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GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

No. 32151/Gen.

The 22nd December, 1981

To

All Departments of Government

SUBJECT :— Revision of the job chart of Section Officers
of the Departments of Government.

The undersigned is directed to say that doubts have been entertained about the implication of the duty of Section Officers prescribed under items 16 and 17 of the job-chart of Section Officers of Secretariat. The position is clarified below :—

As per item No. 16 of the Job-Chart of Section Officer of the Secretariat Departments, the Section Officer will be the first reporting Officer and he will record his remarks in the C. C. R. of the Assistants, and Class-III non-ministerial staff working in his section.

The check of attendance by the Section Officer envisaged under item 17 does not mean that he would only put up initial in the attendance register. He should check about the actual attendance of the staff and in case some one is absent he should cross mark against the absentees' name.

Sd/-

Deputy Secretary to Government

GOVERNMENT OF ORISSA
HOME DEPARTMENT
Memo No. 3816/SE/3-1/1982,
dated 21st January 1982

Copy forwarded to All Sections of Home Department including O. E. Branch for their information.

Sd/-

Under-Secretary to Government