

Government of Orissa
Political & Services Department.

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Memo. No. Gen.,
24/1-42/62.

Bhubaneswar, the 18th June, 1962.

To

All Departments of Government/Planning and
Coordination(C.D.) Department/Planning and
Coordination(G.P.) Deptt./Home(P.R.) Deptt/
All Heads of Departments.

Subj:- Principles for declaring a post gazetted.

The undersigned is directed to say that Government have been considering to lay down certain principles for declaring a post gazetted, according to the present administrative need. Keeping in view the change in concept and philosophy of public service, creation of large number of new posts, the numerous activities which have been taken up during the plan period and the revision in the scales of pay, they have been pleased to lay down the following as the guiding criteria for up-grading the status of a non-gazetted post to that of a gazetted one:-

(a) Public interest: The up-gradation of a non-gazetted post must satisfy the public interest. It should not be done to benefit any particular individual or individuals.

(b) The nature of responsibility attached to the post:- The responsibility, which were attached to a particular post when it was created as non-gazetted might have been increased to an extent to bring it in par with similar responsibilities vested in other posts of gazetted status. There may be cases in which there may be a change of responsibility, though there may not be additional and new ones. Side by side the original responsibilities might have been shared among or transferred to some other functionaries. Unless there is clear increase in responsibility both in quantum and in nature, an up-grading will not be justified.

(c) Functions and duties attached to the post:- It has to be considered if there has been an increase in the functions and duties attached to the post. The criterion for judging the issue, whether the functions and duties attached to the post call for exercise of discretion and direct initiative by the officer appointed to it. When the functions are wholly or partly supervisory in nature it has to be seen if such supervision over a large number of subordinate non-gazetted staff is effective and if not, whether a rise in status of the supervisory officer would ensure it. If at supervisory level, there is already a gazetted officer quite close to the field, another intermediary functionary need not be made gazetted.

(d) Administrative convenience:- If the officer already has gazetted status before appointment to a particular post of if the officer is periodically left in-charge of the functions and duties of his gazetted superior during his absence on tour and if during this period he is expected to dispose of business or to deal with other gazetted officers on behalf of his superiors, there may be justification for up-grading of the post.

(e) Interchangeability of non-gazetted post with another Gazetted post:-

If a particular non-gazetted post is made, in practice interchangeable with another gazetted post, the non-gazetted post may be up-graded. This should not be confused with suitability of a particular non-gazetted officer for officiation in a gazetted rank, which is allowed usually on consideration of merit.

etc. and as promotion on short-term trial basis. The margin of distinction between a non-gazetted post and another gazetted post to which a non-gazetted incumbent can hope to get in on promotion should be maintained.

(f) Gazetted and non-gazetted posts carrying equal scales of pay and similar duties, functions and responsibilities.

There may be cases where side by side with similar duties, functions and responsibilities the pay scale of a non-gazetted post is equal to that of the pay of a gazetted post in the same department or of equivalent posts in other Departments. But this consideration should not have the precedence over consideration regarding functions, comparability of duties and responsibilities attached to the post. For example, a Sub-Deputy Collector may be drawing less than the office Superintendent or Head Assistant in the Collector office, though by reason of his duties a Sub-Deputy Collector is a gazetted where as the other is not.

The departments of Government are requested to consider any proposal on the above line before recommending any non-gazetted post to be declared gazetted.

P. S. Chaudhary 16/6/62
Joint Secretary to Government.

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