

Government of Orissa
General Administration Department

M. No. 25296/Gen.,
sc/6-56/81

Bhubaneswar, dated the 25th Sept. 81

To

All Departments of Government

All Heads of Departments

Sub:-

Reorganisation of Non-Gazetted Cadre in the
Heads of Departments.

1. The undersigned is directed to say that on the recommendation of the Pay Rationalisation Committee, Government have decided integration of the existing grades of Gr. II, and Gr. I. Assistants in the office of the Heads of Department in a unified grade to be redesignated as "Senior Assistants" and to redesignate the existing L.D. Assistants as "Junior Assistants".

2. Similarly it has been decided to merge the U.D. Clerks and Senior U.D. Clerks (also called U.D. Assistants in some offices) in the Offices other than the Secretariat and Heads of Department, in a unified cadre of "Senior Clerks" and to redesignate the existing L.D. Clerks as Junior Clerks.

3. It has also been decided to re-designate the Gr. III Stenographers as Junior Stenographers and integration of Gr. II and Gr. I. Stenographers into a common grade of Senior Stenographers and Junior and Senior Auditors into a combined Grade as "Auditor".

4. As per the aforesaid decision, the O.M.S. (methods of recruitment to the post of Lower Division Assistants in the offices of Heads of Department) Rules, 1975 has been amended in G.A. Department notification No. 22254 dated 25.8.81 redesignating L.D. Assistants as 'Junior Assistants'.

5. In order to give effect to the above decision, it is now necessary to amend other relevant rules/instructions governing recruitment, promotions and other service conditions and to designate,

- i. the unified grade of Gr. I. and Gr. II. Assistants in the offices of the Heads of Department as 'Senior Assistants'
- ii. the unified cadre of U. D. Clerks and Senior U. D. Clerks in the offices other than Secretariat/ Heads of Departments as 'Senior Clerks' and the existing U. D. Clerks as 'Junior Clerks.'
- iii. to designate the Gr. III Stenographers as Junior Stenographers and integrate the Gr. I. & Gr. II Stenographers as Senior Stenographers.
- iv. the Junior & Senior Auditors in a combined grade as Auditors.

6. They are, therefore, requested to take immediate steps to amend the relevant rules/instructions for re-designation and unifications of these cadres as indicated above.

7. The reorganisations as aforesaid may please be made immediately so as to avoid delay in fixation of pay of the incumbents under the Orissa Revised Scale of pay Rules, 1981.

Copy amended
25.11.81
Special Secretary to Government

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