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GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 23rd February 1983

Sub.—Declaring the post of Personal Assistants attached to Heads of Departments as specially declared Gazetted.

Consequent on declaring the post of P. As. in Secretariat Departments as Gazetted giving them specially Gazetted status, the question of conferring Gazetted status to the Personal Assistants attached to different Heads of Departments was under consideration of Government for some time past.

After careful consideration, Government have been pleased to decide that the Personal Assistants of Heads of Departments will hereafter enjoy the status of the specially declared Gazetted Officer under Rule 17 (ii) of O. S. C. in the existing scale of pay. Their duty chart will be as in the Annexure.

The respective Heads of Departments will be their appointing and disciplinary authority.

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/A.-G., Orissa/D.A.-G. Orissa, Puri/Secretary, O.P.S.C.

By order of the Governor
C. NARAYANASWAMY
Special Secretary to Government

ANNEXURE

DUTIES OF P. AS. ATTACHED TO HEADS OF DEPARTMENTS

1. To attend the duties as Stenographer.
2. To handle such of the correspondence which is 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 Head of Department while on tour.
5. To prepare tour particulars and to send them to the concerned Section for preparation of the Officer's 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 the Head of 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 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 Head of Department depending upon the work handled in the office.