

Government of Odisha
General Administration & Public Grievance Department

ORDER

No. 37835 /Gen., Bhubaneswar Dated 29th Dec, 2018
GAD-SC-ASSO-0005-2017

The restructuring of District Ministerial cadre has been under consideration for sometimes past. Government after careful consideration have been pleased to revise the existing structure effecting change of designation as well as creation of further hierarchy in the cadre.

2. The existing and new structure of the District Ministerial cadre along with the cadre strength and the basis of such distribution as per the data obtained from HRMS is given in the table below:

Sl. No.	Existing Posts	Re-designated as	Level of Pay as per Pay Matrix	Existing Sanction Strength	New Cadre Strength after Re-structuring	Remarks
1	Junior Clerk	Junior Assistant	Level-4 (GP-1900)	15668	15668 (100%)	Unchanged
2	Senior Clerk	Senior Assistant	Level-7 (GP-2400)	7545	7545 (48%)	Unchanged
3	Head Clerk	Section Officer (SO)	Level-9 (GP-4200)	2599	1928 (12%)	- 671
4	Office Superintendent	Establishment Officer (EO)	Level-10 (GP-4600)	34	627 (4%)	+593
5	—	Senior Establishment Officer (Sr. EO)	Level-11 (GP-4800)	-	78 (0.5%)	New +78
Total				25846	25846	

3. The existing Junior Clerks and Senior Clerks who have been posted in Revenue Organization or services placed to other departments against posts sanctioned by Revenue Department will be re-designated as Junior Revenue Assistant and Senior Revenue Assistant respectively. Other Junior Clerks (re-designated as Junior Assistants) may be designated as Junior Assistants suffixed with the name of the Department (or abbreviated name of the Department). For example, Junior Assistants posted in Health Department offices of the district cadre may be designated as Junior Assistant (H & F W), those in the Agriculture Department may be designated as Junior Assistant (Agriculture) and so on. This designation will continue up to the Senior Assistant level. There will be no mention of Department name once the Senior Clerk (re designated as Sr. Asst.) gets promoted to Head Clerk (Re-designated as Section Officer).

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Similarly the posts of Office Superintendent (re-designated as Establishment Officer (EO)) and newly created posts of Senior Establishment Officer (Sr. EO) will have no suffix to identify the Department/ office where the employee is posted.

4. In order to open better promotion prospects and to avoid stagnation in the cadre, a common cadre will be created at the level of Establishment Officer (EO) and above (including the post of Senior Establishment Officer). Collector of the concerned district will be the Cadre Controlling Authority. Basing on the vacancies/administrative requirement, the Collector will make transfer/ posting of the EO and Sr. EO irrespective of the offices they were initially posted as Junior Clerks (Junior Assistant). The date of joining as Junior Clerks will be the basis for preparation of the Gradation list for the Common Cadre.
5. The post of Junior Assistant, Senior Assistant, Section Officer and Establishment Officer will carry the same scale of pay as existing in the posts of Junior Clerk, Senior Clerk, Head Clerk and Office Superintendent respectively.
6. The newly created post of Senior Establishment Officer beyond the existing cadre structure will be in Level-11 of the Pay Matrix of ORSP Rules, 2017.
7. Consequent to re-designation, the existing designation of Junior Clerk, Senior Clerk, Head Clerk and Office Superintendent shall stand abolished and modified.
8. The existing Odisha Ministerial Services (Method of recruitment to the post of Junior Clerk in the District Offices) Rules, 1985 will remain unchanged with amendment only to the extent of re-designation of post and matters relating to creation of common cadre.
9. Sanctioned strength of the cadre at different Levels as per data collected from the HRMS site, has been taken into consideration. After restructuring, the sanctioned strength has been re-fixed as per the following proportion :—

Junior Assistant	-	100%	-	15668
Senior Assistant	-	48%	-	7545
Section Officer (SO)	-	12%	-	1928
Establishment Officer (EO)	-	4%	-	627
Sr. Establishment Officer (Sr. EO)	-	0.5%	-	78

In the above process, the total cadre strength has been kept intact.

10. The Departments of the District Cadre will submit requisition to Collector for recruitment in vacancies against Group-C district cadre ministerial Officers. The Collector will consolidate the requirements and submit requisition of recruitment to the



Odisha Sub-ordinate Staff Selection Commission (OSSSC), who in turn will submit the select list after following due recruitment procedure, to the Collector against the number of vacancies. Collector will allocate offices to the selected candidates as per the merit list strictly in compliance to the GAD Resolution No. 14327, dtd. 04.07.2017 (Principle for first posting of all newly recruits under the State Government). There will be a single merit list to be prepared by the OSSSC for all the successful candidates for each district which will be treated as the Gradation list.

11. Necessary amendment is being made in the Odisha Ministerial Services (Method of recruitment to the post of Junior Clerk in the District Offices) Rules, 1985.

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29.12.18

Special Secretary to Government

Memo. 37836 /Gen., Bhubaneswar Dated 29th Dec, 2018

Copy forwarded to all Departments of Government/all Heads of Departments/all RDCs/ all Collectors for information and necessary action.

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Special Secretary to Government