

**GROUP 'D' EMPLOYEES****INSTRUCTIONS**

<b>Serial No.</b>	<b>Reference No.</b>	<b>Date</b>	<b>Subject</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	<a href="#">Circular No. 29787 (Gen.)</a>	15-12-1979	Method of recruitment and duties of Group 'D' posts.
2.	<a href="#">Circular No. 201561 (Gen.)</a>	27-08-1983	Employment of Class IV Government servant in work of purely private nature.
3.	<a href="#">Resolution No. 3180 (Gen.)</a>	09-02-1994	Promotion of Class IV employees to Class III posts.
4.	<a href="#">Circular No. 22801 (Gen.)</a>	22-10-1994	Promotion of Class IV employees to Class III posts.
5.	<a href="#">Resolution No. 16140 (Gen.) Oriya.</a>	30-05-1996	Certain concessions admissible to Class IV employees.
6.	<a href="#">Resolution No. 2196 (Gen.)</a>	29-01-1997	Promotion of Group 'D' employees to Group 'C' Posts.
7.	<a href="#">Resolution No. 7205 (Gen.)</a>	23-03-1998	Promotion of Group 'D' employees to Group 'C' Posts.
8.	<a href="#">Circular No. 4206 (Gen.) Oriya.</a>	08-02-1999	Appointment of Treasury peons as Treasury Sarkars.

No. 29787-Gen.

**GOVERNMENT OF ORISSA**  
**POLITICAL & SERVICES DEPARTMENT**

The 15th December 1979

To

All Departments of Government.

Subject – Amendment to Orissa Secretariat Instructions.

The undersigned is directed to say that the Orissa Secretariat Instructions shall stand amended as indicated below with immediate effect.

2. The existing Rules 1-8-A shall be substituted by the following :-

**“A-1. DUTIES OF JAMADAR**

- (1) To bring letters from the Post Office and place these before the officer concerned after putting date stamp.
- (2) To arrange papers and files on the table of the officer.
- (3) To remain in attendance at the office room of the officer to attend to the calls of the Officer.
- (4) To carry files and papers to and from the office room of the officers.
- (5) To attend to the Officer's Telephones in the absence of the officer to whom he is attached.
- (6) To attend to any other official work that may be entrusted to him by the officer concerned.

**A-2 DUTIES OF DAFTARY**

- (1) To attend to all types of roneo works.
- (2) To bind and stitch all new and old registers except the binding of Gazettes of Law Department.
- (3) To seal all confidential letters and files, etc.
- (4) To attend to all pasting works of the Department.
- (5) To rule the papers and registers when required.
- (6) To clean inkpots and pens of the officers and assistants.
- (7) To bring departmental indents of stationery articles on requisition and distribute those among the staff.
- (8) To supply sized papers to typists.
- (9) To prepare envelopes, etc. for issue of letters, parcels and packets, etc.
- (10) To affix stamps on cover of Government letters.
- (11) To carry daily Government letters, registered letters, parcels, etc. to post office for despatch.
- (12) To attend to any other official work assigned to him by the officer, S. O. or Superintendent.

**A-3 DUTIES OF LITERATE PEON ATTACHED TO ISSUE SECTION**

- (1) To return drafts, spare copies, etc. to concerned staff after issue and help despatcher in office work.
- (2) To take signature pad from Issue Branch to concerned officers for signature.
- (3) To take official telegrams/wireless message/telex messages, etc. to their respective places for despatch.
- (4) To keep postal receipts in relevant register of Issue Section.
- (5) To take delivery of parcels/packets of Department from Railway Station/Post Office/Registration offices, etc.
- (6) To distribute official daks both inside and outside the office.
- (7) To attend to any other official work entrusted by the Head Typist.

**A-4 DUTIES OF ORDERLY PEON**

- (1) To carry files, daks, official papers and books, etc. as and when required from office to residence office and *vice versa* of the officers to whom he is attached.
- (2) To attend to the office work (including carrying messages/orders) at the residence office of the officer to whom he is attached.
- (3) To attend to any other official duties which maybe assigned by the officer to whom he is attached.
- (4) To return the signature pads after signature of the concerned officer to Issue Branch.

- (5) To attend to any other official calls of the officer he is attached to.

**A-5 DUTIES OF OFFICE PEON**

- (1) To take attendance register from office to officer and back
- (2) To attend to all official calls of the office staff and other to whom attached
- (3) To take files from the officer to office and *vice versa*
- (4) To take Diary, Transit U. O. I., U. O. R. Registers, Log Books, etc. to the desired places as and when required by Officers/Assistants/Section Officers/Diarist, etc.
- (5) To attend to any other official duties as and when required by his official superiors.

**A-6 DUTIES OF FARASH**

- (1) To clean the Surahis and supply drinking water in office rooms of the Department to which he is attached.
- (2) To dust furniture, files and racks kept in the Department as well as in office rooms of the officers concerned.
- (3) To arrange and rearrange furniture of the conference hall and rooms of Ministers, State Ministers and Dy. Ministers as and when necessary.
- (4) To attend to any other official duties as may be assigned to him from time to time by his official superiors.

**A-7 DUTIES OF SWEEPER**

- (1) To sweep and wash the allotted office room and clean courtyards and other premises of the Secretariat building.
- (2) To wash and clean lavatories, washing basins and urinals and spray disinfectant supplied for the purpose.
- (3) To remove cobwebs from walls and ceilings of the offices, lavatories, urinals and garage of the Secretariat.
- (4) To change and refill sand of the spintoons placed at different corners of the Secretariat building.
- (5) To attend to any other official work as may be assigned to him from time to time by his official superior.

**A-8 DUTIES OF CHOWKIDAR**

- (1) To keep a watch over the office premises
- (2) To open and close different rooms and halls used as offices before and after working hours, respectively.

**A-9 DUTIES OF PROCESS SERVER**

- (1) To serve notice on the party concerned
- (2) To help the concerned assistants and officers in all office work, when not required to do out-door duty.

**A-10 DUTIES OF CHAINMAN**

- (1) To assist Revenue Inspector/Amin to whom he is attached in the field work
- (2) To work as a peon in the office when there is no field work.

**A-11 DUTIES OF HEAD MALI**

- (1) To supervise the work of Malis and Mulias working under him
- (2) To take care of garden/park/avenue site, etc.
- (3) To distribute work among the Malis and Mulias working under him
- (4) To take daily attendance of Malis working under him

- (5) To supervise grafting and planting of flower plants and fruit trees.

**A-12 DUTIES OF MALIS AND MULIAS**

- (1) To plant and graft fruit trees and flower plants  
 (2) To weed garden, manure plants and trees  
 (3) To water lawn, decorative plants and other fruit trees  
 (4) To arrange flower beds  
 (5) To prepare seedlings  
 (6) To grow seasonal flowers, to keep garden, lawn, etc. neat and tidy  
 (7) To attend to all connected work in garden, park, etc. as per direction of their superiors.”

3. The following shall be added as Rules II-28 under Chapter II of the Orissa Secretariat Instructions :-

“II-28. Recruitment to the post of office peons, orderly peons process server, chowkidars, farashes and sweepers shall be made through the Employment Exchange. The age of the candidates for recruitment to these posts shall not be less than 18 years nor more than 32 years, provided that the upper age limit of candidates belonging to S.C./S.T. shall be relaxed by 5 years.

The candidates for appointment to these posts shall have passed M. E. examination provided that for the posts of Farash, Sweeper and Chowkidar the requirement of educational qualification shall be literate and for the posts of process server a candidate shall have passed 10th Class.

Posts of Daftaries and Jamadars shall be filled up by promotion from among the peons, orderly peons etc. within the Department on the basis of suitability with due regard to seniority.”

4. These instruction shall also *mutatis mutandis* apply to such categories of posts and employees in all other State Government offices.

[ILLEGIBLE]

**Deputy Secretary to Government**

No. 201561-Gen.

**GOVERNMENT OF ORISSA  
 GENERAL ADMINISTRATION DEPARTMENT**

The 27th August 1983

From

Smt. M. Debi, O.A.S. (I)  
 Deputy Secretary to Government

To

All Departments of Government/  
 All Heads of Departments/  
 All Collectors.

Subject – Employment of Class IV Government servants in work of purely private nature.

Sir,

In inviting reference to this Department letter No. 19239 (113) – Gen., dated the 16th October 1965 and subsequent reminder No. 11897 (118) – Gen., dated the 5th June 1967 on the subject indicated above. I am desired to say that it was impressed on all concerned that Class IV Government servants under their control should not be engaged in work of purely private nature, against their will. In spite of the circulars issued in this regard from time to time, it is complained by the low paid Government Servants Association that the practice of engaging Class IV employees in work of purely domestic nature is still continuing. Government, therefore, reiterate their decision communicated in the above said circulars and impress on all concerned that Class IV Government servants under their

control should not be engaged in work of purely private nature against their will. Violation of this rule shall be enquired into and suitable actions in the matter will be taken.

Yours faithfully,

**M. DEBI**

**Deputy Secretary to Government**

No. 3180-Gen.

**GOVERNMENT OF ORISSA**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**RESOLUTION**

(Published in *Orissa Gazette* on the 25th February 1994)

The 9th February 1994

Subject – Promotion of Class IV Employees to Class III Post.

In order to provide adequate promotional facilities to qualified Class IV Government servants to Class III posts, Government after careful consideration have been pleased to decide that 50 per cent of the vacancies arising in the categories of Class III posts like Recorder, Assistant Recorder, Diarist, Pasting Clerk and similar other posts in which noting and drafting are not ordinarily required should be filled up by Class IV employees who have passed at least M. E. School Certificate Examination or an equivalent examination and have rendered not less than 5 years of service under Government, provided they come out successful in a qualifying test prescribed for the purpose in this resolution.

The candidates will be subjected to simple *viva voce* for testing their intelligence, general knowledge and ability to read and write simple English and Oriya. This test should be regarded as qualifying test and not a merit test so that the senior successful employees are not superseded by the junior employees by virtue of securing more marks in the qualifying test.

2. It is further decided that the remaining 50 per cent vacancies will be filled up from amongst the Class IV employees who have passed Matriculation or an equivalent examination and have rendered not less than 5 years of service and Record Supplier and Treasury Sarkar, who are Matriculates. In case sufficient number of Matriculate candidates are not available, the vacancies meant for them shall be filled up by suitable candidates by direct recruitment of Matriculates.

3. If the vacancy arising in a particular year, is one, it should go to Non-matriculate candidates, whereas the next vacancy of the same year or subsequent year shall be filled up by the Matriculate candidates. In other words, every alternative vacancy in Class III posts like Recorder, Assistant Recorder, Diarist, Pasting Clerk and similar other post shall be filled up by Matriculate Class IV employees.

4. It has also been decided that the posts of Record Supplier and Treasury Sarkars which are Class III posts just above Class IV posts should be entirely filled up from among suitable Class IV employees i.e. Daftaries, Jamadars, Peons, who possessed the minimum educational qualification of M. E. Standard. The Record Supplier, Treasury Sarkar, who have passed M. E. School Certificate Examination will however, be allowed to compete in the test prescribed for Class IV employees in paragraph I for promotion to other Class III posts like Recorder, Assistant Recorder, Diarist, Pasting Clerk against the 50 per cent quota meant for Non-matriculate Class IV employees.

5. For each Department of Government the qualifying test will be conducted once a year by a committee consisting of two officers of the rank of Joint Secretary/Deputy Secretary to Government to be nominated by the Secretary of the Department and the Under-Secretary/Section Officer in charge of office Estt. in the Department. In respect of other offices the qualifying test will be conducted by a Committee consisting of the officer in charge of the office establishment in the office of the appointing authority and two other Gazetted Officers to be nominated by the appointing authority. The senior most officer will preside over the meeting of the Committee.

6. This supersedes erstwhile Political and Services Department Memo. No. 9433 (70) – Gen., dated the 27th July 1957, Resolution No. 7427-Gen., dated the 6th April 1966 and General Administration Department Resolution No. 2174-Gen., dated the 21st January 1982, Resolution No. 25441-Gen., dated the 14th November 1984 and Resolution No. 16858-Gen., dated the 25th September 1986.

Order – Ordered that the Resolution be published in the *Orissa Gazette* and copy forwarded to all Departments of Government/all Heads of Departments/Board of Revenue/all Revenue Divisional Commissioners/ all Collectors for information.

**By order of the Governor**  
**PRITIMAN SARKAR**  
**Special Secretary to Government**

No. 22801-SC/6-65/94-Gen.

**GOVERNMENT OF ORISSA**  
**GENERAL ADMINISTRATION DEPARTMENT**

The 22nd October 1994

To

All Departments of Government/  
All Heads of Departments/  
All Collectors.

Subject – Promotion of Class IV employees to Class III Posts.

In partial modification of the instruction contained under paragraph 4 of General Administration Department Resolution No. 3180-Gen. Dated the 9th February 1994 on the above subject, the undersigned is directed to say that the Record Supplier and Treasury Sarkar who have passed M. E. School Certificate Examination will be allowed to compete in the test prescribed for Class IV employees in paragraph 1 for promotion to other Class III posts like Recorder, Assistant Recorder, Diarist, Pasting Clerk against the 50% quota meant for Non-matriculate Class IV employees, But the provisions for testing their intelligence and general knowledge as provided under paragraph 1 of the Resolution shall not be applicable to them. However they will be subjected to simple *viva voce* for testing their ability to read and write simple English and Oriya.

The above instruction may be brought to the notice of all concerned.

**PRITIMAN SARKAR**  
**Special Secretary to Government**

No. 2196-Gen.

**GOVERNMENT OF ORISSA**  
**GENERAL ADMINISTRATION DEPARTMENT**

**RESOLUTION**

(Published in *Orissa Gazette* on the 7th February 1997)

The 29th January 1997

Subject – Promotion of Group 'D' employees to Group 'C' Posts.

For enhancing the promotion prospects of the Group 'D' Government Servants, after careful consideration the Government have been pleased to order as follows :-

1. The base cadre of Group 'D' posts shall comprise of posts like Peon, Orderly Peon, Choukidar, Choukidar-cum-Sweeper, Gardener, Collection Peon, Night Watchman, Sweeper, Process Server, Treasury Peon, etc. borne in the regular establishment in an Office in the scale of pay Rs. 750-940, which is the lowest scale of pay in the Group 'D' posts/services. All recruitments to this scale of pay shall be made direct in the prescribed manner, i.e. by open advertisement/notifying the vacancies with the employment exchange.

2. The recruitment to the Group 'D' Posts/Services in the next higher scale of Pay, i.e. Rs. 775-1,025 (the highest scale for Group 'D' post) shall be done by promotion only. All the persons, who have passed the M. E. School Certificate Examination or any equivalent examination from any recognized institution and have completed 5 years of continuous regular service by working in an office in the lowest Group 'D' scale of pay, would be eligible for consideration if they fall within the Zone of consideration.

3. The Group 'D' employees, working in the highest Group 'D' scale of pay, who have completed a minimum of 3 years of Service, would be eligible for being considered for promotion to the Group 'C' services/posts in the scale of pay of Rs. 800-1,150 like Record Supplier, Treasury Sarkar and similar other posts, where the nature of work does not involve the noting and drafting. These Group 'C' Services/Posts shall be filled up by promotion only.

4. The Group 'C' Services/Posts in the next higher scale of pay of Rs. 950-1,500 like Junior Grade Diarist, Junior Grade Recorder, Pasting Clerk and similar other posts, not ordinarily involving the noting and drafting, would also be filled up by promotion only by the Group 'C' employees, who have completed at least five years of service in Group 'C' posts carrying the scale of pay of Rs. 800-1,150 as referred in Para. 3 above.

5. If the eligible persons in the next below grade of pay are not available for promotion for the above recruitments, for one reason or other, then persons working in the next lower grade may be considered for promotion, if they otherwise fulfil the eligibility criteria excepting the work experience.

6. If there are more than one cadres and/or isolated posts in the same feeder grade in an office, a combined gradation list of all the persons working in such cadres/isolated posts shall be prepared on the basis of their date of joining in the regular service for determining the Zone of consideration for promotion. In case two employees have joined the service in the same grade on the same date, the employees, who is elder in age, would be held senior.

7. No confidential character rolls are maintained for Group 'D' employees. They may, therefore, be assessed for promotion by the Departmental Promotion Committee (to be constituted by the Appointing Authority) on the basis of their service records. If nothing adverse is found in the service records of the employees, they may be considered suitable for promotion, provided they fulfil the eligibility criteria. The qualifying *Viva voce* test may be held for deciding his ability to read and write Oriya, simple English and for assessing his general intelligence.

8. The reservation in direct recruitment and in promotion, as provided in the relevant act and rules of the State Government, shall be followed in the above recruitments. The reserved posts shall be filled up only by the members of the reserved category. In case of recruitment by promotion from the feeder grade, the members of the reserved category may be granted the accelerated promotions. However, they would not be entitled to the accelerated seniority. This would mean that the members of the General Category will regain their seniority of the feeder grade or of the combined gradation list referred in Para. 6 above, as the case may be, on promotion to the higher grade in case the members of the reserved category junior to them were promoted earlier by observing the policy of reservation.

9. The Orissa Civil Service (Criteria for Promotion) Rules, 1992 and the Orissa Civil Service (Zone of Consideration) Rule, 1988 shall be followed in all the recruitments made by promotion to above posts.

10. The aforesaid instructions shall be given effect to from the date of issue of this resolution. The cases already disposed of according to instruction, which were in effect prior to issue of this resolution shall not be reopened. This supersedes General Administration Department Resolution No. 3180-Gen., dated the 9th February 1994.

Order – Ordered that the Resolution be published in the *Orissa Gazette* and copy forwarded to all Departments of Government/all Heads of Department/Member, Board of Revenue/all R. D. Cs./all Collectors for information.

**By order of the Governor**  
**SANTOSH KUMAR**  
**Special Secretary to Government**

No. 7205-SC.-6-38/97-Gen.

**GOVERNMENT OF ORISSA**

**GENERAL ADMINISTRATION DEPARTMENT****RESOLUTION**

(Published in *Orissa Gazette* on the 3rd April 1998)

The 23rd March 1998

Subject – Promotion of Group 'D' employees to Group 'C' Posts.

Guidelines for promotion of Group-D employees to Group-C posts were issued in General Administration Department Resolution No. 2196, dated the 29th January 1997. Para. 2 of said Resolution provides that Group-D employees in the scale of Rs. 750-940 who have passed the M. E. School Certificate Examination or any equivalent examination from any recognized institution and have completed 5 years of continuous regular service by working in an office would be eligible for consideration for promotion to Group-D posts/services in the next higher scale of pay, i.e. Rs. 775-1.025 if they fall within the zone of consideration.

2. The educational qualification for different Group-D posts was prescribed in G. A. Department Memo. No. 29787-Gen., dated the 15th December 1979. Prior to issue of said Memo several persons were recruited to different Group-D posts without possessing the requisite educational qualification as prescribed in aforesaid memo. Similarly several persons were recruited to the posts of Peon and Orderly Peon without passing M. E. School Certificate Examination. So they will be deprived of getting promotion to Group-D posts in higher scale of pay Rs. 775-1.025. The question of relaxation of their educational qualification for promotion to such post was under consideration of Government for sometime past.

3. In partial modification of Para. 2 of G. A. Department Resolution No. 2196, dated the 29th January 1997. Government have been pleased to decide that the Group-D employees who were recruited prior to issue of G. A. Department memo No. 29787, dated the 15th December 1979 shall also be considered for promotion to Group-D posts in higher scale of pay of Rs. 775-1,025 even if they had not passed the M. E. School Certificate Examination, if they are otherwise eligible.

4. Further the provisions for *viva voce* test for deciding his/her ability to read and write Oriya, simple English and for assessing his general intelligence as provided in Para. 7 of G. A. Department Resolution No. 2196, dated the 29th January 1997 shall not be applicable to them. However, they will be subjected to simple *viva voce* for testing their ability to read simple Oriya and proficiency in the work of Stitching and Binding to discharge the duties of Daftary.

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Order-Ordered that the Resolution be published in the *Orissa Gazette* and copy forwarded to all Departments of Government/all Heads of Departments/Member, Board of Revenue/all Revenue Divisional Commissioners/all Collectors for information.

**By order of the Governor**

**H. S. CHAHAR**

**Special Secretary to Government**