

OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER
NORTHERN DIVISION, ODISHA, SAMBALPUR

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No-XIX - 47/2023 9409 /Estt.C Date: 12.09.2023

From,

Additional Secretary to RDC,
Northern Division, Sambalpur

To,

All Collectors of Northern Division

Sub: Recruitment to ORS (Group-B) by way of "promotion" for the
Recruitment year 2022.

Ref: Letter No. 1151/CS, dtd.16.09.2023 of Secretary, Board of Revenue,
Odisha, Cuttack

Madam/Sir,

In inviting reference to the letter on the subject cited above, I am directed to say that Govt. in Revenue & Disaster Management Department have decided to recruit 151 officers to the cadre of Odisha Revenue Service (ORS) Group-B by way of "promotion" under rule 4(b) of Odisha Revenue Service (Recruitment) Rules 2011, ORS (Recruitment) Amendment Rules, 2017 and ORS (Recruitment) Amendment Rules, 2020 from among the eligible officers of outstanding merit for the Recruitment year 2022.

It is therefore, requested to send recommendation of eligible candidates in the prescribed proforma in Annexure-'A' for consideration of their promotion. Before forwarding the recommendation, it is requested to verify meticulously that the persons recommended should fulfil all the required condition relating to age, period of service, merit, departmental examination, submission of property statement through HRMS and clearance of vigilance case, Departmental Proceeding & Criminal Proceeding.

Along with recommendation in Annexure-'A' the recommending authorities are also requested to furnish the following supporting documents.

- i. 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 01.01.2022, Departmental Examination of recommended eligible employees along with service particulars and CCRs/PARs.



- ii. Attested copies of status page on submission of property statement of employees for the recent fiscal year 2022 through HRMS. While doing print out of the copies from HRSM, they must ensure that personal information of the employees in the left side of the page and status of submission of property statement on the right side of the page.
- iii. While recommending the revenue field staff employees they must ensure that they have undergone Departmental Training prescribed for them followed by passing of Departmental Examination.
- iv. Immediate 5 years available CCRs/PARs to the preceding years of 2022 of the eligible Group-B and above officers as on 01.01.2022 i.e. from 2016-17 to 2020-21 should be furnished. Similarly, in case of Group-C employees CCRs for the preceding 5 years i.e. from 2015-16 to 2019-20 along with CCRs for the year 2020-21 or Group-C assessment for the year 2020-21 recorded in their HRMS system should be furnished. In case of non-availability of CCRs/PARs of any of the said period, back CCRs/PARs of the corresponding no. of years may be furnished.
- v. Seniority list/Gradation List of recommended employees post-wise as on 01.01.2022 be furnished.
- vi. Information regarding other documents relating to CBI/Vigilance Report and papers on Criminal Cases or Departmental Action and such other confidential reports having bearing any official performance.
- vii. The detailed information in respect of the recommended candidates be submitted in the enclosed format in Annexure-'B' (Service Particular statement) and in Annexure-'C' (CCRs statement) in both soft copy (MS Word only) & hard copy.
- viii. Scanned soft copy of the CCRs and relevant pages of the Service Book be furnished.

While sending the recommendation, the recommending authorities are requested to arrange the names of revenue field staff and ministerial officer separately according to their seniority and instruction of Board of Revenue, Odisha, Cuttack vide their letter under reference may please be strictly adhered to.

The recommendation complete in all respect, should reach this office on or before 30.09.2023 positively by special messenger. Recommendations received after the stipulated date will not be considered.

This may be treated as "Most Urgent".

Yours faithfully,

Additional Secretary

Memo No. 9410 /EC Date: 18.9.23

Copy forwarded to Section Officer, Establishment-A for information and necessary action. He is requested to furnish the recommendations of the eligible employees of ministerial cadre of this office in proper formats along with CCRs/PARs and supporting documents as stated there in.

Additional Secretary

Memo No. 9411 /EC Date: 18.9.23

Copy forwarded to the Additional Secretary to Govt., Revenue & Disaster Management Department, Odisha, Bhubaneswar/Secretary, Board of Revenue, Odisha, Cuttack for information with reference to letter No. 1151/CS, dtd.16.09.2023 of Board of Revenue, Odisha, Cuttack

Additional Secretary

**PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF
"PROMOTION"
(For the Recruitment year-2022)**

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 01.01.2022 :
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 31.12.2015	As on 01.01.2021	As on 01.01.2022

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 Submitted Property Statement for the recent fiscal year 2022 (Yes/ No) :
15. Whether any CBI/ vigilance case pending (Yes/ No) :
16. Whether any Departmental Proceedings pending (Yes/ No) :
17. Whether complete confidential character rolls arranged in proper sequence/ have been properly explained (Yes/ No)

18. Period of CCRs./ PARs furnished : From _____ To _____

CERTIFICATE

I hereby certify that –

- i) The particulars furnished in items 1 to 18 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.

Annexure-B

Statement of Service particulars (MS Word only)

Sl. No.	Name & Design.	Office Address	Date of Birth (D/M/Y)	Age on 01.01.2022	Whether SC/ST	Educational Qualification	Date of joining in the feeder post of ORS cadre with design.	Length of qualifying service Y/M/D	Scale of Pay as on 01.01.2022	Whether passed Departmental exm.	Period of CCRs furnished
1	2	3	4	5	6	7	8	9	10	11	12

Annexure-C

Statement of CCRs (MS Word only)

Sl. No.	Name of the candidate	Year	Rating	Whether		Reason of non-available period	No remarks certificate for the non-available period	
				Reported	Counter signed			
1	2	3	4	5	6	7	8	9

BOARD OF REVENUE: ODISHA: CUTTACK
(CONFIDENTIAL SECTION)

No.VI-Con- 56/2023 - 1151 /CS, Dated: 16.09.2023

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 2022.

Sir,

I am directed to say that Government in Revenue & Disaster Management Department have decided to recruit **151 officers(UR-88, SC-32, ST-31)** 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 any 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 01.01.2022
- b) Has passed Departmental Examination, if any.
- c) Not more than **53 years** of age as on 01.01.2022.

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, submission of property statement through HRMS and clearance of Vigilance Case, Departmental Proceeding & Criminal Proceeding.

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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 01.01.2022, 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 furnish the attested copy of status page on submission of property statement of employee for the recent fiscal year i.e. 2022 through HRMS. While doing printout of the Copy from HRMS, they must ensure that personal information of employee on the left side of page and status of submission of property statement on the right side of page.
6. The recommending authorities are requested to send the recommendation of the eligible employees in respect of Revenue Field Staff who have undergone Departmental Training prescribed for them followed by passing of Departmental examination.
7. The recommending authorities are requested to furnish immediate 5 years available CCRs/PARs to the preceding years of 2022 of the eligible Group-B & above officers as on 1st day of January of the recruitment year, 2022 i.e. (from 2016-17 to 2020-21). Similarly, in case of Group-C employees, they are requested to furnish the CCRs for the preceding 5 years of recruitment year 2022 i.e. (from 2015-16 to 2019-20) alongwith CCR for the year 2020-21 or "Group-C assessment" for the year 2020-21 recorded in their HRMS system. The Group-C employees recorded with " Not fit for Promotion" / "Not fit for shouldering higher responsibility" in the Group-C assessment in HRMS system for the year 2020-21 shall not be recommended. In case of non-availability of CCRs/PARs of any of the said period (i.e. 2016-17 to 2020-21(Group-B), 2015-16 to 2019-20(Group-C)) back CCRs/PARs of the corresponding number of years may be furnished. The recommending authorities may ensure that, the employee should have 36 months of CCRs/ PARs among 60 months CCRs preceding the recruitment year 2022. "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)

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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.

8. The subordinate authorities are required 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 & 5 above) duly countersigned 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 detected later, the verifying officer will be held responsible.

9. 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 on any official performance as per provisions under Rule 3 (c) of O.C.S. (Criteria for Promotion) Rules, 1992.

10. 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 October, 2023** 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 October, 2023** 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 outrightly without assigning any reason thereof.

11. 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

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be given by the recommending authorities with the recommendation proposal. They are requested to send the Seniority list/ Gradation List of recommending employees post wise as on 01.01.2022.

12. The proforma for recommendation along with instructions are available in Board of Revenue web-site (i.e. <http://boardodisha.nic.in>).
13. 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.
14. The names of the officers with identical names must be differentiated clearly by A, B (or) 1, 2 etc.
15. The recommendation must be sent securely in sealed cover with specification on the cover "Recommendation for "Promotion" to ORS against the year of Recruitment- 2022".
16. The recommendation may be sent in the proforma prescribed, a sample of which is enclosed for reference at Annexure-'A'.
17. Any form of canvassing will result in rejection of the nomination.

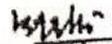
Yours faithfully,


16.9.23
Secretary.

Memo No. 1152 /CS., Dated: 16.09.2023

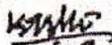
Copy forwarded to All Collectors/ Additional Secretary(Estt.), Board of Revenue, Odisha, Cuttack/ Addl. Secretary(Confidential), Board of Revenue, Odisha, Cuttack/ All Additional District Magistrate-cum-District Registrar/ All Settlement Officers/ Joint/Deputy Directors, Consolidation / Deputy Director, 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) on or before 10.10.2023.


16.9.23
Secretary.

Memo No. 1153 /CS., Dated: 16.09.2023

Copy forwarded to the Additional Secretary to Government, Revenue and Disaster Management Department, Bhubaneswar for information with reference to letter No.RDM-CON-PM-0047-2023-32856/R&DM, Dt. 13.09.2023.


16.9.23
Secretary.

**PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF
"PROMOTION"
(For the Recruitment year-2022)**

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 01.01.2022 :
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 31.12.2015	As on 01.01.2021	As on 01.01.2022

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 Submitted Property Statement for the recent fiscal year 2022 (Yes/ No) :
15. Whether any CBI/ vigilance case pending (Yes/ No) :
16. Whether any Departmental Proceedings pending (Yes/ No) :
17. Whether complete confidential character rolls arranged in proper sequence/ have been properly explained (Yes/ No)
18. Period of CCRs./ PARs furnished : From _____ To _____

CERTIFICATE

I hereby certify that –

- i) The particulars furnished in items 1 to 18 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.

