

Government of Odisha
General Administration and Public Grievance Department

No. 22015 /Gen., Bhubaneswar
GAD-SC-ASSO-0005-2017

Dated the 19th Aug, 2021

To

All Departments of Government,
All Heads of Department,
All Collectors.

Sub: Filling up post of Establishment Officer and Senior Establishment Officer in the offices of District Offices-Instruction regarding.

Sir,

As per provision contained under rule 7 of the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Establishment Officer and Senior Establishment Officer in the Office of the District Offices) Common Cadre Rules, 2019, a common gradation list of all Section Officers/Establishment Officers of the District shall be prepared by the concerned Collector on the basis of select list prepared by the Odisha Sub-ordinate Staff Selection Commission or the date of appointment to the rank of Junior Assistant in case of non-availability of select list as the case may be, for consideration of promotion to the rank of Establishment Officer/Senior Establishment Officer respectively.

For the purpose, all Heads of District Offices shall furnish the vacancy position with reservation breakup of the vacancies in the rank of Establishment Officer and Senior Establishment Officer separately and also the list of eligible Section Officers and Establishment officers alongwith their service particulars of their offices to their respective Collector.

Instances have come to the notice of the Government that in spite of clear provisions contained in the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Establishment Officer and Senior Establishment Officer in the Office of the District Offices) Common Cadre Rules, 2019 to consider all the cases of Section Officers and Establishment Officers of all the District Offices functioning under the Administrative control of Heads of Department mentioned in Appendix 3 of the Odisha Service Code and

the Offices of Heads of Department to which the Odisha Heads of Department (Method of Recruitment and Conditions of Service of Junior Assistants, Assistant Section Officers and Section Officers in the offices of the Heads of Departments) Rules, 2019 do not apply and the Ministerial Service Cadre which consist of Junior Assistant (Junior Clerks) and Senior Assistant (Senior Clerks) for promotion to the rank of Establishment Officer and Senior Establishment Officer, some of the Collectors have not taken into consideration the case of Section Officers working in other District offices and sub-ordinate officers thereto functioning under different Departments of Government like Agriculture, Forest, Horticulture, Fisheries & Animal Resources Development etc thereby depriving promotional benefit to the employees working under these Departments.

In view of this, it is instructed that while filling up post of Establishment Officers and Senior Establishment Officer of District, the provisions contained under the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Establishment Officer and Senior Establishment Officer in the Office of the District Offices) Common Cadre Rules, 2019 shall scrupulously be followed.

Yours faithfully,

G. P. Saha
19.8.2021

Additional Secretary to Government