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Government of Orissa,
General Administration Department.

Memo.No. 6960 /Gen., dt. 27.3.85

To

All Departments of Government.

Sub:

Amendment to Orissa Secretariat Instructions.

The undersigned is directed to say that the Orissa Secretariat Instructions shall stand amended as indicated below with immediate effect : -

The existing Rule-II-9 shall be substituted by the following : -

Chapter-II-9(a)

Diarist, Recorder & Record Clerk
(Excepting those in the Central
Record Room).

The minimum qualification for Diarist, Recorder and Record Clerk shall be a pass in the Matriculation examination or any other examination equivalent thereto and they should possess a good hand-writing. The period of probation will be one year. There shall be a senior grade in the cadre of Diarist and Recorder, Record Clerk. The number of senior grade and junior grade posts will be in the proportion of 1:1. Senior grade posts shall be filled up by promotion on the basis of seniority and merit. 33 1/3rd % post in Junior Grade of the cadre shall be filled up by promotion of Class IV employees in accordance with G. A. Department Resolution No. 2174 dt. 21.1.82 read with Resolution No. 25441 dt. 14.11.84. Over and above the 33 1/3% quota, Class IV employees who have passed Matriculation of an equivalent examination and have rendered not less than 10 years of service shall be straight-way promoted to Class-III posts like Junior grade Recorders, Junior Record Clerks & Junior Grade Diarist etc. Record Suppliers who are matriculates shall also be given promotion to the above mentioned Class III posts. In case, suitable Record Suppliers and Class IV employees are not available for promotion, these vacancies may be filled up by direct recruitment of candidates with Matriculation qualification.

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Chapter-II-9(b): Pasting Clerk

The posts of Pasting Clerks carrying the scale of Rs.255-390/- shall be considered equivalent to the post of Junior grade Clarist/Jr. Recorder etc. Non-Matric Pasting Clerks (Rs.215-300/-) are treated as equivalent to Matric Pasting Clerks (Rs.255-390/-) after 5 years of experience. In case Pasting Clerks in the scale of Rs.215-300/- with 5 years experience are not available, the posts of Pasting Clerks in the scale of Rs.255-390/- may be filled up by Record Suppliers who are Matriculates and by Class-IV employees who fulfil the conditions laid down in Chapter-II-9(a).

Chapter-II-11 : Record Supplier, Treasury Sarker,

The existing Rule-II-11 shall be substituted by the following :-

The posts of Record Supplier and Treasury Sarker which are also Class-III posts just above Class IV posts shall be entirely filled up by promotion from amongst suitable Class IV employees i.e. Daftaries, Zamadars and Peons who possess the minimum educational qualification of M.E. standard. The period of probation will be one year.

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26.3.85
SPECIAL SECRETARY TO GOVERNMENT.

Memo; No. 6961 / Gen., dated. 27.3.85

Copy forwarded to all branches of the G. A. Department for information and necessary action.

W. Wamy
26.3.85
Deputy Secretary to Government.