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## GENERAL ADMINISTRATION & PUBLIC GRIEVANCE DEPARTMENT

### OFFICE MEMORANDUM

The 16th May, 2020

No.11624/PT1-GAD-SC-RULES-0025-2019/Gen.— The Government have introduced various programmes with a view to improve the efficiency in administration for all round development of the State and her people. In order to achieve the above objective, it has been decided by the Government to prescribe the following incentive to the employees whose performance is found to be exceptional and exemplary and furthers Government initiatives in good Governance (including 5T) and ease of delivery of public services.

#### 1. Constitutional Screening Committee:

A Screening Committees shall be constituted in each Department, as indicated below, to assess the efficiency/eligibility of Group-'A', group- 'B' Group-'C' and Group-'D' officers. The committee shall recommend names of the deserving officers for grant if incentive listed in paragraph-3 basing upon the quality and outcomes of their performance to Government for approval at the level of Hon'ble Chief Minister.

Provided further that incentives not more than two occasions, as mentioned at Para 3, shall be admissible to one employee during his/her tenure of service. Besides, the incentive on the second occasion shall be considered in respect of an employee after completion of 3 years from the year of receipt of the first incentive.

(i) Group-'A' : (Screening Committee under the chairmanship of Chief Secretary with the Secretary of the Administrative Department, Representative of G.A & P.G. and Finance Department- not below the rank of Additional Secretary as Members).

(ii) Group-'B' :(Screening Committee under the chairmanship of DC, Secretary of the Administrative Department, Representative of G.A & P.G. & Finance Department- not below the rank of Joint Secretary as Members).

(iii) Group-'C' & 'D' :(Screening Committee under the chairmanship of the Secretary of the Administrative Department with Officer of the A/D in charge of Establishment, Representative of G.A & P.G. & Finance Department- not below the rank of Joint Secretary as Members).

The concerned Administrative department shall appoint a suitable officer as the convenor of the Committee who will also present relevant information/document to the Committee..

The Committee will sit once in a year preferably in the month of January.

Not more than once percent of a particular Cadre in a year will be recommended by the Committee for consideration by the Appointing Authority. In case the cadre strength is less than 100, not more than one member will be considered in a particular year.

## 2. Parameters for consideration:

(1) The Committee shall examine the following parameters to decide the deserving cases for the incentives:-

(a) Report from Department/ Directorates/District Collectors/ Field Establishments of the concerned Department detailing the exceptional contribution of the Officer and outcome thereof.

(b) No adverse remarks in the PAR in preceding 5 years.

(c) Commendation letters, if any, issued by Government authorities.

(d) Outstanding contribution in administration which has been acknowledged by the Government.

(2) The cases failing under the following categories may not be considered for nomination.

(a) If major punishment was awarded during the preceding ten years.

(b) If there is no affirmative clearance received for the criminal/ vigilance Department.

(c) If Departmental Proceedings is pending under the provisions of the disciplinary rules.

### 3. Incentives:

(a) For Group-'A' posts:

- (i) LTC to Countries which are connected directed by air from Bhubaneswar with 30 days' Leave Salary; or
- (ii) Short term DFFT training abroad under the aegis of DoPT (The State Government may take additional training slots form DoPT by bearing the cost, if required, to sponsor the selected employee; or\
- (iii) Posting in any Department/station out of three choices givcen by him/her

(b) For Group-'B' posts:

- (i) LTC to Countries which are connected directed by air from Bhubaneswar with 30 days' Leave Salary; or
- (ii) Posting in any Department/station out of three choices given by him/her

(c) For Group-'C' posts:

- (i) Cash reward equivalent to basic salary of maximum up to 2 months; or
- (ii) Reimbursement of tuition fees of maximum two child, in Government Medical, Engineering, Technical, professional Courses as prescribed in "Medhabruti Scheme" or similar other schemes as notified/ to be notified by Government in Higher Education Department from time to time. The amount of reimbursement will be twice the rate of scholarship prescribed in "Medhabruti Scheme". The cost of reimbursement of tuition fees shall be limited to the prescribed tenure of the professional course and it shall not be extended beyond the tenure.

(d) For Group-'D' posts:

- (i) Cash reward equivalent to basic salary of maximum up to 2 months; or
- (ii) Relaxation of Residency period for consideration of promotion to Group-'C' posts (from existing 10 years to 5 years or as decided by the Screening Committee); or
- (iii) Reimbursement of tuition fees of maximum two child, in Government Medical, Engineering, Technical, professional Courses as prescribed in "Medhabruti Scheme" or similar other schemes as notified/ to be notified by Government in Higher Education Department from time to time. The amount of reimbursement will be twice the rate of scholarship prescribed in "Medhabruti

Scheme". The cost of reimbursement of tuition fees shall be limited to the prescribed tenure of the professional course and it shall not be extended beyond the tenure.

4. In case the officer is already in the highest promotional post of the cadre or is going to retire within 6 (six) months from the date of sitting of the selection committee, the eligible officer shall be allowed 2 (two) advance increment as admissible in his existing time scale in lieu of the out of turn promotion. This shall be applicable in case of Group-A, Group-B, Group-C and Group-D cadres.

By Order of the Governor

SANJEEV CHOPRA

Principal Secretary to Government