

GOVERNMENT OF ODISHA

SCHOOL & MASS EDUCATION DEPARTMENT

No. 28030 /SME, Dt. 13/10/2025

SME-EL1-EL1-0239-2025

OFFICE ORDER

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

Sl. No.	Subject Matter	ASO	Under Secretary / Desk Officer	Additional Secretary
1	<p>All matters related to grievances/ allegations, pensions, RCM claims, arrear claims, stepping up of pay, change of options etc. of teachers working in Govt. UP/UP(ME)/ UG(ME) schools.</p> <p>Matters of Ex-resource teachers working in UP/UP(ME)/ UG(ME) schools.</p> <p>Matters of Non-Formal Educator working in UP/UP(ME)/ UG(ME) schools.</p> <p>Matters of Shikhya Sahayaks, Sikhya Karmis, Junior teachers, Swechhasevi Shikhya sahayak etc. working in UP/UP(ME)/ UG(ME) schools. Regularization of Shikhya Sahayak working in UP/UP(ME)/ UG(ME) schools.</p> <p>Matters relating to RACP/ MACP of UP/UP(ME)/ UG(ME) schools teachers.</p> <p>Rationalization/ Transfer Policy of Elementary Cadre Teachers.</p> <p>Deployment / transfer of elementary teachers.</p> <p>Transfer/ posting /promotion and other matters of ABEOs.</p> <p>All allegations related to ABEOs.</p> <p>All matters related to BRCC/ CRCC of UP/UP(ME)/ UG(ME) schools.</p>	Miss Shrabanika Panda, ASO	Smt. Ruby Rout, DO	<p>Sri Jadumani Mahala (Administrative Matter)</p> <p>Sri Kedar Singh (Legal Matter)</p>




	<p>Dress Code of Elementary Cadre Teachers.</p> <p>House Building Advances in favour of elementary teachers.</p> <p>New construction, repair, renovation of Schools situated in Urban Local Bodies.</p> <p>Shishulekha.</p> <p>Fake certificates matter of teacher working in UP/UP(ME)/ UG(ME) schools.</p> <p>RA matters of elementary teachers working in UP/UP(ME)/ UG(ME) schools,</p> <p>Related grievances, NHRC/ OHRC/ SCPD Cases, RTIs, Court Cases, Assembly Questions, and other miscellaneous matter.</p>		
2	<p>All matters related to Aided U.P(M.E.) Schools/ taken Over UP(ME) Schools/ ULB Schools/ Mission Managed and Minority Managed Primary & UP(ME) Schools/ Privately Managed UP(ME) Schools.</p> <p>All Grievances/ proposals related to grant of GIA in favour of Non-Govt. UP(ME) Schools</p> <p>Matter related to Urdu Teachers in Govt. and Non-govt. UPME Schools.</p> <p>RACP/ MACP/TBA of teachers of aided teachers.</p> <p>RA matters of aided teachers.</p> <p>Matter of adjustment of Hindi teachers.</p> <p>Preparation of GIA sanction Orders in favour of 916 and 24 Non-Govt. UP(ME) schools / Urdu teachers working in Govt. and Non-Govt. UP(ME) schools / 691 Non-Govt. UP(ME) schools / Aboriginal Primary schools, Khallari, Angul / Non- Govt. Mission Managed/ Minority Managed Primary & UP(ME) Schools in IFMS</p> <p>All related grievances/ allegations/NHRC/ OHRC/ SCPD and other Cases related to above matters,</p> <p>RTIs, Court Cases, Assembly Questions, and other miscellaneous matters.</p>	Sri Gunanidhi Mohanta, ASO	

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

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

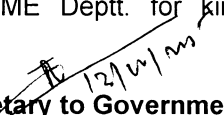
The Order shall remain in force unless and until the same is specifically modified.

By Order of Commissioner-cum-Secretary


Addl. Secretary to Government

Memo No. 28031 /SME Date 13/10/2025

Copy forwarded to the Sr. P.S. to Commissioner-cum-Secretary, S&ME Deptt. for kind information of Commissioner-cum-Secretary.


Addl. Secretary to Government


Memo No. 28032 /SME Date 13/10/2025

Copy forwarded to Computer Cell for hosting in the Department website/All sections of S&ME Deptt./ person concerned for information and necessary action.


Addl. Secretary to Government

Memo No. 28033 /SME Date 13/10/2025

Copy forwarded to Additional Secretary (Elementary Legal) of S&ME Deptt. for information and necessary action.


Addl. Secretary to Government