

GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION DEPARTMENT

Office Memorandum

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No. GAD-SC-DMS- 0004-2016- 2429 /Gen. Dated 03 /02/2017

In order to regulate the suspension cases of Government Servants in promptitude this Department have issued time to time instructions in past. As per the existing principles the departmental proceedings are normally required to be initiated within three months of the date of suspension. The period of suspension should not ordinarily extend beyond six months from the date of framing of charges. Where for inevitable reasons, it is not possible to dispose of the proceeding within the aforesaid period of six month, the reasons for continuing the suspension should be explained in detail, and approval for continued suspension should be sought from (i) the Chief Minister in case of Group-B and above Officers and (ii) the Appellate Authority as specified in the OCS (CC&A) Rules, 1962 in case of other Officers.

It has also been instructed earlier that, the departmental proceedings where an Officer has been placed under suspension should be reviewed quarterly by the Secretary of the Department/ the Head of the Department as applicable so that suspension does not continue for an inordinately longer period.

Instances have come to the notice of the Government that required review of suspension cases are not being conducted appropriately, as a result of which suspended Officers suffer from continued inconvenience and humiliation, and the Government have to pay subsistence allowance without getting any work.

After careful consideration of the problem, it has been decided for constitute review committees at different levels as prescribed below to review the suspension cases meticulously in every six months and record the reasons for continuation of the period of suspension for

further period of six months, on cases for which there is no adequate justification.

Review Committees for:

(a) all Group A Officers in Pay Band 4 or equivalent rank

i	Development Commissioner	Chairman
ii	Special Secretary, G.A. Department	Member
iii	Secretary of the Administrative Department	Member

(b) Group-A Officers in Pay Band 3 or equivalent rank.

i	Secretary of the Administrative Department concerned.	Chairman
ii	Special Secretary, G.A. Department.	Member
iii	Senior most Officer of the Administrative Department concerned/Heads of the Department concerned.	Member

(c) All Group-B officers-

i	Secretary of the Administrative Department concerned.	Chairman
ii	Heads of the Department/ Head of Office concerned.	Member
iii	Special Secretary/Addl. Secretary/ Joint Secretary of the Administrative Department.	Member

(d) All Group-C employees-

i	Secretary of the Administrative Department /Heads of the Department/Head of Office concerned (as the case may be).	Chairman
ii	Any other two senior Officers of the Department/ Heads of the Department / Head of Office concerned (as the case may be).	Member

(e) All Group-D employees-

i	Appointing Authority concerned	Chairman
ii	Any other two senior Officers of the Department/ Heads of the Department / Head of Office concerned (as the case may be).	Member

It is accordingly requested that the above instructions are followed strictly.

*J. Chok*  
2/2/2017  
Special Secretary to Government  
G.A. Department