

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

No. 23414 / Dated, Bhubaneswar, the 4th June, 2025
HOME-COOD-MTNG-0011-2024

From

Sri Samarendra Nayak
Joint Secretary to Government.

To

The D.G. & I.G. of Police, Odisha, Cuttack
The Chief Electoral Officer, Odisha, Home (Elections) Department.
The Chief Resident Commissioner, Odisha Bhawan, New Delhi.
The D.G. Fire Services, Commandant General of Home Guards and Director, Civil Defence, Odisha, Cuttack.
The Special D.G. of Police-cum- I.G. of Prisons & DCS, Odisha, Bhubaneswar.
The Chairman-cum-Managing Director, Odisha State Police Welfare and Housing Corporation Ltd. Bhubaneswar.
The Registrar, (General), Orissa High Court, Cuttack.
The Director, Odisha Judicial Academy, Cuttack.
The Director Public Prosecution, Odisha, Bhubaneswar.
The Secretary, Rajya Sainik Board, Odisha, Bhubaneswar.

Sub: Action Points of the Meeting of All Secretaries held on 27.05.2025 in the 8th Floor Conference Hall of Kharvel Bhawan.

Sir/Madam,

In inviting reference on the subject cited above, I am directed to send herewith a copy of the Letter No.7714/P. dtd.31.05.2025 of the OSD-cum-Special Secretary to Government, Planning & Convergence Department along with copy of the Action Points of the Meeting of All Secretaries held on 27.05.2025 at 10.00 AM in the 8th Floor Conference Hall of Kharvel Bhawan under the Chairmanship of Chief Secretary, which is self explanatory.

It is therefore, requested to please take necessary follow up action on the actionable points pertaining to your Organization and furnish the action taken report to this Department immediately both in hard and soft copies through E-mail : home.cood@gmail.com for kind appraisal of Addl. Chief Secretary and uploading in the online portal developed for monitoring the status of action points emerged in the All Secretaries Meetings.

This may be given 'TOP PRIORITY'.

Yours faithfully,

[Signature]
04.06.2025

Joint Secretary to Government

Memo No. 23415 / Date: 04/06/2025

Copy with copy of the enclosures forwarded to all Special Secretaries/FA-cum- Special Secretary/ all Additional Secretaries/ all Joint Secretaries / all Deputy Secretaries/ all Under Secretaries to Government / OSS/ Common Cadre/ OE-I/ Steno Establishment/ D&A / Budget / FSS&IE/ Jail/ High Court/ SPS/ Prosecution/ Fire Services/ Civil Defence/ Home Guards/ IMU Section of Home Department for information and immediate necessary actions.

[Signature]
04.06.2025

Joint Secretary to Government.

**GOVERNMENT OF ODISHA
PLANNING & CONVERGENCE DEPARTMENT**

Letter No. 7714⁴⁹ /P.,
PC-COODI-COODI-0002-2022

Date 31/05/2025

From

**Shri D.K. Jena,
OSD-cum-Special Secretary to Government**

To

All Additional Chief Secretaries to Government,
All Principal Secretaries to Government,
All Commissioner-cum Secretaries to Government

Sub: **Action points of the meeting of All Secretaries held on 27th May, 2025 at 10.00 AM in the 8th Floor Conference Hall of Kharvel Bhawan.**

Madam / Sir,

I am directed to send herewith the Action Points of the meeting of All Secretaries held on 27th May, 2025 at 10.00 AM in the 8th Conference Hall of Kharvel Bhawan under the Chairpersonship of Chief Secretary for kind information and necessary follow up action.

It is also requested to kindly instruct the Nodal Officers to upload the Action Taken against the Action Points (enclosed) in the online dashboard <https://csengagement.hrmsodisha.gov.in> developed for monitoring the status of action points emerged in the All Secretaries Meetings.

Yours faithfully,

Encl: As above


OSD-cum-Special Secretary to Government

Memo No. 7715 /P., Dated 31/05/2025

Copy along with enclosures forwarded to the Private Secretary to the Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.


OSD-cum-Special Secretary to Government

Memo No. 7716⁽²⁾ /P., Dated 31/05/2025

Copy along with enclosures forwarded to OSD to Chief Secretary/ Sr. P.S. to Development-Commissioner-cum-ACS for kind information of Chief Secretary/ Development Commissioner-cum-ACS.


OSD-cum-Special Secretary to Government

PTO

Memo No. 7717 /P., Dated 20/05/2025

Copy along with enclosures forwarded to Additional Secretary to Government (OE),
P&C Department for kind information and necessary action.



OSD-cum-Special Secretary to Government

Action Points of Meeting of All Secretaries held on 27.05.2025 at 10.00 AM in 8th Floor Conference Hall, Kharavel Bhawan, Bhubaneswar				
Sl. No.	Action Point	Plan of Action	Department(s) Concerned	Timeline
1	Technology Governance	1. Each Department shall nominate one Officer who understands technology to be the AI Officer, along with two ASOs/SOs who have a technical background. They will further AI Initiatives in the Department. 2. In the recent NITI Aayog Governing Council Meeting, the role of Governance was discussed. A Committee may be constituted under ED, CMGI and other 3-4 Officers at that level to study the same and make a road map for the coming years 3. CMGI shall engage 6 personnel with AI knowledge to promote AI in governance 4. OSWAS should integrate with AI open source system which allow data being kept at enterprise level like Llama	GA&PG, CMGI	16th June 2025
2	Expedite Expenditure Position	All Departments were directed to ensure the expenditure position under Programme Expenditure out of the amount provisioned under BE:2025-26 and achieve the quarterly expenditure targets. All Department should monitor the same, on a fortnightly basis.	Finance	16th June 2025
3	New Schemes under Budget for 2025-26	1. Policy and Cabinet approval of the new projects / schemes announced in the Annual Budget, 2025-26 should be completed prior to June 12th, 2025. At least Twelve(12) policies should be finalized before 12th June, 2025 2. The status of Schemes/Projects ready for inauguration/laying of foundation stone may be furnished to P&C Department by 31st May, 2025 along with those launched during the past one year	Finance, P&C	31st May 2025
4	Vacancy Position	1 All Departments should finalize the vacancies in their Departments and file requisition within one month. 2. The list of vacancies position should be sent to GA&PG Department by 31st May, 2025. 3. Group 'D' posts which are essential shall be shortlisted by Departments. GA&PG Department may finalize those for which recruitment shall be made.	GA&PG	31st May 2025

Sl. No.	Action Point	Plan of Action	Department(s) Concerned	Timeline
5	UOI received from Office of Hon'ble Chief Minister	Departments were directed to take follow up action on the subject matter received from Office of Hon'ble Chief Minister: 1. Establishment of a Centre of Excellence (CoE) in Semiconductors at IIIT Bhubaneswar - E&IT Department 2. Establishment of Marine Aquarium & Underwater Zoo at Puri Sea Beach - F&ARD Department 3. Construction of NAMO Expressway for connecting South-West Odisha - Works Department 4. Framing of Rules and Guidelines for Enforcement and Implementation of the Ban on Gutkha, Pan Masala and Other Chewable Food Products containing Tobacco or Nicotine in the State of Odisha - H&FW Department 5. Expeditious disposal and decision making in OSWAS files - GA&PG Department, E&IT Department 6. Preparation of Odisha Immigration Policy - Home Department 7. Simplification of online system for monetary offerings to Lord Shree Jagannath Temple, Puri and introduction of "Digital Hundi" named "SAMARPAN" - Law Department, E&IT Department 8. Information solicited on initial works in execution of construction Projects by Engineering Departments like, survey, DPR etc. being done with the help of Private firms-reasons thereof - Works, RD, WR, PR&DW Department 9. 'MAHAPURUSH ADARSH GRAM YOJANA' Developmental works be taken up in the Gram Panchayat of the village where Eminent Personalities born - PR&DW Department 10. Free Coaching for preparation for Exams conducted by UPSC - Higher Education Department 11. Implementation of RADPFI and URDPFI, RRB MISSION in Odisha - H&UD Department	SD&TE, F&ARD, Works, H&FW, GA&PG, Home, Law, RD, WR, PR&DW, HE, H&UD	16th June 2025

Sl. No.	Action Point	Plan of Action	Department(s) Concerned	Timeline
6	Expeditious Disposal of Files	1. The levels of file movement should be reduced to a maximum of 4, when the file reaches the Head of the Department 2. Delegation of powers and analysis of work allocation, on the basis of file disposal in OSWAS, may be done 3. In this regard, UOI No. 532/CS, dated 28.04.2025 of the Office of Chief Secretary Odisha should be strictly complied with	GA&PG, E&IT	30th June 2025
7	ORTPS	All Departments should ensure ORTPS norms are being followed in their Department. Review will be taken in June, 2025.	GA&PG, CMGI	16th June 2025


Chief Secretary

