

Government of Orissa,  
Political & Services Department

No. 29787 /Gen, Dated, Bhubaneswar, the 15th Dec. 1979

To

All Departments of Government.

Sub:- 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 Rule 1-3-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 work.
- (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 work 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 stationary 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 Govt. letters etc.
- (11) To carry daily Govt. letters, registered letters, parcels packets etc. to post office for despatch.
- (12) To attend to any other official work assigned to him by the officer, S.O. or H.T.

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.

DUTIES OF ORDERLY PEON

- (1) To carry files, daks, official papers and books etc. to and 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 may be 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.

B-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, UOI, UOR Registers, Log Books etc. to the desired places as and when required by officers/ Assistants/ H.As. District 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 spittoons 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.

- (1) To serve notices on the party concerned.
- (2) To help the concerned assistants and officials 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 work of Malis and Mullias working under him.
- (2) To take care of garden/park/avenue side etc.
- (3) To distribute work among the Malis and Mullias 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 MALI & MULLIAS

- (1) To plant and graft fruit trees and flower plants.
- (2) To weed garden, <sup>n</sup>nourish 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 Rule II-29 under Chapter II of the Orissa Secretariat Instructions

" II-23: Recruitment to the posts of Office Peons orderly peons, process servers, 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 23 years, provided that the upper age limit of candidates belonging to SC/ST shall be relaxed by 5 yrs.

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

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

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

*[Signature]*  
Deputy Secretary to Government.

Memo No. 29788 / Gen, Dated, 15/12/79

Copy forwarded to all Heads of Department/ All Collectors for information and guidance.

*[Signature]*  
Deputy Secretary to Government.

L.Mishra/-