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Government of Orissa
General Administration Department.

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No. SC/H-1/2000. 3 9 8 4 6 /Gen., Bhubaneswar dated 3.11.2000.

To

All Departments of Government/
All Heads of Department/
All Collectors.

Sub: Guidelines to be followed in the matter
of Officiating appointment/ promotion.

The provisions under Rule-2 of the Orissa Civil Service Rules, 1987 provide that the period of service rendered by the Government Servant on an appointment or promotion made purely on temporary or officiating basis which does not exceed the period of one year and for which prior consultation with the Orissa Public Service Commission is not necessary shall not count towards seniority. Instances have come to notice where Appointing Authorities have allowed an employee in the lower post/grade to officiate in a higher post involving different nature of work or in a promotional post in the next higher grade due to administrative exigencies in terms of provision under Rule-31 of the Orissa Service Code.

2. Instances have also come to the notice of Government that incumbents officiating in a higher post/grade for a considerably long period put forth their claim for absorption against the post with benefits of seniority from the date of such officiation. Such claims have also been agitated in Courts of Law.

3. In order to avoid such situations, it is decided that henceforth the appointing authorities shall (subject to provisions cited above) adhere to the following guidelines while allowing officiating appointments/promotions.

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- i) In no case the officiating appointment/promotion shall exceed the period of one year and such appointment shall be terminated on completion of this period if not terminated prior there to .
 - ii) A condition shall be laid down in the appointment order to the effect that the employees concerned shall not be entitled to continue in the post unless otherwise eligible in the normal course and shall not be entitled to seniority on the basis of such officiation.
4. These instructions should be followed meticulously and the officiating appointments under each establishment should be reviewed immediately . In all instances where officiating appointment/promotions have exceeded one year, no further officiating appointment /promotion should be granted.

W. B. Chandra
3/11/2000

Special Secretary to Government

Memo No. 3 9 8 4 7 /Gen., dated 3.11.2000.

Copy forwarded to the Special Secretary, Orissa Public Service Commission/Secretary, Orissa Sub-ordinate Staff Selection Commission, Bhubaneswar/Registrar, Orissa Administrative Tribunal, Bhubaneswar/Director General, Copabandhu Academy of Administration, Bhubaneswar/Director-cum-Additional D.G. of Police Vigilance, Orissa, Cuttack/G.A.(O.E.-I)Department/G.A.(O.E.II) Department/G.A.(Services-II)Department/G.A.(F.E.)Department/G.A.(Civil Aviation)Department/G.A.(C...III)Department/Rent Officer, Bhubaneswar/Guard File 50 Spare Copies for information and necessary action.

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3.11.2000

Deputy Secretary to Government.

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