

Government of Orissa
Revenue & Disaster Management Department

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No. CON-R-II-33/2008 875/R (CS).,

Dated, Bhubaneswar the 28th April, 2008

From :

Sri Biswar Kumar Nayak,
Additional Secretary to Government.

To

All Departments

All Heads of Departments

All Collectors

Sub : Recruitment to OAS Class-II by “PROMOTION’ for the Year, 2008.

Sir,

I am directed to say that, it has been decided to recruit officers to the cadre of OAS Class-II by “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 Assistant Settlement Officers/ Assistant Consolidation Officers/ Block Development Officers and such other gazetted officers of (Group-C) who are on the scale of pay of Rs.5500-9000/- as per O.R.S.P Rules, 1998 and are on the scale of pay maximum of which is within Rs.7500-9000/- and

- (a) who have completed 5 years of service in the gazetted posts on the 1st day of January, 2007. Provided that in computing five years of service, the period of service rendered in a non-gazetted post under the same designation shall be taken into consideration for the purpose.
- (b) who have passed the Departmental Examination if any, or have been exempted from passing the same, and
- (c) who are not more than 48 years of age as on 1st day of January, 2007.

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

03. The recommending authorities are particularly requested to see that all the columns in the prescribed proforma (enclosed) are correctly filled up separately in respect of each nominee, with accurate particulars duly authenticated.

04. The recommending authorities are requested to furnish one set of attested copies of Character Roll folder for the period for 2002-2003 to 2006-2007 of the officers who are eligible as on 01.01.2008. In case of 5 preceding years are not available, at least 3 CCRs of the preceding 5 years and 2 back preceding CCRs may be furnished as per General Administration Department Circular No.5906/Gen., dt.25.02.2005 and No.20162/Gen., dt.18.07.2005 alongwith No Remarks Certificate reports for those 2 years.

05. The subordinate authorities are requested to furnish recommendations to the concerned Heads of Departments/ Revenue Divisional Commissioners or Board of Revenue as the case may be, who in their turn on receipt of the recommendation from their subordinate officers shall examine them taking into consideration of the CCRs and service particulars with their total length of service and shall forward the recommendation in respect of the candidates considered suitable for promotion to the said service to the Revenue & Disaster Management Department alongwith 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 alongwith their original/ attested copies of CCRs and service particulars to the Revenue & Disaster Management Department. An Officer in the subordinate office may be entrusted with the responsibility of verification of documents and submission of correct information to this Department. In the event of any error or omission by way of inadvertence or otherwise detected later will render such authorised officer liable for suitable disciplinary action.

06. The recommending authorities are also requested to furnish the information -

(a) regarding other documents in respect of each candidate relating to CBI/ Vigilance reports and papers or criminal cases or departmental actions 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) Rule, 1992.

07. As per the O.R.V in posts and services (for SC & ST) Act, 1975 and Rules framed thereunder, required number of vacancies will be filled up by eligible S.C and S.T candidates. Hence, SC/ST candidates who are coming under eligible criteria may be recommended alongwith others.

08. The recommendations alongwith the CCRs and required service particulars in respect of such nominee should reach the Revenue & Disaster Management Department on or before 26.05.2008 unflinchingly. No further extension will be allowed. Recommendations received after the stipulated date may be rejected outright without assigning any reason thereof.

09. The proforma for recommendation alongwith instructions are available in the Revenue & Disaster Management Department Website (www.orissa.gov.in/revenue).

10. Any omission, wrong or incomplete information furnished in respect of service particulars, CCRs and the certificate of the recommending authorities etc. may render the recommendation invalid and if 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 recommendations must be sent in sealed cover with a specification on the cover "Recommendation by way of Promotion to OAS-II for the year, 2008."

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

Yours faithfully,

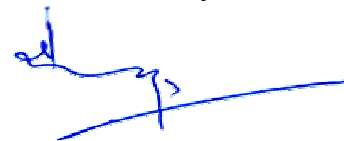
Sd/-

(B.K. Nayak)

Additional Secretary to Government

Memo No. **876/R(CS)**., Dt. : 28.04.2008

Copy with copy of the format of service particulars forwarded to the Special Secretary, Orissa Public Service Commission, Orissa, Cuttack/ Secretary, Board of Revenue, Orissa, Cuttack/ Inspector General and Director General of Police, Orissa, Cuttack/ Secretary to Governor, Orissa/ All Revenue Divisional Commissioners/ Secretary, Orissa Legislative Assembly, Orissa, Bhubaneswar/ Registrar, Orissa High Court, Cuttack/ Deputy Registrar, Orissa Administrative Tribunal, Cuttack and Bhubaneswar/ Secretary, Staff Selection Commission, Bhubaneswar/ State Election Commission, Bhubaneswar/ Inspector General of Registration, Cuttack/ Director, Land Records and Surveys and Consolidation, Orissa, Cuttack for information and necessary action.



Additional Secretary to Government

Memo No. **877/R(CS)**., Dt. : 28.04.2008

Copy alongwith copy of the service particulars forwarded to GOE (A) Branch/ Computer Cell (kind attention of Dr. Usharani Sahoo, OAS, Revenue & Disaster Management Department) for information and necessary action. She is requested to host the same in the Revenue & Disaster Management Department Website forthwith.



Additional Secretary to Government

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

Service Particular of :

01. Name (in full) :
02. Designation with office address :
03. Permanent Home Address :
- (a) At :- (b) P.O. :-
- (c) P.S. :- (d) Tahasil :-
- (e) Sub-Division :- (f) Home District :-
04. Date of Birth :
05. Age as on 01.01.2007 :
06. Whether SC/ ST :
07. Educational Qualification :
08. Date of first appointment in :
Government service
09. Length of Service (as on 1.1.07 : Year Month Day
in the Gazetted 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 the
scale of pay maximum of which is
within Rs.7500-9000/-.
10. Present Scale of Pay :
11. Present Basic Pay :
12. Whether the post held in :
Non-Gazetted or Gazetted Special
Declared Gazetted alongwith date.
13. Whether passed the Departmental Examination, if any, prescribed or
exempted from passing the same.

| | | | |
|-----|----|----------------|----------|
| Yes | No | Not prescribed | Exempted |
|-----|----|----------------|----------|

(Strike out which is not applicable)

14. 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) | Period | | Scale of pay as it was on that date |
|------------------------|--------|----|-------------------------------------|
| | From | To | |

15. 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 the 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.