

Government of Odisha
General Administration and Public Grievance Department

No. 26774(e)/Gen.
GAD-SC-RAS-0017-2022

Bhubaneswar, dated 21/09/2022

From

Sri Sashank Shekhar Dash,

Addl. Secretary to Govt.

To

All Departments of Government/

All Heads of Department/

All Collectors

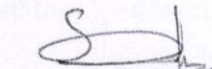
Sub:- Timelines to be followed while considering applications under the RA Scheme.

The detailed procedure to be followed while submitting the application and consideration of the same for appointment has been prescribed in the OCS (RAS) Rules, 2020. It has been experienced that in most of the cases after the applicants have applied for their appointment under the RA Scheme, the concerned Departments of Govt. of Odisha/Appointing Authorities are taking more than the allotted time to process and dispose of the applications for appointment of the applicants inviting lots of representations and legal complications in the matter.

This delay in processing the RA application has also been noted and mentioned by Courts while disposing Writ Petitions related to RA matters.

In order to avoid the delay and timely recruitment of the applicants under the RA Scheme a step wise time line for each activity of the recruitment procedure has been prepared which is to be followed by all concerned Departments/Appointing Authorities scrupulously. A copy of the Time line indicating allotted time at each stage of consideration of RA application starting from receiving the applications to appointment order is enclosed herewith for reference and strict adherence to the allowed time by all concerned Departments/Appointing Authorities may be followed henceforth.

All concerned Departments/Appointing Authorities are requested to instruct all HoDs/ Offices under their control to follow above time line strictly while considering R.A. applications.


21/09/22

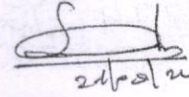
Addl. Secretary to Government

Quon file

Memo no. 26775 /Gen. Bhubaneswar

dated 21/09/2022

Copy along with copy of the enclosures forwarded to the Advocate General, Orissa High Court for information.

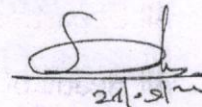


Addl. Secretary to Government

Memo no. 26776 /Gen. Bhubaneswar

dated 21/09/2022

Copy along with copy of the enclosures forwarded to All Sections of G.A. & P.G. Department for information and necessary action.



Addl. Secretary to Government

SOP TIMELINES (RA APPOINTMENTS)

Sl No.	Activity	Responsibility	Duration
1.	Application by the family member of the deceased for Appointment under the RA Scheme	Legal Heir/Eligible Family Member	Within One year from the date of death of the Govt. Servant
2.	Collection the additional information on the present distress condition from the applicant in case of Pending Applications	Appointing Authority	Within six months from the date of publication of rules (RA Rules, 2020) in the Odisha Gazette
3	Scrutiny of Applications received	Appointing Authority	One month from the date of receipt of application
4	Objections, if any during scrutiny	Legal Heir/Eligible Family Member	One month from the date of communication
5	Rejection of the complied application	Competent Authority to take a final call for rejection	15 days after receipt of complied

			application
6	Evaluation of distressed condition of the family whose application are complete in all respect	Appointing Authority	(4+2) months 4 months for part 1 of the evaluation system and 2 months for part II of the Evaluation system along with intimation to family for scoring less than the required. 6 months after receiving complete application
7	Consideration of eligible candidates after evaluation and offer of appointment	Appointing Authority	4 months after completion of evaluation of distressed condition of the family subject to vacancy.
8	Appointment process	Appointing Authority/Respective HoD/Department	2 months for appointment in other subordinate offices incase vacancy is not there in the under the

			Administrative control of the appointing authority and office.
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**In case of the pending applications in any office, the concerned Competent Authority will consider all complete and eligible applications in order of date of death of the deceased employee.

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

** The application submitted after two years of death of deceased Government employee shall not be entertained by the Appointing Authority