

**Court Matter  
By Speed Post**

**Government of Odisha  
General Administration & Public Grievance Department**

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No. 25765/Gen., Bhubaneswar, dated the 17<sup>th</sup> November, 2020  
GAD-SC-CASE1-0049-2020

From

Sri Ganesh Chandra Patra, O.A.S. (SS),  
Special Secretary to Government.

To

The Collector and District Magistrate, Dhenkanal

Sub : CONTC NO. 1885 / 2020, Muralidhar Das -Vrs.- Sanjeev Chopra & Anr. (arising out of W.P.(C) No. 6658/2020, disposed of on 24.02.2020).

Sir,

In inviting reference to your Letter No. 1536 dated 01.10.2020, I am directed to say that, as a policy decision of Government, restructuring of Odisha Ministerial Service District Cadres and Offices sub-ordinate thereto has been considered in GA & PG Department Resolution No. 5622/Gen dated 20.02.2019. As per provision prescribed under point No. 5 of the said Resolution, the existing designation of the posts of Office Superintendent wherever exists shall be re-designated as Establishment Officer (E.O.) with same level of pay. Similarly, as per provision prescribed under point No. 6 of the said Resolution, a new promotional post of Senior Establishment Officer (Sr. E.O.) has been created to provide better promotional avenues in the District Cadre Offices. As such, the duties of Establishment Officer (E.O.) and Senior Establishment Officer (Sr. E.O.) will be same as mentioned in this Department Resolution No. 19054 dated 10.08.1983 (copy enclosed).

Similarly, as per provision prescribed under point No. 11 & 12 of the GA & PG Department Resolution No. 5622/Gen dated 20.02.2019, the abolition and creation of posts in different offices in the District Ministerial Cadre shall be co-ordinated by the concerned Collector of the District. The new cadre strength of the District Ministerial Cadre will be fixed as per the percentage basis prescribed therein GA & PG Department order No. 37385 dated 29th December 2018 and Resolution No. 5622/Gen dated 20.02.2019. Accordingly, the Collector concerned shall on obtaining the required information from the different offices of different Departments under his jurisdiction to arrive appropriately for abolition and creation of the promotional posts

accordingly and intimate the same to the concerned Departments to notify the posts at the Government level.

This may be treated as most urgent.

Yours faithfully,

*G. Moh*  
*17-11-2020*

Special Secretary to Government.

Memo No. 25766/Gen., Bhubaneswar, dated the 17<sup>th</sup> November, 2020

Copy along with copy of the G.A. Department Resolution No. 19054 dated 10.08.1983 forwarded to All Collectors for information and immediate necessary action.

*G. Moh*  
*17-11-2020*

Special Secretary to Government.

GOVERNMENT OF ORISSA  
GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

BHUBANESWAR DATED THE 10<sup>th</sup> AUGUST '83

Sub- Declaration of the post of Office Superintendents  
(in the scale of Rs.580-900/-) in the District  
Offices as gazetted.

No. 19054 / Gen. The question of declaring the post of Office Superintendents in the District Offices as Specially Gazetted was under consideration of Government for some time past. The Office Superintendent has to play a vital role in ensuring coordination in the entire office so that all the limbs of the system operate smoothly and symbolically. With the increase in the activities of the Collectorate in various spheres of Developmental and general administration, the responsibilities and functions of this functionary have also increased manifold over the years. The number of Sections and ministerial officers having increased, the span of control of the Office Superintendent has widened. In view of the nature of responsibilities attached to the post and the functions and duties of the Office Superintendent, there is no doubt that there has been a clear increase in the responsibilities both in quantum and in nature and hence it would be in the Public interest to confer the gazetted status on this post keeping in view the administrative convenience. The Government, after careful consideration have been pleased to declare the post of Office Superintendent in the District Offices as specially gazetted under Rule 17(ii) of the O. S. C. in the existing scale of pay of Rs.580-900/-.

2. The Collector of the District will continue to be the appointing and disciplinary authority in respect of the Office Superintendents. Duties and functions of the Office Superintendent

contd...?

will be as in Annexure.

3. This will take effect from the date of issue of the resolution.

ORDER - Ordered that this resolution be published in an extra-ordinary issue of the Orissa Gazette and copies thereof be forwarded to all Departments of Government/All Heads of Departments/All Collectors/A. G. Orissa, Bhubaneswar/D. A. G. Orissa, Puri/Secretary, Orissa Public Service Commission, Cuttack.

BY ORDER OF THE GOVERNOR

C. NARAYANASWAMY

SPECIAL SECRETARY TO GOVERNMENT

Memo No. 19055/G.A. dt. 10.8.83

Copy forwarded to the Director of Printing, Stationery and Publication, Orissa, Cuttack for favour of publication in an extra-ordinary issue of the Orissa Gazette and supply 200 copies thereof for use in this Department.

J. A. Acharya  
9.8.83

Under Secretary to Government

Memo No. 19056/Gen. Dt. 10.8.83

Copy forwarded to all Departments of Government/All Heads of Department/All Collectors/A. G. Orissa, Bhubaneswar/D. A. Puri/Secretary, O. P. S. C. Cuttack for information.

J. A. Acharya  
9.8.83

Under Secretary to Government

ANNEXURE - I

Duties and Responsibilities of office Superintendent of the District Offices and the offices of the Heads of Departments.

1. The Office Superintendent shall be personally responsible to see that guard files of different Branches/Sections are well maintained and kept up-to-date. He should ensure and satisfy himself that Circulars, Orders, Resolution etc. meant to be posted in the guard file have been duly circulated to all concerned. (Rule 9(2) of the Orissa Records Manual, 1964).
2. The office Superintendent shall maintain a list of Branches/Sections including Sub-Section in the office and the collections dealt with in each Branch/Section. (Rule 18(4) ibid)
3. All correspondence, including files received through local sources should be received by the office Superintendent and put up forthwith to the Head of the Office or in his absence, to the officer authorised for the purpose. (Rule 20 ibid).
4. The office Superintendent should get all the Daks entered in the Primary Receipt Register. (Rule 23(1) ibid)
5. (a) The office Superintendent will receive all registered and insured letters unless these are addressed to an officer by name. (Rule 24(1) ibid)  
(b) Those of the covers which are sealed or will appear to the office Superintendent to contain confidential papers shall not be opened by him, but should be personally handed over by him to the Head of the office or to the Officer authorised to open daks as the case may be. (Rule 24(2) ibid)  
(c) Where the registered or insured letter does not appear to the office Superintendent to be of confidential nature, he shall open the same and note on it if it was received by registered post or is an insured letter. Discrepancies or omissions, if any, relating to enclosures should also be noted on the left hand margin of the letter opened. He will then cause it to be entered in the Register of Registered and Insured letters received and on the Primary Receipt Register and send it to the Head of the Office. On return of the letter from the Head of the Office, he shall send it to the Diarist of the Branch/Section along with the Primary Receipt Register for further action as in the case of ordinary receipts. (Rules 24(3) ibid).

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6. The Assembly Question Register should be maintained by Office Superintendent.

(Rule 25 ibid)

7.(a) Reminders should be signed ordinarily by the officer-in-charge of the Branch/Section. The office Superintendent, where specially authorised by the Head of the Office in this behalf may sign reminders issued to sub-ordinate offices.

(Rule 68(f) ibid).

(b) Deterrent action should be taken against office Superintendent if he does not take note of the reminders and bring to the notice of the Head of the Office cases of long delays in sending replies for which series of reminders are received.

(Rule 68(9) ibid).

8. The Office Superintendent must check up the Issue Section once in a month and record defects and negligence in the Section, if any. He must specially see that the stationery materials are used with utmost economy. He must ensure regular maintenance of the Register prescribed for the Section, check at times comparison of copies, transmission of fair copies to the Despatcher and timely despatch of letters by the Despatcher and fill up the last column of the left hand locket stamp on the communication to which reply is issued.

(Rule 98(i) ibid)

(b) The office Superintendent must see that all machines function with due care and repairs are carried out in time. He must ensure regular maintenance of the typewriter history sheets.

(Rule 98(2) ibid)

9. The Office Superintendent must see to the regular maintenance of this Central Stamp Register. He must get the stock replenished in time. So that there may not be shortage of stamp at any time.

(Rule 111(2) ibid).

10. If the use of Service Postage stamp at any time appears excessive, the office Superintendent must carefully ascertain the reason and bring the same to the notice of the Head of the Office through the officer-in-charge of the Establishment Section.

(Rule 112 ibid).

11. It is the duty of the Office Superintendent to consolidate pending list of different branches/Sections verify them if necessary with relevant registers and put them to the Head of the Office on the 3rd and 18th of each month positively.

12. The Office Superintendent must enquire into any loss of papers or files after verifying the charge report of Dealing Assistant at the time of transfer of the Assistant from one post to another.

(Rule 131 ibid).

13. The Office Superintendent, may at his discretion check up the position of Assembly Questions in any Branch/Section through Log Books and forward Diaries and avoidable delay if any pointed out to all concerned and disciplinary action taken, when necessary.

(Rule 134 ibid).

14. The Office Superintendent should put up to the Head of the Office the Government Salt Register.

(Rule 135 ibid).

15. The Office Superintendent shall maintain the office order book in which all orders which affect the practice of the office shall be compiled.

(Rule 136 ibid).

16. The Office Superintendent should check at random at least 10% of the records before the same are ordered for transmission to the record Room. If the check discloses negligence and consequently their wrong classification, he should bring the same to the notice of the Officer in Charge.

(Rule 158(2) ibid).

17. The Office Superintendent must test check 10% of the files before destruction and there should be record to that effect in the remarks column of the fly leaf.

(Rule 159(2) ibid).

18. The Office Superintendent should check the Record Room once in a month and point out the defects, if any, to the Record Keeper for immediate rectification.

(Rule 267(7) ibid).

19. Duplicate keys of the Record Room should be kept with the Office Superintendent in a sealed bag.

(Rule 277(5) ibid).

20. A list of the Officer-in-Charge of the Library and Librarians shall be maintained by the Office Superintendent.

(Rule 302(2) ibid).

21. The Office Superintendent should check once in a month the rest of correction slips by the Librarian.

22. Before proceeding on leave the Librarian should deposit the key of the Library with the office Superintendent.

(Rule 305(3) ibid).

23. The Office Superintendent should initiate to take action for the recovery of the cost of the Library book from the persons responsible for the loss.

(Rule 320(4) ibid).