 21400 dated the 27th September 1994.

\*\*\* Inserted Vide Notification No. 1348 dated the 11th January 1991.

\*\*\*\* Deleted Vide Notification No.RB-3/99(Part-I)/6619/Gen, dated 11th March 2003.

+ Deleted Vide Notification No. 19556 dated the 27th July 1998.

| <i>Branch</i>             | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *6 Jail and Reformatories | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Prisons and other institutions of a like nature and persons detained therein, arrangements with other States for the use of prisons and other institutions excluding Borstal institutions.</li> <li>3 Grant of rent-free quarters to officers under the control of the Department.</li> <li>4 Removal of prisoners from one State to another State.</li> <li>5 Petitions from State Prisoners for premature release.</li> <li>6 [ ]</li> <li>7 [ ]</li> <li>8 [ ]</li> </ol> |
| 7 Passport                | <b>Union Subjects</b> <ol style="list-style-type: none"> <li>1 Citizenship, naturalisation and aliens.</li> <li>2 Admission into and emigration and expulsion from India Passports and Visas.</li> <li>3 Pilgrimage to places outside India.<br/>[ ----- ]</li> </ol>                                                                                                                                                                                                                                                                       |

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\* Inserted Vide Notification No. 3276-Gen dated the 19th February 1980.

[ ] Deleted Vide Notification No. 13661 dated 3rd May 1989.

[ ---] Deleted Vide Notification No. 16976-Gen dated the 29th July 1978.

**III FINANCE DEPARTMENT**

III - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Finance     | <p><b>Union Subject</b></p> <ol style="list-style-type: none"> <li>1 Public debt of the Union.</li> <li>2 Currency and coinage.</li> <li>3 Savings Bank.</li> <li>4 Taxes on income other than agricultural income.</li> <li>5 The Indian Audit Department.</li> <li>6 Union Excise duties.</li> <li>7 Grant-in-aid from the Union Government.</li> </ol> <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1 T.A. Rules, Orissa Service Code, Leave Rules, Fundamental- cum- Supplementary Rules, Civil Service Regulations (Pension Rules).</li> </ol> <p><b>Note-</b> Interpretation and framing of Rules under this item which affects conditions of service of Government servants shall also be referred by the Finance Department to the General Administration Department for opinion of the latter Department.</p> <ol style="list-style-type: none"> <li>2 Grant of rent-free quarters to officers under the control of the Department.</li> <li>3 Interpretation of financial code and other questions of financial nature.</li> <li>4 Treasury Administration.</li> <li>[ ]</li> <li>5 Orissa Finance Service and Subordinate Finance Services.</li> <li>6 Political Sufferer's Pension.</li> <li>7 All duties imposed on Finance Department under the Rules of Business.</li> <li>8 Taxes on entry of goods in a local area for consumption, use or sale therein.</li> <li>9 Capitation Taxes.</li> <li>10 Accounts matters relating to Secretariat Establishment.</li> <li>11 Small Savings.</li> <li>*12 Institutional Finance.</li> </ol> |

[ ] Deleted Vide Notification No. 8997-Gen, dated the 19th April 1978.

\* Inserted Vide Notification No. 14736-Gen, dated the 1st July 1978.

**III FINANCE DEPARTMENT**

Contd....

III - 2

| <i>Branch</i>             | <i>Subject</i>                                                                                                                                 |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|                           | *13 Processing the reimbursement claims relating to Co-ordination of projects sponsored for assistance of the World Bank and its subsidiaries. |
| 2 Pay and allowances      | <b>State Subject</b>                                                                                                                           |
|                           | 1 Pay and allowances (grant of special pay, compensatory and other allowances).                                                                |
|                           | 2 Economy                                                                                                                                      |
|                           | 3 Pay revision and fixation of pay on revised scales.                                                                                          |
|                           | 4 Dearness allowance                                                                                                                           |
| 3 Audit and Miscellaneous | <b>State Subject</b>                                                                                                                           |
|                           | 1 Internal Audit Organisation.                                                                                                                 |
|                           | 2 Audit Reports on ex-State Accounts and other accounts.                                                                                       |
|                           | 3 General Provident Fund, Contributory Provident Fund and I.C.S., Provident Fund.                                                              |
|                           | 4 Grant of advances for purchase of conveyances, house buildings, permanent advances and other advances.                                       |
|                           | 5 Liveries.                                                                                                                                    |
|                           | 6 [ ]                                                                                                                                          |
|                           | 7 [ ]                                                                                                                                          |
|                           | 8 States investments.                                                                                                                          |
|                           | 9 Mayurbhanj State Bank.                                                                                                                       |
|                           | 10 Local Fund Audit.                                                                                                                           |
|                           | 11 Charitable Endowment Fund.                                                                                                                  |
|                           | +12 The Orissa Local Fund Audit Act, 1948.                                                                                                     |
| 4 Codes                   | <b>State Subject</b>                                                                                                                           |
|                           | 1 Compilation and examination of Financial Codes and Manuals.                                                                                  |
| 5 Budget                  | <b>State Subjects</b>                                                                                                                          |
|                           | 1 Ways and Means                                                                                                                               |
|                           | 2 Loans including reconciliation of loans accounts and verification of accounts in connection with Grow More Food loans.                       |

\* Inserted Vide Notification No. 6090-AIS-II, dated the 26th July 1985.

[ ] Deleted Vide Notification No. 270 dated 2nd January 1991.

+ Inserted Vide Notification No. 20667-Gen dated the 21st September 1978.

**III FINANCE DEPARTMENT***Contd....*

III - 3

| <i>Branch</i> | <i>Subject</i>   |                                                                                        |
|---------------|------------------|----------------------------------------------------------------------------------------|
|               | 3                | Examination and compilation of Budgets and preparation of Bills. Appropriation         |
|               | 4                | Scrutiny of supplementary demand schedules.                                            |
|               | 5                | Scrutiny of new demand schedules.                                                      |
|               | 6                | Appropriation accounts.                                                                |
|               | 7                | Reappropriation.                                                                       |
|               | 8                | Surrender of savings.                                                                  |
|               | 9                | Administrative Approval to building projects both residential and non-residential.     |
|               | 10               | Revision of Controlling Officer's budget forms.                                        |
|               | 11               | Forecast of High Commissioner's estimates.                                             |
|               | 12               | Discretionary grant.                                                                   |
|               | 13               | Contract grant.                                                                        |
|               | 14               | Orissa Contingency Fund.                                                               |
|               | 15               | Public debt of the State.                                                              |
| 6             | Commercial Taxes | <b>State Subject</b>                                                                   |
|               | 1                | Taxes on agricultural income.                                                          |
|               | 2                | Taxes on sale of goods other than newspapers.                                          |
|               | 3                | Taxes on advertisement other than advertisements published in the newspaper.           |
|               | 4                | Taxes on luxuries including taxes on entertainments, amusements, baiting and gambling. |
|               | 5                | Taxes on sale of motor spirits.                                                        |



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## **+IV REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

IV - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Revenue     | <b>Union Subjects</b> <ol style="list-style-type: none"><li>1 Botanical Survey.</li><li>2 Survey of India</li></ol> <p><b>Note-</b> Includes the Preparation and supply of maps for State purposes.</p> <ol style="list-style-type: none"><li>3 Census.</li><li>4 Court of Wards for the Estates of Rulers of Indian States.</li><li>5 Metereology.</li></ol> <b>State Subjects</b> <ol style="list-style-type: none"><li>1 All matters relating to O.A.S. Class I (Junior Branch) (except those allocated to General Administration Department) and O.A.S. Class II in respect of which Government orders are required to be taken in the Revenue Department in terms of Government Resolution No.4408-Gen., dated the 31st March 1959.</li><li>2 Territorial changes other than inter-State and declaration of Laws in connection therewith.</li><li>* 3 Disputes about Inter-State Boundaries.</li><li>4 Land Revenue administration as described under the following heads :<ol style="list-style-type: none"><li>(i) Constitution and organisation of and procedure in Rent and Revenue Court.</li><li>(ii) (a) Assessment and collection of land revenue and rent</li><li>(b) Laws regarding land tenures, relations between landlords and tenants, collection of rents and public demands.</li><li>(c) Land Improvement and Agricultural Loans excluding loans under the Orissa Intensive Cultivation Scheme Loans Rules</li><li>** (d) Colonisation, disposal of State land and alienation of land</li><li>(e) Rights in or over land</li><li>(f) Escheats</li><li>(g) Maintenance of land records, survey for revenue purposes record-of-rights.</li><li>(h) Court of Wards encumbered and attached Estates</li></ol></li></ol> |

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\* Inserted Vide Notification No. 27042-Gen, dated the 6th October 1997.

\*\* Substituted Vide Notification No. 995-AIS-II, dated the 8th February 1985.

+ Substituted Vide Notification No.12355/Serv-ii dated 5th june 2006.

Branch

Subject

(i) Management of Government Estates.

**Note-** Including jurisdiction over Revenue Officers, partition of estates, collection and assessment of cess (including embankment cess), land registration administration of Public Demands Recovery Act.

+++5 Special Relief and Disaster Management

6 Land Acquisition (including acquisition under Orissa Development of Industries etc. Act).

7 Treasure Trove

8 Registration of deeds and documents.

\* 9 [ ]

10 Duties in respect of succession of agricultural land.

11 Estate duty in respect of agricultural land.

\*\*12 Matters relating to the non-gazetted establishment under the administrative control of Revenue Department.

13 All matters relating to persons employed in the Settlement, Consolidation and Registration hierarchies.

14 Administrative charge of all Circuit Houses, Revenue Inspection Bungalows and Revenue Rest-Sheds.

15 Administrative charge of all the residential buildings borne in the books of Revenue Department.

16 Administrative charge of all the non-residential buildings borne in the books of Revenue Department.

17 Gazetteers and Statistical Memoirs.

18 Libraries maintained in the Revenue Department and in the offices subordinate thereto.

19 Holidays

[ ----- ]

20 Grant of rent-free quarters for officers under the control of the Revenue Department.

21 Crop reports and forecasts

\* Deleted Vide Notification No. 8399-AIS-II, dated the 11th December 1985.

\*\* Substituted Vide Notification No. 995-AIS-II, dated 8th February 1985.

[---] Deleted Vide Notification No. 16781-Gen, dated the 17th July 1980.

\*\*\* Substituted Vide Notification No.12355/Serv-ii dated 5th June 2006.

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## IV REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Contd....

IV - 3

| Branch         | Subject                                                                                                                            |
|----------------|------------------------------------------------------------------------------------------------------------------------------------|
|                | 22 Water-rate and Cess                                                                                                             |
|                | 23 Betterment Levy                                                                                                                 |
|                | 24 Departmental construction of Revenue Buildings.                                                                                 |
|                | 25 Fire accidents                                                                                                                  |
|                | 26 Cyclones                                                                                                                        |
|                | 27 Administration of Orissa Compulsory Labour Act.                                                                                 |
|                | 28 National water-supply and sanitation schemes.                                                                                   |
|                | 29 Recovery of loans granted to the displaced persons from the East Pakistan.                                                      |
|                | 30 Sairat                                                                                                                          |
|                | 31 All matters relating to Orissa Money Lenders Act and money lenders.                                                             |
|                | * 32 Stamps                                                                                                                        |
|                | **33 All matters relating to relief and rehabilitation of displaced persons of National Test Range, Baliapal in Balasore District. |
|                | +34 Societies Registration Act.                                                                                                    |
|                | ++35 Hut Insurance Scheme for poor families in rural areas.                                                                        |
| 2 Land Reforms | <b>State Subjects</b>                                                                                                              |
|                | 1 Anchal Sasan                                                                                                                     |
|                | 2 Bhoodan Yagna                                                                                                                    |
|                | 3 Estate Abolition and management                                                                                                  |
|                | 4 Consolidation of holdings                                                                                                        |

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\* Inserted Vide Notification No. 8997-Gen, dated the 19th April 1978.

\*\* Inserted Vide Notification No. 61186, dated the 30th October 1986.

+ Inserted Vide Notification No. 27796, dated the 7th September 1989.

++ Inserted Vide Notification No. 28500, dated the 4th November 1996.

**V        EXCISE [        ] DEPARTMENT**

V - 1

| <i>Branch</i>   | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        Excise | <p><b>Union Subject</b></p> <p>1        Salt in so far as the subject is administered by the member (Excise), Board of Revenue.</p> <p><b>State Subjects</b></p> <p>1        Excise, the control of production, manufacture, possession, transport, purchase and sale of intoxicating drugs and liquors and levying of drugs licence fees on of relating to such articles.</p> <p>2        Control of officers serving in the Excise Department</p> <p>* 3       Administrative charge of all residential and non-residential buildings borne in the books of the Excise Department.</p> <p>4        Grant of rent-free quarters to officers under the control of the Excise Department.</p> <p>5        Duties of Excise on the following goods manufactured or produced in the State and countervailing duties at the same or lower rates on similar goods manufactured or produced elsewhere in India:-</p> <p>(a)    Alcoholic liquors for human consumption.</p> <p>(b)    Opium, Indian hemp and other narcotics drugs but not including medicinal and toilet preparations containing alcohol of any substances mentioned in these sub-paragraphs.</p> <p>6        Prohibition.</p> |

[ ] Deleted Vide Notification No. 14346-Gen, dated the 10th June 1980.

\* Substituted Vide Notification No. 995-AIS, dated the 8th July 1985.



**\*VI HIGHER EDUCATION DEPARTMENT**

VI - 1

| <i>Branch</i>                | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 University                 | <b>Union Subject</b><br>1 University Grants Commission.<br><b>State Subjects</b><br>1 University (Excluding Orissa University of Agriculture & Technology and University Education).<br>2 Research Centre for Higher Studies (Like the Nabakrushna Choudhury Centre for Development Studies and Institute of Physics).<br>**3 Training for All India Competitive Examination (I.A.S) |
| 2 N.C.C and N.S.S.           | <b>Union Subjects</b><br>1 National Cadet Corps.<br>+ 2 National Service Scheme.                                                                                                                                                                                                                                                                                                     |
| 3 Scholarship & Stipend      | <b>Union Subjects</b><br>1 National Talent Scholarship.<br>2 National Scholarships.<br><b>State Subject</b><br>1 Loan Stipend Fund.                                                                                                                                                                                                                                                  |
| 4 Degree College             | <b>State Subjects</b><br>1 Degree Education, including Degree Colleges, Government and Private and Autonomous Colleges.<br>2 State Education Tribunal.<br>3 Libraries (Higher Secondary Schools, Vocational Schools, Colleges and University).                                                                                                                                       |
| 5 Higher Secondary Education | <b>State Subjects</b><br>1 Higher Secondary Education including +2 Colleges and Higher Secondary Schools.<br>2 Vocational Education at Higher Secondary level including Vocational School.<br>3 Council of Higher Secondary Education.<br>4 State Selection Board.<br>5 Orissa Bureau of Text Book Preparation and Production.                                                       |

\* Substituted Vide Notification No. 42483-AIS-II, dated the 11th December 1992.

\*\* Inserted Vide Notification No. 9313-Gen, dated the 21st April 1998.

+ Inserted Vide Notification No. 20367, dated 21st September 1993.

**VI HIGHER EDUCATION DEPARTMENT***Contd....*

VI - 2

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 General     | <b>State Subjects</b><br>1 Control of all Officers and Staff under the Department of Higher Education.<br>2 Administrative charge of all buildings under the control of the Department of Higher Education.<br>3 Grant of rent free quarters to the Officers under the control of the Department.<br>4 All Acts, Rules and Regulations concerning the subjects dealt with in the Department of Higher Education.<br>*5 Youth Red Cross.<br>**6 Rovers and Rangers. |

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\* Inserted Vide Notification No. 25911, dated the 23rd November 1995.

\*\* Inserted Vide Notification No. 25911, dated the 23rd November 1995.

**\*VI A SCHOOL AND MASS EDUCATION DEPARTMENT****VI A-1***Branch**Subject***1. Awards****Union Subjects**

1. National Award to Teachers
- \*\*2. National Programme for Nutritional support to Primary Education

**2. Primary Education****State Subjects**

1. Primary Education & Early Childhood care & Education including Primary Schools and Upper Primary Schools.
2. Paper Cell

**3. Secondary Education****State Subjects**

1. Secondary Education including Secondary Schools.
2. Special Education.
3. Minority Community Education.
4. District Selection Boards.
5. Board of Secondary Education.
6. Text Book Press.
7. English Language Teaching Institute.
8. Libraries (Schools).

**4. Teachers' Training****State Subjects**

1. Teacher Education and Training including Teachers' Training Colleges and Teachers' Training Schools.
2. State Council of Educational Research and Training.
3. All Teachers Training Programmes including Institute of Advanced Studies in Education, College of Teacher Education and District Institute of Education and Training.
4. State Institute of Educational Technology.

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\*Inserted Vide Notification No. 42483, dated the 11th December 1992.

\*\* Inserted Vide Notification No. 15564, dated the 12th August 2011.

**\*VI A SCHOOL AND MASS EDUCATION DEPARTMENT****VI A-2***Branch**Subject*

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5. Mass and Adult Education.</b> | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Non-Formal Education.</li> <li>2. Mass Education including Adult Education.</li> <li>3. State Resource Centre and District Resource Unit.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6. General.</b>                  | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Control of all officers and staff serving under the Department of School and Mass Education.</li> <li>2. Administrative charge of all buildings under the control of the Department of School and Mass Education.</li> <li>3. Grant of rent -free quarters to officers under the control of the Department.</li> <li>4. All Acts, Rules and Regulations concerning the subjects dealt with in the Department of School and Mass Education.</li> <li><b>**5.</b> Junior Red Cross.</li> <li><b>***6.</b> Scouts and Guides.</li> </ol> |

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\*\* Inserted Vide Notification No. 25911, dated the 23rd November 1995.

\*\*\* Inserted Vide Notification No. 25911, dated the 23rd November 1995.

**\*VII SPORTS & YOUTH SERVICES DEPARTMENT**

VII - 1

| <i>Branch</i>     | <i>Subject</i>                                                                        |
|-------------------|---------------------------------------------------------------------------------------|
| 1 Sports.         | <b>State Subjects</b>                                                                 |
|                   | 1 Development of Sports.                                                              |
|                   | 2 Imparting Training for Development of games.                                        |
|                   | 3 Sports, Schools and Sports Hostels.                                                 |
|                   | 4 Stadiums and Sports Expenses.                                                       |
|                   | 5 Rural Sports Centres.                                                               |
|                   | 6 Sports Coaching Programme.                                                          |
|                   | 7 Matters relating to all Sports and Games, Association. Organisations/ Institutions. |
|                   | 8 Control of Officers working under the Directorate of Sports.                        |
|                   | 9 Sports Council.                                                                     |
|                   | 10 Games and Sports Education and Training.                                           |
| **2 [ ]           |                                                                                       |
| 3 Youth Services. | <b>Union Subject</b>                                                                  |
|                   | 1 Youth Hostel.                                                                       |
|                   | <b>State Subjects</b>                                                                 |
|                   | + 1 [ ]                                                                               |
|                   | 2 Institutions and Programmes of Youth Welfare including the Youth Welfare Board.     |
|                   | 3 Programmes of students welfare.                                                     |
|                   | 4 Sports and Games for students.                                                      |
|                   | ++ 5 [ ]                                                                              |
|                   | 6 Students Excursion.                                                                 |

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\* Substituted Vide Notification No. 29049, dated the 30th December 1995.

\*\* Deleted Vide Notification No. 29049, dated the 30th December 1995.

+ Deleted Vide Notification No. 20367, dated the 21st September 1993.

++ Deleted Vide Notification No. 25911, dated the 23rd November 1995.



**\*VIA TOURISM AND CULTURE DEPARTMENT**

VIA - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Tourism.    | <b>Union Subject</b><br>1 Development Tourism.<br><b>State Subjects</b><br>1 Tourist Office.<br>2 Tourist Counter.<br>3 Creation of facilities for tourists at different places of attractions.<br>4 Projection of tourist image of the State.<br>5 Orissa Tourism Development Corporation Limited and the facilities created by it for the tourists.<br>6 Subsidiary Companies formed by the O.T.D.C.<br>7 Inquiries and statistics for the purpose of any of the matters specified in the list.<br>8 Administration of Orissa Tourism Service.<br>9 Control of Officers working in Tourism Deptt.<br>10 Administrative charge of all buildings occupied by Tourism Deptt. other than residences in New Capital, Bhubaneswar and Puri.<br>11 Grant of rent-free quarters to officers serving under the administrative control of Tourism Department.<br>12 Financial Assistance to Local Bodies for development of Social Tourism in the State.<br>13 Hotel Management and catering Technology. |
| **2 Culture   | <b>Union Subject</b><br>1 Archaeology.<br><b>State Subjects</b><br>1 Archaeology.<br>2 Archives.<br>3 Museum.<br>4 Development of Modern Indian Language.<br>5 Development of Arts like Dance, Drama, Music and Fine Arts etc.<br>6 Art Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

\* Substituted Vide Notification No. 29049, dated the 30th December 1995.

\*\* Inserted Vide Notification No. 29049, dated the 30th December 1995.

**VIIA TOURISM AND CULTURE DEPARTMENT***Contd....*

VIIA - 2

| <i>Branch</i> | <i>Subject</i>                                                                                                                    |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
|               | 7 Sangit Mahavidyalaya.                                                                                                           |
|               | 8 Students Excursion and other Excursion for educational purposes outside the State.                                              |
|               | 9 Cultural Excursions.                                                                                                            |
|               | 10 Other Cultural Schemes and Projects.                                                                                           |
|               | 11 Financial Assistance to distinguished Artists and men of letters.                                                              |
|               | 12 Sahitya Academy and of similar Literary Bodies.                                                                                |
|               | 13 State Library and Public Libraries (except Libraries attached to Educational Institutions, Government Department and Offices). |
|               | 14 Arts and Craft Colleges at Khalikote and Bhubaneswar and V.D. Arts and Crafts School at Jeypore.                               |
|               | 15 Deputation of Cultural Troups to different States and outside the Country.                                                     |
|               | 16 Theatre and Drama performance.                                                                                                 |

**\*VIII HEALTH & FAMILY WELFARE DEPARTMENT**

VIII - 1

| <i>Branch</i>    | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Health         | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Regulation of medical qualification and standards.</li> <li>2 Medical administration including hospitals, dispensaries and asylums and provision for medical education.</li> <li>3 Control of officers serving in the Medical Department.</li> <li>4 Administrative charge of all buildings occupied by the Medical Department other than residences in the New Capital and at Puri.</li> <li>5 Grant of rent-free quarters for Officers under the control of the Department.</li> <li>6 Licences regarding manufacture and sale of drugs other than dangerous and intoxicating drugs.</li> </ol> |
| 2 Public Health. | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Public Health and Sanitation</li> <li>2 Pilgrimages other than pilgrimages outside India.</li> <li>3 Adulteration of Foodstuffs and other goods.</li> <li>4 Control of officers serving in the Public Health Department.</li> <li>5 Administrative charge of all buildings occupied by the Public Health Department other than residences in the New Capital and at Puri.</li> <li>**6 Registration of Birth and Deaths Act, 1969 (Act 18 of 1969).</li> <li>7 [ ]</li> <li>8 Grant of rent-free quarters to officers under the control of the Department.</li> </ol>                             |
| 3 Family Welfare | <b>Union Subjects</b> <ol style="list-style-type: none"> <li>1 Appointment of State and District Honorary Family Welfare Education Leaders.</li> <li>2 Grants-in-aid to Voluntary Organisation for Family Welfare work exceeding the limit of State Government to sanction such grant-in-aid.</li> <li>+3 National Maternity Benefit Scheme.</li> </ol> <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Appointment of Block and Group Family Welfare Honorary Education Leaders.</li> </ol>                                                                                                                                                      |

\* Substituted Vide Notification No. 10319-Gen, dated the 31st May 1977.

\*\* Substituted Vide Notification No. 8399-AIS-II, dated the 11th October 1985.

[ ] Deleted Vide Notification No. 8899-AIS-II, dated the 11th October 1985.

+ Inserted Vide Notification No. 22826, dated the 16th August 1996.

**VIII HEALTH & FAMILY WELFARE DEPARTMENT**

*Contd....*

VIII - 2

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| <i>Branch</i> | <i>Subject</i>                                                                                                    |
|---------------|-------------------------------------------------------------------------------------------------------------------|
|               | 2 Grant-in-aid to voluntary Organisations for Family Planning work within the limit fixed by Government of India. |
|               | 3 Control of officers serving under the Family Welfare Department.                                                |
|               | 4 Administrative charge of all buildings constructed for Family Welfare Organisation.                             |
|               | 5 Administration of Family Welfare Programme in the State.                                                        |
|               | 6 Administration of all Family Welfare Institutions and Training Centres.                                         |
|               | 7 Physiotherapy and Occupational Therapy Education.                                                               |

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++ Inserted vide Notification No.18506,dtd.28th June, 2014

**\*IX AGRICULTURE DEPARTMENT**

IX - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Agriculture | <p><b>Union Subject</b></p> <p>1 Produce Cess Act.</p> <p><b>State Subjects</b></p> <p>1 Agriculture including research institute, experimental demonstration and other farms introduction of improved method, provision for agricultural education, protection against destruction by insects and prevention of plant diseases.</p> <p>2 Control of all Officers serving in Agriculture Department.</p> <p>3 Administrative charge of buildings occupied by Agriculture Deptt. other than residences in the New Capital and at Puri.</p> <p>4 Grant of rent-free quarters to Officers under the control of the Department.</p> <p>++5 Soil Conservation and Watershed Development</p> <p>5 Drought Prone Area Programme.</p> <p>6 Orissa University of Agriculture and Technology.</p> <p>7 Horticulture.</p> <p>9 [ ]</p> <p>10 [ ----- ]</p> <p>11 The Orissa Agro Industries Corporation.</p> <p>12 The Orissa State Seeds Corporation.</p> <p>13 The Orissa State Cashew Development Corporation.</p> <p>14 Procurement distribution and quality control of agriculture inputs.</p> <p>15 The seed certification agency.</p> <p>16 The Orissa State Oilseeds Growers' Federation.</p> <p>**17 Planning and Implementation of Land and Water Management through the State Land Use Board.</p> <p>+18 Implementation of National Waste Land Development Board Schemes on Waste Land Development in non-forest land.</p> |

\* Substituted Vide Notification No. 270, dated the 2nd January 1991.

[ ] Deleted Vide Notification No. 20897, dated the 29th September 1993.

[ --- ] Deleted Vide Notification No. 1075, dated the 13th January 1992.

\*\* Inserted Vide Notification No. 2591, dated the 7th February 1995.

+ Inserted Vide Notification No. 3539, dated 18th February 1995.

++ Substituted Vide Notification No. 3331, dated 7th February, 2015





**\*IXA COOPERATION DEPARTMENT**

IXA - 1

| <i>Branch</i>            | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Co-operation           | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Co-operative Societies.</li> <li>2 Rural Development including Rural credit and rural indebtedness.</li> <li>3 Control of all Officers serving in the Department.</li> <li>4 Administrative charge of buildings occupied by the Deptt. other than residences in the New Capital and at Puri.</li> <li>**5 Crop Loan Insurance Scheme.</li> </ol> |
| 2 Marketing Organisation | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Co-operative Marketing.</li> <li>2 Regulated market and Marketing Intelligence.</li> <li>3 Orissa State "Warehousing Corporation".</li> </ol>                                                                                                                                                                                                    |

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\* Inserted Vide Notification No. 270, dated the 2nd January 1991.

\*\* Inserted Vide Notification No. 1075, dated the 13th January 1992.



**\*X FOREST AND ENVIRONMENT DEPARTMENT**

X - 1

| <i>Branch</i>                                | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Forest.                                    | <p><b>Union Subject</b></p> <p><b>**1</b> Matters relating to Indian Forest Service Officers such as posting, transfer, leave, General Provident Fund, Pay &amp; allowances, advance (except Motor Car and Housing Building), deputation, pension and pensionary benefits, initiation and disposal of disciplinary proceedings, trainings, Group Insurance Scheme, matters pertaining to conduct rules, Leave Travel Concession and medical attendance etc. which have not been specifically allotted to General Administration Department.</p> <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1 Forests including preservation of games therein</li> <li>2 Protection of wild animals and birds.</li> <li>3 Rewards for destruction of wild animals.</li> <li>4 Sericulture.</li> <li>5 Control of all Officers employed in the Forest Department.</li> <li>6 Grant of rent free quarters to Officers under the control of the Department.</li> <li>7 Orissa Forest Corporation.</li> <li>8 Zoological Gardens/Sanctuaries/National Park.</li> <li>9 Afforestation/Regeneration of Forests.</li> <li>10 Social Forestry Project.</li> <li>11 Kendu Leaf Operation.</li> <li>12 Rewards for protection of Forest/Plantation,etc.</li> </ol> |
| 2 Environmental Protection and Conservation. | <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1 Nodal agency for Environmental Management and Conservation.</li> <li>2 Implementation of Pollution Control Acts and Rules.</li> <li>3 Environmental Impact Assessment of Development Projects/Industries.</li> <li>4 [ ]</li> <li>5 Eco-management and protection of Natural living resources and endangered eco-systems including wet lands, waste lands, grass lands, man-groves.</li> <li>6 Eco-restoration development, Protection and maintenance of selected nature reserves/location.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

\* Substituted Vide Notification No. 35977, dated the 24th December 1990.

\*\* Substituted Vide Notification No. 21400, dated the 27th September 1994.

[ ] Deleted Vide Notification No. 2591, dated 7th February 1995.

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**X      FOREST AND ENVIRONMENT DEPARTMENT      Contd....      X - 2**

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| <i>Branch</i> | <i>Subject</i>                                                                                                                  |
|---------------|---------------------------------------------------------------------------------------------------------------------------------|
|               |                                                                                                                                 |
|               | 7      Promotion of Environmental Awareness and Environmental Education.                                                        |
|               | 8      Promotion of research education and training on human resource development on environmental conservation and protection. |
|               | 9      Museum of Natural History.                                                                                               |
|               | 10     State Pollution Control and Prevention Board.                                                                            |
|               | 11     Overall Co-ordination of Conservation and management of Chilika Lake and Anshupa Lake and man-groves areas of the State. |
|               | 12     Parija National Plant Resources Centre.                                                                                  |
|               | 13     Chandaka Elephant Sanctuary.                                                                                             |

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**\*XI INDUSTRIES****XI-1**

| <i>Branch</i>                                 | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Industrial Development &amp; Policy</b> | <p><b>Union Subjects</b></p> <ol style="list-style-type: none"> <li>1. Industrial Development &amp; Regulation Act, 1951</li> <li>2. Foreign Direct Investment (FDI) &amp; Foreign Investment Promotion Board (FIPB)</li> <li>3. Foreign Investment Implementation Authority (FIIA)</li> <li>4. Foreign Technology Collaboration (FTC)</li> <li>5. Project Approval Board for FTC</li> <li>6. Committee for industrial licensing</li> <li>7. Board of Industrial &amp; Financial Reconstruction</li> <li>8. Appellate Authority for Industrial &amp; Financial Reconstruction</li> <li>9. Central legislations relating to Intellectual Property Rights(IPR's)</li> <li>10. Monitoring the Industrial growth, in general, and performance of industries specifically assigned to it, in particular, including advice on all industrial and technical matters.</li> </ol> <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1. Formulation, implementation and clarification of State Industrial Policy</li> <li>2. Administration of Odisha Industries (Facilitation) Act, 2004 and Odisha Industries (Facilitation) Rules, 2005</li> <li>3. Investment promotion, including organizing and participating in industrial/ investment fairs and Exhibitions</li> </ol> |
| <b>2. Industries</b>                          | <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1. Heavy Engineering</li> <li>2. Ceramics</li> <li>3. Explosive</li> <li>4. Cement</li> <li>5. Aluminium</li> <li>6. Synthetic Rutile &amp; Titanium Dioxide</li> <li>7. Paper</li> <li>8. Automobiles and auto components</li> <li>9. Bicycle</li> <li>10. Tyre</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

**\*XI INDUSTRIES****XI-2**

| <i>Branch</i>                                             | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           | <ol style="list-style-type: none"> <li>11. Petroleum, chemicals and petro chemicals</li> <li>12. Planning development and assistance to all other industries except those specifically allocated to other Departments</li> </ol>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3. Foreign Trade, Export Promotion &amp; Marketing</b> | <p><b>Union Subjects</b></p> <ol style="list-style-type: none"> <li>1. Special Economic Zones (SEZ) Act, 2005 and SEZ Rules, 2006</li> <li>2. Board of Approvals</li> <li>3. World Trade Organization (WTO) issues</li> </ol> <p><b>State Subject</b></p> <ol style="list-style-type: none"> <li>1. State SEZ Policy</li> </ol>                                                                                                                                                                                                                                                                   |
| <b>4. Infrastructure Development</b>                      | <p><b>Union Subjects</b></p> <ol style="list-style-type: none"> <li>1. Implementation of Industrial Infrastructure upgradation Scheme</li> <li>2. Implementation of Growth Centre Scheme</li> <li>3. Implementation of Integrated Infrastructure Development Scheme</li> <li>4. Government of India Viability Gap Funding for infrastructure projects (Industry Component)</li> </ol> <p><b>State Subject</b></p> <ol style="list-style-type: none"> <li>1. Development of Industrial and Allied Infrastructure, including related social infrastructure such as industrial townships.</li> </ol> |
| <b>5. Corporations/ Boards/ Societies</b>                 | <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1. Industrial Development Corporation of Odisha Ltd.,</li> <li>2. Odisha Industrial Infrastructure Development Corporation.</li> <li>3. Industrial Promotion &amp; Investment Corporation of Odisha Ltd.,</li> <li>4. Odisha Film Development Corporation and Kalinga Studio Ltd.,</li> </ol>                                                                                                                                                                                                                                 |
| <b>6. Establishment and Estate matters</b>                | <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1. Control of officers serving under Industries Department.</li> <li>2. Administrative charge of buildings occupied by the Department other than residences in Bhubaneswar and Puri.</li> <li>3. Grant of rent-free quarters to officers under the control of the Department.</li> </ol>                                                                                                                                                                                                                                      |

**\*XIA HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT****XIA - 1****Branch****Subject****1. Textiles & Handloom****State Subjects**

1. Textile Industries
2. Handloom
3. Sericulture
4. Directorate of Textiles
5. Odisha State Handloom Weavers Cooperative Society Ltd.(Boyanika)
6. Odisha Cooperative Tassar & Silk Federation(SERIFED)
7. Odisha Handloom Development Corporation Ltd.
8. Odisha State Textile Corporation Ltd., Choudwar.
9. Odisha Textile Mills Ltd., Choudwar.
10. Odisha State Cooperative Spinning Mills Federation Ltd., Bhubaneswar.
11. New Mayurbhanj Textiles
12. Odisha State Powerloom (Servicing) Cooperative Society.

**2. Handicrafts & Cottage Industries****State Subjects**

1. Handicraft Industries
2. Cottage industries
3. Directorate of Handicrafts & Cottage Industries
4. Odisha State Cooperative Handicrafts Corporation Ltd. (Utkalika)
5. State Institute for Development of Arts & Crafts (SIDAC)
6. Matters connected with research, training and manufacture and supply of equipment for Handicraft and Cottage Industries.

**\*XII STEEL AND MINES DEPARTMENT**

XII - 1

| <i>Branch</i>     | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Mining          | <p><b>Union Subjects</b></p> <ol style="list-style-type: none"> <li>Administration of Mineral Development Act and Rules.</li> <li>Development of mineral resources.</li> <li>Geological survey.</li> </ol> <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>Mineral research.</li> <li>Development and utilisation of mineral reasearch.</li> <li>Development and administration of minor minerals.</li> <li>Survey and exploration of mineral resources.</li> <li>Engineering Geology and investigation of mineral potential survey in the reservoir areas of potential irrigation projects and evaluation and assessment of ground water resources.</li> <li>Orissa Mining Corporation Limited.</li> <li>Orissa Mining Corporation Alloys Limited.</li> <li>Aministration of "Orissa Mining Areas Development Fund".</li> </ol> |
| +2 Iron and Steel | <p><b>State Subject</b></p> <ol style="list-style-type: none"> <li>All matters relating to Iron and Steel Industries including Steel bound Industries.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

\* Substituted Vide Notification No. 15116-Gen, dated the 28th May 1990.

\*\* Substituted Vide Notification No. 995-AIS-II, dated the 28th February 1985.

+ Inserted Vide Notification No. 15116, dated the 28th May 1990.



**XIII COMMERCE AND TRANSPORT DEPARTMENT**

XIII - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                       |
|---------------|----------------------------------------------------------------------------------------------------------------------|
| 1 Commerce.   | <b>Union Subjects</b>                                                                                                |
|               | 1 Shipping and navigation.                                                                                           |
|               | 2 Light-houses including lightships, beacons and other provision for the safety of shipping and aircraft.            |
|               | 3 Port quarantine including hospitals connected therewith, seamen's and marine hospitals.                            |
|               | ***4 [ ]                                                                                                             |
|               | 5 Customs.                                                                                                           |
|               | 6 Commerce including banking.                                                                                        |
|               | 7 [ ]                                                                                                                |
|               | 8 Patents, inventions and designs.                                                                                   |
|               | 9 Emigration from and Immigration into India and inter-State immigration.                                            |
|               | <b>State Subjects</b>                                                                                                |
|               | 1 Ports                                                                                                              |
|               | 2 Stores                                                                                                             |
|               | 3 Grant of rent-free quarters to officers under the control of the Department.                                       |
|               | 4 State Government Press excluding Text-Book Press at Bhubaneswar.                                                   |
|               | 5 Stationery.                                                                                                        |
|               | 6 Forms.                                                                                                             |
|               | 7 Inland Water Transport.                                                                                            |
|               | 8 Administration of various Navigation Act and Rules made thereunder pertaining to Inland Water Transport and Ports. |
|               | * 9 Office Equipments.                                                                                               |
|               | 10 Printing.                                                                                                         |
|               | 11 [ ----- ]                                                                                                         |
|               | **12 Administration of the Orissa State Commercial Transport Corporation.                                            |

[ ] Deleted Vide Notification No. 27796, dated the 7th September 1989.

\* Inserted Vide Notification No. 995-AIS-II, dated the 8th February 1985.

[ --- ] Deleted Vide Notification No. 27796, dated the 7th September 1989.

\*\* Inserted Vide Notification No. 3676, dated the 23rd May 1985.

\*\*\* Omitted vide Notification No.28082/Gen., dtd.1.12.2015

**XIII COMMERCE AND TRANSPORT DEPARTMENT**

Contd....

XIII - 2

| <i>Branch</i> | <i>Subject</i>                                                                                                                                               |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2             | Transport                                                                                                                                                    |
|               | <b>Union Subjects</b>                                                                                                                                        |
| 1             | Communications to the extent described under the head "Railways".                                                                                            |
| 2             | [ ]                                                                                                                                                          |
|               | <b>State Subjects</b>                                                                                                                                        |
| 1             | Control of motor vehicles so far as it concerns the coordination of motor transport in the State and requisitioning thereof for public and defence purposes. |
| 2             | Control of motor vehicles including administration of the Motor Vehicles Act and the Motor Vehicles Taxation Act and all questions connected therewith.      |
| 3             | Rail road co-ordination                                                                                                                                      |
| 4             | Nationalisation of Road Transport Services.                                                                                                                  |
| 5             | Orissa Board of Communication and Transport.                                                                                                                 |
| 6             | Distribution of Motor Vehicle grant.                                                                                                                         |
| + 7           | Operation of Transport Pool. (Excluding urban mobility and Transport)                                                                                        |
| 8             | [ ]                                                                                                                                                          |
| 9             | [ ]                                                                                                                                                          |
| 10            | [ ]                                                                                                                                                          |
| *3            | [ ]                                                                                                                                                          |

[ ] Deleted Vide Notification No. 30830, dated the 6th December 1991.

\* Deleted Vide Notification No. 574, dated the 7th January 1998.

+ Deleted vide Notification No. 24940, Dtd. 4th September, 2013

**\*XIV LABOUR AND EMPLOYEES' STATE INSURANCE DEPARTMENT****XIV-1**

| <b>Branch</b>                                                                 | <b>Subject</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Laws related to Industrial Relations</b>                                | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Industrial Disputes and Administration of the Industrial Disputes Act, 1947</li> <li>2. Administration of the Trade Union Act, 1926.</li> <li>3. Relationship between labour and management including the administration of the Industrial Employment (SO) Act, 1946 and matter relating to Emergency Production Committee and Workers' Education.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2. Laws related to Wages</b>                                               | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Administration of the Minimum Wages Act, 1948.</li> <li>2. The Payment of Wages Act, 1936 and matters relating to Bonus Commission, State Labour Advisory Board.</li> <li>3. The Payment of Bonus Act, 1965</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>3. Laws related to Working Hours, Conditions of Service and Employment</b> | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Administration of the Factories Act, 1948.</li> <li>2. Administration of the Indian Boilers Act, 1923 and related Rules.</li> <li>3. Administration of the Odisha Shops and Commercial Establishment Act, 1956.</li> <li>4. Administration of the Motor Transport Workers' Act, 1961.</li> <li>5. The Working Journalist and other News Paper Employees' (Conditions of Service and Miscellaneous Provisions) Act, 1955.</li> <li>6. The Beedi and Cigar Workers Act (Conditions of Employment) 1966.</li> <li>7. The Contract Labour (Regulation and Abolition) Act, 1970.</li> <li>8. The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979.</li> <li>9. The Building and Other Construction Workers (RE&amp;CS) Act, 1996.</li> <li>10. The Odisha Industrial Establishment (National and Festival Holidays) Act, 1969.</li> <li>11. The Cine Workers and Cinema Theatre Workers (Regulation of Employment) Act, 1981.</li> <li>12. The Sales Promotion Employees (Conditions of Service) Act, 1976.</li> </ol> |

**\*XIV LABOUR AND EMPLOYEES' STATE INSURANCE DEPARTMENT****XIV-2**

| <b>Branch</b>                                                            | <b>Subject</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Laws related to Equality and Empowerment of Women</b>              | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. The Maternity Benefit Act, 1961.</li> <li>2. The Equal Remuneration Act, 1976</li> </ol>                                                                                                                                                                                                                                                                                        |
| <b>5. Laws related to Deprived and Disadvantaged Sections of Society</b> | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Administration of the Child Labour (Prohibition and Regulation) Act, 1986.</li> <li>2. The Child Labour (Pledging of Labour) Act, 1933.</li> </ol>                                                                                                                                                                                                                              |
| <b>6. Laws related to Social Security</b>                                | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Welfare of Labour including matters relating to the Employees' Provident Fund &amp; Miscellaneous Provisions Act, 1952.</li> <li>2. The Employees' Liabilities Act, 1948.</li> <li>3. Matter relating to the Employees' State Insurance Act, 1948.</li> <li>4. The Workmen's Compensation Act, 1926.</li> <li>5. The Unorganized Workers' Social Security Act, 2008.</li> </ol> |
| <b>7. Laws related to Labour Welfare</b>                                 | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. Wages Boards recommendation and implementation thereof.</li> <li>2. The Building and Other Construction Workers Welfare Cess Act, 1996.</li> <li>3. Matters relating to Central Board for Workers' Education and State Labour Institute.</li> </ol>                                                                                                                             |
| <b>8.Others</b>                                                          | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1. The Labour Laws (Exemption from Furnishing Returns and Maintaining Registers by certain Establishments) Act, 1988.</li> <li>2. All subjects relating to International Labour Organization.</li> <li>3. Indian Labour Conference / Standing Labour Committee.</li> <li>4. Migrant Labour outside the Country covered under the Emigration Act.</li> </ol>                        |

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**\*XIV LABOUR AND EMPLOYEES' STATE INSURANCE DEPARTMENT****XIV-3**

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***Branch******Subject***

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**9.Directorates**

1. Commissionerate of Labour.
2. Directorate of Factories & Boilers
3. Directorate of ESI.

**XV LAW DEPARTMENT**

XV - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Judicial    | <p><b>Union Subjects</b></p> <p>1 Civil law including laws regarding status, property rights, liabilities and Civil Procedure.</p> <p>2 Criminal Law including Criminal Procedure.</p> <p>These items include opinion on Bills circulated by the Government of India on subjects not specifically dealt with by any other administrative department.</p> <p>*3 Human Rights</p> <p><b>State Subjects</b></p> <p>1 The Orissa Judicial Service.</p> <p>2 Administration of justice including constitution, powers, maintenance and organisation of Courts of civil and criminal jurisdiction within the State. The subject includes-</p> <p>(a) Acts, Administration and extension for judicial purposes.</p> <p>(b) Appeals against sentences in lower courts.</p> <p>(c) Court-fees</p> <p>(d) Civil Courts-Building and Establishment.</p> <p>(e) Court language</p> <p>(f) Examinations-Pleadership and Mukhtarship.</p> <p>(g) Extradiction of fugitive offenders.</p> <p>(h) Forms-Judicial.</p> <p>(i) Law officers of Government in all courts-Appointment of.</p> <p>(j) Inter-State property.</p> <p>(k) Jurisdiction over judicial officers.</p> <p>(l) Jurors and assessors.</p> <p>(m) Law books, law report chronological tables.</p> <p>(n) Legal business-Conduct of.</p> <p>(o) Lunatics, criminals.</p> <p>(p) Petition for mercy from and remission or suspension (under section 401 of the Criminal Procedure Code) of the sentences of all prisoners except political prisoners.</p> <p>(q) Release of transported convicts.</p> |

\* Inserted Vide GA Department Notification No. RB-3/99(Part-I)/6619/G, dated the 11th March 2003.

**XV LAW DEPARTMENT***Contd....*

XV - 2

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                     |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | (r) Probate and letters of administration granted to persons of European extraction.                                                                                               |
| 3             | [ ]                                                                                                                                                                                |
| 4             | Evidence and oaths, recognition of laws. Public acts and records and judicial proceedings.                                                                                         |
| 5             | Hindu marriage and divorce, infant and minors, adoption, wills, intestacy and succession joint family and partition.                                                               |
| 6             | Transfer of property other than agricultural land.                                                                                                                                 |
| 7             | Trust and trustees                                                                                                                                                                 |
| 8             | Bankruptcy and insolvency                                                                                                                                                          |
| 9             | Administrator-General and official trustee.                                                                                                                                        |
| 10            | Legal profession                                                                                                                                                                   |
| 11            | Provincial law reports including supply to Government and to the public.                                                                                                           |
| 12            | Control of all Class III and Class IV Government servants establishment employed in the offices of or subordinate to District and Sessions Judges.                                 |
| 13            | Imposition by legislation of punishment by fine, penalty or imprisonment for enforcing any law of the State relating to any State Subject.                                         |
| 14            | Administrative charge of all buildings occupied by Civil Courts.                                                                                                                   |
| 15            | Administrative charge of all residences of judicial officers other than officers of the Indian Civil Service not located in the New Capital and at Puri.                           |
| 16            | Sanction to the defences of public servants at the expense of Government in Civil and Criminal cases.                                                                              |
| 17            | Grant of rent-free quarters to officers under the control of the Department.                                                                                                       |
| 18            | Hindu Religious Endowments and Act relating thereto.                                                                                                                               |
| * 19          | Registration of Mohammedan Marriages.                                                                                                                                              |
| 20            | Registration of Births and Deaths and Marriage Act. 1886 (except the Act 18 of Registration of Births and Deaths Act, 1969) allotted against Health and Family Welfare Department. |

[ ] Deleted Vide Notification No. 26707-RB-20/75, dated the 24th November 1975.

\* Inserted Vide Notification No. 8399, dated the 11th October 1985.

**XV LAW DEPARTMENT***Contd....*

XV - 3

| <i>Branch</i> | <i>Subject</i>                                              |
|---------------|-------------------------------------------------------------|
|               | 21 Converts Marriage Dissolution Act. 1866.                 |
|               | 22 Indian Divorce Act, 1869.                                |
|               | 23 Indian Christian Marriage Act.                           |
|               | 24 Marriages Validation Act 1892.                           |
|               | 25 The Child Marriage Restraint Act, 1929.                  |
|               | 26 Hindu Marriage (Validation of Proceedings) Act, 1960.    |
|               | 27 Dissolution of Muslim Marriage Act, 1969.                |
|               | 28 Foreign Marriage Act, 1969.                              |
|               | 29 Special Marriage Act 1954.                               |
|               | 30 Anand Marriage Act, 1909.                                |
|               | 31 Arya Marriage Validation Act, 1937.                      |
|               | 32 Hindu Widows Re-marriage Act, 1856-Repeated by CA 24/83. |
|               | 33 Orissa Hindu Marriage Registration Rules. 1960.          |

**2 Legislative****State Subjects**

- 1 Advising other Departments on the expediency of legislation, the competence of the State Legislature to enact laws, necessity for the recommendation of the Governor, previous sanction of the President or for reservation for the President's assent.
- 2 Drafting of all official Bills and ordinances of different Departments of Government in accordance with the Memorandum approved by the Council of Ministers.
- 3 Examination of all unofficial Bills and advising all Administrative Departments on the subject-matter.
- 4 Certification of all official and non-official Bills after they are passed by the Legislature of the State and their first and final publication. The printing and publication of Ordinances.
- 5 Preparation of the annual compilation of Orissa laws and printing them in book form.
- 6 Drafting of all Regulations in accordance with the instructions of the Administrative Departments, taking of steps for enforcing them as laws of the State including their first publication.

**XV LAW DEPARTMENT***Contd....*

XV - 4

| <i>Branch</i>  | <i>Subject</i>                                                                                                                                                                                                                                                            |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | 7 Custody of authenticated copies of the Orissa laws.                                                                                                                                                                                                                     |
|                | 8 Advising other Departments and the drafts prepared by them in respect of Statutory Rules, notifications, orders, etc, or of bye-law to be issued by Administrative Department and giving them a scrutiny before their final publication.                                |
|                | 9 Revision of Orissa Acts, Codes and collection of Statutory Rules and Order including <ul style="list-style-type: none"> <li>(i) the preparation and revision of Orissa Code.</li> <li>(ii) the preparation and revision of local Statutory Rules and Orders.</li> </ul> |
|                | 10 The preparation and issue of lists showing the effects of the legislation.                                                                                                                                                                                             |
|                | 11 Republication of the Bills and Acts of the Parliament in the Orissa Gazette in consultation with the Administrative Departments concerned.                                                                                                                             |
|                | 12 The preparation and printing of modified edition of laws in force in Orissa showing all amendments made at the instance of other Administrative Departments.                                                                                                           |
| *3 Translation | <b>State Subjects</b> <ul style="list-style-type: none"> <li>1 Translation of Laws and other Statutory Notifications into the Regional Language of the State.</li> <li>2 Printing of Oriya Translation of Laws.</li> </ul>                                                |

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\* Inserted Vide Notification No. 31160, dated the 11th December 1981.

**\*XVI WORKS DEPARTMENT**

XVI - 1

| <i>Branch</i>       | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Appointment       | <p><b>Union Subject</b></p> <p>1 The Indian Service of Engineers(Other than Irrigation &amp; Power).</p> <p><b>State Subjects</b></p> <p>1 Orissa Service of Engineers (Roads &amp; Buildings).</p> <p>2 [ ]</p> <p>3 Control of all officers serving in the Department.</p> <p>4 Control of all petty and office establishment.</p> <p>5 Grant of rent-free quarters to officers under the control of the Department.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2 Roads & Buildings | <p><b>Union Subjects</b></p> <p>1 Immovable property in the State acquired by and maintained at the cost of Union Government.</p> <p><b>Note-</b> This item includes the construction and maintenance of Civil and Military buildings and other works on behalf of the Union Government.</p> <p>2 Civil Aviation, construction and maintenance of landing grounds.</p> <p>3 National Highways so far as State Government are entrusted with their construction and maintenance.</p> <p><b>State Subjects</b></p> <p>1 Residences of the Governor.</p> <p>2 The administrative charge of all Capital buildings at Bhubaneswar, Cuttack and Puri.</p> <p>3 The administrative charges of Secretariat and Assembly Chamber in the New Capital.</p> <p>4 Public Works included under the following heads:</p> <p>(a) Construction and maintenance of State buildings (other than residences of Governor), save in so far as the work is under the orders of Government undertaken by the Department using or requiring such buildings.</p> <p>(b) Care of monuments and tombs of archaeological and historical interest as may be entrusted to the P.W.D.</p> |

\* Substituted Vide Notification No. 17626, dated the 17th October 1974.

[ ] Deleted Vide Notification No. 17626, dated the 17th October 1974.

**XVI WORKS DEPARTMENT***Contd....*

XVI - 2

| <i>Branch</i> | <i>Subject</i>                                                                                                      |
|---------------|---------------------------------------------------------------------------------------------------------------------|
|               | (c) Roads, bridges, ferries, tunnels, rope ways, cause ways and other means of communications.                      |
|               | (d) Administrative charge of the Inspection Bungalows and Rest-sheds.                                               |
| 5             | Installation and maintenance of Electrical wiring and other apparatus in Government buildings.                      |
|               | [ ]                                                                                                                 |
|               | [ ----- ]                                                                                                           |
| 6             | Codes-7 Publication of Orissa Public Works Department Code.                                                         |
| * 7           | Construction and maintenance of Public Health installations in Orissa Bhavan, New Delhi and Utkal Bhavan, Calcutta. |
| **8           | Execution of Septic Tanks, Soak pits and Wells where Central Swerage system and water supply are not in existence.  |
| +9            | Architectural Wing for all Public Works.                                                                            |

[ ] Deleted Vide Notification No. 11539-Gen, dated the 24th June 1977.

[ --- ] Deleted Vide Notification No. 15004, dated the 21st June 1980.

\* Inserted Vide Notification No. 25512, dated the 16th October 1982.

\*\* Inserted Vide Notification No. 5075, dated the 20th July 1985.

+ Inserted Vide Notification No. 5237, dated the 9th March 1994.

**\*XVII WATER RESOURCES DEPARTMENT**

XVII - 1

| <i>Branch</i>                                        | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Appointment                                        | <b>Union Subject</b><br>1 The Indian Service of Engineers, Irrigation & Mechanical.<br><b>State Subjects</b><br>1 Orissa Service of Engineers, Irrigation (except R.E.O. and M.I).<br>2 Orissa Service of Engineers, Mechanical.<br>3 Control of Officer serving in the Department.<br>4 Control of all petty and office establishment and all water regulation, navigation and special revenue establishment of Orissa canals.<br>5 Orissa Construction Corporation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2 Irrigation, Flood Control, Embankment and Drainage | <b>State Subjects</b><br>1 Administration of various Navigation, Embankment and Drainage Act and Rules made thereunder.<br>2 Water for irrigation and navigation canal, drainage embankments and water storage and all works connected therewith, [- - - - -].<br>3 Maintenance of Indian Water Ways<br>4 Construction and maintenance of building required solely for the administration of canals and embankments of Major and Medium Irrigation.<br>5 Flood control and river taming works.<br>**6 All matters relating to civil construction and maintainance of Dam projects except Upper Indravati Hydro Electric project upto the point of generation in coordination with Energy Deptt.<br>+7 All matters relating to land acquisition, land reclamation and resettlement in connection with the projects pertaining to the Department.<br>++8 Command Area Development.<br>***9 Exacavation, execution and maintenance of Minor Irrigation as defined by Govt. of India from time to time and Tank Projects.<br>***10 Lift Irrigation Corporation. |

\* Substituted Vide Notification No. 15116, dated the 28th May 1990 and No. 6093, dated the 21st March 1994.

[- - -] Deleted Vide Notification No. 3771-AIS-II, dated the 3rd February 1996.

\*\* Substituted Vide Notification No. 17756, dated the 25st June 1990 and No. 16831, dated the 18th June 1992.

+ Substituted Vide Notification No. 17756, dated the 25th June 1990.

++ Inserted Vide Notification No. 20897, dated the 29th September 1993.

\*\*\* Inserted Vide Notification No. 3771, dated the 3rd February 1996.

\*\*\*\* Inserted vide Notification No. 21593 Dated 25th August 2004.



**\*XVIII FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT**

XVIII - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Supply      | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Control of food-stuffs.</li> <li>2 Control over other essential commodities.</li> <li>3 Procurement and distribution of foodgrains.</li> <li>4 Priorities in the matter of Railways Transport.</li> <li>5 Weight and Measures.</li> <li>6 Marketing Intelligence.</li> <li>**7 Prevention of Black Marketing and Maintenance of Supplies of Essential Commodities Act, 1980.</li> </ol> |

\* Substituted Vide Notification No. 2631, dated the 4th February 1994 and Notification No. 3955, dated the 6th February 1996.

\*\* Inserted Vide Notification No. 31163, dated the 11th December 1981.



**\*XIX SCHEDULED TRIBES & SCHEDULED CASTES  
DEVELOPMENT DEPARTMENT**

XIX - 1

| <i>Branch</i>              | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Scheduled Tribes Welfare | <p><b>Union Subjects</b></p> <ol style="list-style-type: none"> <li>1 Welfare of ex-Criminal Tribes.</li> <li>2 Inclusion and exclusion in the Schedule list for tribes.</li> <li>3 Prevention of atrocities so far as it relates to Scheduled Tribes.</li> </ol> <p><b>State Subjects</b></p> <ol style="list-style-type: none"> <li>1 Welfare of Scheduled Tribes- Execution of Special Schemes and Co-ordination of the works undertaken by other Departments of the Government in this direction.</li> <li>2 Submission of annual reports to the President regarding administration of Scheduled Areas.</li> <li>3 All matters relating to Tribes Advisory Council.</li> <li>4 Application of laws to the Scheduled Areas.</li> <li>5 Regulations for peace and good Governments of Scheduled Areas.</li> <li>6 Problem of shifting cultivation.</li> <li>7 Organisation and control of Tribal and Harijan Reasearch-cum-Trainging Institute.</li> <li>8 Central Grants under Article 275 (I) of the Constitution of India.</li> <li>9 Sub-Plan for tribal regions and matters related thereto.</li> <li>10 Matter relating to the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and rules framed thereunder.</li> <li>11 Matters relating to Tribal Development Co-operative Corporation.</li> <li>12 Education of Scheduled Tribes.</li> <li>13 Matters relating to Academy of Tribal Dialect and Culture.</li> <li>14 Rehabilitation and resettlement of tribals.</li> <li>15 All Plan, Non-plan, Central and Centrally Sponsored Schemes concerning tribals.</li> <li>16 The entire field establishment and matters relating to Education under the erstwhile Harijan &amp; Tribal Welfare Department except the Educational Institution for Scheduled Caste.</li> </ol> |

\* Substituted Vide Notification No. 21058, dated the 22nd September 1994 and Notification No. 5616-RB-2/99-Gen, dated the 22nd February 1999.

**XIX SCHEDULED TRIBES & SCHEDULED CASTES  
DEVELOPMENT DEPARTMENT**

Contd....

XIX - 2

| Branch                     | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Scheduled Castes Welfare | <b>Union Subjects</b> <ol style="list-style-type: none"> <li>1 Removal of untouchability.</li> <li>2 Inclusion and exclusion in the scheduled list for Scheduled Castes and Backward Classes.</li> <li>3 Prevention of atrocities so far as it relates to Scheduled Castes.</li> </ol> <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Welfare of Scheduled Castes including execution of Special Scheme and co-ordination of the works undertaken by other Departments of the Government in this direction.</li> <li>2 All matters relating to State Harijan Welfare Board.</li> <li>3 Matters relating to the Scheduled Castes and Scheduled Tribes Development Finance Co-operative Corporation.</li> <li>4 All Plan, Non-plan, Central and Centrally Sponsored Schemes concerning Scheduled Castes.</li> </ol> |
| 3 [ ]                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4 [ ----- ]                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                            | <b>State Subject</b> <ol style="list-style-type: none"> <li>*4 [ ]</li> <li>**5 [ ]</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

[ ] Deleted Vide Notification No. 10444-RB-4/99-Gen, dated the 13th April 1999.

[----] Inserted Vide Notification No. 9428, dated the 9th April 1996 and Deleted Vide Notification No. 10444-RB-4/99-Gen, dated the 13th April 1999.

\* Inserted Vide Notification No. 18204, dated the 16th July 1998 and Deleted Vide Notification No. 10444-RB-4/99-Gen, dated the 13th April 1999.

\*\* Inserted Vide Notification No. 25057, dated the 3rd September 1998 and Deleted Vide Notification No. 10444-RB-4/99-Gen, dated the 13th April 1999.

**XX PLANNING AND CO-ORDINATION DEPARTMENT**

XX - 1

| <i>Branch</i>                 | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Planning                    | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Five-year plans, annual plans and matters connected herewith.</li> <li>2 District and Regional Plan.</li> <li>3 State Planning Board.</li> <li>4 Man-power Projection and Planning.</li> <li>5 State Evaluation Unit.</li> <li>6 Issue of general guideline regarding formation and implementation of Developmental Programmes at the District Level by the District Development Boards and other agencies.</li> <li>7 Co-ordination and analysis of data required by the Government in execution of the Economic and Social Policy and interpretation of Statistics.</li> <li>8 [ ]</li> </ol>  |
| 2 Co-ordination               | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Inter-Departmental Co-ordination in the matter of formulation and implementation of Developmental Programmes.</li> <li>2 Servicing the Inter-Departmental Committee of Secretaries.</li> <li>3 Fortnightly confidential reports of District magistrates for purpose of co-ordination of developmental activities.</li> <li>4 Volunteer Programme in Orissa.</li> <li>5 Co-ordination of Special Employment Programmes of the State.</li> <li>* 6 Co-ordination of Projects Sponsored for assistance of World Bank and its Subsidiaries except processing of the reimbursement claims.</li> </ol> |
| 3 Training                    | <b>State Subject</b> <ol style="list-style-type: none"> <li>1 Training assistance under Technical Aid Programmes.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| +4 Public Sector Undertakings | <b>State Subject</b> <ol style="list-style-type: none"> <li>1 [ ]</li> <li>2 [ ]</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

\* Inserted Vide Notification No. 3614, dated the 31st January 1989.

+ Deleted Vide Notification No. 518, dated the 4th January 1991.

[ ] Deleted Vide Notification No. 5237, dated the 9th March 1994.

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**XX      PLANNING AND CO-ORDINATION DEPARTMENT***Contd....*

XX - 2

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*Branch**Subject*

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5      Bureau of Statistics  
and Economics**State Subject**

1      Matters relating to the Bureau of Statistics &amp; Economics.

**\*XXA PUBLIC ENTERPRISES DEPARTMENT**

XXA - 1

| <i>Branch</i>        | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Public Enterprises | <b>**State Subjects</b> <ol style="list-style-type: none"> <li>1 Laying down general policies and guidelines for effective management, marketing, finances and services. etc., of Public Sector Undertakings and periodic review of their performances.</li> <li>2 Regulating Industrial Project proposals through Project Approval Committee.</li> <li>3 Prescribing norms of financial discipline, budgeting, accounting and audit in Public Sector undertakings.</li> <li>4 Eliciting information and data from Public Sector Undertakings and to advise on preventive measures against their becoming sick.</li> <li>5 Prescribing norms for Co-operation and Co-ordination among the Public Sector Undertakings.</li> <li>6 Prescribing model Memorandum of Understandings' and reviewing the progress of "Memorandum of Understandings".</li> </ol> |

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\* Substituted Vide Notification No. 518, dated the 4th January 1991.

\*\* Substituted Vide Notification No. 30836, dated the 6th December 1991.



**Union Subjects****1. Community Development**

1. Allotment of Community Developments Blocks
- 2 Allotment of Extension Training Centres Basic Agricultural Schools and other such training institutes

**State Subjects**

- 1.Extension Training Centres
- 2.Orientation and Training of Block Development Officers and all officers at all levels connected with development programmes in the Philosophy of community Development In-service training of Village Level Workers & training of Village Leaders
- 3.Immediate control of all officers serving in the Community Development Blocks, Extension Training Centres and Home Economics Training Centre
4. Administrative charge of the buildings occupied by the officers of Community Developments Blocks, Extension Training Centres and Home Economics Training Centres.
5. Administrative Intelligence Unit.
6. The Orissa Panchayat Samitis and Zilla Parishads Act, 1959.
7. Delimitation and Constitution of Panchayat Samitis.
8. Training of Members, Zilla Parishads and Panchayat Samitis.
9. Well construction Programme.
10. Economic Rehabilitation of Rural Poor.
11. National Rural Employment Programme.

12. Integrated Rural Development programme.

13. Bonded Labour Scheme and Rehabilitation of Bonded Labour.

14. All matters relating to Prime Minister's Programme for small and Marginal Framers.

15. Rural Landless Employment Guarantee Programme.

16. Construction and maintenance of all Block Office Buildings and Block Residential Quarters.

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\* Substituted Vide Notification No.21238-RB-4/94. Dated the 24th September, 1994

**\*XXI A WOMEN AND CHILD DEVELOPMENT DEPARTMENT****XXI A-1****Branch****Subject****Union Subjects****1. Integrated Child  
Development Scheme**

1. Immunisation.
2. Health Checking / referral.
3. Pre-School Education.
4. Growth Monitoring.
5. DFID funded nutrition operation plan(NOP).

**State Subjects**

1. Mamata.

**2. Integrated Child  
Protection Scheme****Union Subjects**

1. Juvenile Justice Act.
2. Integrated child protection scheme.
3. Child care Institution.
4. Child adoption.

**State Subjects**

1. State Commission for protection of child Rights.
2. State Council of Child Welfare.

**3. Women welfare****Union Subjects**

1. Rajiv Gandhi Scheme for Empowerment of Adolescent Girls-SABLA/Kishori Shakti Yojana.
2. Swadhar /Ujjawala/Short Stay
3. Anti – Trafficking .
4. Protection of women from domestic violence.
5. Prohibition of child marriage.

**State Subjects**

1. Mission Shakti.
2. Working Women Hostel.
3. State Commission for Women.
4. State Social Welfare Board



**\*XXII HOUSING & URBAN DEVELOPMENT DEPARTMENT**

XXII - 1

| <i>Branch</i>       | <i>Subject</i>                                                                                                                                                                       |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Urban Development | <b>State Subjects</b>                                                                                                                                                                |
|                     | 1 Local Self-Government- Constitution and power of Municipal Corporation, Municipalities and Notified Area Council, Improvement Trust and Matter arising under Cantonment Act, 1924. |
|                     | 2 Burials and burial grounds, cremation grounds within the jurisdiction of Municipal Corporation, Municipalities and Notified Area Councils.<br>[ ]                                  |
|                     | 3 Markets, fairs, ferries and ghats within the jurisdiction of Municipalities and Notified Areas.                                                                                    |
|                     | 4 Grant of rent-free quarters to officers under the control of the Department.                                                                                                       |
|                     | 5 Tramways within Municipal areas.                                                                                                                                                   |
|                     | **6 Control of Begging and Beggars in Urban Areas.                                                                                                                                   |
|                     | 7 Town Planning and Town Improvement.                                                                                                                                                |
|                     | 8 Urban Water-supply and drainage.                                                                                                                                                   |
|                     | 9 Slum clearance.                                                                                                                                                                    |
|                     | 10 Relief and Rehabilitation of displaced persons from erstwhile East Pakistan, except recovery of loans granted to the displaced persons from the erstwhile East Pakistan.          |
|                     | 11 Management of evacuee property in the State.                                                                                                                                      |
|                     | 12 Matters connected with the Dandakaranya Project.                                                                                                                                  |
|                     | 13 Lodging House Fund.                                                                                                                                                               |
|                     | 14 Piped Water-Supply.                                                                                                                                                               |
|                     | 15 [ ----- ]                                                                                                                                                                         |
|                     | +16 Urban Land (Celling and Regulation) Act, 1976.                                                                                                                                   |
|                     | ^17 Urban Property Tax                                                                                                                                                               |
|                     | ++18 Urban Mobility and Transport                                                                                                                                                    |

\* Substituted Vide Notification No. 14346-Gen, dated the 10th June 1980.

[ ] Deleted Vide Notification No. 20667-Gen, dated the 21st September 1978.

\*\* Substituted Vide Notification No. 39138, dated the 27th December 1989.

[ --- ] Deleted Vide Notification No. 15116, dated the 28th May 1990.

+ Inserted Vide Notification No. 131857-Gen, dated the 13th July 1976.

^ Inserted Vide Notification No. 212551, dated the 24th August 1979.

^ Inserted Vide Notification No. 24940, dated the 4th September, 2013.

**XXII HOUSING & URBAN DEVELOPMENT DEPARTMENT**

Contd....

XXII - 2

| <i>Branch</i>               | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Public Health Engineering | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Orissa Service of Engineers (Public Health)</li> <li>2 Control of all Officers serving in the Public Health Engineering Organisation.</li> <li>3 Control of all office establishment of the Public Health Engineering Organisation.</li> <li>4 Grant of rent-free quarters to the officer under the control of the Public Health Engineering Organisation.</li> <li>* 5 Construction and maintenance of external and internal water supply, Sanitary and Sewerage installation for State Government Buildings both residential and non-residential except the Construction and Maintenance of Public Health installations in Orissa Bhawan, New Delhi and Utkal Bhawan, Calcutta.</li> <li>6 Construction &amp; maintenance of Urban Water-Supply, Sanitary and Sewerage installation owned by Government.</li> <li>7 Construction of Water-Supply Sanitary and Sewerage Scheme on behalf of local bodies at their cost and on payment of centage charges when required to do so.</li> </ol> |
| **3 Housing                 | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Subsidised Industrial Housings.</li> <li>2 Low income Group Housing.</li> <li>3 Middle income Group Housing.</li> <li>4 Village Housing Project Scheme.</li> <li>5 Rental Housing</li> <li>+5-A Integrated Housing Scheme</li> <li>6 Land Acquisition and Development Scheme for Slum Clearance.</li> <li>7 Administration of the House Rent Control Act, 1958.</li> <li>^8 Building Centre relating to Public Works.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

\* Substituted Vide Notification No. 2551577-Gen, dated the 16th December 1982.

\*\* Inserted Vide Notification No. 14346-Gen, dated the 10th June 1980.

+ Inserted Vide Notification No. 25933-Gen, dated the 3rd November 1980.

^ Inserted Vide Notification No. 5237, dated the 9th March 1994.

| <i>Branch</i>                    | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Information & Public Relations | <b>Union Subjects</b><br><br>1 Broadcasting and Telecasting.<br><br>2 Production of documentary films relating to Orissa (through the Films Division of the Ministry of Information and Broadcasting).<br><br>*** 3 The Right to Information Act, 2005.<br><br><b>State Subjects</b><br><br>1 Publicity & Propaganda including Production of informative & educative literature on activities of Government, Press Notes, Advertisements, Monthly Summary of Principal activities of the Govt. of Orissa, Fortnightly Press Reports, Utkal Prasanga & Orissa Review.<br><br>2 Translation & supply of newspaper extracts to Departments.<br><br>3 Regulation of the supply of Government Publications to the Government Officers and to the public except the Indian Law Reporter Service.<br><br>4 Monthly and annual reports on newspapers and periodicals published in Orissa.<br><br>5 Management and control of Reading Rooms of the Information and Public Relations Department.<br><br>6 Organisation of exhibitions for Departments of Government in the State and outside.<br><br>7 Organisation and celebration of REPUBLIC DAY, NATIONAL WEEK and INDEPENDENCE DAY, etc.<br><br>8 Control of all officers serving under the Information and Public Relations Department.<br><br>9 Administrative charge of all buildings occupied by the Information and Public Relations Department other than residences in the New Capital and at Puri.<br><br>**10 Control of Newspapers, Books and Printing Presses. |

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\* Substituted Vide Notification No. 1446-Gen, dated the 10th June 1980.

( Inserted Vide Notification No. 19676-Gen, dated the 29th July 1978.

\*\* Inserted Vide Notification No. 19556, dated the 27th July 1998.

\*\*\* Inserted Vide Notification No. RB15/2005/10867 dated 16th May 2006

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**\*XXIV SCIENCE AND TECHNOLOGY DEPARTMENT**

XXIV - 1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                         |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | Development of Science & Technology                                                                                                                                                                                    |
|               | <b>State Subjects</b>                                                                                                                                                                                                  |
|               | 1 State Council on Science Technology.                                                                                                                                                                                 |
|               | 2 Nodal Agency for promotion of Science and Technology in the State.                                                                                                                                                   |
|               | 3 [ ]                                                                                                                                                                                                                  |
|               | 4 Application of Remote Sensing Technologies and Administration of Orissa Remote Sensing Application Centre.                                                                                                           |
|               | 5 Encouragement to and funding of application oriented research in Science and Technology.                                                                                                                             |
|               | 6 Development and Administration of specific institution for research in the field of Science and Technology including Institutes of Life Sciences Institute of Material Sciences.                                     |
|               | 7 Promotion and Development of research on institutions in the field of atmospheric Sciences, Astronomical Sciences, Ocean Resources.                                                                                  |
|               | 8 Science and Technology Communication through Awareness Promotion, Support to Institution Organisations for Seminar/ Workshops etc. Development of Science Centres and Administration of Pathani Samanta Planatorium. |
|               | 9 Science and Technology Enterprenureship Development Programmes.                                                                                                                                                      |
|               | 10 Development of Library and Documentation Centre for Science and Technology.                                                                                                                                         |
|               | 11 Orissa Bigyan Academy.                                                                                                                                                                                              |
|               | 12 Pathani Samanta Planatorium                                                                                                                                                                                         |
|               | 13 Popularisation of Science                                                                                                                                                                                           |
|               | **14 [ ----- ]                                                                                                                                                                                                         |
| 2             | Development of Renewable Energy Resources                                                                                                                                                                              |
|               | <b>State Subjects</b>                                                                                                                                                                                                  |
|               | 1 Promotion and Development of Renewable Sources of Energy and Technologies Comprising of Bio-energy, Wind Energy, Solar Energy, Wave and Tidal Energy and other new sources of energy.                                |
|               | 2 Conservation of energy and promotion of energy saving devices.                                                                                                                                                       |
|               | 3 Administration of the Orissa Renewable Energy Development Agency.                                                                                                                                                    |
|               | 4 Implementation of Integrated Rural Energy Planning Programmes including Urjagram.                                                                                                                                    |
|               | 5 Development and Promotion of Appropriate Technologies.                                                                                                                                                               |

\* Substituted Vide Notification No. 35977, dated the 24th December 1990.

\*\* Inserted Vide Notification No. 30839, dated the 7th December 1991.

[ ] Deleted Vide Notification No. 19565, dated the 27th July 1998.

[ --- ] Deleted Vide Notification No. 19564, dated the 27th July 1998.



**\*XXV PARLIAMENTARY AFFAIRS DEPARTMENT**

XXV - 1

| <i>Branch</i>                                  | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Governor's Establishment and O.L.A.          | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Appointment and leave of Governor.</li> <li>2 Staff of Governor.</li> <li>3 Speaker's Salary and Allowances Act and Rules.</li> <li>4 Deputy Speaker's Salary and Allowances Act and Rules.</li> <li>5 Orissa Legislative Assembly Members' Salaries and Allowances Act and Rules.</li> <li>6 Matters connected with powers, privileges and amenities of Speaker, Deputy Speaker, Leader of Opposition, Government Chief Whip and Government Deputy Chief Whip and Members of Assembly.</li> </ol> |
| 2 + Chief Minister's & Ministers Establishment | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Chief Minister's Establishment.</li> <li>2 Ministers : <ol style="list-style-type: none"> <li>(a) Their appointment and allocation of business among them.</li> <li>(b) Their salaries, allowances and privileges.</li> <li>(c) Their Class-IV Establishment.</li> </ol> </li> </ol>                                                                                                                                                                                                               |
| 3 Legislative                                  | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Summoning and prorogation of the Assembly.</li> <li>2 Programme and co-ordination of legislative and other official business of the Assembly.</li> <li>3 Functioning of informal consultative committees of Members of the Assembly and Parliament for various Departments of Government.</li> <li>4 Implementation of assurances given by Ministers in the Assembly.</li> <li>5 Liaison with other Departments on Legislative matters.</li> </ol>                                                 |
| 4 Council of Ministers and Cabinet             | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Works connected with the transaction of Business of the Council of Ministers.</li> <li>2 Monitoring of decisions of the Cabinet.</li> <li>3 Cabinet Sub-Committee.</li> </ol>                                                                                                                                                                                                                                                                                                                      |

\* Inserted Vide Notification No. 15116, dated the 28th May 1990.

+ Inserted Vide Notification No. 27528, dated the 13th December 1995.



**\*XXVI PUBLIC GRIEVANCES AND PENSION ADMINISTRATION DEPARTMENT XXVI-1**

| <i>Branch</i>                    | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Grievances</b>             | <b>State Subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                  | <p><b>**1</b> Allegations and complaints against the conduct of Government servants excepting :</p> <p>(a) Complaints concerning policy matters,</p> <p>(b) Complaints which have already been disposed of in a Department with the approval of Minister,</p> <p>(c) matters relating to Service Conditions,</p> <p>(d) complaints on commercial contracts,</p> <p>(e) the cases which are quasijudicial in nature or are subjudice.</p> <p>2. [ ]</p> <p>3. The Orissa Lokpal and Lokayuktas Act,1995 and matters connected therewith.</p> <p>4. Other public grievances.</p> |
| <b>2. Pension Administration</b> | <b>State Subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                  | <p>1. Rules and Policy pertaining to pension.</p> <p>2. Pension Adalat.</p> <p>3. Non-Government aided School Teachers' Pension.</p> <p>4. Pension of employees of Autonomous bodies.</p> <p>5. Complaints relating to pension.</p>                                                                                                                                                                                                                                                                                                                                            |
| <b>+3 Administrative Reforms</b> | <b>State Subjects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                  | [ ]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

\* Inserted Vide Notification No. 15116, dated the 28th May 1990 and Substituted Vide Notification No. 270, dated the 2nd January 1991.

\*\* Substituted Vide Notification No. 1075, dated the 13th January 1992.

[ ] Deleted Vide Notification No. 1348, dated the 11th January 1991.

+ Inserted Vide Notification No. 6926-RB-8/98-Gen, dated the 9th March 1999 and Deleted Vide Notification No. RB-3/2002/27911/Gen., dated 29th August 2002.

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**\*XXVI PUBLIC GRIEVANCES AND PENSION ADMINISTRATION DEPARTMENT      XXVI-2**

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***Branch***

***Subject***

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| <i>Branch</i>       | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Rural Development | <b>State Subjects</b>                                                                                                                                                                                                                                                                                                                         |
|                     | 1 Orissa Service of Engineers (Rural Engineering)                                                                                                                                                                                                                                                                                             |
|                     | 2 Administrative control of all officers serving under the Department.                                                                                                                                                                                                                                                                        |
|                     | 3 Rural Engineering Organisation.                                                                                                                                                                                                                                                                                                             |
|                     | [ ]                                                                                                                                                                                                                                                                                                                                           |
|                     | **4 Execution and Maintainance of Rural roads including 4500 kms. of Standardised Panchayat Samiti Roads and 3500 kms. of the Panchayat Samiti Roads at the rate of about 10 kms. of Panchayat Samiti Roads in each Panchayat Samiti as will be indicated by the R.D. Department and Roads Constructed under RLEGP, CVR & below its category. |
|                     | 5 Technical assistacnce to Panchayat Samities and Grama Panchayats.                                                                                                                                                                                                                                                                           |
|                     | [ ----- ]                                                                                                                                                                                                                                                                                                                                     |
|                     | 6 Rural water-supply and DANIDA Schemes.                                                                                                                                                                                                                                                                                                      |
|                     | 7 Construction and maintenance of all Government School buildings including High Schools under Education Department in rural area including the Block headquarters.                                                                                                                                                                           |
|                     | 8 Construction and maintenance of rural hospital/dispensary buildings up to P.H.C. level.                                                                                                                                                                                                                                                     |
|                     | 9 Construction and maintenance of rural Hats and Market Buildings.                                                                                                                                                                                                                                                                            |
|                     | +10 Construction and Maintenance of all Civil Works at Block level & below under the management of all Departments of Government except the Block office Buildings, Block Residential Quarters and Panchayat Buildings.                                                                                                                       |

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\* Inserted Vide Notification No. 15116, dated the 28th May 1990.

\*\* Substituted Vide Notification No. 33785, dated the 4th December 1990.

+ Substituted Vide Notification No. 33785, dated the 4th December 1990.

[ ] Deleted Vide Notification No. 3771, dated the 3rd February 1996.

[ --- ] Deleted Vide Notification No. 3771, dated the 3rd February 1996.



**\*XXVIII ENERGY DEPARTMENT**

XXVIII -

1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Appointment | <b>Union Subject</b><br>1 The Indian Services of Engineers, Electrical.<br><b>State Subjects</b><br>1 Orissa Service of Engineers, Electrical.<br>2 Control of Officers serving under the Department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2 Energy      | <b>State Subjects</b><br>1 Administration of the Indian Electricity Act, 1910 and the Rules made thereunder, i.e., grant of licence for electricity supply and inspection of electrical installations.<br>2 Administration of the Electricity (Supply) Act, 1948.<br>3 Water Power.<br>4 State Electricity Board.<br>5 Preparation, Construction, maintenance and operation of Government Electrical Schemes, Hydro or Thermal Stations and construction of such transmission lines and distribution systems, sub-stations, etc., connected therewith as are not transferred to the State Electricity Board.<br>6 Making out rate for sale of power generated by Government installations.<br>**7 All matters relating to energy oriented works of the Dam Projects after the point of generation in co-ordination with Irrigation Departement.<br>8 Thermal Power Projects.<br>9 All matters relating to land acquisition, land reclamation, re-settlement in connection with the Projects pertaining to the Department.<br>10 [ ]<br>+11 All matters relating to Upper Indravati Hydro Electric Project. |

\* Inserted Vide Notification No. 15116, dated the 28th May 1990.

\*\* Substituted Vide Notification No. 17756, dated the 25th June 1990.

[ ] Deleted Vide Notification No. 17756, dated the 25th June 1990.

+ Inserted Vide Notification No. 16831-RB-20/91, dated the 18th June 1990.



**\*XXIX FISHERIES AND ANIMAL RESOURCES DEVELOPMENT DEPARTMENT**

XXIX - 1

| <i>Branch</i>                  | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Fisheries                    | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Fisheries.</li> <li>2 Control of all Officers serving in the Fisheries Department.</li> <li>3 Orissa Fisheries Corporation.</li> <li>4 Orissa Maritime and Chilika Area Development Corporation.</li> <li>5 Orissa Fish Seed Development Corporation Ltd., (O.F.S.D.C.).</li> </ol>                                                                                                                                                                                                                                                |
| 2 Animal Resources Development | <b>State Subjects</b> <ol style="list-style-type: none"> <li>1 Civil Veterinary Department including provision for Veterinary training, preservation, Protection, improvement of animals and prevention of animal diseases.</li> <li>2 Control of all Officers serving in Civil Veterinary Department.</li> <li>3 All matters relating to dairying and milk supply.</li> <li>4 Prevention of cruelty to animals and Animal Welfare.</li> <li>5 All matters relating to Poultry Development and marketing.</li> <li>6 Orissa State Co-operative Milk Producers Federation Ltd. (OMFED).</li> </ol> |

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\* Inserted Vide Notification No. 35977, dated the 24th December 1990.



| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | Minorities Welfare                                                                                                                                                                              |
|               | <b>Union Subjects</b>                                                                                                                                                                           |
|               | 1 Identification of Minority Communities.                                                                                                                                                       |
|               | 2 National Minorities Development and Finance Corporation.                                                                                                                                      |
|               | 3 Pre-examination coaching for Civil Services for Minorities.                                                                                                                                   |
|               | 4 Maulan Abul Kalom Azad Foundation.                                                                                                                                                            |
|               | <b>State Subjects</b>                                                                                                                                                                           |
|               | 1 Welfare of Minorities, Formulation, Execution and Co-ordination of implementation of Special Schemes for Minorities.                                                                          |
|               | 2 All Plan, Non-Plan, Central and Centrally Sponsored Schemes concerning Minority Communities.                                                                                                  |
|               | 3 Nomination of Channalising Agency/ Setting up Minorities Development and Finance Corporation for implementation of economic development programmes for the Minority Communities in the State. |
|               | 4 Constitution of Commission for Minorities.                                                                                                                                                    |
|               | 5 15-Point Programme for Welfare of Minorities.                                                                                                                                                 |
|               | ** 6 Linguistic and Religious Minority                                                                                                                                                          |
| 2             | Backward Classes Welfare                                                                                                                                                                        |
|               | <b>Union Subjects</b>                                                                                                                                                                           |
|               | 1 Report of the Commission to investigate the condition of Backward Classes set up under Article 340 of the Constitution.                                                                       |
|               | 2 National Commission for Backward Classes constituted to examine the request for inclusion in and exclusion from the central list of backward classes.                                         |
|               | <b>State Subjects</b>                                                                                                                                                                           |
|               | 1 Welfare of all other Backward Classes- "Execution of Special Scheme for other Backward classes and Co-ordination of work."                                                                    |
|               | 2 Identification of other Backward Classes, inclusion in and exclusion from the State list of other Backward Classes.                                                                           |
|               | 3 Matters relating to State Commission for other backward classes.                                                                                                                              |
|               | 4 Matters relating to the Orissa Backward Classes Development Finance Co-operative Corporation.                                                                                                 |
|               | 5 All Plan, Non-plan, Central and Centrally sponsored schemes concerning other backward classes.                                                                                                |

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\* Inserted Vide Notification No. 10444-RB-4/99, dated the 13th April 1999.

\* \* Inserted vide Notification No. RB 13/2005/2263/Serv II Date 30.1.2006

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**+ \*XXXI ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT**

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XXXI -

1

| <i>Branch</i> | <i>Subject</i>                                                                                                                                                                                                                                                                      |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1             | <b>Information Technology</b><br><br><b>Union Subject</b><br><br><b>State Subjects</b><br>1 Development, Coordination and Supervision of all activities relating to Information Technology including Computer, Communication and Software.<br>2 Orissa Computer Application Centre. |
| 2             | <b>Electronics</b><br><br><b>State subjects</b><br>1 Development, Coordination and Supervision of all activities relating to Electronics in the state.<br>2 Orissa State Electronic Development Corporation.                                                                        |

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\* Inserted Vide Notification No. 857-RB-13/99, dated the 6th January 2000.

+ Inserted vide Notification No.20082,Dtd. 18th August, 2015





**\*XXXII MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT****XXXII-1***Branch**Subject***1. Industrial Development & Policy****Union Subjects**

1. Implementation of Industrial Development and Regulation Act-1951, Foreign Investment Implementation Authority (FIIA), Foreign Technology Collaboration(FTC) and Project Approval Board for FTC, with respect to micro, small and medium industries
2. Salt except in so far as the subject is assigned to the Excise Department

**State Subjects**

1. Industrial survey
2. Investment promotion, including organizing and participating in industrial/ investment fairs and Exhibitions
3. Odisha State Aid to Industries (Amendment) Act, 1978
4. Promotion of ancillary and downstream industries
5. Rehabilitation of potentially viable sick micro, small and medium enterprises
6. Entrepreneurship development
7. Light Engineering
8. Glass
9. Paints and allied Product industry
10. Fly Ash Mission
11. Planning, development and assistance to all micro, small and medium enterprises

**2. Micro, Small and Medium Enterprises****Union Subjects**

1. Administration of Micro, Small and Medium Enterprises (MSMED) Act, 2006
2. PMEGP
3. Implementation of salt industries schemes and Namak Mazdoor Awas Yojana

**State Subjects**

1. Administration of Odisha MSMED Policy 2009.
2. Implementation of various state policies relating to development of MSME

**\*XXXII MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT****XXXII-2***Branch**Subject*

sector.

3. Self employment programmes in the micro, small and medium enterprises sector
4. State Board of MSME
5. Administration of Gold Control and Rehabilitation of Goldsmiths

**3. Foreign Trade, Export Promotion & Marketing****State Subjects**

1. Export Promotion activities
2. Export Promotion Coordination Cell
3. Odisha Investment & Promotion office in the office of Resident Commissioner, Government of Odisha, New Delhi.
4. Marketing support to small scale industries, including rate contract system for Government procurement
5. Quality Testing Centre and Laboratories

**4. Infrastructure Development****Union Subjects**

1. Implementation of assistance to States for infrastructure Development for Exports

**5. Directorates****State Subjects**

1. Directorate of Industries
2. Directorate of Export Promotion & Marketing

**6. Corporations / Boards / Societies****State Subjects**

1. Odisha State Financial Corporation
2. Odisha Small Industries Corporation
3. Odisha Cooperative Coir Corporation Ltd.,
4. Odisha Khadi & Village Industries Board
5. Odisha Rajya Talgur Samabaya Sangha Ltd. (ORTSS)
6. Odisha Instrument Company Ltd.,

**\*XXXII MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT****XXXII-3***Branch**Subject*

7. Institute of Entrepreneurship Development
  8. Odisha Industrial & Technical Consultancy Organization
- Any other body dealing with development of micro, small and medium enterprises.

**7. Establishment and Estate matters****State Subjects**

1. Management of OIS and IPO cadres
2. Administrative charge of buildings occupied by the Department other than residences in Bhubaneswar and Puri
3. Grant of rent-free quarters to officers under the control of the Department .

**\*XXXIII SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT xxxiii-1***Branch**Subject***Union Subjects**

1. Employment Exchanges Organisation
2. Central Tool Room and Training Centre
3. Matters relating to Central Institute of Plastic Engineering & Training
4. Matters relating to All India Council for Technical Education (AICTE) and AICTE Act, 1987
5. Matters relating to Director General of Employment & Training
6. Government of India Schemes for Technical Education such as Centres of Excellence (Institutes of Industrial Training); Technical Education Quality Improvement programme

**1. Technical Education, Training & Employment****State Subjects**

1. Biju Patnaik University of Technology (BPUT)
2. All Constituent Colleges of BPUT
3. Regulating Admission procedure and Fee structure of all Technical Institutions in the State
4. Institutes of Industrial Training and Industrial Training Centres
5. Governing all Engineering Schools/ Polytechnics
6. Government Engineering Colleges and Recognition of Private technical institutions in the State
7. State Council of Technical Education & Vocational Training (SCTE&VT)
8. Implementation of EDUSAT
9. Technical Education Strategic Planning Unit
10. VSSUT, Burla
11. Autonomous technical institutions
12. State Employment Mission
- + 13. Skill Development

**2. Directorates****State Subjects**

1. Directorate of Technical Education & Training
2. Directorate of Employment

\* Inserted Vide GA Deptt. Notification No. 24622, dated the 19th December 2011

+ Inserted Vide GA Deptt. Notification No. 20089, dated the 18th August, 2015

**\*XXXIII EMPLOYMENT AND TECHNICAL EDUCATION & TRAINING DEPARTMENT xxxIII-2**

| <i>Branch</i>                              | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Establishment and Estate matters</b> | <b>State Subjects</b> <ol style="list-style-type: none"><li>1. Control of officers of Odisha Employment Service and Odisha Technical Education &amp; Training Service cadres</li><li>2. Administrative charge of buildings occupied by the Department other than residences in Bhubaneswar and Puri.</li><li>3. Grant of rent free quarters to officers under the control of the Department.</li><li>4. Administration of the Odisha Technical Education &amp; Training Service Rules-1985.</li><li>5. Control of officers and staff of Directorate of Employment and State Employment Mission.</li></ol> |

**\* XXXIV DEPARTMENT OF SOCIAL SECURITY AND EMPOWERMENT OF PERSONS WITH DISABILITY.**

*Branch*

*Subject*

**BRANCH**

**Welfare of persons  
with Disabilities**

**SUBJECT**

**Union Subjects**

1. Assistance to Disabled persons for purchase/fitting of Aids and Appliances.
2. Scheme for Implementation of PWD Act, 1995
3. Deen Dayal Rehabilitation Scheme
4. Scheme under National Trust Act, 1999
5. Scheme under Mental Health Act, 1987
6. Matters relating to Rehabilitation Council of India and Teachers Training Course.
7. National Handicapped Finance and Development Corporation
8. Pre-Matric and Post-Matric Scholarship to Students with Disability.

**State Subjects**

1. State Commissioner for Persons with Disabilities.
1. Special Schools.
2. Banishree Scholarship.
3. Free Laptops to VI students.
4. Exemption of fees to students with Disabilities.
5. Bhima Bhoi Bhinakhya Samarthya Abhiyan (BBSA).
6. Mission Kshyamata.
7. Skill Development of PWDS.
8. Differential Rate of interest Loans.
9. District Disability Rehabilitation.
10. Marriage Incentive.

**2. Welfare of Elderly persons**

**Union Subjects**

1. Indira Gandhi National Old Age Pension.
2. Indira Gandhi National Widow Pension
3. Indira Gandhi National Disabled Pension
4. Old Age Homes
5. National Family Benefit Scheme.
6. Annapurna Anna Yojana.
7. Maintenance and Welfare of Parents and Senior Citizens Act, 2007.

**State Subjects**

1. Madhu Babu Pension Yojana.
2. Emergency Feeding Programme.

**3. Welfare of Trans –Genders**

**Union Subjects**

1. Welfare of Trans –Genders



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**\*XXXIV Department of Social Security and Empowerment of persons  
with disability**
**XXXIV -1**

| <i>Branch</i>                                    | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  | <b><u>Union Subjects</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>1. Welfare of persons<br/>With Disability</b> | <ol style="list-style-type: none"> <li>1. Assistance to Disabled persons for purchase/fitting of Aids and Appliances</li> <li>2. Schemes for implementation of PWD Act, 1995.</li> <li>3. Deen Dayal Rehabilitation Scheme.</li> <li>4. Scheme under National Trust Act, 1999</li> <li>5. Scheme under Mental Health Act, 1987.</li> <li>6. Matter relating to Rehabilitation Council of India and Teachers Training Course</li> <li>7. National Handicapped Finance and Development Corporation</li> <li>8. Pre-Matric and Post-Matric Scholarship to Students with Disability</li> </ol> |
|                                                  | <b><u>State Subjects</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | <ol style="list-style-type: none"> <li>1. State Commissioner for Persons with Disabilities.</li> <li>2. Special Schools.</li> <li>3. Banishree Scholarship.</li> <li>4. Free Laptops to VI Students.</li> <li>5. Exemption of fees to students with Disabilities.</li> <li>6. Bhima Bhoi Bhinakhyama Samarthya Abhiyan(BBSA).</li> <li>7. Mission Kshyamata.</li> <li>8. Skill Development of PWDS.</li> <li>9. Differential Rate of Interest Loans.</li> <li>10. District Disability Rehabilitation.</li> <li>11. Marriage Incentive.</li> </ol>                                          |
| <b>2. Welfare of Elderly Persons</b>             | <b><u>Union Subjects</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | <ol style="list-style-type: none"> <li>1. Indira Gandhi National Old Age Pension.</li> <li>2. Indira Gandhi National Widow Pension.</li> <li>3. Indira Gandhi National Disabled Pension.</li> <li>4. Old Age Homes.</li> <li>5. National Family Benefit Scheme.</li> <li>6. Annapurna Anna Yojana.</li> <li>7. Maintenance and Welfare of Parents and Senior Citizens Act, 2007</li> </ol>                                                                                                                                                                                                 |
|                                                  | <b><u>State Subjects</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | <ol style="list-style-type: none"> <li>1. Madhu Babu Pension Yojana.</li> <li>2. Emergency Feeding Programme.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>3. Welfare of Trans-Genders</b>               | <b><u>Union Subjects</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | <ol style="list-style-type: none"> <li>1. Welfare of Trans-Genders.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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## SECOND SCHEDULE

*[See Rule 8(1)]*

1. Proposals for the appointment or removal of the Advocate General or for determining or varying the remuneration payable to him.
2. Proposal to summon, prorogue or dissolve the Legislature of the State.
3. Proposals for legislation, including the issue of an Ordinance under Article 213 or the making of Regulation under paragraph 5(2) of the Fifth Schedule to the Constitution.
4. Decision on questions arising as to whether a Member of the Legislative Assembly of the State has become subject to any disqualification under Article 191 and any, proposals to refer such questions for the opinion of the Election Commission, any proposal to recover or to waive recovery of the penalty due under Article 193.
5. [ ]
6. Proposals for the imposition of a new tax of any change in the method of assessment or the pitch of any existing tax, land revenue or irrigation rates for the raising of loans on the security of the general revenues of the State.[-----]
7. Any proposal which affects the finances of the State which has not the consent of the Finance Minister.
8. Any proposal for reappropriation to which the consent of the Finance Minister is required, and has been withheld.
9. The annual financial statements to be laid before the Legislature and demands for supplementary, additional or excess grants.
10. The annual audit review of the finances of the State and the report of the Public Accounts Committee.
11. Proposals involving any important changes of policy of practice or important changes in the Administrative system.
12. Reports of Committee of enquiry appointed by Government on their own initiative or in pursuance of a resolution passed by the Orissa Legislative Assembly.
13. Proposals for the making or amending of rules regulating the recruitment and the conditions of service of  
-
  - a. persons appointed to the Secretariat staff of the Assembly ;
  - b. Officers and servants of the High Court ;
  - c. Persons appointed to the public services and posts in connection with the affairs of the State.
14. Proposals for the making or amending of rules under Article 234.
15. Proposals for the issue of a notification under Article 237
16. Any proposal involving appointment and any action for the dismissal, removal or suspension of a member of the Public Service Commission.
17. Proposals for making or amending regulations under Article 318 or under the proviso to clause (3) of Article 320.

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[ ] Deleted Vide Notification No. 5189, dated the 26th February 1992.

[----] Deleted Vide Notification No. 31681, dated the 13th August 1992.

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18. Report of the Public Service Commission on its work and any action proposed to be taken with reference thereto.
- \*19. Proposal involving the alienation (temporarily or permanently), abandonment or reduction of revenue, or sale, grant or lease of Government property exceeding rupees one lakh in value, except when such alienation, abandonment, reduction, sale, grant or lease is in accordance with the rules or a general scheme already approved by the Cabinet.
20. [ ]
21. Proposals involving any important alteration, in the conditions of service of the members of any All-India Service or the State Service or in the method of recruitment to the service or post to which appointment is made by the Government.
22. Proposals for appointments inconsistent with the recommendation of the Public Service Commission.
23. [ ----- ]
24. Cases which affect or are likely to affect the good Government of scheduled areas.
25. Proposals that adversely affect the operation of any policy laid down by the Central Government.
- \*\*26. Grant of leases of major forest produce and sal seed, kendu leaf and bamboo to private parties in all cases except those settled in public auction.
- +27. [ ----- ]
28. Cases required by the Chief Minister to be brought before the Cabinet.
- ++29 All cases of initial sanction and renewal and extension of Government guarantees for loans of Public Sector Undertakings / Urban Local Bodies / Cooperative Institutions and Companies etc with prior concurrence of Finance Department.
- +++30 " For all Non-plan and State Plan Schemes with financial outlay above ₹ 250 crores and revised cost estimates of projects/ schemes with original outlay above ₹ 250 crores under State Plan and above ₹.100 crores under Non-Plan Schemes arising due to changes in statutory levies, exchange rate variations, price escalation within the approved project time cycle as well as the cases involving further cost increase (excluding the change due to statutory levies, exchange rate variations and price escalation within the approved project time cycle)"

*By order of the Governor*

*Sd/  
Chief Secretary to Government*

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\* Substituted Vide Notification No. 5189, dated the 26th February 1992.

[ ] Deleted Vide Notification No. 12215, dated the 6th May 1992.

[----] Deleted Vide Notification No. 424470, dated the 11th December 1992.

\*\* Inserted Vide Notification No. 11398-Gen, dated the 21st June 1977.

+ Deleted Vide Notification No. 31412-Gen, dated the 30th October 1998.

++ Inserted vide Notification No.29461/Ser-II Dt.03.11.2005.

+++ Inserted vide Notification No.23213,dtd. 19th August, 2013



**Instructions regarding the Business of the Government  
issued under Rule 14 of the Rules  
made under Article 166 of the constitution of India.**

In exercise of the powers conferred on him by rule 14 of the Orissa Government Rules of Business made by him under Article 166 of the Constitution of India the Governor of Orissa is pleased to issue the following instructions for the more convenient transaction of the business of the Government of Orissa, namely :

**PART- I**  
**Definitions**

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1. In these instructions, unless the context otherwise requires,
  - (i) "Article" means an article of the Constitution of India.
  - (i-A) "Cabinet" shall have the same meaning as defined in Rule 2 of the Rules of Business.
  - (ii) Case includes the papers under consideration and all previous papers and notes put up in connection therewith to enable the question raised to be disposed of.
  - (iii) "Council" means the Council of Ministers constituted under Article 163.
  - (iv) "Minister-in-charge", "Minister of State-in-charge" or "Deputy Minister-in-charge" means respectively the Minister, the Minister of State or the Deputy Minister appointed by the Governor to be in charge of the Department of the Government or Branch thereof to which the case belongs.
  - (v) "Rules" means the rules made by the Governor under Article 166 of the Constitution.
  - (vi) "Schedule" means a Schedule appended to the Rules.
  - (vii) "Secretary" means a Secretary to the Government of Orissa; and includes a \*Principal Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, a Deputy Secretary and an Under Secretary.
2.
  - (i) A case shall be deemed to belong to a department to which under the Schedule to the Rules the subject-matter thereof pertains or is mainly related.
  - (ii) If any question arises regarding the Department to which a case belongs, the decision of the Minister-in-charge of the Departments concerned, if all such departments are in charge of the same Minister shall be final. If such Departments are under different Ministers, who, after discussion, are unable to agree as to the Department to which the case belongs, the Chief Minister shall decide the question.

**PART - II**

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\*\* "Principal Secretary" Inserted Vide Notification No. 28984, dated the 28th December 1993.

## General

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3. (1) Except as otherwise provided in these Instructions, cases shall ordinarily be disposed of by or under the authority of the Deputy Minister-in-charge or of the Minister of State-in-charge if there is no Deputy Minister-in-charge or of the Minister-in-charge if there is no Deputy Minister-in-charge or Minister of State-in-charge. Provided that all classes of cases which are required to be submitted to the Chief Minister under these instructions and such other cases as Minister in charge may direct, shall be submitted by the Deputy Minister-in-charge to the Minister of State-in-charge or by the Minister of State-in-charge to the Minister-in-charge or by the Deputy Minister-in-charge to the Minister-in-charge if there is no Minister of State-in-charge as the case may be, before issue of orders or submission to the Chief Minister and the case shall be disposed of according to the orders of Minister-in-charge.  
  
(2) The Minister-in-charge or the Minister of State-in-charge may, by means of standing order, give such direction as he thinks fit for the disposal of cases in the Department and for submission of cases to him by the Deputy Minister or Minister of State, if there be any, before issue of orders. Copies of such standing orders shall be sent to the Governor and the Chief Minister.
  4. Each Minister and each Minister of State-in-charge, if any shall, by means of standing order, arrange with the Secretary of Department what matters or classes of matters are to be brought to his personal notice. Copies of such standing orders shall be sent to the Governor and Chief Minister.
  5. Except as otherwise provided in these Instructions, cases shall be submitted by the Secretary in the Department or branch to which the case belongs to the Deputy Minister-in-charge or Minister of State-in-charge or, if a Deputy Minister or a Minister of State is not in charge of the Department or the branch, to the Minister-in-charge.
  6. On the 1st and 16th of every month, the Secretary shall submit to the Deputy Minister, Minister of State and the Minister-in-charge, a statement showing particulars of cases, other than routine cases disposed of in the Department by Secretary, the Deputy Minister, Minister of State and the Minister respectively during the preceding fortnight distinguishing those disposed of after discussion at meeting of the Council. A copy of the said statement shall be simultaneously submitted to the Governor through the Chief Minister.
  - 6-A. Similarly, on the 1st and 16th of every month, the Secretary shall submit to the Deputy Minister, Minister of State and the Minister-in-charge another statement showing particulars of cases, other than routine cases, disposed of in the Department by the Officers below the rank of Secretary during the preceding fortnight, distinguishing those disposed of after discussion in the meeting of the Council.
  7. (1) Subject to the rules and the other provision in these instructions the Deputy Minister-in-charge of the Department or the branch or if a Deputy Minister is not in charge of the Department or the branch, the Minister of State-in-charge or if a Minister of State is not in charge of the department or the branch, the Minister-in-charge may dispose of all cases arising in the department or the branch which he controls.  
  
(2) When a difference of opinion arises with respect to any matter between different departments in charge of the same Minister or as the case may be Minister of State, the matter shall be decided
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by him.

8. When the subject of a case concerns more than one department no order shall be issued nor shall the case be laid before the Council until it has been considered by all the departments concerned unless the case is one of extreme urgency.
  9. (1) If the departments concerned are not in agreement relating to the case dealt with under the Instruction 8, the Minister-in-charge or Minister of State-in-charge as the case may be if he wishes to proceed with the case, shall attempt by previous discussion with the Minister-in-charge or Minister of State-in-charge as the case may be of other departments concerned to arrive at an agreement.  
(2) If no such agreement is arrived at, the case shall be submitted to the Chief Minister for a decision and Chief Minister may either decide the case himself or refer the case to the Cabinet.
  10. (1) The Chief Secretary may on the orders of the Chief Minister or of any Minister or of any Minister or any Minister of State-in-charge or of his own motion, ask to see papers relating to any case in any department and any such request by him shall be complied with by the Secretary of the department concerned.  
(2) The Chief Secretary may, after examination of the case, submit it for the orders of the Minister-in-charge or of the Chief Minister through the Minister-in-charge.  
(2-a) The Additional Development Commissioner or Agricultural Production Commissioner may call for papers in respect of the matters assigned to them from time to time from any Department and such request by them shall be complied with by the Secretary of the department concerned.  
(2-b) The Additional Development Commissioner or Agricultural Production Commissioner may after examination of the case, submit it for the orders of the Minister-in-charge or Minister of State-in-charge as the case may be:  
Provided that matters relating to policy which are considered to be important by the Additional Development Commissioner or Agricultural Production Commissioner shall be submitted to the Minister-in-charge or Minister of State-in-charge through the Chief Secretary.  
(3) The Chief Secretary may at the instance of the Chairman of the State Planning Board call for any record of any department including Finance and Planning for examination on any matter relating to the work of the State Planning Board and submit it to the Chief Minister with his notes on matters relevant to advice given in the State Planning Board or matters arising therefrom. Any such request by the Chief Secretary for submission of any record shall be complied with by the Secretary of the department concerned.
  11. Any matter in which a difference of opinion arises or is likely to arise between any department and the Orissa Legislative Assembly Secretariat shall be brought to the notice of the Chief Minister through the Minister-in-charge.
  12. Copies of all important Communications received from the Government of India (including those from the Prime Minister and other Ministers of the Union) or of the first report of an occurrence of the nature
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mentioned below shall, as soon as possible after receipt, be submitted by the Secretary to the Chief Secretary, Minister-in-charge, Chief Minister and the Governor for information:-

- (i) Riots which involve serious breach of public peace;
- (ii) Outrages which have political aspect;
- (iii) Calamities, such as, flood and earthquake, which cause serious damage to life and property; and
- (iv) All other events which have political or administrative importance and all unusual happenings.

**13.** Any matter likely to bring the State Government into controversy with the Government of India or with any other State Government, shall, as soon as the possibility of such a controversy is seen, be brought to the notice of the Governor and the Chief Minister and the Minister-in-charge.

**14.** \*(1) The following classes of cases shall be submitted to the Chief Minister before the issue of orders, namely :

- (i) Proposals for the grant of pardons, reprieves, respites or remissions of punishment or for the suspension, remission or commutation of a sentence in pursuance of Article 161.
- (ii) Cases raising questions of policy and case of administrative importance not already covered by the Second Schedule to Rules.
- (iii) Cases which affect or are likely to affect the peace and tranquility of the State or any part thereof.
- (iv) Cases involving questions of policy which affect or are likely to affect the interest of any minority community, Scheduled Castes or Scheduled Tribes and backward classes.
- (v) Cases relating to the Orissa Legislative Assembly Secretariat which, in the opinion of the Department dealing with them, are of sufficient importance.
- (vi) Cases which affect the relations of the State Government with the Government of India, any other State Government, the Supreme Court or the High Court.
- \*\* (vii) Constitution of the Advisory Board under any Law referred to in sub-clause (a) of clause 4 of article 22 of the Constitution of India.
- (viii) Proposals for the dismissal, removal or compulsory retirement of any gazetted officer.
- (ix) Proposals for appointment, posting and promotion of the following officers:-
  - (a) President and Members, Board of Revenue.
  - (b) Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries and Deputy Secretaries of the Departments of Government.
  - (c) Heads of Departments.
  - (d) District Judge, Additional District Judge, Joint District Judge, Sessions Judge, Additional Sessions Judge and Assistant Sessions Judge.
  - (e) D.I.G. of Police.
  - (f) Collectors or Deputy Commissioners and District Magistrates.

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\* Substituted Vide Notification No. 23818, dated the 27th December 1995.

\*\* Substituted Vide Notification No. 5192, dated the 26th February 1992.

- (g) Superintendents of Police.
- (h) Superintending Engineers.
- (i) Advocate-General (including proposals for determining or varying the remuneration payable to him).
- (j) Chief Electoral Officer
- (k) Authorities appointed for preparation of electoral rolls for the State Legislature.
- (l) Members of the following services:-
  - (i) I.A.S
  - (ii) I.P.S. (including posts of Commandants of O.M.P. and Deputy Commandants and Assistant Commandants).
  - (iii) Other All-India Services.
- (m)
  - (1) Government Advocate.
  - (2) Standing Counsel.
  - (3) Government Pleaders and Public Prosecutors (in the district and those appointed in special cases).
  - (4) Additional Public Prosecutors or Government Pleaders.
  - (5) Assistant Public Prosecutors.
  - (6) Member, Sales Tax Tribunal.
  - (7) Member, Administrative Tribunal for disciplinary proceedings.
- (n) Special officers equivalent in rank and status to any of the officers mentioned above.
- (x) Any communication from the Election Commission, especially with reference to its requirements as to staff and action proposed to be taken thereon.
- (xi) Any proposal for the institution of a prosecution by Government against the advice tendered by law Department.
- (xii) Any departure from the Rules and these instructions which comes to the notice of the Chief Secretary or the Secretary of any department.
- (xiii) Appointment of the Chief Secretary and Additional Chief Secretary.
- (xiv) [ ]\*
- (xv) Cases pertaining to the Governor's personal establishment and Raj Bhaban matters.
- (xvi) Proposals for the appointment of Chairman, Members-Secretary and Assistant Secretary of the State Public Service Commission.

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\* Deleted Vide Notification No. 32991/Gen, dated the 15th March, 1974.

- (xvii) Cases relating to the application of the Acts of Parliament or the State Legislature to the Scheduled Areas and the making of regulations for the peace and good Government of those areas.
- (xviii) Cases relating to amendments to High Court Rules or orders.
- (xix) Promulgation of statutory rules and amendment to such existing rules whether made by Government or by a subordinate authority.
- ++(xx) List of approved candidates for appointment to State Services and all proposals for promotion to Group-A Services in the Senior Branch and above.
- (xxi) All postings, transfers or grade promotions which are not strictly in accordance with seniority.
- (xxii) Transfers and postings in the following services and posts to the extent specified.
  - (a) Co-operative Department-Joint and Deputy Registrars of Co- operative Societies.
  - (b) Agriculture Department-Joint Director of Agriculture, Deputy Director of Agriculture, Joint Director of Soil Conservation, Deputy Director of Soil Conservation and other Class 1 posts of Agriculture Engineering and Soil Conservation Wing of the Department.
  - (c) Deputy Director of Marketing.
  - (d) Deputy Director of Animal Husbandry and Veterinary Services.
  - (e) Conservator of Forests.
  - (f) Deputy Director of Fisheries.
  - (g) Chief Inspector of Boilers.
  - (h) Officers of the Orissa Administrative Service of the rank of Subdivisional Officers and Under-Secretaries to Government and above.
  - (i) Orissa Finance Service.
  - \* (j) Officers of the Orissa Police Service of the rank of Superintendent of Police and above.
  - (k) Electricity Department-Superintending Engineer and Executive Engineers.
  - (l) Roads & Buildings (Works Department) - Additional Chief Engineer, Superintending Engineers and Executive Engineers, Government Architect.
  - (m) Public Health-Superintending Engineer and Executive Engineers.
  - (n) Deputy Commissioner of Excise.
  - (o) Health Department-Joint Director of Health, Principal, Readers, Professors and Assistant Professors of Medical Colleges, Government Analyst, Deputy Director of Public Health and Chief District Medical Officer.
  - (p) Director, Printing, Stationery & Publication and Deputy Director.

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\* Substituted Vide Notification No. 8101, dated the 22nd September, 1986 and modified Vide Notification No. RB-2/2001/19255/ Gen., dated 6th June 2002.

+ Substituted vide notification number 29250/G Dt. 22.10.2003

++ Substituted vide notification No. 3655, Dtd. 7th February, 2014



- (q) Deputy Director of Public Instruction, Principal of Colleges and Readers and Professors.
- \* (r) [Deputy Director of Mines]
- (xxiii) Proposals to lend the service of any officer other than a member of a subordinate services to the Government of India or to any State Government or on foreign service.
- (xxiv) All important cases relating to Defence, External Affairs or Ecclesiastical Affairs.
- (xxv) All Proposals Involving any important change in the strength or distribution of any police force, whether civil or military.
- (xxvi) All proposals for the making or amendment of any rules, regulations or order relating to any police force, whether civil or military.
- (xxvii) All Proposals for imposing on the police forces duties other than those which they are required to perform under the Acts relating to those forces and the rules framed thereunder.
- (xxviii) All Proposals for a substantial increase or diminution of the powers of heads of departments.
- (xxix) All proposals materially affecting the condition of service or the normal promotion of any Government servant.
- (xxx) All cases in which the conduct of officers of the All-India Services and State Services is involved and which the Secretary to Government in the Department concerned considers to be of sufficient importance to be submitted to the Chief Minister.
- (xxxi) [ ]\*\*
- (xxxii) [ ]\*\*\*
- (xxxiii) All cases in which it is proposed to deviate from the advice tendered by the State Public Service Commission.
- (xxxiv) [ ]\*\*\*\*
- (xxxv) Cases relating to Payment out of the Consolidated Fund of State any damages or costs incurred by Public servants in connection with civil suits instituted against them in respect of acts purported to have been done by them in their official capacity.
- (xxxvi) All important cases relating to the development of irrigation and supply of electricity in the State.
- (xxxvii) All cases in which Land Acquisition proceedings are proposed to be dropped.
- (xxxviii) All cases of withdrawal or dropping of police investigation for violation of control orders.
- (xxxix) All cases relating to constitution of special committees by the Orissa Government or by the Government of India and nomination of members thereto and cases relating to filling up of places by the Orissa Government in committees constituted by the Government of India.

\* Deleted vide Notification No. 30124-Gen, dated the 28th November, 1981.

\*\* Deleted vide Notification No. 9340, dated the 19th April, 1967.

\*\*\* Deleted vide Notification No. 5192, dated 26th February, 1992.

\*\*\*\* Deleted vide Notification No. 3299, dated 15th March, 1974.

- (xl) All Press Communiques and Press Notes
- (xli) All cases relating to summoning prorogation of the Legislature, dissolution of the Legislative Assembly, removal of disqualifications of voters at elections to the Legislature, fixing of dates of elections to the Legislature and other connected matters.
- (xlii) All cases relating to the issue of rules regulating the conditions of service of persons serving in a civil capacity in connection with the affairs of the State and the relaxation of such rules in individual cases.

**Note-** The following cases need not be submitted to the Chief Minister :

- (a) Cases in which the general principles and object of amendments have already been accepted by the Chief Minister.
- (b) Cases relating to amendments to existing rules which are of a routine nature.
- (xliii) All cases of appointments (including temporary appointments) to non-technical posts of persons who do not possess the prescribed qualifications.
- (xliv) All cases relating to the deputation of officers on special duty or training outside the State, unless otherwise directed by the Chief Minister.
- \*(xlv) Cases relating to Schemes of new expenditure which do not require reference to the Council.
  - (a) Schemes treated as “new services” - where the estimated cost exceeds Rs.10,000/- per annum recurring or Rs. 50,000/- non-recurring.
  - (b) Schemes not treated as “new services” - where the estimated cost exceeds Rs.25,000/- per annum recurring or Rs. 1,00,000/- non-recurring.
- \*\*\*(xlv) Cases relating to Schemes involving abandonment of revenue where the estimated loss of revenue exceeds Rs.10,000/- per annum recurring or Rs.1,00,000/- non-recurring but which do not require reference to the Council.
- (xlvi) All cases which the Secretary concerned considers to be of major importance or which any Minister may ask to have circulated to the Chief Minister.
- (xlvii) [ ]\*\*\*
- (xlviii) Cases relating to the constitution of Municipalities, Notified Area Councils and Panchayat Samitis.
  - (i) Cases relating to the constitution of Municipality of Municipalities, Notified Area Councils and Panchayat Samitis.
  - (ii) Cases relating to removal of Chairman of any Municipal Council, Notified Area Council or Panchayat Samiti.”
  - (iii) Any other cases or class of cases which the Chief Minister specially directs to be submitted to him.

\* Substituted vide Notification No. 5192, dated the 26th February, 1992.

\*\* Substituted vide Notification No. 5192, dated the 26th February, 1992.

\*\*\* Deleted vide Notification No. 3299, dated the 15th March, 1974.

- (liii) Proposals for appointment of Chairman and Managing Director/Director-in-charge and for nomination of Members of the Board of Directors of all Public Undertakings, Corporations and Statutory Boards.
- (liv) Proposal for issue of directives relating to the finances conduct of business and affairs of the Public Undertakings, Corporations and Statutory Boards including proposals to vary for annul such directives.
- \*(lv) Proposals for Government guarantee for loans from institutional lending agencies with the concurrence of the Finance Department and approval of the Minister-in-charge of the Administrative Department.
- \*\*\*(lvi) Any case in which the attitude of Government to Resolution or private Bills to be moved in the Legislature is to be determined.
- \*\*\*\*(lvii) Proposals involving creation or abolition of all posts in Class-I and above.
- +(lviii) Any proposal for withdrawal of a prosecution by Government against the advice tendered by the Law Department.
- ++(lix)i. Grant or recommendation for grant of mineral concessions including PL/ML for major minerals (including Bauxite) in Schedule-1 of the Mines and Minerals (Regulation and Development) Act, 1957.
- ii. Any exemption from or relaxation of existing rules and practice regarding mineral concession and working of mines.
- iii. All cases of reservation of land containing major minerals (including Bauxite) in Schedule-1 of the Mines and Minerals (Regulation and Development) Act, 1957 for exploitation through Public Sector Undertakings.
- iv. Cases for premature termination of M.L. Under Section-4-A(1) of the Mines and Minerals (Regulation and Development) Act, 1957.
- v. Cases regarding recommendation to Government of India for imposition of special conditions under Rule 27(5) of the Mineral Concession Rules, 1960.
- (2) The following classes of cases shall be submitted by the Chief Minister to the Governor before issue of orders:-
  - (i) Proposals for the grant of pardon, reprieve, respite, a remission of punishment or for suspension, remission or commutation of a sentence of any person in pursuance of Article 161;
  - (ii) Such cases as, in the opinion of the Chief Minister involve questions of policy;
  - (iii) Cases which affect, or, are likely to affect the peace and tranquility of the State :  
 Provided that if owing to extreme urgency previous submission of any such case is, in the opinion of the Chief Minister likely to involve undue delay, such case should be submitted to the Governor after the issue of orders ;

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\* Deleted vide Notification No. 5192, dated the 26th February, 1992 and Corrigendum No 10348 dated the 16th April, 1992.

\*\* Inserted vide Notification No. 5192, dated the 26th February, 1992 and Corrigendum No 10348 dated the 16th April, 1992.

\*\*\* Inserted vide Notification No. 12212, dated the 6th May, 1992.

+ Inserted vide Notification No. 424, dated the 11th December, 1992.

++ Inserted vide Notification No. 31409, dated the 30th October, 1998.

- (iv) Cases which affect the relations of the State Government with the Government of India, any other State Government, the Supreme Court or the High Court;
  - (v) Cases pertaining to the Governor's personal establishment and Raj Bhavan matters;
  - (vi) Cases pertaining to promulgation of ordinances;
  - (vii) Cases relating to recommendations or sanctions for introducing particular types of legislation;
  - (viii) Cases relating to amendments to High Court Rules or orders;
  - (ix) Proposals for appointment of Chairman, Members, Secretary and Assistant Secretary of the State Public Service Commission;
  - (x) Such other cases of administrative importance as the Chief Minister considers necessary;
  - (xi) Cases which affect or are likely to affect the interests of any minority community, Scheduled Caste, Scheduled Tribe or backward class;
  - (xii) All cases relating to summoning and prorogation of the Legislature, dissolution of the legislative assembly, removal of disqualification of voters at elections to the Legislature, nomination to the Legislative Council, fixing dates of elections to the legislature and other connected matters ;
  - (xiii) Cases relating to the application of Acts of Parliament or of the State Legislature to the scheduled areas and the making of Regulation for the peace and good Government of those areas.
  - (xiv) All cases relating to the issue of Rules regulating the recruitment and conditions of service of persons appointed to public services and posts in connection with affairs of the State, made in pursuance of Article 309.
- (3) All cases required to be submitted to the Chief Minister or the Governor under Clauses (1) and (2) of this instruction shall be submitted by the Secretary of the department concerned to the Minister-in-charge and the Chief Minister through the Chief Secretary :

Provided that the Chief Minister may call for or require to be submitted to him, any case or class of cases specified in Clauses (1) and (2) or any other case or class of cases not so specified, at whatever stage of examination they may be in the Department concerned and all such cases shall be directly submitted to him by the Secretary of the Department.

15. (i) Where in any case, the Governor considers that any further action should be taken or that action should be taken otherwise than in accordance with the orders passed by the Minister-in-charge, the Governor may require the case to be laid before the cabinet for consideration, whereupon the case shall be so laid :

Provided that the notes, minutes or comments of the Governor in any such case shall not be brought on the Secretariat record unless the Governor so directs.

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- (ii) The Chief Minister shall -
  - (a) communicate to the Governor all decisions of the Cabinet relating to the administration of the affairs of the State and proposals of legislation;
  - (b) cause to be furnished to the Governor such papers, records or information relating to the administration of the affairs of the State and proposals for legislation as the Governor may call for; and
  - (c) if the Governor so requires, submit for the consideration of the council any matter on which a decision has been taken by a Minister but which has not been considered by the Cabinet.

Note- All requisitions from the Governor for any such information as referred to in (b) above shall be made to the Chief Minister.

### **PART III**

#### **Procedure of the Cabinet**

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- 16. The Chief Secretary or such other officer as the Chief Minister may appoint shall be the Secretary to the Cabinet.
  - 17. The Secretary to the Cabinet shall attend every meeting of the Cabinet unless the Chief Minister excuses his attendance from any meeting. The duty of the Secretary to the Cabinet shall be -
    - (i) to communicate a list of business for and the date, time and place of every meeting to the Governor and to each Minister and to each Secretary of the Department concerned, at least three days before the date for the meeting unless, in any case the Chief Minister otherwise directs ;
    - (ii) to record the minutes of the proceedings of Cabinet;
    - (iii) to keep the records of the proceeding of the Cabinets;
    - (iv) to inform the Chief Minister of the pending Cabinet business and to obtain orders about the time and place of meeting of the Cabinet and the business to be taken up;
    - (v) to see that the Governor and the Ministers are provided with copies of relevant papers, beforehand;
    - (vi) to see that the Secretary whose presence may be required in the Cabinet meeting are in attendance; and
    - (vii) to send to the Governor and Ministers, as soon as possible after the end of each meeting, copies of the proceedings.
  - 18. All cases referred to in the Second Schedule to the rules shall be submitted to the Chief Minister after consideration by the Minister-in-charge, with a view to obtaining his orders for circulation of the case under instruction 19 or for bringing it up for consideration at a meeting of the Cabinet.
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19. (1) The Chief Minister may direct that any case referred to in the Second Schedule may, instead of being brought up for discussion at a meeting of the Cabinet be circulated to the Minister for opinion, and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a meeting of the Cabinet is unnecessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that a discussion at a meeting is necessary, the case shall be discussed at a meeting of the Cabinet.
- (2) If it is decided to circulate any case to the Minister, a memorandum giving a gist of papers relating to such case which is circulated among the Ministers shall simultaneously be sent to the Governor.
- (3) When a case is to be circulated the order of circulation shall be as follows:-
- (i) to the Ministers or Ministers of State, as the case may be; and
  - (ii) to the Chief Minister.
20. (1) In cases which are circulated for opinion under Instructions 19, the Chief Minister may direct if the matter be urgent, that if any Minister fails to communicate his opinion to the Secretary to the Cabinet by a date to be specified by him in the memorandum for circulation it shall be assumed that he has accepted the recommendations contained therein.
- (2) If the Ministers have accepted the recommendations contained in the memorandum for circulation or the date by which they were required to communicate their opinion has expired, the Secretary to the Cabinet shall submit the case to the Chief Minister. If the Chief Minister accepts the recommendations and if he has no observation to make he shall return the case to the Secretary to the Cabinet who will pass it on to the Secretary concerned who will thereafter take steps to issue necessary orders.
21. (1) When it has been decided to bring a case before the Cabinet, the department to which the case belongs shall, unless the Chief Minister otherwise directs, prepare a memorandum indicating with sufficient precision the salient facts of the case and the points for decision. Such memorandum and such other papers as are necessary to enable the case to be disposed of shall be circulated to the Chief Minister, Minister, Minister of State-in-charge of a Department and the Secretary to the Cabinet.
- (2) A memorandum prepared by any department for consideration of the Cabinet shall be drafted after due examination and consultation with all departments concerned including the Finance Department, wherever necessary. The memorandum shall be submitted in draft by the Secretary of the Department together with the papers of the related cases for consideration of the Minister-in-charge or the Minister of State-in-charge as the case may be through the Chief Secretary and thereafter for approval of the Chief Minister:
- Provided that in special circumstances of the case, the Minister or the Minister of State as the case may be may call for the papers without such examination of the Chief Secretary and place them before Chief Minister.
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22. In cases which concern more Ministers than one the Ministers shall attempt by previous discussion to arrive at an agreement. If an agreement is reached the memorandum referred to in Instruction 20 or 21 shall contain the joint recommendations of the Ministers; and if no agreement is reached, the memorandum shall state the points of difference and the recommendations of each of the Ministers concerned.
23. (1) The Cabinet shall meet at such place and time as the Chief Minister may direct.  
(2) After an agenda paper showing the cases to be discussed at a meeting of the Cabinet has been approved by the Chief Minister, copies thereof together with copies of such memoranda as have not been circulated under Instruction 21 shall be sent by the Secretary to the Cabinet to the Chief Minister and other Ministers or Minister of State as the case may be so as to reach them two clear days before the date of such meeting. The Chief Minister may, in the case of emergency, curtail the said period of two days. Copies of the agenda and the memoranda shall at the same time be sent to the Governor.  
(3) Except with the permission of the Chief Minister no case shall be placed on the agenda of a meeting unless papers relating thereto have been circulated as required by Instruction 21.  
(4) If any Minister is on tour, the agenda paper shall be forwarded to the Secretary in the department concerned who, if he considers that the discussion of any case should await the return of the Minister, may request the secretary to take the orders of the Chief Minister for postponement of the discussion of the case until the return of the Minister.  
(5) The Chief Minister or in his absence, any other Minister nominated by him shall preside at a meeting of the Cabinet.  
(6) The Secretary of a department concerned with the case shall attend the meeting unless his presence is excused by the Chief Minister.
24. (1) When a case is brought before a meeting of the Cabinet the presiding authority will call upon the Minister-in-charge or the Minister of State-in-charge as the case may be to make such observations as he thinks fit on the point or points submitted for discussion. Other Ministers may then speak. Secretaries, except when asked for their opinion, will take no part in the discussions.  
(2) [ ]\*  
(3) Relevant extracts from the decision of Government reached at a meeting of the Cabinet shall be supplied by the Secretary of the Cabinet to the Secretaries of the departments concerned.
25. When any matter has been discussed in the Cabinet any Minister who has taken part in the discussion may record a minute on the subject which shall form part of the record of the proceedings.
- \*\*26.** (1) When a case has been decided by the Cabinet after decision at a meeting, the Minister concerned shall take action to give effect to the decision. If however, any deviation is proposed to be made from that decision, the case shall be submitted to the Chief Minister, through the Secretary to the Cabinet and the Minister-in-charge. The Chief Minister may, after considering the objection to the decision of the Cabinet in the matter, either direct that the said decision be carried out or the implementation of the decision be kept in abeyance till the Cabinet re-considers the matter. In every such case the Secretary in the Department concerned shall supply to the Secretary to the Cabinet all necessary documents and informations.

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\* Deleted vide Notification No. 3299, dated the 15th March, 1974.

\*\* Substituted vide Notification No. 15042/Gen, dated the 7th September, 1974.

- (2) Modification, if any, finally be made in the decision of the Cabinet under clause (1) of this instruction, shall also be communicated to the Governor.
- (3) The decision of the Cabinet relating to each case may be separately recorded and after approval by the Chief Minister or any other Minister presiding shall be placed with the record of the case. An advance copy of the draft of the decisions and also of the approved draft shall be sent to the Governor.

27. The discussions and recorded proceedings of the Cabinet shall be secret. Save as provided in this Instruction and in Instructions 17 and 24, no proceedings of the Cabinet or extracts therefrom or information relating thereto shall be supplied or disclosed to any person.

## **PART IV**

### **The Finance Department**

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28. The Finance Department shall perform the following functions, namely :

- (a) It shall be in charge of the account relating to loans granted by the State Government and shall advise on the financial aspect of all transactions relating to such loans.
- (b) It shall be responsible for the safety and employment of all funds belonging to vesting in or under the management of the State Government.
- (c) It shall examine and report on all proposals for the increase, continuance or reduction of taxation.
- (d) It shall examine and report on all proposals for borrowings by the Government; shall take all steps necessary for the purpose of raising such loans as have been duly authorised; and shall be in-charge of all matters relating to the service of loans.
- (e) It shall be responsible for all matters relating to financial procedure and application of the principles of sound finance.
- (f) It shall be responsible for seeing that proper financial rules are framed for the guidance of other departments and that suitable accounts, including commercial accounts, where necessary, are maintained by other departments and establishment subordinate to them.
- (g) It shall be responsible for all matters relating to budget procedure and to the form and content of the annual financial statement and it shall be responsible during the year for the provision of ways and means and for watching the state of the Government's balances.
- (h) In connection with the budget and with supplementary estimates -
  - (i) it shall prepare the annual statement of estimated receipts and expenditure for presentation to the Legislative Assembly and any supplementary estimates of expenditure which it may be necessary to present in the course of the year; it shall also prepare the appropriation bills and bills relating to the Consolidated and Contingency Funds of the State;
  - (ii) for the purpose of such preparation, it shall obtain from the departments concerned material on which to base its estimates, and it shall be responsible for the correctness of the estimates framed on the material so supplied;
  - (iii) it shall examine and advise on all schemes of new expenditure for which it is proposed to make provision in the estimates and shall decline to provide in the estimates for any scheme which has not been so examined.

- (i) On receipt of a report from an Audit Officer to the effect that expenditure for which there is no sufficient sanction is being incurred, it shall require steps to be taken to obtain sanction or that the expenditure shall immediately cease.
  - (j) It shall lay the audit report relating to the State Accounts before the Committee on Public Accounts.
  - (k) It shall decide to what extent in particular departments the audits of expenditure should be reinforced by an audit of receipt.
  - (l) It shall advise departments responsible for the collection of revenue regarding methods of collection employed.
- 29.** (1) After grants have been voted by the Legislative Assembly and the Governor has given his assent to the Appropriation Bill in accordance with the provisions of Article 204-
- (a) the Finance Department shall have power to sanction any reappropriation within a grant from on major, minor or subordinate head to another;
  - (b) if any reappropriation within a grant between a head subordinate to a minor head is sanctioned by any department in pursuance of any delegation made by the Finance Department a copy of every order sanctioning the reappropriation shall be communicated to the Finance Department as soon as it is passed.
- (2) The Finance Department shall have power -
- (a) to delegate to the High Commissioner for India in the United Kingdom in respect of any grant and subject to any conditions which it may specify in this behalf, the power of reappropriation conferred by clause (a) of paragraph (1); and
  - (b) to sanction the delegation by an administrative department to any officer or class of officers of the power of reappropriation conferred on such administrative department by clause (b) of the said paragraph.
- (3) Copies of orders sanctioning any reappropriation which does not require the sanction of the Finance Department, shall be communicated to that Department as soon as such orders are passed.
- 30.** Every report made by the Finance Department on any matter on which it is, by statute or rule, required to advise or report, shall be forwarded to the Department concerned.
- 31.** (1) The Finance Department shall be consulted before the issue of orders upon all proposals which affect the finances of the State and in particular:-
- (a) proposals to add any post or abolish any post from the public service or to vary the emoluments of any post;
  - (b) proposals to sanction an allowance or special or personal pay for any post or class of posts or to any servant of the Government of the State;
  - (c) proposal involving abandonment of revenue or involving any expenditure for which no provision has been made in the Appropriation Act; and

- (d) proposals to sanction alienation of land or the assignment of land revenue, except when the alienation or assignment is made under ordinary revenue rules of the State, or to sanction a concession, grant or lease of mineral or forest rights or right to waterpower or of right of way or other easement, or any privilege in respect of such rights.
  - (2) The views of the Finance Department shall be brought to the permanent record of the department to which the case belongs and shall form part of the case.
  - (3) The Finance Department may by general or special order prescribe cases in which its assent may be presumed to have been given.
32. The Finance Minister may call for any papers in a case in which any of the matters referred to in rule 10 of the rules or Instruction 31 (1) is involved and the Department to whom the request is addressed shall supply the papers.

## **PART V**

### **Proposals for Legislation**

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#### **Law (Legislative) Department**

33. Except as otherwise provided by Instruction 37 the Law Department is not in respect of legislation, an originating or initiating Department and its proper function is to put into technical shape the projects of legislation of which the policy has been approved, and every proposal to initiate legislation shall be considered in, and if necessary transferred to the Department to which the subject-matter of the legislation relates and the necessity for legislation and all matters of substance to be embodied in the Bill shall be discussed and, subject to the provisions of rule 8 of the rules settled in such Department.
34. Proposal to initiate legislation shall be treated as a case and shall be disposed of accordingly :  
Provided that the case shall not be submitted to the Cabinet until the department concerned has consulted the law Department as to -
- (i) the expediency of the proposed legislation from a legal point of view;
  - (ii) the competence of the State Legislature to enact the measure proposed;
  - (iii) the requirements of the Constitution as to obtaining the previous sanction of the President thereto;
  - (iv) the consistency of the proposed measure with the provisions of the Constitution, and in particular those relating to the fundamental rights.
35. (1) If legislation is decided upon by the Minister-in-charge the Department will, if it involves expenditure from the Consolidated Fund of the State prepare in consultation with the Finance Department a Financial Statement. After the Financial Statement is prepared, the Administrative Department shall prepare a self contained summary setting out the facts of the case and the legislative measures proposed and send the same to the Law (Legislative) Department for its comments, if any, before submission to the cabinet for approval.
- (2) The summary so sent shall be revised wherever necessary in the Law Department and returned to the concerned Administrative Department who shall then submit the same to the Cabinet for consideration.

- (3) After the approval of the Cabinet is obtained for any legislative proposal, the Department initiating the same shall prepare an office memorandum indicating with sufficient precision the lines on which it has been decided legislate and request the Law Department in the Legislative Section to take steps for drafting the bill with a view to its introduction in the Legislative Assembly. The Summary of the legislative proposals to the Cabinet is no substitute for the precise instructions required in the memorandum as the former would be more general in character while the latter should be given in greater detail dealing with each of the legislative proposals and acquainting the Law Department with so much of the background of what is proposed, as is relevant.
  - (4) The Law Department will comply with the request and after preparing a draft Bill in consultation with the Advocate- General, if necessary, shall get the approval of the Minister, Law for the same and send the draft Bill to the initiating Department. The said Department will then submit the draft to Government for final approval and after such approval it shall attach to the Bill a Statement of Objects and Reasons relating thereto which will be signed by the Minister-in-charge of the said Bill. The originating department shall take necessary action so that every Bill to be taken up in the next session of the Legislature is approved by Cabinet and sent to the Law Department for drafting the Bill at least 15 days before the date of commencement of the session.
  - (5) If any provisions in the tentative Bill are so modified by the originating Department as to involve expenditure from the Consolidated Fund of the State, the said Department shall prepare or revise, as the case may be in consultation with the Finance Department the Financial Statement. The procedure described in paragraph (4) shall then apply to such Bill.
- 36.** (1) Whenever a Bill falls within any of the categories requiring the previous recommendation of the Government or the sanction of the President, the Department in charge of the Bill shall obtain such recommendation or previous sanction, as the case may be as per the advice given in this behalf by the Law Department. After it is obtained it shall be communicated in writing to the Secretary to the Assembly by the Minister-in- charge along with the copy of the Bill in the following form :
- The President/the Governor having been informed of the proposed Bill, the President accords his previous sanction to the introduction of Bill/the Governor recommends the introduction of the Bill/ or recommends to the House the consideration of the Bill.
- A copy of the communication is also endorsed to the Law Department.
- (2) When all the foregoing formalities are completed, the Bill together with its memoranda and annexures (contents of the Bill and a copy of the provisions sought to be amended) shall be sent to the Law Department who shall send the same to the Government Press for printing. After the proofs are obtained from the Press the Bill shall be scrutinised in the Legislative Section and then be sent to the Assembly Secretary.
  - (3) The Bill from that moment passes to the control of the House and it will be the responsibility of the Assembly Secretariat to get fair copies of the Bill printed and distributed to the members and to take all further steps in connection therewith.
- 37.** (1) Measures designed solely to codify and consolidate existing enactments and legislation of a formal character such as repealing and amending Bills may be initiated in the Law Department:
- Provided that the Law department shall sent a copy of the draft Bill together with the Statement of Objects and Reasons to the Department which is concerned with the subject-matter for consideration as an administrative measure and shall also if the Bill deals with an Act of Parliament send a copy to the Central Government.

- (2) The department to which a copy of the Bill is sent shall forthwith make such enquiries as it thinks fit and shall send to the Law Department, its opinion thereon together with a copy of every communication received by it on the subject.
  - (3) Thereupon the Law Department shall submit the Bill to the Cabinet for orders and if the cabinet so directs, take steps for its introduction in the Legislative Assembly, as the case may be.
38. A copy of every Bill introduced in the State Legislature shall immediately after its introduction be forwarded by the Secretary of the Legislative Assembly to the Governor, the Chief Minister, the Administrative Department concerned and the Law Department as well as to the Central Government for information.
39.
  - (1) Whenever a non-official member of the State Legislature gives notice of his intention to move for leave to introduce a Bill, the Secretary of the Legislative Assembly shall forward two copies of the Bill together with the Statement of Objects and Reasons to the Law Department as well as to the Department to which the subject-matter of the Bill belongs (hereinafter referred to as the Administrative Department).
  - (2) On receipt of a copy of the Bill, the Law Department shall, after examining it from the following aspects, communicate its opinion of the Administrative Department, namely:-
    - (a) the competency of the State Legislature to enact the measure;
    - (b) the consistency of the proposed measure with the provisions of the Constitution, particularly those relating to the fundamental rights;
    - (c) the expediency of the proposed Legislation from the legal point of view; and
    - (d) the requirements of the Constitution as to obtaining -
      - (i) the previous sanction of the President, or
      - (ii) the prior recommendation of the Governor as the case may be.
  - (3) The Administrative Department shall, then examine the Bill from the administrative point of view and place the proposal in the form of a memorandum before the \*Chief Minister for his decision as to whether -
    - (a) the Bill should be opposed or supported, or
    - (b) the Governor should be advised to accord recommendation or to refuse the same, or
    - (c) steps for obtaining the sanction of the President should be taken:

Provided that if the provisions of the Bill involve expenditure from the Consolidated Fund of the State, the Administrative Department shall, before submission of the memorandum to the Chief Minister prepared in consultation with the Finance department of financial statement in respect of the Bill and place such statement along with the memorandum before the Chief Minister.
  - (4) The Administrative Department shall, in accordance with the decision of the Chief Minister, take necessary steps for moving the Governor or the President, for obtaining the recommendation or sanction as the case may be.

- (5) After the recommendation or sanction is obtained or where the recommendation or sanction is refused, the Administrative Department shall communicate in writing such recommendation or sanction or, as the case may be, the order of refusal, to the Secretary of the Legislative Assembly who shall intimate the decision to the Member-in-charge of the Bill
40. Every Bill of the nature referred to in article 199 of the Constitution shall -
- (a) If the Bill does not relate to a subject dealt with in the Finance department, be sent by the Secretary of the Department dealing with the subject to the Secretary to the Finance department for his remarks and shall be dealt with in the Department dealing with the said subject. Such Bill shall thereafter be submitted to the Finance Minister and the Governor.
- (b) If the Bill relates to a subject dealt with in the Finance Department, be submitted to the Finance Minister and the Governor.
41. The provisions of Instruction 39 shall apply as far as may be to amendments of substance recommended by the Select Committee and also to all amendments, notice of which is given by members of the State Legislature for being moved during the consideration of a Bill in that Legislature.
42. In every draft Bill a reference shall be added in the margin of each clause to show whether it is based on any, and, if so, on what provisions of the existing law. Such marginal references may be retained during the progress of the Bill through the State Legislature but shall be removed from the copy submitted in the event of the passing of the measure for the assent of the Governor and also from that assent to the Central Government.
43. (1) (a) When a Bill has been passed by the Assembly, the Secretary of the Legislative Assembly shall scrutinise the Bill and it is open to the said Secretary to point out to the Speaker the mistakes in the Bill, if any relating to printing, spelling, punctuation, numbering of sections or clauses or cross references, marginal headings and other similar matters and correct them with the approval of the Speaker. A copy thereof shall be sent to the Law Department for final checking and making necessary corrections of a formal nature.
- (b) The Bill, after its return from the Law Department, is printed by the Assembly Secretariat with the superscription, "As passed by the Assembly" and two assent copies on thick paper authenticated by the Speaker are, thereafter sent, by that Secretariat to the Law Department.
- (c) On receipt of the authenticated copy of the Bill from the Secretary, to the Legislature by the Law Department the Law Secretary shall give a certificate either that no legal reasons exist why the assent of the Governor to the Bill should not be given, or the same should not be reserved for the consideration of the President. With this certificate the authenticated copies of the Bill, shall be sent to the Administrative Department whose Secretary shall thereon give the necessary administrative certificate thereto. Then the Administrative Department shall forward the Bill to the Governor through the Chief Minister for obtaining the assent to the Bill. The certificates together with the Bill passed by the Assembly and all records relating to it shall be submitted through the Minister-in-charge to the Chief Minister who will then obtain the assent of the Governor or advice such other steps to be taken as he may deem proper and appropriate.
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- (2) Where the Governor directs that the Bill should be reserved for the consideration of the President or returned to the Legislature with a message, necessary action in that behalf shall be taken by the Secretary to the Governor in consultation with the Secretary to the administrative department concerned and the Secretary to Government, Law Department.
  - (3) After obtaining the assent of the Governor or the President, as the case may be, the Administrative Department shall send the file along with the assented copies to the Law Department who shall take steps for the publication of the Bill in the Official Gazette as an Act of the Legislature.
- 44.** The provisions of Instructions 33, 34 and 35 shall, so far as may be, apply in respect of Ordinances promulgated by the Governor under clause (1) of Article 213 of the Constitution of India, subject to the following :
- (a) After the Ordinance has been approved by the Cabinet, the originating or initiating department shall forthwith submit the Ordinance through the Chief Minister to the Governor for his signature :  
Provided that where under the proviso to clause (1) of the said Article 213 previous instructions of the President are necessary for the promulgation of the Ordinance, the Department concerned shall obtain the same through the Secretary to the Governor and then submit the Ordinance to the Governor as aforesaid.
  - (b) On receipt of the copy of the Ordinance, signed by the Governor, the Department shall forward the same to the Law Department for publication.
  - (c) After the publication of the Ordinance, the Law Department shall forward a copy of the same to the Governor and two copies thereof to the Secretary, Orissa Legislative Assembly for being laid before the Legislative Assembly as required under clause (2) of Article 213 of the Constitution.
- 45.** Whenever it is proposed in any Department other than the Law Department :
- (i) to issue a statutory rule, notification or order, or
  - (ii) to sanction under a statutory power the issue of any rule bye-law, notification or order by subordinate authority; or
  - (iii) to submit to the Central Government any draft statutory rule, notification or order for issue by them, the draft shall be referred to the Law Department for opinion and for revision where necessary.
- 46.** (1) All Administrative Departments shall consult the Law Department on -
- (a) the construction of Statutes, Acts, Regulations and statutory rules, orders and notifications;
  - (b) any general legal principles arising out of any case; and
  - (c) the institution or withdrawal of any prosecution at the instance of any Administrative Department, except in cases which are simple and clear and where no point of law is involved.
- (2) Every such reference shall be accompanied by an accurate statement of the facts of the case and the exact point or points on which the advice of the Law Department is desired.
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## **PART VI**

### **The Planning & Co-ordination Department**

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- 47.** The Planning & co-ordination Department shall perform the following functions.
- (1) It shall prepare the five year plan and the long-term development plan for the State.
  - (2) It shall examine the Departmental proposals and prepare the annual plan of the State.
  - (3) It shall review periodically the progress of the plan programmes and bring to the notice of Government all important points requiring action.
  - (4) It shall carry out necessary changes, modification or adjustments in the plans in accordance with policies approved by Government from time to time and in doing so generally ensure that the principles of sound planning are followed in all Departments.
  - (5) It shall be responsible for co-ordinating the activities of all Departments in so far as they are related to planning and execution of plan programmes.
  - (6) It shall be responsible for supplying all information, reports and other assistance as may be required by the State Planning Board from the records of their own department or by obtaining from other departments of Government, if necessary and submit the same to the Planning Board in the form of a note or a memorandum and for ensuring that the advice tendered or recommendations made by the said Board is duly considered or acted upon in the department as expeditiously as possible.
  - (7) It shall advise Government in all matters relating to planning.
- 48.** The State Planning Board, hereinafter referred to as the Board shall consist of such number of members, official and non-official, as may be determined by Government from time to time.
- 49.** The Board may advice to the Government in the following matters -
- (a) Preparation of a long-term of 15 year development plan so as to ensure rapid industrialisation of the State and modernisation of agriculture with the object of opening up employment opportunities both for educated and uneducated man-power of the State and with the object of bringing about all-round economic development of the State.
  - (b) Assessment of the material, capital and human resources of the State, including technical personnel and investigation of possibilities of augmenting such of these resources as are found to be deficient in relation to the State requirements.
  - (c) On determination of priorities, defining the stages in which the plan should be carried out and proposing the allocation of resources for the due completion of each stage.
  - (d) To indicate the factors which are tending to retard economic development; and to determine the conditions with, in view of the current social and political situation, should be established for the successful execution of the plan;
  - (e) To determine the nature of the machinery which will be necessary for securing the successful implementation of each stage of the plan in all its aspects;
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- (f) To appraise from time to time the progress achieved the execution of each stage of the plan and to recommend the adjustments of policy and measures that such appraisal may show to be necessary; and
- (g) To make such interim or ancillary recommendations as appear to it to be appropriate either for facilitating the discharge of the duties assigned to it, or, on a consideration of the prevailing economic conditions, current policies, measures and development programmes or on an examination of such specific problems as may be referred to it for advice by the Government.

**50.** The following procedure shall be followed in making references to the Board.

- (1) A Department which wishes to have the advice of the Board on any matter within competence of the Board may furnish a memorandum to the Planning & Co-ordination Department clearly setting out the points on which the Board's advice is sought for and it shall be the responsibility of the Planning & Co-ordination Department to obtain the advice of the Board by circulating the memorandum with their views on the points raised and communicate the same to the Department concerned.
- (2) The Agenda of the meeting will be approved by the Chairman or in the absence of the Chairman by any Member nominated by the Chairman.
- (3) Chief Secretary and Development Commissioner may with the approval of the Chief Minister place before the Board any matter relating to any department falling within the purview of the Board irrespective of the stage at which such matter is being considered in the said Department or any other Department concerned with it.
- (4) [ ]\*

**51.** The Board may frame its own rules of business not inconsistent with these Instructions or any other special instructions that Government may issue from time to time.

- 52.** (1) The P & C Department shall be consulted before issue of orders on all matters which affect the Plans of the State and in particular those which-
- (a) are likely to affect the activities of more than one department in regard to the implementation of the Plan Programmes.
  - (b) involve organisational changes with a bearing on the execution of Plan Programmes.
  - (c) are connected with the implementation of the advice given by the State Planning Board.
  - (d) involve additions, alterations and adjustments to approve schemes.
- (2) The views of the P. & C. Department shall be brought to the permanent record of the Department to which the case belongs and form part of the case.
- (3) The P. & C. Department may by general or special order prescribe cases in which its assent may be presumed to have been given.
- (4) The P. & C. Department may call upon Departments to refer important matters relating to plans to the Board for advice and in all such instance the procedure laid down in instruction 51 shall be followed.

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\* Deleted vide Notification No. 16198, dated the 9th September, 1971.

## PART VII

### Miscellaneous

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53. Whenever it may be found necessary to make communication to high officers of Government, such as Collectors, Heads of Departments, conveying or employing the dissatisfaction of Government in any degree or indicating how they might more satisfactorily discharge the duties of their office, such communication shall be made in the form of confidential letters or memoranda to be signed by the Chief Secretary and not in the form of Government Resolutions, and draft of such communication shall be submitted to the Minister-in-charge or the Minister of State-in-charge, as the case may be and the Chief Minister for approval.
54. The Secretary to the Department concerned is in each case responsible for the careful observances of these instructions, and when he considers that there has been any material departure from them, he shall personally bring the matter to the notice of the Minister-in-charge or the Minister of State-in-charge, as the case may be of the Department and the Chief Secretary.
55. No function of a Secretary falling under rules 9 (2) and 13 of the Rules and Instruction 54 shall be discharged by a Joint, Deputy, Under or Assistant Secretary.
56. In addition to the cases and copies of the proceeding which are required to be sent to the Governor, each Department of the Secretariat shall also forward to the Governor for his information copies of the following :
- (i) important letters and telegrams addressed to the Government of India, important letters and telegrams from and to the State Governments, the High Court and the Orissa Public Service Commission.
  - (ii) all orders embodying important principle or changes of policy in the administration of the State.
57. If any doubt arises as to the interpretation of these Instructions it shall be referred to the Chief Minister whose decision shall be final.
58. If any provision in these instructions is repugnant to any provision in the rules, the provision in the Rules shall prevail and the provision in the instructions shall, to the extent of repugnance, be void.

*By order of the Governor*

*Sd/  
Chief Secretary to Government*