

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Bhubaneswar, the 26 th September, 1986 .

SUBJECT- Creation of the post of Head Clerk
in the field offices.

In Finance Department Memorandum No. BT-I-9/86-22736/F, dated 11-4-86 the Government have banned creation or upgradation of posts in the Non-Plan Sector. With a view to ensuring strict economy in the Non-Plan expenditure, the question of entertainment of supervisory posts in the rank of Head Clerks in the field offices applying the norm as fixed by the Revenue and Excise Department in their Resolution No. 13582, dated 25-2-84 was under consideration of Government for some time past. After careful consideration, the Government have decided that the post of Head Clerks in the field offices shall be filled up by creation/upgradation on the basis of the following principles.

- a) One post of Head Clerk is admissible for 3 to 18 sanctioned posts of Senior Clerks and Junior Clerks taken together. In case an Office has only 3 posts of Clerks, a post of Head Clerk may be created and in all other cases, the post of Head Clerk may be created by upgradation.
- b) Two posts of Head Clerks are admissible for 19 to 24 sanctioned posts of Senior Clerks and Junior Clerks taken together.

P.T.O.


- c) Two Head Clerks are admissible for 25 to 35 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- d) Three Head Clerks are admissible for 36 to 47 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- e) Thereafter, the post of Head Clerk will be admissible by way of upgradation on the ratio of 1:12 i.e. one post of Head Clerk for every 12 sanctioned posts of Senior Clerks and Junior Clerks taken together.
- f) The supervisory post, like Office Superintendent wherever existing shall not be taken into account in computing the number of posts of Head Clerks in an Office.

2) On the basis of the above principles the Government have decided to create/upgrade 343 number of posts of Head Clerks for the field offices as per the statement enclosed. The concerned Administrative Department shall issue sanction orders accordingly.

3) For creation/upgradation of posts of Head Clerks in future the concerned Administrative Department shall formulate proposals on the basis of the above principles and obtain prior concurrence of the Finance Department.

4) These instructions are issued with the approval of Cabinet.

5) The above instructions will come into force with immediate effect.

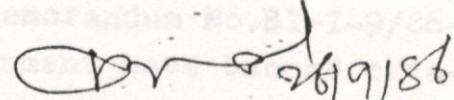
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Memo.No. 47906(330)/F,

Dated- 26.9.86

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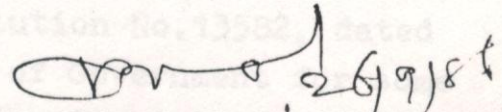
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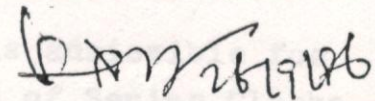
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