

**GOVERNMENT OF ODISHA
HOME DEPARTMENT**

No. HOME-SE1-CRTN1-0001-2025/ 29686 /SE, Dated, 15.07.2025

From

Sri Pradip Kumar Behera,
Deputy Secretary to Government

To

The Principal Accountant General (A&E),
Odisha, Bhubaneswar

Sub: Creation of Junior Executive Assistant posts in lieu of abolition of an equal number of posts in the Odisha Secretariat Executive Assistant/PA/PS cadre under Home Department.

Sir,

I am directed to convey the sanction of the Governor to the creation of 100 no. of posts of Junior Executive Assistant in lieu of abolition of 100 no. of posts i.e. 34 posts of Senior Private Secretary, 44 posts of Private Secretary and 22 posts of Personal Assistant in the Odisha Secretariat Executive Assistant/PA/PS cadre under Home Department in the pay level under ORSP Rules, 2017 mentioned against each as follows : -

Sl. No.	Name of the posts	Pay Level as per ORSP Rules, 2017	No. of posts before creation/abolition	No. of posts created/abolished	No. of posts after creation/abolition
(1)	(2)	(3)	(4)	(5)	(6)
1	Senior Private Secretary	Level-12	76	(-) 34	42
2	Private Secretary	Level-11	113	(-) 44	69
3	Personal Assistant	Level-10	122	(-) 22	100
4	Junior Executive Assistant	Level-7	171	(+) 100	271

The total sanctioned strength of Odisha Secretariat Executive Assistant/PA/PS cadre, after this creation and abolition is shown at Annexure-A.

This has been concurred in by the Finance Department vide Noting No.37 Dated.06.07.2025 in Home Department OSWAS File No. HOME-SE1-CRTN1-0001-2025.

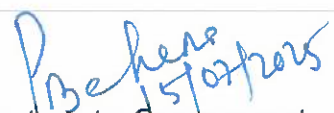
This will take effect from the date of its issue.

Yours faithfully,


Deputy Secretary to Government

Memo No. 29687 / Dated 15.07.2025

Copy alongwith copy of enclosure (Annexure-A) forwarded to P.S. to Hon'ble Chief Minister/ P.S. to Hon'ble Minister of State, Home/ O.S.D. to Chief Secretary, Odisha/ Sr. P.S. to Additional Chief Secretary to Government, Home Department for kind information of Hon'ble Chief Minister/ Hon'ble Minister of State, Home/ Chief Secretary / Additional Chief Secretary, Home Department.


Deputy Secretary to Government

Memo No. 29688 / Dated 15.07.2025

Copy along-with copy of enclosure (Annexure-A) forwarded to the Treasury Officer, Special Treasury, No-II, OLA Campus, Bhubaneswar / Finance Department / G.A. & P.G. Department/ Home (A/C-III) Department / Home (FS-I) Department / Home (B&P) Department / Superintendent & Ex-officio Addl. Secy., Home (Steno Deployment) Department / Home (SE) Department with ten spare copies for information and necessary action.


Deputy Secretary to Government

Memo No. 29689 / Dated 15.07.2025

Copy along-with copy of enclosure (Annexure-A) forwarded to the Nodal Officer, I/c of Home (IMU) Department with a request to upload this Govt. Order in the Departmental website for information of all concerned.


Deputy Secretary to Government

ANNEXURE - A

Sanctioned strength of Odisha Secretariat Executive Assistant/PA/PS cadre of Home Department after creation / abolition.

Sl. No.	Name of the post	Pay Level as per ORSP Rules, 2017	Sanctioned Strength before abolition/creation	No. of posts abolished/created	Total no. of posts after abolition/creation
(1)	(2)	(3)	(4)	(5)	(6)
1	Superintendent & ex-officio Additional Secretary	Level-15	03	0	03
2	Sr. Principal Private Secretary	Level-14	10	0	10
3	Principal Private Secretary	Level-13	26	0	26
4	Senior Private Secretary	Level-12	76	(-) 34	42
5	Private Secretary	Level-11	113	(-) 44	69
6	Personal Assistant	Level-10	122	(-) 22	100
7	Senior Executive Assistant	Level-09	130	0	130
8.	Junior Executive Assistant	Level-07	171	(+) 100	271
Total			651		651

