

OFFICE OF THE
COLLECTOR & DISTRICT MAGISTRATE
GANJAM, CHATRAPUR
(ESTABLISHMENT SECTION)



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Email ID : esttsectioncollectorateganjam@gmail.com

No. 2495 / BBE.

Date: 03-09-2020

XVIII-A-07/10

To

The Chief District Medical Officer, Ganjam, Berhampur /Executive Engineer, Cheligada Canal Divn., Digapahandi/Dy. Director of Agriculture, Ganjam Range, Berhampur/Principal, Khallikote (Autonomous) College, Berhampur/Executive Engineer, Ganjam (R&B) Divn. No.I, Berhampur/Supdt. Engineer, SMI Circle, Berhampur/Superintendent, M.K.C.G, Medical College & Hospital, Berhampur/Superintendent Engineer, Southern Irrigation Circle, Berhampur/Executive Engineer, R.W Divn.-II, Berhampur/ Supdt. Engineer, PH Circle, Berhampur/Chief Dist. Veterinary Officer, Berhampur/ /Dist. Fishery-cum-C.E.O (B.F.D.A & F.F.D.A), Berhampur/Principal, M.K.C.G Medical College, Berhampur/ /Principal, Khallikote Junior College, Berhampur/Principal, S.B.R.Govt. Womens (Autonomous) College, Berhampur/Principal, B.ED College, Konisi/Principal, Govt. Polytechnique, Berhampur/Principal, I.T.I, Berhampur/Principal, UCP Engineering School, Berhampur/Registrar, Berhampur University, Bhanjabihar/Dist. Education Officer, Ganjam, Berhampur/Dist. Forest Officer, Ghumusar North Divn., Bhanjanagar/ Dist. Forest Officer, Ghumusar South Divn., , Bhanjanagar/Conservator of Forest, Berhampur/Dy.Registrar of Co-operative Societies, Berhampur/Director of Treasuries & Inspection, Bhubaneswar/Dist. Statistical Officer, Berhampur/Joint Director of Health (SD), Berhampur/Addl. Commercial Tax Officer, Berhampur/. Supdt. Of Excise, Ganjam, Chatrapur/Supdt. Of Excise, Berhampur/Dy.Commissioner of Excise, Berhampur/Dist. Agricultural Officer, Chatrapur/Dist. Horticulture Officer,, Berhampur/Supdt. Of Police, Ganjam, Chatrapur/Supdt. Of Police, Berhampur/Supdt. Of Police, Vigilance, Berhampur/Supdt. Engineer, Southern Investigation Circle, Berhampur/Asst. Director of Employment, Berhampur/ Dy. Director of Agriculture, Berhampur/Principal, College of Nursing, Berhampur/Supdt. Circle Jail, Berhampur/Secretary, Berhampur Development Authority, Berhampur/General Manager, Dist. Industrial Centre, Ganjam, Berhampur/Regional Director of Education, Berhampur/Town Planning Officer, Berhampur/Commandant, OSAP-8th Battalion, Chatrapur/Deputy Director, Horticulture, Berhampur/Soil Conservation Officer, Berhampur/ /Joint Director, Geology (SZ), Berhampur/Dy. Director, Textiles, Berhampur/Dy. Director (I&PR), Berhampur/Principal, Lingaraj Law College, Berhampur/Principal, KATS, Ayurvedic College, Berhampur/Principal, B.P Homeopathic Medical College, Berhampur/Principal, Inspector, Homeopathic, Berhampur/Asst. Soil Conservation Officer, Chatrapur/Principal, DIET, Khallikote/Govt. High School (Vocational), Kendupadar/Dist. Tourist Officer, Berhampur/Executive Engineer, Mechanical Divn., Berhampur/Executive Engineer, Drainage Divn., Jagannathpur Junction/Asst. Labour Commissioner, Berhampur/Supdt. Engineer, RWS&S Circle, Berhampur/District Social Security Officer, Ganjam, Chatrapur/Dist. Tourist Officer, Ganjam, Berhampur/ /Dist. Treasury Officer, Ganjam, Chatrapur/Treasury Officer, Special Treasury, Berhampur/Mining Officer, Berhampur/Executive Engineer, Cheligada Canal Divn., Digapahandi/Dy. Director of Agriculture, Ganjam Range, Berhampur/ Executive Engineer, RW-I, Ganjam, Chatrapur/Executive Engineer, Ganjam Investigation Divn., Berhampur/Principal, Biju Pattnaik Homeopathy Medical College & Hospital, Berhampur/Supdt. Engineer, RW Circle, Berhampur/Project Director, Watersheds, Ganjam, Berhampur/District Registrar, Ganjam, Chatrapur/Regional Transport Office, Ganjam, Chatrapur.

Sub: Promotion of eligible Class-IV employees to the rank of Junior Assistant for the recruitment year'2020-
Publication of Draft Gradation list of willing Class-IV employees as on 01-01-2020-Regarding.

Madam/Sir,

In inviting a reference to the subject cited above, I am to say that as per Rule-8(5) of Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Asst., Sr.Asst. and Section Officers in the District Offices and Offices Sub-Ordinate thereto) Rules, 2019, a Draft Gradation list of willing Class-IV employees as on 01-01-2020 has been prepared basing on the information received from your Office.

As desired by the Collector, Ganjam, I am to request you to please do the following needful action and report compliance latest by 15th September'2020:

- A copy of the draft gradation list of willing Class-IV employees as on 01-01-2020 working in various District Level Offices of Ganjam District is enclosed herewith and it is requested to circulate the same among all Class-IV employees concerned working your administrative control inviting

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objections, if any. The objection(s) received from the employee(s) should be forwarded to this Office after due verification of the same with reference to the Original Service Book and other relevant records with specific views of concerned DDOs/District Level Officer. The attested copy of Original S.B./other relevant records be also sent.

Further if any of the Class-IV employee belongs to any reserved category especially "PwD" & the same has not been incorporated against his/her name in the draft common gradation list, then the same may please be verified at your level w.r.t. relevant documents & make necessary entry in the 1st page of Original Service Book. After that proposal(s) be submitted along with attested copy of 1st page of Original Service Book as well as relevant documents for incorporating in the final common gradation list.

No objection received after 15th September'2020 and no proposals received without furnishing attested copies of relevant page of Original Service Book shall be entertained in any case.

It is to further inform that the copy of draft gradation list is also hoisted in the Ganjam District website.

➤ **Rule-8(2)** of OMS (Method of Recruitment and Conditions of Service of Jr.Assts., Sr.Assts. and Section Officers in the District Offices and Offices Sub-ordinate thereto) Rules, 2019 envisages that, **No Group-D employees shall be eligible for consideration for promotion to the post of Junior Assistant unless he has given willingness to that effect in writing and has put in minimum of 10 years of continuous service and has passed the matriculation or equivalent examination".**

You were earlier categorically instructed to furnish the names of willing Class-IV employees along with his/her representation etc. vide this Office Letter No.5076/BBE, dtd:19-11-2019. But despite of that a lot of names of Class-IV employees have been received in this Office without their willingness/representation and thus their names have been left out from the draft gradation list.

However, the Collector, Ganjam has taken a lenient view in the matter and has been pleased to give all such Class-IV employees a fair chance.

Hence, it is now requested to ask such Class-IV employees (whose names have earlier been submitted by you without their willingness/representation and now left out in the draft common gradation list) to submit their willingness through proper channel so that their names shall be considered for incorporation in the final common gradation list of Class-IV employees.

But no Class-IV employees whose names were not forwarded earlier by their Head of Office/Dist.Level Office shall be considered now for incorporation in the final common gradation list as on 01-01-2020.

Encl: As above.

Yours faithfully,

[Handwritten Signature]
21/9/2020
Addl. District Magistrate,
Ganjam, Chatrapur
[Handwritten Initials]

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Memo No. 3496 /BBE, dtd: 03-09-2020


Copy along with draft gradation list of willing Class-IV employees working in various District Level Offices of Ganjam District as on 01-01-2020 is forwarded to **all the Heads of Offices (Revenue Establishment) of Ganjam District** for information. It is requested to circulate the same among Class-IV employees working under their jurisdiction; invite objections and forward the objections along with attested copies of Original S.B. & other relevant documents latest by 15th September'2020 positively.

Copy forwarded to all the **Land Acquisition Officers/Deputy Collectors/Asst.Collectors** for information and with a request to direct their Class-IV employees to verify the draft gradation list in the District Establishment Section and file objection, if any latest by 15th September'2020.


Addl. District Magistrate,
Ganjam, Chatrapur 2/9/2020


Memo No. 3497 /BBE, dtd: 03-09-2020

Copy along with draft gradation list of willing Class-IV employees working in various District Level Offices of Ganjam District as on 01-01-2020 is forwarded to the **District Informatics Officer, Ganjam, Chatrapur** for information and necessary action. He is requested to hoist the draft gradation list of willing Class-IV employees in the Ganjam District website for information of Class-IV employees concerned.


Addl. District Magistrate,
Ganjam, Chatrapur 2/9/2020

Memo No. 3498 /BBE, dtd: 03-09-2020

Copy forwarded to Deputy Secretary to Govt. of Odisha in General Administration & Public Grievances Deptt., Bhubaneswar/Deputy Secretary to Govt. of Odisha in Revenue & Disaster Management Deptt. for information.


Addl. District Magistrate,
Ganjam, Chatrapur 2/9/2020

