

OFFICE MEMORANDUM

NO. -- 24081 /CC.,
SE/2-22/34

Dated, Bhubaneswar the 21.6.84

Sub:- Upgradation of the post of Senior Grade Diarist/
Senior Grade Recorder to that of Head Diarist/Head
Recorder in the Departments of Secretariat.

The Diarists and Recorders constitute a separate cadre of their own in each Department of Secretariat. The scope of promotion within their cadre is limited. Therefore, in order to augment the promotional avenues a representation was made before Government, for creation of one post of Head Diarist/Head Recorder in each Department. It is also felt that a post just above the post of Senior Grade Diarist /Senior Grade Recorder is necessary to coordinate the work of the department and to remain in over all charge of the Diarists and Recorders. In order to remove the above difficulties, the creation of a new post of Head Diarist/Head Recorder in the cadre of Diarists/ Recorders was under examination of Government for some time past.

2. After careful consideration of the proposal and for better and effective management of the work of the Diarists and Recorders in the Departments of Secretariat, the Governor has been pleased to decide as follows :-

1) The posts of Diarists and Recorders both Senior and Junior sanctioned on yard stick basis in each Department of Secretariat would form the base posts for the purpose of sanctioning the post of Head Diarist/Head Recorder.

(ii) Either one post of Senior Grade Diarist/or Senior Grade Recorder would be upgraded to that of Head Diarist/Head Recorders, as the case may be, in each department in which the number of Diarists and Recorder in the Senior Grade is at least three.

(iii) In each Department there would be only one post of Head Diarist/Head Recorder, as the case may be, in the scale of Rs.400-750/- according to admissibility.

(iv) The person holding the post of Head Diarist/Head Recorder would attend to the duties prescribed and attached herewith for the post of Head Diarist/Head Recorder in addition to his own duties as Sr. Diarist/ Sr. Recorder.

P.T.O.

(v) The post of Head Diarist/Head Recorder would be filled up from among the Senior Grade Diarists/ Senior Grade Recorders of each Department of Secretariat on the basis of normal rules of promotion.

This will come into effect from the date of issue of the order.

R. N. Das,

Secretary to Government.

Memo No. 34082 /CC. DT. 21.6.84
SE/2-22/84

Copy forwarded to the Director of Printings, Stationery and Publication, Orissa, Cuttack with a request to supply 100 printed copies of the memorandum to this Department at an early date.

M. M. Das 21/6/84
Deputy Secretary to Government.

Memo No. 34083 (59) /CC. DT. 21.6.84

Copy forwarded to all Departments of Government/ Secretary to Chief Minister / All Private Secretaries to Ministers and Ministers of State/ P.S. to Chief Secretary & P.S. to Addl. Chief Secretary for information and necessary action.

M. M. Das 21/6/84
Deputy Secretary to Government.

Memo No. 34084 (3) /CC. Dt. 21.6.84

Copy forwarded to the Accountant General, Crissa, Bhubaneswar/ Secretary to Governor, Raj Bhavan/ Finance Department for information.

M. M. Das 21/6/84
Deputy Secretary to Government.

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The following items of work will be attended to by the Head Diarist/ Head Recorder in addition to his own duties as Senior Diarist/ Recorder.

1. To completely check up the diary registers of all the diarists daily.
2. To see that the file numbers for receipts are provided by the diarists regularly in the diary register.
3. To see all the routine duties including maintenance of registers etc. are carried out promptly and thoroughly by all diarists in the Department.
4. To see that Government of India letters and other important receipts from V.I.Ps and M.Ps are diarised on due dates.
5. To see that the diarists put up the diary register daily for check by the Section Officer and put up fortnightly pending list of Government of India letters.
6. To prepare a brief inspection note on the work of Diarists and Recorders in his charge once in every month and submit it to Section Officer of the respective Section.
7. To be responsible for the maintenance of discipline of the Recorders and Diarists under him.
8. To maintain a special note book of important receipts for the entire Department.
9. To examine the register for assembly questions and resolutions etc. when the assembly is in session.
10. To supervise the work of the Recorders and check up their progress daily.
11. To see that indexing of files are done properly by the Recorders.
12. To see that the old recorders of more than three years are consigned to the Central Record Room in time.
13. To ensure that the Diarists and Recorders perform their duties smoothly.

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