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Resolutions, Weather and Crop Reports and other Statistical Reports, etc.

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No. 42296—SE/2-14/83-C. C.
GOVERNMENT OF ORISSA
HOME DEPARTMENT

RESOLUTION

The 31st July 1984

SUBJECT—Introduction of the scheme of Common Cadre in the Cadre of Typists in the Secretariat.

The Scheme of Common Cadre has already been introduced in all grades of Assistants and Section Officers in the Secretariat. But the Typists in each Department of Government form separate Cadres. The posts of Junior Grade Typists in the Secretariat Departments are now filled up according to the provisions under Chapter II—12 of the Orissa Secretariat Instructions. Government in Home Department conduct a test and after drawing up a list of candidates suitable for appointment as Junior Grade Typists allot candidates to different Departments of Government according to requirement. The

promotion of Junior Grade Typists to that of Senior Grade Typists is done by the respective Departments. The promotional prospects of the Typists in a Department are, therefore, limited and vary widely from department to department. The candidates belonging to a particular batch often get accelerated promotion in one Department whereas candidates of the same batch in other Departments do not get the chance of promotion though they were seniors to them in the order of ranking in the list of successful candidates. It also so happens that the candidates of a subsequent batch in one department get promotion earlier than the candidates of an earlier batch. In order to eliminate the wide disparity in the promotional opportunities of the Typists in the Departments of Secretariat it is considered necessary to introduce a rationalised pattern in the cadre of Typists on the analogy of Assistants/Section Officers, etc., so that the members can share promotional and other service benefits on an equitable basis and the inequality arising out of junior members getting chance of availing service benefits over their senior members can be obviated. The Orissa Secretariat and Heads of Departments Typists Association has also demanded before Government through a representation for formation of a Common Cadre in each grade of Typists in the Secretariat Departments.

2. All Departments of Government were requested in this Department Memo. No. 65752(41), dated the 19th October 1983 to offer views in the matter. Accordingly, C. D. & R. R. (G.P.)/Tourism/Works/I. & P./Finance/Health/Law/G. A. (Vig.)/H. & T. W./A. & C. (Co-op.)/Labour/Housing & U. D./F. F. & A. H. (A. H.)/Revenue/General Administration/Cultural Affairs/C. D. & R. R. (C. D.)/Mining and Geology/Commerce and Transport (Transport)/I. & P. (Lift Irrigation)/Information and Public Relations/Irrigation & Power (M. I.)/Home/Commerce and Transport (Ports)/Education (L. S. F.)/Food & Civil Supplies/Education/Agriculture and Co-operation (Agriculture)/Forest, Fisheries & Animal Husbandry (Forest)/Science, Technology and Environment/Commerce and Transport (Commerce) Departments have agreed for the typists of the departments of Government. The Industries Department have agreed to the proposal subject to the condition that the power of appointment and disciplinary control shall remain with the department concerned as in the case of Ministerial Officers. The P. & C. Department are not in favour of formation of Common Cadre of Typists. They are of the view that the Common Cadre made in the rank of Assistants need to be reviewed before its extension to other grades as it does not appear to be conducive to building up of expertise in the Departments and in the long run, it may affect efficient functioning of the Departments. They are further of the view that an alternative means should be found out for removing anomalies in promotion without depriving the Departments of their experienced hands. In view of the fact that almost all the Departments have agreed to the formation of a Common Cadre for the Typists in the Secretariat, it would be desirable to introduce the scheme of Common Cadre for the Typists in the Secretariat.

3. After careful consideration of all these factors Government have been pleased to decide that the Scheme of Common Cadre should be introduced in each grade of Typists working in different Departments of Secretariat up to the rank of Superintendent.

4. Selection Committee—(a) It has accordingly been decided to set up a Selection Committee comprising of Secretary, Home Department/Special Secretary, G. A. Department and Secretary, Finance Department. The senior most member of the Selection Committee will be the Chairman of the Committee. In case one out of two members remain absent on the day, the Committee may select the candidates for the purpose of promotion.

(b) The required date, in respect of the eligible candidates would be collected by Home Department by January each year from the different Departments and the records shall be placed before the Selection Committee who shall draw up a Select List of candidates suitable for promotion to the post of Senior Grade Typists/Head Typists and Superintendent of Issue Branch, as the case may be, of all Departments of Government, in accordance with rules.

(c) The criteria of selection and qualifications, etc. required for promotion shall be as those prescribed in the Secretariat Instructions.

(d) The Select List shall remain valid for a period of one year from the date of approval of the list by the Government.

5. Allotment of Candidates and Appointments—(a) Home Department shall ascertain, from different Departments, the number of vacancies in the rank of Senior Grade Typists/Head Typists and Superintendents and shall allot candidates to different Departments, as and when necessary.

(b) After allotment of candidates to different Departments in various grades by Home Department from the Select List, the concerned Departments should issue necessary orders appointing the candidates to such grades in their Department. The employees concerned on joining in the said Departments will be under the Administrative control of those Departments who will be their disciplinary authority.

(c) The individual Departments of Secretariat will discontinue the practice of giving promotion from the post of Junior Grade Typist to the rank of Senior Grade Typist/Head Typist and Superintendent, as the case may be, from the date of issue of the Resolution.

6. *Inter se* seniority—(a) The *inter se* seniority of all Junior Grade Typists shall be drawn up by Home Department—in accordance with Home Department Memo. No. 25075 (31)-A., dated the 11th September 1964 for the purpose of promotion to the Senior Grade Typists.

(b) The *inter se* seniority of the Senior Grade Typists shall be determined according to their dates of promotion to the Senior Grade. In case the date of promotion to Senior Grade Typists is the same in respect of two or more persons, their seniority will be fixed according to the order of ranking in the list of successful candidates of the said year.

(c) The *inter se* seniority of the Head Typists/Superintendents promoted from the post of Senior Grade Typists/Head Typists, as the case may be, shall be determined according to their dates of promotion to the rank of Head Typists/Superintendents respectively in their respective Departments in case the date of promotion of Head Typists/Superintendents is the same in respect of two or more persons their seniority will be fixed on the basis of their dates of promotion in the next lower grade.

7. The decision of Government in this Resolution shall come into force with effect from the date of issue of the Resolution.

ORDER—Ordered that the Resolution be published in the extraordinary issue of the *Orissa Gazette* for general information and copies be forwarded to all Departments/Heads of Departments.

By order of the Governor
R. N. DAS

Secretary to Government