



# Bhubaneswar Municipal Corporation

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Ref. No. :BMC/Administration/XXIII-Gen. Misc.-118-2021/2021/196-L3

No. 55859 /dated 30-11-2022  
**OFFICE ORDER**

XXIII- Gen. Misc- 14/2021. For effective management of Establishment Sections, the following arrangement has been made.

No. 55860 /dated 30-11-2022 / Sri Khirod Chandra Patra, Jr. Asst.. is directed to take over all the charges of Miscellaneous General Establishment Sections i.e all Misc. Correspondence, House Rent, Quarter Allotment, sanction of Liveries allowance, Files related to Annual Property Statement, sanction of Conveyance allowance, Dearness Allowance, Files related to Republic Day, Independence Day, and LSG Day and etc., Secretariat Admission pass and Assembly Pass and distribution of staff for timely submission of Assembly Questions, the files of 'Absentee Statement, Security files and other Misc. works including Files related to Rehabilitation Assistance Scheme from Sri Kapilendra Panda, Jr. Asst. and CL & EL files from Sri Subhakanta Mallick, Jr. Asst. immediately.

Sri Kapilendra Panda , Jr. Asst. is directed to hand over charges of the related files to Sri Patra.

Sri Mallick is directed to hand over the charges of CL & EL files to Sri Patra.

No. 55861 /dated 30-11-2022 Smt Smrutirekha Behera, Sr. Asst. is hereby directed to take over the charges of files related to all legal matters, all meetings and proceedings related to General Establishment, MACP, NPS, Sanction of post, submission of different information to Govt., annual administration report from Sri Kapilendra Panda, Jr. Asst. in addition to her own duties.

Sri Kapilendra Panda , Jr. Asst. is directed to hand over the charges of the related files to Smt Behera.

No. 55862 /dated 30-11-2022 Sri Santosh Kumar Routray, Sr. Asst. Deputation Section is hereby directed to take over the charges of files related to transfer & posting of staff, Files related to Delegation of power of officers from Sri Kapilendra Panda Jr. Asst. in addition to his own duties.

Sri Kapilendra Panda , Jr. Asst. is directed to hand over the charges of the related files to Sri Routray.

No. 55863 /dated 30-11-2022 Smt Sasmita Naik is hereby withdrawn from Vehicle Section and attached to Pension Section, Bill Section and EPF files of DLR & CLR Section.

Smt Naik is hereby directed to hand over the charges of Vehicle section to Sri Khirod Chandra Patra, Jr. Asst.

Sri Patra is hereby directed to take over the charges of Vehicle section from Smt Naik.

Sri Patra is directed to submit the files of Vehicle Section through Smt Smrutirekha Behera, Sr. Asst.

Smt Smrutirekha Behera, Sr. Asst. is hereby directed to verify the files of Vehicle Section in addition to her own duties.

No. 55864 /dated 30-11-2022 / Ms Swagatika Das, Jr. Asst. Medical section & Bill Section is hereby directed to submit the files of Medical Section through Sri Santosh Kumar Routray, Sr. Asst., Deputation Section and the files of Bill section through Smt Sasmita Naik, Sr. Asst.

No. 55865 /dated 30-11-2022 / Smt Rojalin Pradhan, Jr. Asst. ,DLR /CLR Section is directed to move the EPF files of DLR/CLR Section through Smt Sasmita Naik, Sr. Asst. and other files through Sri Chittaranjan Sarangi, Sr. Asst.

Sri Chittaranjan Sarangi, Sr. Asst. is hereby directed to verify the files of DLR / CLR Section in addition to his own duties

This order shall come into force with immediate effect.

  
Additional Commissioner  
Bhubaneswar Municipal Corporation

Memo No. 55866 / dated 30-11-2022

Copy to Deputy Commissioner(IT)/Person concerned/HA/Bill section/ Personal file/ Guard File/e-dak for information.

  
Deputy Commissioner  
Bhubaneswar Municipal Corporation

Memo No. 55867 / dated 30-11-2022

Copy to PA to Mayor & Commissioner/CA to Additional Commissioner-I, II & III for kind information of Hon'ble Mayor, Commissioner and Additional Commissioner-I, II & III.

  
Deputy Commissioner  
Bhubaneswar Municipal Corporation

