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Government of Orissa,  
General Administration Department.

BOOK

No. 11763

/Gen., dt. 2/86

No. | Day To  
| | Date

All Departments of Government/  
All Heads of Departments /  
All District Offices.

Sub:-

Principles to be followed in acceptance  
of resignations tendered by Government  
servants.

The undersigned is directed to say that it is considered necessary to follow a uniform process for dealing with resignation submitted by Government servants with the objective of their expeditious disposal. Finance Department had in a letter dated 15th. September, 1976, addressed to all Departments of Government and all Heads of Department emphasised the need for taking speedy action in the disposal of resignation tendered by a Government servant and communicate the acceptance order expeditiously. A copy of the Finance Department's aforesaid letter is enclosed. (Annexure-I). Earlier, in May, 1967, the erstwhile Political & Services Department had outlined the procedure for regulating discharge, resignation of Government servant except on superannuation. It was laid down therein that the authority competent to appoint should consult the State Vigilance branch before acceptance of resignations or passing of discharge order. A copy of the aforesaid Political & Services Department's instruction is enclosed. (Annexure-II).

A Government servant who has submitted resignation, cannot ordinarily be expected to perform his normal official duties until a decision on his resignation is taken. He would hardly be doing anything other than pursuing the resignation. At present there is no time limit within which a decision on letters of resignation is to be taken. It has been observed that the Departments/ Offices dealing with such cases of resignation make references to several offices, enquiring about particular aspects, such as, whether there is a vigilance case or whether there are any Government dues outstanding against the officer, without stating the purpose of making the reference. Similarly no time schedule for the various steps involved in

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in decision making has been laid down nor any specific functions  
has been made responsible to deal with these matters. It is,  
therefore, necessary to reiterate the need for speedy action  
for disposal of resignation and at the same time for consultation  
the State's Vigilance Organisation in dealing with cases of  
resignation.

The concerned Deputy Secretary (if there is no  
Deputy Secretary, then the Joint Secretary, if there is neither  
a Deputy Secretary nor a Joint Secretary, then the Under Secretary)  
dealing with establishment matters in a Government Department  
shall handle such cases of resignation and ensure that decision  
is taken within a time limit of three months. If there are any  
real difficulties he must at once bring them to the notice of  
the Secretary of the Department. Similarly, in the Heads of  
Department and in field offices an officer shall be designated  
(generally the Establishment Officer or an officer of whatever  
designation entrusted with establishment matters) by the Head  
of Department / Head of Office for this purpose.

Immediately upon receipt of the letter of  
resignation from a Government servant, reference will ordinarily  
be made to the Director-General of Vigilance to ascertain whether  
there is any vigilance case or proceeding pending against the  
Government servant or whether such a case or proceeding is going  
to be started against him in the near future. It must clearly be  
stated that the purpose of obtaining this information is to take  
a decision on the resignation. The Directorate-General of vigilance  
will send the information sought for within 14 days (2 weeks)  
of the receipt of the reference. If no categorical response  
(that a case or proceeding is pending or that it is going to be  
started) is received from the Vigilance Organisation within  
the above period of 14 days, then the Administrative Department  
or the Head of Department or Head of Office should be free to  
proceed in the matter of accepting the resignation on the  
premise that the vigilance angle does not come in the way.

Similarly, simultaneous references shall be  
made to ascertain whether any Government dues are outstanding  
against the Government servant; while making the reference,  
reasonable time of 14 days (2 weeks) be stipulated within which

