

## POSTS INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
<b>(A) CLASSIFICATION</b>			
1.	<a href="#">Resolution No. 21317-Gen.</a>	22-09-1995	Abolition of Gazetted status and classification of posts existing under the State Government.
2.	<a href="#">Notification No. 18037-Gen.</a>	15-07-1998	Eligibility for promotion to the cadre of O.A.S. Class II.
3.	<a href="#">Resolution No. 17655-Gen.</a>	07-06-1999	Classification of Posts in Government offices into Group 'A', Group 'B', Group 'C' and Group 'D'.
4.	<a href="#">Office Memorandum No. 25791-Gen.</a>	31-08-1999	Attestation of true copies of the original certificates.
5.	<a href="#">Resolution No. 36368-Gen.</a>	08-12-1999	Retirement age of Group 'D' employees working under the State Government.
<b>(B) PERMANENCY</b>			
1.	<a href="#">Resolution No. 3660-Gen.</a>	26-03-1960	Principles for making temporary posts permanent.
2.	<a href="#">Memo No. 10463-Gen.</a>	23-09-1960	Principles for making temporary posts permanent.
3.	<a href="#">Resolution No. 9645-Gen.</a>	09-08-1961	Principles for making temporary posts permanent.
4.	<a href="#">Resolution No. 10295-Gen.</a>	17-07-1963	Principles for making temporary posts permanent.
5.	<a href="#">Circular No. 26617-Gen.</a>	08-12-1993	Confirmation of Government employees.
<b>(C) SOME POSTS WITH DUTIES</b>			
1.	<a href="#">Resolution No. 25981-Gen.</a>	29-09-1981	Revision of job chart of Section Officers of the Departments of Secretariat.
2.	<a href="#">Resolution No. 14668-Gen.</a>	30-06-1982	Revision of job chart of Section Officers of the offices of Head of Departments.
3.	<a href="#">Resolution No. 3701-Gen.</a>	23-02-1983	Declaring the posts of Forest Ranger as specially declared Gazetted.
4.	<a href="#">Resolution No. 3680-Gen.</a>	23-02-1983	Declaring the posts of Personal Assistants attached to Heads of Departments as specially declared Gazetted.

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5.	<a href="#">Resolution No. 1953-Gen.</a>	20-01-1984	Declaring the posts of Junior Engineers specially Gazetted.
6.	<a href="#">Resolution No. 19067-Gen.</a>	10-08-1984	Declaring the posts of Sub-divisional Information & Public Relation Officers and other equivalent posts of that cadre as specially Gazetted.
7.	<a href="#">Office Memorandum No. 7994-Gen.</a>	17-04-1985	Upgradation of the post of Senior Grade Diarist to that of Head Diarist in the offices of the Heads of Department.
8.	<a href="#">Resolution No. 12558-Gen.</a>	16-07-1986	Declaring the post of Personal Assistant attached to Advocate-General as specially Gazetted.
9.	<a href="#">Resolution No. 15701-Gen.</a>	05-09-1986	Declaring the post of Junior Engineer Agriculture as specially declared Gazetted.
10.	<a href="#">Resolution No. 15698-Gen.</a>	05-09-1986	Declaring the post of Assistant Curator in the Orissa State Museum and District Cultural Offices as specially Gazetted.
11.	<a href="#">Resolution No. 2320-Gen.</a>	31-01-1997	Redesignation of the post of Head Typist in the Heads of Departments as Superintendent Level II & Level I, respectively.
12.	<a href="#">Resolution No. 21634-Gen.</a>	12-08-1998	Redesignation of the post of Head Diarist and Head Recorder to that of Diary Superintendent and Record Superintendent, respectively.
13.	<a href="#">Resolution No. 26016-Gen.</a>	11-09-1998	Redesignation of the post of special Grade Diarist to that of Diary Superintendent.

## (A) CLASSIFICATION

No. 21317-SC-6-43/95-Gen.

### GOVERNMENT OF ORISSA

#### GENERAL ADMINISTRATION DEPARTMENT

#### RESOLUTION

The 22nd September 1995

Subject – Abolition of gazetted status and classification of different posts existing under the State Government.

Of late, there has been a surge in demand by a large number of categories of Government servants in the State for conferring gazetted status upon them. This trend has extended itself to such an extent that even employee like Drilling Foreman, Ore Dressing Assistants, Store Manager, Overseer and Senior Research Assistant have staked their claims to be declared as specially gazetted employees. Therefore a Committee of Secretaries was constituted in G. A. Department, office order No. 25960-SC-6-130/88, dated the 9th September 1988 under the Chairmanship of Secretary to Government, Finance Department to determine the conferment of the gazetted status on certain categories of posts in different Departments. The Committee after carefully studying the problem, have recommended that the system of gazetted and non-gazetted ranks should be abolished. All the employees should be classified into four groups viz. 'A', 'B', 'C' and 'D' as has been done for the services under the Government of India and in some of the States like Tamilnadu. Orissa Pay Commission 1983 had also recommended that all the categories of posts under the State

Government should be classified on the basis of pay ranges and the term “class” should be substituted by the term “Group”.

2. After taking into consideration the grouping system of the Government of India, the suggestions of the Orissa Pay Commission, 1983 and the revised scales of pay (under the Revised scales of Pay Rules, 1989), State Government have decided to classify its employees into the following four groups :

- |         |   |
|---------|---|
| Group A | All posts in the pay scales the maximum of which is not less than Rs. 4, 000                              |
| Group B | All posts in the pay scales the maximum of which is not less than Rs. 4, 000 but not less than Rs. 3, 500 |
| Group C | All posts in the pay scales the maximum of which is over Rs. 1, 025 and less than Rs. 3, 500              |
| Group D | All posts in the pay scales the maximum of which is Rs. 1, 025 or less                                    |

3. Consequent upon abolition of the distinction between gazetted and non-gazetted ranks introduction of four groups on the pattern of Government of India amendments shall have to be made by the concerned Administrative Department of the Government to relevant Acts and Rules administered by them, namely :-

- (a) The Orissa Service Code
- (b) The Orissa Civil Services (Classification, Control and Appeal) Rules, 1962
- (c) Orissa Public Service Commission (Limitation of Functions) Regulations, 1989
- (d) Orissa Government Servants' Conduct Rules, 1959
- (e) Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975
- (f) Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Rules, 1976.
- (g) Orissa Pension Rules
- (h) Different cadre rules as well as other statutory rules

4. Certain posts carrying statutory functions or posers like, District Judge, Magistrate, Collector, Superintendent of Police, Sub-Collector, Subordinate Police Officer, Tahasildar, etc. shall be notified in the gazetted. The Administrative Departments shall identify posts which need gazette notification and issue appropriate Government orders.

5. This Resolution has been concurred in by the Finance Department in their U. O. R. No. 401-GS-II, dated the 21st June 1991.

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Order – Ordered that this Resolution be published in the *Orissa Gazette* and copies thereof forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant-General, Orissa/Secretary, Orissa Public Service Commission/Registrar, Administrative Tribunal/Secretary to Government.

**SANTOSH KUMAR**  
**Special Secretary to Government**

**GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

The 15th July 1998

No. 18037-2R/1-14/98-Gen. – In pursuance of the provisions made under Rule 3 (b) of Orissa Administrative Service Class – II (Recruitment) Rules, 1978, promotion to O. A. S. Class – II shall be made from among Gazetted Officers of the rank of “Assistant Settlement Officer/Assistant Consolidation Officer/Block Development Officer” and such other Gazetted Officers who are on identical scale of pay of Rs. 500-15-550-E.B.-20-710-E.B.-25-760-30-790-35-825 or in such other scale of pay as may be notified by the Government from time to time. This scale of pay has been revised to Rs. 1, 640-2, 900. But, other categories of Group ‘C’ posts which were subsequently declared as specially gazetted having scale of pay less than the above scale are not eligible for consideration under the above provisions for promotion to the rank of O. A. S. Class-II (Group ‘B’ Posts/Services). Government have abolished the Gazetted status vide G. A. Department notification No. 21317, dated 22nd September 1995 and classified the Government servants on the basis of scale of pay attached to the Posts/Services into Group ‘A’, Group ‘B’, Group ‘C’ and Group ‘D’ Officers. But due to the provisions laid down in Rule 3 (b) only some group ‘C’ Officers are eligible for consideration for promotion to Group ‘B’ posts while others are not eligible for such consideration.

Therefore, Government after careful consideration have been pleased to decided that all Group ‘C’ posts, the maximum of whose scale of pay is not below Rs. 2, 300 but does not exceed Rs. 3, 499 as revised by the Government from time to time, shall also be eligible for promotion to the cadre of O. A. S. Class-II (Group ‘B’ Posts/Services) under the said rules with effect from the 1st January 1995.

**By order of the Governor**

**PRIYABRATA PATNAIK**

**Special Secretary to Government**

No. 17655-Gen.

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

The 7th June 1999

Subject – Classification of posts in Government Offices into Group-A, Group-B, Group-C and Group-D.

The State Government have (a) abolished the erstwhile segmentation of Government employees into ‘Gazetted’ category and ‘Non-Gazetted’ category and (b) classified the posts in Government Offices into four Groups, viz. Group-A, Group-B, Group-C and Group-D according to the scale of pay, vide General Administration Department Resolution No. 21317, dated the 22nd September 1995.

2. In the meantime, the State Government have reviewed the matter, taking into account various factors including the fact of the coming into force of the Orissa Revised Scales of Pay Rules, 1998.

3. After careful consideration, in modification of the Resolution No. 21317-Gen., dated the 22nd September 1995, the State Government do hereby decide that the posts in Government Offices shall be deemed to have been classified into the following four Groups with immediate effect :

- (a) Group-A – All posts in the pay scales, the maximum of which is not less than Rs. 13, 500
- (b) Group-B-All posts in the pay scales the maximum of which is less than Rs. 13, 500 but not less than Rs. 9, 000
- (c) Group-C-All posts in the pay scales the maximum of which is more than Rs. 3, 540 and less than Rs. 9, 000
- (d) Group-D-All posts in the pay scales the maximum of which is Rs. 3, 540 or less.

4. The Administrative Departments concerned shall accordingly amend the relevant provisions in the Acts, Regulations, Statutory Rules, Rules of Recruitment and Conditions of Service, Codes, Manuals, Resolution, Office Memoranda and all other executive instructions which contain any provision contrary to the classification specified *supra*.

5. Notwithstanding anything contained hereinbefore, the appointments to certain posts the incumbents of which are required to exercise constitutional or statutory powers and perform statutory functions in accordance with the provisions in the constitution of India or in the relevant Central or State Acts, Rules and Regulations shall continue to be notified in the Gazette.

Order – Ordered that this Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all concerned.

**By order of the Governor**  
**RAJENDRA KISHORE PANDA**  
**Special Secretary to Government**

**GOVERNMENT OF ORISSA**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**OFFICE MEMORANDUM**

The 31st August 1999

Subject – Attestation of true copies of the original certificates.

No. 25791-SC-6-15/99-Gen. – Consequent upon abolition of the Gazetted Status and classification of different categories of posts existing under the State Government into four groups, i.e. 'A', 'B', 'C' and 'D', vide G. A. Department Resolution No. 21317-Gen., dated the 22nd September 1995, the Group-A Services/Posts include all posts in the pay scales, the maximum of which is not less than Rs. 4, 000.00 and Group-B include all the posts in the pay scales the maximum of which is less than Rs. 4, 000.00, but not less than Rs. 3, 500.00. Accordingly, instructions were issued in G. A. Department Office Memorandum No. 21527, dated the 2nd August 1996 that the officers who belong to Group-A and Group-B only may attest the true copies of the original certificates/documents in their official capacities.

2. After revision of scales of pay of the State Government employees according to the Orissa Revised Scales of Pay Rules, 1998 and after consideration of the demands of the different Service Associations, the State Government have revised the classification of different Posts/Services in Government Offices, vide G. A. Department Resolution No. 17655, dated the 7th June 1999 according to which the Group – 'A' Services include all posts in the pay scales, the maximum of which is not less than Rs. 13, 500.00 and Group 'B' Services include all the posts in the pay scales the maximum of which is less than Rs. 13, 500.00 but not less than Rs. 9, 000.00.

Taking the above facts into account and in supersession of G. A. Department Office Memorandum No. 21527, dated the 2nd August 1996 it has been decided that officers who belong to Group- 'A' Services in the pay scales the maximum of which is not less than Rs. 13, 500.00 and Officers who belong to Group – 'B' Services which include all posts in the pay scales the maximum of which is less than Rs. 13, 500.00 but not less than Rs. 9,000.00 or as revised by Government from time to time may attest the true copies of the original certificates/documents in their official capacities.

**S. B. AGNIHOTRI**  
**Special Secretary to Government**

No. 36368-SC/6-32/99-Gen.

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

The 8th December 1999

Subject – Retirement age of Group 'D' Employees working under the State Government.

In pursuance of the provisions contained under Rule 71 (a) of the Orissa Service Code, the date of compulsory retirement on superannuation of a Government servant except Class IV Government Servant is the date on which he or she attains the age of fifty-eight years. Similarly, as per provisions laid down under Rule 40(3) of the Orissa Civil Services (Pension) Rules, 1992 the date of compulsory retirement of Class IV Government Servant is the date on which he or she attains sixty years of age.

2. Consequent upon abolition of Gazetted status and classification of different posts existing under the State Government into Group 'A', Group 'B', Group 'C' and Group 'D' according to the scales of pay attached to the posts, vide General Administration Department Resolution No. 21317, dated the 22nd September 1995, read with Resolution No. 17655, dated the 7th June 1999, doubts have arisen in some quarters regarding the retirement age of Group 'D' employees.

3. After careful consideration of the existing provisions of the relevant Rules and instructions issued in General Administration Department Resolution No. 21317, dated the 22nd September 1995 and Resolution No. 17655, dated the 7th June 1999 referred to above, it is clarified that all Group 'D' employees working under the State Government will retire from service on superannuation at the age of sixty years and all the other Groups of employees under the State Government will retire from Service on superannuation after attaining the age of 58 years as per the existing provisions contained under rule 71 (a) of the Orissa Service Code. It is, however, further clarified that the employees in Group 'D' category will continue to be treated as such notwithstanding their movement to the time bound advancement scale/career advancement scale/senior pay scale which may place them in a scale of pay the maximum of which is more than the maximum of the scale of pay prescribed for such Group 'D' category of employees. On the other hand if an employee in Group 'D' moves to a higher scale of pay by way of promotion or selection and such higher scale of pay of the promotional post bring him/her to other Group or Groups from time to time, such an employee shall retire from service on superannuation after attaining the age of fifty-eight years prescribed for all the other groups of employees as per the existing provisions contained under Rule 71 (a) of the Orissa Service Code.

4. This has been concurred in by the Finance Department in its U. O. R. No. 5334-CS-III, dated the 29th November 1999.

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Order – Ordered that the Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Registrar, Orissa High Court/Secretary, Orissa Public Service Commission/Secretary, Orissa Staff Selection Commission/Registrar, Orissa Administrative Tribunal.

**By order of the Governor**

**S. B. AGNIHOTRI**

**Special Secretary to Government**

## **(B) PERMANENCY**

No. 3660-SC/6-16/60-Gen.

### **GOVERNMENT OF ORISSA**

#### **POLITICAL & SERVICES DEPARTMENT**

#### **RESOLUTION**

The 26th March 1960

Subject – Principles for making temporary posts permanent.

In Home Department Resolution No. 1366-A, dated the 24th January 1955 Government decided that all temporary posts, Gazetted, non-Gazetted, Ministerial and Class IV in permanent Departments and offices under Government which have been continuously in existence for 5 years or more and 50% of all such posts which have been continuously in existence between 3 to 5 years should be made permanent with effect from the date of issue of the resolution, i.e. the 24th January 1955 except such of them as are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons.

The reason for fixing the date-line for making the temporary posts permanent was to avoid confusion in bringing the permanent posts under the pool. The pool system which was in vogue has since been abandoned in Home Department Resolution, No. 10066-A., dated the 4th July 1957 and No. 16277-A., dated the 31st July 1958. After the

abolition of the common pool system Government was considering for some time past that it will be unfair to a large number of temporary Government servants to deny them the advantages of becoming permanent just because the temporary posts held by them did not complete 5 years or 3 years by the 24th January 1955. In the expanding activities of the State Government it is not considered desirable to have a large number of Government employees to continue on temporary basis. It is, therefore, necessary to absorb permanently as many government servants as are reasonably required on a permanent basis.

3. After careful consideration Government have been pleased to decide that all temporary posts except those that are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955. After completion of 5 years such temporary posts may be made permanent with retrospective effect from the date on which the posts completed one year.

4. Government have also been pleased to decide that some of the Departments of Government in which the Directorate is proposed to be separated from the Secretariat should wait to make the temporary posts permanent on the above principle till the question of separation of the Directorate is finalized. Such Departments of Government should take prompt action to finalise the question within a period of six months from the date of issue of this resolution. There is no need to consult Political & Services, Home or Finance Departments on working out the number of posts to be made permanent on the basis of the principles in Para. 3 above, but Finance Department must see and approve the order making the posts permanent before it is issued.

5. Government have further been pleased to decide that while the principle in Para. 3 above will be the ordinary rule for making the temporary posts permanent, permanent posts can be created even at the start or temporary posts made permanent, even though such posts do not fulfill the conditions in Para. 3 above in urgent and very exceptional cases for good and sufficient reasons in consultation with the Finance and Political & Services Departments. In case of Class III and Class IV posts of the Secretariat the Home Department may also be consulted.

6. For clarification of any doubt that may arise in the interpretation or working of this resolution immediate reference should be made to the Political & Services Department.

Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Officers/all Superintending Engineers/Superintendent, Government Press/Secretary to the Public Service Commission/Secretary to Governor, for information and communication to all the appointing authorities subordinate to them.

**By order of the Governor**

**A. K. MAZUMDAR**

**Additional Secretary to Government**

Memo. No. 10463 (23) – 2M-39-60-Gen.

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

The 23rd September 1960

To

All Departments of Government (including all Branches of P. & S. Department)

Subject – Principles for making the temporary posts permanent.

The undersigned is directed to say that many temporary posts which did not fulfill the conditions laid down in Home Department Resolution No. 1366-A., dated the 24th January 1955 were continuing on temporary basis after the 24th January 1955 and Government were anxious to make the posts permanent so as to confirm as many Government servants as possible. To achieve this end, Government issued orders in Para. 3 of P. & S. Department Resolution No. 3660-Gen., dated the 26th March 1960 that all temporary posts except those that are connected with purely temporary scheme or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955 and after completion of 5 years such temporary posts may be made permanent. Further Government have also issued instructions in Para. 5 of the P. & S. Department Resolution dated the 26th March 1960 to create permanent posts even at the start, or to make the temporary posts permanent even though they do not fulfill the normal rules of permanency, so as to confirm the Government employees, in urgent and exceptional cases. So the intention of Government is to confirm as many Government Servants as possible without delay. It is, therefore, requested that the above intention of Government may be brought home to all subordinate appointing authorities and they may be instructed to implement the decision contained in P. & S. Department Resolution referred to above and take necessary steps according to rules without any further delay.

[ILLEGIBLE]

Additional Secretary to Government

No. 9645-2R/1-80/61-Gen.

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

**RESOLUTION**

The 9th August 1961

Subject – Principles for making temporary posts permanent.

Government in Home Department in Resolution No. 1366-A., dated the 24th January 1955, issued instructions that all temporary posts in permanent Departments and offices under Government which were in existence for 5 years or more and 50 per cent of all such posts which were continuously in existence between 3 to 5 years should be made permanent with effect from the date of issue of resolution, i.e., the 24th January 1955 except such of them as are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons. As this resolution did not lay down the principle of making temporary posts permanent to be followed in future, Government in Political & Services Department in Resolution No. 3660-Gen., dated the 26th March 1960 laid down a general principle in this regard. Para. 3 of this resolution provides that all temporary posts except those that are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955, and that after completion of five years such temporary posts may be made permanent with retrospective effect, from the date on which the post completed one year after creation. According to Home Department Resolution, temporary posts which completed 5 years on or before the 24th January 1955 could be made permanent only from the 24th January 1955 and not before that date. According to Political & Services Department Resolution, however, there is possibility of temporary posts which completed 5 years after the 24th January 1955, being made permanent with retrospective effect from a date earlier than the 24th January 1955 when it completed one year after creation. This gave rise to anomaly of junior members of the staff who are acting against temporary posts being confirmed in these posts and getting advantage in matters of pension over their seniors who were confirmed from the 24th January 1955 under the Home Department resolution. To remove such anomaly Government have decided that Para. 3 of Political & Services Department Resolution No. 3660-Gen., dated the 26th March 1960 should be modified to the extent that the temporary posts which complete 5 years after the 24 January 1955 should be made permanent with effect from a date not earlier than the 24th January 1955. The cases where temporary posts have already been made permanent as per Political & Services Department Resolution No. 3660-Gen., dated the 26th March 1960 and persons have been confirmed against these posts should not be re-opened or revised or pension recalculated.

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Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Offices/all Superintending Engineers/Superintendent, Government Press/Secretary to Public Service Commission/Secretary to Governor/Registrar, Orissa High Court for information and communication to all the appointing authorities subordinate to them.

**By order of the Governor**

**B. R. PATEL**

**Joint Secretary to Government**

No. 10295-2R/1-25-63-Gen.

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

**RESOLUTION**

The 17th July 1963

Government, in Para. 3 of Political & Services Department Resolution No. 3660-SC/6-16/60 Gen., dated the 26th March 1960 decided that all temporary posts except those that are connected with purely temporary schemes or



whose permanent retention would not be justified for other reasons should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955, and that after completion of 5 years such temporary posts may be made permanent with retrospective effect from the date on which the posts completed one year after creation. In Political & Services Department Resolution No. 9645-2R/1-80/61-Gen., dated 9th August 1961 it was decided that the temporary posts which complete 5 years after the 24th January 1955, should be made permanent with effect from a date not earlier than the 24th January 1955, except the temporary posts which had already been made permanent.

Government have now been pleased to decide that the above resolutions be modified to the extent that such temporary posts can be treated to have qualified for permanency as and when they complete the period of 3 years instead of 5 years as stipulated earlier, other conditions remaining unaltered. It has also been decided that Departments of Government should take immediate steps to make permanent all such temporary posts in their Departments and Offices subordinate to them, which qualify according to this resolution and the resolutions referred to above. The Department are requested to complete action in this regard positively by the 30th December 1963.

Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/All Heads of Departments/All District Officers/All Superintending Engineers/Superintendent, Government Press/Secretary to Public Service Commission, Orissa/Secretary to the Governor, Orissa/Registrar, Orissa High Court for information and communication to all the appointing authorities subordinate to them.

**By order of the Governor**  
**R. N. MOHANTY**  
**Joint Secretary to Government**

No. 26617/Gen.

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

The 8th December 1993

To

All Departments of Government  
All Heads of Departments  
All Collectors.

Subject – Confirmation of Government Employees.

The undersigned is directed to say that confirmation of Government Employees is abnormally delayed due to non-availability of the original orders in support of posts for making the same permanent. In order to prevent delay and ensure expeditious disposal of confirmation cases, it has been decided in the meeting of Secretaries/Special Secretaries that where the posts are continuing for along time and are likely to continue, reference to original records is not necessary and accordingly such procedure may be dispensed with while considering the cases of confirmation of the employees.

2. After careful consideration, it is clarified that non availability of original order should not be a bar for the purpose of confirmation where the post is continuing for a long time and is likely to continue. In any case, a register with relevant particulars may be maintained by each Head of Office with effect from the 1st January 1994 for all posts which are inexistence or newly created. In cases of dispute as regards seniority, the required number of posts may be reserved for confirmation of the employees after determination of their *inter see* seniority in the cadre.

3. The receipt of the letter may please be acknowledged.

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

**(C) SOME POSTS WITH DUTIES**

No. 25981/Gen.

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

**RESOLUTION**

The 29th September 1981

Subject – Revision of the job chart of Section Officers of the Departments of Secretariat.

The question of allocating some additional functions and responsibilities to the Section Officers of different Departments of the Secretariat has been under consideration of Government for some time.

2. After careful consideration Government have decided that –

- (i) The list of duties assigned to Section Officers of the Secretariat in Annexure-I to the erstwhile Political & Services Department Resolution No. 24203-Gen., dated the 11th October, 1979 should be substituted by the list of duties given in Annexure-I to this Resolution.
- (ii) This will take effect from the date of issue of the Resolution.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa/Deputy Accountant-General, Orissa Puri/Secretary, Orissa Public Service Commission.

**By order of the Governor**

**C. NARAYANASWAMI**

**Special Secretary to Government**

## **ANNEXURE I**

### **DUTIES OF THE SECTION OFFICERS OF THE SECRETARIAT**

The Section Officer is in complete charge of the Section under him and is directly responsible to the Under-Secretary/Deputy Secretary or such other officer immediately above him. His duties are –

- (1) To receive and mark the receipts in the names of Assistants in the Section in his charge;
- (2) To give all instructions to take necessary steps for quick and efficient disposal of work in his Section;
- (3) To make arrangements for the disposal of work entrusted to any Assistant during the Assistant's absence;
- (4) To note, briefly, instructions on each important receipt as to the manner of disposal and then to send it to the Diarist for diarising and distribution to the Assistants;
- (5) To check the diary registers daily and the file registers and log books weekly and the record register fortnightly;
- (6) To see that the file numbers for receipts are provided by Assistants regularly in their log books;
- (7) To improve, or amend, action on cases put up to him by Assistants for submission to officers and also to see that if Government order are required an indication is given accordingly;
- (8) To supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants. He will be competent to require any member of the staff in his Section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the department demands it;
- (9) To see that all routine duties including maintenance of registers, etc., are carried out promptly and thoroughly;
- (10) To see that arrear lists, reports returns and table of cases are submitted on due dates;
- (11) To maintain a forward diary in the form prescribed in Chapter – IV-3 (iii) of the Orissa Secretariat Instructions for keeping note of the date or dates by which important papers are to be put up, returns admitted, etc., and to ensure that they are put up accordingly;
- (12) To supervise and give necessary instructions regarding the recording of cases by the Assistants in his Section to edit notes of 'A' proceedings, if necessary, with the help of the Dealing Assistant to see that the files are recorded in due time and to see that books or files taken by Assistant from the Departmental Library or Secretariat Record Room are returned without undue delay;

- (13) To prepare a composite, but brief, inspection note on the entire section in his charge once in every quarter touching only on points which call for comments, e. g., delay in disposal of papers, recording of cases and submission of arrear lists, etc., and submit it to the Under-Secretary;
- (14) To maintain a precedent register in the form prescribed (indicating, in brief important decisions taken in the Section);
- (15) To report to and comply with the instructions of the Under-Secretary, Deputy Secretary or higher authorities, as the case may be;
- (16) To maintain a personal record of his Assistants, in which he should record his opinion about each Assistant under him every quarter and submit it to the Under-Secretary. He may make a report about his Assistants to the Under Secretary if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and record his opinion accordingly and initiate the CCRs. of all Assistants and Class III non-ministerial staff in his Section;
- (17) To sign the attendance register in token of check and ensure that it reaches the Under-Secretary by 10-10 A. M. and the Deputy Secretary by 10-30 A. M.;
- (18) To sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Secretary of the Department;
- (19) To be responsible for the maintenance of discipline in his section and (ensure that no Assistant in his section leaves office without his permission, so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in his section for minor lapses of delay and indiscipline and forward it to the Under-Secretary with his comments and report all such serious instances immediately to higher authorities.)
- (20) To maintain a special note book of important receipts;
- (21) To classify receipts into A, B & C classes, separate the receipts which should be seen by higher officers according to departmental instructions or at his discretion mark the same to such officers;
- (22) To issue routine reminders to Departments/Offices of Heads of Departments and subordinate offices, Reminders to Orissa High Court/Assembly Secretariat/Raj Bhawan/Government of India/other State Government should not, however, issue over the signature of Section Officers;
- (23) To finally dispose of routine receipts like reminders for supply of copies etc., at his level and authenticate fair copies of drafts approved by higher officers for issue;
- (24) To ensure that none from outside gets access to the section without his permission.

No. 14668-Gen.

**GENERAL ADMINISTRATION DEPARTMENT  
RESOLUTION**

The 30th June 1982

(Published in the *Orissa Gazette* on the 6 July 1982)

Subject – Revision of the job char of Section Officers of the Offices of Heads of Departments.

The question of allocating some additional functions and responsibilities to the Section Officers of different Heads of Departments Offices was under consideration of Government for some time past.

2. After careful consideration Government have decided that –

- (i) The list of duties assigned to Section Officers of the Heads of Departments Offices in Annexure to the erstwhile Political & Services Department Resolution No. 24206-Gen., dated the 11th October 1979 shall be substituted by the list of duties given in Annexure I to this Resolution.
- (ii) This will take effect from the date of issue of the Resolution.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/D.A.G., Orissa, Puri/Secretary, O. P. S. C.

**By order of the Governor  
C. NARAYANASWAMI  
Special Secretary to Government**

## ANNEXURE I

### DUTIES OF THE SECTION OFFICER

The Section Officer is in complete charge of the section under him and is directly responsible to the immediate superior above him. His duties are –

1. To receive and mark the receipts in the names of Assistants in the section in his charge;
2. To give all instructions and take necessary steps for quick and efficient disposal of work in his section;
3. To make arrangement for the disposal of work entrusted to any Assistant during the Assistant's absence;
4. To note briefly, instruct on each important receipt as to the manner of disposal and then to send to the Diarist for diarising and distribution to Assistants;
5. To check the diary registers daily and the file registers and log books weekly and the record registers fortnightly;
6. To see that the file numbers for receipts are provided by Assistants regularly in their log books;
7. To improve, or amend action on cases put up to him by Assistants for submission to officers, also to see that if orders of the Heads of the Department are required, an indication is given accordingly;
8. To supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants. He will be competent to require any member of the staff in his section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the office demands it;
9. To see that all routine duties, including maintenance of registers, etc. are carried out promptly and thoroughly;
10. To see that arrear lists, reports and returns are submitted on due dates;
11. To maintain a forward diary in the form prescribed in Orissa Records Manual, for keeping note of the date or date : or dates by which important papers are to be put up, returns submitted, etc: and to ensure that they are accordingly put up;
12. To supervise and give necessary instructions regarding the recording of cases by the Assistants in his section of edit notes of 'A' proceedings, if necessary, with the help of the Dealing Assistant, to see that the files are recorded in due time and to see that books or files taken by Assistants from the Heads of Department Library or Record Room are returned without undue delay;
13. To prepare a composite, but brief, inspection note on the entire section in his charge once in every quarter touching only on points which call for comments e.g., delay in disposals of papers, recording of cases and submission of arrear lists, etc., and submit to the immediate superior;
14. To maintain a precedent case register(indicating, in brief, important decisions taken in the section);
15. To report to and comply with the instructions of the superior officers;
16. To maintain a personal record of his Assistants (in which he would record his opinion about each Assistant under him every quarters and submit them to the immediate superior. He may make a report about his Assistant to the immediate superior, if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and record his opinion accordingly and initiate the C. C. Rs. of all Assistants and Class III non-ministerial staff in his section;
17. To sign the attendance register in token of check and ensure that it reaches the superior authority by 10-10 A. M. and the next superior authority by 10-30 A. M.;
18. To sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Head of Department;
19. To be responsible for the maintenance of discipline in his section and ensure that no Assistant in his section leaves office without his permission so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in his section for minor lapses of delay and indiscipline and forward it to the superior authority with his comments and report all such serious instances immediately to higher authorities;
20. To maintain a special note book of important receipts;
21. To classify receipts into A, B and C Classes, separate the receipts which should be seen by higher officers according to instructions of Records Manual or at his discretion mark the same to such officers;
22. To issue routine reminders to the subordinate offices and offices of other Heads of Department;

23. To disposed of finally routine receipts like reminders for supply of copies, etc., at his level and authenticate fair copies of drafts approved by higher officers for issue;
24. To ensure that none from outside gets access to the section without his permission.

No. 3701-Gen.

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

The 23rd February 1983

Subject – Declaring the post of Forest Ranger as Specially Gazetted.

The question of conferring Gazetted status to the Forest Ranger in their present scale of pay was under consideration of government for some time past.

After careful consideration, Government have been pleased to decide that the Forest Ranger will hereafter enjoy the status of the specially declared Gazetted Officers under Rule 17(ii) of O. S. C. in the existing scale of pay. Their duty chart will be as in the Annexure.

The Chief Conservator of Forests will be their appointing and disciplinary authority.

Order-Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/D. A. G. Orissa, Puri/Secretary, O. P. S. C.

**By order of the Governor**  
**C. NARAYANASWAMI**  
**Special Secretary to Government**

**ANNEXURE**  
**DUTIES OF FOREST RANGER**

The duties and the responsibilities of the Forest Ranger Officers as codified under Rule 28 of Chapter I of the Orissa Forest Department Code, 1979 are as follows :-

- (i) He must know the nature, value and extent of the forest property committed to his charge and must know the plan prescribed for the protection and management of that property which not only consist of natural forest and wild life but also plantations, roads, buildings, wells etc. He is responsible for the protection of forests in his charge and should see that the works are carried out as per the prescriptions in the working plan or scheme or as directed by his superior officers.
- (ii) He is responsible for the discipline, conduct and work of all his subordinates in the discharges of their duties.
- (iii) He is absolutely responsible for all such disbursement and expenditure within his Range, and all payments of pay and labour must as far as possible be done personally by him. He should see that all forest revenue due from his Range is collected and credited to Government.
- (iv) He is to communicate all official orders and instructions to his subordinates, and to see that they understand them fully and carry them out.
- (v) He is to check and control all work within his Range and also to see that work is carried out as per programme of work approved by the Divisional Forest Officer and ensure that Government funds are used in the most economical and efficient way.
- (vi) He is to protect Government interests by insisting upon the maximum of good work form all subordinates and labour and procuring the highest revenue from his Range consistent with the highest principles of forestry.
- (vii) He is to collect, check and consolidate all returns and reports and prepare the monthly range account and to carry out all necessary office work promptly and correctly.
- (viii) He is to prevent to the best of his ability any misuse of authority by subordinates. In the case of compounding forest offences, he should see that rules are strictly followed.
- (ix) He is required to supervise thoroughly the work of the forest contractors and agents appointed by Government to deal forest produce working within his jurisdiction and see that they work according to rules.

No. 3680-Gen.

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

The 23rd February 1983

Subject – Declaring the post of Personal Assistants attached to Heads of Departments as specially declared gazetted.

Consequent on declaring the post of P. As. in Secretariat Departments as gazetted giving them specially Gazetted status, the question of conferring gazetted status to the Personal Assistants attached to different Heads of Departments was under consideration of Government for sometime past.

After careful consideration, Government have been pleased to decide that the Personal Assistants of Heads of Departments will hereafter enjoy the status of the specially declared Gazetted Officer under Rule 17 (ii) of O. S. C. in the existing scale of pay. Their duty chart will be as in the Annexure.

The respective Heads of Departments will be their appointing and disciplinary authority.

Order- Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A.G., Orissa/D. A. G., Orissa, Puri/Secretary, O. P. S. C.

**By order of the Governor**  
**C. NARAYANASWAMI**  
**Special Secretary to Government**

**ANNEXURE**  
**DUTIES OF P. As. ATTACHED TO HEADS OF DEPARTMENTS**

1. To attend the duties as Stenographer.
2. To handle such of the correspondence which is not to be dealt with in the office.
3. To prepare the Officer's tour programeme and arrange its circulation to all concerned.
4. To make arrangements for journey and other official requirements of the Heads of Department while on tour.
5. To prepare tour particulars and to send them to the concerned Section for preparation of the Officer's T. A. Bill.
6. To keep necessary articles of stationery and books of reference for the Heads of Department for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.
7. To draw up the engagement list of the Heads of Department.
8. To put up files and papers in time required by Heads of Department for any meeting or conference.
9. To arrange interviews with the Heads of Department.
10. To collect papers and files and submit these in time to the Heads of Department relating to Assembly and other important matters.
11. To maintain a stock book of furniture, books, periodicals, if any, supplied to the residence of the officer, and to verify in every quarter and give a certificate in the stock book that the stock in register actually tallies with the stock in hand.
12. To perform such other duties as may be assigned to him by the Heads of Department depending upon the work handled in the office.

No. 1953-Gen.

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

The 20th January 1984

Subject – Declaring the posts of Junior Engineers Specially gazetted, under Rule 17 (ii) of the Orissa Service Code.

The question of conferring gazetted status on the Junior Engineers was under consideration of Government for sometime past.

2. After careful consideration Government have been pleased to decide that the Junior Engineers should be specially declared as Gazetted under Rule 17(ii) of the Orissa Service Code in their existing scale of pay Rs. 410-840. Their duty chart will be as in the Annexure.

3. The concerned Chief Engineers will be their appointing and disciplinary authority.

Ordered that this Resolution be published in the Extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa/Deputy Accountant-General, Orissa, Puri/Secretary, Orissa Public Service Commission.

**By order of the Governor**  
**C. NARAYANASWAMI**  
**Special Secretary to Government**

## DUTY CHART OF JUNIOR ENGINEERS

1. Junior Engineers to be responsible for all matters connected with the efficient management of the Section to their Sub-divisional Officers.
2. To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them. Mistakes in sanctioned plans and any variation between the conditions at site and sanctioned Plan to be promptly brought to the notice of the Sub-divisional Officer or to the Divisional Officer concerned for rectifying the defects before actual execution of the works.
3. To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
4. To maintain master rolls, record of work charge establishments and imprest cash accounts properly.
5. They will be responsible for keeping account of the measurement books issued to them
6. To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
7. To preserve and take care of tools and plants, stock and other sources kept in their charge.
8. To submit budget, accounts and prescribed returns, etc. in time to the Sub-divisional Officers concerned.
9. To make correct assessment any proper collection of revenue entrusted to their charge
10. To report immediately any unusual, extraordinary or peculiar occurrences relating to their Sections to their respective Sub-divisional Officers and other authorities as may be necessary.
11. To keep detailed accounts of work, consumption of materials and item-wise work expenditure.
12. To prepare land statement and schedules for acquisition of land and to immediately report to the higher authorities about encroachment of Government lands in their charge.
13. Junior Engineers posted in the offices are entrusted the work of preparation and checking of estimates, tenders and analysis of rates. They are also entrusted with the preparation of drawing and preparation of project reports.
14. To determine the real topography of the feature given alignment take levels and fix up profiles.
15. To prepare initial designs for components of projects.
16. To submit required progress report regularly for the works under their charge to their superiors.
17. To collect authentic data, corroborating with records and documentary history for preparation of initial plan for machineries required for irrigation projects.
18. To prepare plan and layout of garage and workshop in the project site.
19. To prepare initial estimates for procurement of machineries required for the projects.
20. To organize labourers and workmen for the purpose of the work and take attendance of departmental labourers and check the outturn and profit in departmental works.
21. To be responsible for regular running of machinery and to see that the machineries covering public utility service such as water pumps etc. are kept in order and Jeeps, trucks and other construction equipments are kept ready for work.

22. To look after repair and maintenance of vehicles and machineries.
23. To keep monthly accounts of receipts and estimates of T. & P. materials and site materials.
24. To look after fabrication of works if any in the workshop.
25. To place requisition for procurement of spare parts.
26. Any other function that may be assigned by the Administrative Department and Head of Department from time to time.

No. 19067

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

The 10th August 1984

Subject – Declaring the posts of Sub-divisional Information and Public Relation Officers and other equivalent posts of that cadre as specially gazetted.

The question of conferring gazetted status to the Sub-divisional Information & Public Relation Officers and other equivalent posts of that cadre was under consideration of the Government for some time past.

2. After careful consideration Government have been pleased to decide that the (1) Sub-divisional Information and Public Relations Officers, (2) Assistant Information & Public Relations Officers, (3) Assistant Information Officer, (4) Exhibition Officer, (5) Exhibition Organiser, (6) Assistant Press Information Officer, (7) Zonal Organiser Radio Rural Forum, (8) Assistant Information Officer, State Information Centre of the Information & Public Relation Department should be specially declared as gazetted under Rule 17 (ii) of the Orissa Service Code in their existing scale of pay. Their duty chart will be as in the Annexure.

2. The Director, Information & Public Relation will be their appointing and disciplinary authority.

Order – Ordered that the Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa, Bhubaneswar/Deputy Accountant-General, Orissa Puri/Secretary, Orissa Public Service Commission, Cuttack/General Administration (S. E.) Department.

**By order of the Governor**  
**C. NARAYANASWAMI**  
**Special Secretary to Government**

**ANNEXURE**  
**DUTY CHART**

**DUTIES OF SUB-DIVISIONAL INFORMATION AND PUBLIC RELATIONS OFFICER –**

- (a) The Sub-divisional Information & Public Relations Officer should undertake tours atleast for 7 days in a month with a minimum of 5 night halts at Block/Gram Panchayat Headquarters in Rural Areas. The 7 days tours should be undertaken in a phased manner and each phase should be a tour for atleast 2 to 3 days at a stretch. One day tours should be avoided as far as practicable.
- (b) During tour the Sub-divisional Information and Public Relations Officer should organise –
  - (i) Five film shows in a month. People's reaction to films screened should be reported to District Information and Public Relations Officer as well as to Headquarters.
  - (ii) Hold 10 group meetings with sections of the Public specially beneficiaries of development programems and report briefly the contents of the talks held Indicating therein the names and vocations of persons who made interesting points.
  - (iii) Organise V. I. P. programmes as and when necessary.
  - (iv) Publicise activities of the Government in weekly market places, fairs and festivals.
  - (v) Contact Government Officials at Block Headquarters, and other places and ascertain reaction of people to various activities of Government.
  - (vi) Contact non-officials specially opinion makers of the area and ascertain their reaction to the activities of Government.



- (vii) Ensure sale of priced publications like Orissa Review and Utkal Prasanga and enroll atleast 10 subscribers of the Magazine in a month. Undertake distribution of publicity literature and display of publicity literature and of posters.
- (viii) Collect success stories from the field and through Government agencies, and transmit the same to District Information and Public Relations Officer for necessary action.
- (ix) Assist the DIPRO and Headquarters Organisatin in the Organisation of Integrated Publicity Programmes, Song and Drama Performances, Exhibition, Seminar, Symposia.
- (x) Assist the District Information and Public Relations Officer in organizing and activising Radio Rural Forums.
- (xi) Attend to publicity of Government of urgent nature such as natural calamities, outbreak of epidemics or break-down of law and order as directed by the Sub-divisional Officer.

#### **DUTIES OF ASSISTANT INFORMATION AND PUBLIC RELATIONS OFFICERS –**

- (i) To attend to day-to-day office work.
- (ii) Contact Sub-divisional Level Officers and assist the District Information and Public Relations Officer in the collection of reports and salient points on the activities of various Departments of Publication and Publicity.
- (iii) Issue of success stories.
- (iv) Contact accredited Press Representatives as and when instructed.
- (v) Contact eminent Writers for collection of articles for Utkal Prasang and Orissa Review as and when desired by the Chief Editor.
- (vi) Ensure display of posters at District/Sub-divisional Block Levels.
- (vii) Organise and participate in observation of celebrations.

#### **DUTIES OF EXHIBITION ORGANISER/OFFICER –**

1. Preparation of themes for exhibition
2. Collection of exhibits
3. Preparation of exhibits
4. Organisation of exhibition in rural areas in fairs and festivals depicting various developmental activities of the State.
5. Assist in the International Trade Fair organized by Trade Fair Authority of India, New Delhi.
6. Assist in the organization of exhibitions outside the State.
7. Conduct V. I. Ps.
8. Organise Press meet and feed news to Press and A. I. R.
9. Motivate general public through visual publicity.
10. Organisation of cultural programmes during exhibition.

#### **DUTIES OF ZONAL ORGANISER, RADIO RURAL FORUM –**

1. To motivate and organise formation of new R. R. Fs. in rural areas.
2. To maintain regular contact with the existing R. R. F. members.
3. To make efforts for activation of defunct R. R. Fs. in their respective zones.
4. To collect success stories from concerned forum villages & prepare suitable write up to be sent to Headquarters Office.
5. To maintain appropriate liason between the forum and the A. I. R.
6. Preparation of Radio talks on various developmental programmes.
7. Monitor activities of the different forums and keep visit on the regular functioning of Radio sets provided under C. L. Scheme and Forum Schemes.
8. Ensure despatch of programem folders and question answers.
9. To promote sale of departmental journals by enlisting the founders as subscribers.
10. Actively associate with atleast four forums in a month at the time of forum programmes along with the members of the forum village.
11. To regularly send monthly activity report to Headquarters to the address of D. O. (F) & P. S.
12. And to execute jobs as and when assigned.

## **DUTIES OF ASST. INFORMATION OFFICER**

Reference work, collecting, processing and preserving materials considered useful for reference, preserving old newspapers and periodicals. In charge of Exhibition wing, Government Seminars and Government functions (to be organized by the Information and Public Relations Department) in the auditorium, Look after audio-visual programmes conducted in the auditorium, Collection of information from various Departments of Government on General and Welfare activities and maintaining a diary of events and furnishing the same to the Department for transmission to the General Administration Department and Editor for publication. Submission of Monthly Progress Reports.

## **ASST. PRESS INFORMATION OFFICER**

The duties of the Asst. Press Information Officer, are same as that of the Asst. Information Officers. In addition to this he is also in charge of Press lounge at the Secretariat.

No. 7994-Gen.

## **GOVERNMENT OF ORISSA GENERAL ADMINISTRATION DEPARTMENT OFFICE MEMORANDUM**

The 17th April 1985

Subject – Upgradation of the post of Senior Grade Diarist to that of Head Diarist in the office of the Head of Departments.

The diarists constitute a separate cadre of their own in the office of each Heads of Department. The cadre consists of Junior Grade and Senior Grade Diarists in the ratio 1:1. There being no other promotional post, the scope of promotion within their cadre is very limited. The Orissa Heads of Departments Ministerial Officers Association has been pressing for providing them with some promotional prospect by creating the post of Head Diarists in the Offices of Heads of Departments.

2. Similar facility has already been given to the Diarists working in the Secretariat and each Department of the Secretariat has already been provided with a post of Head Diarist. It has also been felt that a post just above the post of Senior Grade Diarist is necessary in the offices of Heads of Departments to co-ordinate the work of different Branches of the Office and to remain in overall charge of the Diarists. Considering all this, the creation of posts of Head Diarist in the cadre of Diarists was under examination of the Government for sometime past.

3. In the interest of better and effective management of the work of the Diarists in the Office of Heads of Departments, Government after careful consideration of the proposal have been pleased to decide as follows :-

- (i) The post of Diarists both Senior and Junior Grade sanctioned on yardstick basis in the Office of each Head of Department would form the base posts for the purpose of sanctioning the post of Head Diarist.
- (ii) One post of Senior Grade Diarist would be upgraded to that of Head Diarist in the scale of Rs. 400-15-430-20-EB-25-690-30-750 in each office in which the number of Diarists in the Senior Grade is at least three.
- (iii) The person holding the post of Head Diarist would attend to the duties mentioned in the Annexure in addition to his won duties as Senior Diarist.
- (iv) The post of Head Diarist would be filled up from amongst the Senior Grade Diarists working in the office of that Heads of Department in accordance with the normal principles of promotion i.e. on the basis of merit with due regard to seniority.

4. This will come into effect from the date of issue of the order.

**C. NARAYANASWAMI**  
**Special Secretary to Government**

## **ANNEXURE DUTIES OF THE HEAD DIARIST**

1. To attend to the duties prescribed in paragraph 30 of Orissa Record Manual, 1964 and see that these duties are also systematically performed by the other Diarists of the office.
2. To check-up the register of letters received maintained by the Diarists daily and also check-up that the receipts entered in the Primary Receipt Register, where it is maintained, have been duly entered in the Diary Register of different Branches.
3. To see that the relevant columns of the docket stamp given on the right side of the receipts are duly filled in and all routine duties including maintenance of registers etc. are carried out promptly by all Diarists of the office.
4. To see that the unofficial receipt registers are maintained properly by the Diarists.
5. To see that Government letters and other receipts from V. I. Ps. and M. Ps. are diarised and distributed forthwith.
6. To put up the register of letters received daily to the Head Ministerial Officer-in-charge of the Section/Section Officer for checking.
7. To be responsible for maintenance of discipline of the Diarists working under him
8. To ensure that diarists perform their duties properly.

No. 12558-Gen.

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

The 16th July 1986

Subject – Declaring the post of Personal Assistant attached to Advocate-General as specially gazetted.

The question of conferring gazetted status on the Personal Assistant attached to Advocate-General was under consideration of the Government for sometime past.

After careful consideration Government have been pleased to decide that the Personal Assistant attached to Advocate-General will hereafter enjoy the status of the specially declared gazetted officer under Rule 17 (II) of the Orissa Service Code in the existing scale of pay. His duty chart will be as in the Annexure.

The Advocate-General will be his appointing and disciplinary authority.

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Order-Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government./All Heads of Departments/A. G., Orissa/Deputy Accountant General, Orissa Puri/Secretary, O. P. S. C./Advocate-General, Orissa, Cuttack.

**By order of the Governor**

**R. N. MISHRA**

**Deputy Secretary to Government**

**ANNEXURE**

**DUTIES OF P. As. ATTACHED TO ADVOCATE-GENERAL**

1. To attend the duties as Stenographer.
2. To handle such of the correspondence which is not to be dealt with in the office.
3. To prepare the Officer's tour programme and arrange its circulation to all concerned.
4. To make arrangements for Journey and other official requirements of the Heads of Department while on tour.
5. To prepare tour particulars and to send them to the concerned Section for preparation of the Officers T. A. bill.

6. To keep necessary articles of stationery and books of reference for the Heads of Department for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.
7. To draw up the engagement list of the Heads of Department.
8. To put up files and papers in time required by Heads of Department for any meeting or conference.
9. To arrange interviews with Heads of the Department.
10. To collect papers and files and submit these in time to the Heads of Department relating to Assembly and other important matters.
11. To maintain a stock book of furniture, books, periodicals, if any, be supplied to the residence of the officer, and to verify it every quarter and give certificate in the stock book that the stock in register actually tallies with the stock in hand.
12. To perform such other duties as may be assigned to him by Heads of Department depending upon the work handled in the office.

No. 15701-Gen.

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

The 5th September 1986

Subject – Declaring the post of Junior Engineer, Agriculture as specially declared Gazetted Officer.

The question of conferring specially declared gazetted status on the Junior Engineers, Agriculture of the Agriculture & Co-operation Department was under consideration of the Government for sometime past.

After careful consideration, Government have been pleased to decide that the Junior Engineers, Agriculture will hereafter enjoy the status of the specially declared Gazetted Officer under Rule 17 (II) of the Orissa Service Code in their exiting scale of pay. Their duty chart will be as in Annexure.

Director, Agriculture and Food Production will be their appointing and disciplinary authority.

Order – Ordered hat this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Department/A. G. Orissa/Deputy A.G., Orissa, Puri/Secretary, O. P. S. C.

**By order of the Governor**

**M. P. MODI**

**Special Secretary to Government**

**ANNEXURE**

**DUTIES CHART OF JUNIOR ENGINEERS IN C. A. D. W. M. P. & D. P. A. P.**

1. Junior Engineers of CAD Divisions in Water Management Projects and in D. P. A. P. programme are to be responsible for all matters connected with the efficient management of the section to their respective Assistant Agriculture Engineers in-charge of the sub-division.
2. To conduct careful and timely survey & investigation and preparation of plans and estimates for OFD, OCRPWM works entrusted to them. Mistakes in sanctioned P/E and any variations between the condition of site and sanctioned plan are to be brought to the notice of the A. A. E. or E. E. concerned for rectifying the defects before actual execution of the works.
3. To ensure timely and efficient execution of works entrusted to them and see that the quality and specification are maintained.
4. To maintain muster roll, imprest cash accounts & M. B. properly.
5. To record measurement in M. B. of all works done by the contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
6. To maintain stock and store accounts of their respective section.

7. To submit report and returns etc. in time to the A. A. E. concerned in the prescribed *pro forma*.
8. To keep detail account of works, consumption of materials and item-wise expenditures.
9. To determine the real topography of the feature given in the alignment, take levels and fix up profiles of all water management, OFD and D. P. A. P. works.
10. To organize labourers and workmen for the purpose of the work and take attendance of department labourers and check the outturn and profit in departmental works.
11. To submit required progress report in time of the A. A. E. concerned in the prescribed *pro forma*.
12. To place requisition for procurement to items necessary for the works entrusted to them to the A.A.E. concerned.
13. To report immediately any unusual extraordinary and peculiar occurrence relating to their sections to the A. A. E. & other authority as may be necessary.
14. Any other function that may be assigned by the Administrative Department or the Heads of the Department from time to time.
15. Junior Engineers posted in the head office are entrusted with the work of checking and correction of estimates, tenders, preparation of tender schedule and analysis of rates.

### **SOIL CONSERVATION**

#### **A. Junior Engineer in Soil Conservation**

1. Junior Engineers of Soil Conservation organization are to be responsible for all matters connected with efficient management of the section to their respective A. S. C. O./A. A. E. in-charge of the sub-division.
2. To conduct careful and timely survey and investigation and preparation of plans and estimates for different soil conservation works like gully control structure, Rockfills water harvesting scheme etc., entrusted to them. Mistake in sanctioned P/E and any variation between the condition at site and sanctioned plans are to be brought to the notice of the A. S. C. O., S. C. O and A. A. E. concerned for rectifying the defects before actual execution of works.
3. To ensure timely and efficient execution of works entrusted to them and to see that the quality and specification are maintained.
4. To maintain muster rolls, cash book and accounts and M. B. properly.
5. To record measurement in M. Bs. of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
6. To maintain stock and store accounts.
7. To submit all reports and returns in time to the A. S. C. O./S. C. O. or A. A. E. concerned in the prescribed *pro forma*.
8. To keep details of account, works of consumption of materials and item-wise expenditure.
9. Junior Engineers posted in the S. C. Os. office are entrusted with the works and checking and correction of estimates, preparation of schedule and analysis of rates.
10. To organize labourer and workers for the purpose of the works and take attendance of departmental labourers and check the outturn and profit in departmental work.
11. To place requisition for procurement of items necessary for the works entrusted to them in the prescribed *pro forma*.
12. To report immediately any unusual extraordinary or peculiar occurrence relating to their sections to the A. S.C. O./S. C. O./A. A. E.
13. Any other duties that may be assigned by the Administrative Department or Heads of Department or his superior from time to time.

### **DUTY CHART OF JUNIOR ENGINEERS (A. E. S.) IN IMPLEMENT DEMONSTRATION**

#### **SCHEME**

1. Junior Engineers (A. E. S.) posted under different implement Demonstration Schemes are responsible for all matters connected with the efficient management of their jurisdiction to their respective A. A. E. of the districts.

2. To conduct careful & timely survey & investigation & preparation of Plan & Estimates for Farm Development Works. Biogas Works, etc. entrusted to them.
3. Mistakes in sanctioned Plan & any variations between the condition of site and sanctioned Plan are to be brought to the notice of the A. A. E. or the E. E. concerned for rectifying defects before actual execution of the works.
4. To ensure timely & efficiently execution of works entrusted to them and see that the quality and specification are maintained.
5. To maintain muster roll, Accounts of M. B. etc. properly.
6. To record measurement of M. B. of all works done by contractor and otherwise as well as supplies received from all sources & preparation or submission of bills in prescribed *pro forma* for payment.
7. To maintain stock & store account and submission of reports & return in the prescribed *pro forma*.
8. To organize labourer and workmen for the purpose of the work and take attendance of departmental labourers and check outturn and profit in Departmental work.
9. Popularisation, sale & sale-*cum*-demonstration of improved Agricultural implements and collection of revenue thereof.
10. To assess the acceptability of farm implements manufactured by the Departmental Implement factory & collection of other feed back dates, suggest the improvement necessary in case of the manufactured implements.
11. Submission of progress report to the concerned A. A. E., E. E. in the prescribed *pro forma*.
12. To train departmental in service personnels on minor irrigation and water management.
13. To collect and process loan application for biogas plants (family size units) check feasibility and recommend for sanction of loan.
14. To report immediately any unusual, extraordinary and peculiar occurrence relating to their sanctions to the concerned A. A. E. & other authority as may be necessary.
15. Any other function that may be assigned by the Administrative Department or Heads of the Department from time to time.

No. 15698-Gen.

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

The 5th September 1986

Subject – Declaring the post of Assistant Curators in the Orissa State Museum and District Cultural Officers as specially Gazetted.

The question of conferring specially declared Gazetted status on the Assistant Curators in the Orissa State Museum and District Cultural Officers of the Tourism and Culture (Culture) Department was under consideration of the Government for sometime past.

After careful consideration, Government have been pleased to decide that the Assistant Curators and the District Cultural Officers will hereafter enjoy the status of the specially declared Gazetted Officers under Rule 17 (II) of the Orissa Service Code in their existing scale of pay. Their duty chart will be as in the Annexure I and II respectively.

The Director, Culture will be their appointing and disciplinary authority.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/Deputy A.G., Orissa Puri/Secretary, O. P. S. C.

**By order of the Governor**  
**M. P. MODI**  
**Special Secretary to Government**

**ANNEXURE I****DUTY CHART OF THE ASSISTANT CURATOR OF STATE MUSEUM**

1. To organize galleries of different disciplines in the State Museum.
2. To collect rare antiquities.
3. To take care of the preservation and display of rare antiquities.
4. To conduct research work on different antiquities of their respective discipline.

**ANNEXURE II****DUTY CHART OF THE DISTRICT CULTURAL OFFICER**

1. To review the activities of the registered organizations of the concerned district who are getting assistance under various schemes viz. cultural grant, library grant, etc.
2. To inspect the progress of conservation work in respect of old monuments.
3. To remain in charge of Branch Museums of district.
4. To act as liaison officer in respect of the district level cultural programmes organized by the Department of Culture, O. S. N. A., O. L. K. A., and D. S. A.
5. To identify and recommend the indigent artists for sanction of pension.
6. To take steps for renovation and development of traditional folk dance, folk songs of the district.
7. To organize periodical cultural meets among various organizations and co-ordinate the same with the activities of Culture Department.
8. To organize district cultural functions to focus the rich heritage of the area.
9. To identify and recommend talents in various cultural faculties for sponsoring them to national and international fields.

No. 2320-SC/6-114/95-Gen.

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

The 31st January 1997

Subject – Redesignation of the post of Head Typist in the Heads of Departments as Superintendent Level-II and Superintendent Level-I, respectively.

After careful consideration, the Government have been pleased to decide that the post of Head Typist and Superintendent in the Heads of Departments shall be redesignated with immediate effect as Superintendent, Level-II and Superintendent, Level-I, respectively.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government, all Heads of Departments and the Accountant General, Orissa for information.

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

No. 21634-SC/6-18/98-Gen.

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

**RESOLUTION**

The 12th August 1998

Subject – Redesignation of the post of Head Diarist and Heads Recorder to that of Diary Superintendent and Record Superintendent, respectively.

After careful consideration, the Government have been pleased to decide that the post of Head Diarist and Head Recorder shall be redesignated with immediate effect as Diary Superintendent and Record Superintendent, respectively.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay as the previously designated posts.

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Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant General, Orissa for information.

**By order of the Governor**  
**PRIYABRATA PATTNAIK**  
**Special Secretary to Government**

No. 26016-SC/6-18/98-Gen.

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

The 11th September 1998

Subject – Redesignation of the post of Special Grade Diarist to that of Diary Superintendent.

After careful consideration, the Government have been pleased to decide that the post of Special Grade Diarist in the office of the Chief Minister, Orissa and in the office of the Chief Secretary, Orissa shall be redesignated with immediate effect as Diary Superintendent.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay as the previously designated post.

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Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant General, Orissa for information.

**By order of the Governor**  
**PRIYABRATA PATTNAIK**  
**Special Secretary to Government**