

25th Sept. 2018

OFFICE ORDER

With immediate effect, for its smooth functioning the work in P&A department has been reallocated as under:-

1. PERSONNEL / ESTABLISHMENT:

Mr. A K Mall, Dy. Genl. Manager (P&A) shall be responsible for all entire functions related to P&A department. In the absence of DGM (P&A), DGM (HR) shall look after the job.

Mr. Manoranjan Mohapatra, Asst.Mgr. (HR) and Mr. Suresh Pathak, Asst.Mgr. (HR) will report to the undersigned for the matters related to Establishment / Personnel functions including engagement of apprentices, recruitment, promotion, confirmation, Wage & Salary Administration, Manpower Planning, operation of HRMS modules of Establishment, Time Office, Group Accident Insurance Scheme, P.F. related matters, statutory compliances related to regular employees and any other work assigned from time to time. In absence of Mr. Manoranjan Mahapatra, Mr. Suresh Pathak, AM (HR) will look after the job activities.

Mr.Mumtaj Ahamad, Asstt. (Admn.) shall look after Trainee absorption, resignation and retirement, Apprentice recruitment, Full & Final Settlement of employees, CVR correspondences along with jobs related with day to day functioning. Mr. Mumtaj Ahamad, Assistant (Admn.) will assist to Mr. Manoranjan Mahapatra for the above functional areas. He will also look after issuance and procurement & distribution of office stationary.

Mr. N.C. Nayak, Asst. (Admn) & Mr.S.S. Swain, Asst. (Admn.) shall look after Time Office Management and will submit reports related to pay roll and compilation of data for reports / returns, etc. and any other work as assigned from time to time. They will report to DGM (P&A).

Mr. Prabesh Behera, Time Officer (Port) will submit reports related to compilation of data / returns, etc. and any other work assigned from time to time. He shall report to Mr. Manoranjan Mahapatra, AM (HR).

Mr. L.B. Singh, HR Officer shall look after Benevolent Funds, Canteen Administration, Insurance and Accident claims and any other job assigned from time to time. He shall report to Mr. Manoranjan Mahapatra.



Mr. Rajni Wadhvani, HR Officer shall look after Advocate bills, Hindi Magazines, Education Loan, Conveyance Loan, Suggestion Scheme and any other jobs assigned from time to time.

ESTATE:

Mr. D Pattanayak, Asst. Mgr. (Admn.) shall look after the whole Estate affairs and shall report to Shri. A K Mall, DGM (P&A). Mr. S.N. Mishra, Admn. Officer will coordinate the Estate affairs such as Sanitation work and up-keep of Township, Maintenance, etc. Mr. P.K. Bhuyan, Jr.Asst. (Admn) will report to Mr. S N Mishra for estate related work including complaints redressal and coordinate with them. Mr.B.C. Sahoo, Sr.Plumber (Estate) will carry out all the plumbing and Pipeline work in the Township and shall report to Mr. S N Mishra and Mr.D. Pattanayak.

CANTEEN & WELFARE:

- Mr. Narasingha Nath Mishra, and Mr. Manoj Biswal, Jr. Timekeepers shall look after the Welfare, Canteen Services and issuance of livery items with maintenance of records thereof and any other work assigned from time to time.

2. IR & LEGAL, LIAISON, PR, LAND & LPC:

Shri. G.C. Acharya, DGM (HR) shall look after all matters related to IR & Legal, Liasoning both internal and external, Public Relation, Land matters and LPC.

Mr. V. Ranganathan, AM (Coord) in addition to his secretarial work for DGM (P&A) and DGM (HR) will also distribute 10 yrs. Service Awards of employees, balance Golden Jubilee memento, clearing the data of Workflow Applications of DGM (P&A) and (HR) in consultation with them. He shall perform coordination of Annual Appraisal reports and other jobs assigned from time to time. He will report to both DGM (HR) and DGM (P&A).

Mr. S.K. Pattanaik, Law Officer shall look after matters related to IR, Legal including Disciplinary cases, Land cases, Operation of HRMS modules related to IR & all Legal matters and shall report to Mr. G.C. Acharya, DGM (HR).

Mr. Sibaram Behera, Liaison Officer will undertake all jobs related to land including clearance from Forest Department for acquisition of land correspondence, IDCO related work, Land acquisition matters, Conveyance Loan and any other work assigned from time to time.

3. IR:

Mr. Anil Kr. Singh, Dy. Mgr. (HR) shall look after IR, LPC, Horticulture and other Creativity Work and will report to Mr. G C Acharya, DGM (HR). In absence of Mr. Anil Singh, Mr. Chinmoy Roy will look after the activities. *and vice-versa.*

Mr. Chinmoy Roy, AM (HR) shall look after Asset Management, HBL, coordination of various Festivals, Raising of MPRs of Assets and its distribution, Administration, DAV School matters and any other job assigned from time to time. He shall report to DGM (HR). Mr. Sibaram Behera, Liaison Officer will coordinate the HBL work with Mr. Chinmoy Roy.

LPC:

Mr. G. Sundaray, HR Officer will undertake all jobs related to scrutiny of documents and LPC, for contract workmen engaged by Contractors, liaison with Govt. Labour Department and PF authorities and any other work assigned from time to time. Mr. Sudhansu Pattnaik, Asst. (Admn.) shall look after LPC, Administration matters and IR liaisoning and will report to Mr. G C Acharya.


ADMINISTRATION:

- Mr. J.K. Jena, Jr. Asst. (Admn.) shall look after activities related to Guest House, Plant Canteen, Executive Hostel & Pest control of Township.
- Mr. Panchanan Ghadei, Care Taker will undertake all jobs related with maintenance, upkeep and catering services of Guest House and any other work assigned from time to time and shall report to Mr. J.K. Jena.

4. PLANT SANITATION:

- Mr. S.K. Bhardwaj, Jr. Asst. (Admn.) will facilitate sanitation and house keeping at all office premises at Plant & new Admn. Building and any other work assigned from time to time.

5. HORTICULTURE:

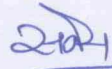
- Mr. Dilip Kumar Dora, Asst. (Admn) will coordinate for all work related to Horticulture and any other work assigned from time to time and will report to DGM (HR). Ms. Taskin Akhtar DEO-cum-Jr. Asst. will coordinate Horticulture, raising of MPRs and LPC related work.
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6. PUBLIC RELATION:

- Mr. Prasanna Kr. Beura, Admn. Officer will be looking after Transport, Public Relation, CSR Activities, All vehicles Registration, transfer, Vehicle Insurance, Claims and all work related to R.T.O. offices and will report to Mr.G.C. Acharya, DGM (HR). In absence of Mr. Prasanna K. Beura, Mr. J K Jena, Asst. (Admn.) will look after the Transport activities.


In absence of DGM (HR), Mr. A K Mall, DGM (P&A) shall look after the above jobs.

This is issued as per approval of Competent Authority (Unit Head).


25/09/18

S.R. Maurya

Dy. General Manager (P&A)



Distribution:

All concerned of P&A dept. as above

CC to:

AM (Coord.) to SGM Office

Director (T) / Director (HR&L), HO – for information.