

Government of Orissa
General Administration Department

No. 2R/1-12/05 20162 -1 Gen.,

Bhubaneswar

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From

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Special Secretary to Government.
Tel: 0674-2536727

To

All Departments

All Heads of Departments

All Collectors.

Sub: Scrutiny of CCRs for consideration of promotion.

Sir,

1. As per provisions contained under Clause (c) of Rule – 3 of the Orissa Civil Services (Criteria for Promotion) Rules, 1992, " in order to judge the suitability of an officer for promotion, the Orissa Public Service Commission, the Departmental Promotion Committee, the Selection Committee, Selection Board, as the case may be, shall scrutinize preceding five available annual Confidential Character Rolls and other documents, if any, having a bearing on the performance and conduct of all eligible officers, unless for reasons to be recorded, it is considered necessary to refer to any earlier record to adjudge an officer's suitability.

Provided the available Confidential Character Rolls (CCRs) taken into consideration for promotion as above shall include CCRs covering at least a period of three years in preceding five years."

2. There has been inadequate appreciation of the exact implications of the above modifications. To put it in very simple terms, the following two tests must be met.

- (a) A minimum of 5 years of CCRs is to be considered. In order to do so if the CCRs for the immediate preceding five years are not available one has to go backwards till one reaches the availability of 5 years CCRs.

- (b) Of the total CCRs at least 3 years CCRs must be covered from within the period of immediate 5 preceding years.

In other words, if the requirement fails in any of the tests, the case of the individual officer can not be considered.

Frequently it is found that while test No.2 i.e. availability of at least 3 years CCRs out of the immediate preceding 5 years is satisfied, CCRs for 5 separate years for the concerned officer are not available and therefore the case would fail as per test No. 1 indicated above. In such cases one has to go backwards till one reaches the figure of 5 years of CCRs for the concerned officer.

On more practical terms while requisitioning the CCRs from G.A. Department the Departments do not take care to ensure that CCRs for adequate number of years as per both tests are requisitioned. In many cases only 5 years of CCRs are requisitioned and in some of the cases tests on either one or both counts are not met.

Before the DPC is convened the office must take care to ensure that complete records satisfying both the tests outlined above are met and complete records produced.

Separately G.A. (S.E. Branch) will also take steps follow the above guidelines.

3. The mandatory provision of referring to preceding five years CCRs for consideration of suitability of an officer for promotion was relaxed due to unavailability of adequate CCRs pertaining to the relevant period. It has now come to the notice of the Government that CCRs covering at least a period of three years in the preceding five years are not forthcoming in the case of a few officers under the zone of consideration for promotion to the next higher grade. As a result, meeting of the Departmental Promotion Committee / Selection Committee / Selection Board are deferred time and again. It is also observed that in some cases due to unavailability of CCRs of a few officers in the zone of consideration meetings of the Departmental Promotion Committee / Selection Committee / Selection Board are not convened at all. The consequence is that a number of

promotional posts remain unfilled resulting in administrative inconvenience in smooth functioning of the offices.

4. In order to avoid the above difficulties, it has been decided that meetings of DPCs / Selection Committee / Selection Board shall be held regularly for consideration of promotion to higher rank / grade. On the ground of non-availability of CCRs of a few officers coming under the zone of consideration, meeting shall not be deferred. In case the suitability of some officers coming under the zone of consideration can not be adjudged due to non-availability of relevant CCRs, their cases may be deferred and by keeping equal number of vacancies in the higher grade set apart & unfilled for subsequent consideration of their cases in special DPC / review DPC after obtaining CCRs of the affected officers. As regards officer's in the zone of consideration for whom relevant records & CCRs are available, the DPC may consider their cases. Such officers who are promoted on subsequent consideration after the receipt of CCRs shall not be deprived of any service benefits that may have been extended to their immediate juniors promoted earlier.

This may be brought to the notice of all concerned.



Special Secretary to Government