

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KEONJHAR

No. 1961 / BBE Dt 24.8.18 /

To

The President, Zilla Parishad, Keonjhar/ P.D., DRDA, Keonjhar/P.A., ITDA, Keonjhar/ Deputy Collector, Revenue, Collectorate, Keonjhar/All Asst. Collectors, Collectorate, Keonjhar/ RTO, Keonjhar/ Sub-Collector, Keonjhar/ Project Director, DUDA, Keonjhar/DWO, Keonjhar /DPO, Keonjhar/DIPRO, Keonjhar/ DSWO, Keonjhar/D.S.S.O, Keonjhar/LAO(Genl)., Keonjhar/ Special LAO, DB Rail Link, Keonjhar/Spl. LAO, N.H-215 Project, Keonjhar/Spl. LAO, N.H-49 Project, Keonjhar/Deputy District Election Officer, Keonjhar/ Dist. Sports Officer, Keonjhar/ CSO, Keonjhar/ DM, OSCSC Ltd., Keonjhar/ Dist. Planning Officer, Keonjhar/D.M., OSFDC Ltd, Keonjhar/Tahasildar, Keonjhar/ B.D.O., Keonjhar/CDPO, Keonjhar/ Suptd. of Excise, Keonjhar/Dy. Director, DPMU(P&S), Statistical, Keonjhar/ DI., Welfare, Keonjhar/ Govt. Pleader, Keonjhar/ Asst.. Director, DPMU (P&S), Planning, Keonjhar/ Citizen Information Centre, Keonjhar/ ARCS, Keonjhar/ DRCS, Keonjhar/ Dist. Mass Education Officer, Keonjhar/ PIO, Collectorate, Keonjhar/Spl. LAO, Steel Plant, Keonjhar/AAGCS, Keonjhar.

Sub: Arrangement of Control Room Duty for the month of **September, 2018**.

Sir / Madam,

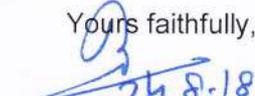
In continuation to District Office Memo No.1010/BBE Dt.23.04.2018, I am to send herewith Control Room Duty Chart for the month of **September, 2018** for information and circulation among the concerned staff. Staff put to duty must attend the control room. There will be no deviation under any circumstances. In case staff detailed for duty remains absent on leave or otherwise, the C.L. sanctioning authority must arrange substitute in place of the absentee. Similarly substitute will perform control room duty in place of employee relieved or transferred or otherwise.

2. The staff detailed for the first shift during morning office are allowed to leave the office at 11.00 A.M. The staff detailed for the third shift on working days & fourth shift on holidays (9 P.M to 7 A.M.) during morning office are allowed to attend the office at 12.00 Noon on next day. The staff detailed for the first shift during day office are allowed to attend at 12.00 Noon. The staff assigned the second shift during day office are allowed to leave office at 3.00 P.M.

3. Now, the District Control Room will function in the Emergency Section of Collectorate, Keonjhar and **Phone No.06766-255437 & Toll Free No.1077** will be used for the purpose. The staff arrangement made for the District Control Room for the period from **01.09.2018 to 30.09.2018** is indicated below.

Session	1 <sup>st</sup> Shift	2 <sup>nd</sup> Shift	3 <sup>rd</sup> Shift	4 <sup>th</sup> Shift
Day Office	7 AM to 10 AM	5 P.M to 9 P.M	9 P.M. to 7A.M.	---
Holidays	7 A.M to 12 Noon	12 Noon to 5 P.M	5 P.M to 9 P.M	9 P.M. to 7A.M.
Morning Office	1 P.M to 5 P.M	5 P.M to 9 P.M	9 P.M. to 7A.M.	---

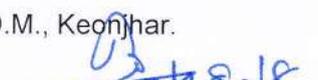
Yours faithfully,

  
24.8.18  
Addl. District Magistrate,  
Keonjhar

Memo No. 1962 / BBE Dt 24.08.18 /

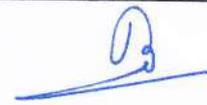
Copy in duplicate forwarded to the Asst. Collector, Emergency, Collectorate, Keonjhar for information and necessary action.

Copy to P.A. to Collector / Steno to A.D.M., Keonjhar.

  
24.8.18  
Addl. District Magistrate,  
Keonjhar

**ROOM DUTY ARRANGEMENT FOR THE MONTH OF SEPTEMBER, 2018**

01.09.2018	1st Shift	1	Mitamani Roy, Sr. Clerk	Foreset Settlement Section, Collectorate, Keonjhar
		2	Rama Chandra Parida, Peon	Dist. Record Room, Collectorate, Keonjhar
	2nd Shift	1	Md. Ali Zinnah, Sr. Clerk	Estt. Section, Collectorate, Keonjhar
		2	Anama Ch. Das, Daftary	Gen & Misc. Section, Collectorate, Keonjhar
	3rd Shift	1	Srikanta Naik, Sr. Clerk	C.S.O. Office, Keonjhar
		2	Fakira Charan Mahanta, Peon	Sadar Block, Keonjhar
02.09.2018	1st Shift	1	Rashmirekha Roul, Sr. Clerk	Development Section, Collectorate, Keonjhar
		2	Dillip Kumar Das, Peon	Sadar Block, Keonjhar
	2nd Shift	1	Baidyanath Mahanta, Jr. Clerk	Revenue Section, Collectorate, Keonjhar
		2	Santosh Kumar Naik, Peon	ICDS, Keonjhar
	3rd Shift	1	Sunil Kumar Kar, Jr. Clerk	SPL, LAO, D.B. RAIL LINK
		2	Bhagabat Murmu, Peon	AAGCS, Keonjhar
	4th Shift	1	Gouranga Sahoo, Jr. Clerk	Mining Office, Keonjhar
		2	Janardan Behera, Peon	C.S.O. Office, Keonjhar
03.09.2018	1st Shift	1	Rashmirekha Barik, Jr. Clerk	Gen & Misc. Section, Collectorate, Keonjhar
		2	Ranjan Kumar Barik, Peon	Dist. Panchayat Office, Keonjhar
	2nd Shift	1	Radharaman Chakra, Sr. Clerk	Estt. Section, Collectorate, Keonjhar
		2	Raghunath Biswal, Peon	DPMU (P&S), Keonjhar
	3rd Shift	1	Manoranjan Sahoo, Sr. Clerk	SPL, LAO, D.B. RAIL LINK
		2	Santosh Kumar Behera, Peon	Gen & Misc. Section, Collectorate, Keonjhar
04.09.2018	1st Shift	1	Pankajini Sethy, Jr. Clerk	Estt. Section, Collectorate, Keonjhar
		2	Rakshyakar Behera, Peon	Attached to ADM, Keonjhar
	2nd Shift	1	Sundarsan Nandy, Jr. Clerk	SLR Section, Collectorate, Keonjhar
		2	Dolagobinda Naik, Peon	Judicial Section, Collectorate, Keonjhar
	3rd Shift	1	Nabakishore Tiriya, Jr. Clerk	Mining Office, Keonjhar
		2	Sarat Chandra Naik, Peon	Revenue Section, Collectorate, Keonjhar
05.09.2018	1st Shift	1	Satyabati Laguri, Jr. Clerk	Gen & Misc. Section, Collectorate, Keonjhar
		2	Mohan Naik, Peon	SLR Section, Collectorate, Keonjhar
	2nd Shift	1	Subrat Kumar Mohanty, Jr. Clerk	Estt. Section, Collectorate, Keonjhar
		2	Amaresh Prasad Mishra, Peon	Estt. Section, Collectorate, Keonjhar
	3rd Shift	1	Trilochan Patra, Jr. Clerk	ARCS, Keonjhar
		2	Krushna Ch. Das, Peon	Revenue Section, Collectorate, Keonjhar
06.09.2018	1st Shift	1	Mitali Madhusmita Mahapatra, Jr. Clerk	Gen & Misc. Section, Collectorate, Keonjhar
		2	Dulla Ch. Naik, Peon	Attached to ADM, Keonjhar
	2nd Shift	1	Ananta Kumar Dey, Sr. Clerk	SLR Section, Collectorate, Keonjhar
		2	Kailash Ch. Samal, P.S.	D.B. Rail Link, Keonjhar
	3rd Shift	1	Himansu Sekhar Sardar, Jr. Clerk	Judicial Section, Collectorate, Keonjhar
		2	Ashok Kumar Naik, Peon	Sub-Collector Office, Keonjhar
07.09.2018	1st Shift	1	Namita Jena, Jr. Clerk	Sub-Collector Office, Keonjhar
		2	Prafula Kumar Jena, Peon	Sub-Collector Office, Keonjhar
	2nd Shift	1	Kamalakanta Naik, Jr. Clerk	Sub-Collector Office, Keonjhar
		2	Krushna Ch. Pati, CM	Sadar Tahasil, Keonjhar
	3rd Shift	1	Tapan Kumar Bhuyan, Jr. Clerk	Sub-Collector Office, Keonjhar
		2	Amulya Rout, Peon	Zilla Parishad, Keonjhar
08.09.2018	1st Shift	1	Puspita Dehury, Jr. Clerk	Dist. Panchayat Office, Keonjhar
		2	Dibakar Das, Peon	Sadar Tahasil, Keonjhar
	2nd Shift	1	Chinmayee Paital, Jr. Clerk	Gen & Misc. Section, Collectorate, Keonjhar
		2	Basudev Patra, Peon	Sadar Tahasil, Keonjhar
	3rd Shift	1	Jagabandhu Rout, Sr. Clerk	ITDA, Keonjhar
		2	Ratnakar Lenka, Peon	Sub-Collector Office, Keonjhar
	4th Shift	1	Jatin Kumar Mahanta, Sr. Clerk	ARCS, Keonjhar
		2	Ashok Kumar Mishra, Peon	SPL, LAO, D.B. RAIL LINK
1st Shift	1	Dullari Soren, Sr. Clerk	Audit Section, Collectorate, Keonjhar	
	2	Shakuntala Naik, Peon	DPMU (P&S), Keonjhar	
2nd Shift	1	Yagyaseni Singh, Jr. Clerk	ICDS, Keonjhar	



10.09.2018	3rd Shift	2 Bidyadhar Mahakud, Peon	DWO, Keonjhar
	4th Shift	1 Dhyaneswar Sahoo, Head Clerk	Estt. Section, Collectorate, Keonjhar
		2 Dayanidhi Naik, Peon	CSO, Keonjhar
11.09.2017	1st Shift	1 Bhimsen Jena, Sr. Clerk	RTO, Keonjhar
		2 Prasanna Kumar Behera, Peon	Dist. Panchayat Office, Keonjhar
	2nd Shift	1 Mamata Mahakud, Sr. Clerk	DSSO, Keonjhar
		2 Padmini Behera, Peon	DIPRO, Keonjhar
	3rd Shift	1 Manoj Kumar Ojha, Sr. Clerk	DSWO, Keonjhar
		2 Debraj Naik, Peon	DIPRO, Keonjhar
12.09.2018	1st Shift	1 Bulu Dehury, Jr. Clerk	DWO, Keonjhar
		2 Hemanta Kumar Barik, Peon	Gen&Misc. Section, Collectorate, Keonjhar
	2nd Shift	1 Banita Rout, Jr. Clerk	Estt. Section, Collectorate, Keonjhar
		2 Rakshyakar Mahanta, Peon	Nizarat Section, Collectorate, Keonjhar
	3rd Shift	1 Tusharkant Bhitria, Jr. Clerk	Sadar Tahasil, Keonjhar
		2 Jayadev Tamulia, Peon	Emergency Section, Collectorate, Keonjhar
13.09.2018	1st Shift	1 Biranchi Narayan Modi, Jr. Clerk	Sub-Collector Office, Keonjhar
		2 Nilamani Panigrahi, Peon	Sadar Block, Keonjhar
	2nd Shift	1 Bijaylaxmi Patra, Jr. Clerk	Dist. Excise Office, Keonjhar
		2 Rabindra Kumar Naik, Daftary	Dist. Record Room, Collectorate, Keonjhar
	3rd Shift	1 Nabin Chandra Ojha, Jr. Clerk	DRDA, Keonjhar
		2 Narendra Kumar Sahoo, Peon	Dist. Sports Section, Collectorate, Keonjhar
14.09.2018	1st Shift	1 Sanjay Kumar Naik, Sr. Clerk	Dist. Panchayat Office, Keonjhar
		2 Panchanan Naik, Peon	ARCS, Keonjhar
	2nd Shift	1 Anjali Sahoo, Jr. Clerk	Touzi Section, Collectorate, Keonjhar
		2 Dukhini Dei, Peon	DPMU(P&S), Keonjhar
	3rd Shift	1 Mamata Behera, Jr. Clerk	Dist. Record Room, Collectorate, Keonjhar
		2 Bipin Bihari Mantri, Radio Helper	DIPRO, Keonjhar
15.09.2018	1st Shift	1 Gouranga Ch. Jena, Jr. Clerk	Dist. Panchayat Office, Keonjhar
		2 Suresh Kumar Naik, Peon	Sadar Block, Keonjhar
	2nd Shift	1 Janmejaya Barik, Jr. Clerk	Sadar Tahasil, Keonjhar
		2 Gadadhar Parida, Peon	Sub-Collector Office, Keonjhar
	3rd Shift	1 Sanghamitra Moharana, Sr. Clerk	DRDA, Keonjhar
		2 Kirani Naik, Peon	Sub-Collector Office, Keonjhar
16.09.2018	1st Shift	1 Manoj Kumar Samal, Sr. Clerk	SPL, LAO, NH-49 Project, Keonjhar
		2 Pradip Kumar Roul, Peon	Sub-Collector Office, Keonjhar
	2nd Shift	1 Ranjan Kumar Naik, Sr. Clerk	Mining Office, Keonjhar
		2 A.C. Dehury, Peon	Mining Office, Keonjhar
	3rd Shift	1 Sanjib Samanantroy, Sr. Lab Asst.	Mining Office, Keonjhar
		2 Siropani Munda, Peon	ITDA, Keonjhar
17.09.2018	1st Shift	1 Bijaylaxmi Patra, Sr. Clerk	DPMU(P&S), Keonjhar
		2 Suresh Ch. Naik, Peon	Dist. Election Office, Keonjhar
	2nd Shift	1 Pradipta Kumar Kar, Sr. Clerk	Zilla Parishad, Keonjhar
		2 Harihar Mahakud, Peon	Govt. Pleader, Keonjhar
	3rd Shift	1 Bibhuti Bhusan Das, Sr. Clerk	DRDA, Keonjhar
		2 Pravakar Roy, Peon	ARCS, Keonjhar
17.09.2018	1st Shift	1 Malarani Mitra, Sr. Clerk	Sub-Collector Office, Keonjhar
		2 Rajani Naik, Peon	DIPRO, Keonjhar
	2nd Shift	1 Rajkishore Panda, Sr. Clerk	Sub-Collector Office, Keonjhar
		2 Nalini Behera, Peon	Zilla Parishad, Keonjhar
	3rd Shift	1 Hrudayananda Rath, Sr. Clerk	DWO, Keonjhar
		2 Goutam Hembram, Peon	ARCS, Keonjhar
4th Shift	1 Hemanta Kumar Das, Sr. Clerk	DWO, Keonjhar	
	2 Dambarudhar Majhi, Peon	ARCS, Keonjhar	
1st shift	1 Pramod Kumar Majhi, Sr. Clerk	DWO, Keonjhar	
	2 Raghunath Jena, Peon	Sub-Collector Office, Keonjhar	
2nd Shift	1 Jogesh Chandra Das, Head Clerk	LAO(G), Keonjhar	



		2	Harekrushna Naik, Peon	RTO, Keonjhar
	3rd Shift	1	Ramesh Chandra Barik, S.A.	ICDS, Keonjhar
		2	Pitambar Samantsingh, CM	LAO(G), Keonjhar
18.09.2018	1st Shift	1	Minati Sahoo, Sr. Clerk	DSWO, Keonjhar
		2	Anam Charan Das, Daftary	Gen& Misc. Section, Collectorate, Keonjhar
	2nd Shift	1	Abhay Chandra Das, Sr. Clerk	Sadar Tahasil, Keonjhar
		2	Amaresh Prasad Mishra, Peon	Estt. Section, Collectorate, Keonjhar
	3rd Shift	1	Sharat Kumar Nayak, Sr. Clerk	Nizarat Section, Collectorate, Keonjhar
		2	Dolagobinda Naik, Peon	Judicial Section, Collectorate, Keonjhar
19.09.2018	1st Shift	1	Narmada Dehury, Sr. Clerk	Sub-Collector Office, Keonjhar
		2	Krushna Ch. Das, Peon	Revenue Section, Collectorate, Keonjhar
	2nd Shift	1	Bhramarbar Mahanta, Sr. Clerk	CSO, Keonjhar
		2	mohan Naik, Peon	SLR Section, Collectorate, Keonjhar
	3rd Shift	1	Sujit Kumar Nayak, Sr. Clerk	AAGCS, Keonjhar
		2	Durlav Ch. Naik, Peon	Attached to ADM, Keonjhar
20.09.2018	1st Shift	1	Ranjita Mahanta, Sr. Clerk	DSWO, Keonjhar
		2	Rakshyakar Behera, Peon	Attached to ADM, Keonjhar
	2nd Shift	1	Prabhat Kumar Nath, Sr. Clerk	Sadar Block, Keonjhar
		2	Rakshyakar Mahanta, Peon	Nizarat Section, Collectorate, Keonjhar
	3rd Shift	1	Umakanta Diwedy, Sr. Clerk	ITDA, Keonjhar
		2	Ramachandra Parida, Peon	Dist. Record Room, Collectorate, Keonjhar
21.09.2018	1st Shift	1	Shantilata Mahanta, Sr. Clerk	Dist. Panchayat Office, Keonjhar
		2	Kalpna Mohanty, Peon	Sadar Tahasil, Keonjhar
	2nd Shift	1	Umakanta Jhara, Sr. Clerk	CIC, Keonjhar
		2	Raghunath Biswal, Peon	DPMU, Keonjhar
	3rd Shift	1	Sachin Panda, Sr. Clerk	Revenue Section, Collectorate, Keonjhar
		2	Dayanidhi Naik, Peon	CSO, Keonjhar
	4th Shift	1	Amiya Kumar Mishra, Sr. Clerk	SPL, LAO, NH-49 Project, Keonjhar
		2	Janardan Behera, Peon	CSO, Keonjhar
22.09.2018	1st Shift	1	Anima Bhol, Sr. Clerk	ICDS, Keonjhar
		2	Bidyadhar Mahakud, Peon	DWO, Keonjhar
	2nd Shift	1	Dwarika Prasad Rath, Sr. Clerk	Sub-Collector Office, Keonjhar
		2	Santosh Kumar Behera, Peon	Gen& Misc. Section, Collectorate, Keonjhar
	3rd Shift	1	Kalandi Charan Sahoo, Sr. Clerk	Sub-Collector Office, Keonjhar
		2	Jayadev Tamulia, Peon	Emergency Section, Collectorate, Keonjhar
23.09.2018	1st Shift	1	Yagyanseni Mishra, Jr. Clerk	CSO, Keonjhar
		2	Sarat Ch. Naik, Peon	Revenue Section, Collectorate, Keonjhar
	2nd Shift	1	Santosh Kumar Rana, Sr. Clerk	Emergency Section, Collectorate, Keonjhar
		2	Rabindra Kumar Naik, Daftary	Dist. Record Room, Collectorate, Keonjhar
	3rd Shift	1	Hemanta Kumar Sahoo, Sr. Clerk	DUDA, Keonjhar
		2	Prasanna Kumar Behera, Peon	Dist. Panchayat Office, Keonjhar
	4th Shift	1	Hemanta Kumar Moharana, Sr. Clerk	Sub-Collector Office, Keonjhar
		2	Harekrushna Naik, Peon	RTO, Keonjhar
24.09.2018	1st Shift	1	Mitali Das, Sr. Clerk	DWO, Keonjhar
		2	Ratnakar Lenka, Peon	Sub-Collector Office, Keonjhar
	2nd Shift	1	Dayanidhi Sethy, Sr. Clerk	Dist. Panchayat Office, Keonjhar
		2	Pradip Kumar Roul, Peon	Sub-Collector Office, Keonjhar
	3rd Shift	1	Bijay Kumar Rout, Sr. Clerk	Sadar Tahasil, Keonjhar
		2	Kirani Naik, Peon	Sub-Collector Office, Keonjhar
25.09.2018	1st Shift	1	Swapnarani Mishra, Jr. Clerk	Gen& Misc. Section, Collectorate, Keonjhar
		2	Padmini Behera, Peon	DIPRO, Keonjhar
	2nd Shift	1	Harekrushna Pradhan, Jr. Clerk	Revenue Section, Collectorate, Keonjhar
		2	Debraj Naik, Peon	DIPRO, Keonjhar
	3rd Shift	1	SK Rafique Mahamad, Jr. Clerk	Sadar Tahasil, Keonjhar
		2	Bidyadhar Mahakud, Peon	DWO, Keonjhar
1st shift		1	Sushree Sangita Mohapatra, Jr. Clerk	Sadar Tahasil, Keonjhar

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018	2nd Shift	2	Santosh Kumar Naik, Peon	ICDS, Keonjhar
		1	Pradip Kumar Rana, Jr. Clerk	Sadar Tahasil, Keonjhar
	2	Fakira Ch. Mahanta, Peon	Sadar Block, Keonjhar	
3rd Shift	1	Bhabani Shankar Jena, Jr. Clerk	AAGCS, Keonjhar	
	2	Dillip Kumar Das, Peon	Sadar Block, Keonjhar	
27.09.2018	1st Shift	1	Gitirmayee Patra, Jr. Clerk	Sadar Tahasil, Keonjhar
		2	Nilamani Panigrahi, Peon	Sadar Block, Keonjhar
	2nd Shift	1	Barun Kumar Palei, Jr. Clerk	ITDA, Keonjhar
		2	Suresh Kumar Naik, Peon	Sadar Block, Keonjhar
	3rd Shift	1	Rabinarayan Naik, Jr. Clerk	D.I. Of Schools (ST & SC Dev), Keonjhar
		2	Hemant Kumar Barik, Peon	Gen & Misc. Section, Collectorate, Keonjhar
28.09.2018	1st Shift	1	Sasmita Mohapatra, Jr. Clerk	Touzi Section, Collectorate, Keonjhar
		2	Suresh Ch. Naik, Peon	Dist. Election Office, Keonjhar
	2nd Shift	1	Jayanta Kumar Maharana, Sr. Clerk	DRDA, Keonjhar
		2	Narendra Kumar Sahoo, Peon	Dist. Sports Section, Collectorate, Keonjhar
	3rd Shift	1	Rashmiranjan Mohanty, Sr. Clerk	Judicial Section, Collectorate, Keonjhar
		2	Pitambar Samantsingh, CM	LAO(G), Keonjhar
29.09.2018	1st Shift	1	Sabitri Mohapatra, Sr. Clerk	Dist. Record Room, Collectorate, Keonjhar
		2	Amuly Rout, Peon	Zilla Parishad, Keonjhar
	2nd Shift	1	Pitabasa Mahanta, Sr. Clerk	DIPRO, Keonjhar
		2	Kailash Ch. Samal, P.S	D.B. Rail Link, Keonjhar
	3rd Shift	1	Shreeharsha Pati, Sr. Clerk	DPMU, Keonjhar
		2	Nalini Behera, Peon	Zilla Parishad, Keonjhar
30.09.2018	1st Shift	1	Samit Rathore, Sr. Clerk	Dist. Election Office, Keonjhar
		2	Prafula Kumar Jena, Peon	Sub-Collector Office, Keonjhar
	2nd Shift	1	Ashok Kumar Das, Sr. Clerk	Emergency Section, Collectorate, Keonjhar
		2	Ashok Kumar Naik, Peon	Sub-Collector Office, Keonjhar
	3rd Shift	1	Shiba Charan Roul, Head Clerk	Zilla Parishad, Keonjhar
		2	Krushna Ch. Pati, CM	Sadar Tahasil, Keonjhar
	4th Shift	1	Raghunath Naik, Sr. Clerk	DRDA, Keonjhar
		2	Bhagabat Murmu, Peon	AAGCS, Keonjhar

24.8.18

Addl. District Magistrate

Keonjhar