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Government of Orissa,  
General Administration Department.

NO. 6461/Gen. dt. 29.2.85  
OFFICE MEMORANDUM

Government have already provided Personal Assistants to 45 Heads of Departments by upgrading the posts of Senior Stenographers attached to them.

2. After careful consideration, Government have further been pleased to provide Personal Assistants in the time scale of Rs.625-960/- to each of the following four Heads of Departments in consideration of their higher degree of responsibility and jurisdiction by upgrading the posts of Senior Stenographers attached to them.

1. Director, E.S.I. Scheme,
2. Director, Town Planning,
3. Director, Horticulture,
4. Director, Soil Conservation.

3. The respective Heads of Departments will take steps to create the posts with the approval of the competent authority with due regard to the instructions issued by the Finance Department and fill up the posts from the cadre of the Senior Stenographers under their Administrative control on the basis of merit with due regard to seniority.

4. The upgradation of the post of Senior Stenographer to that of Personal Assistant will take effect from the date, the posts are actually filled up.

5. In accordance with this Department Resolution No.3680/Gen. dt.23.2.83, these Personal Assistants are also declared as specially declared gazetted officers and the duty chart prescribed for Personal Assistants in the said resolution will apply to them.

6. Finance Department have concurred in the proposal in their U.O.R. No.III C.S.II dt.12.2.85.

SPECIAL SECRETARY TO GOVERNMENT

Memo No. 6462/Gen, dt. 29.2.85

Copy forwarded to the Labour & Employment Department/

H & U.D. Department/Agriculture & Co-operation Deptt/Director,  
E.S.I. Scheme/Director, Town Planning/Director, Horticulture/  
Director, Soil Conservation for information.

Deputy Secretary to Government.

Samal/