

**Government of Odisha**  
**General Administration & Public Grievance Department**

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GAD-SC-MISC-0018-2019 - 27401 /Gen., Bhubaneswar, dtd. the 9<sup>th</sup> Dec., 2020

To

All Departments of Government,  
All Heads of Department.

**Sub:** The induction promotion of the Senior Grade Typist, Senior Grade Diarist, Senior Grade Recorder and Senior Grade Despatchers of the HoDs to the rank of ASO after integration of the Directorate with the respective Administrative Department to function as composite office-Clarification regarding.

As per the principles outlined under para-5 of the G.A. & P.G. Department Resolution No. 23525/Gen., dtd. 21.08.2019, the recruitment in the base level junior Assistant in the HoDs integrated with the respective Administrative Department will not be held until further orders. Besides, as per the policy decision of the Government the concerned staff will continue to remain in their respective cadres and will avail service benefits in their own cadre hierarchy. On account of promotion, death, resignation or otherwise, the base level posts in the Heads of Department will stand abolish and in lieu of that as per requirement, the same shall be filled up from the Secretariat Common Cadre meant for HoD keeping in view the Administrative necessity in due consultation/Concurrence with the Finance Department.

Consequent upon integration of some HoDs with their respective Administrative Department doubts have been raised at different quarters as to whether the Senior Grade typist, Senior Grade Diarist, Senior Grade Recorder and Senior Grade Despatchers of the HoD shall be allowed promotion to the rank of ASO under 10 % induction quota prescribed U/r 13 (3) of the Odisha Heads of Department (Method of Recruitment and Conditions of Service of Junior Assistants, Asst. Section Officers and Section Officers in the Offices of Heads of Departments) Rules, 2019 when there was no eligible junior Assistant available for consideration of promotion to the rank of ASO against 90 % of vacancies earmarked for them under Rule-13(1) of the said Rules

After careful consideration, it has been clarified that the concerned HoDs under the above stated circumstances shall wait till the promotion against 90 % of the vacancies in the rank of ASO are completed or 90 % vacancies in the HoD Cadre are abolished and thereafter fill up the 10 % quota meant for induction promotion of Sr. Gr. Typist, Sr. Gr. Diarist, Sr. Gr. Recorder & Sr. Gr. Despatchers proportionately as per the number of vacancies in the rank of ASOs are filled up by way of promotion or abolished .

*G.P.H.*  
*9.12.2020*

Special Secretary to Government