

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

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No. PT1-GAD-AR-MISC-0006-2025/ 23675 /AR, Bhubaneswar, dated 14<sup>th</sup> July, 2025

To

All Additional Chief Secretaries  
All Principal Secretaries  
All Commissioner-cum-Secretaries

**Subject: Delegation of Powers, Notification of Establishment Officers, and Rationalization of Assistant Section Officers/Section Officers**

Dear Sir/Madam,

With the objective of improving administrative efficiency and streamlining establishment matters across departments, the following decisions have been made:

- A.** Notification of Establishment Officer in Each Department: All Departments are directed to notify one Special Secretary/Additional Secretary as the Establishment Officer for their respective department, on the lines of the Establishment Officer notified by DoPT, Government of India. The Establishment Officer will coordinate with cadre-controlling departments (e.g., Finance Department for OFS, OTA & S; Home Department for secretariat cadre services) to handle establishment matters such as transfers, postings, DPCs, disciplinary proceedings, pension cases, RACP-MACP, gradation lists, and RA cases. The Service Condition Branch of GA & PG Department will hold meetings once every two months with Establishment Officers to review guidelines, pension matters, disciplinary proceedings, and other establishment-related issues.
- B.** Rationalization of Assistant Section Officers (ASOs) and Section Officers (SOs): It has often been observed that the workload of ASOs and SOs varies significantly across departments, with some officers handling minimal files (less than two per day) in OSWAS. All Departments are instructed to conduct an analysis of the workload of each ASO/SO based on file disposal in OSWAS and undertake rationalization of ASOs/SOs based on their performance to ensure equitable distribution of work and effective utilization of services. All Departments must submit the analysis report to the Secretaries of the respective departments, who will further submit it to the cadre-controlling Home Department for necessary action.
- C.** Delaying of File Disposal: With reference to the streamlining of file disposal processes in the Odisha State Workflow Automation System (OSWAS), it has been observed that files often pass through multiple layers, sometimes exceeding six, before reaching the Secretary of the Department. To enhance efficiency and reduce avoidable delays in decision making, it has been proposed that the file disposal process be restricted to a maximum of three layers prior to submission to the Secretary of the Department.



The suggested hierarchy for file disposal is as follows:

Department Level

ASO/SO	File Initiator/Custodian of File
Desk Officer/US/DS	1 <sup>st</sup> Supervisory Level
JS/AS/SS	2 <sup>nd</sup> Supervisory Level
Secretary of the Department	Approving Level.

- D.** In this regard, you are requested to ensure that all Offices under your jurisdiction map the branch/section-wise hierarchy as per the above stipulations. What is desired is that there should not be more than three levels before the file reaches the Secretary of the Department. Similar exercise must be conducted in the Directorates functioning under your Department which have been integrated with OSWAS. As above, only three levels must be identified before the file reaches the Director. The finalized hierarchy must be communicated to the Odisha Computer Application Centre (OCAC) for integration into the OSWAS platform.
- E.** The entire process, including mapping and communication to OCAC, must be completed by 25th July 2025. Your cooperation in implementing these measures to streamline file disposal processes is highly appreciated.
- F.** All Departments are requested to ensure compliance with the above directives within 31st July 2025. All are also requested to submit respective reports on the rationalization of ASOs/SOs to the Home Department by July 31, 2025. For any clarifications, the Service Condition Branch of GA & PG Department may be contacted.

Yours sincerely,



[Surendra Kumar]

Additional Chief Secretary

General Administration & Public Grievance Department

**\*\*Copy to\*\*:**

1. PS to the Hon'ble Chief Minister for kind information.
2. Copy to Chief Secretary for kind information.
3. Copy to Home Department for information and necessary action.
4. Service Condition Branch, GA & PG Department for follow-up.