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Government of Orissa
Political and Services Department.

No. 16589...../Gen.,
Estt/G-39/66

Bhubaneswar, dated the 20th July, 1966.

ORDER

...

It has been noticed that no charge reports are being prepared when the Assistants of this Department change their seats and take over charge of the new seats as a result of which the responsibility for the missing or delay of papers and files could not be fixed on them. It is therefore ordered that hereafter charge reports should invariably be prepared in the event of Assistants changing their seats and the Head Assistants concerned will be held responsible if ~~this~~ ^{this} is not done.

Handwritten notes:
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25/7

Handwritten signature:
Under Secretary to Government.

Memo No. 16590 (150)...../Gen., dated the 23/7/66

Copy forwarded to All Assistants and Head Assistants of the P.&S. Department / O.E. Guard file for information and guidance.

Handwritten signature:

Under Secretary to Government.

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