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Government of Orissa,  
General Administration Department.

RESOLUTION

Dated, Bhubaneswar the 1st Jan' 1985.

Principles for promotion and fixation of seniority of ministerial officers in the Offices of Heads of Department.

285—Information a

Particulars by minor and sub primary units and detailed

Subs

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No. 24/987

Recruitment to the posts of Junior Assistants in the offices of Heads of Departments in the State is regulated by the Orissa Ministerial Service (Method of recruitment to posts of Junior Assistants in the offices of Heads of Departments) Rules, 1975. These rules do not contain any provision regarding promotion of the ministerial officers to next higher ranks and fixing their inter-se seniority in the promotional posts. The Heads of Departments' Ministerial Officers' Association has therefore been pressing for laying down a set of principles to be followed by all Heads of Departments in the matter of giving promotion etc. to the ministerial officers working under the administrative control of different Heads of Department.

2. Government after careful consideration of their demand have been pleased to decide that the following principles shall be followed by all the Heads of Departments in the matter of giving promotion to the ministerial officers and section officers to next higher rank and fixing their inter-se-seniority in the promotional posts.

3. At least 90% of vacancies arising in a year in the rank of Senior Assistants in the office of a Heads of Department shall be filled up by the eligible Junior Assistants of that office on being selected by the Departmental promotion Committee / Selection Board.

(i) No Junior Assistant shall be promoted to the rank of Senior Assistant unless he has put in at least 3 years of continuous service as a Junior Assistant and is considered fit to perform all the duties of a Senior Asst. and has passed such departmental test / examination, if any, as prescribed under the existing rules / instructions.

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a) Direction and (A) Headquarters Organisation.

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Particulars by minor and sub-head and detailed head

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b) Information Centres

Office Expenses

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quired during 1977-78.

(ii) As provided in this Department Resolution No.30302 dt. 7.12.01 and No.16440/Gen., dated 19.7.02 10% of the vacancies arising in a year in the rank of Senior Assts. in the offices of Heads of Departments shall be filled up by recruitment of competent Senior Grade Typists, Senior Grade Diarists and Senior Grade Recorders of that office provided they have rendered 10 years of continuous service inclusive of 3 years in the respective senior grades and possess Matriculation qualification.

(iii) The period of probation for senior Assistants promoted from the rank of Junior Assistants shall be one year and that of the Senior Assistants recruited from the cadre of Senior Grade Typists, Diarists and Recorders shall be two years.

(iv) The Seniority of Senior Assistants shall be according to the ranking assigned to them in the Select list provided that the position of Senior Assistants recruited from among Senior Grade Typists, Senior Grade Diarists and U.D. Recorders shall be below the Assistants promoted to Senior Assistants from among Junior Assistants in that particular year.

(v) The Departmental Promotion Committee / Selection Board for promotion to the posts of Senior Assts. shall consist of the following Members:

1. Addl. Head of the Department / Joint Head of the Department. Chairman.
2. Deputy Director or a Class-I officer of the Department in charge of the Office Establishment. Member.
3. Establishment Officer / P.A. (N.T.). Member-Secretary.

(vi) The selection for the posts of Section Officers shall be made by the D.P.C. / Selection Board from among the Senior Assistants of that office where the vacancy arises.

(vii) No Senior Assistant will be considered for promotion to the posts of Section Officer unless he has rendered a minimum of 12 years of continuous service inclusive of 9 years service as Senior Assistant. The material for such promotion is merit and suitability in all respects with due

due regard to seniority. The seniority will be as in the select list.

(viii) If no such candidate with 9 years of continuous service as senior assistant is available in any particular Head of Department, the D.P.C./ Selection Board may, as a special case, consider the cases of Senior Assistants who have rendered less than 9 years of service in that grade. The total period of service should, however, be less than 12 years.

(ix) The D.P.C./ Selection Board for promotion to the post of Section Officer shall consist of the following Members:-

- 1. Head of the Department. Chairman
- 2. Addl./Jt. Head of the Department. Member.
- 3. Deputy Director or any other Class-I Officer of the Head of the Department. Member.
- 4. Establishment Officer / P.A. (NT) in charge of Office Establishment. Secretary.

(x) There are gazetted posts of Establishment Officers / Addl. Establishment Officers / Asst. Establishment Officers / Personal Assistants (NT) / Addl. Personal Assistants (NT) / Office Superintendents and other such establishment oriented posts held by persons promoted from ministerial service in the scale of Rs. 730-1050/- in the offices of Heads of Department. These posts in the offices of each of the Head of Department shall be filled up by selection from amongst the Section Officers of that Head of the Department where they are working as such.

(xi) No Section Officer shall be eligible for selection to the above mentioned posts unless he had completed not less than 8 years of continuous service as section officer on the 1st. day of January of the year in which the Selection Board meets and he has passed such departmental examination as may be prescribed from time to time.

(xii) The D.P.C./ Selection Board for promotion to the post of Office Superintendent / P.A.(NT)/ Addl. P.A.(NT)/ Establishment Officer / Addl. Establishment Officer etc. shall consist of the following Members:-

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Department

265—Other Adminis

Posts by minor and sub-head units and detailed heads

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Vigilance

District Establishment

Motor Vehicles

Other 1962 requires replacement of the D. S.

Department

283—Hou

Particulars by minor and sub-head and detailed heads

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Government Residential

(a) Estate Management

Salaries—

Gratuity Allowance

Total—Salaries

and allowances of 81

78.

1. Head of the Department— Chairman.
2. Addl. / Jt. Head of the Department. Member.
3. Deputy Secretary of the Administrative Department. Member.
4. Deputy Director or any other Class-I Officer of the Head of the Department incharge of the office establishment. Secretary.

(xiii) Besides the above mentioned gazetted posts, there are also posts of Establishment Officers / Adml. Establishment Officers in certain Heads of Departments in Class-II rank in the scale of Rs. 525-1300/-. These posts are to be filled up by promotion from amongst the officers holding the gazetted posts in the scale of Rs. 730-1050/- in the concerned Head of the Department. If no such posts are available in that concerned Head of Department, the posts are to be filled up by promotion from amongst the Section Officers who have rendered not less than 8 years of continuous service as Section Officer on the 1st. day of January of the year in which Selection Board meets and he has passed such departmental examination as may be prescribed from time to time.

(xiv) The D.P.C. / Selection Board for promotion to these Class-II posts shall consists of the following Members:-

1. Secretary to Govt. in the administrative department. → Chairman.
2. Head of the Department. - Member.
3. Jt. Secretary / Deputy Secretary of the Administrative Department. - Member.
4. Deputy Director or any other Class-I officer of the concerned Head of the Department incharge of the Office Establishment. - Secretary.

(xv) The D.P.C. / Selection Board in all cases of promotion shall meet in the month of September every year and prepare a list of ministerial officers / officers who are selected for promotion to the next higher ranks.

4. (i) Before convening the D.P.C. / Selection Board, the concerned Head of the Department will ensure that up-to-date C.C.Rs. are available. The instructions contained in Book Circular No.46 regarding maintenance of C.C.Rs. should be adhered to so that C.C.Rs. completed in all respects are made available to the D.P.C./ Selection Board for consideration.

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253—District A

(ii) The selection in all cases shall be based on merit and suitability in all respects with due regard to seniority.

(iii) In the case of gazetted posts the select list drawn up by the D.P.C. / Selection Board together with the minutes of the meeting of the D.P.C. / Selection Board and the C.C.Rs. of the persons within the zone of consideration shall be forwarded to the Orissa Public Service Commission for their advice.

(iv) The position assigned in the select list shall be treated as final for the purpose of fixing inter-se-seniority. In case of gazetted posts, the position assigned in the select list after it is finalised in consultation with the P.S.C. shall be treated as final for the purpose of fixation of seniority in the gazetted rank.

(v) The select list shall ordinarily remain valid for a period of one year from the date of selection.

(vi) The select list for promotion to the posts of Senior Assistant shall normally contain names which will be 1½ times of the annual vacancies forecast for the year. But the select list for promotion to the post of Section Officer and other higher ranks shall contain names twice the number of vacancies forecast for the year.

(vii) The zone of consideration in all cases will be twice the size of the selection list.

5. (i) The provisions of this resolution are not to be applicable to the Heads of Departments under the control of Revenue and Excise Department as the question of promotion to the post of Section Officers and Office Superintendents in those offices are governed by the Orissa Section Officers and Office Superintendents (Method of recruitment and conditions of service) Rules, 1982.

(ii) These instructions of Govt. shall come into force from the date of issue of this Resolution.

ORDER:

Ordered that the Resolution be published in the Orissa Gazette for general information and copies be forwarded to all Departments / All Heads of Department.

BY ORDER OF THE GOVERNOR

C. NARAYANADJAY  
SPECIAL SECRETARY TO GOVERNMENT.

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Particulars by minor and sub-units and detailed h

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Other Establishmen

Subdivisional Establish Office Expenses

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288—Social Secu

Particulars by minor an primary units and det

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Other Social Security an programmes.

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Rehabilitation of Bon

led Labourers in the St

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Memo No. 25 /Gen., dated, 1.1.85  
Copy forwarded to All Departments of Government/  
All Heads of Departments for information and necessary action.

*[Signature]*  
1/1/85  
Deputy Secretary to Government.

Memo No. 26 /Gen., dated, 1.1.85  
Copy forwarded to the Director of Printing,  
Stationary and Publications, Cuttack - 10 for information  
and necessary action. He is requested to supply 200 copies  
of the Resolution to this Department.

*[Signature]*  
1/1/85  
Deputy Secretary to Government.

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