

**GOVERNMENT OF ODISHA**  
**GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT**  
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RESOLUTION

No. 2372 /Gen., Bhubaneswar, dated the 24<sup>th</sup> Jan, 2019  
GAD-SC-ASSO-0005-2017

Subject: - Restructuring of the Heads of Department Cadre.

The proposal for restructuring of the Odisha Ministerial Services (Assistants and Section Officers) cadre in the offices of the Heads of Departments and the Odisha Heads of Departments Establishment Officers Cadre was under active consideration of the Government for some time past.

After careful consideration, Government have been pleased to restructure the Odisha Ministerial Services (Assistants and Section Officers) cadre in the offices of the Heads of Departments and the Odisha Heads of Departments Establishment Officers Cadre in the following manner.

1. The post of Junior Assistant shall be the base level post and shall continue as such with the existing sanctioned strength with the same level of pay.
2. The post of Senior Assistant shall be re-designated as Assistant Section Officer (ASO) with the existing level of pay i.e. level-09 in pay matrix as per the ORSP Rule, 2017. In order to facilitate the promotional avenues, 351 (three hundred fifty one) posts of Sr. Asst.(re-designated as A.S.O) shall be abolished from the existing cadre strength of 2016 (two thousand sixteen) by reducing the cadre strength to 1665 (one thousand six hundred sixty five). The post of Assistant Section Officer of the HoDs shall be filled up by way of promotion from among the eligible Junior Assistants of that office/Directorate.
3. One hundred five (105) posts of Section Officer shall be created on abolition of equal number of Senior Assistants (re-designated as A.S.O) posts. This shall be over and above the existing sanctioned strength of 550 (five hundred fifty). The total sanctioned strength of Section Officer shall be Six hundred fifty five(655). The post of Section Officer of the HoDs shall be filled up by way of

promotion from among the eligible Assistant Section Officers of that office/Directorate.

4. One hundred twenty five (125) additional posts at the level of Establishment Officer (level-11 in pay matrix as per the ORSP Rules, 2017) shall be created on abolition of equal number of Senior Assistant posts (re-designated as A.S.O) over and above the existing sanctioned strength of one hundred ten (110) and after such creation, the new strength of Establishment Officer shall be two hundred thirty five (235). The post of Establishment Officer (E.O.) shall be filled up by way of promotion from among the eligible Section Officers.
5. The existing post of Senior Establishment Officer (Sr. E.O) shall be re-designated as Administrative Officer (A.O.) in the same level of pay i.e. level-12 in pay matrix as per the ORSP Rule, 2017.
6. Ninety Six (96) additional posts at the level of Administrative Officer (A.O.) shall be created on abolition of equal number of Senior Assistant posts (re-designated as A.S.O.) over and above the existing sanctioned strength of five (05). On creation of Ninety Six (96) posts, the total sanctioned strength of Administrative Officer shall be one hundred one (101). The post of Administrative Officer (A.O.) shall be filled up by way of promotion from among the eligible Establishment Officers.
7. Twenty Five (25) posts of Senior Administrative Officer (Sr. A.O.) shall be created newly at level-13 in pay matrix as per the ORSP Rule, 2017. The post of Senior Administrative Officer (Sr.A.O.) shall be filled up by way of promotion from among the eligible Administrative Officers.
8. Consequent upon restructure, the existing designation of Senior Assistant and Senior Establishment Officer shall stand abolished and re-designated.

After restructuring, the total cadre strength (sanctioned) will remain unaltered. The detail cadre strength in different posts in HoD cadre is given in the table below.

Sl. No	Name of the existing post	Name of the posts after re-designation	Corresponding level in pay matrix as per the ORSP Rule, 2017	Existing Sanctioned strength	No. of posts newly created	No. of posts abolished	Revised Strength
1	2	3	4	5	6	7	8
1.	Jr. Asst.	Jr. Asst.	(Level-4)	846	Nil	Nil	846
2.	Sr. Asst.	A.S.O.	(Level-9)	2016	Nil	351	1665
3.	S.O.	S.O.	(Level-10)	550	105	Nil	655
4.	Estt. Officer	E.O.	(Level-11)	110	125	Nil	235
5.	Sr. Estt. Officer	Adm. Officer (A.O)	(Level-12)	05	96	Nil	101
6.	-	Sr. Adm. Officer (Newly created)	(Level-13)	Nil	25	Nil	25

9. The post of Junior Assistant, Assistant Section Officer and Section Officer shall remain under the administrative control of the respective Heads of Departments where the employees are posted.

10. Common Cadre shall be created from the level of Establishment Officer and above in the hierarchy. For the Common Cadre, Home Department shall be the Cadre Controlling Authority. For preparation of Common Gradation List, Home Department shall ask all the Heads of Departments to furnish the required information. All Heads of Departments shall submit the required information like list of Section Officers, Establishment Officers and Administrative Officers and their service particulars to Home Department (Cadre Controlling Authority) as per sanctioned strength and vacancies for preparation of Common Gradation List in each cadre separately. After finalization of Common Gradation List, Home Department shall conduct DPC for consideration of promotion to the post

of Establishment Officers, Administrative Officers and Senior Administrative Officers from the eligible Section Officers, Establishment Officers and Administrative Officers respectively. The select/merit list prepared by the relevant recruitment agency for entry into the service as Jr. Asst. shall be the factor for determination of inter-se seniority for preparation of common gradation list of Section Officers, Establishment Officers and Administrative Officers.

However, in case of non-availability of relevant select/merit list in old cases, the date of entry into the service as Jr. Asst. shall be the factor for determination of inter-se seniority for preparation of common gradation list of Section Officers, Establishment Officers and Administrative Officers. In case, the date of joining of two or more officers shall be the same, the officer older in age will be assigned higher position in the gradation list over the others.

11. As per the select list prepared by the Departmental Promotion Committee, the Home Department shall issue appointment order in favour of eligible officers to the Heads of Department concerned as per vacancy/requirement. The Government in Home Department shall be the Disciplinary Authority in respect of Establishment Officers, Administrative Officers and Senior Administrative Officers.
12. There shall be 1 (one) year of minimum residency period for consideration of promotion to the next higher rank at each level from Section Officer onwards i.e. from Section Officer to Establishment Officer, Establishment Officer to Administrative Officer and Administrative Officer to Sr. Administrative Officer. The post of Sr. Administrative Officer shall be filled up from among the Administrative Officers on the basis of merit and suitability with due regard to seniority.
13. General Administration & Public Grievance Department shall prepare the respective cadre rule.

14. As regards the principle of ORV Act in the entry grade and at promotional level, it shall be as per the existing rules followed for entry level post and promotional post.
15. In case of Heads of Departments where the existing sanctioned post of Sr. Asst.(Asst. Section Officer) is not sufficient for promotion of the Jr. Asst. due to non-availability of sanctioned vacant post of Assistant Section Officers, in principle, Government will consider creation of as many number of Sr. Asst. posts purely on temporary basis with approval of Government in GA&PG Department as well as Finance Department and this/these post/posts shall be stand abolished consequent to the availability of regular sanctioned post of Sr. Asst. (Asst. Section Officer).
16. The abolition and creation of posts at different level in each Heads of Departments have been proposed to be made proportionately. After required abolition and creation of posts against respective Directorates, the revised cadre strength under each Heads of Departments shall be notified separately.
17. This will come into effect from the date of issue of this Resolution.

By the order of Governor



Special Secretary to Government

Memo No. 2374 /Gen., Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to the Odisha Gazette Cell in-charge, Odisha Gazette Cell, C/o. Commerce Department for information with a request to publish the Resolution in the extraordinary issue of the Odisha Gazette and supply 200 copies of the same to this Department for official use.

*G. Jha*  
24.1.19

Special Secretary to Government

Memo No. 2374 /Gen.. Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to the Director of Printing, Stationery & Publication for information with a request to publish the Resolution in the extra-ordinary issue in the Odisha Gazette and Supply 200 copies to this Department for official use. r.

*G. Jha*  
24.1.19

Special Secretary to Government

Memo No. 2375 /Gen.. Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to all Departments of Government/AII Heads of Departments/all Divisions/all District Head Quarters/ The Registrar, Odisha High Court, Cuttack/ The Registrar, O.A.T./ The Secretary, Odisha Staff Selection Commission, Bhubaneswar/ The Secretary, Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

*G. Jha*  
24.1.19

Special Secretary to Government

Memo No. 2376 /Gen., Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to all sections of G.A. & P.G. Department/G.A. & P.G. Department Library (20 copies)/Guard file (S.C. Branch) (20 copies) for information and necessary action.

*G. Jha*  
24.1.19

Special Secretary to Government

Memo No. 2377 /Gen.. Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to the OIC, Secretariat I.T Centre, Bhubaneswar for information and necessary action. He is requested to post this Resolution in the website of G.A. & P.G. Department.

*G. Jha*  
24.1.19

Special Secretary to Government

Memo No. 2378

/Gen.. Bhubaneswar

Dated the 24<sup>th</sup> Jan. 2019

Copy forwarded to A.R. Cell, G.A. & P.G. Department with a request to hoist this Resolution in the website of G.A. & P.G. Department.

*G. Jha*  
24.1.19

Special Secretary to Government