

THE HIGH COURT OF ORISSA, CUTTACK

OFFICE ORDER

No. III – 50/2025 - 11167 Date: 25.05.2026

Ms. Kalpana Swain, D/o: Late Bhramarbar Swain (Ex – Peon of the Court), At/Po – Patenigan, Dist – Jagatsinghpur, PIN – 754133 is hereby appointed temporarily to officiate as "**Junior Grade Typist/D.E.O.**" in UR Category under Rehabilitation Assistance Scheme in the Court's Establishment in the Scale of Pay of Rs.19,900 – 63,200/- in Level-4 of the Pay Matrix under ORSP Rules, 2017 with usual allowances as sanctioned by the State Government from time to time. The appointment is purely temporary and is terminable at any time during the period of probation without assigning any reason whatsoever.

She should join her new assignment on **01.07.2026 at 10.A.M.** failing which the appointment shall be treated as cancelled. The said appointment shall be on probation for a period of 2 (Two) years from the date of appointment, provided that the appointing authority may, if it thinks fit in any case or class of cases, extend the period of probation. Further, the appointment letter is issued subject to fulfilling of the following terms and conditions.

1. She will furnish an undertaking through affidavit to the effect that she shall maintain the family members of the deceased Government servant excepting the member who is self – sufficient as an earner and who is otherwise separate from the family after partition through a registered deed or after marriage.

Moreover, if she after execution of an undertaking under sub rule 10 (v) of Rule - 9 of the Odisha Civil Service (Rehabilitation Assistance) Rules, 1990 violate the terms as specified therein, the same act would amount to gross misconduct for imposition of major penalty by the appointing authority.

2. She should furnish the following documents at the time of joining.
 - (i) "Attestation Form" in duplicate duly filled in along with two passport size photographs duly attested by the same Gazetted Officer.
 - (ii) Medical Certificate of fitness from an authorized Medical Officer not below the rank of Assistant Surgeon.
 - (iii) Two Character Certificates from two Gazetted Officers.
 - (iv) Declaration to the effect that she has not been dismissed from any Govt. Service.
 - (v) Declaration to the effect that she has not more than one spouse living in case of married.
 - (vi) Certificates in support of date of birth, educational qualification, technical qualification etc. and Mark Sheets, in original along with their photocopies duly attested.
 - (vii) Undertaking to the effect that she agrees and is prepared to duly discharge the duties assigned to her by the Court in course of her posting.

P.T.O.

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The appointment is subject to verification of all the certificates along with the character and antecedents of the incumbent in the manner prescribed by the Government. In case the certificates, character and antecedents are not found correct/ satisfactory, she will be removed from Government Service immediately without any notice.

No T.A. / D.A. will be allowed to join the post.

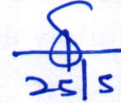
By Order of the Court

Sd/- S.R. Pradhan

Registrar (Judicial)

Memo No. 11168(09) / **Date:** 25.05.2026

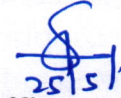
1. Person Concerned,
2. Treasury Officer, District Treasury, Cuttack,
3. Bill Asst. (2 copies),
4. Superintendent, Accounts/ Accounts (Misc.) / Store and Purchase/ Stationery Sections,
5. Asst.-in-Charge of G.P.F.(PRAN),
6. Asst.-in-Charge of Service Book
for information and necessary action.


25/5/26

Special Officer (Special Cell)

Memo No. 11169 / **Date:** 25.05.2026

Copy forwarded to the Superintendent, IT Cell for uploading the above Office Order in the High Court Website.


25/5/26

Special Officer (Special Cell)