

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 6th November 1964

SUBJECT—Creation of posts of Head Typist for the Offices of Heads of Departments.

The senior most Typists remaining in charge of the Issue Sections in the offices of Heads of Departments are allowed to draw special pay in the scale as prescribed in the Political & Services Department Resolution No. 5758-Gen., dated the 25th April 1958. Consequent on the decision of Government in the Finance Department in their Resolution No. 22106—F.-11/64-F., dated the 17th July 1964, providing for creation of posts of Head Typists in the offices of Heads of Departments in the two grades namely, Senior Grade in the scale of Rs. 185—300 and Junior Grade in the scale of Rs. 145—195 with effect from the 1st April 1964, Government in the Political & Services Department have been pleased to decide that the following yard stick should be followed while creating the posts of Junior and Senior Grade Head Typists in the offices of Heads of Departments—

- (1) Number of Typists up to 3 .. No Head Typist
- (2) Number of Typists .. One Junior Head
between 4 to 7. Typist.
- (3) Number of Typists between .. One Senior Head
8 to 10. Typist.
- (4) Number of Typists between .. One Senior and one
11 to 17. Junior Head Typists.
- (5) Number of Typists between .. Two Senior Head
18 to 20. Typists.
- (6) Number of Typists between .. Two Senior and one
21 to 27. Junior Head Typists
- (7) Number of Typists between .. Three Senior Head
28 to 30. Typists.

When the number of Typists exceeds 30 the above proportions will be followed for creation of the posts of Head Typists. The maximum number of Typists to be placed under the supervisory charge of one Junior Head Typist and one Senior Head Typist can reasonably be fixed at 7 and 10, respectively.

This Resolution takes effect from the 1st April 1964. If as a result of application of the above yard stick there arises any case of excess drawal within the period from the 1st April 1964 till the date of issue of this Resolution, such excess drawal should be waived.

The above decision does not apply to offices of Heads of Departments in which the ministerial post of different categories do not carry the usual scales of pay prescribed for offices of Heads of Departments.

This supersedes Political & Services Department Resolution No. 5758-Gen., dated the 25th April 1958.

ORDER—Ordered that the Resolution be published in the *Orissa Gazette* and copies be forwarded to all Departments of Government, All Heads of Departments and the Accountant-General, Orissa, Bhubaneswar, for information.

By order of the Governor

N. K. PANDA

Joint Secretary to Government