

ly with an aim to inculcate solidarity, unity and integrity among the to the people at the time of certain lone and the like. One member of the wing known as Ranger Leader, allenging situations to cope with their tial arts as self defense mechanism help 'as physically to face the challenges of ety, learning martial arts can be a life- r confidence to continue participating dset, women are conditioned to believe that their male counterparts can. The nen would also empower them to see rtial arts promote student by belt rank nselves become promoted and valued 'f-confidence rises, making them less s are imparting training to our students the Government of Odisha.

key indicators

6.2.9

COMMITTEES OF THE COLLEGE

1/ **Development committee**

The college has a development committee to look into the overall development of the college. The development committee is constituted with the following:

Chairman- Principal (ex-officio)

Vice-chairman-Principal's nominee

Members : Nominated by the principal from among the teaching staff

2/ **Guest Faculty committee:**

The Guest Faculty Committee is to select the faculty members to be engaged in the vacant post of various departments for a stipulated period. The committee looks after the selection process and recommends the names of suitable candidates to the authority.

The committee consists of the Principal as the Chairman, two senior teachers of the college and head of the concerned department & another senior teacher of the department.

3/ **Residential Committee**

The Residential Committee of the college is formed to look into the issues related to the accommodation of the members of the teaching/non-teaching staff and students. It proposes and recommends the needs and requirements of the boarders of the college hostels to the authority for necessary steps. The committee is constituted with Principal as the Ex-Officio Chairman, Superintendent of Tapaswini Hostel Superimregnate of Yajnasenee Ladies hostel and Assistant Superconducts of all the three hostel. Superintendent of Kasturba Gandhi TRW Hostel, Assistan Superintendants of all the hostels, Accounts Bursar, Administrative Bursar and nominees of the principal as members.

4/ **Prepayment Post purchase Committee**

The committee studies the quality and authenticity of the articles purchased for the college and recommends/rejects the articles in the best interest of the institution. The final payment is made to the party on the basis of the opinion expressed by the committee. The committee consists of the Principal as the Ex-Officio Chairman and his/her nominated members.

Purchase Committee

Any purchase made by the college/hostel/departments/library is passed by the Purchase committee. It scrutinizes the quotations invited from the firms /suppliers/printers and approves the lowest quotation for order. The committee consists of the Principal as the Ex-Officio Chairman, Accounts Bursar, Administrative Bursar, and his/her nominated members. In case of hostels and the departmental purchases the concerned Superintendents, HODs/OIGs shall be the members of the committee.

Proctorial Committee

The aim of the system is to establish a genuine personal relationship amongst students and teachers. It is seen that the students, in general, feel lost in their institutions since they have nobody to fall back upon for advice or guidance. The Proctor is there to aid and advice of the students. A Proctor, who is a member of the teaching staff of the college remains in charge of a group of students. He/She shall watch from time to time the academic progress and conduct of his group of students both inside and outside the College. His/Her recommendation in matter of free studentship or financial help of any manner shall be of vital importance. He/She makes report to the Principal and guardians concerning their academic and other activities, inside and outside the institution. The committee meets from time to time to assess the improvement of the students.

7. Examination Committee

The committee consists of the Principal as its Chairman and his/her nominees (O.I.Cs) as members. The committee conducts all college examinations like Monthly, Half-Yearly/Test, Annual examinations. It is also responsible for filling up of forms for different council and University examinations. It publishes the results of college examinations.

Tabulation Committee

There is a tabulation committee attached to the examination section to tabulate marks of the college examination before publication of the results. There is a tabulator for each and every class. The tabulation committee is headed by an O.I.C.

UGC Committee

The UGC is a statutory body of the Government of India to coordinate, determine and maintain of standards of university education in India. In order to ensure effective region-wise coverage throughout the country, the SAMBALPUR has decentralized its operations by setting up six regional centres.

Principal

Govt. Women's College
SAMBALPUR

Our college comes under Eastern Regional Office (ERO), Kolkata. This college is covered under the 2(f) & 12 (b) category by the UGC since 1959. The college has been accredited B* (2-82 Grad Print) in the year 2006. UGC renders financial assistance to the college on various heads such as: organizing seminars, conferences, workshops, construction of hostels, college buildings and running different courses. There is a committee in the college to look into UGC affairs.

9. NAAC Committee

The National Assessment Accreditation Council (NAAC) aims at sustaining and promoting a quality culture in higher educational institutions. It is an autonomous body which assesses and evaluates the qualities of education, infrastructural facilities and accordingly accredits grades to the institutions of higher learning. The NAAC visited the college in the year 2006 and accredited B*. The NAAC Committee of the college is undertaking steps for the visit of NAAC peer team, Bengaluru for re-accreditation. The committee prepares and sends the Self Study Report (SSR) and Annual Quality Assurance Report (AQAR) to the NAAC head-quarters.

Time Table Committee

There is a time table committee to look after the preparation of academic routine for +2, +3 & P.G. classes. The committee allots the classes as per the existing C.H.S.E. (O) & University rules. The time table is framed in such a way that a teacher is assigned classes everyday.

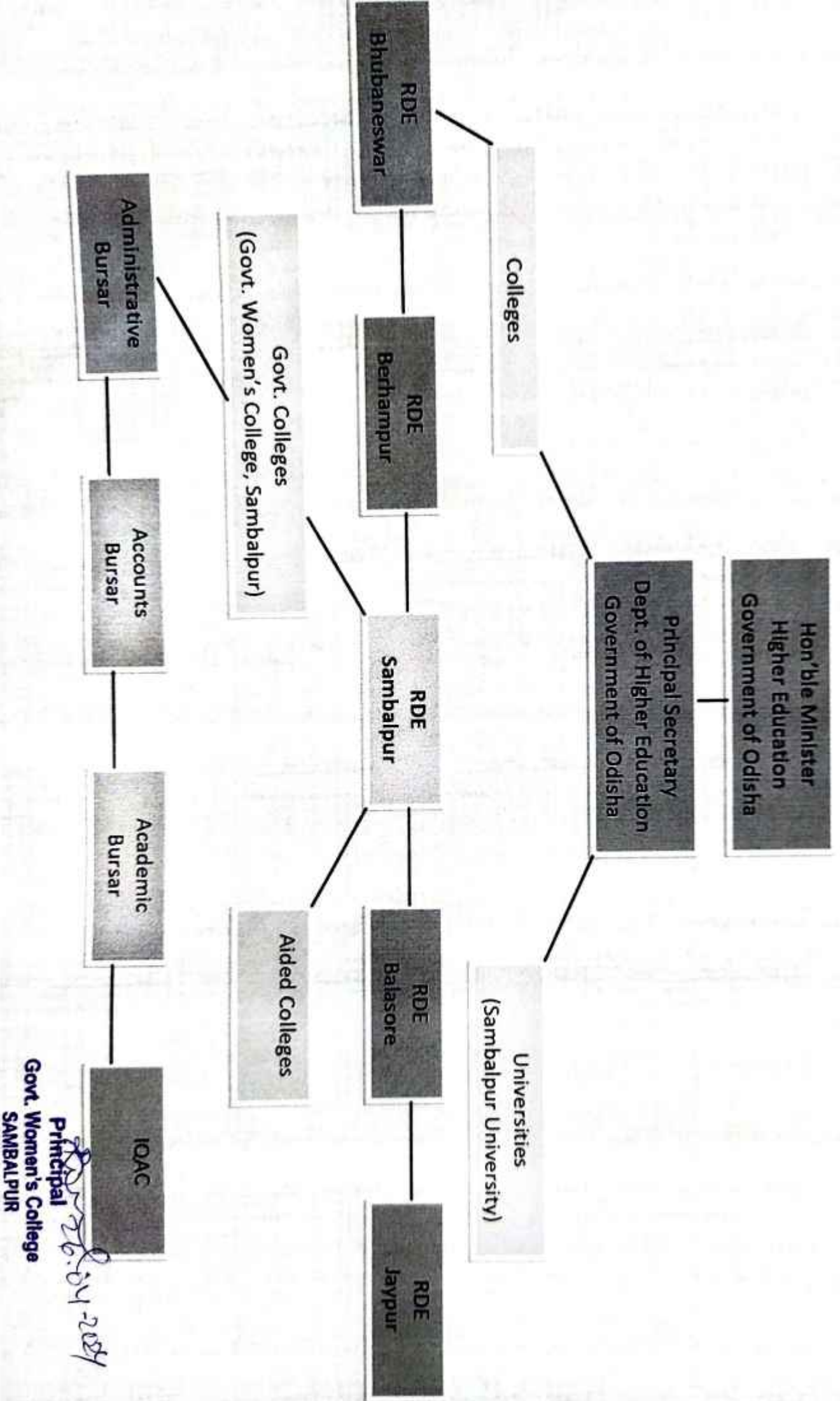
10 Admission Committee

The admission committee consists of the Principal as the chairman, the admission in-charge (A.I.C.) of +2 & +3 classes, H.O.D. of the P.G. department of Odia and two senior teachers. As per the guidelines of e-admission (SAMS), department of higher education the committee nominates faculty members as validating officers and officers in-charge of Help desk for the smooth conduct of admission process. The committee is responsible for solving any kind of problem arising during admission period.

11 Library Committee

The library committee of the college comprises of the Principal as the chairman, one Officer in-charge (O.I.C.) and principal's nominees as members. The committee recommends allocation of funds for procurement of books out of grants received from Govt. & U.G.C. The committee also finalises the

GOVT. WOMEN'S COLLEGE, SAMBALPUR ORGANOGRAM



6.2.2.

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

26342

Dated the 7th September 2017

FIN-PCC-PAY-0003-2017

RESOLUTION

Subject: - Revised Scales of Pay, 2017.

On the basis of the recommendation of 7th Central Pay Commission, Government of India, in the Ministry of Finance (Departmental of Expenditure) vide Notification No. G.S.R-721(E), dated the 25th July, 2016 have revised the pay scales of Central Government employees with effect from the 1st January, 2016. Consequent upon revision of the pay scales of the Central Government employees, the State Government constituted a Fitment Committee in Finance Department Resolution No. FIN-PCC-PAY-0005-2016-29086/F, dated 28 October, 2016 to recommend revision in the pay scales of the State Government employees, to suggest modalities and procedure of fitment of the existing grades in the revised scale of pay, to examine anomalies in the existing pay scales and to review the scale of other allowances and relatable pay. The report of the Committee was received by the Government in Finance Department on 19.06.2017.

2. Having regard to the recommendation of the Fitment Committee and after careful consideration of all aspects of related issues including the Pay Matrix prevalent in the Central Government, the State Government have been pleased to revise the pay structure of the State Government employees as indicated in Annexure-I.

These revised pay structure will apply to all persons in which the employment in Government is as follows: X . U .


Principal
Govt. Women's College
SAMRAI PUR

- (a) persons engaged by Government on contract basis except those the contract provides otherwise.
- (b) persons re-employed in Government service after retirement.
- (c) persons paid out of contingency.
- (d) persons paid otherwise than on a monthly basis including those paid only on piece rate basis.
- (e) persons not drawing pay in regular scale of pay for whom the revised scales of pay are prescribed.
- (f) employees borne under Work-charged establishment as referred in resolution of Government in the erstwhile P & S Department No. 3483, Dtd. 18.06.1974.
- (g) Judicial Officers of the Subordinate Judiciary Service in the State of Odisha who are availing the revised scale of pay as per Finance Department Resolution No 23598-I, dated the 3 June, 2003 and Law Department Resolution No 8318-VI-12/2010 L, dated the 2 August 2010 on the basis of the recommendation of Justice Shetty Commission and Justice Padmanavan Commission, respectively.
- (h) employees governed by the Orissa Revised Scales of Pay (for College Teachers) Rules, 1978, 1989, 2001 & 2010; the Orissa Revised Scales of Pay (for Medical college Teachers) Rules, 1982, 1989, 2001 & 2010; the Orissa Revised Scales of Pay (for Engineering college Teachers) Rules, 2001 & 2010; the Orissa Superior Judicial Service (Senior Branch) Rules, 1963 / the Orissa Judicial Service Rules, 1964.
- (i) persons not in whom time employment under Government is

GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

NOTIFICATION

Bhubaneswar, Dated the 6th April 2022

No. HE-GCNE-COL-0001-2022 14510 /HE; In pursuance to Article-121 of Odisha Education Code, Government have been pleased to re-constitute the Governing Body of Government Women's College, Sambalpur with the following members for a period of 3(three) years w.e.f. the date of issue of this Notification.

| Sl.No | Position | Name of the Members |
|-------|-----------------------------------------|-------------------------------------------------------------------|
| 1 | President | Prof Girija Shankar Sharma, Retd. Principal, L.R. Law College |
| 2 | Ex-officio Vice President-cum-Secretary | The Principal, Govt. Women's College, Sambalpur |
| 3 | Teachers of the College | Dr. Jiten Kumar Mishra, Professor in Physics |
| 4 | | Dr. Rajashree Baral, Professor of Education |
| 5 | Member | Smt. S.S. Tripathy, Ex-Principal Govt. Women's College, Sambalpur |
| 6 | Member | Sri Pramod Pattnaik, Journalist |
| 7 | Member | Sri Anil Agarwal, Industrialist |
| 8 | Member | Sri Jayadalal Agarwal, Sr. Chartered Accountant |
| 9 | Member | Smt. Bandita Mishra, Lawyer & President of Alumni Association |

By Order of the Governor,

Joint Secretary to Government

Shay
06.04.22

Memo No. 14511 /HE; Dated 6.4.22

Copy forwarded to the P.S. to Hon'ble Minister, Agriculture & Farmers' Empowerment, Fisheries & Animal Resources Development & Higher Education / Sr. P.S. to Principal Secretary, Higher Education Department for kind information of Hon'ble Minister & Principal Secretary respectively.

Joint Secretary to Government

Shay
06.04.22

Memo No. 14512 /HE; Dated 6.4.22

Copy forwarded to the Regional Director of Education, Sambalpur/ The Principal, Government Women's College, Sambalpur / Persons concerned (through the Principal of the concerned college) for information & necessary action.

Joint Secretary to Government

Shay
06.04.22

**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

File no: HE-COOD-MISC-0024/2017

Bhubaneswar

Memo No. *14542*/HE., Dated *06.04.2022*.

Copy forwarded to All Sections of Higher Education Department for information and necessary action.

Sray
06-04-22
Joint Secretary to Government

Memo No. *14543*/HE., Dated *06.04.2022*.

Copy forwarded to The Registrar (All State Universities)/ The Principal (All Government and Non-Government Colleges)/The Regional Director (All Regional Directorates Of Education)/ Secretary, State Selection Board/ Presiding Officer, Office of State Education Tribunal, BBSR/ Secretary, State Bureau of Text Book Preparation and Production, Bhubaneswar for information and necessary action.

Sray
06-04-22
Joint Secretary to Government

Odisha Secretariat,
Sachivalaya Marg,
Bhubaneswar-751001
FAX No. 0674-
2392115
E-mail-
homsec.od@nic.in



ଓଡ଼ିଶା ସରକାର
ସ୍ୱଚ୍ଛତା ବିଭାଗ

Government of Odisha
Home Department

BY FAX/E-mail/ SPEED POST
ଓଡ଼ିଶା ସରକାର,
ସଚିବାଳୟ, ଭୁବନେଶ୍ୱର - ୭୫୧ ୦୦୧

4769
31/3

OSWA
Sl. No. 14408
Date 02.03.22

No. 6218 / , Bhubaneswar,
HOME-PPT-MISC-0001-2022

Dated the 03-03-2022

From

Sri P. K. Panda, OSS
Under Secretary to Government

To

The D.G. & I.G. of Police, Odisha, Cuttack/
All Departments /All Heads of Department



Sub: Applying for Indian Passport by Government servants-some important points.

Sir,

In enclosing a copy of the Letter No-F1(207) AD/POB/2019 dated 10.02.2022 received from the Regional Passport Office, Bhubaneswar on the subject mentioned above, I am directed to request to take necessary steps in this regards and circulate the guideline to all your subordinate offices for information and necessary action.

Yours faithfully,

hcr
2/3/2022

Under Secretary to Government

MC
2/4

ay/04/22

10802

HOME DEPARTMENT

Date: 16/2/22
Section marked to: (PPT)
Central Diary
No. Date



✓ EO 671 671 782 / 787

Dy - 5829 / CSO / 2022
14/02/2022

भारत सरकार
Government of India
विदेश मंत्रालय
Ministry of External Affairs

क्षेत्रीय पासपोर्ट कार्यालय
भुवनेश्वर
Regional Passport Office
Bhubaneswar

प्लॉट नं.- A/119 नयापल्ली, युनिट- VIII
Plot No. A/119, Nayapalli, Unit-VIII
भुवनेश्वर/ Bhubaneswar-751012
दुरभाष / Tel. : 0674-2564470
टेलिफैक्स / Telefax : 0674-2564460

File Number: F,(207)AD/POB/2019

10.2.2022

सेवा में / To,

The Chief Secretary
Government of Odisha
Odisha Secretariate
Bhubaneswar



CS, Home
Chief Secretary
Odisha

विषय / Sub: Applying for Indian Passport by Government servants-some important points-regarding.

महाशय / Sir,

Submission of any one of the documents such as Identity Certificate (IC) in Annexure-A, No Objection Certificate (NOC) in Annexure-G and Prior Intimation (PI) letter in Annexure-H is a mandatory condition for Government servants, Bank and PSU employees while applying for Passport. Often it is noticed that these documents are not issued/submitted as per the guidelines/instructions issued by the Ministry of External Affairs, Government of India. This resulted in delay in issuance of passports apart from putting the Government servant in a lot of inconvenience.

2. Kindly find an attachment highlighting important points for the guidance of Officer/authority issuing IC, NOC or PI Letters to Government servants applying passport and of the Government servant applying for passport. It is requested to circulate the same to all the Ministries, Departments, District and Office Heads, attached and subordinate Offices, Boards and Corporations, Municipalities etc. under the Government of Odisha for the benefit of all concerned.

अनुलग्नक / Encl.: As above.

भाबदीय / Yours faithfully

(सुधांशु शेखर मिश्र) / (SUDHANSU SEKHAR MISHRA)
पारपत्र अधिकारी / PASSPORT OFFICER

SUBMISSION OF APPLICATIONS FOR PERSONAL PASSPORT

(Important points to be noted by Government Servants)

(सरकारी कर्मचारियों के लिए ध्यान देने योग्य बातें)

Passport can only be applied by visiting the Government website i.e www.passportindia.gov.in or by downloading **mPassport Seva** from the Android or iOS application stores.


2. Employees of the Government, Bank or PSU must submit any one of the certificates such as Identity Certificate (IC) in Annexure-A, No Objection Certificate (NOC) in Annexure-G or Prior Intimation (PI) letter in Annexure-H while applying for passport (copy enclosed for ready reference). Formats of these annexures are available in the website of the Ministry of External Affairs (MEA), Government of India i.e passportindia.gov.in→Forms and Affidavits→Annexures (Affidavits).

3. In the format for Identity Certificate i.e Annexure-A it is clearly mentioned that the same should be given in duplicate in original stationery. This means Identity Certificate in Annexure-A should invariably be given in a letterhead. The Officer/authority signing the Identity Certificate should write his name, designation, address and telephone numbers. This will help Passport Office in verifying the authenticity of this certificate. Further the govt. servant/applicant should affix his current passport size photo in the appropriate box in this Certificate and get the same attested with signature and seal/stamp of the issuing officer/authority before carrying the same to the Passport Seva Kendra.

4. Second type of certificates which Government servants can submit is No Objection Certificate (NOC) in Annexure-G. This is not necessarily be given in a letterhead and can be given in a plain paper or by obtaining the printout from the list of 'Forms and Affidavits' in the website www.passportindia.gov.in. This should contain a file number and issue date at the top left hand side and photo at the top right hand side. The officer/authority signing the NOC should put his seal/stamp and mention his full name, telephone number, fax or/and email ID for verification by Passport Office. Photo of the govt. servant/applicant should also be attested by the Officer/authority signing the NOC before handing over the same to the Government Servant/applicant for carrying to the Passport Seva Kendra during appointment. The validity of this document is six months within which time, the govt. servant/applicant should take appointment for passport in Passport Seva Kendras (PSK).

5. Prior Intimation letter in Annexure-H can be filled in the prescribed format which can be obtained from the list of 'Forms and Affidavits' in the website www.passportindia.gov.in. The applicant should fill Annexure-H in duplicate and submit one copy to his Officer/authority and obtain the signature and seal/stamp of the Officer/authority acknowledging the receipt in the other copy. The other copy should be carried to the Passport Seva Kendra (PSK) while visiting for processing of passport application.

6. Issuing authority should not directly forward the IC, NOC or PI letter to the Passport Office and rather hand over the same to the Government Servant/applicant for production at the time of appointment for passport.


पारपत्र अधिकारी / PASSPORT OFFICER
भुवनेश्वर / BHUBANESWAR
10/04/2022

Should be in a letter-head.

ANNEXURE 'A'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 YEARS ARE REQUIRED TO PRODUCE AN IDENTITY CERTIFICATE (STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss
Son/Wife/Daughter of Shri, who is an Indian national, is a temporary/permanent employee of (office address)
.....
from (date) and is at present holding the post of
Shri/Smt/Miss, who is also an Indian national, is/are a dependent family member(s) of Shri/Smt and his/her identity is certified. This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this Identity Certificate. I have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a Central/State Government/Public Sector undertaking/Statutory body. The Identity Card Number of Shri/Smt/Miss (employee) is

Ref No :

Date :

Name, Designation, Address and Tel No.



.....
.....
.....
.....
.....
.....

ANNEXURE 'G'

MINISTRY/DEPARTMENT/OFFICE OF

No..... Dated



(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

NO-OBJECTION CERTIFICATE

Shri/Smt/Miss. s/o
....., who is an Indian national, is employed in this office as
..... from till date. This Ministry/Department/Office has no
objection to his/ her obtaining a passport.

(Signature of Controlling/Administrative authority)

Telephone/Fax/email

Note:-

- (a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.
- (b) NOC will be valid for six months from date of issue.

ANNEXURE 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY
EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT
APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place:

Date:

[To be addressed to the Controlling/Administrative Authority with full postal address]

.....
.....
.....
.....

PIN:

Tel:.....

Fax:

Email:

Subject: Prior Intimation for Submission of Passport Application.

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office,
..... This is for your kind information and record.

Yours faithfully,

Employer Signature:

Employer Office Seal:

Signature:

Name:

Date of Birth:

Designation:

Name of Office Where Working:

.....

Name of Organisation:

.....

Address of Present Office:

.....

.....

Residential Address:

.....

.....

.....

Note: The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.