

Government of Odisha

Home Department

No. HOME-OE1-GRDN-0001-2018 48244/O.E.-1, Dated: 25.11.2025

To,

All employees concerned.

Sub: Publication of Tentative Gradation List of Record Keepers of Home (Main)

Department for the year 2025.

The undersigned is directed to send herewith a copy of the Tentative Gradation List of Record Keepers of Home (Main) Department for the year 2025 showing the position as on 31.10.2025 at Annexure - I for their information.

2. It may be noted that an authenticated copy of the said Tentative Gradation List is also available at the website <http://home.odisha.gov.in>

3. The concerned employees of this Department are requested to go through the said Tentative Gradation List and file their objection, if any, with relevant documents within a period of 15 days from the date of issue of this letter.

4. In the event of non-receipt of objection within the stipulated period, the tentative Gradation List will be treated as final.

5. After consideration of all the objections, the Final Gradation List will be published any time after 10.12.2025.


Deputy Secretary to Government

Memo No. 48245 / O.E.-1, Dated: 25.11.2025

Copy with a copy of the enclosures forwarded to the Nodal Officer, IMU Branch, Home Department.

He is requested to publish the Tentative Gradation List of Record Keepers of Home (Main) Department in the Department website for information of all concerned.


Deputy Secretary to Government

Annexure – I

GRADATION LIST OF RECORD KEEPER OF HOME (MAIN) DEPARTMENT

LEVEL OF PAY AS PER ORSP RULES 2017 – LEVEL- 9 (i.e. Pay Band – Rs. 9,300 – 34,800/- + Grade Pay – Rs. 4,200/-)

Sl. No.	Name of the Employee	Date of Birth	Date of Joining in Government Service	Date of Joining in the post of Record Supplier	Date of Joining in the post of Junior Grade Diarist	Date of joining in the post of Senior Grade Diarist	Date of Joining in the post of Deputy Superintendent	Date of Joining in the post of the Record Keeper	Whether S.C./S.T./U.R.	Remarks (if any)
		Date of Superannuation								
1.	Sri Pradeep Mallick, Record Keeper	02.03.1971	25.01.1991 (A.N.) as Peon	17.05.2008 (A.N.)	31.03.2012 (A.N.)	18.12.2012 (A.N.)	09.07.2020 (A.N.)	26.09.2022 (A.N.)	S.C.	-
		31.03.2031								
2.	Sri Santosh Kumar Naik, Record Keeper	07.05.1967	09.08.1985 (F.N.) as Record Supplier	-	19.09.1998 (F.N.)	31.08.2010 (F.N.)	-	04.04.2023 (F.N.)	U.R.	-
		31.05.2027								

Sd/- 11/11/2023

