

The Orissa



Gazette

SUPPLEMENT

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Resolutions, Weather and Crop Reports and other Statistical Reports, etc.

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No. 31148—SC.-6-4/87-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 1st November 1988

SUBJECT—Provision of a Personal Assistant (Specially declared Gazetted) to Collectors.

The question of providing a Personal Assistant to assist the Collector in his day to day work was under active consideration and after careful consideration, Governor has been pleased to create a post of Personal Assistant to Collector in the scale of Rs. 1,365—45—1,455—50—1,755—E.B.—55—2,085—E.B.—60—2,385 by upgrading one of the

posts of Senior Stenographers attached to the Collector. The other post of senior Stenographer shall continue as such.

2. Governor has also been pleased to decide that the Personal Assistant attached to Collector shall enjoy the status of specially declared Gazetted Officer under sub-rule (ii) of rule 17 of the Orissa Service Code. His duty chart will be as in the Annexure.

3. Further, the Governor has in pursuance of sub-rule (2) of rule 11 of the Orissa Civil Services (C. C. & A.) Rules, 1962 been pleased to direct that the Collectors shall be the appointing and disciplinary authority in respect of the above post.

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/ all Collectors.

ANNEXURE

DUTIES OF P. As. ATTACHED TO
COLLECTORS

- (1) To attend the duties as Stenographer.
- (2) To handle such of the correspondences which are secret and confidential and which are 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 Collector while on tour.
- (5) To draw up the engagement list of the Collector.
- (6) To put up files and papers in time required by Collector for any meeting or conference.
- (7) To arrange interviews with the Head of Department.
- (8) To collect papers and files and submit these in time to the Collector.
- (9) To prepare tour particulars and to send them to the concerned Section for preparation of the Officer's T. A. Bill.
- (10) To keep necessary articles of stationery and books of reference for the Collector for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.
- (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 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 Collector depending upon the work handled in the office.

By order of the Governor

BINOY, B. MISRA

Joint Secretary to Government