

Government of Orissa
General Administration (AR) Department

No.: AR-I-44/09/ 922/AR, Bhubaneswar, dated the 30th November, 2010

To

All Departments of Government

Sub: Incorporation of Job Chart of Junior Grade Data Entry Operators in the Orissa Secretariat Instructions.

The under signed is directed to say that in the Chapter-I (Organisation), para-8 (Duties of staff) of Orissa Secretariat Instructions, 1948, the Job Chart of Junior Grade Data Entry Operators is hereby incorporated as a new head "M-Duties of Junior Grade Data Entry Operators" as follows.

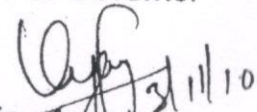
It shall come into force w.e.f. the date of the publication in The Orissa Gazette.

"M-Duties of Junior Grade Data Entry Operators":

A Junior Grade Data Entry Operator shall be responsible:

01. for Multilingual Data Processing both in English and Oriya.
02. for timely entry of data.
03. for preparing the document, printing the document after due comparison and verification.
04. for scanning/digitization of photographs and records as and when require.
05. for creating new e-Mail ID as and when required and also manage the official e-mails received. DEO should also be responsible for browsing the websites for collecting Department related information and inform the authority.
06. for preparing official documents such as note sheets / reports and returns / official drafts using Word, Spreadsheet and Presentation Software.
07. for managing the e-Governance in
 - Office Procedure Automation
 - Pay Bill Processing
 - Human Resources Management System
 - Court Case Management Software etc.and other MIS Software developed for departmental use to make the office e-Compliant.
08. for providing hands on support to the officers on various e-governance and other Application Software developed for Departmental use.
09. to take data backup on weekly basis and restore the same in case of the data loss and manage the computer from VIRUS attacks.

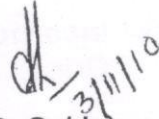
By order of Governor


(Vijay Arora)
Special Secretary (AR)

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Memo No. 923 /AR, dated 03.11.2010

Copy forwarded to the Orissa Gazette Cell in-charge, Orissa Gazette Cell, C/o. Commerce Department for information with request to publish the amendment in the extraordinary issue of the Orissa Gazette and supply 200 copies of the same to this Department for official use.


(S. Sukla)
Under Secretary


Memo No. 924 /AR, dated 03.11.2010

Copy forwarded to the Office of the Governor, Orissa/ Orissa Public Service Commission, Cuttack/ Orissa Staff Selection Commission, Bhubaneswar/ Gopabandhu Academy of Administration, Bhubaneswar/ Orissa Administrative Tribunal, Bhubaneswar for information and necessary action.


Under Secretary

Memo No. 925 /AR, dated 03.11.2010

Copy forwarded to all Branches of GA Department/Guard File (20 copies) / GA Department Library (10 copies) for information and necessary action.


Under Secretary