

Government of Orissa,
General Administration Department.

No. 2R/1-36/98. 11945 /Gen., Dt. 22.4.99

To

All Departments of Government
All Heads of Departments
All Collectors.

Sub:- Rationalisation of the staffing pattern in the District Level Offices and Sub-ordinate Offices there-under.

The undersigned is directed to say that the State Government in Revenue Department Resolution No. 9892/R., dt. 10.2.84 read with Resolution No. 13582/R., dt. 25.2.84 had taken certain decisions to rationalise the staffing pattern in the District Level Offices under the administrative control of different Departments of Government, after considering the recommendations made by the Sub-Committee constituted under the Chairmanship of the Member, Board of Revenue for the purpose. Under Para. VIII(a) of the said Resolution, it has been specified that the ratio for entertaining Supervisory posts in the rank of Head Clerk should be 1:12. In other words there should be one Head Clerk for twelve Senior Clerks and Junior Clerks taken together and an additional post of Head Clerk would be admissible for the remaining seven or more additional ministerial officers, if any. For this purpose, the existing yardstick and non-yardstick Supervisory posts should also be taken into account. However there should be a supervisory post of Head Clerk in each and every office having three ministerial officers in the minimum in case no supervisory post of equivalent rank or higher rank already exists.

2. But different service associations have put forth their demands before the Government stating therein that the yardstick prescribed by Government in the aforesaid Resolutions for entertaining supervisory posts in the rank of Head Clerk in district level offices are not being

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followed in most of the district level offices as a result of which the cadre of the ministerial officers in such offices suffers a lot.

3. Considering the problem faced by the ministerial officers in district level offices, it has been decided on the recommendations of the Standing Committee constituted under the Chairmanship of the Chief Secretary that the yardstick prescribed by Government in Revenue & Excise Department Resolution No.9892 dt.10.2.84 read with Resolution No.13582 Dt.25.2.84 for ascertaining supervisory posts in the rank of Head Clerk in district level offices should be strictly followed. Further, it has been decided that in the district level offices where the number of the ministerial officers is less than 12, the supervisory post of Head Clerk may be created where ever necessary following usual procedure prescribed for the purpose on non-yardstick basis.

4. The sub-ordinate offices may be intimated accordingly.

[Signature]
Special Secretary to Government.

Memo No. 11946 /Gen.,Dt. 22.4.99

Copy forwarded to Home Department with reference to their letter No.69224 dt.19.11.98.

[Signature]
21.4.99
Deputy Secretary to Government.

[Signature]
MJ.