

Government of Odisha
General Administration & Public Grievance Department

PT11-GAD-SC-MISC-0002-2020- 2322 /Gen., Bhubaneswar, dtd. 21st January, 2020

From

Sri Kali Charan Hembram,
Under Secretary to Government. +

To

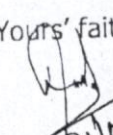
All Departments of Government.

Sub: Reference to G.A. & P.G. Department on matters relating to Service Condition.

The undersigned is directed to invite reference to the subject cited above and to enclose the checklist for examination of the regularization of contractual engagements/appointments in peculiar cases, before endorsing the same soliciting views of the G.A. & P.G. Department. The Checklist has also been uploaded in **gaodisha.gov.in** for reference.

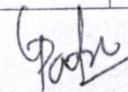
The Checklist may also be communicated to all offices functioning under their Administrative Control.

Yours' faithfully


21/01/2020
Under Secretary to Government

Check list for Administrative Departments to examine the claims for regularization of contractual appointment which are peculiar in nature before endorsing the file for views of G.A. & P.G. Department

Sl. No.	Particular	Information by Department	Remarks
1	Name of the Department		
2	Name of the Post		
3	Classification of the post		
4	Designation of the Appointing Authority		
5	Whether contractual appointment/engagement made against contractual posts created with the concurrence of Finance Department.		
6	If yes, the UOI No. and date of concurrence of F.D.		
7	Number and date of the order in which the post has been created (along with copy)		
8	Whether contractual appointment engagement made by following the recruitment procedure prescribed for the corresponding regular posts.		
9	The copy of the procedure prescribed for the corresponding regular post		
10	If there is no such procedure as to whether advertisement was issued inviting application to fill up the post in a transparent manner.		
11	The Authority/ Office which conducted the recruitment.		
12	Whether select list was prepared and if so the copy of said select list.		
13	As to whether principles of reservation of posts have been followed.		
14	As to whether the reservation has been worked out as per post based reservation.		
15	As to whether the case has been placed before the high power committee constituted under the chairmanship of the Secretary of the A/D.		
16	The copy of the findings of the HPC.		
17	The reasons as to why the case has been referred to GA& PG Department as the process of regularisation has already been prescribed in GA & PG Department Resolution No. 1066 dated 16.1.2014.		


 18.1.2020
 Special Secretary to Government
 G.A. & P.G. Department