

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

No. 25981/Gen.

The 29th September, 1981

RESOLUTION

SUBJECT:—Revision of the job chart of Section Officers of the Departments of Secretariat

The question of allocating some additional functions and responsibilities to the Section Officers of different Departments of the Secretariat has been under consideration of Government for some time.

2. After careful consideration Government have decided that—

(i) The list of duties assigned to Section Officers of the Secretariat in Annexure-I to the erstwhile Political & Services Department Resolution No. 24203-Gen., dated the 11th October, 1979 should be substituted by the list of duties given in Annexure-I to this Resolution.

(ii) This will take effect from the date of issue of the resolution.

ORDER—Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa/Deputy Accountant-General, Orissa, Puri Secretary, Orissa Public Service Commission.

By order of the Governor

C. NARAYANASWAMI

Special Secretary to Government

Memo. No. 25982/Gen.

The 29th September, 1981

COPY with copy of the enclosure forwarded to the Director of Printing, Stationery and Publication, Orissa, Cuttack for favour of publication in an extraordinary issue of the *Orissa Gazette* and supply of 200 copies thereof to this Department for use.

Sd./—

Deputy Secretary to Government

Memo. No. 25983/Gen.

The 29th September, 1981

COPY with copy of the enclosure forwarded to all Departments of Government/ All Heads of Department/Accountant-General, Orissa, Bhubaneswar/ Deputy Accountant-General, Orissa, Puri/Secretary, Orissa Public Service Commission, Cuttack for information.

Sd./—

Deputy Secretary to Government

ANNEXURE-I

Duties of the Section Officers of the Secretariat

The Section Officer is in complete charge of the Section under him and is directly responsible to the Under-Secretary/Assistant Secretary or some other officer immediately above him. His duties are :

- (1) To receive and mark the receipts in the names of Assistants in the Section in his charge ;
- (2) To give all instructions to take necessary steps for quick and efficient disposal of work in his Section ;
- (3) To make arrangements for the disposal of work entrusted to any Assistant during the Assistant's absence ;
- (4) To note, briefly, instructions on each important receipt as to the manner of disposal and then to send it to the Diarist for diarising and distribution to the Assistants ;
- (5) To check the diary registers daily and the file register and log books weekly and the record register fortnightly ;
- (6) To see that the file numbers for receipts are provided by Assistants regularly in their log books ;
- (7) To improve, or amend, action on cases put up to him by Assistants for submission to officers and also to see that if Government orders are required an indication is given accordingly ;
- (8) To supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants. He will be competent to require any member of the staff in his Section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the department demands it.
- (9) To see that all routine duties including maintenance of registers, etc., are carried out promptly and thoroughly ;
- (10) To see that arrear lists, reports, returns and table of cases are submitted on due dates ;
- (11) To maintain a forward diary in the form prescribed in Chapter-IV-3 (iii) of the Orissa Secretariat Instructions for keeping note of the date or dates by which important papers are to be put up, returns admitted, etc., and to ensure that they are put up accordingly ;
- (12) To supervise and give necessary instructions regarding the recording of cases by the Assistants in his Section, to edit notes of 'A' proceedings if necessary, with the help of the Dealing Assistant, to see that the files are recorded in duplicate and to see that books or files taken by Assistant from the Departmental Library or Secretariat Record Room are returned without undue delay ;
- (13) To prepare a composite, but brief, inspection note on the entire section in his charge once in every quarter touching only on points which call for comments, e. g., delay in disposal of papers, recording of cases and submission of arrear lists, etc., and submit it to the Under-Secretary ;
- (14) To maintain a precedent register, in the form prescribed indicating, in brief, important decisions taken in the section) ;
- (15) To report to and comply with the instructions of the Assistant Secretary, Under-Secretary and Deputy Secretary or higher authorities, as the case may be ;

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- (16) to maintain a personal record of his Assistants, in which he should record his opinion about each Assistant under him every quarter and submit it to the Assistant Secretary or Under Secretary. He may make a report about his Assistants to the Assistant/Under-Secretary if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and record his opinion accordingly and initiate the CCRS of all Assistants and Class-III non-ministerial staff in his Section;
 - (17) to sign the attendance register in token of check and ensure that it reaches the Under-Secretary/Assistant Secretary by 10-10 A. M. and the Deputy Secretary by 10-30 A. M. ;
 - (18) to sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Secretary of the Department;
 - (19) to be responsible for the maintenance of discipline in his section and (ensure that no Assistant in his section leaves office without his permission, so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in his section for minor lapses of delay and indiscipline and forward it to the Under-Secretary/Assistant Secretary with his comments and report all such serious instances immediately to higher authorities.)
 - (20) to maintain a special note book of important receipts ;
 - (21) to classify receipts into A, B & C classes, separate the receipts which should be seen by higher officers according to departmental instructions or at his discretion and mark the same to such officers ;
 - (22) to issue routine reminders to Departments/Offices of Heads of Departments and subordinate offices. Reminders to Orissa High Court/Assembly Secretariat/Raj Bhawan/Government of India/other State Governments should not, however, issue over the signature of Section Officers. ;
 - (23) to finally dispose of routine receipts like reminders for supply of copies etc., at his level and authenticate fair copies of drafts approved by higher officers for issue;
 - (24) to ensure that none from outside gets access to the section without his permission.