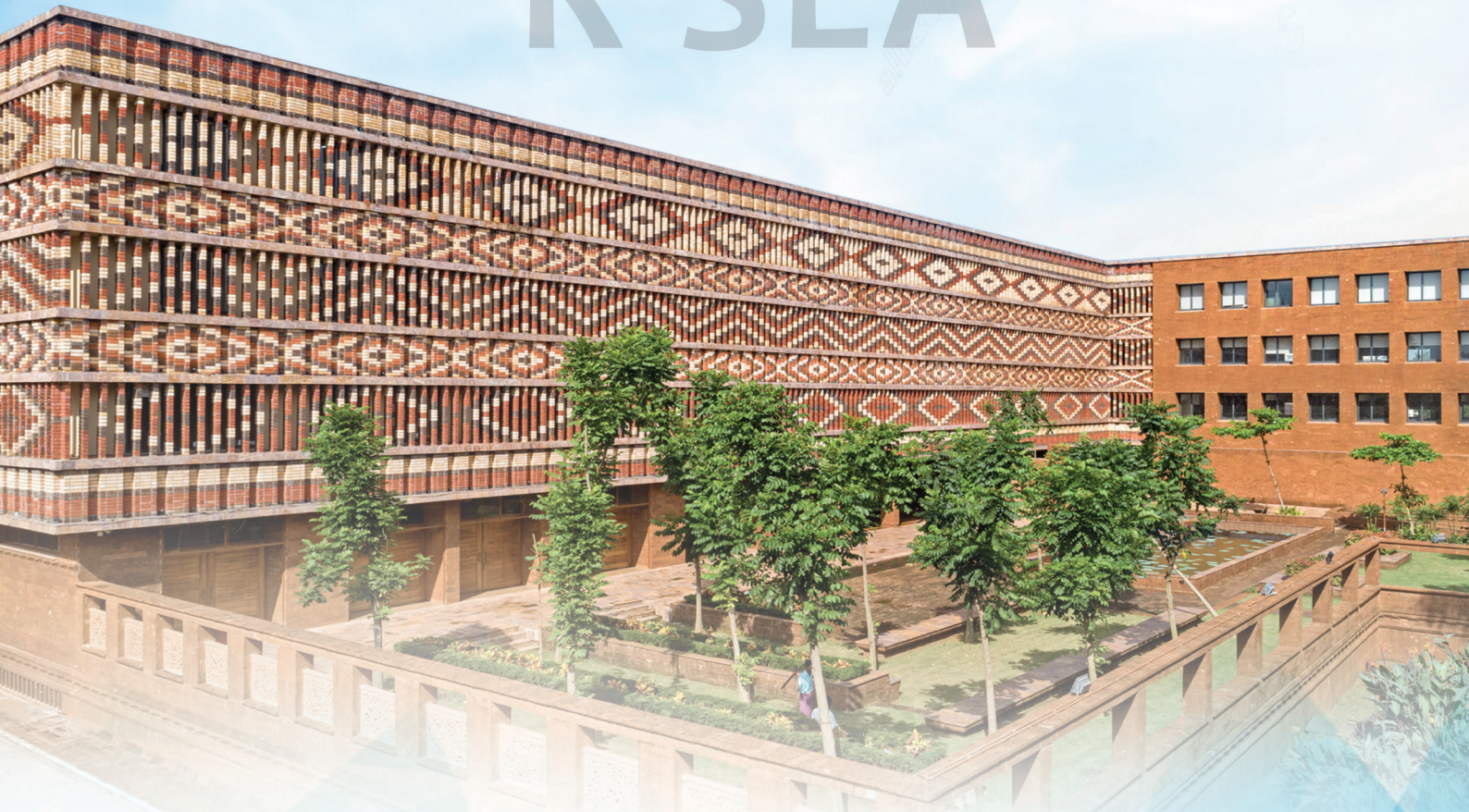




Government of Odisha

# KNOWLEDGE SHARING FOR EFFECTIVE ADMINISTRATION

## K-SEA



DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT



# MESSAGE

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**Sj Kanak Vardhan Singh Deo**  
Hon'ble Deputy Chief Minister  
Agriculture & Farmers'  
Empowerment and Energy

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I am glad to know that the Department of Agriculture and Farmers' Empowerment has started an innovative way of learning Government Acts, rules, procedures, etc. through its "Knowledge Sharing for Effective Administration, K-SEA" initiative. I genuinely acknowledge this endeavour in empowering the human resources of the department with relevant information.

The e-Book published in this context will be a guiding manual for the employees of the department. In fact, it could also be a reference material for other Departments of the State Government.

I extend my sincere thanks and appreciation to the Principal Secretary and his team for such a noble idea of inculcating the value of learning in building self-confidence, integrity and awareness among the employees, cutting across the hierarchy line.

K-SEA



# FOREWORD

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*“Real knowledge is to know the extent of one’s ignorance.”*



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**Dr Arabinda Kumar Padhee, IAS**

Principal Secretary  
Department of Agriculture &  
Farmers’ Empowerment

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The idea of “Knowledge Sharing for Effective Administration, K-SEA” evolved from the essence of the above thought of famous philosopher, Confucius. In the complexity of the Government system, a well-informed public servant always feels confident at his/her workplace. The K-SEA initiative of the Department of Agriculture and Farmers’ Empowerment has been started with a view to educate the departmental functionaries on various dimensions of official functioning, namely, relevant Acts, Rules, Govt. circulars, Resolutions, etc., by leveraging the experience and expertise of senior administrative officers through teaching, interactions and Q&A sessions. The endeavour is expected to increase the knowledge base of the newly recruited Assistant Section Officers (ASOs), mid- and even, the top- level officers in dispensing their responsibilities with utmost sincerity, integrity, and diligence.

The K-SEA sessions by in-house experts have been quite educative, informative and carried rational applications in due discharge of official duties for the team. The anecdotes, practical examples and life experiences discussed would lead to good governance in public service delivery.

The e-book format encapsulating all the 23 sessions, I sincerely believe, will be immensely helpful and serve as a ready reckoner in day-to-day official work of colleagues. I thank the Editorial team, namely, Sh Dayanidhi Nayak, Sh Pradeep Kumar Sahoo and Ms Prachi Mohapatra for compiling this volume.

I express my gratitude to all the officials engaged in the K-SEA initiative.

I feel proud of being a happy part!

K-SEA

## CONTENTS

| S.N. | SUBJECT   | PAGE |
|------|---|------|
| 1.   | Rules of Business   | 03   |
| 2.   | Government Servants' Conduct Rules                                    | 04   |
| 3.   | Recruitment Process & Promotion                                       | 05   |
| 4.   | Disciplinary Proceedings  | 06   |
| 5.   | Leave Rules   | 07   |
| 6.   | RACP & MACP   | 08   |
| 7.   | CCR & PAR   | 09   |
| 8.   | Pension Rules   | 10   |
| 9.   | New Pension Scheme (NPS)  | 11   |
| 10.  | Rehabilitation Assistance Scheme & Rules                              | 12   |
| 11.  | Procurement   | 13   |
| 12.  | OGFR  | 14   |
| 13.  | GST   | 15   |
| 14.  | Audit   | 16   |
| 15.  | TA Rules  | 17   |
| 16.  | RTI Act   | 18   |
| 17.  | Assembly/Parliamentary Matters  | 19   |
| 18.  | Book Circular   | 20   |
| 19.  | Judicial Process Functioning & Review                                 | 21   |
| 20.  | Statistical Method and Analysis with Special Reference to Agriculture | 22   |
| 21.  | Bridging the Gap Between Statistician and Policy Maker                | 23   |
| 22.  | Digital Agriculture Initiatives                                       | 24   |
| 23.  | Transparency in Administration  | 25   |

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## Government Servants' Conduct Rules

Odisha Government  
Servants' Conduct Rules,  
1959 amended as Odisha  
Government Servant  
Conduct (Amendment)  
Rules, 2021.



Sri Dillip Kumar Parida  
Special Secretary, DA & FE

K-SEA

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## Recruitment Process & Promotion

Recruitment is the process of identifying the job vacancy, analysing the job requirements, reviewing applications, screening, shortlisting and selecting the right candidates.



Sri Dayanidhi Nayak  
OSD-cum-Additional Secretary,  
DA & FE

K-SEA

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## Disciplinary Proceedings

Rule-3 of Orissa Government Servants' Conduct Rules, 1959 provides that, "Every Government servant shall at all time, maintain absolute integrity, decorum of conduct and devotion to duty and shall not commit any act which amounts to personal immorality or failure to discharge duties properly.



Smt. Anjana Panda  
Additional Secretary to Govt., DA & FE

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## Leave Rules

The Odisha Leave Rules, 1966 which have come into force from 1st August 1966, published vide F.D. No.-27194/F, dated 09.08.1966. Before independence the leave rules of Government employees were conducted by the Orissa Leave Rules, 1939.



Sri Binod Kumar Senapati  
Joint Director Agriculture (Admn),  
DA&FP

K-SEA

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## RACP & MACP

To promote Career growth of the State Govt. Employees with the intention of Improvement of Moral Value, Motivation, Dedication to work and Productivity & Service delivery etc. To Maintain a continuous record of performance appraisal and Integrity of government servant with the intention of assessment and Review from time to time as per requirement.



Sri Pradeep Kumar Sahoo  
Additional Secretary to Govt., DA & FE

K-SEA

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## CCR & PAR

To maintain a continuous record of performance appraisal and integrity of government servant with the intention of assessment and review from time to time as per requirement



Sri Pradeep Kumar Sahoo  
Additional Secretary to Govt., DA & FE

K-SEA

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## Pension Rules

The pension rules were previously codified in a single volume entitled: “Orissa Pension Rules, 1977” which came into force w.e.f. 28.04.1977.

Subsequently, the Government in Finance Department brought out “The Orissa Civil Services (Pension) Rules, 1992” keeping all the modification and amendment made during the period from 1977-1992 in dispensation of pension and pensionary benefits to the State Government pensioners and family pensioners w.e.f. 1st April, 1992.



Sri Ashok Kumar Sarangi  
Additional Secretary to Govt., DA & FE

K-SEA

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## New Pension Scheme (NPS)

NPS is a contributory Pension System referred to in section 20 of PFRDA Act 2013, whereby contributions from subscribers along with matching contribution from respective Govt. as an employer are collected & accumulated in an individual pension account of the employee.



Smt. Sandhya Rani Guru  
Administrative Officer, DSC&WD

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## Rehabilitation Assistance Scheme and Rules

The objective of this OCS(RA) Rules, 2020 is to grant compassionate appointment to a family member of the deceased Government Employee to save the family from immediate distress when the Government Servant dies/passes away suddenly while in service.



Smt. Prachi Mohapatra  
Joint Secretary, DA & FE

K-SEA

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## Procurement

The description of the subject matter of procurement to the extent practicable should be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics and must not indicate a requirement for a particular trade mark, trade name or brand.



Sri Bipin Bihari Rath  
FA-cum-Special Secretary to Govt,  
DA & FE

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## OGFR

OGFR are a compilation of rules and orders of state Government to be followed by all while dealing with matters involving public finances. These rules and orders are executive instructions. These Rules are not rules of any Act.



Manoranjan Samantray  
FA-cum-CAO, DA&FP

K-SEA

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## Goods And Service Tax (GST)

GST means any tax on the supply of goods or services or both except taxes on the supply of alcoholic liquor for human consumption i.e. the taxable event under GST is “supply”



Debasish Sahoo  
FA-cum-Deputy Secretary  
DA&FE

K-SEA

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## Audit

Audit forms an indispensable part of the financial system and is one of the important organs necessary to ensure the sound functioning of a parliamentary democracy. It is the main instrument to secure accountability of the executive to the Legislature.



Pushpanjali Behera  
FA-cum-Deputy Secretary, DA&FE

K-SEA

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## TA Rules

Odisha Travelling Allowance  
Rules (TA rule)

Travel expenses mean the  
actual cost of transportation of  
a Government Servant on public  
duty including daily Allowance.



Pushpanjali Behera  
FA-cum-Deputy Secretary, DA&FE

K-SEA

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## RTI Act

In exercise of the power conferred by Section 27 of the Right to Information Act, Notified on 1st October 2005, Odisha RTI Rules 2005 contains detailed procedure for obtaining and supply of information including duties of public authority, appointment and obligation of PIOs, AAs, realization and deposit of fees & penalties and maintenance of records for smooth implementation of the Act.



Smt. Sarita Dhanwar  
Additional Secretary to Govt., DA&FE

K-SEA

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## Assembly/ Parliamentary Matters

The constitution, composition, filling up of vacancy, power and duties & procedures pertaining to the Parliament and Assembly are governed as per the details laid down in the Constitution of India.



Sri Pradeep Kumar Sahoo  
Additional Secretary to Govt., DA&FE

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## Book Circular

The relationship between the public servants and the Members of the Parliament and the State Legislature plays a vital role in building a healthy and congenial atmosphere of mutual understanding.



Pradeep Kumar Sahoo  
Additional Secretary to Govt., DA&FE

K-SEA

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## Judicial Process Functioning & Review

The judiciary plays a crucial role in ensuring accountability & upholding the rule of law and checking executive overreach. Understanding judicial process, its functioning and the mechanism of judicial review is essential for effective governance and administration.



Sri Arup Rath  
Assistant Director (Law), DA&FE

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## Statistical Method and Analysis with Special Reference to Agriculture

Statistics is a crucial tool in Agriculture for analyzing and interpreting various data to make decisions to increase the quality and quantity of agricultural production / to improve the living standard of farmers by enhancing their income reducing environmental impact and ensuring social and economic sustainability.



Dr. Sujata Priyambada Parida  
Deputy Director (Statistics), DA&FE

K-SEA

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## Bridging the Gap Between Statistician and Policy Maker

Policy outcomes are crucially affected by the use of Statistics and statistical procedures in different stages of policy makers. Policy decisions should be based on relevant and transparent data and statistical analysis.



Dr. Sujata Priyambada Parida  
Deputy Director (Statistics), DA&FE

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## Digital Agriculture Initiatives

The Vision of digital agriculture initiatives is Unification of existing systems/ applications, Unified payment gateway, subsidy payment layer & integration with IFMS/ PFMS, Ecosystem Approach and Leveraging technologies like Remote sensing, GIS, AI/ML, Block chain etc.



Sri Prem Chandra Chaudhary, IAS  
Director, Agriculture & Food Production

K-SEA

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## Transparency in Administration

The need for transparency in public service delivery, governing process and administration system.



Sri Rohit Kumar Lenka, IFS  
Director, Horticulture

K-SEA

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# GLIMPSES OF THE KNOWLEDGE SESSION





# **KNOWLEDGE SHARING FOR EFFECTIVE ADMINISTRATION**

Krushi Bhavan, Bhubaneswar



Department of Agriculture & Farmers' Empowerment  
Government of Odisha