To

The Addl. District Magistrate, Rourkela / Project Director, DRDA, Sundargarh / All Sub-Collectors / All Tahasildars / All Block Development Officers / All Project Administrator, ITDAs / District Welfare Officer, Sundargarh / Deputy Collector, Election / District Social Welfare Officer, Sundargarh / All CDPOs of ICDSs / Civil Supplies Officer, Sundargarh / District Panchayat Officer, Sundargarh / Regional Transport Officers, Sundargarh & Rourkela / DI & PRO, Rourkela / District Sports Officer, Sundargarh

Sub:- Recruitment to Odisha Revenue Service (ORS) (Group-B) by way of "promotion" for the Recruitment Year 2013.

Madam/Sir,

In enclosing herewith a copy of Memo No.110/CS., Dated 09.03.2015 of Secretary, Board of Revenue, Odisha, Cuttack on the above subject and request you to provide the "Service Particulars & other relevant information/documents" along with "original Service Book" of the suitable employee(s) to this office by 18.03.2015 for recommendation of their name(s) for promotion to O.R.S. against the year of recruitment-2013.

Yours faithfully

[Signature]

Addl. District Magistrate
Sundargarh

Memo No. 796 / Estt., Date 12/03/2015

Copy to the D.I.O., N.I.C., Sundargarh for information and necessary action. He is requested to host the letter along with Memo No.110/CS., Dated 09.03.2015 of Secretary, Board of Revenue, Odisha, Cuttack for information of all officers concerned.

[Signature]

Addl. District Magistrate
Sundargarh
From
Sri U. N. Mallick, I.A.S.,
Secretary.

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

Sub: Recruitment to Odisha Revenue Service (ORS) (Group-B) by way of “promotion”
for the Recruitment Year 2013.

Sir,

I am directed to say that Government in Revenue & Disaster Management
Department have decided to recruit officer 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 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 10 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 on the 1st day of January of the year in which the Committee
meets i.e. as on 01.01.2013 and

b) Has passed Departmental Examination.

c) Not more than 53 years of age as on 1st January in which the committee meets i.e. as
on 01-01-2013.

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

4. The recommending authorities are requested to furnish 5 years available CCRs (latest) duly attested to the preceding years to the recruitment year of the eligible officers as on 1st day of January of the recruitment year, 2013 (2011-12 & backward). “No Remark” Certificate may be furnished for the non-available period. The reason of non-availability of CCRs of the officers recommended during a particular period must be furnished. The CCRs must be furnished in accordance with the provisions of the Orissa Civil Services (Criteria for Promotion) Rules, 1992 and other circulars issued from time to time.

5. 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 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 and service particulars 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.

6. 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.

7. As per the ORV in posts and services (for SC & ST) Act, 1975 and rules framed there under required number of vacancies will be filled up by eligible SC & ST candidates. Hence, SC/ST candidates who are coming under the eligibility criteria may be recommended along with others.

8. The recommendations along with C.C.Rs. and required service particulars in respect of each recommended officer should reach Board of Revenue, Odisha, Cuttack on or before 15th April, 2015 unfailingly. No further extension of time will be allowed. Recommendations received after the stipulated date will be rejected outright without assigning any reason thereof.

9. While sending the recommendations to Board of Revenue, Odisha, Cuttack, the Recommending Authorities are requested to arrange their names 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.

10. The proforma for recommendation along with instructions are available in Board of Revenue web-site (i.e. ori.nic.in/bor).

11. 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.

12. The names of the officers with identical names must be differentiated clearly by 'A, B (or) 1, 2 etc.
13. The recommendation must be sent securely in sealed cover with specification on the cover "Recommendation for "promotion" to ORS against the year of recruitment- 2013.

14. The recommendation may be sent in the proforma prescribed a sample of which is enclosed for reference.

15. Any form of canvassing will render the nomination rejected.

Yours faithfully,

Secretary

Memo No. 110/CS., Dated 09/03/2015

Copy forwarded to All Collectors/ Joint Secretary(Estt.), 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.

Secretary

Memo No. ___________/CS., Dated ___________

Copy forwarded to the Deputy Secretary to Government, Revenue and Disaster Management Department, Bhubaneswar for information with reference to letter No.CON-R-22/2014-453/ R(CS) Dt. 23.02.2015.

Secretary
PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF "PROMOTION"
(For the Recruitment year-2013)

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 01.01.2013 : 
7. Whether S.C. / S.T. : 
8. Educational Qualification : 
9. Date of first appointment in Government service : 
10. Length of service with designation as on 01.01.2013 : Year Month Day 
11. Basic Pay & Scale of pay with Grade Pay :

<table>
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<th>As on 01.01.2012</th>
<th>As on 01.01.2013</th>
<th>As on 01.01.2014</th>
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12. Whether passed the departmental examination, if any, prescribed or exempted from passing the same. 
   Yes | No | Not prescribed | Exempted 
   (Strike out which is not applicable)
13. Whether complete confidential character rolls arranged in proper sequence/ have been properly explained.

14. Period of C.C.Rs. furnished : From To
CERTIFICATE

I hereby certify that –

i) The particulars furnished in items 1 to 15 are correct to the best of my knowledge.

ii) I have gone through the complete CCRs of the nominee carefully and the basis of the entries therein, consider 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 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.