

GOVERNMENT OF ORISSA  
POLITICAL AND SERVICES DEPARTMENT

M.NO. 14779 (30) GEN.,  
GM/5-101/64.

Bhubaneswar, dated the 22nd September, 1964.

To  
All Departments of Government.

The undersigned is directed to say that in Rules 1-8(g) item-17, - the Duties of Head Assistants - of the Orissa Secretariat Instructions, the Head Assistant is responsible for the maintenance of discipline in his Section and under Item - 12 H - the Dealing Assistant are to comply with the instructions of the Head Assistants. These rules thus provide that the Head Assistant should control the Assistants under him so as to maintain discipline in the Section. Despite the said provisions in rules, it is observed that the Head Assistants are not keeping proper control over the Assistant working under them and some Assistants are very often seen leaving their seats and loitering about in the Verandans of the Secretariat or in other Departments. This tells upon the discipline of the Section and Government work suffers. To check this, it is necessary that the Assistants should not move about unnecessarily leaving their work in the Section. In case they have work in other Departments, they should take the permissions of the Head Assistants before they leave the Section. Head Assistants should be aware of the whereabouts of Assistants during Office hours and must shoulder the responsibility of maintaining discipline in the Department. If Assistants are found loitering about without taking permission of the Head Assistant, the Head Assistant will be held responsible for non-maintenance of discipline in the Section and he as well as the Assistant will be suitable dealt with. This may please be brought to the notice of all the Head Assistants and Assistants of the Departments.

Sd/- A. K. Barron.  
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

Memo No. 213 (B) Gen., Dated 21/10/64  
Copy forwarded to All Heads Assistants of  
Political and Services Department/ O.E., Guard file / H.A.  
Estt. Guard file / Notice Board for information.

Superintendent, P & S Department.