



URGENT

Government of Odisha
Home Department

No. HOME-SE1-TRNG-0001-2023 36152 / SE, Dated 30.09.2024

From

Dr. Nivedita Prusty, OAS,
Special Secretary to Government

To

The Principal,
OS & TI, Bhubaneswar

Sub: Training programme in English Shorthand and odia Typing of 2nd phase (Sl. No.34 to 51) Junior Executive Assistants of Odisha Secretariat Exe. Asst./ PA cadre in OS & TI, Bhubaneswar.

Sir,

I am directed to invite a reference to the subject cited above and to say that the 2nd phase training programme in English Shorthand and odia Typing of 18 Junior Executive Assistants of Home Department for 10 months is scheduled to be commenced from 01.10.2024 in one batch for 02 hours (from 03.00 PM to 05.00 PM) as well as the ongoing training of 33 Junior Executive Assistants is re-scheduled to be commenced in two batches for 02 hours (1st batch from 10.00 AM to 12.00 Noon and 2nd batch from 12.00 Noon to 2.00 PM) as at **Annexure-A** without hampering Govt. Works. During this 10 months training session, there shall be 4 to 5 classes on behavioural approach to be imparted to the trainees by the resource persons/ officers of Home Department. Accordingly, a list of 18 Junior Executive Assistants of this Department is furnished herewith as at **Annexure-B** for your reference.

You are, therefore requested to take necessary steps for commencement of the training programme as per the schedule without fail.

Yours faithfully,


30/9/2024

Special Secretary to Government

Memo No. 36153 / Dated 30.09.2024

Copy forwarded to the Sr. P.S. to Additional Chief Secretary to Government, Home Department for kind information of ACS, Home.


30/9/2024
Special Secretary to Government

Memo No. 36154 / Dated 30.09.2024

Copy with copy of the list at Annexure-A is forwarded to the Superintendent & Ex-officio Additional Secretary, Home (Steno Deployment) Department for information and necessary action.

He is requested to take necessary steps in sending the 18 Junior Executive Assistants of this Department to undergo the aforementioned training.


30/9/2024
Special Secretary to Government

Memo No. 36155 / Dated 30.09.2024

Copy forwarded to the Nodal Officer, I/c of IMU Section. He is requested to upload the said letter alongwith a list of Junior Executive Assistant in the Departmental website for information of all concerned.


30/9/2024
Special Secretary to Government

Annexure – A**List of Junior Executive Assistants for 1st phase training programme**

Sl. No.	Name of the Junior Executive Assistant	OSSC Sl. No.	Batch and Time
1	SURYANARAYAN DAS	Sl. No.1	1 st Batch 10.00 AM to 12.00 Noon
2	SIBA RANJAN BEHERA	Sl. No.2	-do-
3	PABITRA KUMAR BARIK	Sl. No.3	-do-
4	ASHUTOSH PANDA	Sl. No.4	-do-
5	SATYABRATA BISWAL	Sl. No.5	-do-
6	BISWAJIT DAS	Sl. No.9	-do-
7	NARAYAN GOUDA	Sl. No.10	-do-
8	ASHIS KUMAR MOHAPATRA	Sl. No.11	-do-
9	SOMANATH SAHOO	Sl. No.12	-do-
10	SABYASACHI SAHU	Sl. No.13	-do-
11	NIHAR RANJAN KHANDEI	Sl. No.14	-do-
12	SOUMYA RANJAN MISHRA	Sl. No.15	-do-
13	BHABANI SANKAR RAY	Sl. No.16	-do-
14	RABINDRA JENA	Sl. No.17	-do-
15	BISWARANJAN GOUDA	Sl. No.18	-do-
16	DITTIKRISHNA SAHOO	Sl. No.19	-do-
17	ANIL KUMAR PARIDA	Sl. No.7	2 nd Batch 12.00 Noon to 02.00 PM
18	HOMIO RANJAN NAYAK	Sl. No.20	-do-
19	DEBASISA BEHERA	Sl. No.21	-do-
20	SURAJIT MISHRA	Sl. No.22	-do-
21	PRATYUSH KUMAR DASH	Sl. No.23	-do-
22	GIRISH KUMAR MEHER	Sl. No.24	-do-
23	TIKESWAR PARIDA	Sl. No.25	-do-
24	AMARTYA ROUT	Sl. No.26	-do-
25	NANDAN KUMAR MOHAPATRA	Sl. No.27	-do-
26	RASHMI RANJAN PANDA	Sl. No.28	-do-
27	ARUNA KUMAR LENKA	Sl. No.29	-do-
28	TAPAS CHANDRA NAIK	Sl. No.30	-do-
29	RUCHIRA RANJAN NAYAK	Sl. No.31	-do-
30	SANSKRUTI DASH	Sl. No.32	-do-
31	SOUBHAGYA KUMAR ROUT	Sl. No.33	-do-
32	SUDIPTA ROUT	Sl. No.34	-do-
33	ASHUTOSH MISHRA	Sl. No.35	-do-

Annexure – B**List of Junior Executive Assistants for 2nd phase training programme**

Sl. No.	Name of the Junior Executive Assistant	OSSC Sl. No.	Batch and Time
1	ABHIBAV KUJUR	Sl. No.36	3 rd Batch 03.00 PM to 05.00 PM
2	SUSHANTA KUMAR GOCHHAYAT	Sl. No.37	-do-
3	SUSALYA SAHU	Sl. No.38	-do-
4	RAJATA KUMAR BABOO	Sl. No.39	-do-
5	ALOK KUMAR ROUT	Sl. No.40	-do-
6	SANDIP DALUA	Sl. No.41	-do-
7	AMIYA KUMAR MAHARANA	Sl. No.42	-do-
8	DULA BANKIRA	Sl. No.43	-do-
9	DIBYARANJAN PANDA	Sl. No.44	-do-
10	NAGMA BEGUM	Sl. No.45	-do-
11	KUNA JENA	Sl. No.46	-do-
12	BINAY BINIT RAJAGURU	Sl. No.47	-do-
13	SOURAV KUMAR BEHERA	Sl. No.48	-do-
14	AKASH PRADHAN	Sl. No.49	-do-
15	DEBASIS MAJHI	Sl. No.50	-do-
16	PRIYAMBADA MISHRA	Sl. No.51	-do-
17	JENAMANI RATNA SAMBHAB RAY	Sl. No.52	-do-
18	ANKITA MISHRA	Sl. No.53	do-

