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

GOVERNMENT OF ORISSA

POLITICAL & SERVICES DEPARTMENT

The 15th April 1966

To

All Departments of Government/All Heads of Departments

SUBJECT—Maintenance of gradation lists of officers of all classes and to print them every year

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

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

~~These lists should be printed each year and a copy~~
sent to Orissa Public Service Commission along with their recommendation.

S. N. SHARMA

Joint Secretary to Government

No GAD-SC-RUI ES-0059 2013 31897 / Gen
Government of Odisha
General Administration Department

OFFICE MEMORANDUM

Bhubaneswar dated the 11th November 2013

**Subject:- Constitution of Departmental Promotion Committee/
Selection Board.**

The question of prescribing fresh guidelines for constitution of Department Promotion Committees/Selection Boards has been under consideration of Government for some time past. Government after careful consideration and in supersession of the General Administration Department Office Memorandum No. 10280/Gen, Dated 23rd August 1983; except as respects things done or omitted to be done before such supersession, has now decided that the constitution of Departmental Promotion Committees and Selection Boards will be as indicated below:-

- (i) For considering the promotion to posts in **PAY BAND-4**, the Departmental Promotion Committees/Selection Boards will be headed by the Chief Secretary/ Additional Chief Secretaries, as the case may be, and the Secretary/ Special Secretary of the Administrative Department will be Members.
- (ii) For posts carrying pay scale of **PAY BAND-3**, the Departmental Promotion Committees/Selection Boards will be headed by the Principal Secretaries and the Secretaries of the Department. The Head/ Heads of Department concerned and the Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary concerned of the Administrative Department will be Members.
- (iii) For promotion to O.A.S.(Junior Branch), O.A.S.(Senior Branch), O.A.S. (Super Timescale), O.A.S (Senior Administrative Grade) and O.A.S.(Special Secretary) the Member, Board of Revenue, the Revenue Divisional Commissioners and the Secretary of the Administrative Department will also be Members of the Departmental Promotion Committee/ Selection Board.

- (iv) In all other cases, the Departmental Promotion Committee/ Selection Board will be headed normally by the Head of the Office and two other Members should be included.
- (v) Alongwith the above, the principles in this Department OM No.21376/Gen Dated.29th December 1972 shall also be taken into account.

2. The Departments of Government concerned are accordingly requested to amend the relevant provisions in the Acts, Statutory Rules, Rules regulating Recruitment and Conditions of Service, Regulations, Codes, Manuals, Resolutions, Office Memoranda and all other executive instructions which contain any provision contrary to the principles cited *supra*.

N. Chandra

Special Secretary to Government

Memo No. 3 1 8 9 8 / Gen., Dt. 11th November 2013

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

G. S. S.
11.11.13
Joint Secretary to Government

Memo No. 3 1 8 9 9 / Gen., Dt. 11th November 2013

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

G. S. S.
11.11.13
Joint Secretary to Government

(B) DEPARTMENTAL PROMOTION COMMITTEE**POLITICAL & SERVICES DEPARTMENT****OFFICE MEMORANDUM**

The 29th December 1972/8th Pausa 1894

SUBJECT—Constitution of Departmental Promotion Committee for promotion—Appointment on *ad hoc* basis.

No. 21376-Gen.—It has been observed that a number of posts which are lying vacant in different Departments and Subordinate Offices are being filled up on an *ad hoc* basis by promotion in the exigencies of public service. While decision to fill up these vacancies cannot be deferred, it is essential that some principles are observed in the matter of selection and the principles are followed consistently. Unfortunately in a number of Departments, proper Rules for recruitment and promotion have not yet been framed. For these Departments and Subordinate Offices, it is all the more necessary that a regular procedure is adopted in filling up the vacancies in a fair and equitable manner. Even where recruitment rules have been framed for particular services, there must be a method to ensure that the principles adopted in the recruitment or cadre rules are actually followed in practice at the time of promotion or selection.

2. With a view to ensuring the above objective, the Departments are requested to set up immediately Departmental Promotion Committees where ever such Committees do not already exist. There is need for setting up such Committees for promotion to all categories of posts in the Departments or Heads of Departments or any subordinate office. Normally the Head of the Office and two other Members should be included in the Committee. Where there is need for co-opting any other specialist in view of the particular discipline for which promotion is being considered there should be provision for such co-option. For example, the Promotion Committee at the level of the Department should include the Secretary of the Department, the Head of the Department and at least one other member and if necessary, a representative of the discipline or division for which the selection is proposed to be made.

3. The Departments who have already set up Promotion Committees may review the existing arrangements in the light of the general guidelines indicated here. Those Departments and the Subordinate Offices who have not made any systematic arrangement in this regard should take immediate steps to set up such Committees. Where the Cadre Rules are under preparation suitable provision should be made in the Rules to set up such standing Committees to ensure that even when there is *ad hoc* promotion or selection, certain broad principles are observed. This is particularly important where *ad hoc* appointments in respect of gazetted posts are required to be referred to the O. P. S. C.

4. Copies of orders constituting such Committees at the level of Departments should be endorsed to P. & S. Department for information. Departments are also requested to ensure that action as outlined here is taken immediately in all these Subordinate Offices and to send a compliance report to Political & Services Department not later than the 15th January 1973.

The receipt of this O. M. may be acknowledged in the first instance.

S. K. PALIT

Additional Secretary to Government

The Orissa Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 1115 CUTTACK, SATURDAY, JULY 19, 2003/ASADHA 28, 1925

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 9th July 2003

No. 19084—2R-1-11/2003-Gen.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules to regulate the criteria for selection initial appointment/promotion to the State Civil Services and Posts, namely:—

1. Short title, commencement and application—

(1) These rules may be called the Orissa Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

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

(3) They shall apply to all cases of appointment including promotion made to the State Civil Services and Posts.

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

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

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

(c) "Service" means State Civil Service; and

(d) "Year" means the calendar year.

3. Initial recruitment—

The Commission/Orissa Staff Selection Commission/Selection Committee or the appointing authority in case where such bodies do not exist, or do not exercise their jurisdiction, shall, for the purpose of initial appointment to any Service/Post prepare a list through competitive examination containing the names of successful candidates 1:10 times the number of vacancies anticipated pertaining to that year:

Provided that in case where the list contains less number of successful Candidates than the vacancies anticipated, the reasons of such shortfall shall be recorded in writing by the recruiting agency.

4. Promotion—

(1) The Departmental Promotion Committee or the Selection Board or the Selection Committee as the case may be, for the purpose of appointment by selection or promotion to any Service/post shall prepare a list of persons of the feeder grade of that Service/Post who are considered by them to be suitable for such appointment.

(2) The number of persons to be included in the list prepared under sub-rule (1) shall be time the number of vacancies anticipated in the promotional Service/Post pertaining to that year :

1.0
already approved
by the Cabinet

Provided that in case of promotion to Service/Post in which prior consultation with the Commission is mandatory, the list shall be forwarded to the Commission with all requisite papers for concurrence :

Provided further that if the Commission finds any person included in the list unsuitable for appointment to the Service/Post or if any such person included in the list retires from Government service prior to the concurrence of the Commission, the Commission shall in his/her place insert the name of another person found suitable from out of the list of eligible persons under the zone of consideration.

5. Overriding effect--

The provisions of these rules shall have overriding effect notwithstanding anything to the contrarp contained in any other recruitment rules for the time being in force.

6. Interpretation--

If any doubt arises on interpretation of any of the provisions of these rules, the same shall be referred to Government in General Administration Department for decision.

ORDER—Ordered that the Notification be published in an extraordinary issue in the *Orissa Gazette* and the copy forwarded to all Departments of Government/all Heads of Departments/all Collectors/Registrar, Orissa High Court/Registrar, Orissa Administrative Tribunal/Special Secretary, Orissa Public Service Commission/Secretary, Orissa Staff Selection Commission.

By order of the Governor
S. SRINIVASAN
Special Secretary to Government

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No.397, CUTTACK, THURSDAY, FEBRUARY 27, 2020/ FALGUNA 8, 1941

GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

NOTIFICATION

The 17th February, 2020

No.5646—GAD-SC-RULES-0035—2019/Gen.— In exercise of the powers conferred by the proviso to Articles 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003, namely:-

1. Short title and commencement:- (1) These rules may be called the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Amendment Rules, 2020.
 2. They shall come into force on the date of their publication in the *Odisha Gazette*.
2. In the Odisha Civil Services (Criteria for Selection for Appointment including promotion) Rules, 2003, in rule 4, in sub-rule (2), for the figures and the word “1.25 time”, the words “**equal to**” shall be substituted.

By Order of the Governor
SANJEEV CHOPRA
Principal Secretary to Government

Sl. No.	Subject	FAQ	Clarification	Referred Resolutions/Rules/Instructions/O.M.
		<p>iv) Whether any adverse entry in the PAR will debar the officer from promotion ?</p>	<p>Any adverse entry in the PAR of preceding five years, unless expunged, will debar the officer from promotion. However adverse entries, if not communicated to the officer reported upon, will not be a bar for promotion.</p>	
		<p>v) Whose grading, Reporting/ Reviewing/ Accepting Authority will be taken into consideration?</p>	<p>The grading of the highest authority i.e. Accepting Authority in the PAR will be taken into consideration. If the PAR is not completed, then the recording of the highest authority (Reporting or Reviewing or Accepting) will be treated as final.</p>	
		<p>vi) Which principle will be followed for consideration of promotion ?</p>	<p>Promotion will be post based as per judgement of the Hon'ble Supreme Court in R.K.Sabharwal case. "The Hon'ble Supreme Court have held that specific slots for OBC/ST/SC as well as General Candidate have to be maintained. For want of candidates in a particular category, post may remain unfilled. Nevertheless that slot has to be filled up only by the specified category." The Law Department have opined in many referral cases to implement the post based principles instead of vacancy based principle in promotion in pursuance to orders of the Apex Court in R.K. Sabharwal and M. Nagaraj Case .</p>	

THE ORISSA CIVIL SERVICES (ZONE OF CONSIDERATION FOR PROMOTION) RULES, 1988

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 29th July 1988

(Published in the Orissa Gazette on 8-8-1988)

No. 21804-Gen.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules to regulate zone of consideration in the cases of promotion made to the Civil Services and Posts of the State, namely:—

Short title and commencement.

1. (1) These rules may be called the Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988.

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

Definitions

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

(a) General category “means the category of officers, employees or incumbents not belonging to the Scheduled Castes or Scheduled Tribes;

(b) “recruitment rules” means the rules framed under the proviso to Article 309 of the constitution of India regulating promotion to the respective State Civil Services and Posts and includes executive orders, instructions issued by the Competent authority ;

(c) “zone of consideration” means the zone in the gradation or seniority list of officers, employees, incumbents whose cases are considered for promotion to any Civil Service or Post of the State in a recruitment year.

Zone of consideration.

3. Except in cases where the provisions of the Orissa Reservation of vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975, and the rules framed thereunder are applicable, in every case of promotion made by way of selection to any Civil Service or post of the State for which zone of consideration has been prescribed in the relevant recruitment rules; such zone of consideration shall be three times the estimated number of vacancies meant to be filled up from the General category in such Service or Posts notwithstanding anything to the contrary contained in the respective recruitment rule:

¹ [Provided that where the estimated number of vacancies meant to be filled up is not more than three, the zone of consideration shall be ten.]

By order of the Governor

R. K. NAYAK

Special Secretary to Government

¹ Added vide G. A. Department Notification No. 37728, dated 29-12-1988 Published in Orissa Gazette and given effect to from dated 9-1-1989.

PART II--INSTRUCTIONS
(A) ZONE OF CONSIDERATION
GENERAL ADMINISTRATION DEPARTMENT

To

All Departments of Government

Dated the 17th July 1991

SUBJECT—Clarification to Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988.

No. 18500—2R/1-22/91-Gen.—The undersigned is directed to say that it has been pointed out by the Chairman, Orissa Public Service Commission that some Departments of Government are not following the procedure laid down in the Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988 in the matter of promotion to different posts and services particularly in the meetings of D. P. C./Selection Boards held for the purpose.

2. According to the Orissa Civil Services (Zone of Consideration for Promotion) Rules, 1988 which came into force on the 8th August 1988, where the estimated number of vacancies is more than 3, the zone of consideration is three times the number of vacancies and where the estimated number of vacancies is not more than 3 the zone of consideration shall be 10. The above rules override any zone of consideration which may have been prescribed in different rules "except in cases where the provisions of the Orissa Reservation of Vacancies in Posts and Services (for S. C. and S. Ts.) Act, 1975 and the rules framed thereunder are applicable".

3. Section 10 (I) of the ORV Act lays down the procedure for promotions to be made on the basis of seniority subject to fitness. Section 10 (3) of the said Act provides that there shall be no zone of consideration in respect of promotions based on seniority subject to fitness. In such cases the S.C./S.T. candidates shall be promoted to the next higher post or grade against the reserved vacancies irrespective of their position in the gradation list subject to satisfaction of prescribed minimum qualification and experience and found fit for such promotion.

3.2. In the event of non-availability of suitable S.C./S.T. candidates, the reserved vacancy shall not be filled up without dereservation by the competent authority next higher to the appointing authority as per provision under Rule 5(2) of the O.R.V. Rules.

3.3. In case of general candidates, the Zone of consideration shall be as in Para. 2 above.

4. In the case of promotion made by selection where the element of direct recruitment does not exceed 50% the detailed procedure laid down in Rules 7(a) and 7(b) of the O.R.V. Rules is to be followed. Rule 7(a) read with Section 11-A(2) (b) deals with cases of promotion from Class-III to Class-II, within Class-II, from Class-II to Class-I and within Class-I. In these cases the selection will be made only from those S.C. and S.T. Officers who are within the common zone of consideration, numbering seven times of the estimated number of vacancies.

Illustration

Total No: of Vacancies	..	10
S. C.	..	1
S. T.	..	3
Unreserved	..	6

(i) Common zone of consideration for S. T. and S. C. $10 \times 7 = 70$.

(ii) Zone of consideration for unreserved category $6 \times 3 = 18$.

4.2. In the event of non-availability of suitable S. C./S. T. candidates for promotion, the reserved vacancy shall be filled up by suitable general candidates according to provision under Rule 5(3) of O. R. V. Rules. No dereservation is necessary in such cases as per second proviso to Section 7 of the O. R. V. Act.

5. In the cases of promotion to Class-III posts and within Class-III posts on the basis of selection, the Zone of Consideration numbering 7 is separate for the S. C. and S. T. Officers as per Rule 7 (b) of the O.R.V. Rules read with Section 11-A(2) (a) of the O.R.V. Act.

ILLUSTRATION

No. of Vacancies	..	10
S. C.	..	1
S. T.	..	3
Unreserved	..	6
Zone of consideration for—		
S. C.	..	$1 \times 7 = 7$
S. T.	..	$3 \times 7 = 21$
General	—	$6 \times 3 = 18$

5.2. In case of non-availability of suitable S. C./S. T. candidates the reserved vacancy shall not be filled up without dereservation by the competent authority, i.e., the next higher authority to the appointing authority as per provision under Rule 5 (2) of the O. R. V. Rules.

6. The above instructions may be brought to the notice of all concerned in their Departments and the respective Heads of Department, Public Sector Undertakings and Urban Local Bodies, etc, under their administrative control for their future guidance. H. & T. W. Department have concurred in the instructions in their U. O. R. No. 68, dated the 21st June 1991.

C. NARAYANASWAMY
Special Secretary to Government

Sl. No.	Subject	FAQ	Clarification	Referred Resolutions/Rules/ Instructions/O.M.
1	<u>Residency period</u>	<p>What is Residency period? How it will be determined for different grades?</p>	<p>Eligibility period of service in the feeder grade as provided in the Recruitment Rules is necessary for consideration of promotion to the next higher grade. The residency period of eligibility is the completed year as on 1st day of January of the year in which the DPC meets or any other specific date if prescribed in the relevant Recruitment Rules. The residency can be reduced in the public interest by invoking the relaxation clause if provided in the Recruitment Rules. However as suggested by the OPSC, such relaxation may not be more than 50%.</p>	<p>Respective Cadre Rules and OCS (Criteria for selection for appointment including Promotion) Rules, 2003.</p>
2	Promotion	<p>i) Whether initiation/ contemplation of vigilance case against an employee is a bar for promotion ? ii) Whether Initiation of Disciplinary Proceeding against an employee a bar for promotion?</p>	<p>No. Mere initiation/ contemplation of vigilance case against an employee is not a bar for promotion. Sealed cover procedure will be followed only when cognizance of the case has been taken by the Court. Disciplinary proceeding will not be a bar for promotion if same is initiated u/r 16 of the OCS (CC & A) Rules. Sealed cover procedure will be followed only when the DP is initiated u/r 15 of the OCS (CC & A) Rules and the memorandum of charges has been served on the delinquent officers and the case is not closed.</p>	<p>G.A. & P.G. Department Circular No. 11962/Gen., dtd. 28.05.2012 (<u>11962_11962_dt.28.05.2012</u>Page1).</p>
		<p>iii) What is the requirement of PAR for consideration of promotion?</p>	<p>PAR of preceding five years on the year in which the DPC meets is necessary for consideration of promotion. However, this has been relaxed to the extent that at least three years PAR in the preceding five years will be mandatory and for the rest two years, PAR of back period can be considered.</p>	<p>G.A. & P.G. Department Notification No. 5906, dtd. 25.02.2005 (<u>5906_CCR covering at least of 3 years in preceding five years</u>Page1).</p>

**THE ORISSA CIVIL SERVICES (CRITERIA FOR PROMOTION)
RULES, 1992**

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 24th July 1992

(Published in the *Orissa Gazette* on 25-7-1992)

No. 29904-2R.-1-60/92-Gen.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules to regulate the criteria for promotion to the State Civil Services and Posts, namely:—

Short title
and
commence-
ment.

1. (1) These rules may be called the Orissa Civil Services (Criteria for Promotion Rules, 1992.

(2) They shall come into force on the date of their publication in the *Orissa Gazette* and shall apply to all cases of Promotion made to the State Civil Services and Posts including the cases pending on the date of such publication.

Definition

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

(a) "Government" means the Government of Orissa.

(b) "Recruitment Rules" mean the rules framed under the proviso to article 309 of the Constitution of India regulating promotions to different State Civil Services and Posts and include executive orders and instructions issued by the competent authority in this regard from time to time; and

(c) "Select List" means the list approved by the Government or the appointing authority, as the case may be, containing the names of officers considered suitable for promotion.

Criteria for
Promotion.

3. Notwithstanding anything contained in the Recruitment Rules :—

(a) All promotions to the posts or grades of different Services/Civil posts under the State Government shall be made by selection;

(b) Selection for such promotion shall be made on the basis of merit and suitability in all respects with due regard to seniority and the names of persons included in the Select list shall be arranged in order of seniority in the feeder service or grade:

Provided that any junior officer of exceptional merit and suitability may be assigned a place higher than his seniors and in such cases the assignment of higher position to the junior officer shall be limited to the same batch or year of allotment except where an officer of the earlier batch or year of allotment is found unsuitable for promotion:

Provided further that where promotion is made from different services or posts and no common seniority among such officers exists, their names in the Select List shall be arranged on the basis of their merit adjudged during selection.

1. ¶ EXPLANATION—The expression "batch or year of allotment means the calendar year of the select list on the basis of which an officer is promoted to the next higher rank".]

2. ¶ (C) In order to judge the suitability of an officer for promotion, the Orissa Public Service Commission or the Departmental Promotion Committee, the Selection Committee or the Selection Board, as the case may be, shall scrutinise preceding five years available Confidential Character Rolls and other documents, if any having a bearing on the performance and conduct of all eligible officers unless for reasons to be recorded, it is considered necessary to refer to any earlier record to adjudge an officer's suitability.]

3. ¶ Note I—The expression other documents means papers of whatsoever nature having bearing on the performance and conduct of eligible officers like C. B. I. or Vigilance reports, papers relating to departmental action and other confidential reports having nexus with an officer's performances which might have been prepared after giving an opportunity to an officer of being heard and not reflected in his C. C. R's. or service records.

1. Added vide G. A. Deptt. Notification No. 43691/Gen., dated 28-12-1990 & given effect to from 24-7-1992.

2. Substituted vide G. A. Deptt. Notification No. 37065/Gen. dated 19-12-1997 & given effect to from 9-2-1998.

3. Substituted vide G. A. Deptt. Notification No. 28836/Gen. dated 8-11-1990—Published in *Orissa Gazette* and given effect to from 25-7-1992.

Note II—The expression "preceding five Years" means the Five years preceding the year in which the Selection Committee, Departmental Promotion Committee or Selection Board as the case may be, sits, but where the said committee sits for more than once such five years shall be reckoned from the date of its first meeting.]

Consideration of adverse remarks.

4. In order that vacancies are filled up by the most suitable persons with the utmost expedition consistent with an officer's right to seek expunction of an adverse remark, the following procedure shall be followed in cases where the records of an officer under consideration contain an adverse remark:—

- (a) If the officer has represented against an adverse remark and the representation has not been disposed of, the adverse remark shall be taken into consideration at the time of selection.
- (b) If the remark has been expunged after consideration of his case by the Departmental Promotion Committee or the Selection Committee or the Selection Board as the case may be the fact shall forthwith be reported to the Public Service Commission and if the officer was refused promotion on *ad hoc* basis because of the said remark, his entitlement to such promotion shall be considered once again notwithstanding that it may involve the reversion of another officer.
- (c) If expunction of the adverse entry is ordered after selection has been made on the recommendation of the Orissa Public Service Commission, his case will be referred once again to the Commission and if the Commission recommends his promotion and Government accept the said recommendation, the officer will be promoted from the date of his junior, not being a person of exceptional merit and suitability, was promoted and shall be entitled to all service benefits which he would have received but for the supersession on account of the adverse remarks.
- (d) If, as a result of such retrospective promotion any junior officer has to be reverted, such reversion shall not entitle the said junior officer to claim continuance in the post on the strength of an earlier recommendation of the Orissa Public Service Commission.

5. The provisions of these rules shall have overriding effect notwithstanding anything to the contrary contained in any other Recruitment Rules or any other order or instructions for the time being in force.

Interpretation.

6. If any doubt arises on interpretation of any of the provisions of these rules, it shall be referred to Government in General Administration Department for final decision.

By order of the Governor
RAMAKANTA RATH
Chief Secretary to Government

The Orissa Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 382, CUTTACK, SATURDAY, FEBRUARY 26, 2005 / FALGUNA 7, 1926

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 25th February 2005

No. 5906-2R/1-24/2004/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 (Criteria for Promotion) Rules, 1992, namely :—

1. (1) These rules may be called the Orissa Civil Services (Criteria for Promotion) Amendment Rules, 2005.

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

2. In the Orissa Civil Services (Criteria for Promotion) Rules, 1992, in rule 3, for clause (c) excluding Note -I and Note -II thereunder, the following clause shall be substituted, namely:—

"(c) In order to judge the suitability of an officer for promotion, the Orissa Public Service Commission, the Departmental Promotion Committee, the Selection Committee or Selection Board, as the case may be, shall scrutinize preceding five available annual Confidential Character Rolls and other documents, if any, having a bearing on the performance and conduct of all eligible officers, unless for reasons to be recorded, it is considered necessary to refer to any earlier record to adjudge an officer's suitability:

Provided the available Confidential Character Rolls (C.C.Rs.) taken into consideration for promotion as above shall include C.C.Rs. covering at least a period of three years in preceding five years."

By order of the Governor

T. K. PANDEY
Special Secretary to Government

Government of Orissa
General Administration Department

No 2R/1 12/05 ²⁰¹⁶³ / Gen. Bhubaneswar Dated. 16/7/15

From

Shri T.K. Pandey, IAS
Special Secretary to Government.
Tel: 0674-2536727

To

All Departments

All Heads of Departments

All Collectors.

Sub: Materials to be placed before the Departmental Promotion Committee for consideration of promotion.

It is provided in Rule 3 (c) of the Orissa Civil Services (Criteria for Promotion) Rules, 1992, that, " in order to judge the suitability of an officer for promotion, the Orissa Public Service Commission, the Departmental Promotion Committee, the Selection Committee, Selection Board, as the case may be, shall scrutinize preceding five available annual Confidential Character Rolls and other documents, if any, having a bearing on the performance and conduct of all eligible officers, unless for reasons to be recorded, it is considered necessary to refer to any earlier record to adjudge an officer's suitability.

Provided the available Confidential Character Rolls (CCRs) taken into consideration for promotion as above shall include CCRs covering at least a period of three years in preceding five years."

2. It has been observed that requisite materials are not placed before the Departmental Promotion Committee along with required CCRs to adjudge an officers suitability for promotion to the next higher grade.

3. For proper appreciation of the materials to adjudge the suitability of the officers coming within the zone of consideration, along with CCRs and other documents if any, having a bearing on the performance and conduct of such officers, the following materials / information may also be placed before the Departmental Promotion Committee.

(iii) O.P.S.C. Form of selectivity certificate duly authenticated by the Head of Accounts Unit for preparation / Section Officer for scrutiny and Deputy Secretary / Joint Secretary for countersigning nature.

- (ii) Details of the officers in the zone of consideration containing,
 - (a) Date of birth,
 - (b) Date of entry into Govt. service,
 - (c) Date of appointment in the present grade,
 - (d) Date of appointment in the previous grade,
 - (e) Status of disciplinary proceeding / criminal case pending if any,
 - (f) Date of retirement.
- (iii) Court orders, if any, in respect of matters relevant to promotion

4. It has also come to the notice of the Government that undue delay is caused in seeking concurrence of the O.P.S.C. on the recommendations of the DPC where ever necessary. The following information on the earlier DPCs may also be placed before the DPC for record in the proceedings;

- (i) Date of meeting of the last Departmental Promotion Committee for this grade of posts,
- (ii) Whether recommendation of the earlier DPCs referred to the Orissa Public Service Commission for advice,
- (iii) Action taken on the recommendations of the Orissa Public Service Commission.

5. It is requested that the above decision may be brought to the notice of all concerned in the Departments / Heads of Departments / District Offices and the attached sub-ordinate offices and meticulously followed.

Special Secretary to Govt

Government of Odisha
General Administration & Public Grievance (SE) Department

No. 2659 /SE dt. 06-07-2019

GAD-SEA-MISC-0007-2019

From

Shri G.C. Patra, OAS (SS)
Special Secretary to Government

To

The Addl. Chief Secretaries/
The Principal Secretaries/
The Commissioner-cum-Secretaries of all Departments.

Sub: Clarification on consideration of "No Remarks Certificates" [NRC]
during promotion of Group-A & B Govt. Employees.

Sir,

I am directed to say that it has come to the notice of this Department that confusion arises with regard to consider the NRCs at the time of promotion of a Government employee. After careful consideration Government has been pleased to clarify the issue in the following manner.

Sl. No.	Category of NRC	Remarks
1.	NRC when the period is less than four months.	This period shall be taken into account while counting the period for promotion.
2.	NRC when the period is more than four months and the officer reported upon has submitted his PAR in due time.	NRC may be issued if the officer reported upon has submitted is PAR in due time but not assessed by the authorities in the remarks recording chain. This period shall be taken into account after being duly assessed by the DPC/Selection Board while considering their promotion.
3.	NRC when the period is more than four months but the officer reported upon has not submitted his PAR in due time.	NRC may be issued in such case with observation that the officer reported upon has not submitted his PAR in due time as per schedule. This period shall not be taken into account for their promotion. The period may be treated as "PAR not initiated"

Yours faithfully,

G.C. Patra
6-7-19

Special Secretary to Government

Memo No. 2660 / Dt 06-07-2019

Copy forwarded to all RDCs/ All Heads of Departments/All Collectors for information and necessary action.

[Signature]
6-7-19

Special Secretary to Government

Memo No. 2661 / Dt 06-07-2019

Copy forwarded to all Sections of GA & PG Department/ All D.O./S.O/ASO of SE Branch for information and necessary action.

[Signature]
6-7-19

Special Secretary to Government

Government of Odisha
General Administration Department

No. 11962 /Gen. (Bhubaneswar)
GAD-SC-DMS-0020/2012

Date 28.05.2012

From

Sri U.N. Behera, IAS
Special Secretary to Government

To

All Departments of Government
All Heads of Departments
All Collectors


Sub: Promotion of Government servants against whom disciplinary/criminal proceedings are pending- procedure to be followed.

Sir,

I am directed to say that in the G.A. Department Circular No. 1598/Gen. dated 15.01.1999, in the matter of promotion of Government servants against whom criminal proceeding is pending, it has been clarified that sealed cover procedure should be adopted only after the charge sheet is issued to the employee and not before it.

However, in a criminal case, charge sheet is not issued but is served on the accused after cognizance is taken by the Court which presupposes filing of charge sheet. As there is possibility of the accused evading summons after charge sheet has been filed by the prosecution and/or taking adjournment which can cause delay in serving the charge sheet on the accused, it is now further clarified that sealed cover procedure shall be adopted in all criminal cases where cognizance has been taken by the Court.

The above instruction supersedes the instructions in this Department Circular No. 1598/Gen. Dt. 15.01.1999 and is to be followed by all concerned.


Special Secretary to Government

(C) SEALED COVER PROCEDURE
GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

The 18th February 1994

SUBJECT—Promotion of Government servants against whom disciplinary/criminal proceedings are pending procedure to be followed

No. 3928—SC/3-2/93-Gen.—The question of the manner and method to be adopted by the Departmental Promotion Committee while selecting employees for promotion to the next higher grade in the context of an employee who is under suspension has been prescribed in this Department Office Memorandum No. 249-Gen., dated the 9th January 1987. This matter has been further considered by the Government and in supersession of this Department Office Memorandum referred to above, it has been decided as follows:—

2. Confirmation in the service

The State Government employees appointed in different cadres of service through relevant source of recruitment shall be confirmed in the service at the end of the period of probation subject to fulfilment of other conditions as prescribed for the purpose. A probationer who is under suspension or against whom disciplinary proceedings have been instituted or against whom a criminal case is pending in a Court, cannot be considered to have completed the period of probation to the satisfaction of State Government and as such, he cannot be confirmed in service before such proceedings are dropped or concluded in his favour.

3. Promotion of officers to the various posts/services

At the time of consideration of cases of officers for promotion, details of such officers in the zone of consideration falling under the following categories should be specifically brought to the notice of the concerned Screening Committee:—

- (i) Government servants under suspension
- (ii) Government servants in respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
- (iii) Government servants in respect of whom prosecution for criminal charge is pending.

4. The Screening Committee shall assess the suitability of the officers coming within the purview of the circumstances mentioned in Para. 2 above, along with other eligible candidates without taking into consideration the disciplinary case/criminal prosecution which is pending. The assessment of the Screening Committee including "Unfit for promotion" and the grading awarded by it will be kept in a ~~sealed cover~~. The cover will be superscribed "FINDINGS REGARDING THE SUITABILITY FOR PROMOTION TO THE POST/SERVICE OF.....IN RESPECT OF SHRI(Name of the Officer)". "NOT TO BE OPENED TILL THE TERMINATION OF THE DISCIPLINARY CASE/CRIMINAL PROSECUTION AGAINST SHRI.....". The proceedings of the Screening Committee need only contain the note. "The findings are contained in the attached sealed cover".

5. The same procedure outlined in Para. 3 above will be adopted by the subsequent Screening Committees convened till the disciplinary case/criminal prosecution against the officer concerned is concluded.

6. On the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the officer is completely exonerated, the due date of his promotion will be determined with reference to the findings of the Screening Committee kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such findings. The Government servant may be promoted, if necessary, by reverting the junior-most officiating person. He may be promoted notionally with reference to the date of promotion of his junior.

In cases of complete exoneration, the officer will also be paid arrears of salaries and allowances. In other cases, the question of arrears will be decided by the State Government by taking into consideration all the facts and circumstances of the disciplinary/criminal proceedings, but where the Government denies arrears of salary or a part of it, the reasons for doing so shall be recorded.

7. If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next Screening Committee in the normal course and having regard to the penalty imposed on him.

8. It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any officer is not unduly prolonged and all efforts to finalise expeditiously the proceedings should be taken so that the need for keeping the cases of officers in a sealed cover is limited to the barest minimum. It has, therefore, been decided that the appointing authorities concerned should review comprehensively the cases of Government servants, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening of the first Screening Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should, *inter alia*, cover the progress made in the disciplinary proceedings/criminal prosecution and further measures to be taken to expedite their completion.

An officer who is recommended for promotion by the Screening Committee but in whose case any of the circumstances mentioned in Para. 3 above arise after the recommendations of the Screening Committee are received before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the Screening Committee. All the subsequent Committees shall assess the suitability of such officers along with other eligible candidates and place their assessment in a sealed cover. The sealed cover (s) will be opened on conclusion of the disciplinary case/criminal prosecution. In case the officer is completely exonerated, he would be promoted as per the procedure outlined in Para. 6 above and the question of grant of arrears would also be decided accordingly. If any penalty is imposed upon him as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover in his case shall not be acted upon.

PRITIMAN SARKAR
Special Secretary to Government

GAD-SC-RULES-0001-2020 1031 /Gen.,

**GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT**

RESOLUTION

Bhubaneswar dated the 1⁰th January, 2020

Subject:- Holding of Departmental Promotion Committee (D.P.C.) meeting in time for promotion of Government Servants.

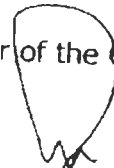
As per provisions prescribed in different cadre rules, the D.P.C. for consideration of promotion of employees in the feeder grade are prescribed to be held in the month of January in each year. It has come to the notice of the Government that the D.P.C. meetings are not usually held strictly adhering to the provisions of the cadre rules due to different reasons like non-availability of Vigilance report, PAR etc, as a result of which the promotion of employees are delayed. It has further come to the notice of the Government that in cases where the vacancies are accrued with effect from the 1st day of January of the year, even if the D.P.C. is held in time, the incumbent is actually promoted after a gap of several weeks due to compliance of other formalities like approval of the select list and their relieve from the place of work to join in new place of posting on promotion.

In order to ensure timely promotion of Government Servants, it has been decided by the Government that the DPC, to consider promotion in each year, shall be held during the Second fortnight of the month of December and the select list prepared on or before 31st December in the preceding year. The D.P.C. shall take into account the residency as prescribed under the relevant recruitment rules for consideration of promotion. The PAR, Vigilance reports, papers relating to departmental action and other confidential reports having nexus with the Officers concerned need to be processed and forwarded online in order to avoid delay in holding the D.P.C. meetings. Such reports are not required to be obtained for the purpose of consideration of promotion of Group-D employees.

This shall come into force with immediate effect and shall be followed scrupulously. The provisions of the respective recruitment rules framed by different Administrative Departments are being amended separately by framing omnibus rules.

Order- Ordered that the Resolution be published in the Extraordinary issue of the *Orissa Gazette* for general information. Ordered also that copies of the Resolution be forwarded to all Departments of Government / all Heads of Departments / all Collectors.

By order of the Governor



Principal Secretary to Government

Memo No 1032 /Gen., Dated the 10th January, 2020

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

Prady
10.1.2020

Special Secretary to Government

Memo No 1033 /Gen., Dated the 10th January, 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.

Prady
10.1.2020

Special Secretary to Government

Memo No 1034 /Gen., Dated the 10th January, 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.

Prady
10.1.2020

Special Secretary to Government

Memo No 1035 /Gen., Dated the 10th January, 2020

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

Prady
10.1.2020

Special Secretary to Government

GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

The 4th July 1995

SUBJECT —Promotion of Government Servants against whom disciplinary/criminal proceedings are pending Procedure to be followed.

No. 14640-Gen.—The procedure to be adopted by the D. P. C., while selecting Employees for promotion to the next higher grade when any Disciplinary/Criminal Proceedings is pending has been laid down in G. A. Department Office Memorandum No. 3928-Gen., dated the 18th February 1994. It has come to the notice of the Government that difficulties are being experienced in the cases where disciplinary proceedings/ Criminal prosecutions against the Government Servants are pending for a long period without being disposed of. The delay is unfairly depriving of such Government Servants from getting promotions to the next higher grades.

2. The Government, after careful consideration of all the aspects and in partial modification of the instructions contained in G. A. Department Office Memorandum No. 3928-Gen., dated the 18th February 1994 referred to above, have been now pleased to decide as follows:—

- (i) The disciplinary authorities, while framing charges against a delinquent Government Servant, should carefully considers the circumstances while deciding whether the delinquency merit framing of charges u/r 15 or u/r 16 of O. C. S. (CCA) Rules, 1962. In the cases, where a minor penalty proceedings have been drawn up u/r 16 of O. C. S. (CCA) Rules, 1962, the "Sealed Cover" procedure shall not be applicable.
- (ii) Where, the major penalty proceedings have been drawn up u/r 15 of O. C. S. (CCA) Rules, 1962, the procedure envisaged in G. A. Department Office Memorandum No. 3928, dated the 18 February 1994 should be followed.
- (iii) In the cases, where criminal prosecution/disciplinary cases against the delinquent Government employees, have not come to an end even after the expiry of two years from the date of the meeting of the first Departmental Promotion Committee, the Appointing Authority may review the withheld promotion cases (provided the delinquent Government employees are not under suspension) to consider the desirability of giving the *ad hoc* promotion keeping in view the following aspects:—
 - (a) Whether the promotion of the employee will be against the public interest
 - (b) Whether the charges are grave enough to warrent continued denial of promotion

- (c) Whether there is any likelihood of the case coming to a conclusion in the near future
- (d) Whether the delay in the finalisation of the proceedings, departmental or in a Court of Law, is not directly or indirectly attributable to the employee concerned.
- (e) Whether there is any likelihood of misuse of the Official position, that the employee may occupy after *ad hoc* promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

3. In case the Appointing Authority considers that it would not be against the public interest to allow *ad hoc* promotion to the employee concerned, his case should be placed before the next D. P. C. to be held in the normal course to decide whether the employee is suitable for promotion on *ad hoc* basis. If the employee is considered suitable, on the basis of the totality of his record of service, without taking into account the pending disciplinary case/criminal prosecution against him, an order of promotion may be issued making it clear that :—

- (i) the promotion is being made purely on *ad hoc* basis and the *ad hoc* promotion will not confer any right for regular promotion ; and
- (ii) the *ad hoc* promotion shall survive until further orders.
- (iii) It should also be indicated in the orders that the Government reserve the right to cancel the *ad hoc* promotion at any time and revert the employee to the post from which he was promoted without assigning any reason therefor.

All other conditions contained in the aforesaid Office Memorandum remain unchanged.

SANTOSH KUMAR

Special Secretary to Government

Government of Odisha
General Administration Department

OFFICE MEMORANDUM

No. GAD-SC-DMS-0001-2017- 9162 /Gen. Dated 29th April, 2017

Subject: - Periodic review of disciplinary/criminal proceedings instituted against the Government Servants.

In order to avoid delay of promotion of Government Servants involved in disciplinary/criminal proceedings for a pretty long time, a set of procedures was prescribed in G.A. Department Office Memorandum No.14640 dated 04.07.1995 to consider the feasibility of allowing ad-hoc promotion, if tenable in the public interest.

It has come to the notice of the Government that on account of these provisions the disciplinary proceedings in most of the cases are not being attended to sincerely for its early disposal and the above provisions are being resorted to as a routine matter which are contrary to the public interest. Such a situation always puts the Government in embarrassing position.

Government, after careful consideration of the above aspect, have been pleased to withdraw this Department Office Memorandum No.14640 dated 04.07.1995 with the direction that henceforward all the disciplinary proceedings / criminal cases pending against Government servants shall be reviewed quarterly by the Committees prescribed below so as to ensure that such cases do not linger indefinitely.

The Administrative Department concerned shall take immediate action as per the findings and decision of the Committee to expedite the pending disciplinary proceedings and criminal cases.

Review Committees for :-

(a) all Group-A Officers in Pay Band-4 or equivalent rank.

i	Development Commissioner	Chairman
ii	Special Secretary, G.A. Department.	Member
iii	Secretary of the Administrative Department	Member convener

(b) Group-A Officers in Pay Band-3 or equivalent rank

i	Secretary of the Administrative Department concerned.	Chairman
ii	Special Secretary/ Representative of G.A. Department.	Member
iii	Senior most Officer of the Administrative Department concerned/Heads of the Department concerned.	Member convener

(c) All Group-B officers-

i	Secretary of the Administrative Department concerned	Chairman
ii	Heads of the Department/ Head of Office concerned Administrative Department.	Member

(d) All Group-C employees-

	Secretary of the Administrative Department / Heads of the Department/Head of Office concerned (as the case may be)	Chairman
ii	Any other two senior Officers of the Department/ Heads of the Department / Head of Office concerned (as the case may be).	Member/ member convener

(e) All Group-D employees-

i	Appointing Authority concerned	Chairman
ii	Any other two senior Officers of the Department/ Heads of the Department / Head of Office concerned (as the case may be).	Member/ member convener

It is accordingly requested that the above instructions are followed strictly.

This order shall be effective from the date of issue.

Johok
29/4/17

Special Secretary to Government

Memo No. 9163 / Gen., Dated. 29/04/2017

Copy forwarded to all Departments of Government/ all Heads of Departments/ all Collectors for information and necessary action.

It is requested to issue instructions to all sub-ordinate Offices functioning under their administrative control accordingly.

Gata
29-4-17

Additional Secretary to Government

Memo No. 9164 / Gen., Dated. 29/04/2017

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

Gata
29-4-17

Additional Secretary to Government

Memo No. 9165 / Gen., Dated. 29/04/2017

Copy forwarded to the Head of Portal Group, I.T Centre, Secretariat with a request to post this Office Memorandum in the website of G.A. Department for general information.

Gata
29.4.17

Additional Secretary to Government

GENERAL ADMINISTRATION DEPARTMENT
OFFICE MEMORANDUM

the 1st November 1997

SUBJECT—Promotion of Government servants against whom disciplinary/criminal proceedings are pending—procedure to be followed.

No. 29699—SC-3-5/97-Gen.—The procedure to be adopted by the Departmental Promotion Committee while selecting employees for promotion to the next higher grade when any disciplinary/criminal proceedings are pending has been laid down in General Administration Department Office Memorandum No. 3928-Gen., dated the 18th February 1994 and Office Memorandum No. 14640-Gen., dated the 4th July 1995. It has come to the notice of the Government that the Government servants who have been punished with any of the minor penalties as specified in Clauses (i) to (v) of Rule 13 of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 in the disciplinary proceedings drawn up against them under Rule 15 of the above said Rules for imposing major penalties are deprived of getting promotion to higher grades which caused undue hardship to them.

2. The Government after careful consideration of all the aspects have now been pleased to decide to substitute Para. 6 and 7 of G. A. Department Office Memorandum No. 3928-Gen., dated the 18th February 1994 referred to above as follows:

Para. 6—~~On the conclusion of the disciplinary cases/criminal prosecution,~~ the sealed cover on covers shall be opened. In case the officer is ~~completely exonerated,~~ the due date of his promotion will be determined with reference to the findings of the Screening Committee kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such findings. The Government Servant may be promoted, if necessary by reverting the junior-most employee who has been allowed officiating promotion. He may be promoted notionally with reference to the date of promotion of his junior.

6.2. In case of complete exoneration, the officer will also be paid arrears of Salaries and Allowances. In other cases, the question of arrears will be decided by the State Government by taking into consideration all the facts and Circumstances of the disciplinary/criminal proceedings, but where the Government denies arrear salary or part of it, the reasons for doing so be recorded.

6. 3. In cases where, after completion of the disciplinary proceedings an officer has been punished with the following minor penalties, he shall be given promotion considering the findings in the 'sealed cover' from the date his immediate junior has been given promotion and his pay will be notionally fixed in the time-scale of the higher grade with effect from that date, but he will not be eligible for any arrear financial benefits for the period for which he has not actually worked in the higher grade post.

1. Fine
2. Censure
3. Withholding of increments
4. Recovery of any pecuniary loss caused

However, in cases where an officer has been punished with minor punishment of "suspension" then the officer cannot get promotion with retrospective effect. In such cases, the date of promotion of the officer concerned will be postponed by the period for which he was actually under suspension. That means he will be promoted from the date on which his period of suspension will be over.

Similarly in cases where the punishment of 'withholding of promotion' has been imposed on the officer concerned, then the officer concerned cannot be promoted with retrospective effect even if he was found suitable for promotion as per recommendation kept in sealed cover and his case will be taken up in the next Departmental Promotion Committee/Selection Board/Selection Committee for consideration of his promotion to next higher grade.

Para. 7. If any major penalty as specified in Clauses (vi) to (ix) of Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next Departmental Promotion Committee/Selection Board/Selection Committee in the normal course and having regard to the penalty imposed on him.

3. This has been concurred in by the Finance Department in their U. O. R. No. 508-CS-I. dated the 16th September 1997.

H. S. CHAHAR

Special Secretary to Government

FAQs on Service condition matters

Sl. No.	Subject	FAQ	Clarification	Referred Resolutions/Rules/Instructions/O.M.
1	Residency period	What is Residency period? How it will be determined for different grades?	Eligibility period of service in the feeder grade as provided in the Recruitment Rules is necessary for consideration of promotion to the next higher grade. The residency period of eligibility is the completed year as on 1 st day of January of the year in which the DPC meets or any other specific date if prescribed in the relevant Recruitment Rules. The residency can be reduced in the public interest by invoking the relaxation clause if provided in the Recruitment Rules. However as suggested by the OPSC, such relaxation may not be more than 50%.	Respective Cadre Rules and OCS (Criteria for selection for appointment including Promotion) Rules, 2003.
2	Promotion	<p>(i) Whether initiation/ contemplation of vigilance case against an employee is a bar for promotion ?</p> <p>(ii) Whether Initiation of Disciplinary Proceeding against an employee a bar for promotion?</p> <p>(iii) What is the requirement of PAR for consideration of promotion?</p>	<p>No. Mere initiation/ contemplation of vigilance case against an employee is not a bar for promotion. Sealed cover procedure will be followed only when cognizance of the case has been taken by the Court.</p> <p>Disciplinary proceeding will not be a bar for promotion if same is initiated u/r 16 of the OCS (CC & A) Rules. Sealed cover procedure will be followed only when the DP is initiated u/r 15 of the OCS (CC & A) Rules and the memorandum of charges has been served on the delinquent officers and the case is not closed.</p>	G.A. & P.G. Department Circular No. 11962/Gen., dtd. 28.05.2012.

G.A. & P.G. Department
Notification No. 5906,
dtd. 25.02.2005.

GENERAL ADMINISTRATION DEPARTMENT

OFFICE MEMORANDUM

The 10th February 1987

SUBJECT—Period of validity of Select list recommended by the Public Service Commission—

No. 288—2R/1-87/86-Gen.—Regarding the period of validity of the recommendation of Public Service Commission for appointment to various posts and services, different provisions have been prescribed in different service rules and executive instructions issued severally in the past. It is felt that difficulties are being experienced in the matter of appointments where the period of validity of such recommendation has expired and fresh recommendation of Public Service Commission has not been received.

It is, therefore, considered necessary to remove difficulties following a modified and uniform period of validity of Public Service Commission's recommendation. After careful consideration, Government have been pleased to decide as follows:—

- (1) In case of initial recruitment through competitive examination the recommendation of Public Service Commission shall remain valid for a period of one year from the date of its approval by the Government. In extraordinary circumstances, however when, for any reason, appointments have not been completed and the list in the recommendation has not been exhausted, Government by special order, may extend the validity period as necessary, but not later than the date of the next recommendation of the Public Service Commission.
- (2) In case of promotions, the recommendation of Public Service Commission shall remain valid for a period of one year from the date of its approval by the Government.

This order issues in supersession of all previous orders issued in this behalf.

All Departments are requested to get their respective service rules amended in pursuance of this order.

M. P. MODI
Special Secretary to Government

Government of Orissa
General Administration Department

No. 2R/1-12/05 20162 / Gen.,

Bhubaneswar

Dated. 18/7/05

From

Shri T.K. Pandey, IAS
Special Secretary to Government.
Tel: 0674-2536727

To

All Departments

All Heads of Departments

All Collectors.

Sub: Scrutiny of CCRs for consideration of promotion.

Sir,

1. As per provisions contained under Clause (c) of Rule – 3 of the Orissa Civil Services (Criteria for Promotion) Rules, 1992, " in order to judge the suitability of an officer for promotion, the Orissa Public Service Commission, the Departmental Promotion Committee, the Selection Committee, Selection Board, as the case may be, shall scrutinize preceding five available annual Confidential Character Rolls and other documents, if any, having a bearing on the performance and conduct of all eligible officers, unless for reasons to be recorded, it is considered necessary to refer to any earlier record to adjudge an officer's suitability.

Provided the available Confidential Character Rolls (CCRs) taken into consideration for promotion as above shall include CCRs covering at least a period of three years in preceding five years."

2. There has been inadequate appreciation of the exact implications of the above modifications. To put it in very simple terms, the following two tests must be met.

- (a) A minimum of 5 years of CCRs is to be considered. In order to do so if the CCRs for the immediate preceding five years are not available ~~one has to go backwards till one reaches the availability of 5 years~~

- (b) Of the total CCRs at least 3 years CCRs must be covered from within the period of immediate 5 preceding years.

In other words, if the requirement fails in any of the tests, the case of the individual officer can not be considered

Frequently it is found that while test No.2 i.e. availability of at least 3 years CCRs out of the immediate preceding 5 years is satisfied, CCRs for 5 separate years for the concerned officer are not available and therefore the case would fail as per test No. 1 indicated above. In such cases one has to go backwards till one reaches the figure of 5 years of CCRs for the concerned officer.

On more practical terms while requisitioning the CCRs from G.A. Department the Departments do not take care to ensure that CCRs for adequate number of years as per both tests are requisitioned. In many cases only 5 years of CCRs are requisitioned and in some of the cases tests on either one or both counts are not met.

Before the DPC is convened the office must take care to ensure that complete records satisfying both the tests outlined above are met and complete records produced.

Separately G.A. (S.E. Branch) will also take steps follow the above guidelines.

3. The mandatory provision of referring to preceding five years CCRs for consideration of suitability of an officer for promotion was relaxed due to unavailability of adequate CCRs pertaining to the relevant period. It has now come to the notice of the Government that CCRs covering at least a period of three years in the preceding five years are not forthcoming in the case of a few officers under the zone of consideration for promotion to the next higher grade. As a result, meeting of the Departmental Promotion Committee / Selection Committee / Selection Board are deferred time and again. It is also observed that in some cases due to unavailability of CCRs of a few officers in the zone of consideration meetings of the Departmental Promotion Committee / Selection Committee / Selection Board are not convened at all. The consequence is that a number of

promotional posts remain unfilled resulting in administrative inconvenience in smooth functioning of the offices.

4. In order to avoid the above difficulties, it has been decided that meetings of DPCs / Selection Committee / Selection Board shall be held regularly for consideration of promotion to higher rank / grade. On the ground of non-availability of CCRs of a few officers coming under the zone of consideration, meeting shall not be deferred. In case the suitability of some officers coming under the zone of consideration can not be adjudged due to non-availability of relevant CCRs, their cases may be deferred and by keeping equal number of vacancies in the higher grade set apart & unfilled for subsequent consideration of their cases in special DPC / review DPC after obtaining CCRs of the affected officers. As regards officer's in the zone of consideration for whom relevant records & CCRs are available, the DPC may consider their cases. Such officers who are promoted on subsequent consideration after the receipt of CCRs shall not be deprived of any service benefits that may have been extended to their immediate juniors promoted earlier.

This may be brought to the notice of all concerned.



Special Secretary to Government



GOVERNMENT OF ORISSA

**THE ORISSA PUBLIC SERVICE
COMMISSION
(LIMITATIONS OF FUNCTIONS)
REGULATIONS, 1989**

GENERAL ADMINISTRATION DEPARTMENT

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 3rd May 1989

No. 13560-P.S.C.-45/88-Gen.-In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Orissa is pleased to make the following Regulations, namely :-

1. (1) These Regulations may be called the Orissa Public Service Commission (Limitations of Functions) Regulations, 1989.

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

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

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

(b) "Constitution" means the Constitution of India; and

(c) "Government Servant" means a person who is a member of a State Civil Service or who holds a Civil post.

3. (1) It shall not be necessary to consult the Commission on any of the matter specified in sub-clauses (a), (b) & (c) clause (3) of Article 320 of the Constitution in respect of

- (a) The posts and services to which appointment made by an authority other than the State Government ;
- (b) The Chairman and Members of the Commission
- (c) The Advocate-General ;
- (d) Government Advocates Assistant Government Advocates, Additional Government Advocate, Standing Counsels and Additional Standing Counsels ;
- (e) Public Prosecutors, Government Pleaders Assistant Public Prosecutors and Additional Government Pleaders ;
- (f) The personal and the Secretariat staff of the Governor ;
- (g) The Secretariat staff of the Legislative Assembly ;
- (h) The post of Private Secretary to the Chief Minister whose tenure is coterminous with the office of the selecting Chief Minister ;
- (i) Civil services and civil posts other than those in Class II of any higher class ;
- (j) Part-time Medical Officers of hospitals in the State ;

- (k) All posts under the State Administrative Tribunal
- (l) Contract appointments made for a period not exceeding three years, and
- *(m) "Appointment of Deputy Chief Aircraft Maintenance Engineer on regular basis in Class I post under the Commerce & Transport (Transport) Department and regularisation of services of the Deputy Chief Aircraft Maintenance Engineer appointed on *ad hoc* basis in Class I post under the said Department since on the 19th June 1991 and continuing as such on *ad hoc* basis on the date of commencement of the Orissa Public Service Commission (Limitations of Functions) (Amendment) Regulations, 1994".

(2) It shall not be necessary to consult the Commission or any of the matters specified in the said sub-clauses of the said clause of the said Article of the Constitution as hereinbefore specified in respect of -

- (i) Temporary appointments, promotions or transfers from one service to another made for a period not exceeding one year which it is necessary to make urgently; and
- (ii) Cases of disciplinary proceedings under the Disciplinary Proceedings Tribunal Rules, 1951.

* Inserted vide notification No. 28622-PSC 10/94-Gen., dated the 24th December 1994, published in Orissa Gazette No. 2, dated the 13th January 1995.

4. In regard to services and posts to which appointments are made directly by the State Government, it shall not be necessary to consult the Commission on any of the following matters, namely :-

- (a) the creation and organisation of services and posts and their designation ;
- (b) the classification of services and posts ;
- (c) the general methods of recruitment to a service or post, that is, whether recruitment should be made by (i) examination or (ii) selection or (iii) promotion or (iv) transfer or by combination of two or more of these methods and, in the latter case, the proportion in which recruitment to a particular service should be made by each method and the relative seniority in service of candidates recruited by different methods ;
- (d) the determination of the number of vacancies to be filled in a service in any particular year ;
- (e) the determination of the strength of the cadre of different services ;
- (f) questions whether recruitment of candidates for particular posts should be made in India or from abroad ;
- (g) the determination of the salaries of government servants on their first appointment and of officiating incumbents of posts ;
- (h) the determination of the initial salaries of government servants recruited by promotion ;

- (i) transfer of government servants to local services ;
- (j) the probation and training of government servants and the conditions of their confirmation in service ;
- (k) appointment to posts where it has been decided by the State Government that the recruitment shall be made from abroad ; and
- (l) grant of advancement scale to government servants or their appointment to the Selection Grade.

5. It shall not be necessary to consult the Commission before passing any original order -

- (a) for drawing up or directing the drawing up of proceedings against any government servant with a view to taking disciplinary action against him ;
- (b) of suspension where a government servant is suspended pending enquiry or investigation of charges against him ;
- (c) withholding of increments including stoppage at an efficiency bar except where the withholding of increments is in pursuance of a disciplinary proceeding in which, under the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962, consultation with the Commission is necessary ;

- (d) continuing or terminating the services of a government servant on probation or extending the period of probation;
- (e) reverting a government servant officiating in a higher post to his permanent posts; and
- (f) terminating the employment of a government servant in accordance with the terms of a contract or of employment.

6. It shall not be necessary to consult the Commission on petitions and memorials, not being regular appeals, submitted to the State Government in disciplinary cases unless it is proposed to pass orders accepting the prayer of the petitioner or memorialist in part or full.

7. Where, in accordance with the provisions of Article 320 of the Constitution, read with these Regulations, it is necessary to consult the Commission on a disciplinary matter, such consultation shall not be made until the case is ready for disposal and the order proposed to be passed has been formulated.

8. It shall not be necessary to consult the Commission in any case in which the Commission has at any previous stage given advice as to the orders to be passed and no fresh question has thereafter arisen for determination.

9. In regards to promotions from the subordinate rank of the Police Force to the State Police Service, it shall not be necessary to consult the Commission as to the order of merit in which candidates nominated by the Head of Department should be placed.

10. It shall not be necessary to consult the Commission in any case relating to an officer holding a Commission in the Indian Armed Forces.

11. It shall not be necessary to consult the Commission in respect of any order passed in pursuance of the State Civil Services (Safeguarding of National Security) Rules, 1954.

12. The Orissa Public Service Commission (Limitations of Function) Regulations, 1952 is hereby repealed :

Provided that such repeal shall not affect the previous operation of the said regulation, or any notification or order issued or made thereunder or anything done or any action taken thereunder.

By order of the Governor

N. K. PANDA

Chief Secretary to Government

The Orissa Gazette



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 2376 CUTTACK, SATURDAY, DECEMBER 13, 2002/PAUSA 7, 1924

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 10th December 2002

No. 37589.—PSC-3/2002-Gen.—In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Orissa is pleased to make the following regulations further to amend the Orissa Public Service Commission (Limitations of Functions) Regulations, 1989, namely:—

1. (1) These regulations may be called the Orissa Public Service Commission (Limitations of Functions) (Amendment) Regulations, 2002.

(2) They shall be deemed to have come into force with effect from the 9th June 2000.

2. In the Orissa Public Service Commission (Limitations of Functions) Regulations, 1989, in sub-regulation (1) of Regulation 3,—

(a) for clause (i), the following clause shall be substituted, namely:—

~~(d) Civil Services and Civil Posts other than those in Group 'B' carrying scale of pay of Rs. 6,500—203—13,500 and above and Group 'A'." ; and~~

(b) in clause (m), for the word and numerical "Class-I" wherever they occur shall be substituted by the word and letter "Group 'A'".

By order of the Governor

R. N. BOHIDAR

Special Secretary to Government

The Orissa Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 1865 CUTTACK, TUESDAY, DECEMBER 9, 2003/MARGASIRA 18, 1925

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 28th November 2003

No. 32313—PSC-49/2003-Gen.—In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Orissa is pleased to make the following regulations further to amend the Orissa Public Service Commission (Limitations of Functions) Regulations, 1989, namely:—

1. (1) These regulations may be called the Orissa Public Service Commission (Limitations of Functions) Amendment Regulations, 2003.

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

2. In the Orissa Public Service Commission (Limitations of Functions) Regulations, 1989, the following proviso shall be inserted at the end of clause (1) of sub-regulation (1) of regulation 3, namely:—

“Provided that the Commission shall be consulted in all cases before final orders to withhold or withdraw a pension or any part of it are passed in terms of rule 7 of Orissa Civil Services (Pension) Rules, 1992.”

By order of the Governor

T. K. PANDEY

Special Secretary to Government

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 1599, CUTTACK, TUESDAY, OCTOBER 21, 2014 / ASWINA 29, 1936

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 20th October, 2014

No.28000-GAD-FE-PSC-0025-2014/Gen.—In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Odisha is pleased to make the following regulations further to amend the Odisha Public Service Commission (Limitations of Functions) Regulations, 1989, namely :—

1. (1) These regulations may be called the Odisha Public Service Commission (Limitations of Functions) Amendment Regulations, 2014.

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

2. In the Odisha Public Service Commission (Limitations of Functions) Regulations, 1989, in sub-regulation (1) of Regulation 3, for clause (i), the following clause shall be substituted, namely:—

“(i) Civil Services and Civil Posts other than those in Group 'B' carrying scale of pay of ₹ 9,300—34,800 in Pay Band-2 with Grade Pay of ₹ 4,600/- and above and Group 'A'.”

By Order of the Governor

N. CHANDRA
Special Secretary to Government

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Government of Odisha
General Administration & Public Grievance Department

No. 6532 / Gen., Bhubaneswar,
GAD-SC-GCS-0033-2020

dated the 25th February, 2020

From

Ganesh Ch. Patra, OAS
Special Secretary to Government.


To

All Departments.

Sub:- Reference to G.A. & P.G. Department by Administrative Departments for clarification/advice/interpretation in absence of specific instruction or ambiguity-Instruction regarding.

In inviting reference to the subject noted above, the undersigned is directed to enclose herewith the extract of the proceedings of the meeting held on 14.02.2020 to review the suggestion received from the Promotion Adalats held on 28th, 29th and 31st January, 2020 and to say that it has been decided at point No. 5 of the said proceedings that in the cases where there is no specific instruction or there is any ambiguity in the rules/instruction/guidelines, the Administrative Department shall refer the matter to G.A. & P.G. (Service Conditions) Department for advice/clarification/interpretation.

This is for their information and reference.


Special Secretary to Government.

No. GAD-SC-GCS-0042-2020- 7844 /Gen.

Government of Odisha
General Administration and Public Grievance Department

OFFICE MEMORANDUM

Bhubaneswar, dated, the

4th March, 2020

Subject: - Promotion of Government Servants consequent upon exoneration from all charges or awarded with minor penalties on conclusion of Disciplinary Proceedings drawn u/r 15 of the OCA (CC&A) rules 1962- Procedure Regarding.

The question of the manner and method to be adopted for consideration of promotion of Government Servants after exoneration from all charges or awarded with minor penalties on conclusion of Disciplinary Proceedings drawn u/r 15 of the OCS (CC&A) Rules, 1962 has been under active consideration of the Government from sometime past. After careful consideration, it has been decided by the Government that the following principles shall be adopted to consider promotion of Government Servants against whom major penalty proceedings initiated but concluded by completely exonerating or awarding minor penalty/ies.

On conclusion of the disciplinary proceeding initiated u/r 15 of the OCS (CC&A) Rules, 1962, if the officer is completely exonerated, he shall be promoted to the next higher grade on notional basis at par with his immediate junior promoted earlier. The Government Servant may be promoted, if necessary by reverting the junior-most employee who has been allowed officiating promotion.

In cases where, after completion of the disciplinary proceedings an officer has been punished with the following minor penalties, he shall be given promotion from the date his immediate junior has been given promotion and his pay will be notionally fixed in the time scale of the higher grade with effect from that date.

1. Fine
2. Censure
3. Withholding of increments without cumulative effect
4. Recovery of any pecuniary loss caused

In cases where an officer has been punished with minor punishment of "suspension" then the officer cannot get promotion with retrospective effect. In such cases, the date of promotion of the officer concerned will be postponed by the period for which he was actually under suspension. That means he will be promoted from the date on which his period of suspension will be over.

Besides, in cases where the punishment of 'withholding of promotion' has been imposed on the officer concerned, then the officer concerned cannot be promoted with retrospective effect. His case will be taken up in the next Departmental Promotion Committee/Selection Board/Selection Committee for consideration of his promotion to next higher grade.

Principal Secretary to Government

Memo No. 7845 /Gen., Dated the 4th March, 2020

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

6/3/20

Special Secretary to Government

Memo No. 7846 /Gen., Dated the 4th March, 2020

Copy forwarded to the Director of Printing, Stationery & Publication for information with a request to publish the Office Memorandum in the extra-ordinary issue in the Odisha Gazette and Supply 200 copies to this Department for official use.

6/3/20

Special Secretary to Government

Memo No. 7847 /Gen., Dated the 4th March, 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.

6/3/20

Special Secretary to Government

Memo No. 7848 /Gen., Dated the 4th March, 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.

6/3/20

Special Secretary to Government

Memo No. 7849 /Gen., Dated the 4th March, 2020

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

Special Secretary to Government

Government of Odisha
General Administration & Public Grievance Department

No. 8107 /Gen., Bhubaneswar, dated the 6th March, 2020
No. GAD-SC-GCS-0041 2020

From

Ganesh Ch. Patra, OAS(SS)
Special Secretary to Government.


To

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

Sub: Framing of recruitment rules for all cadres-Instructions regarding

The undersigned is directed to say on the above noted subject that instances have come to the notice of the Government about existence of some cadres in different departments of the Government without having cadre rules to regulate the said cadres as a result of which the employees do not get any promotion and their service conditions are not properly managed

In order to overcome the above difficulties, it has been decided by the Government that the respective Administrative Departments shall take immediate steps to frame cadre rules under the proviso to Article 309 of the Constitution of India in respect of the cadres having no cadre rules for smooth management of the said cadres. Where the cadre strength is less than 10 but there is no promotional post and it is not feasible to frame cadre rules to regulate the cadre, the Administrative Departments concerned may consider to upgrade the posts to higher rank by keeping adequate residency period to fill-up the said upgraded promotional posts.


Special Secretary to Government.

Memo no. _____ /Gen., Dated the _____ March, 2020

Copy forwarded to FE Section/ OE-1 Section/CA-III Section/Services-II Section of G.A. & P. G. Department for information and necessary action.


Special Secretary to Government.

Government of Odisha
General Administration & Public Grievance Department

No. 8121 /Gen., Bhubaneswar, dated the 6th March, 2020
No. GAD-SC-GCS-0039-2020 /Gen.

From

Ganesh Ch. Patra, OAS
Special Secretary to Government.


To

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

Sub:- Publication of Final Gradation List in each year for consideration of promotion in time.


Inviting reference to the subject cited above, the undersigned is directed to say that the respective Appointing Authorities shall publish the final gradation list of all the employees of the feeder grades latest by 15th November of the previous year in which the DPC sits for consideration of promotion. A maximum of 15 days time may be allowed for inviting objections from the employees concerned before finalizing the gradation list.

The above instructions shall be followed scrupulously.


Special Secretary to Government.

Memo no. 8121 /Gen., Dated the 6th March, 2020

Copy forwarded to FE Section/ OE-1 Section/CA-III Section/Services-II Section of G.A. &P. G. Department for information and necessary action.


Special Secretary to Government.

Government of Odisha

General Administration and Public Grievance Department

No. 8358 /Gen., Bhubaneswar, dated, the 11-03.2020

GAD-SC-GCS-0040-2020

From

Sri Ganesh Ch. Patra, OAS(SS)
Special Secretary to Government.

To

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

Sub:- Consideration of promotion of existing employees on the basis of educational eligibility criteria upgraded subsequent to recruitment - instructions regarding.

Instances have come to the notice of the Government that promotions are denied to the employees having requisite qualification as per the provisions of the pre-amended rules once the minimum qualification for entry into the base level posts is upgraded subsequently by way of amendment of the recruitment rules.

After careful consideration of the matter, it has been viewed by the Government that it would be inappropriate to deny promotion to the existing employees in cases where the educational eligibility criteria has been upgraded subsequently by way of amendment/restructuring of the cadre. Accordingly, the concerned administrative departments shall take immediate steps to prescribe enabling provisions in the cadre rules to consider promotion of existing employees as per the previous educational eligibility.

G. Patra
11.3.2020

Special Secretary to Government

Government of Odisha
General Administration & Public Grievance Department

No. 10647 /Gen., Bhubaneswar,
PT1-GAD-SC-RULES-0001-2020

dated the 30th April, 2020

From

Shri Ganesh Ch. Patra,
Special Secretary to Government.

To

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

Sub:- **Promotion of employees of the District Cadre-regarding**

I am directed to intimate that considering the recommendations of the Promotion Adalats, it was observed that for employees of District Cadre, both passing of Departmental Examination and Training are mandatory for consideration of promotion. But in certain cases, employees are unable to undergo the said training due to prior official engagement. Government have been pleased to order that in such cases, the employees who have passed only Departmental Examination and not undergone Training may be considered for promotion provided that the lapse is not due to the fault of the employee concerned.

Special Secretary to Government.

Memo No. 10700 /Gen., Dated the 30th April, 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.

Special Secretary to Government

Memo No. 10701 /Gen., Dated the 30th April, 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.

Special Secretary to Government

Memo No. 10702 /Gen., Dated the 30th April, 2020

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

Special Secretary to Government

General Administration & Public Grievance Department

No. 10704 / Gen., Bhubaneswar,
PT1-GAD-SC-RULES-0001-2020

dated the 30th April, 2020

From

Shri Ganesh Ch. Patra,
Special Secretary to Government

To

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

Sub:- **Holding of regular DPC at district levels**

I am directed to intimate that while considering the recommendations of the Promotion Adalats, it was observed that non-conduct of DPC in time has deprived many employees in getting their promotion which was due to them. Hence Government have been pleased to order that Promotion Adalats at District level may be held in the last week of June and December every year to redress grievances of employees who have been deprived of Promotions.

Special Secretary to Government.

Memo No. 10704 / Gen., Dated the 30th April, 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.

Special Secretary to Government

Memo No. 10704 / Gen., Dated the 30th April, 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.

Special Secretary to Government

Memo No. 10704 / Gen., Dated the 30th April, 2020

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

Special Secretary to Government

Government of Odisha
General Administration & Public Grievance Department

No. 10707 /Gen., Bhubaneswar,
PT1-GAD-SC-RULES-0001-2020

dated the 30th April, 2020

From

Shri Ganesh Ch. Patra,
Special Secretary to Government

To

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

Sub:- **Consideration of CCR/PAR for promotion- regarding.**

I am directed to intimate that while considering the recommendations of the Promotion Adalats, it was observed that many employees are deprived of getting promotion since offline PAR was not considered for promotion from 2015-16. It was also seen that in many cases, the employees were not sufficiently aware of online system (which was mandatory from 2015-16). Their Reporting Authorities in many cases, instead of asking them to file online, received the offline CCR/PAR and also assessed them. Even the Reviewing Authorities and Accepting Authorities have entered their remarks in the offline PAR, in certain cases.

Considering the above aspects, and in order to ensure promotion to the otherwise eligible and deserving employees and as an onetime measure of relaxation, Government have been pleased to order to consider promotion of employees if the CCR/PARs are available, either in online form or offline form, upto 2018-19. However, all other conditions required for promotion will be strictly followed. This one time relaxation measure will be applicable upto and including Group- B employees of the State Government. Online submission of PAR will be mandatory for 2019-20 and onwards

It is also ordered that Gradation list of officers, before finalisation, shall be published in the website of respective Departments for inviting objections.

Special Secretary to Government

Memo No. 10701 /Gen., Dated the 25th April, 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.

Special Secretary to Government

Memo No. 10709 /Gen., Dated the 30th April, 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.

Special Secretary to Government

Memo No. 10710 /Gen., Dated the 30th April, 2020

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

Special Secretary to Government

No.GAD-SC-GCS-0043-2020-15059/Gen.,

Government of Odisha
General Administration and Public Grievance Department

Resolution

Bhubaneswar, dated the 04th June, 2020

Subject: - Uniform criteria to be followed for promotion of Group-D employees to different Group-C posts as per provisions prescribed in the relevant recruitment rules.

As per the policy decision of the Government it has been prescribed in G.A. & P.G. Department Resolution No.15059/Gen dated 29.07.2010 that the promotion quota of Group-D employees in Group-C posts in different cadres in the state shall not be less than 10%. While considering such promotion, it must be ensured that such Group-D employees fulfil the eligibility criteria such as educational qualification and other qualifications, for example, knowledge in computer operations. In the meantime the relevant cadre rules have also been amended to the above extent. It has now come to the notice of the Government that in absence of a common criteria for selection of Group-D employees for their promotion to Group-C posts in different cadres, different methods are being adopted by the respective appointing authorities during the selection.

After careful consideration it has been decided by the Government that the following uniform principles shall henceforward be followed by the respective appointing authorities while selecting suitable Group-D employees for their promotion to Group-C posts in different cadres:

1. The Gradation List of the Group-D employees in the feeder cadre shall be finalized by the end of November preceding the year of consideration.
2. Willingness of the Group-D employees for promotion to the Group-C posts shall be obtained latest by 31st December preceding the year of selection.

3. A minimum of 10 years residency period as on the 1st day of January of the year in which the committee meets shall be mandatory for consideration of promotion.
4. The eligibility requirement regarding educational qualification shall be as prescribed in the relevant cadre rules governing the Group-C posts. In absence of any eligibility requirement in the relevant cadre rules the criteria shall be a pass in Class VII.
5. The service record of the employee shall be taken into consideration for promotion, provided there shouldn't be any Disciplinary Proceeding/Criminal Proceedings/adverse comments pending against him.
6. There shall not be any written or *viva voce* tests; instead the selection shall be based on seniority.
7. A basic computer skill test shall be conducted by the selection committee taking into account the job requirement of the promotional post. The computer test shall be qualifying in nature.

The Resolution shall come into force from the date of its issue.



Principal Secretary to Government

Memo No. 13.013 /Gen., Dated the 24.10.2019 June, 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 Pratishthan, 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.

4.6.2020
Special Secretary to Government

Memo No. 13.014 /Gen., Dated the 24.10.2019 June, 2020

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

4.6.2020
Special Secretary to Government

Memo No. 13.015 /Gen., Dated the 24.10.2019 June, 2020

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

4.6.2020
Special Secretary to Government

No. PT1-GAD-SC-RULES-0025-2019- 11630 /Gen.

Government of Odisha
General Administration & Public Grievance Department

RESOLUTION

Bhubaneswar, dated the 16th May, 2020.

As per provisions under the 1st proviso to Rule 3(b) of the Odisha Civil Services (Criteria for Promotion) Rules, 1992, "any junior officer of exceptional merit and suitability may be assigned a place higher than his seniors during selection for promotion and in such cases the assignment of higher position to the junior officer shall be limited to the same batch or year of allotment except where an officer of the earlier batch or year of allotment is found unsuitable for promotion". Moreover, as per provisions prescribed in the third proviso to the said Rules, "the detail procedure for consideration of promotion under these Rules shall, as may be, prescribed by the Government from time to time."

It has come to the notice of the Government that the above provisions are not being followed since sometime past due to want of justification for the supersession by the junior employees over their seniors. In the meantime, the Government have introduced various programmes to improve the efficiency in administration so as to achieve all round development of the State and her people. In order to provide impetus to the existing provision, it is now felt necessary to follow the above provisions to reward the exceptional and exemplary achievements of the employees in furthering good governance and ease of public service delivery.

Accordingly, it has been decided by the Government that the following principles shall henceforward be followed for consideration of supersession by junior employees, having outstanding merit and ability, over their seniors at the time of consideration of promotion to the next higher grade.

1. The Administrative Departments shall constitute Screening Committee as indicated below for consideration and nomination of suitable and deserving cases out of the names in the Zone of consideration along with the relevant papers/documents for consideration of their cases for promotion in the regular DPC or Selection Committee, as the case may be, not later than 31st December preceding the year of consideration under the Proviso to Rule-3(b) of the Odisha Civil Services (Criteria for Promotion) Rules, 1992.

Group -'A' : (Screening Committee under the chairmanship of Chief Secretary with the Secretary of the Administrative Department, Representative of G.A. & P.G. & Finance Department- not below the rank of Additional Secretary as Members)

Group –'B': (Screening Committee under the chairmanship of DC with the Secretary of the Administrative Department, Representative of G.A. & P.G. & Finance Department - not below the rank of Joint Secretary as members)

Group –'C' & 'D' : (Screening Committee under the chairmanship of the Secretary of the Administrative Department with Officer of the Administrative Department in charge of Establishment, Representative of G.A. & P.G. & Finance Department - not below the rank of Joint Secretary as members)

2. The Committee shall consider the following reports and scrutinize the cases in order to nominate the deserving cases

- (i) Reports from Department/Directorates/District Collectors/Field Establishments of the concerned Department detailing the exceptional contribution of the officer and outcome thereof.
- (ii) No adverse remarks in the PAR in preceding 5 years.
- (iii) Commendation letters if any, issued by Government authorities.
- (iv) Outstanding contribution in administration which has been acknowledged by the Government.
- (v) Other documents if any, having a bearing on the performance and conduct of the officers.

3. The cases falling under the following categories may not be considered for nomination.

- (i) If major punishment was awarded during the preceding ten years.
- (ii) If Departmental Proceedings is pending (under Rule 15 and Rule-16).
- (iii) If criminal proceeding is pending.

4. The regular DPC/Selection Committee shall consider the nomination of the Screening Committee as per provisions of the Rules and in deserving case, take suitable decision to assign appropriate place within the same batch to the nominee with due regard to his/her outstanding merit and suitability.

This will take effect from the date of issue of this Resolution.

ORDER— Ordered that the Resolution be published in the extraordinary issue of the *Odisha Gazette*. Ordered also that copies of the Resolution be forwarded to all Departments of Government / all Heads of Departments / all Collectors / Registrar, Odisha High Court / Registrar, Orissa Administrative Tribunal / Special Secretary, Odisha Public Service Commission / Secretary, Odisha Staff Selection Commission/ Secretary, Odisha Subordinate Staff Selection Commission.

By order of the Governor


Principal Secretary to Government

Memo No. 11631 /Gen., Dated the 16th May, 2020

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

G. Prasad
16.5.2020

Special Secretary to Government

Memo No. 11632 /Gen., Dated the 16th May, 2020

Copy forwarded to the Director of Printing, Stationery & Publication for information with a request to publish the Resolution in the extra-ordinary issue in the Odisha Gazette and Supply 200 copies to this Department for official use.

G. Prasad
16.5.2020

Special Secretary to Government

Memo No. 11633 /Gen., Dated the 16th May, 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.

G. Prasad
16.5.2020

Special Secretary to Government

Memo No. 11634 /Gen., Dated the 16th May, 2020

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

G. Prasad
16.5.2020

Special Secretary to Government

Memo No. 11635 /Gen., Dated the 16th May, 2020

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

G. Prasad
16.5.2020

Special Secretary to Government

Government of Odisha
General Administration and Public Grievance Department

No. GAD-SC-GCS-0121-2020- 19255 /Gen. Bhubaneswar, dated, the ^{24th} August, 2020.

From :

Sri Sanjeev Chopra, IAS
Principal Secretary to Government.

To :

All Departments of the Government
All Heads of Department
All R.D.Cs
All collectors.

Sub: **Scrutiny of CCRs/PARs for consideration of promotion.**

Sir,

With a view to ensure timely holding the meeting of Departmental Promotion Committee/Selection committee/ Selection Boards, instructions have been issued in paragraph-4 of G.A. & P.G. Department Circular No. 20162/Gen., dtd. 18.07.2005 that on the ground of non-availability of CCRs of a few officers coming under the zone of consideration, the meeting shall not be deferred. In case the suitability of some officers coming under the zone of consideration cannot be adjudged due to non-availability of relevant CCRs, their cases are deferred and by keeping equal number of vacancies in the higher grade set apart & unfilled for subsequent consideration of their cases in special DPC/review DPC after obtaining CCRs of the affected officers since the initiation/writing of CCRs in their respect were beyond their control.

In the meantime the procedures of initiation/writing of CCRs have been modified by the introduction of the Self Appraisal Report system through HRMS, where the onus of initiation of PARs for self, rests on the Group-A and Group-B officers concerned. Moreover, Electronic filing of PAR in respect of Group-A and Group-B officers of State Government has been implemented from the Assessment year 2014-15 in G.A. & P.G. Department Circular No. 34337/SE, dtd. 26.12.2014 and made mandatory from the Assessment year 2015-16. The HRMS system does not accept PARs initiated or assessed beyond the scheduled date. As such there is no further justification to continue the practice of keeping equal number of vacancies in the higher grade unfilled for subsequent consideration of suitability of the officers coming under the zone of consideration on the ground of non-availability of CCRs in their respect.

Accordingly, it has been decided by the Government that, henceforward vacancies shall not be kept unfilled due to non-availability of PARs/CCRs of officers/employees, finding place in the zone of consideration, by the respective Departmental Promotion Committee/ Selection Committee/ Selection Boards and the case shall be dealt as per the relevant instructions of the Government in vogue at the particular time of consideration of promotion.

G.A. & P.G. Department (erstwhile G.A. Department) Circular No. ~~20162~~/Gen., dated 18.7.2005 stands modified to the above extend.


24.08.2020
Principal Secretary to Government

Memo No. 19258/Gen., Dated the 24th August, 2020.

Copy forwarded to 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.

[Handwritten Signature]
24.8.2020

Special Secretary to Government

Memo No. 19258/Gen., Dated the 24th August, 2020.

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

[Handwritten Signature]
24.8.2020

Special Secretary to Government

Government of Odisha
General Administration and Public Grievance Department

OFFICE MEMORANDUM

Bhubaneswar, dated the 29th May, 2020

Sub: Promotion of Government Servants against whom disciplinary/criminal proceeding are pending—procedure to be followed.

Elaborate provisions have been prescribed under G.A. & P.G. Department O.M. No. 3928, dated 18.02.1994 read with paragraph 6 of G.A. & P.G. Department O.M. No. 29699, dated 01.11.1997 for opening of the sealed cover maintained due to pendency of disciplinary proceedings/criminal prosecution against the Government Servants at the time of consideration of their promotion to the next higher grade in the Departmental Promotion Committee.

Instances have come to the notice of the Government that different Administrative Departments have raised doubts as to whether the sealed cover maintained in respect of a Government Servant can be opened after his/her retirement/demise, as the case may be, to give him/her retrospective/posthumous notional promotion to the next higher grade if he/she has been exonerated completely from the charges levelled against him/her in the disciplinary proceedings/criminal prosecution instituted against him/her.

After careful consideration, it has been decided by the Government that where sealed cover procedures have been adopted in respect of Government servants as per principles prescribed in G.A. & P.G. Department O.M. No. 3928, dated 18.02.1994, the same shall be opened and acted upon after his/her retirement from Government service on complete exoneration from the said charges, or after his/her death as the case may be. In case he/she was recommended for promotion by the Departmental Promotion Committee, he/she may be allowed notional promotion w.e.f the date the junior has been promoted to the promotional rank as per the recommendation of the Departmental Promotion Committee.



Principal Secretary to Government

Memo No. 12384 /Gen., Dated the 29th May, 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.

(Signature)
29.5.2020

Special Secretary to Government

Memo No. 12385 /Gen., Dated the 29th May, 2020

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

(Signature)
29.5.2020

Special Secretary to Government

Memo No. 12386 /Gen., Dated the 29th May, 2020

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

(Signature)
29.5.2020

Special Secretary to Government

GAD-SC-RULES-0001-2020-1031-___/Gen.,
GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

RESOLUTION

Bhubaneswar dated the 10th January, 2020

Subject:- Holding of Departmental Promotion Committee (D.P.C.) meeting in time for promotion of Government Servants.

As per provisions prescribed in different cadre rules, the D.P.C. for consideration of promotion of employees in the feeder grade are prescribed to be held in the month of January in each year. It has come to the notice of the Government that the D.P.C. meetings are not usually held strictly adhering to the provisions of the cadre rules due to different reasons like non-availability of Vigilance report, PAR etc, as a result of which the promotion of employees are delayed. It has further come to the notice of the Government that in cases where the vacancies are accrued with effect from the 1st day of January of the year, even if the D.P.C. is held in time, the incumbent is actually promoted after a gap of several weeks due to compliance of other formalities like approval of the select list and their relieve from the place of work to join in new place of posting on promotion.

In order to ensure timely promotion of Government Servants, it has been decided by the Government that the D.P.C. to consider promotion in each year, shall be held during the Second fortnight of the month of December and the select list prepared on or before 31st December in the preceding year. The D.P.C. shall take into account the residency as prescribed under the relevant recruitment rules for consideration of promotion. The PAR, Vigilance reports, papers relating to departmental action and other confidential reports having nexus with the Officers concerned need to be processed and forwarded online in order to avoid delay in holding the D.P.C. meetings. Such reports are not required to be obtained for the purpose of consideration of promotion of Group-D employees.

This shall come into force with immediate effect and shall be followed scrupulously. The provisions of the respective recruitment rules framed by different Administrative Departments are being amended separately by framing omnibus rules.

Order- Ordered that the Resolution be published in the Extraordinary issue of the *Orissa Gazette* for general information. Ordered also that copies of the Resolution be forwarded to all Departments of Government / all Heads of Departments / all Collectors.

By order of the Governor



Principal Secretary to Government

Memo No. 1032.../Gen., Dated the 10th January, 2020

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

Patra
10.1.2020

Special Secretary to Government

Memo No. 1033.../Gen., Dated the 10th January, 2020

Copy forwarded to a. 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.

Patra
10.1.2020

Special Secretary to Government

Memo No. 1034.../Gen., Dated the 10th January, 2020

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

Patra
10.1.2020

Special Secretary to Government

Memo No. 1035.../Gen., Dated the 10th January, 2020

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

Patra
10.1.2020

Special Secretary to Government