

# THE HIGH COURT OF ORISSA : CUTTACK

STANDING ORDER NO. 03 OF 2021

*Dated the .....<sup>21<sup>st</sup></sup> day of October, 2021*

The members of the Secretarial staff of the Court have a duty to remain in-charge of the confidential records and files exclusively dealt with by the Hon'ble Judges. Similarly, the members of the ministerial staff of the Court are entrusted with records and files, both administrative and judicial, maintained in different establishments of the Court. Highest degree of confidentiality is required to be maintained in dealing with such matters.

As per the provisions of Orissa Government Servants' Conduct Rules, 1959 no Government servant should enter into pecuniary arrangement with any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any Rule for the time being in force. Further, no Government servant should except with the previous sanction of the Government, engage directly or indirectly in any trade or business or undertake any employment other than honorary work of a social or charitable nature or occasional work, a literary, artistic or scientific character. Even such honorary work of a social or charitable nature or occasional work has to be without hampering official duties, and the same should be reported to the concerned authority giving full details; and should be discontinued, if so directed by the authority.

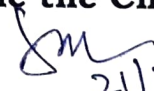
Previously, Standing Orders have been issued by the Court instructing the members of the staff not to engage themselves in any trade or business or other employment. But instances have come to notice when some members of the staff in the Court's

Establishment have been found working outside the Court's Establishment for personal gains in some way or other, thereby causing disclosure of the official secrecy, in violation of the Orissa Government Servants' Conduct Rules, 1959 and Orissa Civil Services (Classification, Control & Appeal) Rules, 1962 as well as the Standing Orders of the Court. Such acts amount to misconduct and failure in proper discharge of duties and entail strict disciplinary action.

Accordingly, the members of the staff of the Court's Establishment are directed to forthwith desist from working directly or indirectly or even on part time or on temporary basis, during or beyond the office hours, in any other establishment or office or chambers or business concern.

The members of the staff are further directed to submit their declarations to that effect as per the proforma enclosed in the month of October every year, latest by 31<sup>st</sup> of October. Conduct violating the declaration so furnished shall be visited with strict disciplinary action.

**By order of Hon'ble the Chief Justice**

  
21/10/2021  
**Registrar (Judicial)**

**Memo No.**.....11963 (120) / **Dtd.**.....21-10-2021

Copy forwarded to:-

1. All Officers of the Court,
2. The Joint Registrar-cum-Principal Secretary to Hon'ble the Chief Justice/  
Addl. Principal Secretaries/ Senior Secretaries/ Secretaries to Hon'ble Judges  
of the Court,
3. All Superintendent/ Section Officers of the Court
4. Technical Director, NIC, The High Court of Orissa to upload in the official  
website
5. Notice Board.

for information and necessary action.

  
21.10.21

**SPECIAL OFFICER (SPL. CELL)**

**THE HIGH COURT OF ORISSA, CUTTACK**

**DECLARATION**

In obedience to Standing Order No..... dated .....,  
I ....., S/o, W/o.....  
presently working as ..... in the establishment of  
this Hon'ble Court do hereby solemnly declare that I have not been  
engaged and/or shall not engage myself in any other office or  
establishment or chambers or business directly or indirectly on part-  
time or temporary basis. I fully understand that any violation of this  
assurance/declaration shall entail strict disciplinary action.

This declaration is made by me on the .....day of October, 2021.

High Court Orissa  
Cuttack.

*Full Signature*  
(Name and designation in capital letters)