



GOVERNMENT OF ODISHA
HEALTH & FAMILY WELFARE DEPARTMENT

No HFW-OE-EST1A-0003-2018 17502 /H

Dated 13-06-2025

From

Gourahari Behera, OAS (SAG)
Additional Secretary to Government

To

The Mission Director, National Health Mission, Odisha
The Managing Director, Odisha State Medical Corporation Limited
The Commissioner, Food Safety, Bhubaneswar
The Director, Public Health, Bhubaneswar
The Director, Blood Safety, Bhubaneswar
The Director, Ayush, Bhubaneswar
The Director, Nursing, Bhubaneswar
The Director, Family Welfare, Bhubaneswar
The Director, Health Intelligence & Vital Statistics, Bhubaneswar
The Director, Health Services, Bhubaneswar
The Director, Medical Education & Training, Bhubaneswar
The Drugs Controller, Bhubaneswar, Odisha
The Director, State Institute of Health & Family Welfare, Bhubaneswar

Sub: Use of Gender-Neutral Terminology in HR Reports.

Madam/Sir,

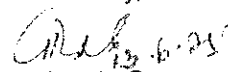
I am directed to enclose herewith UoI No. 83/DCACS dated 09.06.2025 issued by the Development Commissioner, and to state that it has been observed that the term **"Men in Position"** continues to be used inadvertently in the compilation and submission of various Human Resources (HR) reports and returns.

In view of the increasing participation of women in the workforce, the continued usage of gender-specific terms such as "Men in Position" is neither appropriate nor acceptable.

It is, therefore, requested to issue instructions to all your officers as well as subordinate offices to use **"Persons in position"** in place of 'Men in position' in all such human resources related report and returns including Establishment Review Reports, Empowered Committee Memoranda etc.

This may be treated as **most urgent**.

Yours faithfully,

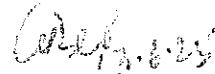

Additional Secretary to Government

P.T.O.

Memo No. _____/H

Dated 12-06-2025

Copy forwarded to Sr. P.S. to Chief Secretary, Odisha/ Sr. P.S. to Commissioner-cum- Secretary, Health & F W Department for kind information of Chief Secretary, Odisha, Commissioner-cum- Secretary, H&FW Deptt. respectively.



Additional Secretary to Government

Memo No. 10304 /H

Dated 13-06-2025

Copy forwarded to all Officers/ all Sections, H&FW Dept. for information and necessary follow up action.



Additional Secretary to Government

NOTE SHEETUOI No. 83 /DCACS

Date: 09.06.2025

Sub: Use of Gender-Neutral Terminology in HR Reports.

In inviting a reference to the subject cited above, I am to say that, during compilation and submission of various HR reports and returns we have been inadvertently using the term "Men in Position". I am sure you will agree with me, that with more and more women in the workforce this is neither desirable nor acceptable.

Secretaries of all Departments to issue specific instructions to officers handling HR matters in their respective Departments/ Heads of Departments and Sub ordinate offices under their control to use 'Persons in position' rather than 'Men in position' in their Annual Establishment Review reports, Empowered Committee Memoranda and other human resources related reports and returns.

This may be treated as most urgent.

(Anu Garg)

Development Commissioner-cum-
Additional Chief Secretary
Addl. Chief Secretary,
Odisha

The Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government
All Departments

Please inform all concerned

AS (OE)

DE Secy

10-6-25

Commissioner-cum-Secretary
Health & F.W. Deptt.