

BOARD OF REVENUE: ODISHA: CUTTACK

(Confidential Section)

No.VI-Con.56/2023- 1178 /CS, Dated. 16.09.2023

From,

Smt. Binodini Panda , O.A.S(SAG),
Addl. Secretary.

To,

✓ The Technical Director,
NIC, 5th Floor,
Board of Revenue,
Odisha, Cuttack.

Sub: Hosting of notification regarding recruitment to Odisha Revenue Service by way of "**Promotion**" for the year 2022 and recruitment to Odisha Revenue Service by way of "**Selection**" for the year 2022 in the website of Board of Revenue.

Sir,

In enclosing a copy of Board's letters No. 1151 /CS, Dt.16.09.2023 and No. 1154/CS, Dt.16.09.2023, on the subject cited above, I am directed to say that the letters alongwith Annexures may please be made available in the website of Board of Revenue i.e. <http://boardodisha.nic.in> which can be accessed by all All Departments of Govt. / All Heads of Deptt. / All Revenue Divisional Commissioner / All Collectors / All ADMs and other officers for sending of recommendation for the purpose.

This may be treated as most urgent.

Yours faithfully,

Addl. Secretary

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.

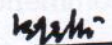
Yours faithfully,


16.9.23
Secretary.

Memo No. 1152 /CS., Dated: 16.09.2023

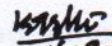
Copy forwarded to All Collectors/ Additional Secretary(Estt.), Board of Revenue, Odisha, Cuttack/ Addl. Secretary(Confidential), Board of Revenue, Odisha, Cuttack/ All Additional District Magistrate-cum-District Registrar/ All Settlement Officers/ Joint/Deputy Directors, Consolidation / Deputy Director,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

ANNEXURE-'A'

**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)

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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.

BOARD OF REVENUE: ODISHA: CUTTACK
(Confidential Section)

No.VI-Con-56/2023- 1154 /CS., Dated: 16.09.2023

From,

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

To,

The All Departments of Government /
All Heads of Departments

Sub: Recruitment of Odisha Revenue Service(ORS) (Group-B) by way of
Selection for the recruitment year, 2022.

Sir,

I am directed to say that, it has been decided by the Government in Revenue & Disaster Management Department to recruit **54 nos. of Officers (UR-32, SC-13, ST-09)** to the cadre of Odisha Revenue Service(ORS) (Group-B) by way of "**Selection**" for the recruitment year, 2022 under Rule-4(c) of the Odisha Revenue Service (Recruitment) Rules, 2011 and ORS(Recruitment) Amendment Rules,2020 from among the officers having the following eligibility criteria with **Outstanding merit and ability**.

- a) He/ She is a graduate and has worked for at least 05 years of service in Group-C post carrying a scale of pay of Rs. 4,750-7,500/- in pre-revised scale of pay(ORSP Rules 1998) & Pay Band-2, Rs-9,300-34,800/- with Grade Pay of Rs. 4,200/- in pre-revised Scale of pay (ORSP Rules, 2008) Corresponding to pay at Level-9 as per Pay matrix under ORSP Rules,2017 or higher scale of pay as on 1st January, 2022.
- b) He/ She has passed Departmental Examination, if any.
- c) Not more than 50 years of age as on 1st January, 2022.

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2. For recommendation against Selection, you are requested to ensure that the names of the willing candidates who really deserve consideration on the basis of their outstanding performance and exceptional merit as reflected in their CCRs/PARs are to be sponsored to this office. An undertaking to accept the appointment on selection to ORS (Group-B) should be obtained from the concerned candidates.
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 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, date of pay fixed at pay scale of Rs. 4750-7500/- or higher(as per ORSP Rules 1998), date of pay fixed at pay band-2 Rs. 9,300-34,800/- with grade pay of Rs. 4,200/- or higher(as per ORSP Rules 2008), date of pay fixed at Level-9 or higher (as per pay matrix under ORSP Rules 2017), 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 furnish attested photocopy of latest available 05(Five) years CCRs/PARs preceding the Recruitment year, 2022(i.e. from 2016-17 to 2020-21) of officers who are eligible as on 1st day of January of the Recruitment year, 2022 as per Rule-3(C) of the Orissa Civil Service (Criteria for Promotion) Rules, 1992 read with clarification issued by

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Government in General Administration Department vide Letter No. 4280, dated 19.02.2010. 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. The recommending authorities are to ensure that, the employee should have 36 months of CCRs/ PARs among 60 months of CCRs preceding the recruitment year 2022. **No Remarks Certificate** may be furnished for the non-available period of CCRs/ PARs. The recommendation should be routed through their respective Heads of Department/ Department of Govt. as the case may be & reach the Board within the stipulated period. Any application received directly at Board of Revenue without the recommendation of concerned Heads of Department/ Department of Govt. will be rejected outrightly & will not be considered at all.

7. The Ministerial Officers/ Revenue Field Service Staff working under Revenue Administration need not be recommended for Recruitment to ORS against **"SELECTION"** category for the year, 2022 as per Rule 4(C) of ORS(Recruitment) Rules, 2011 as they are coming under the category of recruitment to ORS cadre by way of promotion.
8. No candidate should be recommended against whom CBI/ Vigilance/ Departmental or Judicial Proceeding is pending or being contemplated.
9. While sending the recommendation to the Board of Revenue, Odisha, Cuttack the recommending authorities are requested to arrange the names according to their seniority for fixation of their inter-se-seniority of respective cadre. They are requested to send the Seniority list/ Gradation List of recommending employees as on 01.01.2022.
10. The proforma for recommendation along with instructions are available in Board of Revenue Web-site(i.e. <http://boardodisha.nic.in>) which may be accessed. However, a copy of the prescribed proforma is enclosed for reference (**Annexure-'B'**).

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11. The recommendations along with CCRs/PARs, required Service particulars in format as at Annexure-'A' & 'B', an undertaking from candidates and supporting documents(as cited in point-4 above), Print out copy of status of property statement (as cited in point-5 above) in respect of each nominee should reach Board of Revenue, Odisha, Cuttack on or before **16th October, 2023 by 5 P.M.** unflinching. 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. Recommendation received after the stipulated date will be rejected outrightly without assigning any reason thereof.
12. Any omission, wrong or incomplete information furnished in respect of service particulars, CCRs/PARs and the certificate of recommending authority etc. may render the recommendation invalid and it shall be liable for rejection.
13. The names of the officers with identical names must be differentiated clearly by A,B (or) 1,2 etc.
14. The recommendations must be sent securely in sealed cover with specification on the cover **"Recommendation for "Selection" to ORS against the year of Recruitment-2022 "**.

Yours faithfully,


16.9.23
Secretary

Memo No. 1155 /CS, Dated. 16.09.2023

Copy forwarded to F.A., Board of Revenue / Additional Secretary(Establishment), Main Board, Board of Revenue for information & necessary action.

Additional Secretary(Establishment) is requested to furnish the recommendations of eligible Non-Ministerial employee, Board of Revenue in proper format as at Annexure-'A' & 'B' alongwith willing of applicants for the said post (except CCRs/ PARs) on or before 10.10.2023.

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16.9.23
Secretary

Memo No. 1156 /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.

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16.9.23
Secretary.

ANNEXURE-'A'**PROFORMA FOR RECOMMENDATION TO ORS (GROUP-B) BY WAY OF "SELECTION"**

(for the recruitment year-2022)

Service Particulars :

1. Name (in full) :
2. (a) Designation as on 01.01.2022
(b) Office Address :
3. Father's Name :
4. Permanent Home Address :
At:
PO:
PS:
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
Govt. Service :
10. Length of Service with designation Year Month Day
as on 01.01.2022
11. Basic Pay & Scale of pay with Grade Pay / (Cell No./Level) as per Pay matrix under
ORSP Rules,2017 :

As on 31.12.2015	As on 01.01.2021	As on 01.01.2022

12. Detail period of Service rendered in

- a) Group-C Post carrying a pay scale of Rs. 4750- 7500/- in pre-revised scale of pay (ORSP Rules 1998) : from _____ to _____
- b) carrying a pay scale in PB-2, Rs. 9300-34,800/- with Grade pay of 4200/- in pre-revised scale of pay (ORSP Rules 2008) or higher scale of pay :
from _____ to _____
- c) carrying a pay in Level-9 or higher Level as per Pay-matrix under ORSP Rules 2017 : from _____ to _____

13. Combined Length of service rendered in Group-C Post carrying a pay scale of Rs. 4750- 7500/- in pre-revised scale of pay (ORSP Rule 1998) & PB-2, Rs. 9300-34,800/- with Grade pay of 4200/- in pre-revised scale of pay (ORSP Rule 2008), corresponding to Cell No. & Level as per Pay-matrix under ORSP Rule 2017 or higher scale of pay as on the 1st day of January, 2022.

Year Month Day

14. 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)

15. Whether Submitted Property Statement for the recent fiscal year 2022 (Yes/ No) :

16. Whether any CBI/ vigilance case pending (Yes/ No) :

17. Whether any Departmental / Judicial Proceedings pending (Yes/ No) :

18. Whether complete Confidential Character Rolls arranged in proper sequence / have been properly explained.

19. Period of C.C.Rs furnished: From To

CERTIFICATE

I hereby certify that-

- i) The particulars furnished in items 1 to 19 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, consider him/ her to be an officer of Outstanding merit and ability, suitable for Selection to the Odisha Revenue Service (ORS) (Group-B).
- iii) I have gone through the relevant provision of the Odisha Revenue Service (Recruitment) Rules, 2011 and ORS (Recruitment) Amendment Rules, 2020 carefully and consider the nominee eligible for "Selection" on the basis of age, experience and other conditions of eligibility specified in the said Rules and Regulations.
- iv) No C.B.I./ Vigilance case/ Departmental/Judicial 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 RECOMMENDATIONS FOR RECRUITMENT TO ODISHA REVENUE SERVICE (GROUP-B) BY WAY OF "SELECTION" FOR THE YEAR, 2022

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
SI No.	Name and Designation of the Employees as on 01.01.2022	Present place of Posting with District	Scale of pay with GP corresponding to (Level/ Cell) as per pay matrix under ORSP Rules, 2017 as on 01.01.2022	Date of Birth	Age as on 01.01.2022 (YY/MM/DD)	Date of entry into Govt. Service	Date of joining in qualifying service i.e. (A) scale of pay of Rs. 4,750- 7,500/- in pre-revised scale of pay (ORSP Rules 1998) / (B) Grade Pay of Rs. 4200/- as per ORSP Rules, 2008/ (C) Level-9 of ORSP Rules, 2017 or higher	Length of Service as on 01.01.2022 in the qualifying service (YY/MM/DD) (i.e Summation of periods in column(8))	Category (UR/SC/ST)	Whether passed Departmental Exam, (Yes/ No/Not-prescribed/ Exempted)	Whether submitted property statement for the fiscal year 2022	Whether any Vigilance/ DP case pending	Years of CCRs/PARs Submitted
							A)	A)					
							B)	B)					
							C)	C)					
								Total=					

Signature of the Recommending Authority