

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

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From

**Shri Chandika Prasad Mohanty,
Special Secretary to Government.**

To

**The Principal Secretaries to Government/
Commissioner-cum -Secretaries to Government/
Secretaries to Government/
All Departments of Government.**

Sub: **Regarding furnishing of protection of pay proposal through OSWAS.**

Sir,

Several types of pay protection proposals of different categories of employees have been received in Finance Department for approval and mode of processing of files are being done through OSWAS mostly due to restriction imposed on moving of hard file.

Service Book containing with service records of an employee is required to adjudge the protection of pay proposals. But practically it is quite difficult to scan the service records of Service Book specifically with old records. So to mitigate the problem all Departments are requested to ensure to furnish the following information, instead of Service Book, with the proposal.

- i.** First page of the Service Book wherein the personal data of the applicant is recorded.
- ii.** Second page of the SB wherein the date of joining in the respective service, scale of pay and initial pay attached to the post has been recorded.
- iii.** The page of Service Book wherein last pay required to be protected is recorded.
- iv.** The relevant page of SB wherein the date of joining, scale of pay and initial pay attached to the new post is recorded.

- v. Year-wise history sheet of the applicant indicating date of relieve and joining with place of posting from previous post and new post with reference to Service Book. Besides this in case of Class-IV employees, drawing pay in 1s Band, the pay as on 01.10.2012 and the mode of fixation on 01.01.2013, i.e., the date of effect of RACPS.
- vi. If required the original SB can be called for.
- vii. NOC of competent authority for applying for the new post through proper channel (except work-charge / absorption case) in case of protection of pay applied by the incumbent.

This may please be treated as **MOST URGENT.**

Sd/-
Special Secretary to Government