

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT.

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OFFICE MEMORANDUM.

No. 7994/Gen. A/17.4.

Sub: Upgradation of the post of Senior Grade Diarist to that of Head Diarist in the Offices of the Heads of Departments.

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The diarists constitute a separate cadre of their own in the offices of each Head of Department. The cadre consists of Junior Grade and Senior Grade Diarists in the ratio 1:1. There being no other promotional post, the scope of promotion within their cadre is very limited. The Orissa Heads of Departments Ministerial Officers Association has been pressing for providing them with some promotional prospect by creating the posts of Head Diarists in the Offices of Heads of Departments.

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the working in the Secretariat and each Department of the Secretariat has already been provided with a post of Head Diarist. It has also been felt that a post just above the post of Senior Grade Diarist is necessary in the Offices of Heads of Departments to co-ordinate the work of different Branches of the Office and to remain in overall charge of the Diarists. Considering all this, the creation of posts of Head Diarists in the cadre of Diarists was under examination of the Government for some time past.

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3: In the interest of better and effective management of the work of the Diarists in the Offices of Heads of Departments, Government after careful consideration of the proposal have been pleased to decide as follows:-

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(i) The posts of Diarists both Senior and Junior Grade sanctioned on yardstick basis in the Office of each Head of Department would form the base posts for the purpose of sanctioning the post of Head Diarist.

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(ii) One post of Senior Grade Diarist would be upgraded to that of Head Diarist in the scale of Rs. 400/- -15- 430-20/- in each office in which the number of Diarists in the Senior Grade is atleast three.

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(iii) The person holding the post of Head Diarist would attend to the duties mentioned in the Annexure in addition to his own duties as senior Diarist.

(iv) The post of Head Diarist would be filled up from amongst the Senior Grade Diarists working in the office of Head of Department in accordance with the normal principles of promotion i.e. on the basis of merit with due regard to seniority.

4: This will come into effect from the date of issue of the order.

Sd/- C. NARAYANASWAMY,
SPECIAL SECRETARY TO GOVERNMENT.

Memo No. 7995/ Dhubaneswar dated the 17th April 1985.

Copy forwarded to all Departments of Government/All Heads of Departments/Secretary to Governor, Orissa/Secretary to D.P.S.C., Cuttack/All Branches of G.A. Department for information.

DEPUTY SECRETARY TO GOVERNMENT.

ANNEXURE.

DUTIES OF THE HEAD DIARIST.

- 1: To attend to the duties prescribed in paragraph-30 of Orissa Recd. Manual, 1964 and see that these duties are also systematically performed by the other Diarists of the Office.
- 2: To check-up the register of letters received maintained by the Diarists daily and also checkup that the receipts entered in the Primary Receipt Register, where it is maintained, have been duly entered in the Diary Register of different Branches.
- 3: To see that the relevant columns of the docket stamp given on the right side of the receipts are duly filled in and all routine duties including maintenance of registers etc. are carried out promptly by all Diarists of the office.
- 4: To see that the un-official receipt registers are maintained properly by the Diarists.
- 5: To see that Government letters and other receipts from V.I.Ps. and M.Ps. are diarised and distributed forthwith.
- 6: To put up the register of letters received daily to the Head Ministerial officer incharge of the Section/Section Officer for Checking.
- 7: To be responsible for maintenance of discipline of the Diarists working under him.
- 8: To ensure that diarists perform their duties properly.