

Government of Odisha
General Administration & Public Grievance Department

No. 24087 /Gen., Bhubaneswar dated the 28th Oct, 2020
PT1-GAD-SC-RULES-0001-2020

To

All Departments of Government.

Sub: Implementation of instructions issued by Government in the matter of Premature Retirement/ Out of turn Promotion and Award of Incentives to the Government employees.

Sir,

In order to encourage employees whose performance has been exemplary in furthering government initiatives, Government have prescribed provisions for promotion of such employees upgrading his/her position in the same batch or promoting him/her to the upper batches (Notification No.7897, dt.04.03.2020 and Resolution No.11630, Dt.16.05.2000). Further, with a view to improve efficiency in administration including 5T charter, certain incentives have also been prescribed vide OM No.11624., Dt.16.05.2020. Similarly with a view to weed out officers and employees of doubtful integrity and/or inefficiency from public service and to ensure efficiency in administration, Government have prescribed Pre-mature Retirement (Circular No.27037., Dt.24.09.2019).

Procedures and timeline have been prescribed in these instructions to the concerned authorities to conduct timely screening committee meetings and recommend name(s) of efficient employees for out of turn promotion or award of incentives and suggest name of employees for premature retirement. However, it is observed that these instructions have not yet been implemented by most of the Departments/Directorates/District offices. Besides, the above instructions do not seem to have percolated to the field level.

Therefore, with a view to streamline the procedure and to facilitate implementation of these instructions, I am directed to prescribe the following steps which may be referred by the Departments/Directorates/District offices.

1. A single Committee may be constituted for the purpose of screening of employees for premature retirement/ out of turn promotion/award of incentives. (please refer to notes at Annexure 'A')

2. A format for inviting recommendation/nomination from the subordinate authorities/field establishments/Directorates/District Collectors has been provided which may be followed. (**Annexure 'B'**). The information may be submitted online to the Administrative Department.

An online application in the HRMS has been developed for the purpose of submission of nominations, obtaining Vigilance clearance and PAR details by the field authorities/Directorates/District Offices. The authorities may visit the site at <http://hrmsodisha.gov.in/> and click on the link for **Out of turn Promotion/Incentive/Premature Retirement**.

3. Common template for submission of report by the Screening Committee has been suggested which may be followed (**Annexure 'C'**).

It is seen that the timeline prescribed for the year 2020 has not been followed by most departments which defeats the purpose of issuing the above instructions by Government. Hence, the following timelines are prescribed for adherence:

- i. The Screening Committee for all the above purposes may be constituted and notified by the respective departments latest by **15th November, 2020**.
- ii. The recommendation/ nomination/ report from the subordinate authorities/field establishments/Directorates/District Collectors may be simultaneously collected latest by **30th November, 2020**.
- iii. The Committee for the purpose of premature retirement/ out of turn promotion and incentives may be convened latest by **10th December, 2020**.
- iv. The final report of recommendation/nomination must be submitted to the respective Administrative Department by **15th December, 2020**.
- v. The Administrative Departments may convene the meeting and finalise the list of employees for Premature Retirement, out of turn Promotion (both within the batch and across the batches) and award of Incentives and submit for Government orders/ Cabinet approval latest by **31st December, 2020**.

For the purpose of award of incentives, there are a list of incentives out of which one can be selected by the concerned employee. This option can be exercised once the employee is finally selected.

For Group-A(JB), Group-B and Group-C employees, the Secretary of the Administrative Department is Chairman of the Screening Committee. The PAR of Group B and Group C employees are available with the PAR custodian

of the A/D which may be referred. For information on PARs of Group-A (JB) officers, the A/D may seek the details online in HRMS from GA (SE) branch. With regard to pendency of criminal cases against the selected employee, if any, Administrative Departments may use the online system in HRMS.

As regards Group-A (SB) and above officers, the subordinate authorities/field establishments/Directorates/District Collectors may recommend in the format provided in Annexure B. The respective A/D, in turn, will obtain information online on PAR and criminal cases and place the same for consideration of the Screening Committee presided by the Chief Secretary/ Development Commissioner/ APC.

The Subordinate offices/ Directorates/ District Offices may constitute a Committee for this purpose. The Committee may be constituted with the Controlling Authority of the employee as Chairman, officer dealing with establishment matters as member convenor and at least one co-opted member to be chosen by the Chairman.

The A/Ds will submit consolidated report to the G.A & P.G Department by **15th January, 2021** for information of Government. In case of any doubt with regard to implementation of these instructions and on online application, kindly feel free to contact Sh Ganesh Chandra Patra, Special Secretary (9438305057) and Md Sadique Alam, ED CMGI (9437115515) respectively.

All the A/Ds are also requested to intimate their subordinate offices accordingly.

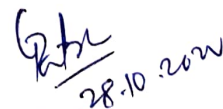
Yours Sincerely,



Principal Secretary to Government

Memo No. 24088/Gen., Bhubaneswar Dated, the 28th Oct, 2020.

Copy forwarded to the Director of Printing, Stationery & Publication for information with a request to publish the Notification in the extra-ordinary issue in the Odisha Gazette and Supply 200 copies to this Department for official use.



Special Secretary to Government

Memo No. 24089 /Gen., Bhubaneswar Dated, the 28th Oct, 2020.

Copy forwarded to all Departments of Government/ all Heads of Departments/ all RDCs. / all Collectors/ The Registrar, Orissa High Court, Cuttack/ The Registrar, O.A.T., Bhubaneswar / Odisha Public Service Commission, Cuttack/ Odisha Staff Selection Commission, Bhubaneswar/ Odisha Sub-Ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

G.P.M.
28.10.2020

Special Secretary to Government

Memo No. 24090 /Gen., Bhubaneswar Dated, the 28th Oct, 2020

Copy forwarded to Director Vigilance/ ADG(Crimes) for information and necessary action.

G.P.M.
28.10.2020

Special Secretary to Government

Memo No. 24091 /Gen., Bhubaneswar Dated, the 28th Oct, 2020.

Copy forwarded ED, CMGI for information and necessary action.

G.P.M.
28.10.2020

Special Secretary to Government

Constitution of Committees:

The Committees which are required to be constituted for the purpose of screening of employees for out of turn promotion(within the batch and across the batches), award of incentives and consideration for pre mature retirement has been outlined in Notification No.7897, dt.04.03.2020 and Resolution No.11630, Dt.16.05.2000, OM No.11624., Dt.16.05.2020 and Circular No.27037., Dt.24.09.2019. Since the committees mostly have same members, the A/D may constitute two committees; one to be presided by Chief Secretary/DC/APC and the other to be presided by the Secretary of the concerned Administrative Department with other members as provided in the notifications. Thus a single committee will look after screening of cases for the purpose of premature retirement/out of turn promotion and award of incentives.

Format for online submission of Information in HRMS by the subordinate authorities/field establishments/Directorates/District Collectors to the Screening Committee for consideration of **Premature retirement:-**

Name and designation of the employee _____

1. Name of the Office:
2. Reason for recommendation for Premature Retirement:

(documents as required can be uploaded)

*District Authority/Directors may hold meetings with other supervising authorities and recommend names in this format.

Format for online submission of Information in HRMS by the subordinate authorities/field establishments/Directorates/District Collectors to the Screening Committee for consideration of **Out of turn promotion (within the batch and across the batch)/award of incentives:-**

1. Name and designation of the employee _____
2. Nominated for (tick the one applicable)
 - a. Out of turn promotion(within the batches)
 - b. Out of turn promotion(across the batches)
 - c. Award of incentives
3. Name of the Office:-
4. Detail information
 - a. Any recommendation/commendation issued by competent authorities
 - b. Any exceptional work done by the employee in the public interest which is appreciated
 - c. Any other information in support of the case

(documents as required can be uploaded)

*District Authority/Directors may hold meetings with other supervising authorities and recommend/nominate names in this format.

TEMPLATE FOR REVIEW REPORT (for 2020)

In pursuance to GAD circular No.27037., dt.24.09.2019 on premature Retirement/Notification No.7897., dt.04.03.2020 on out-of turn-promotion across the batch / Resolution No.1163., dt.16.05.2020 on out of turn promotion within the batch/ Office Memorandum No.11624., dt.16.05.2020 on award of incentives, the Screening Committee constituted for the purpose recommends/nominates the following employee/s for premature retirement with effect from...../Out of turn promotion to.....batch/ Out of turn promotion (supersession) within his batch to.....(place in the gradation list)/ award of incentives of.....(as prescribed in the OM) for appropriate action upon obtaining orders of the Hon'ble Chief Minister/approval of the Cabinet.

<u>Name</u>	<u>Designation</u>	<u>Office</u>
1.		
2.		
3.		