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Government of Orissa
General Administration Department

OFFICE MEMORANDUM

Bhubaneswar, dated 14.2.95

Sub:- Formation of a cadre of the post of Diarist,
Asst. Recorder etc. in the offices of Heads of
Departments.

No. 2R/1-83/94- 3106 /Gen. In the year 1985 Government took a decision in respect of Departments of the Secretariate to form a single cadre of Diarist, Recorder and Record clerks including the posting clerk both matriculate and Non-matriculate the question of formation of a cadre of the Diarist, Recorder, Assistant Recorder etc. In the office of the Heads of Department & was under consideration of Government for some time past.

Government, after careful consideration of the proposal have been pleased to decide that the principles adopted in different departments of Government in Secretariate shall be extended to offices of the Heads of Departments. There shall be a senior Grade in the cadre of Diarist, Recorder and Record clerk. The number of Senior Grade and Junior Grade posts will be in the proportion of 1:1. Senior grade posts shall be filled up by promotion on the basis of Merit and Seniority.

The posts in Junior Grade of the cadre shall be filled up by promotion from amongst Class-IV employees in terms of General Administration Department Resolution No. 3180 dt. 9.2.94.

The posts of posting clerk & carrying the scale of Rs. 950/-- 1500/- shall be considered equivalent to the post of Junior Grade Diarist/Junior Recorder etc. The non-matric posting clerks are treated as equivalent to matric posting clerks from the date of issue of this memorandum provided they have put in 5 years of service in the grade. The non-matric posting clerks who have not completed 5 years of service on the date of issue of this memorandum shall be treated equivalent to matric posting clerks after completion of 5 years of service.

Pritiman Sarker
SPECIAL SECRETARY TO GOVERNMENT.