



STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYATI RAJ
PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT, GOVT. OF ODISHA



Manas Ranjan Debata
OAS (SAG)
DIRECTOR

No. 2908 /SIRD&PR, Bhubaneswar

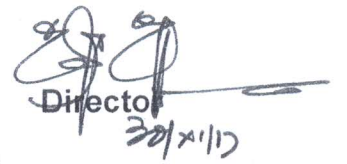
Date: 30/11/17

OFFICE ORDER

In pursuance of the Proceedings of the Staff Meeting held on 10.11.2017, Sri P K Nayak, Instructor, ETC is here by designated as the Grievance Redressal officer. Sri Nayak is to perform the following duties.

1. Sri P K Nayak, Instructor, ETC as Grievance Redressal Officer will receive all kinds of grievances of public and staffs on every Monday.
2. He will maintain a register and record all the grievances. After receipt of grievance, he will forward the same to the concerned branch of SIRD&PR for necessary compliance. All the staffs are instructed to comply within 3 days of the grievances received. The Grievance Officer will ensure disposal of grievances with the approval of the undersigned within 7 days.
3. All the grievances complied will be in the official website of SIRD&PR.
4. The Cell No of Grievance Officer of SIRD & PR is 9438721095

The order will be given effect to immediately.


Director
30/11/17

- i. Copy to all branches of SIRD&PR for information.
- ii. Sri A. K. Mulia, DEO is to upload the order in the official website of SIRD & PR.