ORDER

The following shift wise duty of the Central Diary Section.

<table>
<thead>
<tr>
<th>Email Desk</th>
<th>E-Despatch Desk</th>
<th>Hard Copy Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift 1 (7 AM to 2 PM)</td>
<td>1. Shri Arjun Kumar Ojha, Sepoy 34</td>
<td>1. Shri Abhaya Ku. Rout, C/132</td>
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<tr>
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<td>2. Shri Jaydev Behera, WTC 692</td>
<td></td>
</tr>
<tr>
<td>Shift 2 (2 PM to 9 PM)</td>
<td>1. Shri Tridev Prasad Behera, Sepoy 324</td>
<td>1. Shri Alok Kumar Beura, Sepoy 25</td>
</tr>
<tr>
<td></td>
<td>2. Shri K. Dharmaraj Reddy, Sepoy 342</td>
<td>1. Shri Patitapaban Barik, Sr. Diarist</td>
</tr>
</tbody>
</table>

General shift - Shri Dukhabandhu Mohapatra, Head Diarist (I/C) of Central Diary Section will ensure that all necessary work assigned to of the Central Diary section is carried out properly.

Central Diary Section will work under the direction, supervision and control of Smt. Sarojini Routray A.O., S.P. Hqrs, Cuttack, She will ensure that

1. Seamless implementation of OSWAS in S.P. Headquarters, Cuttack.
2. Correspondence are through online mode (e-despatch, OSWAS, email, etc).
3. The shift duties of Central Diary Section is carried out properly.

This issues with the approval of I.G.P (L&O)

[Signature]

A.I.G of Odisha Police (Hqrs.)
Odisha, Cuttack

www.odishapolice.gov.in
Email - sphqrs.odpol@nic.in
Tel./Fax No. 0671-2304001

OD

Copy to Shri Dukhabandhu Mohapatra, Head Diarist (I/C) and all concerned for information;

(ii) Copy to all Sectional Heads of S.P Hqrs. for information.