

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



06811 263700(O),  
06811 263800(R),  
(FAX) No. 06811 263344(F),

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/Suptd. 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/ Suptd. 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/. Suptd. Of Excise, Ganjam, Chatrapur/Suptd. Of Excise, Berhampur/Dy.Commissioner of Excise, Berhampur/Dist. Agricultural Officer, Chatrapur/Dist. Horticulture Officer,, Berhampur/Suptd. Of Police, Ganjam, Chatrapur/Suptd. Of Police, Berhampur/Suptd. Of Police, Vigilance, Berhampur/Suptd. Engineer, Southern Investigation Circle, Berhampur/Asst. Director of Employment, Berhampur/ Dy. Director of Agriculture, Berhampur/Principal, College of Nursing, Berhampur/Suptd. 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-8<sup>th</sup> Batallion, 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/Suptd. 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/Suptd. 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 15<sup>th</sup> 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

[Contd at P/1/1/1]

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 1<sup>st</sup> page of Original Service Book. After that proposal(s) be submitted along with attested copy of 1<sup>st</sup> page of Original Service Book as well as relevant documents for incorporating in the final common gradation list.

No objection received after 15<sup>th</sup> 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]*  
 Addl. District Magistrate,  
 Ganjam, Chatrapur  
*[Handwritten Date: 21/9/2020]*

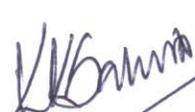
[Contd...at P//3//1]

//3//

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 15<sup>th</sup> 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 15<sup>th</sup> 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

**DRAFT GRADATION LIST OF WILLING CLASS-IV EMPLOYEES WORKING IN VARIOUS DISTRICT LEVEL OFFICES OF GANJAM DISTRICT AS ON 01-01-2020 FOR PROMOTION TO THE POST OF JR. ASST. (CLASS-III POST)**

Sl. No.	Name of the Class-IV employee/ Date of Birth	Date of joining as Class-IV employee	Home address	Qualification	Present place of posting	Whether Regular or Temporary /work charged/N MR etc.	Whether belongs to SC/ST	Whether belongs to PwD category	Remark s, if any.
1	Sri Bhaskar Garadia, Peon 07-7-1960	06-05-1981	Vill-Gulumunda, Po- Panasaguda, Via- Kjindri, PS- Gunupur, Dist- Koraput	HSC	O/o E.E, Drainage Divn, Berhampur	Regular	SC	No	
2	Sri Sarat Kumar Mahapatra, Peon 15-6-1964	29-06-1988	Sasanpadar, PS- Golanthara, Dist- Ganjam	HSC	Spl.Treasury, Berhampur	Regular	No	No	
3	Sri Arun Kumar Panda, Peon 22-4-1968	20-10-1988	N.A	HSC	Dist.Education Office, Berhampur	Regular	No	No	
4	Sri J.Rajendra Prasad, Peon 09-5-1968	31-05-1989	At/Po-Golabandha, Dist-Ganjam	HSC	Dist.Industrial Centre, Ganjam, Berhampur	Regular	No	No	
5	Sri Govinda Chandra Behera, Peon 07-2-1968	12-01-1990	Huma, PS-Rambha	HSC	K.A.T.S Ayurvedic College, Ankushpur	Regular	SC	No	
6	Sri Baba Prasad Hota, Peon 10-11-1965	25-06-1990	Golia, PS-Buguda	Madhya ma	K.A.T.S Ayurvedic College, Ankushpur	Regular	No	No	

*Handwritten mark*

*Handwritten signature*

7	Sri Sudarsan Gouda, Peon 20-9-1966	25-06-1990	Lanjia, Po- Dakinapur, Via- Berhampur	Madhya ma	K.A.T.S Ayurvedic College, Ankushpur	Regular	No	No	
8	Sri L.Rabindra Das, Attendant 20-4-1966	28-10-1990	Joroda, Ps- Purushotampur	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
9	Sri K.Sriramulu, N.W 09-12-1962	07-01-1992	N.A	B.A	Block Office, Digapahandi	Regular	No	No	
10	Sri Pradeep Chandra Mohanty, Peon 21-01-1967	01-12-1992	Digapahandi	HSC	O/o E.E, Chikiti Irrigation Divn., Berhampur	Regular	No	No	
11	Sri Manoj Kumar Das, Peon 05-9-1970	01-04-1994	Gangadhara Nagar Street, Berhampur	B.A	K.A.T.S Ayurvedic College, Ankushpur	Regular	No	No	
12	Sri M.Mamatarani, Peon 06-5-1974	16-04-1994	Berhampur	+2 Arts	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
13	Sri Subash Ch. Behera, Attendant 15-6-1966	18-04-1994	Goilundi Baidyanathpur, Ganjam	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
14	Sri A.Bichitrananada Reddy, Attendant 20-6-1974	14-12-1994	Pattapur	+2 Arts	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
15	Sri Rabindra Nath Das, Attendant 03-6-1966	07-02-1995	Ankuli, Berhampur	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	

2

*[Handwritten Signature]*

16	Sri Hari Chandan Bisoyi, Peon 26-10-1966	28-03-1955	N.A	Pratham a	O/o Chief Dist.Agriculture Officer, Berhampur	Regular	No	No	
17	Sri Chittaranjan Panda, Daftary 22-05-1975	03-05-1995	N.A	HSC	O/o E.E, RWD No.- 1, Berhampur	Regular	No	No	
18	Sri Sibaram Dakua, Peon 15-04-1973	12-05-1995	At/Po-Dekhali, PS- Nuagam, Dist- Ganjam	HSC	Tahasil Office, Digapahandi	Regular	No	No	
19	Sri Abhaya Kumar Pattanayak, Peon 06-10-1973	03-07-1995	N.A	HSC	Dist.Welfare Offic, Ganjam, Chatrapur	Regular	No	No	
20	Sri Prasanta Kr. Pattnaik, Process Server 12-7-1961	19-01-1996	Vill-Chudialanji, Po- Samantiapalli, Dist- Ganjam	Pratham a	Tahasil Office, Kodala	Regular	No	No	
21	Sri P.Shankar Reddy, Peon 15-5-1973	07-02-1996	Lanjipalli, Berhampur	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
22	Sri Manoj Kumar Dalai, Sr.Helper 14-5-1972	12-06-1996	Tanganapalli, Dist- Ganjam	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
23	Sri Kirtan Sethi, Peon 04-5-1964	01-07-1996	Sanakusasthali, Via- Bhanja Bihari, Gopalpur	HSC	Regional Transport Office, Ganjam, Chatrapur	Regular	SC	No	
24	Sri Rabindra Kr. Maharana, Library Attendant 17-5-1978	06-10-1997	At-Karahandi, Po- Adapada, Hirjilicut	B.A	Dist.Culture Office, Ganja	Regular	No	No	
25	Sri Pramod Kumar Tripathy, Peon 14-5-1970	24-10-1997	Lalla Sasan, Aska, Dist-Ganjam	HSC	Spl.Treasury, Berhampur	Regular	No	No	

4

*[Signature]*

26	Sri G.Rama Rao, Attendant 08-7-1975	18-02-1999	Lanjipalli, Rama Nagar-8, Berhampur RHS Colony, Qr.No.G12, Ankuli Industrial Estate, Berhampur	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
27	Sri Satyanarayan Tripathy, Peon, 21-6-1976	19-02-1999		HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
28	Sri Ramesh Ch. Sethi, Attendant 05-03-1969	16-04-1999	Pandia, Via- Purushottampur	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	SC	No	
29	Sri Dibakar Nayak, Sr.Helper 04-1-1973	01-07-1999	Ghodambo, Po- T.Govindapur	+2 Arts	O/o Chief Dist.Medical Officer, Berhampur	Regular	ST	No	
30	Smt.Raja Rajeswari Pattnaik, Peon 14-5-1982	02-09-2006	Chatrapur	HSC	Collectorate, Ganjam	Regular	No	No	
31	Smt.Sarada Panirahy, Attendant 03-5-1974	06-12-2006	At/Po-Ankoli, Khaja Sahi, Berhampur	HSC	S.B.R. Govt. (Auto) College, Berhampur	Regular	No	No	
32	Sri Pramod Kr. Rath, Science Attendant 17-5-1976	09-06-2007	At-Andharua, Po- Karatalli, Chatrapur	B.SC	Dist.Education Office, Berhampur	Regular	No	No	
33	Sri Dibyasekhar Swain, Peon 14-5-1975	15-06-2007	Subalaya, Po- H.Burudi, Via- Humma	B.A	Dist.Education Office, Berhampur	Regular	No	No	
34	Sri Surya Kanta Sethi, Chowkidar 15-06-1982	28-05-2008	Panasapalli, Po- Bangarada, Via- K.Nuagada, PS- Gangapur	HSC	O/o Chief Dist.Veterinary Officer, Ganjam, Berhampur	Regular	SC	No	
35	Sri Kedarnath Sahu, Peon 25-06-1977	02-06-2008	Haridakhandi Big Street, Berhampur	HSC	O/o E.E, PH Divn., Berhampur	Regular	No	No	

W

RMD

36	Sri P.Raja Rao Reddy, Peon 23-6-1978	02-06-2008	Khala Street, Kamapalli, Berhampur	HSC	O/o E.E, PH Divn., Berhampur	Regular	No	No	
37	Sri M.Jayaram, NWM 09-6-1982	02-06-2008	Somnath Nagar, Khajuria Road, Berhampur	HSC	O/o E.E, PH Divn., Berhampur	Regular	No	No	
38	Sri Akur Kumar Sahu, Peon 28-8-1960	01-06-2011	N.A	Pratham a	Konisi Tahasil	Regular	No	No	
39	Sri Durga Prasad Mohapatra, IFW 02-6-1967	18-09-2013	Birajagannathpursas an, Po-Badakharida, PS-K.S.Nagar	+2 Arts	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
40	Sri Anil Kumar Sahoo, IFW 08-8-1969	18-09-2013	Karandiapatna, Po- Raghunathpur, Via- Jamapara, PS- Patakura, Dist- Kendrapada	HSC	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
41	Sri Sukanta Alatia, Sweeper 30-6-1977	18-09-2013	Budurungu, Jagannathprasad	+2 Scienc	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	
42	Sri Ranjan Kumar Beja, Sweeper 07-6-1985	18-09-2013	Khariaguda, Via- Patrapur, Dist- Ganjam	B.A.	O/o Chief Dist.Medical Officer, Berhampur	Regular	No	No	

*[Signature]*  
Deputy Collector (Estt.),  
Ganjam, Chatrapur

*[Signature]*  
Addl. District Magistrate  
Ganjam, Chatrapur

*[Signature]*  
Collector, Ganjam