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EXTRAORDINARY

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GOVERNMENT OF ORISSA
POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 11th October 1979

SUBJECT—Redesignation of the Head Assistants of the Heads of Departments as Section Officers with gazetted status.

The question of conferring Gazetted status on Head Assistants in the Offices of the Heads of Departments and redesignating them as Section Officers was under consideration of the Government for some time past.

2. After careful consideration, the Government have been pleased to decide as follows :—

- (i) The Head Assistants in the Offices of Heads of Departments will hereafter be designated as Section Officers and enjoy the status of the specially declared Gazetted officers under Rule 17 (ii) of the Orissa Service Code in the existing scale of Rs. 580—780.
- (ii) The Heads of the Departments will continue to be the appointing authority as well as disciplinary authority.
- (iii) Duties and functions of the Section Officers will be as in Annexure I.
- (iv) 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

A. N. TIWARI

Special Secretary to Government

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ANNEXURE I

DUTIES OF 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, instructions on each important receipt as to the manner of disposal and then to send it 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 Head of 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;
- (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 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, 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 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 month 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 to the immediate superior;
- (14) to maintain a precedent 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;
- (17) to be responsible for the maintenance of discipline in his section;
- (18) to maintain a special note book of important receipts;
- (19) 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 and mark the same to such officers;
- (20) to issue routine reminders to the departments and subordinate offices;
- (21) to dispose 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.