



ଜିଲ୍ଲା କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼ (ସଂସ୍ଥା ଉପ-ବିଭାଗ)

District Office, Sundargarh (Establishment Section)

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No. 8372

Date: 14.07.2022

To

The **ADM, Rourkela/ Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sundargarh / All Sub- Collectors/ Deputy Controller, Civil Defence, Rourkela/ All Tahasildars/ All BDOs/ All Project Administrators, ITDAs/ DWO, Sundargarh/ All CDPOs of ICDSs/ CSO, Sundargarh/ DPO, Sundargarh/ RTO, Sundargarh & Rourkela/ DI & PRO, Sundargarh/ Rourkela/ District Election Office, Sundargarh/ District Sports Officer, Sundargarh/ DSSO, Sundargarh/ DSWO, Sundargarh/ Head Master, STS, Balulata/ All Deputy Collector, Collectorate, Sundargarh**

Sub: Recruitment to Odisha Revenue Service (ORS) (Group-B) by way of "Promotion" for the Recruitment year 2021.

Madam/ Sir,

In enclosing herewith a copy of Letter No. 680/CS, Dated 29.06.2022 of the Secretary, Board of Revenue, Odisha, Cuttack on the subject cited above, I am to request you to provide the "**Service Particulars & other relevant information/ documents**" in the prescribed proforma at "Annexure-A" along with "**original Service Book**" of the suitable employee(s) to this office by **31.07.2022** for recommendation of their names for promotion to O.R.S. against the recruitment year- 2021. Further you are requested to furnish the attested copies of the relevant pages of service book/ order if any, in support of age, educational qualification, date of entry in to Govt. Service with designation, scale of pay as on 01.01.2021, departmental examination of the recommended employees.

As this is a time bound work, recommendation received after the stipulation date will not be considered.

This may be treated as **MOST URGENT**.

Yours faithfully,

Addl. District Magistrate,
Sundargarh

Memo No 8373 /Estt, Date 14.07.2022

Copy to the DIO, NIC, Sundargarh for information and necessary action. He is requested to host the letter along with the Letter No. 680/CS, Dated 29.06.2022 of the Secretary, Board of Revenue, Odisha, Cuttack for information of all officers concerned.

Addl. District Magistrate,
Sundargarh

Cover
11/11/22

BOARD OF REVENUE: ODISHA: CUTTACK
(CONFIDENTIAL SECTION)

No.VI-Con- 41/2022- 680 /CS, Dated: 29.06.2022

From, Dr. Bijay Ketan Upadhyaya, I.A.S.,
Secretary.

To, All Revenue Divisional Commissioners /
Inspector General of Registration, Odisha, Cuttack /
Director, Land Records and Survey & Consolidation, Odisha, Cuttack.

Sub: Recruitment to Odisha Revenue Service (ORS) (Group-B) by way of
"promotion" for the Recruitment Year 2021.

Sir,

I am directed to say that Government in Revenue & Disaster Management Department have decided to recruit **135 officers (UR-79, SC-24, ST-32)** to the cadre of Odisha Revenue Service (ORS) Group-B by way of "promotion" under Rule 4(b) of the Odisha Revenue Service (Recruitment) Rules, 2011, ORS (Recruitment) Amendment Rules, 2017 and ORS (Recruitment) Amendment Rules, 2020 from amongst the Officers of Outstanding merit of the Department having following eligibility criteria.

- a) He / She is a graduate and has worked at least **5 years in one or more than one post taken together** as Consolidator Grade-1, Kanungo, Revenue Supervisor, Revenue Inspector or Ministerial Officer under Board of Revenue/RDCs/Collectors and other Revenue offices as on 01.01.2021
- b) Has passed Departmental Examination, if any.
- c) Not more than **53 years** of age as on 01.01.2021.

2. The name of the eligible candidates may be recommended for consideration of their promotion. Before forwarding the recommendation you are requested to verify meticulously that the persons recommended should fulfill all the conditions of eligibility relating to age, period of service, merit, departmental examination and clearance of Vigilance Case, Departmental Proceeding & Criminal Proceeding.

3. The recommending authorities are particularly requested to see that all columns of the prescribed proforma (enclosed as Annexure-'A') are correctly filled up separately in respect of each nominee with accurate particulars duly authenticated.

4. The recommending authorities are requested to furnish the attested copies of relevant pages of Service Books / Orders if any, in support of age, educational qualification, date of entry into Govt. Service with designation, Scale of Pay as on 01.01.2021, departmental examination of recommended eligible employees alongwith Service particulars & CCRs/PARs to Board of Revenue after thorough verification.

5. The recommending authorities are requested to send the recommendation of the eligible employees in respect of Revenue Field Staff who have undergone Departmental Training meant for them followed by passing of Departmental examination.

6. The recommending authorities are requested to furnish immediate 5 years available CCRs/PARs to the preceding years to the recruitment year of the eligible officers as on 1st day of January of the recruitment year, 2021 i.e. (from 2015-16 to 2019-20). The employee should have any three years of CCRs/ PARs among the preceding five years. In case of non-availability of CCRs/PARs of any of the said period, back CCRs/ PARs of the corresponding number of years may be furnished. "No Remark" Certificate may be furnished for the non-available period. The reason of non-availability of CCRs/PARs of the officers recommended during a particular period must be furnished. The CCRs/PARs furnished must be attested and should be in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992 and other circulars issued from time to time. If any irregularities found later regarding CCRs/PARs of any employee, the officer concerned attested therein will be held responsible.

7. The subordinate authorities are requested to furnish recommendations to the concerned Revenue Divisional Commissioners/ Heads of Department as the case may be, who, in turn, on the receipt of the recommendations from their subordinate offices shall examine them taking into consideration the CCRs/PARs and other service particulars with their total length of service and other eligibility criteria and shall forward the recommendation in respect of candidates considered suitable for promotion to ORS to Board of Revenue, Odisha, Cuttack along with their original / attested copies of CCRs/PARs, service particulars and supporting documents (as cited in point-4 above) duly countersigning by the recommending authorities. An officer in the subordinate office/ office of Revenue Divisional Commissioners/ Heads

of Department may be entrusted with the responsibility of verification of documents and submission of correct information to this office. In the event of any error or omission by way of inadvertence or otherwise detected later will hold such officer to be entirely responsible.

8. The recommending authorities are also requested to furnish the information regarding other documents in respect of each candidates relating to C.B.I./Vigilance reports and papers on criminal cases or departmental action and such other confidential reports having bearing with any official performance as per provisions under Rule 3 (c) of O.C.S. (Criteria for Promotion) Rules, 1992.

9. The recommendations along with CCRs/PARs, required service particulars and supporting documents in respect of each recommended officer should reach Board of Revenue, Odisha, Cuttack on or before **16th August, 2022** unfailingly. The scan copy of the said recommendations alongwith Service particular & CCRs/PARs should be furnished by E-mail address: **bor.conf@gmail.com** on or before **11.59 P.M. of 16th August, 2022** to avoid receipt of fake/forged recommendations. The sending of recommendations from official Email of recommending authority to aforesaid E-mail ID is mandatory. No further extension of time will be allowed. Recommendations received after the stipulated date will be rejected out rightly without assigning any reason thereof.

10. While sending the recommendations to Board of Revenue, Odisha, Cuttack, the recommending authorities are requested to **arrange the names in respect of Revenue Field Staff & Ministerial Officers separately according to their seniority following the principle provided under Rule- 8 of Odisha Revenue Service (Recruitment) Rules, 2011** and a certificate to this effect must be given by the recommending authorities with the recommendation proposal.

11. The proforma for recommendation along with instructions are available in Board of Revenue web-site (i.e. **http://boardodisha.nic.in**).

12. Any omission, wrong or incomplete information furnished in respect of service particulars, CCRs and certificate of recommending authority etc. may render the recommendation invalid and it shall be liable for rejection for which the recommending authorities shall be entirely responsible.

13. The names of the officers with identical names must be differentiated clearly by A, B (or) 1, 2 etc.

14. The recommendation must be sent securely in sealed cover with specification on the cover "Recommendation for "Promotion" to ORS against the year of recruitment- 2021.
15. The recommendation may be sent in the proforma prescribed a sample of which is enclosed for reference.
16. Any form of canvassing will render the nomination rejected.

Yours faithfully,

WSP/MSR
29.6.22
Secretary.

Memo No. 681 /CS., Dated: 29.6.22

Copy forwarded to All Collectors/ Additional Secretary(Estt.), Board of Revenue, Odisha, Cuttack/ Addl. Secretary(Confidential), Board of Revenue, Odisha, Cuttack/ All Additional District Magistrate-cum-District Registrar/ All Settlement Officers/ Joint/Deputy Directors, Consolidation / Deputy Director, Surveys and Map Publication, Odisha, Cuttack for information and necessary action.

Additional Secretary(Establishment), Main Board, Board of Revenue is requested to send the recommendations of the eligible employees of Ministerial cadre of Board of Revenue in proper format as at Annexure-'A' (except CCRs/PARs) within stipulated date & time.

WSP/MSR
Secretary.

Memo No. 682 /CS., Dated: 29.6.22

Copy forwarded to the Joint Secretary to Government, Revenue and Disaster Management Department, Bhubaneswar for information with reference to letter No.RDM-CON-MISC-0050-2021-19506/R&DM, Dt. 20.06.2022.

WSP/MSR
Secretary.

ANNEXURE-'A'

**PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF
"PROMOTION"
(For the Recruitment year-2021)**

Service particulars :

1. Name (in full) :
2. Designation with office address :
3. Father's name :
4. Permanent Home Address :
At:
P.O. :
P.S. :
Tahasil:
Home District
5. Date of Birth :
6. Age as on 01.01.2021 :
7. Category (UR/SC/ST) :
8. Educational Qualification :
9. Date of first appointment in Government service with Designation :
10. Date of Joining in the feeder post for ORS cadre with Designation :
11. Date of Joining in the present post :

12. Basic Pay & Scale of pay with Grade Pay / (Cell No./Level) as per Pay matrix under ORSP Rule,2017

As on	As on	As on
31.12.2015	01.01.2020	01.01.2021

13. Whether passed the departmental examination, if any, prescribed or exempted from passing the same. (Yes / No/ Not-Prescribed / Exempted)

(Clearly indicate the position in the Box given below)

N.B. -Details of Examination with supporting documents must be attached.

14. Whether any CBI/ vigilance case pending (Yes/ No) :
15. Whether any Departmental Proceedings pending (Yes/ No) :
16. Whether complete confidential character rolls arranged in proper sequence/ have been properly explained (Yes/ No)
17. Period of CCRs./ PARs furnished : From _____ To _____

CERTIFICATE

I hereby certify that –

- i) The particulars furnished in items 1 to 17 are correct to the best of my knowledge.
- ii) I have gone through the complete CCRs/PARs of the nominee carefully and the basis of the entries therein, considers him / her to be an officer of outstanding merit and ability, suitable for promotion to the Odisha Revenue Service (ORS) (Group-B).
- iii) I have gone through the relevant provisions of Odisha Revenue Service (ORS) (Recruitment) Rules, 2011, ORS (Recruitment) Amendment Rules, 2017 and ORS (Recruitment) Amendment Rules, 2020 carefully and consider the nominee eligible for "Promotion" on the basis of the age, experience and other conditions of eligibility specified in the said Rules and Regulations.
- iv) No C.B.I./Vigilance case or departmental proceedings etc are pending against the nominee.

Signature of the recommending authority
Designation with full official address.

Signature of the Countersigning Authority
Designation with full official address.