



**GOVERNMENT OF ODISHA  
HEALTH & FAMILY WELFARE DEPARTMENT**

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**ORDER**

No. HFW-MSIII-MSNG1M-0050-2023- 33672 /H. Dated, 17.11.2025

In partial modification of this Department Order Nos.29626/H dated, 02.12.2023 and 9610/H. dated, 29.03.2025, Government, after careful consideration, have been pleased to issue the following instructions to address/dispose the establishment related issues of allied health professionals (Nursing Officers, Pharmacy Officers, Medical Laboratory Technicians, Radiographers, Ophthalmic Officers, MPH(M) and MPH(F) etc.) working under CDM & PHOs of the Districts and Superintendents of Govt. Medical Colleges & Hospitals located within the jurisdiction of respective Districts;

1. Service Books of all allied health professionals are to be maintained at the level of the Drawing and Disbursing Officers (DDOs) of the respective "Heads of Office". The concerned DDOs shall also maintain their e-service books in HRMS.
2. The matters relating to sanction EL up to 30 days, CL (Casual Leave) and Maternity / Paternity leave in favour of allied health professionals shall be guided by Rule 130 & Apendix-1 of Odisha Service Code r/w Odisha Leave Rules, 1966.
3. The respective Head of Office / Drawing and Disbursing Officer (DDO) shall sanction the annual increments of the allied health professionals including auto-upgradation of pay of Nursing Officers as the case may be.
4. The process of assessment of performance of the allied health professionals ("fit for promotion" or "unfit for promotion") belonging to Group-C shall be initiated by the immediate superior authority (Reporting Authority) of the Group-C employee to the next higher authority (Reviewing-cum-Accepting Authority) for final assessment of the same by strictly following the Resolution No.29656/Gen. dated, 30.12.2020 and Circulars bearing No.400/SE dated, 25.02.2025 and No.567/SE dated, 04.04.2025 of GA & PG Department. The respective Head of Office shall designate a responsible officer of his establishment who shall ensure online review of the said confidential documents ("fit for promotion" or "unfit for promotion") after due closure of the same and details thereon shall be submitted to the appropriate authority from time to time for consideration of the promotion of Group-C allied health professionals.
5. The "Appointing Authority" as defined in Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 shall be the disciplinary authority in respect of the allied health professionals concerned.

6. The matter relating to transfer / deputation / deployment of Group-C employees within the district shall be initiated / finalized by the CDM & PHO concerned under approval of the Collector and District Magistrate of the district.

By order of the Governor

  
Commissioner-cum-Secretary to Government

Memo No. 33673

/H.

Dated, 17.11.2025

Copy forwarded to P.S. to the Hon'ble Minister, Health & F.W., P.A. and E&IT, Odisha / P.S. to the Commissioner-cum-Secretary to Government, Health & F.W. Department for kind information of the Hon'ble Minister/ Commissioner-cum-Secretary respectively.

  
Additional Secretary to Government

Memo No. 33674

/H.

Dated, 17.11.2025

Copy forwarded to Pr. A.G. (A&E) Odisha, Bhubaneswar for information and necessary action.

  
Additional Secretary to Government

Memo No. 33675

/H.

Dated, 17.11.2025

Copy forwarded to the Director Health Services, Odisha / Director, Medical Education & Training, Odisha / Director Nursing, Odisha / Director, FW., Odisha / Director Public Health, Odisha / All CDM & PHOs / All Superintendents of Medical Colleges & Hospitals / ME-I Section, H&FW Department / F.W. Section, H&FW Department for information and necessary action.

  
Additional Secretary to Government