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## GENERAL ADMINISTRATION DEPARTMENT

### NOTIFICATION

The 5th November, 2016

No. 23345–GAD-SC-RULES-0020/2015/Gen.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Civil Services (Rehabilitation Assistance) Rules, 1990, namely:—

**1. Short title and commencement:—** (1) These rules may be called the Odisha Civil Service (Rehabilitation Assistance) Amendment Rules, 2016.

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

**2.** In the Odisha Civil Services (Rehabilitation Assistance) Rules, 1990 (hereinafter referred to as the said rules), in rule 2, clause (a) and *Explanation* thereof shall be omitted.

**3.** In the said rules, in rule 5,

(a) for the marginal heading the following marginal heading shall be substituted, namely:—

“appointment to be made basing on the evaluation report of the Committee.”

(b) for the words “in deserving cases” the following phrases shall be substituted, namely:—

“On receipt of the report of the Committee constituted under rule 8”

**4.** In the said rules below rule 5, the following proviso shall be inserted, namely:—

“Provided that a maximum of 10% of the total vacancies in a year shall be earmarked to be filled up by applicants under Rehabilitation Assistance Scheme.”

5. In the said rules, in rule 7, the phrases “not exceed Rs.6,000 and Rs.3,200 respectively, ” shall be omitted.

6. In the said rules, for rule 8, the following rule shall be substituted, namely:—

“8. (a) Application for appointment shall be made in prescribed form as at *Annexure-A* to these rules to the Appointing Authority under whom the deceased Government servant last worked, by registered post with A. D.

(b) On receipt of the application the Appointing Authority shall refer the case to a Committee constituted with the Officer in charge of Establishment, and two other officer not below the rank of Group ‘B’ to be nominated by the Heads of Department or the Appointing Authority where the latter is other than the Heads of Department. The Committee shall examine each case individually and evaluate the case with reference to the criteria prescribed in *Annexure-B*.

(c) The evaluation report of the committee shall be placed before the Appointing Authority for consideration.

(d) The appointing authority, upon receipt of the report of the Committee, shall consider the same and in case of eligibility, appoint the applicant in a suitable available vacancy under his control, subject to the ceiling stated hereinafter and subject to the criteria as indicated in *Annexure-B*. If a vacancy does not exist under his administrative control, the Appointing Authority may forward the application to the Head of the Department with suitable recommendations. The Head of the Department may locate vacancies in other offices under his administrative control and forward to Head of the Office where there is a vacancy to consider to appoint the applicant. In cases arising in offices of Heads of Departments, the Head of the Department shall appoint the candidate in his office or in the offices subordinate thereto.

(e) In the case of the Departments of Government in the Secretariat or the attached Offices, the Appointing Authority, on receipt of application shall refer the case to a Committee constituted by him with the officer-in-charge of the Office Establishment and two other officers not below the rank of Desk Officer to examine each case in the manner prescribed in clause (b). On receipt of the report of the

Committee, subject to the conditions stipulated in the proviso to rule 5, the procedure as specified here under shall be followed, namely:—

- (i) The concerned Department may appoint the candidate against any post available under its control in the Department not being one in common cadre of the Secretariat subject to the criteria as indicated in *Annexure- B*.
- (ii) In case of non-availability of suitable post, the Department may forward to the Heads of Departments under its control to appoint the candidate against any suitable post under their control.
- (iii) If it is proposed to appoint the candidate against a post in any common cadre of the Secretariat administered by the Home Department, the Administrative Department may forward the application with suitable recommendations to the Home Department who shall take steps to appoint the candidate against a suitable post in the common cadre.
- (iv) While considering the pending applications in any office, the concerned Competent Authority will consider all complete applications in order of date of death of the deceased employee.
- (v) The cases rejected at the level of the Appointing Authority may be referred to the Government for re-examination but cases rejected once at Government level shall not be reopened.”

**7.** In the said rules, in rule 9, sub-rule (8) and the words “in deserving cases” appearing in sub-rule (11) shall be omitted.

**8.** In the said rules, in rule 15 the phrases “including the Orissa ex-Service men (Recruitment to the State Civil Services and Posts) Rules, 1985” shall be omitted.

**9.** In the said rules, *Annexure –A* shall be substituted with the following *Annexures* and check list, namely:—

**“ANNEXURE-A****[ (See Rule 8 (1) (a) ]****FORM OF APPLICATION FOR APPOINTMENT UNDER THE REHABILITATION ASSISTANCE SCHEME (TO BE SUBMITTED IN DUPLICATE)****PART I**

1. Name of the deceased Government Servant.
2. Designation and Office/Department of the Government Servant.
3. Whether permanent or temporary
4. Total length of Service rendered
5. Date of death (Enclose an attested copy of the death certificate issued by the competent authority)
6. List of family members as per the legal heir certificate issued by the concerned Tahsildar.
7. Income and status of each of the legal heirs.
8. Is any of the members listed under item 6 has been appointed under compassionate ground? If so, give particulars of such appointment.
9. Total assets of the deceased Government Servant
  - (a) Details of immovable property if any, in the name of deceased Government Servant and members of family.
  - (b) Movable property.
  - (c) Pension, family pension and T.I. ect.

**PART II**

10. Name of the candidate for appointment with AADHAR Number.
11. His/her relationship with the deceased Government Servant.
12. Date of birth.
13. Particulars of Educational/Technical qualification and experience, if any
14. Whether belongs to any of the following categories:-
  - (a) S. C. / S. T.
  - (b) Ex-Servicemen
  - (c) Physically handicapped.
  - (d) Sportsmen.
15. The post applied for.

I, Shri/Smt./Kumari.....  
 Son/Daughter/Wife of Shri ..... hereby  
 declare that the information furnished above is true to the best of my knowledge and belief.  
 If any of the facts herein mentioned are found to be incorrect or false at a future date my  
 services can be terminated by the Appointing Authority without furnishing notice or  
 reasonable opportunity of hearing.

**Date.....****Signature of the applicant**

**ANNEXURE-B**

[(see rule 8(d) and (e)]

**Criteria to be adopted for considering appointment under RAS.**

(i) Length of left over service of the deceased employee:

Sl. No.	Length of Service	Point recommended by the Committee
1	0-5 years	2
2	Over 5 years & upto 10 years	4
3	Over 10 years & upto 15 years	6
4	Over 15 years & upto 20 years	8
5	Over 20 years & upto 25 years	10
6	Over 25 years	12

(ii) Number of Dependents:

Sl. No.	No. of Dependents	Points Proposed
1	3 and above	12
2	2	8
3	1	4

(iii) No of unmarried daughters:

Sl. No.	No. of Dependents	Point recommended by the Committee
1	3 and above	12
2	2	8
3	1	4
4	none	0

(iv) No of Minor Children:

Sl. No.	No. of Dependents	Point recommended by the Committee
1	3 and above	
2	2	
3	1	
4	none	

## (iv-A) Liability towards educating children (Two Youngest Children)

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child
Name of the Child		
Class in which studying		
Points assigned		
Maximum points Assigned	24	

Class	Criteria for Points
Class 12	01
Class 11	02
Class 10	03
Class 9	04
Class 8	05
Class 7	06
Class 6	07
Class 5	08
Class 4	09
Class 3	10
Class 2	11
Class 1/KG	12

## (v) Terminal benefits granted to the bereaved family: (Benefits from DCRG &amp; encashment of leave salary).

Sl. No.		Point Proposed by the Committee
1	Upto Rs.4,00,000/-	10
2	Rs.4,00,001 – 4,75,000/-	09
3	Rs. 4,75,001– 5,50,000/-	08
4	Rs.5,50,001– 6,25,000/-	07
5	Rs.6,25,001 – 7,00,000/-	06
6	Rs.7,00,001 – 7,75,000/-	05
7	Rs.7,75,001 – 8,50,000/-	04
8	Rs.8,50,001 – 9,25,000/-	03
9	Rs.9,25,001 – 10,00,000/-	02
10	Rs.10,00,001/- and above	01

## (vi) Family Pension:

Sl. No.		Point Proposed by the Committee
1	Upto Rs.3500/-	15
2	Rs.3501 – 4500/-	13
3	Rs.4501 – 5500/-	11
4	Rs.5501 – 6500/-	09
5	Rs.6501 – 7500/-	07
6	Rs.7501 – 8500/-	05
7	Rs.8501– 9500/-	03
8	Rs.9501/- and above	01

## (vii) Monthly income of earning member(s) and Income from Property excluding family pension:

Sl. No.		Points proposed by the committee
1	No income	05
2	Rs.3,500/- or less	04
3	Rs.3,501– Rs.4,500/-	03
4	Rs.4,501– Rs.5,500/-	02
5	Rs.5,501– Rs.6,500/-	01
6	Rs.6,501/- & above	Nil

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

## (viii) Movable / Immovable Property (Latest Market Value in Rupees):

Sl. No.		Points proposed by the committee
1	Nil	10
2	Upto Rs. 2,00,000/-	
3	Rs.2,00,001– Rs.4,00,000/-	06
4	Rs.4,00,001 – Rs.7,00,000/-	03
5	Rs. 7,00,000/- & above	01

N.B. Assets like Houses, Vehicles, Landed Property, Fixed Deposits, and Saving Certificates etc. are to be taken into account.

**Check -list for appointment under RAS**

Name of the applicant:

Name of the deceased employee:

Sl. No.	Documents	Remarks ( Y/N)	Page No.
1	Minutes / Recommendations of Committee.		
2	Approval of the concerned Appointing Authority.		
3	Application form duly filled by the applicant.		
4	Death certificate of the Government employees.		
5	Educational Qualification Certificate.		
6	Certificate regarding legal heirs, if applicable.		
7	Undertaking for maintenance of the family of the deceased employees.		
8	Report regarding Economic Condition of the family of the deceased employees.		

Date:

Name of the forwarding Officer

Place:

Designation with stamp”

By Order of the Governor

A.K.K. MEENA

Special Secretary to Government