

FINANCE DEPARTMENT

NOTIFICATION

The 12th April 2001

No.27331 – SS-I(A)-12/2001-F.,

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa hereby makes the following rules regulating the method of recruitment and conditions of service of person appointed to the Orissa Small Savings Services, namely :-

PART I

PRELIMINARY

Short title
and
commence-
ment

1. (i) These rules may be called the Orissa Small Savings (Method of Recruitment and Conditions of Service) Rules, 2001.
- (ii) They shall come in to Force on the date of their publication in the Orissa Gazette.

Definitions

2. In these rules, unless the context otherwise requires -
 - (a) "Appointing Authority" means the Government;
 - (b) "Commission" means the Orissa Public Service Commission;
 - (c) "Government" means the Govt. of Orissa;
 - (d) "Group" means classification of the Officers Made by the Government of the basis of the scale of pay attached to each post vide General Administration Department Resolution No.21317, dated the 22nd September 1995 and Resolution No.17656, dated the 7th June 1999;
 - (e) "Selection List" means the list approved by the Government containing the names of Officers considered suitable for promotion'
 - (f) "Service" means the Orissa Small Savings Service.

PART II

Constitution of Service

3. (1) The Service shall consist of Group 'A' and Group 'B' posts,
- (2) The following posts shall come under Group 'A' namely :-
- (i) Deputy Director, small Savings-cum-Deputy Secretary, or such other equivalent posts which the Government by notification may include from time to time.
- (ii) Assistant Director, Small Savings-cum-Under Secretary, or such other equivalent posts which the Government may by notification include from time to time.
- (3) The following posts shall come under Group 'B', namely :-
- (i) District Small Savings Officer or such other equivalent posts as the Government may by notification include from time to time.
- (4) The strength of posts in said Groups shall be such as may be sanctioned by the Government from time to time.
- (5) The Government may include such other posts and exclude such posts from the Service, as deemed desirable in the interest of public service, by way of notification published in the Orissa Gazette from time to time.

PART III

Method of Recruitment

4. (1) Recruitment to the post of Deputy Director, Small Savings-cum-Deputy Secretary shall be by promotion only from the cadre of Assistant Director of Small Savings-cum-Under Secretary who have completed at least 2 years of service as such on the first day of the year in which the selection Board constituted under sub-rule (1) of rule 5 meets.

(2) Recruitment to post of Assistant Director, Small Savings-cum-Under Secretary shall be made by promotion from the rank of District Small Savings Officer who have completed 5 years of service as such on the first day of the year in which the Selection Board constituted under sub-rule (1) of rule 5 meets.

(3) Recruitment to the post of District Small Savings Officer shall be made by promotion from the rank of Small Savings Officer (Senior Grade), and Officer on Special Duty having same scale of pay who have completed 10 years of service as such on the first day of the year in which the Selection Board constituted under sub-rule (2) of rule 5 meets.

PART IV

5. (1) The composition of Selection Board for promotion to the post of Group 'A' category under these rules shall be as follows:-
- Constitution of Selection Board**

Chief Secretary / Additional Chief Secretary	:	Chairman
Secretary to Government, Finance Department	:	Member
Senior most Addl. Secretary to Government, Finance Department	:	Member

NOTE –

Director, Small Savings-cum-Joint Secretary to Government, Finance Department shall be the Convener of the Selection Board but he shall not participate in the deliberations of the meeting.

2. The composition of Selection Board for promotion to the post of Group 'B' category under these rules shall be as follows:-

Secretary to Government, Finance Department	:	Chairman
Senior most Additional Secretary to Government, Finance Department	:	Member
Director, Small Saving-cum-Joint Secretary to Govt. Finance Department.	“	Member

NOTE :- Deputy; Director, Small Savings-cum-Deputy Secretary shall be the Convenor of the Selection Board but he shall not participate in the deliberations of the meeting.

6. (1) The convener shall determine the existing and anticipated vacancies during the year and prepare a list of eligible officers coming within the zone of consideration. The list will be placed before the Selection Board along with their confidential character roll and service record for the last 5 years.

(2) The Selection Board, for promotion to different categories of posts, may meet at least once in a year preferably in the month of January and prepare the lists of officers assessed suitably for promotion to different grades.

NOTE :- The process of promotion shall be governed by the following Act and Rules, namely:-

(i) Orissa Civil Service (Criteria for promotion) Rules, 1992

(ii) Orissa Civil Service (Zone of Consideration for Promotion) Rules, 1988

(iii) Orissa Reservation of Vacancies in Posts and Services (for Scheduled Caste and Scheduled Tribes), Act, 1975 and Rules issued there under.

(3) The selection of Officers for promotion shall be based on merit-cum-suitability with cue regard to seniority.

(4) The list of Officers found suitable by the Selection Board for promotion along with the seniority list and service records placed before the Selection Board shall be sent to the Commission for their concurrence.

PART V

7. (1) The list of Office assessed suitable for promotion and recommended by the Commission after its approval shall be placed before the Government for acceptance and after such acceptance shall be treated as the Select List which shall contain the names of the Officers equal to the number of vacancies determined in sub-rule (1) of rule 6.

Select List

(2) The names of officers in the Select List shall be arranged in order of merit.

(3) The Select List shall remain valid for a period of one year from the date of its approval or till it is replaced by another Select List whichever is earlier.

- Filling up the vacancies
8. Appointment to different grades of the service shall be made in the order in which the names of the officers appear in the respective Select List.

PART VI

General

- Gradation List
9. (1) The Appointment Authority shall maintain in the Gradation List separately for each grade of the Groups as mentioned in rule 3.

(2) The Gradation List shall contain the name, qualification, date of joining in post, date of birth and the date of birth and the date of confirmation, if any.

(3) The interse seniority of officers in each grade shall be determined as per position assigned to them in the Select List.

- Probation
10. (1) Every officer on appointment to a post in the service shall be on probation for a period of one year,

Provided that the probation period shall not include the following :-

(a) Extraordinary leave;

(b) Period of unauthorized absence;

(c) Any other period for which the person concerned is held not to be on actual duty.

(2) The appointing Authority may extend the period of probation or revert an officer on probation to his previous post during the period of his probation, if the work and conduct of the officer concerned is found to be unsatisfactory.

Confirmation

11. A person appointed to a post in the service may be confirmed against a substantive vacancy, if available, on successful completion of probation period and on passing the Departmental Examination prescribed, if any.

Relaxation

12. Government may, for reasons to be recorded in writing, relax in public interest any provision of rules in respect of any class or category of employees.

Repeal and Saving

13. All rules which are in force immediately before the date of commencement of these rules relating to the method of recruitment and conditions of service of the Orissa Small Savings Service, (Group 'A' and 'B' posts) are hereby repealed :

Provided that nothing in these rules shall be repugnant as affecting or invalidating the appointments already made or orders issued in accordance with the provision, rules so repealed and all such appointment made and order issued shall continue to be in force and shall be deemed to have been made or issued by the corresponding provisions of these rules.

Interpretation

14. Where any doubt arises as to interpretation of any of the provision of these rules, the matter shall be referred to the State Government in Finance Department for decision.

Issue of

15. The Government may issue such instruction not inconsistent with the provision of these rules as they consider necessary to regulate the matter not especially covered by the provisions of these rules.

By order of the Governor

Sd/- A. K. TRIPATHY

Principal Secretary to Government