

By e-Mail/ FAX

**GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT**

No. 21978
(SME-MISC-MISC2-0023-2022)

Date 08.08.2025

From

Shri Durga Prasad Mohapatra, OAS (SAG).
Additional Secretary to Government

To

All Directors/
The President, BSE, Odisha/
The Chairman, CHSE, Odisha/
The FA-cum-Special Secretary/
All Additional Secretaries/
The Deputy Secretary (Section-VI B)
School & Mass Education Department

Sub: Minutes of the Coordination meeting held on 30.07.2025 at 4 PM in the Conference Hall of S&ME Department under the Chairmanship of Commissioner-cum-Secretary, S&ME Department.

Madam/ Sir,

In inviting a reference to the subject cited above, I am directed to enclose herewith a copy of the minutes of the Coordination meeting held on 30.07.2025 at 4 PM in the Conference Hall of S&ME Department under the Chairpersonship of Commissioner-cum-Secretary, S&ME Department and request that necessary action may be taken at your level and compliance on the key decisions/ action points may be furnished at the earliest to this Department for review in the next meeting.

Yours faithfully,


Additional Secretary to Government

**Minutes of the Coordination meeting held on 30.07.2025 at 4 PM in the
Conference Hall of S&ME Department under the Chairmanship of
Commissioner-cum-Secretary, S&ME Department**

Attendees:

A coordination meeting was held on 30.07.2025 at 4 PM in the Conference Hall of S&ME Department under the Chairmanship of Commissioner-cum-Secretary, S&ME Department. All Directors, Spl Secretary, Addl Secretaries and Senior officers attended the said meeting.

Key Decisions & Action Points:

Human Resource & Service Matters:

- Elementary section of this Deptt was directed to move an UoI Note to Chief Secretary for recruitment of Elementary Teachers in district cadre.
(Action: Jadumani Mahalla, AS)
- The detail vacancy position of various category of posts as given in the table were placed for discussion:

Sl. No.	Name of the Office	Sanctioned strength of Base Level Posts	Vacancy of Base Level Posts	No. of posts for which requisition sent to Recruiting Agency	Name of the Recruiting Agency	Balance posts to be sent to Recruiting Agency	Status on Remaining vacancy
1	OAVS	6238	1829	0	OAVS	1829	1706 Teaching and Non-teaching Proposal for Administrative Approval will be submitted to AD by next week, Tentative date for publication of Advertisement by 31st Aug
2	DSE(O) Govt. posts	50931	9434	6025	OSSC	3409	611 Jr. Assistant posts -Proposal was submitted to AD for EC approval but DSE has been requested to meet certain queries raised by STSC Dept. No reply has been received from DSE so far. Balance 2798 Teaching posts -Requisition will be sent to OSSC after completion of ongoing Recruitment process (presently with OSSC) which is expected to be completed by August'2025.
3	DSE(O) Non-Govt. Aided posts	4908	1823	0	SSB	1823	Requisition for 2064 TGT was sent to SSB(HE) but SSB(HE) recommended for 1798 candidates. has been requested vide DSE vide letter dated 30.05.2025 has sought information from SSB(HE) on

							non- sponsoring of balance 266 TGT candidates but no reply has been received till date . Proposal for Administrative Approval of balance 1557 Teaching posts will be submitted to AD after receipt of information from SSB(HE).
4	School & Mass Education Department	193	44	0	OPSC	44	26 OES posts- Tentative date for sending requisition to OPSC is 31st Aug. 18 Group D posts will be filled up through RA Appointment.
5	DHSE, Odisha	3342	1675	1384	OPSC/SSB	291	235 PGT(Non-Govt.aided)- Proposal will be submitted to AD within one week. 31 Jr.Asst & 1 Auditor- Objections raised by AD vide L.dated 13.06.2025 are to be complied by DHSE. 24 PGT(Govt.upgraded)- Requisition is to be sent to OPSC after receipt of compliance from DHSE sought vide L.dated 05.06.2025
6	Director TE & SCERT	491	264	54	OPSC/OSSC	210	53 Teacher Educator posts- Views from GA PG Deptt. is awaited . Concurrence from ST & SC & SSEPD Deptt. have already been obtained. Tentative date for sending requisitions to OSSC is 31st Aug. 157 non - teaching posts- File under process in AD for Administrative approval.
7	DEE(O)/O SEPA	92337	6669	0	EdCIL	6669	Review Petition has been filed before Hon'ble HC for filling up of left over vacancies of JTS.
8	CHSE, Odisha	35	13	0	SSB	13	13 Jr.Asst- Requisition will be sent to SSB(HE) within one week.
9	DTBPM	88	88	0	OSSSC	88	88 Group C posts -Views from GA & PG Deptt. is awaited, Concurrence from ST & SC & SSEPD Deptt. have already been obtained.
10	BSE, Odisha	32	13	0	SSB	13	6 Jr.Asst. posts- Proposal submitted to AD for sponsoring from the select list prepared by SSB against Advertisement No. 2/2024. Balance 7 Jr.Asst. posts -Under process for RA Appointment.
TOTAL		158595	21852	7463		14389	

- It was instructed to all to adhere to the timeline as instructed in the given table.

(Action: Concerned Directors & Branch officers of S&ME Deptt.)

Pension:

- The pending pension cases as given in the table below were placed for discussion:

Name of the Directorate	Number of employees retired	Number of employees received their pension on last date of retirement	Balance number of employees who have not received their pension	Remarks
DEE	01	0	01	Pension paper not submitted
DSE	957	329	628	Due to non-submission of pension paper
DHSE	02	Nil	02	Pending at Govt. level (Dr. Biswajeet Ghose, Ex-Addl. Director, Sri. Bikash Ch. Pradhan Ex-RDHSE, SBP)
BSE	13	Provisional pension sanctioned to all on the date of their retirement	Nil (Payment of final pension in all 13 cases are in progress)	Delay in payment of final pension is only due to adjustment of advances.
CHSE	12	12	Nil	
TE & SCERT	01	01	-	
S & ME Deptt.	04	01	03	

- It was advised to make advance preparatory arrangement & coordinate for payment of pension on the date of superannuation.
(Action: Concerned Directors & Branch officers of S&ME Deptt.)

Digital Integration & Service Delivery:

- Out of 19 notified services under ORTPSA, 12 are made online. 4 services of DSE/DEE (Conduct Certificate and TC) are not made online due to non-availability of computers at school level. OCAC has taken steps to make the remaining 3 services to be online and integrated with the ORTPS portal and WhatsApp BOT.

Name of the Directorate	Total number of services	Number of services which are not online	Expected date within which services will be online	Remarks
DEE	3	2	--	Due to non-availability of computer at schools
DSE	3	2	--	
BSE	3	--		
CHSE	10	3	By end Aug 2025	

(Action: Subhasree Nanda, AS / Manoj K Tripathy, DS)

Public Grievance Redressal:

- A new Grievance Section has been created with one SO and one ASO. The status is regularly monitored. 90% of CM Weekly grievances and 71% online grievances have been disposed. A fortnightly review of grievances under the Janasunani portal, especially those raised under CM Weekly grievances, is to be conducted and shared with field offices and sections.

(Action: Subhasree Nanda, AS / Manoj K Tripathy, DS)

Rehabilitation Assistance Cases:

- A clarification is to be obtained from GA & PG Deptt on Rehabilitation Assistance of Aided Schools which needs to be communicated to the Directors and DEOs.

(Action: Diptirani Sahoo, AS)

- The details of Rehabilitation cases as indicated below:

Name of the Directorate	Number of cases continuing in different courts	Number of cases on which already action taken	Balance number of cases on which action to be taken	Remarks
DEE	47	10	37	Cases are under process at DEO level
DSE	63	Nil	63	This is the data of 05 no of DEOs, rest of the DEOs, the process of scrutinization is under progress
DHSE	2 Apex court 1 High Court 1	Pending at Hon'ble Court	Nil	Vide SLP No.1891/2024 arising out of WA No.735/2022 CONTC No.2533/2024 & CONTC No.9184/2023 arising out of WPC No.25551/2023
BSE	2	1	1	WP(C) No. 41938/2023 pending
CHSE	03 i. Sri Anil Kumar Sahoo V/s CHSE,Odisha ii. Sri Dillip Kumar Sahoo V/s CHSE,Odisha Sri Saurav Kumar	01 (Sri Anil Kumar Sahoo) As per orders of Hon'ble Orissa High Court passed in CONTC No.5048 of	02 (Sri Dillip Kumar Sahoo and Sri Saurav Kumar Jena)	The Council has filed Writ Appeals before the Hon'ble Orissa High Court vide WA No.492 of 2023 (CHSE V/S Dillip Kumar Sahoo) and WA No.493 of 2023 (CHSE V/S Saurav Kumar Jena) which are sub-

	Jena V/s CHS, Odisha	2024 arising out of WP(C) No.6979 of 2023		judice till date.
TE & SCERT	03	03	-	

- Legal section of the Department to coordinate for early disposal of the pending Rehabilitation cases.

(Action: Lopamudra Mohanty, AS)

- Grievance section was directed to give the details of all RA cases in Janasunani portal to the Directors for quick disposal.

(Action: Manoj K Tripathy, DS)

File Management & OSWAS Efficiency:

- Three layer system has been introduced in OSWAS. All Senior officers are instructed to monitor regularly and check if any file pending for a long time with ASO/SO.

(Action: Sumita Das, AS/ All Branch Officers)

Mandatory Training Compliance:

- Instruction issued for every employee to complete 20 hours of iGOT training. On-boarding & training of balance employees to be ensured.

(Action: Madhumita Rath, AS)

Ease of Doing Business / Governance Simplification:

- Field Establishment section was informed to issue letter on 'Deemed NOC' for the in-service job applicants within a week.
- BSE/CHSE officials to undertake **exposure visits to CBSE/KVS** and take the best practices followed there. The same should be done within the next 15 days.

(Action: Diptirani Sahoo, AS / Chairman, CHSE / President, BSE)

Administrative & Financial Reforms:

- Review and propose delegation of powers for administrative and financial decisions for faster decision making.

(Action: Sibashis Dhal, FA-cum-Spl. Secretary)

- Establishment section to check the powers which can be delegated so that to enable quicker service delivery.

(Action: Sumita Das, AS / All Directors)

Link Officer System:

- Already in-function in the department. Directorates are to ensure & comply.

(Action: All Directors)

Field Visits:

- The instruction has been followed.
- Calendar for six months for Field visits by ASO/SO/DO has already been prepared. The reports need to be received in time and to be documented.

(Action: Sumita Das, AS)

Social Media & Media monitoring:

- Directors were requested to share at least two positive stories for the month of June which will be published on social media platform of the Department.

Sl No.	Name of the Directorate	Number of positive stories submitted in June 2025
1	OSEPA	1(one) on Girls education

All the Directors were instructed to share at least two positive stories from their sides for information of all.

- Negative media clips are being shared in a group. All concerned were directed to submit timely response.
- Important events and notifications are to be posted in social media platform of the Deptt.

(Action: All Directors & Manoj Ku Tripathy, DS)

Expenditure:

FA cum Special Secretary made a detailed presentation on expenditure status of different Directorates. The expenditure status of the Department is given below:

(Rs. in lakh)

SECTOR		Budget Estimate 2025-26	Expenditure up to 31st July, 2025	% of Exp.
1	2	3	5	6
Administrative Expenditure	Establishment, Operations and Maintenance (EOM)	1544551.53	533451.79	34.54
Programme	State Sector Schemes	963995.05	176057.66	18.26

Expenditure	Centrally Sponsored Schemes	610000.00	0.00	0.00
	Total Programme Expenditure	1573995.05	176057.66	11.19
GRANT TOTAL		3118546.58	709509.45	22.75

All the Directors & Branch officers were instructed to ensure release of funds under different schemes . All out efforts have to be made for enhancement of expenditure.

(Action: All Directors / FA-cum-Spl. Secretary)

Commissioner-cum-Secretary, S&ME Department emphasized on timely response, and quick public service delivery. All officers are instructed to comply with the directions within stipulated timelines and ensure periodic review at their level.

The meeting ended with a vote of thanks to all.


06/08/25
Commissioner-cum-Secretary

School & Mass Education Department