VOLUME 20

Service Manuals, RTI & Office Procedure

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COMPILED BY

Upendra Luha, OAS

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Provided that in the interest of public service and of the applicant any such application may be forwarded by Government if the applicant repays Government all the expenses incurred by them together with interest thereof, if any.

7. *Forwarding applications of Government servants to projects and undertakings sponsored by Government* – Notwithstanding anything contained in rule 5, the application of any Government servant may be forwarded by the Appointment Authority for employment in any of the projects or firms or undertakings sponsored by the Government of India or by the State Government or by both.

8. *Refusal to accept the post applied for* – No application for a post elsewhere by a Government servant shall be forwarded by the Appointing Authority, if such Government servant having previously applied for the same post or any such post and having been selected for appointment to the said post has refused to accept the same for reasons as are unsatisfactory in the opinion of the Appointing Authority.

9. *Relief* – The Government servant whose application for appointment to a post elsewhere has been forwarded by the Appointment Authority shall on being selected for appointment to the post be relieved if requested by him within a reasonable time, unless the Appointing Authority considers it necessary in the interest of public service to retain him for such period as may be specified by the Appointment Authority in this behalf. In the later event, the authority offering the post applied for by the Government servant shall be intimated by the Appointment Authority as to the period of his retention with reasons thereof.

10. *Finality of orders under these rules* – (1) Notwithstanding anything contained in rule 23 or rule 31 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962, the orders of the Government or of the Appointing Authority, as the case may be, under the provisions of these rules shall be final.

(2) Nothing in these rules shall be construed so as to confer any right on any Government servant to have his application for appointment to a post elsewhere to be forwarded by the Appointment Authority.

11. *Repeal* – The Orissa Government Servants' Application for Posts Rules, published in the notification of the Government of Orissa in the Home Department No. 3366-A., dated the 31st March 1937 and all instructions corresponding to these rules and in force immediately before commencement of these rules are hereby repealed.

12. *Interpretation* – If any question arises relating to the interpretation of these rules it shall be referred to the State Government, whose decision thereon shall be final.

By order of the Governor

A. K. BARREN

Additional Chief Secretary

PART II - INSTRUCTIONS

No. 7711 – Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

CIRCULAR

The 14th July 1960

Subject – Procedure to be adopted for terminating the services of temporary Government servants.

It has come to the notice of Government that in some cases where proceedings are drawn up against Government servants, the full-fledged procedure laid down in Home Department Memo. No. 1150 (68)-A., dated the 23rd January 1954, as subsequently amended in Political & Services Department Memo. No. 2170 (72)-Gen., dated the 20th February 1957, is not being observed in all respect. The instructions

contained in Book Circulars Nos. 21 and 22 is so far as they are applicable to the changed circumstances also, are not being followed in some cases. A lacuna, which occurs quite commonly, concerns the issue of a second show-cause notice to the delinquent officer in the fourth stage of the proceedings, mentioned in the former Memo. of the Home Department as amended in the Political & Services Department Memo., dated the 20th February 1957, and required compulsorily under Article 311 of the Constitution. The non-observance of this procedural step vitiates the proceedings and the order of punishment passed on its basis becomes insupportable on appeal. The intention of the present circular is to bring to the notice of all concerned some of the material changes in the position which has been brought about by the decision of the Supreme Court in P. L. Dhingra *Versus* Union(reported in A. I. R. No. 1958 S.C. 36).

2. In the afore mentioned case, it has been held by the Supreme Court that a temporary or officiating Government employee has no right to a post and if the Government has, by contract, express or implied, or under the rules, the right to terminate the employment at any time, then such termination in the manner provided by the contract or under the rules, is *prima-facie* and *per se*, not a punishment and does not attract the provisions of Article 311. Where such a notice of mere termination of employment is given to the employee, it is not necessary that the elaborate procedure under Article 311 of the Constitution be followed.

3. The above remarks do not, however, apply to a case in which dismissal, removal or reduction in rank is contemplated. Such a case will attract the provisions of Article 311 of the Constitution of India. In order to arrive at a conclusion whether the provisions of Article 311 of the Constitution are attracted or not, the test evolved by Supreme Court is :

"Has the officer concerned bees visited with any penal consequences, such as forfeiture of pay and allowances or loss of seniority in his substantive rank or stoppage or postponement of his future chances of promotion" ? If any of these conditions is satisfied, it is to be held that the Government servant has been punished and the termination of his service must be taken as dismissal or removal from service or reversion to his substantive rank. In such cases requirements of the rules and Article 311 of the Constitution, which give protection to the Government servants, have to be compulsorily complied with. Otherwise, termination of service or reduction in rank in such circumstances will be wrongful and will be interpreted as violation of the constitutional rights of the Government servant.

4. In fine, it maybe stated that where termination of service of a temporary Government servant is not attended with any of the penal consequences referred to in Para. 3 above, temporary employment is terminable with or without notice as the terms of employment or the rules specify. On the other-hand, if the termination of his service is done as a measure of punishment culminating in any of the evil consequences, proceedings will have to be drawn up against the officer concerned and the four stages of a departmental enquiry enjoined in Home Department Memo. No. 1150 (68)-A., dated the 23rd January 1954, as subsequently amended in Political & Services Department Memo. No. 2170 (72)-Gen., dated the 20th February 1957, have to be adhered to scrupulously. It may however be borne in mind that the option to terminate the service as or under the terms of employment or the rules, or alternatively to take disciplinary action and terminate it by way of punishment always rests with the appointing authority.

A. K. MAZUMDAR
Additional Secretary to
Government

No. 63 (24)/Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

MEMORANDUM

The 3rd January 1962

To

All Departments of Government.

Subject – Rule relating to power of the State Government to dispense with or relax the requirements of any rule relating to conditions of service of State Government servants for dealing with any case in a just and equitable manner.

The undersigned is directed to invite reference to Home Department Memorandum No. 16418/A., dated the 30th September 1955 and the Notification No. 16359/A., dated the 30th September, 1955 under which a rule was promulgated empowering the State Government to dispense with or relax the requirements of any rule regulating the conditions of service of the State Government servants for the purpose of dealing in a just and equitable manner with particular cases in which the normal operation of the rule may involve undue hardship. (Copies of references enclosed for convenience). The question was raised whether this rule which was promulgated in 1955 permits relaxation of rules regulating recruitment, promotion, retirement or re-employment etc., for conferring benefit on a particular individual to the exclusion of all other similarly placed persons and, if so, whether the rule can be considered to be constitutionally in order.

2. The question has been examined and after obtaining legal advice Government have reached the conclusion that the rule as promulgated in 1955 is constitutionally in order. It permits relaxation of those rules only which regulate conditions of service, e.g., T. A. Rules, Leave Rules, etc. Consequently, it can not be utilized to relax for conferring benefit on an individual, the requirements of the rules which can not be covered by the expression "Conditions of Service", e.g. the rules relating to recruitment, promotion, grant of extension of service or re-employment.

The above clarification is issued to all Department for their information with the suggestion that they should satisfy themselves that the above rule issued in Home Department notification referred to above providing for relaxation, etc. of rules is restricted in its wording and operation as explained above.

R. N. MOHANTY

Deputy Secretary to

Government

No. 16418-A

GOVERNMENT OF ORISSA

HOME DEPARTMENT

MEMORANDUM

The 30th September 1955

Subject – Explanation of the rule relating to the powers of the Government of Orissa to dispense with or relax the requirements of any rule regulating conditions of service of the State Government servants for dealing with any case in a just and equitable manner.

Under the proviso to Article 309 of the Constitution, the power to make rules regulating the recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the State vests in the Governor or such person as he may direct. It is axiomatic that the authority who is competent to make rules is competent also to amend or interpret them. The Government of India Act, 1935 expressly recognized principles that the highest Governmental authority has the inherent power to relax the provisions of any service rule in individual cases of hardship where some allowance or concession, not permissible under the strict terms of the rule, is justified. Sub-section (5) of Section 241 of the Government of India Act, 1935 accordingly provided :

> "No rules made under this Section shall be construed to limit or abridge the power of the Governor-General or a Governor to deal with the case of any person serving His Majesty in a Civil capacity in India in such manner as may appear to him to be just and equitable, :
>
> Provided that, where any such rule is applicable to the case of any person, the case shall not be dealt with in any manner less favourable to him than that provided by that rule."

2. The absence of a similar provision in the Constitution created some doubt as to whether such inherent power is enjoyed by the Governor. In order therefore, to remove any doubts and to make position in this respect clear, a rule has been promulgated in this Department Notification No. 16359, dated the 30th

September 1955 making express provision on the lines of sub-section (5) of Section 241 of the Government of India Act, 1935 and on the model of the rule promulgated by the Government of India.

3. This rule does not introduce a new principle or procedure which was not already in vogue, but merely serves to make explicit the position which was assumed to have prevailed here to fore. The power of the State Government to relax a rule as and when considered necessary to deal with any particular case in a just and equitable manner is intended, as in the past, to be invoked only in rare and exceptional cases. Such action should only be taken in accordance with the accepted procedure hitherto followed in dealing with such cases. Before an order of relaxation is passed in any case, the Department which made the rule proposed to be relaxed, and other Departments, e.g. Home and/or Finance Department as may be appropriate with reference to the facts and circumstances and subject matter of each case should be consulted and existing rules of business or procedure of the Government of Orissa Secretariat having a bearing on the subject should be complied with.

4. In any case in which it is agreed by the Department or Departments concerned that it is a fit case in which the power to relax any rule should be exercised by the State Government, the reasons for such relaxation should be placed on record on the appropriate file, but these should not form part of the formal order to be issued by the State Government in this behalf.

5. It should be noted that any order of the State Government which may be issued dispensing with or relaxing the requirements of any rule in any particular case should be authenticated as an order of the Governor in accordance with the requirements of Article 166 of the Constitution.

[ILLEGIBLE]
Secretary to Government

No. 16359-A

GOVERNMENT OF ORISSA

HOME DEPARTMENT

NOTIFICATION

The 30th September 1955

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Orissa hereby makes the following rule :-

Where the Government of Orissa is satisfied that the operation of any rule regulating the conditions of service of State Government servants, or any class of such Government servants, causes undue hardship in any particular case, it may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

In this rule, the expression "State Government servants' means all persons whose conditions of service may be regulated by rules made by the Governor of Orissa under the proviso to Article 309 of the Constitution.

By order of the Governor
[ILLEGIBLE]
Secretary to Government

Memo. No. 18489 (77) – P. S. C.-84/62-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 24th December 1962

To

All Departments of Government/Heads of Departments.

Subject – Filling up vacancies through Employment Exchange.

Consequent on the passing of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959,Government have been pleased to decide that the following instructions should be followed by the appointing authorities both in Government and Quasi-Government Bodies.

(1) Whenever there are vacancies which are to be filled otherwise than in consultation with the Public Service Commission or on the basis of competitive examinations held under certain Recruitment Rules, the appointing authority should report to the Employment Exchange the number of such vacancies available, and the qualification (including any special or particular qualification) required for the post. The Employment Exchange shall submit nominations or furnish a non-availability certificate within 3 weeks of the receipt of requisition. Where the Employment Exchange fails to furnish nominations or furnishes a non availability certificate the appointing authority will be competent to recruit candidates from other sources. Similarly, where candidate nominated by the Employment exchange are found unsuitable to the requirements of the post, the appointing authority will take recourse to recruitment from open market. When any candidate nominated by an Employment Exchange is absorbed, the appointing authority should report to it the name of such candidate.

(2) These instructions will not only be applicable to recruitments to posts under the State Government but will also apply to all Local Bodies, Quasi-Government and Statutory Bodies.

The Political and Services Department Order No. 8371 (58)-Gen., dated the 9th July 1957 is hereby cancelled.

The undersigned is directed to request you to please issue suitable instructions to all your subordinate offices and also to all Local and Quasi-Government Bodies who are vested with the power of making appointments to post under their control.

[ILLEGIBLE]
Joint Secretary to Government

Memo. No. 8215 (99) – O. & M.-540/66-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 15th April 1966

To

All Departments of Government/All Heads of Departments.

Subject – Maintenance of gradation lists of officers of all classes and to print them every year.

The undersigned is directed to say that it has been reported by the Orissa Public Service Commission that while referring cases of Gazetted and non-Gazetted officers for offering their views for promotion, sometimes the Departments of Government do not furnish the up-to-date gradation lists of officers while in some cases incorrect or provisional gradation lists are furnished. This does not help the Commission in arriving at correct decision and it very often misleads them while offering their views, resulting in depriving the candidate of their legitimate due for promotion.

To avoid these difficulties and to enable the Commission to offer their impartial views, the Departments of Government are requested to send along with their recommendation a correct and up-to-date gradation list of officers to the Commission.

The gradation list of the officers of the Department should be printed each year and a copy sent to Orissa Public Service Commission along with their recommendation.

S. N. SHARMA
Joint Secretary to Government

No. 828 – 2M-32-75/Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 17th January 1976

(Published in *Orissa Gazette* on the 30th January 1976)

Subject – Recognition of various Sanskrit Examinations conducted by the Rastriya Sanskrit Sansthan, New Delhi for purpose of employment under the State Government.

The question of recognizing examinations conducted by Rastriya Sanskrit Sansthan, New Delhi, as equivalent to educational qualification in the general educational set up of the State for the purpose of employment was under the active consideration of Government for some time past. After careful consideration of the matter and in consultation with the Orissa Public Service Commission it has now been decided that the "Sashtri" and "Acharya" degrees awarded by the Rastriya Sanskrit Sansthan, New Delhi shall be considered equivalent to B. A. and M. A. degrees of Indian Universities respectively for the purpose of all employments under the State Government in all categories of posts. The relevant rules regulating recruitment shall be amended accordingly.

———————

Order – Ordered that the Resolution be published in the next issue of the *Orissa Gazette* for general information and copies be forwarded to all Departments/Heads of Department/Secretary, Orissa Public Service Commission.

By order of the Governor
R. C. PATRA
Additional Secretary to
Government

No. 19781-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

(Published in *Orissa Gazette* on the 22nd February 1984)

The 22nd August 1983

Subject – Dispensing with the recommendation of the Heads of Departments for allowing a Government servant to cross the E. B.

According to the practice followed now, the recommendation of the Heads of Departments is called for and E. B. is sanctioned having regard to the recommendation as well as the entry in the C. C. R. If the Head of the Department had watched the performance of the officer in question immediately before crossing the E. B. then his opinion as to his efficiency would be reflected in the C. C. R. which is being referred to. If the E. B. falls on an earlier date and the officer was not working under the control of the Head of Department at that time then he would hardly be in a position to comment on his suitability to cross the E. B. with effect from the date. Therefore the practice of calling for the specific recommendation of the Head of Department for the purpose of crossing E. B. should be dispensed with. If, however, the service records are maintained in the office of the Head of Department and Government have no knowledge regarding the due date of crossing the E. B. the Head of Department should furnish a report to Government with his views, three months before the due date and there will be no further consultation with him. The most vital document in judging an officer's efficiency is the C.C.R.

Order – Ordered that the Resolution be published in the next issue of the *Orissa Gazette* for general information and copies be forwarded to all Departments/all Heads of Departments for information.

By order of the Governor

C. NARAYANASWAMY

Special Secretary to

Government

No. 11763-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 2nd July 1986

To

All Departments of Government/

All Heads of Departments/

All District Offices.

Subject – Principles to be followed in acceptance of resignations tendered by Government servants.

The undersigned is directed to say that it is considered necessary to follow a uniform process for dealing with resignation submitted by Government servants with the objective of their expeditious disposal. Finance Department had in a letter, dated the 15th September 1976, addressed to all Departments of Government and all Heads of Departments emphasized the need for taking speedy action in the disposal of resignation tendered by a Government servant and communicate the acceptance order expeditiously. A copy of the Finance Departments aforesaid letter is enclosed. (Annexure I). Earlier, in May, 1967, the erstwhile Political & Services Department had outlined the procedure for regulating discharge, resignation of Government servant except on superannuation. It was laid down therein that the authority competent to appoint should consult the State Vigilance branch before acceptance of resignations or passing of discharge order. A copy of the aforesaid Political & Services Department's instruction is enclosed (Annexure II).

A Government servant who has submitted resignation, cannot ordinarily be expected to perform his normal official duties until a decision on his resignation is taken. He would hardly be doing anything other than pursuing the resignation. At present there is no time limit within which a decision on letters of resignation is to be taken. It has been observed that the Departments/Offices dealing with such cases of resignation make references to several offices, enquiring about particular aspects, such as, whether there is a vigilance case or whether there are any Government dues outstanding against the officer, without stating the purpose of making the reference. Similarly no time schedule for the various steps involved in decision making has been laid down nor any specific function has been made responsible to deal with these matters. It is, therefore, necessary to reiterate the need for speedy action for disposal of resignation and at the same time for consulting the State's Vigilance Organisation in dealing with cases of resignation.

The concerned Deputy Secretary (if there is no Deputy Secretary, then the Joint Secretary, if there is neither a Deputy Secretary nor a Joint Secretary, then the Under-Secretary) dealing with establishment matters in a Government Department shall handle such cases of resignation and ensure that decision is taken within a time limit of three months. If there are any real difficulties he must at once bring them to the notice of the Secretary of the Department. Similarly, in the Heads of Department and in field offices an officer shall be designated (generally the Establishment Officer or an officer of whatever designation entrusted with establishment matters) by the Head of Department/Head of Office for this purpose.

Immediately upon receipt of the letter of resignation from a Government servant, reference will ordinarily be made to the Director-General of Vigilance to ascertain whether there is any Vigilance case or proceeding pending against the Government servant or whether such a case or proceeding is going to be started against him in the near future. It must clearly be stated that the purpose of obtaining this information is to take a decision on the resignation. The Directorate-General of Vigilance will send the information sought for within 14 days (2 weeks) of the receipt of the reference. If no categorical response (that a case or

proceeding is pending or that it is going to be started) is received from the Vigilance Organisation within the above period of 14 days, then the administrative Department or the Head of the Department or Head of Office should be free to proceed in the matter of accepting the resignation on the premise that the vigilance angle does not come in the way.

Similarly, simultaneous references shall be made to ascertain whether any Government dues are outstanding against the Government servant; while making the reference, reasonable time of 14 days (2 weeks) be stipulated within which a categorical reply should be requested. This will give ample time to the Head of Department and Head of Office to deal with and decide letters of resignation. If no decision is taken and communicated to the concerned government servant who has tendered resignation within three months of receipt of letter of resignation then, upon expiry of this period of three months, the Government servant's resignation will be deemed to have been accepted and he will be deemed to have been relieved. Government hope that such a situation of resignation having been deemed to have been accepted and the Government servant having been deemed to be relieved, does not arise. This has to be ensured by the concerned Government Department, Head of Department and the Head of the field office or subordinate office competent to accept or reject letters of resignation. It may be noted that the requirement of law is that acceptance or rejection of resignation is to be decided by the appointing authority. A copy of letter, dated the 15th July 1974 issued by the erstwhile Political & Services Department on this aspect is enclosed (Annexure III).

[ILLEGIBLE]

Special Secretary to

Government

ANNEXURE I

Copy of the letter No. 42792 (110) dated the 15th September 1976 from Special Officer-*cum*-Deputy Secretary to Government, Finance Department addressed to all Departments of Government/all Heads of Department.

Subject – Principle to be followed in acceptance and withdrawal of resignation from Government service.

The undersigned is directed to say that a Government servant had resigned from service and subsequently withdraw his resignation before it was accepted but the competent authority accepted the resignation even after receipt of his application expressing his intention of withdrawal of his resignation letter. This was the subject matter of a writ before the Hon'ble High Court who have held that the resignation letter having been withdrawn before it could be accepted, there was no resignation for acceptance before the competent authority. Such a contingency could have been avoided had the competent authority taken prompt action in accepting the resignation immediately, after it was submitted and the Government servant could not have got the chance to withdraw it before it was accepted.

All Administrative Departments and Head of Departments are therefore requested to keep the above position in view and issue direction to all the appointing authorities under their control to take speedy action in the disposal of resignation tendered by the Government servant and communicate the acceptance order expeditiously.

ANNEXURE II

No. 264 – Vig. (102) C. T. C. – 59/62-A. T.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 10th May 1967

To

All Secretaries of Government

All Heads of Departments

All District Officers.

Subject – Procedure for regulating discharge/resignation of Government servant except on superannuation.

It has been brought to the notice of Government that the various authorities competent to appoint persons in the Government services have been accepting their resignation, if any, or discharging them on valid ground, without finding out at first if any allegation of corruption is pending against them or whether they have put the Government to monetary loss due to their negligent conduct, In consequence Government have to go to Law Courts for realization of their dues after the Government servant is relieved of his responsibilities.

It is, therefore, ordered that the authority competent to appoint such personnel should consult the State Vigilance Branch of the Political and Services Department, Cuttack, before acceptance of resignations or passing of discharge order to avoid avoidable loss to Government.

The Law Department has concurred in the matter.

A. K. BARREN

Chief Secretary to Government

ANNEXURE III

Memo. No. 11149 (115) – 2M-21/74-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 15th July 1974

To

All Departments of Government
All Heads of Departments
All Collectors.

Subject – Acceptance of resignation tendered by Government employees.

The undersigned is directed to say that instances have come to the notice of Government wherein resignation petitions submitted by Government servants have been accepted by authorities lower in rank than the appointing authority as prescribed in the schedule to the Orissa Civil Services (C. C. & A.) Rules, 1962 or other statutory orders on the subject. The State Government have been advised that acceptance of resignation by such lower authorities will not hold good in law. It is, therefore, necessary that orders of the appointing authority should invariably be taken while accepting or rejecting the resignation petitions of the Government servants. These instructions should be brought to the notice of all appointing authorities for guidance.

Receipt of this Memo. may please be acknowledged.

[ILLEGIBLE]

Additional Secretary to Government

No. 6266-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 25th March 1987

From

Shri Binoy B. Misra,
Deputy Secretary to Government

To

All Departments of Government/
All Heads of Departments/
All Collectors.

Subject – Change of surname by Government servants.

The undersigned is directed to say that the instructions of Government laying down the procedure for change of surname of the Government servants were issued in Home Department Memo. No. 592 (22), dated the 31st May 1955 (Copy enclosed). Despite this, certain doubts have been raised by different quarters as to who should have the power to order the change and enter such order in the official records.

Government, after careful consideration, have decided that after the formalities laid down in the Home Department Memo. cited above are completed the appointing authority can order the change of surname of the Government servants and such orders can be entered in the service records of the Government servant by the officer who maintains the service records.

This may be brought to the notice of all subordinate officers under their administrative control.

Yours faithfully,

BINOY B. MISRA
Deputy Secretary to Government

15. CHANGE OF NAME OR SURNAME

[Home Department Memo. No. 592(22)- Ref., dated the 31st May 1955]

Change of name, surname by Government Servant

The undersigned is directed to say that references are received from time to time from Government employees to change their recorded names. No definite procedure for this purpose has so far been laid down for according recognition to a *bona fide* change. The following procedure has therefore been decided upon in consultation with the Law Department and Government of India. This may be noted for future guidance.

2. A Government servant wishing to adopt a new name or to effect any modification in his existing name should be asked to adopt the change formally by a deed changing his name. In order that the execution of the document may not be in doubt it is desirable that it should be attested by two witness preferably those known to the Head of the Office in which the Government servant is serving. A sample deed form is enclosed for reference. The execution of deed should be followed by publication of the change in a prominent local newspaper as well as the *Gazette of Orissa*, publication being undertaken by the Government servant at his own expense. For the publication of the advertisement in the *Orissa Gazette* the Government servant should be directed to approach the publisher of the *Orissa Gazette*.

It is only after the formalities described in the foregoing paragraph have been complied with and satisfactory evidence of identity and execution of the document is added by the Government servant that the adoption of new name or change in the existing name should be recognized officially entries in Government records so far as may be necessary be amended accordingly. True copies of the relevant documents should be retained by the Head of the Office concerned.

Deed Changing Surname

By this DEED the undersigned …… (New name of etc., now lately called …….. (old name) employed at …….. (designation of the post held at the time by the Government servant concerned at …… …….. (place where employed) in

the ……. (Department) of the Government of Orissa. do hereby –

For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of ……. and in place there of assume from the date here of the surname of …… and so that I and my wife and children and remoter issue may hereafter be called, known and distinguished not by my former surname of …… but by my assumed surname of ……

For the purpose of evidencing such my determination declare that I shall at all times hereafter in all records, deeds and writings and in all proceedings, dealings and transactions private as well as public and upon all occasions whatsoever use and sign the name of …….. as my surname in place of and in substitution of my former surname of ……..

Expressly authorize and request all persons at all times hereafter to designate and address me and my wife and children and remoter issue by such assumed surname of …….. accordingly.

IN WITNESS WHEREOF I have here into subscribed my former and adopted names of …….. ……. and …….. and affixed my seal …….. day of ……..

Signed sealed and delivered

by the above named ……
……

(old name)

(New name) formerly ……..

(Old name) in the presence of ……..
……

…… (new name)

No. 15946 – SC/6-142/87-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 25th May 1988

To

All Departments of Government/

All Heads of Departments/

All Collectors.

Subject – Change of permanent address in the Service Book.

The undersigned is directed to say that clarifications are being sought for as to whether permanent address recorded in the Service Book of an employee is subject to change consequent upon his permanent settlement at some other place or at the “Headquarters of his office”. Such change may be allowed if an employee requests with a certificate of permanent residence/Nativity from the competent authority as prescribed in Revenue Department Resolution No. 27407-111 E-Misc. 2/83-R., dated the 21st April 1984.

[ILLEGIBLE]

Joint Secretary to Government

HEADS OF DEPARTMENTS CADRES

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
	PART I - RULES		
1.	Notification No. 26327 (Gen.)	14-09-1988	Orissa Heads of Departments Stenographers Service Recruitment & conditions of services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988.
2.	Notification No. 19100 (Gen.)	24-07-1991	Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991.
3.	Notification No. 20274 (Gen.)	19.07.2003	Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991.
4.	Notification No. 7417 (Gen.)	11-04-1994	Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
5.	Notification No. 32515 (Gen.)	01.12.2003	Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
6.	Notification No. 31638 (Gen.)	31.12.2008	Orissa Heads of Departments Stenographers Service Recruitment & conditions of services of Private Secretaries, Personal Assistants and Stenographers) Amendment Rules, 2008
	PART II – INSTRUCTIONS		
1.	Resolution No. 12138 (Gen.)	01-06-1978	Revision of Yardstick of Head Typists in the offices of the Heads of Departments.
2.	Circular No. 7916 (Gen.)	12-04-1983	Revision of ratio of Ministerial Staff in Heads of Departments.
3.		26-06-2000	

	Circular No. 21986 (Gen.)		Clarification to Rule 13 (2) of the O. M.S. (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Department) Rules, 1994.
4.	Circular No. 30408 (Gen.)	31-07-2000	Principles for promotion and fixation of Seniority of Ministerial Officers in the offices of the Heads of the Departments.
5.	Circular No. 9711/Gen.	04.04.2003	Nomination of Officers to D.P.C. for Promotion of Assistants and Section Officers in the offices of the Heads of Departments – Instructions regarding.

PART I

RULES

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th September 1988

(Published in the *Orissa Gazette* on the 23rd September 1988)

No. 26327 – 2R/1-88/88-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Orissa is pleased to make the following rules, for Regulation of Recruitment and Conditions of Service of persons appointed to the posts in the Orissa Heads of Departments Stenographers' Service, namely :-

PART I

PRELIMINARY

Short Title and commencement.

1. (1) These rules may be called the Orissa Heads of Department Stenographers' Service (Recruitment and Conditions of Services of Private Secretaries, Personal Assistants and Stenographers) Rules, 1988.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

(a) "Appendix" means the Appendix to these rules;

(b) [1]["Commission" means the Orissa Staff Selection Commission constituted vide General Administration Departments' notification No. 25673, dated the 23rd November 1993 in respect of recruitment of Junior

Stenographers and "Commission" means Orissa Public Service Commission in respect of promotion];

(c) "Government" means the Government of Orissa;

(d) "Head of Department" means a Head of the Department listed in Appendix 3 of the Orissa Service Code and as specified in Appendix 3 of the Orissa Service Code and includes the office of a Revenue Divisional Commissioner;

(e) "Member" means the member, Board of Revenue;

(f) "Revenue Divisional Commissioner" means the person appointed as such under Section 3 of the Orissa Revenue Divisional Commissioners Act, 1957;

(g) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as notified by the President of India under Articles 341 and 342, respectively of the Constitution of India;

(h) "Selection Board" means the Selection Board constituted under Rule [2][17);

(i) "Service" means the Orissa Heads of Departments Stenographers' Service;

(j) "Year" means the calendar year.

PART II

CONSTITUTION AND COMPOSITION OF CADRE

Constitution and composition of cadre.

3. (1) The service shall consist of the cadres as specified hereunder:-

(a) Office of the Board of Revenue and its constituent Heads of Department as specified hereunder shall have a separate cadre-

(i) Office of the Special Relief Commissioner;

(ii) Office of the Commissioner, Land Records and Settlements;

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1 & 2 Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994 published in the Orissa Gazette and given effect to from the 22nd September 1994.

(iii) Office of the Land Reforms Commissioner;

(iv) Office of the Commissioner, Consolidation I and II;

(v) Office of the Director of Land Records and Surveys;

(vi) Office of the Director of Consolidation;

(vii) Office of the Inspector-General of Registration-*cum*-Excise Commissioner.

(b) The office of each Revenue Divisional Commissioner shall have a separate cadre; and

[1][(c) The office of the Chief Engineer, Roads & Building and its constituent Heads of Departments specified hereunder shall constitute a single separate cadre, namely:-

(i) Chief Engineer, Buildings I;

(ii) Chief Engineer, Buildings II;

(iii) Chief Engineer, Research Development and Quality Promotion;

(iv) Chief Engineer, Design, Planning, Investigation and Research.

(d) Except the cadre of offices specified in Clauses (a), (b) and (c) each Heads of Departments functioning under the administrative control of any Department of Government shall have a separate cadre.]

(2) Each cadre of the service shall consist of the posts of Junior Stenographer, Senior Stenographer, Personal Assistant and Private Secretary.

[2][(3) There shall be a post of Senior Private Secretary to the Member, Board of Revenue.]

PART III

RECRUITMENT OF JUNIOR STENOGRAPHERS

Method of Recruitment.

4. [3][Selection of candidates for recruitment to the posts of Junior Stenographer shall be conducted by the Orissa Staff Selection Commission].

Direct recruitment through competitive examination.

5. (1) The posts of Junior Stenographer shall be filled up by direct recruitment through competitive examination which shall ordinarily be held annually by the Orissa Staff Selection Commission.

(2) The Chairman of the Orissa Staff Selection Commission shall be competent to determine the time, date and place of the examination.

6. [4][(1) In the month of January, each year, the Heads of Department shall intimate the Employment Exchange and the Chairman of the Staff Selection Commission, the number of vacancies already existing including those likely to occur during the subsequent months of the year of intimation in the *pro forma* prescribed under rule 5 of the Orissa Staff Selection Commission Rules, 1993.

(2) In case of the office of Board of Revenue and its constituent Heads of Departments, the Secretary, Board of Revenue and in the case of the Office of the Chief Engineer, Reads & Buildings and its constituent Heads of Departments, the Chief Engineer, Roads shall furnish the informations under sub-rule (1) in respect of their constituent Heads of Departments apart from the informations in respect of their own offices].

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1. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

2. Added vide G. A. Department Notification No. 11405-Gen., dated the 7th March 2000 published in the *Orissa Gazette* and given effect to from the 14th April 2000.

3 & 4. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

Advertisement inviting applications.

7. On receipt of intimations of vacancies under rule [1][6] the Chairman, Orissa Staff Selection Commission shall issue advertisements in as many newspapers as may be considered necessary inviting applications for a competitive examination for the posts of Junior Stenographer.

Conditions of eligibility.

8. (1) In order to be eligible for appearing in the competitive examination for recruitment to the posts of Junior Stenographer a candidate must -

(a) be a citizen of India;

(b) not be less than eighteen years and more than [2][thirty-two] years of age on the first day of January of the year in which applications are invited;

[Provided that the maximum age limit shall be relaxed by five years in case of [3][women candidates and] candidates belonging to the Scheduled Castes and the Scheduled Tribes, ten years in case of physically handicapped persons and to such extent in case of candidates of such other categories as Government may, by general or special order, specify from time to time.]

(c) have passed the High School Certificate examination conducted by the Board of Secondary Education, Orissa or equivalent examination;

(d) not be having more than one spouse living or, in the case of a lady candidate, have not married a person who has a wife living.

Provided that Government if satisfied that there are special reasons for doing so, may exempt a candidate from the operation of this rule.

(e) have passed Middle English School examination with Oriya as a language subject;

OR

have passed the High School Certificate examination or an equivalent examination with Oriya as medium of examination in non-language subject;

OR

have passed in Oriya as language subject in the final examination of Class VII or above

OR

have passed a test in Oriya of Middle English School standard conducted by the Education Department;

(f) [4][Possess a minimum speed of forty words per minute in Typewriting in English and twenty words per minute in Typewriting in Oriya and minimum speed of eighty words per minute in shorthand both in English and Oriya];

(g) [5][have paid a non-refundable fee of rupees twenty and shall furnish along with the application the treasury challan showing payment of such fee into a Government Treasury under the appropriate head of account as may be specified by Government from time to time].

(2) The candidates shall furnish with his application true copies, duly attested by a Gazetted Officer (s) of the following documents, namely :-

(i) Certificate of the High School Certificate examination or an equivalent examination;

(ii) Mark sheet of the High School Certificate examination or as the case may be, an equivalent examination;

1, 2, 3, 4 & 5. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

(iii) Certificate of good character from the head of the institution in which the candidate last studied;

(iv) Caste Certificate granted by a competent Revenue Authority in case of a candidate belonging to a Scheduled Castes or Scheduled Tribes;

(v) Physically Handicapped Identity Card, issued by the Director, Community Development and Rural Reconstruction Department as per erstwhile Political & Services Department Resolution No. 16443-Gen., dated the 24th July 1978, if the candidate is a physically handicapped person;

(vi) Certificate indicating successful completion of a course in Stenography in any Industrial Training Institute or other Government run or Government recognized institution.

Note – The candidate shall be required to produce the originals at the time of examination, failing which he shall be liable to be disqualified.

Scrutiny of applications.

9. The applications shall be scrutinized to determine the eligibility of the candidates to the posts of Junior Stenographers.

Recruitment test.

10. (1) The recruitment examination for the posts of Junior Stenographers shall comprise the following tests, namely :-

(a) Typewriting tests in English and Oriya,

(b) Shorthand tests in English and Oriya, and

(c) Written test in English and Oriya.

(2) The standard and syllabus for the tests specified under sub-rule (1) shall be as set-forth in the Appendix.

(3) The result of the examination shall be placed before the [1][Commission] for consideration and approval,

(4) A Select List of successful candidates containing [2][equal] the number of total vacancies intimated under sub-rule (1) of rule 6 shall be drawn up in order of merit and shall be published in such manner as the Government may from time to time, direct.

Period of validity of the Select List.

11. The Select List published under sub-rule (3) of rule 10 shall remain valid for a period of one year from the date of its publication. [3][***]

Inclusion in Select List confers no right to appointment.

12. Inclusion of names of candidates in the Select List confers no right to appointment which shall depend, among other circumstances, on the actual availability of vacancies.

Allotment of candidates for appointment.

13. The Chairman of the Orissa Staff Selection Commission shall allot the candidates included in the Select List to the offices of Heads of Departments according to their requirements Appointment orders shall be issued by the concerned Heads of Departments.

Production of original certificates by candidates.

14. On receipt of appointment order candidate shall produce -

(a) their High School or equivalent examination certificate;

(b) certificates of good character, from two Gazetted Officers not below the rank of Class II;

(c) caste and other certificates in original as may be necessary for verification of their educational qualification and the date of birth, etc., by the respective appointing authorities at the time of their joining.

Consequence of failure to join the assignment.

15. Failure on the part of a candidate to join the assignment by the date specified in the order of his appointment, in the absence of any extension of such date by the appointing authority, shall amount to forfeiture of his claim for such appointment.

1 & 2. Substituted vide G. A. Department Notification No. 18503, dated 31 August 1994.

3. Omitted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

PART IV

APPOINTMENT TO POSTS OTHER THAN JUNIOR STENOGRAPHERS

Appointment to posts other than Junior Stenographers.

16. (1) Appointment to the posts of Senior Stenographer, Personal Assistant and Private Secretaries in a cadre shall be regulated in the following manner, namely :-

(a) The posts of Senior Stenographers in a cadre shall be filled up by promotion of Junior Stenographers in that cadre [1][who have completed three years of service as such and] who have successfully completed the probation and are eligible for confirmation;

(b) The posts of Personal Assistants in a cadre shall be filled up by promotion of Senior Stenographers in that cadre [2][who have completed nine years of services as such and] who have successfully completed the probation and are eligible for confirmation as Senior Stenographers;

(c) The posts of Private Secretary in a cadre shall be filled up by promotion of Personal Assistants in that cadre who have rendered at lest [3][five years of services as Personal Assistant];

[4][(d) The post of Senior Private Secretary to Member, Board of Revenue, shall be filled up by way of promotion from the rank of Private Secretary in that cadre who has rendered at least two years of continuous service as Private Secretary.]

(2) The criterion for promotion referred in this rule shall be merit and suitability in all respects with due regard to seniority subject to passing of such departmental examination and tests as may be prescribed by Government from time to time.

(3) Cases of promotion to the posts of Senior Stenographer, Personal Assistant and Private Secretary shall be subject to scrutiny of the Selection Board.

Constitution of Selection Board.

17. [5][(1) (a) Except the cadres specified in clauses (a) and (c) of sub-rule (1) or rule 3, there shall be two separate Selection Boards for each cadre to consider the case of promotion of eligible officers under these rules;

(b) The Selection Board for the purpose of promotion to the posts of Senior Stenographer and Personal Assistant shall consist of the following, namely :-

(i)	Heads of the Department	Chairman
(ii)	Two Senior officers nominated by the Head of the Department.	Members
(iii)	Administrative Officer/Establishment Officer/Officer-in-charge of the Heads of the Department.	Secretary

(c) The Selection Board for the purpose of the promotion to the post of Private Secretary shall consist of the following, namely :-

(i)	Secretary to the Administrative Department controlling the Heads of the Department.	Chairman
(ii)	Heads of Department	Member
(iii)	Under/Deputy/Joint Secretary in charge of the Establishment.	Secretary

(2) (a) In respect of the cadres constituted under clauses (a) and (c) of sub-rule (1) of rule 3 there shall be two separate Selection Boards in each cadre to consider the cases of promotion of eligible officers under there rules;

(b) The Selection Board for the purpose of promotion to the posts of Senior Stenographer and Personal Assistant shall consists of the following, namely :-

(i)	Senior most Heads of the Department of the constituent Heads of the Department.	Chairman
(ii)	Two other Heads of Departments of the constituent Heads of the Departments to be nominated by the Chairman.	Members
(iii)	Administrative Officer/Establishment Officer/Office-in-charge of establishment of the Board of Revenue or Chief Engineer, R & B., as the case may be.	Secretary

(c)

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1 & 2. Inserted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

4. Inserted vide G. A. Department Notification No. 11405-Gen., dated the 7th March 2000.

3 & 5. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

The Selection Board for the purpose of promotion to the posts of Private Secretary shall consist of the following, namely :-

(i)	Secretary of the Administrative Department	Chairman
(ii)	Two other Heads of Departments of the constituent Heads of Departments to be nominated by the Chairman.	Members
(iii)	Joint/Deputy/Under-Secretary in charge of the establishment of the Administrative Department.	Secretary

[1][(d) The Selection Board for promotion to the post of Senior Private Secretary to Member, Board of Revenue shall consist of the following, namely :-

(i)	Member, Board of Revenue.	Chairman
(ii)	The Senior most Heads of Department of the constituent Heads of Departments of the Board of Revenue.	Member
(iii)	A representative of the Revenue & Excise Department	Member
(iv)	Secretary, Board of Revenue	Member-Secretary

(3) No Secretary of any Selection Board shall participate in its deliberation.

(4) (i) In case of promotion to the posts of Senior Stenographer, Personal Assistant the Selection Board shall meet as and when vacancies arise including those anticipated during the year to consider the cases of all eligible officers and prepare select list of candidates found suitable for promotion on the basis of seniority with due regard to merit. The select list shall be published in such a manner as the Selection Board may deem appropriate. The select list shall remain valid for a period of one year from the date of it's publication;

(ii) In case of promotion to the posts of private Secretary -

(a) The Selection Board shall meet as and when vacancies are anticipated and prepare a list of candidates for promotion;

(b) The selection for inclusion of names in the list shall be abased on merit and suitability in all respects with due regard to seniority;

(c) The names of the Personal Assistants included in the list shall be arranged in order of their seniority;

(d) The list prepared by the Selection Board shall be forwarded to the Commission for concurrence by the Government together with C. C. Rs. of all Personal Assistants whose cases were considered for promotion and a copy of the proceedings of the Selection Board;

(e) The Commission shall consider the list prepared by the Selection Board along with other documents received from the Government and unless they consider any change necessary. Approve the list, The

Commission shall follow the principles set out in clause (b) in making their recommendation. If the Commission recommend supersession of any senior person by any of his juniors they shall assign specific reasons for the same;

(f) The recommendations of the Commission shall be placed before the Government and after approval by the Government with modification if any, shall from the select list which shall remain valid for a period of one year from the date of its approval by the Government.]

1. Inserted vide G. A. Department Notification No. 11405/Gen., dated the 7th March 2000.

PART V

GENERAL

Reservation of Vacancies.

[[1][18. (1)] Notwithstanding anything contained in these rules for direct recruitment and promotion under these rules, vacancies shall be reserved for and filled up by :-

(i) candidates belong to Scheduled Castes and Scheduled Tribes in accordance with the provisions contained in the Orissa Reservation of Vacancies in posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder;

(ii) candidates who are physically handicapped, at the rate of three per cent, as provided in the Resolution of the Government in the General Administration Department No. 15338-Gen., dated the 4th may 1981;

(iii) ex-servicemen, at the rate of three per cent as provided in the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.

(iv) sportsmen, at the rate of one per cent as provided in the Resolution of the Government of Orissa in the General Administration Department No. 24803-Gen., dated 18th November 1985;

(v) candidates of such other categories and at such rate or rates as the Government may, from time to time, direct :

Provided that vacancies reserved under this clause in addition to those reserved under clauses (i), (ii), (iii) and (iv) shall, in no case, exceed fifty per cent of the total number of vacancies in any year :

Provided further that in the absence of candidates eligible to fill the reserved vacancies referred to in clause (iii) or clause (iv) the vacancies will be deemed to have been dereserved and available for other candidates.

[2][(2) Notwithstanding anything contained in these rules, reservation for women shall be made in accordance with the Resolution of Government of Orissa in G. A. Department No. 43328-Gen., dated the 23rd December 1992.]

Probation

19. Every person appointed to a post in the service shall be on probation normally for a period of two years from the date of his appointment. If during or at the end of the said period he is found unfit to continue further :-

(a) his service shall be terminated if he is direct recruit;

(b) He shall be reverted to his former post if he is a promotee :

Provided that in the absence of an order to the effect that the probation has been satisfactorily completed, the period of probation shall be deemed to have been extended till the date of the order when issued or the date specified in such order, which shall, in case, be more than a year from the date of expiry of the normal period of probation.

Training and Departmental Examinations/ Tests.

20. Members of the services shall be required to undergo such training or to pass such tests or departmental examinations as may be prescribed by the Government from time to time.

Appointment under Rehabilitation Assistance Scheme.

[3][21. Nothing in these rules shall apply to appointment of Junior Stenographers made under the Orissa Civil Service (Rehabilitation Assistance, Rules, 1990, as amended from time to time.]

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1. Renumbered vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.
2. Inserted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 2000.
3. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.

Filling up vacancies after the list of successful candidates is exhausted.

22. In case a vacancy occurs in the cadre of junior Stenographers after the list of successful candidates for the year has been exhausted and before the publication of select list of the next examination, such vacancy may be filled up by a successful candidate of the previous year who is within the maximum age limit prescribed under these rules, and failing that by any candidate who satisfies the conditions laid down in rule 8. In the latter event, the appointment shall be purely temporary and shall not continue beyond the date when the select list of the next year's examination is published.

Seniority.

23. [1][(1) The relative seniority of each Junior Stenographer in his cadre shall be determined with reference to his position in the select list as referred to in rule 11. Candidates appointed under rules 21 and 22 shall, subject to the provision of sub-rule (2), take their seniority below the Junior Stenographers appointed in that year under rule 13.

(2) The Junior Stenographers appointed under rule 21 shall rank above those appointed under rule 22 in that year.]

Relaxation.

24. When it is considered by the government that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

Repeal and Savings.

25. The Orissa Stenographic Service (Recruitment and Conditions of Service of Personal Assistants and Stenographers in the offices of the Heads of Departments and District Offices) Rules, 1982, framed by Revenue and Excise Department, the Orissa Works Department Subordinate Stenographers, Recruitment Rules, 1983 and any other Rules or executive instructions issued by different Departments

of Government, so far as they regulate the recruitment and conditions of service Junior Stenographers, Senior Stenographers, Personal Assistants and Private Secretaries in the offices of Heads of Departments, are hereby repealed :

Provided that anything done or any action taken under the provisions of the rules and instructions so repealed shall be deemed to have been done or taken under the provisions of these rules.

Interpretation.

26. If any question arises relating to the interpretation of these rules it shall be referred to Government in the General Administration Department for decision.

Nodal Department.

[2][27. General Administration Department shall be the Nodal Department in respect of all creation/upgradation of posts of Personal Assistant, Private Secretary and Senior Private Secretary. All proposal for creation/upgradation of above mentioned posts shall be moved by the concerned Heads of Departments to their respective Administrative Department who in turn shall move the proposal to the General Administration Department for obtaining the decision of the Government.]

APPENDIX

STANDARD AND SYLLABUS

[*See* sub-rule (2) of rule 10]

TYPEWRITING AND SHORTHAND TESTS

I TYPEWRITING TEST – ENGLISH : 50 marks -

(a) The test will be held for 10 minutes at a speed of 40 words per minute from printed matter (400 words approximately).

(b) While assessing the accuracy of reproduction 5 marks will be deducted for each mistake in the type script. A candidate whose script reveals more than 6 mistakes will be eliminated as disqualified.

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1. Substituted vide G. A. Department Notification No. 18503-Gen., dated the 31st August 1994.
2. Inserted in amendment Notification No. 11405-Gen., dated the 7th March 2000.

II SHORTHAND TEST – ENGLISH : 50 marks -

The test will comprise dictation from a printed matter (240 words approximately) of 3 minutes at the rate of 80 words per minute. Time allowed for transcription will be 15 minutes. The apportionment of marks for the evaluation of answer scripts will be as follows :-

(a) Dictation in shorthand script – 25 marks – While assessing the ability to take down dictation in shorthand script, one mark will be deducted for each mistake.

(b) Transcription – 25 marks – While assessing the ability to transcribe one mark will be deducted for each mistake.

26. III - TYPEWRITING TEST – ORIYA : 50 marks -

(a) The Test will be held for 10 minutes at a speed of 20 words per minute from a printed matter (200 words approximately).

(b) While assessing the accuracy of reproduction, 5 marks will be deducted for each mistake in typed script. A candidate whose script reveals mistakes more than 3% will be eliminated as disqualified.

IV SHORTHAND TEST – ORIYA : 50 marks -

The test will comprise dictation from a printed matter (240 words approximately) for 3 minutes at the rate of 80 words per minute. Time allowed for transcription shall be 10 words per minute by typewriter. A candidate whose script reveals errors more than 10 per cent of the words dictated will be eliminated as disqualified.

(a) Dictation in shorthand script – 25 marks – While assessing the ability to take down dictation in shorthand script, one mark will be deducted for each mistake.

(b) Transcription – 25 marks – While assessing the ability to transcribe one mark will be deducted for each mistake.

V LANGUAGE TEST – 40 marks -

This test shall aim at evaluating candidates' knowledge in English and Oriya languages. There will be common question paper. It shall be designed as follows :-

(a)	Translation of a passage from English to Oriya	…	10 marks
(b)	Translation of passage from Oriya to English	…	10 marks
(c)	An essay in Oriya	…	10 marks
(d)	Question aimed at assessing candidates working knowledge in English language.		10 marks

[(The question may require the candidates to give correct spelling of words, to select from given words and Phrases, the most appropriate for filling in blanks in sentence to correct grammatical mistakes in given sentences, to select from a given group of words those with opposite meaning and to Punctuate a passage.)]

By order of the Governor

R. K. NAYAK

Special Secretary to Government

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26. Substituted vide G. A. Department Notification No. 18503-Gen., dated 31st August 1994.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 24th July 1991

(Published in the *Orissa Gazette* on the 8th August 1991)

No. 19100 – 2R/1-8/91/Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulate recruitment to the posts of Establishment Officer of the offices of Heads of Department namely :-

Short title and commencement

1. (1) These rules may be called the Orissa Heads of Department (Establishment Officers, Recruitment Rules, 1991.

(2) They shall come into force on the date of their publication in the Official Gazette.

Definitions

2. In these rules, unless the context otherwise require :-

(a) "Commission" means the Orissa Public Service Commission;

(b) "Committee" means the Departmental Promotion Committee Constituted under rule 4;

(c) "Department" means the respective Administrative Department of the Secretariat as prescribed in the Orissa Government Rules of Business framed under Clause (3) of Article 166 of the constitution of India;

(d) "Government" means the Government of Orissa;

(e) "Heads of Department" means the Heads of Department as mentioned in Appendix 3 of the Orissa Service Code;

(f) "Post" means the post of Establishment Officer which is filled up by promotion from among the Section Officers, Level-I;

(g) "Select List" means the list approved under rule 8.

Eligibility

[1][3. The post of Establishment Officer in the offices of the Heads of Departments shall be filled up by selection from among the permanent and officiating Section Officers, Level-I of that establishment, who have completed one year of continuous service in the said rank of that establishment by the end of the month preceding the month in which the committee meets.]

Constitution of Departmental Promotion Committee.

4. (1) There shall be constituted a Departmental Promotion Committee for selection of suitable officers for promotion to the post of Establishment Officer.

(2) The Committee shall consist of the following members, namely :-

(i) Secretary to Government in the Administrative Department … Chairman

(ii) Head of the Heads of Department concerned … Member

(iii) Joint Secretary/Deputy Secretary of the Administrative Department … Member

(3) An officer of the Heads of the Department not below the rank of Class I to the nominated by the concerned Heads of the Department to act as the Secretary of the Committee without participating in its deliberations and decisions.

(4) The recommendation of the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members :

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Committee were present at such meeting.

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1. Substituted vide G. A. Department Notification No. 24507, dated the 9th November 1995 published in *Orissa Gazette* and given effect to from 14th November 1995.

Meeting of the Committee.

[1][5. In every calendar year the Committee shall meet in the month of January to consider the suitability of all eligible officers and prepare a list of such officers in order of merit, who are found suitable for promotion.]

Preparation of Select List.

6. (1) The zone of consideration, to fill up the vacancies by the general candidates shall be such as specified in the Orissa Civil Service (Zone of consideration) Rules, 1988 and in respect of vacancies reserved for S. C. & S. T. communities shall be such as specified in the Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder from time to time.

(2) The Committee shall ordinarily recommend the names of officers equal to double the number of vacancies referred to in sub-rule (1).

(3) The sealed cover procedure shall be followed in respect of employees who are placed under suspension.

(4) Selection of officers for inclusion in the list referred to in rule 5 shall be based on merit and suitability in all respects with due regard to seniority.

(5) The names of officers considered fit for promotion to the service shall ordinarily be arranged in the order of their respective seniority in the rank of Section Officer, Level-I :

Provided that any Section Officer, Level-I who is of exceptional merit may be assigned a place higher than that of the officers senior to him in the said rank with reasons recorded for such supersession.

Consultation with Commission.

7. (1) The list prepared by the Committee under rule 6 shall be submitted to Government in the Administrative Department who shall refer the matter to the Commission together with the following documents, namely :-

(a) Gradation list of the Section Officers, Level-I whose cases were considered by the Committee and their date of birth.

(b) Particulars of all officers recommended by the Committee under rule 6 together with a separate list and particulars of those officers not recommended by the Committee for inclusion in the list so prepared;

and

(c)

Confidential Character Rolls of all officers considered by the Committee under rule 6.

(2) The position of representation against adverse remarks and position about disciplinary proceedings, if any, pending against the officers considered for promotion shall be stated.

(3) The Commission shall consider the list so received under sub-rule (1) with reference to the documents and shall furnish its recommendation to the Government in the Administrative Department. The Commission shall follow the principle specified in rule 6 (4) in making its recommendations.

Approval of Select List by Government.

8. (1) The Government shall consider the recommendations of the Commission and approve the same with or without any modification, if deemed proper, and upon such approval the list shall from the Select List for promotion to the post. The Select List shall be equal to the number of vacancies reported.

(2) The Select List shall remain in force for a period of one year from the date of its approval by the government under sub-rule (1).

Appointment to service.

9. (1) Appointment to the post shall be made by the competent authority in the order in which the names appear in the Select List.

(2) When a Select List is not in force or has been exhausted and it is necessary to make appointments urgently, appointment may be made in the post on *ad hoc* basis for a period not exceeding one year on the basis of the list prepared by the Committee under rule 6 :

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1. Substituted vide G. A. Department Notification No. 24507-Gen., dated the 9th November 1995 published in the Orissa Gazette and given effect to from 14th November 1995.

Provided that the period of service rendered in *ad hoc* appointments made under sub-rule (2) shall not count towards seniority.

Probation and Training.

10. (1) Officers appointed to the service for the first time on the basis of the Select list shall be on probation for a period of one year :

Provided that the period of *ad hoc* appointment made under sub-rule (2) of Rule 9 shall not count towards the period of probation.

(2) Government may, for good and sufficient reasons to be recorded in writing, extend the period of probation of any officer for another year so that the period of probation of nay officer for another year shall not exceed two years in any case.

(3) If the performance of any officer is not found satisfactory during the period of probation during the extended period, he shall be reverted back to his parent post in the next lower rank.

(4) The Establishment Officer (s) of each Heads of Department may be required to undergo such training as may be directed by Government from time to time.

Inter-se Seniority

11. The *inter-se*-seniority of officers appointed to the post shall be in the order in which their names are arranged in the Select List from which they are appointed.

Confirmation.

12. After successful completion of probation a person shall be confirmed in his post if a permanent post is available.

Repeal and Saving.

13. All rules, orders, instruction corresponding to these rules in so far as they relate to recruitment to the post of Office Superintendent, Superintendent, Personal Assistant (Non-technical), Additional Personal Assistant (Non-technical), Establishment Officer, Additional Establishment Officer and Assistant Establishment Officer in the offices of the Heads of Department and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order or appointment made, action taken or things done under the rules, orders or instructions so repealed shall be deemed to have been made, taken or done under the corresponding provisions of these rules.

Interpretation.

14. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department for decision.

By order of the Governor

C. NARAYANASWAMY

Special Secretary to Government

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 11th April 1994

(Published in the *Orissa Gazette* on the 23rd May 1994)

No. 7417 – 2R/1-24/94-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules regulate the method of recruitment and conditions of service of the person appointed to the posts of Assistants and Section Officers in the offices of the Heads of Departments, namely :-

PART I

PRELIMINARY

Short title and commencement

1. (1) These rules may be called the Orissa (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires :-

(1) (a) 'Appendix' means the Appendix appended to these rules;

(b) 'Commission' means the Orissa Staff Selection Commission;

(c) 'Chairman' means the Chairman of the Orissa Staff Selection Commission;

(d)

'Committee' means the Selection Committee/Departmental Promotion Committee, as the case may be;

[1][(e) 'Departmental Examination' means the Accounts Training conducted by the Madhusudan Institute of Accounts and Finance and would include a test/examination prescribed at the end of the training;]

(f) 'Government' means the Government of Orissa;

(g) 'Heads of Departments' means a Head of Department as defined in Rule 20 of the Orissa Service Code and enlisted in Appendix 3 thereof. Provided that the Office of the Board of Revenue and its constituent Heads of Departments specified hereunder shall constitute a single cadre under the administrative control of the Member, Board of Revenue who shall exclusively function as the Head of the Department of the said constituent Heads of Department;

(i) Office of the Special Relief Commissioner;

(ii) Office of the Commissioner, Land Records and Settlements;

(iii) Office of the land Reforms Commissioner;

(iv) Office of the Commissioner, Consolidation I and II;

(v) Office of the Director of Land Records and Survey;

(vi) Office of the Director of Consolidation; and

(vii) Office of the Inspect-General of Registration-cum-Excise Commissioner.

(h) 'Scheduled Castes and Scheduled Tribes' mean such castes and tribes as notified by the President of India under Articles 341 and 342 of the Constitution of India;

(i) 'Select List' means the list prepared by the Orissa Staff Selection Commission/ Departmental promotion Committee;

(j) 'Year' means the calendar year.

(2) All other words used but not defined in these rules, unless the context otherwise requires, shall have the same meaning as respectively assigned to them in the Orissa Service Code.

1. Substituted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996 published in the Orissa Gazette and given effect to from 30th September 1996.

PART II

CONSTITUTION OF CADRE AND METHOD OF RECRUITMENT

Constitution and composition of the cadre.

3. (1) The service shall consist of the following grades, namely :-

(a) Junior Assistant;

(b) Senior Assistant;

(c) Section Officer, Level – II;

(d) Section Officer, Level – I.

(2) Each grade of the service shall constitute a separate cadre.

4. [1][(1) Recruitment to the posts of Junior Assistants shall be made by the following methods:-

(i) Direct recruitment through the competitive examination.

(ii) Promotion from among Group employees.]

(2) Recruitment to the posts of Senior Assistant shall be made by promotion from among the eligible Junior Assistants and Senior Grade Typists/Diarists, Recorders, Despatchers.

(3) Recruitment to the posts of Section Officer, Level-II shall be made by promotion from the Senior Assistants.

(4) Recruitment to the posts of Section Officer, Level-I shall be made by promotion from among the Section Officers, Level-II.

PART III

[2][DIRECT RECRUITMENT THROUGH COMPETITIVE EXAMINATION]

Competitive Examination.

5. (1) The competitive examination shall be conducted once in every year by the Commission on the subjects and syllabus specified under Rule 11.

(2) Question setting and valuation of answer papers shall be done centrally under the direct supervision of the Commission.

(3) Invigilators for the examination shall be appointed from outside the district in which examination is conducted.

Intimation of number of vacancies.

6. In the month of January each year, the Heads of Department shall intimate the Chairman, the number of vacancies of Junior Assistants already existing and those likely to occur during the subsequent months of the year in the form prescribed in Appendix I :

Provided that the vacancies once reported shall not be filled up otherwise for any reason whatsoever without prior permission of the Chairman.

Notification of vacancies.

7. On receipt of the requisite information, the Chairman shall issue advertisements inviting applications for appearing in the competitive examination for the posts of Junior Assistants in such newspapers as may be considered necessary.

Holding of examination.

8. The competitive examination shall be held at a center (s) to be announced by the Chairman. The date, time and place for the examination shall be intimated to the candidates.

Eligibility of the candidates.

9. A candidate in order to be eligible for appearing in the competitive examination shall -

(a) be a citizen of India.

(b) be passed +2 in Arts/Science/Commerce or possess such other qualification as are equivalent to +2 examination;

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1. Substituted vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.

(c) be not less than 18 years and not more than 32 years of age on the 1st day of January of the year.

Note – The maximum upper age limit shall be relaxable by five years in case of Scheduled Caste and Scheduled Tribe candidates and by such number of years in respect of other categories of candidates as may be decided by the Government.

(d) be of good character;

(e) be of sound health, good physique and active habits and free from organic defects or bodily infirmity;

Note – This clause is not applicable to physically handicapped candidates.

(f) have not more than one spouse living or in the case of lady candidates have not married a person who has a wife living;

(g) be able to speak, read and write Oriya and have -

(i) passed M. E. School examination with Oriya as language subject;

OR

(ii) have passed Matriculation or equivalent examination with Oriya as medium of examination in non-language subject;

OR

(iii) passed in Oriya as language subject in the final examination of Class VII or above;

OR

(iv) passed a test in Oriya in M. E. School standard conducted by the Education Department.

Fees

10. (1) No application shall be considered unless it is accompanied by a Treasury Challan showing payment into a Government Treasury an amount as may be determined by the Government from time to time by order notified in the official gazette as fees for application and examination under the appropriate heads of account.

(2) No claim for refund of fee shall be entertained in any case.

(3) Candidates belonging to Scheduled Castes and Scheduled Tribes are exempted from payment of such fees.

Standard and syllabus of the examination.

11. [1][(1) The examination shall be conducted on the following subject carrying marks as shown against each :

Subject		Marks
(1)		(2)
Objective Language	…	100
Arithmetics	…	100
General Knowledge	…	100
Total	…	300

(2) The syllabus and the standard of the examination for each subject shall be as specified in the Appendix II.

Preparation of select list and allotment of successful candidates.

12. (1) The Commission shall ensure completion of evaluation of answer papers and preparation of the merit list of the candidates within two months from the last date of examination.

(2) The list of successful candidates drawn in order of merit shall be equal to the total number of vacancies determined under Rules 6.

1. Substituted vide G. A. Department Notification No. 14429-Gen., dated the 18th June 1998, Published in Orissa Gazette and given effect from the 17th July 1998.

(3) The list of successful candidates shall be published in the notice board as well as in the official gazette and upon publication it shall from the select list.

(4) Mere inclusion of a name in the list of successful candidates shall not confer any right to appointment unless and until specific appointment order is issued by the competent authority.

(5) The Chairman shall allot the names of successful candidates for appointment to the Heads of Departments according to the requirement of those offices.

(6) Orders of appointment shall be issued by the concerned Heads of Departments.

[1][PART III A

RECRUITMENT THROUGH PROMOTION

12. A. Percentage of filling of vacancies and eligibility criteria.

(1) 5% of vacancies in the post of Junior Assistant in the office of a Heads of Departments shall be filled up by way of promotion from among the Group D employees of that office on the basis of recommendation of the Departmental Promotion Committee constituted under Rule 16(1):

Provided that in case required number of Group D employees are not available for promotion to the posts of Junior Assistant in a particular year, these vacancies shall be filled up by candidates recruited under Rule 4 (1) (i).

(2) No Group D employee shall be eligible for consideration for promotion to the post of Junior Assistant unless he has given willingness to that effect in writing and has put in minimum of 19 years of continuous service and has passed +2 Arts/Science/Commerce or possess such other qualification as are equivalent to pass in +2 examination.

(3) The selection of Group D employees for promotion to the post of Junior Assistant shall be based on the following criteria :-

(i) Service record of the employee shall be taken into consideration. If nothing adverse is found in the service record the employee concerned shall be treated to have a clean career of service.

(ii) A *viva voce* test shall be conducted by the Departmental Promotion Committee.]

PART IV

PROMOTION TO THE POST OF SENIOR ASSISTANT

Percentage of filling up of vacancies.

13. (1) 90% of vacancies in the rank of Senior Assistants in the Office of a Heads of Departments shall be filed up by the eligible Junior Assistants of that office on being selected by the Departmental Promotion Committee.

(2) No Junior Assistant shall be promoted to the rank of Senior Assistant unless he has put in at least 3 years of continuous service as such and has been considered fit to perform all the duties of a Senior Assistant and has [2][successfully passed the Departmental Examination]:

[3][Provided that the Junior Assistants who have already passed the final Accounts Examination conducted by the Board of Revenue shall not be required to pass the Departmental Examination provided in sub-rule (2).]

(3) 10% of the vacancies in the rank of Senior Assistant in the offices of Heads of Departments shall be filled up by recruitment of

competent Senior Grade Typists, Senior Grade Diarists, Senior Grade Recorders and Senior Grade Despatchers of that office if they have rendered 10 years of continuous service including 3 years in the respective Senior Grades and have possessed Matriculation or equivalent qualification and have been selected by the Departmental Promotion Committee constituted under Rule 16.

1. Added vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.

2. Substituted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.

3. Inserted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.

PART V

PROMOTION TO THE POST OF SECTION OFFICER, LEVEL-II

Promotion to the post of Section Officer, Level-II.

14. (1) No Senior Assistant shall be considered for promotion to the post of Section Officer, Level – II unless he has rendered a minimum of twelve years of continuous service including nine years of continuous service as Senior Assistant on the first day of January of the year in which the Departmental Promotion Committee meets. [1][**]

(2) The selection for the posts of Section Officer, Level-II shall be made by the Departmental Promotion Committee constituted under Rule 16 from among the Senior Assistants.

(3) If no such candidate with nine years of continuous service as Senior Assistant is available the Departmental Promotion Committee may, as a special case, consider the cases of those Senior Assistant who have rendered not less than seven years of service in that grade but in no case the total period of service shall be less than twelve years.

PART VI

PROMOTION TO THE POST OF SECTION OFFICER, LEVEL-I

Promotion to the post of Section Officer, Level-I.

15. (1) No Section Officer, Level-II shall be eligible for consideration for promotion to the post of Section Officer, level-I unless he has completed [2][three years] of continuous service as such on the 1st day of January of the year in which the Departmental Promotion Committee meets.

(2) The selection for the posts of Section Officers, Level-I shall be made by the Departmental Promotion Committee constituted under Rule 16, from among the Section Officers, Level-II.

PART VII

GENERAL

Constitution of Departmental Promotion Committee.

16. [3][(1) there Shall be a Departmental Promotion Committee to consider the eligible officers for promotion to the posts of Junior Assistants/Senior Assistants/Section Officer, level-II and Section Officers, Level-I consisting of the followings -

(a)	Heads of Departments concerned	Chairman
(b)	Additional/Joint/Deputy Director of the Heads of Department and in absence of any such officer Deputy/Joint Secretary of the concerned Administrative Department nominated by the Secretary of the Administrative Department.	Member

(c)	Deputy Secretary of any Department of Secretariat other than the Administrative Department nominated by the Secretary of the concerned Department.	Member
(d)	Establishment Officer or any other officer not below the rank of Secretary Class II dealing with Office Establishment of the concerned Heads of Department.]	Secretary

(2) The Department Promotion Committee shall consider the suitability of eligible officers for promotion to the higher grade and accordingly prepare a list of such officers. The list prepared by the Committee shall be valid and can be acted upon notwithstanding the absence of any of its members :

Provided that the member so absenting was duly invited to attend the meeting and the majority of the members of the Committee were present at such meeting.

**1. Deleted vide G. A. Department Notification No. 26373-Gen., dated the 30th September 1996.

2. Substituted vide G. A. Department Notification No. 19063-Gen., dated the 25th May 2000, Published in Orissa Gazette and given effect to from the 9th June 2000.

3. Substituted vide G. A. Department Notification No. 10978-Gen., dated the 30th March 2001.

Select List.

17. (1) The lists of persons prepared by the Commission in case of direct recruitment for the posts of Junior Assistants and by the Departmental Promotion Committee in case of promotion to the posts of [1][Junior Assistants,] Senior Assistants, Section Officer, Level-II and Section Officer, Level-I shall from the Select Lists upon publication for general information.

(2) The Select Lists shall remain valid for a period of one year from the date of the publication.

Criteria for Promotion.

18. The criteria for promotion to the posts of [2][Junior Assistant/] Senior Assistants/Section Officer, Level-II and Section Officer, Level-I shall be in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992.

Probation.

[3][19. (1) All persons appointed to a post in the service shall be on probation for a period of two years in case of direct recruitment and one year in case of promotion which shall be counted from the date of joining the post ;

Provided that the period of probation shall not include the following :-

(a) Extra-ordinary leave,

(b) Period of unauthorized leave,

(c) Any other period held to be not being on actual duty.

(2) The appointing authority may extend the period of probation or terminate the services of a person appointed on probation (in case of the direct recruit) or revert a person to his previous post (in case of a promote) during or at the end of his period of probation, if the work and conduct of such person is not found to be satisfactory.

(3) The date of completion of the period of probation in each case shall be notified by an office order and shall also be recorded in the Service Book.]

Seniority.

20. (1) The relative seniority of each person appointed to a particular cadre of the service in a particular year shall be determined with reference to his position in the respective select list.

(2) The persons appointed in a year under sub-rule 3 of Rule 13 shall take rank below those appointed under sub-rule (1) thereof.

[4][(3) The persons appointed in a year under rule 12.A of Part-IIIA shall take rank below those appointed under rule 12 (6)].

Reservation of vacancies.

21. Notwithstanding anything contained in these rules, vacancies shall be reserved -

(a) For candidates belonging to Scheduled Caste and Scheduled Tribe in accordance with the provisions contained in the Orissa Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the Rules framed thereunder;

(b) For physically handicapped/ex-servicemen/Sportsmen/Women candidates to such extent as may be determined by the Government from time to time.

Relaxation.

22. Where the State Government are of the opinion that it is necessary or expedient so to do in the public interest, they may, by order, relax any of the provisions of the rules in respect of any class or category of employees in the interest of public service.

Confirmation.

23. After successful completion of probation, a person shall be confirmed in his post if a permanent post is available.

Repeal and Savings.

24. All rules, orders and instructions corresponding to these rules and in force, immediately before the commencement of these rules, are hereby repealed.

Provided that any order or appointment made, action taken or things done under the rules, orders or instructions so repealed shall be deemed to have been made taken or done under the corresponding provisions of these rules.

Interpretation.

25. If any question aries relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department for decision.

Issue of instructions.

26. The State Government may issue such instructions, not inconsistent with the provision of these rules, as they consider necessary to regulate matters not specifically covered by the provisions of these rules.

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1 & 2. Inserted vide G. A. Department Notification No. 19078-Gen., dated 30th March 2001.

3. Substituted vide G. A. Department Notification No. 26373-Gen., dated 30th September 1996.

4. Added vide G. A. Department Notification No. 10978-Gen., dated 30th March 2001.

[1][PART VIII]
TRAINING

27. (1) The required attendance during the training syllabus for the training and level of performance in the test/examination for passing the same shall be as determined by the Madhusudan Institute of Accounts and Finance in consultation with the General Administration Department.

(2) All the Senior Assistants appointed in accordance with the sub-rule (3) of Rule 13 and all the Junior Assistants of the offices of different Heads of Department shall be deputed in turn to the Madhusudan Institute of Accounts and Finance, Bhubaneswar for attending the next feasible training course in order of their seniority :

Provided that where a Junior Assistant selected for training could not be relieved in the interest of public service and completes the said training successfully subsequently his/her seniority in gradation list shall be maintained and his date of passing the prescribed examination shall be antedated. In case promotion is due and the Assistant otherwise qualified for promotion, has not undergone training or no fault of his/her, he/she should get promotion as usual, according to his/her seniority to the post of Senior Assistant. However, in the rank of Senior Assistant he/she shall have to undergo training and after successful completion of training he/she will be confirmed in the rank of Senior Assistant.

(3) The Madhusudan Institute of Accounts and Finance shall issue a certificate to each trainee, who successfully completes the Training Course. The Madhusdan Institute of Accounts & Finance shall also submit separately a list of persons successfully complete the training to the General Administration Department and to the concerned Heads of Department at the end of each such course. It shall also, indicate, whether the trainee concerned has failed in attendance or in the test/examination.

(4) The General Administration Department shall be the nodal Department for deputing the Assistant for training. The concerned Heads of Department shall recommend the names of the Junior Assistants and the Senior Assistants to the General Administration Department strictly in order of their seniority.

(5) A person deputed for training shall be treated as on duty and he shall get the duty pay. The duty pay shall, however, be admissible only for the duration of one term of the training course. If a person fails in completing successfully the training due to the failure in the test/examination only, he may be allowed two more chances to undertake the test/examination part of the subsequent training courses, for taking such test/examination, the person concerned shall have to take leave for this purpose. In case a person fails due to the shortage of attendance for reasons whatsoever, he may be nominated again for the training course and he shall undergo the full course of training afresh. In case of re-nomination to the training course, while the person shall be treated as on duty, the financial benefits of the duty pay shall not exceed the duration of one term of the training course. The duty pay paid for the extra duration shall be recovered at the rate of one-third of the monthly salary beginning from the month immediately succeeding the re-nominated training course.

APPENDIX I

(*See* Rule 6)

(i) Number of vacancies already existing -

(a) Permanent,

(b) Temporary – likely to be permanent,

(c) Purely temporary.

(ii) Number of expected vacancies likely to occur during the year -

(a) Permanent,

(b) Temporary – likely to be permanent,

(c) Purely temporary.

(iii) Total,

(iv) Vacancies reserved for -

(a) Scheduled Caste,

1. Inserted vide G. A. Department Notification No. 26373-Gen., dated 30th September 1996.

(b) Scheduled Tribe,

(c) Ex-Servicemen,

(d) Sportsmen,

(e) Physically handicapped,

(f) Women.

APPENDIX II

(*See* Rule 11)

Standard and Syllabus

[1][1. Objective Language Test :-

[50+50 = 100 marks (English & Oriya) 3 hours duration]

(1)	Question to test English	…	50 marks
(a)	Letter writing	…	15 marks
(b)	One Oriya passage to be translated into English	…	15 marks
(c)	English Grammar	…	20 marks
	(i) Correct use of tense		
	(ii) Correct use of preposition,		
	(iii) Correct use of articles		
	(iv) Correct use of Verbs and its agreement		

(These questions shall consist a series of sentences with blanks and a group of verbs, prepositions, etc. against each sentence and the candidates shall be required to tick off the correct verb, preposition, article or tense as the case may require).

(2)	Question to test Oriya	…	50 marks
(i)	Oriya Grammar (Objective type)	…	20 marks
(ii)	Translation (one English passage to be translated in to Oriya).	…	15 marks
(iii)	Essay writing	…	15 marks

Note – The standard of examination in English and Oriya will be equivalent to +2 examination.]

2. General Knowledge – Knowledge of current event and such other matters of every day observation had experience as may be expected from an educated person.

[2][3. Arithmetics

(Matriculation Standard) – 3 hours duration	…	100 marks

(Under this, there will be a series of questions in practical Mathematics required for day to day. The question would be such as to test candidate's ability to work out Fractions, Decimals, Percentage, Average, Simple and Compound interest, Rates and Taxes, Insurance, Profit & Loss, Mixture, Partnership, Problems on Time and Work and Time & Distance).]

By order of

the Governor

PRITIMAN SARKAR
Special Secretary to Government

1. Substituted vide G. A. Department Notification No. 14429-Gen., dated 18th June 1998 – Published in Orissa Gazette and given effect to from 17th July 1998.
2. Substituted in G. A. Department Notification No. 14429-Gen., dated the 18th June 1998.

INSTRUCTIONS

PART II

No. 12138-SC/6-1/78-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

(Published in the *Orissa Gazette* on the 16th June 1978)

The 1st June 1978

Subject – Revision of the yardstick of Head Typists in the offices of the Heads of Departments.

After the amalgamation of the two grades of Head Typists (Senior & Junior) into one on the recommendation of the Fourth Pay Committee, the yardstick of the Head Typists as fixed in Political & Services Department Resolution No. 17156-Gen., dated the 6th November 1964 became inoperative and incapable of implementation. In the meantime the Home Department have issued orders in their Resolution No. 52845-S. E. – 2-26/75, dated the 20th November 1976, revising the yardstick for sanction of posts of Head Typists in the Departments of Secretariat, Government have therefore, been pleased to decide that a post of Head Typist in the office of heads of Department will be admissible for every six (6) Typists in that office. When the number of Junior and Senior Grade Typists in an office will be more than 50% of the above yardstick another supervisory post of Head Typist will be admissible.

This supersedes all previous Resolutions of the Political & Services Department on the subject.

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Order – Ordered that the Resolution be published in the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments and the Accountant-General Orissa, Bhubaneswar for information.

By order of the Governor

R. K. NAYAK
Additional Secretary to Government

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No. 7916-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 12th April 1994

To

All Heads of Departments.

Subject – Revision of ratio of Ministerial staff in the Heads of Departments.

Consequent upon the redesignation of the posts of Lower Division and Upper Division Assistants as Junior Assistants and Senior Assistants, respectively the following amendments are made in the last paragraph of the defunct P. & S. Department circular No. 65469 (58)-Gen., dated the 27th April 1962.

In place of "i.e., 2 L.D., 2 U.D. Grade II and 2 U. D. Grade I for one Head Assistant" the following may be substituted, "i.e. tow Junior Assistants and four Senior Assistants for one Section Officer".

C.

NARAYANASWAMY

Special

Secretary to Government

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No. 21986-SC/6-31/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Dated the 26th June 2000

To

All Heads of Departments of Government/All Heads of Departments.

Subject – Clarification to Rule 13 (2) of the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994.

The undersigned is directed to say that references have been received in this Department with regard to interpretation of eligibility criteria in terms of three completed years of service for promotion from Junior Assistants to the rank of Senior Assistants as laid down in Rule 13 (2) of the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Office of the Heads of Departments) Rules, 1994.

It is, therefore, clarified that a Junior Assistant of the Heads of Department shall be eligible for consideration for promotion to the rank of Senior Assistant if he has put in at least three years of continuous services as such on the 1st day of January of the year in which the departmental Promotion Committee meets. This provision may be read in addition to the other provisions under Rule 13 (2) of the aforesaid rules which shall remain unaltered.

This clarification should be brought to the notice of all the subordinate offices under their control.

S. B.

AGNIHOTRI

Special

Secretary to Government

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No. 30408-SC/II-22/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Dated the 31st July 2000

To

All Departments of Government/

All Heads of Department

Subject – Principles of promotion and fixation of seniority of Ministerial Officers in the Offices of Heads of Departments.

The undersigned is directed to refer to this Department Resolution No. 14029-Gen., dated 4-5-1988, Letter Nos. 18864/Gen., dated 9-7-1990, 26451/Gen., dated 20-9-1990, No. 32076/Gen., dated 18-8-1992 and No. 4522/Gen., dated 20-2-1993 on the above mentioned subject and to say that it has come to the notice of the Government that most of the Ministerial Officers of the Heads of Departments have not passed Preliminary Accounts/Final Accounts Examination conducted by the Board of Revenue during the last extended period i.e. 31-12-1993 Consequently these Assistants and Section Officers who have got promotion to the ranks of Senior Assistant/Section Officer, Level-II without passing the Preliminary Accounts Examination/Final Accounts Examination as treated are irregular recruits in the respective rank and are debarred from getting further promotions even if large number of vacant posts are remaining unfilled due to non-availability of suitable candidates.

2. After considering these facts, Government have been pleased to order by invoking relaxation provisions contained in Rule 22 of the Orissa Ministerial Services (Method of Recruitments and Conditions of Service of Assistants and Section Officers in the Office of Heads of Departments) Rules, 1994 as follows :-

(i) Relaxation will be allowed in respect of the provision requiring the Ministerial Officers to undergo Accounts training. This relaxation may be allowed till 31st March 2002. The management will take steps to depute the untrained Assistants and Section Officers for training in Madhusudan Institute of Accounts and Finance, Bhubaneswar during this period and record should be kept of any refusal.

(ii) During this period of relaxation i.e. till 31st March, 2002 qualifying in the Accounts Training may not be insisted upon for continuance in the post which they are holding now or for promotions subject to their eligibility or otherwise.

(iii) All appointments and promotions before 31-3-2002 of any Ministerial Officer who have not passed the departmental examination in the Accounts Training conducted by Madhusudan Institute of Accounts and Finance will be treated as *ad hoc*.

3. It is clarified that no further relaxation will be allowed for this purpose and failure to pass the departmental examination in the Accounts Training within the above specified period i.e. 31-3-2002 will debar the concerned Ministerial Officers of Heads of

Departments from getting future promotion and they are liable for immediate reversion to the grade from which they were promoted on *ad hoc* basis.

4. It is further clarified that no Junior Assistant should be promoted on *ad hoc* basis to the rank of a Senior Assistant if he has not put in three years of continuous service as such and no Senior Assistant shall be considered for promotion to the post of Section Officer, Level-II unless he has rendered minimum 12 years of continuous service including nine years of continuous service as Senior Assistant on the 1st day of January of the year in which the Departmental Promotion Committee meets.

M. V. A.

SUBBARAO

Additional

Secretary to Government

Top

Government of Orissa

General Administration Department

*****

No. 2R/1-57/99(Pt.II)/ 9711/Gen., Dt.04.04.2003

To

All Departments of Government.

All Heads of Departments.

Sub: Nomination of Officers to D.P.C. for Promotion of Assistants and Section Officers in the offices of the Heads of Departments – Instructions regarding.

The amended provision U/R 16(1) (C) of the Orissa Ministerial Service (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the Offices of the Heads of Department) Rules, 1994 made effective from 19.04.2001 i.e. the date of publication of the relevant Notification in the Orissa Gazette provides that Deputy Secretary of any Department of Secretariat other than the Administrative Department is required to be nominated to act as 'Member' of the D.P.C. by the Secretary of the concerned Administrative Department. Experience, however, shows that invariably requests are being received from the respective Heads of Departments to depute an officer of the rank of Deputy Secretary from G.A.Department to participate as a 'Member' in the DPC even though the Rule does not specifically prescribe so.

2. It is not practicable to spare Deputy Secretary from G.A. Department to attend the DPC meetings of Heads of Departments as they are tied down with day to day important Official work.

It is, therefore, requested that all the Administrative Departments / Heads of Departments should associate the Deputy Secretaries of other Departments of the Government in the D.P.C. meetings of the Heads of Departments and spare Officers of the rank of Deputy Secretary to act as member in such D.P.C. meetings.

Special Secretary to Government

Top

Government of Orissa
General Administration Department
*****
NOTIFICATION

Bhubaneswar, Dated, the 19.07.2003

No. 2R/1-3/2003/ 20274 / Gen., In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991 namely :-

1. (1) These rules may be called the Orissa Heads of Departments (Establishment Officers) Recruitment Amendment Rules, 2003.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In the Orissa Heads of Departments (Establishment Officers) Recruitment Rules, 1991 (hereinafter referred to as the said rules) after clause (g) of rule 2, the following clause shall be inserted, namely :-

"(h)'year' means the Calendar year"

3. In the said rules, after rule 14, the following rule shall be inserted namely:-

"Relaxation.15-where the State Government are of the opinion that it is necessary or expedient to do so, they may, by order and for reasons to be recorded in writing, relax any of the provisions of rule 3 and rule 10 in respect of any class or category of employees in the interest of the Public Service in consultation with the Orissa Public Service Commission".

By order of the Governor

S.SRINIVASAN

Special Secretary to Government

Memo No. 20275 / Dated. 19.07.2003

Copy forwarded to all Departments of Government / all Heads of Departments / Guard file (20 copies) for information and necessary action.

Deputy Secretary to Government

Top

Government of Orissa,
General Administration Department.
******

NOTIFICATION

Bhubaneswar, Dated the 01.12.2003

No. SC/H-5/02- 32515 / Gen., In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Ministerial Service (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994 namely :-

1. (1) These rules may be called the Orissa Ministerial Service (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the offices of the Heads of Departments) Amendment Rules, 2003.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In the Orissa Ministerial Services (Method of Recruitment and Conditions of Services of Assistants and Section Officers in the Offices of the Heads of Departments) Rules, 1994 for clause (g) of sub-rule (1) of rule 2, the following clause shall be substituted, namely -:

"(g)' Heads of Departments' means a head of Departments as defined in rule 20 of the Orissa Service code and enlisted in Appendix –3, thereof. Provided that the office of the Board of Revenue and its Constituent Heads of Departments specified hereunder shall Constitute a single cadre under the administrative control of the Member, Board of Revenue who shall exclusively function as the Head of the Department of the said constituent Heads of Departments;

(i) Office of the Special Relief Commissioner;
(ii) Office of the Commissioner, Land Records & Settlements;
(iii) Office of the Land Reforms Commissioner;
(iv) Office of the Commissioner, Consolidation I and II;
(v) Office of the Commissioner, Consolidation & Settlement;
(vi) Office of the Director of Land Records & Surveys;
(vii) Office of the Directorate of Consolidation;
(viii) Office of the Inspector General of Registration and
(ix) Office of the Excise Commissioner".

By order of the Governor

(T.K.Pandey)
Special Secretary to Government

Memo No. 32516 / Dated. 01.12.2003

Copy forwarded to all Departments of Government / all Heads of Departments / Guard file (10 copies) / G.A.Department Library (20 copies) for information and necessary action.

Deputy Secretary to Government

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MISCELLANEOUS MATTERS

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	D. O. letter No. 11188 (Gen.)	04-09-1957	Scope of examining Government orders passed *Suo moto*.
2.	Resolution No. 13411 (Gen.)	08-08-1969	Domicile restrictions on admission of students to educational institutions of the State and award of Government Scholarship.
3.	Resolution No. 21352 (Gen.)	20-11-1969	Permission to Government Servants to join educational institutions and to appear privately at various examinations.
4.	Memo. No. 4913 (Gen.)	27-03-1973	Affixing designation of officers below their signature in Secretariat files.
5.	Circular No. 9758 (Gen.)	18-05-1976	Contacts by Senior officers with the Public and Lower Staff-Grievances Cell.
6.	Circular No. 25980 (Gen.)	29-09-1981	Delegation of powers to the Section Officers of the Secretariat to sanction C. L.
7.	Order No. 28294 (Gen.)	06-11-1981	A. D. Ms. Of District to exercise powers of the District Magistrate under C. R. P. C., w.e.f. 18-12-1978 for the time being in force.
8.	Memo. No. 2976 (Gen.)	07-02-1985	Recaning of furnitures in Government offices by blind persons.
9.	Notification No. 6206 (Gen.)	22-02-1989	Members of the Delhi Police Esstt. to exercise powers and jurisdiction in the State of Orissa.
10.	Circular No. 26422 (Gen.)	29-11-1995	Reference to G. A. Department on matters relating to service conditions.
11.	Office Memorandum No. 19941 (Gen.)	05-06-2000	Conferring of Secretariat status on the officers of I. P. S. / I. F. S. posted outside the Secretariat.
12	Resolution No.29832-Gen	29-10-2003	Applicability of the Orissa Conduct of Examination Act,1988(Orissa Act-2 of 1988) to the Examination conducted by the Orissa Public Service Commission/Staff Selection Commission.
13	No.32399-Gen	29-11-2003	

Procedure to be followed in Recording the date of birth in the Service Book / Service Roll.

D. O. No. 11188 (17)-Gen.

The 4th September 1957

Shri B. SIVARAMAN, I. C. S.

Chief Secretary to Government

To

Shri P. N. MHANTI, I. A. S.

Secretary to Government, Home Department.

My dear Mahanti,

I have been noticing in some files that when a Minister in a Department passes a certain order *suo moto* and sends it to the Secretary, the Department does not examine the proposal on merits and sometimes does not even consult the relevant Department with whom consultation is mandatory under Rules of Business. The Department treats the Minister's order as final and takes action sometimes contrary to the Rules of Business. I wish to draw your personal attention to this and to say that if a Minister passes an order *suo moto* it does not absolve the Department for examining the case on merits and making the necessary consultation with other Departments according to the Rules of Business. A duty is cast on every Department to advise its Minister on the propriety or otherwise of a certain order. This responsibility cannot be shelved just because an order has been passed *suo moto* by a Minister. Government have had occasion to notice that by not exercising this responsibility, Secretaries are sometimes putting Government in an awkward position. I am to express the hope that in future the Secretaries to the Department will exercise a better control over their staffs' works.

2. It is also noticed that files of the Departments for subjects presented to the Council of Ministers do not reach the Chief Secretary in time. Sometimes the Departments take the plea that the file is with the Ministers. As the Chief Secretary has to represent the Department first before the Council of Ministers, As the Chief Secretary has to represent the Department first before the Council of Ministers, it is necessary that the Chief Secretary should see the case in time if be able to present the case to the Council of Ministers. In the past in some cases, it had become very awkward for the Chief Secretary to explain the case as the file never reached him before the time fixed for the meeting. I am to express the hope that this will not recur.

Yours sincerely,

B. SIVARAMAN

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No. 13411-sc-6-64/69-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 8th August 1969

Subject – Domicile restrictions on admission of students to Educational Institutions of the State and award of Government Scholarship.

The domicile rules under which the Oriyas living elsewhere in India were being given preference in the matters of admission into the educational Institutions run or aided by the State Government and award of Government Scholarships prior to 1948 were scrapped in the Home Department Resolution No. 38/Reforms, dated the 18th January 1949 and the preference for them in these matters was withdrawn. Under the existing provisions, persons who are not permanent residents of the State of Orissa or not domiciled therein are not ordinarily considered eligible for admission into the educational or other Institutions run or aided by the State Government and award of Government Scholarships.

2. Due to settlement of boundaries of States some Oriya speaking areas have been merged in other neighbouring States as a result of which the Oriyas living in these areas who are now permanent residents of other States have been deprived of studying Oriya language and Oriya culture. In order to help the people of those Oriya speaking areas and also in the interest of expansion and development of Oriya language and Oriya Culture outside Orissa, the State Government have decided that the students of those Oriya speaking areas should be made eligible for admission into the educational Institutions run or aided by the State Government and award of Government scholarships while preference in these matters should continue to be given to the permanent residents of the State.

3. Concerned Departments and Heads of Departments are requested to regulate admissions and award of scholarship accordingly.

Order – Ordered that the Resolution should be published in the *Orissa Gazette*. Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments for information and communication to all concerned.

By order of the Governor

S. N. SHARMA

Additional Secretary to

Government

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No. 21352-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 20th November 1969

Subject – Permission to Government servants to join educational institutions and to appear privately at various examinations.

Government from time to time have announced their policy for granting permission to Government servants to join educational and professional institutions for higher studies as also to appear privately at various examinations in order to make up the lee-way in the educational lag in the country and also to increase their academic and professional efficiency. A large number of circulars and instructions have been issued on the subject touching on the different aspects of the problem. Nonetheless, different Departments continue to make references on individual cases to the Political & Service Department from time to time for clarification and illucidation of Government policy with reference to those cases. There is, therefore, a necessity of having a comprehensive policy instruction in the matter.

2. Rule 179 of the Orissa Service Code lays down the conditions on which the State Government grant special study leave to Government servants to enable them to study scientific, technical or similar problems or to undergo special courses of instructions. Apart from this, Government servants while continuing work in offices, also apply for permission either to continue study in morning and evening

classes or to appear in some private examinations. For these later categories of employees various circulars and instructions have been issued on the subject.

3. The circulars and instruction issued on the subject from time to time are indicated below :-

Home Department Memo. No. 7170 (22)-A., dated 8-6-1951

Home (S. S.) Department Memo. No. 1906 (25)-A., dated 4-10-1952

Home (S. S.) Department Memo. No. 237 (51)-C., dated 1-2-1956

P. & S. Department Memo. No. 2222 (74)-Gen., dated 23-2-1961

P. & S. Department Memo. No. 2428 (55)-Gen., dated 27-2-1961

P. & S. Department Memo. No. 2773 (81)-Gen., dated 2-3-1962

P. & S. Department Memo. No. 8445 (84)-Gen., dated 30-6-1962

P. & S. Department Memo. No. 10693 (86)-Gen., dated 16-8-1962

P. & S. Department Memo. No. 13046 (28)-Gen., dated 6-10-1962

P. & S. Department Memo. No. 13086 (95)-Gen., dated 9-9-1963

P. & S. Department Memo. No. 3413 (97)-Gen., dated 6-3-1964

P. & S. Department Memo. No. 5173 (101)-Gen., dated 3-4-1964

P. & S. Department Memo. No. 2658 (122)-Gen., dated 12-2-1965

P. & S. Department Memo. No. 13009 (114)-Gen., dated 16-7-1965

P. & S. Department Memo. No. 10766 (43)-Gen., dated 22-5-1967

4. Various difficulties have been noticed in implementing these instructions. Not only that cases of unauthorized study are detected from time to time despite liberal permission given to employees, but there is also a tendency to utilize office hours for private study and to take long leave prior to the examination by the intending candidates. Government are also aware of the inherent risk involved in allowing large number of their employees to study in academic institutions which very often go on strike and demonstrations in the declining atmosphere of educational discipline in the country as a whole. While a liberal policy can be pursued in granting permission to Government servants to prosecute higher studies in academic and professional Institutions to make up the lee-way in education. It is also equally important that Government jobs are not treated as mere stepping stones for higher study and higher job prospects.

5. Taking all the above factors and circumstances into account and in supersession of all previous circulars and instructions in the matter Government have been pleased to decide as under :-

(1) That such permission may only be granted by the Secretary (Additional Secretary), Head of the Department and Head of the District Offices including Settlement Offices to their employees.

(2) That such permission may only be granted to any and all types of intending employees, provided that in case a Gazetted Government servants it is only the Secretary (Additional Secretary) of the Department who may allow such permission.

(3) That such permissions may only granted to not more that 10% of the employees working in an office for an academic session.

(4) That keeping the foregoing limits in view, the permission according authorities may at their discretion allow any of their employees to join any type of educational or professional institutions for any course, diploma or degree, provided that such courses are held in the morning hours or night hours so as not to conflict or over-lap with the office hours during which such employees normally attend to Government duties.

(5) That keeping the foregoing limits in view the permission according authorities may at their discretion allow any of their employees appear privately in any examination for any course, diploma or degree.

(6) While granting such permissions the permission according authorities shall impose specific conditions (i) that the Government works or the duties of the employees do not suffer (ii) that the permission so granted shall not be made an excuse for avoiding assignment of duties at any time, including at night, if called upon to do so, (iii) that the employee so granted with permission shall not apply for leave or be granted leave for appearing in the connected examinations beyond one week and the minimum number of days required for sitting in the examination, depending on their leave as due, and (iv) that the permission can be cancelled at any time without notice and without assigning any reasons thereof.

(7) The permission so accorded should also be intimated to the authorities of the University, Collector/Institution where the employee intends to join or appear in private examination.

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Order – Ordered that the Resolution should be published in the Orissa Gazette

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District and Sessions Judges/District Magistrates/Secretary to the Governor/Secretary, Orissa Public Service Commission, Cuttack/Secretary, Orissa Legislative Assembly/Registrar, Orissa High Court/ Superintendent, Orissa Government Press/Accountant-General Orissa, Bhubaneswar for information and necessary action.

By order of the Governor

A. K. BARREN

Chief Secretary to Government

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No. 4913 (29)-O & M/4-41/73-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 27th March 1973
The 6th Chaitra 1895

To

All Department of Government.

Subject – Affixing designation of officers below their signature in Secretariat files.

The undersigned is directed to say that the Governor has been pleased to observe that in most of the Secretariat files, the designations of the officers are not indicated below their signatures while submitting files to the Governor. As a result it is difficult to know immediately the source from which the files has been received by the Governor. In the interest of clarity it is desirable to indicate the designations of the officers below their signatures, preferably by affixing rubber stamps.

In view of this it is requested that all Departments may kindly instruct their officers to put their designations below their signatures while submitting files to the Governor by use of rubber stamps. This may kindly be brought to the notice of all concerned.

H. MOHAPATRA

Under-Secretary to Government

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No. 9758 (121)-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 18th May 1976

To

All Secretaries to Government/
All Heads of Departments/
All Collectors.

Subject – Contacts by Senior Officers with the Public and Lower Staff – Grievances Cell.

During the past few months most of the senior officers from the Secretariat, from the offices of the Heads of Departments and in the field have been touring in different parts of the State more or less regularly to ensure proper implementation of the 20-Point Economic Programme. One of the principal objectives for which such tours were insisted upon by the Government was to bridge the gap in the formulation of policy at the Governmental level and its implementation at the field level as also to provide a feed-back from the field to the Government about any special difficulties or problems standing in the way of effective implementation of the new policies of Government. While these objectives are by and large being served, Government have felt that in the course of their tours, the senior officers are not giving adequate attention to the grievances of the public nor are opportunities being given to the members for the public or their representatives to meet them and place before them their actual difficulties and problems. This is considered as a serious omission particularly in the context of the anxiety of the Government to secure prompt attention to the difficulties and problems of the weaker sections of the population. Undoubtedly, these matters would come to notice at the lower levels of the Government machinery but for providing immediate redress the normal procedure of these grievances coming through various channels to the level at which redress can be provided is far too circuitous and time taking. If the senior officers who are either in a position to take immediate decision or to secure such decisions promptly were to get first hand knowledge of these problems, the solutions to be provided would be prompt and effective.

2. Government, therefore, desire that, when senior officers undertake tours in different parts of the State, they should set apart, on each tour, tow or three hours for meeting the members of the public, take note of their specific grievances and either take steps to redress them on the spot or give consideration at the headquarters immediately on return from their tours. This approach will also enable them to determine whether the existing departmental procedures are causing delay or harassment to the public and to what extent they should be simplified.

3. Government also desire that each Secretary, heads of Department and Collector should set apart each week one forenoon for meeting freely the members of the public as well as their own Class III and Class IV staff to enable them to present their difficulties and problems. They should thereafter ensure that the specific grievances are attended to immediately and redress, if possible, provided without any loss of time.

4. For the purpose of processing these matters, each Department should have a Grievances Cell in direct charge of an Officer not below the rank of a Deputy Secretary in the Secretariat, a Deputy Director in the offices of Head of Departments and a Deputy Collector in a district who should function directly under the Secretary or the Head of Department or the Collector as the case may be. The Secretary, the Head of Department, the Collector should get regularly a fortnightly progress report from this officer indicating the action taken on the various grievances and take serious note of delays in looking into these matters constructively and with understanding and sympathy.

5. It s also suggested that wide and adequate publicity should be given to this new procedure to be followed, day and time set apart for the purpose clearly indicated and deviations strictly avoided unless under very special or emergent circumstances. It will be desirable if all the Secretaries, Heads of Departments and Collectors set apart each Wednesday from 10 A. M. to 1. P. M. (or 7 A. M. to 10 A. M. where morning office hours are observed) for this purpose and all concerned should ensure that no official meetings are arranged on Wednesday forenoon. If for any reason on any particular occasion, it is not

possible for an officer to adhere to this programems, he should fix another day in advance and notify that day and time so as not to cause any inconvenience to the public.

6. I am also to make it clear that Government do not propose to entertain proposals for any extra staff for this purpose and the Grievance Cell should be constituted from within the existing personnel of the Department/ Office. The Officer and staff to be earmarked for this purpose should, however, be carefully chosen so that the object of securing prompt and effective solutions to the problems of the people is not defeated by rigid, unsympathetic or unimaginative approach.

7. I am also to request that a report may please be sent to the undersigned at the end of each month briefly indicating the action taken in pursuance of this circular, high lighting the important grievances brought to notice and the remedial action taken. These assessment reports may be personally attended to by Secretaries, Heads of Departments and Collectors and not allowed to become a routine matter.

8. The receipt of this letter may please be acknowledged immediately.

J. A. DAVE

Chief Secretary, Orissa

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No. 25980-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 29th September 1981

To

The Secretaries of all Departments.

The question of assigning some additional responsibilities to the Section Officers of the Secretariat with a view to enable them to exercise better control over the staff working under them has been under the consideration of Government for some time. It has been decided in this connection that the Section Officers should be empowered to sanction Casual Leave to their staff for two days at a time and for seven days in a year. According to paragraph 8 of the Appendix-6 of the Orissa Service Code, Administrative Departments of Government may, by order, prescribed the authorities competent to sanction C. L. to their subordinate officers and staff. I am therefore, to request you to kindly delegate powers to the Section Officers of your Department in accordance with this provision, so as to enable them to sanction C. L. to their staff to the extent mentioned above.

C. NARAYANASWAMY

Special Secretary to

Government

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No. 28294-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

ORDER

The 6th November 1981

According to Sub-section (2) of Section 20 of the Cr. P. C., 1973 (Act. No. 2 of 1974) before its amendment in 1978 the A. D. M. of a district was vested with all or any of the powers of a District Magistrate. But the said Section has been amended w.e.f. 18-12-1978 to the effect that such of the powers of a District Magistrate under the Cr. P. C. or under any other Law for the time being in force shall be exercised by the Addl. District Magistrates as may be directed by State Government. In pursuance of the amended provision of sub-section (2) of Section 20 of Cr. P. C., State Government have been pleased to

authorize the A. D. Ms. posted in different districts of the State to exercise all the powers of the District Magistrate w.e.f. 18-12-1978 under the Criminal Procedure Code or any other law for the time being in force.

By order of the Governor
C. NARAYANASWAMY
Special Secretary to
Government

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Memo. No. 2976

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 7th February 1985

To

All Departments of Government.

Subject – Recaning of furniture in Government offices by blind persons.

The under signed is directed to invite reference to this Department Memo No. 22073, dated the 19th September 1984 in which it was indicated that recaning of furniture in all Government offices should be entrusted to blind persons as a part of the schemes for rehabilitation of the handicapped. It may kindly be confirmed that these instructions are being followed. It may please be ensured that these instructions are reiterated for the guidance of all offices under your control and their implementation ensured.

C. NARAYANASWAMY
Special Secretary to
Government

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No. 6206-1M-15/89-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 22nd February 1989

In exercise of the powers conferred by Section 6 of the Delhi Special Police Establishment Act, 1946 (No. 25 of 1946), the State Government do hereby accord their consent to enable the members of the Delhi Police Establishment to exercise powers and jurisdiction in the State of Orissa for investigation of offences mentioned hereunder :-

(a) offences under Prevention of Corruption Act, 1988 (No. 49 of 1988); and

(b) attempts, abetments and conspiracies in relation to or in connection with one or more of the offences mentioned above and any other offence or offences committed in the course of the same transaction arising out of the same facts.

By order of the Governor
N. K. PANDA
Chief Secretary-cum-Secretary to Government,
General Administration Department

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No. 26422-SC/6-109/95-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 29th November 1995

From

Shri R. K. Bhujabal, I. A. S.,
Chief Secretary to Government of Orissa, Bhubaneswar.

To

The Principal Secretaries/Secretaries to Government of All Departments.

Subject – Reference to G. A. Department on matters relating to Service Condtions.

Sir

I am to say that a number of files are being referred to by the various Departments in which the clarification on very simple matters are being sought in respect of the application of different provisions of the rules, regulations and circulars which have been framed/issued by G. A. Department. On examination of all such references, it is noticed that in most of the cases the Administrative Department could have easily taken a decision without referring the matter to G. A. Department since the Rules/instructions are themselves very clear.

2. It is, therefore, advised that the Administrative Departments should not make such references and try to settle the issues at their level, unless there is a genuine doubt and a need for clarification.

In view of the above, it is requested that you should analyse each case carefully in your Department. Only such cases, where the reference is really necessary may be referred to G. A. Department for their views. All such references should clearly mention the history of the case, the issues involved and reasons for entertaining the doubts. The references should be sent to General Administration Department with the approval of the Secretary of the Department.

Yours faithfully,
R. K. BHUJABAL
Chief Secretary to Government

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No. 19941-AIS/II-28/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 5th June 2000

Subject – Conferring of Secretarial Status on the officers of I. P. S. / I. F. S. posted out side the Secretariat.

There is no fixed principle at present for conferring Secretarial status on the I. P. S. / I. F. S. officers who are working outside the Secretariat, but dealing with file/subjects of Departments of Secretariat. Very often I. P.S. and I. F. S., officers are to deal with files of different Departments although they hold some other post outside the Secretariat. This has caused dislocation of Government work at times.

In order to avoid the above difficulties, it has now been decided that whenever I. P. S. officers of different rank are posted to Vigilance organization, they are to be conferred with Secretarial status as indicated against each category of officers by the Home Department as mentioned below :-

Category of Officers	Secretarial Status
(1)	**(2)**

1.	D. G., Vigilance/Additional D. G. Vigilance/I. G. of Police, Vigilance	…	Special Secretary
2.	D. I. G. of Police, Vigilance	…	Additional Secretary
3.	S. P. (Vigilance), Selection Grade	…	Joint Secretary
4.	S. P. Additional S. P.	…	Deputy Secretary
5.	D. S. P.	…	Under-Secretary

Similarly, whenever there is necessity for posting of I. F. S. officers of different ranks in Departments of Secretariat, they are to be conferred with Secretarial status by the Forest & Environment Department as mentioned below :-

1.	P. C. C.F. / Additional P. C. C. F. / C. C. F.	…	Special Secretary
2.	Conservator of Forests	…	Additional Secretary
3.	D. F. O. (Selection Grade)	…	Joint Secretary
4.	D. F. O.	…	Deputy Secretary

Further it has been decided that while conferring *ex officio* Secretarial status on the officers of other services including central services by the concerned Administrative Departments, General Administration Department should invariably be consulted before such *ex officio* status is conferred on them.

R. C. MISHRA
Special Secretary to
Government

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Government of Orissa
General Administration Department
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RESOLUTION

Bhubaneswar, the 29.10.2003

Sub: Applicability of the Orissa Conduct of Examination Act,1988(Orissa Act-2 of 1988) to the Examination conducted by the Orissa Public Service Commission/Staff Selection Commission.

No. 29832/Gen., It has been defined in Section 2(a) of the Orissa Conduct of Examinations Act, 1988(Orissa Act 2 of 1988) that “recognised examination” means an examinati0on specified in the schedule and includes evaluation, tabulation, publication of results and all other matters connected therewith. In the schedule appended to the said Act in item No. 5, it has been provided that such other examination as may be specified by the State Government by notification in the official gazette can be considered as recognised examination.

The Orissa Public Service Commission/Orissa Staff Selection Commission are entrusted to conduct examinations for appointment of candidates to Civil Services/Posts. It is necessary to ensure smooth conduct of the recruitment examinations conducted by the OPSC and OSSC which includes evaluation, tabulation, publication of results and all other matters connected therewith.

After careful consideration, Govt. have decided that notwithstanding anything contained in the recruitment Rules, the provisions of the Orissa Conduct of Examination Act, 1988(Orissa Act-2 of 1988) shall be made applicable to the examinations conducted by the Orissa Public Service Commission and Orissa Staff Selection Commission.

Order:- Ordered that the resolution be published in the next issue of the gazette Publication and copies thereof be sent to all concerned.

By order of the Governor

(T.K.Pandey)
Special Secretary to Government

Top

Government of Orissa
General Administration Department
*****

No. 2R/1-42/03/ 32399 / Gen., Dtd.29.11.2003

To

All Departments of Government.
All Heads of Departments.
All Collectors.

Sub: Procedure to be followed in Recording the date of birth in the Service Book / Service Roll.

The undersigned is directed to say that the procedure to be followed in the matter of recording the date of birth in the Service Books / Service Rolls of the employees and in case of manipulation of date of birth, the action to be taken against the erring officials with whose complicity the employee concerned gained the unfair advantage of ovarstayal in service beyond the normal date of superannuation have been outlined in G.A.Department circular letter No. 2102/Gen., dt. 30.01.1995. Despite issue of such instructions several cases are being referred to by different Departments to G.A.Department for regularisation of overstayal period in service caused mainly due to manipulation of the date of birth.

Instances have come to the notice of this Department that in the cases where the date of birth of the employee is written only in figures in the Service Books / Service Rolls, it becomes easy to manipulate the same, which provides ample opportunity to the employees to overstay in service beyond the due date of retirement. In order to avoid such type of manipulations and to prevent continuance in service of the employees beyond the normal date of suppersnnuation caused by manipulation of the date of birth,

the following instructions should be meticulously followed by the appointing authorities while recording the date of birth of the employees, in their Service Books / Service Rolls.

1. The date of birth of the employees should be legibly written both in figures and words in the respective Service Books / Service Rolls of the employees. This should be done not only in the Service Books / Service Rolls to be opened afresh but also in all existing cases after making due verification.
2. All existing Service Books / Service Rolls of the employees should be verified and in case of any doubt in the date of birth recorded in the Service Books / Service Rolls, it should be cross-checked with reference to the High School Certificate issued by the Board of Secondary Education, Orissa or with any documentary evidence in support of the correct date of birth of the employee concerned.

A compliance report on the above may be sent to the G.A. Department within a period of three months.

Special Secretary to Government

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PRE MATURE RETIREMENT

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	Circular No. 30495 (Gen.)	24-11-1987	Pre mature Retirement of Government Servants in pursuance of clause (a) of Rule 71 of the Orissa Service Code.

No. 30495-2R/1/39/87-G. A.

INSTRUCTION ON PREMATURE RETIREMENT

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 24th November 1987

From

Shri R. K. Rath
Additional Chief Secretary to Government.

To

All Secretaries to Government.

Subject – Premature Retirement of Government Servants in pursuance of Clause (a) of Rule 71 of the Orissa Service Code.

Sir,

I am directed to say that Government consider it necessary to consolidate and update instructions pertaining to (i) review of cases of employees under the rulemaking control of the State Government for premature retirement in pursuance of Clause (a) of Rule 71 of the Orissa Service Code, and (ii) the procedure to be followed where it is decided to retire an employee prematurely. Government have accordingly decided that the following instructions, which supersede all previous instructions on the subject, shall henceforth be followed by authorities empowered to conduct reviews or issue orders retiring an employee prematurely either on his attaining 55 years of age or, as provided in the First Proviso to Clause (a) of Rule 71 of the Orissa Service Code, on his completing 30 years of qualifying service or attaining 50 years of age.

2. Cases of Gazetted Officers who have attained the age of 50 years or 55 years, as the case may be, on the 30th June and the 31st of December of a year shall be reviewed by Review Committees constituted in pursuance of these instructions. These Committees shall ordinarily meet in July and January of the year on the dates to be fixed by their Chairmen, but if the meetings cannot be held either because of non-availability of records or any other administrative difficulty, the Chairmen may fix meetings on other dates which shall in no event be later than the 31st of August or the 28th of February, as the case maybe. If the case of any employee cannot be considered because his records are not available, the Committee shall proceed to consider other cases, the case of the employee, whose work could not be reviewed, shall be considered in the next meeting. Reviews should not be postponed merely because the report for the immediately preceding year is not available; if the reports for the period ending with the second preceding year are not such as to justify premature retirement, the Committee may take a view on the basis of available reports. In other words, deferment of the review till the latest report is available will be justified where the earlier reports do not clearly establish either the suitability or unsuitability of an employee for continued employment and the Committee would like to consider the latest report on his work and conduct before arriving at a firm conclusion. This will ensure, that reviews take place expeditiously and employees are spared of the uncertainty inevitable on unspecified deferment of reviews.

3. Cases of non-Gazetted officers should be reviewed only once during a year. Those who have attained the age of 50 or 55 years on the 30th of June will be subject to the review which should ordinarily be completed before the 31st of August of the year. If there are difficulties in completing the review by this date, every effort should be made to ensure that the review is completed before the 31st of December.

4. The composition of Review Committees for different categories of employees shall be as set forth in Annexure-I and Annexure-I-A of this letter.

5. Once an employee's case has been reviewed and he has been found by the competent authority to be deserving of continued employment after attaining 50 years of age, there shall be no further review of his case till he attains 55 years of age. Similarly, the case of an employee who was not prematurely retired in pursuance of the review conducted on his attaining 55 years of age shall not be reviewed thereafter. If, however, review was deferred in any case. It may be reviewed in the meeting held after records were available.

6. Premature retirement in pursuance of clause (a) of Rule 71 of the Orissa Service Code can be ordered in public interest only and not as a penalty to the employee concerned, Compulsory retirement is one of the major penalties listed under Rule 13 of the Orissa Civil Services (Classification, Control & Appeal) Rules and before it is imposed on any employee, the procedure outlined in the said Rules for imposition of major penalties must be complied with. Premature retirement under Clause (a) of Rule 71 of the Orissa Service Code is not and must not be used as a substitute that can be resorted to more conveniently. In other words, where it appears that any employee is guilty of misconduct or negligence in duty and that he would probably have been compulsorily retired had disciplinary proceedings been initiated against him, the proper course would be to initiate such proceeding instead of trying to circumvent the prescribed procedure and thereby extinguishing the employee's right of defending himself against allegations of misconduct or negligence. Pre mature retirement can only be ordered where it is obvious that retention of the employee in service will not be in public interest.

7. It will not be in public interest to retain an employee in service if –

(a) he is clearly lacking in integrity, or

(b) although his integrity is not in doubt, his physical or mental condition is such as to make him inefficient for further service, or

(c) even though his work in a lower grade was satisfactory, he clearly lacks in standard of efficiency required to discharge the duties of the post he presently holds.

8. The objective of the review is to weed out persons of doubtful integrity or patent inefficiency from public service. In order however that no such decision is taken arbitrarily or without very careful appraisal of facts, the review committee shall, wherever it recommends pre mature retirement of an employee, record the reasons of its findings in adequate detail.

9. The Committee shall consider each case in the light of entries in the employee's character roll and such other authentic reports as may be available. While the reports earned by an employee throughout his career may be considered for purposes of formulating a general opinion on his integrity and efficiency, No. recommendation for per mature retirement should be based on stray entries or on entries except the more recent. Generally speaking, entries of more than ten years ago should not weigh very much with the Committee since a period of ten years is long enough for an employee either to have almost wholly lost his earlier competence or to have almost wholly got over his earlier inadequacies. Even among entries of the last ten years those of the last five years should be assigned the highest importance and if these reports are not on the whole adverse, viz. do not indicate that the employee's case falls under either of the three criteria referred to in Paragraph 7 above, he should, unless there are overwhelming reasons to the contrary, be recommended for continuance in service either till the next review or till the date of normal superannuation, as the case may be.

10. If, notwithstanding certain adverse entries in the employee's confidential character roll, he was promoted to a higher post, adverse entries prior to his promotion should be ignored, It would be absurd and wholly inequitable to retire an employee pre-maturely on the strength of such entries when these entries were not found important enough to debar him from promotion.

11. No adverse entries should be used to recommend an employee's pre-mature retirement unless it has been communicated to him and unless :

(a) either the time limit for representation against the remark has expired without his submitting a representation, or

(b) after considering his representation the original remark has been allowed to stand or has been modified in such a manner that even those entries that are allowed to stand constitute an adverse assessment of the officer's work.

12. It seems to be the practice in some organizations to consult the General Administration (Vigilance) Department with a view to ascertaining if any enquiry into the integrity of employees whose cases are due for review is under way. For purposes of the review, facts already available on the date of the review should alone be taken into account. If the General Administration (Vigilance) Department has already submitted a report about any employee, that report can no doubt be taken in to account, but to consider enquires that have not been completed will amount to prejudging the issue. If the enquiry ultimately leads to a reasonable inference of lack of integrity, the employee concerned can be proceeded against either departmentally or under the criminal law, but it would not be correct to conclude that an employee is lacking in integrity merely because some allegations against him are under enquiry. In other words, allegations which have not been enquired into or in respect of which enquiry is not complete should, generally speaking, be ignored. Even in regard to allegations which have been enquired into by the Vigilance Organisation, a conclusion of lack of integrity may not be drawn straightway, the facts of the case should be carefully considered and it should be examined if the ends of justice will not be better served by a departmental proceeding. The rule, normally should be that, before any such conclusion is drawn, the explanation of the employee concerned should have been considered. It is only in exceptional cases, viz. cases where the employee's lack of integrity is obvious, that the review may be conducted without considering his explanation and on the basis of an exhaustive report of enquiry by the Vigilance Organisation or any senior officer. This exception to the normal rule should be invoked only where the Committee is satisfied that the allegations are serious and beyond doubt and that public interest requires the employee's immediate exit from service.

13. Thee may be instances where on promotion from Class IV to a post in Class III, an employee completes 50 years of age or 30 years of qualifying service and is subject to review. Since character rolls are not maintained for Class IV employees, it will not be possible to refer to his character roll for the period of his service in Class IV. The Committee should, in such cases, presume that his work in the Class IV post, he held was satisfactory as otherwise he would not have been promoted to the higher post. If however there is clear evidence that the employee lacked in integrity while working in the lower post, the Committee may recommend his premature retirement. Subject to this exception his continuance in Class III post should be decided on the strength of reports earned by him subsequent to the promotion.

14. If on the date of review the time limit referred to in (a) of paragraph 11 has not expired or the employee's representation has not been disposed of his case should be deferred till the next review unless the earlier entries in the confidential character roll of the officer clearly justify a recommendation for premature retirement.

15. Where it is decided to retire an employee prematurely, he has either to be given a notice in writing at least three months before the date on which he is required to retire or paid three months' pay and allowances in lieu of such notice Annexures II and III (IIA and III A for Non-Gazetted employees) contain, respectively, the form of the notice and the form of the order retiring the employee on payment of three months' pay and allowances.

16. An employee may also, under the First Proviso to clause (a) of rule 71 of the Orissa Service Code, seek premature retirement after completing 30 years of qualifying service or attaining 50 years of age by giving a notice in writing to the appropriate authority at least three months before the date on which he wishes to retire. The appropriate authority may also, subject to the orders of Government in any case, entertain a notice received within less than three months preceding the date of the intended retirement. As clearly indicated in this proviso, permission to retire prematurely may be refused to an employee who is under suspension or against whom enquires are in progress where, in any such case, it is proposed to permit the employee to retire prematurely, the appropriate authority shall record the reasons for granting the permission. Naturally, no permission should be granted in any such case unless it is patent that the allegations are not serious and that, even if proved, are not likely to result in imposition of a penalty of far greater consequence than the employee's premature exit from office.

17. The expression "appropriate authority" means the appointing authority.

18. Since no stigma is attached to an employee retired prematurely, his service should be certified as satisfactory for purposes of pension, while preparing pension documents of any such employee, the following instructions may be kept in view :-

(a) Where an employee is served with a notice, he will be deemed to have retired on the date following the date on which the period of 3 months from the date of the service of the notice expires, if, for example, the period of 3 months following the service of the notice expires on the 5th of any month, the employee would be deemed to have retired with effect from the 6th of that month.

(b) Where, in lieu of notice 3 months' pay and allowance (no allowance other than Dearness Allowance is payable) are paid, the date specified in the order shall be deemed to be the date on which the employee has retired.

(c) Since 3 months' pay and allowances are paid in lieu of the notice, the employee will be entitled to pension from the date specified in the order in addition to the pay and allowance paid to him.

(d) The pay and allowances payable in lieu of the notice will be calculated at rates at which he drew pay and allowances immediately before retirement.

(e) Earned leave not exceeding 240 days at the credit of the employee on the date of premature retirement shall be encashed.

(f) The employee will entitled to draw Travelling Allowance for journey from the last station of duty to his home town in accordance with rule 120 of the Orissa Travelling Allowances Rules.

(g) The entitlement of the employee to retain the official accommodation supplied to him will be governed by item 2 (b) of the Table under rule 107-A (i) of the Orissa Service Code.

Yours faithfully,

R. K. RATH

Additional Chief Secretary

ANNEXURE I

Sl No.	Category of Officers	Composition of the Review Committee
(1)	(2)	(3)
1.	All Officers of Class – I (Senior) and above ranks belonging to the Orissa Administrative Service.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge, Member, Board of Revenue, Additional Chief Secretary and Special Secretary (General Administration) Department shall be Members.
2.	[2]All Officers belonging to the Orissa Administrative Service in the rank of O. A. S., Class-II and O. A. S.- I (Jr. Br.).	Member, Board of Revenue (Chairman); Senior most Divisional Commissioner (Member); Secretary to Government, Revenue Department (Member Convenor).
3.	Gazetted Officers of the Revenue (Excise) and Revenue (Registration Departments.	Member, Board of Revenue (Chairman); Inspector General of Registration-*cum*-Excise

		Commissioner; and Secretary, Revenue Department (Members).
4.	Gazetted Officers of the Home (Police, Fire Service and Jails) Department.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary, Home Department; and the Director-General of Police/Inspector-General of Prisons/Inspector-General in charge of Fire Service shall be Members.
5.	All Officers belonging to the Orissa Finance Service.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary, Finance Department; and Commissioner, Commercial Taxes shall be Members.
6.	Gazetted Officers of the Agriculture and Co-operation Department/Forest, Fisheries and Animal Resources Department / Panchayati Raj and Rural Development Department.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary of the Department concerned; and Heads of the Department concerned shall be Members.

1. Amended vide G. A. Department Circular letter No. 22517/Gen., Dt. 18-10-1994, No. 836/Gen., Dt. 13-1-1997 & No. 19337/Gen., Dt. 24-7-1998.

2. Substituted vide G. A. Department Circular letter No. 19337/Gen., Dt. 24-7-1998.

Sl No.	**Category of Officers**	**Composition of the Review Committee**
(1)	(2)	(3)
7.	Gazetted Officers of the Water Resources and Energy Department/Works Department/Steel & Mines Department/Public Health Engineering Organisation.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary of the Department concerned; and Chief Engineer concerned and Directors of Mining and Geology shall be Members.
8.	Gazetted Officers of the Education Department/ Sports, Tourism and Culture Department / Information and Public Relations Department / Housing and Urban Development Department / Health and Family Welfare Department/ Labour and Employment Department / Commerce and Transport Department / Food, Civil	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary of the Department concerned; and Heads of the Department concerned shall be Members.

	Supplies and Consumer Welfare Department / Law Department.	
9.	Gazetted Officers of the Planning & Co-ordination Department.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Special or Additional Secretary, General Administration Department; and Director of Economics & Statistics shall be Members.
10.	Gazetted Officers of the Scheduled Tribes & Scheduled Castes Development Department.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary, Sch. Tribes & Sch. Castes Development Department,; Director, S.T.& S.C. shall be Members.
11.	Gazeted Officers of the Industries Department.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary, Industries Department; and Heads of the Department concerned shall be Members.
12.	Orissa Secretariat Service.	[1]Chief Secretary/Additional Chief Secretary/ Development Commissioner / Agriculture Production Commissioner as the case may be, shall be the Chairman of the Review Committee for their respective Departments of which they are in supervising charge. Secretary, Home Department, and Secretary of another Department nominated by the Chief Secretary for any meeting of the Committee shall be Members.

1. Amended vide G. A. Department Circular letters No. 22517/Gen., dated the 18th October 1994, No 836/Gen., dated the 13th January 1997 and No, 19337/Gen., dated 24th July 1998.

Sl No.	**Category of Officers**	**Composition of the Review Committee**
(1)	(2)	(3)
13.	Specially Gazetted Employees (a) In the Secretariat.	(a) Secretary, Home Department, Secretary Finance Department, and Secretary, Revenue & Excise Department. The Senior most officer among them shall be the Chairman.
	(b) In the office of any Heads of the Department	(b) Head of the Department concerned (Chairman); an officer not below the rank of Deputy Secretary nominated by the Secretary of the department, and an officer

		nominated by the Head of the Department (Members).
(c) In any district or subordinate office.	(c)	As in (b) above.

NOTE –

1. Except for the Review Committee at Sl. No. 1, Chief Secretary may nominate the Additional Chief Secretary to preside over any meeting of a Review Committee in which cases of officers of Class I (Junior) or lower rank are considered.

2. Where a Head of the Department belongs to any of the services referred to in the foregoing statement, the review of his case would be conducted by a Committee consisting of the Chief Secretary (Chairman); Additional Chief Secretary; Additional Development Commissioner or in so far as the Agriculture & Co-operation and the Forest, Fisheries & Animal Husbandry Departments are concerned, the Agriculture Production Commissioner, and the Secretary of the Department concerned (Members).

3. Where an officer belonging to any of the aforesaid services is working as a Secretary to Government, the review of his case would be conducted by a Committee of which the Chief Secretary shall be the Chairman and Members shall be as nominated by the Chief Minister.

4. The Secretary of the Administrative Department shall ensure production of all relevant documents to the Committee. He may ask any of his subordinate officers to prepare a statement showing the names and other relevant particulars of officers subject to review, produce necessary records for the Committee's perusal and prepare a draft of the Committee's proceedings. This officer shall however not participate in the Committee's deliberations.

5. For service/posts not referred to in the foregoing statement, the Review Committee shall be as decided by the Chief Secretary –

   (a) provision of item 5 has been reiterated vide General Administration Department Memo. No. 4622-2R-1/1/89-Gen., dated the 8th February 1989.

   (b) In case of Review Committee for Orissa Settlement and Consolidated Service Officers, the members may be nominated by the Heads of Department vide General Administration Department letter No. 10761, dated the 7th April 1989.

6. That case of certain Government Servants have not yet been reviewed on account of some administrative difficulties. In order to overcome this situation, Government, after careful consideration, have been pleased to decide that all such pending cases shall be reviewed in the next review positively, vide Office Memorandum No. 171-2R-1/1/89-Gen., dated the 2nd January 1990.

7. In respect of issue of notices to Gazetted employees whose appointing authority is other than the Secretary of the Department, such notices will be issued by the appointing authority instead of the Secretary to the Government. Hence, "By order of the Governor" and "Secretary to Government" as mentioned in Annexures II and III will be modified as "Designation of Appointing Authority" and "By order of the Governor" maybe deleted in such cases.

   The Para. 4 of the foot-note of Annexure I is applicable where the Secretary of the Department is the appointing authority or he is a member, but where the appointing authority is other than the Secretary of Department, the convening of the review meeting and processing of necessary papers are to be made at the level of appointing authority vide letter No. 10761-2R-1/1/89 (Pt.), dated the 7th April 1989.

8. 1 If the Review of the work of an Officer could not be taken up at the age of fifty years the same can be done at any time till he attains the age of fifty-five years and similarly if

the review of the work of an officer could not be held at the age of fifty-five years the same can be done at any time between fifty-five to fifty-eight years of age. This does not however, imply that the reviews should be delayed arbitrarily that would defeat the sanguine public purpose on which the provisions in clause (a) of rule 71 of the Orissa Service Code and the General circular of this department are based.

ANNEXURE I-A

Sl No.	Category of Officers	Composition of the Review Committee
(1)	(2)	(3)
1.	Class III employees in any Department in the Secretariat.	Secretary of the Department (Chairman); an officer not below the rank of Deputy Secretary nominated by the secretary; and an officer of the Home Department nominated by the Secretary of that Department.
2.	Class IV employees in any Department in the Secretariat.	An officer not below the rank of Deputy Secretary nominated by the Secretary of the Department (Chairman) and another officer nominated by him (Member).
3.	Class III employees in the office of any Head of the Department (other than a Head of Department under the works, Water Resources & Energy Deptts.) or posted outside the Head-quarters office (including those posted in any subordinate office).	Head of the Department concerned (Chairman); an officer not below the rank of Deputy Secretary nominated by the Secretary of the Department; and an officer nominated by the Head of the Department (Members).
4.	Class III employees in the office of any Head of the Department under the Works or Water Resources & Energy Department or posted outside the headquarters office (including those posted in any subordinate office).	The Chief Engineer concerned (Chairman); an officer not below the rank of Deputy Secretary nominated by the Secretary of the Department; and an officer not below the rank of Superintending Engineer nominated by the Chief Engineer (Members).
5.	Class IV employees in the office of any Head of Department or posted outside the headquarters office (including those posted in any subordinate office).	Tow officers one of whom shall be the Chairman, nominated by the Head of the Department.
6.	Class III employees in any district or subordinate office in respect of whom the Head of he district office is the Appointing Authority.	Head of the District Office (Chairman); and two other officers nominated by the Head of Department (Members) (For employees working in the office of the Collector or in any office subordinate to the Collector, the nomination shall be made by the Revenue Divisional Commissioner).

1. Inserted on the advice of the Law Department vide G. A. Department circular letter No. 16435-Gen. Dated the 27th May 1999.

Sl No.	Category of Officers	Composition of the Review Committee
(1)	(2)	(3)

7.	Class IV employees in any district or subordinate office.	Two officers, one of whom shall be the Chairman, nominated by the Head of the District Office.
8.	Class III employees in Colleges including Medical Colleges.	Principal of the College (Chairman); two teachers nominated by the Head of the Department (Members).
9.	Class III employees in hospitals attached to Medical Colleges.	Superintendent (Chairman); two nominees of the Head of the Department (Members).
10.	Class IV employees in Colleges and hospitals attached to Medical Colleges.	Two officers, one of whom shall be the Chairman, nominated by the Principal/Superintendent.

NOTE –

1. For employees other than those referred to in the foregoing statement, the composition of the Review Committee shall be as decided by the Administrative Department.

   (a) Provision of item 1 has been reiterated vide General Administration Department Memo. No.4622-2R/1/1/89-Gen., dated the 8th February 1989.

2. Since no confidential character roll is maintained for Class IV employees, the Review Committee can only consider special reports, if any, suggestive of an employees unsuitability for continued employment. Employees in respect of whom there are no such reports should be deemed to have been found suitable for continued employment, where there is a report of adverse character, the Committee should carefully consider it and decide if it clearly justifies pre-mature retirement.

3. In respect of issue of notices of Gazetted employees whose appointing authority is other than the Secretary of the Department, such notices will be issued by the appointing authority instead of the Secretary to the Government. Hence, "By order of the Governor" and "Secretary to Government" as mentioned in Annexures II and III will be modified as "Designation of the Appointing Authority" and "By order of the governor" may be deleted in such cases.

   The Para. 4 of the foot note of Annexure I is applicable where the Secretary of the Department is the appointing authority or he is a member, but where the appointing authority is other than the Secretary of the Department, the convening of the review meeting and processing of the necessary papers are to be made at the level of appointing authority Vide letter No. 10761-2R-1/1/89 (Pt.), dated the 7th April 1989.

4. The cases of certain Government servants have not yet been reviewed on account of some administrative difficulties. In order to overcome this situation, Government after careful consideration, have been pleased to decide that all such pending cases shall be reviewed in the next review positively Vide Office Memorandum No. 171-2R-1/1/89-Gen., dated the 2nd January 1990.

ANNEXURE II

(Form of Notice to a Gazetted Employee)

ORDER

No…… Bhubaneswar, the ……

In exercise of the powers Conferred under clause (a) of rule 71 of the Orissa Service Code, the Governor of Orissa is pleased to order the retirement, from service under the Government, of Shri/Shrimati ……. on the expiry of three months from the date of service of this order on him/her.

By order of the Governor

Secretary to Government

N. B. i – *See* instructions under Para 3 of the Foot note at page 285.

ANNEXURE II - A

(Form of Notice to a Non-Gazetted Employee)

ORDER

No…… Bhubaneswar, the ……

In pursuance of Clause (a) of Rule 71 of the Orissa Service Code, Shri/Shrimati …… …….. is retired from service under the Government on the expiry of three months from the date of service of this order on him/her.

By order of the Government

(Designation of the Appointing Authority)

ANNEXURE III

(Form of order of retiring a Gazetted Employee on payment of 3 months' Pay and Allowances)

ORDER

No…… Bhubaneswar, the ……

In exercise of the powers conferred under clause (a) of Rule 71 of the Orissa Service Code, the Governor of Orissa is pleased to retire from service under the Government, Shri/Shrimati …….. …… who has completed 30 years of qualifying service/ already attained the age of 50 years with effect from …….. allowing him/her 3 months pay and allowances in lieu of 3 months' notice, as provided in the First Proviso to the said rule.

By order of the Governor

Secretary to Government

N. B. :– *See* instructions under Para 3 of the Foot note at page 285.

ANNEXURE III - A

(Form of order of retiring a Non-Gazetted Employee on payment of 3 months' Pay and Allowances)

ORDER

No…… Bhubaneswar, the ……..

In pursuance of Clause (a) of Rule 71 of the Orissa Service Code, Shri/Shrimati …… …….. …… who has completed 30 years of qualifying service/ already attained the age of 50 years is retired from service under the Government with effect from …….. and is hereby paid 3 months' pay and allowances in lieu of 3 months' notice, as provided in the First Proviso to the said rule.

By order of the Government

(Designation of the Appointing Authority)

Extracts of Rule 71 (a) of the Orissa Service Code

71 (a). Except as otherwise provided in the other clauses of this rule the date of compulsory retirement of a Government servant except a ministerial servant who was in government service on the 31st March 1939 and Class IV Government servant, is the date on which he or she attains the age of 58 years subject to the condition that a review shall conducted in respect of the Government servant in the 55th year of age in order to determine whether he/she should be allowed to remain in service up to the date of completion of the age of 58 years or retired on completing the age of 55 years in public interest :

(Substituted by Notification No. 28475-Codes 63/74, dated the 26th July 1974 and the date of effect of the notification is from 11th June 1974)

Provided that a Government servant may retire from service any time after completing thirty years qualifying service or on attaining the age of fifty years by giving a notice in writing to the appropriate authority at least three months before the date on which he wishes to retire or by giving the said notice to the said authority before such shorter period as Government may allow in any case. It shall be open to the appropriate authority to withhold permission to a Government servant who seeks to retire under this rule, if he is under suspension or if enquiries against him are in progress. The appropriate authority may also require any officer to retire in public interest any time after he has completed thirty years qualifying service or attained the age of fifty years, by giving a notice in writing to the Government servant at least three months before the date on which he is required to retire or by giving three months pay and allowances in lieu of such notice :

(Inserted by Notification No. 52542-Codes – 131/73/F., dated the 21st December 1973).

POSTS

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
	(A) CLASSIFICATION		
1.	Resolution No. 21317-Gen.	22-09-1995	Abolition of Gazetted status and classification of posts existing under the State Government.
2.	Notification No. 18037-Gen.	15-07-1998	Eligibility for promotion to the cadre of O.A.S. Class II.
3.	Resolution No. 17655-Gen.	07-06-1999	Classification of Posts in Government offices into Group 'A', Group 'B', Group 'C' and Group 'D'.
4.	Office Memorandum No. 25791-Gen.	31-08-1999	Attestation of true copies of the original certificates.
5.	Resolution No. 36368-Gen.	08-12-1999	Retirement age of Group 'D' employees working under the State Government.
	(B) PERMANENCY		
1.	Resolution No. 3660-Gen.	26-03-1960	Principles for making temporary posts permanent.
2.	Memo No. 10463-Gen.	23-09-1960	Principles for making temporary posts permanent.
3.	Resolution No. 9645-Gen.	09-08-1961	Principles for making temporary posts permanent.
4.	Resolution No. 10295-Gen.	17-07-1963	Principles for making temporary posts permanent.
5.	Circular No. 26617-Gen.	08-12-1993	Confirmation of Government employees.
	(C) SOME POSTS WITH DUTIES		
1.	Resolution No. 25981-Gen.	29-09-1981	Revision of job chart of Section Officers of the Departments of Secretariat.
2.	Resolution No. 14668-Gen.	30-06-1982	Revision of job chart of Section Officers of the offices of Head of Departments.
3.	Resolution No. 3701-Gen.	23-02-1983	Declaring the posts of Forest Ranger as specially declared Gazetted.
4.	Resolution No. 3680-Gen.	23-02-1983	

			Declaring the posts of Personal Assistants attached to Heads of Departments as specially declared Gazetted.	

Serial No.	Reference No.	Date	Subject	Page
(1)	(2)	(3)	(4)	
5.	Resolution No. 1953-Gen.	20-01-1984	Declaring the posts of Junior Engineers specially Gazetted.	
6.	Resolution No. 19067-Gen.	10-08-1984	Declaring the posts of Sub-divisional Information & Public Relation Officers and other equivalent posts of that cadre as specially Gazetted.	
7.	Office Memorandum No. 7994-Gen.	17-04-1985	Upgradation of the post of Senior Grade Diarist to that of Head Diarist in the offices of the Heads of Department.	
8.	Resolution No. 12558-Gen.	16-07-1986	Declaring the post of Personal Assistant attached to Advocate-General as specially Gazetted.	
9.	Resolution No. 15701-Gen.	05-09-1986	Declaring the post of Junior Engineer Agriculture as specially declared Gazetted.	
10.	Resolution No. 15698-Gen.	05-09-1986	Declaring the post of Assistant Curator in the Orissa State Museum and District Cultural Offices as specially Gazetted.	
11.	Resolution No. 2320-Gen.	31-01-1997	Redesignation of the post of Head Typist in the Heads of Departments as Superintendent Level II & Level I, respectively.	
12.	Resolution No. 21634-Gen.	12-08-1998	Redesignation of the post of Head Diarist and Head Recorder to that of Diary Superintendent and Record Superintendent, respectively.	
13.	Resolution No. 26016-Gen.	11-09-1998	Redesignation of the post of special Grade Diarist to that of Diary Superintendent.	

(A) CLASSIFICATION

No. 21317-SC-6-43/95-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 22nd September 1995

Subject – Abolition of gazetted status and classification of different posts existing under the State Government.

Of late, there has been a surge in demand by a large number of categories of Government servants in the State for conferring gazetted status upon them. This trend has extended itself to such an extent that even employee like Drilling Foreman, Ore Dressing Assistants, Store Manager, Overseer and Senior Research Assistant have staked their claims to be declared as specially gazetted employees. Therefore a Committee of Secretaries was constituted in G. A. Department, office order No. 25960-SC-6-130/88, dated the 9th September 1988 under the Chairmanship of Secretary to Government, Finance Department to determine the conferment of the gazetted status on certain categories of posts in different Departments. The Committee after carefully studying the problem, have recommended that the system of gazetted and non-gazetted ranks should be abolished. All the employees should be classified into four groups viz. 'A', 'B', 'C' and 'D' as has been done for the services under the Government of India and in some of the States like Tamilnadu. Orissa Pay Commission 1983 had also recommended that all the categories of posts under the State Government should be classified on the basis of pay ranges and the term "class" should be substituted by the term "Group".

2. After taking into consideration the grouping system of the Government of India, the suggestions of the Orissa Pay Commission, 1983 and the revised scales of pay (under the Revised scales of Pay Rules, 1989), State Government have decided to classify its employees into the following four groups :

Group A	All posts in the pay scales the maximum of which is not less than Rs. 4, 000
Group B	All posts in the pay scales the maximum of which is not less than Rs. 4, 000 but not less than Rs. 3, 500
Group C	All posts in the pay scales the maximum of which is over Rs. 1, 025 and less than Rs. 3, 500
Group D	All posts in the pay scales the maximum of which is Rs. 1, 025 or less

3. Consequent upon abolition of the distinction between gazetted and non-gazetted ranks introduction of four groups on the pattern of Government of India amendments shall have to be made by the concerned Administrative Department of the Government to relevant Acts and Rules administered by them, namely :-

(a) The Orissa Service Code

(b) The Orissa Civil Services (Classification, Control and Appeal) Rules, 1962

(c) Orissa Public Service Commission (Limitation of Functions) Regulations, 1989

(d) Orissa Government Servants' Conduct Rules, 1959

(e) Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975

(f) Orissa Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Rules, 1976.

(g) Orissa Pension Rules

(h) Different cadre rules as well as other statutory rules

4. Certain posts carrying statutory functions or posers like, District Judge, Magistrate, Collector, Superintendent of Police, Sub-Collector, Subordinate Police Officer, Tahasildar, etc. shall be notified in the gazetted. The Administrative Departments shall identify posts which need gazette notification and issue appropriate Government orders.

5. This Resolution has been concurred in by the Finance Department in their U. O. R. No. 401-GS-II, dated the 21st June 1991.

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Order – Ordered that this Resolution be published in the *Orissa Gazette* and copies thereof forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant-General, Orissa/Secretary, Orissa Public Service Commission/Registrar, Administrative Tribunal/Secretary to Government.

SANTOSH KUMAR
Special Secretary to
Government

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 15th July 1998

No. 18037-2R/1-14/98-Gen. – In pursuance of the provisions made under Rule 3 (b) of Orissa Administrative Service Class – II (Recruitment) Rules, 1978, promotion to O. A. S. Class – II shall be made from among Gazetted Officers of the rank of "Assistant Settlement Officer/Assistant Consolidation Officer/Block Development Officer" and such other Gazetted Officers who are on identical scale of pay of Rs. 500-15-550-E.B.-20-710-E.B.-25-760-30-790-35-825 or in such other scale of pay as may be notified by the Government from time to time. This scale of pay has been revised to Rs. 1, 640-2, 900. But, other categories of Group 'C' posts which were subsequently declared as specially gazetted having scale of pay less than the above scale are not eligible for consideration under the above provisions for promotion to the rank of O. A. S. Class-II (Group 'B' Posts/Services). Government have abolished the Gazetted status vide G. A. Department notification No. 21317, dated 22nd September 1995 and classified the Government servants on the basis of scale of pay attached to the Posts/Services into Group 'A', Group 'B', Group 'C' and Group 'D' Officers. But due to the provisions laid down in Rule 3 (b) only some group 'C' Officers are eligible for consideration for promotion to Group 'B' posts while others are not eligible for such consideration.

Therefore, Government after careful consideration have been pleased to decided that all Group 'C' posts, the maximum of whose scale of pay is not below Rs. 2, 300 but does not exceed Rs. 3, 499 as revised by the Government from time to time, shall also be eligible for promotion to the cadre of O. A. S. Class-II (Group 'B' Posts/Services) under the said rules with effect from the 1st January 1995.

By order of the Governor
PRIYABRATA PATNAIK
Special Secretary to
Government

No. 17655-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 7th June 1999

Subject – Classification of posts in Government Offices into Group-A, Group-B, Group-C and Group-D.

The State Government have (a) abolished the erstwhile segmentation of Government employees into 'Gazetted' category and 'Non-Gazetted' category and (b) classified the posts in Government Offices into four Groups, viz. Group-A, Group-B, Group-C and Group-D according to the scale of pay, vide General Administration Department Resolution No. 21317, dated the 22nd September 1995.

2. In the meantime, the State Government have reviewed the matter, taking into account various factors including the fact of the coming into force of the Orissa Revised Scales of Pay Rules, 1998.

3. After careful consideration, in modification of the Resolution No. 21317-Gen., dated the 22nd September 1995, the State Government do hereby decide that the posts in Government Offices shall be deemed to have been classified into the following four Groups with immediate effect :

(a) Group-A – All posts in the pay scales, the maximum of which is not less than Rs. 13, 500

(b) Group-B-All posts in the pay scales the maximum of which is less than Rs. 13, 500 but not less than Rs. 9, 000

(c) Group-C-All posts in the pay scales the maximum of which is more than Rs. 3, 540 and less than Rs. 9, 000

(d) Group-D-All posts in the pay scales the maximum of which is Rs. 3, 540 or less.

4. The Administrative Departments concerned shall accordingly amend the relevant provisions in the Acts, Regulations, Statutory Rules, Rules of Recruitment and Conditions of Service, Codes, Manuals, Resolution, Office Memoranda and all other executive instructions which contain any provision contrary to the classification specified *supra*.

5. Notwithstanding anything contained hereinbefore, the appointments to certain posts the incumbents of which are required to exercise constitutional or statutory powers and perform statutory functions in accordance with the provisions in the constitution of India or in the relevant Central or State Acts, Rules and Regulations shall continue to be notified in the Gazette.

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Order – Ordered that this Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all concerned.

By order of the Governor

RAJENDRA KISHORE

PANDA

Special Secretary to

Government

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 31st August 1999

Subject – Attestation of true copies of the original certificates.

No. 25791-SC-6-15/99-Gen. – Consequent upon abolition of the Gazetted Status and classification of different categories of posts existing under the State Government into four groups, i.e. 'A', 'B', 'C' and 'D', vide G. A. Department Resolution No. 21317-Gen., dated the 22nd September 1995, the Group-A Services/Posts include all posts in the pay scales, the maximum of which is not less than Rs. 4, 000.00 and Group-B include all the posts in the pay scales the maximum of which is less than Rs. 4, 000.00, but not less than Rs. 3, 500.00. Accordingly, instructions were issued in G. A. Department Office Memorandum No. 21527, dated the 2nd August 1996 that the officers who belong to Group-A and Group-B only may attest the true copies of the original certificates/documents in their official capacities.

2. After revision of scales of pay of the State Government employees according to the Orissa Revised Scales of Pay Rules, 1998 and after consideration of the demands of the different Service Associations, the State Government have revised the classification of different Posts/Services in Government Offices, vide G. A. Department Resolution No. 17655, dated the 7th June 1999 according to which the Group – 'A' Services include all posts in the pay scales, the maximum of which is not less than Rs. 13, 500.00 and Group 'B' Services include all the posts in the pay scales the maximum of which is less than Rs. 13, 500.00 but not less than Rs. 9, 000.00.

Taking the above facts into account and in supersession of G. A. Department Office Memorandum No. 21527, dated the 2nd August 1996 it has been decided that officers who belong to Group- 'A' Services in the pay scales the maximum of which is not less than Rs. 13, 500.00 and Officers who belong to Group – 'B' Services which include all posts in the pay scales the maximum of which is less than Rs. 13, 500.00 but not less than Rs. 9,000.00 or as revised by Government from time to time may attest the true copies of the original certificates/documents in their official capacities.

S. B. AGNIHOTRI

Special Secretary to

Government

No. 36368-SC/6-32/99-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 8th December 1999

Subject – Retirement age of Group 'D' Employees working under the State Government.

In pursuance of the provisions contained under Rule 71 (a) of the Orissa Service Code, the date of compulsory retirement on superannuation of a Government servant except Class IV Government Servant is the date on which he or she attains the age of fifty-eight years. Similarly, as per provisions laid down under Rule 40(3) of the Orissa Civil Services (Pension) Rules, 1992 the date of compulsory retirement of Class IV Government Servant is the date on which he or she attains sixty years of age.

2. Consequent upon abolition of Gazetted status and classification of different posts existing under the State Government into Group 'A', Group 'B', Group 'C' and Group 'D' according to the scales of pay attached to the posts, vide General Administration Department Resolution No. 21317, dated the 22nd

September 1995, read with Resolution No. 17655, dated the 7th June 1999, doubts have arisen in some quarters regarding the retirement age of Group 'D' employees.

3. After careful consideration of the existing provisions of the relevant Rules and instructions issued in General Administration Department Resolution No. 21317, dated the 22nd September 1995 and Resolution No. 17655, dated the 7th June 1999 referred to above, it is clarified that all Group 'D' employees working under the State Government will retire from service on superannuation at the age of sixty years and all the other Groups of employees under the State Government will retire from Service on superannuation after attaining the age of 58 years as per the existing provisions contained under rule 71 (a) of the Orissa Service Code. It is, however, further clarified that the employees in Group 'D' category will continue to be treated as such notwithstanding their movement to the time bound advancement scale/career advancement scale/senior pay scale which may place them in a scale of pay the maximum of which is more than the maximum of the scale of pay prescribed for such Group 'D' category of employees. On the other hand if an employee in Group 'D' moves to a higher scale of pay by way of promotion or selection and such higher scale of pay of the promotional post bring him/her to other Group or Groups from time to time, such an employee shall retie from service on superannuation after attaining the age of fifty-eight years prescribed for all the other groups of employees as per the existing provisions contained under Rule 71 (a) of the Orissa Service Code.

4. This has been concurred in by the Finance Department in its U. O. R. No. 5334-CS-III, dated the 29th November 1999.

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Order – Ordered that the Resolution be published in the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Registrar, Orissa High Court/Secretary, Orissa Public Service Commission/Secretary, Orissa Staff Selection Commission/Registrar, Orissa Administrative Tribunal.

By order of the Governor

S. B. AGNIHOTRI

Special Secretary to

Government

(B) PERMANENCY

No. 3660-SC/6-16/60-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 26th March 1960

Subject – Principles for making temporary posts permanent.

In Home Department Resolution No. 1366-A, dated the 24th January 1955 Government decided that all temporary posts, Gazetted, non-Gazetted, Ministerial and Class IV in permanent Departments and offices under Government which have been continuously in existence for 5 years or more and 50% of all such posts which have been continuously in existence between 3 to 5 years should be made permanent with effect from the date of issue of the resolution, i.e. the 24th January 1955 except such of them as are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons.

The reason for fixing the date-line for making the temporary posts permanent was to avoid confusion in bringing the permanent posts under the pool. The pool system which was in vogue has since been abandoned in Home Department Resolution, No. 10066-A., dated the 4th July 1957 and No. 16277-

A., dated the 31st July 1958. After the abolition of the common pool system Government was considering for some time past that it will be unfair to a large number of temporary Government servants to deny them the advantages of becoming permanent just because the temporary posts held by them did not complete 5 years or 3 years by the 24th January 1955. In the expanding activities of the State Government it is not considered desirable to have a large number of Government employees to continue on temporary basis. It is, therefore, necessary to absorb permanently as many government servants as are reasonably required on a permanent basis.

3. After careful consideration Government have been pleased to decide that all temporary posts except those that are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955. After completion of 5 years such temporary posts may be made permanent with retrospective effect from the date on which the posts completed one year.

4. Government have also been pleased to decide that some of the Departments of Government in which the Directorate is proposed to be separated from the Secretariat should wait to make the temporary posts permanent on the above principle till the question of separation of the Directorate is finalized. Such Departments of Government should take prompt action to finalise the question within a period of six months from the date of issue of this resolution. There is no need to consult Political & Services, Home or Finance Departments on working out the number of posts to be made permanent on the basis of the principles in Para. 3 above, but Finance Department must see and approve the order making the posts permanent before it is issued.

5. Government have further been pleased to decide that while the principle in Para. 3 above will be the ordinary rule for making the temporary posts permanent, permanent posts can be created even at the start or temporary posts made permanent, even though such posts do not fulfill the conditions in Para. 3 above in urgent and very exceptional cases for good and sufficient reasons in consultation with the Finance and Political & Services Departments. In case of Class III and Class IV posts of the Secretariat the Home Department may also be consulted.

6. For clarification of any doubt that may arise in the interpretation or working of this resolution immediate reference should be made to the Political & Services Department.

Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Officers/all Superintending Engineers/Superintendent, Government Press/Secretary to the Public Service Commission/Secretary to Governor, for information and communication to all the appointing authorities subordinate to them.

By order of the Governor
A. K. MAZUMDAR
Additional Secretary to
Government

Memo. No. 10463 (23) – 2M-39-60-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 23rd September 1960

To

All Departments of Government (including all Branches of P. & S. Department)

Subject – Principles for making the temporary posts permanent.

The undersigned is directed to say that many temporary posts which did not fulfill the conditions laid down in Home Department Resolution No. 1366-A., dated the 24th January 1955 were continuing on temporary basis after the 24th January 1955 and Government were anxious to make the posts permanent so as to confirm as many Government servants as possible. To achieve this end, Government issued orders in Para. 3 of P. &. S. Department Resolution No. 3660-Gen., dated the 26th March 1960 that all temporary posts except those that are connected with purely temporary scheme or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955 and after completion of 5 years such temporary

posts may be made permanent. Further Government have also issued instructions in Para. 5 of the P. &. S. Department Resolution dated the 26th March 1960 to create permanent posts even at the start, or to make the temporary posts permanent even though they do not fulfill the normal rules of permanency, so as to confirm the Government employees, in urgent and exceptional cases. So the intention of Government is to confirm as many Government Servants as possible without delay. It is, therefore, requested that the above intention of Government may be brought home to all subordinate appointing authorities and they may be instructed to implement the decision contained in P. & S. Department Resolution referred to above and take necessary steps according to rules without any further delay.

[ILLEGIBLE]
Additional Secretary to
Government

No. 9645-2R/1-80/61-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 9th August 1961

Subject – Principles for making temporary posts permanent.

Government in Home Department in Resolution No. 1366-A., dated the 24th January 1955, issued instructions that all temporary posts in permanent Departments and offices under Government which were in existence for 5 years or more and 50 per cent of all such posts which were continuously in existence between 3 to 5 years should be made permanent with effect from the date of issue of resolution, i.e., the 24th January 1955 except such of them as are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons. As this resolution did not lay down the principle of making temporary posts permanent to be followed in future, Government in Political & Services Department in Resolution No. 3660-Gen., dated the 26th March 1960 laid down a general principle in this regard. Para. 3 of this resolution provides that all temporary posts except those that are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons, should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January1955, and that after completion of five years such temporary posts may be made permanent with retrospective effect, from the date on which the post completed one year after creation. According to Home Department Resolution, temporary posts which completed 5 years on or before the 24th January 1955 could be made permanent only from the 24th January 1955 and not before that date. According to Political & Services Department Resolution, however, there is possibility of temporary posts which completed 5 years after the 24th January 1955, being made permanent with retrospective effect from a date earlier than the 24th January 1955 when it completed one year after creation. This gave rise to anomaly of junior members of the staff who are acting against temporary posts being confirmed in these posts and getting advantage in matters of pension over their seniors who were confirmed from the 24th January 1955 under the Home Department resolution. To remove such anomaly Government have decided that Para. 3 of Political & Services Department Resolution No. 3660-Gen., dated the 26th March 1960 should be modified to the extent that the temporary posts which complete 5 years after the 24 January 1955 should be made permanent with effect from a date not earlier than the 24th January 1955. The cases where temporary posts have already been made permanent as per Political & Services Department Resolution No. 3660-Gen., dated the 26th March 1960 and persons have been confirmed against these posts should not be re-opened or revised or pension recalculated.

Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Offices/all Superintending Engineers/Superintendent, Government Press/Secretary to Public Service Commission/Secretary to Governor/Registrar, Orissa High Court for information and communication to all the appointing authorities subordinate to them.

By order of the Governor

B. R. PATEL

Joint Secretary to Government

No. 10295-2R/1-25-63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 17th July 1963

Government, in Para. 3 of Political & Services Department Resolution No. 3660-SC/6-16/60 Gen., dated the 26th March 1960 decided that all temporary posts except those that are connected with purely temporary schemes or whose permanent retention would not be justified for other reasons should be treated to have qualified for permanency as and when they complete the period of 5 years after the 24th January 1955, and that after completion of 5 years such temporary posts may be made permanent with retrospective effect from the date on which the posts completed one year after creation. In Political & Services Department Resolution No. 9645-2R/1-80/61-Gen., dated 9th August 1961 it was decided that the temporary posts which complete 5 years after the 24th January 1955, should be made permanent with effect from a date not earlier than the 24th January 1955, except the temporary posts which had already been made permanent.

Government have now been pleased to decide that the above resolutions be modified to the extent that such temporary posts can be treated to have qualified for permanency as and when they complete the period of 3 years instead of 5 years as stipulated earlier, other conditions remaining unaltered. It has also been decided that Departments of Government should take immediate steps to make permanent all such temporary posts in their Departments and Offices subordinate to them, which qualify according to this resolution and the resolutions referred to above. The Department are requested to complete action in this regard positively by the 30th December 1963.

Order – Ordered that this Resolution should be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/All Heads of Departments/All District Officers/All Superintending Engineers/Superintendent, Government Press/Secretary to Public Service Commission, Orissa/Secretary to the Governor, Orissa/Registrar, Orissa High Court for information and communication to all the appointing authorities subordinate to them.

By order of the Governor

R. N. MOHANTY

Joint Secretary to Government

No. 26617/Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 8th December 1993

To

All Departments of Government
All Heads of Departments
All Collectors.

Subject – Confirmation of Government Employees.

The undersigned is directed to say that confirmation of Government Employees is abnormally delayed due to non-availability of the original orders in support of posts for making the same permanent. In order to prevent delay and ensure expeditious disposal of confirmation cases, it has been decided in the meeting of Secretaries/Special Secretaries that where the posts are continuing for along time and are likely to continue, reference to original records is not necessary and accordingly such procedure may be dispensed with while considering the cases of confirmation of the employees.

2. After careful consideration, it is clarified that non availability of original order should not be a bar for the purpose of confirmation where the post is continuing for a long time and is likely to continue. In any case, a register with relevant particulars may be maintained by each Head of Office with effect from the 1st January 1994 for all posts which are inexistence or newly created. In cases of dispute as regards seniority, the required number of posts may be reserved for confirmation of the employees after determination of their *inter see* seniority in the cadre.

3. The receipt of the letter may please be acknowledged.

PRITIMAN SARKAR
Special Secretary to
Government

(C) SOME POSTS WITH DUTIES

No. 25981/Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 29th September 1981

Subject – Revision of the job chart of Section Officers of the Departments of Secretariat.

The question of allocating some additional functions and responsibilities to the Section Officers of different Departments of the Secretariat has been under consideration of Government for some time.

2. After careful consideration Government have decided that –

(i) The list of duties assigned to Section Officers of the Secretariat in Annexure-I to the erstwhile Political & Services Department Resolution No. 24203-Gen., dated the 11th October, 1979 should be substituted by the list of duties given in Annexure-I to this Resolution.

(ii) This will take effect from the date of issue of the Resolution.

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Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa/Deputy Accountant-General, Orissa Puri/Secretary, Orissa Public Service Commission.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE I

DUTIES OF THE SECTION OFFICERS OF THE SECRETARIAT

The Section Officer is in complete charge of the Section under him and is directly responsible to the Under-Secretary/Deputy Secretary or such other officer immediately above him. His duties are –

(1) To receive and mark the receipts in the names of Assistants in the Section in his charge;

(2) To give all instructions to take necessary steps for quick and efficient disposal of work in his Section;

(3) To make arrangements for the disposal of work entrusted to any Assistant during the Assistant's absence;

(4) To note, briefly, instructions on each important receipt as to the manner of disposal and then to send it to the Diarist for diarising and distribution to the Assistants;

(5) To check the diary registers daily and the file registers and log books weekly and the record register fortnightly;

(6) To see that the file numbers for receipts are provided by Assistants regularly in their log books;

(7) To improve, or amend, action on cases put up to him by Assistants for submission to officers and also to see that if Government order are required an indication is given accordingly;

(8) To supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants. He will be competent to require any member of the staff in his Section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the department demands it;

(9) To see that all routine duties including maintenance of registers, etc., are carried out promptly and thoroughly;

(10) To see that arrear lists, reports returns and table of cases are submitted on due dates;

(11) To maintain a forward diary in the form prescribed in Chapter – IV-3 (iii) of the Orissa Secretariat Instructions for keeping note of the date or dates by which important papers are to be put up, returns admitted, etc., and to ensure that they are put up accordingly;

(12) To supervise and give necessary instructions regarding the recording of cases by the Assistants in his Section to edit notes of 'A' proceedings, if necessary, with the help of the Dealing Assistant to see that the files are recorded in due time and to see that books or files taken by Assistant from the Departmental Library or Secretariat Record Room are returned without undue delay;

(13) To prepare a composite, but brief, inspection note on the entire section in his charge once in every quarter touching only on points which call for comments, e. g., delay in disposal of papers, recording of cases and submission of arrear lists, etc., and submit it to the Under-Secretary;

(14) To maintain a precedent register in the form prescribed (indicating, in brief important decisions taken in the Section);

(15) To report to and comply with the instructions of the Under-Secretary, Deputy Secretary or higher authorities, as the case may be;

(16) To maintain a personal record of his Assistants, in which he should record his opinion about each Assistant under him every quarter and submit it to the Under-Secretary. He may make a report about his Assistants to the Under Secretary if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and record his opinion accordingly and initiate the CCRs. of all Assistants and Class III non-ministerial staff in his Section;

(17) To sign the attendance register in token of check and ensure that it reaches the Under-Secretary by 10-10 A. M. and the Deputy Secretary by 10-30 A. M.;

(18) To sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Secretary of the Department;

(19) To be responsible for the maintenance of discipline in his section and (ensure that no Assistant in his section leaves office without his permission, so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in

his section for minor lapses of delay and indiscipline and forward it to the Under-Secretary with his comments and report all such serious instances immediately to higher authorities.)

(20) To maintain a special note book of important receipts;

(21) To classify receipts into A, B & C classes, separate the receipts which should be seen by higher officers according to departmental instructions or at his discretion mark the same to such officers;

(22) To issue routine reminders to Departments/Offices of Heads of Departments and subordinate offices, Reminders to Orissa High Court/Assembly Secretariat/Raj Bhawan/Government of India/other State Government should not, however, issue over the signature of Section Officers;

(23) To finally dispose of routine receipts like reminders for supply of copies etc., at his level and authenticate fair copies of drafts approved by higher officers for issue;

(24) To ensure that none from outside gets access to the section without his permission.

No. 14668-Gen.

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 30th June 1982

(Published in the *Orissa Gazette* on the 6 July 1982)

Subject – Revision of the job char of Section Officers of the Offices of Heads of Departments.

The question of allocating some additional functions and responsibilities to the Section Officers of different Heads of Departments Offices was under consideration of Government for some time past.

2. After careful consideration Government have decided that –

(i) The list of duties assigned to Section Officers of the Heads of Departments Offices in Annexure to the erstwhile Political & Services Department Resolution No. 24206-Gen., dated the 11th October 1979 shall be substituted by the list of duties given in Annexure I to this Resolution.

(ii) This will take effect from the date of issue of the Resolution.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/D.A.G., Orissa, Puri/Secretary, O. P. S. C.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE I

DUTIES OF THE SECTION OFFICER

The Section Officer is in complete charge of the section under him and is directly responsible to the immediate superior above him. His duties are –

1. To receive and mark the receipts in the names of Assistants in the section in his charge;
2. To give all instructions and take necessary steps for quick and efficient disposal of work in his section;
3. To make arrangement for the disposal of work entrusted to any Assistant during the Assistant's absence;
4. To note briefly, instruct on each important receipt as to the manner of disposal and then to send to the Diarist for diarising and distribution to Assistants;

5. To check the diary registers daily and the file registers and log books weekly and the record registers fortnightly;

6. To see that the file numbers for receipts are provided by Assistants regularly in their log books;

7. To improve, or amend action on cases put up to him by Assistants for submission to officers, also to see that if orders of the Heads of the Department are required, an indication is given accordingly;

8. To supervise the work of all the staff working under him and to see particularly what items of work are outstanding with the Assistants. He will be competent to require any member of the staff in his section to work beyond office hours if the work of any Assistant is not up-to-date or the business of the office demands it;

9. To see that all routine duties, including maintenance of registers, etc. are carried out promptly and thoroughly;

10. To see that arrear lists, reports and returns are submitted on due dates;

11. To maintain a forward diary in the form prescribed in Orissa Records Manual, for keeping note of the date or date : or dates by which important papers are to be put up, returns submitted, etc: and to ensure that they are accordingly put up;

12. To supervise and give necessary instructions regarding the recording of cases by the Assistants in his section of edit notes of 'A' proceedings, if necessary, with the help of the Dealing Assistant, to see that the files are recorded in due time and to see that books or files taken by Assistants from the Heads of Department Library or Record Room are returned without undue delay;

13. To prepare a composite, but brief, inspection note on the entire section in his charge once in every quarter touching only on points which call for comments e.g., delay in disposals of papers, recording of cases and submission of arrear lists, etc., and submit to the immediate superior;

14. To maintain a precedent case register(indicating, in brief, important decisions taken in the section);

15. To report to and comply with the instructions of the superior officers;

16. To maintain a personal record of his Assistants (in which he would record his opinion about each Assistant under him every quarters and submit them to the immediate superior. He may make a report about his Assistant to the immediate superior, if he finds that his work is not satisfactory. He should maintain a file containing specimen of work done by each Assistant and record his opinion accordingly and initiate the C. C. Rs. of all Assistants and Class III non-ministerial staff in his section;

17. To sign the attendance register in token of check and ensure that it reaches the superior authority by 10-10 A. M. and the next superior authority by 10-30 A. M.;

18. To sanction C. L. to the staff of his section in accordance with such powers as may be delegated to him by the Head of Department;

19. To be responsible for the maintenance of discipline in his section and ensure that no Assistant in his section leaves office without his permission so that he is aware of their whereabouts. He will be competent to call for the explanation of any member of the staff in his section for minor lapses of delay and indiscipline and forward it to the superior authority with his comments and report all such serious instances immediately to higher authorities;

20. To maintain a special note book of important receipts;

21. To classify receipts into A, B and C Classes, separate the receipts which should be seen by higher officers according to instructions of Records Manual or at his discretion mark the same to such officers;

22. To issue routine reminders to the subordinate offices and offices of other Heads of Department;

23. To disposed of finally routine receipts like reminders for supply of copies, etc., at his level and authenticate fair copies of drafts approved by higher officers for issue;

24. To ensure that none from outside gets access to the section without his permission.

No. 3701-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 23rd February 1983

Subject – Declaring the post of Forest Ranger as Specially Gazetted.

The question of conferring Gazetted status to the Forest Ranger in their present scale of pay was under consideration of government for some time past.

After careful consideration, Government have been pleased to decide that the Forest Ranger will hereafter enjoy the status of the specially declared Gazetted Officers under Rule 17(ii) of O. S. C. in the existing scale of pay. Their duty chart will be as in the Annexure.

The Chief Conservator of Forests will be their appointing and disciplinary authority.

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Order-Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/D. A. G. Orissa, Puri/Secretary, O. P. S. C.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE

DUTIES OF FOREST RANGER

The duties and the responsibilities of the Forest Ranger Officers as codified under Rule 28 of Chapter I of the Orissa Forest Department Code, 1979 are as follows :-

(i) He must know the nature, value and extent of the forest property committed to his charge and must know the plan prescribed for the protection and management of that property which not only consist of natural forest and wild life but also plantations, roads, buildings, wells etc. He is responsible for the protection of forests in his charge and should see that the works are carried out as per the prescriptions in the working plan or scheme or as directed by his superior officers.

(ii) He is responsible for the discipline, conduct and work of all his subordinates in the discharges of their duties.

(iii) He is absolutely responsible for all such disbursement and expenditure within his Range, and all payments of pay and labour must as far as possible be done personally by him. He should see that all forest revenue due from his Range is collected and credited to Government.

(iv) He is to communicate all official orders and instructions to his subordinates, and to see that they understand them fully and carry them out.

(v) He is to check and control all work within his Range and also to see that work is carried out as per programme of work approved by the Divisional Forest Officer and ensure that Government funds are used in the most economical and efficient way.

(vi) He is to protect Government interests by insisting upon the maximum of good work form all subordinates and labour and procuring the highest revenue from his Range consistent with the highst principles of forestry.

(vii) He is to collect, check and consolidate all returns and reports and prepare the monthly range account and to carry out all necessary office work promptly and correctly.

(viii) He is to prevent to the best of his ability any misuse of authority by subordinates. In the case of compounding forest offences, he should see that rules are strictly followed.

(ix) He is required to supervise thoroughly the work of the forest contractors and agents appointed by Government to deal forest produce working within his jurisdiction and see that they work according to rules.

No. 3680-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 23rd February 1983

Subject – Declaring the post of Personal Assistants attached to Heads of Departments as specially declared gazetted.

Consequent on declaring the post of P. As. in Secretariat Departments as gazetted giving them specially Gazetted status, the question of conferring gazetted status to the Personal Assistants attached to different Heads of Departments was under consideration of Government for sometime past.

After careful consideration, Government have been pleased to decide that the Personal Assistants of Heads of Departments will hereafter enjoy the status of the specially declared Gazetted Officer under Rule 17 (ii) of O. S. C. in the existing scale of pay. Their duty chart will be as in the Annexure.

The respective Heads of Departments will be their appointing and disciplinary authority.

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Order- Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A.G., Orissa/D. A. G., Orissa, Puri/Secretary, O. P. S. C.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE

DUTIES OF P. As. ATTACHED TO HEADS OF DEPARTMENTS

1. To attend the duties as Stenographer.
2. To handle such of the correspondence which is not to be dealt with in the office.
3. To prepare the Officer's tour programeme and arrange its circulation to all concerned.
4. To make arrangements for journey and other official requirements of the Heads of Department while on tour.
5. To prepare tour particulars and to send them to the concerned Section for preparation of the Officer's T. A. Bill.
6. To keep necessary articles of stationery and books of reference for the Heads of Department for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.
7. To draw up the engagement list of the Heads of Department.
8. To put up files and papers in time required by Heads of Department for any meeting or conference.
9. To arrange interviews with the Heads of Department.
10. To collect papers and files and submit these in time to the Heads of Department relating to Assembly and other important matters.
11. To maintain a stock book of furniture, books, periodicals, if any, supplied to the residence of the officer, and to verify in every quarter and give a certificate in the stock book that the stock in register actually tallies with the stock in hand.
12. To perform such other duties as may be assigned to him by the Heads of Department depending upon the work handled in the office.

No. 1953-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 20th January 1984

Subject – Declaring the posts of Junior Engineers Specially gazetted, under Rule 17 (ii) of the Orissa Service Code.

The question of conferring gazetted status on the Junior Engineers was under consideration of Government for sometime past.

2. After careful consideration Government have been pleased to decide that the Junior Engineers should be specially declared as Gazetted under Rule 17(ii) of the Orissa Service Code in their existing scale of pay Rs. 410-840. Their duty chart will be as in the Annexure.

3. The concerned Chief Engineers will be their appointing and disciplinary authority.

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Ordered that this Resolution be published in the Extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa/Deputy Accountant-General, Orissa, Puri/Secretary, Orissa Public Service Commission.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

DUTY CHART OF JUNIOR ENGINEERS

1. Junior Engineers to be responsible for all matters connected with the efficient management of the Section to their Sub-divisional Officers.
2. To conduct careful and timely survey and investigation and preparation of plans and estimates for works entrusted to them. Mistakes in sanctioned plans and any variation between the conditions at site and sanctioned Plan to be promptly brought to the notice of the Sub-divisional Officer or to the Divisional Officer concerned for rectifying the defects before actual execution of the works.
3. To ensure timely and efficient execution of work entrusted to them and see that the quality and specifications are maintained.
4. To maintain master rolls, record of work charge establishments and imprest cash accounts properly.
5. They will be responsible for keeping account of the measurement books issued to them
6. To record measurement in measurement books of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.
7. To preserve and take care of tools and plants, stock and other sources kept in their charge.
8. To submit budget, accounts and prescribed returns, etc. in time to the Sub-divisional Officers concerned.
9. To make correct assessment any proper collection of revenue entrusted to their charge
10. To report immediately any unusual, extraordinary or peculiar occurrences relating to their Sections to their respective Sub-divisional Officers and other authorities as may be necessary.

11. To keep detailed accounts of work, consumption of materials and item-wise work expenditure.

12. To prepare land statement and schedules for acquisition of land and to immediately report to the higher authorities about encroachment of Government lands in their charge.

13. Junior Engineers posted in the offices are entrusted the work of preparation and checking of estimates, tenders and analysis of rates. They are also entrusted with the preparation of drawing and preparation of project reports.

14. To determine the real topography of the feature given alignment take levels and fix up profiles.

15. To prepare initial designs for components of projects.

16. To submit required progress report regularly for the works under their charge to their superiors.

17. To collect authentic data, corroborating with records and documentary history for preparation of initial plan for machinaries required for irrigation projects.

18. To prepare plan and layout of garage and workshop in the project site.

19. To prepare initial estimates for procurement of machinaries required for the projects.

20. To organize labourers and workmen for the purpose of the work and take attendance of departmental labourers and check the outturn and profit in departmental works.

21. To be responsible for regular running of machinery and to see that the machinaries covering public utility service such as water pumps etc. are kept in order and Jeeps, trucks and other construction equipments are kept ready for work.

22. To look after repair and maintenance of vehicles and machineries.

23. To keep monthly accounts of receipts and estimates of T. & P. materials and site materials.

24. To look after fabrication of works if any in the workshop.

25. To place requisition for procurement of spare parts.

26. Any other function that may be assigned by the Administrative Department and Head of Department form time to time.

No. 19067

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 10th August 1984

Subject – Declaring the posts of Sub-divisional Information and Public Relation Officers and other equivalent posts of that cadre as specially gazetted.

The question of conferring gazetted status to the Sub-divisional Information & Public Relation Officers and other equivalent posts of that cadre was under consideration of the Government for some time past.

2. After careful consideration Government have been pleased to decide that the (1) Sub-divisional Information and Public Relations Officers, (2) Assistant Information & Public Relations Officers, (3) Assistant Information Officer, (4) Exhibition Officer, (5) Exhibition Organiser, (6) Assistant Press Information Officer, (7) Zonal Organiser Radio Rural Forum, (8) Assistant Information Officer, State Information Centre of the Information & Public Relation Department should be specially declared as gazetted under Rule 17 (ii) of the Orissa Service Code in their existing scale of pay. Their duty chart will be as in the Annexure.

2. The Director, Information & Public Relation will be their appointing and disciplinary authority.

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Order – Ordered that the Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/Accountant-General, Orissa, Bhubaneswar/Deputy Accountant-General, Orissa Puri/Secretary, Orissa Pubic Service Commission, Cuttack/General Administration (S. E.) Department.

By order of the Governor
C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE

DUTY CHART

DUTIES OF SUB-DIVISIONAL INFORMATION AND PUBLIC RELATIONS OFFICER –

(a) The Sub-divisional Information & Public Relations Officer should undertake tours atleast for 7 days in a month with a minimum of 5 night halts at Block/Gram Panchayat Headquarters in Rural Areas. The 7 days tours should be undertaken in a phased manner and each phase should be a tour for atleast 2 to 3 days at a stretch. One day tours should be avoided as far as practicable.

(b) During tour the Sub-divisional Information and Public Relations Officer should organie –

(i) Five film shows in a month. People's reaction to films screaned should be reported to District Information and Public Relations Officer as well as to Headquarters.

(ii) Hold 10 group meetings with sections of the Public specially beneficiaries of development programems and report briefly the contents of the talks held Indicating therein the names and vocations of persons who made interesting points.

(iii) Organise V. I. P. programmes as and when necessary.

(iv) Publicise activities of the Government in weekly market places, fairs and festivals.

(v) Contact Government Officials at Block Headquarters, and other places and ascertain reaction of people to various activities of Government.

(vi) Contact non-officials specially opinion makers of the area and ascertain their reaction to the activities of Government.

(vii) Ensure sale of priced publications like Orissa Review and Utkal Prasanga and enroll atleast 10 subscribers of the Magazine in a month. Undertake distribution of publicity literature and display of publicity literature and of posters.

(viii) Collect success stories from the field and through Government agencies, and transmit the same to District Information and Public Relations Officer for necessary action.

(ix) Assist the DIPRO and Headquarters Organisatin in the Organisation of Integrated Publicity Programmes, Song and Drama Performances, Exhibition, Seminar, Symposia.

(x) Assist the District Information and Public Relations Officer in organizing and activising Radio Rural Forums.

(xi) Attend to publicity of Government of urgent nature such as natural calamities, outbreak of epidemics or break-down of law and order as directed by the Sub-divisional Officer.

DUTIES OF ASSISTANT INFORMATION AND PUBLIC RELATIONS OFFICERS –

(i) To attend to day-to-day office work.

(ii) Contact Sub-divisional Level Officers and assist the District Information and Public Relations Officer in the collection of reports and salient points on the activities of various Departments of Publication and Publicity.

(iii) Issue of success stories.

(iv) Contact accredited Press Representatives as and when instructed.

(v) Contact eminent Writers for collection of articles for Utkal Prasang and Orissa Review as and when desired by the Chief Editor.

(vi) Ensure display of posters at District/Sub-divisional Block Levels.

(vii) Organise and participate in observation of celebrations.

DUTIES OF EXHIBITION ORGANISER/OFFICER –

1. Preparation of themes for exhibition
2. Collection of exhibits
3. Preparation of exhibits
4. Organisation of exhibition in rural areas in fairs and festivals depicting various developmental activities of the State.
5. Assist in the International Trade Fair organized by Trade Fair Authority of India, New Delhi.
6. Assist in the organization of exhibitions outside the State.
7. Conduct V. I. Ps.
8. Organise Press meet and feed news to Press and A. I. R.
9. Motivate general public through visual publicity.
10. Organisation of cultural programmes during exhibition.

DUTIES OF ZONAL ORGANISER, RADIO RURAL FORUM –

1. To motivate and organise formation of new R. R. Fs. in rural areas.
2. To maintain regular contact with the existing R. R. F. members.
3. To make efforts for activisation of defunct R. R. Fs. in their respective zones.
4. To collect success stories from concerned forum villages & prepare suitable write up to be sent to Headquarters Office.
5. To maintain appropriate liason between the forum and the A. I. R.
6. Preparation of Radio talks on various developmental programmes.
7. Monitor activities of the different forums and keep visit on the regular functioning of Radio sets provided under C. L. Scheme and Forum Schemes.
8. Ensure despatch of programem folders and question answers.
9. To promote sale of departmental journals by enlisting the founders as subscribers.
10. Actively associate with atleast four forums in a month at the time of forum programmes along with the members of the forum village.
11. To regularly send monthly activity report to Headquarters to the address of D. O. (F) & P. S.
12. And to execute jobs as and when assigned.

DUTIES OF ASST. INFORMATION OFFICER

Reference work, collecting, processing and preserving materials considered useful for reference, preserving old newspapers and periodicals. In charge of Exhibition wing, Government Seminars and Government functions (to be organized by the Information and Public Relations Department) in the auditorium, Look after audio-visual programems conducted in the auditorium, Collection of information from various Departments of Government on General and Welfare activities and maintaining a diary of events and furnishing the same to the Department for transmission to the General Administration Department and Editor for publication. Submission of Monthly Progress Reports.

ASST. PRESS INFORMATION OFFICER

The duties of the Asst. Press Information Officer, are same as that of the Asst. Information Officers. In addition to this he is also in charge of Press lounge at the Secretariat.

No. 7994-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 17th April 1985

Subject – Upgradation of the post of Senior Grade Diarist to that of Head Diarist in the office of the Head of Departments.

The diarists constitute a separate cadre of their own in the office of each Heads of Department. The cadre consists of Junior Grade and Senior Grade Diarists in the ratio 1:1. There being no other promotional post, the scope of promotion within their cadre is very limited. The Orissa Heads of Departments Ministerial Officers Association has been pressing for providing them with some promotional prospect by creating the post of Head Diarists in the Offices of Heads of Departments.

2. Similar facility has already been given to the Diarists working in the Secretariat and each Department of the Secretariat has already been provided with a post of Head Diarist. It has also been felt that a post just above the post of Senior Grade Diarist is necessary in the offices of Heads of Departments to co-ordinate the work of different Branches of the Office and to remain in overall charge of the Diarists. Considering all this, the creation of posts of Head Diarist in the cadre of Diarists was under examination of the Government for sometime past.

3. In the interest of better and effective management of the work of the Diarists in the Office of Heads of Departments, Government after careful consideration of the proposal have been pleased to decide as follows :-

(i) The post of Diarists both Senior and Junior Grade sanctioned on yardstick basis in the Office of each Head of Department would form the base posts for the purpose of sanctioning the post of Head Diarist.

(ii) One post of Senior Grade Diarist would be upgraded to that of Head Diarist in the scale of Rs. 400-15-430-20-EB-25-690-30-750 in each office in which the number of Diarists in the Senior Grade is at least three.

(iii) The person holding the post of Head Diarist would attend to the duties mentioned in the Annexure in addition to his won duties as Senior Diarist.

(iv) The post of Head Diarist would be filled up from amongst the Senior Grade Diarists working in the office of that Heads of Department in accordance with the normal principles of promotion i.e. on the basis of merit with due regard to seniority.

4. This will come into effect from the date of issue of the order.

C. NARAYANASWAMI
Special Secretary to
Government

ANNEXURE

DUTIES OF THE HEAD DIARIST

1. To attend to the duties prescribed in paragraph 30 of Orissa Record Manual, 1964 and see that these duties are also systematically performed by the other Diarists of the office.

2. To check-up the register of letters received maintained by the Diarists daily and also check-up that the receipts entered in the Primary Receipt Register, where it is maintained, have been duly entered in the Diary Register of different Branches.

3. To see that the relevant columns of the docket stamp given on the right side of the receipts are duly filled in and all routine duties including maintenance of registers etc. are carried out promptly by all Diarists of the office.

4. To see that the unofficial receipt registers are maintained properly by the Diarists.

5. To see that Government letters and other receipts from V. I. Ps. and M. Ps. are diarised and distributed forthwith.

6. To put up the register of letters received daily to the Head Ministerial Officer-in-charge of the Section/Section Officer for checking.

7. To be responsible for maintenance of discipline of the Diarists working under him

8. To ensure that diarists perform their duties properly.

No. 12558-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 16th July 1986

Subject – Declaring the post of Personal Assistant attached to Advocate-General as specially gazetted.

The question of conferring gazetted status on the Personal Assistant attached to Advocate-General was under consideration of the Government for sometime past.

After careful consideration Government have been pleased to decide that the Personal Assistant attached to Advocate-General will hereafter enjoy the status of the specially declared gazetted officer under Rule 17 (II) of the Orissa Service Code in the existing scale of pay. His duty chart will be as in the Annexure.

The Advocate-General will be his appointing and disciplinary authority.

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Order-Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government,/All Heads of Departments/A. G., Orissa/Deputy Accountant General, Orissa Puri/Secretary, O. P. S. C./Advocate-General, Orissa, Cuttack.

By order of the Governor

R. N. MISHRA

Deputy Secretary to

Government

ANNEXURE

DUTIES OF P. As. ATTACHED TO ADVOCATE-GENERAL

1. To attend the duties as Stenographer.

2. To handle such of the correspondence which is not to be dealt with in the office.

3. To prepare the Officer's tour programme and arrange its circulation to all concerned.

4. To make arrangements for Journey and other official requirements of the Heads of Department while on tour.

5. To prepare tour particulars and to send them to the concerned Section for preparation of the Officers T. A. bill.

6. To keep necessary articles of stationery and books of reference for the Heads of Department for use in his office and at residential office and to keep them in safe custody and to maintain these to-date.

7. To draw up the engagement list of the Heads of Department.

8. To put up files and papers in time required by Heads of Department for any meeting or conference.

9. To arrange interviews with Heads of the Department.

10. To collect papers and files and submit these in time to the Heads of Department relating to Assembly and other important matters.

11. To maintain a stock book of furniture, books, periodicals, if any, be supplied to the residence of the officer, and to verify it every quarter and give certificate in the stock book that the stock in register actually tallies with the stock in hand.

12. To perform such other duties as may be assigned to him by Heads of Department depending upon the work handled in the office.

No. 15701-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 5th September 1986

Subject – Declaring the post of Junior Engineer, Agriculture as specially declared Gazetted Officer.

The question of conferring specially declared gazetted status on the Junior Engineers, Agriculture of the Agriculture & Co-operation Department was under consideration of the Government for sometime past.

After careful consideration, Government have been pleased to decide that the Junior Engineers, Agriculture will hereafter enjoy the status of the specially declared Gazetted Officer under Rule 17 (II) of the Orissa Service Code in their exiting scale of pay. Their duty chart will be as in Annexure.

Director, Agriculture and Food Production will be their appointing and disciplinary authority.

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Order – Ordered hat this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Department/A. G. Orissa/Deputy A.G., Orissa, Puri/Secretary, O. P. S. C.

By order of the Governor
M. P. MODI
Special Secretary to
Government

ANNEXURE

DUTIES CHART OF JUNIOR ENGINEERS IN C. A. D. W. M. P. & D. P. A. P.

1. Junior Engineers of CAD Divisions in Water Management Projects and in D. P. A. P. programme are to be responsible for all matters connected with the efficient management of the section to their respective Assistant Agriculture Engineers in-charge of the sub-division.

2. To conduct careful and timely survey & investigation and preparation of plans and estimates for OFD, OCRPWM works entrusted to them. Mistakes in sanctioned P/E and any variations between the condition of site and sanctioned plan are to be brought to the

notice of the A. A. E. or E. E. concerned for rectifying the defects before actual execution of the works.

3. To ensure timely and efficient execution of works entrusted to them and see that the quality and specification are maintained.

4. To maintain muster roll, imprest cash accounts & M. B. properly.

5. To record measurement in M. B. of all works done by the contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.

6. To maintain stock and store accounts of their respective section.

7. To submit report and returns etc. in time to the A. A. E. concerned in the prescribed *pro forma*.

8. To keep detail account of works, consumption of materials and item-wise expenditures.

9. To determine the real topography of the feature given in the alignment, take levels and fix up profiles of all water management, OFD and D. P. A. P. works.

10. To organize labourers and workmen for the purpose of the work and take attendance of department labourers and check the outturn and profit in departmental works.

11. To submit required progress report in time of the A. A. E. concerned in the prescribed *pro forma*.

12. To place requisition for procurement to items necessary for the works entrusted to them to the A.A.E. concerned.

13. To report immediately any unusual extraordinary and peculiar occurrence relating to their sections to the A. A. E. & other authority as may be necessary.

14. Any other function that may be assigned by the Administrative Department or the Heads of the Department from time to time.

15. Junior Engineers posted in the head office are entrusted with the work of checking and correction of estimates, tenders, preparation of tender schedule and analysis of rates.

SOIL CONSERVATION

A. Junior Engineer in Soil Conservation

1. Junior Engineers of Soil Conservation organization are to be responsible for all matters connected with efficient management of the section to their respective A. S. C. O./A. A. E. in-charge of the sub-division.

2. To conduct careful and timely survey and investigation and preparation of plans and estimates for different soil conservation works like gully control structure, Rockfilldms water harvesting scheme etc., entrusted to them. Mistake in sanctioned P/E and any variation between the condition at site and sanctions plans are to be brought to the notice of the A. S. C. O., S. C. O and A. A. E. concerned for rectifying the defects before actual execution of works.

3. To ensure timely and efficient execution of works entrusted to them and to see that the quality and specification are maintained.

4. To maintain muster rolls, cash book and accounts and M. B. properly.

5. To record measurement in M. Bs. of all works done by contractors or otherwise as well as supplies received from all sources and preparation and submission of bills in prescribed forms for payment.

6. To maintain stock and store accounts.

7. To submit all reports and returns in time to the A. S. C. O./S. C. O. or A. A. E. concerned in the prescribed *pro forma*.

8. To keep details of account, works of consumption of materials and item-wise expenditure.

9. Junior Engineers posted in the S. C. Os. office are entrusted with the works and checking and correction of estimates, preparation of schedule and analysis of rates.

10. To organize labourer and workers for the purpose of the works and take attendance of departmental labourers and check the outturn and profit in departmental work.

11. To place requisition for procurement of items necessary for the works entrusted to them in the prescribed *pro forma*.

12. To report immediately any unusual extraordinary or peculiar occurrence relating to their sections to the A. S.C. O./S. C. O./A. A. E.

13. Any other duties that may be assigned by the Administrative Department or Heads of Department or his superior from time to time.

DUTY CHART OF JUNIOR ENGINEERS (A. E. S.) IN IMPLEMENT DEMONSTRATION SCHEME

1. Junior Engineers (A. E. S.) posted under different implement Demonstration Schemes are responsible for all matters connected with the efficient management of their jurisdiction to their respective A. A. E. of the districts.

2. To conduct careful & timely survey & investigation & preparation of Plan & Estimates for Farm Development Works. Biogas Works, etc. entrusted to them.

3. Mistakes in sanctioned Plan & any variations between the condition of site and sanctioned Plan are to be brought to the notice of the A. A. E. or the E. E. concerned for rectifying defects before actual execution of the works.

4. To ensure timely & efficiently execution of works entrusted to them and see that the quality and specification are maintained.

5. To maintain muster roll, Accounts of M. B. etc. properly.

6. To record measurement of M. B. of all works done by contractor and otherwise as well as supplies received from all sources & preparation or submission of bills in prescribed *pro forma* for payment.

7. To maintain stock & store account and submission of reports & return in the prescribed *pro forma*.

8. To organize labourer and workmen for the purpose of the work and take attendance of departmental labourers and check outturn and profit in Departmental work.

9. Popularisation, sale & sale-*cum*-demonstration of improved Agricultural implements and collection of revenue thereof.

10. To assess the acceptability of farm implements manufactured by the Departmental Implement factory & collection of other feed back dates, suggest the improvement necessary in case of the manufactured implements.

11. Submission of progress report to the concerned A. A. E., E. E. in the prescribed *pro forma*.

12. To train departmental in service personnels on minor irrigation and water management.

13. To collect and process loan application for biogas plants (family size units) check feasibility and recommend for sanction of loan.

14. To report immediately any unusual, extraordinary and peculiar occurrence relating to their sanctions to the concerned A. A. E. & other authority as may be necessary.

15. Any other function that may be assigned by the Administrative Department or Heads of the Department from time to time.

No. 15698-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 5th September 1986

Subject – Declaring the post of Assistant Curators in the Orissa State Museum and District Cultural Officers as specially Gazetted.

The question of conferring specially declared Gazetted status on the Assistant Curators in the Orissa State Museum and District Cultural Officers of the Tourism and Culture (Culture) Department was under consideration of the Government for sometime past.

After careful consideration, Government have been pleased to decide that the Assistant Curators and the District Cultural Officers will hereafter enjoy the status of the specially declared Gazetted Officers under Rule 17 (II) of the Orissa Service Code in their existing scale of pay. Their duty chart will be as in the Annexure I and II respectively.

The Director, Culture will be their appointing and disciplinary authority.

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Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government/all Heads of Departments/A. G., Orissa/Deputy A.G., Orissa Puri/Secretary, O. P. S. C.

By order of the Governor
M. P. MODI
Special Secretary to
Government

ANNEXURE I

DUTY CHART OF THE ASSISTANT CURATOR OF STATE MUSEUM

1. To organize galleries of different disciplines in the State Museum.
2. To collect are antiquities.
3. To take care of the preservation and display of rare antiquities.
4. To conduct research work on different antiquities of their respective discipline.

ANNEXURE II

DUTY CHART OF THE DISTRICT CULTURAL OFFICER

1. To review the activities of the registered organizations of the concerned district who are getting assistance under various schemes viz. cultural grant, library grant, etc.
2. To inspect the progress of conservation work in respect of old monuments.
3. To remain in charge of Branch Museums of district.
4. To act as liaison officer in respect of the district level cultural programems organized by the Department of Culture, O. S. N. A., O. L. K. A., and D. S. A.
5. To identify and recommend the indigent artists for sanction of pension.
6. To take steps for renovation and development of traditional folk dance, folk songs of the district.
7. To organize periodical cultural meets among various organizations and co-ordinate the same with the activities of Culture Department.
8. To organize district cultural functions to focus the rich heritage of the area.

9. To identify and recommend talents in various cultural faculties for sponsoring them to national and international fields.

No. 2320-SC/6-114/95-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 31st January 1997

Subject – Redesignation of the post of Head Typist in the Heads of Departments as Superintendent Level-II and Superintendent Level-I, respectively.

After careful consideration, the Government have been pleased to decide that the post of Head Typist and Superintendent in the Heads of Departments shall be redesignated with immediate effect as Superintendent, Level-II and Superintendent, Level-I, respectively.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies thereof be forwarded to all Departments of Government, all Heads of Departments and the Accountant General, Orissa for information.

By order of the Governor
SANTOSH KUMAR
Special Secretary to
Government

No. 21634-SC/6-18/98-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 12th August 1998

Subject – Redesignation of the post of Head Diarist and Heads Recorder to that of Diary Superintendent and Record Superintendent, respectively.

After careful consideration, the Government have been pleased to decide that the post of Head Diarist and Head Recorder shall be redesignated with immediate effect as Diary Superintendent and Record Superintendent, respectively.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay as the previously designated posts.

Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant General, Orissa for information.

By order of the Governor
PRIYABRATA PATTNAIK

Special Secretary to

Government

No. 26016-SC/6-18/98-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 11th September 1998

Subject – Redesignation of the post of Special Grade Diarist to that of Diary Superintendent.

After careful consideration, the Government have been pleased to decide that the post of Special Grade Diarist in the office of the Chief Minister, Orissa and in the office of the Chief Secretary, Orissa shall be redesignated with immediate effect as Diary Superintendent.

2. There shall be no change in the nature of duties and responsibilities attached to the posts on redesignation as above. The redesignated posts shall also carry the same scales of pay as the previously designated post.

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Order – Ordered that this Resolution be published in the extraordinary issue of the *Orissa Gazette* and copies be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant General, Orissa for information.

By order of the Governor

PRIYABRATA PATTNAIK

Special Secretary to

Government

REHABILITATION ASSISTANCE

	Reference No.	Date	Subject
	PART I - RULES		
•	Notification No. 31537-Gen	29.12.2008	Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 2008
•	Notification No. 25585-Gen.	24-09-1990	Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.
	PART II – INSTRUCTIONS		
•	Resolution No. 845-Gen.	13.01.2009	Disposal of applications for appointment under Rehabilitation Assistance Scheme consequent upon amendment of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990
•	Resolution No. 21684-Gen.	09-09-1982	Rehabilitation Assistance to the family of deceased or permanently disabled Government servant who suffers such disability while in Government service.
•	Resolution No. 20306-Eys.	20-05-1985	Rehabilitation Assistance to the familys of Non-Government Primary School Teachers Under Education and Youth Services Department.
•	Circular No. 13781-Gen.	03-05-1988	R. A. to the families of deceased on permanently disabled Govt. Servants who die or suffer such disability while in Service.
•	Circular No. 4569-Gen.	22-02-1993	Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.
•	Circular No. 27924-Gen.	24-10-1996	Issue of clarification regarding employment under R. A. Scheme.
•	Resolution No. 29686-Gen.	14-10-1998	Applicability of provisions laid down in the O. C. S.(R. A.) Rules, 1990 to the families of Non-Govt. Primary School Teachers and others.
•	Circular No. 39937-Gen.	30-11-1998	Amendment to Orissa Civil Service(R. A.) Rules, 1990 clarification thereof.
•	Circular No. 3033-Gen.	28-01-1999	Appointment of family members of the deceased employees Under R. A. Scheme Under Rullings of the Hon'ble Supreme Court of India.
•	Circular No. 11928-Gen.	22-04-1999	Clarification in respect of Orissa Civil Service (R. A.) Rules, 1990.
•	Home Department Circular No. 41150 C. C.	21-07-1999	Appointment of the wards of the deceased Government servants under R. A. Scheme.
•	GA Department Resolution No.2M-15/2004-33213/G	15.12.2004	Guidelines on determination of "Distress Condition" of the family of the deceased Government servant as per provisions under OCS(RA) Rules, 1990-clarification regarding
•	Resolution No-5147/Gen SC/6-63/2004 (Pt-I)	01.03.2006	Guidelines on determination of "Distress Condition" of the family of the deceased Govt. Servant under the Rehabilitation Assistance Scheme

PART I

RULES

THE ORISSA CIVIL SERVICE (REHABILITATION ASSISTANCE) RULE, 1990

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 13th September 1990

(Published in the *Orissa Gazette* on the 24th September 1990)

No. 25585 -Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa hereby makes the following rules to regulate recruitment to the State Civil Services and posts as a measure of rehabilitation assistance, namely :-

Short Title and commenceme-nt.

1. (1) These rules may be called the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

(a) [1]['Deserving Case' means a case where the appointing authority is satisfied, after making such enquiry as may be necessary :-

(i) that the death of the employee has adversely affected his family financially because the family has no other alternative mode of livelihood;

(ii) that there is existence of distress condition in the family after death of the employee;

(iii) that none of the family members of the employee who has died while in service is already in the employment of Government/Public or Private Sector or engaged in independent business with an earning above Rs. 20, 000 (Rupees twenty thousand) a year; and

(iv) that the family does not have adequate income from the immovable properties to earn its livelihood.]

Explanation – The income of any earning member will be taken into account for the purpose of assessing the annual gross income of the family if his separation from the family has not been established by registered partition deed made prior to the death of the Government employee.

(b) 'Family Members' shall mean and include the following members in order of preference -

(i) Wife/Husband;

(ii) Sons or step sons or sons legally adopted through a registered deed;

(iii) Unmarried daughters and unmarried step daughter;

(iv) [2][Widowed daughter or daughter-in-law residing permanently with the affected family.]

(v) Unmarried or widowed sister permanently residing with the affected family;

[3][(vi) Brother of unmarried Government servant who was wholly dependant on such Government servant at the time of death]

1. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998 published in *Orissa Gazette* and given effect to from the 8th October 1998.
2. Substituted vide G. A. Department Notification No. 16289, dated the 26th July 1993 and given effect to from the 24th October 1990.
3. Inserted vide G. A. Department Notification No. 26303, dated the 6th October 1999 and given effect to from the 1st October 1999.

(c) Government means the Government of Orissa;

(d) [1][**];

(e) [2]['Rehabilitation Assistance' means the assistance provided under these rules to a member of the family of Government servant who died while in service];

(f) 'Year' means the calendar year.

Applicability

3. [3][The assistance shall be applicable to a member of the family of the Government servant who dies while in service.]

Objective of the scheme.

4. [4][The rehabilitation assistance is conceived as a compassionate measure of saving the family of a Government servant from immediate distress when the Government servant suddenly

dies while in service. The concept is based on the premises that in case of sudden death his family would not face starvation. The scheme has a direct relationship with the economic condition of the family of the Government servant. Appointment of the family member of the Government servant under these rules shall be subject to the provisions contained in Rule 9 and can not be claimed as a matter of right.]

Appointment to be made in deserving cases.

5. [5][In deserving cases, a member of the family of the Government servant who dies while in service. may be appointed to any Group C or Group D posts only by the appointing authority of that Deceased Government servant provided he/she possesses requisite qualification prescribed for the post in the relevant recruitment rules or instructions of the Government without following the procedure prescribed for recruitment to the post either by statutory rules or otherwise irrespective of the fact that recruitment is made by notification of vacancies to the Employment Exchange or through recruitment examination under relevant recruitment rules. At the time of notifying such vacancies to the Employment Exchange or the examining authority, the employer shall clearly mention that the vacancy is proposed to be filled up under rehabilitation assistance scheme and so, sponsoring of candidates by Employment Exchange or the examining authority is not necessary.]

Authority competent to make compassionate appointment.

6. The authority competent to make substantive appointment to the post shall be the competent authority to make appointment under these rules.

Posts to which such appointment can be made.

7. [6][Appointment under these rules shall be made once against any post either in Group C or Group D which is a base post in the said groups and the maximum scale of pay for such posts in Group C and Group D shall not exceed Rs. 6, 000 and Rs. 3, 200 respectively, as revised by the Government from time to time, when a member of the family has been appointed to a particular post, no further claim shall be entertained for appointing the same person to a higher post. For any further advancement in service, he will have to take his chance in the normal course and compete with other eligible persons.]

Mode of appointment.

8. (1) (a) [7][Application for an appointment shall be made in Form A to these rules to the appointing authority under whom the deceased Government servant last worked, by registered post with A. D.]

(b) On receipt of the application the appointing authority shall send a requisition to the Collector of the district in which the family ordinarily resides calling for a report as to whether the family is in financial distress.

(c) On receipt of a requisition from the appointing authority under Rule 8 (b). the Collector of the district concerned shall cause an enquiry into the matter and furnish his report to the appointing authority within one month from the date of receipt of the requisition.

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1. Omitted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
2. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
3. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
4. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
5. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
6. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
7. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.

(d) The appointing authority, upon receipt of the report, shall consider the same and in case of favourable report, appoint the applicant in a suitable available vacancy under his control. If a vacancy does not exist under his administrative control, the appointing authority may forward the application to the Head of the Department with suitable recommendations. The Head of the Department shall locate vacancies in other offices under his administrative control and direct Head of the Office where there is a vacancy to appoint the applicant. If no vacancy is immediately available the application shall be considered for the immediate subsequent vacancy. In cases arising in offices of Heads of Departments, the Head of the Department shall appoint the candidate in his office or in the offices subordinate thereto.

(e) In the case, of the Departments in the Secretariat or the attached Offices the appointing authority, on receipt of application shall refer the case to he concerned Collector for enquiry and report as specified in Clauses (b) & (c) above and on receipt of the report of the Collector under Clause (i) of sub-rule (1) shall follow the procedure as specified hereunder, namely :-

(i) The concerned Department may appoint the candidate against any post available under its control in the Department not being one in common cadre of the Secretariat.

(ii) In case of non-availability of suitable post, the Department may direct the Heads of Departments under its control to appoint the candidate against any suitable post under their control.

(iii) If it is proposed to appoint the candidate against a post in any common cadre of the Secretariat administered by the Home Department, the Administrative Department may forward the application with suitable recommendations to the Home Department who shall take steps to appoint the candidate against a suitable post in the common cadre.

(2) Notwithstanding anything contained in Clause (b) of sub-rule (1) if the report of the Collector cannot be received within one month from the date of reference, the appointing authority may [1][**] appoint the applicant subject to the condition that in case of adverse report made by the Collector, his services will be terminated without assigning any reason thereof.

Condition of service.

9. (1) Appointment under these rules can be made only against the posts required to be filled up by direct recruitment and not against promotional posts.

(2) [2][Subject to the provisions contained in sub-rule (3) the applicant for appointment to a particular post, under the rehabilitation assistance scheme, must have the requisite qualifications as prescribed in the relevant recruitment Rules (1) Resolutions or Instructions regulating the recruitment to the said post.]

(3) [3][Where a widow of the deceased Government servant is appointed on compassionate ground against a Group D post, she is not required to satisfy the educational qualification prescribed for the said post, provided the duties attached to the post can be satisfactorily performed without having the requisite educational qualification.]

(4) [4][Family of a Government servant who dies while on re-employment or extension of service, shall not be eligible for any benefit under these rules.]

(5) [5][**]

(6) [6][Application for appointment under these rules shall be considered if it is received within one year from the date of death of the Government servant.]

(7) [7][If at the time of death of the Government servant, there is ward who is minor and who alone is available in the family of the deceased Government servant for employment, he/she shall apply for job under these rules on attaining the age of eighteen years and in no case beyond three years from the date of attaining the age of eighteen years.]

1. Omitted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
2. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
3. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
4. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
5. Omitted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
6. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.
7. Substituted vide G. A. Department Notification No. 26303, dated the 6th September 1999.

(8) The assistance shall not be available to the families of Government servants who died [1][**] before issue of Labour & Employment Department Resolution No. 17188, dated the 9th September 1976, in respect of posts which are filled up by reference to the Employment Exchange and before issue of G. A. Department Resolution No. 21684-Gen., dated the 9th September 1982, in respect of posts filled up in pursuance of provisions in the relevant service rules.

(9) In exceptional cases, the maximum age limit may be relaxed by the competent authority in accordance with provisions of the Orissa Service Code.

(10) Before issue of appointment order the appointing authority shall ensure the production of the following documents :-

(i) Submission of Medical Certificate of Health,

(ii) Verification of Character and antecedents in respect of appointments in Departments of Government and Heads of Departments.

(iii) [2][Character Certificates from two officers of Government not below the rank of Group B Government servant.]

(iv) Submission of undertaking that he/she has only one spouse living, if he/she is married.

[3][(v) Submission of undertaking through affidavit to the effect that he/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.]

(11) [4]["Notwithstanding the period of limitation prescribed in sub-rule (6) delay not exceeding twelve months in submission of application for appointment under these rules may be condoned by the Administrative Department and delay exceeding 12 months may be condoned by the Chief Minister.]

Termination of services.

10. Suppression of correct information or furnishing of false information in the application shall render the applicant liable for removal from service in addition to other legal action to which he/she may be liable under the existing laws and this will also debar other members of his family from getting appointment under these rules.

[5][10. A. If any person after execution of an undertaking under clause (v) of sub-rule (10) of the said Rule 9 violates the terms as specified therein the same act would amount to gross misconduct for imposition of major penalty by the appointing authority.]

11. [6][**]

Repeal and Savings.

12. All instructions corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.

Notwithstanding such repeal any order passed or action taken under the instructions so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

1. Omitted vide G. A. Department Notification No. 28761, dated the 7th October 1998.

2. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998.

3 & 5. Inserted vide G. A. Department Notification No. 12627, dated the 12th April 2001.

4. Substituted vide G. A. Department Notification No. 26303, dated the 6th September 1999.

6. Deleted vide G. A. Department Notification No. 28761, dated the 7th October 1998.

13. Seniority of persons, appointed under these rules, in the grade or cadre of the service or posts in which the appointment is made shall be fixed below the persons recruited and appointed in that grade or cadre in that year as per the provisions of the relevant recruitment rules framed under Article 309 of the Constitution and in other cases according to their date of joining in the post.

Interpretation.

14. If any question arises relating to the interpretation of any provision of these rules, it shall be referred to the Government in General Administration Department for a decision.

Overriding Effect.

15. The provision of these rules shall have effect notwithstanding anything to the contrary in any other recruitment rules made under the proviso to Article 309 of the Constitution including the Orissa ex-Service men (Recruitment to the State Civil Services and Posts) Rules, 1985.

[1][16. (1) The State Government where satisfied that the operation of all or any provisions of these rules causes undue hardship in any particular case, it may dispense with or relax the provisions to such extent as it may consider necessary for dealing with the case in a just and equitable manner.

(2) Such cases shall be examined in General Administration Department and orders of Chief Minister shall be obtained.]

By order of the Governor
C. NARAYANASWAMY
Special Secretary to Government

1. Inserted vide G. A. Department Notification No. 16289, dated 26-7-1993.

23 - ANNEXURE A

[(See Rule 8 (1) (a)]

FORM OF APPLICATION FOR APPOINTMENT UNDER THE REHABILITATION ASSISTANCE SCHEME (TO BE SUBMITTED IN DUPLICATE)

PART I

1. Name of the deceased Government Servant.
2. Designation and Office/Department of the Government Servant.
3. Whether permanent or temporary
4. Total length of Service rendered
5. Date of death (Enclose an attested copy of the death certificate issued by the Health & Family Welfare Department)
6. List of family members as per the legal heir certificate issued by the concerned Tahasildar.

7. Income and status of each of the legal heirs.

8. Is any of the members listed under item 6 has been appointed under compassionate ground ? If so, give particulars of such appointment.

9. Total assets of the deceased Government Servant

(a) Details of immovable property if any, in the name of deceased Government Servant and members of family.

(b) Movable property.

(c) Pension, family pension and T. I. ect.

PART II

10. Name of the candidate for appointment.

11. His/her relationship with the deceased Government Servant.

12. Date of birth.

13. Particulars of Educational/Technical qualification and experience, if any

14. Whether belongs to any of the following categories :-

(a) S. C. / S. T.

(b) EX-Servicemen

(c) Physically handicapped.

(d) Sportsmen.

15. The post applied for.

I, Shri/Smt./Kumari …… Son/Daughter/Wife of Shri ……. hereby declare that the information furnished above is true to the best of my knowledge and belief. If any of the facts herein mentioned are found to be incorrect or false at a future date my services can be terminated by the appointing authority without furnishing notice or reasonable opportunity of hearing.

Date…….. **Signature of the applicant**

PART III

Forwarded to Collector ……. for enquiry and report whether the family of the deceased Government Servant is in distress financially.

Appointing Authority

(Seal & Designation)

PART IV

(Certificate by Collector of the district)

Certified that the information furnished by the applicant in this application from have been enquired into and found correct/incorrect. The family of the deceased Government employee is in distress/not in distress. The annual income of the family from all sources excluding pension and T. I. is Rs. ……. For the year…….

Forwarded to the ……

(Appointing Authority)

Collector & Dist. Magistrate

(Seal & Designation)

(No authority except the Collector & Dist. Magistrate shall sign this Certificate)

23-Substituted vide G. A. Department Notification No. 28761, dated 7-10-1998.

PART – II - INSTRUCTIONS

No. 21684-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 9th September 1982

Subject – Rehabilitation Assistance to the family of deceased or permanently disabled Government servant who suffers such disability while in Government service.

In resolution No. 17188-118/3-21/76-L. E. II., dated the 9th September 1976 of the erstwhile Labour, Employment & Housing Department (copy enclosed) it had been decided that appointing authorities would be competent to give employment to a member of the family of a deceased or permanently disabled employer who suffers such disability while in the service of the employee irrespective of whether the name of the candidate is sponsored by the Employment Exchange or not. This enabling provision is being resorted to in deserving cases. However these instructions do not apply to posts which are filled up by other means of recruitment.

After careful consideration Government have been pleased to decide that it would be desirable to extend concession to all Class III posts and service irrespective of whether recruitment is by notification of vacancies to the Employment Exchange or otherwise, in other words in deserving cases a member of the family of a Government Servant who dies or is permanently incapacitated while in government service could be appointed to any Class III posts under the appointing authority of that Government servant provided he possesses the qualification prescribed for the post, without insisting on the prescribed mode of recruitment in his case. The relevant recruitment rule may be amended accordingly.

Order – Ordered that this resolution be published in an extraordinary issue of the *Orissa Gazette* for general information and copies be forwarded to all Departments/Heads of Departments/all district offices/Secretary to the O. P. S. C.

By order of the Governor

C. NARAYANASWAMY

Special Secretary to Government

ANNEXURE A

No. 17188-III/3-21/76-L. E. H.

GOVERNMENT OF ORISSA

LABOUR, EMPLOYMENT & HOUSING DEPARTMENT

RESOLUTION

The 9th September 1976

Subject – Compulsory notification of vacancies and recruitment through Employment Exchange Special procedure to provide rehabilitation assistance to the families of employees who suffer permanently incapacitation or death while in service.

The State Government in their resolution No. 15-L. E. H., dated the 19th November 1975 have issued instructions laying down the procedure to be followed by Government Departments, Local Bodies, Quasi Government agencies, Statutory Bodies, Public Sector Enterprise and all Private Sector Establishments employing more than 1,000 persons in the matter of personnel recruitment. The basic policy underlaying those instructions is that all vacancies, except those specifically excluded, are required not only to be notified to the Employment Exchange, but are also to be filled up from among candidates sponsored by the Exchange unless the latter furnishes a non-availability certificate.

In industrial establishments a practice is ordinarily followed that in the case of premature death or permanent incapacitation of an employee for purposes of service, due to accident or otherwise, employment is given on a preferential basis to a member of the family in distress. Similar contingencies arise in Government Offices also. The practice of Providing employment as a measure of rehabilitation assistance to the family of a deceased or permanently disabled employee is a salutary one, and Government desire that such practice should increasingly be followed by all employing agencies. Since provision of employment on a preferential basis in such circumstances requires relaxation of the Employment Exchange procedure laid down in the resolution referred to above, government have been pleased to direct that the following special procedure should be followed in the matter of providing rehabilitation assistance.

Notwithstanding the instructions contained in resolution No. 19479-L. E. H., dated the 19th November 1975 appointing authorities would be competent to give employment to a member of the family of a deceased or permanently disabled employee who suffers such disability while in the service of the employer in question, irrespective of whether the name of the candidate is sponsored by the Employment Exchange. Notification of vacancies required under the Employment Exchanges (C. N. V.) Act being Mandatory, the establishment concerned is not absolved of the responsibility to notify to the Employment Exchange the occurrence of the vacancies. But at the time of notifying such vacancies the employer should clearly mention that since the vacancy is proposed to be filled

by a member of the family of a deceased/permanently disabled employee whose disability occurred while in service, sponsoring action by the Employment Exchange is not necessary.

Order – Ordered that this resolution be published in an extraordinary issue of the *Orissa Gazette* for General information.

By order of the Governor
S. KANUNGO
Secretary to Government

No. 20306-VIE/ABI/85-EYS.

GOVERNMENT OF ORISSA

EDUCATION & YOUTH SERVICES DEPARTMENT

RESOLUTION

The 20th May 1985

Subject – Rehabilitation assistance to the families of non-Government Primary School Teachers under Education & Youth Service Department who die or suffer from permanent incapacitation while in service.

Government have had under consideration for some times past a proposal for providing rehabilitation assistance to members of the families of a non-Government Primary School Teacher who dies or becomes permanently incapacitated for work while in service. After careful consideration Government have been pleased to decide that rehabilitation assistance may be made available to a member of the family of the deceased or permanently disabled non-Government Primary School Teacher subject to the following conditions ;-

1. Once member of the family of the deceased or permanently disabled non-Government Primary School Teacher would be eligible for appointment in a Class III or Class IV post under Government including a post of Primary School Teacher or as the Primary School Teacher in a non-Government Primary School, subject to the condition that the member of the family who seeks to avail of this facility possesses the requisite educational or technical qualifications required for the post. If such a person seeks appointment as a Primary School Teacher whether in a Government or in a non-Government Primary School, he may be appointed as such if he possesses the requisite educational qualifications. If such a person does not possess the requisite training qualification, he/she shall be required to acquire the necessary training qualification within a period of three years from the date of appointment as a Teacher in a Primary School. An untrained person appointed as a Primary School Teacher would receive pay in the scale applicable to untrained matriculate teachers till he/she acquires the training qualifications.

2. The above facilities will be available to only one member of the family of the deceased or permanently disabled Primary School Teacher provided that the death or permanent disability has occurred prior to the normal date of superannuation and not during the period of re-employment or extension of service after retirement.

3. For the purposes of rehabilitation assistance being extended under this Resolution, the members of the family of the deceased or permanently disabled Primary School Teacher shall mean

(a) husband or wife;

(b) son or daughter including adopted son or daughter, step son or daughter.

(c) Dependent brother or sister.

4. Applications for assistance under this Resolution shall ordinarily be received within the period of five years from the date of death or permanent disability.

5. Notwithstanding the instructions contained in Labour & Employment Department Resolution No. 19479-L. E. H., dated the 19th November 1975, appointing authorities would be competent to give employment to a member of the family of a deceased or permanently disabled employee who suffers such disability while in the service of the employer in question, irrespective of whether the name of he candidate is sponsored by the Employment Exchange. Notification of vacancies required under the Employment Exchanges (C. N. V.) Act, being mandatory the establishment concerned is not absolved of the responsibility to notify to the Employment Exchange the occurrence of the vacancies. But at the time of notifying such vacancies the employer should clearly mention that since the vacancy is proposed to be filled by a member of the family of a deceased/permanently disabled employee whose disability occurred while in service sponsoring action by the Employment Exchange is not necessary.

6. Rehabilitation assistance would be available only for initial appointment and not for promotion or further advancement in service.

Order – Ordered that the Resolution be published in an extraordinary issue of the Orissa Gazette for information of general public and copies be forwarded to all Departments/Heads of Departments/all Collectors.

By order of the Governor
R. C. SAMAL
Additional Secretary to Government

No. 13781-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Dated the 3rd May 1988

To

All Departments of Government

All Heads of Departments

All Collectors.

Subject – Rehabilitation Assistance to the families of deceased or permanently disabled Government servant who die or suffer the disability while in service.

Some guidelines were prescribed in G. A. Department Memo. No. 24052, dated the 19th October 1983 for providing rehabilitation assistance to the families of Government servants who die or suffer permanent incapacitation while in service. The list of family members entitled to get such benefit under the scheme was defined in this Department Memo. No. 4192, dated the 18th February 1984.

Difficulties are being experienced by some of the appointing authorities to extend such benefit to an adopted son/daughter of the deceased or permanently incapacitated employee, since adopted son/daughter has not been included in the list of family members.

It has now been decided that an adopted son/daughter of a deceased or permanently disabled Government employee may be accepted as a member of the family of such Government servant for rehabilitation purpose provided the adoption has been legally perpetuated through a registered deed.

The above clarifications may be brought to the notice of all officers under your control.

B. B. MISHRA
Joint Secretary to Government

No. 4569-SC-6-1/93-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Dated the 22nd February 1993

To

All Departments

All Heads of Departments

All Collectors.

Subject – Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.

Procedures for appointment of family members of the deceased/disabled employees under the rehabilitation assistance scheme have been laid down under Orissa Civil Service (Rehabilitation Assistance) Rules, 1990. A doubt arose as to whether a widow appointed under the said scheme will lose her job if she gets re-marriage.

After careful consideration Government have been pleased to decide that a widow, appointed under the said scheme will be allowed to continue in service even after her re-marriage. All subordinate offices may be intimated accordingly.

M. B. K. RAO
Deputy Secretary to Government

[No. 27924-SC-6-52/95-(Pt.)-Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 24th October 1996

From

Shri T. S. Chakraborty,
Under-Secretary to Government.

To

The Additional District Magistrate,
Ganjam.

Subject – Issue of clarification regarding providing employment under R. A. Scheme.

Sir,

In inviting a reference to your Letter No. 5775, dated the 29th August 1996 on the subject noted above I am directed to say that the membership of the family of an employee, who dies while in service or who retires on the ground of permanent incapacitation, is decided on the basis of the status of the family concerned on the very day of death or invalid retirement for the purpose of rehabilitation assistance scheme as per Rule 2 (b) of O. C. S. (R. A.) rules 1990. It means that the persons who were not separated from the family as per procedure established by law on or before the date of death or retirement of the Government servant concerned cannot be said to have been separated from the family for the purpose of determination of family members under the O. C. S. (R. A.) Rules, 1990 as amended up-to-date. Hence, any separation or adoption deed executed and registered after the date of death or invalid

retirement of an employee cannot be taken into consideration for the purpose of providing employment under R. A. Scheme to any one of his family members.

Yours faithfully,

T. S. CHAKRABORTY

Under-Secretary to Government

[No. 29686-SC.-6-71/97-(Pt.)-Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

(Published in *Orissa Gazette* on 15th October 1998)

The 14th October 1998

Subject – Applicability of the provisions laid down in the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 to the families of non-Government Primary School Teachers. Teaching and non-Teaching staff of Aided Educational Institutions, Work Charged employees of the State Government and the employees of Public Sector Undertakings under the control of the State Government.

In order to ensure that the family members of a Government servant who dies while in service or retires on the grounds of permanent incapacitation, does not face immediate distress condition, the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 were framed under the proviso to Article 309 of the Constitution of India and the said rules came into force with effect from the 24th September 1990 vide General Administration Department Notification S. R. O. No. 394/90, dated the 13th September 1990.

The facilities provided under the above said rules were also made applicable to the families of (i) non-Government Primary School Teachers, (ii) Teaching and non-Teaching Staff of Aided Educational Institutions under the Education Department, (iii) the work charged employees of the State Government and (iv) the employees of Public Sector undertakings under the State Government. Law Department have advised now that under the proviso to Article 309 of the Constitution of India, rules can be framed by the Governor concerning the Services and Posts in connection with the affairs of the State Government and not otherwise.

Thus, rules concerning the employees of the non-Government Primary Schools, Aided Educational Institutions, Work charged Employees and Public Sector Undertakings cannot be framed under the proviso to Article 309 of the Constitution of India.

Therefore, on the advice of Law Department, Rule 11 has been deleted from the O. C. S. (Rehabilitation Assistance) Rules, 1990. But since Rehabilitation Assistance is conceived as a compassionate measure of saving the family of a deceased employee from immediate distress when the employee suddenly dies while in service, Government after careful consideration have decided that the benefit of Rehabilitation Assistance Scheme which has been extended for the family members of non-Government Primary School Teachers, Teaching and non-Teaching staff of Aided Educational Institutions under the Education Department, the work charged employees of the State Government and the employees of the Public Sector Undertakings under the State Government previously should continue. Hence it is ordered that the provisions laid down in the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 as amended from time to time shall *mutatis mutandis* be applicable to the families of the employees of the above categories with effect from the 24th September 1990.

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Order – Ordered that the resolution be published in the extraordinary issue of the *Orissa Gazette*. Ordered also that copies of the Resolution be forwarded to All Departments of Government/All Heads of Departments/ Secretary to Governor/All Collectors/Registrar, Orissa High Court/Special Secretary, Orissa Public Service Commission/Secretary, Orissa Staff Selection Commission/Registrar, O. A. T.

By order of the Governor

PRIYABRATA PATNAIK

Special Secretary to Government

[No. 39937-SC-6-71/97-(Pt.)-Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

From

Shri Priyabrata Patnaik, I. A. S.,

Special Secretary to Government.

To

All Departments of Government

All Heads of Departments

All Collectors.

The 30th November 1998

Subject – Amendment to Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 Clarification thereof.

The undersigned is directed to say that consequent upon amendment of Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 vide General Administration Department Notification No. 28761/Gen., dated the 7th October 1998, read with Resolution No. 29686, dated the 14th October 1998 a number of reference have been received from different quarters seeking clarification regarding interpretation of Rules 10 of the Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1998 with regard to the action to be taken in respect of cases of disabled Government employees which are pending prior to the 8th October 1998 and with regard to inclusion of pension and T. I while assessing the annual income of the family of the deceased employee.

After careful consideration of the references received it is clarified that :

(i) The Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1998 came into force with effect from the 8th October 1998 i.e. the date on which they have been published in the extraordinary of the *Orissa Gazette* and hence these Amendment Rules have no retrospective effect. Therefore cases already disposed of either affirmatively or negatively prior to 8th October 1998 shall not be reopened.

(ii) Cases which have already been initiated as per the provisions laid down in Orissa Civil Service (Rehabilitation Assistance) Rules 1990 prior to 8th October 1998 and are still pending shall be examined and disposed of as per the provisions contained in the rules as they stood before the amendments i.e. prior to 8th October 1998.

(iii) In part IV of the prescribed application from appended to the Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1998, the words "including pension and T. I." shall be read as "excluding pension and T. I."

(iv) Distress certificates may be issued in old forms in favour of the family of disabled/deceased employees, whose applications are pending prior to commencement of the Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1998.

These clarifications should be brought to the notice of the all the subordinate offices under their control for their information and future guidance.

P. PATTNAIK
Special Secretary to Government

No. 3033-SC-6-1/99-Gen.

GOVERNMENT OF ORISSA
GENERAL ADMINISTRATION DEPARTMENT

Dated the 28th January, 1999

To

All Departments of Government
All Heads of Departments
All Collectors.

Subject – Appointment of family members of the deceased employees under Rehabilitation Assistance Scheme Rulings of the Hon'ble Supreme Court of India.

The undersigned is directed to say that the Hon'ble Supreme Court in its judgements as indicated below has observed various aspects in the matter of appointment of family members of the deceased employees under Rehabilitation Assistance Scheme. The rulings of the Supreme Court which are reproduced below may be kept in view while considering cases of compassionate appointment :-

(a) The Supreme Court in its judgement dated April 8-1993 in the case of Auditor General of India and others-Vrs-G. Anant Rajeswar Rao [(1994) I-SCC-192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution : but if the appointment is confined to the son or daughter or widow of the Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

(b) The Supreme Court's judgement, dated May 4, 1994 in the case of Umesh Kumar Nogpal, *Vrs*. State of Haryana and Other [Jt 1994 (3) S. C. 525] has laid down the following important principles in this regard :

(i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.

(ii) The posts in group 'C' and 'D' formerly Class II and (IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other posts, i.e., in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.

(iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.

(iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased Government servant is legally impermissible.

(v) Neither the qualification of the applicant (dependent family member) nor the post held by the deceased Government Servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free, not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.

(vi) Compassionate appointment can not be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.

(vii) Compassionate appointment can not be offered by an individual functionary on *ad hoc* basis.

(c) The Supreme Court has held in its judgement, dated February 28, 1995 in the case of the Life Insurance Corporation of India *Vrs*. Miss. Asha Ramchandra Ambekar and others [J. T. 1994 (2) S. C. 183] that the High Courts and Administrative Tribunals can not give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(d) The Supreme Court has rules in the cases of Himachal Road Transport Corporation *Vrs* Dinesh Kumar [J. T. 1996 (5) S. C. 319] on May 7, 1996 and Hundustan Aeronautics Limited *Vrs*. Smt. A. Radhika Thirumalai [J. T. 1999 (9) S. C. 197] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.

(e) The Supreme Court has held in its judgement in the case of State of Haryana and others *Vrs*. Rani Devi and others [J. T. 1996 (6) S. C. 646] on July 15, 1996 that if the Scheme regarding appointment on compassionate ground is extended to all sorts of casual, *ad hoc* employees including those who are working as Apprentices, then such scheme can not be justified on constitutional grounds.

It is, therefore, requested that the above observations of the Hon'ble Supreme Court may be kept in view by the appointing authorities while considering the cases of appointments of family members of the deceased employees under Rehabilitation Assistance Scheme.

The subordinate offices under their control may be intimated accordingly.

PRIYABRATA PATTNAIK

Special Secretary to Government

No. 11928-SC-6-56/98-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 22nd April 1999

To

All Departments of Government
All Heads of Departments
All Collectors.

Subject – Clarification in respect of Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.

The undersigned is directed to say that different Departments are submitting proposals to General Administration Department for obtaining orders of Chief Minister with regard to the availability of assistance of the scheme under Rule 9 (8) of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 and for condonation of delay of the period of limitation prescribed in Rule 9 (11) of the Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1992, After careful consideration of the matter, it has been decided by the Government in General Administration Department that in future, cases which come under the provisions laid down in Rule 9 (8) of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 and Rule 9 (11) of the Orissa Civil Service (Rehabilitation Assistance) Amendment Rules, 1992 will be dealt with by the concerned Administrative Departments and they will obtain orders of Chief Minister without routing the proposals through the General Administration Department. Only such cases where operation of the existing rules cause under hardship then proposals will be submitted by the Department to General Administration Department for examination of such cases and obtaining orders of Chief Minister under the Relaxation provisions of Rule 16 of the Orissa Civil Services (Rehabilitation Assistance (Second Amendment) Rules, 1993.

PRIYABRATA PATTNAIK

Special Secretary to Government

Memo. No. 41150-CCI. (S. C.)-15/99-CC.,

GOVERNMENT OF ORISSA

HOME DEPARTMENT

The 21st July 1999

To

All Departments of Government

(Branch-wise)

Subject – Appointment of the wards of the deceased government servants under Rehabilitation Assistance Scheme.

The undersigned is directed to say that a good number of applications are being received in this Department from various Departments of Government to consider giving appointment to the wards of the deceased Government servants under Rehabilitation Scheme against the vacancies available in the Departments of Secretariat under common cadre of Junior Assistants and Junior Grade Typists, the cadres of which are being controlled by the Home Department.

Rule 8 (1) (d) of the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990 provides that "the appointing authority, upon receipt of the report, consider the same and in case of favourable report, appoint the applicant in a suitable available vacancy under his control. The appointing authority may forward the applicant to the Heads of the Department with suitable recommendations. The Heads of the Department shall locate vacancies in other offices under his administrative control and direct the Heads of Office where there is a vacancy to appoint applicant. In cases arising in the offices of the Heads of the Department, the Heads of the Department shall appoint the candidates in his office or in the offices subordinate thereto.

No.33213-2M-15/2004

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 15th December 2004

Sub: Guidelines on determination of "Distress Condition" of the family of the deceased Government servant as per provisions under OCS(RA) Rules, 1990 - clarification regarding.

In view of aforementioned clear provisions of the relevant Rules, early the responsibility of appointing persons under the Rehabilitation Scheme devolves either upon the concerned Administrative Department or lies with the Heads of the Department under whom the deceased Government servant was working.

The Home Department do not have any responsibility in this regard whatsoever, excepting in cases of the Rehabilitation Assistance is conceived as a compassionate measure of saving the family of a Government servant from immediate distress on account of death of a Government servant while in service. The concept of providing employment to one of the family members of the deceased in deserving cases is based on the premise that in case of sudden death the family should not face starvation. "Deserving Case" has been defined u/R 2 (a) of the OCS(RA) Rules, 1990, as a case where the appointing authority is satisfied, after making such enquiry as may be necessary on the conditions outlined under Clauses (i) to (iv) of the said sub-rule, that the case deserves consideration.

2. It has come to the notice of the Government that different Appointing Authorities are interpreting the above rule differently, particularly the condition 2 (a) (ii) on the existence of distress condition, while determining "Deserving Case" for appointment under the Rehabilitation Assistance Scheme. As the objective of the scheme is to save the family from immediate starvation, it has direct relationship with the economic condition of the family of the deceased Government servant. Therefore, income derived from all sources including Family Pension and T.I. has to be taken into account while determining the distress condition of the family of the deceased Government servant. It has earlier been clarified in General Administration Department Circular Letter No. 6340/Gen., Dt.08.03.1991 that the family pension allowed to the members of the deceased Government servant will not count towards earning u/R 2 (a) (iii) of the OCS(RA) Rules,1990. But Family Pension has to be certainly taken into account u/R 2 (a) (ii) of the said rules while determining the existence of distress condition of the family to determine deserving cases. But instead of acting as per clarifications issued, some Appointing Authorities have resorted to varying interpretations of the contents of General Administration Department Notification No. 28761 / Gen., Dt.07.10.1998, which required that Collector's Certificate to be given in Part-IV of the application form should mention annual income of the family from all sources excluding pension and T.I. The exclusion of 2 pension and T.I. in the Collector's Certificate was suggested on account of two reasons :

i) Collector was not normally aware of the exact quantum of family pension and T.I. resulting in either delay in furnishing of certificate or furnishing of inaccurate information.
ii) If the Collector's Certificate were to include Family Pension and T.I., there was a possibility of the Appointing Authority again adding Family Pension and T.I. leading to double counting of income on this score.

3. It is, therefore, clarified that as per the prevailing practice, the Collector while submitting required report u/R 2 (a) (iii) of the OCS(RA) Rules, 1990 shall state the annual income of the family from all sources excluding Family Pension and T.I. (as only pension sanctioning authority is aware of the quantum of earning from the said source). In order to ensure uniform interpretation of "distress condition" (and therefore eligibility of the family as a "deserving case"), the Government have, after taking into account the fifth pay revision, been pleased to decide that total annual family income from all sources including Family Pension and Temporary Increase (T.I.) must not exceed Rs.45,000/- for a family to be in a distress condition. The calculation of Annual Family income may be done by the concerned Appointing Authority by adding the following :

i) Famil y Pension and T.I. as sanctioned by the Pension Sanctioning Authority/ admissible.
ii) Income of the family from all other sources as certified by Collector in part-IV of the application form. The Collector's report will exclude the family Pension + T.I. as per the current instructions.

4. All pending cases for Rehabilitation Assistance under the OCS(RA) Rules, 1990 shall be disposed of as per the above clarification.

ORDER :

Ordered that the resolution be published in the extraordinary issue of the Orissa Gazette. Ordered also that copies of the resolution be forwarded to all Departments of Government / all Heads of Departments / all Collectors / Registrar, Orissa High Court /Special Secretary, Orissa Public Service Commission, Cuttack / Secretary, Staff SelectionCommission, Orissa, Bhubaneswar / Registrar, Orissa Administrative Tribunal,
Bhubaneswar.

By order of the Governor
T.K.PANDEY
Special Secretary to Government

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RESERVED CATEGORIES

Serial No.	Reference No.	Date	Subject
		PART I - RULES	
1.	Notification No. 22586 (Gen.)	16-10-1985	Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.
2.	Notification No. 11620 (Gen.)	28-04-2003	Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Amendment Rules, 2003.
3.	Notification No. 15791 (Gen.)	23-07-1994	Orissa Civil Services (Reservation of Vacancies for Women in Public Service) Rules, 1994.
		PART II – INSTRUCTIONS	
(A) EX-SERVICEMEN			
1.	Office Memorandum No. 1758 (Gen.)	08-02-1963	Release of Civil Government Servants to take up Military Service during the present emergency.
2.	Circular No. 6225 (Gen.)	02-05-1963	Service benefits to State Government servants and outsiders who render approved Military Service on return to employment under State Government.
3.	Circular No. 17870 (Gen.)	05-12-1963	Ditto
4.	Circular No. 3361 (Gen.)	05-02-1964	Counting of Military Service rendered before or after the war in conjunction with was service for pension.
5.	Memo. No. 3195 (Gen.)	02-03-1964	Grant of concessions to war service candidates appointed to civil posts on a permanent basis-Counting of Military Service for purposes of civil pension.
6.	Circular No. 25845 (Gen.)	29-11-1966	Service benefits to State Government servants and outsiders who render approved Military Service during the present emergency on return to employment under State Government.
7.	Memo. No. 22070 (Gen.)	28-12-1970	Service benefits to State Government servants and outsiders who rendered approved Military Service on return to employment under State Government from the commencement of emergency – counting of Military Service.
8.	Circular No. 910 (Gen.)	18-01-1974	Service benefits to Civil Engineers and Doctors who undergo training for 4 years in Short Service Regular Commission in the Army under the Compulsory Service Liability Scheme.
9.	Office Memorandum No. 16819 (Gen.)	08-09-1976	Benefit of war service to ex-State personnel.
10.	Letter No. 8507 (Gen.)	25-03-1991	Clarification on extension of service benefits to Ex-Servicemen.

(1)	(2)	(3)	(4)
(B) PHYSICALLY HANDICAPPED & SPORTS PERSONS			
1.	Office Memorandum No. 15680 (Gen.)	18-07-1978	Grant of concessions to physically handicapped persons in the matter of employment in Public Service.
2.	Resolution No. 16443 (Gen.)	24-07-1978	Ditto
3.	Resolution No. 15338 (Gen.)	04-05-1981	Reservation of vacancies for rehabilitation of physically handicapped persons in Class III and Class IV posts/services under the State Government and in Public Sector Undertakings.

4.	Resolution No. 16189 (Gen.)	16-07-1982	Extension of reservation of vacancies for rehabilitation of physically handicapped persons in Class II Gazetted posts ad Specially Ggazetted posts under the State Government
5.	Circular No. 24031 (Gen.)	19-10-1983	Reservation of vacancies for rehabilitation of physically handicapped persons.
6.	Resolution No. 24808 (Gen.)	18-11-1985	Reservation of vacancies for sportsmen in Class II, Class III services/posts and in Class IV posts under the State Government.
7.	Circular No. 22677 (Gen.)	29-08-1991	Reservation of vacancies for rehabilitation of physically handicapped persons in Class III and Class IV posts/services under the State Government and Public Sector Undertakings.
8.	Resolution No. 748 (Gen.)	10-01-1997	Reservation for Ex-Servicemen/Physically handicapped persons and sports persons in 80 point Model Roster in services and posts of the State Government.
9.	Circular No. 26427 (Gen.)	08-09-1999	Reservation of vacancies for rehabilitation of physically handicapped persons in Group-B, Group-C and Group-D posts/services under the State Government and in Public Sector Undertakings.
10	Resolution No.25384 (Gen)	20.09.2005	Reservation of vacancies in favour of Physically Handicapped persons, Sportsmen and Ex-Servicemen in initial recruitment in State Civil Services and posts.
11	Resolution No-3404 (Gen)	13.02.2006	Reservation of vacancies for rehabilitation of persons with disabilities in Group-A,B,C,D posts under State Govt. and Public Sector Undertakings
(C) S. C. S. T. & O. B. C. (S. E. B. C.)			
1.	Letter No. 18259 (Gen.)	12-12-1963	Question as to whether candidates belonging to S. C. and S. T. of other States should also be eligible for reservation of posts as well as concess on in respect of maximum age-limits and application of examination fees prescribed in the relevant rules, etc.
2.	Circular No. 752	09-01-1998	Issue of Caste Certificate in favour of S. C./ S.T./O. B. C. in prescribed format for appointment to the posts under Government of India.
(D) WOMEN			
1.	Resolution No. 43328 (Gen.)	23-12-1992	Reservation of vacancies for women's employment in public services.

PART I

RULES

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 16th October 1985

(Published in the *Orissa Gazette* on 18-12-1985)

No. 22586-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Orissa hereby makes the following rules, for regulating the recruitment of ex-servicemen in State Civil Services and Posts, namely :-

Short Title and commenceme-nt.

1. (i) These rules may be called the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.

(ii) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

(a) "Armed Forces of the Union" means the Naval, Military and Air Forces of the Union;

(b) "Ex-Servicemen" means a person, who has served in any rank (whether as a combatant or as non-combatant, in the Armed Forces of the Union including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Crops, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army for a continuous period of not less than six months after attestation -

(i) has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or

(ii) has to serve for not more than six months for completing the period of service as a requisite for becoming entitled to be released or transferred to the reserve as aforesaid, or

(iii) has been released at this own request, after completing five years service in the Armed forces of the Union;

(c) "Reserve vacancies" means vacancies reserved under rule 4 for being filled by ex-Servicemen; and

(d) "year" means the financial year.

Application

3. These rules shall apply to all the State Civil Services and Posts.

Reservation of vacancies.

4. (1) Three per cent of the vacancies arising in a year in each of the categories of Class II posts and Class III posts and of such posts in each class II and Class III services or Class IV posts including permanent vacancies filed initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more to be filled by direct recruitment shall be reserved for being filled by Ex-servicemen as per the roster points shown in the schedule appended to these rules, Different Heads of Offices shall maintain a register regarding implementation of the reservation for the ex-servicemen and should furnish required return to their Administrative Department in such *pro forma* they have been furnishing return on appointment of S. C. & S. T. candidates.

(2) No vacancy reserved for ex-servicemen in a post required to be filled up otherwise than on the results of an open competitive examination under the relevant recruitment rules, shall be filled by the appointing authority by any other candidate, until and unless the said authority-

(i) has obtained a "Non-availability Certificate" from the Employment Exchange,

(ii) has verified the non-availability of a suitable candidate by reference to the Rajya Sainik Board, and

(iii) has obtained approval of the State Government in the Administrative Department.

Special provision regarding age-limit.

5. (1) For appointment to any vacancy in State Civil Services, Class III and Class IV whether reserve or not under these rules, every ex-servicemen who has put in not less than six months continuous service in Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age-limit prescribed for the post or service for which he seeks appointment shall be deemed to satisfy the conditions regarding age-limit.

(2) For appointment to any vacancy in Class I or Class II State Civil Services or Posts filled by direct recruitment through the Orissa Public Service Commission, ex-servicemen and Commissioned Officers including Emergency Commissioned Officers and Short Service Commissioned Officers who satisfy the conditions prescribed in sub-clauses (i) to (iii) of clause (b) of rule 2 shall be allowed maximum relaxation of five years in the upper age-limit.

Special provision regarding educational qualification.

6. (1) For appointment to any vacancy in class IV posts, reserved under these rules, every ex-servicemen who has put in not less than three years of service in the Armed Forces of the Union shall be exempted from the minimum educational qualification, if any, prescribed in respect of such posts.

(2) (a) For appointment to any vacancy in Class III posts reserved for ex-servicemen, the appointing authority may relax the minimum educational qualification where the qualification prescribed is a pass in the Middle School examination or any lower examination in favour of ex-servicemen who have put in atleast three years service in the Armed Force of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and other qualifications.

(b) For appointment to any vacancy in Class III posts to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-servicemen shall be deemed to satisfy the prescribed educational or technical qualification, if he -

(i) satisfies the educational or technical qualification prescribed for direct recruitment to the post form which promotion or transfer to the post in question is allowed;

(ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union as prescribed for promotees or transferees.

Explanation – for the purposes of this rule, in computing the period of three years service, there shall be added any period of service which an ex-serviceman has rendered while serving in a corresponding post or posts in a civil department under the State Government, public sector undertaking or an autonomous organization under the State Government to the period of service rendered in the Armed Forces of the Union.

[1][(c) For appointment to any reserved vacancy in Class III (Group-C) posts an ex-serviceman, having Matriculation qualification or who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or the Air Force and has put in not less than 15 years of service in the Armed Forces of the Union may be considered eligible for appointment to the posts for which the essential educational qualification prescribed is graduation.]

Overriding Effect.

7. All rules regulating the recruitment of Persons to different posts and services under the State Government shall be subject to the provisions of these rules and shall be construed accordingly.

Interpretation.

8. If any question arises as to the interpretation of these rules, the question shall be referred to the Government in the General Administration Department for decision.

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1. Inserted vide G. A. Department Notification No. 19174-Gen., dated 25th June, 1999. Published in the *Orissa Gazette* and given effect to from 13th August 1999.

SCHEDULE

Model roster of 100 points showing the points now reserved for Scheduled Castes and Schedule Tribes, physically handicapped persons and ex-servicemen in initial appointment to posts and service in the State.

***See* Rule 4 (1)**

Reserved quota 39 per cent		
Scheduled Castes	..	15 per cent
Scheduled Tribes	..	23 per cent
Physically handicapped person	..	03 per cent
Ex-Servicemen	..	03 per cent

1.	Scheduled Tribe	26.	Unreserved
2.	Unreserved	27.	Scheduled Tribe
3.	Scheduled Caste	28.	Unreserved
4.	Physically handicapped	29.	Unreserved
5.	Unreserved	30.	Scheduled Caste
6.	Scheduled Tribe	31.	Scheduled Tribe
7.	Unreserved	32.	Unreserved
8.	Sportsman	33.	Ex-Serviceman
9.	Unreserved	34.	Physically handicapped
10.	Scheduled Tribe	35.	Unreserved
11.	Scheduled Caste	36.	Scheduled Tribe
12.	Unreserved	37.	Scheduled Caste
13.	Unreserved	38.	Unreserved
14.	Scheduled Tribe	39.	Unreserved
15.	Unreserved	40.	Scheduled Tribe

16.	Scheduled Caste	41.	Unreserved
17.	Unreserved	42.	Unreserved
18.	Scheduled Tribe	43.	Scheduled Caste
19.	Unreserved	44.	Scheduled Tribe
20.	Unreserved	45.	Unreserved
21.	Ex-Serviceman	46.	Unreserved
22.	Unreserved	47.	Ex-Serviceman
23.	Scheduled Tribe	48.	Unreserved
24.	Scheduled Caste	49.	Scheduled Tribe
25.	Unreserved	50.	Scheduled Caste
51.	Unreserved	76.	Scheduled Caste
52.	Unreserved	77.	Unreserved
53.	Scheduled Tribe	78.	Unreserved
54.	Unreserved	79.	Scheduled Tribe
55.	Unreserved	80.	Unreserved
56.	Scheduled Caste	81.	Unreserved
57.	Unreserved	82.	Unreserved
58.	Scheduled Tribe	83.	Scheduled Caste
59.	Unreserved	84.	Scheduled Tribe
60.	Unreserved	85.	Unreserved
61.	Unreserved	86.	Unreserved
62.	Scheduled Tribe	87.	Unreserved
63.	Scheduled Caste	88.	Scheduled Tribe
64.	Unreserved	89.	Unreserved
65.	Unreserved	90.	Scheduled Caste
66.	Scheduled Tribe	91.	Unreserved
67.	Unreserved	92.	Scheduled Tribe
68.	Unreserved	93.	Unreserved
69.	Physically handicapped	94.	Unreserved
70.	Scheduled Caste	95.	Unreserved
71.	Scheduled Tribe	96.	Scheduled Caste
72.	Unreserved	97.	Scheduled Tribe
73.	Unreserved	98.	Unreserved
74.	Unreserved	99.	Unreserved
75.	Scheduled Tribe	100.	Unreserved

[1][Note – If there are only two vacancies to be filled in a particular year, not more than one may be treated as reserved. If there be only one vacancy in a particular year which falls on a reserved point in the roster, it will be treated as unreserved in the first instance and filled accordingly but the reservation shall be carried forward to subsequent year (s). In the subsequent year (s) the reservation shall be applied by treating the vacancy arising in that year as reserved even though there might be only a single vacancy in that subsequent year (s).]

By order of the Governor

C. NARAYANASWAMY

Special Secretary to Government

1. Inserted vide G. A. Department Notification No. 25637-Gen., dated 6th September 1988, Published in the *Orissa Gazette* and given effect to from 2nd December 1988.

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GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 23rd July 1994

(Published in the *Orissa Gazette* on the 8th August 1994)

No. 15791-2R/1-23/94-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules, for regulating the reservation for women candidates in State Civil Services and Posts, namely :-

Short Title and commenceme-nt.

1. (1) These rules may be called the Orissa Civil Services (Reservation of Vacancies for Women in Public Services) Rules, 1994.

(2) They shall deemed to have come into force with effect from the thirty-first December 1992.

Definitions

2. In these rules, unless the context otherwise requires -

(a) "Recruitment Rules means the rules framed under the proviso to Article 309 of the Constitution of India regulating recruitment to any Civil Services or Civil Posts in the rank of Class II, specially declared gazetted, Class III and Class IV by way of direct recruitment and include executive orders and instructions issued by the competent authority for that purpose; and

(b) "Year" means the calendar year in which the vacancies occur

Application

3. These rules shall apply to all the State Civil Services and Posts in the rank of Class II, specially declared gazetted, Class III and Class IV which are filled up by direct recruitment.

4. (1) the following percentage of vacancies, out of the total vacancies arising in a year in Class II, specially declared gazette, Class III and Class IV services/posts to which women candidates are eligible to be appointed and which are filled up by way of direct recruitment, shall be reserved for the women candidates :-

Category		Women	Men	Total
(1)		(2)	(3)	(4)
Physically handicapped	…	1%	2%	3%
Sportsmen	…	0.33%	0.67%	1%
Ex-Servicemen	…	-	3%	3%
General candidates	…	18.33%	36.67%	55%

(2) Notwithstanding anything contained in sub-rule (1), reservation made in favour of women candidates in excess of 30% of the total vacancies in the Class II, specially declared gazetted, Class III and Class IV services/posts, shall continue.

(3) If in any year, the vacancies reserved for a particular category of women candidates specified under sub-rule (1) remain unfilled due to non-availability of suitable women candidates belonging to the respective category, the unfilled vacancies shall be filled up by suitable male candidates of the same category :

Provided that in case of non-availability of suitable male candidate of that category, the vacancy shall be filled up by women candidate of general category.

Relaxation of upper age limit.

5. The upper age-limit in respect of the women candidates shall be relaxed by five years over and above the upper age-limit prescribed in the Orissa Civil Service (Fixation of Upper Age-limit) rules, 1989.

6. The provisions of these rules shall have overriding effect notwithstanding anything contrary in any other recruitment rules.

By order of the Governor
PRITIMAN SARKAR
Special Secretary to Government

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PART – II

(A) EX-SERVICEMEN

No. 1758-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

OFFICE MEMORANDUM

The 8th February 1963

Subject – Release of civil Government servants to take up Military Service during the present emergency.

It is found that quite a large number of State Government employees want to offer their Services for Military duty, during the present emergency. While appreciating such response and encouraging them to take up Military Service, Government however feel that, at the same time the efficiency of the civil Administration should also be maintained. The Civil Administration has to shoulder many additional burden of work because of the emergency. The policy of Government that even during the emergency there should be the minimum possible dislocation of development programmes is a further reason why unplanned depletion of civil Service cadres would be undesirable. Considering all these facts the Government have been pleased to decide as follows :-

(a) As a general rule, officers of All-India Services and the State Service Class I should not be released for Military Services. The only exception may be for an officer who possesses any special qualification for Military Service and if it is considered that his employment in the Military would be of greater value to the country than his continuance in the civil posts.

(b) With regard to other Services, where the cadres are large, Officers can be released for Military Services. For example, more officers of Class II Services can be released than Class I services, release of Class III Services will be more liberal than Class II and release of Class IV officers may be still more liberal and they should be allowed to apply freely.

(c) But if the release of a Government servant of any category of cadre is likely to affect the maintenance of an essential Service, such an officer should not be released.

(d) Services whose members require long training and experience to be really effective in the Military Service may not be released.

(e) Persons with engineering and medical qualifications may be freely permitted to join Military Services unless they are employed in essential services important to the Defence effort.

2. Government have further decided that the procedure for dealing with applications for joining Military Service should be as follows :-

(a) Where requests are made by the military authorities to have the services of a particular civil officer serving under State Government, all such request should be initially dealt with in Home Department who will consult the administrative department concerned.

(b) In all other cases, the appointing authorities may dispose of the applications in accordance with the general policy laid down in paragraph 1 above.

R. N. MOHANTY
Joint Secretary to Government

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No. 6225-(88)-2R/1-2c/63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 2nd May 1963

To

All Departments of Government/
All Heads of Departments/All Collectors.

Subject – Service benefits to State Government servants and outsiders who render approved Military Service on return to employment under State Government.

In the present emergency large scale recruitments are being made to the Army and other Defence Services connected with National Defence. To encourage Government employees as well as outsiders to join the Military Service during the present emergency Government have been considering to grant them some concessions in matters of recruitment to posts under them and conditions of service. After careful consideration it has been decided that Government servants of the State Government who are permitted to join Military service and persons who are recruited directly to the said service should get the concessions shown in Annexure I and Annexure II respectively on their return or recruitment to posts under Government, when they are released from the Army after satisfactory Military Service.

"Approved Military Service" would include service in the Armed Forces and services in the Territorial Army on mobilisation, Auxiliary Air Force, India Naval Reserve, Indian Naval Volutur Reserve and Military Police and Armed Force Reserve in service in Frontier States.

It is requested that the above decision of Government may be brought to the notice of all Government servants serving in the Departments/Heads of Departments/District Offices and all appointing authorities under the State Government.

[ILLEGIBLE]
Joint Secretary to Government

ANNEXURE I

Service benefits to which employees of Government of Orissa will be eligible on their return to Civil Employment after satisfactory Military Service (as approved) and on their release from such service.

The following concessions are admissible to the employees of the State Government, who have served satisfactorily in the "Approved Military Service" and who return to appointments under the State Government, on release from such service.

1. *Retention of lien* – (a) All Government servants who are permitted to take up Approved Military Service under the present emergency will be allowed to retain lien in their civil posts during the period of their absence on Military Service to enable them to return to their civil posts on release from Military Service.

(b) Under the Orissa Service Code Rules a lien on the posts temporarily held by a civil Government servant cannot be granted. It has been decided that a temporary civil Government servant who is permitted to take up Approved Military Service should, if he so applies be permitted to return to his civil post on release from the Military Service provided the temporary post held by him continues to exist at that time. Where the temporary post is not in existence at the time of his return from the Military Service he will be absorbed in a similar post in preference to other candidates. The period of his Military Service will count towards his total length of service and his seniority, in the post in which he is absorbed on release from Military Service.

(c) If during the period of his War Service, the temporary post which was held by a Government servant is made permanent, the claim of the incumbent for confirmation against the post will be protected, Only on his declining to be confirmed against the post prior to his release another officer can be confirmed against it. On his return to this post after his release, he will be confirmed against the post.

2. *Promotion* – (a) During the period of such Approved Military Service normal prospects of promotion of the incumbent shall also be protected as a result of which the Government servant concerned will be entitled to *pro forma* promotion in his parent Department and also to seniority in the higher post to which he would otherwise have been entitled, if he had not proceeded on Military Service.

(b) 25 per cent of the posts falling vacant and which are to be filled up by promotion, selection and transfer every year, shall be kept reserved for such personnel. These may be filled up by temporary promotions to meet the immediate requirement of the work but these are to be reserved to be filled up ultimately by those returning after Approved Military Service.

3. *Pay* – (a) The Government servant who is permitted to take up such Military Service shall be entitled to draw during Military Service the civil rates of pay and allowances which would be admissible to him from time to time, had he not proceeded on Military Service or the military rates of pay and allowances whichever is higher. In the case of a civil Government servant who takes up Military Service as a J. C. O. other ranks, the civil rates of pay and allowances which would be admissible to him from time to time shall, however, be reduced by Rs. 25 on account of free rations.

(b) Where the civil rates of pay and allowances are admissible, the difference between those rates and the military rates will be paid by the Defence Authority and the debit thereof will subsequently be raised against the Civil Department concerned.

4. *Provident Fund* – A Government servant who takes up such Military Service during the present emergency shall while so employed and subject to the condition stated below retain his rights or liability as the case may be of subscribing in accordance with the rules of the fund concerned to any Provident Fund of which he is a member.

While in Military Service, subscriptions to the Provident Fund and the Government contributions towards the account of a subscriber to the Contributory Provident Fund will be calculated on the basis of the Government servants emoluments. The Government contribution where payable towards the Provident Fund Account of a subscriber during the period of Military Service will form a charge against the Defence Service estimates. Those estimates will, however, be entitled to a refund of the whole amount charged thereto on this account or of a portion thereof, as the case may be in any individual case in which the whole of the Government contribution with interest thereon or a fraction thereon is withheld under relevant rule of the Contributory Provident Fund Rules.

5. *Leave* – A permanent State Government servant who is permitted to take up such Military Service during the present emergency shall be allowed to earn leave during the period of Approved Military Service according to the State Leave Rules applicable to him before his transfer to Military Service. The amount of leave actually taken by such person while in the Military Service shall be deducted from his Civil Leave Account. Any case of excess consumption of leave during Military Service shall be condoned, but if the leave taken during the Military Service is less than the leave earned during that service according to the Civil Leave Rules the balance will be credited to their Civil Leave Account.

The Temporary Government servants during Military Service will be governed by the Military Leave Rules in all respects.

In all cases the leave salary will be paid by the Defence Authorities and no leave salary contribution shall be demanded by the State Government from the Ministry of Defence.

6. *Pension* – The period of Military Service will count for pension in full in the case of permanent Government servants subject to the usual conditions relating to the reckoning of qualifying service. In the case of temporary Government servants, the period will also count subject to the usual conditions on confirmation in a permanent post under the State Government.

7. *Fixation of initial pay* – (a) When a Government servant, after his Military Service, is appointed to a permanent or temporary post outside his parent department or cadre, the Military Service rendered by him shall be taken into account in fixing his initial pay in the new post, provided that he may reserve his choice for such concession in the next higher post.

(b) If such a Government servant reverts to the same post which he held prior to joining the Military Service or to any other post in his parent office held by him by *pro forma* promotion while in Military Service, he may reserve his choice for the next higher post.

(c) The Concession of counting War Service for fixation of initial pay is admissible once only at the choice of the Government servant and the option once exercised is irrevocable. If any one reserves his choice for the next higher post, he should exercise his option within three months from the date of joining of such post.

ANNEXURE II

Service benefits which will be available to persons who are directly recruited to Approved Military Service and who on their release from such Military Service are recruited to civil employment under the State Government

The following concessions are admissible to persons other than Government servants, who have rendered Approved Military Service; if such persons are recruited to civil posts under the State Government on release from such Military Service.

1. *Reservation of posts* – 25 per cent of the posts in different services falling vacant every year which are to be filled up by direct recruitment shall be reserved for those who are released from the army with Approved Military Service. These reserved posts may be filled only by temporary recruitment to meet immediate requirement of work but should ultimately be filled up by ex-Military personnel on their release from Approved Military Service.

2. *Relaxation of age for recruitment* – In calculating the age of a candidate who has rendered Approved Military Service condonation of over-age to the extent of the whole or part of the period of Approved Military Service rendered by such candidate will be allowed. Even where by condoning the over-age in the above manner the candidate is found still to exceed the maximum age limit prescribed for the service Government may relax it further in suitable cases to make the persons eligible for appointment to such service.

3. *Relaxation of educational qualification* – It has been decided that where a University Degree is the prescribed qualification, a Military Service candidate who has passed the Intermediate examination of a University will be eligible. The army special certificate will also be treated as equivalent to Matriculation. For technical services such as the engineering, medical and other services, the appointing authority in his discretion will be competent to relax the educational standard in favour of ex-Military candidates after taking into account their individual experience and fitness, The minimum qualification for educational service such as Professors, administrators and teachers will not however be relaxed.

4. *Conditions of service* – The period of such Military Service during the period of the emergency, will count for fixation of initial pay, seniority and pension. Leave other than extraordinary leave (While in Military Service) granted by a competent authority will be rewarded as a part of the Military Service.

Pay – In case of a candidate with Military Service who having been directly recruited to Military Service had no lien on any post under government before undertaking Military Service and who is appointed to a temporary or permanent post under Government on release from Military Service the initial pay will be fixed after taking into account the total period of his Military Service, irrespective of the posts held and pay drawn by him while in Military Service.

(b) *Seniority* – The actual period of service rendered in Approved Military Service shall count towards seniority. In other words, such a candidate should be allowed to antedate his seniority by the total length of his actual Military Service, the break in between the Approved Military Services rendered by the candidate and the break in between termination of Military Service and commencement of civil services being ignored from consideration. The seniority of such a candidate should be fixed according to the periods spent in Military Service, in the cadre under the State Government in which he is appointed for the first time and not thereafter.

A war service candidate will be treated as a directly recruited candidate but he will be placed above the direct recruits of the year. His seniority in the service should also be accordingly determined.

(c) *Pension* – The period of Military Service will count towards pension, subject to the usual conditions mentioned in Article 357-A of Civil Service Regulations when the Government servant is confirmed in a permanent post under the State Government.

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No. 17870-2R-1-30/63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 5th December 1963

From

Shri H. Sahu, B. A., O. S. S.,

Assistant Secretary to Government.

To

The Accountant-General, Orissa, Bhubaneswar

Subject – Service benefits to State Government servants and outsiders for Approved Military Service on return to employment under State Government.

Sir,

With reference to your No. TM-1-40-1052, dated the 2nd September 1963 (Copy enclosed) I am directed to say that your presumption that the benefits of counting the period of military service towards total length of service and seniority of a temporary Government servant permitted to take up military service in the post in which he is absorbed on release from the Military Service as provided in Para. 1 (b) of Annexure I appended to this Department circular Memo. No. 6225 (88) Gen., dated the 2nd May 1963 will be admissible only when the temporary Government servant is absorbed without break in Government service soon after his release from the military service is correct. The question of break may not be wise in such case as 25% of posts in different services falling vacant every year are to be reserved for such military service candidates. Where however the break occurs due to the fault of such a candidate he may be treated as a new entrant and will avail of the benefit for military service like an outsider under Annexure II of the said Memo.

Your presumption that according to Para. 1 (c) of Annexure I of the said Memo, a temporary Government servant who declines confirmation against the post he was holding while on war service will, on his return to this post after his release, be confirmed against the next available post is also confirmed.

Yours faithfully,

H. SAHU

Assistant Secretary to Government

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No. 152-Tax-1-40

OFFICE OF THE ACCOUNTANT-GENERAL, ORISSA

The 2nd September 1963

From

The Accountant-General, Orissa

To

The Secretary to the Government of Orissa,

Political & Services Department, Bhubaneswar.

Subject – Service benefits to State Government Servants and outsiders who render Approved Military Service on return to employment under State Government.

Sir,

I am to invite a reference to G. O. Vide P. & S. Department letter No. 6225-(88)-2R/1-20/63-Gen., dated the 2nd May 1963 on the subject mentioned above and to State that Para. (b) of Annexure 1 to the above orders gives the benefit of counting the period of military service towards total length of Service and seniority in the post in which the Government servant is absorbed on release from the military service. It is presumed that this benefit is admissible when the temporary Government servant is absorbed, without break in the Government service soon after the release from the military service.

2. According to Para. 1 (c) of the Annexure I referred to above, a temporary Government servant who declines confirmation against the post he was holding while on war service, will, on his return to this post after his release, be confirmed against the post. It is presumed that the officer on reversion will be confirmed against next available post.

The above presumptions may please be confirmed before accepting the orders in audit.

Yours faithfully,

H. SAHU

Assistant Secretary to Government

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No. 3361-2R/1-33/63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 5th February 1964

From

Shri N. K. Panda

Joint Secretary to Government.

To

The Inspector-General of Police, Orissa

Subject – Counting of military service rendered before or after the war in conjunction with war service for pension.

Sir,

I am directed to invite your attention to your letter No. 6-III-A., dated 19th March 1952 on the above subject addressed to the Secretary to the Government of Orissa, Home Department and to say that neither the State Government nor the Government of India have issued any orders regarding counting of military service rendered by Government servant before and after the last war in conjunction with war service for civil pension. There may, however, be no objection to cases of Government servants who have rendered military service in conjunction with war service before the 3rd September 1939 and after the 1st April 1946 being decided on the analogy of the orders communicated in the Finance Department Memo. No. 1059-1080-F., dated the 17th June 1936 (Copy enclosed).

Yours faithfully,

N. K. PANDA

Joint Secretary to Government

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Memo. No. 3195 (83) – 2R/1-33/63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 2nd March 1964

To

All Departments of Government/ Heads of Departments/Registrar,

Orissa High Court/Secretary to Governor/Superintendent, Government Press.

Subject – Grant of concessions to war service candidates appointed to civil posts on a permanent basis counting of military service for purposes of civil pension.

The undersigned is directed to refer to the Home Department Memo. No. 17442 (55) – A., dated the 27th November 1953 according to which war service candidates appointed permanently to civil posts have been allowed to count for the purposes of civil pension the completed years of their satisfactory whole time war service rendered by them between the 3rd September 1939 and the 1st April 1946, whether as member of His Majesty's Forces or otherwise in world War II up to a maximum of five years. The State Government have since considered the question of allocation of the pensionary liability in respect of the qualifying service that may be added under the above orders. It has now been decided in consultation with the Finance Department that the general principles of allocation laid down in paragraph 14 of Section (B) (IV) of Appendix 3 to the Accounts Code. Vol. I, should be applied in respect of military service rendered in the last war, that may be counted for civil pension under the above orders.

Yours faithfully,

[ILLEGIBLE]

Joint Secretary to Government

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No. 25845 (127) – 2R/1-10/66-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 29th November 1966

To

All Departments of Government (Including all branches of P. & S. Department)/

All Heads of Departments/All District Magistrates.

Subject – Service benefits to State Government servants and outsiders who render approved Military Service during the present emergency on return to employment under State Government.

The under undersigned is directed to invite a reference to Paragraph 2 (a) of Annexure I appended to this Department circular Memo. No. 6225 (88)-Gen., dated the 2nd May 1963 wherein it has been laid down that during the period of approved military service normal prospects of promotion of the incumbent shall also be protected as a result of which the Government servant concerned will be entitled to *pro forma* promotion in his parent Department and also to seniority in the higher post to which he would otherwise have been entitled, if he had not proceeded on military service.

A question has been raised as to whether in cases where passing of any departmental examination (s) is a condition precedent to promotion, a civil Government servant, who had not already passed the prescribed examination (s) before taking up military service, should be allowed *pro forma* promotion while he is away on military service. After careful consideration Government have been pleased to decide that in such circumstances a civil Government servant who had not already passed the departmental examination (s) before taking up military service should not be promoted while he is away on such service but on reversion from military service he should be allowed to take as many chances to pass the prescribed examination (s) as he might have missed because of joining military service during the present emergency and if he passes the examination (s) in one of those chances, he should be promoted with retrospective effect from the date he would have been so promoted if he had passed

the examination (s) in the corresponding chance that he could have otherwise availed himself if, but for his joining military service. To provide for such promotion, sufficient number of persons promoted to the grade concerned should be kept on an officiating basis, if necessary, so that they could be reverted in the event of promotion of the persons, returning form approved military service.

[ILLEGIBLE]

Additional Secretary to Government

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No. 22070 (108) – 2R/1-5/70-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 28th December 1970

To

All Departments of Government/

All Heads of Departments/

All District Offices.

Subject – Service benefits to State Government Servants and outsiders who rendered approved Military Service on return to employment under State Government from the commencement of emergency-Counting of military Service.

It has come to the notice of Government that doubts have been expressed in regard to the period for which various concessions in matters of pay, seniority, pension, etc. to the State Government employees and outsiders on their return to civil employment from Military service as indicated in Political & Services Department Memo. No. 6225, dated the 2nd May 1963 should be given. In this Department letter No. 7566, dated the 12th May 1964 it has been clarified that the period of emergency started from the 26th October 1962, and the same, as is ascertained from the Government of India, ended on the 10th January 1968. As such, the concessions indicated in the letter referred to above will be extended only to the Government employees and outsiders who were recruited to military service in between the 26th October 1962 and the 10th January 1968 and to none else.

[ILLEGIBLE]

Additional Secretary to Government

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No. 910 (115) – SC/5-3/73-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 13th January 1974

To

All Departments of Government/
All Heads of Departments/
All Collectors.

Subject – Service benefits to Civil Engineers and Doctors who undergo training for 4 years in Short Service Regular commission in the Army under the Compulsory Service Liability Scheme.

The State Government have had under consideration the question of allowing concessions in the matter of pay, leave and pension, etc., to the Civil Engineers as well as Doctors who served under Compulsory Service Liability Scheme in Short Service Regular Commission and reverted to their civil posts under the State Government from time to time.

2. The Compulsory Service Liability Scheme for Short Service Regular C0ommission introduced by Government of India, Ministry of Defence came into force during the year 1965 and continued onwards. The terms of the Commission under the Compulsory Liability Scheme was for a period of 4 years. The personnel who were inducted to the Short Service Regular Commission were allowed various concessions such as, pay, leave and pension, etc., which are regulated in terms of the Special Army Instructions issued by the government of India, Ministry of Defence. Paragraph 18 of the Special Army Instructions regarding Short Service Regular Commission provides that lien of an officer on the civil appointment, protection of civil pay, leave, provident fund benefits and other rights accruing in the civil employment will be regulated in accordance with the orders issued on that behalf by the Ministry of Home Affairs in the case of Central Government employees and by the respective State Governments in respect of their employees. The period of SSRC will count for increments of civil pay, promotion, pension and gratuity in civil appointment.

3. After careful consideration it has been decided that the Civil Engineers and Doctors of the State Government who have served under Compulsory Service Liability Scheme in Short Service Regular Commission shall on their return to the civil

employment be entitled to the above concessions after being released from the Short Service Regular commission which will be regulated in accordance with the principles laid down in the Annexure attached herewith.

4. It is requested that the above decision of Government may be brought to the notice of all Government Servants serving in the Department/Heads of Departments/District offices and all appointing authorities under the State Government.

[ILLEGIBLE]

Joint Secretary to Government

ANNEXURE

Service benefits to the State Government employees on their release from Short Service Regular Commission in the Army under the Compulsory Service Liability Scheme

1. *Retention of lien* – (a) All Civil Engineers and Doctors who are permitted to undergo training for 4 years in the Short Service Regular commission in the Army under the Compulsory Service Liability Scheme will be allowed to retain lien in their civil posts during period of their absence on SSRC to enable them to return to their civil posts on release from Short Service Regular Commission.

(b) Under the Orissa Service Code Rules, a lien on the posts temporarily held by a Civil Government Servant cannot be granted. It has been decided that temporary Civil Government Servant who is permitted to undergo training in the Short Service Regular Commission under the Compulsory Service Liability Scheme should, if he so applies, be permitted to return to his civil post on release from the SSRC provided the temporary post held by him continues to exist at that time, where the temporary post is not in existence at the time of his return from the Short Service Regular Commission, he will be absorbed in a similar post in preference to other candidates. The period of SSRC will count towards his total length of service and his seniority in the post in which he is absorbed on release from Short Service Regular Commission.

(c) If during the period of his training in the Short Service Regular commission, the temporary post which was held by a Civil Engineer/Doctor is made permanent, the claim of the incumbent for confirmation against the post will be protected. Only on his declining to be confirmed against the Post prior to his release an officer can be confirmed against it. On his return to this post after his release, he will be confirmed against the post.

2. *Promotion* – (a) During the period of such Short Service Regular Commission normally, prospects of promotion of the incumbent shall always be protected as a result of which the Government servant concerned will be entitled to *pro forma* promotion in his parent Department and also to seniority in the higher post to which he would otherwise have been entitled, if he had not proceeded on Short Service Regular Commission.

(b) 25 per cent of the posts falling vacant and which are to be filled up by promotion, selection and transfer every year, shall be kept reserved for such personnel. These may be filled up by temporary promotion to meet the immediate requirements of the work but these are to be reserved to be filled up ultimately by those returned after their satisfactory performance in the Short Service Regular Commission in the Army.

3. *Pay* – (a) The Civil Engineers/Doctors who are permitted to join training in the Short Service Regular Commission shall be entitled to draw during the period of SSRC the civil rates of pay and allowances which would be permissible to them from time to time, had they not proceeded on Short Service Regular Commission under the Compulsory Service Liability Scheme or the Army rates of pay and allowances which is higher.

(b) Where the civil rates of pay and allowances are admissible, difference between those rates and the army rates will be paid by Defence Authority and the debit thereof will subsequently be raised against the Civil Department concerned.

4. *Provident Fund* – The officer permitted to undergo training in the Short Service Regular Commission in the Army under the Compulsory Service Liability Scheme while so employed and subject to the condition stated below, retains his rights or liability, as the case may be, of subscribing in accordance with the rules of the fund concerned to any Provident Fund of which he is a member.

While on Short Service Regular Commission in the Army, subscriptions to the Provident Fund and the Government contributions towards the account of a subscriber to the Contributory Provident Fund will be calculated on the basis of the Government servants emoluments. The Government contributions which were payable towards the Provident Fund Account of a subscriber during the period of SSRC will form a charge against the Defence Service estimates. These estimates will, however, be entitled to a refund of the whole amount charged the rate on this account or of a portion thereof, as the case may be, in any individual case in which the whole of the Government contribution with interest thereof or a fraction thereon is withheld under relevant rules of the Contributory Provident Fund Rules.

5. *Leave* – A permanent Civil Engineer/Doctor is permitted to join training in the Short Service Regular Commission in the Army under the Compulsory Service Liability Scheme shall be allowed to earn leave during the period of SSRC of 4 years according to the State Leave Rules applicable to him before his transfer to the said service in the Army. The amount of leave actually taken by such person while in the Short Service Regular Commission in the Army shall be deducted from his civil leave account. Any case of excess consumption of leave during the period of SSRC shall be condoned, but if the leave taken during the period of such service is less than the leave earned during that service according to the Civil Leave Account.

The temporary Government servants during the period of Short Service Regular Commission will be governed by the Army Leave Rules in all respects.

In all cases the leave salary in respect of leave actually taken while in SSRC will be paid by the Defence Authorities and no leave salary contribution shall be demanded by the State Government from the Ministry of Defence.

6. *Pension* – The period of SSRC will count for pension in full in the case of permanent Government servant subject to the usual conditions relating to the reckoning of qualifying service. In the case of temporary government servants, the period will also count subject to the usual conditions on confirmation in a permanent post under the State Government.

7. *Fixation of initial pay* – (a) When a Civil Engineer/Doctor after completion of Short Service Regular Commission is appointed to a permanent or temporary post outside his parent Department or cadre the service rendered by him in SSRC in the Army shall be taken into account in fixing his initial pay in the new post, provided that he may reserve his choice for such concession in the next higher post.

(b) If such Government servant reverts to the same post which he held prior to joining the training in the Short Service Regular Commission in the Army or to any other post in his parent office held by him by *pro forma* promotion while in such service, he may reserve his choice for the next higher post.

(c) The concession of counting SSRC service for fixation of initial pay is admissible once only at the choice of the Government servant and the option once exercised is irrevocable. If any once reserves his choice for the next higher post, he should exercise his option within three months from the date of joining such post.

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No. 16819 (106) – 2R/1-4/76-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

OFFICE MEMORANDUM

The 8th September 1976

To

All Departments of Government/
All Heads of Departments.

Subject – Benefit or War Service to ex-State Personnel.

In Home Department Memo. No. 6490-(50) A dated the 16th June 1952 on the above mentioned subject it was intimated that the concessions available to war service candidates absorbed in services and posts under the State Government, will not be applicable to ex-State employees who rendered war service during the 3rd September 1939 to the 1st April 1946 and were subsequently absorbed under the State Government. The question of allowing such concessions to ex-State employees was under consideration of Government. On re-consideration, it has been decided that the ex-State employees who hard rendered war service in between the 3rd September 1939 to the 1st April 1946 and were subsequently absorbed in services and posts under State Government, should be allowed to count the period of their war service for purposes of Civil Pension and D.C.R. gratuity only. The admissibility of this concession shall, in all cases, be subject to the general principles governing Pension and D. C. R. gratuity under the rules and instructions in force. In order to avail of the concession, Government servants in service, retired government servants and legal heirs of deceased Government servants shall, apply to the appropriate authority within 90 days of the date of issue of the memorandum.

This has been concurred in by the Finance Department in their U. O. R. No. 539-C. S.- III, dated the 23rd August 1976.

[ILLEGIBLE]
Joint Secretary to Government

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No. 8507 – (SC/5-2/91 (Pt.) – Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 25th March 1991

From

Shir M. V. A. Subba Rao,
Deputy Secretary to Government

To

The Chief Engineer,
Electricity, Bhubaneswar.

Subject – Clarification on extension of service benefits to ex-Servicemen.

Sir,

In inviting a reference to your letter No. 427, dated the 7th January 1991 on the subject noted above I am directed to say that the persons who were recruited to Military service during Indo-China and Indo-Pak war in between the period from the 26th October 1962 to the 10th January 1968 and the 3rd December 1971 to the 10th January 1973, respectively are only entitled to get the benefits as enumerated in Annexure II of this Department letter No. 6225, dated the 2nd May 1963. Copies of the Government order to that effect are enclosed herewith for ready reference as requested.

Yours faithfully,
M. V. A. SUBBA RAO

(B) – PHYSICALLY HANDICAPPED AND SPORTS PERSONS

No. 15680-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

OFFICE MEMORANDUM

The 18th July 1978

Subject – Grant of concessions to physically handicapped persons in the matter of employment in public service.

The question of making a suitable provision for enabling disabled persons to secure employment had been engaging the attention of Government for some time past. A physically handicapped person has been looked upon as an object of charity and pity in the society for the physical deformity he suffers from. It is often forgotten that despite of his permanent disability a physically handicapped person still possesses residual resources which in fact, would enable him to take fresh task involving physical ability or mental alertness. It is, therefore, necessary to provide all possible opportunities to the physically handicapped to develop their own personality and economic independence.

2. In consideration of the above fact the Governor has been pleased to decide that no less than one per cent of the vacancies in different services and posts under the Government to which direct recruitment is made, shall be reserved to be filled up by qualified disabled persons as defined in the following paragraph provided such persons possess the minimum prescribed qualifications and fulfill the conditions laid down in the relevant rules, regulations and orders.

3. The physically handicapped means and includes the following categories of physically handicapped persons :-

(A) Blind – The blinds are those who are suffering from any of the following conditions :-

(a) Total absence of sight,

(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,

(c) Limitation of the field of vision subtending at angle of 20 degrees or worse.

(B) Deaf – The deaf are those in whom the sense of hearing is non-functional for the ordinary purposes of life. Generally loss of hearing at 70 decibels or above at 500, 1000 or 2000 frequencies will make residual hearing non-functional and will include deaf-mute persons.

(C) Orthopaedically handicapped – The orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with normal functioning of bones, muscles and joints.

(D) Speech defective – A person suffering from Aphasia (Complete loss of speech but sense of hearing normal) or whose speech is not clear and/or normal.

4. The posts or category of posts reserved for the physically handicapped shall be intimated to the Director of Community Development and Social Welfare in the *pro forma* enclosed by 31st March each year.

5. A cell shall be constituted under the Community Development and Social Welfare Department to register the names of physically handicapped category-wise. The cell shall receive applications from physically handicapped for registration. Application for registration in the cell accompany certificate relating to educational qualification, the training, etc. if any, and certificate of age.

6. The Director of C. D. and S. W. will nominate Medical Exports for each category of physically handicapped persons for detailed medical examination for assessing the degree of disability and capability to perform the duties of different posts irrespective of the physical disability for which no fee shall be paid by the physically handicapped. The medical certificate so obtained from the Medical Expert shall be attached to the application of the physically handicapped persons by the Director, Community Development and Social Welfare and identity cards shall be issued to each physically handicapped persons on the said report.

7. The Director of Community Development and Social Welfare, keeping in view the educational qualification of the physically handicapped persons and the medical certificate obtained from the Medical Experts shall recommend the cases to different Departments for appointment against different posts reserved for the physically handicapped persons.

8. Each Department of Government after having due assessment of the nature and functional requirement of each category of post under them and having regard to functional suitability of each category of physically handicapped as contained in paragraph (3) above shall also, keeping in view the recommendation of the Director, Community Development and Social Welfare, fill up the posts in different categories reserved for the physically handicapped.

9. The physically handicapped persons, at the time of appointment against different posts reserved for them, shall produce the identity card issued in their favour by the Director, Community Development and Social Welfare. They shall not be subject to the usual medical examination provided in the respective service rules and regulations and other on first entry into the Government service.

10. In the event of non-availability of suitable candidates for appointment against the posts reserved for them, such vacancies shall be filled up by normal candidates and equivalent number of additional vacancies shall be reserved in the

subsequent year. Such of the vacancies which remain so unfilled, shall be carried forward to the subsequent three recruitment years at the maximum and thereafter such reservation would lapse.

11. The maximum age limit prescribed for appointment to various posts and services under the Government shall be relaxed by 5 years in case of physically handicapped persons.

12. The following concessions shall be allowed to the physically handicapped persons for their eligibility for appointment to posts and services under Government reserved for them :-

(1) 5 per cent of marks wherever minimum percentage of marks in any examination is prescribed,

(2) The condition or training/test/experience wherever prescribed shall not apply to the physically handicapped persons for appointment to posts reserved for them. Where a particular training is essential for appointment to a post the physically handicapped person shall complete such training within 2 years from the date of appointment.

13. Persons already in employment against different posts under the Government, who may suffer from physical handicap as defined in Para. (3) above shall also be entitled to be absorbed against the vacancies reserved in different posts and services for physically handicapped persons subject to the conditions laid down in this Office Memorandum.

14. The above instructions may be followed by different Departments of Government and the physically handicapped persons may be appointed against different posts reserved for them keeping in view their educational qualification and capability in consultation with the Director of Community Development and Social Welfare. Similar reservation may also be made in the posts in the public sector undertakings under their administrative control and disabled persons appointed against those posts according to their suitability.

[ILLEGIBLE]
Additional Secretary to Government

FORM

(Vide Paragraph 4)

Information of the earmarked posts for the employment of the physically handicapped

1. Year
2. Name of the Department
3. Total No. of posts in the Department

Category-wise –

Sl No.	Category of post	No. of posts
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		

4. Categories of posts suitable for employment of the physically handicapped –

Sl No.	Category of post	Total No. of posts	Category of physically handicapped suitable for employment	No. of posts reserved for physically handicapped on the basis of 1%
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

5. Nature of duties of the posts reserved for the category of physically handicapped –

Sl No.	Category of post	Nature of duties
(1)	(2)	(3)
1.		
2.		
3.		

6. No. of physically handicapped already employed –

Sl No.	Category of post

		Category of physically handicapped employee	No. of physically handicapped employed
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

7. No. of posts to be filled in by the physically handicapped –

Sl No.	Category of post	Category of physically handicapped who can be employed	No. of posts filled in by the physically handicapped
(1)	(2)	(3)	(4)
1.			
2.			
3.			

Secretary to Government

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No. 16443-2R/1-15/78-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 24th July 1978

Subject – Grant of concessions to physically handicapped persons in the matter of employment in public service.

The question of making a suitable provision for enabling disabled persons to secure employment had been engaging the attention of Government for sometime past. A physically handicapped person has been looked upon as on object of charity and pity in the society for the physical deformity he suffers from. It is often forgotten that despite of his permanent disability a physically handicapped person still possesses residual resources which in fact, would enable him to take fresh tasks involving physical ability or mental alertness. It is, therefore, necessary to provide all possible opportunities to the physically handicapped to develop their own personality and economic independence.

2. In consideration of the above fact the Governor has been pleased to decide that no less than one per cent of the vacancies in different services and posts under the Government to which direct recruitment is made, shall be reserved to be filled up by qualified disabled persons as defined in the following paragraph provided such persons possess the minimum prescribed qualifications and fulfill the conditions laid down in the relevant rules, regulations and orders.

3. The physically handicapped means and includes the following categories of physically handicapped persons :-

(A) Blind – The Blind are those who are suffering from any of the following conditions :-

(a) Total absence of sight,

(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses,

(c) Limitation of the field of vision subtending at angle of 20 degrees or worse.

(B) Deaf – The deaf are those in whom the sense of hearing is non-functional for the ordinary purposes of life. Generally loss of hearing at 70 decibels or above at 500, 1000 or 2000 frequencies will make residual hearing non-functional and will include deaf-mute persons.

(C) Orthopaedically handicapped – The orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with normal functioning of bones, muscles and joints.

(D) Speech defective – A person suffering from Aphasia (Complete loss of speech but sense of hearing normal) or whose speech is not clear and/or normal.

4. The posts or category of posts reserved for the physically handicapped shall be intimated to the Director of Community Development and Social Welfare as in the following *pro forma* by 31st March each year.

FORM

Information of the earmarked posts for the employment of the physically handicapped

1. Year

2. Name of the Department

3. Total No. of posts in the Department

Category-wise –

Sl No.	Category of post	No. of post
(1)	(2)	(3)
1.		
2.		
3.		

4. Categories of posts suitable for employment of the physically handicapped –

Sl No.	Category of post	Total No. of posts	Category of physically handicapped suitable for employment	No. of posts reserved for physically handicapped on the basis of 1%
(1)	(2)	(3)	(4)	(5)
1.				
2.				
3.				
4.				
5.				

5. Nature of duties of the posts reserved for the category of physically handicapped –

Sl No.	Category of post	Nature of duties
(1)	(2)	(3)

1.

2.

3.

6. No. of physically handicapped already employed –

Sl No.	Category of post	Category of physically handicapped employee	No. of physically handicapped employed
(1)	(2)	(3)	(4)
1.			
2.			
3.			
4.			
5.			

7. No. of posts to be filled in by the physically handicapped –

Sl No.	Category of post	Category of physically handicapped who can be employed	No. of posts filled in by the physically handicapped
(1)	(2)	(3)	(4)
1.			
2.			
3.			

Secretary to Government

5. A cell shall be constituted under the Community Development and Social Welfare Department to register the names of physically handicapped categorywise. The cell shall receive applications from physically handicapped for registration. Application for registration in the cell shall accompany certificate relating to educational qualification, the training, etc., if any and certificate of age.

6. The Director of C. D. & S. W. will nominate Medical Experts for each category of physically handicapped persons for detailed medical examination for assessing the degree of disability and capability to perform the duties of different posts irrespective of the physical disability for which no fee shall be paid by the physically handicapped. The medical certificate so obtained from the Medical Expert shall be attached to the application of the physically handicapped persons by the Director, Community Development & Social Welfare and identity cards shall be issued to each physically handicapped persons on the said report.

7. The Director of Community Development & Social Welfare, keeping in view the educational qualification of the physically handicapped persons and the medical certificate obtained from the Medical Experts, shall recommend the cases to different Departments for appointment against different posts reserved for the physically handicapped persons.

8. Each Department of Government after having due assessment of the nature and functional requirement of each category of post under them and having regard to functional suitability of each category of physically handicapped as contained in paragraph (3) above, shall also, keeping in view the recommendation of the Director, Community Development & Social Welfare, fill up the post in different categories reserved for the physically handicapped.

9. The physically handicapped persons, at the time of appointment against different posts reserved for them shall produce the identity card issued in their favour by the Director, Community Development & Social Welfare. They shall not be subject to the usual medical examination provided in the respective service, rules and regulations and other on first entry into the Government service.

10. In the event of non-availability of suitable candidates for appointment against the posts reserved for them, such vacancies shall be filled up by normal candidates and equivalent number of additional vacancies shall be reserved in the subsequent year. Such of the vacancies which remain so unfilled, shall be carried forward to the subsequent three recruitment years at the maximum and thereafter such reservation would lapse.

11. The maximum age-limit prescribed for appointment to various posts and services under the Government shall be relaxed by 5 years in case of physically handicapped persons.

12. The following concessions shall be allowed to the physically handicapped persons for their eligibility for appointment to posts and services under Government reserved for them :-

(1) 5 per cent of marks wherever minimum percentage of marks in any examination is prescribed,

(2) The condition or training/test/experience wherever prescribed shall not apply to the physically handicapped persons for appointment to posts reserved for them, Where a particular training is essential for appointment to a post the physically handicapped person shall complete such training within 2 years from the date of appointment.

13. Persons already in employment against different posts under the Government who may suffer from physical handicap as defined in Para. (3) above shall also be entitled to be absorbed against the vacancies reserved in different posts and services for physically handicapped persons subject to the conditions laid down in this Resolution.

14. The above instructions may be followed by different Departments of Government and the physically handicapped persons may be appointed against different posts reserved for them keeping in view their educational qualification and capability in consultation with the Director of Community Development & Social Welfare. Similar reservation may also be made in the posts in the public sector undertakings under their administrative control and disabled persons appointed against those posts according to their suitability.

Order – Ordered that this Resolution be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all District Offices/Director, Printing, Stationery and Publication/Secretary, O. P. S. C./Registrar, Orissa High Court/Secretary to Governor for information and communication to all appointing authorities under them.

By order of the Governor
A. N. TIWARI
Additional Secretary to Government

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No. 15338-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 4th May 1981

(Published in the *Orissa Gazette* on 12-8-1981)

Subject – Reservation of vacancies for rehabilitation of physically handicapped persons in Class III and Class IV posts/services under the State Government and in Public Sector Undertakings.

Read – Resolution No. 16443-Gen., dated the 24th July 1978.

Consequent upon the decision of the Government of India in the year, 1978, the State Government made reservation of 1% of vacancies for rehabilitation of physically handicapped persons in the public service.

2. Government of India have now, on consideration of the matter, have decided that for the purpose of employment of the blind, the deaf and the orthopaedically handicapped persons, the reservation in Group C. & D. posts and services for physically handicapped persons should be made to the following extent under the Central Government.

	Category of the handicapped	Percentage of reservation
1.	The Blind	1%
2.	The Deaf	1%
3.	The Orthopaedically handicapped	1%

[1]3. Accordingly it has been decided by the State Government that the reservations for filling the Group 'C' and Group 'D' posts and services under the State Government and Public Sector Undertakings should be made for rehabilitation of physically handicapped persons of the above categories at the initial stage of recruitment. The categorisation of the physically handicapped persons for employment will be on the basis of definition as per Annexure.

4. The reservation of posts and services should be made separately for each of the aforesaid three categories of the physically handicapped persons with provision for inter-exchange of vacancies if candidates belonging to a particular category of persons are not available or if the nature of vacancies in an office is such that a given category of persons cannot be employed. If in any year, the vacancies reserved for these categories are not filled up, the reservations should be carried over for a period up to three recruitment years. In order to implement these reservation orders, the jobs which can be performed by various categories of physically handicapped persons without loss of productivity, should be identified by the Government/Departments concerned.

5. Where a department consider that it is not possible to provide employment for the physically handicapped persons to the extent of reservation in view of the nature of duties expected to be performed by the employees in that particular Department, that Department could be partly or fully exempted from implementing the reservation orders. The grant of such exemption shall be decided by an inter-Departmental Committee of C.D.& R. R. (G. A.) (O. & M.) Department of Health and the Administrative Department concerned would be represented.

6. In the categories of jobs which are identified by the Government/Departments as being particularly suitable for handicapped persons other things being the same preference should be given to handicapped persons for such jobs even in excess of the quota reserved for them in accordance with the instructions contained in paragraph 2 above.

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1. Amended vide G. A. Department Corrigendum No. 27375, dated the 13th October 1997.

7. With a view to ensuring reservation of vacancies for the physically handicapped persons in Class III and Class IV posts/services under the State Government and Public Sector Undertakings, it has been decided that a continuous account of the vacancies arising in Class III and Class IV posts services from year to year may be kept. Thus the 34th vacancy occurring in a particular recruitment year would be earmarked for the Blind, Similarly, the 67th vacancy and 100th vacancy would be reserved for the Deaf and the Orthopaedically handicapped, respectively in cycle of 100 vacancies. In case any of these vacancies are reserved for the S. C. and S. T. candidates or ex-servicemen, the next clearly available vacancy should be reserved for the physically handicapped persons.

8. The physically handicapped persons are entitled to relaxation of upper age-limit up to 10 years for purpose of appointment to Class III and Class IV posts/services. Nothing in this Resolution shall affect reservations, relaxation of age-limit and other concessions required to be provided for all special categories of persons in accordance with the orders issued by the State Government.

9. Regarding medical examination of physically handicapped persons, they are to be viewed with utmost sympathy for medical examination. On nomination by the C. D. & R. R. Department, physically handicapped persons should not be subjected to the usual medical examination on first appointment and the question should be decided on the basis of the reports of the Medical Board attached to the C. D. & R. R. Department for the physically handicapped. In case a physically handicapped person appointed in Class III/Class IV post and service is found medically unfit for such post or service he is holding and from which he is proposed to be discharged or has been discharged may, wherever, practicable, be considered for another identical/equivalent post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the C. D. & R. R. Department for this purpose, his previous service under State Government or Public Sector Undertakings should be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age-limit by more than three years, he should be deemed to satisfy the condition of upper age-limit for appointment to the posts or services in question under the State Government. Further, in case of a Government Servant or a servant in Public Sector Undertakings retired on medical grounds, his son/daughter/near relative can be considered for appointment on compassionate grounds if the family of the Orthopaedically handicapped Government Servant is in great distress after his premature retirement.

10. A consolidated list of jobs in Class III and Class IV posts/services suitable for each of the categories i.e. the blind, the deaf and orthopaedically handicapped which would help the appointing authorities in appointing physically handicapped persons against 3% of the quota as fixed against such posts/services as are available in the various departments under the State Government and Public Sector Undertakings, is enclosed as Annexure.

By order of the Governor

C. NARAYANASWAMY

Additional Secretary to Government

Definition of the categories of the handicapped for purposes of reservation in employment

The blind are those who suffer from either of the following conditions :-

(a) Total absence of sight

(b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) I the better eye with correcting lenses

(c) Limitation of the field or vision subtending an angle of 20 degrees or worse.

THE DEAF

The Deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

THE ORTHOPAEDICALLY HANDICAPPED

The orthopaedically handicapped are those who have a physical defect or deformity which causes an interference with the normal functioning of the bones, muscles and joints.

JOBS IN GROUPS CLASS III AND CLASS IV POSTS & SERVICES SUITABLE FOR THE PHYSICALLY HANDICAPPED

Sl No.	Category of handicap	Occupational groups
(1)	(2)	(3)
I	Orthopaedically Handicapped-	
(a)	Upper Extremities	
	(i) Major defects	Accounts Clerks (U), Copyholders (U), Office Clerks (U-A), Office Superintendents/Peons (U), (U)/Proof Readers (U), Receptionists (U), Stamp Vendors (Postal), Watermen (U).
	(ii) Minor defects	Caretakers (A), Chowkidars (A), Copyholders, Dak Messengers Daftaris (A), Documentation Assistants (A), Editorial Assistant (A), Gardeners, Farash, Gestetner Operators, Junior Engineers (Civil), Key-punch Operators (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Assistants, Library Clerks (A), Liftmen (A), Meter Readers, Office Clerks (A), Office Superintendents, Peons, Photographic Retouchers, Proof Readers, Receptionists, Research Investigators, Retiring Room Attendants, Salesmen (Shop) (A), Scientific Assistants, Security Guards (A), Store Keepers (A), Statistical Assistants, Sub-Postmasters (A), Sweepers, Teachers, (Primary), Telegraph Messengers, Technical Assistants, Telephone Operators (A), Time Keepers (A), Translators (A), Typists (A), Waiting Room Attendants (A), Watermen, Ward Boys/Ayahs (A), Wireless Operators (A).
(b)	Lower Extremities -	
	(i) Major defects	Accounts Clerks, Computers, Copyholders, Editorial Assistants, Head Compositors (A), Junior Engineers (Civil) (only designing jabs), Key-punch Operators, Liftmen, Office Clerks, Office Superintendent, Painters Projectionists (A-MNR), Proof Readers, Radio Technicians, Receptionists, Stenographers, Stamp Vendors (Postal), Sub-Postmaster, Telephone Operator, Telex Operators, Translators, Typists.
	(ii) Minor defects	Architectural Assistants (A-MNR), Book Binders, Caretakers (A-MNR), Carpenters (A), Cashiers (A), Compounders, Chowkidars (A-MNR), Commercial Artists, Daftaris (MNR), Documentation Assistants (A-MNR), Dressers, Draughtsmen Ferro Printers, Farash, Gestetner Operator, Instrumentationists, Staff Artists (A-MNR), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Librarians (Junior) (A-MNR), Library Clerks (A-MNR), Musicians (Staff Artists) (MNR), Packers, Peons (MNR), Photographer (MNR), Photographic Retouchers. Retiring Room Attendants (MNR), Salesman (Shop) (MNR), Statistical Assistants (MNR), Sweepers (MNR), Teachers (Deaf), Teachers (Primary), Technical Assistants (MNR), Time-Keepers (A), Tracers, Vehicle Cleaners (MNR), Waiting Room Attendants (MNR), Watermen, Wireless Operators.
II	Deaf and deaf and dumb	Accounts Clerks, Book Binders, Canteen Boys, Carpenters, Computers, Commercial Artists, Daftaris, Ferro Printers, Hstfrnrtd, Hrdyrnor Operators, Hand Compositors, Key-punch Operators, Meter Readers, Office Clerks, Packers, Painters, Photographers, Photographic Retouchers, Statistical Assistants, Store-keepers, Sweepers, Telex Operators, Translators, Tracers, Typists, Vehicle Cleaners, Waterman.
III	Deaf	Postmen, Telegraph Messengers
IV	Partially Deaf	Architectural Assistants (A), Caretakers (A), Cashiers, Compounders, Chowkidars (A), Dak Messengers, Draftsmen (A), Dressers, Editorial

		Assistants, Electricians, Junior Engineers (Civil) (A), Laboratory Assistants (Chemical), Laboratory Assistants (Clinical), Laboratory Attendants, Librarians (Junior) (A), Library Clerks (A), Peons, Postmen, Projectionists (A), Research Investigators, Retiring Room Attendants, Scientific Assistants, Salesmen (Shop)(A), Stenographers (A), Security Guards (A), Stamp Vendor (Postal) (A), Sub-Postmasters (A), Technical Assistants, Teachers (Deaf) (A), Teachers (Primary) (A), Time-keepers (A), Waiting Room Attendants, Ward Boys/Ayahs.
V	Blind	Announcers at Railway Stations, Bus Stops and Airports (T), Cane Weavers (T), Instrumentalists (Staff Artists) (T), Messengers (T), Musician (T), Music Teachers (T), Office Superintendents (H), Packers (T), Stenographers (with Dictaphone and Digital Typewriters), Teachers (Primary) (T. & A.), Telephone Operators (Small Boards with Electronic Beep and Embossed Digital Operators), Press Operators, Stampers, Weavers, Packers, Drillers, Store Chippers, Teachers in Social Sciences.
VI	Partially Blind	Dak Messengers, Despatch Clerk (T), Gardeners (T), Gestetner Operators (T. & A.), Liftmen (T and digital controls), Peons, Receptionist (T. & A.), Retiring Room Attendants, Sweepers, Waterman (T), Waiting Room Attendants, Lottery Ticket Sellers.

EXPLANATIONS – U = Unilateral = with Aids, T = With Training, H = With a Helper, MNR = Mobility not restricted.

Note – 1. Jobs which can be performed by those having deformities can also be performed by those having minor deformities, Job which can be performed by Deaf can be performed by partially Deaf also Jobs which can be performed by Blind can be performed by partially Blind also.

Note – 2. There would be a number of jobs in each occupational group. These have not been given separately. For example, Office Clerks include, Lower Division Clerks and Upper Division Clerks, Stenographers include Junior and Senior Stenographers.

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No. 16189-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 16th July 1982

(Published in the *Orissa Gazette* on 5th August 1982)

Subject – Extension of reservation of vacancies for rehabilitation of physically handicapped persons in Class II gazetted posts and specially gazetted posts under the State Government.

On the basis of the decision of Government of India, the State Government have decided in General Administration Department Resolution No. 15338-Gen., dated the 4th May 1981 that 3 per cent of the vacancies in Class III and Class IV services/posts under the State Government to which directed recruitment is made shall be reserved for the physically handicapped persons.

After careful consideration Government have further decided to extend the aforesaid reservation of 3 per cent of vacancies for physically handicapped persons to gazetted posts in Class II and specially gazetted services and posts under the State Government to which the direct recruitment is made. In any case where it is felt that it will not be possible to appoint the physically handicapped persons in any particular service or group of posts, the Department concerned may take Government orders exempting the particular posts or services in consultation with the General Administration Department. This will take effect retrospectively from the 4th May 1981.

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Order – Ordered that this resolution be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/all district offices/Director, Printing, Stationery and Publication/Secretary, O. P. S. C./Registrar, Orissa High Court/Secretary to Governor for information and communication to all appointing authorities under them.

By order of the Governor

C. NARAYANASWAMY

Special Secretary to Government

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No. 24031-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 19th October 1983

To

All Departments of Government.

Subject – Reservation of vacancies for rehabilitation of physically handicapped persons.

The undersigned is directed to invite a reference to this Department Resolution No. 16443-Gen., dated the 24th July 1978, and subsequent Resolutions No. 15338-Gen., dated the 4th May 1981 and No. 16189-Gen., dated the 16th July 1982 on the subject noted above and to say that this Department's Resolutions dated the 4th May 1981 has not superseded the Resolution, dated the 24th July 1978 excepting in bringing out some modifications on certain points like relaxation of the upper age-limit for appointment to various posts/services, etc. In Resolution No. 16189, dated the 16th July 1982 Government have further decided to extend the aforesaid reservation of 3% of vacancies for physically handicapped persons to gazetted posts in Class II and specially gazetted services/posts under the State Government to which direct recruitment is made.

It is hereby clarified that in the matter of all appointments of physically handicapped persons including appointments to Class II and specially gazetted posts, the upper age-limit will be relaxed by 10 years. Similarly the other concessions regarding marks and experiences, training, etc. allowed to physically handicapped persons as indicated in Para. 12 of the Office Memorandum No. 15680-Gen., dated the 18th July 1978 will be available to these appointments.

By order of the Governor

[ILLEGIBLE]

Under-Secretary to Government

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No. 24808-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 18th November 1985

(Published in the *Orissa Gazette* on the 17th December 1985)

Subject – Reservation of vacancies for sportsmen in Class II, Class III services/posts and in Class IV posts under the State Government.

In their Resolution No. 1099-S. C., dated the 16th February 1985, the Tourism, Sports & Culture (Sports & Culture) Department have decided to adopt a Sports Policy, broadly in keeping with the National Policy guidelines for ensuring systematic and concerted efforts for development of sports and games in the State. Besides certain other facilities provided for the sportsmen under the Sports Policy, a decision has also been taken that once per cent of the jobs in the Government and Public Sector Organisations will be kept reserved for deserving sportsmen representing the State subject to their meeting the minimum educational requirement.

2. In order to implement this decision in a systematic manner, it has now been decided by Government that one per cent of vacancies arising in year in each of the categories of Class II and Class III services/posts and in Class IV posts filled by direct recruitment should be reserved for the sportsmen. Further, it has been decided that the 8th Vacancy in cycle of 100 vacancies should be reserved for sportsmen.

3. A cell shall be constituted in the Directorate of Sports to register the names of the sportsmen and one of the Assistant Directors will remain in charge of this cell. The Assistant Director in-charge shall receive applications from the sportsmen for registration. Applications for registration shall be accompanied with certificates relating to educational qualification and training, etc. and also with a certificate to the effect that the candidate is a sportsman and participates and represents the State in regular Open National Events and Championships.

4. Recognised Associations/Federations/Organising bodies may issue the sports certificates to the candidates who participated or represented in the Open National Events and Championships. The Director, Sports shall issue identity cards to the deserving sportsmen on the basis of the above certificates.

5. The sportsmen shall produce the identity card issued in their favour by the Director, Sports at the time of their appointment against the posts reserved for them.

6. The above instructions may be followed by different Departments and Heads of Departments and the relevant recruitment rules framed by the Departments of Government may be amended accordingly.

Order – Ordered that this Resolution be published in the *Orissa Gazette*. Ordered also that copies of the resolution be forwarded to all Departments of Government/all Heads of Departments/all District Offices/Director Printing, Stationery & Publication, Orissa, Cuttack/Secretary, O. P. S. C., Cuttack/Registrar, High Court, Cuttack/Secretary to Governor for information and communication to all appointing authorities under them.

By order of the Governor
C. NARAYANASWAMY
Special Secretary to Government

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No. 22677-SC/6-19/91-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 29th August 1991

To

The Harijan & Tribal Welfare Department/The Education Department.

Subject – Reservation of vacancies for rehabilitation of physically handicapped persons in Class III and Class IV posts/services under the State Government and Public Sector Undertakings.

The undersigned is directed to say that it has been brought to the notice of this Department that no reservations are being kept for the posts of Teachers other than the Primary School Teachers for the rehabilitation of physically handicapped persons on the ground that no such post has been specified in the annexure appended to this Department Resolution No. 15338, dated 4th May 1981. In this connection attention is invited to paragraph 3 of this Department's Resolution referred to above read with Para. 2 of this Department's Resolution No. 16433, dated the 24th July 1978 wherein Government, have taken a decision to keep reservation in all Class III and Class IV posts under the State Government and Public Sector Undertakings for rehabilitation of physically handicapped persons. But the very intention of Government to append the listed jobs as annexure to this Department's Resolution No. 15338, dated the 4th May 1981 is that the physically handicapped persons can be absorbed in excess of the reserved quota fixed for them in these listed jobs. This was clearly mentioned in Para. 6 of this Department's Resolution issued on the 4th May 1981.

In view of the above decision of Government communicated to all concerned there should be no reason as to why the physically handicapped persons shall be deprived of getting the specified reserved quota for their rehabilitation in the post of Secondary School teachers which is Class III post. Besides, Government have also decided that reservation in Class II gazetted posts/services shall be made which are filled up by way of direct recruitment for the physically handicapped candidates which was communicated to all concerned vide this Department's Resolution No. 16159, dated the 16th July 1982. Hence action should be taken accordingly to adhere the aforesaid decision of Government.

This disposes of the reference made by Harijan & Tribal Welfare Department vide their U. O. I. No. 103, dated the 28th January 1991.

[ILLEGIBLE]
Deputy Secretary to Government

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No. 748-SC-2R/1-31/96-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 10th January 1997

(Published in the *Orissa Gazette* on the 12th February 1997)

Subject – Reservation for ex-servicemen/physically handicapped persons and sports persons in 80 Point Model Roster in services & posts of the State Government.

The extent of reservation for initial recruitment in the Civil Services and posts of Government of Orissa for the ex-servicemen/physically handicapped persons and the sports persons has been respectively fixed at 3% (vide G. A. Department Notification No. 22586-Gen., dated the 16th October 1985), 3% (vide G. A. Department Resolution No. 15338-Gen., dated the 4th May 1981) and 1% (vide G. A. Department Resolution No. 24808-Gen., dated the 18th November 1985). The reservation for the physically handicapped persons and the sports persons have been further qualified by Rule 4 of the Orissa Civil Services (Reservation of Vacancies for Women in Public Services) Rules, 1994. These rules provide for the reservation of 33% for women in direct recruitment. This means that in case of physically handicapped persons and sports persons for every two men appointed on the basis of the reservation meant for them, there shall be one woman belonging to that category.

2. The reservation for the abovesaid categories of persons has not been reflected in the 80-Point Model Roster of the State Government prescribed by the erstwhile Tribal Welfare Department in their notification S.R.O. No. 339/94, dated the 21st

April 1994 and modified later by the Welfare Department Resolution No. 15599-W., dated the 27th June 1996 for reflecting 27% reservation for the members of the Socially and Economically Backward Classes (S. E. B. C.).

3. The Government have been pleased to decide that the reservation for the ex-servicemen, physically handicapped persons and sports persons need not be reflected in the Model Roster. Such persons, when selected as per the reservation provided for them, shall claim the vacancies reserved for the categories to which they may belong to, which means that the ex-servicemen, physically handicapped persons/sports persons, if belonging to Scheduled Castes will claim the vacancy reserved for Scheduled Castes; belonging to Scheduled Tribes will claim the vacancy reserved for the Scheduled Tribes and so on. Thus the ex-servicemen/physically handicapped persons, sports persons, who do not belong to either of the reserved categories (i.e. S. C./S. T./ S. E. B. C.) would claim the unreserved vacancies.

4. The ex-servicemen/physically handicapped persons/sports persons together constitute 7% of the reservation. All appointing authorities may, therefore, take care to ensure that one person belonging to these categories is selected for roughly every 14 vacancies filled up so as to ensure that they are recruited proportionately.

5. All Departments of Government are requested to intimate the above instructions to Heads of Department/Public Sector Undertakings and other appointing authorities under their control for taking necessary action while filling up the vacancies.

Ordered that the Resolution be published in the extraordinary issue of the Orissa Gazette. Ordered also that copies of the Resolution be forwarded to all Departments of Government/all Heads of Departments/Secretary to Governor/all Collectors/Registrar, Orissa High Court/Secretary, Orissa Public Service Commission/Director, Printing, Stationery & Publication.

By order of the Governor
SANTOSH KUMAR
Special Secretary to Government

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No. 26427-2R/1-28/97-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 8th September 1999

To

All Departments of Government/

All Heads of Departments/All Collectors.

Subject – Reservation of vacancies for rehabilitation of physically handicapped persons in Group-B, Group-C and Group-D posts/services under the State Government and in Public Sector Undertakings.

The undersigned is directed to say that detailed instructions have been issued in G. A. Department Resolution No. 15338, dated the 4th May 1981 and Resolution No. 16189, dated the 16th July 1982 regarding reservation of vacancies for rehabilitation of physically handicapped persons in Class III, Class IV posts and in Class II Gazetted posts and specially Gazetted posts/services under the State Government and in Public Sector Undertakings. Out of 3% of reservation meant for physically handicapped persons 1% has been earmarked for visually handicapped candidates. It was impressed upon all concerned that utmost care should be taken for rehabilitation of physically handicapped persons in above class of posts/services.

It is matter of great concern that though 610 candidates had been empanelled by the National Institute for the visually Handicapped in 1995, so far only 68 of them have been appointed. The validity of the panel has been extended up to the 31st December 1999. On a representation made by apex level organisation for the blind, Prime Minister has expressed his concern at the slow progress of appointment even though there is 3% reservation for the disabled persons (1% being for visually handicapped) under the Persons with Disabilities Equal Opportunities, Protection of Right and Full Participation) Act, 1995 in all Government establishments.

It is, therefore, requested that necessary steps may be taken to expedite the appointment of visually handicapped persons against the reservation made for them in accordance with the instructions issued in G. A. Department Resolutions referred to above.

The subordinate offices under your control may be intimated accordingly.

S. B. AGNIHOTRI
Special Secretary to Government

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(C) S. C., S. T., & O. B. C. (S. E. B. C.)

No. 18259-2R/1-47/63-Gen.

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 12th December 1963

From

Shri N. K. Panda,
Deputy Secretary to Government

To

The Secretary to the Orissa
Public Service Commission, Cuttack.

Subject – Question as to whether candidates belonging to Scheduled Castes and Scheduled Tribes of other States should also be eligible for reservation of posts as well as concessions in respect of maximum age limits and application of examination fees prescribed in the relevant rules, etc.

Sir,

With reference to your letter No. 2988-P. S. C., dated the 9th October 1963 on the subject noted above, I am directed to say that concessions given to Scheduled Castes and Scheduled Tribes in the matter of appointment to public posts are in discharge of the responsibility of the State Government to undertake measures for the welfare and advancement of the Scheduled Tribes and Scheduled Castes found in the State. In the fitness of things, the State Government can have no similar responsibility for the welfare and advancement of the Scheduled Tribes and Scheduled Castes found in the other States. The reservation of posts for the Scheduled Castes and Scheduled Tribes made in the State is influenced by the proportion in which Scheduled Castes and Scheduled Tribes are found in this State. The posts so reserved can have no room for absorbing the Scheduled Castes and Scheduled Tribes found all over the country. The fact also remains that what is a Scheduled Caste in one State need not necessarily be a Scheduled Caste in another State.

In consideration of what is stated above Government are of the view that it will not be proper to throw open the reserved quota in public services to members of Scheduled Castes or Tribes not belonging to this State. Scheduled Castes and Schedule Tribes in other States may compete for appointments in this State in common with the candidates who do not belong to the Scheduled Castes and Scheduled Tribes either in this State or in any other States.

As regards Para. 2 of your letter under reference I may mention that necessary supply of copies of rules in question is understood to have been made to you by the Superintendent, Government Press, Cuttack before 20th November 1963.

Yours faithfully,
N. K. PANDA
Deputy Secretary to Government

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No. - 752 (e)-2M-160/97-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 9th January 1998

To

All Departments of Government
All Heads of Departments
All Collectors.

Subject – Issue of caste certificate in favour of S. C./S. T./O. B. C. in prescribed format for appointments to the posts under Government of India.

The undersigned is directed to enclose herewith the copy of letter No. 6-17/97-P & P-I. dated the 15th September 1997 of the Government of India alongwith the prescribed format for issue of caste certificate in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes for appointment to posts under the Government of India and the list of competent authorities empowered to issue castes/tribe certificates for information and necessary action.

The subordinate offices may be intimated accordingly.

T. S. CHAKRABORTY
Deputy Secretary to Government

Copy of D. O. No. 6/17/97-P & P-I., dated the 15th September 1997 of Shri B. Sankaran, Government of India, Staff Selection Commission, New Delhi addressed to Shri S. B. Mishra, I. A. S., Chief Secretary, Government of Orissa, Bhubaneswar…….

Kindly refer to this Commission's letter of even No. dated the 5th June 1997 requesting therein to issue caste/community certificate in the prescribed format only. As Commission is accepting the certificate only in the format prescribed by Department of Personnel and Training, I am sending a copy of each format for SC/ST and OBC certificates currently being accepted by this Commission.

If the difficulty is encountered in issuing certificates in these formats, Estt. (SCT) Division of the Department of Personnel & Training, North Block, New Delhi, may please be suitably addressed.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Castes or the Scheduled Tribes should submit in support of his claim attested/certified copy of a certificate in the form given below, the District Officer or the Sub-divisional Officer or any other Officer as indicated below of the district in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Smt./Ku.* ……. ……. son/daughter * of ……. of village/ town * ……. in district/Division * ……. of the State/Union Territory * ……. belongs to the …… Caste/Tribe * ……. which is recognised as Scheduled Caste/Scheduled Tribe * under : -

The Constitution (Scheduled Castes) Order, 1950 …… ……. the Constitution (Scheduled Tribes) Order, 1950 …… the Constitution (Scheduled Castes) Union Territories Order, 1951 * ……. ……. the Constitution (Scheduled Tribes) Union Territories Order, 1951 *…….

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956 the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976].

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 *
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Casts and Scheduled Tribes Order (Amendment Act), 1976 *
The Constitution (Dadar and Nagar Haveli) Schduled Castes Order, 1962
The Constitution (Dadar and Nager Haveli) Scheduled Tribes Order, 1962
The Constitution (Pondicherry) Scheduled Castes Order, 1964@
The Constitution (Scheduled Tribe) (Uttar Pradesh) Order, 1967@
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968@
The Constitution (Nagaland) Scheduled Tribes Order, 1970@
The Constitution (Sikkim) Scheduled Castes Order, 1978@
The Constitution (Sikkim) Scheduled Tribes Order, 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1978@
The Constitution (SC) Orders (Amendment) Act, 1990@
The Constitution (ST) Orders, (Amendment) Ordinance Act, 1991@
The Constitution (ST) Orders (Second Amendment) Act, 1991

The Constitution (S. T.) Orders (Amendments) Ordinance, (1996)

2%. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes. Certificate issued to Shri/Smt…….. ……..… Father/mother * of Shri/Smt/ Kumari * ……. Village/Town *

…… District/Division *
…… of State/Union Territory *
…… who belong to the
…….. Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory * issued by the ……..
…….. dated …….

3%. Shri/Smt.Kumari and /or his/her family ordinarily reside (s) in village/town * …… of District/Division * of the State/Union Territory of …….

Signature ……

**** Designation ……

(With seal of office)

State/Union Territory

Place ……..

Date ……..

* Please delete the words which are not applicable

Please quote specific presidential Order

% Delete the paragraph which is not applicable.

Note – The term ordinarily reside (s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe certificate :-

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Director/1st Class Stipendiary Magistrate/Sub-divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tahasildar.

(iv) Sub-divisional Officers of the area where the candidate and/or his family normally resides.

Note – S. T. candidates belong to Tamil Nadu State should submit Castes Certificate only FROM THE REVENUE DIVISIONAL OFFICER.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that …….. son/daughter of …… of village …… District/Division ……. in the ……. State …….. belongs to the …… community which is recognised as a backward class under

(i) Resolution No. 12011/68/93-BCC (C), dated the 10th September 1993 published in the Gazette of India, Extraordinary, Part1, Section I, No. 1, dated the 13th September 1993.

(ii) Resolution No. 12011/9/94-BCC., dated the 19th October 1994, published in the Gazette of India, Extraordinary Part 1, Section 1, No. 163, dated the 20th October 1994.

(iii) Resolution No. 12011/7/95-BCC, dated the 24th May 1995 published in the Gazette of India, Extraordinary, Part 1, Section 1, No. 88, dated the 25th May 1995.

(iv) Resolution No. 12011/44/96-BCC, dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-I, Section 1, No. 210 dated the 11th December 1996.

Shri …… and/or his family ordinarily reside (s) in the ……. District/Division of the …….. State. This is also to certify that he/she does not belong to the persons/section (Creamy Layer) mentioned in Column (3) of the Schedule to the Government of India, Department of Personnel and Training, O. M. No. 36012/22/93-Estt. (SCT), dated the 8th September 1993.

District Magistrate

Deputy Commissioner, etc.

Dated

Seal

N. B. – (a) The term "ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below :-

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tahasildar, and

(iv) Sub-divisional Officer of the area where the candidate and/or his family resides :

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(D) WOMEN

No. 43328-2M-54/92-Gen.

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 23rd December 1992

(Published in the *Orissa Gazette* on the 31st December 1992)

Subject – Reservation of vacancies for women's employment in public services.

Women in our society face several disabilities both social and economic. These disabilities emanate from gender bias which may be said to be embedded in our culture during centuries of foreign rule. While the need to eliminate discrimination against women has come to be widely accepted, this acceptance is seldom accompanied by specific measures.

2. From the Census of 1991, it is revealed that even though State's population is almost equally divided between two sexes i.e. male, and female and the literacy of male and female was 62.37% and 34.40%, respectively. It is also revealed that the representation of women in public services is very insignificant in comparison to their percentage of literacy. The State Government have, through what clearly is a revolutionary effort, ensured larger representation of women in Urban, Local Bodies and Panchyati Raj bodies through statutory provisions in the relevant laws. This needs to be supported by expanding opportunities for employment of women in public services. Therefore, the State Government have decided that there shall be reservation to the extent of 1/3rd of vacancies arising in a year in each of the Class II, Class III including specially declared gazetted and Class IV services/posts filled up by direct recruitment. The details of reservation to be kept for women of each category shall be as follows :-

Category		Women	Men	Total
(1)		(2)	(3)	(4)
Scheduled Castes	…	5%	10%	15%
Scheduled Tribes	…	7.66%	15.34%	23%
Physically handicapped	…	1%	2%	3%
Sportsmen	…	0.33%	0.67%	1%
Ex-servicemen	…	-	3%	3%
General candidates	…	18.33%	36.67%	55%
Total	…	32.32%	67.68%	100%

3. If in any year, the vacancies reserved for these categories remain unfilled due to non-availability of the eligible women candidates belonging to the relevant category, the unfilled vacancies shall be filled up by male candidates of the same category.

4. The women candidates are entitled to relaxation of upper age limit up to five years for purpose of appointment to the posts/services, reserved for them.

5. The provisions of reservation in services/posts so far relating to the category of physically handicapped, sportsmen and general candidates shall come into effect from the date of publication of this Resolution in the *Orissa Gazette* and the reservation relating to SC/ST shall be effective after the provisions under O. R. V. Act, 1975 are amended by T. W. Department.

6. The above instructions may be followed by different Departments, Heads of the Departments and District Offices and the relevant recruitment rules framed by the Departments of Government may be amended accordingly.

7. Concerned Departments of Government shall issue suitable instructions to the Corporations/State Government undertakings under their control to make necessary provision in the recruitment rules, framed by them.

Order – Ordered that this Resolution be published in the *Orissa Gazette*. Ordered also that copies of the Resolution be forwarded to all Departments of the Government/all Heads of the Departments/all District Offices/ Director, Printing, Stationery and Publication, Orissa, Cuttack/Secretary, Orissa Public Service Commission, Cuttack/Registrar, High Court of Orissa, Cuttack/Secretary to Governor, Orissa/Registrar, O. A. T., Bhubaneswar for information and communication to all appointing authorities under them.

Top

Government of Orissa
General Administration Department
*****

By order of the Governor
B. P. MOHANTY
Additional Secretary to Government

NOTIFICATION

Bhubaneswar, Dated the 28th April, 2003.

No.2R/1-22/2002/11620/ Gen., In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 namely :-

1. (1) These rules may be called the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Amendment Rules, 2003.

(2) They shall come into force on the date of their publication in the Orissa Gazette.

2. In the Orissa Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 (herein after referred to as the said rules), for the words and rumericals “Class-I”, “Class-II”, “Class-III”, “Class-IV” wherever they occur, the words and letter “Group-A”, “Group-B”, “Group-C” and “Group-D” shall respectively be substituted.

3. In the said rules for Clause (d) of rule-2, the following clause shall be substituted, namely :- (d) ‘year’ means the Calender year”.

4. In the said rules, after clause (C) of sub-rule (d) of rule-6, the following clause shall be inserted namely :- “ (d) For appointment to any reserved vacancy in Group-C and Group-D posts, where the prescribed minimum educational qualification is matriculation, the appointing authority, may, at his discretion relax the minimum educational qualifications in favour of an ex-servicemen who has passed the Indian Army Class-I Examination or equivalent Examination in the Navy or the Air Force, and has put in at least 15 years of Service in the Armed Forces of the Union and is otherwise considered fit to hold the post, in view of his experience and other qualifications”.

By order of the Governor

S.Srinivasan
Special Secretary to Government

Top

Government of Orissa
General Administration Department
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RESOLUTION

No. 25384 / Gen. Bhubaneswar, dated 20.09.2005
2R/1-34/2004

Sub: Reservation of vacancies in favour of Physically Handicapped persons, Sportsmen and Ex-Servicemen in initial recruitment in State Civil Services and posts.

The State Government have reserved 3% of the vacancies for Physically Handicapped persons, 1% for Sportsmen, 3% for Ex-Servicemen in case of initial recruitments in State Civil Services and posts in Resolution No. 15338 dt.04.05.1981, Resolution No. 24808 dt.18.11.1985 and Notification No. 22586 dt.16.10.1985 respectively. No post for the above three categories has been earmarked in the 80 point model roster prescribed by the erstwhile Tribal Welfare Department vide their Notification No.13157 dt.21.04.1994 and as modified vide Resolution No.15599/W., dated.27.06.1996.

2. The reservation for Physically Handicapped, Sportsmen and Ex-servicemen together constitutes 7% of the vacancies pertaining to Group 'B', 'C' & 'D' (Class II, III and IV) services / posts filled up by direct recruitment – which is roughly 1 in 14 vacancies.

Instructions have been issued in General Administration Department Resolution No. 748., dt.10.01.1997 to the effect that the Appointing Authorities should take care to ensure that one person belonging to the above three categories is selected for roughly every 14 vacancies filled up so as to ensure that they are recruited proportionately.

3. It has come to the notice of Government that many appointing authorities accord less priority to Physically Handicapped candidates giving preference to Ex-Servicemen and Sportsmen for the reason that under existing instructions, there is no earmarked roster points for these categories and these categories are being treated by many appointing authorities as one block. With a view to providing fair and adequate representation to the Persons with Disabilities (Physically Handicapped) in the State Civil Services and posts and as a matter of compliance of the requirements of Section 33 of the Persons with Disabilities (Physically Handicapped) (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, it is desirable to specify vacancies for each of the above categories.

4. After careful consideration, Government have been pleased to decide that in the 80 point model roster presently in force, 3 from the category of Persons with Disabilities (Physically Handicapped), 2 from Ex-servicemen and 1 from Sportsmen shall be appointed in the manner specified in the **Schedule**. Resolutions / instructions / guidelines issued by this Department earlier stand modified to the above extent.

5. Persons belonging to Persons with Disabilities (Physically Handicapped), Sportsmen and Ex-Servicemen categories when selected as per the reservation provided for them, shall claim the vacancies reserved for the categories to which they may belong to which means that Persons with Disabilities (Physically Handicapped) / Sportsmen / Ex-servicemen, if belonging to schedule Castes will claim the vacancy reserved for Schedule Castes, belonging to Scheduled Tribes will claim the vacancy reserved for the Scheduled Tribes and those belonging to the S & EBC will claim the vacancy reserved for S & EBC. Thus, the Persons with Disabilities (Physically Handicapped) / Sportsmen / Ex-Servicemen, who do not belong to either of the reserved categories i.e., SC / ST / S & EBC would claim the unreserved vacancies.

6. The appointing authorities while notifying vacancies to be filled up as per the model roster, shall accord priority for the physically handicapped (persons with disabilities) so that the percentage of reservation for the above category is first achieved.

7. The vacancies arising in a year pertaining to the above categories shall also be filled up by women candidates belonging to that particular category (except Ex-servicemen) as per provisions contained in OCS (Reservation of vacancies for woman in Public Service) Rules, 1994.

8. The above instructions may be followed by all the Departments and Heads of Departments and the relevant recruitment rules framed by the Departments of the Government may be amended accordingly.

ORDER :

Ordered that the Resolution be published in the Orissa Gazette. Ordered also that copies of the Resolution be forwarded to all Departments of Government / All Heads of Departments / All Collectors / Registrar, Orissa High Court / Registrar, Orissa Administrative Tribunal / Secretary, Orissa Public Service Commission / Secretary, Orissa Staff Selection Commission / Director, Printing, Stationery and Publication, Orissa, Cuttack / Secretary to Governor for information and communication to all appointing authorities under them.

By order of the Governor

(**T.K. Pandey**)

Special Secretary to Government

Memo No. 25385 / Gen., Dated. 20.09.2005

Copy forwarded to the Director, Printing, Stationary and Publications, Orissa, Cuttack for information with a request to publish the resolution in the next issue of the Orissa Gazette and 300 (three hundred) copies to this Department for official use.

Deputy Secretary to Government

Memo No. 25386 / Gen., Dated. 20.09.2005

Copy forwarded to all Departments of Government / All Heads of Departments / All Collectors / Registrar, Orissa High Court / Registrar, Orissa Administrative Tribunal / Secretary, Orissa Public Service Commission, Cuttack / Secretary, Orissa Staff Selection Commission, Bhubaneswar for information and necessary action.

Deputy Secretary to Government

Memo No. 25387 / Gen., Dated. 20.09.2005

Copy forwarded to all branches of G.A. Department / Guard file (20 copies) / G.A. Department Library (10 copies) for information and necessary action.

Deputy Secretary to Government

SCHEDULE

80 POINT MODEL ROSTER

1 - S.T.		28 - S.C. (W)		54 - S.C.	
2 - U.R.		29 - SEBC		55 - SEBC (W)	
3 - SEBC		30 - S.T.		56 - U.R.	
4 - S.C.		31 - U.R.		57 - SEBC	
5 - U.R.	One person	32 - SEBC (W)	One person	58 - S.T.	One person
6 - SEBC	from P.W.D.	33 - U.R. (W)	from P.W.D.	59 - U.R. (W)	from
7 - U.R. (W)	(P.H.) Blind	34 - S.T. (W)	(P.H.) Deaf	60 - S.C.	P.H. (OH)
8 - S.T. (W)		35 - SEBC		61 - SEBC	
9 - SEBC (W)		36 - S.C.		62 - S.T. (W)	
10 - S.C. (W)		37 - U.R.		63 - U.R.	
11 - U.R.		38 - S.T.		64 - SEBC (W)	
12 - S.T.		39 - SEBC		65 - U.R.	
13 - U.R.		40 - U.R.		66 - S.C. (W)	
14 - SEBC		41 - U.R. (W)		67 - SEBC	
15 - U.R. (W)		42 - S.C.		68 - S.T.	
16 - S.C.		43 - SEBC (W)		69 - U.R. (W)	
17 - S.T.		44 - S.T.		70 - S.T.	
18 - S.T.		45 - U.R.		71 - SEBC	
19 – SEBC	One person	46 - S.C. (W)	One person	72 - S.C.	One person
20 - S.T. (W)	from Ex-	47 - U.R.	from	73 - U.R.	from Ex-
21 - U.R.	servicemen	48 - S.T. (W) Sportspersons		74 - SEBC (W)	servicemen
22 - S.C.		49 - SEBC		75 - U.R.	
23 - SEBC (W)		50 - U.R. (W)		76 - S.T. (W)	
24 - U.R. (W)		51 - SEBC		77 - SEBC	
25 - SEBC		52 - S.T.		78 - S.C.	

26 - S.T.	53 - U.R.	79 - U.R. (W)
27 - U.R.		80 - S.T.

Explanation:

1. Three Physically Handicapped persons one each from the Blind, the deaf and the Orthopaedically Handicapped shall be appointed while filling up posts covering roster point number 1 to 14, 28 to 40 and 54 to 67 respectively.

2. Two Ex-servicemen shall be appointed while filling up posts covering roster point number 15 to 27 and 68 to 80.

3. One Sportsman shall be appointed while filling up posts covering roster point number 41 to 53.

ILLUSTRATION

Suppose an Appointing Authority intends to fill up vacancies pertaining to roster point No.10 to 20 in the 80 Point Model Roster. The office processing the roster will do normal checks with respect to SC, ST, UR & SEBC categories on the one hand as well as Women as a category on the other including any carry forward vacancies, if any. Then it will also determine whether in the roster register (point 1-9) one person from PWD blind (or in exchange other PWD Deaf or PWD OH) category has been earlier appointed or not. It may be noted if any PWD has been appointed, he would have also claimed the vacancy reserved for the categories to which he belongs as SC,ST, SEBC, UR (or as a Women). If in the roster point 1-9, nobody from PWD has been earlier appointed, obviously for range of roster point 10-20, 1 PWD (blind) will need to be advertised.

Further, as per the scheme suggested in the above schedule, one person should also be from Ex-servicemen category in the range of roster point from 15-27. Therefore, between 15-20 range of roster points, one person from Ex-servicemen may also be advertised. Once again, the Ex-servicemen will claim the vacancy reserved for any of the categories such as SC,ST, SEBC, UR or Women as the case may be . Thus, in the range of roster point 10-20, appointing authority in this ca se will advertise 1 person from PWD (Blind) and 1 person from Ex-servicemen category. If no PWD (Blind or any other PWD in exchange) is available within 10-20 in the range advertised (10-20) roster point, then this reservation will be carried forward and 1 person from PWD (blind) would again be advertised in the next lot of vacancies starting from roster point 21.

It may be noted that the broad approach, which is proposed to be followed, is to keep the primary reservation category of ST, SEBC, and SC as the basic requirement. However, while filling up a particular lot of vacancies it is necessary to first check whether the additional overlapping reservation can also be covered. This can be achieved by constantly trying, in the process of filling up of a particular lot of vacancies, to cover the overlapped categories i.e., women, persons with disability, ex-servicemen and sports persons. In other words, while filling up any vacancy the list of available candidates for selection should be scanned to check whether women, PWD, ex-servicemen or sports persons are available among the same. So long as the vacancy of the overlapping category exists, priority has to be given to them while keeping the primary reservations inviolate. In other words, if there is a vacancy of PWD and PWD candidate is available, irrespective of the inter-se merit among different candidates PWD is to be appointed so long as he also fulfils the primary reservation category of SC, ST and SEBC. Obviously if it is not reserved in the primary category or belongs to UR group, the overlapping reservation becomes the primary reservation. If the post is reserved for women and no additional overlapping category reservation is applicable then first preference is to be given to women so long as the quota remains unfulfilled.

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STAFF SELECTION COMMISSION RULES

Serial No.	Reference No.	Date	Subject
1.	Notification No. 25673 (Gen.)	23-11-1983	Orissa Staff Selection Commission Rules, 1993.
2.	Notification No. 25371 (Gen.)	20-09-1997	Orissa Staff Selection Commission (Preservation and Destruction of Records) Rules, 1997.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 23rd November 1993

(Published in *Orissa Gazette* on the 13th December 1993)

No. 25673 – 2R/1-69/93-Gen. – In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India the Governor of Orissa is pleased to make the following rules, to regulate the method of Recruitment to all Class-III Civil posts and services under the State Government which form the State Cadres, namely :-

Short Title and commenceme-nt.

1. (1) These rules may be called the Orissa Staff Selection Commission Rules, 1993.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

(a) "Collector" means the Collector of the District;

(b) "Commission' means the Staff Selection commission constituted under Rule 3 of these rules;

(c) "Department of Government" means the Administrative Department of Government;

(d) "District Superintendent" means the Additional District Magistrate in charge of the District Establishment of a district;

(e) "Government" means the State Government of Orissa;

(f) "Heads of Department" means the Heads of Department as specified in Appendix III appended to the Orissa Service Code;

(g) "Secretary" means the [1][Secretary of the Commission];

(h) "Scheduled Castes" and "Scheduled Tribes" means such castes and tribes as notified by the President of India under Articles 341 and 342, respectively, of the Constitution of India from time to time;

(i) "State" means the State of Orissa;

(j) "Superintendent" means the Sub-Collector of a Revenue Sub-division;

(k) "Year" means a calendar year;

Constitution of Staff Selection Commission & its function.

3. (1) There shall be a Staff Selection Commission in the State.

(2) [2][The Headquarters of the Commission shall be located at such place as may be determined by the Government from time to time.]

(3) The Commission shall consists of a Chairman and a Member to be appointed by Government.

(4) There shall be a Secretary and such other staff appointed by Government to assist the Commission in its day to day functioning.

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1. Substituted vide G. A. Department Notification No. 19439, dated the 28th June 1999.
2. Substituted vide G. A. Department Notification No. 12227, dated the 25th May 1998.

(5) The rank of the Chairman and Member of the Commission shall be such as may be determined by the Government from time to time.

(6) [1][The Commission shall function under the administrative control of the General Administration Department.]

(7) The Chairman of the Commission shall exercise all the administrative and financial powers vested in Heads of Department and the Secretary shall function as the Heads of office.

(8) The Commission shall conduct the recruitment examination for all Class III Civil Services/Posts under the State Government as mentioned in Rule 4 and ensure the declaration of the results of the said examinations.

(9) The Commission shall formulate a set of regulation to regulate the manner for conducting recruitment examinations.

(10) [2][The Chairman shall nominate expert (s) in particular discipline/trade for each selection wherever necessary from among the State Government officers, Professors of Universities of the State or Academicians or Officers of Government of India or of other state or of Public Sector Undertakings whether in service or retired and from among other eminent persons having specialise knowledge in the particular discipline/trade.]

(11) The Secretary shall be responsible for carrying out the entire process of conducting the recruitment examinations including appointment of the question setters/examiners, obtaining question papers, keeping them in safe custody, ensuring the identity of the candidates, timely supply of question papers, to the different centers, proper invigilation, safe custody of answer books, tabulation of marks obtained by candidates in such examinations and publishing the results [3][under the supervision of the Chairman.]

Direct Recruitment

4. The Commission shall conduct direct recruitment through competitive examination in respect of Class III Civil Posts/Services as listed under Schedule I:

Provided that the Government may, from time to time, include in the list any service/post under Schedule I or exclude and service/post from the said list by Notification in Official Gazette.

Intimation to the Commission,

5. The Department of Government/Heads of Department shall every year in the month of January intimate the Commission indicating the number of vacancies including those anticipated in course of the year in Form A.

Advertisement of vacancies.

6. On receipt of intimations of vacancies under rule 4, the Secretary in consultation with the Chairman shall issue advertisement in the leading local newspapers inviting application from eligible candidates for appearing in the competitive recruitment examination.

Note – The application for the competitive examination may be in such form as may be decided by the Commission.

Eligibility of Candidate.

7. (1) A candidate in order to be eligible for appearing at the competitive examination must satisfy the following conditions, namely :-

(a) He shall be a citizen of India;

(b) He shall possess requisite qualification prescribed for the post/service in the recruitment rule or instruction for which examination is being conducted.

(c) [4][His age shall not be less than the minimum age limit as prescribed under rule 15 A of the Orissa Service Code on the first day of January of the year in which recruitment is held, and his age shall not be more than the upper age limit as prescribed in the Orissa Civil Service (Fixation of Upper Age-limit) Rules, 1989:

Provided that the maximum age-limit shall be relaxed by five years in case of Scheduled Castes and the Scheduled Tribes candidates, ten years in case of physically handicapped candidates, and to such extent as provided in the Orissa ex-Service Men (Recruitment to State Civil Services and Posts) Rules, 1985 in respect of ex-service men.]

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1 2 3 & 4. Substituted vide G. A. Department Notification No. 19439, dated the 28th June 1999.

(d) He shall be of good character.

(e) He shall be of sound health, good physique and active habits and free from organic defects or bodily infirmity.

Note - This provision shall not be applicable in case of physically handicapped candidates.

(f) He must have passed Middle School examination with Oriya as a language subject :

OR

have passed Matriculation or equivalent examination with Oriya as medium of examination in non-language subject;

OR

have passed in Oriya as language subject in the final examination of Class VII or above :

OR

have passed a test in Oriya in Middle English School Standard conducted by the Education Department;

(g) He must have required physical standard/other technical qualifications in respect of any service or post if any, specified under relevant recruitment rules/instructions.

(h) He must fulfill any other special condition as may be specified under relevant recruitment rules/instructions.

(2) No person who has more than one spouse living shall be eligible for appearing at the competitive examination.

NOTE – If the competitive examination could not be conducted by the commission in any particular year and the likely vacancies for that year are combined with the likely vacancies of the subsequent year, the candidates eligible to appear at the examination for the year for which examination could not be held shall be entitled to appear at the examination held in the subsequent year.

Admission of the candidate to examination.

8. The decision of the Chairman as to the eligibility or otherwise of a candidate for admission to any examination shall be final.

Preference for the posts by the candidate.

9. A candidate is required to indicate the order of preference for the post for which he intends to appear at the combined competitive examination and the service in which he wants to be appointed, if selected, in his application form, in case the Commission decides to conduct an examination for common category of posts.

Examination fees and remuneration to examiners.

10. (1) No application for admission to any examination shall be considered unless it is accompanied by a Treasury Challan showing payment in the Government Treasury, the examination fees as specified in the advertisement :

Provided that the candidates belonging to Scheduled Castes and Scheduled Tribes shall not pay any such examination fee.

(2) No claim for refund of fees shall be entertained in any circumstances.

(3) The Commission shall decide the rates of remuneration payable to different examiners/staff/officers/Invigilators engaged in connection with the examination.

Competitive examination.

11. (1) competitive Examination shall be held at a center or centers to be announced by the Commission considering the number of the candidates appearing for the said examination.

(2) The Commission may fix up such centers at the district or sub-divisional headquarters. If necessary, in consultation with the Collectors. The date, time and place for the examination shall be intimated to the candidates at least one month before the examination [1][and the same shall be published sufficiently ahead in two leading local newspapers].

Arrangements for and conduct of the examination.

12. (1) The District Superintendent or the Superintendent, as the case may be, shall conduct the written examination under guidance and direction of the Commission.

(2) The District Superintendent shall in consultation with the Commission appoint as many as Deputy Superintendents from among the Gazetted Officers under his jurisdiction in order to ensure smooth conduct of the said written examination in the district.

(3) The District Superintendent and the Superintendent shall have power for requisitioning the local educational building [2][or the buildings belonging to the State Government, Public Sector Undertakings or the like for the purpose of conducting the examination].

(4) The examination shall be held preferably on any public holidays so that the education of the students does not suffer.

(5) The District Superintendent shall have power to appoint required number of Invigilators from among the Gazetted or responsible non-Gazetted officers under his jurisdiction.

(6) The District Superintendent or the Superintendent, as the case may be shall make necessary sitting arrangements for the candidates admitted for the examination.

(7) The District Superintendent/Superintendent shall have the power to recommend any penalty under Rule 18 of these rules to the Commission and orders of the Commission in this respect shall be final.

(8) the District Superintendent/Superintendent shall ensure safe custody and despatch of all confidential matters relating to the examination.

(9) Whenever necessary the District Superintendent/Superintendent may seek advice of the Collector and the Collector may give instructions in the interest of impartiality and fair play in conducting the examination.

(10) Setting of questions and evaluation of the answer papers shall be done centrally.

(11) Invigilators and Supervisors of the written examination shall be appointed from outside the Sub-division as far as practicable.

Plan of examination.

[1][13. The commission shall conduct the recruitment examination as per the syllabus and the pattern of examination as may be decided by them in consultation with the concerned Administrative Department of State Government. However, while fixing up the marks for the oral test/interview/personality test, the Commission and Administrative Department shall ensure that the marks allotted to such oral test/interview/personality test shall not exceed 12.2% of the total marks allotted.]

Selection of candidates.

14. The following guidelines shall be followed in conducting recruitment to various posts and services by the Commission, namely :-

(i) There shall be a written test for every category of recruitment.

(ii) In addition to the written test *viva voce* test may be conducted by Commission if it is satisfied that such test is necessary to select candidates for the post for which examination is held.

(iii) Method of central evaluation of answer papers shall be such as may be decided by the Commission.

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1 & 3. Added vide G. A. Department Notification No. 19439-Gen., dated the 28th June 1999.

2. Inserted vide G. A. Department Notification No. 19439-Gen., dated the 28th June 1999.

(iv) If two or more candidates have obtained equal marks in the aggregate, the order of merit shall be determined in accordance with the marks secured by such candidates in their respective academic career and if the marks thus secured are equal then the merit shall be decided according to their seniority in age.

(v) Any other standards and syllabus prescribed by the Government, if any, for any particular post/service from time to time shall be adopted.

Select list and its validity.

15. (1) The Commission shall prepare the select list of the successful candidates in order of merit on the basis of the recruitment examination which shall be equal to the number of vacancies for which requisitions are received.

(2) The select list shall be published in the notice board of the Commission [1][and in two leading local newspapers] in the form of notification under intimation to the appropriate appointing authority if any specified in the respective recruitment rules.

(3) The select list for each recruitment examination shall be valid for one year from the date of its publication or till the publication of the result of the next recruitment examination whichever is earlier.

Allotment of candidates and seniority.

16. (1) The Commission shall allot candidates in the order in which their names appear in the select list to Departments of Government and Heads of Departments as per their vacancy position intimated under rule 4. At the time of allotment due consideration shall be given to the preference indicated by the candidates in their applications. But the Commission reserves the right to assign any candidate to any service/post with due regard to his merit. Formal orders of appointment shall be issued to such allotted candidates by the appointing authorities concerned.

(2) The relative seniority of a candidate appointed to a post in a particular grade or service by the appointing authority in particular year shall be determined with reference to his position in the select list from which he is appointed.

(3) In case of failure of any selected candidate to join the post, the appointing authority may request the Commission for furnishing a supplementary list of the successful candidates and in that case the Commission shall furnish a supplementary list of successful candidates.

Relaxation.

17. Where the Government are of opinion that it is necessary or expedient to do so, they may by order and for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons in public interest.

Penalty.

18. A candidate who is or has been, declared by the Commission to be guilty of -

(i) Obtaining support for his candidature by any means; or

(ii) impersonation; or

(iii) procuring impersonation by any person; or

(iv) submitting fabricated documents, or documents which have been tampered with; or

(v) making statements which are incorrect or false or suppressing material information; or

(vi) resorting to any other irregular or improper means in connection with his candidature for the examination; or

(vii) adopting unfair means during the examination; or

(viii) writing obscene language or pornographic matter, in the scripts; or

(ix) misbehaving with fellow examinees or the invigilators in any manner in the examination hall; or

(x) harassing or causing bodily harm to the staff employed/engaged by the Commission for the conduct of the examination; or

(xi) violating any of the instructions contained in the admission certificates; or

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1. Added vide G. A. Department Notification No. 19439-Gen., dated the 28th June 1999.

(xii)

attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses shall be liable -

(a) to be disqualified by the Commission from the examination for which he is candidate; or

(b) to be debarred, either permanently or for a specified period -

(i) by the commission, form appearing in any examination or selection held by them; or

(ii) by the State Government, from entering to any employment under them; or

(c) if he is already in service under Government, to disciplinary action under the appropriate rules;

Provided that no penalty under this rule shall be imposed except after -

(i) giving the candidate an opportunity of making such representation to the Commission or Government, as the case may be, in writing as he may wish to make in that behalf; and

(ii) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him by the Commission or the Government, as the case may be.

Rules not applicable to staff of certain offices.

19. These rules shall not apply to recruitment of the staff of the High Court, the District and Subordinate Courts, the officers of Orissa Public Service Commission, Orissa Legislative Assembly and Governor's Secretariat.

Overriding effect.

20. Save as otherwise provided, the provisions of these rules shall have overriding effect on the provision of other recruitment rules regulating direct recruitment to the Class III Civil Services/Posts constituting State cadre.

Interpretation.

21. If any question arises relating to the interpretation of these rules, it shall be referred to Government in the General Administration Department for decision.

By order of the Governor
PRITIMAN SARKAR
Special Secretary to
Government

[1][SCHEDULE]

List of Civil Posts/Services

(*See* rule 4)

Sl No.	Name of the Department	Name of the Posts/Services	
(1)	(2)	(3)	
1.	Agriculture	1	[2][*]
		2	[2][*]
2.	Commerce & Transport (Commerce)	1	[3][*]

3.	Commerce & Transport (Transport)	1	Junior M. V. I.
4.	Energy	1	[4][*]
5.	Finance	1	Auditor Local Fund
		2	Small Savings Officer (Senior Grade)
		3	Inspector of Commercial Tax
		4	Accountant
		5	Auditor (Common Cadre)
6.	Fisheries & Animal Resources Development	1	[5][*]
		2	Statistical Investigator
		3	Statistical Assistant
		4	Agricultural Overseer
7.	Forest & Environment	1	Ranger
8.	Food Supply and Consumer Welfare	1	Inspector of Weights and Measures
		2	Assistant Analyst
9.	General Administration	1	Junior Assistant of Heads of Departments
		2	Junior Stenographer of Heads of Departments
		3	Junior Typist of Heads of Departments
10.	Health & Family Welfare	1	Artist-*cum*-Photographer
		2	Projectionist
11.	Home	1	Prison Welfare Officers
		2	Sub-divisional Probation Officers
		3	After Care Officers
		4	Sub-Inspector of Police
		5	Sergeant
		6	Laboratory Assistant
		7	Sub-Assistant Jailor

1. Substituted vide G. A. Department notification No. 19559, dated the 27th July 1998.

2. & 5. Excluded vide G. A. Department notification No. 3591, dated the 4th February 1999.

3. & 4. Excluded vide G. A. Department notification No. 8780, dated the 27th March 1999.

(1)	(2)		(3)
		8	Assistant Jailor
		9	Zamadar
		10	Wireless Assistant
		11	A. S. I. (Mechanical)
		12	A. S. I. (Operator)
		13	Assistant Librarian

		14	Women S. I.
		15	Dog S. I.
		16	Reporter S. I.
		17	Steno S. I.
		18	Handwriting Bureau S. I.
		19	W. T. S. I.
		20	Teleprinter S. I.
		21	Photo S. I.
		22	Operator S. I.
		23	Station Officer (Fire Brigade)
		24	Building S. I.
		25	Junior Typist of Secretariat
		26	Junior Stenographer of Secretariat
		27	[1][Junior Assistant of Secretariat]
		28	[2][Junior Stenographer A. S. I. (M)]
12.	H. & U. D.	1	[3][*]
13.	Industries	1	Industrial Promotion Officer
14.	I. & P. R.	1	Radio Inspector
		2	O. I. S. (Jr. Branch)
15.	L. & E.	1	Junior Employment Officer
		2	Rural Labour Inspector
		3	Statistical Assistant
		4	Assistant Labour Officer
16.	Panchayati Raj	1	[4][*]
17.	P. & C.	1	Statistical Investigator
		2	Senior Economic Investigator
		3	Cartographer
18.	R. & E.	1	Excise Sub-Inspector
		2	Auditor

1. Included vide G. A. Department Notification No. 28455, dated the 6th October 1998.

2. Included vide G. A. Department Notification No. 34539, dated the 14th December 2000.

3. & 4. Excluded vide G. A. Department Notification No. 8780, dated the 27th March 1999.

(1)	(2)		(3)
19.	Rural Development	1	[1][*]
		2	Statistical Investigator
		3	Statistical Assistant
20.	Department of Steel & Mines	1	Assistant Geologist
		2	Assistant Geophysicist
		3	Senior Laboratory Assistant

		4	Instrument Assistant
		5	Scientific Assistant
		6	Senior Surveyor
		7	Junior Inspector of Mines
21.	Sports & Youth Services	1	Assistant District Sports Officer
		2	Coaches
22.	Tourism & Culture	1	Assistant Tourist Officer
		2	District Cultural Officer
23.	Handloom & Textile	1	Weaving Supervisor
		2	Inspector of Textiles
		3	Field Assistant Sericulture
24.	Water Resources	1	Assistant Silt Analyst
		2	Assistant Chemist
		3	Assistant Embankment Inspector
		4	Junior Laboratory Assistant
		5	[2][*]
25.	Works Department	1	[3][*]
		2	Architectural Assistant
26.	Women & Child Development	1	Statistical Assistant

[4][SCHEDULE II]

FORM A

(*See* rule 5)

1. Name of the post/services
2. Number of vacancies already existing on the 1st January of the year
3. Number of vacancies, likely to occur during the year
4. Total number of vacancies (2+3)
5. Number of permanent vacancies
6. Number of temporary vacancies likely to continue on permanent basis
7. Number of purely temporary vacancies

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1. 2. & 3. Excluded vide G. A. Department Notification No. 8780, dated the 27th March 1999.

4. Substituted vide G. A. Department Notification No. 19439, dated the 28th June 1999.

8. Number of vacancies reserved for –
   - (a) Scheduled Castes
   - (b) Scheduled Tribes
   - (c) Physically Handicapped
   - (d) Ex-Servicemen
   - (e) Sportsman

(f) Women

(g) Socially & Educationally Backward Classes

9. Minimum educational qualification for the post

10. Desirable qualification and experience

11. Age-limit for the post

12. Name of the appointing authority

13. Scale of pay of the post

14. Special provision provided under the relevant recruitment rules or instructions, if any.

15. Any other information, if any.

Signature

Date

[1][*]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 20th September 1997

(Published in the *Orissa Gazette* on the 14th November 1997)

No. 25371-OSSSC-4/96-Gen. – In exercise of the powers conferred by sub-clause (1) of clause (c) of sub-section (2) of Section 3 of the Destruction of Record Act, 1917 (5 of 1917), the State Government do hereby make the following rules for the disposal by destruction of various records relating to the recruitment examination conducted by the Orissa Staff Selection Commission as are, in the opinion of the State Government, not of sufficient public value to justify their preservation, namely :-

Short Title and commenceme-nt.

1. (1) These rules may be called the Orissa Staff Selection Commission (Preservation and Destruction of Records) Rules, 1997.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. (1) In these rules, unless the context otherwise requires -

(a) "Application Form" means the application submitted by the candidate in response to the advertisement published by the Commission;

(b) "Answer Paper" means the answer scripts and the question-*cum*-answer scripts used by the candidates in the examination;

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1. Deleted vide G. A. Department Notification No. 19439, dated the 28th June 1999.

(c) "Admission Letter" means the letter issued under the authority of the Commission permitting a candidate to appear in the recruitment examination;

(d) "Broad sheet" means the statement containing the Biodata and the marks secured in the written examination of any recruitment examination conducted by the Commission;

(e) "Commission" means the Orissa Staff Selection Commission;

(f) "Committee" means a Committee constituted under rule 4;

(g) "Government" means the Government of Orissa;

(h) "Index Register" means the register of applications containing the Biodata, other related data and marks secured by the candidates;

(i) "Mark Folios" means the folios containing the marks of the candidates in any particular recruitment examination;

(j) "Secretary" means the Secretary-*cum*-Controller of Examinations of the Commission;

(k) "Schedule" means schedule to these rules;

(l) "Unused question-*cum*-answer sheet" means the unused question-*cum*-answer sheets provided by the Commission for any particular examination;

(m) "*Viva voice* test" means the oral interview test conducted by the Commission in any particular recruitment examination;

(n) "Year" means the calendar year;

(2) Words and expressions used but not defined in these rules; unless the context otherwise requires shall have the same meaning as respectively assigned to them in the Orissa Records Manual, 1964.

Period of preservation.

3. The period of preservation of different types of papers relating to different recruitment examinations shall be as provided in the Schedule.

Committee.

4. There shall be constituted a Committee for recommendation of the destruction of papers consisting of the following members, namely :-

(i) Secretary;

(ii) Deputy Secretary; and

(iii) Section Officer (Examination section).

Destruction of documents.

5. After due expiry of the period of preservation in respect of the paper as mentioned in the Schedule, such papers will be destroyed in the manner as may be decided by the Commission on the recommendation of the Committee.

Interpretation.

6. If any question arises relating to the interpretation of these rules, it shall be referred to the Government in General Administration Department for decision.

SCHEDULE

STATEMENT SHOWING DURATION OF PRESERVATION OF VARIOUS RECORDS AND FILES

Sl No.	Dist of Records and Files	Duration of Preservation	Remarks

(1)	(2)	(3)	(4)
1.	Application forms of candidates	Six months of publication of select list.	To be destroyed either by burning or by selling to a paper mill for recycling or in any other manner decided by the Commission.
2.	Answer papers of candidates not selected in the written test.	Six months of publication of select list.	Ditto
3.	Answer papers of candidates called for *viva voce* but not selected finally.	One year of the publication of select list.	Ditto
4.	Answer papers of candidates called for *viva voce* test.	Ditto	Ditto
5.	Answer papers of candidate selected finally.	Ditto	Ditto
6.	Unused question-*cum*-answer sheets	One month after the concerned examination is over.	Ditto
7.	Unused question papers	Ditto	Ditto
8.	Index Register	Five years from the date of publication of the results.	Ditto
9.	Mark Folios	Ditto	Ditto
10.	Application forms, answer books and other connected papers of cases locked up in litigation/vigilance enquiry.	Till the finalisation of the case and appeal is over.	Ditto
11.	Broad sheet	One year from the date of publication of the results.	Ditto
12.	List of candidates centrewise allotted to different centers for different examinations.	One year from the publication of the select list.	Ditto
13.	Fee Register	Three years	Ditto
14.	Sanction of posts of officers and staff in the office of the Commission.	Thirty-five years	Ditto
15.	Orders and correspondence regarding payment of advance to the officers and staff of the Commission.	Two years from the date of adjustment of the advance.	Ditto
16.	Files regarding pay, T. A. and contingent etcetera.	Twelve years	Ditto
17.	Budget estimate of the Commission	Five years from the date of submission of Administration Department	Ditto
18.	Important decisions and orders of Government in general nature.	Permanent	Ditto
19.	Unclassified circulars and orders of Government in general nature.	Permanent	Ditto

(1)	(2)	(3)	(4)
20.	Proceeding of the conferences and meetings of the Staff Selection Commission	Three years	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.
21.	Select list and results of competitive examinations for direct recruitment and other test.	Thirty-five years from the date of publication of such list.	Ditto
22.	Secret correspondence with examiners and printers etcetera.	Three years from the date of issue.	Ditto
23.	Requisitions for forms and other enquiries form.	One year from the date of receipt.	Ditto
24.	Refund of fees to candidates	Six months from the date of receipt.	Ditto
25.	Periodical returns and reports relating to establishment.	Three years from the date of issue.	Ditto
26.	All miscellaneous files and papers relating to establishment.	Three years	Ditto
27.	Disciplinary cases, memorials, appeals and representations.	Twenty five years	Ditto
28.	Departmental manuals and codes amendments.	Permanent	Ditto
29.	Notification issued by Government regarding appointments.	- do -	Ditto
30.	Important decisions of the Commission	- do -	Ditto
31.	Personal files regarding appointments and sanction of pensions of the Officers and staff of the Commission.	- do -	Ditto
32.	Service Book	- do -	Ditto
33.	C. C. R. of the staff of Commission	Four years after retirement of the concerned staff.	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.
34.	Selection of candidates for promotion	Twelve years from the date of selection	Ditto
35.	Papers relating to reimbursement of legal expenses and recoveries.	Twelve years	Ditto
36.	Press Notes and advertisement by the Commission.	Three years from the date of publication.	Ditto
37.	Receipt, issue and file registers	Permanent	-
38.	Manuscript question paper	One year from the date of publication of the results of the examination.	To be destroyed by burning or selling to a paper mill for recycling or in any other manner decided by the Commission.
39.	Attendance sheet and absentee statement		Ditto

		One year from the date of publication of the results of the examination.	
40.	Admission letter	Six months	Ditto

By order of the Governor
H S CHAHAR
Special Secretary to
Government

TRANSFER AND POSTING

INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	Office Memorandum No. 14151 (Gen.)	06-08-1986	Posting of husband and wife at the same station.
2.	Circular No. 31359 (Gen.)	13-12-1991	Policy relating to transfer and posting of couples employed under the State Government.
3.	Circular No. 27559 (Gen.) (Oriya)	21-09-1998	Ditto
4.	Resolution No. 1 (Gen.)	01-01-2000	Special dispensation in respect of recruitments and filling up posts relating to State cadres in KBK/Gajapati/Kandhamal and Boudh districts.
5.	Office Memorandum No. 23536 (Gen.)	10-07-2000	Policy relating to the transfer of Government servants during 2000-2001.
6.	Resolution No. 24003 (Gen.)	16-08-2001	Policy relating to transfer of Government servants in KBK districts.

[No. 14151/Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

(Published in the *Orissa Gazette* on 3-10-1986)

The 6th August 1986

Subject – Posting of husband and wife at the same station.

The question of formation of an approach to the posting at the same place of husband and wife, if both are in State Government service, has been raised on several occasions. Generally, requests of Government servants for posting of husband and wife at the same station receive sympathetic consideration

each case is decided on merits, keeping in view the administrative requirements. It is considered necessary to adopt an approach which can enable women employed under the Government to discharge their responsibilities as wife/mother on the one hand and productive workers on the other more effectively.

The Education & Youth Service Department in their letter No. 30541-1E/M-42/63-E., dated the 27th December 1963, had decided that in order to avoid dislocation of work in the teaching institutions whenever transfer of any individual teacher from one place to another is contemplated the transfer question should invariably be viewed from the stand point of individual's wife or husband if she/he happens to serve as co-worker in the same institution at the same place under the control of Government for the purpose of affording facility of their posting at one and the same station. As far as practicable such transfers should normally be made at the beginning of the session. Health & Family Welfare Department vide their circular No. 17168-II, dated the 24th July 1974, have also decided that to the extent permissible and possible and without deteriment to public service, husband and wife may be posted together (when the employee is a lady, she may as far as possible be posted at the same station where her husband is).

Thus, the need to post husband and wife together at the same station as far as possible, has been recognised by many appointing authorities.

It is reiterated that as far as possible and keeping in view the administrative feasibility and necessity, the husband and wife (where both are State Government employees) should be posted to the same station.

M. P. MODI

Special Secretary to

Government

[No. 31359-2R/I/91Gen.]

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

Bhubaneswar, dated 13th December 1991

From

Shri Tarun Kanti Mishra, I. A. S.

Special Secretary to Government.

To

The Secretaries to all Departments.

Subject – Policy relating to transfer and posting of couples employed under State Government.

Sir,

I am directed to invite a reference to General Administration Department's letter No. 28100, dated 10-10-1990 wherein the policy of the Government relating to transfer and posting of husband and wife working under the State Government was enunciated. In this letter it was clarified that couples should be posted as far as possible in one station or in the neighbouring stations not being their home districts.

"Recently, the Supreme Court, in case of Bank of India Vrs. Jagjit Singh Mehta have held that the departmental authorities should consider the fact of separation of husband and wife along with the exigencies of administration. In the words of the Supreme Court, the authorities will enable the two spouses to live together at one station if it is possible without any detriment to the administrative needs and the claim of other employees". While choosing the career and a particular service the couple have to bear in mind the possibility of separation and be prepared to face such a hardship if the administrative needs and transfer policy do not permit the posting of both at once place without sacrifice of the requirements of the administration and the needs of other employees. In such a case the couple have to make their choice at the threshold between the career prospects and family life. After giving preference to the career prospect, they cannot as of right claim to stay together at a particular station.

Yours faithfully,

T. K. MISHRA

Special Secretary to

Government

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

No. 1

The 1st January 2000

Subject – Special dispensation in respect of recruitments and filling up posts relating to State Cadres in KBK/Gajapati/Kandhamal and Boudh district.

The district of K. B. K. region, Gajapati, Kandhamal & Boudh have been facing perennial problem in the matter of filing up of vacancies in different services and posts relating to State cadres. Officers and staff related to different Departments posted to these districts try various methods to avoid placement in these districts notwithstanding the provision of Rule, 23 of the Orissa Government Conduct Rules, 1951. This Rule stipulates that no government servant shall bring or attempt to bring any influence to further his interests in respect of matters pertaining to his appointment and other service conditions.

As a consequence, Officers and staff who do not just to put such pressure or are unable to put such pressure continue to work in these districts for disproportionately long periods in their service career.

As a result of the above, people in these districts are deprived of their legitimate share in the benefits of different developmental schemes of the Government.

Government has been actively considering for some time about effective steps to curb the tendency of avoiding postings to these districts and prescribed effective and practical remedial measures to ensure that Governance is not impaired in these districts or development process is not hampered on account of non-availability of officers and staff in different services/posts relating to State level cadres.

(2) Government after careful consideration of the above problem have decided that there should be a set of instructions which could ensure that all the sanctioned posts in the above districts get filled up and there will be no vacancies in different services/posts any time due to non-joining of the Government servants posted to these districts. Accordingly, Government have been pleased to decide that :

(a) In all State level posts, the first posting upon recruitment will be made in the districts of K. B. K. region, Gajapati, Kandhamal and Boudh districts. Similarly, upon first promotion to any State level post all the incumbents would be first posted in the K. B. K., Gajapati, kandhamal and Boudh districts.

(b) The above posting will be normally for a duration of 3 years. The period of leave of any kind will not be counted while calculating the period of three years.

(c) If all the vacant posts in the above districts in the concerned category are filled up, the person having spent maximum period of stay in K. B. K./Gajapati/Kandhamal & Boudh districts in that cadre will be shifted out of K. B. K./Gajapati/Kandhamal/Boudh areas and the steps as laid down in Sub-Para. (a) above will be operate.

(3) It is impressed upon all concerned that the principles indicated under Para. 2 above should be followed strictly and any deviation to it will be viewed seriously. The concerned Secretary and Head of Department will be held responsible for the deviation. Only in rarest of rare cases the Secretary of the Administrative Department will recommend a deviation from the above practice to the K. B. K., Chief Administrator (Special Area Development) who will for reasons recorded in writing recommend the case to the Chief Minister through Chief Secretary, if considered appropriate. Only with written prior approval of the Chief Minister, a deviation can be made from the above scheme.

Order – Ordered that the Resolution be published in an extraordinary issue of the *Orissa Gazette* and copies thereof be supplied to all Departments/all Heads of Departments/all Collectors/Registrar of Orissa High Court/Registrar, O. A. T./Special Secretary, O. P. S. C./Secretary, Staff Selection Commission/Deputy Director General, Gopabandhu Academy of Administration.

By order of the Governor

S. B. AGNIHOTRI
Special Secretary to
Government

No. 23536 – O. & M. (2) – 6/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 10th July 2000

To

All Departments of Government.

Subject – Policy relating to the transfer of Government servants during 2000-2001.

Ref. - 1. G. A. Department O. & M. No. 19538, dated the 29th July 1991 (Copy enclosed)

2. Book Circular No. 42

3. G. A. Department O. & M. No. 10271, dated the 20th May 1995 (Copy enclosed)

The undersigned in directed to state that the period for normal transfer of Government employees for the current year is already over.

All Department of Government should, therefore, ensure that no normal transfers should be made during the current year. Transfer proposals made, if any, should be governed by the prescribed provisions issued by this Department from time to time. These include, in particular, the reference (1), (2) and (3) cited above.

S. B. AGNIHOTRI
Special Secretary to
Government

No. 24003/Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 16th August 2001

While reiterating the contents of this Department's Resolution of 1st January 2000 duly published in the extraordinary issue of the Orissa Gazette, of the 29th February 2000 the undersigned is directed to say that Government have decided to show some special consideration to the officers and staff who are liable to all Orissa transfers, for working in the K. B. K. areas and in the Gajapati, Kandhamal and Boudh districts :-

(i) An employee liable to all Orissa transfers, who goes on posting to any of the districts referred to above, will, after completion of 3 years of service excluding the period spent on leave, be offered the posting of his choice. The concerned employee will give two options and as far as practicable his first option will be respected failing which the second option will be taken into consideration. His options will be in favour of whole districts and not for any particular place of posting.

If a Government employee is in occupation of a Government quarter prior to his transfer to any of the districts mentioned above, he would be allowed to retain the same at normal rent, if he so wishes. Such retention would be allowed only on the grounds of children's education or health of close family members. This facility will be available for a maximum period of 3 years or till the employee is in service in the above mentioned districts, whichever is earlier. This facility will be available to all places in Orissa including Cuttack and Bhubaneswar.

By order of the Governor
D. P. BAGCHI
Chief Secretary to Government

Circular No. 19538-9/91-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 29th July 1991

To

All Departments of Government
All Revenue Divisional Commissioners
All Heads of Departments
All Collectors.

Subject – Policy relating to transfer and posting of Government servants.

In order to examine the policy of transfer and posting of Government servants and to formulate appropriate guideline for ensuring efficient and responsive administration without causing undue hardship to the officers, a Cabinet Sub-Committee was first set up by the Parliamentary Affairs Department in Resolution No. 10300, dated the 20th April 1990 and reconstituted as vide Resolution No. 3046, dated the 6th July 1991.

2. The reconstituted Sub-Committee met on the 9th July 1991 and formulated their recommendations on the subject. The Government after careful consideration of the recommendations of the Sub-Committee have been please to lay down the following principles to regulate the transfers and postings of Government servants.

(i) No officer of the rank of Class II and above shall be allowed to remain in a particular district for more than six years. For this purpose each Revenue District would be treated as a separate district.

(ii) Officers should ordinarily be transferred after completion of three years in a station but nothing herein contained prevents the transferring authorities from transferring the officer earlier than three years it is any time when as considered necessary in the public interest.

(iii) Posting of officers in their home districts should be avoided in cases of postings of Collectors, Additional District Magistrate, S. Ps., Additional S. Ps., Conservator of Forests, Divisional Forest Officers, Inspectors of Schools, Superintendent of Excise, Commercial Tax Officers, Regional Transport Officers, Motor Vehicle Inspectors and Civil Supplies Officers.

Sub-Collectors, Officers in-charge of the Police-stations and Inspectors of Police and Uniformed Sub-Inspectors and Assistant Sub-Inspectors of Police-stations and Out-Post should not be posted in their home Sub-divisions.

(iv) Officers belonging to the District level cadres and B. D. Os./Tahasildar/Additional Tahasildars shall not be posted in their home Tahasils and home Blocks.

(v) Officers may be posted to their home districts two years before their retirement, subject to the restrictions indicated in clauses (iii) & (iv) above.

(vi) Officers completing six years of continuous service in the Districts of Koraput, Kalahandi and Phulbani may be posted to their home districts subject to the restrictions indicated in clauses (iii) and (iv) above.

(vii) In respect of officers of non-transferable services like the Ministerial cadres in the Secretariat and in the Heads of Departments, nobody shall remain in a seat for more than three years. This can only, in special circumstances be extended up to six years.

(viii) Office-bearers of the recognized Service Associations should not be disturbed from their posts during the current year, (1991-92).

(ix) Whenever any provision in Book Circular No. 42 or any other Government Circular is found contrary or contradictory to the above stated guidelines of the Government, these guidelines should prevail, and the Government Circulars may accordingly be modified :

Provided that any of the above mentioned principles may be relaxed only in public interest, on administrative grounds and in hard cases supported by detailed reasons to be recorded. All proposals for relaxation involving Class I and Class II officers should be put up to the C. M. through the Minister concerned, for orders. Other cases are to be decided by the Minister in-charge of the Department.

3. Receipt of this Circular may please be acknowledged.

C. NARAYANASWAMY
Special Secretary to
Government

No. 10271

WORK-CHARGED EMPLOYEES
INSTRUCTIONS

Serial No.	Reference No.	Date	Subject
(1)	(2)	(3)	(4)
1.	Resolution No. 9488/94	18-06-1974	Formulation of instructions Governing Recruitment and Conditions of Service of Work-charged employees.
2.	Circular No. 12465 (Gen.)	25-04-1989	Age of superannuation of post-Clarification regarding.
3.	Circular No. 22107 (Gen.) (Oriya)	19-07-1989	Privilege of holding Green Cards by the Work-charged employees.

No. 9488/94

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

RESOLUTION

The 18th June 1974

(Published in the *Orissa Gazette* on the 16th August 1974)

Subject – Formulation of instructions governing Recruitment and Conditions of Service of Work-charged employees.

The question of formulation of uniform set of instructions to regulate the recruitment and conditions of service of the employees under the work-charged establishments under different Departments of Government has been engaging the attention of Government for some time past. The need for early formulation of such instructions has been felt not only because the different Departments are following different principles in such matters but also because the number of work-charged employees has substantially increased due to expansion of development activities.

Government after careful consideration have framed a set of instruction (a copy of which is enclosed) to regulate the recruitment and conditions of service of work-charged employees and order that the concerned Departments shall follow the instructions in future.

———

Order – Ordered that the Resolution be published in the *Orissa Gazette*.

Ordered also that copies of the Resolution should be forwarded to all Departments of Government/all Heads of Departments/all Collectors/Accountant-General, Orissa for information and necessary action.

By order of the Governor
S. K. PALIT
Additional Secretary to
Government

INSTRUCTIONS TO REGULATE APPOINTMENT AND CONDITIONS OF SERVICE OF THE ORISSA WORK-CHARGED EMPLOYEES

Short Title and commenceme-nt and scope.

1. (1) These instructions may be called the Orissa Work-charged Employees (Appointment and Conditions of Service) Instruction, 1974.

[1][(2) The said instructions should come into force with effect from the date of issue of this.]

(3) These Instructions shall be applicable to those employees whose pay and allowances are debitable to the concerned item of work for which they are employed :

Provided that these Instructions shall not be applicable to those employees borne on a regular establishment notwithstanding the fact that their pay and allowances are charged to the item of work for which they are employed for the time being.

Provided further that these Instructions shall not operate to the disadvantage of any workman who is covered by any labour laws or terms of any award, agreement or contract of service and in such event the relevant provisions of such labour laws or terms of any award agreement or contract of service shall be applicable to him.

1. Substituted vide G. A. Department Notification No. 13703, dated the 19th August 1974.

Definitions

2. (1) In these Instructions unless there is anything repugnant in the subject or context.

(a) "Appointing authority" means

(i) The authority who appointed a work-charged employee before the commencement of these Instructions or,

(ii) the authority not below the rank of Executive Engineer who is in-charge of the execution of the work, or

(iii) such other authority as may be notified from time to time by the Government.

(b) "Approved Service" means continuous service including authorized leave.

(c) "Chief Engineer" means a Chief Engineer under the control of any of the Departments mentioned in item (g) below :

(d) "Employer" in case of a work-charged establishment which is treated as an industry for the purpose of Industrial Dispute Act, 1947 means such authority as prescribed by the State Government or where no authority is prescribed, the Head of the Department concerned.

(e) "Employees" means work-charged employees

(f) "Establishment" means work-charged establishment

(g) "Executive Engineer" means an Executive Engineer under the administrative control of Works Department or Water Resources

Department or Energy Department or Rural Development Department or Housing and Urban Development Department.

(h) "Government" means the State Government of Orissa

(i) "Heads of Department" means the Government servants mentioned in Appendix 3 of Orissa Service Code.

(j) "Pay" means an amount drawn monthly by an employee for the post held by him in the work-charged establishment and excludes dearness allowance and other temporary additions to the emoluments granted by Government from time to time.

(k) "Post" means a work-charged post

(l) "Prescribed qualification" for recruitment to any work-charged post shall be the same qualifications as prescribed for a corresponding post in the regular establishment. Where there is no corresponding post in the regular establishment, the qualification will be prescribed by the appointing authority.

(m) "Skilled employees" are those employed in posts notified as "skilled" from time to time by Government.

(n) "Sub-divisional Officer" means a Sub-divisional Officer under the administrative control of any Department mentioned in items (g) above.

(o) "Superintending Engineer" means a Superintending Engineer under the administrative control of any Department mentioned in item (g) above.

(p) "Unskilled employees" are employees other than those notified as "Skilled".

(q) "Work-charged Establishment" means an establishment where the pay and allowances of the employees are charged to the item of work for which they are employed.

Tenure and condition of appointment.

2. (1) Work-charged Establishment shall consist of employees of two categories, namely (1) those employed for actual execution of work and (2) those for general supervision of a specific work or of sub-works of a specific project or subordinate supervision of departmental labour, stores and machinery in connection with such work or sub-work. When employees borne on regular establishment are employed on work of this nature, their pay and allowances should be charged direct to the work. If the entertainment of work-charged establishment is contemplated for supervision in connection with any work. The cost should be invariably shown as a separate sub-head of the estimate for that work. Pay and allowances of those employed for the actual execution of work should be debited to the concerned item of work.

(2) The employment of a person appointed under the work-charged establishment for a particular work will cease on completion of the work or it can be terminated earlier at any time without assigning any reason.

(3) the whole time of a work-charged employee is at the disposal of Government and no over time allowance can be claimed on any account.

4. (1) No person below 18 years age shall be appointed to the work-charged posts.

NOTE – Of the vacancies 16.25 per cent is reserved for Scheduled Castes and 22.50 per cent for Scheduled Tribes subject to the conditions that they satisfy the minimum standard of suitability for appointment to the posts.

(2) Retrenched and skilled employees may be given preference for appointment by the appointing authority.

(3) No person shall be appointed either directly or by promotion to a post if he does not possess the qualifications and experience required for the post prescribed by the appointing authority.

(4) No person shall be appointed to a post without a medical certificate of fitness from a Medical Officer of the State Government not below the rank of Civil Assistant Surgeon.

(5) The appointing authority shall satisfy himself as to the character and antecedent of the persons appointed to the work-charged establishment.

Pay and increment.

5. [1][(1) All employees shall be appointed on the scale of pay as may be prescribed for the post unless otherwise decided by Government :]

Provided that in the case of skilled or experienced employees, who was drawing pay at rate higher than the minimum on the date of appointment in any Government, Semi-Government or Public Sector Undertakings or Corporations, the Head of the Department may fix the initial pay of the employee at a higher stage in the time scale by allowing advance increments up to two in the maximum :

Provided further that the Head of the Department is satisfied that more than two such advance increments are justified he shall obtain prior sanction of Government in the administrative Department.

(2) Increment in the time scale of pay shall be drawn subject to satisfactory service.

(3) Service in any post carrying higher scale of pay and leave other than extraordinary leave will count for increment in the post held by the incumbent.

Leave and Leave Salary.

6. (1) Any leave as admissible under these instructions may be granted by the appointing authority.

(2) Leave cannot be claimed as a matter of right. When exigencies of public service so require discretion to refuse or revoke such leave is reserved to the appointing authority.

(3) Subject to the approval of the Sub-divisional Officer a person belonging to the work-charged establishment may avail of casual leave up to a maximum of 10 days in a calendar year. The Sub-divisional Officer may in his discretion grant special casual leave to an employee up to a maximum of 5 days in a calendar year. Casual leave can be combined with special casual leave or a Gazetted public holiday or off-day as admissible but the total period of absence of an employee on casual leave, special casual leave, holidays and off-days shall not exceed 10 days at a time.

(4) Leave may not be granted to a member of such establishment except after the production of a medical certificate signed by a medical practitioner with qualifications not less than those of Assistant Surgeon. It must be certified therein that the applicant is unfit or duty on account of ill health and the period for which leave is recommended must be definitely stated.

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1. Substituted vide G. A. Department Notification No. 21962, dated the 4th September 1979.

(5) Leave may be granted up to one month for each year of approved service under Government, subject to a maximum of three months at any one time, provided that no leave may in any case be granted unless the applicant has rendered approved service under Government for at least three years continuously.

(6) Leave salary shall be equal to half the pay drawn at the time of taking leave, provided that in the case of a person to whom the Workmen's Compensation Act, 1932 applies the amount of leave salary payable under this clause shall be reduced by the amount of compensation payable under Section 4 (1) D of the said Act.

(7) Before returning to duty the employee shall be required to produce a medical certificate, signed by a medical practitioner with qualifications not less than those of Assistant Surgeon stating that he is fit to return to duty.

(8) Maternity leave may be granted to women employees up to a maximum of 6 weeks provided that leave salary for the period of maternity leave shall be at the rate equal to half the pay last drawn at the time of proceeding on such leave.

(9) The sanctioning authority may not insist on production of medical certificate in the case of casual leave, [1][(Special casual leave)] or maternity leave.

Weekly off.

7. All employees are eligible for one off-day full pay in a week either on a Sunday or on any other day in the week to be reckoned from Monday, in lieu thereof. They will also be eligible to avail of Gazetted holidays not exceeding 15 days in a calendar year as detailed below, provided, however that the authority sanctioning leave may refuse an employee permission to avail of any such holiday in the exigencies of public service. In such cases, the employees may be allowed an off-day on some other day according to the discretion of such authority -

1.	Makar Sankranti	…	One day
2.	Republic Day	…	One day
3.	Siva Ratri	…	One day
4.	Moharrum	…	One day
5.	Holi	…	One day
6.	Ganesh Puja	…	One day
7.	Biswakarma Puja	…	One day
8.	Durga Puja and Dashahara	…	Four days
9.	Mahatma Gandhi's Birthday	…	One day
10.	Kumar Purnima	…	One day
11.	Diwali	…	One day
12.	Prathamastami	…	One day

Savings

8. Employees, whose conditions of service, leave etc. are regulated by specific enactments like the Industrial Disputes Act or Factories Act shall be governed by the relevant provisions of those Acts. Paragraphs 6 and 7 of these instructions will be applicable only to those employees, who are not covered under specific enactments.

Travelling Allowance.

9. Travelling allowance may be granted to an employee who is transferred in the exigencies of public service. Such allowance shall be limited to actual traveling expenses the amount of which shall be determined by the appointing authority, but in no case such actual traveling expenses shall exceed the amount admissible under Orissa T. A. Rules.

Advances

10. The employees may be allowed bicycle and festival advances by the appointing authority in his discretion who will also determine the terms and conditions of such advances according to individual circumstances but in no case such terms and conditions shall be more liberal than those for temporary Government servants.

Contribution to Provident Fund.

11. All employees covered under the Employees Provident Fund Scheme shall contribute regularly to the Employees Provident Fund after completing one year of service. Such of the employees who are not covered by the Employees, Provident Fund Scheme shall contribute regularly to the Contributory Provident Fund after completion of one year of service.

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1. Substituted vide G. A. Department Notification No. 9039, dated the 30th April 1983.

Maintenance of Service Rolls.

12. Service Rolls of the employees shall be maintained in the forms as will be prescribed.

13. Free medical aid shall be given to all employees who may also be given reimbursement of the cost of medicines to the extent to be determined by the appointing authority in individual case.

Retirement.

[1][14. The work-charged employees shall ordinarily be retained in service up to the age of 58 years :-

Provided that a Grade – D employee shall or an artisan workman who is working in the work-charged establishment but he is at par with Grade – D employee shall retire on attaining the age of 60 years.

Provided further that the work-charged employees can be required by the appointing authority in public interest to retire at any time before attaining the age of superannuation on a month's notice or a month's pay in lieu thereof.]

Gratuity.

15. The employees shall be allowed gratuity at the rate of half a month's pay for every completed year of service subject to the maximum of 15 months' pay on retirement, invalidation except where it is caused by intemperance and death while in service subject to the condition that this concession shall be allowed only to the employees rendered continuous service for a minimum period of 10 years. Pay for this purpose shall be the pay last drawn :

Provided that employees whose service conditions are governed by special enactment or labour laws would be entitled to gratuity as provided under such special enactment or laws, and not under the above instructions.

[2][Provided further that an employee who after having rendered continuous service for a minimum period of 10 years is absorbed under the regular establishment, shall be entitled to gratuity admissible under these instructions for the period of service under the work-charged establishment, if the appointing authority gives a certificate that the employee would have continued to serve in the work-charged establishment on or after 19-8-1974 but for his absorption in the regular establishment. In such cases, the gratuity admissible will be paid to the employee at the time of retirement, invalidation or death while in service along with pension and or gratuity for the period of service under the regular establishment.]

Misconduct.

16. The acts and omissions mentioned below by an employee shall constitute misconduct and shall be punishable under these instructions :-

(1) Wilful insubordination or disobedience either individually or in combination with another or other to any lawful order of a superior.

(2) Striking work or inciting others to strike work with another or others in contravention of any law or any rule having the force of law.

(3) Stay-in strike.

(4) Adoption of slowtacts or abatement or instigation thereof.

(5) Theft, fraud or dishonesty in connection with the establishment's work or property or property of the employees.

(6) Taking or giving bribe or any illegal gratification whatsoever or indulging in corrupt practices.

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1. Substituted vide G. A. Department Notification No. 3562, dated the 19th February 1997.

2. Inserted vide G. A. Department Notification No. 8072, dated the 5th April 1978.

(7) Habitual late attendance.

(8) Habitual breach of any standing orders or any other rules of the establishment.

(9) Negligence or neglect of duty malingering or sleeping during duty hours.

(10) Sabotage or wilful damage to or causing loss of the establishment's goods or property or any irresponsible action resulting in damage to any goods or property of the establishment.

(11) Drunkenness, disorderly, insolent or indecent behaviour or any acts subversive of discipline, on the premises of the establishment or at the place of employment or in course of performance of duty.

(12) Conviction by a court of law for a criminal offence involving violence or moral turpitude.

(13) Loitering during duty hours.

(14) Unauthorised absence from the place of duty.

(15) Acceptance of gifts or presentation exceeding Rs. 20 in value from other excepting close relations of the family without permission of the Head of office.

(16) Borrowing money from subordinate employees.

(17) Unauthorised use or unauthorized occupation of the Government quarters or land.

(18) Gambling within the establishment's premises.

(19) Quarrelling and fighting in the establishment's premises.

(20) Smoking is non-smoking areas of the Establishment's premises.

(21) Furnishing false information regarding one's name father's name, age, qualification previous service and address etc. at the time of employment and in course of normal work.

(22) Failure to carry out work in accordance with the instructions given by the officers of the establishment or through delegated authorities.

(23) Hiding away or attempting to hide away any articles or materials of the establishment.

(24) Failure to report at once to his superior any defect which the employee may notice in any equipment connected with his work.

(25) Refusal to accept charge-sheet, order or any other official communication issued by a competent authority.

(26) 'Gherao', 'Dharana', hunger strike, protest, fast work to rule.

(27) Mass casual leave or earned leave.

(28)

Approaching Government and any higher authority without permission of the appointing authority in connection with the terms of his employment, non-employment, transfer, promotion demotion or disciplinary action.

(29) Association with or being a member of any political or communal party or organization or subscribing in aid of or assisting in any other manner any political or communal movement or activity.

(30) Canvassing or interfering or participating otherwise than by voting in election to Parliament, Legislative Assembly or local authorities in which he has a right to vote.

(31) Except with the previous sanction of the head of office, owing wholly or in part, conducting or participating in editing or managing of any newspaper periodical or publication, radio broadcasts, or contributing any article or writing a letter to any newspaper or periodical provided that no such sanction shall be necessary if such contribution to any newspaper or periodical is on a purely literary, artistic or scientific subject and of occasional character.

(32) Engaging directly or indirectly in any trade or business or undertaking any employment with the exception of honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character.

(33) Acquiring or disposing of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family or a benamidar without the Previous sanction of the Head of the Department when any such transaction is conducted otherwise than through a regular or reputed dealer.

(34) Entering into any transaction by way of purchase, sale or otherwise concerning any property exceeding in value of Rs. 200 otherwise than through a reputed dealer, without prior permission of the Head of office.

(35) Failure to furnish true and complete declaration of assets in accordance with prescribed instructions.

(36) Misuse or careless use of amenities provided for him by the establishment to facilitate discharge of his duties.

(37) Wilful absence from duty after expiry of leave.

(38) Any other act or omission, which, in the opinion of the appointing authority offend against the norms of decency, normality, discipline or loyality to the Union or the State Government.

(39) Furnishing false information in the application for post on the basis of which he is appointed.

(40) Joining a lightening strike or acting in furtherance of such a strike.

Penalties.

17. (1) The following penalties may be imposed by the appointing authority on an employee for misconduct as defined in paragraph 16 -

(i) Fine,

(ii) Censure,

(iii) Withholding of increments or promotion,

(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(v) Suspension,

(vi) Reduction to a lower service, grade or post or to a lower time-scale or to a lower stage in time scale.

(vii) Compulsory retirement

(viii) Removal from service which shall ordinarily be a disqualification for future employment.

(2) When the appointing authority is satisfied that there is *Prima facie* evidence of any allegation detailed in Paragraph 16 of these Instructions against a work-charged employee he shall frame charge of such allegation against the delinquent and shall communicate a copy thereof together with the copies of the documents if any, on which the charge is based asking for the explanation in writing of the delinquent within a period of not less than 15 days from the date of receipt of such charge.

After due consideration of such explanation as the delinquent may offer the appointing authority may, if he finds the delinquent guilty of the charge, come to a tentative decision as to the punishment to be imposed on the delinquent and shall issue notice to the delinquent to show cause within a period of not less than 15 days from the date of receipt of such notice as to why the tentative decision shall not be made absolute. After careful consideration of the cause shown, if any by the delinquent, the appointing authority shall take the final decision in the matter of punishment to be imposed on the delinquent :

Provided that if any oral evidence is required to be taken the same shall be taken in presence of the delinquent.

(3) The services of an employee may also be terminated by the appointing authority in the following cases :-

(a) on his attaining superannuation

(b) for continuous absence on grounds of ill health for one year or more

(c) on an employee being declared medically unfit

(4) The services of an employee appointed as a substitute against a suspensioner/leave vacancy may be terminated at any time during such period by giving 7 days notice or 7 days pay in lieu thereof, irrespective of whether the principal employee has or has not returned to duty :

Provided that no such notice or pay in lieu of such notice shall be given when an appointment of a substitute is for a specific period and is terminated in terms of orders of appointment or on the expiry of the specified period of appointment, as the case may be.

(5) The services of employees who are governed by special enactments are liable to be terminated otherwise than by way of punishment as provided in such enactment in addition to the special sub-Paras. (1, 2 & 3) above.

Appeal.

18. (1) No appeal shall lie against any order made by the appointing authority imposing the penalty of fine or censure.

(2) Appeal against orders imposing penalties other than those of fine and censure shall lie before the authority next higher to the appointing authority and the decision of such authority shall be final.

No. 12465/Gen.

GENERAL ADMINISTRATION DEPARTMENT

The 25th April 1989

From

Shri Binoy B. Mishra,

Joint Secretary to Government

To

The Accountant-General

Orissa, Bhubaneswar.

Subject – Age of superannuation of post – Clarification regarding.

Sir,

With reference to your letter No. Pen. 9 – Irrigation – 338, dated 25th November, 1988 on the subject noted above, I am directed to say that the age of superannuation of a particular post is always determined according to classification of posts under Orissa Civil Services (Classification, Control and Appeal) Rules, 1962. This classification has been made in consideration of the job prescribed for the post. The scale of pay of the post held by an employees should not be taken into account in the context of the age of his superannuation. It appears from this Department notification No. 13973, dated 27-7-1968 that the post of Work Sarkar and Amin have been classified as Class III posts whereas the post of Patrol has been classified as Class IV. Hence, the age of superannuation of the post of Patrol should be 60 years according to rule. But in cases of Work Sarkar and Amin, the age of superannuation should be 58 years.

It is further clarified that the age of superannuation of an employee first appointed as Work-charged staff and subsequently brought over to the regular establishment prior to his retirement shall be at par with that of the employee already appointed to work under regular establishment.

This is issued in consultation with Finance Department.

Yours faithfully,

BINOY B. MISHRA

Joint Secretary to Government.

O. G. P. - MP-II-42 (G. A.) - 1, 000-28-6-2002

APPENDICES

Supplementary at :-

* APPENDIX - I

** APPENDIX - II

*** APPENDIX - III

**** APPENDIX - IV

***** APPENDIX - V

APPENDIX I

No. 10237-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

RESOLUTION

The 20th March 2002

Subject – Seniority of the Scheduled Castes and Scheduled Tribes Government servants on promotion by virtue of rule of reservation/roster.

The principle of fixation of *inter se* seniority of General, Scheduled Caste and Scheduled Tribe Government servants in the promotional posts has engaged the attention of the Government for sometime past. Earlier Government in their Resolution No. 39734 (e)-Gen., dated the 2nd November 2000 has adopted the principle of fixation of seniority between General, Scheduled Castes and Scheduled Tribes candidates in the promotional posts in the State Civil Services/posts as an interim measure in pursuance of the guidelines contained in Office Memorandum No. 20011/1/96-Esst. (D), dated the 30th January 1997 and No. 20011/2/97-Estt. (D), dated the 21st March 1997 of the Government of India, Ministry of Personnel, P. G. and Pensions (Department of Personnel and Training). Meanwhile the Government of India, Ministry of Personnel, Public Grievance and Pension (Department of Personnel and Training) in their Office Memorandum No. 20011/1/2001-Estt. (D), dated the 21st January 2002 have decided to negate the effects of the Office Memorandum, dated the 30th January 1997 and 21st March 1997 after amending Article 16 (4-A) of the constitution right from the date of its inclusion in the constitution, i.e., 17th June 1995 with a view to allowing the Government servants belonging to Scheduled Castes and Scheduled Tribes to retain their seniority in the case of promotion by virtue of rule of reservation.

2. In the above premises, the Government after careful consideration, have been pleased to decide to withdraw the G. A. Department Resolution No. 39734 (e),-Gen., dated the 2nd November 2000 along with the previous Resolution No. 21260-Gen., dated the 16th June 2000 and Office Order No. 30083-Gen., dated the

27th July 2000 on the subject. The guidelines issued by the Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training) in their Office Memorandum No. 20011/1/2001-Estt. (D), dated the 21st January 2002 (Copy enclosed) shall be followed in letter and spirit for fixation of seniority of SC/ST Government servants on promotion by virtue of rules of reservation in the State Civil Services/Posts. In other words, consequent upon withdrawal of DOPT O. M. No. 20011-1/1996-Estt. (D), dated the 30th January 1997, read with DOPT. O. M. No. 20011/2/1997-Estt. (D), dated the 21st March 1997, the catch up principle enunciated therein and adopted by the State Government in G. A. Department Resolution No. 39734, dated the 2nd November 2000 shall not be followed any longer. The Government servants belonging to S.Cs./S.Ts. shall retain their seniority in the case of promotion by virtue of rule of reservation. On the other hand the Government servants belonging to General/O. B. C. category promoted later will be placed junior to the S.C./S.T. government servants promoted earlier even though by virtue of the rule of reservation.

3. All the Departments of Government are requested to implement the above decision and issue necessary instructions to all the Heads of Departments, Public Sector Undertakings and other Appointing Authorities under their administrative control for taking immediate action accordingly.

4. This has been concurred in by the Law Department in their U. O. R. No. 363-L., dated the 2nd March 2002.

By order of the Governor

B. C. DAS

Additional Secretary to

Government

No. 20011/1/2001-Estt. (D)

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi, dated the 21st January 2002

OFFICE MEMORANDUM

Subject – Seniority of SC/ST Government servants on promotion by virtue of rule of reservation/roster.

The seniority of a person appointed to a post is determined according to the general principle 5 (i) contained in MHA O. M. No. 9-11/55-RPS., dated the 22nd December 1959 and Para. 2.2 in DOPT O. M. No. 2211-7/86/Estt. (D), dated the 3rd July 1986 read with DOPT O. M. No. 20011-5/90-Estt. (D), dated the 4th November 1992 (copy enclosed). Seniority of such person is determined by the order of merit indicated at the time of initial appointment and seniority of persons promoted to various grades is determined in the order of selection for such promotion. Thus, as per the aforementioned instructions persons appointed through an earlier selection would enbloc be senior to those promoted through subsequent slection.

2. This position was reviewed subsequent to the Judgement of the Supreme Court, dated the 10th October 1995 in the case of Union of India *Vs*. Virpal Singh Chauhan, etc. [JT 1995 (7) SC 231] and it was decided vide DOPT O. M. No. 20011-1/96-Estt. (D), dated the 30th January 1997, to modify the then existing policy by addition of the proviso to general principle 5 (i) contained in MHA (Now DOPT) O. M. No. 9-11/55-RPS, dated the 22nd December 1959 and Para. 2.2 in DOPT O. M. No. 22011-7/786-Estt. (D), dated the 3rd July 1986, which stipulated that if a candidate belonging to the Scheduled Caste or the Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/OBC candidates who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste and the Scheduled Tribe in the immediate higher post/grade.

3. The Government have now decided to negate the effects of the DOPT O. M., dated the 30th January 1997 by amending Article 16 (4-A) of the Constitution right from the date of its inclusion in the Constitution i.e. the 17th June 1995 with a view to allow the Government servants belonging to SCs/Sts. to retain the seniority in the case of promotion by virtue of rule of reservation. In other words, the candidates belonging to general/OBC

category promoted later will be placed junior to the SC/ST Government servants promoted earlier even though by virtue of the rule of reservation.

4. Therefore in pursuance of the aforementioned Constitution (Eighty-fifth) Amendment Act, 2001, it has been decided as follows :

(i) (a) SC/ST Government servants shall, on their promotion by virtue of rule of reservation/roster, be entitled to consequential seniority also; and

(b) the above decision shall be effective from the 17th June 1995

(ii) The instructions contained in DOPT O. M. No. 20011-1/96-Estt. (D), dated the 30th January 1997 as well as the clarifications contained in DOPT O. M. No. 20011-2/97-Estt. (D), dated the 21st March 1997 shall stand withdrawn w.e.f. the 30th January 1997 itself.

(iii) Seniority of Government servants determined in the light of O. M., dated the 30th January 1997 shall be revised as if that O. M. was never issued.

(iv) (a) On the basis of the revised seniority, consequential benefits like promotion, pay, pension, etc. should be allowed to the concerned SC/ST Government servants (but without arrears by applying principle of 'no work no pay').

(b) For this purpose, senior SC/ST Government servants may be granted promotion with effect from the date of promotion of their immediate junior general/OBC Government servants.

(c) Such promotion of SC/ST Government servant may be ordered with the approval of Appointing Authority of the post to which the Government servant is to be promoted at each level after following normal procedure of DPC (including consultation with UPSC).

(d) Except seniority other consequential benefits like promotion, pay, etc. (including retrial benefits in respects of those who have already retired) allowed to general/OBC Government servant by virtue of implementation of O. M., dated the 30th January 1997 and/or in pursuance of the directions of CAT/Court should be protected as personal to them.

5. All Ministries/Departments are requested to bring the above decisions to the notice of all concerned for guidance and compliance. Necessary action to implement the decisions contained in Para. (iii) above may be completed within three months from the date of issue of these instructions and necessary action to implement the decision at Para. (iv) above may be completed within 6 months from the date of issue of these instructions.

6. Hindi verson will follow.

ALOK SAXENA

Deputy Secretary to Government of India

No. 24896-S.C./6-34/2001-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 3rd August 2002

To

All Departments of Government

All Heads of Departments

All Collectors.

Subject – Timely holding of meeting of Departmental Promotion Committee/Selection Board.

It has been noticed that some times Departmental Promotion Committee/Selection Board do not meet in time to select suitable persons for promotion to higher ranks. Consequently a good number of posts in higher ranks remain vacant, which affects the Administration of various programmes.

2. In order to hold the meetings of Departmental Promotion Committee/Selection Board promptly and allow promotions in time, henceforth the following guidelines shall be strictly adhered to:

2.1. After computing the vacancies pertaining to the year, the list of eligible persons shall be prepared in advance before the Departmental Promotion Committee/Selection Board meets. Simultaneously, reports on criminal case/disciplinary proceedings, if any pending against such persons and also their confidential character rolls for the relevant periods shall be called for from the concerned authorities. Necessary compliance shall be made by the concerned authorities to the requisitioning authorities within one month of requisition.

2.2 On receipt of clearance reports on criminal cases/disciplinary proceedings and the confidential character rolls, necessary memorandum/statement to be placed before the Departmental Promotion Committee/Selection Board shall be prepared by the end of the month immediately preceding the month in which the Departmental Promotion Committee/Selection Board shall meet.

2.3. At least three days' notice shall be given to the members while convening the meeting of Departmental Promotion Committee/Selection Board.

2.4. The relevant Cadre rules, the O. C. S. (Criteria for Promotion) Rules, 1992, the O. C. S. (Zone of Consideration) Rules, 1988, the O. R. V. Act, 1975 and rules framed thereunder, the sealed cover procedure prescribed in G. A. Department O. M. No. 3928, dated the 18th February 1994 and subsequent instructions thereon shall be properly kept in view while preparing the memorandum and the same shall also be placed before the Departmental Promotion Committee/Selection Board for correct and fair selection.

S. SRINIVASAN

Special Secretary to Government

APPENDIX II

No. 36908 (e) – SC. 3/34/2002-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 30th November 2002

To

All Departments of Government

All Heads of Departments

All Collectors.

Subject – Framing of charges in major penalty proceedings U/R 15 (2) of the O. C. S. (C. C. & A.) Rules, 1962 – Use of standard Forms regarding -

The Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 U/R 15 envisages detailed procedures regulating imposition of major penalty on a Government servant. Sub-rule (2) of the said Rule implies that the disciplinary authority shall frame definite charges on the basis of allegations on which the inquiry is to be conducted and that the charges together with a statement of allegations shall be communicated to the Government servant calling upon him to submit his written statement of defence within a specified time.

Instances have come to the notice of Government that charge-sheet in major penalty proceedings are at present being drawn up by the disciplinary authorities using non-standard forms which vary from one another. With a view to ensuring uniformity in all such major penalty proceedings, it has been decided to follow the enclosed standard form comprising four parts viz (i) memorandum, (ii) Articles of charge, (iii) Statement of imputation of misconduct and (iv) Memos. of evidence. This form and format should be uniformly adopted in future.

It is requested that all the disciplinary authorities should strictly adhere to the above standard forms henceforth. All subordinate offices functioning under their control may be informed accordingly.

R. N. BOHIDAR

Special Secretary to Government

MEMORANDUM

No…… Date ……

Shri …… is hereby informed that it is proposed to hold an inquiry against him under Rule 15 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962. The substance of the imputations of misconduct in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct in support of the articles of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained is also enclosed (Annexure-III).

2. Shri ……..….. is directed to submit his written statement of defence within 30 days from the date of this memorandum and also to state if he desires to be heard in person.

3. He may peruse the relevant records in the office of the …….. and take relevant extract thereof to submit his written statement of defence with permission from the competent authority.

4. If he fails to submit his written statement of defence within the stipulated period of 30 days from the date of receipt of this memorandum, it will be presumed that he has no explanation to offer and action will be taken as deemed proper *ex parte*.

5. The receipt of the memorandum should be acknowledged by him.

*****

By order of the Governor
Secretary to Government
or
Designation of the Disciplinary/Authority

---

* To be used in cases where the Appointing/Disciplinary Authority are the Government.

ANNEXURE I
ARTICLES OF CHARGE

Shri …….. has been committed following irregularities :-

*(That
…….
……)

Thus the following articles of charge are framed against him for violation of Rule …… of the Orissa Government Servant's Conduct Rules, 1959.

I.

II.

III.

---

* Definite and distinct articles of charge drawn from substance of imputations of misconduct or misbehaviour.

ANNEXURE II

STATEMENT OF IMPUTATIONS OF MISCONDUCT

Statement of imputations of misconduct in support of the articles of charge framed against Shri……. (name and designation of the Government servant).

*** Article I**

*** Article II**

*** Article III**

---

* Statement of all relevant facts in support of each articles of charge.

ANNEXURE III

MEMOS. OF EVIDENCE

Articles of Charge	Documents by which the charge is proposed to be sustained	Witness by whom the charge is proposed to be sustained
1.		
2.		
3.		

No. 36911 (e) – SC. /3-34/2002-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 30th November 2002

To

All Departments of Government

All Heads of Departments

All Collectors.

Subject – Suspension of Government Servant U/R 12 (2) of the O. C. S. (C. C. & A.) Rules, 1962 – Use of prescribed forms regarding -

Elaborate provisions have been envisaged under rule 12 in Chapter IV of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 on placing a Government Servant under suspension. In order to ensure that orders of suspension so made under these rules are comprehensive and consistent in each case, all Departments of Government have been provided with model standard Forms i.e. Form No. I and Form No. II under clauses (a) and (b) respectively of sub-rule (1) and Form No. III under sub-rule (2) of Rule 12 vide G. A. Department letter No. 12429/Gen., dated the 27th May 1993, (copy along with copies of Forms I, II, and III enclosed) for guidance. But instances have come to the notice that the said Forms are not being strictly adhered to while issuing orders of suspension.

It is therefore, impressed upon all the Administrative Departments/Heads of Departments/Collectors to use the said prescribed Forms while placing a Government Servant under suspension henceforth.

This may also be brought to the notice of all subordinate authorities working under their control.

R. N. BOHIDAR

Special Secretary to Government

No. 12429– SC/3-4/92-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 27th May 1993

To

All Departments of Government.

Subject – Suspension of Government Servants circulation of forms under Rule 12 of O. C. S. (C. C. & A.) Rules, 1962.

The undersigned is directed to send herewith three draft forms i.e. Form No. I under clause (a), Form No. II under clause (b) both under sub-rule (1) of Rule 12 and Form No. III under sub-rule (2) of Rule 12 of O. C. S. (C. C. & A.) Rules, 1962 for their information and guidance.

M. B. K. RAO

Deputy Secretary to Government

FORM NO. I

OFFICE ORDER

WHEREAS a disciplinary proceeding against Shri …… …… (name and designation of the Government Servant) is contemplated/pending, NOW, THEREFORE, the Governor of Orissa/the Appointing Authority/the Competent Authority, in exercise of the powers conferred by clause (a) of sub-rule (1) of Rule 12 of the Orissa Civil Services (Classification Control and Appeal) Rules, 1962, hereby places the said Shri…… …… under suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force, the Headquarters of Shri……... (name and designation of the Government Servant) shall be ……. (name of the place) and the said Shri …… shall not leave

the Headquarters without obtaining the previous permission of the undersigned/Competent Authority and he shall be entitled to the payment of subsistence allowance in accordance with Rule 90 of the Orissa Service Code.

*

By order of the Governor
Secretary to Government
or
Designation of the Suspending Authority

---

* To be used in cases where the Appointing/Disciplinary Authority are the Government.

FORM NO. II

OFFICE ORDER

WHEREAS a case against Shri ……. ……. (Name and designation of the Government Servant) in respect of any Criminal Offence is under investigation/inquiry/trial. NOW, THEREFORE, the Governor of Orissa/the Appointing Authority/the Competent Authority, in exercise of the powers conferred by clause (b) of sub-rule (1) of Rule 12 of the Orissa Civil Services (Classification Control and Appeal) Rules, 1962, hereby places the said Shri…… …… under suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force, the Headquarters of Shri…….. (Name and designation of the Government Servant) shall be ……. (Name of the place) and the said Shri …… shall not leave the Headquarters without obtaining the previous permission of the undersigned/Competent Authority and he shall be entitled to the payment of subsistence allowance in accordance with Rule 90 of the Orissa Service Code.

*

By order of the Governor
Secretary to Government
or
Designation of the Suspending Authority

---

* To be used in cases where the Appointing/Disciplinary Authority are the Government.

FORM NO. III

OFFICE ORDER

WHEREAS a case against Shri ……. ……. (Name and designation of the Government Servant) in respect of any Criminal Offence is under investigation, and Whereas the said Shri …….. …….. was detained in custody on ……. for a period exceeding forty-eight hours.

NOW, THEREFORE, the said Shri …… is deemed to have been suspended with effect from the date of detention i.e., the …….

…….. in terms of sub-rule (2) of Rule 12 of the Orissa Civil Services (Classification, Control and Appeal) Ruls, 1962 and shall remain under suspension until further orders.

*

By order of the Governor

Secretary to Government

or

Designation of the Suspending Authority

---

* To be used in cases where the Appointing/Disciplinary Authority are the Government.

APPENDIX III

No. 8596-2M-64/93-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

The 2nd May 1994

To

All Departments of Government

All Heads of the Departments

All District Offices.

Subject – Action against Government servants to be taken if they are later found ineligible or unqualified for their initial recruitment.

It has been brought to the notice of Government that in some cases Government servants are appointed to different posts/services without possessing the requisite qualifications prescribed for the said post by furnishing false information or producing false certificate.

2. A question has now arisen as to whether a Government servant can be discharged from service where it is discovered later that the Government servant was not qualified or eligible for his initial recruitment in service. the Supreme Court in its judgement in the District Collector, Vizianagaram *Vs*. M. Tripura Sundari Devi [1990 (4) SLR 237] went into this issue and observed as under :-

"It must further be realized by all concerned that when an advertisement mentions a particular qualification and an appointment is made in disregard of the same, it is not a matter only between the appointing authority and the appointee concerned, the aggrieved are all those who had similar or better qualifications them the appointee or appointees but who had not applied for the post because they did not possess the qualifications mentioned in the advertisement. It amounts to a fraud on public to appoint a person with inferior qualifications in such circumstances unless it is clearly stated that the qualifications are relaxable. No Court should be a party to the perpetuation of the fraudulent practice."

3. Government after careful examination and in consultation with the Law Department have decided that whenever it is found that a Government servant, who was not qualified or eligible in terms of the recruitment rules, etc. for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he should not be retained in service. If he is a probationer or a temporary Govt. servant, he should be discharged or his services should be terminated. If he has become a permanent Government servant, an inquiry as prescribed under Rule 15 of O. C. S. (C. C. & A.) Rules, 1962 may be conducted and if the charges are proved, the Government servant should be removed or dismissed form service. In no circumstances should any other penalty be imposed.

4. Such discharge, termination, removal or dismissal from service would, however, be without prejudice to the right of the Government to prosecute such Government servants.

5. All Departments/Heads of Departments/Collectors are requested to bring the above to the notice of all concerned for information and necessary action.

The receipt of the letter may kindly be acknowledged.

PRITIMAN SARKAR

Special Secretary to Government

APPENDIX IV

No. 7902-O. S. S. C. - 30/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 2nd March 2001

In exercise of the powers conferred by the proviso to Rule 4 of the Orissa Staff Selection Commission Rules, 1993, the Governor of Orissa has been pleased to include in the list, the post of Inspector of Supplies under schedule I appended to the Orissa Staff Selection Commission (Amendment) Rules, 1998 as follows :-

In the said schedule in serial No. 8 against the Department "Food Supplies and Consumer Welfare" the following post shall be added in column (3), namely :-

"3. Inspector of Supplies."

By order of the Governor

U. N. BEHERA

Special Secretary to Government

No. 7906-O. S. S. C. - 23/2000-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 2nd March 2001

In exercise of the powers conferred by the proviso to Rule 4 of the Orissa Staff Selection Commission Rules, 1993, the State Government do hereby include in the list, the posts of Gram Panchayat Extension Officer and Progress Assistant under schedule I appended to the Orissa Staff Selection Commission (Amendment) Rules, 1998 as follows :-

In the said schedule in serial No. 16 against the Department "Panchayati Raj" the following posts shall be added in column (3), namely :-

"1. Gram Panchayat Extension Officer

2. Progress Assistant."

By order of the Governor

U. N. BEHERA

Special Secretary to Government

No. 20925-O. S. S. C. - 53/2002-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 1st July 2002

In exercise of the powers conferred by the proviso to Rule 4 of the Orissa Staff Selection Commission Rules, 1993, the State Government do hereby include in the list, the posts of Homoeopathic medical Officers

(H.M.O.) and Ayurvedic Medical Officer (A. M. O.) under schedule I appended to the Orissa Staff Selection Commission (Amendment) Rules, 1998 as follows :-

In the said schedule in serial No. 10 against the Department "Health & Family Welfare" the following posts shall be added in column (3), namely :-

"3. Homoeopathic Medical Officer

4. Ayurvedic Medical Officer."

By order of the Governor
U. N. BEHERA
Special Secretary to Government

APPENDIX V

No. 22392-O. & M. – 4-8/97-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 3rd August 1999

Subject – Large scale transfer of Group 'C' officers.

The undersigned is directed to say that instance of large scale transfers, in some Departments of Group 'C' Officers of Government, thereby causing serious difficulties, both financial and physical to the low paid employees, have come to the notice of the Government. Analysis of some of these cases reveal that almost all such transfers have been ordered in the Administrative Departments and that the functions of the appointing authority or of the delegated Authorities have been taken over by the Departments of government. Such upward withdrawal of powers has resulted in longer chains of transfer, often not warranted by administrative expediency and sometime involving employees who have not even served a year at the previous station. Such transfers done in the Administrative Departments give raise to certain complications like :-

(a) loss of the line of command because the transferred employee comes to believe that he (she) can easily bypass the controlling authority in the field formation, and

(b) a longer chain of transfers in which a number of unwilling or suffering employees go on leave thereby leaving some posts vacant for long periods, and

(c) the dust thrown up by large scale transfers does not settle down for months together and employees throng the Secretariat corridors to modify/cancel their postings, and

(d) the bills on account of their Transfer Travelling Allowance go on mounting and remain unpaid for years together for want of adequate allotment under T. A. head and when paid, it makes a heavy burden on the budget.

All Departments are therefore, impressed upon that the existing delegation of powers in respect of transfers and postings exercisable by authorities as per Orissa Service Code, read with Appendix I thereof, must be respected. Departments which have not made delegation should work out the same. The number of functionaries transferred should be confined to the barest minimum. No transfer should take place after 15th August 1999 ordinarily. Any deviation from these instructions without prior approval of the Chief Minister would be seriously viewed.

SAHADEV SAHOO
Chief Secretary, Orissa

No. 21642-O. & M. – 9/2002-Gen.

GOVERNMENT OF ORISSA

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 6th July 2002

Subject – Transfer Policy.

Subsequent to the issue of General Administration Department Office Memorandum No. 14357-Gen., dated the 30th April 2001 regarding transfer policy of Government servants, certain doubts have arisen in different quarters regarding implementation of transfer policy 2001-2002 for the current year (2002-2003).

It is clarified that the directives issued in G. A. Department O. M. No. 14357-Gen., dated the 30th April 2001 hold good in all respects for the current year, i.e., 2002-2003 and subsequent years, unless and otherwise any modification to this effect is issued by G. A. Department.

S. SRINIVASAN
Special Secretary to Government

CENTRAL SECRETARIAT

MANUAL

OF

OFFICE PROCEDURE

FOURTEENTH EDITION

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF ADMINISTRATVE REFORMS AND PUBLIC GRIEVANCES

MAY 2015

(website: www.darpg.nic.in)

IMPORTANT WEBSITES

1.President Secretariat : www.rashtrapatisachivalaya.gov.in

2.Prime Minister's Office : www.pmindia.gov.in

3.Cabinet Secretariat : www.cabsec.nic.in

4.Department of Administrative Reforms & Public Grievances : www.darpg.nic.in

5.Ministry of Personnel, Public Grievances & Pensions : www.persmin.nic.in

6.Ministry of Finance : www.finmin.nic.in

7.Ministry of Home Affairs : www.mha.nic.in

8.National Informatics Centre : www.nic.in

9.National Archives of India : www.nai.nic.in

डॉ० जितेन्द्र सिंह
राज्य मंत्री (स्वतंत्र प्रभार)
उत्तर पूर्वी क्षेत्र विकास मंत्रालय,
राज्य मंत्री, प्रधान मंत्री कार्यालय,
कार्मिक, लोक शिकायत एवं पेंशन मंत्रालय,
परमाणु ऊर्जा विभाग तथा अंतरिक्ष विभाग,
भारत सरकार

सत्यमेव जयते

Dr. JITENDRA SINGH
Minister of State (Independent Charge),
Ministry of Development of North Eastern Region,
Minister of State, Prime Minister's Office,
Ministry of Personnel, Public Grievances and Pensions,
Department of Atomic Energy and Department of Space,
Government of India

MESSAGE

I am immensely pleased to note that the Department of Administrative Reforms & Public Grievances is bringing out the 14th Edition of the Central Secretariat Manual of Office Procedure (CSMOP). One of the important agenda of the Government is "Minimum Government & Maximum Governance". The revised edition of the CSMOP has been prepared with that endeavour in mind. The provisions of the revised CSMOP instills a greater sense of responsiveness, accountability, transparency and public service excellence in the current system of governance and also fulfill the need for further simplifying the government procedures and processes.

I am sure that the Manual would be of help to all who serve in the Central Secretariat to increase their efficiency & effectiveness and remove a lot of red tape, for which we are charged. I am sure that the Manual will form the backbone of process management in our offices and make office work speedier and rewarding for all the stakeholders.

(Dr. Jitendra Singh)
MBBS (Stanley, Chennai)
Medicine, Fellowship (AIIMS, NDL)
MNAMS Diabetes & Endocrinology

Vigyan Bhavan Annexe,
Maulana Azad Road, New Delhi-110011
Tel. : 011-23022400, 23022401,
Fax : 011-23062754

South Block, New Delhi-110011
Tel. : 011-23010191 Fax : 011-23017931
North Block, New Delhi-110001
Tel. : 011-23092475 Fax : 011-23092716

FOREWORD

The Department of Administrative Reforms & Public Grievances (DAR&PG) in the Ministry of Personnel, Public Grievances & Pensions, as nodal Government agency, is charged with the responsibility of prescribing procedures for secretariat work. The existing Central Secretariat Manual of Office Procedure (CSMOP) is bulky and as such often remains unread. The DAR&PG has reviewed the 13th Edition of the CSMOP, which was brought in October, 2010 and revised it in consultation with all the Central Ministries/Departments.

The revised 14th Edition of CSMOP, which is being brought out by DAR&PG has done away with a number of entries which existed earlier and now can be easily obtained from the websites of various Ministries/Departments. We have also done away with a number formats of the Appendixes and have left it to the discretion of the Ministries/Departments to adopt the same catering to their requirements.

The overall aim is to increase productivity in work and make the administration more responsive. Efforts have been made to maintain concordance between organizational goals, procedures of work and functionaries entrusted with the responsibility of discharging them.

For those who are working in the Government and for future entrants, the Manual will be an invaluable source of training, guidance and reference.

(**ALOK RAWAT**)
Secretary
Department of Administrative Reforms
& Public Grievances
Ministry of Personnel,
Public Grievances & Pensions,
Government of India

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CHAPTER-I

INTRODUCTION

The efficiency of an organization depends largely on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in a government organization can be judged by their ability to dispose of matters – mostly receipts, cases etc. with speed and quality, following the procedures prescribed for the purpose. The ultimate object of all Government business is to meet the citizens' needs and further their welfare. At the same time, those who are accountable for fair conduct of business have to ensure that public funds are managed with utmost care and prudence. It is, therefore, necessary, in each case, to keep appropriate record not only of what has been done but also of why it was so done.

The procedures prescribed in the Central Secretariat Manual of Office Procedure (CSMOP), attempt to balance the conflicting considerations of speed, quality, transparency and propriety. In a dynamic context, this balance cannot be rigidly or permanently fixed. Every rule and step in the procedure must serve a definite purpose.

The First Edition of the CSMOP was published in March, 1955 and since then it has been updated from time to time to take care of the changing scenario. The 13th Edition of the CSMOP came in the month of September, 2010. This edition of the CSMOP is quite voluminous and hence it does not receive the required attention of Government Employees to read it. The edition of the CSMOP which is being brought is the 14th in the series. A number of entries which existed in the earlier CSMOPs and are also available in different documents & manuals specific to the subject have been removed. The new CSMOP has been prepared with a view to remove redundancy, duplication and also doing away with a number material which can easily be taken from the various Government websites.

It is expected that the revised 14th Edition of CSMOP, which has a lesser number of pages in comparison to the earlier CSMOPs will receive greater attention by the Government officials and the work will be performed in a systematic and faster manner.

CHAPTER II

DEFINITIONS

Definitions – The Definitions of some of the terms used in the Manual are:-

(1) 'Appendix to correspondence/file':

Detailed/lengthy enclosures to a communication/file.

(2) 'Branch' – the Unit of a Division and may comprise a couple of Sections/Units/Cells.

(3) 'Branch Officer' for a section – the officer who is directly above the section in the line of control of execution of work.

(4) 'Case' – a current file or a receipt together with other related papers, if any.

(5) 'Central receipt and issue section' - A unit within a department consisting of the central registry and the central issue section.

(6) 'Classified dak' – dak bearing a security grading – confidential, secret etc..

(7) 'Correspondence portion' – the portion of file containing 'receipts' and 'office copies of the communications issued from the file include self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.

(8) 'Current file' – A file on which action is not yet complete.

(9) 'Dak' – All communication received/issued by an office/department.

(10) 'Dealing hand' – Any functionary entrusted with initial examination.

(11) 'Department' – Any of the Ministries, Departments, Secretariats and Offices mentioned in the First schedule to the Government of India (Allocation of Business) Rules, 1961, as amended from time to time.

(12) 'Departmental instructions' – Instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.

(13) 'Departmental Record Officer (DRO)' – Officer nominated under the Public Records Act 1993.

(14) 'Desk'- A unit within a department with a specific task assigned to it.

(15) 'Desk functionary' – A functionary assigned with a defined sub-function or activity in the charge of desk.

(16) 'Diarist – a functionary within a section charged with the responsibility inter-alia of maintaining the Section diary.

(17) 'Diary number' – The serial number assigned to a receipt in the Section diary/personal staff of officers followed by code letters identifying the Section Diary ('H' for section diary for Hindi receipt and 'O' for section diary for other receipts)/officers' designation, the year and the abbreviated symbol of the section e.g., 205-H/2010-O&M or 123-O/DS(O&M)/2010.

(18) 'Division' – A unit of a wing within a Department. A division may comprise of branches/Sections.

(19) 'Docketing' – Making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.

(20) 'File' – a collection of papers on a specific subject, assigned a number and consisting of one or more of the following parts:

(a) Notes; (b) Correspondence; (c) Appendices to Notes/ correspondence.

(21) 'Fresh Receipt (FR)' – Any subsequent receipt on a case which brings in additional information.

(22) 'Information and Facilitation Counter (IFC)' – A Facilitation counter, to provide information/assistance to the citizens/clients about the programmes, schemes, status of cases, applications, etc.

(23) 'Issue' – A communication issued in a case.

(24) 'Messenger Book' – A record of particulars of despatch of non-postal communications and their receipt by the addressees.

(25) 'Minute' – a note recorded by the President, the Vice-President, the Prime Minister or a Minister.

(26) 'Night Duty Clerk' – A functionary on duty outside office hours who performs the functions of the central receipt and issue section during such hours.

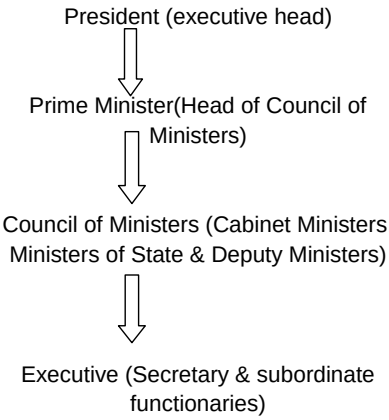
(27) 'Note' - The remarks recorded on a case to facilitate its examination and decision.

(28) 'Paper Under Consideration (PUC)' – A receipt pertaining to a case, the consideration of which is the subject matter of the case.

CHAPTER III

STRUCTURE OF THE GOVERMENT OF INDIA

1. **Government**: The structure of the Government is as under.



2. **Allocation/Transaction of government business**

The Government of India (Allocation of Business) Rules, 1961 hereinafter referred to as AOB Rules (as amended from to time) allocates the business of government amongst its various Ministries/Departments. The Government of India (Transaction of Business) Rules, 1961 and hereinafter referred to TOB Rules (as amended from to time) seeks to define the authority, responsibility and obligations of each Ministry/Department, Cabinet & its Committees and the Prime Minister of India (Rule 12 of TOB). The AOB and TOB rules are available on the website of Cabinet Secretariat www.cabsec.nic.in.

3. **Ministry/Department** – A Ministry/Department is responsible for formulation of policies of the Government in relation to the subjects allocated to it under AOB rules and also for the execution, monitoring and review of those policies.

(i) **Attached Offices** provide detailed executive directions required in the implementation of the policies, as laid down from time to time by the Ministry/Department to which they are attached. They also serve as a repository of information and also advise the department on various aspects of matter dealt with

by them (e.g. Central Public Works Department, Central Water Commission, Central Electricity Authority, Directorate General of Foreign Trade, Directorate General of Factory Advice & Labour Institutes etc.).

(ii) **Subordinate Offices** generally function as field establishments or as agencies responsible for the detailed execution of the policies of the government. They function under the direction of an attached office, or where the volume of executive direction involved is not considerable, directly under a department. In the later case, they assist the Departments concerned in handling executive & technical matters in their respective fields of specialization (e.g. service centre of CPWD, CGHS dispensary, Directorate General of Mines & Safety etc.)

4. **Constitutional Bodies** – such bodies as are established under the provisions of the Constitution of India (e.g. Union Public Service Commission, Election Commission, Comptroller and Auditor General of India, National Commission for Woman etc.).

5. **Statutory Bodies** – such bodies as are established under a statute or an Act of Parliament (e.g. Central Vigilance Commission, Central Information Commission, Central Board of Film Certification, National Commission for Backward Class etc.).

6. **Autonomous Bodies** – such bodies as are established by the Government to discharge the activities which are related to governmental functions. Such bodies are given autonomy to discharge their functions in accordance with the Memorandum of Associations (e.g. Indian Military Academy, National Institute of Fashion Technology, Indian Institute of Technology, Central Silk Board etc).

7. **Public Sector Undertakings** – Public Sector Undertakings have been set up by Government in the form of companies or corporations in which the majority shares are held by the President of India or his nominees and are managed by Board of Directors, which includes officials and non-officials (BHEL, NTPC, ONGC etc.). Some of them may have also been formed as a result of takeover, nationalization etc. of erstwhile private companies (Indo Burma Petroleum, Balmer Lawrie & Company Limited, Burn Standards Company Limited, Braithwaite & Company Limited etc.)

8. **Functions at various levels**

(a) **Secretary** – A Secretary to the Government of India is the administrative head of the Ministry or Department, who is the principal adviser to the Minister on all matters of policy and the administration within the Ministry/Department.

(b) **Special Secretary/Additional Secretary/Joint Secretary** - One or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, in-charge of each wing under the charge of Secretary.

(c) **Director/Deputy Secretary** – Director/Deputy secretary holds the charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under the charge.

(d) **Under Secretary** – An Under Secretary is in-charge of the Branch in the Ministry/Department consisting of one or more Sections.

(e) **Section Officer -** A Section Officer is the in-charge of a Section who has to ensure efficient and expeditious disposal of work, recording and weeding out, indexing and digitization. For this, they shall take all necessary steps including (i) distribution of work among the staff as evenly as possible; (ii) training, helping and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; (v) maintenance of a list of residential addresses of the Staff (vi) submit receipts which should be seen by Branch Officer/Higher officer at dak stage; (vii) dispose of routine cases*, issue reminders, obtain or supply factual non-classified information; (viii) take intermediate routine action; (ix) keep a track of all judicial/quasi-judicial matters where the issues being dealt with by the section are involved; (x) record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer.

*'**Routine cases**' will be decided by Departmental instructions.

(f) **Desk Officer** – A Section Officer may be designated as Desk Officer, who is to function as per powers delegated by the Ministries/Departments like signing financial sanctions, affirming affidavits in court etc.

(g) **Dealing Hands** – Assistants and Upper Division Clerks are two different types of Dealing Hands(DH), who are responsible for:-

(i) Opening, maintenance and custody of files; (ii) put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts ; (iii) go through the receipts and ensure that the receipts, with urgency grading, are dealt with first; (iv) move the receipt to a file; (v) if a file exists for this receipt, add the receipt to the existing file; (vi) in case a file does not exist, a file will be opened; (vi) DH will add the data/metadata required for creating a new file. A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file; (vii) reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt. (viii) DH will have to give a serial number and page number to all the letters received and issued.

In an electronic environment, the system will automatically assign a new serial number to the receipt, which will be visible on the top centre of all the pages of the receipt. The system will also automatically assign a new page number to each page of the receipt, which will be visible on top right hand corner of the page; (ix) link related file, if any. In an electronic environment, with the help of knowledge management, and collaboration/interaction tools in the system, search and link other e-files or documents, if any, referred to in the receipt, or having a bearing on the issues raised therein; (x) identify and examine the issues involved in the case and record a note; (xi) submit the case to the appropriate higher officer; and (xii) in an electronic environment metadata may be used for such purposes.

(h) **Personal Staff Members of Officers (PSMs) – Staff Officer/Senior Principal Private Secretary/Private Secretary/ Personal Assistant/Stenographer.**

(i) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer; (ii) managing of appointments/engagements; (iii) attending to the telephone calls and receiving visitors; (iv) maintaining the papers required to be retained by

the officer; (v) destroying by shredding/burning the stenographic record of the confidential and secret letters; and (vi) assisting the officer in such a manner as she/he may direct.

(i) **Lower Division Clerk (wherever it exists)/Multitasking Staff (MTS).**

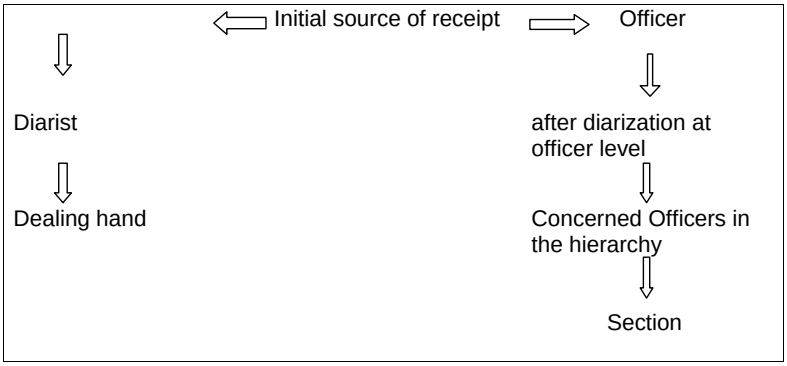
(i) Registration of dak; (ii) maintenance of Section Diary and File Movement Register; (iii) typing, comparing, photocopying, faxing, e-mailing etc.; (iv) performing the task of a dealing hand; and (v) any other official task assigned.

Note : Duties of untrained Multi Tasking Staff (MTS) have been provided at Annexure-II of the Department of Personnel & Training's O.M. No.AB-14017/6/2009-Estt (RR) Dated 30th April, 2010 at website (www.persmin.nic.in)

CHAPTER IV

MANAGEMENT OF DAK

Movement of inward receipts



9. **RECEIPT OF DAK-**

(i) (a) During office hours, the entire dak of the department including that addressed to Ministers/Officers by name will be received in the Central Registry(CR) or Information Facilitation Counter(IFC). Where, however, immediate/important dak addressed to Ministers/Officers by name is sent through special messenger directly, it will be received by them or their personal staff.

(b) In case, an officer is on leave or on training/tour or having retired or left the office after completion of his tenure, the incumbent or the personal staff concerned or the link officer or the officer just below the officer concerned, dealing with the subject will receive the immediate/important references, except confidential letters for which link officer arrangement will be utilized. In case none of the above mentioned officers are in position, the CR will receive such letters.

(ii) Outside the office hours, dak will be received by the addressee himself at his residence if marked 'Immediate' and addressed by name. In all other cases, dak will

be received, outside office hours by:-

(a) the night duty clerk of the Department concerned; or

(b) where no such arrangements exist, by the officer designated by the Department concerned to receive such dak.

(iii) E-mails received in the Department will be downloaded centrally by the Department and forward the same to the officer concerned. E-mails addressed to Ministers/Officers will be downloaded by them or their personal staff.

10. **Acknowledgement of dak** – the receipt of dak, in person, will be acknowledged by the recipient signing his name in full and in ink with date and designation. In e-office acknowledgement will be self generated.

11**. Registration of dak** –

(i) All covers, except those addressed to Ministers/Officers by name or those bearing a security grading, will be opened by the Central Registry (CR)/Information Facilitation Centre (IFC).

(ii) All opened dak as well as the covers of unopened, classified dak, will be date-stamped in a format suitable to the Ministry/Department concerned with details including name of the Ministry/Department, Date of Receipt, C.R./I.F.C. Number, Section Diary Number.

(iii) The physical dak (including the fax messages) would be received by various functionaries (e.g. C.R. Unit or the personal staff of the officer concerned). It shall be the responsibility of the functionary who first receives the physical dak, to diarize it (in case the enclosures are missing, the concerned official shall take action telephonically or in writing or electronically to obtain the enclosures from the sender, preferably in the electronic form). Where voluminous books, papers, etc. are sent as an Annexure, the sender may be requested to send a soft copy.

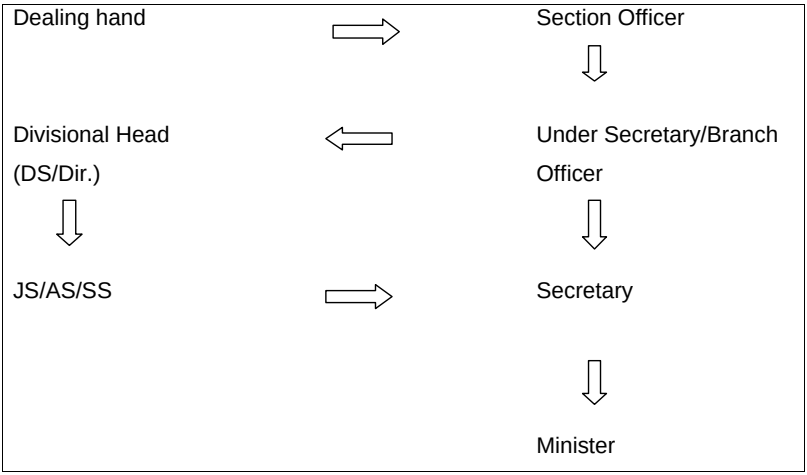
12. **Distribution of dak-**

The receipts may be forwarded to the officer/section concerned. In case of ambiguity, the correspondence may be forwarded as per the instructions of the appropriate authority.

CHAPTER V

FILE MANAGEMENT

Movement of files



13. **Standard Process Sheets -** For dealing with cases of repetitive nature e.g. leave sanction, GPF Advances, HBA etc., standard process sheets may be devised by the respective Ministries/Departments. No notes need be recorded in such cases.

14. **Level of disposal and channel of submission -**

(i) Each Ministry/Department shall lay down a detailed scheme of delegation at all levels so that the decision making takes place at the most appropriate level. This shall be updated from time to time and placed in public domain.

(ii) The number of levels through which a file passes for a decision shall not exceed four.

(iii) Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration.

(iv) In case of urgent matters, the decisions may be conveyed directly to the officer concerned for implementation, who after doing the same, shall bring it to the notice of the levels of officers, that have been jumped in the hierarchy.

15. **Guidelines for noting -**

(i) All notes shall be concise and to the point. Additional material, if any, may be placed in the appendix. Black or Blue ink shall be used by all categories of staff and officers. In case of hand written noting, only black or blue ink shall be used.

(ii) The dealing hand shall append full signature, name and date on the left below the note. An officer shall append full signature on the right hand side of the note with name, designation and date. In an electronic environment digital signature will be appended at each level.

(iii) While preparing/submitting Notes for the Cabinet/Cabinet Committees/Groups of Ministers & Committee of Secretaries, constitution/reconstitution of High-level Commissions/Committees, the format prescribed in Cabinet Secretariat website (www.cabsec.nic.in) (as amended from time to time) may be followed.

16. **Modification of notes or orders -**

(i) Senior officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes.

(ii) Pasting over a note or a portion of it to conceal, shall not be done. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

(iii) Where a final decision already communicated to a party is found later on to have been given on a mistaken ground or incorrect facts or wrong interpretation of rules due to misunderstanding, such withdrawal may have also legal implications. In all such cases, in addition to consulting the Ministry of Law, wherever necessary,

such a withdrawal should be permitted only after the approval of an officer higher than the one, who took the original decision, has been obtained and reasons for the reversal or modification of the earlier decision have been duly recorded on the file.

17. **Noting on files received from other departments -**

(i) If the reference seeks the opinion, ruling or concurrence of the receiving Department and requires detailed examination, such examination may be done separately through routine notes on a separate file (which will be created by the receiving Department). Only the final result will be recorded on the file by the officer concerned.

(ii) The receiving Department shall open subject-wise file each year in which such routine notes will be kept. The inter-departmental note recorded on the file of the originating department will bear the subject file number to facilitate retrieval for future reference and storage in electronic environment.

(iii) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the received file straightway.

(iv) Where a note is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned, in the note to be recorded on the file of the originating Department.

18**. Aids to processing -**

Each section shall keep in the knowledge management system of the Department the following records/electronic records for important subjects dealt with by it:

(a) precedent book;

(b) standard process sheets; and

(c) transcripts of important discussions and minutes.

(d) copies of Acts, rules, orders and instructions concerning the subjects dealt with each Department shall be maintained both in physical form

as well as on the website.;

(e) Guard file.

19. **Oral discussions -**

(i) All points emerging from discussions (including telephonic discussions) between two or more officers of the same Department or from discussions between officers of different Departments, and the conclusions reached shall be recorded precisely on the relevant file at the earliest, by the officer authorizing action.

(ii) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them.

20. **Oral instructions by higher officers -**

(i) Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which the officer or subordinate has powers to decide, the subordinate shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, they should follow it up by a written confirmation at the earliest.

(ii) When an officer is acting under instructions of an official superior, he shall obtain the directions in writing wherever practical before carrying out the instructions. Where it is not possible to do so, he shall obtain written confirmation of the directions, as soon thereafter as possible. If the officer giving the instructions is not the immediate official superior but is one higher to the latter in the hierarchy, the officer shall bring such instructions to the notice of the immediate superior at the earliest, and thereafter the latter will obtain the written confirmation of the directions from the senior officer who gave the instructions.

21. **Oral orders on behalf of or from Minister**:-

(i) Whenever a member of the personal staff of a Minister communicates to any officer an oral order on behalf of the Minister, it shall be confirmed by her/him in writing, immediately thereafter.

(ii) If any officer receives oral instructions from the Minister or from her/his

personal staff and the orders are in accordance with the norms, rules, regulations or procedures they should be brought to the notice of the Secretary (or the head of the department where the officer concerned is working in or under a non-secretariat organization).

(iii) In all cases of oral/orders which are not in accordance with the norms, rules, regulations or procedures, clear orders from the Secretary (or the head of the department in case she/he is working in or under a non-secretariat organization) should be sought about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.

(iv) In rare and urgent cases when the Minister is on tour/is unwell and the approval has to be taken urgently on telephone, the decision of the Minister shall be conveyed by the Private Secretary. In such cases, confirmation of Minister shall be obtained, subsequently at the earliest.

22. **Confirmation of oral instructions -**

(i) If an officer seeks confirmation of oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

(ii) Receipt of communications from junior officers seeking confirmation of oral instructions shall be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

23. **Filing of papers -**

(i) Papers required to be filed will be punched neatly on the left hand top corner and tagged onto the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from right to left.

(ii) Both `notes portion' and `correspondence portion' will be placed in a single file cover.

(a) Left end of tag in the note portion will be tagged on to the left side of the file cover and right end of the tag will remain as such i.e. untagged.

(b) In the case of correspondence portion, right side of the tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e. untagged.

(iii) Reference to previous communications should invariably indicated in the fresh receipt, if there is a mention about it.

(iv) (a) If the file is not bulky, appendix to notes and appendix to correspondence may be kept along with the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.

(b) If the file is bulky, separate file covers may be used for keeping appendix to notes and appendix to correspondence.

(v) When the 'notes' plus the `correspondence' portion of the file become bulky (say exceeds 150-200 pages), it will be marked `Volume I'. Further papers on the subject will be added to the new volume of the same file, which will be marked `Volume II', and so on. In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.

(vi) On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/Department, name of branch/section subject of the file and classification of file will be mentioned. A similar procedure will be followed on file cover also.

24**. Arrangement of papers in a case.—**

The papers in a case will be arranged in the following order from top downwards:

(i) reference books;

(ii) notes portion of the current file ending with the note for consideration;

(iii) running summary of facts;

(iv) draft for approval, if any;

(v) correspondence portion of the current file ending with the latest receipt or issue, as the case may be;

(vi) appendix to notes and correspondence;

(vii) standing guard file, standing note or reference folder, if any;

(viii) other papers, if any, referred to e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;

(ix) recorded files, if any, arranged in chronological order, the latest being placed on the top; and

(x) routine notes and papers arranged in chronological order and placed in a separate cover.

25. **Referencing -**

(i) Every page in each part of the file (viz. Notes, correspondence, appendix to notes and appendix to correspondence) will be consecutively numbered in separate series on the top right hand corner. In an electronic environment the number of page and Serial number of Receipts/Issue will be generated automatically. The docketing will also take place immediately below the note which has culminated in issuance of fair signed communication(s) in question.

(ii) The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections should also form a part of the correspondence portion, which shall be numbered ad seriatim.

(iii) The document under consideration on a file shall be flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. If there is more than one 'FR' they shall be flagged separately as 'FRI', 'FRII' and so on.

(iv) to facilitate the identification of reference to documents contained in other files after the removal of linked file(s), the number of the file referred to will be quoted invariably in the note. Similarly, the number and date of orders, notifications and the resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant section, rule paragraph or clause, referred to shall be quoted in the notes.

26. **Linking of files -**

If the issues raised in two or more current files are inter-connected, the relevant files shall be linked. After completion of action, the linked files be de-linked after taking relevant extracts.

27. **Use of urgency grading -**

(i) The urgency grading advised are ‘Immediate’, ‘Priority’ and ‘Top Priority’.

(ii) The label ‘Immediate’ will be used only in cases requiring prompt attention. Amongst the rest, the ‘Priority’ label will be used for cases which merit disposal in precedence to others of ordinary nature. ‘Top Priority’ will be applied in extremely urgent cases.

(iii) Lok Sabha/Rajya Sabha labels shall be used for appropriate cases which merit disposal in precedence to others of ordinary nature. The file covers of the Lok Sabha and Rajya Sabha Questions, Motions etc. are to be in red colour and green colour respectively, in order to facilitate their identification for urgent dealing.

CHAPTER VI

FORMS AND PROCEDURE OF COMMUNICATION

28. **Forms of communication -**

The different forms of communication, its content and format generally used by a Department are reproduced below:-

(i) **Letter -**

Content	Format
Used for corresponding with State Governments, various constitutional bodies, heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of the public generally. A letter begins with the salutation "Sir/Madam" as may be appropriate. Note: In case of correspondence with Foreign Government, instructions issued by the Ministry of External Affairs from time to time are to be followed.	No…. Government of India (Bharat Sarkar) Department of…… (……..Vibhag) **New Delhi, the……..(Date)** To Subject: Sir/Madam, With reference to your letter No……..dated…….. on the subject cited above, I am directed…… Yours faithfully, @Sd/ (A.B.C.) **Under Secretary to the Govt. of India** Tele.No…… Telefax.No/e-mail (Endorsement) No…… Copy forwarded for information/necessary action to: (1) (2) (A.B.C.) **Under Secretary to the Govt. of India**

(ii) **Demi-official letter -**

Content	Format
Generally used in correspondence between Government officers for inviting their personal attention on the issue. Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer in a Ministry/ Department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed. Communications to non-officials can also take the form of a demi-official letter. The colour code and use of National Emblem on D.O. letter will be as per the instructions issued by the Ministry of Home Affairs from time to time	XYZ Deputy Secretary Tele.No. D.O.No……. GOERNMENT OF INDIA (Bharat Sarkar) Department of……. (……Vibhag) New Delhi, the ……20.. My dear/Dear Shri……. We propose to draw up a model scheme for..... A copy of the outline prepared in this connection is enclosed. I shall be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in the due course for their comments. With regards Yours sincerely, **(XYZ)** A.B.C. Deputy Secretary Ministry of ..... Department of ..... New Delhi.....

(iii) **Office Memorandum -**

Content	Format
Generally used for corresponding with other Departments or in calling for information from or conveying information to its employees. It may also be used in corresponding with attached and subordinate offices. It is written in the third person and bears no salutation or supersession except the name and designation of the officer signing it	No…. Government of India (Bharat Sarkar) Department of…… (……..Vibhag) **New Delhi, the……..(Date)** OFFICE MEMORANDUM Subject: The undersigned is directed to refer to this/their Department O.M. No……..dated……... 2. Doubts have been expressed whether the provisions of ……..also apply to……. It is hereby clarified that … …… (A.B.C.) **Under Secretary to the Govt. of India** Tele.No/e-mail To The Department of ……. (…….Vibhag) (Shri/Smt……..) Sardar Patel Bhavan Parliament Street New Delhii-110001.

(iv) **Inter-departmental note (earlier referred to as U.O. Note i.e. before 7th edition of CSMOP) -**

Content	Format
(a)Generally employed for obtaining the advice, views, concurrence or comments of other Departments on a proposal or in seeking clarification of the existing rules, instructions etc. It may also be used by a Department when consulting it's attached and subordinate offices and vice versa. (b) The inter-Departmental note may either be recorded on a file or e-file (where two departments have connectivity) referred to another Department or may take the form of an independent self-contained note.	Government of India (Bharat Sarkar) Department of…… (……..Vibhag) Subject: 1. The present rules regulating the issue of identity cards provide inter alia that…… 2. A question has now arisen whether…….. 3. 4. 5. This department will be grateful for the advice of the Department of Legal affairs on the issue raised in para 4 above. (X.Y.Z.) Deputy Secretary Tele.No/e-mail Department of Legal Affairs (Vidhi Karya ibhag), Shri…..) Shastri Bhavan, New Delhi Department of ……I-D No……Dated……..

(v) **Office Order –**

Content	Format
Normally used for issuing instructions meant for internal administration, e.g., grant of regular leave, distribution of work among officers and sections, appointments and transfers etc.	No…. Government of India (Bharat Sarkar) Department of…… (……..Vibhag) New Delhi, the……..20.. **OFFICE ORDER(No. /2014)** Shri X.Y.Z., a permanent Section officer in this department, is granted earned leave for ……..days from……to ……..with permission to prefix….. and suffix……. both public holidays, to the leave. 2. It is certified that Shri XYZ is likely, on the expiry of this leave, to return to duty at the station from which proceeded on leave. (A.B.C.) **Under Secretary to the Govt. of India** Tele.No/e-mail Copy to: 1. Office order file 2. Cashier 3. Section concerned 4. Shri XYZ Section Officer.

(vi) **Order -**

Content	Format
Generally used for issuing certain types of financial sanctions and for communicating government orders in disciplinary cases, etc., to the officials concerned	No…. Government of India (Bharat Sarkar) Department of…… (……..Vibhag) New Delhi, the……..20.. **ORDER** Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules, to write off irrecoverable loss of Rs.5000 (Rupees Five Thousand only) being the value of the following articles belonging to this department. (1) X X X X X (2) X X X X X (A.B.C.) **Under Secretary to the Govt. of India** Tele.No/e-mail Copy forwarded to: 1. The A.G.C.R., New Delhi. 2. Internal Finance Section 3. Cash Section

(vii) **Notification -**

Content	Format
Mostly used in notifying promulgation of statutory rules and orders, appointments and promotions of gazetted officers etc. through publications in the Gazette of India. Note:The classification of categories of notification/extra-ordinary notification shall be as per the instructions issued by the Ministry of Home Affairs' from time to time.	[To be published in the Gazette of India, Part I, Section 2) **Government of India** (Bharat Sarkar) Department of…… (……..Vibhag) New Delhi, the……..20.. **NOTIFICATION** No……. Shri XYZ., Under Secretary in the Department of ……is appointed to officiate as Deputy Secretary in that Department vice Shri …….. transferred to the Department of …… (A.B.C.) **Joint Secretary** Tele.No/e-mail The Manager, Government of India Press, (Bharat Sarkar Press) FARIDABAD Copy forwarded for information to: (1) (2) (3)

(viii) **Resolution –**

Content	Format
This form of communication is used for making public announcement of decisions of government in important matters of policy in e.g. the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also published in the Gazette of India.	*[To be published in the Gazette of India, Part I, Section 1)* ***Government of India*** *(Bharat Sarkar)* *Department of……* *(……..Vibhag)* *New Delhi, the……..20..* ***RESOLUTION*** *The Government of India have had under consideration the question of further improving the efficiency of the departments and services concerned with the collection of revenue. As a first step in that direction the President has been pleased, under the powers vested in him under Article …….. of the Constitution of India, to decide that a Class Central Service to be known as 'India Revenue Service' should be constituted with effect from ……...* *(A.B.C.)* ***Secretary to the Government of India*** Tele.No/e-mail ***ORDER*** *ORDERED that a copy of the resolution be communicated to……..* *ORDERED that a the resolution be published in the Gazette of India for general information* *(A.B.C.)* ***Secretary to the Government of India*** Tele.No/e-mail *The Manager,* *Government of India Press,* *(Bharat Sarkar Press)* *FARIDABAD.*

(ix) **Press communiqué/note -**

Content	Format
This form is used when it is proposed to give wide publicity to a decision of government. A press communiqué is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.	Not to be published or broadcast before …….. a.m./p.m on……day, the …… 20.. **PRESS COMMUNIQUE/NOTE** In response to public demand, the Government of India have appointed a Commission to go into the problem of …… and make suitable recommendations to the Government. 2. The Commission will consist of Shri …….. ..as Chairperson and the following as members; (i) (ii) (iii) 3. In making its recommendations, the Commission is expected to give consideration to the following matters: (a) (b) (c) 4. The Commission is expected to submit its report to the Government by …….. Department of …….. (……..Vibhag) New Delhi, the…….20… No…… Forwarded to the Principal Information Officer, Press Information Bureau, Government of India, new Delhi, for issuing the communiqué and giving it wide publicity. (A.B.C.) **Joint Secretary** Tele.No/e-mail

(x) **Endorsement -**

Content	Format
This form is used when a receipt has to be returned in original to the sender, or the receipt in original or its copy is sent to another Department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally this form will not be used in communicating copies to state governments. The appropriate form for such communication should be a letter.	No…. Government of India (Bharat Sarkar) Department of…… (……..Vibhag) New Delhi, the……..2014 A copy each of the papers mentioned below is forwarded for information and necessary action. (A.B.C.) **Under Secretary to the Govt. of India** Tele.No/e-mail List of papers forwarded. 1. 2. To

(xi) **Minutes -** A record of discussions is prepared immediately after the meeting and circulated to the other Ministries/Departments concerned, giving date/time/venue of the meeting held, who chaired the meeting and list of participants, setting out the conclusions reached and indicating the Ministry(s)/Department(s) responsible for taking further action on each conclusion. In case it is perceived by a participant of the meeting, that the minutes recorded are not as per the understanding/perception of the participant, the same may be immediately referred in writing to the authority which has issued the minutes.

Modes of Communications shall be decided depending on the nature and urgency of message to be conveyed.

29. **Correspondence with attached and subordinate offices -**

Senior Officers/Head of a subordinate/ attached office under an administrative Ministry/Department shall correspond in respect of matters involving intervention/ approval of another Ministry/ Department in a form of a note/e-mail/ e-file to their concerned Ministry/Department. In case of seeking clarifications relating to

rules/guidelines from Departments like Department of Expenditure, Department of Personnel, Ministry of Health etc. the Attached/Subordinate offices can communicate directly without the intervention of their parent Ministry/Department.

30. **Single File System -**

(i) This shall apply to matters which have to be referred by the Non Secretariat Office (NSO) to the Department for seeking a sanction/order, i.e. a decision not within its own delegated powers.

(ii) This shall not apply to matters which in a hybrid environment i.e. where either the Department or the NSO is still operating in paper mode (non-electronic). In such cases, the procedure detailed in para (iii) to (vii) below will be followed. In cases where both the Department and NSO are electronically connected, the workflow given below will be followed:

(a) The SFS file need not bear an I.D. No. or other formal method of sending, but will be sent as though it is from one officer to another in the same organization.

(b) The SFS file shall be completed in all respects, so as to enable the Department to take a decision expeditiously; hence the NSO will ensure that:

(i) every point for decision/order is clearly brought out;

(ii) all relevant connected papers are placed on the file/e-files, properly arranged and referred to;

(iii) draft orders/sanctions are put up, where they are required to be approved by the department for issue; and

(iv) the availability of funds, etc., is certified where additional expenditure is involved in the proposal.

(iii) The officer last dealing with the SFS case in the NSO shall mark it to the appropriate officer in the Department, by name; policy files will, however, be

referred to the department at appropriate levels to be determined by the Department and the NSO concerned, through a general order.

(iv) All SFS files shall invariably be routed through the central registry of the department concerned.

(v) As a rule, all noting in the Department will be on the NSO file. However, where sensitive or delicate matters in the sphere of personnel, policy issues and finance are involved; the recording of notes in `duplicate' e-files may be permitted by issuing general or special orders by the Department. This will be done at a particular stage of the SFS case or at or above a particular level, with the final decision thereafter being suitably recorded on the SFS e-file.

(vi) As a convention, the secretariat noting on a SFS file shall start on a new page and the noting done sequentially-save in matters of the nature referred to in (v) above.

(vii) Action to implement the government decision in SFS case shall be initiated in and by the NSO on the return of the file. Orders so issued should specifically state that these have received the concurrence of Government in the Department concerned. Copies of every sanction/order so issued by the NSO will be endorsed without fail to all the officers concerned in the Department.

31. **References to the Attorney-General of India -** References to the Attorney-General shall be made by the Ministry of Law and Justice.

32. **References to Constitutional/Statutory Authorities -** References to constitutional and statutory authorities such as Election Commission of India/ Union Public Service Commission etc. shall normally be made in the letter form addressed to Principal Secretary/Secretary of the Commission.

33. **References to the Comptroller and Auditor General of India -** References to the Comptroller and Auditor General of India for his views or advice shall be made only by or through the Ministry of Finance. In matters of day-to-day administration, Ministries/departments may, however, at their discretion, correspond directly with the Comptroller and Auditor General of India.

34. **Correspondence with Union Territory Administrations -** All communications of a routine nature which clearly relate to the business of a particular Department, shall ordinarily be addressed to the Secretary in the appropriate Department. Other important communications may be addressed to the Chief Secretary or the Administrator as the case may be.

35. **Correspondence with State Governments -**

(i) Communications on the subjects which clearly relate to the business of a particular Department shall normally be addressed to the Secretary of that Department. Other communications including those of special nature or importance warranting attention at higher levels may be addressed to the Chief Secretary. Demi-official letters may also be sent to officers of State Governments. In case of demi-official communication is to the Chief Secretary of a State, this level shall not be below the level of Joint Secretary.

(ii) Communications other than those of a purely routine nature e.g., acknowledgements shall not ordinarily be addressed to State Governments except with the prior approval and under the signature of the branch officer. Purely routine communications may, however, be signed by a Section Officer.

36. **Correspondence with the Lok Sabha and the Rajya Sabha Secretariats -**

Communications meant for the Lok Sabha Secretariat or the Rajya Sabha Secretariat and requiring urgent or high level attention shall be addressed to the Secretaries concerned and not to the Speaker or the Chairman directly.

37. **Correspondence with Members of Parliament and VIPs -**

(i) Communications received from Members of Parliament and VIPs should be attended to promptly.

(ii) Where a communication is addressed to a Minister, it shall, as far as possible, be replied to by the Minister himself. In other cases, a reply should normally be signed by an officer of the rank of Secretary only.

(iii) Where, however, a communication is addressed to the head of an attached or

subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch In charge in a Ministry/Department /Organisation, shall be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matters, however, the officer should have prior consultation with higher authorities before sending a reply. It should, however, be ensured that the minimum level at which such replies are sent to Members of Parliament and VIPs is that of Under Secretary and that also in letter form only.

(iv) Normally information sought by a Member/VIP should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the Houses of Parliament.

(v) In case, a reference from an ex-Member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by a Joint Secretary level officer after obtaining approval of the Secretary of the Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases,. However, the minimum level at which reply could be sent should be that of an Under Secretary and that too in a polite letter form only.

(vi) Each communication received from a Member of Parliament/VIP, shall be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

(vii) Appropriate record shall be maintained in respect of communications received from Members of Parliament and VIPs and monitored by all concerned. A similar procedure may also be followed for judicial/quasi-judicial matters.

38. **Correspondence with Ministers of State Governments –**

The procedure laid down in the above paragraph (No.37) shall also be followed in dealing with communications received from the Ministers of State Governments.

39. **Correspondence with Foreign Governments and International Organizations –**

Correspondence with Foreign Governments and their Missions in India, Heads of Indian Diplomatic Missions and posts abroad and United Nations and its specialized agencies shall normally be through the Ministry of External Affairs. Exceptions to this may be made only as per the instructions issued by the Ministry of External Affairs in this regard from time to time.

40. **Target date for replies -** In all important matters in which State Governments, Departments of the Central Government, or other offices, public bodies or individuals are consulted, time limit for replies may ordinarily be specified. On expiry of the specified date, orders of the appropriate authority may be obtained on whether the offices, whose replies have not been received, may be allowed an extension of time or whether the matter may be processed on the basis of the information available, without waiting for their replies.

CHAPTER VII

DRAFTING OF COMMUNICATION

41. **Procedure for drafting -**

Draft is not required to be prepared in straight-forward cases or those for which standard forms of communication exist.

42. **General instructions for drafting –**

(i) A draft shall be clear and concise.

(ii) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, shall always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this shall be done on the margin of the draft. When two or more communications are to issue from the same file on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g., A-.11011/5(I)/2001-Est., A-11011/5(II)/2001-Est.

(iii) The name, designation, telephone number, fax number and e-mail (wherever applicable) of the officer signing the communication shall be indicated in the communication.

43. **Authentication of Government Orders (Ministry of Home Affairs) –**

(i) All orders and other instruments made and executed in the name of the President shall be expressed to be made in his name and signed by an officer having regular or ex-officio secretariat status of and above the rank of Under Secretary, or other specifically authorized to authenticate such orders under the Authentication (Orders and Other Instruments) Rules, 2002 (as amended from time to time).

(ii) Where the power to issue orders, notifications, etc., is conferred by a statute of the Government of India, such orders and notifications will be expressed to be made in the name of the Government of India.

44. **Addressing communications to officers by name -** Normally no communication, other than that of a classified nature or a demi-official letter, shall be addressed or marked to an officer by name, unless it is intended that the matter raised therein shall receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

CHAPTER VIII

FILE NUMBERING SYSTEM

45. **File Numbering System**: Normally, no files should be opened for dealing with receipts of routine nature. The following two file numbering systems may be used:-

I. Functional file numbering system **–**

(i) The range and dimensions of the subjects falling under the scope of business allocated to a department are analyzed in the following sequence:

(a) main functions of the department;

(b) activities in each of these functions;

(c) aspects or operations involved in each of these activities; and

(d) factors to be taken into consideration relating to each of these aspects or Operations.

(ii) The scope of business of a department is analyzed under four hierarchical divisions, and the following four standard lists of headings are prepared:

(a) functional heads which may be called basic heads;

(b) activity heads which may be called ‘primary heads’ as related to each functional head;

(c) aspect or operation heads which may be called ‘secondary heads’ as related to activity heads; and

(d) factor heads which may be called ‘tertiary heads’ as related to operation heads.

(iii) Based on the above list of heads’, a functional file index for various substantive subjects dealt with by a department together with an identifying file numbering system is then developed.

(iv) For opening files on subjects which are common to all Ministries/Departments (e.g. matters relating to establishment, finance, budget, accounts, office

supplies and services, and other house-keeping jobs, Hindi, Vigilance, Parliament, Questions, etc.) the common standardized functional file index/file-numbering system, as contained in the booklet 'Record Retention Schedule' in respect of records common to all Ministries/Department issued by the Department of Administrative Reforms and Public Grievances in 2012 (uploaded on the website (www.darpg.gov.in), as amended from time to time, shall be followed.

II. Subject classification based file numbering system–

(i) Each Section/Desk will maintain approved lists (to be reviewed every year) of:

(a) standard heads i.e. main subjects headings concerning it.
(b) standard sub-heads i.e. aspects of the main subject headings.

(ii) The standard heads will bear consecutive serial numbers. No such numbers, however, will be allocated to standard sub-heads.

(iii) The dealing hand will ascertain the standard to which the paper under consideration relates .and then propose a suitable title subject to review by the Senior Officers.

(iv) As far as possible, there should be a separate file for each distinct aspect of the subject.

(v) If the issue raised in the fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it by placing photocopies of relevant extracts.

(vi) The first three elements in the file number will be separated from one another by a slant stroke and the last two by a dash. Thus, the files opened in say, Scientific Research Section during 2009 under the standard head bearing serial number '3' will be numbered consecutively as 3/1/2008-SR, 3/1/2009-SR etc. and so on, where 'SR' represents the section.

III. Part File –

(i) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. Where two or more part files are opened, each will be identified by a distinct number, e.g. part file I, part file II or part file 'A', part file 'B' and so on. Once the main file returns the part files will be merged with it, after removing duplicate papers, if any.

(ii) In a computerized environment appropriate entry will be made in the computer, so that easy tracking is facilitated for the purpose of merging of the part file with the main file.

IV. Unique e-file number: In a computer environment, a unique e-file number will also be generated automatically as and when a new e-file is opened. The e-files which are entered in the system will be automatically traceable on any of the following parameters:

(i) no. of the file.
(ii) date of opening of the file.
(iii) as many catch words as possible from out of the subject on the file.
(iv) any other parameter(s) at the discretion of the Department concerned.

46. **Transfer, reconstruction and numbering of files -** Whenever work is transferred from one department/section to another, the former shall transfer all the related records including file both current and closed to the latter. In case of transfer of files from one Department to the other a list will be prepared and approval of the Head of the Department taken. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavour should be to close them at the earliest possible stage and open new files/e-files according to the Department's/Section's own scheme for dealing with the matter further.

A paper based file will be reconstructed if it is misplaced. The copies of the various correspondences will be obtained from the corresponding department and papers will be arranged in chronological orders and a new duplicate file prepared. A self-contained note will be prepared based on the correspondences.

47. **Movement of files –**

Movement of files shall be entered in the file movement register in the format to be decided by the Department concerned through departmental instructions. This may also be done through the electronic based File Tracking System.

CHAPTER IX

RECORDS MANAGEMENT

48. **Activities involved in records management -**

Records management covers the activities concerning mainly recording, retention, retrieval and disposal by transferring records to National Archives of India (NAI). Each Department is expected to issue Departmental instructions to regulate and review of records.

49. **Stage/procedure of recording -** Files shall be recorded after action on the issues considered thereon has been completed. Recording of such files shall be governed by the provisions in the Record Retention Schedule (RRS) and that of NAI issued from time to time. Extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/standing note/precedent book/reference folder etc.;

50**. Categorization of physical records -**

Files may be recorded under any one of the categories prescribed by NAI.

51. **Precedent Book -** Every section shall update its precedent book for keeping note of important rulings and decisions having a precedent value for ready reference.

52**. Record Retention Schedule -**

To ensure that files etc. are neither prematurely destroyed, nor kept for periods longer than necessary, every Ministry/Department will:

(a) in respect of records connected with accounts, observe the instructions contained in Appendix 13 to the General Financial rules as available in the website of the Ministry of Finance, Department of Expenditure (www.finmin.nic.in);

(b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the 'Record Retention Schedule' in respect of Records Common to All Ministries/Departments', which is available on Department of Administrative Reforms and Public Grievances' website

www.darpg.nic.in, as amended from time to time.

(c) in respect of records connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects shall be preserved, in consultation with the NAI.

53. **Records maintained by officers and their personal staff -**

Each Department may issue Departmental instructions to regulate the review and weeding out/deleting of paper records maintained by officers and their personal staff. In this regard procedure laid down in CSMOP shall be followed.

54. **Requisitioning of records –**

(a) No recorded file shall be sent from the Sections, Departmental Record Room or Archival records except under a requisition in form prescribed under Public Records Act, 1993.

(b) Requisitions of files belonging to other Departments and are in the custody of the NAI, will have to be endorsed by that Department concerned, before they are sent by the Archives. Records, bearing security classification, are not transferred to the Archives, as per section 10 of the Public Records Act, 1993.

CHAPTER X

SECURITY OF OFFICIAL INFORMATION AND DOCUMENTS

55. **Communication of official information -**

Every Government Servant shall, in performance of his duties in good faith, communicate to a member of public or any organization full and accurate information, which can be disclosed under the Right to Information Act, 2005. (Nothing stated above shall be construed as permitting communication of classified information in an unauthorized manner or for improper gains to a Government Servant or others).

56. **Treatment of classified papers -**

(i) The provisions contained in this manual apply primarily to unclassified papers. In handling classified papers, the official concerned will exercise special care and follow the provisions under the Departmental Security Instructions' issued by the Ministry of Home Affairs. Since according to these instructions classified papers (other than confidential) are expected to be handled either by officers themselves or in sections designated as `secret' or `top secret', it is essential that in sections not so designated :

(a) a separate set of registers and other records (e.g., dak register, section diary, file register, file movement register, precedent book, index slips, various arrears and disposal statements and electronic storage devices) are maintained by Section Officer herself/himself; and

(b) the recording of such files and their review is also undertaken by him personally, keeping in view the provisions under the Departmental Security Instructions.

(ii) Every classified file shall be reviewed once in five years for declassification. A declassified file considered fit for permanent preservation will be transferred to the National Archives.

57. **Handling of classified papers –**

For the purpose of attending meetings/discussions outside office, an officer not below the level of Section Officer / Desk Officer may carry confidential papers /files or an officer not below the level of Under Secretary may carry Secret papers/ files, only under special circumstances with the written authorization of Joint Secretary level officer. The authorization will be produced by the officer on demand. Besides, provisions contained in the Manual of Departmental Security Instructions issued by Ministry of Home Affairs shall be followed in this regard.

58. **Communication of information to the press –**

(i) Official information to the press and other news media, i.e. radio and television, shall normally be communicated through the Press Information Bureau.

(ii) Only Ministers, Secretaries and other officers specifically authorized in this behalf may give information or be accessible to the representatives of the press. Any other official, if approached by a representative of the press, will direct them to the Press Information Bureau or the officer authorized or shall seek the permission of the Secretary of the department before meeting the press.

(iii) Detailed procedure in respect of matters mentioned in this para, as laid down by the Ministry of Information and Broadcasting, shall be followed.

59. **Use of restrictive classification for printed reports etc. –**

(i) The restrictive classification 'For official use only' will not be assigned to any printed report, pamphlet or compilation, unless it contains information disclosure of which would not be in the public interest. In doubtful cases, the test that may be usefully applied is whether the publication, whose circulation is proposed to restrict to official use only, is such that the Minister would be justified in refusing to lay it before the Parliament.

(ii) No official publication (including in electronic form) shall be marked `For official use only' except with the prior approval of the branch officer, who shall obtain the orders of the Secretary or Minister in cases of doubt.

CHAPTER XI

CHECKS ON DELAYS

60. Timely Disposal of receipts and monitoring of Parliamentary Assurances, Parliament Questions, Applications under RTI Act, MP/VIP References, CAT/Court Cases, etc. -

Time Limits will be fixed for disposal of as many types of cases as possible handled in the Department through departmental instructions. As a general rule, no official shall keep a case pending for more than 7 working days unless higher limits have been prescribed for specific types of cases through departmental instructions. In case of a case remaining with an official for more than the stipulated time limit, an explanation for keeping it pending shall be recorded on the note portion by him. The system of exception reporting will be introduced to monitor the disposal of receipts.

For timely disposal and monitoring of Parliament Assurances, Parliament Questions, Applications under RTI Act, MP/VIP References, Judicial/quasi-judicial, etc. each department shall maintain separate records of such cases.

E-Governance methods, suiting to the requirements, should also be adopted for monitoring and tracking of government work.

CHAPTER XII

MISCELLANEOUS

61. **Departmental instructions –**

This manual lays down the essential procedures for efficient paperwork management, i.e. processing, handling and control of official papers, in the Central Secretariat. To provide for sufficient flexibility, the manual suggests the issue of departmental instructions which could supplement or vary, within broad limits, the prescribed procedures to suit special conditions and requirements.

62. **Maintenance/transfer of records in the personal offices of Ministers -** Maintenance of records in the personal offices of Ministers –

(a) The personal offices of Ministers shall maintain necessary records such as diary, dispatch and file movement registers.

The above records will be in addition to files and folders for papers of secret nature connected with the Cabinet meetings, etc. and for such subjects as considered necessary.

(b) When a file or paper is given to the Minister for seeking orders or for any other purpose, informally, the PS to Minister will be informed. PS to Minister will on receipt of these particulars, will satisfy that such a file has been received by the Minister and watch its further movement. The file will be returned to the officer concerned as soon as the matter has received the attention of the Minister and the file has been disposed of.

63. **Maintenance of Websites**

All Central Government Ministries/Departments/Offices/PSUs should have a Website containing updated data/information in compliance with the Guidelines of Government of India Websites (GIGW) available on the websites of Department of Electronics & Information Technology (www.deity.nic.in) and of the Department of Administrative Reforms & Public Grievances (www.darpg.nic.in). A nodal officer should be appointed for the purpose and the Website updated regularly.

64. **Citizen's/Client's Charter-**

Citizen's/Client's Charter are required to be maintained by all the Ministries/Departments/Offices of the Government of India and the State/Union Territory Governments also and prominently display it on the Website, on a Notice Board of the Information Facilitation Centre. Citizen's Charter is a document which represents a systematic effort to focus on the commitments of the Organization towards its Citizens in respect of the Standards of services, information, choice & consultation, non-discrimination & accessibility, redress courtesy and value for money. It is also said as a tool for facilitating delivery of services to citizens with specified standards, quality and time frame etc. with commitments of the organization towards its clients.

A good Citizen's Charter should have the following components:-

(i) Vision and Mission Statement of the Organization.

(ii) Details of the Business transacted by the Organization.

(iii) Details of 'Citizens' or 'Clients'

(iv) Statement of service including standards, quality, time frame etc. p54rovided to each Citizen/Client group separately and how/where to get the services.

(v) Details of Grievance Redress Mechanism and how to access it.

(vi) Expectations from the 'Citizens' or 'Clients'.

(vii) Additional commitments such as compensation in the event of failure of service delivery.

The format for preparing Citizen Charter is available on the SEVOTTAM Manual of the Department of Administrative Reforms & Public Grievances (www.darpg.in).



GOVERNMENT OF ORISSA

WARRANT OF PRECEDENCE

HOME (PROTOCOL) DEPARTMENT

TABLE OF PRECEDENCE OF GOVERNMENT OF INDIA
PRESIDENT'S SECRETARIAT

New Delhi, the 26th July 1979.

No. 33—Press/79—In supersession of all previous notifications issued on the subject, the following table, with respect to the rank and precedence of the persons named therein which has been approved by the President, is published for general information:—

1. President
2. Vice-President
3. Prime Minister
4. Governors of States within their respective States
5. Former Presidents
5.-A. Deputy Prime Minister
6. Chief Justice of India
   Speaker of the Lok Sabha
7. Cabinet Ministers of the Union
   Chief Ministers of States within their respective States
   Deputy Chairman, Planning Commission
   * Former Prime Minister, Leaders of Opposition in the Rajya Sabha and the Lok Sabha
7.-A. * Holders of the Bharat Ratna decoration
8. Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India.
   Chief Ministers of States outside their respective States
   Governors of States outside their respective States
9. Judges of the Supreme Court
9.-A. * Chief Election Commissioner
   * Comptroller & Auditor General of India
10. Deputy Chairman, Rajya Sabha
    Deputy Chief Ministers of States
    Deputy Speaker, Lok Sabha
    Members of the Planning Commission
    Ministers of State of the Union
    * [and any other Minister in the Ministry of Defence for defence matters].
11. Attorney General of India
    Cabinet Secretary
    Lieutenant Governors within their respective Union Territories

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* Amendment made after 26-7-1979

12.	Chiefs of Staff holding the rank of full General or equivalent rank
13.	Envoys Extraordinary and Ministers Plenipotentiary accredited to India
14.	Chairmen and Speakers of State Legislatures within their respective States
	Chief Justices of High Courts within their respective jurisdictions
15.	Cabinet Ministers in States within their respective States
	Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, within their respective Union Territories.
	Deputy Ministers of the Union.
16.	Officiating Chiefs of Staff holding the rank of Lieutenant General or equivalent rank
17. *	Chairman, Central Administrative Tribunal
	Chairman, Minorities Commission
	Chairman, Scheduled Castes and Scheduled Tribes Commission
	Chairman, Union Public Service Commission
	Chief Justices of High Courts outside their respective jurisdictions
	Puisne Judges of High Courts within their respective jurisdictions
18.	Cabinet Ministers in States outside their respective States
	Chairmen and Speakers of State Legislatures outside their respective States
	Chairmen, Monopolies and Restrictive Trade Practices Commission, Deputy Chairmen and Deputy Speakers of State Legislatures within their respective States.
	Ministers of State in States within their respective States
	Ministers of Union Territories and Executive Councillors, Delhi, within their respective Union Territories.
	Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi Metropolitan Council within their respective Union Territories.
19.	Chief Commissioners of Union Territories not having Councils of Ministers, within their respective Union Territories.
	Deputy Ministers in States within their respective States
	Deputy Speakers of Legislative Assemblies in Union Territories and Deputy Chairman of Metropolitan Council, Delhi, within their respective Union Territories.
20.	Deputy Chairmen and Deputy Speakers of State Legislatures, outside their respective States.
	Ministers of State in States outside their respective States
	Puisne Judges of High Courts outside their respective jurisdictions
21.	Members of Parliament
22.	Deputy Ministers in States outside their respective States
23.	Army Commanders/Vice Chief of the Army Staff or equivalent in other Services
	Chief Secretaries to State Governments within their respective States

* Amendment made after 26-7-1979

Commissioner for Linguistic Minorities

Commissioner for Scheduled Castes and Scheduled Tribes

Members, Minorities Commission

Members, Scheduled Castes and Scheduled Tribes Commission

Officers of the rank of full General or equivalent rank

Secretaries to the Government of India (including officers holding this office ex officio)

Secretary, Minorities Commission

Secretary, Scheduled Castes and Scheduled Tribes Commission

Secretary to the President

Secretary to the Prime Minister

Secretary, Rajya Sabha/Lok Sabha

Solicitor General

Vice-Chairman, Central Administrative Tribunal

24. Officers of the rank of Lieutenant General or equivalent rank

25. Additional Secretaries to the Government of India

Additional Solicitor General

Advocate-General of States

Chairman, Tariff Commission

Charged' Affairs and Acting High Commissioners a pied and ad interim

Chief Ministers of Union Territories and Chief Executive Councillor, Delhi, outside their respective Union Territories.

Chief Secretaries of State Governments outside their respective States

Deputy Comptroller and Auditor-General.

Deputy Speakers of Legislative Assemblies in Union Territories and Deputy Chairman, Delhi Metropolitan Council, outside their respective Union Territories.

Director, Central Bureau of Investigation

Director-General, Border Security Force

Director-General, Central Reserve Police

Director, Intelligence Bureau

Lieutenant Governors outside their respective Union Territories

Members, Central Administrative Tribunal.

Members, Monopolies and Restrictive Trade Practices Commission

Members, Union Public Service Commission

Ministers of Union Territories and Executive Councillors, Delhi, outside their respective Union Territories.

Principal Staff Officers of the Armed Forces of the rank of Major General or equivalent rank.

* Amendment made after 26-7-1979

Speakers of Legislative Assemblies in Union Territories and Chairman of Delhi, Metropolitan Council, outside their respective Union Territories.

26. Joint Secretaries to the Government of India and officers of equivalent rank

Officers of the rank of Major-General or equivalent rank

Note 1 The order in this Table or Precedence is meant for State and Ceremonial occasions and has no application in the day-to-day business of Government.

Note 2 Persons in the Table of Precedence will take rank in order of the number of the articles. The entries in the same article are arranged alphabetically. Those included in the same article will take precedence *inter se* according to date of entry into that article. However, where the dignitaries of different States and Union Territories included in the same article are present at a function outside their States or Union Territories and there is difficulty in ascertaining their dates of entry, they may be assigned precedence *inter se* in the alphabetical order of the name of States and Union Territories concerned after those whose precedence is determined according to date of entry into that article.

Note 3 * In Article 7, the former Prime Ministers will take precedence over the Cabinet Ministers of the Union and the Leaders of Opposition in the Rajya Sabha and the Lok Sabha. The Chief Ministers of States within their respective States will take precedence over the Cabinet Ministers of the Union in official functions held in the respective States.

Note 4 In Article 8—

(a) Ambassadors Extraordinary and Plenipotentiary and High Commissioners of Commonwealth countries accredited to India will en bloc rank above Governors of States outside their respective States;

(b) Governors of States outside their respective States will en bloc rank above Chief Ministers of States outside their respective States.

Note 5 The Ministry of External Affairs may assign appropriate ranks to foreign dignitaries and Indian Ambassadors, High Commissioners and Ministers Plenipotentiary during their visit to India.

Note 6 * Notwithstanding the procedure laid down in Note 2, the rank *inter se* and precedence of the persons in Article 10 shall be assigned in the following order—

(1) Deputy Chairman, Rajya Sabha

(2) Deputy Speaker, Lok Sabha

(3) Ministers of State of the Union and any other Minister in the Ministry of Defence for defence matters

(4) Deputy Chief Ministers of States

(5) Members of Planning Commission

However, the Deputy Chief Ministers of States outside their respective States will always rank below all other dignitaries figuring in this article.

Note 7 The Chairmen of State Legislative Councils will rank above the Speakers of Legislative Assemblies in cases where they were elected on the same date.

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* Amendment made after 26-7-1979

Note 8 When Members of Parliament are invited en bloc to major State functions, the enclosures reserved for them should be next to the Chief Justice, Speaker of the Lok Sabha, Ambassadors etc.

Note 9 Speakers of Legislative Assemblies in Union Territories and Chairman of the Delhi Metropolitan Council, Delhi, will take precedence over Ministers and Executive Councillors, included in the same article.

Note 10 In Article 23—

(a) Secretaries in the Ministry of External Affairs other than the Foreign Secretary, between themselves, will take precedence in the order of their seniority in Grade-I of the Indian Foreign Service and both of them will take precedence after the Foreign Secretary;

(b) Members of the Minorities Commission and the Scheduled Castes and Scheduled Tribes Commission will always take precedence over the Secretaries of these Commissions;

(c) In official functions held at Delhi/New Delhi, Army Commanders/Vice Chief of the Army Staff or equivalent in other Services will always rank after Secretaries to the Government of India.

Note 11 In Article 25—

(a) Additional Secretaries in the Ministry of External Affairs, among themselves, will take precedence in the order of their seniority in Grade-II of the Indian Foreign Service;

(b) Additional Solicitor General will take precedence above the Advocate-Generals of States;

(c) Lieutenant Governors will take precedence over the Chief Ministers and Chief Executive Councillor, Delhi, and the latter will take precedence over Speakers of Legislative Assemblies and Chairman, Metropolitan Council, Delhi;

(d) Deputy Speakers of Legislative Assemblies of Union Territories and Deputy Chairman of Delhi Metropolitan Council will take precedence after Ministers of Union Territories and Executive Councillors, Delhi.

Note 12 For the purpose of Article 26, the posts equivalent to the posts of Joint Secretaries to the Government of India will be determined by the Ministry of Home Affairs.

(K. C. MADAPPA)

SECRETARY TO THE PRESIDENT

Note : The above Table includes all amendments made therein so far.

GOVERNMENT OF ORISSA
HOME DEPARTMENT
NOTIFICATION

Bhubaneswar, the 28th March 1998

No. 16855—Pro./P/7/97—In supersession of Home Department Notification No. 57292 Pro., dated 28th November 1997 issued on the subject of warrant of precedence, the Government of Orissa have been pleased to decide that the order of precedence as given below shall be observed at State functions and ceremonies in the State of Orissa.

Article of warrant of Government of India.	Article of warrant of State Government.	Name of the posts
1	2	3
4	1	.. Governor of Orissa
7	2	.. Chief Minister of Orissa
7-A	3	.. Holders of Bharat Ratna Decoration
10	4	.. Deputy Chief Minister of Orissa
14	5	.. Chief Justice of Orissa High Court
		Lokpal, Orissa
		Speaker, O. L. A.
15	6	.. Cabinet Ministers
		Chairman, State Planning Board
		Former Chief Ministers of Orissa
		Leader of Opposition, O. L. A.
17	7	.. Chairman, State Administrative Tribunal
		Puisne Judge of Orissa High Court
		State Election Commissioner
18	8	.. Chairman, State Social Welfare Advisory Board
		(For the term of his/her office with status as Minister of State)
		Deputy Speaker, O. L. A.
		Government Chief Whip of O. L. A.
		Ministers of State
19	9	.. Deputy Ministers of State
		Government Deputy Chief Whip, O. L. A.

1	2	3
21	10	.. Members of Parliament
		Members of O. L. A.
23	11	.. Advocate-General
		Chief Secretary
		Chairman, O. P. S. C.
		Chairman, State Finance Commission
		Member, Board of Revenue
		Vice-Chairman, Central Administrative Tribunal
		Vice-Chairman, State Administrative Tribunal
	12	.. Additional Chief Secretary (should be in Sl. 11 if he is in the grade of Rs. 26,000)
		Additional Development Commissioner
		Agriculture Production Commissioner
		Chairman, Orissa Electricity Regulatory Commission
		Development Commissioner
		D. G. & I. G. of Police
		Special Relief Commissioner
	13	.. Chairman, other Backward Caste Commission
		Chairman, Orissa Subordinate Staff Selection Commission.
		Chairman, Mahila Commission
		Member, Orissa Electricity Regulatory Commission
		Member, State Administrative Tribunal
		Member, Central Administrative Tribunal
		Principal Secretary to Government
		Principal Chief Conservator of Forests
		Vice-Chancellors of Universities
	14	.. Accountant-General of Orissa
		Additional D. G. of Police
		Commissioner-cum-Secretary to Government
		Inspector-General of Police
		R.D. Cs. in their respective Division
		Secretary to Governor
		Secretary to Chief Minister

1	2	3
	15 ..	Additional Secretaries to Government
		Chief Conservator of Forests
		Chairman, Zilla Parishad
		D.I.G. of Police within their respective charges
		Engineer-in-Chief
		Members of O.P.S.C.
		Members of State Finance Commission
		Secretaries to Government
		Special Secretaries to Government
	16 ..	Brigadiers and equivalent ranks
		Chief Engineers
		Joint Secretaries to Government
		Secretary, Orissa Legislative Assembly
	17 ..	Colonels, Captains of Indian Navy and Group Captains of India Air Force
		D. Ms. & Collectors within their respective charges
		District and Sessions Judges
	18 ..	D. Ms. and Collectors outside their respective charges
		D. I.Gs. of Police outside their respective charges
		Heads of Departments
		Superintendent of Police within their charges
	19 ..	Mayors of (Chairmen) Municipal Corporations within their respective charges
	20 ..	Conservator of Forests
		Deputy Secretaries to Government
		Principals of Autonomous Colleges
		Superintending Engineers
	21 ..	Additional District & Session Judges
		Additional District Magistrates
		Additional Superintendents of Police
		Assistant I. G. of Police
		Chief Judicial Magistrates
		Commandant of Armed Battalions
		Government Advocates/Additional Government Advocates

1	2	3
		Officers in the rank of Superintendent of Police
	22 ..	Chief District Medical Officers
		Chairman, Municipalities within their charges
		Chairman, Block Panchayat Samities within their charges
		Deputy Superintendents of Police
		Deputy Commandant of Armed Battalions
		Deputy Accountant-General of Orissa
		Executive Engineers
		Government Pleader/Public Prosecutor of Orissa High Court
		Sub-Collectors of Subdivisions
		Subdivisional Judicial Magistrates
		Superintendents of Police outside their charges
		Under-Secretaries to Government
	23 ..	Other Class I and above officers not specifically mentioned above.
	24 ..	Assistant Executive Engineers
		Medical Officers having Junior Class I status
		Other Junior Class I Officers not specifically mentioned above.
	NOTE I	The order in this Table of precedence is meant for State and Ceremonial occasions and has no application in the day-to-day business of Government.
	NOTE II	Persons in the Table of Precedence will take rank in order of the number of the articles. The entries in the same articles are arranged alphabetically. Those included in the same article will take precedence *inter se* according to date of entry into that article. However, where the dignitaries of different States and Union Territories included in the same article are present at a function outside their States or Union Territories and there is difficulty in ascertaining their dates of entry, they may be assigned precedence *inter se* in the alphabetical order of the name of State and Union Territories concerned after those whose precedence is determined according to date of entry into that article.

1	2	3
	NOTE III	Chief Secretary to Government will take precedence over Member, Board of Revenue and others irrespective of the date of their entry into Article 11.
	NOTE IV	Dignitaries of equal status from other States will be preceded by dignitaries of the State Government.
	NOTE V	All ladies/gentlemen unless by virtue of holding an appointment themselves who are entitled to a higher position in the table, shall take place according to the rank assigned to their respective husbands/spouses.
	NOTE VI	Among the members of Orissa Legislative Assembly the following will take precedence over other members.
		They will rank in the following orders.
		(a) Leader of Parties
		(b) Ex-Speaker
		(c) Political personalities/Non-Officials appointed as Chairman/Vice-Chairman of various statutory Boards/Corporations of Government of Orissa Undertakings.
		(d) Ex-Ministers
		(e) Other Members of O.L.A. will be given seniority in the alphabetical order.
	NOTE VII	Notwithstanding anything indicated above any functionary accorded the status of a Minister or Minister of State by Special orders of the Government shall be deemed to have been included in the respective article applicable to Minister or Minister of States as the case may be.

By order of the Governor

S. B. MISHRA

Chief Secretary, Orissa

OGP—MP—PTS (Home) 1—300—20-7-1998

GOVERNMENT OF ORISSA
HOME DEPARTMENT
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OFFICE MEMORANDUM

No.Pro/P-10/07(Pt.) 42374 /Dated. 31-8-07

Sub: State warrant of Precedence – placement of State Chief Information Commissioner and State Information Commissioner.

Government of Orissa have been pleased to place the State Chief Information Commissioner in Article-7 and the State Information Commissioner in Article-11 of the Warrant of Precedence.

Tarun Kanti Mishra
Principal Secretary to Government

Memo No. 42375 dated. 31-8-07

Copy forwarded to Commissioner-cum-Secretary to Governor, Orissa/Private Secretary to [illegible]nister, Orissa/Private Secretary to All Ministers, Orissa/Private Secretary to [illegible], O.L.A., Orissa/Private Secretary to Chief Secretary, Orissa/Private Secretary to Development Commissioner, Orissa/ Private Secretary to A.P.C./Secretary, O.P.S.C. Cuttack/Deputy Registrar(Admn.) Orissa High Court, Cuttack/Private Secretary to Secretary,Law Department for information and necessary action.

Joint Secretary to Government 31/8/07

Memo No. 42376 /Dated. 31-8-07

Copy forwarded to the Secretary to the State Commission, Orissa Information Commission, Bhubaneswar for information and necessary action with reference to his letter No.33 dated 22.12.2005.

Joint Secretary to Government 31/8/07

Memo No. 42377 /Dated. 31-8-07

Copy forwarded to All Departments of Government/All Heads of Departments/All Collectors/20 spare copies to Home (protocol) Deptt. for information.

Joint Secretary to Government 31/8/07

Government of Orissa
Home Department

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OFFICE MEMORANDUM

No.PRO/P-9/03(pt) 52513 /Pro. Date. 1/12/03

Sub: State Warrant of Precedence-placement of Members, State Finance Commission, Orissa and Mayors of Municipal Corporations of Orissa

Government of Orissa has been pleased to place the Members of State Finance Commission in Article-15 of Warrant of Precedence below the Members of O.P.S.C. Further in Article-19 the words "Chairman, Muncipal Corporation within their respective charges" shall be substituted by the "Mayors of Muncipal Corporations within their respective charges".

Santosh Kumar
Principal Secretary to Government

Memo No. 52514 /Pro. dt. 1/12/2003

Copy forwarded to the Commissioner-cum-Secretary to the Governor, Orissa/Private Secretary to Chief Minister/Private Secretary to all Ministers/Private Secretary to all Ministers of State/Private Secretary to Speaker, Orissa Legislative Assembly/Private Secretary to Chief Secretary/Private Secretary to Development Commissioner/Private Secretary to Agriculture Production Commissioner/Secretary, Orissa Public Service Commission/Deputy Registrar(Admn.)Orissa High Court/Secretary to Government, Law Department for information and necessary action.

Under Secretary to Government

Memo No. 52515 /Pro. dt. 1/12/2003

Copy forwarded to all Departments of Government/all Heads of Department/all Collectors/20 spare copies to Protocol Section for information.

Under Secretary to Government.

Sn/

Government of Orissa
Home Department

OFFICE MEMORANDUM

No. 36502 /PRO DT. 7/10/03
PRO/P-9/03(Pt)

Sub:- Conferring placement in the State Warrant of Precedence to the Chairperson and Members of Orissa Human Rights Commission.

The undersigned is directed to say that the Chairperson of the Orissa Human Rights Commission is placed above the Chairman, State Administrative Tribunal against Article-7 of the State Warrant of Precedence corresponding to Article 17 of Warrant of Precedence of Government of India. Similarly, the members are placed below the puisne Judge of the Orissa High Court against Article 7 of the State Warrant of Precedence corresponding to Article 17 of Warrant of Precedence of Government of India.

Sd/-
Tarunkanti Mishra
Principal Secretary to Government

Memo No. 36503 /P-- D. 7/10/03

Copy forwarded to the Commissioner-cum-Secretary to the Hon'ble Governor, Orissa/P.S to Hon'ble Chief Minister/ P.S to all Ministers/P.S to all Ministers of State/P.S. to Speaker, O.L.A./P.S to Deputy Speaker, O.L.A/P.S to Chief Secretary/ P.S to Development Commissioner/P.S to A.P.C./Secretary, OPSC/Secretary, Law Department/Deputy Registrar(Admn) Orissa High Court, Cuttack for information and necessary action.

Joint Secretary to Government.

Memo No. 36504 /Pro dt. 7/10/03

Copy forwarded to all Departments of Government/ All Heads of Department and All Collectors for information.

Joint Secretary to Government

Government of Orissa
Home Department

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OFFICE MEMORANDUM

No. 17511 /Pro.
Pro-M-27/06

Dated, Bhubaneswar, the 24th April, 2006.

Sub:- State Warrant of Precedence - placement of Chairman, Orissa Public Service Commission.

Government of Orissa have been pleased to place the Chairman, Orissa Public Service Commission in Article - 7 of the warrant of Precedence below the Pusine Judge of Orissa High Court, Cuttack (bracketed with State Election Commissioner) instead of Article - 11.

Santosh Kumar
Principal Secretary to Government.

Memo No. 17512 /Pro., Dated 24/4/2006

Copy forwarded to the Commissioner-cum-Secretary to Governor, Orissa/ Private Secretary to Chief Minister, Orissa/ Private Secretary to all Ministers/ Private Secretary to Speaker, OLA/ Private Secretary to Chief Secretary, Orissa/ Private Secretary to Development Commissioner, Orissa/ Private Secretary to A.P.C./ Secretary, OPSC, Cuttack/ Deputy Registrar (Admn.) Orissa High Court, Cuttack/ Private Secretary to Secretary, Law Department for information and necessary action.

24/4/06
Joint Secretary to Government.

Memo No. 17513 /Pro., Dated 24/4/2006

Copy forwarded to all Departments of Government/ All Heads of Department/ All Collectors/ 20 spare copies to Home (Protocol) Department for information.

24/4/06
Joint Secretary to Government.