

No. 14658-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 13th May 2005

SUBJECT—Duties of Stenographers working in Heads of Departments and District Level Offices

The issue of prescribing a duty chart of Stenographers working in Heads of Departments and District Level Offices was under consideration of the Government for sometime past. Accordingly all Heads of Departments and all Collectors were requested to furnish list of duties performed by stenographers in those offices.

2. After taking into consideration the suggestions furnished by different offices, Government have been pleased to prescribe two separate lists of duties in Annexure I and Annexure II for Stenographers working in Heads of Departments and District Level Offices.

ORDER—Ordered that this Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all District Offices for information.

ANNEXURE I

Duties of Stenographers working in Heads of Departments

1. To take and transcribe dictations and to comply with the instructions of their respective officers
2. To send files passed by the concerned officer direct to the officer to whom marked and to keep a note of the movement in the Movement Register.
3. To send necessary papers which have been seen by the concerned officer to the Officers and Section Officer concerned.
4. To co-ordinate to collect materials / information from different sections / field offices at the time of Assembly Session.
5. To keep up-to-date departmental manuals, codes and other books of reference ready for the use of the officer.
6. To draw up the engagement list of the officer
7. To co-ordinate with the Section/Branch to collect and put up the files and papers required by the officer in time.
8. To attend the Telephone / FAX Machine of the officer
9. To prepare tour diary of the officer and send them to proper quarters
10. To maintain and preserve CCRs
11. To act as camp or confidential clerk
12. To handle any other official work as entrusted to him by the concerned officer.

ANNEXURE II

Duties of Stenographers working in District Level Offices

1. To take and transcribe dictations and to comply with the instructions of the officers to whom attached.
2. To receive files marked to the officer and send them to proper quarter after perusal of the officer keeping note of the movement of files in the Movement Register.
3. To prepare monthly tour diary of the officer and send it to proper quarter
4. To prepare the tour particulars of the officer and send it to the office Establishment Section for necessary action.
5. To draw the engagement list of the officer

6. To attend to the telephone calls of the officer
7. To maintain a note for the journey and other official engagement of the officer
8. To keep necessary stationery articles and reference books for the use of the officer
9. To arrange interviews of outsiders with the officer
10. To assist the officer in hearing of grievances of the public
11. To receive all confidential daks/sealed covers and handover it to the officer to whom addressed
12. To maintain and preserve CCRs
13. To act as camp or confidential clerk and perform such other duties as may be assigned to him by the officer depending upon the nature of work handled in the office.

By order of the Governor

T. K. MISHRA

Special Secretary to Government