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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 some time 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.

ORDER:—ordered that this Resolution be published in the extra ordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Govt./All Heads of Departments/A.G. Orissa/Deputy Accountant-General, Orissa, Puri/Secretary, OPSC/Advocate-General, Cuttack.

By order of the Government

R.N.MISHRA

Deputy Secretary to Government

ANNEXURE

DUTIES OF P.As. ATTACHED TO ADVOCATE-GENE.

1. To attend the duties as Stenographer
2. To handle such of the correspondence which is not to be dealt with in the officer
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 Head 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 Head 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 Head of Department
8. To put up files and papers in time required by Head of Department for any meeting or conference
9. To arrange interviews with Head of the Department
10. To collect papers and files and submit these in time to the Head 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 the Head of Department depending upon the work handed in the office.