

# THE HIGH COURT OF ORISSA : CUTTACK

## OFFICE ORDER

No. XXIX-13/2015 (PF-4)/13615 /

Dated 29.08.2024

Sub: **Drawal of Home Orderly and Domestic Help Allowance by the Judicial Officers, Pensioners and Family Pensioners of the District Judiciary of the State**

Whereas the Finance Department, Government of Odisha vide their Resolution No. 21451/F dated 30.07.2024 have decided to implement the Home Orderly/ Domestic Help Allowance to the serving Judicial Officers/ Pensioners/ Family Pensioners of the State on the terms prescribed in the said Resolution.

Whereas the Finance Department Resolution No. 21451/F dated 30.07.2024 further provides that the District Judicial Officers provided with Group D employees as Attender/Peon/Office Subordinate for residential duties may exercise their option either to continue with the present system and forego the allowance or to claim the allowance instead of availing the services of the Official Attender / Peon. The allowance shall be drawn on the self certification of the serving Judicial Officers / pensioners / Family Pensioners. The manner of self-certification shall be decided by the High Court by issuing an office order.

In pursuance of the aforesaid resolution, Hon'ble the Court have been pleased to direct that the self-certification shall be furnished in the following manner;

- (i) The Serving Judicial Officers of the State who are provided with Group-D employees as orderly peon/house orderly/attender/peon/office subordinate for residential duties may exercise their option either to continue with the present system and forego the allowance or to claim the allowance instead of availing the service of orderly peon/house orderly/attender/peon/office subordinate as the case may be on submission of self-certification to the concerned Head of the Department/Heads of the Office in the *pro-forma* appended herewith as in **Annexure-A** which shall be countersigned by the Registrar, Civil Courts.
- (ii) The arrears of the Home Orderly/Domestic Help Allowance w.e.f. 01.01.2020 would be drawn only on receipt of the written information from the Head of the Department/Heads of the Office of the concerned establishment where the Judicial Officer was serving during the claim

period that he/she was not provided with any orderly peon/house orderly/attender/peon/office subordinate as the case may be, for residential duties.

- (iii) The Pensioners/Family Pensioners of the District Judiciary of the State for drawal of the monthly Home Orderly and Domestic Help Allowance shall submit a self-certificate in the pro-forma appended herewith as in **Annexure-B** every year to their D.D.O. drawing provisional pension/ pension drawing Treasury/Bank along with submission of their life certificate as is required for drawal of their regular pension/family pension. The Finance Department, Govt. of Odisha, Bhubaneswar is to issue necessary instructions to the Director of Treasuries & Inspections, Odisha and Authorities of the pension drawing banks for drawal/encashment of Home Orderly and Domestic Help Allowance by the Pensioners/Family Pensioners of the State in terms of Paragraph-9(d) of their Resolution No.21451/F dated 30.07.2024.

This order shall come into force with immediate effect.

By Order of the Court *29.08.2024*  
(ASANTA KUMAR DAS)  
REGISTRAR GENERAL

Memo No. 13616 / Date: 29.08.2024

Copy forwarded to;

1. the Chief Secretary to the Government of Odisha, Bhubaneswar,
2. the Addl. Chief Secretary to Govt., Home Department, Odisha, Bhubaneswar,
3. the Principal Secretary to Govt., Law / Finance Department, Bhubaneswar,
4. the A.G (A & E), Odisha, Bhubaneswar,
5. the All officers of the Court
6. the District & Sessions Judge (All) with request to circulate the same among all the judicial officers working under their control or retired from their establishments,
7. All the Judicial Officers working on deputation in different institutions/ offices,
8. the President/Secretary of the Odisha Retired Judges' Association,
9. Director of Treasuries and Inspection, Odisha, Bhubaneswar,
10. All the District/Special/Sub-Treasury Officers of the State,
11. the Heads of all the Nationalized Banks operating in Odisha,  
for information and necessary action.

*29-8-24*  
Special Officer (Administration)

**ANNEXURE- B**

**Format of Self-Certification for drawal of Home Orderly and Domestic Help Allowance by the Pensioners/Family Pensioners of the District Judiciary of Odisha**

To

The \_\_\_\_\_

( DDO/Treasury/Bank)

I \_\_\_\_\_, W/S/D of \_\_\_\_\_ (in case of Family Pensioner) bearing P.P.O. No. \_\_\_\_\_ drawing my Pension from \_\_\_\_\_ (name of the DDO/ Pension drawing treasury/ Bank) do certify that I have engaged Home Orderly/Domestic Help in my residence for residential duties and entitled to draw monthly Home Orderly and Domestic Help Allowance. The monthly Home Orderly and Domestic Help Allowance @ Rs. \_\_\_\_\_/- (Rupees .....(in words) may please be drawn in my favour

**Place:**

**Date:**

**(Signature of the Pensioner  
/ Family Pensioner)**

**ANNEXURE- A**

**Format of Self-Certification for drawal of Home Orderly and Domestic Help Allowance by the serving Judicial Officers of Odisha**

**To**

**The \_\_\_\_\_**

**( Head of the Department/Head of the Office)**

I \_\_\_\_\_, holding the post of \_\_\_\_\_ and drawing Pay in the Scale of Pay of \_\_\_\_\_do hereby exercise my option to continue with the present system of availing the services of orderly peon/house orderly/attender/peon/office subordinate for residential duties in my residence and forego the allowance.

OR

I \_\_\_\_\_, holding the post of \_\_\_\_\_ and drawing Pay in the Scale of Pay of \_\_\_\_\_do hereby exercise my option to claim the Home Orderly and Domestic Help Allowance instead of availing the service of orderly peon/house orderly/attender/peon/office subordinate for residential duties in my residence. The monthly Home Orderly and Domestic Help Allowance @ Rs.\_\_\_\_\_/ - (Rupees .....(in words) may please be drawn in my favour.

**Place:**

**Date:**

**(Signature of the Officer)**

Counter Signature

(Registrar, Civil Courts,.....)