

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KALAHANDI

No. 14 /Estt,

Date 04-01-2022

To

The Project Director, DRDA, Kalahandi
The Sub-Collector, Bhawanipatna / Dharamgarh
All BDOs/ Tahasildars /CDPOs/DI& PRO, Kalahandi
All DLOs of Revenue Administration / Line Department.
The Chief Construction Engineer, Ret Irrigation Project, Bhawanipatna.
The Deputy Director of Horticulture, Kalahandi, Bhawanipatna.
The Dist Education Officer, Kalahandi, Bhawanipatna.
The Executive Engineer, Kalahandi(R & B) Division, Bhawanipatna.
The Executive Engineer, Ret Canal Division, Bhawanipatna.
The CDMO/CDVO/DWO/DSWO/CCSO, Kalahandi, Bhawanipatna
The Assistant Director of Sericulture/Horticulture, Kalahandi, Bhawanipatna.
The Assistant Auditor General, Co-op Societies, Bhawanipatna.
The Deputy Registrar of Co-operative Societies, Kalahandi.
The Asst Registrar of Co-operative Societies, Bhawanipatna Circle.
The Dist Employment Officer, Kalahandi, Bhawanipatna.
The General Manager, DIC, Kalahandi, Bhawanipatna/Dist Agril Officer, Kalahandi
The Chief Engineer & Basin Manager, Tel Basin, Bhawanipatna
The Superintendent Engineer, Western Irrigation Circle, Kalahandi, Bhawanipatna.
The Divisional Forest Officer (North)/South/ Kenduleaf /Treasury Officer, Kld.

Sub :- Transmission of proposal of eligible Class-IV employees having HSC or equivalent qualification for promotion to the post of Junior Clerk.

Sir / Madam,

With reference to the subject cited above, I am to say that DPC for promotion of eligible Class-IV employees for the post of Junior Clerk/Junior Assistant will be held in the month of January' 2022.

As such, you are requested to sponsor the names of Class-IV employees having HSC or equivalent qualification having 10 years of service in Class-IV post having clean career of service for their promotion to the rank of Junior Clerk. The district level officers of revenue and other department are requested to communicate this letter to the sub-ordinate offices under their control and submit proposal of eligible and interested candidates obtaining proposal from sub-ordinate offices by 12.01.2022 positively. The sub-ordinate offices are instructed to note the mail.ID of their office in their reply for further correspondence. The proposal received in late or incomplete in any manner will be out rightly rejected and no further correspondence will be entertained. The names of finally selected candidates will be sponsored to the concerned appointing authorities for issue of appointment order.

Encl: Format – I & II

Yours faithfully,


Addl District Magistrate,
KALAHANDI

Memo No. 15 /Estt,

Date 04-01-2022

Copy to the DIO, NIC for information. He is directed to hoist this letter and format in NIC, Kalahandi for information of all sub-ordinate offices.

Copy to the PA to Collector for kind information of Collector, Kalahandi.


Addl District Magistrate,
KALAHANDI

FORMAT - I

	Designation and Department of authority for appointment of Junior Clerk.	Name of eligible Class-IV employees	Caste category	Date of joining in regular service	Date of birth	Whether any DP/ Vigilance/ criminal case pending	Year of passing HSC	Sanctioned strength of Junior Clerk in office.	Man in position	Number of vacancy with category
1	2	3	4	5	6	7	8	9	10	11

Seal, Signature & Designation of Authority

FORMAT - II

I do hereby declare that, the cases of all eligible Class-IV employees have been verified and eligible cases have been sponsored and no cases have been left out. I further undertake that, I shall issue appointment order depending upon the vacancies of Junior Clerk under my authority / jurisdiction if finally selected candidate is sponsored to my disposal.

Seal, Signature & Designation of Appointing Authority