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GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 30th June 1982

SUB.—Revision of the job chart of Section Officers of the Offices of Heads of Departments

No. 14668-Gen.—The question of allocating some additional functions and responsibilities to the Section Officers of different Heads of Departments Offices was under consideration of Government for some time past.

2. After careful consideration Government have decided that: —

(i) The list duties assigned to Section Officers of the Heads of Departments Offices in Annexure to the erstwhile Political & Services Department Resolution No. 24206-Gen., dated the 11th October 1979 shall be substituted by the list of duties given in Annexure I to this Resolution.

(ii) This will take effect from the date of issue of the Resolution.

ORDER—Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Department 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 I

DUTIES OF SECTION OFFICER

The Section Officer is in complete charge of the section under him and is directly responsible to the immediate superior above him. His duties are—

- (1) to receive and mark the receipts in the names of Assistants in the section in his charge;
- to give all instructions and take necessary steps for quick and efficient disposal of work in his section;
- to make arrangement for the disposal of work entrusted to any Assistant during the Assistant's absence;
- to note, briefly, instruction on each important receipt as to the manner of disposal and then to send Diarist for diarising and distribution to Assistants;
- to check the diary registers daily and the file registers and log books weekly and the record registers monthly;

- (6) to see that the file numbers for receipts are provided by Assistants regularly in their log books;
- (7) to improve, or amend, action on cases put up to him by Assistants for submission to officers, also to see that if orders of the Heads of Department of Government are required an indication is given accordingly;
- (8) to supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants; He will be competent to require any member of the staff in his section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the office demands it;
- (9) to see that all routine duties, including maintenance of registers, etc, are carried out promptly and thoroughly;
- (10) to see that arrear lists, reports and returns are submitted on due dates;
- (11) to maintain a forward diary in the form prescribed in Orissa Records Manual, for keeping note of the date or dates by which important papers are to be put up, returns submitted, etc., and to ensure that they are accordingly put up;
- (12) to supervise and give necessary instructions regarding the recording of cases by the Assistants in his section, to edit notes of 'A' proceedings, if necessary, with the help of the Dealing Assistant, to see that files are recorded in due time and to see that books or files taken by Assistants from the Heads of Department Library or Record Room are returned without undue delay;
- (13) to prepare a composite, but brief, inspection note on the entire section in his charge once in a quarter touching only on points which call for comments, e.g., delay in disposal of papers, recording of cases and submission of arrear lists, etc., and submit to the immediate superior;
- (14) to maintain a precedent case register (indicating, in brief, important decisions taken in the section);
- (15) to report to and comply with the instructions of the superior officers;
- (16) to maintain a personal record of his Assistants in which he would record his opinion about each Assistant under him every quarter and submit them to the immediate superior. He may also report about his Assistant to the immediate superior, if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and his own opinion accordingly and initiate the C. C. Rs. of all Assistants and Class III non-ministerial officers in his section;
- (17) to sign the attendance register in token of check and ensure that it reaches the superior officer by 10-10 A. M. and the next superior authority by 10-30 A. M. ;
- (18) to sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Head of Department;
- (19) to be responsible for the maintenance of discipline in his section and ensure that no member of staff in his section leaves office without his permission so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in his section for lapses of delay and indiscipline and forward it to the superior authority with his comments. He will report all such serious instances immediately to higher authorities;
- (20) to maintain a special note book of important receipts;
- (21) to classify receipts into A, B, and C Classes, separate the receipts which should be seen by superior officers according to instructions of Records Manual or at his discretion and mark them accordingly to such officers;
- (22) to issue routine reminders to the subordinate offices; and offices of other Heads of Department;
- (23) to dispose of finally routine receipts like reminders for supply of copies, etc, at his discretion and to authenticate fair copies of drafts approved by higher officers for issue;
- (24) to ensure that none from outside gets access to the section without his permission.

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