

**GOVERNMENT OF ODISHA  
REVENUE AND DISASTER MANAGEMENT DEPARTMENT**

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RDM-REM-SANC-0013-2013- 37851

dt. 01.10.13

From

Shri M.M. Mishra,  
Joint Secretary to Government.

To

All Revenue Divisional Commissioners  
All Collectors

**Sub:** Standardisation of Services & Management of Circuit Houses in the State.

Sir/ Madam,

I am directed to invite a reference on the subject and to say that after careful consideration the following pattern is agreed upon for facilitating smooth management of the Circuit House(s)/Special Circuit House(s) in the state as indicated below;

SI No.	Name of the Post	Special Circuit House	Circuit House
1	Manager/Asst Manager/Asst Nazir	1	1
2	Khansama	2	1
3	Helper(Kitchen Helper)	1	1
4	Room Attendant	One attendant per two Rooms + one additional attendant above 4 rooms	One attendant per two Rooms + one additional attendant above 4 rooms
5	Gardener	1( Outsourcing)	1( Outsourcing)
6	Sweeper	1( Outsourcing)	1( Outsourcing)
7	Choukidar/Watcher	1( Outsourcing)	1( Outsourcing)

You are, therefore, requested to take appropriate action accordingly under intimation to this Department.

Yours faithfully,

Joint Secretary to Govt.

Memo No. 37852 Dated. 01.10.13

Copy forwarded to the Finance Department for information with reference to their orders taken in their file no. FIN- GS-1-CADRE-0056- 2013.

Joint Secretary to Govt.

Memo No. 37853 Dated. 01.10.13

Copy forwarded to the Secretary, Board of Revenue, Odisha, Cuttack for information with reference to this Department letter no.22189 dated 7.6.13.

Joint Secretary to Govt.

Memo No. 37854 Dated. 01.10.13

10 spare copies to Guard File for reference.

Joint Secretary to Govt.