

Government of Odisha

Home Department

No. HOME-OE1-GRDN-0001-2018 48248 /O.E.-1, Dated: 25.11.2025

To,

All employees concerned.

Sub: Publication of Tentative Gradation List of Senior Grade Diarists / Senior Grade

Recorders / Senior Grade Record Clerks of Home (Main) Department for the year

2025.

The undersigned is directed to send herewith a copy of the Tentative Gradation List of **Senior Grade Diarists / Senior Grade Recorders / Senior Grade Record Clerks of Home (Main) Department for the year 2025** showing the position as on **31.10.2025** at Annexure - III 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. 48249 / 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 Senior Grade Diarists / Senior Grade Recorders / Senior Grade Record Clerks of Home (Main) Department in the Department website for information of all concerned.


Deputy Secretary to Government

Annexure III

GRADATION LIST OF SENIOR GRADE DIARIST / RECORDER / RECORD CLERK OF HOME (MAIN) DEPARTMENT

LEVEL OF PAY AS PER ORSP RULES 2017 – LEVEL-7 (i.e. Pay Band – I Rs. 5,200 – 20,200/- + Grade Pay – Rs. 2,400/-)

Sl.No.	Name of the Employee	Date of Birth	Date of Joining in Government Service	Date of Joining in the post of Daftary / Jamadar	Date of Joining in the post of Record Supplier/ Sarkar/Daftary-cum-Record Supplier	Date of Joining in the post of Jr. Gr. Diarist/Recorder/Record Clerk	Date of Joining in the post of Sr. Gr. Diarist/Recorder/Record Clerk	Whether S.C./ S.T./ U.R.	Remarks (if any)
		Date of superannuation							
1.	Sri P. Sarat Kumar, Sr. Gr. Diarist	08.08.1971	14.09.1990 (F.N.) as Peon	-	31.03.2012 (F.N.)	17.07.2017 (F.N.)	21.11.2019 (F.N.)	UR	-
		31.08.2031							
2.	Sri K. Prasad, Sr. Gr. Diarist	19.05.1972	11.01.1991 (F.N.) as Peon	-	31.03.2012 (F.N.)	18.07.2017 (F.N.)	29.12.2020 (F.N.)	UR	-
		31.05.2032							
3.	Sri G. Srinivas Rao, Sr. Gr. Diarist	04.07.1970	01.02.1991 (A.N.) as Peon	-	19.12.2012 (F.N.)	07.12.2017 (F.N.)	10.03.2021 (F.N.)	UR	-
		31.07.2030							
4.	Sri Sadasiba Behera (B), Sr. Gr. Diarist	15.06.1968	28.01.1991 (F.N.) as Peon	-	31.03.2012 (F.N.)	28.11.2015 (F.N.)	17.05.2021 (F.N.)	SC	-
		30.06.2028							

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5.	Sri Dillip Kumar Biswal, Sr. Gr. Recorder	05.03.1969	14.07.1992 (F.N.) as Peon	-	28.02.2015 (A.N.)	28.02.2019 (F.N.)	08.07.2021 (F.N.)	UR	-
		31.03.2029							
6.	Sri Kalish Chandra Patra, Sr. Gr. Record Clerk	12.02.1967	08.05.1991 (F.N.) as Peon	-	28.11.2015 (F.N.)	22.02.2021 (F.N.)	26.09.2022 (F.N.)	SC	-
		28.02.2027							
7.	Sri Sanjay Kumar Panda, Sr. Gr. Diarist	03.03.1966	28.05.1993 (F.N.) as Peon	-	28.02.2015 (A.N.)	28.02.2019 (F.N.)	01.10.2022 (F.N.)	UR	-
		31.03.2026							

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