

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 12855  
F.N.-CS2-MCS-0001-2026

F.

Date 15.05.2026

From

Sanjeeb Kumar Mishra, IAS  
Principal Secretary to Government.

To

The Additional Chief Secretaries /  
Principal Secretaries /  
Commissioner-cum-Secretaries /  
Secretaries to Government  
(All Departments)

Subj: **Delay in issue of posting orders leading to abnormal extension of joining time –  
fixation of accountability regarding.**

Madam Sir,

In inviting a reference to the subject cited above, it is to state that Administrative Departments have been delegated with powers to sanction joining time upto a period of 120 days vide Finance Department O.M. No. 12598/F. dated 28.03.2011. Procedure to be followed in the matter of relief from old post and joining the new post for which joining time admissible has been prescribed in Finance Department O.M. No.5711/F. dated 05.02.1980. Further, conditions required to be fulfilled while submitting proposal for sanction of joining time beyond the period of 120 days have been outlined in Finance Department Circular Letter No. 4/352/F. dated 09.10.2002 read with Circular Letter No. 50965/F. dated 15.12.2006. It is thus expected that extension of joining time beyond 120 days limit would not ordinarily arise if the procedure contained in Finance Department O.M. No. 5711/F. dated 05.02.1980 is followed scrupulously.

2. It has, however, come to the notice of Government that in certain cases, files relating to issue of detailed posting orders and joining instructions are being kept pending at various levels without adequate justification, resulting in abnormal delay and submission of proposals for extension of joining time beyond 6 (six) months and above.
3. Such instances are viewed seriously by Government and negatively pointed out by Audit as sanction of extension of joining time resulted in paying idle salary to an employee. Delay on the part of officials in processing such files leads to avoidable administrative complications and financial implications, including payment of salary without commensurate service, which is not desirable and needs to be strictly avoided.

 P.T.O.

4. In view of the above, Government after careful consideration have been pleased to direct the following:

(i) **Fixation of accountability:** Administrative Departments shall fix responsibility on the officers concerned for whose inaction led to sanction of joining time beyond 30 days. The idle salary paid to the govt servant shall be recovered from the erring officials.

(ii) **Discouraging routine extension:** Extension of joining time beyond the admissible limit shall not be allowed as a matter of routine. Proposals involving extension of joining time beyond **120 days** and particularly beyond **6 months** shall be subjected to strict scrutiny.

(iii) **Utilisation of services during interim period:** In cases where an employee has reported for duty but detailed posting orders are yet to be issued, the Administrative Department / Controlling Authority shall ensure that the services of the concerned employee are gainfully utilised in an appropriate office assignment during the intervening period, so as to avoid payment of idle salary.

(iv) **Pre-condition for submission of proposal:** No proposal for extension of joining time shall be considered unless the Administrative Department clearly indicates:

the reasons for delay,

the officers/officials responsible for such delay, and

the action taken against the erring officers.

The proposal file shall be submitted only after incorporating the above details.

5. All Departments are requested to ensure strict compliance of these instructions. Any deviation in this regard shall be viewed seriously.

Yours faithfully,

  
Principal Secretary to Government

Memo No. 12856 F.

dated 15.05.2026

Copy forwarded to Principal Secretary to Governor / P.S. to Chief Minister / P.S. to All Ministers / P.S. to Chief Secretary / P.S. to DC-eam.-ACS / P.S. to Principal Secretary, Finance Department / Principal Accountant General (A&E) Odisha / Accountant General (Audit), Odisha, Bhubaneswar / Deputy Accountant General, (Projects) Odisha, Koraput / Deputy Accountant General, Puri, Odisha / All Departments of Government / All Heads of Department / Secretary, Lokayukta, Odisha / All Financial Advisers / All Assistant Financial Advisers / All RDC's / All Collectors / All Sub-Collectors / DT & I(O), Treasuries and Accounts Bhawan, Bhubaneswar / Director General, GAA / Director, MDRAFM / Principal, Secretariat Training Institute for information.

*CRISWAL*  
15/05/2026

Deputy Secretary to Government

Memo No. 12857 F.

dated 15.05.2026

Copy forwarded to the Portal-in-charge, FID, Finance Department with request to upload the circular in the website of Finance Department at [www.finance.odisha.gov.in](http://www.finance.odisha.gov.in) for general information.

*CRISWAL*  
15/05/2026

Deputy Secretary to Government

Memo No. 12858 F.

dated 15.05.2026

Copy forwarded to All Officers / All Branches of Finance Department for information.

*CRISWAL*  
15/05/2026

Deputy Secretary to Government