

Government of Orissa
Revenue & Disaster Management Department

No.Con.R-II -71/08 - 1370/Bhubaneswar, dated the 19th June, 2008

To

All Department

All Heads of Department

All Collectors

Sub: Recruitment to OAS Class-II by way of "**promotion**" for the year 2001, 2002, 2003, 2004 and 2005.

Sir,

I am directed to say that it has been decided to recruit officer to the cadre of OAS Class-II by way of "**promotion**" under Rule 3(b) of the Orissa Administrative Service Class-II (Recruitment) Rules, 1978 and Regulation 5 of OAS Class-II (Appointment by promotion and selection) Regulations, 1978 from amongst the gazetted officers of the rank of Asst.Settlement Officers/ Assistant Consolidation Officers/ Block Development Officers who are on the identical scale of pay of Rs.500-15-590-EB-20-710-EB-25-760-30-790-35-825/- revised from time to time which is subsequently revised to Rs.5500-9000/- as per ORSP Rules, 1998 and other Group 'C' gazetted officers having scale of pay maximum of which is within 7500 to 9000/- and

- a) who have completed 5 years of service in the gazetted posts on the 1st day of January 2001, 2002, 2003, 2004 & 2005 provided that in computing 5 years of service, the period of service rendered in a non-gazetted posts under the same designation shall be taken into account for the purpose.
- b) who have passed departmental examination, if any, or have been exempted from passing the same and
- c) Who are not more than 48 years of age on the 1st day of January 2001, 2002, 2003, 2004 & 2005 as the case may be.

2. Before forwarding the recommendation you are requested to verify meticulously that the persons recommended fulfil all the conditions of eligibility relating to age, period of service (in posts carrying the specified scale of pay) and departmental examination & whether he/she is a Government servant or not.

3. The recommending authorities are particularly requested to see that all columns of the prescribed proforma (enclosed) are correctly filled up separately in respect of each nominee with accurate particulars duly authenticated. While sending the recommendations care may be taken to indicate the year of recruitment according to eligibility of the officers. The recommendations should be sent separately for each recruitment year.

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4. The recommending authorities are requested to furnish attested copies of 5 years C.C.Rs. preceding to the recruitment year of the officers who are eligible as on 1st day of January of each recruitment year. In case 5 preceding years are not available, at least 3 C.C.Rs. of the preceding 5 years and 2 years back preceding C.C.Rs. may be furnished as per G.A.Deptt. circular No.5906/Gen, dt.25.2.2005 & No.20162/Gen Dt.18,7,2005 along with N.R.C. reports for these two years.

5. The subordinate authorities are requested to furnish recommendations to the concerned Heads of Deptt./ R.D.Cs. or Board of Revenue as the case may be, who in their turn on the receipt of the recommendations from their subordinate offices shall examine them taking into consideration the CCRs and service particulars with their total length of service and shall forward the recommendation in respect of candidates considered suitable for promotion to the said service to Rev. & D.M Deptt. along with their original / attested copies of CCRs. and service particulars through their respective administrative department. The Department of Government shall forward the list of candidates considered suitable along with original / attested copies of CCRs. and service particulars to the Rev. & D.M. Deptt. An officer in the subordinate office may be entrusted with the responsibility of verification of documents and submission of correct information to this Deptt. In the event of any error or omission by way of inadvertence or otherwise detected later will render such officer liable for suitable disciplinary action.

6. The recommending authorities are also requested to furnish the information regarding other documents in respect of each candidate relating to C.B./ vigilance reports and papers on criminal cases or departmental action and such other confidential reports having bearing with any official performance as per provisions under Rule 3 (c) of O.C.S (criteria for promotion) Rules,1992.

7. As per the ORV in posts and services (for SC & ST) Act, 1975 and Rules framed thereunder required number of vacancies will be filled up by eligible SC & ST candidates. Hence, SC/ST candidates who are coming under the eligible criteria may be recommended along with others.

8. The recommendations along with C.C.Rs. and required service particulars in respect of such nominee should reach Rev. & D.M Deptt. on or before 15.7.08 unfliningly. No further extension of time will be allowed. Recommendations received after the stipulated date may be rejected outright without assigning any reason there of .

9. The proforma for recommendation along with instructions are available in Rev.& D.M. Deptt. Web-site(www.orissa.gov.in/revenue).

10. Any omission, wrong or incomplete information furnished in respect of service particulars, C.C.Rs. and certificate of recommending authority etc. may render the recommendation invalid and it shall be liable for rejection for which the recommending authorities shall be entirely responsible. The names of the officers with identical names must be differentiated clearly by A, B (or) 1,2 etc.

11. The recommendation must be sent in sealed cover with specification on the cover recommendation by way of "promotion" and the year of recruitment.

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12. The recommendation may be sent in the proforma prescribed a sample of which is enclosed for reference.

13. Any form of canvassing will render the nomination rejected.

Yours faithfully,

Sd/-

Addl.Secretary to Government

Memo No. **1371**/R&DM., Dt. 19.06.2008

Copy with copy of the format of service particulars forwarded to the Secretary, OPSC, Orissa, Cuttack / Board of Revenue, Orissa, Cuttack/ I.G & D.G of Police, Cuttack / Secretary to Governor/ All RDCs./ Secretary, O.L.A., Orissa, Bhubaneswar/ Registrar, Orissa High Court, Cuttack/ Deputy Registrar, O.A.T, Cuttack & Bhubaneswar/ Secretary, Staff Selection Commission, Orissa/ State Election Commission, Bhubaneswar/ Director, Consolidation, Settlement Land Records & Survey, Orissa, Cuttack / I.G.R., Orissa, Cuttack for information and necessary action.



Addl.Secretary to Govt.

Memo No. **1372**/R&DM., Dt. 19.06.2008

Copy with copy of the format of service particulars forwarded to OE(A) Branch/ Computer Cell (K.A of Dr.Usharani Sahoo, OAS), Rev. & D.M Deptt. for information and necessary action. She is requested to host the same in the Rev. & D.M Deptt. Web site.



Addl.Secretary to Govt.

PROFORMA FOR RECOMMENDATION TO OAS CLASS-II BY WAY OF “PROMOTION”

For the Recruitment year 2001/2002/2003/2004/2005 (Strike out which is not applicable)
(use one form for each Recruitment year)

Service particulars of :

- 1.Name (in full) :
- 2.Designation with office address :
3. Father's name :
- 4.Permanent Home Addresss :
At:
PO:
P.S
Tahasil:
Sub-Division:
Home District:
- 5.Date of Birth: :
- 6.Age as on 1.1.2001/2002/
2003/2004/2005 :
- 7.Whether SC/ST :
- 8.Educational Qualification :
- 9.Date of first appointment
in Government service :
- 10.Length of service (as on 1.1.2001/2002/
2003/2004/2005 in theGazetted post
carrying a scale of pay Rs.500-825/- which
is subsequently revised to Rs.5500-9000/-
in ORSP Rules 1998 still in operation)
and other scale of pay maximum of which
is within Rs.7500-9000/-.
- 11.Present scale of pay :
- 12.Present Basic pay :
- 13.Whether the post held in non-gazetted
or gazetted Spl.declared gazetted
alongwith date :
- 14.Whether passed the departmental examination, if any, prescribed or exempted from
passing the same:

Yes	No	Not prescribed	Exempted
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(Strike out which is not applicable)

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15. Actual date of getting the pay in the scale of Rs.5500-9000/- or identical thereto and as per revised pay fixation, rules, from time to time.

Grade (designation)	From	<u>Period</u>	To	Scale of pay as it was on that date.
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16. Whether complete confidential character rolls arranged in proper sequence have been properly explained.

I have gone through the Confidential Character Rolls of the nominee carefully and on the basis of the entries wherein, consider him to be Outstanding and ability for appointment to OAS Class-II and certified that there is no Criminal Prosecution, Major Penalty, Proceedings pending against the Officer.

Signature of the recommending authority
Designation with full official address