

No.GAD-SC-ASSO-0005-2017 – 5622/Gen.

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

RESOLUTION

Bhubaneswar, dated the th 20 February, 2019.

Subject : - Restructuring of the District Ministerial Cadre.

The proposal for restructuring of the Odisha Ministerial Service District Cadres and Offices sub-ordinate thereto was under active consideration of the Government for some time past.

After careful consideration, Government have been pleased to restructure the Odisha Ministerial Service District Cadres and Offices sub-ordinate thereto in the following manner.

1. The existing designation of Junior Clerk and Senior Clerk shall be re-designated as Junior Assistant and Senior Assistant. 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 as per the ORSP Rules,2017. The Post of Senior Assistant shall continue with the existing sanctioned strength with the same Level of Pay as per the ORSP Rules,2017. The post of Senior Assistant of the District offices shall be filled up by way of promotion from amongst the eligible Junior Assistants of respective offices.
2. 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. The Junior Clerks (re-designated as Junior Assistants) posted in other Departments may be designated as Junior Assistants suffixed with the name of the Department concerned (or abbreviated name of the Department). For example, Junior Assistants posted in Health Department offices of the district cadre shall be designated as Junior Assistant (H & F W), those in the Agriculture & Farmers Empowerment Department shall be designated as Junior Assistant (Agriculture & F.E) 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 Senior Assistant) gets promoted to the post of Head Clerk (Re-designated as Section Officer).

3. The next level promotional post of Head Clerk shall be Re-designated as Section Officer with same level of pay as per ORSP Rules,2017. The existing sanctioned strength of the post of Head Clerk re-designated as Section Officer shall be reduced by 671 (Six hundred Seventy one) by way of abolition of equal number of posts from the existing cadre strength of 2599 (Two thousand five hundred ninety nine) in order to create better promotional avenues in subsequent promotional ranks. After abolition, the cadre strength of Section Officer shall stand at 1928 (One thousand nine hundred twenty eight).

4. The Departments of the District Cadre will submit requisition to Collector for recruitment for vacancies against Group-C district cadre ministerial Officers. The Collector will consolidate the requirements and submit requisition for recruitment to the Odisha Sub-ordinate Staff Selection Commission, Odisha (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 selected candidates to the offices as per the merit list strictly in compliance to the GAD Resolution No.14327., dated 04.07.2017 (Principle for first posting of all newly recruits under the State Government). There will be a single merit list prepared by the OSSSC for all the successful candidates for each district which will be treated as the Gradation list.

5. The existing designation of the posts of Office Superintendent wherever exists shall be re-designated as Establishment Officer (E.O.) with same level of pay. The existing strength of Establishment Officer in the District Ministerial Cadre is 34 (Thirty four) and additional 593 (Five hundred ninety three) Posts of Establishment Officer will be created in the same level of pay. The new strength of Establishment Officer shall stand at 627 (Six hundred twenty seven).

6. A new promotional rank of Senior Establishment Officer (Sr. E.O.) shall be created with Pay Level-11 of Pay Matrix as per ORSP Rules, 2017 to provide better promotional avenues in the District Cadre Offices. Newly 78 (Seventy eight) Senior Establishment Officer Posts shall be created.

7. 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.

8. 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 (E.O.) 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 E.O. and Sr. E.O. irrespective of the offices they were initially posted as Junior Clerks (Junior Assistant). 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 for consideration of promotion to the rank of Establishment Officer. The post of Senior Establishment Officer shall be filled up by way of promotion from amongst Establishment 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 Senior Establishment Officer. In case, the date of joining of two or more officers becomes the same, the officer older in age will be assigned higher position in the gradation list over the other.

9. There shall be 1 (One) year of minimum residency period for consideration of promotion to the next higher rank at each level i.e. from Section Officer to Establishment Officer & Establishment Officer to Senior Establishment Officer. The post of Senior Establishment Officer shall be filled up from among the Establishment Officer on the basis of merit and suitability with due regard to seniority.

10. The principles of reservation in the entry grade and all promotional levels shall be as per the existing ACTs and Rules followed for entry level post and promotional posts.

11. The abolition and creation of posts at different level in each District shall be made proportionately. The required abolition and creation of posts in different offices in the District Ministerial Cadre shall be co-ordinated by the concerned Collector of the District.

12. Consequent upon re-structure, the existing designation of Junior Clerk, Senior Clerk, Head Clerk and Office Superintendent shall stand abolished and re-designated.

After restructuring, the total cadre strength (Sanctioned for the District) will remain unaltered. The detail cadre strength in different posts in District Ministerial cadre shall be as per the following table.

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 (S.O.)	Level-9 (GP-4200)	2599	1928 (12%)	--671
4	Office Superintendent	Establishment Officer (E.O.)	Level-10 (GP-4600)	34	627 (4%)	+593
5	—	Senior Establishment Officer (Sr. E.O.)	Level-11 (GP-4800)	-	78 (0.5%)	New +78
Total				25846	25846	

13. Necessary amendment are being made in the Odisha Ministerial Services (Method of recruitment to the post of Junior Clerk in the District Offices) Rules, 1995.

14. This will come into effect from the date of issue of this Resolution.

By order of Governor

Memo No. 5623 /Gen., Bhubaneswar Dated the 20th February, 2019.


20/2/19
Special Secretary to Government

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.


Special Secretary to Government

Memo No. 5624/Gen.. Bhubaneswar Dated the 20th February, 2019.

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Special Secretary to Government

Memo No. 5625/Gen.. Bhubaneswar Dated the 20th February, 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.


Special Secretary to Government

Memo No. 5626/Gen., Bhubaneswar Dated the 20th February, 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.


Special Secretary to Government

Memo No. 5627/Gen.. Bhubaneswar Dated the 20th February, 2019.

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Special Secretary to Government

Memo No. 5628/Gen.. Bhubaneswar Dated the 20th February, 2019.

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Special Secretary to Government