

1. This form is meant to collect category wise regular and non-regular employees in position of establishments as on 31.03.2016.
  2. The Salaries of Primary School Teachers are being drawn by the **Block Education Officers**. So the **Block Education Officer** should fill up the Form of 'C' Category.
  3. The Salaries of **M.E. School Teachers** are being drawn in the Office of the **Block Education Officer**. So the Block Education Officer fill up the Form of '**C' Category & 'D' Category** of Government and **Aided M.E. School**. Similarly **District Education Officer** should furnish the form of Aided High Schools whose salaries are being drawn by the **District Education Officer**.
- i. Establishment /Office - For the purpose of the Census a Drawing and Disbursing Unit is considered as an Establishment/Office. Particulars of all Officers and staff whose salaries are being drawn by the Establishment irrespective of their place of posting are to be reported.
  - ii. Class of Post - The employees will be classified according to the class of post they hold, i.e. Grades A, B, C, D. Central Government Employees working under the State Government on deputation may be placed in the class to which they belong to their parent organization.
  - iii. Nature of Work - The employees will be classified under the following categories according to the nature of work.

#### **I. ADMINISTRATIVE-CUM-EXECUTIVE:**

- (a) Secretaries, Addl. Secretaries, Joint Secretaries, Deputy Secretaries, Directors, Financial Advisor, Account Officers, Section Officers/Desk officers, Asst. Section Officers.
- (b) Collector, Additional District Magistrate, Sub-Divisional Officers, B.D.Os, Tahsildars and others Non-Technical Officers like Commercial Tax Officer (CTO), Civil Supply Officer (CSO), District Public Relation Officer & Employment Officer, Project Officers, and Managers.
- (c) Police Officers from the rank of Assistant Sub-Inspector and the above and similar post in Orissa Military Police and Jails.

#### **II. TECHNICAL AND PROFESSIONAL:**

- (a) All Medical Personnel, i.e. Doctor, Nurse, Pharmacists, etc of Allopathic, Ayurvedic, Homoeopathic and Veterinary Discipline.
- (b) All Engineering Personnel such as Engineers, Surveyors, Fireman, Technical Staff of Printing Press, etc.
- (c) All Agricultural personnel.
- (d) All Technical staff, Laboratory Assistant, Librarians in Schools and Colleges.
- (e) Judges, Judicial Magistrates, Public Prosecutors, etc.
- (f) Economic and Statistical Personnel. Auditors, Amins, Painters, Artists, Musicians, Editors, Journalist, etc.
- (g) Forester and above of Forest Department.
- (h) Technical and Scientific Personnel in different laboratories and institutions including Chemists, Physicist and Biological Scientists.
- (i) Master Craftsman, Designer, Instructors of Industrials, Technical and Handicraft Training Centre, Bee-Keepers, Drivers, etc.
- (j) D.R.C.S., A.R.C.S. and Co-operative inspector.

#### **III. MINISTERIAL;**

Assistant Accountants, Clerks, Stenographers, Typists etc.

#### **IV. GRADE 'D'**

Peons, Choukidars and all others Class IV posts.

IMPORTANT - Please write numbers against the nature of work column.

Total Emoluments - Total emoluments includes basic pay and other allowances including house rent.

**DIRECTORATE OF ECONOMICS AND STATISTICS, ODISHA, BHUBANESWAR  
CENSUS OF EMPLOYEES IN THE GOVERNMENT OFFICES IN ODISHA  
STATE GOVERNMENT ESTABLISHMENT AS ON 31.03 .2019**

**I. IDENTIFICATION PARTICULARS**

1. Name of the Department :
2. Name of the Heads of Department :
3. Name of the Office:
4. Name of the District :
- 5 Address with PIN Code:

**II. PARTICULARS OF EMPLOYEES IN POSITION AS ON 31.03.2019**

Category (Group)	Sanctioned Strength																										Non-regular Employees (Nos)												
	Employees in Position as on 31.03.2019 (Nos.)										Nos. of Employees according to Date of Birth (Nos.)	No. of Employees Educational Qualification (Nos.)			Designation by Profession of the Post (Nos)							Nature of Work (Nos)			Total Emoluments per month (Nos)														
	S.C.		S.T.		General		Total		01.04.1969 to 31.03.2001 ( 18 to 50 )	01.04.1969 to 31.03.1969 ( 50 to 60 )		Before 01.04.1959 ( 60Yrs. Above )	Below Matriculate	Matriculate /Intermediate/Technical	Graduate/Technical	Post Graduate/ Technical	Health Personnel / Doctor / Paramedical Workers	Teaching Personnel (Professor / Reader / Lecturer /Teacher)	Agricultural / Veterinary / Fisheries Personnel	Engineering Personnel / Degree / Diploma holders	Legal Personnel	Statistical Personnel	Others	Administrative-cum-Executive	Technical/ Professional	Ministerial/ Other Group -C Employees		Grade 'D' Employees (Peons) / Choukidars ,etc	up to 22,000/-	22,001/- -35,000/-	35,001/- - 65,000/-	65,001/--1,20,000/-	1,20,001/- and above						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37			
A																																							
B																																							
C																																							
D																																							
Total																																							

III. The lowest emoluments (per month) amount and the highest emoluments(per month) of the office

**Signature and Designation of the Forwarding Authority**

**FORMAT-B (DDO List)**

<b>Sl. No.</b>	<b>Name of the Office/ Establishment</b>	<b>Name of the Department</b>	<b>Name of the HOD</b>	<b>Location of the Office</b>	<b>Contact no. of the Office</b>	<b>Office ID</b>	<b>Remarks</b>
1	2	3	4	5	6	7	8