

Government of Orissa
General Administration Department.

No. SC/6-107/02.

3371/02 /Gen., Bhubaneswar, Dated 25.10.02

To

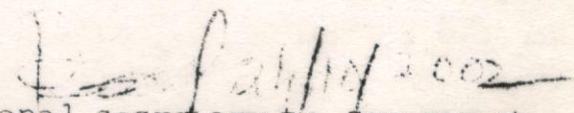
All Departments of Government.

Subj: - Framing of Cadre Rules - Submission of information regarding.

It has been emphasised vide G.A. Department Circular Letter No. 32459/Gen., dated 8.10.2002 (copy enclosed) to frame Cadre Rules for all Non-Ministerial Cadres managed by each Administrative Department in respect of which such rules do not exist. Apart from Non-Ministerial Cadres, all Ministerial Cadres need have Cadre Rules also. In order to review the overall position as to the number of Non-Ministerial Cadres and Ministerial Cadres now operating in the state with and without Cadre Rules as well as for better co-ordination of the matters connected with conditions of service, it is felt necessary to have the following documents/information in this Department :

- i) List of Cadres managed by each Administrative Department.
- ii) Copy of up-to-date Cadre Rules, in respect of each Cadre if Cadre Rules have been framed.
- iii) Copy of executive instructions if any issued in shape of Order/Resolution/Office Memorandum etc. for management of the Cadre in respect of which no Cadre Rules have yet been framed.
- iv) In case any Cadre is being managed without Cadre Rules/ executive instructions, detailed information as to how the said Cadre is being managed.

It is therefore, requested that all Administrative Departments should furnish the above information to the G.A. Department and take steps to frame draft Cadre Rules for all Ministerial as well as Non-Ministerial Cadres under their control for which Cadre Rules do not exist and submit the same to the G.A. Department for vetting, immediately.


Additional Secretary to Government.

p. t. o.

Memo No. 33720 @ / Gen., dt. 25 10 02

Copy with copy of enclosure forwarded to all Heads of Departments/Collectors.

2. They are requested to intimate the Cadres both Ministerial and Non-Ministerial managed by them alongwith other requirements mentioned above, to the respective Administrative Departments. The suggestions if any for inclusion of appropriate provisions in the Draft Cadre Rules in respect of Cadres for which such rules do not exist should also be furnished.

[Signature]
Deputy Secretary to Government.

Memo No. 33721 @ / Gen., dt. 25 10 02

Copy alongwith copy of the enclosure forwarded to all sections of G.A. Department/G.A. Department Library for information and necessary action. Copies (10 copies) to Guard File.

[Signature]
Deputy Secretary to Government.

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Additional Secretary to Government