VOLUME 20

Service Manuals, RTI & Office Procedure

Odisha Service Manual · inquiry handbook · office procedure · service rules · AIS · Right to Information

20

COMPILED BY

Upendra Luha, OAS

odisharevenuelaws.com

Edition · November 2026

of the respondents. There was resistance from the state government. This led to series of interim orders by the High Court. We may refer to them to understand the background in which the impugned order was made.

4.1) We may begin by extracting the directions issued on 19.5.2010.

> "The grievance of the petitioners is that possession over the land of the petitioners has been taken over by the respondents authority without authority of law.
>
> *This Court had directed to settle the matter outside the Court.* In compliance of the Court's order, the State Government constituted two committees of which first was headed by the Collector of the district concerned, who after determining gave his report and has recommended a rate, which was acceptable to the petitioner. The second committee which was headed by Divisional Commissioner of the division concerned also gave his report and has recommended a rate, which too was acceptable to the petitioner. Thus, it is contended that the rate recommended by both the committees is acceptable to the Petitioner.
>
> We, however, *direct the Respondents-State Government to take a decision on the report as recommended by both the committee within a period of one month from the date of presentation of a certified copy of this order."*
>
> *(Emphasis supplied)*

SUPREME COURT OF INDIA JUDGMENT

4.2) When the matter thereafter came up on 5.7.2010, the High Court made the following order :

> "List/put up on 12.7.2010.
>
> On that day, *the Principal Secretary, Public Works Department, Govt. of U.P. Lucknow shall appear to show cause as to why our order dated 19.5.2010 has not been complied with by accepting the rates given by the*

Collector and Divisional Commissioner. An affidavit shall also be filed by him by that date."

(Emphasis supplied)

In compliance with the said order, an affidavit was filed on behalf of Principal Secretary, P.W.D. explaining that as the District Magistrate and the Commissioner had arrived at the rate on the basis of sale deed dated 25.09.2008 by ignoring the fact that the notification under Section 4(1) of the Land Acquisition Act had been issued on 18.08.1981, the said reports were not accepted by the Government. It was also stated that the State Government has taken a decision to pay compensation for the land at the rate of Rs.30,000/- per acre with solatium and interest, in all Rs.10,99,853-75, and that had been communicated to the Respondents. It may be noted that the District Magistrate had approved the report of the District Land Acquisition Officer dated 17.2.2009 working out the amount due as Rs.29,86,99,086/- (at the rate 84,74,760/- per acre worked out on the basis of a sale deed 25.9.2008 in regard to a small plot measuring 240 sq.m.).

4.3) When the matter came up on 12.7.2010, the High Court recorded the presence of Sri Ravindra Singh, Principal Secretary, Public Works Department, Govt. of U.P., Lucknow, and exempted his personal attendance

SUPREME COURT OF INDIA
JUDGMENT

and adjourned the matter by twenty days. When the matter came up on 5.8.2010, the following order was made by the High Court:

> "Upon hearing the learned counsel for the petitioner, Senior Advocate Shri V.K.S. Chaudhary and the Advocate General, (it is directed that the) Government shall file an affidavit within two weeks as to why the rate recommended by the Collector has not been accepted.
>
> List after two weeks for further hearing."

4.4) Thereafter the appellant filed an affidavit dated 19.8.2010 submitting that the matter was re-examined and found that the recommendations of District Magistrate as well as of Commissioner were not binding on State Government; that this Court (in *Swarna Lata Vs. State of Haryana* - (2010) 4 S.C.C. 532) has held that a writ petition challenging the notifications under Section 4 and 6 of the Land Acquisition Act was not maintainable after lapse of several years; and that therefore the writ petition was liable to be dismissed. The matter again came up on 30.8.2010 and the division bench perused the said affidavit and requested the Advocate General to be available at the next hearing on 7.9.2010. When the matter came up on 22.9.2010, the division bench made the impugned order which is extracted below :

> *"Upon hearing learned counsel for the parties, we direct the Principal Secretary (Finance) and Principal Secretary (Revenue) Govt. of U.P.*

SUPREME COURT OF INDIA
JUDGMENT

Lucknow to appear in person before this Court on the next date fixed in this case to show cause as to why the interest at the rate of 9% be not charged on the delayed payment which has occurred on account of them and the recovery thereof be not made from their personal salary to the extent of 50% each respectively.

List this case for further orders/hearing on 20.10.2010. The copy of this order be sent to the Principal Secretary (Finance) and Principal Secretary (Revenue) Govt. of U.P. Lucknow through FAX by tomorrow."

(Emphasis supplied)

5. Aggrieved by the said order dated 22.9.2010 directing the Principal Secretary (Finance) and Principal Secretary (Revenue) of the Government of U.P., to appear in person and the direction to show cause as to why interest at the rate of 9% per annum shall not be charged and the same be recovered from their personal salary to the extent of 50% each on the payments allegedly delayed by them, the State has filed this appeal by special leave, raising the following questions :

SUPREME COURT OF INDIA
JUDGMENT

(a) Whether the High Court while hearing a writ petition challenging a land acquisition can force the State Government to settle the matter outside the Court?

(b) Whether the High Court was justified in calling the senior officers of the state government and directing them to settle the matter, when the writ petition filed by Respondents is being resisted by the state government (by contending that the writ petition itself was not maintainable as it purported to challenge the land acquisition proceedings 24 years after the issuance of notifications under Sections 4 and 6 of the Act and 19 years after taking of the possession)?

(c) Whether the High Court was justified in repeatedly directing the senior officers of the rank of Secretaries to Government to be present in court, when the state government refused to settle the matter, and pressurize them to settle the disputed claim, by threatening to recover the entire interest from their salaries?

6. The fact that the issue relating to increase of compensation is pending in appeals before the High Court in pursuance of the order of remand by this Court, is not in dispute. The quantum of compensation will have to be decided in those appeals and not in a writ petition. As on date, there is no order either in the appeal or the writ petition determining any amount (other than what was awarded by the Reference Court) as due to the respondents. The contention and prayer of the respondents in the writ petition that fresh notifications should be issued regarding the acquisitions and the compensation should be determined with reference to the current rates as on the date of such fresh notification and not as on 18.8.1981, is a matter that is yet to be decided in the writ petition. As both the writ petition and the appeals are pending, it cannot be said that there is any delay on the part of the state government or its officers in effecting payment of compensation. The delay at present is in fact on account of the pendency of the matters before the High Court. If the High Court was of the view that the matter was getting unnecessarily delayed, or that any injustice had been caused to the land

SUPREME COURT OF INDIA
JUDGMENT

owners, it ought to have heard the writ petition finally and decided the dispute on merits instead of listing the matter on several days and asking different senior officers of the state government to be present and virtually intimidate them to agree for a settlement by paying compensation at current market value instead of with reference to 18.8.1981. The procedure and method adopted by the Division Bench of the High Court, to say the least, is improper and requires to be deprecated.

7. It is a matter of concern that there is a growing trend among a few Judges of the High Court to routinely and frequently require the presence, in court, of senior officers of the government and local and other authorities, including officers of the level of Secretaries, for perceived non-compliance with its suggestions or to seek insignificant clarifications. The power of the High Court under Article 226 is no doubt very wide. It can issue to any person or authority or government, directions, orders, writs for enforcement of fundamental rights or for any other purpose. The High Court has the power to summon or require the personal presence of any officer, to assist the court to render justice or arrive at a proper decision. But there are well settled norms and procedures for exercise of such power.

SUPREME COURT OF INDIA
JUDGMENT

8. This court has repeatedly noticed that the real power of courts is not in passing decrees and orders, nor in punishing offenders and contemnors, nor in summoning the presence of senior officers, but in the trust, faith and confidence of the common man in the judiciary. Such trust and confidence should not be frittered away by unnecessary and unwarranted show or exercise of power. Greater the power, greater should be the responsibility in exercising such power. The normal procedure in writ petitions is to hear the parties through their counsel who are instructed in the matter, and decide them by examining the pleadings/affidavit/evidence/documents/material. Where the court seeks any information about the compliance with any of its directions, it is furnished by affidavits or reports supported by relevant documents. Requiring the presence of the senior officers of the government in court should be as a last resort, in rare and exceptional cases, where such presence is absolutely necessary, as for example, where it is necessary to seek assistance in explaining complex policy or technical issues, which the counsel is not able to explain properly. The court may also require personal attendance of the officers, where it finds that any officer is deliberately or with ulterior motives withholding any specific information required by the court which he is legally bound to provide or has misrepresented or suppressed the correct position.

SUPREME COURT OF INDIA
JUDGMENT

9. Where the State has a definite policy or taken a specific stand and that has been clearly explained by way of affidavit, the court should not attempt to impose a contrary view by way of suggestions or proposals for settlement. A court can of course express its views and issue directions through its reasoned orders, subject to limitations in regard to interference in matters of policy. But it should not, and in fact, it cannot attempt to impose its views by asking an unwilling party to settle on the terms suggested by it. At all events the courts should avoid directing the senior officers to be present in court to settle the grievances of individual litigants for whom the court may have sympathy. The court should realize that the state has its own priorities, policies and compulsions which may result in a particular stand. Merely because the court does not like such a stand, it cannot summon or call the senior officers time and again to court or issue threatening show cause notices. The senior officers of the government are in-charge of the administration of the State, have their own busy schedules. The court should desist from calling them for all and sundry matters, as that would amount to abuse of judicial power. Courts should guard against such transgressions in the exercise of power. Our above observations do not of course apply to summoning of contemnors in contempt jurisdiction.

SUPREME COURT OF INDIA
JUDGMENT

10. We have made the above observations rather reluctantly. Our observations should not be construed as restricting or limiting the exercise of the extraordinary jurisdiction of High Courts under Article 226 of the Constitution of India. The observations are intended to be guidance for self-regulation and self-restriction by courts. It became necessary as we have noticed that the learned Presiding Judge of the Bench has been frequently making such orders directing senior officers of the Government to be present and settle claims. It is a coincidence that another case where a similar procedure was adopted by the learned Presiding Judge of the bench, came up before us today – *Lake Development Authority, Nainital vs. Heena Khan* (CA No.10087-10090 of 2010 decided on 26.11.2010). We have no doubt that the learned Judge bona fide believes that by requiring the presence of senior officers, he could expedite matters and render effective justice. But it is not sufficient that the object of the Judge is noble or bonafide. The process of achieving the object should be just and proper, without exceeding the well recognised norms of judicial propriety.

11. In this context we may refer to the following observations of this court in *State of Gujarat vs. Turabali Gulamhussain Hirani* - 2007 (14) SCC 94 :

SUPREME COURT OF INDIA
JUDGMENT

> "A large number of cases have come up before this Court where we find that learned Judges of various High Courts have been summoning the Chief Secretary, Secretaries to the Government (Central and state), Directors General of Police, Director-CBI or BSF or other senior officials of the Government. There is no doubt that the High Court has power to summon these officials, but in our opinion that should be done in very rare and exceptional cases when there are compelling circumstances to do so. Such summoning orders should not be passed lightly or as a routine or at the top of a hat.
>
> Judges should have modesty and humility. They should realize that summoning a senior official, except in some very rare and exceptional situation, and that too for compelling reasons, is counterproductive and may also involve heavy expenses and valuable time of the official concerned. The judiciary must have respect for the executive and the legislature. Judges should realize that officials like the Chief Secretary, Secretary to Government, Commissioners, District Magistrates, senior police officials, etc. are extremely busy persons who are often working from morning till night."

12. On the facts and circumstances, the interim directions of the Division Bench of the High Court, issued while dealing with a writ petition challenging the acquisition, requiring the Principal Secretary (PWD), Principal Secretary (Finance) or Principal Secretary (Revenue) to be present on different dates, are improper and are liable to be interfered.

13. We, therefore, set aside the impugned order of the High Court and request the High Court to dispose of the pending appeal expeditiously on merits. To avoid any impression of bias or prejudice, we request the Hon'ble

Chief Justice of the High Court to assign the matter to some other bench. All questions are left open.

……J.
(R.V. Raveendran)

New Delhi;
November 26, 2010.

……J.
(A.K. Patnaik)

SUPREME COURT OF INDIA
JUDGMENT

GAD-SC-RULES-0020-2015.-13962/Gen
GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION DEPARTMENT
******

NOTIFICATION

Bhubaneswar dated the 5th June 2015

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991, namely:-

1. Short title and commencement-(1) These rules may be called the Odisha Civil Services (Combined Competitive Recruitment Examination) Amendment Rules, 2015.

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

2. In the Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991(hereinafter referred to as the said rules), in rule 5, in sub rule (2), in clause (i) after the proviso, the following proviso shall be added, namely:-

"Provided further that whenever applications have not been invited by the Commission during any particular year, to fill up the vacancies of that year, the applicants who would have been eligible to compete at the examination had the application been invited by the Commission during that year, shall be eligible to compete at the examination held in the subsequent year."

3. In the said rules, in rule 12, in sub-rule (1), the words and expressions "i.e. General Studies as paper –I and one subject to be selected by the candidates from the list of Optional Subjects set out in Item - 1 (A) of Schedule – III [as paper – II]" shall be deleted.

4. In the said rules, in rule 13, in clause (iii), the proviso thereof shall be deleted.

5. In the said rules, in rule 14, in Note (4),-

(a) the words "and optional papers" shall be deleted; and

(b) the word "and" shall be inserted between the words "Personality test" and "General Studies".

6. In the said rules, in rule 19(A), in clause (i),the words and figures "and in that case the second proviso to clause (i) of sub rule (2) of rule-5 shall apply:"

7. In the said rules, in SCHEDULE-III,-

(a) In Note (i) below Serial No. 1. (A), the word "Preliminary" and slash "/ " shall be deleted.

(b) In Note (ii) below Serial No. 1. (A), the sentence, "The number of candidates to be admitted to the Main Examination would be 12 times of the total number of vacancies advertised." shall be substituted by the following sentence, namely:-

"The number of candidates to be admitted to the Main Examination belonging to each category would be as nearly as may be but not more than 12 times of the total number of vacancies advertised:

Provided that the candidates securing same marks at the cut-off point of each category would be admitted even if it exceeds 12 times to that extent only."

(c) After Note (ii) below Serial No. 1. (A), the following Note shall be substituted, namely:-

"(iii) In the Preliminary Examination, Candidates shall be awarded marks for correct response of each question. One-fourth marks assigned to that question shall be deducted for indicating incorrect response of each question, but no deduction from the total score shall be made if no response is indicated for a question in the answer sheet. There shall be four responses in each question to be answered and only one correct response shall be made to that. More than one response in any question shall be treated as wrong response and marks for such wrong response shall be deducted if one of the responses happened to be an incorrect response."

8. In the said rules, the word "Oriya" wherever it appears shall be substituted by the word "Odia".

By order of the Governor

5/6/2015

Principal Secretary to Government

A.K. Sahu ACE cum V.C 29/10/14

The Odisha Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 215, CUTTACK, THURSDAY, JANUARY 31, 2013/ MAGHA 11, 1934

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 31st January, 2013

No. 2917-GAD-SC-RULES-0024/2012/GAD — In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following Rules further to amend the Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991, namely:—

1. *(1)* These Rules may be called the Odisha Civil Services (Combined Competitive Recruitment Examination) Amendment Rules, 2012.

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

2. In the Odisha Civil Services (Combined Competitive Recruitment Examination) Rules, 1991 in SCHEDULE-III, Serial No. 1. (A) shall be substituted by the following; namely:—

"1. (A) The Preliminary Examination shall consist of two papers of Objective Type (Multiple Choice Questions) and each paper shall be of two hours duration.

(a) General Studies:	PAPER I	200 Marks;
(b) General Studies:	PAPER II	200 Marks;

DETAILED SYLLABUS

PAPER I

(i) Current events of National and International importance;

(ii) History of India and Indian National Movement;

(iii) Indian and World Geography-Physical, Social, economic Geography of India and the World;

(iv) Indian Polity and Governance-Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.;

(v) Economic and Social Development-sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.;

(vi) General Issues on Environmental Ecology, Bio-diversity and Climate Change-that do not require subject specialization; and

(vii) General Science.

PAPER II

(i) Comprehension;

(ii) Interpersonal Skills including communication skills;

(iii) Logical Reasoning and Analytic ability;

(iv) Decision Making and Problem Solving;

(v) General Mental Ability;

(vi) Basic numeracy (numbers and their relations, orders of magnitude) (Class X level). Data Interpretation (Charts, Graphs, Tables, Data Sufficiency etc.- Class X level); and

(vii) English Language Comprehension Skills (Class X level).".

By Order of the Governor

N. CHANDRA
Special Secretary to Government

Printed and published by the Director, Printing, Stationery and Publication, Odisha, Cuttack-10
Ex. Gaz. 2103-193+200

The Orissa Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 1639, CUTTACK, FRIDAY, JULY 15, 2011/ ASADHA 24, 1933

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 14th July, 2011

No.13387-SC/5-01/2011/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 Civil Service (Combined Competitive Recruitment Examination) Rules, 1991, namely:—

1. *(1)* These rules may be called the Orissa Civil Service (Combined Competitive Recruitment Examination) Amendment Rules, 2011.

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

2. In the Orissa Civil Service (Combined Competitive Recruitment Examination) Rules, 1991(hereinafter referred to as the said rules), in rule 5 —

(i) in sub-rule (1), clause "(ii)" shall be substituted by the following clause, namely:—

"*(ii) Knowledge in Oriya:* He must be able to read, write and speak Oriya; and have–

(a) passed Middle School Examination with Oriya as a language subject; or

(b) passed High School Certificate or equivalent examination with Oriya as medium of examination in non-language subject; or

(c) passed in Oriya as a language subject in the final examination of Class-VII from a school or educational institution recognized by the Government of Orissa or the Central Government ; or

(d) passed a test in Oriya in Middle English School Standard conducted by the School & Mass Education Department of the Government of Orissa".

(ii) in sub-rule (2), clause (i) along with the proviso thereunder, shall be substituted by the following, namely:—

"*(i) Age Limits:* A candidate must have attained the age of 21 years and must not be above the age of 32 years on the first day of January of the year in which the advertisement is made:

Provided that the Upper Age Limit in respect of reserved categories of candidates shall be relaxed for the respective categories in accordance with the provisions of the Orissa Civil Service (Fixation of Upper Age Limit) Rules, 1989."

3. In the said rules, in rule 19(A), in clause (i), the words "and in that case the proviso to clause (i) of sub-rule (2) of rule 5 shall apply" , shall be omitted.

4. In the said rules, the SCHEDULE-I shall be substituted by the following Schedule, namely:—

"SCHEDULE – I

(*see* rule 3)

Sl. No. (1)	Name of the Posts / Service (2)	Relevant Recruitment Rules (3)
1	Orissa Administrative Service, Group A(Junior Branch)	The Orissa Administrative Services (Recruitment and Conditions of Service) Rules, 2011
2	Orissa Finance Service, Group A (Junior Branch)	The Orissa Finance Service Rules, 2010
3	Orissa Police Service, Group A (Junior Branch)	The Orissa Police Service, Group A(Junior Branch) Recruitment Rules, 2011
4	Orissa Revenue Service, Group B	The Orissa Revenue Service (Recruitment) Rules, 2011
5	Orissa Taxation and Accounts Service, Group B	The Orissa Taxation and Accounts Service Rules, 2011
6	Orissa Co-operative Service, Group B	The Orissa Co-operative(Recruitment and Conditions of Service) Rules, 1974
7	Orissa Employment Service, Group B	The Orissa Employment Service, Group B (Recruitment and Conditions of Service) Rules, 1990
8	Orissa Welfare Service, Group B	The Orissa Welfare Service (Method of Recruitment and Conditions of Service) Rules, 1992".

By order of the Governor

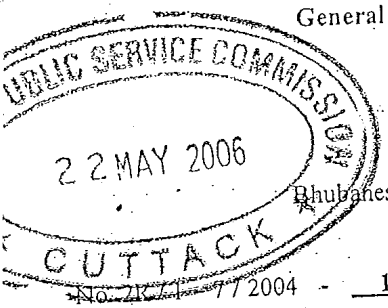
UPENDRA NATH BEHERA
Special Secretary to Government

Printed and published by the Director, Printing, Stationery and Publication, Orissa, Cuttack-10
Ex. Gaz. 884-193+200

Government of Orissa

General Administration Department

PUBLIC SERVICE COMMISSION
22 MAY 2006
CUTTACK



NOTIFICATION

Bhubaneswar dated the 12th May, 2006

No. 2K/1 - 7/2004 - 10709 / 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 Civil Services (Combined Competitive Recruitment Examination) Rules, 1991, namely :-

1. (1) These rules may be called the Orissa Civil Services (Combined Competitive Recruitment Examination) Amendment Rules, 2006.

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

2. In the Orissa Civil Services (Combined Competitive Recruitment Examination) Rules, 1991 (hereinafter referred to as the said rules), in rule 12, for sub-rule (1), [of rule 12] the following sub-rule shall be substituted, namely :-

"(1) The eligible candidates shall be required to appear in a Preliminary Examination which shall consist of two papers i.e. General Studies as paper – I and one subject to be selected by the candidates from the list of Optional Subjects set out in Item - 1 (A) of Schedule – III [as paper – II]. The candidates qualifying the Preliminary Examination shall be called to appear at the Main Examination on the subjects as prescribed in Item - 1 (B) of Schedule - III."

3. In the said rules, for Schedule – II, the following schedule shall be substituted; namely : -

" SCHEDULE - II

[(Vide Rule 4 (3)]

The Scheme of Examination

I. The Competitive Examination shall comprise as follows, namely :-

(i) Preliminary Examination,

(ii) Main Examination,

(iii) Personality Test or Interview.

II. Candidates who will qualify in the Preliminary Examination, shall be called by the Commission, to appear in the Main Examination. The qualifying marks in the Preliminary Examination shall be such as may be fixed by the Commission. The marks obtained in the Preliminary Examination shall not be counted for ranking. The Main Examination shall comprise Oriya Language, English, English Essay, General Studies - I & II papers, two optional subjects having two papers each as prescribed in Schedule - III.

III. Candidates who obtain such minimum qualifying marks in the Main Examination as may be fixed by the Commission at their discretion [in the advertisement] shall be called for personality test. The personality test or Interview shall carry 250 marks and no minimum qualifying marks for personality test or Interview shall be fixed.

Deleted vide G.A. Deptt. No. 18181/Gen dt. 7.8.06

Total marks thus obtained by the candidates in the written examination and personality test or Interview would determine their ranking. Candidates shall be allotted to the various services keeping in view their ranks in the examination and the preferences indicated by them for various services."

4. In the said rules for Schedule – III, the following schedule shall be substituted; namely : -

"SCHEDULE - III

[(Vide Rule 4 (5)]

Scheme and subjects for the Examination

1. (A) The preliminary Examination shall consist of two papers of objective type (Multiple choice questions) and each paper shall be of two hours duration -

Paper - I	General Studies	...	150 Marks
Paper - II	One subject to be selected from the following Optional Subjects.	...	300 Marks
		Total -	450 Marks

(i) Agriculture
(ii) Agricultural Engineering
(iii) Animal Husbandry & Veterinary Science
(iv) Anthropology
(v) Botany
(vi) Chemistry
(vii) Civil Engineering
(viii) Commerce & Accountancy
(ix) Economics
(x) Electrical Engineering
(xi) Education
(xii) Forestry
(xiii) Fisheries Science
(xiv) Geography
(xv) Geology
(xvi) Home Science
(xvii) History
(xviii) Law
(xix) Management
(xx) Mathematics
(xxi) Mechanical Engineering
(xxii) Philosophy
(xxiii) Physics
(xxiv) Political Science & International Relations
(xxv) Psychology
(xxvi) Public Administration
(xxvii) Sociology
(xxviii) Statistics
(xxix) Zoology

NOTE (i) The scope of the syllabi for optional subject papers for the Preliminary / Main Examination is broadly of the Honours Degree level, i.e., a level higher than the Bachelors Degree and lower than the Masters Degree. In the case of Engineering and Law, the level corresponds to the Bachelors' Degree.

(ii) The Preliminary Examination is meant to serve as screening test only. The marks obtained in Preliminary Examination by the candidates who are declared qualified for admission to main examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination would be 12 times of the total number of vacancies advertised. Only those candidates who are declared by the Commission to have qualified in Preliminary Examination against a particular advertisement will be eligible for admission to the Main Examination against the said advertisement.

(B) Main Examination -

The Main Examination shall consist of the following papers and each paper shall be of three hours duration.

Paper - I	Oriya Language	...	300 Marks ✓
Paper - II	English	...	300 Marks ✓
Paper - III	English Essay	...	200 Marks ✓
Paper - IV	General Studies - I	...	300 Marks ✓
Paper - V	General Studies - II	...	300 Marks ✓
Paper - VI, VII, VIII & IX	Any two subjects to be Selected from the list of Optional subjects set out below. Each subject will have two papers.	...	300 Marks for each paper ✓
Personality Test or Interview shall carry		...	250 Marks

2. LIST OF OPTIONAL SUBJECTS FOR MAIN EXAMINATION

1. Agriculture
2. Animal Husbandry & Veterinary Science
3. Anthropology
4. Agricultural Engineering
5. Botany
6. Chemistry
7. Civil Engineering
8. Commerce & Accountancy
9. Economics
10. Electrical Engineering
11. Education
12. Fisheries Science
13. Forestry
14. Geography
15. Geology
16. Home Science
17. History
18. Indian Language & Literature (any one)
    (a) Oriya, (b) Hindi, (c) Sanskrit, (d) English, (e) Persian, (f) Urdu.
19. Law
20. Management
21. Mathematics
22. Mechanical Engineering
23. Philosophy
24. Physics
25. Political Science & International Relations
26. Public Administration
27. Psychology
28. Sociology
29. Statistics
30. Zoology

Note (i) - Candidates shall not be allowed to opt for the following combinations of optional subjects.

a) Oriya, Hindi, Persian, Sanskrit, Urdu, English

b) Civil Engineering, Mechanical Engineering, Electrical Engineering and Agricultural Engineering

c) Mathematics & Statistics

d) Anthropology & Sociology

e) Political Science & International Relations and Public Administration

f) Commerce & Accountancy and Management

g) Agriculture and Animal Husbandry & Veterinary Science

h) Management and Public Administration

i) Education and Psychology

j) Agriculture and Agricultural Engineering

(ii) Each of the papers i.e. Paper - I (Oriya Language) and Paper -II (English) will be of Matriculation standard and shall be qualifying in nature. The marks obtained in these two papers shall not be counted for ranking.

(iii) The papers on Essay, General Studies and Optional Subjects of only those candidates shall be evaluated who attain such minimum standard as may be fixed by the Commission at their discretion for the qualifying papers in Oriya Language and English.

(iv) The question papers for the Main Examination shall be of conventional (essay) type.

(v) Candidates shall have to answer all the question papers except the Indian Languages paper in English.

(vi) The question papers other than Indian Language and Literature shall be set in English.

(vii) The details of syllabi are to be set out by the Commission.

7. (a) General Instructions :-

(i) Candidates must answer the papers in their own handwriting and in no circumstances they will be allowed the help of a scribe to write the answer for them.

(ii) The Commission shall be competent to fix the qualifying marks in any or all the subjects of the examination.

(iii) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Marks will not be allotted for mere superficial knowledge.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.

(vi) In the Question Papers, wherever necessary, questions involving the metric system of weights and measures only will be set.

(vii) Candidates shall use only international form of Indian numericals (i.e. 1,2,3,4,5,6 etc.) while answering Question papers.

(viii) Candidates will be allowed the use of scientific (Non-programmable type) calculators at the conventional (Essay) type examination of O.P.S.C. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculators in the Examination Hall in not permitted.

Candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They should not, therefore, bring the same inside the Examination Hall.

(ix) Candidates are not allowed to bring Mobile phones, pagers or any other communication devices into the premises of the Examination Centre and premises of the Commission.

Personality Test / Interview -

The candidates shall be interviewed by a Board to be constituted by the O.P.S.C. for the purpose. The said Board will have before them a record of his career. He will be asked questions on matters of general interest. The object of the interview will be to assess the personal suitability of the candidate for a carrier in public service. The object of test shall be to judge the mental caliber of a candidate, his intellectual qualities as well as social traits and his interest in current affairs. Further some of the qualities [to be judged will be] like mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity are to be judged by the said Board."

By order of the Governor

Special Secretary to Government

ORDER : Ordered that the notification be published in an extra ordinary issue of the Orissa Gazette and the copy thereof forwarded to all Departments of Government / All Heads of Department / All Collectors / Registrar, Orissa High Court / Registrar, Orissa Administrative Tribunal / Special Secretary, Orissa Public Service Commission.

Special Secretary to Government

Memo No. 10710 / Gen., dated. 12 / 05 / 2006

Copy forwarded to the Orissa Gazette Cell in-charge, Orissa Gazette Cell, C/o. Commerce Department for information with request to publish the above notification in the extra ordinary issue in the Orissa Gazette and supply 300 copies to this Department for official use.

12.5.2006.

Deputy Secretary to Government

Memo No. 10711 / Gen., dated. 12 / 05 / 2006

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 for information and necessary action.

12.5.2006.

Deputy Secretary to Government

Memo No. 10712 / Gen., dated. 12 / 05 / 2006

Copy forwarded to all Sections of G.A.Deptt. / G.A.Deptt. Library (10 copies) / Guard file (S.C.Branch) 20 copies for information and necessary action.

12.5.2006.

Deputy Secretary to Government

Government of Orissa
General Administration Department
*****

NOTIFICATION

Bhubaneswar, dated the 7th August, 2006.

No. 2R / 1 - 7 / 2004 - 18181 / 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 Civil Services (Combined Competitive Recruitment Examination) Rules, 1991, namely :-

1. (1) These rules may be called the Orissa Civil Services (Combined Competitive Recruitment Examination) Second Amendment, Rules, 2006.

(2) They shall be deemed to have come into force on the 12th May, 2006.

2. In the Orissa Civil Services (Combined Competitive Recruitment Examination) Rules, 1991 in paragraph III of SCHEDULE - II, the words "in the advertisement" appearing therein shall be deleted.

By order of the Governor

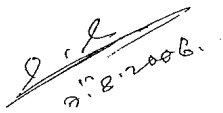
Special Secretary to Government

ORDER : Ordered that the notification be published in an extra ordinary issue of the Orissa Gazette and the copy thereof forwarded to all Departments of Government / All Heads of Department / All Collectors / Registrar, Orissa High Court / Registrar, Orissa Administrative Tribunal / Special Secretary, Orissa Public Service Commission.

Special Secretary to Government

Memo No. 18182 / Gen., dated. 07.08.2006

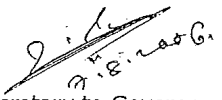
Copy forwarded to the Orissa Gazette Cell in-charge, Orissa Gazette Cell, C/o. Commerce Department for information with request to publish the above notification in the extra ordinary issue in the Orissa Gazette and supply 300 copies to this Department for official use.



Deputy Secretary to Government

Memo No. 18183 / Gen., dated. 07.08.2006

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 for information and necessary action.



Deputy Secretary to Government

Memo No. 18184 / Gen., dated. 07.08.2006

Copy forwarded to all Sections of G.A.Deptt. / G.A.Deptt. Library (10 copies) / Guard file (S.C.Branch) 20 copies for information and necessary action.



Deputy Secretary to Government

GENERAL ADMINISTRATION DEPARTMENT
NOTIFICATION

The 1st July 1991

(Published in the Orissa Gazette on the 13th August, 1991)

No.IR/1-17/91.16984/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 method of recruitment to certain State Civil Services, namely :-

Short title and commencement

1. (1) These rules may be called the Orissa Civil Services (Combined Competitive Recruitment Examination) Rules, 1991.

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

Definitions

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

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

(b) "Examination" means the Orissa Cvil Services Combined Competitive Recruitment Examination,

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

(d) "Schedule" means the Schedule appended to these rules,

(e) "Year" means the calendar year.

Direct recruitment

3. Appointment to Services/Posts mentioned in column (2) of Schedule-I which are required to be filled up by direct recruitment through competitive examination under the relevant Recruitment Rules/Regulations/Resolutions as mentioned in column (3) thereof shall notwithstanding anything to the contrary contained in such Rules/Regulations, be made in order of merit from out of the candidates recommended by the Commission under rule 15 :

Provided that the Government may include any services/posts in the Schedule-I for regulating direct recruitment to that service/post under this rule or exclude any service/post from the purview of this rule by notification in the official gazette.

Holding of Examination

4. (1) The concerned Department of Government shall intimate each year the vacancy position to the Commission through the G.A. Department indicating the posts reserved for candidates belonging to the categories of Scheduled Caste, Scheduled Tribes, Socially and Educationally Backward Classes, Ex-Serviceman, Sportsmen and Women.

(2) The Commission shall on receipt of the vacancy position from the G.A Department announce and invite applications from the candidates eligible to appear in the examination.

(3) The Commission shall conduct the Combined Competitive Examination in the manner prescribed in Schedule-II for recruitment to the Services/Posts mentioned in Schedule-I by an order to be issued by the Commission on that behalf.

(4) The date on which and the place at which the examination will be held, shall be decided and notified by the Commission.

(5) The candidates shall be examined in any of the subject/subjects specified in Schedule-III.

Condition of eligibility.

5. In order to be eligible to compete for the examination, a candidate must satisfy the following conditions, namely –

1) **Nationality -**
   (i) He shall be a citizen of India.
   (ii) He shall be able to speak, read and write Oriya and shall have Oriya as a language subject in the H.S.C. Examination or an equivalent examination or has been declared to have passed a test in Oriya language equivalent to the Middle School standard conducted by the Education Department of the Government of Orissa.

2) **Age -**
   (i) Candidates shall be under thirty-two years and over twenty-one years of age on the 1st day of August of the year in which applications are invited,

   Provided that –

   (a) Where applications have not been invited by the commission during any particular year to fill up the vacancies of that year, the applicants who would have been eligible to compete at the examination had the applications been invited by the Commission during that year shall be eligible to compete at the examination held in the subsequent year.

   (b) The maximum age-limit in case of candidate belonging to Scheduled Caste or Scheduled Tribe shall be relaxed by five years.

   (b-1) The upper age-limit in case of candidates belonging to Socially and Educationally back ward classes shall be relaxed by three years.

   (c) The upper age-limit in case of candidates, who are Ex-Servicemen, shall be relaxed in accordance with the Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985.

   (d) The upper age-limit in case of women candidates shall be relaxed by five years.

(ii) Evidence of age which shall be accepted by the Commission is that entered in the H.S.C. Examination or Matriculation or Secondary School Leaving Certificate or a certificate recognized by an Indian University as equivalent thereto.

3) **Educational Qualification**
He must hold a Bachelor's Degree from any University incorporated by an Act of the Central or a State legislature in India or an Educational Institution established by an act of Parliament or deemed to be a University under Section 3 of the University Grants Commission Act, 1956 or a foreign University approved by the Central Government from time to time.

NOTE - Copies of only degree certificates or provisional certificates issued by the University duly attested by a Gazetted Officer as true copies shall be accepted as evidence of Educational Qualification. The Originals shall be produced at the time of *Viva Voce test.*

Eligibility of Government Employees.

6. Government Servants, whether temporary or permanent are eligible to appear at the examination provided they possess the requisite qualifications and are within the prescribed age-limit. Applications from Government Servants, shall, however be rejected unless submitted through proper channel.

Fees

7. (1) No application shall be considered, unless it is accompanied by an Indian Postal Order or Challan as provided in the Advertisement showing payment into a Government Treasury, the fees as may be prescribed by the Commission in consultation with the State Government for the purpose from time to time :

Provided that a candidate belonging to the Scheduled Castes or Scheduled Tribes is exempted from payment of fee.

(2) No claim for refund of the fees shall in any circumstances be entertained

Physical fitness.

8. A candidate must be of good mental condition and bodily healthy and free from any physical defect likely to interfere with the discharge of his duties as an Officer of the Service. A candidate who after such medical examination as the Government may prescribe, is not found to satisfy these requirements will not be appointed. Any candidate called for the personality test by the Commission may be required to undergo medical examination before the Medical Board. No fee shall be payable to the Medical Board by the candidate.

Identity.

9. Candidates shall submit two copies of their recent passport size photographs duly signed by them and attested by a Gazetted Officer, one of which shall be affixed on the first page of the application form and the remaining one shall be firmly attached to it.

Disqualification.

10. Any attempt, on the part of a candidate to obtain support for his candidature, by any means, may be held by the Commission to disqualify him for admission to the examination at any stage.

(2) No person who has more than one spouse living or in case of woman candidate if married to a person having a spouse living shall be eligible for appearing at the examination :

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for so doing exempt any person from the operation of this rule.

Eligibility for admission.

11. (1) The decision of the Commission as to the eligibility of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the Examination.

(2) The application of a candidate shall be summarily rejected if the same is not complete in all respects as provided in the rules, regulations, application forms and supplementary instructions to the candidates and is not received by the last date notified for the receipt of applications.

Appearance in Examination

12. (1) The eligible candidates shall be required to appear in a Preliminary Examination which shall consist of two papers i.e. General Studies as Paper-I and one subject to be selected by the candidates from the list of Optional Subjects set out in Item-I(A) of Schedule-III (as Paper-II). The candidates qualifying the Preliminary Examination shall be called to appear at the Main Examination on the subjects as prescribed in Item-I(B) of Schedule-III

(2) The candidates who secure such minimum qualifying marks in the written test shall be called to appear at the interview for a personality test :

Provided that the number of such candidates to be called for personality test, belonging to each category, shall not exceed twice the total number of vacancies likely to be filled up in different services.

No. of attempts.

13. Every candidate appearing at the examination, if he is otherwise eligible shall be permitted four attempts at the examination irrespective of the number of attempts he has availed of at the Orissa Administrative Service and other Examinations of previous years held prior to commencement of these Rules.

Provided that –

(i) Nothing herein shall apply in the case of Scheduled Caste and Scheduled Tribe candidates

(ii) Candidates belonging to the Socially & Educationally Backward Classes shall be permitted seven such attempts, and

(iii) A candidate who has been selected for appointment to any of the postsor services mentioned under category-II in column(2) of Schedule-I may, subject to his eligibility, be allowed to compete again for any Class-II Service or services mentioned under category-I in column(2) of the said schedule

NOTE - Notwithstanding the disqualification/cancellation of candidature, the fact of appearance of the candidates at the examination will count as an attempt

Preparation of merit list.

14. (1) On the basis of the results of the examination and tests conducted under rule 12 the Commission shall prepare a common list of successful candidates found suitable for appointment in order of merit, subject to reservation under different categories and forward this list to Government for allotment of their names in the manner prescribed in Rules 15. This list shall also be published by the Commission for general information.

(2) The list prepared under sub-rule (1) shall include the names of successful candidates equal to the number of vacancies reported to the Commission :

Provided that if the examination is conducted in particular year taking together all the vacancies of the previous years, this list shall include the names of successful candidates equal to the number of aggregate vacancies so reported to the Commission on different years including the current year

(3) The list submitted by the Commission shall be valid for one year from the date of its approval by the Government :

Provided that the State Government may, at any time, in consultation with the Commission for grave lapse in the conduct on the part of any person included in the list remove the name of such person from the list.

NOTE - (1) Final ranking of the candidates shall be on the basis of marks obtained in the written examination and interview.

(2) In case of two or more candidates securing the same marks in aggregate, the candidate securing higher marks in the personality test will be assigned higher position over the others.

(3) In case of candidates securing same marks in the aggregate and personality test, the candidates securing higher marks in general studies will rank above others.

(4) In case of securing same marks in the personality test, general studies and optional papers final ranking will be determined on the basis of age, i.e. those elder in age will be given preference over others.

Allotment

15. Candidates securing the highest places on the results of the examination shall, subject to the order of preference that has been expressed by them in their applications, be allotted to those services up to the number of vacancies that are decided to be filled up on the result of the examination. Due consideration shall be given to the preference exercised by a candidate at the time of his application, for admission to the examination :

Provided that in cases where the preference given by candidates become unworkable either due to the number of candidates giving preference for a particular service being more than the number of vacancies or vice versa, Government shall have the right to allot a candidate to any service for which he is considered most suitable irrespective of any preference given by him. In making such allotment, Government shall have regard, as far as possible, to the professional qualification and background that the candidate possesses.

Consideration for appointment.

16. Candidates shall be considered for appointment to different services subject to availability of vacancies, in the order in which their names appear in the list furnished by the Commission under rule 14.

Relaxed standard for S.C., S.T. & Ex-serviceman candidates.

17. Commission while drawing up the merit list under rule 14(1) shall arrange in order of merit of the candidates who have qualified by such standard as the Commission may determine and of the candidates belonging to the S.C,. , S.T. & Ex-Serviceman who though not qualified by the standard are having due regard to the maintenance of efficiency of administration, declared by the Commission to be suitable for appointment to the service.

Penalty

18. A candidate who is or has been declared by the Commission to be guilty of--

(i) on 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) using unfair means during the examination; or

(viii) writing relevant matter including obscene language or pornographic matter in the script(s); or

(ix) misbehaving with the 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 certificate; or

(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, may be liable –

(a) to be disqualified by the Commission from the examination for which he is a candidate; or

(b) to be debarred, either permanently or for a specified period -

(i) by the Commission, from appearing in any examination or selection held by them;
(ii) by the State Government from entering to and employment under them; and

(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.

Right to appointment

19. Inclusion of the name of a candidate in the list confers no right to appointment unless Government are satisfied, after such enquiry as may be considered necessary that the candidate having regard to his character and antecedents is suitable in all respects for appointment to the service.

19-A. Notwithstanding anything contained in these rule and the provisions of the Recruitment Rules specified in column 3 of Schedule-I,

(i) Where the Commission for any reason could not conduct the examination for one or more years in accordance with rule 4, a single examination may be conducted in the subsequent years for all the vacancies intimated during different years including the current year to the Commission, by treating them as the vacancies of the year in which the said examination is actually conducted and in that case proviso to clause (i) of sub-rule (2) of rule 5 shall apply; and

(ii) Where a single examination is conducted for all the vacancies which are required to be filled up by promotion, selection or transfer, as the case may be, under the relevant recruitment rules, remained unfilled shall be treated as the vacancies of the year in which the examination is conducted.

Repeal and savings

20. The rules/regulations specified in column (2) of Schedule-IV shall, to the extent as specified in column (3) thereof stand repealed ;

Provided that not withstanding such repeal any order made or action taken under the rules/regulations so repealed, shall be deemed to have been made or taken under these rules.

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.

SCHEDULE – I

(Vide Rule-3)

Sl.No. (1)	Name of the posts/services (2)	Relevant Recruitment Rules (3)
Category-I		
1.	Orissa Administrative Service, Class-II	The Orissa Administrative Service, Class-II(Recruitment) Rules, 1978
2.	Orissa Finance Service, Class-II	The Orissa Finance Service Rules,1979
3.	Orissa Co-operative Service, Class-II	The Orissa Co-operative (Recruitment and Conditions of Service) Rules, 1974
4.	Orissa Employment Service, Class-II	The Orissa Employment Service, Class-II (Recruitment and Conditions of Service) Rules, 1990
5.	Orissa Welfare Service, Class-II	
Category-II		
6.	Sub-Registrars (Specially declared Gazetted).	The Orissa Sub-Registrars (Recruitment and Conditions of Service)Rules, 1983
7.	Orissa Settlement and Consolidation Service (Specially declared Gazetted)	The Orissa Settlement and Consolidation Service (Recruitment and Conditions of Service) Rules, 1980.

SCHEDULE – II

[(Vide Rule 4(3)]

The Scheme of Examination

I. The Competitive Examination shall comprise as follows, namely-

(i) Preliminary Examination

(ii) Main Examination

(iii) Personality Test or Interview

II. Candidates who will qualify in the Preliminary Examination, shall be called by the Commission, to appear in the Main Examination. The qualifying marks in the Preliminary Examination shall be such as may be fixed by the Commission. The marks obtained in the Preliminary Examination shall not be counted for ranking. The Main Examination shall comprise Oriya Language, English, English Essay, General Studies-I & II papers, two optional subjects having two papers each as prescribed in Scheduled-III.

III. Candidates who obtain such minimum qualifying marks in the Main Examination as may be fixed by the Commission at their discretion shall be called for personality test. The personality test shall carry 250 Marks (with no minimum qualifying marks)

Total marks thus obtained by the candidates in the written examination and personality test would determine their ranking. Candidates shall be allotted to the various services keeping in view their ranks in the examination and the preferences indicated by them for various services.

SCHEDULE – III
[(Vide Rule 4(5)]
Scheme and subjects for the Examination

I.A. The Preliminary Examination shall consist of two papers of objective type (Multiplechoice questions) and each paper shall be of two hours duration –

Paper - I	General Studies	...	150 Marks
Paper - II	One subject to be selected from the following Optional Subjects.	...	300 Marks
		Total -	450 Marks

(i) Agriculture
(ii) Agricultural Engineering
(iii) Animal Husbandry & Veterinary Science
(iv) Anthropology
(v) Botany
(vi) Chemistry
(vii) Civil Engineering
(viii) Commerce & Accountancy
(ix) Economics
(x) Electrical Engineering
(xi) Education
(xii) Forestry
(xiii) Fisheries Science
(xiv) Geography
(xv) Geology
(xvi) Home Science
(xvii) History
(xviii) Law
(xix) Management
(xx) Mathematics
(xxi) Mechanical Engineering
(xxii) Philosophy
(xxiii) Physics
(xxiv) Political Science & International Relations
(xxv) Psychology
(xxvi) Public Administration
(xxvii) Sociology
(xxviii) Statistics
(xxix) Zoology

NOTE (i) The scope of the syllabi for optional subject papers for the Preliminary/Main Examination is broadly of the Honours Degree level, i.e., a level higher than the Bachelors Degree and lower than the Masters Degree. In the case of Engineering and Law, the level corresponds to the Bachelors' Degree.

(ii) The Preliminary Examination is meant to serve as screening test only. The marks obtained in Preliminary Examination by the candidates who are declared qualified for admission to main examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination would be 12 times of the total number of vacancies advertised. Only those candidates who are declared by the Commission to have qualified in Preliminary Examination against a particular advertisement will be eligible for admission to the Main Examination against the said advertisement.

I.B. Main Examination –

The Main Examination shall consist of the following papers and each paper shall be of three hours duration.

Paper – I	Oriya Language	...	300 Marks
Paper – II	English	...	300 Marks
Paper – III	English Essay	...	200 Marks
Paper – IV	General Studies-I	...	300 Marks
Paper – V	General Studies-II	...	300 Marks
Paper – VI, VII, VIII & IX.	Any two subjects to be selected from the list of optional subjects set out below. Each subject will have two papers.	...	300 Marks for each paper
	Personality Test shall carry	...	250 Marks

2. LIST OF OPTIONAL SUBJECTS FOR MAIN EXAMINATION

1. Agriculture
2. Animal Husbandry & Veterinary Science
3. Anthropology
4. Agricultural Engineering
5. Botany
6. Chemistry
7. Civil Engineering
8. Commerce & Accountancy
9. Economics
10. Electrical Engineering
11. Education
12. Fisheries Science
13. Forestry
14. Geography
15. Geology
16. Home Science
17. History
18. Indian Language & Literature (any one)
    (a) Oriya, (b) Hindi, (c) Sanskrit, (d) English, (e) Persian, (f) Urdu.
19. Law
20. Management
21. Mathematics
22. Mechanical Engineering
23. Philosophy
24. Physics
25. Political Science & International Relations
26. Public Administration
27. Psychology
28. Sociology
29. Statistics
30. Zoology

Note (i) - Candidates shall not be allowed to opt for the following combinations of optional subjects.

a) Oriya, Hindi, Persian, Sanskrit, Urdu, English

b) Civil Engineering, Mechanical Engineering, Electrical Engineering and Agricultural Engineering.

c) Mathematics & Statistics

d) Anthropology & Sociology

e) Political Science & International Relations and Public Administration.

f) Commerce & Accountancy and Management.

g) Agriculture and Animal Husbandry & Veterinary Science.

h) Management and Public Administration

i) Education and Psychology

j) Agriculture and Agriculture Engineering.

(ii) The Paper-I and Paper-II of Oriya language and English will be of Matriculation standard and shall be qualifying in nature. The marks obtained in these two papers shall not be counted for ranking.

(iii) The papers on Essay, General Studies and Optional Subjects of only those candidates shall be evaluated who attain such minimum standard as may be fixed by the Commission at their discretion for the qualifying papers in Oriya Language and English.

(iv) The question papers for the Main Examination shall be of conventional (essay) type.

(v) Candidates shall have to answer all the question papers except the Indian Languages paper in English.

(vi) The question papers other than Indian Language and Literature shall be set in English.

(vii) The details of syllabi are to be setout by the Commission.

3. General instructions –

(i) Candidates must answer the papers in their own handwriting and in no circumstances they will be allowed the help of a scribe to write the answers for them.

(ii) The Commission shall be competent to fix the qualifying marks in any or all the subjects of the examination.

(iii) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

(iv) Marks will not be allotted for mere superficial knowledge.

(v) Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.

(vi) In the Question Papers, wherever necessary, questions involving the metric system of weights and measures only will be set.

(vii) Candidates shall use only international form of Indian numericals (i.e. 1, 2, 3, 4, 5, 6 etc.) while answering Question papers.

(viii) Candidates will be allowed the use of scientific (Non-programmable type) calculators at the conventional (Essay) type examination of O.P.S.C. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loaning or interchanging of calculators in the Examination Hall is not permitted.

Candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They should not, therefore, bring the same inside the Examination Hall.

(ix) Candidates are not allowed to bring Mobile phones, pagers or any other communication devices into the premises of the Examination Centre and premises of the Commission.

Personality Test –

The candidate shall be interviewed by a Board. The Board will have before them a record of his career. He will be asked questions on matters of general interest. The object of the interview will be to assess the personal suitability of the candidate for a career in public service. The object of test shall be to judge the mental caliber of a candidate, his intellectual qualities as well as social traits and his interest in current affairs. Also some of the qualities to be judged will be mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

.....

Government of Orissa
General Administration Department

******

RESOLUTION

No. ID-19/2007 – 5719 /Gen., Dated, the 28th February, 2009

Subject: Restructuring the cadre of the Orissa Administrative Service and Constitution of the Orissa Revenue Service.

The proposal relating to restructuring of the cadre of the Orissa Administrative Service and Constitution of the Orissa Revenue Service has been engaging the attention of the Government for some time past. After careful consideration, the State Government have decided as follows:

1. Orissa Administrative Service being the premier State Civil Service, the senior functionaries of the Service are eligible to be considered for "promotion" to the Indian Administrative Service as per rule-8 of the Indian Administrative Service (Recruitment) Rules, 1954. In order to facilitate the elevation of these functionaries at a comparatively younger age so that they can reach policy formulating levels in the IAS, it is necessary to restructure the hierarchy of the Orissa Administrative Service.

2. Initial induction into the base level of the restructured Orissa Administrative Service shall be in Orissa Administrative Service-I (Junior Branch), in the pay scale of Rs.15,600-39,100/- with Grade Pay Rs.5,400/- with a cadre strength of 984 as per the following pattern:

   (a) Not less than fifty percent of the posts in the Service shall be filled up by direct recruitment, through Competitive Examination,

   (b) Not more than fifty percent of the posts shall be filled up by promotion from among officers of Orissa Revenue Service who (i) are Graduates, (ii) are within fifty years of age, (iii) have rendered not less than fifteen years of Government service and (iv) are in receipt of Grade Pay of Rs.5,400/- in the P.B.-2 of the Orissa Revised Scales of Pay, 2008.

3. Simultaneously, with a view to providing scope (a) for the growth of dedicated cadre of functionaries with professional expertise in Revenue laws and field execution thereof and (b) for the systematic career

development of the functionaries of the Orissa Settlement and Consolidation Service, it has been decided that there shall be the Orissa Revenue Service (ORS) with cadre strength of 1180. The Revenue and Disaster Management Department shall be the cadre controlling and Administrative Department in respect of ORS. At the base level, the ORS shall continue in the existing pay scale of Rs.9,300-34,800/- with Grade Pay Rs.4,600/-. Induction to the service shall be as per the following pattern: (a) not less than 50% by direct recruitment on the results of combined competitive examination and (b) not more than 50% by way of lateral selection of officers of outstanding merit from different cadres who are

(i) Graduates

(ii) Not more than 50 years of age

(iii) With outstanding record of service on the principle of suitability with due regard to seniority.

4. Since sufficient number of officers in the ORS cadre shall not be instantly available to man all the posts in the Cadre, some officers of the OAS-I (Junior Branch) shall discharge the functions of those posts.

5. Notwithstanding the stipulation in regard to promotion and direct recruitment to Orissa Administrative Service Class-I(JB), there shall only be a skeletal recruitment of at least 10(ten) officers each year to Orissa Administrative Service Class-I(JB), till the cadre strength is stabilised. The number of existing OAS-II Officers upgraded to the rank of OAS-I (JB) in excess of the cadre strength shall be retained in the cadre as temporary addition to the cadre.

6. The Cadre strength of restructured grades of O.A.S. will be as follows:

Sl No.	Rank	Existing strength	Revised strength	Cadre Schedule
1.	OAS Class I (Junior Branch)	648	984	Annexure-I
2.	OAS Class I (Senior Branch)	165	210	Annexure-II
3.	OAS (Supertime Scale)	80	143	Annexure-III
4.	OAS (Senior Grade in Super time Scale)	23	71	Annexure-IV
5.	OAS (Superior Administrative Grade)	10		Both the grades merged in OAS (SAG)
6.	OAS (Special Secretary)	04	8	Annexure-V

7. The Cadre Schedule containing the posts of Orissa Revenue Service will be issued by Revenue & Disaster Management Department.

8. The amendments to, or the formulation of the Rules regulating recruitment to the restructured Orissa Administrative Service and the newly constituted Orissa Revenue Service shall be finalized in the prescribed manner within a period of 3 months.

9. This will come into force with immediate effect.

10. This has the approval of the Cabinet in their 46th meeting held on 27.02.2009. The cadre strength of newly constituted Orissa Revenue Service and different grades of restructured O.A.S. Cadre have been approved by Hon'ble Chief Minister as per decision taken in the Cabinet.

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, Bhubaneswar / Deputy Accountant General, Orissa, Puri / Secretary, Orissa Public Service Commission / Secretary to Governor, Orissa.

By order of the Governor

28/2/09

Additional Secretary to Government

Memo No. 5720 / Gen., dated, the 28th February, 2009

Copy forwarded to the Orissa Gazette Cell in-charge, Orissa Gazette Cell, C/o. Commerce Department for information with request to publish the above notification in the extra ordinary issue of Orissa Gazette and supply 300 copies to this Department for official use.

28-2-2009

Joint Secretary to Government

Memo No. 5721 / Gen., dated, the 28th February, 2009

Copy forwarded to the Head, State Portal Group, IT Center, Secretariat for hosting in the Orissa Government website – orissagov.nic.in - General Administration Department.

28-2-2009
Joint Secretary to Government

Memo No. 5722 / Gen., dated, the 28th February, 2009

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 / Accountant General, Orissa, Bhubaneswar / Deputy Accountant General, Puri / Secretary to Governor, Orissa for information.

28-2-2009
Joint Secretary to Government

Annexure - I

Restructured Cadre Schedule of OAS –I (Junior Branch)

(Scale of Pay Rs.15,600-39,100 + Grade Pay Rs.5,400/-)

Name of the Posts	Nos.
Dy. Collector in Collectorate @ 2X 30 (Estt. & Rev. Officer)	60
Sub-Collectorate's office @1. Addl. Sub-Collector	58
Tahasil Office Tahasildars @ 1 X 316	316
A.F.A. / U.S. to RDC	6
U.S. to Board of Revenue	10
Principal, RITI, Khalikote	1
OSD, Revenue & D.M. Deptt., Control Room	2
Commerce & Transport Deptt. (RTO)	18
U.S. to Govt., G.A. Deptt.	15
Block Development Officers	314
U.S. to Chief Minister	1
Industries Deptt.	6
Ex-Officio U.S., W & C.D. Deptt.	2
U.S. to State Transport Authority	2
A.I.G. of Prisons	1
Estt. Officer Bureau of Statistics & Economics	1
Estt. Officer, O/o. the Registrar, Co-operative Societies	1
Rent Officer, G.A. Deptt.	1
Dy. Director, Culture	2
Land Officer, G.A. Deptt.	1
U.S., Staff Selection Commission	1
O/o The Chief Electoral Officer, Orissa	2
Total	821
Leave, Deputation & Training Reserve	163
Grand Total	984

Annexure - II

Restructured Cadre Schedule of O.A.S. –I (Senior Branch)

(Scale of Pay Rs.15,600-39,100 + Grade Pay Rs.6,600/-)

Name of the posts	Nos.
Deputy Secretary	30
Deputy Commissioner, L.R.	1
Additional Secretary to RDC's	3
Joint Director (Admn.), Agriculture	1
Deputy Director, Employment	1
P.A., ITDA	16
A.O., Directorate of Elementary Education	1
Joint Director, EPM (Marketing)	1
Deputy Commissioner, Transport	1
Dy. Commissioner (Relief), Board of Revenue	1
Sr. A.O., O/o. the PCCF, Bhubaneswar	1
Additional Director of Estate	1
Special Secretary, State Election Commission	1
Private Secretary to Ministers (unspecified)	12
Deputy Secretary to Governor	1
Sub-Collectors	58
Additional P.D. (Admn.), DRDA	30
Dy. Secretary, Board of Revenue	4
Special LAO, Water Resources	6
Floating posts (unspecified)	5
Total	**175**
Leave, Deputation & Training Reserve	**35**
Grand Total	**210**

Annexure -III

Restructured Cadre Schedule of O.A.S. (Supertime Scale)

(Scale of Pay Rs.15,600-39,100 + Grade Pay Rs.7,600/-)

Name of the posts	Nos.
Joint Secretary	32
Joint Secretary, Board of Revenue	1
Special Officer / Joint Secy., Board of Revenue	1
Additional Director, Land Records & Survey	1
Additional Director, Industries & ex-officio Secretary, Khadi & Village Industries	1
Director, O.B.C.	1
Joint Secretary, Orissa Staff Selection Commission	1
Joint Commissioner, Training, Co-ordination, GAA	2
Joint Director, Survey & Map Publication	1
Secretary, O.P.S.C.	1
A.D.Ms	37
P.D., DRDA	30
Joint Secretary to Governor	1
Joint Director, Consolidation	3
Settlement Officer	5
P.D.-cum-Joint Secretary, H & U.D. Deptt.	1
Total	**119**
Leave, Deputation & Training Reserve	**24**
Grand Total	**143**

Annexure - IV

Restructured Cadre Schedule of O.A.S. (Superior Administrative Grade)

(Scale of Pay Rs.37,400-67,000 + Grade Pay Rs.8,800/-)

Name of the posts	Nos.
Additional Secretary to Govt. (unspecified)	30
C.D.I. & ex-officio Addl. Secy. to Govt., G.A. Deptt.	1
Addl. C.E.O. & ex-officio Addl. Secy. to Govt., Home (Elections) Department	1
Addl. Commissioner (Relief), Board of Revenue, Orissa	1
Additional Commissioner (Transport)	1
Secretary, State Election Commission	1
Director, Indian System of Medicines & Homeopathy	1
Director, Housing & ex-officio Addl. Secy. to Govt., H. & U.D. Deptt.	1
Secretary to R.D.C.s	3
F.A., Board of Revenue	1
Secretary, State Transport Authority	1
Administrator, Shree Jagannath Temple, Puri & ex-officio Addl. Secy. to Govt., Law Department	1
Additional Commissioner, Settlement & Consolidation	4
Controller, Legal Metrology-cum-Director, Consumer Affairs & ex-officio Addl. Secy. to Govt., F.S. & C.W. Deptt.	1
Director of Estate	1
Additional I.G. of Prisons	1
Director, Text Book Production & Marketing	1
OSD to Chief Secretary	1
Secretary, Orissa Staff Selection Commission	1
D.M. & Collector (provisional)	6
Total	**59**
Leave, Deputation & Training Reserve	**12**
Grand Total	**71**

Annexure - V

Restructured Cadre Schedule of O.A.S. (Special Secretary)

(Scale of Pay Rs.37,400-67,000 + Grade Pay Rs.9,000/-)

Name of the posts	Nos.
Special Secretary (unspecified)	4
Additional Commissioner, Training, GAA	1
Director, Municipal Administration	1
Director, Consolidation and Director, Land Records & Survey	1
Special Secretary, OPSC	1
Total	8

GAD-SC-RAS-0029-2014-**5651** /Gen.,

Government of Odisha

General Administration and Public Grievance Department

*****

NOTIFICATION

Bhubaneswar, dated, the 17th February, 2020

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Odisha Civil Service (Rehabilitation Assistance) Rules, 1990, the Governor of Odisha is pleased to make the following rules to regulate recruitment to the Group-D Posts as a measure of rehabilitation assistance, namely:-

1. Short Title and Commencement: - (1) These rules may be called the Odisha Civil Services (Rehabilitation Assistance) Rules, 2020.

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

2. Definitions:- (1) In these rules, unless the context otherwise requires-

(a) "Appointing Authority" means the appointing authority of the deceased Government servant who held the substantive post at the time of his death;

(b) "deserving case" means where the applicant is awarded at least 60 points in the evaluation process out of the maximum 100 points finally allotted by the Appointing Authority under rule 6;

(c) "compassionate appointment" means appointment of any family member of the deceased Government servant under the Rehabilitation Assistance;

(d) "family members" means and include the following members,-

(i) Spouse of the deceased Government servant.

(ii) Sons or step sons or sons legally adopted through a registered deed executed before the death of the Government servant.

(iii) Un-married daughters and Un-married step daughters.

(iv) Widowed daughters or daughters-in-law residing permanently with the family of the deceased Government employee.

(v) Legally divorced daughter.

(e) "Government" means the Government of Odisha;

(f) "Form" means form appended to these rules;

(g) "Medical Board" means Medical Board constituted under the Chairmanship of the Chief District Medical Officer and two other senior Government doctors and an Administrative Officer as nominated by the District Collector of the concerned district of permanent residence of the deceased Government employee;

(h) "medically unfit" means absolutely not capable of performing any sort of Government job as per report of the Medical Board;

(i) "Rehabilitation Assistance" means the assistance provided under these rules to a member of the family of the Government servant who died while in service; and

(j) "Year" means the calendar year.

3. Compassionate appointment :- (1) Subject to provisions contained in these rules, in deserving cases, one family member of the deceased Government Servant shall be appointed on compassionate ground to Group-D base level post only by the appointing authority of that deceased Government servant which shall not be claimed as a matter of right.

(2) Appointment on compassionate ground shall be made without following the due recruitment procedure subject to satisfaction of the educational qualification prescribed for the post:

Provided that the widow of the deceased Government Servant, where appointed on compassionate ground, is not required to satisfy the educational qualification prescribed for the said post if the appointing authority is satisfied that the duties attached to the post can be satisfactorily performed without having the requisite educational qualification:

Provided further that up to fifty per centum (50%) of the sanctioned strength shall be filled up by the applicants under the Rehabilitation Assistance subject to availability of vacancies as on the first day of January of the year in which the appointment is considered. Principles of Reservation will be ensured against the total sanctioned strength of base level Group D post.

4. Applicability:- Compassionate appointment to any base level Group-D post, under these rules, shall ordinarily be available to the spouse of the deceased Government employee: Provided that in case the spouse is more than 50 years of age as on the date of death of the deceased Government employee and not willing to serve by giving written declaration in this respect or in case the spouse is found to be medically unfit for the job as per the report of the Medical Board, the spouse may nominate any one of the eligible family members of the deceased Government employee for compassionate appointment:

Provided further that in case the spouse of the deceased Government employee is not alive, all other family members of the deceased Government employee may nominate any one amongst them for compassionate appointment under these rules.

5. Authority competent to make compassionate appointment:- The authority competent to make substantive appointment to the post of an office identified for appointment of the applicant, shall be the competent authority to make appointment under these rules.

6. Mode of Appointment:- (1) Application for appointment under these rules shall be submitted by the eligible family member of the deceased Government employee, in Form A of these rules along with the following documents, to the Appointing Authority, namely:-

(a) 'Legal Heir' certificate issued by the Tahasildar concerned;

(b) 'Medically Unfit' certificate issued by the Medical Board of the district of permanent residence of the deceased Government employee, in Form B of these rules, in case the spouse of the deceased Government employee is medically unfit for appointment under these rules;

(c) Nomination by the spouse or by other family members (where the spouse is not alive) of the deceased Government employee, in Form C of these rules nominating the applicant for compassionate appointment under these rules, if applicable;

(2) On receipt of the application, the Appointing Authority shall verify the details furnished by the applicant (except information contained against Sl. No. 6 and 8 of the application form) and determine the eligibility of the applicant by allotting points in the Evaluation Sheet given in Form D to these rules, as given below:-

(a) If the total points allotted to the applicant in Part - I of the evaluation sheet is 60 or more, the applicant shall automatically be eligible for appointment under these rules and in such case, the Part - II of the evaluation sheet need not be filled up or assessed.

(b) If the total points allotted to the applicant in Part- I of the evaluation sheet is 44 or less, the applicant shall automatically be ineligible for appointment under these rules and in such case, the Part - II of the evaluation sheet need not be filled up or assessed.

(c) If the total point allotted to the applicant in Part-I of the evaluation sheet is between 44 and 60 (i.e. 45 to 59), then the Appointing Authority shall allot points provisionally in Part -II of the evaluation sheet on the basis of the details furnished by the applicant in the application form and if the sum total of points thus allotted to the applicant in Part-I and Part-II of the evaluation sheet remains below 60, the applicant shall be ineligible for appointment under these rules.

(d) If the total point allotted to the applicant in Part - I of the evaluation sheet is between 44 and 60 (i.e. 45 to 59) and the sum total of points allotted to the applicant in part - I and Part - II of the evaluation sheet, as mentioned in Para (c), becomes 60 or more, then the Appointing Authority shall forward a copy of the application to the Collector of the district where the deceased Government employee had his permanent residence and seek a report from the Collector in the Form E to these rules and as per the application, if the applicant or any of his or her family members owns immovable property, jointly or individually, in a district other than the district of permanent residence of the deceased Government employee, the Appointing Authority shall also seek a report from the Collector of the other district(s) concerned in the Form F of these rules.

(e) On receipt of the report(s) from the district Collector(s) as stated above, the Appointing Authority shall finally allot points to the applicant in Part - II of the evaluation sheet on the basis of the report(s) of the Collector(s) and if the sum total of the points finally allotted to the applicant in Part - I and Part - II of the evaluation sheet becomes 60 or more, the applicant shall be eligible for appointment under these rules.

(3) In the event the applicant meets the standard as per the criteria outlined under rule 6 (2), the Appointing Authority shall appoint the applicant in a suitable available base level Group 'D' vacant post under his control, but if a vacancy does not exist under his administrative control, the Appointing Authority shall forward the application to the Head of the Department with request for his suitable appointment against such vacant posts available in his control and the Head of the Department shall locate vacancies in his own office or other offices under his administrative control and direct Head of the Office where there is such vacant posts to appoint the applicant, and also if no vacancy is immediately available, the application shall be considered for the

subsequent vacancy arising in the offices of Heads of Departments and the Head of the Department shall appoint the candidate in the office or in the offices subordinate thereto.

(4) In the case of the Departments of Government in the Secretariat or their attached offices, the Appointing Authority, subject to the conditions stipulated in the proviso to rule 4 shall follow the procedure as specified hereunder, namely:-

(a) The concerned Department shall appoint the candidate against any base level Group-D vacant post available under its control in the Department.

(b) In case of non-availability of suitable post, the Department shall direct the Heads of Departments to appoint the candidate against any suitable base level Group-D post under their administrative control.

(5) If the applicant does not join the compassionate appointment offered, he or she shall forfeit his or her claim under these rules for all times to come and no choice will be offered to the applicant to exercise an option to select or reject any compassionate appointment.

(6) While considering the pending applications in any office, the concerned Competent Authority will consider all complete and eligible applications in order of date of death of the deceased employee.

(7) The economic distress condition shall be evaluated, as per the points awarded in the evaluation sheet contained in Form D, on the date of death of Government employee.

(8) The process of evaluation of application and offering compassionate appointment to the eligible applicant shall be completed within a period of one year from the date of receipt of application complete in all respects.

(9) All pending cases as on the date of publication of these rules in the Odisha Gazette shall be dealt in accordance with the provision of these rules.

(10) In all pending cases, the Appointing Authority shall collect the additional information on the present distress condition from the applicant within six months from the date of publication of these rules in the Odisha Gazettee and evaluate the applications along with fresh applications received during that period .

*7. **Conditions of Service:-*** (1) Appointment under these rules shall be made only against the posts required to be filled up by direct recruitment.

(2) Family of a Government servant who dies while on re-employment after period of retirement or during the period of extended service period shall not be eligible for any further benefit under these rules.

(3) 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:

Provided that if the applicant fails to apply within the prescribed period of one year from the date of death of the deceased Government employee, he or she has to furnish sufficient justification along with supporting documents for such delay while submitting the application form and in all such cases, the Appointing Authority shall examine the case with reference to the reasons advanced and documents furnished and if he is satisfied that delay is justified, he shall evaluate the application as specified under sub-rule (2) of rule 6 of these rules and shall recommend the case for condonation of delay to the concerned Administrative Department through proper channel.

(4) If the application, duly forwarded, and received through proper channel for condonation of delay, the same may be considered by the Government in the concerned Administrative Department, if delay has been justified properly.

(5) The application submitted after two years of death of deceased Government employee shall not be entertained by the Appointing Authority.

(6) Before issue of appointment order, the Appointing Authority shall ensure the production of the following documents: -

(a) Medical Certificate of Health.

(b) Undertaking to the effect that he 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 as on the death of the deceased Government servant.

8. Termination of Service:- (1) 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 may be liable under the existing laws and this will also debar other members of his family from getting appointment under these rules.

(2) If any person after execution of an undertaking under clause (b) of rule 7 violates the terms as specified therein, the same would amount to gross misconduct for imposition of major penalty by the Appointing Authority under the C.C.A. Rules,1962.

9. Seniority:- Seniority of persons, appointed under these rules, shall be fixed below the persons recruited to the posts in a particular Department or Office in that year.

10. Interpretation:- If any question arises relating to the interpretation of any provision of these rules, it shall be referred to the Government in the General Administration and Public Grievance Department for decision.

By order of the Governor

17.02.2020

Principal Secretary to the Government

Form 'A'

[See rule 6 (1)]

FORM OF APPLICATION FOR APPOINTMENT UNDER THE ODISHA CIVIL SERVICE REHABILITATION ASSISTANCE RULES (TO BE SUBMITTED IN DUPLICATE BY THE APPLICANT)

PART-I

1. Name of the deceased Government Servant:

2. Designation and Office or Department of the Government Servant (at the time of death):

3. Employment or Service status, whether permanent or temporary:

4. Total length of Service rendered:

5. Date of death (An attested copy of the death certificate issued by the Health & Family Welfare Department to be enclosed):

6. Details of each of the family members:

SL No.	Name of the Family Members	Age	Dead or alive	Qualification	Marital Status (Married/ un-marred /Widow)	Relationship with the Deceased	Monthly Income (in rupees)	Source of income

7. Is any of the members listed under item 6 has been given compassionate appointment under the Odisha Civil Service (Rehabilitation Assistance) Rules ? If yes, particulars of such appointment shall be given:

8. Details of immovable property, land and house if any, in the name of deceased Government Servant and members of family:

SL No.	Property Details (Plot No., Area etc.)	Location of the Property	In whose Name	Present Market Value (Approximate)	Remarks (only land or land with house)

9. Pension, Family Pension and T.I. etc.

PART-II

1. Name of the applicant for appointment with AADHAAR Card Number:
2. Gender:
3. His/Her relationship with the deceased Government Servant:
4. Date of Birth:
5. Particulars of educational qualification, if any (certificate to be attached):
6. Whether belongs to any of the following categories (If yes, certificates to be attached):

   (a) SC or ST or SEBC

   (b) Ex-Serviceman

   (c) Person with Disability

   (d) Sportsperson

I, Shri/Smt/Kumari _____ Son/Daughter/Wife of _____ hereby declare that the information furnished above is true to my best of my knowledge and belief. If, on a future date, any of the information mentioned herein is found to be false and incorrect, my services shall be liable for termination unilaterally without any notice.

Date:

Name and Signature of the Applicant

Mandatory certificates to be attached

1. Death certificate of the deceased Government Servant/ Employee
2. Legal Heir Certificate issued by the Tahasildar.
3. Age proof of the spouse of the deceased, if the spouse is above 50 years of age.
4. Death Certificate of the spouse of the deceased, if the spouse is already dead.
5. Medical unfit certificate in Form 'B' (if applicable).
6. Nomination in favour of the applicant in Form 'C' (if applicable).
7. AADHAR Card of the applicant.
8. Registered Deed of adoption, if the applicant is the adopted son of the deceased.
9. Death certificate of husband, if the applicant is the widowed daughter or daughter-in- law of the deceased.

Form 'B'

[See rule 6 (1)(b)]

MEDICAL CERTIFICATE

(As per format prescribed by the Government of Odisha in Health & Family Welfare Department from time to time)

Form 'C'

[See rule 6 (1)(c)]

NOMINATION

Nomination by the spouse of the Deceased Government Employee

I, Shri/Smt_____ wife/husband of Late_____, being aged more than 50 years of age/ being medically unfit for taking up any job(strike out whichever is not applicable), do hereby nominate Shri/Smt/Kumari_____ ,who is my son/un-married daughter/widowed daughter/ widowed daughter-in-law (strike out which one is not applicable), for compassionate appointment under these rules on my behalf.

Date :

Place: Signature of the spouse of the deceased employee

Nomination by the other family members of the Deceased Government Employee in case the spouse of the deceased is not alive

We, all the surviving family members of the deceased Government employee Late_____, as listed below, do hereby nominate Shri/Smt./Kumari_____, who is the son/un-married daughter/widowed daughter/ widowed daughter-in-law (strike out which one is not applicable) of the deceased Government employee, for compassionate appointment under these rules on our behalf.

Sl. No.	Name of the Family Member	Age	Relationship with the Deceased	Marital Status(Married /Unmarried/ Widowed)	Signature

Date:

Place:

Form 'D'

[See rule 6(2)]

Evaluation Sheet to consider appointment under Rehabilitation Assistance

****

Name of the deceased Government employee:-
Name of the applicant for Rehabilitation Assistance:-
Relationship of the applicant with the deceased employee:-

PART-I

I. Length of left over service period of the deceased employee:

SL No.	Length of left over Service period	Evaluation points	Points awarded
1	0-5 Years	2	
2	Over 5 Years & up to 10 Years	4	
3	Over 10 Years & up to 15 Years	6	
4	Over 15 Years & up to 20 Years	8	
5	Over 20 Years & up to 25 Years	10	
6	Over 25 Years	12	

II. Terminal benefits granted to the bereaved family (Benefit from DCRG & encashment of leave salary):

SL No.		Evaluation Points	Points awarded
1	Up to Rs.4,00,000/-	10	
2	Upto 4,00,001/- 4,75,000/-	09	
3	Rs. 4,75,001/- 5,50,000/-	08	
4	Rs.5,50,001/- 6,25,000/-	07	
5	Rs.6,25,001/- 7,00,000/-	06	
6	Rs.7,00,001/- 7,75,000/-	05	
7	Rs.7,75,001/- 8,50,000/-	04	
8	Rs.8,50,001/- 9,25,000/-	03	
9	Rs.9,25,001/- 10,00,000/-	02	
10	Rs. 10,00,001/- 15,00,000/-	01	
11	Rs. 15,00,001/- and above	00	

III. Family pension including T.I.

SL No.		Evaluation points	Points awarded
1	Up to Rs.9000/-	15	
2	Rs.9001/- 11500/-	13	
3	Rs. 11501/- 14000/-	11	
4	Rs. 14000/- 16499/-	09	
5	Rs. 16499/- 18998/-	07	
6	Rs. 18998/- 21497/-	05	
7	Rs.21497/- 23996/-	03	
8	Rs.23996/- 25000/-	01	
9	Above Rs. 25000/-	00	

IV. Number of dependants (of the deceased):

SL No.	Number of Dependants	Evaluation points	Points awarded
1	3 and above	12	
2	2	8	
3	1	4	
4	None	0	

V. No of un-married daughters (of the deceased):

SL No.	Number of unmarried daughters	Evaluation points	Points awarded
1	3 and above	12	
2	2	8	
3	1	4	
4	None	0	

VI. Liability towards educating children (Two Youngest Children of the deceased):

	1st Child	2nd Child
Name of the Child		
Class in which studying		
Points awarded		
Total Points awarded		

Class	Evaluation points
Above Class 12	00
Class 12	01
Class 11	02
Class 10	03
Class 09	04
Class 08	05
Class 07	06
Class 06	07
Class 05	08
Class 04	09
Class 03	10
Class 02	11
Class 1/KG	12

Part-I Maximum points : - 85

Part-I Total points awarded to the applicants: -_____

(Please tick one of the following boxes as applicable)

- Since the applicant has scored 60 or more points in part-I, he/ she becomes eligible for appointment under Rehabilitation Assistance. Further evaluation in part-II is not required.
- Since the applicant has scored 44 or less points in part-I, he/ she becomes ineligible for appointment under Rehabilitation Assistance. Further evaluation in part-II is not required.
- Since the applicant has scored between 44 & 60 (i.e. 45 to 59) points in part-I, further evaluation in part-II is required.

Name and Signature of the Appointing Authority

PART-II

VII. Monthly income of earning member (s) of the family, if any, and income from other sources excluding family pension:

SL No.	Monthly income	Evaluation points	Points awarded
1	No Income	05	
2	Rs. 3,500/- or Less	04	
3	Rs.3,501/- Rs.4,500/-	03	
4	Rs.4,501/- Rs.5,500/-	02	
5	Rs.5,501- Rs.6,500/-	01	
6	Rs.6,501/- & above	00	

N.B. Income from all sources, private, public, agriculture or business by the family members, who have been identified as legal heirs of the deceased government employee, to be taken into account.

VIII. Immovable property (land and house) (Latest market value in Rupees)

SL No.	Market Value of the property(Approx)	Evaluation points	Points awarded
1	Nil	10	
2	Upto Rs. 2,00,000/-	08	
3	Rs. 2,00,001 - Rs. 4,00,000/-	06	
4	Rs. 4,00,001 - Rs. 7,00,000/-	03	
5	Rs. 7,00,001/- & Rs. 10, 00,000/-	01	
6	Above Rs. 10, 00,000/-	00	

Total of Part-I & Part-II =

(Please tick one of the following boxes as applicable)

- Points in Part-II are allotted as per the details given by the applicants in his or her applications. Since the total of Part-I & Part-II points becomes 59 or less, the applicant is not eligible for appointment under the Rehabilitation Assistance. Report from the District Collector in Form 'E' and 'F' is not required.
- Points in Part-II are allotted as per Collector's report in Form 'E' and 'F'. Since the total of Part-I and Part-II points becomes 59 or less, the applicant is not eligible for appointment under the Rehabilitation Assistance.
- Points in Part-II are allotted as per Collector's report in Form 'E' and 'F'. Since the total of Part-I and Part-II points becomes 60 or more, the applicant is eligible for appointment under the Rehabilitation Assistance.

Name and Signature of the Appointing Authority

Form 'E'

[See rule-6(2) (d)]

REPORT OF THE DISTRICT COLLECTOR

(District of permanent Residence of the deceased) _____ District, Odisha

1. Name of the Deceased Government Employee:-
2. Name of the Applicant for Rehabilitation Assistance:-
3. Relationship of the Applicant with the Deceased:-
4. Income and Status of the Deceased family Members:-

Name of the deceased's Legal Heir/Family Members	Relationship with the deceased	Age	Qualification	Martial Status	Monthly Income (Approximate)	Source of Monthly Income	Remark

5. Present Market Value of Immovable Property Owned by Deceased's Family Members.

Location of the Immovable Property (Mouza & Tahsil)	Property Stands in whose Name	Property Details (Khata/Plot No. with Area and Kisam)	Present Market Value (Approximate)	Remark (only land or land with house)

Date:

Name of the Collector

Place:

Signature

Form 'F'

[See rule -6(2) (d)]

REPORT OF THE DISTRICT COLLECTOR

(District other than the District of permanent residence of the deceased) _____District, Odisha

1. Name of the Deceased Government Employee:-
2. Name of the Applicant for Rehabilitation Assistance:-
3. Relationship of the Applicant with the Deceased:-
4. Present Market Value of Immovable property owned by the deceased's family members, whether mentioned or not mentioned in the Rehabilitation Assistance Application, must be reported.

Location of the Immovable Property (Mouza & Tahasil)	Property Stands in whose Name	Property Details (Khata/Plot No., Area, Kisam)	Present Market Value (Approximate)	Remark (only land or land with house)

Date: Name of the District Collector:

Place: Signature:

Memo No. 5652 /Gen., Dated the 17th February, 2020

Copy forwarded to the Odisha Gazette Cell in-charge, Odisha Gazette Cell, C/o. Commerce Department for information with request to publish the Notification in the extraordinary issue of the Odisha Gazette and supply 200 copies of the same to this Department for official use.

17.2.2020

Special Secretary to Government

Memo No. 5653 /Gen., Dated the 17th February, 2020

Copy forwarded to all Departments of Government/ all Heads of Departments/ all Collectors/ Registrar, Odisha High Court/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha Staff Selection Commission, Bhubaneswar/Secretary, Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

The Director, Odisha Bhasa Pratisthan, Sanskruti Bhawan, State Museum Campus, Bhubaneswar-14 is requested to take action w.r.t. this Department Memo No. 30208/Gen., dated 24.10.2019.

17.2.2020

Special Secretary to Government

Memo No. 5654 /Gen., Dated the 17th February, 2020

Copy forwarded to all Branches of G.A. Department / Guard file (10 copies)/ G.A. & P.G. Department Library (10 copies) for information and necessary action.

17.2.2020

Special Secretary to Government

Memo No. 5655 /Gen., Dated the 17th February, 2020

Copy forwarded to the G.A.&P.G. (A.R. Cell)Department with a request to post this Notification in the website of G.A. & P.G. Department for general information.

17.2.2020

Special Secretary to Government

Memo No. 1312 Date 12-03-2020
Copy submitted to all subordinate offices of Revenue Administration / All appointing authorities of Line Deptt, Kalahandi for information and necessary action.

12/3/2020

Assistant Collector
Establishment Section

Government of Odisha

General Administration and Public Grievance Department

******

No. 17434 /Gen., Bhubaneswar dated the 19th June, 2023

PT1-GAD-SC-GCS-0090-2022

From

Sri Surendra Kumar, IAS

Additional Chief Secretary to Government.

To

All Departments of Government.

All HoDs,

All RDCs.

All Collectors.

Sub: Consideration of promotion/notional promotion of the contractual employees regularized as per special provisions of the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022 - Instructions regarding.

Sir,

I am directed to invite reference to the subject cited above and to say that as per provisions of rule 4 (4) of the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022, " *The employee whose services have been so regularised shall be allowed service benefits like promotion etc. in the cadre on notional basis to which they would have been entitled as per rules, had they been recruited on regular basis* ".

It has come to the notice of the Government that some Administrative Departments have raised doubts on consideration of promotion/notional promotion and the entitlement of financial benefits after promotion as per Rule- 4(4) of the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022.

It is reiterated in the above context that the promotions are always accorded with prospective effect unless there are reasonable grounds to promote a Senior Officer at par with his Junior Officer promoted from an earlier date. Besides, it is made clear that financial benefit against the promotional post shall accrue only after the officer accepts the higher responsibility by joining against the said promotional post.

Clarification has already been issued in GA & PG Department Circular letter No.



PT1-GAD-SC-GCS-0090-2022/5/2023

12025/Gen., dated 27.04.2023 that after regularization of the service of the contractual employees under the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022, fresh gradation list is to be prepared giving seniority to such person as per the relevant Recruitment Rules considering the date of initial appointment.

It is, therefore, clarified further that the promotion of a Government Servant whose services has been regularised as per the Odisha Group "B", "C" and Group "D" posts (Repeal and Special Provisions) Rules, 2022 shall be considered by holding regular DPC prospectively except where a Junior Officer was earlier promoted to the said promotional rank. In the case, where a regular officer was already promoted in the Cadre and the seniority of the regularized contractual employees is fixed above his position, then his case shall be considered by reviewing the recommendation of the earlier DPC in which the junior officer was considered and promoted.

The above instructions may be followed scrupulously in every case.

Yours faithfully,

19/6/23

Additional Chief Secretary to Government

Memo No. 17435 /Gen., Bhubaneswar dated the 19th June,2023

Copy forwarded to all sections of G.A.&P.G. Department/G.A.&P.G. Department Library (10 copies)/Guard file (S.C. Branch) (10 copies) for information and necessary action.

19/06/2023

Additional Secretary to Government

PT1-GAD-SC-GCS-0090-2022/5/2023

Government of Odisha
General Administration & Public Grievance Department
*****

No. 18643 Bhubaneswar, dated the 30th June, 2023
GAD-SC-GCS-0145-2023

From

Sri Sashank Sekhar Dash, OAS
Additional Secretary to Government.

To

All Departments of Government.
All HoDs,
All RDCs.
All Collectors.

Sub: Pen down strike period from 01.06.2023 to 17.06.2023 of the District Level Ministerial Employees - matters regarding.

In inviting reference to the subject cited above, the undersigned is directed to say that as per provisions of the Odisha Government Servants' Conduct Rules, 1959, the action of mass leave with a view to cessation of government work leads to misconduct and is a punishable offence under the OCS (C.C.&A)Rules, 1962 which eventually leads to "No Work No Pay".

However, after careful consideration, it has been decided by the Government that, the entire period of pen down strike period from 01.06.2023 to 17.06.2023 of the District Level Ministerial Employees shall be treated as leave due and admissible

30/06/2023
Additional Secretary to Government

Memo No. 18644 /Gen., dated the 30th June, 2023
Copy forwarded to Finance Department for information and necessary action.

30/06/2023
Additional Secretary to Government
(P.T.O)

dated the 30th June, 2023

Memo No. 18645/Gen.,

Copy forwarded to F.E. Section/ Guard File (20 copies) / Library (20 copies), GA & PG Department for information and necessary action.

30/06/2023

Additional Secretary to Government

Government of Odisha
General Administration and Public Grievance Department
****

No. GAD-SER2-MISC-0029-2025/ 19581 /Gen., Dated : 11.06.2025

From

Shri Manoj Ahuja, IAS
Chief Secretary, Odisha

To

All Additional Chief Secretaries to Government
All Principal Secretaries to Government
All Commissioner-cum-Secretaries to Government
All Revenue Divisional Commissioners
All Collector & District Magistrates

Sub: Annual Performance Appraisal Report (PAR) – Phased Integration of 'iGOT Karmayogi' in the Performance Assessment Framework of Employees of the Government of Odisha.

Madam/Sir,

I am directed to draw your attention to Order No. 26248/CS dated 04.09.2024 (GAD-SER1-TRG-0009-2015) in which it was decided to:

1. Onboard officials onto the iGOT Karmayogi platform;
2. Integrate iGOT with HRMS; and
3. Upgrade Odisha's HRMS so that the state goals under Viksit Odisha 2036 and Viksit Bharat 2047 are suitably broken down into three-year rolling goals for each department as well as individual targets for officials, that are recorded in their Annual Performance Appraisal Record (PAR) along with each official's competencies and performance.

Subsequently, the 'iGOT Karmayogi' parameter of work assessment was incorporated in the Annual Performance Appraisal Report, for Government servants, from the PAR period 2025-26, vide Order No. 64/SE dated 18.01.2025 (GAD-SEB-MISC-0001-2025).

However, the current appraisal and training systems do not systematically connect individual competencies and performances to strategic outcomes. Further, the current system does not have clearly laid out steps for breaking down state and departmental priorities into team goals and individual targets. In addition, there is no method to assess whether officials have the domain, functional and behavioral competencies required to execute against the roles they need to perform in the pursuit of targets set out for them.

Considering the above facts, it has been decided to adopt a phased approach for integrating the 'iGOT Karmayogi' parameter in the Annual Performance Appraisal Report (PAR) of employees of the Govt. of Odisha, starting from the PAR period 2025-26.

1. The first stage remains the same as stated in Order No. 64/SE dated 18.01.2025 (GAD-SEB-MISC-0001-2025), wherein the completion of iGOT courses of any type was to be considered as an indicator of proactive learning and capacity building. Accordingly, all authorities in the remarks-recording chain were requested to assess the Officer Reported Upon (ORU) on the basis of completion of a minimum of 20 hours of online iGOT training annually.

Going forward there will be Stage 2 (Two) and a Stage 3 (Three) in this process:

2. In the second stage, the PAR requirement will be progressively aligned to completion of courses tagged to **position and role-specific competencies**, as identified for each position in line with the Viksit Odisha 2036 and Viksit Bharat 2047 goals. Identification of position and role-specific competencies will be achieved through an exercise of breaking down the state goals under Viksit Odisha 2036 and Viksit Bharat 2047 into three-year rolling goals for each department as well as individual targets for officials.

3. In the third stage, the rating in this column will transition towards entries based **only on test-based certification of competencies** and competency gaps as recorded in the competency passbook of every official.

To operationalize the progression to phases 2 and 3, Gopabandhu Academy of Administration (GAA), will lead a process in which individual departments will break down state goals into three year rolling departmental targets and individual targets for officials, and to develop a competency dictionary for the state - which is a repository of competencies needed by Officials, in each position, in all Departments, to execute against the roles to deliver on the Viksit Odisha 2036 and Viksit Bharat 2047 goals. Simultaneously, Gopabandhu Academy of Administration (GAA) will take necessary steps for identifying and tagging all courses to these competencies, in coordination with Departments, so that officials know which courses can help them acquire the competencies their positions require.

Subsequently, Phase 3 will require formulation of competency assessment frameworks, creation of high-quality test items and testing centers that can be used to test both knowledge and skills of officials. Director General, Gopabandhu Academy of Administration, will coordinate with individual departments and State Public Sector Undertakings to design and roll out these test-based assessment frameworks, test items and testing centers that certify the competencies listed in the state's competency dictionary ensuring that the results from these tests are both valid and reliable.

Center for Modernizing Government Initiative (CMGI), will ensure that upgradation of Odisha's HRMS is done so that the state's HRMS system managed by CMGI has the workflow that can be used by Departments and State PSUs to break down departmental and organizational goals into team goals and individual targets along with each official's test results for the competencies they are required to have for their current posting. CMGI is to ensure that the workflow for this is operational by 31st July 2025 and Departments and State PSU can start using them from 1st August 2025 and complete the goal break down process by 1st October 2025.

This may kindly be brought to the notice of all concerned authorities under your control for necessary action and compliance.

Yours faithfully,

Chief Secretary

Memo No. 19582 Dt. 11/06/2025

Copy forwarded to the P.S. to the Hon'ble Chief Minister, Odisha / OSD to Chief Secretary, Odisha for kind information of Hon'ble Chief Minister, Odisha and Chief Secretary, Odisha respectively.

11/6/25

Special Secretary to Government

Memo No. 19583 Dt. 11/06/2025

Copy forwarded to the Private Secretaries to all Ministers, Odisha for kind information of respective Hon'ble Ministers.

11/6/25

Special Secretary to Government

Memo No. 19584 Dt. 11/06/2025

Copy to the Director General, Gopabandhu Academy of Administration (GAA), Bhubaneswar for information and necessary action.

11/6/25

Special Secretary to Government

Memo No. 19585 Dt. 11/06/2025

Copy to the Executive Director, Center for Modernizing Government Initiative (CMGI), Govt. of Odisha, Bhubaneswar for information and necessary action.

11/6/25

Special Secretary to Government

Memo No. 19586 Dt. 11/06/2025

Copy to the Dy. Secretary to Govt. of India, DoPT, North Block, New Delhi 110001 / CEO Karmayogi Bharat, Room No. 307, 3rd Floor, Old JNU Campus, New Delhi 110067 / Jt. Secretary (Coordination), Cabinet Secretariat, New Delhi / Dy. Secretary (IFA), MHA, North Block, New Delhi / Dy. Secretary (PMO), South Block, New Delhi for favour of kind information.

11/6/25

Special Secretary to Government

3. *THE ALL INDIA SERVICES (LEAVE) RULES, 1955

In exercise of the powers conferred by sub section (1) of section 3 of the All India Services Act, 1951 (LXI of 1951), the Central Government after consultation with the Governments of the States concerned, hereby makes the following rules, namely:—

1[1]. **Short title**—These rules may be called the All India Services (Leave) Rules, 1955.

2. **Definitions—**In these rules, unless the context otherwise requires:—

2(a) 'commuted leave' means leave taken under rule 13;

2(b) 'completed year of service' means continuous service of the specified duration under the Government and includes periods spent on duty as well as on leave including extraordinary leave;

2(c) 'duty' means duty as a member of the Service and includes:—

(i) service as probationer;

(ii) joining time;

(iii) such other periods as the Government may, by general or special order, declare as 'duty';

2 (d) 'earned leave' means leave earned under rule 10;

2 (e) 'earned leave due ' means the amount of earned leave to the credit of a member of the Service on the date on which he became subject to these rules calculated in accordance with the Government rule by which he was governed immediately before that date plus the amount of earned leave calculated as prescribed in rule 10 diminished by the amount of earned leave taken after the date on which he became subject to these rules;

2 (f) 'foreign service' means service where a member of the Service receives his pay with the sanction of the Government from any source other than the Consolidated Fund of India or the Consolidated Fund of any State;

2 (g) 'Government' means :

(i) in the case of member of the Service serving in connection with the affairs of the Union, the Central Government; or

(ii) in the case of a member of the Service serving under a foreign Government (whether on duty or on leave), the Central Government; or

(iii) in the case of a member of the Service serving in connection with affairs of a State, the Government of that State; or

(iv) in the case of a member of the Service on leave, the Government who sanctioned him the leave;

* The principal rule was published vide Notification No.5/2/53-AIS(II), dated 12.09.1955 (GSR No.1979 dt.17.09.1955)
[1] Notification No. 5/2/53-AIS(II) dated 12.09.55 (GSR No. 1979 dt. 17.09.55)

[2]Provided that in the case of a member of the Service who is granted leave on expiry of his deputation to the Central Government, another State Government or Foreign Service, "Government" shall also include the Government of the State on whose cadre he is borne.

Explanation:—A member of the Service whose services are placed at the disposal of any company, corporation, organization or any local authority by the Central Government or the Government of a State shall, for the purposes of these rules, be deemed to be a member of the Service serving in connection with the affairs of the Union or the affairs of that State, as the case may be, notwithstanding that his salary is drawn from sources other than the Consolidated Fund of the Union or of that State.

2(h) 'half pay leave' means leave earned under rule 12 in respect of completed years of service;

2 (i) 'half pay leave due' means the amount of half pay leave to the credit of member of the Service on the date on which he became subject to these rules calculated in accordance with the Government rules by which he was governed immediately before that date plus the amount of half pay leave calculated as prescribed in rule 12 diminished by the amount of half pay leave including twice the amount of commuted leave taken under these rules;

2 (j) 'joining time' means the time allowed to a member of the Service in which to join a new post or to travel to or from station to which he is posted;

2(k) 'leave' includes earned leave, half pay leave, commuted leave, leave not due, extraordinary leave, study leave, special disability leave, maternity leave or any other authorised leave of absence;

2 (l) 'leave salary' means the monthly amount admissible to a member of the Service who has been granted leave under these rules;

[3]2(m) 'member of the service' means a member of "an All-India Service" as defined in Section 2 of the All-India Service Act, 1951 (61 of 1951)

2(n) 'month' means a calendar month.

Explanation:—In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days of which each such month may consist shall first be calculated and the odd number of days calculated subsequently.

3. **Right of leave—**3 (1) Leave cannot be claimed as of right and when the exigencies of public service so demand, leave of any description may be refused or revoked by the Government.

3(2) It shall not be open to the Government to compel any member of the Service to proceed on leave or, except at the request of the member of the Service, to alter the nature of leave due and applied for.

4. **Earning of leave—**Except as otherwise provided in these rules, leave shall be earned by duty only.

Explanation: For the purpose of this rule, the period spent on foreign service counts as duty if, on account of such period, contributions towards leave salary have been paid by the foreign employer or the member of the Service or remitted by the Government.

[2] Inserted vide M.H.A. Notification No. 14/2/68-AIS(III) dated 05.09.1968 (GSR No.1562 dt.14.09.1968.)
[3] Substituted vide MHA Notification No. 14/9/66-AIS(III) dated 19.10.1966 (GSR No.1633 dt.29.10.1966.).

5. **Commencement and termination of leave—**Leave ordinarily begins on the day on which a transfer of charge is effected and ends on the day preceding that on which such charge is resumed. Where joining time is allowed to a member of the Service returning from leave out of India, the last day of his leave is the day before the arrival at his moorings or anchorage in the port of debarkation on which the aircraft in which he returns, arrives at its first regular port in India:

Provided that the Government may prescribe the circumstance in and conditions on which Sundays or other public holiday may be prefixed, or, affixed (or both prefixed and affixed) to leave.

6. **Return to duty on expiry of leave—**Except with the permission of the authority which granted him leave, no member of the Service on leave may return to duty before the expiry of the period of leave granted to him.

7. **Maximum period of absence from duty—**(1) No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.

[4](2) A member of the Service shall be deemed to have resigned from the service if he -

(a) is absent without authorisation for a period exceeding one year from the date of expiry of sanctioned leave or permission, or

(b) is absent from duty for a continuous period exceeding five years even if the period of unauthorized absence is for less than a year, or

(c) continues of foreign service beyond the period approved by the Central Government:

Provided that a reasonable opportunity to explain the reason for such absence or continuation of foreign service shall be given to the member of the Service before the provisions of this sub-rule are invoked.

8. **Combination of leave—**Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

9. **Grant of leave beyond the date of retirement**

[5]9(1) No leave shall be granted to a member of the Service beyond the date on which he retires from service under Rule 16 of the All India Services (Death cum Retirement Benefits) Rules, 1958.

[6]9(2)

[7]9(3)

[8]9(4) The Government shall suo motu sanction to a member of the Service who is deemed to have retired from service under sub-rule (1) of rule 5A of the All India Services (Death-um-Retirement Benefits) Rules, 1958, the cash equivalent of leave salary in respect of the period of earned leave at his credit on the deemed date of his retirement to the

[4] Substituted by DO&T Notification No.11019/15/2003-AIS-III dated 19.10.2004 (GSR No.373, dt. 30.10.2004 and Notification No.11019/15/2003-AIS-III dated 19.03.2007 (GSR No.207E dated 19.03.2007)
[5] Substituted vide MHA Notification No. 14/1/69-AIS(III) dated 13.5.1970 and further modified by DP&AR Notification No. 11019/40/77-AIS(III) dated February, 1979 (GSR No. 366, dt. 10.03.1979)
[6] Deleted vide Notification No. 11019/25/81-AIS(III) dated 03.02.1984 (GSR No. 163, dated 18.02.1984)
[7] Deleted vide DP&AR Notification No. 19/40/77-AIS(III) dt. 12.02.1979 (GSR No. 366 dated 10.03.1979).
[8] Substituted vide DP&AR Notification No. 11019/10/86-AIS(III) dated 14.05.1987 (GSR No.406 dt. 30.05.1987)

extent permissible under the orders issued by the Central Government in regard to the officers of the Central Civil Services, Group 'A'.

[9]9(5)

10. **Rate and amount of earned leave —**

[10]10(1)(a) The leave account of a member of the Service shall be credited with 30 days earned leave in calendar year. This shall be done in advance in two instalments of 15 days each on the 1st of January and July, every year:

[11]Provided that the leave account of a member of the Service working in the North East or who goes on inter-cadre deputation to a North Eastern State shall be credited 40 days earned leave in calendar year. This shall be done in advance in two instalments of 20 days each on the 1st of January and July, every year.

10(1)(b) The credit afforded under clause (a) above shall be reduced by 1/10th of the period of extraordinary leave only availed of during the previous half year, subject to a maximum of 15 days.

10(1)(c) The earned leave at the credit of a member of the Service at the close of a half-year shall be carried forward to the next half-year subject to the condition that the earned leave so carried forward plus the credit for that half-year shall not exceed 300 days.

10(1)(d) If a member of the Service is appointed on or after the 1st of January of a year, earned leave shall be credited to his leave account at the rate of 2 1/2 days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed:

[12]Provided that earned leave shall be credited to the leave account at the rate of 3-1/3 days for each completed calendar month of service for a member of the Service working in the North East or on inter-cadre deputation to a North Eastern State.

10(1)(e) The credit for the half-year in which a member of the Service is due to retire or resign from service shall be afforded only at the rate of 2 1/2 days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any:

[13]Provided that the credit for the half year in which a member of the Service working in the North East or on inter-cadre deputation to a North Eastern State is due to retire or resign from service shall be afforded at the rate of 3-1/3 days for each completed calendar month.

10(1)(f) When a member of the Service is removed or dismissed from the service or dies while in service, credit of earned leave shall be allowed at the rate of 2 1/2 days per completed calendar month up to the end

[9] Deleted vide DP&AR Notification No. 11019/5/76-AIS(III) dated 20.06.1977 (GSR No. 815 dt 25.06.1977.)
[10] Substituted vide DOP&T Notification No. 11019/6/97-AIS(III) dt. 03.03.1998 (GSR No. 60 dt. 14.03.1998)
[11] Inserted vide DOP&T Notification No.11019/17/2005-AIS-III dated 19.03.2007(GSR No.208E dated 19.03.2007)
[12] ibid note 11
[13] ibid note 11

of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service. Where the quantum of earned leave is in excess of the leave, the overpayment of leave salary shall be recovered in such cases:

[14]Provided that when a member of the Service working in the North East or on inter-cadre deputation to a North Eastern State is removed or dismissed from the service, credit of earned leave shall be allowed at the rate of 3-1/3 days for each calendar month

[15]10(1)(g) When a member of the Service joins a new post without availing full joining time by reason that—

(a) he is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled; or

(b) he proceeds alone to new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming travelling allowance for the family, the number of days of joining time subject to a maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave account as earned leave:

Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.

[16][Note: For the provisos in clauses (a), (d), (e), (f), in sub-rule(1), "North East" or "North Eastern State" shall mean North East cadres of Assam-Meghalaya, Manipur-Tripura, Nagaland and Sikkim.]

10(2) While affording credit under sub rule (1) fraction of a day shall be rounded off to the nearest day.

10(3) In the case of a State service officer appointed to the All India Services the maximum limit on accumulation of leave laid down in clause(c)[17] of sub-rule (1) shall not apply during the period of the first five years from the date of his appointment to the Service or from that of the commencement of these rules, whichever is later, and such an officer may be allowed during the said period of five years to avail himself of the accumulated leave to his credit:

Provided that on the expiry of the said period of five years the leave at the credit of the officer in excess of the normal maximum limit of accumulation of leave laid down in sub-rule (2) shall lapse:

Provided further that he shall not earn leave during that period unless the accumulated leave at his credit falls below 300 days.

11. **[18]Maximum Leave Admissible at a time —**

[14] ibid note 11
[15] Substituted vide DP&AR Notification No. 11019/5/76-AIS(III) dated 14.05.1977, inserted vide Notification No. 11019/4/88-AIS(III) dated 08.01.1990 (GSR No. 45, dt. 27.01.1990)
[16] Inserted vide DOP&T Notification No.11019/17/2005-AIS-III dated 19.03.2007(GSR No.208E dated 19.03.2007)
[17] Substituted vide DP&AR Not. No. 11019/5/76-AIS(III) dated 20.06.1977 (GSR No. 815 dt.25.06.1977)
[18] Substituted vide Not. No. 11019/6/91-AIS(III) dated 03.05.1993 (GSR No. 252 dt. 22.05.1993)

11(1) Subject to the provisions of rule 9, and sub-rule (2) of this rule, the maximum earned leave that can be granted to a member of the service at a time shall be [19]180 days:

[20]Provided that earned leave granted as preparatory to retirement shall be subject to a maximum of 300[21] days.

11(2) Earned leave may be granted to a member of the Service exceeding a period of 180 days but not exceeding 240 days, if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Myanmar, Sri Lanka, [22]Nepal and Pakistan:

Provided that where earned leave exceeding a period of 120 days is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed 120 days.

12. **Half pay leave —**

[23]12(1) The half pay leave account of every member of Service shall subject to the provisions of sub-rule (2), be credited with half pay leave in advance in two instalments of ten days each on the first day of January and July of every calendar year.

12(2) (a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.

12(2) (b) The credit for the half year in which a member of Service is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.

12(2) (c) When a member of the Service is removed or dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

12(3) The leave under this rule may be granted on medical certificate or on private affairs.

13. **Commuted Leave —**

[24]13(1)Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a member of the Service subject to the condition that twice the amount of such leave shall be debitable to the half pay leave due.

[19] Inserted vide DOP&T Not.No.11019/6/97-AIS(III) dated 03.03.1998(GSR No. 60 dt . 25.06.1977)
[20] ibid note 19
[21] ibid note 19
[22]The words Daman, Diu & Goa omitted vide M.H.A Not. No. 14/1/69-AIS(III), dated 13.05.1970 (GSR No.815 dt. 23.05.1970)
[23] Substituted vide DOP&T Not.No.11019/16/85-AIS(III) dt. 26.5.1986. (GSR No. 411 dt. 07.06.1986)
[24] Inserted/deleted/modified vide DP&AR Notification No. 1/9/74-AIS(III) dated 10.06.1975 (GSR No. 754, dt. 21.06.1975) effective from 01.11.1973 & DP&AR Notification No. 11019/13/77-AIS(III) dated 01.07.1977. (GSR No.431E, dt. 01.06.1977.)

13(2) Commuted leave for a period not exceeding ninety days may be granted to a member of the Service during his entire service when such leave is availed of for course of study which is certified to be in public interest by the Government.

13(3) No commuted leave may be granted under this rule unless the Government has reason to believe that the member of the Service will return to duty on its expiry.

[25]13(4)Where a member of the Service who has been granted commuted leave resigns from service or, at his request, is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the member of the Service for further service or in the event of his death.

14. **Leave not due—**Save in the case of leave preparatory to retirement leave not due may be granted to a member of the Service for a period not exceeding 360 days during his entire service [26][ ] on medical certificate.

NOTE— (1) Leave not due shall not be granted to a member of the Service unless the Government is satisfied that as far as can be reasonably foreseen, he will return to duty and earn an equal amount of half pay leave. Leave not due shall be debited against the half pay leave the member of the Service may earn subsequently.

(2) A member of the Service who is invalidated during the currency of or at the end of a period of leave not due, shall be retired from the date of expiry of such leave not due.

(3) Where a member of the Service who has been granted leave not due under this rule applies for and is granted permission to retire, the leave not due shall be cancelled and his retirement shall have effect from the date on which such leave commenced.

15. **Extraordinary Leave—**

15 (1) Subject to the provisions of rule 7, extraordinary leave may be granted to a member of the Service in the following special circumstances, that is to say—

15 (1) (a) When no other kind of leave is admissible, or

15 (1) (b) When any other kind of leave is admissible but the member of the Service applies in writing for the grant of extraordinary leave.

15 (2) Government may retrospectively convert periods of absence without leave into extraordinary leave even when any other kind of leave was admissible at the time when absence without leave commenced.

15 (3) Extraordinary leave shall not be debited to the leave account.

16. **Special disability leave—**

[25] Inserted vide Notification No. 11019/24/81-AIS(III) dt. 13.04.1983 (GSR No. 338, dt. 30.04.1983)
[26] Deleted vide Notification No. 11019/11/88-AIS(III), dt. 29.03.1989. (GSR No.397E, dt. 29.03.1989)

16 (1) Special disability leave, which may be combined with leave of any other kind, may be granted to a member of the Service under such conditions as may be prescribed in the regulations made in this behalf by the Central Government in consultation with the State Governments concerned.

16 (2) Such leave shall not be debited to the leave account except as provided in sub-rule (6) of rule 20.

16 (3) Such leave may be granted on more than one occasion if the disability is aggravated or reproduced in similar circumstances on a later date but not more than twenty-four months of such leave in all shall be granted in consequence of any one disability.

16 (4) When a member of the Service suffers an injury while on service under the Armed Forces, any period of leave granted under the leave rules applicable in the Armed Forces in respect of that injury shall be treated as leave granted under this rule.

17**. Study Leave—**

17 (1) Study Leave may be granted to a member of the Service on such terms as may be prescribed in the regulations made in this behalf by the Central Government in consultation with the State Governments concerned to enable him to undergo, in India or out of India, a special course of study or instructions approved by the Government in public interest.

17 (2) Such leave shall not be debited to the leave account.

18**. Maternity leave—**

[27]18(1) Maternity leave may be granted to a woman member of the Service with less than two surviving children on full pay up to a period of 180* days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

18 (2) Such leave shall not be debited to the leave account .

18 (3) Maternity leave may be combined with leave of any other kind. Notwithstanding the requirement of production of medical certificate contained in rule 13 and rule 14, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two year*, may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).

NOTE: Maternity leave may be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

[28]18(A) **Leave to a female member of Service on adoption of child—** (1) A female member of the Service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 180 days immediately after the date of such adoption:

[27] Inserted vide Not. No. 11019/6/97-AIS(III) dt. 09.03.1998. (GSR No. 60 dt . 14.03.1998)
28 Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)
* Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)

Provided that child adoption leave shall not be admissible where such member is already having two or more surviving children at the time of such adoption.

(2) During the period of child adoption leave, such member shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Child adoption leave can be combined with leave of any other kind.

(4) In continuation of child adoption leave granted under sub-rule(1), a female member of the Service on valid adoption of a child, if so applies, may also be granted leave of the kind due and admissible (including commuted leave without production of medical certificate for a period not exceeding 60 days and leave not due), for such period and in such manner as may be specified hereunder, namely:-

a) if the age of the adopted child is less than one month on the date of adoption, leave up to one year may be allowed;

b) if the age of the child is six months and above but less than seven months, leave up to six months may be allowed;

c) if the age of the child is nine months and above but less than ten months, leave up to three months may be allowed:

(5) Child adoption leave shall not be debited against the leave account.

[29][30]18(B) **Paternity leave**—(1) A male member of the Service (including a probationer) with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

(2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) The paternity leave may be combined with leave of any other kind.

(4) The paternity leave shall not be debited against the leave account.

(5) If paternity leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

Note:- The paternity leave shall not normally be refused under any circumstances.

18 (C)* **Paternity leave for child adoption**—(1) A male member of the Service (including a probationer) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by the competent authority for a period of 15 days, within a period of six months from the date of such adoption:

Provided that such leave shall not be refused under any circumstances.

[29] Inserted vide Notification No. 11019/6/97-AIS(III) dated 09.03.1998 (GSR No.71. dt. 28.03.1998)
[30] Substituted vide Notification No.11019/50/2006-AIS(III) dated 26.07.2007 (GSR No.510E, dt.26.07.2007)
* Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)

(2) During the period of Paternity Leave, such member shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) The Paternity Leave may be combined with leave of any other kind.

(4) The Paternity Leave shall not be debited against the leave account.

(5) If Paternity Leave is not availed within the period specified in sub-rule (1), such leave shall be treated as having lapsed.

18 (D)* **Child Care Leave to a female member of the Service**—(1) A female member of the Service having minor children below the age of eighteen years may be granted child care leave by the competent authority for a maximum of 730 days during her entire service for taking care of up to two children.

(2) During the period of child care leave, such member shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(3) Child care leave may be combined with leave of the kind due and admissible.

(4) Notwithstanding the requirement of production of medical certificates contained in sub-rule (1) of rule 13 or rule 14, leave of the kind due and admissible (including commuted leave not exceeding 60 days and leave not due) up to a maximum of one year, if applied for, be granted in continuation of child care leave granted under sub-rule(1).

(5) Child care leave may be availed in more than one spell.

(6) Child care leave shall not be debited against the leave account of the member of the Service.

19. **Conversion of one kind of leave into another kind—**

19 (1) At the request of a member of the Service, the Government may convert any kind of leave retrospectively into leave of a different kind, which may be admissible, but the member of the Service cannot claim such conversion as a matter of right.

19 (2) If one kind of leave is converted into another the amount of leave salary admissible shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered, as the case may be.

20**. Leave Salary—**

20 (1) A member of the Service on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave,

20 (2) A member of the Service on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).

*Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)

20(3) A member of the Service on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).

20 (4) A member of the Service on extraordinary leave is not entitled to any leave salary.

20 (5) A member of the Service on special disability leave shall be entitled, in respect or the initial period of 120 days, to leave salary in accordance with sub-rule (1).

20 (6) In respect of special disability leave beyond the initial period of 120 days leave salary equal to the amount specified in sub-rule (1), may be granted at the option of the member of the Service for a further period limited to the number of days of earned leave due to him in which case the earned leave account shall be debited with half the number of days for which leave salary is granted under this sub-rule.

20 (7) The leave salary during special disability leave in respect of any period not covered by sub-rules (5) and (6) shall be at the rate specified in sub-rule (2).

[31]20A **Payment of cash equivalent of leave salary in case of retirement or death.**—(1) Where a member of the Service retires from the service, whether on attaining the age of superannuation under sub-rule(1) of rule 15 or sub-rule(2), (2A) or (3) of rule 16, of the All India Services (Death-cum-Retirement Benefits) Rules, 1958 or dies, the Government shall suo-motu sanction to him or his family, as the case may be, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, standing in his credit on the date on which he ceases to be member of the Service subject to a maximum of 300 days and pay the same in lumpsum as a one time settlement[32]. The cash equivalent shall be equal to the leave salary as admissible for earned leave and /or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on the leave salary for the first 300 days.

(2) The cash equivalent of leave salary payable to a member of service, under sub-rule(1) shall also include dearness allowance but shall not include any other allowances.

(3) The cash equivalent of leave salary for earned leave payable under sub-rule(1) shall be calculated as follows:

[31] Inserted vide DP&AR Notification No. 1/9/74-AIS(III) dated 10.06.1975 (GSR No.754 dt . 21.06.1975) and sub-rule(1) further modified vide DP&AR Not.No.11019/13/77-AIS(III), dated 01.07.1977(GSR No.431E dt . 01.07.1977) and further modified vide DOP&T Notification No. 11019/7/93-AIS(III) dated 22.12.1993(GSR No.52 dt . 22.12.1999)

[32] Inserted vide DOP&T Notification No. 11019/10/2000-AIS(III) dt. 07.02.2001.

$$\text{Cash payment in lieu of Earned leave component} = \frac{\text{Pay admissible on the date of retirement/death Plus Dearness Allowances admissible thereon}}{30} \times \text{Number of days of unutilized earned leave at credit up to a maximum of 300 days}$$

(4)* The leave salary payable for the Half Pay Leave component under sub-rule (1), shall be calculated as follows:-

$$\text{Cash payment in lieu of half pay leave component} = \frac{\text{Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30} \times \text{Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.}$$

Provided that to make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.

(a) A member of the Service who has been permitted by the State Government to voluntarily retire from service while under suspension or who is retired by the Central Government in public interest while under suspension shall be paid cash equivalent of leave salary under sub-rule(1) in respect of the period of leave at his credit on the date of his retirement from service provided that in the opinion of the authority competent to order reinstatement the member of the service has been fully exonerated and the suspension was wholly unjustified.

[33]20(B) **Payment of cash equivalent of leave salary to a member of service who resigns from service—**The Government shall suo motu sanction to a member of Service who resigns from the service the cash equivalent of leave salary in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days[34].

[35]20(C) **Encashment of earned leave at the time of availing Leave Travel Concession** —

(1) A member of the Service may be sanctioned encashment of ten days of earned leave out of the total earned leave at his credit while availing leave travel concession if —

(i) The total earned leave encashed under this rule during the entire service of such member does not exceed sixty days;

[33] Inserted vide DOP&T Notification No. 11019/6/97-AIS(III) dated 09.03.1998 (GSR No. 71 dt. 28.03.1998)
[34] Inserted vide DOP&T Notification No.11019/7/93-AIS(III) dt. 22.12.1993 (w.e.f 14.7.1982) (GSR No.52 dt . 22.12.1999)
[35] Inserted & substituted vide DOP&T Notification No. 11019/6/97-AIS(III) dated 09.03.1998 (given effect from 07.10.1997) (GSR No. 71 dt. 28.03.1998) & 03.03.1998 (given effect from 1.7.1997) (GSR No. 60 dt. 14.03.1998)
* Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)

(ii) Omitted*

Provided that the encashment of earned leave up to ten days at the time of availing leave travel concession is without any linkage to the number of days and the nature of leave availed by the member of the Service while proceeding on leave travel concession.

(iii) A balance of at least thirty days earned leave remains at the credit of the member of the Service after availing of the earned leave during leave travel concession.

(2) The earned leave encashed under this rule shall not** be deducted from the total earned leave encashable by a member of the Service at the time of superannuation, resignation or death, as the case may be.

(3) The amount admissible in case of encashment of earned leave under sub-rule (1) shall be equal to the corresponding leave salary.

**(4) Where both husband and wife are members of the Services, the encashment of leave equal to ten days at the time of availing Leave Travel Concession shall continue to be available to both, subject to the provisions of clause (i) of sub-rule (1).

21. **Accepting any service or employment while on leave—**

21(1) A member of the Service on leave shall not take any service or accept any employment without obtaining the permission of the Government:

Provided that a member of the Service who has been granted permission to take any service or accept any employment during leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty.

NOTE.—This rule does not apply to casual literary work or service as an examiner or similar employment.

21(2) The leave salary of a member of the Service who is permitted to take up employment[36] during leave preparatory to retirement shall be subject to such restrictions as the Central Government may, by general or special order, prescribe.

[37]22. **Recall of a member of the Service while on leave—** A member of the Service who is recalled to duty before the expiry of the leave granted to him shall be entitled.—

22(a) if the leave from which he is recalled is out of India.—

(i) to receive a free passage to India, and provided that he has not completed half the period of his leave by the date of leaving for India

[36] Inserted vide DOP&T Notification No. 11019/6/97-AIS(III) dated 09.03.1998 (given effect from 7.10.1997) (GSR No. 71 dt. 28.03.1998)
[37] Substituted vide DP&AR Not. No. 11019/13/77-AIS(III) dated 01.07.1977 (GSR No. 431(E) dt. 12.07.1977)
* Omitted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)
** Inserted vide Not. No. 11019/27/08-AIS(III) dt. 19.09.2011. (GSR No. 707(E) dt . 21.09.2011)

on recall or 90 days whichever period is shorter, to receive a refund of the cost of his passage from India;

(ii) to receive travelling allowance, admissible to him as a member of the Service in respect of the journey from the port of debarkation to the station to which he is posted;

(iii) to count the time spent on the voyage to India as duty for purpose of calculating leave; and

(iv) to receive leave salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post, to be paid leave salary at the same rate at which he would have drawn it had he not been recalled but returned in the ordinary course on the termination of his leave.

22(b) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered and to draw traveling allowances admissible to him as a member of the service for the journey but to draw until he joins his post, leave salary only.

Explanation—For purpose of this rule leave out of India has the same meaning as given in sub-rule (2) of rule 11.

23. **Rejoining of duty on return from leave on medical grounds**— No member of the Service who has been granted leave on medical certificate shall return to duty without first producing a medical certificate of fitness in such form as the Government may, by order, prescribe. A similar certificate may be required in the case of a member of the Service who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

24. **Overstayal after expiry of leave**—A member of the Service who remains absent at the end of his leave is entitled to no leave salary for the period of such absence and that period shall be debited to his leave account as though it were leave on half pay, unless his leave is extended by the Government. Willful absence from duty after the expiry of leave may render a member of the Service liable to disciplinary action.

25. **Effect of transfer to foreign service while on leave**— A member of the Service transferred to foreign service while on leave ceases, from the date of such transfer, to be on leave and shall not be entitled to draw leave salary from that date.

26. **Regulation of leave during foreign service in India** —

26(1) A member of the Service who is on foreign service in India shall not be granted leave otherwise than in accordance with these rules and shall not be entitled to avail himself of leave or draw leave salary from Government unless he is actually relieved of his duty under the foreign employer and proceeds on leave.

26(2) If a member of the Service avails himself of leave to which he is not entitled, he may be required to refund leave salary irregularly drawn and in the event of his refusing to refund he shall forfeit previous service under the Government and shall cease to have any claim on the Government in respect of either pension or leave salary.

27. **Regulation of leave during foreign service out of India**—

27(1) A member of the Service on foreign service out of India may be granted leave by his foreign employer on such conditions as the employer may determine. In any individual case, the authority sanctioning foreign service may determine beforehand in consultation with the employer, the conditions subject to which such leave may be granted by the employer. The leave salary in respect of such leave granted by the employer will be paid by the employer and such leave shall not be debited to the leave account of the member of the Service.

27(2) In special circumstances, the authority sanctioning a transfer to foreign service out of India may make arrangements with the member of the Service or the foreign employer under which leave may be granted to a member of the Service in accordance with these rules if the foreign employer or the member of the Service pay to the Consolidated Fund of India leave contribution at such rate as the Central Government may, by general or special order, prescribe.

[38]Note.— In the case of a member of the service who remains on foreign service out of India and who, on reversion, immediately takes leave under these rules, the leave salary shall be calculated in accordance with rule 20 of these rules. The pay, which the member of the Service would have drawn if on duty in India but for foreign Service out of India, shall be taken as the pay actually drawn for the purpose of calculating leave salary.

28**. Leave salary contribution while on foreign service in India —**

28(1) While a member of the Service is on foreign service in India contributions towards the amount of leave salary shall be paid to the Government concerned on his behalf.

28(2) The contribution due under sub-rule (1) shall be paid by the member of the Service himself unless the foreign employer agrees to pay them.

28(3) The rates of contribution payable under this rule shall be such as the Central Government may by general or special order, prescribe.

28(4) The Government may, by general or special order, remit the contributions payable under this rule in any specific case or class of cases.

28(5) A member of the Service on foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ.

28(6) Neither the member of Service nor the foreign employer has any right of property in a contribution paid and no claim for refund shall be entertained.

Explanation—For the purpose of calculating the rate of leave salary admissible the pay drawn in foreign service, less in the case of the member of the Service paying his own contribution, such part of pay as may be paid as contribution, shall count as pay.

29. **Extent of leave admissible to a probationer in case of termination of service**— If for any reason it is proposed to terminate the services of a member of the Service on probation, any leave which may be granted to him shall not extend beyond the date on which probationary period already sanctioned or extended expires, or any

[38] Substituted vide DP&AR Notification No. 11019/25/80-AIS(III) dated 04.11.1982 (GSR No.931 dt.21.11.1982)

earlier date on which his services, are terminated by an order of the Central Government.

30. **Counting of former service for leave in case of reinstatement after dismissal or removal or compulsory retirement from service—** A member of the Service who is dismissed or removed or compulsorily retired from the Service but is reinstated on appeal or revision, under the relevant provisions of the All India Services (Discipline and Appeal) Rules, 1969, shall be entitled to count his former service for leave.

31. **Procedural instructions**—

31(1) A leave account shall be maintained in respect of each member of the Service.

31(2) Subject to any general or special order that may be issued by the Central Government, if necessary in consultation with the Comptroller and Auditor-General of India, the Government may prescribe the procedure to be followed in regard to—

(i) making of application for leave, and for permission to return from leave.

(ii) granting of leave; and

(iii) the payment of leave salary.

32. **Relaxation of the provisions of the rules in individual cases**—Where the Government is satisfied that the operation of any of these rules causes or is likely to cause undue hardship to a member of the Service, it may, after recording its reasons for so doing and notwithstanding anything contained in any of these rules, deal with the case of such member in such manner as may appear to it to be just and equitable:

Provided that the case shall not be dealt with in any manner less favouable to such member than that prescribed in these rules.

[39]33. **Interpretation**—If any question arises as to the interpretation of these rules, the Central Government shall decide the same.

34**. Repeal**—All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

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

35[40]

[39] Substituted vide DP&AR Notification No.7/1/73-AIS(III)-A dated 02.01.1975 (GSR No. 39 dt. 18.01.1975)
[40] Omitted vide DP&AR order No. 31/7/72—AIS(III) dated 22.05.1973

GOVERNMENT OF INDIA'S DECISIONS

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 2

1. ***Joining time, pay and Transfer allowance is not entitled to a probationer, who subsequently joins IAS before completion of the earlier IPS probation, though carry forward of earned leave is permissible:*** *-* A *question arose whether the past service, as an I.P.S. probationer, or an I.A.S. Probationer would count for purpose of joining time, leave etc.*

2. The attributes of a substantive holder of a post that a probationer enjoys can apply to the Service or Post in which he is on probation. Consequently, on his appointment to the I.A.S. before completion of his probationary period in the I.P.S. the officer is to be treated as the non—substantive holder of a post in the I.P.S. He will therefore not be entitled to joining time, joining time pay and transfer allowance under the Government of India's decision No.4 below F.R. 105.

3. The carry forward of the leave earned by the officers as an I.P.S probationer is permissible, as it does not depend on his status, permanent or temporary.

[G.I. M.H.A. letter No. 14/12/62—AIS(I) dated 28th November, 1962]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 10

1. Procedure for crediting earned leave for Govt. Servants.- The Fourth Pay Commission, vide its report in para 26.2, made the following recommendations:—

2. The present procedure of crediting E.L. in two instalments of 15 days each on January 1st and July 1st of every calendar year may be reviewed to remove disadvantages to employees in cases where they have already accumulated 180 days of E.L. (now 240 days) before January 1st or July 1st.

3. The above recommendation was considered and accepted by the Government. This was implemented with effect from 1.1.90 in the manner indicated below.

(i) In case of officers, having at their credit E.L of 225 days or less as on 1st January/1st July of a year, Earned Leave of 15 days or proportionately less in respect of retiring persons or those leaving service during the next half year may continue to be credited to their leave account in advance as at present.

(ii) In case of officers, having at their credit E.L. of 225 days or less as on 1st January / 1st July of a year, Earned Leave of 15 days may be kept separately and first adjusted against any E.L. that the officer may take during the ensuing half year and the balance if any credited to the earned leave account at the close of the half year subject to the ceiling of 240 days . If the earned leave taken during the half year is more than 15 days the amount in excess of 15 days will however, have to be debited to the leave account.

For example:—

(1) if as on 1.1.90 the officer has at his credit earned leave of 225 days, 15 days earned leave will be credited in advance to his leave account provided he is not due to retire during the ensuing half year;

(2) if on 1.1.90 the officer has at his credit 240 days earned leave and (a) if he avails 15 days' earned leave during the period 1.1.90 to 30.6.90, the earned leave so taken will be adjusted against the 15 days' earned leave kept

separately to be credited to his account as on 1.1.90. He will thus have at his credit as on 1.7.90, 240 days' earned leave and (b) if on the other hand he takes only 10 days earned leave during the half year ending 30.6.90 such leave will be adjusted against the earned leave of 15 days to be credited to his earned leave account on 1.1.90. No further leave will, however, be credited to his earned leave account and the earned leave at his credit as on 1.7.90 will continue to be 240 days.

(3) if as on 1.1.90 the officer has 230 days earned leave at his credit and (a) if he takes 15 days earned leave during the half year ending 30.6.90 such leave will be adjusted against the 15 days earned leave to be credited to his account on 1.1.90 and the earned leave at credit as on 1.7.90 will remain 230 days (b) if, however, he takes only 10 days earned leave during the same half year, this will first be adjusted against the 15 days earned leave to be credited as on 1.1.90 and the balance of 5 days will be credited to his leave account so that as on 1.7.90 the earned leave at his credit will be 235 days.

[DP&T letter No. 11019/5/90—AIS(III) dated 8.8.90— and amended further vide letter No. 11019/4/99—AIS(III) dated 15.7.99, which is reproduced below.]

2. Procedure for crediting earned leave: - Extracts of letter No. 11019/4/99—AIS(III) dated 15.7.99 of Ministry of Personnel, P.G. and Pensions (Department of Personnel & Training) addressed to all the Chief Secretaries of the State Governments/UTs:—

(1) The question whether procedure for crediting earned leave, as contained in this Department's letters No. 11019/5/90—AIS(III) dated 8th August 1990 required any modifications in view of the maximum limit of the earned leave having been increased from 240 days to 300 days by the Fifth Pay Commission, was examined by the Central Government and it has now been decided that the procedure for crediting earned leave, as contained in the aforesaid letter, will continue to be same except that the figures 225 days and 240 days , wherever occurring in the said letter, will be replaced by the figures 285 and 300 days respectively.

(2) The benefit of earned leave to the maximum limit of 300 days was extended to the members of the All India Services, vide Notification No. 11019/6/97—AIS(III) dated 3rd march 1998, which was made effective from 1st of July 1997. These instructions will also come into effect from 1st of July 1997. The State Governments etc., may kindly regulate the crediting of earned leave accordingly.

(3) Unavailed Joining Time: It has been decided that the unavailed joining time should be credited in the earned leave account of the member of the Service automatically by the administrative authorities when the officer furnishes his joining report. In case he wishes to go back at a later time to bring his family etc., he may avail of any leave due to him for that purpose.

[No.11019/9/93—AIS(III) dated 15.7.93 & 6.12.93]

(4) If a Govt. Servant is on leave on the last day of any particular half of a calendar year, he shall be entitled to earned leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reason to believe that the Government servant will return to duty on its expiry.

[DP&AR letter No. 11019/9/93—AIS(III) dated 15.7.93 & 6.12.93]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 14

1. Leave not due availed by earlier Central/State rules shall be counted towards the limit of 360 days: - The Govt. of India have decided that leave not due, if any, availed of by a member of the Service under the Ordinary Leave Rules or the Revised Leave Rules, 1933 (Central) or the corresponding Rules of the State Govts. shall be counted towards the limit of 360 days laid down in this rule.

[G.I.M.H.A letter No. 10/7/56 AIS(II) dated 24.10.56]

2. Leave not due will be cancelled if a moS resigns without returning duty and shall be liable to refund of leave salary if he/she returns from leave and resigns before earning such leave: - Government of India have decided that where a member of the Service who had been granted leave not due—

(i) resigns from service without returning to duty, the leave not due shall be cancelled, his resignation taking effect from the date on which such leave had commenced and the leave salary shall be recovered; and

(ii) returns to duty but resigns before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

[File No. 11011/2/78—AIS (III).]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 15

1. Prior approval of the Government of India is necessary for grant of ex-India extraordinary leave on personal grounds: - This Department has been receiving references from the State Governments seeking clarifications whether it is necessary to seek prior approval of the Government of India for grant of extraordinary leave to a member of the All India Services for going abroad on personal grounds. It is hereby clarified that in such cases prior approval the Government of India is necessary.

[DOPT letter .No.11020/15/97/AIS—III Dated 14th Dec., 1998]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 18

1. Abortion included under the Medical Termination of Pregnancy Act, 1971 should be considered for the purpose of grant of maternity leave: - According to note below rule 18 of the All India Services (Leave) Rules, 1955, a female member of the Service may be granted maternity leave in cases of miscarriage, including abortion subject to the conditions that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

2. It has now been decided that the abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting 'maternity leave' under the All India Services (Leave) Rules, 1955.

[G.I. D.P. & A.R. letter No. 11019/9/75—AIS (III), dt. 6th June, 1975]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 20

1. Dearness Allowance is admissible on cash equivalent of leave salary payable at the time of retirement for the first 300 days: - I am directed to say as per Rule 39(5) of the CCS (Leave) Rules, 1972, as applicable to the Central Government employees, the component of Dearness Allowance for the calculation of cash equivalent of leave salary at the time of retirement etc. is admissible for the first 300 days. This provision has not so far been brought in the All India Services (Leave) Rules, 1955. However, necessary action for the amendment has already been initiated.

2. Till the amendment is effected, the provision in regard to admissibility of Dearness Allowance for the purpose of calculation of cash equivalent to leave salary in respect of members of the All India Service, will be the same as that of the Central Government employees. In other words, DA will be admissible on cash equivalent of the leave salary payable at the time of retirement for the first 300 days only w.e.f the 14th July, 1982.

3. All the State Government and Union Territories are requested to finalise the cases of calculation of cash equivalent of leave salary as indicated above.

[DOPT letter No. 11019/6/2000-AIS(III) dated 12.6.2000]

2. Dearness Allowance is admissible to a moS on half pay leave/under suspension whose salary/subsistence allowance falls below the admissible DA: - A member of the Service, on half pay leave/under suspension, whose leave salary/subsistence allowance falls below the amount on which dearness allowance is admissible to Central Government servants, would be entitled to dearness allowance. The leave salary actually drawn should be taken into account for both the purpose of monetary limits within which the allowance is admissible and for calculation of the amount of the dearness allowance.

[G.I. MHA letter No. 1/133/63—AIS(II)—dated 2nd December, 1963.]

3. Previous services rendered by IAS/IPS/IFS probationers under Central Government before their appointment to these services, should count for leave if the service is continuous: - Clarifications have been sought by some Accountants General as to how the leave salary of IAS/IPS probationers in respect of their past service under the Central Government is to be allocated and whether prior concurrence of the Central Ministry/Department concerned is necessary in this regard.

2. It is clarified that all previous services rendered by IAS/IPS/IFS probationers under the Central Government before their appointment to these Services, should count for leave if the service is continuous. The leave salary in such cases has to be allocated on the analogy of the provisions contained in Rule 9 of Part IIB of Appendix 3 to Accounts Code Vol. I. The concurrence of the concerned Ministry of Government of India is not necessary. However intimation may be sent to them in this regard. As regards probationers, who were working under the State Government before their appointment to the IAS/IPS/IFS their previous service shall count for leave provided the State Government under whom they were working, agree to pay the leave salary.

[Letter No. 1/19/72—AIS (III), dated 13th October, 1972]

4. Encashment of leave to the moS serving under the State Government will be regulated by the State Rules: - A point has been raised whether orders issued by some State Governments in regard to the encashment of leave to its employees could be extended to members of the All India Services working under them under rule 2(b) of the All India Services (Conditions of Service—Residuary Matters) Rules, 1960. It is clarified that encashment of leave to members of the AIS serving under the State Government is a matter relating to conditions of service and since there is no provision in any of the rules made under the All India Services Act, 1951 for encashment of leave, in the case of the members of the Service serving in connection with affairs of the State are to be regulated in accordance with the rules, regulations and orders applicable to members of the State Civil Service, Class I in terms of Rule 2(b) of the AIS (Conditions of Service—Residuary Matters) Rules, 1960.

2. It is further clarified that in accordance with the provisions contained in rule 2(a) of the Rules referred to in the previous paragraph members of the All India Service serving in connection with affairs of the Union are governed by the rules, regulations and orders as

applicable to the Central Civil Service Group 'A'. As the benefit of leave encashment is not available to the members of Central Civil Services, Group 'A', members of the AIS serving in connection with the affairs of the Union are not entitled to this benefit. It is, therefore, not correct to sanction leave encashment to members of the All India Services, who are serving in connection with the affairs of the Union.

[G.I., DP & AR letter No. 14/1/70—AIS (III), dated 28th June, 1975 and No. 11019/6/81—AIS(III), dated 21-9-81].

5. ***Encashment of Earned Leave during the service is not allowed to the members of the All India Services under the State Rules:*** - I am directed to invite attention to this Department's letter No. 14/1/70-AIS(III) dated the 28th June, 1975, wherein it had been clarified that encashment of leave to members of the AIS serving under the State Government is a matter relating to conditions of service and since there is no provision in any of the rules made under the All India Services Act, 1951 for encashment of leave, matters relating to encashment of leave in the case of members of the service serving in connection with affairs of the State are to be regulated in accordance with the rules, regulations and orders applicable to members of the State Civil Services, Class I in terms of Rule 2(b) of the AIS (Conditions of Services – Residuary Matters) Rules, 1960.

2. Further clarification was issued vide this Department's letter No. 11019/8/81-AIS(III) dated 21st September, 1981 that in accordance with the provisions contained in Rule 2(a) of the All India Services (Conditions of Service – Residuary Matters) Rules, 1960, members of the All India Services who are serving in connection with the affairs of the Union are governed by the rules, regulations and orders as applicable to the Central Civil Services Group 'A'. Such members of the All India Services, who are serving in connection with the affairs of the Union, are therefore, not entitled to the benefit of leave encashment as per the rules of the State Government.

3. A provision for encashment of leave on superannuation has since been incorporated as Rule 20 –A in the All India Services (Leave) Rules, 1955 vide Notification No. 11019/7/93-AIS-III dated the 22nd December, 1993. The members of the All India Services are, therefore, no longer entitled to the benefit of encashment of leave under any of the rules of the State Government. It is, therefore, requested that no benefit under the rules of the State Government should be allowed to the members of the All India Services. However, no deductions may be made towards encashment of leave availed of by the members of AIS prior to the issue of these instructions from the leave outstanding at their credit at the time of superannuation.

[DOPT letter No. 11019/34/2003-AIS-III dated 19.01.2005]

6. No encashment of leave while in service shall be allowed to any member of All India Services under any rules of the State Government except as provided in the All India Service Rules.: - I am directed to refer to this Department's letter of even number dated 19th January, 2005 wherein it was decided that members of the All India Services would not be entitled to the benefit of encashment of leave under any of the rules of the State Government. However, encashment of earned leave subject to the maximum of 300 days can be allowed on retirement/death of the member of the Service under rule 20A of the All India Services(Leave) Rules, 1955.

2. This Department has received a number of requests from the State Governments for allowing encashment of leave to the members of the All India Services working under

them under the provisions of the State Rules, which is otherwise applicable to employees of that particular State Government.

3. It is hereby clarified that the provision under rule 20A of the AIS(Leave) Rules, 1955 was inserted vide Department of Personnel and Training's Notification No.11019/6/97-AIS-11I dated 3rd March, 1998 (made effective from 01.07.1997), wherein the maximum days for encashment of earned leave was increased from 240 days to 300 days which can only be allowed at the time of retirement/death of the member of the Service. Apart from this, pursuant to the recommendation of the Sixth Central Pay Commission, the Central Government officers are allowed to encash ten days earned leave at the time of availing of Leave Travel Concession (LTC) to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career. This provision has been made applicable to the Alii India Services Officers vide this Department's letter No.11022/2/2008-AIS(II) dated 7th October, 2008.

4. There is no other provision for encashment of earned leave while in service under the rules applicable to the members of All India services. Therefore, members of the All India Services are entitled for encashment, of earned leave for 10 days each subject to the maximum of 60 days in the entire career; and a maximum of 300 days of earned leave on retirement/death under rule 20A of the All India Services(Leave) Rules, 1955. No member of the Service should be allowed encashment of earned leave during service, other than mentioned above, under any rule of the State Government.

[DOPT Letter No.11019/34/2003-AIS-III dated 17.09.2009]

GOVERNMENT OF INDIA'S ORDERS UNDER RULE 21

1. ***Prior approval of the Government of India should be obtained under the respective Cadre Rules before negotiating for or taking up any employment by members of the All India Services***:- I am directed to invite attention to this Department's letter No. 11017/47/2005-AIS-III, dated the 27th December, 2005, under which instructions reiterating the provisions of Rule 13(1)(b) of the All India Service (Conduct) Rules, 1968 were issued, stating that all the members of the All India Services should obtain prior permission of the Government before negotiating for or undertaking any other employment.

2. The service conditions of All India Service Officers are governed according to the rules framed by the Central Government in consultation with the State Governments under the All India Services Act, 1951.

3. Some State Governments like Rajasthan, Uttar Pradesh and Maharashtra have brought in employment schemes under which officers of the State Government are allowed to serve private organisations on extraordinary leave. They have, however, implemented these schemes for the All India Services officers also.

4. The issue has been examined in the light of the relevant rules, in consultation with the Department of Legal Affairs, Ministry of Law &Justice.

5. The main rules dealing with the cadre management of All India Services are the Indian Administrative Service (Cadre) Rules, 1954, the Indian Police Service (Cadre) Rules, 1954 and the Indian Forest Service (Cadre) Rules, 1966. According to sub-rule (1) of Rule 6, a cadre officer may be deputed for the service under the Central Government or another State Government or under a company etc. which is wholly or substantially owned or controlled by the Central Government or by another State Government only with the concurrence of the State Government and the Central Government. Sub rule (2) (ii) of Rule 6 provides that a cadre officer may be deputed for service under an international organisation, an autonomous body not controlled by the Government, or a private body, by the Central Government in consultation with the State Government on whose cadre he is borne. The State Government can depute for service only under a body wholly or substantially owned or controlled by the State Government, a Municipal Corporation or a Local Body of the State cadre where the officer is borne under rule 6(2)(i) of the respective Cadre Rules.

6. Rule 13(1) of the All India Services (Conduct) Rules, 1968 provides that no member of the All India Service can negotiate for or undertake any employment without the approval of the Government. Rule 21(1) of the All India Services (Leave) Rules, 1955 provides that a member of the Service on leave shall not take any service or accept any employment without obtaining the permission of the Government. These rules have limited scope with regard to 'conduct' and 'leave' provisions with reference to All India Service officers and deputation of All India Services is governed by Rule 6 of the respective Cadre Rules. Deputation to an international organisation, an autonomous body not controlled by the Government, or a private body is only possible under rule 6(2)(ii) of the respective All India Service Cadre Rules for which the Cadre Authority is the Central Government.

7. Rule 13(1) of the All India Services (Conduct) Rules, 1968 and Rule 21(1) of the All India Services (Leave) Rules, 1955 read with the provisions of the Cadre Rules thus make it explicitly clear that approval of the Government of India is essential for allowing a member of the All India Service for undertaking any employment outside the State Government on leave of any kind.

8. It has, therefore, been decided that no member of the All India Service should be allowed by the State Governments to undertake any private employment after taking leave from the State Government and all such cases should be referred to the Government of India for approval and necessary permission for service under an international organisation, an autonomous body not controlled by the Government or a private body under the Rule 6(2)(ii) of the respective All India Service Cadre Rules.

9. All the cases in which State Governments have allowed the members of All India Services to take up employment under the provisions of these rules, should be referred to the respective All India Service Cadre Controlling Authorities for approval under the provisions of Rule 6(2)(ii) of the respective All India Service Cadre Rules within one month of the date of issue of this letter.

[DOPT No.l1019/62/2005-AIS-III dated 04.07.2006]

DELEGATION OF POWERS OF THE GOVERNMENT OF INDIA

I. Delegation of certain powers of the Central Government to the Ministries/Departments of the Government of India: - The undersigned is directed to say that it has been decided to delegate to each Ministry/Department the powers of the Central Government under Rules 3(1), 6, 9(2), 11(2), 12(2), 13, 14, 15, 18, 19, 20(6) of

the A.I.S. (Leave) Rules, 1955, in regard to the All India Service Officers working in or under each Ministry/Department.

(G.I. letter No. 11019/7/78—AIS (III), dated 12th April, 1978)

II. Delegation of powers of the Central Government to the State Governments and Ministries/Departments of the Government of India for grant of ex-India leave: -

1. ***The moS will be granted en-India leave in conjunction of official deputation abroad up to 50% of the actual duty abroad or a fortnight, whichever is less, by the State Governments. Any excess will be granted by Department of Personnel & Training:*** - I am directed to refer to this Deptt's earlier letter No. 6/6/71—AIS.III, dated 11.1.1974 and the Ministry of Finance (Deptt. of Expd.) O.M.No. 19036/7/75—E.IV(B), dated 8.5.1976 which have been extended in the case of All India Services Officers and No. 19036/7/76/E.IV(B), dated 15.3.1978 in regard to the terms & conditions of deputation abroad of All India Services Officers.

2. A question has been raised in regard to the period of leave admissible to All India Services Officers on deputation when such leave is taken in conjunction with deputation (including training) abroad.

3. As per the existing provisions in the All India Services (Leave) Rules, 1955, there is no bar to an officer spending abroad a part or whole of the leave sanctioned to him by the competent authority as per these rules. However, restrictions have been imposed in regard to the amount of leave an officer can be granted while abroad, including training abroad, in conjunction with such deputation. Presently, it has been provided that an officer may, subject to the exigencies of public service, be granted leave while abroad for a period not exceeding 50 percent of the actual period of duty abroad (excluding the transit time and enforced halt) or for a fortnight, whichever is less, for personal reasons. It is made clear that cases of grant of leave in excess of this limit can be approved only in consultation with the Deptt. of Personnel & Trg. (Services Division). The above may please also brought to the notice of all members of the All India Services in your Cadre.

4. All cases, in which the State Government propose to send a member of an All India Service abroad on deputation or on leave due and admissible to him (including study leave) should be referred to the Department of Personnel in the case of members of the Indian Administrative Service, the Ministry of Home Affairs in the case of members of the Indian Police Service and the Ministry of Environment and Forests in the case of the members of the Indian Forest Service.

[No.11019/13/93-AIS-III dated 14th January, 1994]

2. ***Delegation of some powers of the Central Government to the State Governments and the Ministries/Departments of the Government of India for grant of ex-India leave:*** - I am directed to say on the subject mentioned above that an Executive Instruction 'B' was issued by this Department (Letter No. 9/26/71-AIS-III) on 23.09.1972 under Regulation 12 of the AIS (Study Leave) Regulations, 1960 wherein it is provided that all cases, in which the State Government proposes to send a member of an All India Service abroad on deputation or on leave due and admissible to him (including study leave) should be referred to the respective Cadre Controlling Authority in the Government of India.

2. There has been demand for doing away with the aforementioned provision for Central Government's prior approval for grant of ex-India leave excluding study leave so as to

avoid delay both at the level of the State Government and Central Government. After careful consideration, it has now been decided to modify the existing provision and stipulate that the approval of the Central Government for travel abroad of members of the All India Service is no longer required in the following cases to the extent provided therein:-

(a) In case of private visits abroad on leave due and admissible, the delegation is restricted to Casual leave, Earned leave and Leave on Medical Certificate.

(b) AIS officers may be accorded permission to travel abroad in conjunction with an official visit/tour abroad subject to the condition that the total period abroad (including travel time) should not exceed three (3) weeks.

(c) Official visits/Training/Tours/ Study tours/ Seminars/ Workshops etc. abroad up to three (3) weeks duration where the entire expenses are borne by the Government of India, the State Government, an International Agency such as the United Nations Agency, World Bank, IMF, ADB etc. or an International Agency in which India is a member.

(d) Project related visits as defined in the OM No. 37/15/97-EO(F) dated 05.03.1999, issued by the Office of the Establishment Officer, Department of Personnel and Training, Government of India.

3. While considering the requests of the member of an All India Service for grant of leave to proceed abroad, all the State Governments/Ministries to the Government of India are requested to satisfy themselves regarding the funding of such visits made by the officer concerned in each case and to see that no cadre officer accepts hospitality from a foreign government/private body other than a close relative.

4. It is further noted that the above delegation will not apply to any travel abroad in conjunction with leave granted under the provisions of the All India Service (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.

5. The following category of official visits/tours/study tours/seminars/workshops etc. abroad will continue to be referred to DOP&T for grant of cadre clearance:

(i) all cases of more than three (3) weeks duration.
(ii) all cases where the invitation is direct to the officer and the State Govt. is not bearing the expenditure, irrespective of the duration of the visit.
(iii) all cases where foreign hospitality from a private agency is involved.
(iv) all cases where an officer is getting any remuneration/fees for the work performed by him

6. The proposal should be sent in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed). In case, proposal is not in the prescribed format or information in respect of any item in the format is missing, no back reference will be made by this Department and cadre clearance will not be granted.

7. The proposal should be forwarded to DOP&T well in time i.e at least before a fortnight from the date of commencement of the training/workshop etc.

8. To the extent possible, nomination of officers may be made for those seminars/workshops etc. which are related to the job/assignment of the officer.

9. In case where an officer proceeds for a training programme/workshop/ seminar/study tour abroad without obtaining the cadre clearance of this Department there is likelihood that the period of his absence would be treated as dies-non.

10. It is requested that the provisions of this circular may be brought to the notice of all the members of All India Services serving with the State / Central Governments at an early date.

PROFORMA FOR CADRE CLEARANCE OF IAS OFFICERS VISITING ABROAD

1. Name and designation of the officer

2. Date of birth

3. Details of the training programme/workshop/seminar etc. with a copy of the invitation/admission

   (i) Name of the course/workshop/seminar etc.
   (ii) Name of the institution/country
   (iii) Duration
   (iv) Details of the cost of the training/workshop/Seminar

4. Expenditure

   (i) Details of expenditure on the visit abroad(including travel, hospitality etc.)
   (ii) Source of funding

5. Agency that bears the cost of the training/workshop/seminar

   (i) Details of such cost
   (ii) Details of the Agency

6. Service/cadre to which the officer belongs

7. Year of allotment to the cadre

8. Job description of the officer

9. Relevance of the training/workshop/seminar to the job of the officer

10. Whether the officer is clear from vigilance angle

11. Recommendation of the Cadre Controlling State Government/Ministry

12. No objection/approval of Deptt. of Personnel & Trg. will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance if need be from Screening Committee etc.

[DOPT letter no.11019/6/2001-AIS-III dated 07.03.2003]

3. ***Delegation of full powers to State Governments, Ministries/Departments of the Government of India to grant ex-India leave on personal grounds (except Half-pay Leave and extraordinary leave):*** In continuation of this Department's letter of even number dated 7th March, 2003 on the subject mentioned above, it is further clarified that the following points may also be taken into account :

(i) it is clarified that for cases under para 2(a) i.e. private visits abroad, which are purely personal, without any sponsorship and not linked to official visit, on leave due and admissible, whether casual leave, earned leave, or leave on medical certificate, are not subject any time limit. If the leave is admissible and due, whatever be the duration, the State Government may sanction the same. The limit of 3 weeks mentioned in para 2(b) is only in case of private travel abroad in conjunction with the official tour abroad;

(ii) It is also clarified that while the State Governments may sanction ex-India leave for private purposes in conjunction with official duty, provided the total period does not exceed 3 weeks, this will also be subject to the instruction issued by this Department's letter no.11019/13/93-AIS-III dated 14.1.1994 that the number of days spent on private work does not exceed 50% of the number of days spent on official work.

(iii) The other contents of this Department's letter of even number dated 7th March, 2003 will remain unchanged.

[DOPT letter no.11019/6/2001-AIS-III dated 04.08.2003]

4. ***Consolidated instruction of delegation of some powers of the Central Government to the State Governments and the Ministries/Departments of the Government of India for grant of ex-India leave:*** - This Department has issued a number of instructions regulating cases of members of All India Services proceeding abroad on ex-India leave (excluding study leave), which are as under:

A. No.9/26/71-AIS-III dated 23rd September, 1972 regulating ex-India leave.

B. No.11019/13/93-AIS-III dated 14th January, 1994 regulating leave in conjunction with duty abroad.

C. No.11020/15/1997-AIS-III dated 14th December, 1998 regulating ex-India extraordinary leave on personal grounds.

D. No.11019/6/2001-AIS-III dated 7th March, 2003, 4th August, 2003 and 10th March, 2004 delegating some of the powers of the Central Government to the State Governments.

Copies of all these instructions are available in this Department's Website (www.persmin.nic.in).

2. These instructions were re-examined in this Department and it has been decided to modify the existing provisions for further delegation of powers, subject to the general

conditions mentioned in para 3 of this letter, to the State Governments and Ministries/Departments of the Government of India for grant of ex-India leave, as under:

(i) Private visits abroad for purely personal reasons

Current Status: - State Governments and Ministries/ Departments of the Government of India have been delegated the power to sanction private visits abroad, which are purely personal, without any sponsorship and not linked to official visit, whether casual leave, earned leave or leave on medical certificate. This delegation does not include private visits on extra ordinary leave and half-pay leave (Reference C & D).

Further Delegation: - It has now been decided that approval of the respective Cadre Controlling Authorities of the All India Services will no longer be required in the case of private visits abroad, which are purely personal without any sponsorship and not linked to any official visit, on leave due and admissible, whether casual leave, earned leave, half-pay leave, leave on medical grounds and extra ordinary leave. State Governments and Ministries/ Departments of the Government of India may sanction such leave, due and admissible, to a member of the Service as per rules.

(ii) Visits abroad in conjunction of an official visit / tour abroad

Current Status: - The State Governments and Ministries/Departments of the Government of India have been delegated the power to accord permission to travel abroad on leave due and admissible in conjunction with an official visit/tour abroad (including training) subject to the exigencies of public service, not exceeding 50% of the actual period of duty abroad (excluding transit time and enforced halt) or a fortnight, whichever is less, for personal reasons provided that the total period abroad (including travel time) does not exceed three weeks. Grant of leave in excess of this limit can be approved only in consultation with the Department of Personnel and Training (Services Division). (Reference B & D)

Further Delegation: - It has been decided to raise the maximum period of ex-India leave in conjunction with official duty to 3 weeks while adhering to the limit of 50% of the period of official duty abroad. However, in the case of official visits of duration less than 8 days, the limit of 50% may be relaxed and ex-India leave upto a maximum of 4 days may be granted. The power to grant such leave is delegated to the State Governments and Ministries/Departments of the Government of India subject to the condition that further leave shall not be permitted above such limits under any circumstances and no reference shall be made to the Department of Personnel and Training in this regard.

(iii) Visits abroad on direct invitation from foreign organizations for participation in events on the basis of the experience in a particular subject gained by a member of the Service in his/her personal capacity.

Current Status: - Cadre clearance of the Central Government is required in all cases where the invitation is direct to the officer and the State Government is not bearing the expenditure irrespective of the duration of visit and all cases of more than three weeks duration (Reference D).

Further Delegation:- It has been decided that State Governments and Ministries/Departments of the Government of India be delegated the power to allow permission for such private visits in which the government is not bearing any expenditure subject to the condition that the total period of ex-India leave does not exceed three weeks. As per the conditions prescribed in the Department of Expenditure's O.M.F.No.19036/1/2000-E-IV dated 21st March, 2000, the officer shall be treated as on personal visit and he/she will be required to take leave due and admissible. This is further subject to the condition that generally no Government of India officer will accept free passage or hospitability from a foreign government/agency and, if it is necessary, approval of the Screening Committee of Secretaries or of the Prime Minister should be ensured to be taken before accepting such invitations. Similar provisions should be adopted by the State Governments. This delegation is also subject to the following conditions:

(a) The authority granting permission should take into consideration, inter-alia, the sources of financing of the foreign travel, the desirability of accepting any foreign hospitality, whether the member of the Service has utilized his official position for the purpose of meeting the travel expenses, accommodation abroad, etc, and whether the member of the Service is clear from vigilance angle;

(b) If the visit is to a country with which India does not have friendly relations, the prior approval of the Government of India should be obtained;

(c) The officer shall take leave, due and admissible;

(d) The visit on personal invitation shall be subject to the provisions of SR 12.

(e) Participation shall be subject to the provisions of All India Service (Conduct) Rules, 1968 especially rules 6, 7, 9 and 11.

3. **General conditions:** The State Governments and Ministries/ Departments of the Government of India shall keep in mind some general aspects while exercising these delegated powers while granting ex-India leave to the members of the All India Service working under them, as under:

a) The member of the Service will take FCRA clearance from the Ministry of Home Affairs and other required clearances from the Department of Economic Affairs/Ministry of External Affairs, wherever required.

b) The delegation shall not apply to any travel abroad in conjunction with leave granted under the provisions of the All India (Study Leave) Regulations, 1960, where the specific clearance of the Central Government is invariably required.

c) In cases where a member of the Service proceeds for a visit abroad without obtaining necessary cadre clearance, the period of his absence shall be treated as 'dies non' apart from other consequences under the service rules.

d) The provisions of Rule 7(1) and (2) of the All India Service (Leave) Rules, 1955 should be complied with. Rule 7(1) provides that no member of the Service shall be granted leave of any kind for a continuous period exceeding 5 years. Rule 7(2) provides that a member of the Service shall be deemed to

have resigned from the service if he is absent without authorization for a period exceeding one year or remains absent from duty for a continuous period exceeding 5 years, with or without leave.

e) If the visit abroad requires the sanction of the Central Government, proposal should be forwarded to the Central Government well in time, i.e., at least before a fortnight from the date of commencement of the visit in a self-contained format furnishing all the relevant details in the prescribed format (copy enclosed).

f) Approval of the Central Government with respect to travel abroad of members of All India Services, wherever required shall mean the approval of the concerned Cadre Controlling Authority, i.e., the Department of Personnel and Training for the Indian Administrative Service, the Ministry of Home Affairs for the Indian Police Service and the Ministry of Environment and Forests for the Indian Forest Service.

4. While granting leave to a member of the Service, the State Governments and Ministries/Departments of the Government of India should scrupulously follow the Government of India instruction issued vide this Department's letter no.11019/62/2005-AIS-III dated 4th July, 2007 which envisages that no member of the All India Service shall be allowed to undertake any private employment after taking leave from the State Government or from a Central Ministry/Department.

5. All the relevant instructions issued earlier in this regard stand modified/deleted.

6. The above delegation of powers is not applicable in cases of official visits abroad for attending foreign training/tours/study tours/seminars/workshops, etc., in which the member of the Service is nominated by the Central/State Governments, which are dealt by the EO Division of this Department.

7. It is requested that the provisions of these instructions may be brought to the notice of all the members of the All India Services serving with the State/Central Governments at an early date.

PROFORMA FOR CADRE CLEARANCE OF IAS OFFICERS VISITING ABROAD

1. Name and designation of the officer

2. Date of birth

3. Details of the training programme/workshop/seminar etc. with a copy of the invitation/admission

   (i) Name of the course/workshop/seminar etc.
   (ii) Name of the institution/country
   (iii) Duration
   (iv) Details of the cost of the training/workshop/Seminar

4. Expenditure

(i) Details of expenditure on the visit abroad(including travel, hospitality etc.)
(ii) Source of funding

5. Agency that bears the cost of the training/ workshop/seminar

(i) Details of such cost
(ii) Details of the Agency

6. Service/cadre to which the officer belongs

7. Year of allotment to the cadre

8. Job description of the officer

9. Relevance of the training/workshop/seminar to the job of the officer

10. Whether the officer is clear from vigilance angle

11. Recommendation of the Cadre Controlling State Government/Ministry

12. No objection/approval of Deptt. of Personnel & Trg. will be subject to clearance by Ministry of External Affairs from political angle, MHA in FCRA and Ministry of Finance if need be from Screening Committee etc.

[DOPT letter no.11019/6/2001-AIS-III dated 05.12.2007]

सं./No. 13013/01/2024-AIS-I

भारत सरकार

Government of India

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

Ministry of Personnel, Public Grievances and Pensions

कार्मिक और प्रशिक्षण विभाग

Department of Personnel & Training

* * *

Kartavya Bhawan-03, New Delhi
Dated, the 23rd January, 2026

OFFICE MEMORANDUM

Subject: Cadre Allocation Policy for the All India Services-IAS/IPS/IFoS – Reg.

The undersigned is directed to say that the Central Government, after consultation with the State Governments has revised the policy for cadre allocation for the All India Services - Indian Administrative Service (IAS)/Indian Police Service (IPS)/Indian Forest Service (IFoS) as follows:

1. Determination of vacancies: The Cadre Controlling Authorities, namely, the Department of Personnel and Training (DoPT) / Ministry of Home Affairs (MHA) / Ministry of Environment, Forests and Climate Change (MoEF&CC) shall determine the vacancies including the break-up into Unreserved (UR)/ Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Classes (OBC)/ Insider / Outsider vacancies for each of the cadres as per the procedure mentioned below:

1.1 The cadre-wise/category-wise vacancies will be determined on the basis of the cadre gap as on the 1st January of the year following the examination year.

1.2 The State Governments shall indicate the total number of vacancies to be filled through a particular Civil Services Examination (CSE)/Indian Forest Service Examination latest by the 31st January of the year following the year of Examination. In respect of the services under them, the respective Cadre Controlling Authorities (i.e., DoPT/MHA/MoEFCC) shall determine the vacancies including the break-up into different categories (i.e., UR/SC/ST/OBC) and Insider/Outsider vacancies for each of the cadres as per established procedure, keeping in mind the cadre gap in the cadre, the requisitions received from the State Governments and the position of the rosters in the cadre.

1.3 The vacancies reserved for the Economically Weaker Sections (EWS) category for recruitment, shall be considered a part of the UR vacancies only. In the rosters of the cadres, the EWS candidates shall be plotted against UR vacancies.

1.4 The vacancies so determined would be communicated to the State Governments and published on the respective Ministry's website. Both the actions may preferably be completed before the announcement of the final result of the Civil Services Examination/ Indian Forest Service Examination on the basis of which the recruitment is to be made. Since this would be a time bound exercise, the requisition received from the State Governments after the deadline, as prescribed by the Central Government, would not be considered while determining the vacancies.

1.5 The principles for the maintenance of rosters for determination of vacancies for category wise reservation and insider / outsider distribution would be as per the established procedure.

2. **Grouping of States/Cadres:** All the State Cadres/Joint Cadres shall be arranged in alphabetical order and divided into four groups which are as follows:

Group-I:	AGMUT, Andhra Pradesh, Assam-Meghalaya, Bihar and Chhattisgarh.
Group-II:	Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala and Madhya Pradesh.
Group-III:	Maharashtra, Manipur, Nagaland, Odisha, Punjab, Rajasthan, Sikkim and Tamil Nadu.
Group-IV:	Telangana, Tripura, Uttarakhand, Uttar Pradesh and West Bengal.

3. **Allocation against insider vacancies:** The allocation against insider vacancies will be done as mentioned below:

3.1 A list of candidates allotted to the service will be prepared indicating their home states and their willingness to be allocated to their home states/cadres and each candidate will be assigned a Sl. No. in the order of merit in the said list. Separate lists for each of the categories, i.e., UR/OBC/SC/ST will also be prepared in the order of merit. Allocation of 'insiders' will be strictly according to their ranks and availability of vacancy at their turn, subject to their willingness to be allocated to their home State/Cadre. For allocation to Home cadre against an insider vacancy, a candidate will be required to express his/her willingness to be allocated to his/her home State/Cadre, otherwise he/she shall not be considered for his/her Home cadre at all.

3.2 Since the number of cadres/joint cadres is 25, the cycles will be 1-25, 26-50, 51-75, 76-100 and so on. The candidates between Sl. Nos. 1 and 25 who can be allocated to their home cadre will be slotted into the first cycle (1-25) and the candidates between Sl. Nos. 26 and 50 who can be allocated to their home state/cadre will be slotted in the second cycle (26-50) and so on. The candidates will be assigned a Sl. No. in the order of merit in the said list; however, they will be placed in the respective cycle in the allocation chart as per their Sl. No. in their respective category.

3.3 The 'insider' vacancies as determined for different cadres shall be assigned to different cycles of allocation. If there are two or more candidates who as per their Sl. Nos. have to occupy the same cycle, all such candidates except the candidate with the higher rank in that category, will occupy the next cycle/cycles iteratively. In other words, if there are three candidates to be allocated as insiders at Sl. Nos. 7,10,16, then the Sl. No. 7 will occupy the first cycle (1-25), Sl. No. 10 will occupy the second cycle (26-50) and Sl. No. 16 will occupy the third cycle (51-75).

3.4 Reserved category candidates (SC/ST/OBC) shall be allocated cadres in the same manner as above iteratively.

3.5 A reserved category candidate selected on general merit standards shall be eligible for insider allocation against the available UR vacancy in his/her home cadre as per his/her merit. But if he/she cannot be allocated against such vacancy, for he/she is lower in rank as compared with other general category candidates, he/she shall also be considered for insider allocation as per his/her merit against the available vacancy of his/her category.

3.6 The mechanism for filling up of an insider vacancy belonging to a particular category for which a candidate is not available shall be as following:

(a) If a UR candidate is not available to fill UR insider vacancy, then it would be filled by an insider ST candidate provided there is an ST outsider vacancy available in that cadre to facilitate exchange. If ST insider candidate is not available or ST outsider vacancy is not available in that cadre, then the UR vacancy would be filled by insider SC candidate with the same condition that there must be an outsider SC vacancy to facilitate the exchange. If SC insider candidate is also not available or SC outsider vacancy is also not available in that cadre, then the UR vacancy would be filled by insider OBC candidate with the same condition that there must be an outsider OBC vacancy to facilitate the exchange.

(b) Similarly, the insider OBC vacancy, if not filled due to non-availability of insider OBC candidate, then it would be first

filled by an insider ST candidate and then by an insider SC candidate and then by an insider UR candidate with the same conditions *mutatis mutandis* as per para 3.6(a) above.

(c) The insider SC vacancy, if not filled due to non-availability of insider SC candidate, then it would be first filled by an insider ST candidate and then by an insider OBC candidate and then by an insider UR candidate with the same conditions *mutatis mutandis* as per para 3.6(a) above.

(d) The insider ST vacancy, if not filled due to non-availability of an insider ST candidate, then it would be first filled by an insider SC candidate and then by an insider OBC candidate and then by an insider UR candidate with the same conditions *mutatis mutandis* as per para 3.6(a) above.

Provided that in every such case listed in clause (a), (b), (c) and (d) above, if insider PwBD category candidate(s) of the relevant category is/are available, such PwBD category candidate (senior most in the merit list) shall be so adjusted. In other words, a PwBD category candidate would have a higher claim for being adjusted as compared with non-PwBD category candidates of his category.

3.7. Even after the exchange process, as mentioned above, if an insider vacancy cannot be filled up, it would be converted into an outsider vacancy and filled up as such and it would not be carried forward to next examination year.

4. <u>Allocation against outsiders vacancies:</u> The allocation against the outsider vacancies will be done according to the roster system after placing 'insiders' at their proper places on the allocation chart, and will be done in two stages, i.e., first for PwBD candidates and second for other than PwBD candidates.

4.1 <u>Allocation of PwBD category candidates against outsider vacancies</u>

4.1.1 The cadre allocation for those PwBD category candidates, who did not get allocated to their home cadre, will be done immediately after completion of allocation against all insider vacancies and before considering allocation of non-PwBD candidates, as per roster, against outsider vacancies.

4.1.2 A candidate claiming benefit of reservation under PwBD category shall have an additional option to indicate his/her preference (at the time of indicating his Home State) for any one cadre (other than Home cadre). At the time of cadre allocation, such candidate, if could not be allocated against his/her home cadre, shall be considered for allocation to his/her first preferred cadre, other than home cadre, if an outsider vacancy is available in that cadre in his/her category at his/her turn. In case he/she could not be allocated to that preferred cadre due to non-availability of

vacancy, then he/she shall be allocated to that cadre under the outsider quota by creating an additional vacancy in that cadre in the respective category.

4.1.3 At the time of cadre allocation, such outsider PwBD candidates will be plotted in the last available cycle of their preferred cadre in their respective category, irrespective of their Sl. Nos. If there are more than one PwBD candidates who are getting allocation in the same cadre, they will be placed in the appropriate cycles such that the last PwBD candidate would be placed in the last available cycle of the cadre.

4.2 **Allocation of non-PwBD candidates against outsider vacancies**: The allocation against the remaining outsider vacancies will be done according to the roster system, after placing 'insiders' and PwBD candidates at their proper places on the allocation chart, as explained below:

4.2.1 The candidates who could not be allocated against the insider vacancy/ vacancies in their home cadres will be arranged in the order of merit and allocated to the cadres in cycles against the vacancies in various cadres under their respective category.

4.2.2 In the first cycle, beginning with the Group-I cadres, the cadres which have not received 'insider' candidates will be given one candidate each in order of merit of 'outsider' candidates, subject to availability of vacancy. The process will be repeated in successive cycles, each successive cycle beginning with the next successive group of cadres, for example, the second cycle should begin from Group-II cadres, the third cycle with Group-III cadres and the fourth cycle with Group-IV cadres and the fifth cycle again with Group-I cadres.

4.2.3 Occasionally, it may happen that a candidate's turn may come in such a way that he/she may get allocated to his/her own home cadre. When that happens, the candidate next below him/her will be exchanged with him/her. In case, such candidate is the last candidate, the candidate just above him/her will be exchanged with him/her.

5. For the succeeding year, the State cadres should be arranged again in alphabetical order but with Group-I of the previous year at the bottom, i.e., the arrangement will begin with Group-II on top. In the third year, Group-III will come on top and so on.

6. Reserved category candidates (SC/ST/OBC) shall be allocated cadres in the same manner as above iteratively.

7. Due to the migration of general merit candidates to their own respective reservation category for the purpose of cadre allocation as an insider in respective

home cadre, a situation may arise where some reserved category candidates remain unallocated while the vacancies under UR category are left unfilled. In such a situation, the remaining unallocated reserved category candidates will be allocated against the available unfilled UR vacancies as per their merit following the roster system of outsider allocation.

8. The Cadre allocation exercise for the IAS shall be done as early as possible and preferably, before the commencement of the Professional Course in the LBSNAA. The Cadre allocation exercise for the IPS/IFoS shall also be done immediately after the appointments have been made.

9. This Cadre Allocation Policy issues in supersession of the existing Cadre Allocation Policy and comes into effect with the Civil Services Examination-2026 and Indian Forest Service Examination-2026.

23.1.2026

(Yashu Rustagi)
Director to the Government of India

To

1. The Secretary, Ministry of Home Affairs, Kartavya Bhawan-03, New Delhi.
2. The Secretary, Ministry of Environment, Forests & Climate Change, Indira Paryavaran Bhawan, Ali Ganj, Jor Bagh Road, New Delhi.
3. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
4. The Chief Secretaries of All State Governments/Joint Secretary (UTs), Ministry of Home Affairs.

Copy for kind information to:
Director (PMO) (Ms. Pooja Jain)

No. 36033/1/2013-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel &Training

North Block, New Delhi,
Dated: September 13, 2017

OFFICE MEMORANDUM

Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for Other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of ₹ 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to ₹ 2.5 lakh, ₹ 4.5 lakh and ₹ 6 lakh vide this Department's OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008 and OM No. 36033/1/2013-Estt. (Res.) dated 27.05.2013 respectively.

2. It has now been decided to raise the income limit from ₹ 6 lakh to ₹ 8 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression **"₹ 6 lakh"** under Category VI in the Schedule to this Department's aforesaid O.M. dated 8th September, 1993 would be substituted by **"₹ 8 lakh".**

3. The provisions of this office memorandum have effect from 1st September, 2017.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.

(Debabrata Das)
Under Secretary to the Government of India
Ph: 2304 0279

To:

1. All the Ministries/Departments of the Government of India.
2. Department of Financial Services, New Deihi.
3. Department of Public Enterprises, New Delhi.
4. Railway Board, New Delhi.
5. Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Niti Aayog.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi.

8. National Commission for Scheduled Castes/National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikoot-1, Bhikaji Cama Place, R.K. Puram, New Delhi.
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi-110002.
11. Director General, Press Information Bureau, National Media Centre, 7E Raisina Road, New Delhi – with a request to give wide publicity to this OM
12. The NIC, DoPT with a request to upload it at the website of this Department in OMs &Orders > Estt. (Res.) > SC/ST/OBC and in 'What's New'

Copies forwarded to:

The Chief Secretaries of all the States/Union Territories for information and necessary action.

(Debabrata Das)
Under Secretary to the Government of India

INFORMATION & PUBLIC RELATIONS DEPARTMENT

NOTIFICATION

The 1st October, 2005

S.R.O.No.477/2005 - In exercise of the power conferred by Section 27 of the Right to Information Act (No.22 of 2005), the State Government do hereby make the following rules, namely: –

1. Short title and commencement. – (1) These rules may be called the Orissa Right to Information Rules, 2005.

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

2. Definitions. **–** (1) In these rules, unless there is anything repugnant in the subject or context –

(a) *'Act'* means the Right to Information Act, 2005 (No. 22 of 2005);

(b) *'BPL Card'* means a card issued to any citizen who is below the poverty line;

(c) *'fee'* means amount payable by the applicant for obtaining any information under the provisions of sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 excluding the cost of providing information;

(d) *'form'* means a form appended to these rules;

(e) '*identity'* means an evidence to show the citizenship like an electoral photo identity card, a passport or any other document which can satisfy the authority about the citizenship of the person;

(f) *'Nodal Officer'* means the Commissioner-cum-Secretary to Government, Information & Public Relations Department;

(g) *'Public Information Officer'* means the State Public Information Officer designated under sub-section (1) of section 5 of the Act and includes an Assistant Public Information Officer designated as such under sub-section (2) thereof;

(h) *'Schedule'* means a Schedule appended to these rules*; and*

(i) '*State Government'* means the Government of Orissa

(2) Words and expressions used but not defined in these rules shall have the meaning as assigned to them in the Act.

3. Appointment & Obligations of Public Information Officers. – (1) A public authority, if it is a department of State Government, shall designate as many officers as it deem proper, not below the rank of Under Secretary as Public Information Officers.

(2) In each sub-ordinate office of the Department of Government including the Heads of Department and offices in the district and Sub-divisional level the head of such offices shall designate as many officers as they deem proper as Public Information Officers and Assistant Public Information Officers.

(3) Every public authority other than those mentioned in sub-rules (1) and (2) of the said rule 3 shall designate one or more Public Information Officers in all administrative units and offices under such authority:

Provided that every such public authority shall, while designating such officers as Public Information Officers so designated, ensure that an officer higher in rank to public Information Officer, is available to be specified as Appellate Authority.

(4) If, for any reason beyond the control of Public Information Officer furnishing of information is delayed, he shall record reasons with justification thereof and shall communicate the Head of the office about such delay.

4. Procedure to obtain information. – (1) A citizen desirous of any information may apply for information in form A to the Public Information Officer, with the required fee in shape of Treasury Challan or cash as specified in the Schedule under the appropriate head of Account:

Provided that application fee shall not be payable in case of a person whose name appears in the latest list of persons below poverty line for which he has to produce BPL Card.

Provided that a citizen seeking information through electronic means has to submit evidence regarding deposit of prescribed application fee.

(2) The Public Information Officer or any other officer authorized by him shall furnish the acknowledgement and after being satisfied with the identity of the applicant shall also intimate in form B as soon as possible the amount of cost for providing information required to be paid by the applicant in cash, as mentioned in the Schedule.

(3) The applicant may deposit the said amount within a period of fifteen days from the date of receipt of such information, failing which the application shall stand rejected.

5. Information regarding rejection. **–** (1) Where a request has been rejected under sub-section (1) of section 7, the Public Information Officer shall intimate the applicant, the reasons for such rejection in form C.

(2) Wherever information applied for is available in electronic means, the Public Information Officer may advise in form C to the applicant to obtain the information from the appropriate website to be specified by the Public Information Officer.

6. Meeting of the recommending Committee. – For the purpose of appointment of the State Chief Information Commissioner and the State Information Commissioner under sub-section (3) of section 15, the Nodal Officer shall, in consultation with the State Government, convene the meeting of the Committee for their recommendation.

7. Memorandum of appeal. – (1) An appeal under sub-section (1) of section 19 shall be filed in form D to the officer as designated by the Public Authority to hear such appeal.

(2) The Memorandum of appeal shall be accompanied with such fee as specified in the Schedule which shall be paid in the shape of court fee stamp.

(3) Any person aggrieved by the decision under sub-section (1) of section 19, may prefer a second appeal before the State Information Commission under sub-section (3) thereof in form E which shall be accompanied with such fee in the shape of court fee stamp as specified in the Schedule.

(4) The appeal preferred under sub-rules (1) and (3), if not accompanied with the required fee, shall be rejected by the concerned Appellate Authority, but no fee is payable by the applicant holding a BPL Card.

(5) Every order of the Appellate Authority shall be communicated to the appellant concerned and to the Public Information Officer where such appeal is from the order of the Public Information Officer and to the first Appellate Authority in case it is a second appeal.

8. Guidelines by the State Government. – The State Government shall have the power to issue guidelines not inconsistent with the provisions of the Act and these rules for smooth implementation of the provisions of the Act and the rules.

-4-

9. Penalties. – In the event of imposition of penalty under section 20 on the Public Information Officer concerned, such penalty may be deposited by the said officer by Treasury Challan under the appropriate receipt Head of the State Budget within a period of thirty days, failing which the amount shall be recovered from the salary of the officer concerned.

10. Calculation of cost of damage. – If any damage is caused to the public property in the course of giving any information in the form of samples of materials, the damage caused to such property shall be included while calculating further fees representing the cost of providing the information.

11. Maintenance of Register. – (1) The Public Information Officer shall maintain a register in form F for recording the details of the applications received and the information supplied by him and keep the Head of Office informed after furnishing any information and it shall be the duty of the Head of office to ensure required assistance if any, as would be sought for by the Public Information Officer to facilitate providing information.

(2) The Public Information Officer shall maintain a cash register in form G for recording the details of money received by him relating to providing information and deposit the money in such head of account or in any Scheduled Bank in the name of such officer as the concerned Head of Office decides.

12. Deposit of expenditure. – The expenditure to be incurred for production of witness or documents before the State Information Commission shall be deposited before the Commission by the party at whose instance the witnesses or the documents are to be produced.

13. Realisation of penalties or damages. – Any penalty or damage or any other sum payable under the Act, if not paid within thirty days of the date of receipt of the order for realization of the same or cannot be recovered, it can be realized from such person as arrears of land revenue.

[No.- 27163 – I & P.R.]

By Order of Governor

Sd/-

(Digambar Mohanty)
Commissioner-cum-Secretary to Government

-5-

FORM – A

See Rule – 4 (I)

Application for Information under section 6 (1) of the Act

To

The Public Information Officer

(Name of the office with address)

1. Full name of the applicant
2. Father / Spouse name
3. Permanent address
4. Particulars in respect of Identity of the applicant
5. Particulars of information solicited
   (a) Subject matter of information
   (b) The period to which the information relates
   (c) Specific details of information required
   (d) Whether information is required by post or in person
   (The actual postal charges shall be included in providing information)
   (e) In case by post (ordinary, registered or speed)
6. Address to which information will be sent & in which form
7. Has the information provided earlier
8. Is this information not made available by the Public authority
9. Do you agree to pay the required fee
10. Have you deposited application fee
    (If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same

Place

Date

Full Signature of the applicant

Address

Office of the Public Information Officer

Received the application from ---------- address---------- on----------seeking information.

Place — Full name of Public Information Officer

Date — Designation

Seal

-6-

FORM B

[See Rule 4 (2)]

Information for Payment

From

Name & Designation of the Public Information Officer

To

Name of the applicant -

Address

Sir,

Please refer to your application dated ----------addressed to the undersigned requesting information on ----------. I am to inform you that the following amount towards cost for providing information may be deposited in cash, to enable the undersigned to furnish information sought for.

Please make payment within a period of fifteen days from the date of receipt of this intimation failing which the application shall be rejected.

Fee----------

Yours faithfully

Place: — Public Information Officer

Date: — Seal:

.

.

.

.

.

.

FORM C

[See Rule 5 (1) and (2)]

Intimation of rejection

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons-

(i) It comes under the exempted category covered under sections 8 and 9 of the Act.

(ii) Your application was not complete in all respect.

(iii) Your identity is not satisfactory.

(iv) The information is contained in published material available to Public.

(v) You did not pay the required cost for providing information within the prescribed time.

(vi) The information sought for is prohibited as per section 24 (4) of the Act.

(vii) The information would cause unwarranted invasion of the privacy of any person.

(viii) The information as sought for by you is available in our Website----------you may download the information.

(ix) For any other reason please see overleaf.

However, if you feel aggrieved for the above said refusal you may file an appeal before the ……within 30 days of the receipt of this letter.

Place:

Date:

Name & Designation of
Public Relations Officer

To

Sri _____

_____

_____

-8-

FORM – D

[See Rule – 7 (1)]

Form of Memorandum of Appeal to the first Appellate Authority under

Section 19 (1) of the Act

From

_____

(Applicant's Name & address)

Before

The First Appellate Authority

1.	Full name of the Appellant	:
2.	Address	:
3.	Particulars of Public Information Officer	:
4.	Date of receipt of the order appealed against	:
5.	Last date for filing the appeal	:
6.	Particulars of information:	
	(a) Nature and subject matter of the information required	:
	(b) Name of the office or Department to which the information relates	:
7.	The grounds for appeal (Details if any to be enclosed in separate sheet)	:

Verification

I, _____Name of the appellant, son of / daughter of / wife of _____hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

To

_____

Name and address of Appellate Authority

-9-

FORM – E

[See Rule 7 (3)]

Second Appeal under Section 19 (3) of the Act

From

_____

(Applicant's Name & address)

To

The State Information Commission

1.	Full name of the Appellant	:
2.	Address	:
3.	Particulars of the first Appellate Authority	:
4.	Date of receipt of the order appealed against	:
5.	Last date for filing the appeal	:
6.	Particulars of information	
(a)	Nature of subject matter of the information required	:
(b)	Name of the office or Department to which the information relates	:
7.	The grounds for appeal (Details items to be enclosed in separate sheet)	:

Verification

I, _____(Name of the appellant, son of / daughter of / wife of _____hereby declare that the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant
Place :
Date :

To

Orissa State Information Commission

-10-

FORM - F

[See Rule 11 (1)]

FORMAT FOR THE INFORMATION REGISTER

Sl. No	Date of application	Name of the person requiring the information	Address of the person	Nature of information	Whether all formalities have been complied by the person requiring the information	Name of the authority which the information are to be collected	Date on which the information shall be supplied	Date on which the authority/authorities concerned requested to supply the required information	No & date of reminder issued	Date on which the information are received by the P.I.O from the authority/authorities concerned	Date of supply of information to the person concerned requiring the information	Reasons in brief for not supplying information	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

FORM G

[See Rule 11 (2)]

C A S H R E G I S T E R

Name & Address of the Applicant	Date of application	Date of deposit of amount	Particulars of fee/ with Challan / Bank draft/ Cash	Refund, if any	Remarks
1	2	3	4	5	6

Schedule

(See Rules 4 and 7)
Fees / Amount to be charged for providing information

PART – I

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees twenty per Application	Treasury Challan/ cash
(ii)	Application fee for 1st Appeal	Rupees forty	Court fee stamp
(iii)	Application fee for 2nd Appeal	Rupees fifty	Court fee stamp

PART – II

(B)	Amount to be charged for Providing information		
(i)	Inspection of documents	Rupees fifteen per each hour or fraction thereof	By cash
(ii)	A4 size paper for each folio		
(a)	Typed copy/photocopy per page	Rupees five	By cash
(b)	Print out from computer per page	Rupees ten	By cash
(iii)	CD with cover	Rupees one hundred per CD	By cash
(iv)	Floppy Diskette (1.44MB)	Rupees one hundred per Floppy	By cash
(v)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash

(vi)	Video Cassette/Microfilm/Microfiche	- do-	By cash
(vii)	Certified sample of material	-do-	By cash

N.B: Proper and authenticated money receipt to be issued for all cash payment The office is to state the cash receipt No. on the application Form ‘A’.

THE ORISSA GAZETTE

EXTRAORDINARY

PUBLISHED BY AUTHORITY

No.742 CUTTACK, TUESDAY, MAY 30, 2006/JAISTHA 9, 1928

INFORMATION & PUBLIC RELATIONS DEPARTMENT

NOTIFICATION

The 29th May 2006

S. R. O. No.251/2006 - In exercise of the powers conferred by Section 27 of the Right to Information Act, 2005 (Act No.22 of 2005), the State Government do hereby make the following rules, to amend the Orissa Right to Information Rules, 2005, namely:-

1. Short title and commencement -

(1) These rules may be called the Orissa Right to Information (Amendment) Rules, 2006.

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

2. In the Orissa Right to Information Rules, 2005 for rule 11, the following rule shall be substituted, namely:-

"11. Maintenance of Register-

(1) The Public Information Officer shall maintain a register in Form F for recording the details of the applications received and the information supplied by him and keep the Head of Office informed after furnishing any information and it shall be the duty of the Head of Office to ensure required assistance if any, as would be sought for by the Public Information Officer to facilitate providing information and the said Register shall remain always open to inspection by the members of public as required in respect of the proactive disclosures under Section 4 (1b) of the Act.

(2) Each public authority shall maintain a Register for day-to-day record of the members of public who visit its office in connection with accessing or inspecting suo motto information proactively disclosed by the said authority under Section 4 of the Act.

(3) The Public Information Officer shall maintain a cash register in Form G for recording the details of money received by him relating to providing information and deposit the money in such Head of Account or in any Scheduled Bank in the name of such officer as the concerned Head of Office decides.**"**

3. In the said rules, in Form – A,

(i) for the entries appearing against item 5, the following shall be substituted namely:-

"(d) Whether information is required by post/in person/E-Mail

(The actual postal charges shall be included in providing information)"; and

(ii) for item 6, alongwith the entries made, thereof the following shall be substituted, namely:-

"6 Address/E-mail ID to which information will be sent & in which form".

4. In the said rules, the existing Schedule shall be substituted by the following, namely:-

" **Schedule**

(See Rules 4 and 7)
Fees / Amount to be charged for providing information

PART – I

(A)	**Application fee**	**Rate to be charged**	**Mode of deposit**
(i)	Application fee seeking information	Rupees ten per Application	Treasury Challan/ cash
(ii)	Application fee for 1st Appeal	Rupees twenty	Court fee stamp
(iii)	Application fee for 2nd Appeal	Rupees twenty-five	Court fee stamp

PART – II

(B)	Amount to be charged for Providing information		
(i)	A4 or A3 size paper created or copied	Rupees two per each folio	By cash
(ii)	Paper size larger than A4 or A3	Actual charge or cost price	By cash

		of a copy	
(iii)	Inspection of records	No fee for the first hour & Rs.5.00 for each 15 minutes (or fraction thereof) thereafter.	By cash
(iv)	CD with cover	Rupees 50/- per CD	By cash
(v)	Floppy Diskette (1.44MB)	Rupees 50/- per Floppy	By cash
(vi)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vii)	Video Cassette/Microfilm/Microfiche	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(viii)	Certified sample or models of material	Actual cost or price for sample or models	By cash
(ix)	Information in printed form	Price fixed for such publication	By cash

N.B:- Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. on the application Form 'A'. **"**

Note – The Principal rules were published in the Gazette of Orissa vide I & P.R. Department Notification No.27163, dated the 1st October 2005 [S.R.O. No.477/2005, dated the 1st October 2005].

[No.16076]

By order of the Governor

(D.MOHANTY)
Commissioner –cum-Secretary to Government

GOVERNMENT OF ODISHA

INFORMATION & PUBLIC RELATIONS DEPARTMENT

File. No. IPR-RTI-MAINT-0001/2020 2279 /IPR, BBSR, Dt. 05/02/2024

NOTIFICATION

In exercise of the powers conferred by sub-section 1 of section 27 and sub-section 1 of section 28 of the Odisha Right to Information Act, 2005, and with the objective of promoting digital transaction for easy access by the Citizens and enhancing ease of filing appeals with the First Appellate Authorities and Odisha Information Commission in online mode, the State Government in Information & Public Relations Department here by allows integration of API Based e-payment gateway through e-treasury challan for depositing Appeal fees in respect of First and Second Appeals amounting Rs.20/- & 25/- respectively as per the provisions envisaged u/r 7(2) and (3) of the RTI Rules, 2005 with the State RTI Portal i.e. www.rtiodisha.gov.in . All applicants seeking to e-file first and second appeals under the RTI Act, are required to make payment of requisite appeal fees in the mode of e-treasury challans and they may pay through the designated API based payment gateway available on the RTI portal. It shall take immediate effect.

By order of the Governor

(Sanjay Kumar Singh, IAS)
Principal Secretary to Government

Memo No 2280 /IPR Date 05/02/2024

Copy forwarded to Secretary to Governor, Odisha, Raj bhawan, Bhubaneswar for kind information of Hon'ble Governor.

Director

Memo No 2281 /IPR Date 05/02/2024

Copy forwarded to PS to Chief Secretary Odisha/ PS to State Chief Information Commissioner Odisha Information Commission for kind information of Chief Secretary/State Chief Information Commissioner.

Director

Memo No 2282 /IPR Date 05/02/2024

Copy forwarded to PS to All Addl. Chief Secretary/PS to All Principal Secretary/PS to All Commissioner-cum- Secretary of Department/ Registrar, Orissa High Court Cuttack for information and necessary action.

Director

IPR-RTI-MAINT-0001-2020/01/2024

Memo No 2283 /IPR Date 05/02/2024

Copy forwarded to All Departments/ All Heads of the Departments/ All Public Sectors undertakings/ All Collector & District Magistrate of District/ All Superintendent of Police of District for information and necessary action.

Director

Memo No 2284 /IPR Date 05/02/2024

Copy forwarded to the Director, Printing, Stationaries and Publications Madhupatana, Cuttack, Odisha for publication of the said notification in next issue of extra-ordinary Gazette notification.

Director

Memo No 2285 /IPR Date 05/02/2024

Copy forwarded to All Block Development officer of Districts/ All Tahasildar of Districts for information and necessary action.

Director

Memo No 2286 /IPR Date 05/02/2024

Copy forwarded to Chairman-cum-Managing Director, Luminous Infoways Pvt. Ltd. DCB 615-616-617, 6th floor DLF Cyber City, Chandrasekharpur, Bhubaneswar-24, Odsisha/ RTI (PMU) Cell of I & PR Department/ Guard file for information and necessary action.

Director

No. 11/2/2013-IR (Pt.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated the 14th August, 2013

OFFICE MEMORANDUM

Subject: Disclosure of personal information under the RTI Act, 2005.

The Central Information Commission in one of its decisions (copy enclosed) has held that information about the complaints made against an officer of the Government and any possible action the authorities might have taken on those complaints, qualifies as personal information within the meaning of provision of section 8 (1) (j) of the RTI Act, 2005.

2. The Central Information Commission while deciding the said case has cited the decision of Supreme Court of India in the matter of Girish R. Deshpande vs. CIC and others (SLP (C) no. 27734/2012) in which it was held as under:-

"The performance of an employee/Officer in an organisation is primarily a matter between the employee and the employer and normally those aspects are governed by the service rules which fall under the expression 'personal information', the disclosure of which has no relationship to any public activity or public interest. On the other hand, the disclosure of which could cause unwarranted invasion of the privacy of that individual." The Supreme Court further held that such information could be disclosed only if it would serve a larger public interest.

3. This may be brought to the notice of all concerned.

Encl: As above.

Manoj Joshi

(Manoj Joshi)
Joint Secretary (AT&A)
Tel: 23093668

1. All the Ministries / Departments of the Government of India.
2. Union Public Service Commission /Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice-President's Secretariat/ Prime Minister's Office/ Planning Commission/Election Commission.
3. Central Information Commission/ State Information Commissions.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
6. All officers/Desks/Sections, DOP&T and Department of Pension & Pensioners Welfare.

Central Information Commission, New Delhi
File No.CIC/SM/A/2013/000058
Right to Information Act-2005-Under Section (19)

Date of hearing	:	**26/06/2013**
Date of decision	:	**26/06/2013**
Name of the Appellant	:	**Sh. Manoj Arya, (RTI Activists and Social Worker) 67, Sec-12, CPWD Flats, R K Puram, New Delhi -110022**
Name of the Public Authority	:	**Central Public Information Officer, Cabinet Secretariat, (Vigilance & Complaint Cell), 2nd Floor, Sardar Patel Bhawan, New Delhi -110001**

The Appellant was not present in spite of notice.

On behalf of the Respondent, Shri M.P. Sajeevan, DS & CPIO was present.

The third party, Shri S B Agnihotri, DG (DEF. ACQ) MoD was present.

Chief Information Commissioner : Shri Satyananda Mishra

2. We heard the submissions of both the respondent and the third party in the case.

3. In his RTI application, the Appellant had sought the copies of the complaints made against the third party in the case and the details of the action taken including the copies of the enquiry reports. He had also wanted the copies of the correspondence made between the Cabinet Secretariat and the Ministry of Shipping in respect of the third party in the case. The CPIO after consulting the third party under Section 11 of the Right to Information Act, had

refused to disclose any such information by claiming that it was personal in nature and thus exempted under the provisions of section 8(1) (j) of the Right to Information (RTI) Act. Not satisfied with this decision of the CPIO, the Appellant had preferred an appeal. The Appellate Authority had disposed of the appeal in a speaking order in which he had endorsed the decision of the CPIO.

4. We have carefully gone through the contents of the RTI application and the order of the Appellate Authority. We have also considered the submissions of both the respondent and the third party in the case. The entire information sought by the Appellant revolves around the complaints made against an officer of the government and any possible action the authorities might have taken on those complaints. The Appellate Authority was very right in deciding that this entire class of information was qualified as personal information within the meaning of the provisions of Section 8 (i) (j) of the RTI Act. In this connection, it is very pertinent to cite the decision of the Supreme Court of India in the SLP(C) No. 27734 of 2012 (Girish R Deshpande vs CIC and others) in which it has held that "the performance of an employee/Officer in an organisation is primarily a matter between the employee and the employer and normally those aspects are governed by the service rules which fall under the expression personal information, the disclosure of which has no relationship to any public activity or public interest. On the other hand, the disclosure of which could cause unwarranted invasion of the privacy of that individual." The Supreme Court further held that such information could be disclosed only if it would serve a larger public interest. The information sought by the Appellant in this case is about some complaints made against a government official and any possible action the authorities might have taken on those complaints. It is, thus, clearly the kind of information which is envisaged in the above Supreme Court order. Therefore, the information is completely exempted from disclosure under the provisions of the RTI Act which both the CPIO and the Appellate Authority have

rightly cited in their respective orders.

5. We find no grounds to interfere in the order of the Appellate Authority. The appeal is rejected.

6. Copies of this order be given free of cost to the parties.

(Satyananda Mishra)
Chief Information Commissioner

Authenticated true copy. Additional copies of orders shall be supplied against application and payment of the charges prescribed under the Act to the CPIO of this Commission.

(Vijay Bhalla)
Deputy Registrar

CIC/SM/A/2013/000058

No. 1/3/2008-IR
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel & Training
*****

New Delhi, Dated the 25th April, 2008

OFFICE MEMORANDUM

Subject : Guidelines for the Officers designated as first appellate authority under the RTI Act, 2005.
*****

The undersigned is directed to say that the Central Public Information Officer (CPIO) of a public authority is responsible to supply correct and complete information to an information seeker under the Right to Information Act, 2005 within the specified time. It is possible that a CPIO may not act as per provisions of the Act or an applicant may not otherwise be satisfied with the decision of the CPIO. The Act contains provision of two appeals to tide over such situations. While the first appeal lies within the public authority itself, the second appeal lies with the Central Information Commission. The Central Information Commission (Appeal Procedure) Rules, 2005 govern the procedure for deciding appeals by the Commission. The First Appellate Authority is, however, required to dispose off the appeals received by him in the light of the provisions of the Act and keeping in view the principles of natural justice. A Guide has been prepared for the First Appellate Authorities, a copy of which is enclosed as Annexure. It is expected that it would help them perform their duties effectively.

2. All the Ministries / Departments etc. are requested to bring the contents of the Guide to the notice of all concerned.

(K.G. Verma)
Director
Tel: 23092158

To

1. All Ministries / Departments of Govt. of India
2. Union Public Service Commission / Lok Sabha Secretariat / Rajya Sabha Secretariat / Cabinet Secretariat / Central Vigilance Commission / President's Secretariat / Vice-

President's Secretariat / Prime Minister's Office / Planning Commission

3. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
4. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
5. Central Information Commission/State Information Commissions.

Copy to : Chief Secretaries of all the States/UTs.

The guidelines contained in the Annexure apply mutatis mutandis to the First Appellate Authorities under the States. The State Governments may like to issue similar guidelines for their First Appellate Authorities.

Annexure

(OM No.1/3/2008-IR dated 25th April, 2008)

Guide for the First Appellate Authorities

It is the responsibility of the Central Public Information Officer (CPIO) of a public authority to supply correct and complete information within the specified time to any person seeking information under the RTI Act, 2005. There are possibilities that a CPIO may not act as per provisions of the Act or an applicant may not otherwise be satisfied with the decision of the CPIO. The Act contains provision of two appeals to tide over such situations. The first appeal lies within the public authority itself which is made to an officer designated as the First Appellate Authority by the concerned public authority. The First Appellate Authority happens to be an officer senior in rank to the CPIO. The second appeal lies with the Central Information Commission. The Central Information Commission (Appeal Procedure) Rules, 2005 govern the procedure for deciding appeals by the Commission. The Guidelines contained in this document are meant for the First Appellate Authorities.

2. In order to perform his/her duties effectively, the Appellate Authority should study the Act carefully and understand its provisions correctly. This document explains some of the important aspects of the Act which a First Appellate Authority should, in particular, be conversant with.

What is Information

3. Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Right to Information under the Act

4. A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; and taking certified samples of material held by the public authority or held under the control of the public authority.

5. The Act gives the citizens a right to information at par with the Members of Parliament and the Members of State Legislatures. According to the Act, the information which cannot be denied to the Parliament or a State Legislature, shall not be denied to any person.

6. A citizen has a right to obtain an information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-outs provided such information is already stored in a computer or in any other device from which the information may be transferred to diskettes etc.

7. The information to the applicant should ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.

8. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc. indicating his name and such employee/office bearer is a citizen of India, information may be supplied to him/her. In such cases, it would be presumed that a citizen has sought information at the address of the Corporation etc.

9. Only such information is required to be supplied under the Act which already exists and is held by the public authority or held under the control of the public authority. It is beyond the scope of the Act to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions.

Information Exempted From Disclosure

10. Sub-section (1) of section 8 and section 9 of the Act enumerate the categories of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest. Further, sub-section (3) of section 8 provides that information exempt from disclosure under sub-section (1), except as provided in clauses (a), (c) and (i) thereof, would cease to be exempted after 20 years from the date of occurrence of the related event etc.

11. It may be noted that section 8(3) of the Act does not require the public authorities to retain records for indefinite period. The records should be retained as per the record retention schedule applicable to the concerned public authority. Information generated in a file may survive in the form of an OM or a letter or in any other form even after destruction of the file/record. The Act requires furnishing of information so available after the lapse of 20 years even if such information was exempt from disclosure under sub-section(1) of Section 8. It means that the information which, in normal course, is exempt from disclosure under sub-section(1) of Section 8 of the Act, would cease to be exempted if 20 years have lapsed after occurrence of the incident to which the information relates. However, the following types of information would continue to be exempt and there would be no obligation, even after lapse of 20 years, to give any citizen-

(i) information disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or

economic interest of the State, relation with foreign state or lead to incitement of an offence;

(ii) information the disclosure of which would cause a breach of privilege of Parliament or State Legislature; or

(iii) Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers subject to the conditions given in proviso to clause (i) of sub-section(1) of Section 8 of the Act.

Right to Information Vis-a-Vis Other Acts

12. The RTI Act has over-riding effect vis-à-vis other laws inasmuch as the provisions of the RTI Act would have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than the RTI Act.

Fee for Seeking Information

13. An applicant, along with his application, is required to pay a sum of Rs.10/- as application fee in cash or by way of a demand draft or a banker's cheque or an Indian Postal Order payable to the Accounts Officer of the public authority. The applicant may also have to pay additional fee, as prescribed by the Right to Information (Regulation of Fee and Cost) Rules, 2005 for supply of information as given below:

(a) rupees two (Rs. 2/-) for each page (in A-4 or A-3 size paper) created or copied;

(b) actual charge or cost price of a copy in larger size paper;

(c) actual cost or price for samples or models;

(d) for inspection of records, no fee for the first hour; and a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof);

(e) for information provided in diskette or floppy rupees fifty (Rs.50/-) per diskette or floppy; and

(f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

14. If the applicant belongs to 'below poverty line (BPL)' category, he/she is not required to pay any fee. However, he/she should submit a proof in support of his/her claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and, therefore, does not entitle the applicant to get information.

15. It may be noted that where the CPIO decides that the information shall be provided on payment of fee in addition to the application fee, the CPIO is required, inter-alia, to inform the applicant:

(i) the details of further fees required to be paid;

(ii) the calculations made to arrive at the amount of fees asked for;

Contents and Format of Application

16. An applicant making request for information is not required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him. Also, the Act or the Rules do not prescribe any format of application for seeking information. Therefore, the applicant should not be asked to give justification for seeking information or to give details of his job etc. or to submit application in any particular form.

Transfer of Application

17. If the subject matter of the application concerns any other public authority, it should be transferred to that public authority. If only a part of the application concerns the other public authority, a copy of the application may be sent to that public authority, clearly specifying the part which relates to that

public authority. While transferring the application or sending a copy thereof, the concerned public authority should be informed that the application fee has been received. The applicant should also be informed about the transfer of his application and the particulars of the public authority to whom the application or a copy thereof has been sent.

18. Transfer of application or part thereof, as the case may be, should be made as soon as possible and in any case within five days from the date of receipt of the application. If a CPIO transfers an application after five days from the receipt of the application, he would be responsible for delay in disposing of the application to the extent of number of days which he takes in transferring the application beyond 5 days.

19. The CPIO of the public authority to whom the application is transferred, should not refuse acceptance of transfer of the application on the ground that it was not transferred to him within 5 days.

20. A public authority may designate as many CPIOs for it, as it may deem necessary. It is possible that in a public authority with more than one CPIO, an application is received by the CPIO other than the concerned CPIO. In such a case, the CPIO receiving the application should transfer it to the concerned CPIO immediately, preferably the same day. Time period of five days for transfer of the application applies only when the application is transferred from one public authority to another public authority and not for transfer from one CPIO to another in the same public authority.

Supply of Information

21. The answering CPIO should check whether the information sought or a part thereof is exempt from disclosure under section 8 or Section 9 of the Act. Request in respect of the part of the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.

Supply of Part Information by Severance

22. Where a request is received for access to information which is exempt from disclosure but a part of which is not exempt and such part can be severed in such a way that the severed part does not contain exempt information then, access to that part of the information/record may be provided to the applicant. Where access is granted to a part of the record in such a way, the Central Public Information Officer should inform the applicant that the information asked for is exempt from disclosure and that only part of the record is being provided, after severance, which is not exempt from disclosure. While doing so, he should give the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based. The CPIO should take the approval of appropriate authority before supply of information in such a case and should inform the name and designation of the person giving the decision to the applicant also.

Time Period for Supply of Information

23. The CPIO should supply the information within thirty days of the receipt of the request. Where the information sought for concerns the life or liberty of a person, the same should be provided within forty-eight hours of the receipt of the request.

24. Every public authority is required to designate an officer at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer (CPAIO) to receive the applications or appeals under the Act for forwarding the same to the Central Public Information Officer or the first Appellate Authority or the Central Information Commission, as the case may be. If request for information is received through the CAPIO, the information may be provided within 35 days of receipt of application by the CAPIO in normal course and 48 hours plus 5 days in case the information sought concerns the life or liberty of a person.

25. In case of an application transferred from one public authority to another public authority reply should be provided by the concerned public authority within 30 days of the receipt of the application by that public authority in normal course and within 48 hours in case the information sought concerns the life or liberty of a person.

26. The Central Public Information Officers of the intelligence and security organisations specified in the Second Schedule of the Act may receive applications seeking information pertaining to allegations of corruption and human rights violations. Information in respect of allegations of violation of human rights, which is provided only after the approval of the Central Information Commission, should be provided within forty-five days from the date of the receipt of request. Time limit prescribed for supplying information in regard to allegations of corruption is the same as in other cases.

27. Where the applicant is asked to pay additional fee, the period intervening between the dispatch of the intimation about payment of fee and the payment of fee by the applicant shall be excluded for the purpose of calculating the period of reply. The following table shows the maximum time which may be taken to dispose off the applications in different situations:

Sr. No.	**Situation**	**Time limit for disposing off applications**
1.	Supply of information in normal course.	30 days
2.	Supply of information if it concerns the life or liberty of a person	48 hours
3.	Supply of information if the application is received through CAPIO.	05 days shall be added to the time period indicated at Sr. No. 1 and 2.
4.	Supply of information if application/request is received after transfer from another public authority: (a) In normal course	(a) Within 30 days of the receipt of the application by the concerned public

	(b) In case the information concerns the life or liberty of a person.	authority. (b) Within 48 hours of receipt of the application by the concerned public authority.
5.	Supply of information by organizations specified in the Second Schedule: (a) If information relates to allegations of violation of human rights. (b) In case information relates to allegations of corruption.	 (a) 45 days from the receipt of application. (b) Within 30 days of the receipt of application.
6.	Supply of information if it relates to third party and the third party has treated it as confidential.	Should be provided after following the procedure given in para 32 to 36 of these guidelines.
7.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be excluded for calculating the period of reply.

28. If the CPIO fails to give decision on the request for information within the prescribed period, the Central Public Information Officer shall be deemed to have refused the request. It is pertinent to note that if a public authority fails to comply with the specified time limit, the information to the concerned applicant would have to be provided free of charge.

First Appeal

29. The information sought by an applicant should either be supplied to him or his application should be rejected within the time prescribed by the Act. If additional fee need be charged from the applicant, communication in this regard should be sent to him within the time limit prescribed for sending information. If the applicant does not receive information or decision about rejection of request or communication about payment of additional fee within the specified

time, he can make an appeal to the First Appellate Authority. Appeal can also be made if the applicant is aggrieved by the decision of the CPIO regarding supply of information or the quantum of fee decided by the CPIO.

Appeal in relation to Third Party Information

30. Third party in relation to the Act means a person other than the citizen who has made request for information. Any public authority other than the public authority to whom the request has been made shall also be included in the definition of third party.

31. It may be noted that information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, is exempt from disclosure. Section 8(1)(d) requires that such information should not be disclosed unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.

32. If an applicant seeks any information which relates to or has been supplied by a third party and that third party has treated that information as confidential, the Central Public Information Officer should consider whether the information should be disclosed or not. The guiding principle in such cases should be that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party. However, procedure as given below should be followed before disclosing such information. It may be noted that this procedure need be followed only when the third party has treated the information as confidential.

33. If the CPIO intends to disclose the information, he should within five days from the receipt of the application, give a written notice to the third party that the information has been sought by the applicant under the RTI Act and that he intends to disclose the information. He should request the third party to make a submission in writing or orally, regarding whether the information

should be disclosed. The third party should be given a time of ten days, from the date of receipt of the notice by him, to make representation against the proposed disclosure, if any.

34. The Central Public Information Officer should make a decision regarding disclosure of the information keeping in view the submission of the third party. Such a decision should be taken within forty days from the receipt of the request for information. After taking the decision, the CPIO should give a notice of his decision to the third party in writing. The notice given to the third party should include a statement that the third party is entitled to prefer an appeal under section 19 against the decision.

35. The third party can prefer an appeal to the First Appellate Authority against the decision made by the Central Public Information Officer within thirty days from the date of the receipt of notice. If not satisfied with the decision of the First Appellate Authority, the third party can prefer the second appeal to the Central Information Commission.

36. If an appeal has been filed by the third party against the decision of the CPIO to disclose the third party information, the information should not be disclosed till the appeal is decided.

Time Limit for Filing of First Appeal

37. The first appeal may be made within 30 days from the date of expiry of the prescribed period or from the receipt of communication from the CPIO. If the First Appellate Authority is satisfied that the appellant was prevented by sufficient cause from filing the appeal, the appeal may be admitted after 30 days also.

Disposal of Appeal

38. Deciding appeals under the RTI Act is a quasi-judicial function. It is, therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. In order to do so, the

order passed by the appellate authority should be a speaking order giving justification for the decision arrived at.

Time Limit for Disposal of Appeal

39. The appeal should be disposed off within 30 days of receipt of the appeal. In exception cases, the Appellate Authority may take 45 days for its disposal. However, in cases where disposal of appeal takes more than 30 days, the Appellate Authority should record in writing the reasons for such delay.

40. If an appellate authority comes to a conclusion that the appellant should be supplied information in addition to what has been supplied to him by the CPIO, he may either (i) pass an order directing the CPIO to give such information to the appellant; or (ii) he himself may give information to the appellant while disposing off the appeal. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.

41. If, in any case, the CPIO does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the CPIO. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

Frequently Asked Questions under Right To Information Act 2005

1. General Questions related to RTI and RTI Act (Source: https://dopt.gov.in/sites/default/files/FAQ_RTI_2012%20%281%29.pdf)

1.1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

1.2. What is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

1.3. What is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

1.4. What is an Assistant Public Information Officer?

These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information.

The Assistant Public Information Officers appointed by the Department of Posts in various post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

1.5. What is the Fee for seeking information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section

27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

1.6. What is the Fee for the Below Poverty Line (BPL) applicant for seeking information?

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee. However, he/she should submit a proof in support of his/her claim to belong to the below poverty line.

1.7. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

1.8. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

1.9. What is the method of seeking information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

The information seeker can also submit the application online through the RTI portal at https://rtionline.gov.in/. The applicant can use the Submit Request form provided in the RTI portal.

1.10. Is there any provision or exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

1.11. Is there any assistance available to the applicant for filling RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

1.12. What is the time period of supply of information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

1.13. Is there any provision of appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

1.14. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

1.15. Whether complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

1.16. What is Third party information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

1.17. Is there any organization(s) exempt from providing Information under RTI Act?

Yes, Certain intelligence and security organisations specified in the Second Schedule, are exempted from providing information excepting the information pertaining ot the allegations of corruption and human rights violations.

2. Questions related to RTI Portal (Source: https://www.rtionline.gov.in/faq.php)

2.1. To which Public Authority can I file a request through RTI Portal (https://www.rtionline.gov.in)?

An applicant who desires to obtain information under the RTI Act, 2005 can make a request through this RTI Online Portal to the Central Ministries/Departments and other Central Public Authorities mentioned in ONLINE RTI request form.

2.2. How do I write my application for seeking the information as per RTI Act 2005?

The text of the application may be written in the prescribed column of the RTI request form. At present, the text of the application is confined up to 3000 characters only.

In case, the text of an application contains more than 3000 characters, it can be uploaded as a PDF attachment in the "Supporting Document" column of the form.

2.3. How do I make the payment for RTI applications?

After filling the first page of the RTI request form, a non-BPL applicant has to click on "Make Payment" button for payment of the prescribed RTI fee.

The applicant can pay the prescribed RTI fee through the following modes:
(i) Internet banking through SBI payment gateway and its associated banks.
(ii) Using ATM-cum-Debit card of State Bank of India.
(iii) Credit/Debit card of Master/Visa.

It may be noted that no RTI fee is required to be paid by a citizen who is below poverty line, as per RTI Rules, 2012. However, the BPL applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.

2.4. Do I get any receipt for online filling of RTI applications?

On submission of an application, a unique registration number will be issued, which may be referred by the applicant for any future reference.

It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal Officer" of the said Ministry/Department and "Not" to the CPIO of the concerned Ministry/Department.

The Nodal Officer will transmit the RTI application electronically to the concerned CPIO.

2.5. What will happen to my application if I select a Wrong Public Authority in the RTI request form?

In case the RTI application is not meant for the public authority which has been selected by the applicant, the "Nodal Officer" of the said public authority would transfer the application electronically to the "Nodal Officer" of the concerned Central Public authority, if aligned to this portal and physically to that Central Public authority which is not aligned to this portal, under section 6(3) of the RTI Act.

It may be noted that RTI applications filed through this portal for the state public authorities, including NCT of Delhi, would be returned, without any refund of fee.

2.6. Will I be informed about the additional fee/s (if any) is required to pay?

In case additional fee representing the cost is required for providing information, the CPIO will intimate the same, which can be viewed by the applicant through "View Status" option in the RTI Online Portal and an e-mail alert or SMS or both will also be sent to the applicant for the same.

For payment of additional fee online, the applicant needs to use the option 'View Status' in the RTI Online Portal and on providing the registration number of the request, option for "Make Payment" will be available.

2.7. How do I file an appeal with First Appellate Authority?

For making an appeal to the first Appellate Authority, the applicant has to select the option "Submit First Appeal" in the RTI Online Portal and fill up the form that will appear.

The registration number and e-mail ID of the original application is required for filing the first appeal.

2.8. Do I need to make any payment for filling an appeal?

As per RTI Act, no fee has to be paid for first appeal.

2.9. Do I get any SMS from RTI Online Portal?

Though optional, the mobile number can be provided by the applicant/ appellant in order to receive SMS alerts.

2.10. What can I do if I forgot my login credentials?

You can go to View History column to see your past RTI requests/appeals.

2.11. Is it mandatory to create user account on RTI online portal?

No. You can directly file your RTI on "Submit Request" tab.

2.12. How much time RTI request / appeal retain at this portal?

In the View History/View Status citizen can see RTI Cases retained for a period of 3 years.

2.13. What should I do if amount is deducted from my account but registration number is not generated?

Please do not attempt to make payment repeatedly or try to submit request once again. Kindly wait for the 24 to 48 working hours as registration number will be generated after reconciliation. If it is not generated within stipulated time frame, then kindly send an e-mail at helprtionline-dopt[at]nic[dot]in with your transaction details.

2.14. What should I do when portal is not allowing me to file the first appeal?

This may happen under following two situations:

1) When your RTI application has been physically transferred to other public authority, which is not aligned to this portal. In such a case, you are required to file your appeal in physical mode to the concerned public authority.

2) Another case can be if your RTI application has not been replied to by CPIO and 30 days period has not lapsed. In such a case, you may file first appeal only after completion of stipulated time period of 30 days.

2.15. Can I file online first appeal for any RTI application filed physically in the first place?

No, online first appeal can only be filed against previously filed online RTI application.

2.16. Why RTI application filed by me is not reflecting in my user account history?

If you have opted to file RTI or First Appeal directly i.e. without logging into your user account, then in such cases you will not be able to see the filed RTI or Appeal in your registered account's history. However, you can always check its status in "View Status" with the provided registration number.

2.17. Why I have received multiple RTI registration numbers, even though I have filed single RTI application?

This is the case wherein your RTI application has been forwarded to multiple CPIOs since the information sought lies with more than one PIO.

2.18. How can I view status/ Reply of my RTI application or First Appeal?

Status/Reply of the RTI application or First appeal filed online can be viewed by the applicant by clicking on "View Status".

2.19. What if the Registration number is not received on my Email or Mobile No. even after 48 working hours?

Registration Number is generated after reconciliation of bank scrolls for cases whose numbers are not generated instantly after the payment. This procedure may take 24 to 48 working hours. If someone till does not receive the Registration Number, they may contact their respective bank for refund of amount.

2.20. How to upload a supporting document if an alert comes as "SUPPORTING DOCUMENTS REQUIRED FROM APPLICANT"?

When a Public Authority requests for supporting document, an alert is sent to the applicant to his/her Mobile or Email Id. In such situation, the applicant is requested to visit the RTI Online Portal and enter the details in "View Status". Once the details are entered, the current status of the RTI application is shown along with the option for uploading the supporting document.

2.21. What queries can be raised with Helpline Email id helprtionline-dopt@nic.in?
Helpline mail id is exclusively meant for queries or problem being faced while filing the online RTI through this portal. Please do not send mail to this helpfile for any other matter or asking for any other details. The reply is limited to RTI online portal of Central Government only.

2.22. What should I do when my browser show certificate error while opening RTI Online Portal?
You should ignore the certificate error and proceed forward. Kindly Select the following based on the browser you use.
Mozilla Firefox – I understand the risk add exception
Google Chrome – Proceed Anyway.
Internet Explorer – Continue to this website.

2.23. Can I file RTI application for state public authorities through this portal?
No. This Portal is exclusively meant for Public Authorities under Central Government only.

3. FAQs related to Central Information Commission (CIC) (Source: https://cic.gov.in/faq#n3402)

3.1. What is the policy of the commission regarding retention of records?
The records relating to the second appeals and complaints are retained for a period of six months from the date of disposal of the case. As regards the administrative/financial records of the Commission, the same is retained as per the policy from time to time.

3.2. To whom the application is to be addressed if information pertaining to the Commission as a public authority is sought"
If the information is sought relating to this Commission, the application may be addressed to the Central Public Information Officer of this Commission in Ground Floor, CIC Bahwan , Baba Gangnath Marg, Munirka, New Delhi-110067.

3.3. Has the CIC power to reconsider or review its order(s) on merit?
No.

3.4. Is the decision of this Commission binding?
Yes, it is binding under section 19 (7) of the Act.

3.5. How information about disposal of a case is conveyed to the parties?

After hearing of the cases by the Chief IC or IC concerned, a formal order is passed, a hard copy of which is provided to the complainant/appellant and the CPIO concerned free of cost. A copy of the order passed is also uploaded on the website of the Commission.

3.6. Has this commission powered to compensate the complainant for any loss or other detriment suffered by him?

Yes, in appropriate cases this Commission may order the public authority to compensate the complainant.

3.7. Is the complainant or the appellant entitled to hearing in the penalty proceedings under section 20 of the RTI Act?

No.

3.8. Has this commission powered to recommend disciplinary action against the CPIO under the applicable service rules?

Yes, this Commission may recommend for disciplinary action against the CPIO under the service rules if the Commission is of the opinion that the CPIO has, without any reasonable cause and persistently failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information.

3.9. Is the CPIO entitled to opportunity of hearing before imposition of penalty?

Yes, the CPIO is entitled to a reasonable opportunity of hearing before any penalty is imposed on him.

3.10. Has this commission powered to order for penalty while deciding a complaint or an appeal?

Yes, this Commission may impose penalty on the CPIO if this Commission is of the opinion that the CPIO has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees.

3.11. Can the information or record relating to a third party or supplied by a third party and treated as confidential by the third party be supplied under the Act?

Such information may be supplied only after giving a written notice to the third party and taking into account the submission of the third party. The information

may be disclosed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

3.12. On whom does the onus rest to prove that a denial of request is justified?
In any appeal proceedings, as per section 19 (5) of the Act, the onus to prove that a denial of a request was justified rests on the CPIO who denied the request.

3.13. Is facility of hearing through video conferencing available?
Yes, facility of hearing through video conferencing is available at almost all district headquarters of National Informatics Centre (NIC) in the country.

3.14. Is the appellant required to be present in person at the time of hearing of the second appeal by this commission?
The appellant may be present in person or through his duly authorized representative.

3.15. Is a complainant or an appellant entitled to priority in hearing cases?
The complaints and second appeals filed in this Commission under the RTI Act are taken up for hearing in chronological order. However, the Commission in a particular matter may decide to accord precedence depending on the facts and circumstances of the case.

3.16. Is the appellant entitled to a hearing before the second appeal is decide by this commission?
Yes.

3.17. Generally, how much time is taken by the commission in deciding a complaint/appeal?
Receipt of second appeals/complaints is a continuous process and they are disposed of as expeditiously as possible. The complaint/appeal is taken up as per its turn. A priority hearing is accorded in a particular case or class of cases as per orders of the Chief IC/IC concerned. A complete list of pending cases of Chief IC/ each IC is available on the website of the Commission. Cause List indicating the date of hearing of the cases is also available on the website of the Commission.

3.18. What are the activities undertaken after receipt of a complaint or second appeal?
After the receipt of a complaint or appeal in the Dak Section the following activities are taken on it:

(a) After the receipt of a complaint or appeal, a dak registration number is given. Those who deliver the dak personally, they are given a receipt immediately. For any inquiry, applicant must quote this number. Once the case is registered, the case no. should be quoted.
(b) After classification of the dak in the dak section, if it pertains to a fresh complaint or appeal, it is sent to the CR Section.

(c) The dak is scrutinized in the CR Section as per the provisions in the RTI Act & Rules framed thereunder.
(d) If the appeal is in order as per the RTI Rules, it is registered and given a case number. Similarly, if it is a complaint under section 18 and is accompanied by at least a copy of the RTI request, it is registered and given a case number. After registration it is sent as per allocation of work.
(e) If the appeal is not accompanied by the specified documents, it is returned pointing out the deficiencies with a facilitation memo., for removing the deficiencies and re-filing the same. Similarly, if the complaint is not accompanied by an RTI request, a letter is issued asking for a copy of the same.
(f) If the appeal is premature i.e. filed without first filing a first appeal before the First Appellate Authority in the public authority concerned or filed without waiting for a period of 45 days from the date of filing the first appeal; in such cases it is rejected as premature.

3.19. Is any fee required to be paid in case of second appeal/complaint filed in the commission?
No fee is required to be paid along with the second appeal/complaint.

3.20. Can a second appeal or a complaint be filed in this commission electronically?
Yes, a second appeal or a complaint can be filed electronically on www.cic.gov.in online along with the requisite documents as per RTI Rules, 2012. The documents must be duly signed/ self-attested/ verified before scanning and attaching with the appeal or complaint being filed.

3.21. What is the difference between and Appeal and a Complaint under the RTI Act?
A second appeal under section 19 (3) of the Act is filed against an order of the FAA in a public authority or when the FAA does not make a decision within the specified time. A complaint under section 18 of the Act may be filed directly on the grounds mentioned in sub-section (1) of this section. The main difference between a complaint and a second appeal is that in the case of an appeal, this Commission may pass orders directing the CPIO to provide the requested information to the appellant in appropriate cases whereas such orders cannot be passed while dealing with a complaint.

3.22. Is a formal request for condonation of delay to be made if the second appeal is not filed within the specified period?
Yes. If a formal request for condonation of delay is not made along with the second appeal not filed in the specified time, the same is liable to be rejected.

3.23. Has this commission powered to admit the appeal after the expiry f the period of (90) ninety days?
Yes, if this Commission is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

3.24. Is there any time limit for filling a complaint?
No, however, a complaint should be filed within a reasonable period, as soon as a cause of action in the matter has arisen.

3.25. Can a complaint be filed directly before this commission? If yes, the grounds on which a complaint may be filed?
Yes, a complaint may be filed directly in this Commission under section 18 of the RTI Act, by a person:

(a) who has been unable to submit a request to a Central Public Information Officer either by reason that no such officer has been appointed under the Act, or because the Central Assistant Public Information Officer has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or senior officer specified in subsection (1) of section 19 or this Commission;
(b) who has been refused access to any information requested under this Act;
c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
(d) who has been required to pay an amount of fee which he or she considers unreasonable;
(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

3.26. How many copies of the second appeal are required to be submitted to this commission?
Only one copy of second appeal along with the proof of service of the appeal on the CPIO and the First Appellate Authority is to be submitted to this Commission.

3.27. Are the documents submitted along with the second appeal required to be signed or self attested by the appellant?
Yes, all the documents submitted along with second appeal are required to be signed/self-attested/verified by the appellant. If the second appeal is filed online, complete copies of all the required documents bearing signatures of the persons concerned are to be uploaded.

3.28. What are the documents required to be submitted along with second appeal?
The following documents are to be submitted along with second appeal:

(i) a copy of the application submitted to the Central Public Information Officer;
(ii) a copy of the reply received, if any, from the Central Public Information Officer;
(iii) a copy of the appeal made to the First Appellate Authority;
(iv) a copy of the Order received, if any, from the First Appellate Authority;

(v) copies of other documents relied upon by the appellant and referred to in his appeal; and
(vi) an index of the documents referred to in the appeal.

3.29. Is there any format for filing second appeal before this commission?
Yes, the following format of appeal has been prescribed under the RTI Rules, 2012 framed under the Act:

FORMAT OF APPEAL
(See Rule 8)

I. Name and address or the appellant
2. Name and address of the Central Public Information Officer to whom the application was addressed
3. Name and address of the Central Public Information Officer who gave reply to the Application
4. Name and address of the First Appellate Authority Who decided the First Appeal
5. Particulars of the application
6. Particulars of the order(s) including number, if any, against which the appeal is preferred
7. Brief facts leading to the appeal
8. Prayer or relief sought
9. Grounds for the prayer or relief
10. Any other information relevant to the appeal
11. Verification/authentication by the appellant

3.30. Is there any time limit for filing second appeal?
Yes, a second appeal against the decision of the First Appellate Authority may be filed before this Commission within 90 (ninety) days from the date on which the decision should have been made by the FAA or was actually received.

3.31. Is it necessary to file a first appeal before the First Appellate Authority, before filing the second appeal before this commission?
Yes, a first appeal before the First Appellate Authority should be filed before moving second appeal before this Commission. If a second appeal is filed without filing a first appeal, the same is liable to be returned.

3.32. At what stage the applicant can approach the commission for second appeal?
An applicant can approach the Commission in second appeal under section 19 (3) of the RTI Act against the decision of the First Appellate Authority or when no decision is passed by the FAA within the specified time (maximum period of 45 days).

3.33. Has this commission had jurisdiction over a State Information Commission or can a complaint or appeal against an order of State Information Commission be filed in this Commission?

No, this Commission does not have jurisdiction over a State Information Commission nor a complaint or appeal can be filed in this Commission against an order of a State Information Commission.

3.34. What is the distribution of work amongst the Chief Information Commissioner and the other Information Commissioners?

The distribution of work amongst the Chief IC and other ICs is available on the website (https://cic.gov.in/cic-profile).

3.35. What are the Public Authorities over which this Commission has jurisdiction as Second Appellate Authority?

As Second Appellate Authority, the Commission has jurisdiction over all public authorities under Government of India which are established, constituted, owned, controlled and substantially financed by funds provided directly or indirectly by the Central Government or the Union territory administration including NCT of Delhi. These include all Ministries/Departments, Public Sector Undertakings under the Government of India. A list of public authorities is on the Commission's website (The list of Nodal Officers and Public Authorities is at http://cic.gov.in/sites/default/files/Rtinodalofficer_0.pdf).

3.36. What is the composition of this Commission?

This Commission consists of the Chief Information Commissioner and Information Commissioners not exceeding 10. The present composition is available on the website.

3.37. Is there any Facilitation Desk functioning in the Commission?

Yes, a Facilitation Desk is functioning at Ground Floor, CIC Bhawan, Baba Gangnath Marg, Munirka,New Delhi - 110 067 to provide assistance to those who visit the Commission personally for second appeal and complaints. The working hours are 0930 hrs to 1800 hrs (excluding Saturday, Sunday and Gazetted holidays).

3.38. Is there any helpline numbers?

Yes, the helpline number is 011-26183053.

3.39. Where is the office of this commission located?

The office of this Commission is located at CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi -110067.

4. Other Questions from different sources

4.1. What is "Right to Information"?

"Right to information" means the right to information accessible under the Act which is held by or under the control of any public authority and includes the right to---

(i) inspection of work, documents, records;

(ii) taking notes, extracts, or certified copies of documents or records;

(iii) taking certified samples of material;
(iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

4.2. What type of information may be obtained under the RTI Act?
The type of information which may be obtained is defined under section 2 (f) of the Act as any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

4.3. Who can seek information under the Right to Information Act, 2005?
As per section 3 of the RTI Act any Indian citizen can seek information under the Act.

4.4. Can questions be asked under RTI Act like What/Why/How/When, etc.?
The applicant can ask questions under RTI if the answer to the question is available in the form of a record of public authority or in other records which is under the control of the public authority. (Ref: Sub-section (f) and (j) of Section (2) of RTI Act, 2005). The applicant can't ask hypothetical questions whose answers are not in record of public authority. The RTI act does not expect the PIO to provide answers which are not on record.

4.5.

5. Specific RTI Questions pertaining to this Public Authority

5.1. Who is the Central Public Information Officer of INCOIS and his/her contact details?
The Central Public Information Officer / Nodal Officer of INCOIS is Shri M. Nagaraja Kumar, Scientist F, INCOIS. The contact details are as follows:
Email: cpio@incois.gov.in
Phone: +91 40 23886031 / 23895013

Postal Address:
The CPIO,
Indian National Centre for Ocean Information Services (INCOIS),
"Ocean Valley",
Pragathi Nagar (BO), Nizampet (SO)
Hyderabad-500090, Telangana State, India

5.2. Who is the First Appellate Authority of INCOIS and his/her contact details?
The First Appellate Authority (FAA) is The Director, INCOIS. The details of the present FAA is as follows:
Dr. T. Srinivasa Kumar,
Director, INCOIS

Email: director@incois.gov.in
Phone: +91 40 23886002

Postal Address:
The Director & First Appellate Authority (FAA)
Indian National Centre for Ocean Information Services (INCOIS),
"Ocean Valley",
Pragathi Nagar (BO), Nizampet (SO)
Hyderabad-500090, Telangana State, India

5.3.

6.

Manual-1

Particulars of Organization, Functions & Duties [Section-4 (1) (b) (i)]

Sl NO.	SUBJECT	REMARKS
1	Objective/purpose of the public authority.	1. Control and management of Government land within the jurisdiction of Bhubaneswar Municipal Corporation area. 2. Protection of Government land. 3. Litigation management. 4. Lease/Alienation/Allotment of Government land to different Departments of Government /Private Organisations for various proposes following the procedure contained in the Odisha Government Land Settlement (Second Amendment) Rules,2020. 5. Conversion of leasehold residential land to freehold. 6. Issue of NOC permission for leasehold land. 7. Mutation of the leasehold land. 8. Permission for transfer of the leasehold land.
2	Mission / Vision Statement of the public authority.	The Public Authority is committed to adhere to the existing Rules /Regulation /Policies of the Government to manage and control over the Government land within BMC area and also to deliver

		services to the general public as expeditiously as possible in a transparent manner.
3	Brief history of the public authority and context of its formation.	Bhubaneswar was made the capital city of Odishaon 13th April 1948 and in the same year it was declared as Notified Area Council in 1952 comprising of nine revenue village. In the year 1979, it was converted to Municipality. It was declared as Municipality Corporation in 1994 owing to rapid urbanisation and burgeoning population. The control and management of Government land within the Municipal Limits of Bhubaneswar vests with the Government in General Administration Departmentas per the provisions contained in the Odisha Government Rules of Business. The jurisdiction of G.A. & P.G. Department and Bhubaneswar Municipality Corporation is now expanded to 65 revenue villages.
4	Duties of the public authority.	The Public Authority is equipped with a group of officers and survey knowing technical staffs to render services in a time bound manner. All the officers have been entrusted with specific duties, which have been indicated in Manual-2.
5	Main activities/functions of the public authority.	1. General control over the Government land lying within the

		capital city. 2. Planning, construction programme and allotment of building for official and residential purpose. 3. Lease, alienation and transfer of Government land. 4. Orissa Public Premises (Eviction of unauthorised occupants Act, 1972 and matters connected therewith.
6	List of services being provided by the public authority with a brief write-up on them.	**1. PERMISSION FOR TRANSFER OF LEASE HOLD LAND**. Government in appropriate cases may consider for transfer of leasehold plots after realization of the consent fee. In the lease deed, there is a specific condition that the lessee shall not transfer the lease hold plot without the consent of the lessor. No such consent to transfer the leasehold plot by way of sale or deed shall be given by the lessor unless the lessee pays such amount as may be decided by the Government from time to time. **2. CONVERSION OF LEASEHOLD RESEIDENTIAL PLOTS TO FREEHOLD.** In the year 1998, Government introduced a Scheme for conversion of leasehold

		residential plots to freehold status. It provides that residential plots, under specified condition and procedure would be entitled to convert the lease hold land to free hold status on payment of conversion fee as prescribed by Government from time to time. A lessee of residential plot may apply for conversion through the gaestate.in portal. After the order of conversion, the lessee is required to deposit the conversion fee. After realization of the conversion fee, a deed of conveyance is to be executed and registered following the provisions of the Indian Registration Act, 1908. After registration the applicant is deed shall be given by the lessor unless the lessee pays such amount as may be decided by the Government from time to time. **2. <u>MUTATION OF GOVERNMENT LAND</u>** In the event of demise of the lessee, the legal heirs /successors-in-interest can apply online for mutation of lease hold land through the gaestate.in portal of the Department. A copy

		of the order allowing mutation is communicated to the Tahasildar to effect necessary changes in the Records of Rights. **3. <u>TEMPORARY USE OF GOVERNMENT LAND.</u>** To streamline the issue of NOC and issue of permission order standard operating procedure (SOPs) have been formulated by the Government for issue of permission by BMC. Suitable Government land in 32 patches have also been identified and notified for the said purpose. Citizen can apply online for NOC for temporary use of Government land for seasonal business and other purposes through the "Citizenservices.bhubaneswar.me Bhubaneswar.me portal in respect of the designated locations.
7	Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).	Organisational structure be added.
8	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	1. Safeguard public properties : It is the duty of every citizen of the country to safeguard public

		property in view of Article 51A of the constitute of India. 2. Timely deposit of Government dues. 3. Timely submission of the required documents.
9	Arrangements and methods made for seeking public participation/ contribution.	**FACILITATION CENTRE** 1. A Facilitation Centre is set up in the Estate Court Building near Central Record Room, LoksevaBhawan, Bhubaneswar so as to facilitate the applicant to apply online for conversion of residential land within Bhubaneswar Municipal Corporation area from" leasehold" status. 2. The applicant has to come to the Facilitation Centre with all relevant papers and documents required for conversion of leasehold land. 3. The facilitation Centre operates in officer hours of all working days. 4. After filing of application, the applicant will get a unique acknowledgement number. Also if he/she has provided his/her mobile number during filing of application, then a SMS alert will be communicated indicating

		his/her acknowledgement number, user name and password for future reference. 5. The Facilitation Centre has the facility of web Camera to capture the live photo of the applicant which will be placed in the space of photograph of the application form. 6. The Facilitation Centre has the facility to capture signature of the applicant through the digital signature pas and the same will be put in the space for signature in the application form. 7. The documents and relevant papers brought by the applicant can be scanned through the high resolution scanner at the Facilitation Centre and can be attached with the application. 8. The applicant can get the printed copy of the acknowledgement at the Facilitation Centre. 9. Further, the applicant can come to the Facilitation Centre during office hours of any working days for checking of status of the application. Further, the website www.gaestaes.in has been launched to provide service through online. The right to Public

		Service Act 2012 has been enacted by the Government to deliver Public Service to the citizens within a given time limit.
	Mechanism available for monitoring the service delivery and public grievance resolution.	Grievance Cell and E-abhijoga.
11	Addresses of the main office and other offices at different levels.	General Administration and Public Grievance Department, LoksevaBhawan, Bhubaneswar-01
12	Morning hours of the office :	10.00AM
13	Closing hours of the office :	5.30PM

Manual-2

Powers & Duties of Officers & Employees

1. Name	Sri ManasRanjanSamal	
Designation	Joint Director of Estates-cum-Joint Secretary	
Power		
Duties	1. Litigation Management. 2. Land Policy Matters. 3. Institutional Lease and Alienation. 4. Accounts. 5. Task Force. 6. Land Allotment Committee Meeting. 7. Establishment Matters. 8. Supreme Court/ High Court and Civil Court Matters. 9. Audit. 10. Villages allotted: ***Baramunda, Bharatpur, Bhagabanpur, Jagamara, Jokalandi, Naharkanta, Nakhara, Paika Nagar, Patrapada, Paikarpur,Samantapuri, Sampur, Sankarpur, Subudhipur***.	

2. Name	Smt. Indira Behera	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		

Duties	1. High Court and Civil Court Cases including preparation of PWC. 2. G.A Estates and Facilitation Centre. 3. Assembly Matters. 4. Monitoring of Enforcement Activities. 5.Village allotted: ***Ashok Nagar,Bhouma Nagar, BJB Nagar, Bomikhal, Goutam Nagar, Haridaspur, Jadupur, Jeypur, Jharapada, Laxmisagar-1(Budheswari, Budha Nagar), Laxmisagar-II(Sarala Nagar), Meherpalli, Nayapalli,Nayapalli(NilakanthaNagar), Nuagaon, Rudrapur, Satya Nagar, Sundarpada.***

3. Name	Smt. Gayatri Devi	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		
Duties	1. Disposal of C.M's Grievance & E-Abhijog. 2. High Court and Civil Court Cases including preparation of PWC. 3. P.I.O. 4. Digitisation. 5. Mouzaallotted: ***Aiginia, Badagada, Banguary, Bapuji Nagar, Begunia, Bhoi Nagar, Dumduma,GadaGopinath Prasad, Ganga Nagar, GopabandhuNagar,Haripurpatna, JaydevVihar, Johal, Kapilaprasad, Kapileswar, Keshari Nagar, Surya Nagar.***	

4. Name	Smt. Itishree Rout	
Designation	Deputy Director of Estates-cum-Deputy Secretary	
Power		
Duties	1. EOW & Vigilance Cases. 2. Forest Diversion. 3. Revision Cases. 4. Record Room. 5. High Court and Civil Court Cases including preparation of PWC. 6. Mouza allotted: ***Bhimpur, Bhubaneswar Sahar, Chandrasekharpur, Damana, Gadakan,Ghatikia, Govindprasad, Kharavela Nagar, Madhusudan Nagar, Mancheswar,Pahala, Pandara, Patia, Pokhariput, Rajarani, Saheed Nagar, VaniVihar.***	

5. Name	Sri F.X. Lugun,	
Designation	Under Secretary to Government	
Power		
Duties	1. Civil Suit (Filing of affidavits).	

	2. Eviction of encroachments and OPP Cases.

6. Name	Sri A.K. Udgata	
Designation	Desk Officer	
Power		
Duties	1. Audit 2. Establishment Matters. 3. Land Allotment Committee. 4. Institutional Lease and Alienation. 4. Task Force 5. Land Policy Matters. 5. Mouza allotted: ***Bharatpur ,Govindprasad , Jadupur , Jagamara, Johal ,Jokalandi, Naharkanta, Nakhara, Nayapalli(Nilakantha Nagar), Sundarpada***.	

7. Name	Sri S. Sundaray	
Designation	Desk Officer	
Power		
Duties	1. Forest Diversion 2. Land acquisition.	

	3. BMC, BDA, IDCO, OSHB & Statutory Bodies 4. Assembly Matters 4. Mouza allotted: ***Banguary, Bapuji Nagar, Bhouma Nagar, GadaGopinath Prasad, Ganga Nagar, Ghatikia, Goutam Nagar, Haripurpatna,Kapilaprasad, Kapileswar, Madhusudan Nagar, Mancheswar, Sampur, Sankarpur, Subudhipur, VaniVihar.***

8. Name	Sri Harish Sahoo	
Designation	Section Officer	
Power		
Duties	1. Settlement Revision cases U/s 15 of the Odisha Survey Settlement Act, 1958 . 2. Revision cases U/s-38 –B of the Odisha Estate Abolition Act,1951. 3. Cases under the OPP (EOU) Act,1972. 4. Record Room 5. RTI Matters and APIO 6. Mouza allotted: ***Ashok Nagar, Badagada, Begunia, Bhimpur,BhubaneswarSahar,Bomikhal, Chandrasekharpur, Haridaspur, Jeypur, Jharapada, Kharavela Nagar, PaikaNagar,Pandara, Patia, Pokhariput***	

9. Name	Sri Amiya Ku. Das,	
Designation	Asst. Director(Survey and Enforcement)	
Power		

Duties	1. Overall supervision of R.Is, Amins and Chainman. 2. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages. 3. Matter relating to Land Allotment Committee. 4. Matter relating to protection of Government land & eviction of encroachment. 5. Survey of vacant Government land in BMC area. 6. Court cases as and when assigned to him. 7. Miscellaneous field works 8. Village allotted: Ashok Nagar, Bapuji Nagar, Bhoi Nagar, B.J.B.Nagar, Chandrasekharpur, GadaGopinath Prasad, Ghatikia, Govind Prasad, Jagamara, JaydevVihar, Jeypur, Keshari Nagar, kharavela Nagar, laxmisagar-II, Meherpalli, Nayapalli(Nilakantha Nagar), Paika Nagar, Pokhariput, Rajarani, Saheed Nagar, Samantapuri, Satya Nagar, Sundarpada, Subudhipur.	

10. Name	Smt. SujataMohapatra	
Designation	Revenue Supervisor	
Power		
Duties	1. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages.	

	2. Matter relating to protection of Government land & eviction of encroachment in respect of the allotted villages. 3. Survey of vacant Government land in BMC area in respect of the allotted villages. 4. Court cases as and when assigned to her. 5. Miscellaneous field works 6. Village allotted: Banguary, Bharatpur, Bhouma Nagar, Bhomikhal, Damana, Gadakana, Gopabandhu Nagar, Haridashpur,Jadupur, Jharapada, Jokalandi, Kapila Prasad, Madhusudan Nagar, Naharkanta, Nuagaon, Pandara, Patrapada, Rudrapur, Sampur, Surya Nagar, VaniVihar.

11. Name	Ms.BiswabharatiSahoo,	
Designation	Revenue Supervisor	
Power		
Duties	1. Verification of field enquiry report submitted by R.Is/ Amins in respect of the allotted villages. 2. Matter relating to protection of Government land & eviction of encroachment in respect of the allotted villages. 3. Survey of vacant Government land in BMC area in respect of the allotted villages. 4. Court cases as and when assigned to her. 5. Miscellaneous field works 6. Mouza allotted: Badagada, Begunia, Baramunda, Bhimpur, Bhubaneswar Sahar, BhagabanPur, Dumduma, Ganga Nagar, Goutam Nagar, Haripurpatana, Johal, Kapileswar, Laxmisagar-I,(Budheswari,	

	Budha Nagar), Mancheswar, Nakhara, Pahal, Patia, Paikarapur,Sankarpur.

12. Name	Sri JaniSabar	
Designation	Assistant Section Officer	
Power		
Duties	1. Civil Suits 2. OHRC Cases. 3. NHRC Cases	

13. Name	Sri B. Tudu.	
Designation	Assistant Section Officer	
Power		
Duties	1. E-Abhijog. 2. Digitisation. 3. Miscellaneous Matters. 4. Mouza allotted : ***Aiginia, Baramunda, BJB Nagar,Damana, Gadakan, gopabandhu Nagar, JayadevVihar, Keshari Nagar, Nuagaon, Pahala,***	

	Patrapada, Rajarani, Rudrapur, Saheed Nagar, Samantapuri.

14. Name	Sri SantoshSagar Mishra.	
Designation	Assistant Section Officer	
Power		
Duties	1. Supreme Court and High Court Cases.	

15. Name	Sri Sunil Kumar Samal.	
Designation	Assistant Section Officer	
Power		
Duties	1. Accounts 2. Supreme Court and High Court Cases	

16. Name	Sri ManoranjanPatra.
Designation	Assistant Section Officer

Power		
Duties	1. Grievance Cell 2. Mouza allotted: ***BhoiNagar,Bhagabanpur, Dumduma, Laxmisagar-1(Budheswari, Budha Nagar), Laxmisagar-II(Sarala Nagar), Meherpalli, Paikarpur,Satya Nagar, Surya Nagar***	

17. Name	Sri Manas Kumar Behera	
Designation	Revenue Inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provisions of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive	

	Magistrate Cum-Addl DCP, Bhubaneswar to stop unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these services are coming under the preview of ORTPS Act,2012 and the Rules framed there under. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different courts of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the villages allotted to them and to protect the interest of the Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose. 13. Villages allotted: **1. Bharatpur, 2. Goutamnagar** **3. Saheednagar, 4. Subudhipur** **5. Bhagabanpur, 6. Govindprasad** **7. Satyanagar, 8. Mancheswar** **9. Nakhara, 10.Patrapada** **11. Kharavela Nagar**

18. Name	Sri Narayan Behera	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is	

	indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose. 13. Villages allotted: **1. Paikarapur, 2. Chandrasekharpur** **3. GadaGopinath Prasad** **4. Meherpalli, 5. Bhimpur** **6. Pandara, 7. Damana** **8. Gadakan, 9. Naharakanta** **10. Patia, 11.Vanivihar**

19. Name	Sri Aditya Prasad Pradhan	
Designation	Revenue Inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by	

	the GA and PG Department for public purpose. 13. Villages allotted: **1. BJB Nagar, 2. Bhoumanagar** **3.Nayapalli, 4.Baramunda,** **5. Jagamara, 6. Gopabandhu Nagar** **7. Sampur, 8. Kapileswar** **9. Kapilaprasad, 10.Sundarapada** **11. Rajarani**

20. Name	Sri KhitishBehera,	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed thereunder. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the	

	Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Departmentfor public purpose. 13. Villages allotted: ***1. Aiginia, 2. Johal*** ***3. Dumuduma, 4. Ghatikia*** ***5. Ganga Nagar, 6. Ashok Nagar*** ***7. Jokalandi, 8. Paika Nagar*** ***9. Pokhariput, 10.Jharpada*** ***11. Nuagaon***

21. Name	Sri Tapan Kumar Palai	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop	

	unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose. 13. Villages allotted: 1***. Bomikhal, 2. Pahala*** ***3. Badagada, 4. Rudrapur*** ***5. Samantapuri, 6. Jadupur*** ***7. Laxmisagar-I (Budheswari,Budgar)*** ***8. Laxmisagar-II (Sarala Nagar)*** ***9. Madhusudan Nagar*** ***10. Jayadevvihar, 11.Jeypur***

22. Name	TruptiTanayaSarangi	
Designation	Revenue inspector	
Power		
Duties	The job chart of the Revenue Inspector working in G.A. & P.G. Department contained in Order no.29837/CA, dtd.11.10.2012 is	

	indicated below: 1. Identification and protection of Government land. 2. Submission of report for initiation of cases under the provision of the Odisha Public Premises (Eviction of Unauthorised Occupants) Act, 1972. 3. All RIs are given monthly target of 15 cases each for initiation of OPP Cases. 4. Submission of reports for initiation of cases under the preventive provisions of Cr.P.C.i.e U/s144 and 133 for promulgation of prohibitory orders by the Executive Magistrate Cum-Addl DCP, Bhubaneswar to shop unauthorised constructions. 5. Submission of report in Mutation, Conversion, NOC and transfer cases within a period of seven days as these service are coming under the preview of ORTPS Act,2012 and the Rules framed there under. 6. Submission of reports for preparation of PWCs and submission of counter affidavits in different counter of law within a period of 7 days. 7. To adduce evidence before the Civil Court in respect of the village allotted to them and to protect the interest of the Government. 8. Identification and protection of un-allotted plots. 9. Joint demarcation with other Government Department/agencies. 10. Creation of data base in respect of land allotted for various purposes village wise and scheme wise. 11. Creation of data base and taking over possession in respect of lease cancelled by the Government. 12. Handing over possession of different user agency of the Government in whose favour land has been alienated by the GA and PG Department for public purpose. 13. Villages allotted: ***1. Begunia, 2. Haridaspur*** ***3. Keshari Nagar, 4. Sankarpur*** ***5. Surya Nagar, 6. Banguray*** ***7. Bhubaneswar Sahar*** ***8. Bhoinagar, 9. Haripurpatna*** ***10. Bapujinagar***

23. Name	Sri Surendra Singh	
Designation	Amin	
Power		

Duties	Assist the Asst. Director (S & E) and R.Ss in the matter of Civil Court cases in addition to the work assigned with the R.I concerned. ***1. Bharatpur, 2. Goutamnagar*** ***3. Saheednagar, 4. Subudhipur*** ***5. Bhagabanpur, 6. Govindprasad*** ***7. Satyanagar, 8. Mancheswar*** ***9. Nakhara, 10.Patrapada*** ***11. Kharavela Nagar***	

24. Name	Sri Khirod Kumar Sahoo	
Designation	Amin	
Power		
Duties	**1. Paikarapur, 2. Chandrasekharpur** **3. GadaGopinath Prasad** **4. Meherpalli, 5. Bhimpur** **6. Pandara, 7. Damana** **8. Gadakan, 9. Naharakanta** **10. Patia, 11.Vanivihar**	

25. Name	Sri Matru Prasad Sahoo.	
Designation	Amin	
Power		

Duties	Attend the court of the Director of Estate and Estateofficer and maintain records of OPP cases in addition to the works assigned with the R.I concerned. **1. BJB Nagar, 2. Bhoumanagar** **3.Nayapalli, 4.Baramunda,** **5. Jagamara, 6. Gopabandhu Nagar** **7. Sampur, 8. Kapileswar** **9. Kapilaprasad, 10.Sundarapada** **11. Rajarani**	

26. Name	Sri RosalinBadjena.	
Designation	Amin	
Power		
Duties	Assist the concerned S.O/ A.S.O in the matter of Supreme Court and High Court matters in addition to the works assigned with the R.I concerned. **1. Aiginia, 2. Johal** **3. Dumuduma, 4. Ghatikia** **5. Ganga Nagar, 6. Ashok Nagar** **7. Jokalandi, 8. Paika Nagar** **9. Pokhariput, 10.Jharpada** **11. Nuagaon**	

27. Name	Sri Ramesh Chandra Rath	
Designation	Amin	
Power		
Duties	**1. Bomikhal, 2. Pahala** **3. Badagada, 4. Rudrapur** **5. Samantapuri, 6. Jadupur** **7. Laxmisagar-I (Budheswari,Budgar)** **8. Laxmisagar-II (Sarala Nagar)** **9. Madhusudan Nagar** **10. Jayadevvihar, 11.Jeypur**	

28. Name	Sri Siba Kumar Sethi.	
Designation	Amin	
Power		
Duties	Attend the court of the Member Board of Revenue and other revisional Courtsand maintain records of in addition to the works assigned with the R.I concerned. **1. Begunia, 2. Haridaspur** **3. Keshari Nagar, 4. Sankarpur** **5. Surya Nagar, 6. Banguray** **7. Bhubaneswar Sahar** **8. Bhoinagar, 9. Haripurpatna** **10. Bapuji Nagar**	

29. Name	Manoj Baliarsingh.	
Designation	Amin	
Power		
Duties	Attend the works of Civil Court Cases like collection of plaint copy from the office of the G.P, AGPs and submission of PWC.	

30. Name	DiptimayeeHarichandan	
Designation	Amin	
Power		
Duties	Assist the Asst. Director (S & E).	

31. Name	Sri BasantaBarik	
Designation	Chainman	
Power		

Duties	Assist Sri ManasBehera, R.I, Sri Narayan Behera, R.I and Sri Aditya Prasad Pradhan, R.I	

32. Name	Sri HaribandhuMallick	
Designation	Amin	
Power		
Duties	Assist Sri KhitishBehera, R.I Sri Tapan Kumar Palai, R.I and TruptiTanayaSarangi, R.I	

Manual-3

Procedure Followed in Decision Making Process

[Section-4 (1) (b) (iii)]

What is the procedure followed to take a decision for various matters ?(A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) ? PROCEDURE AND RULES FOR FILING APPLICATIONS FOR CONVERSION:-

1. Conversion fees @5% of the prevailing rate of premium in respect of the plots On which building have been constructed as per approved plan, 10% in case of houses constructed with Deviation of approved plan, 10% in case of vacant plots and 20% where the lessee has used the land for Purposes other than residential will be charged for such conversion.
2. The above rates would be applicable even in cases where there is deviation from The Bhubaneswar Development Authority or Bhubaneswar Municipal Corporation approved plans, since Bhubaneswar Development Authority/ Bhubaneswar Municipal Corporation are empowered to take action for such violation under Orissa Development Authority Act/ Municipal Act, respectively.
3. The Scheme is applicable only for full premium paid residential plots allotted in favour of individuals on a leasehold basis. Premium free residential plots shall not be included under this Scheme.
4. Conversion will be allowed both in case of vacant plots and plots where the residential building has been constructed as per the approved plan of the competent authority and also in case of deviation from the approved building plan.
5. The lessee is only eligible to apply online in prescribed form available in the website along with required documents for conversion of the leasehold plots into freehold. The application will not be entertained if the same has not been made in prescribed form and accompanied with all required documents and fees.
6. The lessee/applicant will have to clear all arrear rent @12% interest or as determined by Government, from time to time whichever is higher, before

permission is accorded for conversion. In case of the lessee/applicant who fails to deposit the revised rent, his/her freehold application shall be rejected and the conversion charges deposited earlier shall be forfeited.

7. If the plot has been mortgaged to one or more institutions with one mortgage or more, the conversion shall be considered only after submitting No Objection Certificates from all the mortgagers.

8. If there is any dispute over the right, title and interest of the leasehold property in any Court of Law, the freehold application shall be considered only after the case is disposed at prevailing rate.

9. If the mutation case over the leasehold land is pending, the freehold application shall be accepted only after disposal of the mutation case.

10. Lessees who have encroached or unauthorized occupied government land anywhere within Bhubaneswar Municipal Corporation limits would not be eligible to be covered under the Scheme unless they vacate the unauthorized occupation.

11. The lessee/applicant shall deposit the processing fee amounting Rs.400 (Rupees four hundred) only under the head of account "0070-Other Administrative Services-60-others Services-800-Other Receipts-0232-Fees,Fines and Sale Proceeds of Forms for Sale/use of Government Land at State capital-02226-payment of Consent fee-02228-Fees for temporary use of Government Land at State capital-02229-Fines for delay in deposit of premium on Lease land/Registration of Lease Deed-02230-Sales Proceeds of Application Forms, etc." through online treasury deposit via website www.gaestate.in at the time of submission of freehold application. Online Treasury deposit via website www.gaestate.in is the only mode of payment available to the lessees for conversion.

12. On permission for conversion to freehold status, the lessee/applicant shall have to deposit the required amount towards conversion fees and differential land premium, if any, through online treasury deposit via website www.gaestate.in in the head of Account " 0029-Land revenue-107-Sale of Waste Land & Redemption of Land-0228-Sale of Home Stead Land in New Capital Bhubaneswar-0156-Premium on Government Land". If the lessee/applicant fails to deposit the said amount within 30 days from the date of receipt of permission order, his/her application shall stand automatically cancelled.

What are the documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters ? What are different levels through which a decision process moves ?

Documents required for conversion from leasehold to freehold:-

1. The Online Printed application duly signed by applicant(s).
2. E-Receipt of Conversion Application Fees.
3. Self-Attested photocopy of the original lease deed/tripartite deed.
4. Self-Attested copy of the up to date rent receipt.
5. An affidavit to be sworn in by the lessee before the Executive Magistrate to the effect that he/she has constructed the building and used the same for the purpose for which the land was allotted or deviation (if any) has been made.
6. Self-Attested copy of the no objection certificate from the mortgagee in case the plot is mortgaged.
7. Front side Self Attested Photograph of the applicant / applicants (All Mutates).
8. Indemnity bond in prescribed Form from Notary / Executive Magistrate.
9. Self-Attested copy of up-to-date Holding Tax receipt (if assessed).
10. Self-Attested copy of Identity Proof of the applicant(s).
11. Three Specimen Signatures of application (s)in the prescribed form.
12. .Self-Attested Photocopy of mutation copy.
13. In appropriate cases there may be spot verification.

Documents required for mutation:-

1. The lessee shall take out the printouts of the mutation application form from www.gaodisha.gov.in/www.gaestate.in after filling up the same with details of leasehold plots and lessee duly signed by applicant(s).
2. The legal heir certificate of lessee & the legal heir certificate of legal heir/s of lessee if any.
3. Self-Attested Copy of the original lease deed.
4. Self-Attested Copy of up to date rent receipt.

5. Self-Attested Copy of up to date holding tax receipt.
6. Self-Attested Copy of RoR.
7. Self-Attested Copy of E.C (Encumbrance Certificate).
8. Self-Attested Copy of Relinquishment deed if any.
9. Self-Attested Copy of ID Proof of all legal heirs.
10. The death certificate of lessee & the death certificate of legal heir/s of lessee if any.
11. Self Attested Copy of WILL executed by lessee and Probate their on from competent Authority if any.
12. During the process of disposal of mutation application the legal heirs of the lessee shall have to visit the land section with all their original documents for verification on intimation.

Documents required for NOC

1. The lessee shall take out the printouts of the NOC application form from www.gaodisha.gov.in/www.gaestate.in after filling up the same with details of leasehold plots and lessee duly signed by applicant(s).
2. Self-Attested Copy of the approved building plan by the Competent Authority.
3. Self-Attested Copy of project report & re-payment Schedule in case of Commercial leases.
4. Self-Attested Copy of No Objection Certificate issued by the financial institution/Mortgager if any.
5. Self-Attested Copy of E.C (Encumbrance Certificate).
6. Self Attested Copy of up to date rent receipt.
7. Self Attested Copy of up to date holding tax receipt.
8. Self Attested Copy of original lease deed.
9. The consent letter of the financial institution mentioning the loan component.
10. Self Attested Copy of ID Proof.
11. If the authority so pleases, the lease plot shall be subject to spot verification by the R.I of G.A. & P.G. Department.

What are the arrangements to communicate the decision to the public ?

The final order is uploaded in GA Estates portal.

Who are the officers at various levels whose opinions are sought for the process of decision making?

Additional Chief Secretary to Government and Director of Estates.

Who is the final authority that wets the decision ?

Chief Minister.

Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No	
Subject on which the decision is to be taken	Allotment
Guidelines / Direction, if any	Odisha Government Land Settlement(Second Amendment) Rules 2020
Process of Execution	Land allotment commit considered the proposal for allotment of Govt. land in appropriate cases.
Designation of the Officers involved in decision making	(i) Chief Secretary, Odisha (ii) Secretary, Revenue and Disaster Management Dept.. (iii) Secretary, Housing & Urban Development Deptt. (iv) Secretary, Finance Deptt. (v) Secretary, Law Deptt. (vi) Secretary, GA and PG Deptt. (vii) Vice Chairman, BDA (viii) Director of Estates
Contact information of above mentioned officers	
If not satisfied by the decision, where and how to appeal	

Manual-4

Norms for Discharge of Functions [Section-4 (1) (b) (iv)] ƒ

Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

Sl. No	Activity	Time Frame / Norms	Remarks
1	Issue of mortgage permission of leasehold plots	30	
2	Issue of conversion order of leasehold plots	90	
3	Issue of mutation order of leasehold plots	60	

MANUAL-5

Rules, Regulations, Instructions, Manuals & Records for Discharging Functions [Section-4 (1) (b) (v)]

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Sl. No	Name/Title of the document	Type of Documents	Brief write up of the documents	From where one can get a copy of rules, regulations, instructions, manual and records.	Address, Telephone No., FAX, E-mail & others	Fee charged by the Department for a copy of Rules, regulations, instructions, manual and records (if any)
1	Odisha Government Land Settlement(Second Amendment) Rules 2020	Statutory Rules		G.A & P.G. Department Website	NA	NA
2	Odisha Public Premises (Eviction of Unauthorities Occupants)Act 1972.	Statutory Provision		G.A & P.G. Department Website	NA	NA

MANUAL-6

Categories of Documents Under Control [Section-4 (1) (b) (vi)]

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing 'Others').

Sl.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	Lease file	Lease File	RTI	
2	Court Case file	Supreme Court case file	RTI	
3	Court Case file	High Court case file	RTI	
4	Court Case file	Civil Court case file	RTI	
5	Court Case file	Revision Court case file	RTI	
6	Work Distribution file	RTI	RTI	
7.	Land Allotment Scheme for Residential Purpose	Available in the Web portal of the Department		
8.	Inclusion of Villages within the urban area of Bhubaneswar in different point of	Available in the Web portal of the Department		

	time.			
9.	Notification/Orders relating to transfer of leasehold plots	Available in the Web portal of the Department		
10.	Notification/Orders relating to conversion of leasehold plots to freehold status.	Available in the Web portal of the Department		
11.	SoP for temporary use of Government lands	Available in the Web portal of the Department		
12.	CEMC Notification	Available in the Web portal of the Department		
13.	Standard Lease deed formats.	Available in the Web portal of the Department		

MANUAL-7

Particulars of Arrangement in Formulation of Policy [Section-4 (1) (b) (vii)]

Policy formulation on land matters are placed before the Cabinet after the Government approval. Before placing the matter before the cabinet due concurrenceof the Fiancé department and Law Department are being taken on case to case basis.

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	NA	Does not arises	Does not arises

MANUAL-8

Boards, Councils, Committees & Other Bodies Constituted [Section-4 (1) (b) (viii)] ƒ Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

• Name and address of the Affiliated Body –

Director of Estates, G.A & P.G Deptt.Odisha.

• Type of Affiliated Body (Board, Council, Committees, Other Bodies)-

1. Land Allotment Committee
2. Empowered Committee
3. Central Enforcement Monitoring Committee

• Brief Introduction of the Affiliated Body (Establishment Year, Objective / Main Activities)

1. Land Allotment Committee : As per the provision of the Rule 3 of the Odisha Government Land Settlement (Second Amendment) Rules, 2020 the constitution of Land Allotment Committee has been constituted to consider and make recommendation to the Government for allotment of land.

• Role of the Affiliated Body (Advisory / Managing / Executive / Others)

• Structure and Member Composition • Head of the Body

The Chief Secretary, Odisha shall act as the Chairperson and the Director of Estates shall act of the member convenor of the Committee. The Committee consists of the following members: (i) Chief Secretary, Odisha (ii) Secretary, Revenue and Disaster Management Dept.. (iii) Secretary, Housing & Urban Development Deptt. (iv) Secretary, Finance

Deptt. (v) Secretary, Law Deptt. (vi) Secretary, GA and PG Deptt. (vii) Vice Chairman, BDA (viii) Director of Estates

- **Address of main office and its Branches**

- **Frequency of Meetings**

  As and when required.

- **Can public participate in the meetings ?**

  No

- **Are minutes of the meetings prepared ?**

  Yes

- **Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.**

  Yes . One can view the minutes of the meeting through gaodisha.gov.in .

MANUAL-9

Directory of Officers & Employees [Section-4 (1) (b) (ix)] ƒ

Please provide information in following format

Sl. No	Name	Designation	STD Code	Ph. No		Fax	E-mail	Address
1	ShriSushantMohapatra	Director of Estates	0674	Office 2536785	Home			
2	ShriManasRanjanSamal	Joint Secretary to Government						
3	Smt Indira Behera	Deputy Director of Estates						
4	Smt. Gayatri Devi	Deputy Director of Estates						
5	Smt.Itishree Rout	Deputy Director of Estates						
6	ShriF.X.Lugun	Under Secretary						
7	ShriAmiyaUdgata	Desk Officer						
8	ShriS.Sundaray	Desk Officer						
9	Shri Harish Chandra Sahoo	Section Officer						
10	ShriAmiyaKu	Assistant						

	mar Das	Director						
11	ShriB.N.Tudu	Assistant Section Officer						
12	ShriJaniSabar	Assistant Section Officer						
13	ShriSantosh Kumar Mishra	Assistant Section Officer						
14	Shri Sunil Kumar Samal	Assistant Section Officer						
15	Shri Mano RanjanPatro	Assistant Section Officer						
16	Smt. SujataMohapatra	Revenue Supervisor						
17	SmtBiswbharatiSahoo	Revenue Supervisor						
18	Sri Manas Kumar Behera	Revenue Inspector						
19	Sri NaraynanBehera	Revenue Inspector						
20	Sri Aditya Prasad Pradhan	Revenue Inspector						
21	Sri	Revenue						

	KhitishBehera	Inspector						
22	Sri Tapan Kumar Palai	Revenue Inspector						
23	TruptiTanaya Sarangi	Revenue Inspector						
24	Sri Surendra Singh	Amin						
25	Khirod Kumar Sahoo	Amin						
26	Siba Kumar Sethi	Amin						
27	Matru Prasad Sahoo	Amin						
28	RosalinBadjena	Amin						
29	Ramesh Chandra Rath	Amin						
30	Manoj Baliarsingh	Amin						
31	DiptimayeeHarichandan	Amin						
32	Sri BasantaBarik	Chianman						
32	Sri HaribandhuMallick	Chainman						

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

[Section-4 (1) (b) (x)]

Please provide information in following format

Sl. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory Allowance	The Procedure t determine the remuneratio as given i the regulation
1	2	3	4	5	6
1	ShriSushantaMohapatra	Director of Estates	Rs.1,93,518/-		
2.	Sri ManasRanjanSamal	Joint Director of Estates-cum-Joint Secretary	Rs.1,13,373/-		
3.	Smt. Indira Behera	Deputy Secretary	Rs.1,15,981/-		
4.	Smt. Gayatri Devi,	Deputy Director of Estates-cum-Joint Secretary	Rs.91,845/-		
5.	Smt.Itishree Rout	Deputy Director of Estates-cum-Joint Secretary	Rs.86,580/-		

6	ShriA.K.Udgata	Desk Officer	Rs.77,220/-		
7.	S.Sundaray	Desk Officer	Rs.70,668/-		
8.	Harish Sahoo	Section Officer	Rs.72,774/-		
9.	ShriAmiya Kumar Das	Asst. Director(Survey & Enforcement)	Rs.59,535/-		
10.	SujataMohapatra	Revenue Supervisor	Rs.55,667/-		
11.	BiswabharatiSahoo	Revenue Supervisor	Rs. 55,667/-		
12.	JaniSabar	Asst. Section Officer	Rs.46,683/-		
13.	BaidyanathTudu	Asst. Section Officer	Rs.46,683/-		
14.	ManoranjanMohapatra	Asst. Section Officer	Rs.42,705/-		
15.	Santosh Kumar Mishra	Asst. Section Officer	Rs.42,705/-		
16	Sunil Samal	Asst. Section Officer	Rs.45,705/-		
17.	ManasBehera	Revenue Inspector	Rs.45,279/-		
18.	Narayan Behera	Revenue Inspector	Rs.45,279/-		
19.	A.P.Pradhan	Revenue Inspector	Rs.43,273/-		
20.	KhitishBehera	Revenue Inspector	Rs.24,730/-		
21.	TapanPalei	Revenue Inspector	Rs.24,730/-		

22.	TruptiTanayaSarangi	Revenue Inspector	Rs.24,730/-		
23.	DiptiMayeeHarichandan	Amin	RS.12,830/-		
24.	RojalinBadajena	Amin	Rs.12,830/-		
25.	ShibaSethi	Amin	Rs.12,830/-		
26.	MatruSahoo	Amin	Rs.12,830/-		

MANUAL-11

Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is please provide details of provisions in following format.

Bhubaneswar land use Intelligence system (BLUIS) has been developed by leveraging space technology and Artificial Intelligence for safeguarding Government lands and periodic assessment of land use changes, it empowers authorities and provides inputs for planned development and prevent haphazard growth. Citizens can also assist the process by reporting unauthoriseoccupation over Government land through crowdsourcing mode by downloading BLUIS App from App store or play store.

For Public Authorities responsible for developmental, construction, technical works.

Please provide information about the details of the budget for different activities under different schemes in the given format

Sl. No.	Name of the scheme /Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount Sanctioned	Amount released / disbursed (No. of instalments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work

For other Public Authorities

Sl.No.	Head	Proposed Budget	Sanctioned Budget	Amount released / disbursed	Total expenditure

				(No. of instalments)	

MANUAL-12

Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

Not applicable to this Public Authority.

Please provide the information as per the following format:

• Name of Programme/scheme

Not applicable to this Public Authority

• Duration of the programme /scheme

Does not arise

• Objective of the programme

Does not arise

• Physical and financial targets of the programme (for the last year)

Does not arise

Eligibility of Beneficiary

Does not arise

• Pre-requisites for the benefit

• Procedure to avail the benefits of the programme

• Criteria for deciding eligibility

• Procedure for the distribution of the subsidy

• Where to apply or whom to contact in the office for applying

• Application Fee (where applicable)

• Other Fees (where applicable)

• Application format (where applicable. If the application is made on plain paper please

• mention it along with what the applicant should mention in the application)

• List of attachments (certificates/ documents)]

• Format of Attachments

• Where to contact in case of process related complaints

• Details of the available fund (At various levels like District Level, Block Level etc)

• List of beneficiaries in the format given below

Sl. No/Code	Name of the Beneficiary	Amount of Subsidy	Parent/guardians	Criteria of Selection	Address			
					District	city	Village	House No
1	2	3	4	5	6	7	8	9

MANUAL-13

Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

Please provide the information as per the following format:

- Name of Programme
- Type (Concession/ Permits/ Authorization)
- Objective
- Targets set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/ Permits/ Authorizations
- Application Fee (where applicable)
- Application format (where applicable)
- List of attachments (certificates/ documents)]
- Format of Attachments
- List of beneficiaries in the format given below:

Sl. No/Code	Name of the Beneficiary	Amount of Subsidy	Parent/guardians	Criteria of Selection	Address			
					District	city	Village	House No
1	2	3	4	5	6	7	8	9

Also provide the following information for Concession

- Detail of the benefit given;
- Distribution of benefits

MANUAL-14

Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

Please provide the details of the information related to the various schemes and other documents which are available in the electronic format.

www.gaestate.in

www.gaodisha.gov.in

BLUIS APP-Log.in-- Citizen can download BLUIS App from App Store & play store available.

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

Means, methods or facilitation available to the public which are adopted by the department for dissemination of information. Like

• Office Library – N.A

• Drama and Shows – N.A

• Through News paper – N.A

• Exhibition – N.A

• Notice Board – N.A

• Inspection of Records in the Office - Available

• System of issuing of copies of documents – N.A

• Printed Manual Available – N.A

• Website of the Public Authority –G.A Department portal (www.gaodisha.gov.in and www.gaestate.in)

• Others means of advertising – N.A

MANUAL-16

Names, Designations & Other Particulars of the Public Information Officers

[Section-4 (1) (b) (xvi)]

ƒ Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority: Director of Estates.

Asst. Public Information Officers:

Sl.No.	Name	Designation	Phone No.		Fax	Office E-mail	Address
			Office	Home			
1	Sri Harish Ch. Sahu	Section Officer	8847863932			addlandofficer2018@gmail.com	

Public Information Officers :

Sl. No.	Name	Designation	Phone No.	Fax	Office E-mail	Address
1	Smt. Gayatri Devi	Deputy Director of Estates	8895893930		addlandofficer2018@gmail.com (Indicate any nic mail id)	

Department Appellate Authority:

Sl.No.	Name	Designation	Phone No.	Fax	E-mail	Address
1.	Sri Ashok Kumar Rath	Additional Secretary	9861662389			

MANUAL-17

Other Useful Information

[Section-4 (1) (b) (xvii)]

Frequently Asked Questions and their Answers by Public

FAQ available in the gaestate (GA Department) website to be indicated.

Related to seeking Information

• Application form (a copy of filled application form for reference)

• Fee

• How to write a precise information request. Few Tips

• Right of the Citizen in case of denial of information and procedure to appeal

With relation to training imparted to public by Public Authority

• Name of training programme with brief description

• Time period for Training Programme/ Scheme

• Objective of training

• Physical and Financial Targets (Last Year)

• Eligibility for training

• Perquisite for training (If any)

• Financial and other form of help (If any)

• Description of help (Mention the amount of financial help, if any)

• Procedure of giving help

• Contact Information for applying

• Application Fee (Wherever applicable)

• Other Fees (Wherever applicable)

• Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

• List of enclosures / documents

• Format of enclosures / documents

• Procedure of application

• Selection Procedure

• Time table of training programme (In case available)

• Process to inform the trainee about the training schedule

• Arrangement made by the Public Authority for creating public awareness about the training programmes.

• List of Beneficiary of the training programme at various levels like district level, block level etc.

With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual – 13

• Name and description of the certificates and NOCs

• Eligibility for applying

• Contact Information for applying

• Application Fee (Wherever applicable)

• Other Fees (Wherever applicable)

• Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

• List of enclosures / documents

• Format of enclosures / documents

• Procedure of application

• Process followed in the Public Authority after the receipt of application

• Normal time taken for issuance of certificate

With relation to registration process

• Objective

• Eligibility for registration

• Pre-requisites (If any)

• Contact Information for applying

• Application Fee (Wherever applicable)

• Other Fees (Wherever applicable)

• Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)

• List of enclosures / documents

• Format of enclosures / documents

• Procedure of application

• Process followed in the Public Authority after the receipt of application

• Validity period of registration (If applicable)

• Process of renewal (If any)

With relation to collection of tax by Public Authority ((Municipal Corporation, Trade Tax, Entertainment Tax etc)

• Name and description of tax

• Purpose of tax collection

• Procedure and criteria for determination of tax rates

• List of major defaulters

With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities / UPCL)

• Eligibility for connection

• Pre-requisites (If any)

• Contact Information for applying

• Application Fee (Wherever applicable)

• Other Fees / Charges (Wherever applicable)

• Application Form (In case the application is made on plain paper, please mention the

• details which the applicant has to provide)

• List of enclosures / documents

• Format of enclosures / documents

• Procedure of application

• Process followed in the Public Authority after the receipt of application

• Brief description of terms used in the bills

• Contact information in case of problems regarding Bills or service

• Tariff and Other Charges ∫ Details of any other public services provided by the Public Authority.

****