

Government of Orissa  
General Administration Department

OFFICE MEMORANDUM

Bhubaneswar dt-

4.3.91

Sub:- Creation of additional posts of Private Secretary and Personal Assistant in the Offices of the Heads of Departments.

No.2R/1-10/90 5853 /Gen. Previously posts of Private Secretary/Personal Asst. were created for some Heads of Departments in consideration of their work-load. In the meantime functions of some more Heads of Depts. have considerably increased. Besides, the Orissa Shorthand Writers' Association have demanded for creation of more posts of Private Secretary/Personal Assts. in the Heads of Departments for expansion of their promotional avenues. It is also observed that Stenographers in some Heads of Departments retire on superannuation in the rank of Senior Stenographer whereas Stenographers in some other Heads of Departments are elevated upto the rank of Private Secretary/Personal Assistant. Such discrimination prevails as the Heads of Department Stenographers do not have a common cadre like Secretariat Stenographers. Government were considering to obviate the aforesaid anomalies for some time past. In order to study the problems and recommend certain uniform pattern after considering the various aspects of the problem so that further promotional avenues can be made available, an informal Committee of Secretaries was formed and the Committee have submitted their recommendations, Government, after careful consideration of the said recommendations and other aspects, have been pleased to take the following decisions :-

i) Ten posts of Private Secretary shall be created for the following ten Heads of Departments by the respective Administrative Departments in consultation with Finance Department.

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1. Registrar of Co-operative Societies.
2. Director of Treasuries
3. Director of Industries
4. Labour Commissioner
5. I.G. of Prisons
6. Director of Agriculture & Food Production
7. Director of Higher Education
8. Director of Medical Education & Training
9. Engineer-in-Chief, Irrigation
10. Director of Mining & Geology.

ii) The posts of Private Secretary to Heads of Department shall be in Class II Service, and appointment shall be made by the respective Admn. Deptt. by promotion from among the Personal Assts. in consultation with Public Service Commission.

iii) Twenty three posts of Personal Assistants shall be created for the following Heads of Department by the respective Administrative Departments in consultation with Finance Department.

1. Member, Co-operative Tribunal
2. Member, Sales Tax Tribunal
3. C.C.F., Wild Life
4. Special Secretary, OPSC
5. Chairman, Arbitration Tribunal
6. Director of Employment
7. Presiding Officer, Industrial Tribunal
8. Director, Export Promotion & Marketing
9. Director, Adult Education
10. Chief Inspector of Factories and Boilers
11. Chief Engineer, Buildings-II
12. Chief Engineer, P.D.I.
13. Chief Engineer, R & Q.C.
14. Chief Engineer, RLEGP
15. Chief Architect
16. Director, Tribal & Harijan Reserach-cum-Training Centre.
17. Director, Technical Education & Training
18. Director, Economics & Statistics.
19. Presiding Officer, State Education Tribunal
20. Director, Public Prosecution
21. Chief Construction Engineer, Upper Indravati Project.
22. Chief Construction Engineer, Subarnarekha Project
23. Director, Indian Medicines & Homoeopathy.

*M. J. A. S.*

(iv) Finance Deptt. have in principle agreed for creation of the above posts of Private Secretaries and Personal Assts. in their U.O.R. No.482-GAS.II dt.1.5.90.

(v) Home Department shall be the Nodal Deptt. in this respect hereafter.

(vi) Necessary amendments to the Orissa Heads of Departments Stenographers Service (Recruitment and conditions of Service of Private Secretaries, Personal Assistants and Stenographers) Rules 1938 shall be issued in due course.

C. Narayanaswamy  
Special Secretary to Government.

Memo No.

5854

/Gen.dt-

4.3.91

Copy forwarded to all Departments of Government/  
Heads of Departments/A.G. (A & E), Orissa, Bhubaneswar for information  
and necessary action.

  
2/3/91  
Deputy Secretary to Government.

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