

No.GAD-SC-GCS-0043-2020-13012/Gen.,

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

\*\*\*\*\*

**Resolution**

Bhubaneswar, dated the 04<sup>th</sup> 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 31<sup>st</sup> December preceding the year of selection.

3. A minimum of 10 years residency period as on the 1<sup>st</sup> 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. 13013 /Gen., Dated the 04<sup>th</sup> 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 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.Patra*  
*4.6.2020*

Special Secretary to Government

Memo No. 13014 /Gen., Dated the 04<sup>th</sup> 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.

*G.Patra*  
*4.6.2020*

Special Secretary to Government

Memo No. 13015 /Gen., Dated the 04<sup>th</sup> 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.

*G.Patra*  
*4.6.2020*

Special Secretary to Government