

PROCEEDINGS OF THE MEETING OF EMPLOYMENT AND TECHNICAL EDUCATION & TRAINING DEPARTMENT ON 28.02.2012 AT 11.00 AM IN THE CONFERENCE HALL OF N. OJAN BHAWAN, SRIYA SQUARE, BHUBANESWAR.

The 1st staff meeting of the E&TE&T Department was held on 28.02.2012 at 11.00 AM under the Chairmanship of the Commissioner-cum-Secretary.

Joint Secretary to Government and all the staff attended the meeting. At the outset Commissioner-cum-Secretary welcomed all the staff of the newly created department.

Commissioner-cum-Secretary gave a patient hearing to the suggestions made by the staff for better functioning of the department. Joint Secretary to Government suggested for creation of different sections for the Department and as to how to engage some additional staff for smooth functioning of the Department.

After thread bare discussion, Commissioner-cum-Secretary advised the staff presently to manage the work with the existing staff and to give immediate attention to Government of India letters, Court Matters and all other pending matters.

After detailed discussion, the following decisions were taken in the meeting.

1. New numbering system of files be followed as per the instruction of the G.A. (A.R) Department for effective implementation of OSWAS.
2. G.A (A.R) Cell be requested to functionalize OSWAS System in this new department and allot code number for numbering of the files.
3. Monthly review meeting on pending matters be convened.
4. All the existing staff is assigned with their earlier works which they were doing earlier in their parent Departments.
5. In addition to their earlier works, the following Section Officers / Desk Officers are assigned with the additional work as mentioned against each.
 - a. Shri Praful Kumar Sahoo - D.D.O, Accounts, Plan & Budget
 - b. Shri Banchanidhi Pattnaik - O.E & G&M Section
 - c. Shri Manoranjan Kandankel - P.I.O, Confidential Section
 - d. Shri Subash Chandra Mishra - IMU Section
6. The Section Officer, O.E. Section will be in-charge of Public Grievance Cell of the Department. All Sections will attend to their legal matters and take the concurrence of the A.L.O I/C of this Department.

The meeting ended with vote of thanks to the Chair and Participants.


28.2.12
Commissioner-cum-Secretary
E&TE&T Department