

Government of Odisha
General Administration & Public Grievance Department

No. 2973 /Gen., Bhubaneswar
GAD-SC-MISC-0002-2021

dated the 27th January, 2021

To

All Departments

Sub: Award of Incentives to eligible Government employees whose performance is found to be exceptional and exemplary - guidelines for implementation.

With a view to improve efficiency and encourage the Government employees whose performance is found to be exceptional and exemplary in furthering good Governance, the Government vide Office Memorandum No.11624/Gen., Dt.16.05.2020 has prescribed detailed guidelines for granting certain incentives for each category of employee as listed under paragraph-3 thereof.

In order to facilitate implementation of guidelines for award of incentives, the following steps are prescribed:

1. The names of Government Employees recommended by the Selection Committee for award of incentives shall be approved by the Hon'ble Chief Minister.
2. Thereafter, the authority who has recommended the names of Government employee shall obtain the consent of the selected employees about the type of incentives as listed under paragraph-3 of above Office Memorandum he/she is interested in.

However, keeping in view the present COVID-19 pandemic situation, the following incentives, though prescribed in the Office Memorandum, may not be availed until further orders:

(a) LTC to countries which are connected directly by air from Bhubaneswar for Group-A and Group-B Officers.

(b) Short term DFFT training abroad - for Group-A Officers.

3. The employee may submit his/her preference of incentives and the authority who has recommended the name will finalise the incentive keeping in view the extant rules/instructions and forward the same to the concerned Administrative Department.
4. After approval by the Administrative Department, the Head of the Office shall issue necessary notification on award of incentive and also take steps for its implementation.

5. The Administrative Department shall use the existing Heads of Accounts to meet the expenses towards award of incentive and where there is no specific head, they shall use OC for the purpose. If adequate provision is not available under the concerned Heads of Accounts in the Revised Estimate (RE), 2020-21, the Administrative Department shall locate savings and go for re-appropriation.



Additional Chief Secretary

Memo No. 2974 /Gen., Bhubaneswar

Dated, the 27th January, 2021

Copy forwarded to all Heads of Departments/ all RDCs. / all Collectors/ The Registrar, Orissa High Court, Cuttack/ The Registrar, O.A.T., Bhubaneswar / Odisha Public Service Commission, Cuttack/ Odisha Staff Selection Commission, Bhubaneswar/ Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.



Special Secretary to Government