



# FAQs relating to provisions for Premature Retirement, Out of turn Promotion and Award of Incentives

## Pre-mature Retirement

**1. What is the relevant provision for Pre-mature retirement of Government employees?**

In order to weed out employees of doubtful integrity or inefficiency from public service and to ensure efficiency in administration, the provision of allowing pre mature retirement has been notified by the Government. Periodical reviews are held to ascertain whether the Government servant should be retained in service or retired from service in the public interest. Detail instructions/procedure has been prescribed in GA& PG Department Circular No. GAD-SC-GCS-0089-2016-27037/Gen.dt. 24.09.2019.

**Online PDF Link:**

<https://www.gaodisha.gov.in/sites/default/files/Premature%20Retirement%20Circular.pdf>

**2. Who is the competent authority to impose premature retirement?**

Appointing Authority is competent authority in this regard for all the Government employees.

**3. What is the relevant Rule for Pre-mature Retirement?**

Rule 71(a) of the Odisha Service Code.

**4. What is the procedure for premature retirement?**

Review Committee for the purpose has been prescribed in the cited Circular. The Committee will scrutinise the cases and recommend the name(s) for pre-mature retirement to the competent authority.

**5. What is the time/period for review of cases for Pre-mature Retirement?**

First review shall be conducted on completion of 30 years of qualifying service or on attaining 50 years of age. Second review will be conducted on attaining the age of 55 years. If the reviews were not conducted as per the above timeline, the case can be taken up once records are available. If no review has been held up to 59 years of



age, usually further review should not be held unless there is sudden fall in competence of the officer. In such a case, the employee can be allowed pre-mature retirement at any time.

A calendar for quarterly review of Group A & B and half yearly review of Group C & D officers has been prescribed in the circular cited above.

**6. What is the purpose of review for Pre-mature Retirement?**

The purpose of pre-mature retirement is to weed out employees of doubtful integrity or inefficiency from public service and to ensure efficiency in administration. Pre mature retirement can only be ordered where it is obvious that retention of the employee in service will not be in public interest. However, it shall not be used as a substitute for normal disciplinary proceedings leading to major penalties u/R 13 of OCS (CC & A) Rules, 1962.

**7. What are the major grounds for recommending an employee for Pre-mature Retirement?**

The major grounds are:

- Lacking Integrity,
- Physical/Mental Condition leading to inefficiency.
- Performance in lower grade satisfactory but lacks efficiency in the promotional post.
- Conduct and reputation becomes menace to public service and injurious to public interest.

Adverse entries made in the PAR/CCR in the preceding 5 years shall also be taken note of and be given due weightage.

**8. How can the orders for premature retirement be passed?**

When it is decided to order for premature retirement, the concerned employee has either to be given notice in writing at least three months before the date of proposed retirement or paid three month's pay and allowances in lieu of such notice. The format in which the orders will be issued is provided in the annexure to the cited circular.

**9. Will the employee who is ordered to retire prematurely get pension?**

Yes. The employee who has been ordered for pre mature retirement will be eligible to get pension. He will also be eligible for encashment of earned leave not exceeding 300 days.

**10. Is it required that show-cause notice be issued to an employee proposed for pre mature retirement?**

No. It is not needed to issue a show cause notice to any Government servant before a notice for pre mature retirement is issued.



**11. Who is the Controlling Authority prescribed in the Annexure-I to the GA& PG Department Circular No.27037/Gen.dt. 24.09.2019 on Pre-mature Retirement?**

Controlling Authority is the Head of Office where the employee is working.

**Example:-** An Engineer borne in Water Resources Department is deputed to Panchayati Raj & Drinking Water Department. Here, his Head of Office in Panchayati Raj & Drinking Water Department will be the Controlling Authority and Water Resources Department will be the Appointing Authority.

**Out of turn Promotion (within the batch)**

**1. What is the relevant provision for out of turn promotion of Govt. employees within the batch?**

As prescribed in GA & PG Department Resolution No 11630 dated 16.5.2020.

**Online PDF Link:**

<https://gaodisha.gov.in/sites/default/files/guidelines/Resolution%20No.%2011630%20dated%2016.05.2020%20on%20consideration%20of%20promotion%20%28OUT%20of%20TURN%20PROMOTION%29.pdf>

**2. What is the procedure for out of turn Promotion within the batch?**

The Screening Committee prescribed for the purpose will recommend for out of turn promotion keeping in view the parameters prescribed in the resolution.

**3. What are the grounds for consideration for out of turn promotion?**

Exceptional and exemplary achievements in furthering good governance and ease of public service delivery.

**4. What are the parameters considered for out of turn promotion?**

An illustrative list is given below:

- i. Report from Departments/ HoDs / Directorates/District Collectors.
- ii. Commendation letter(s) of any Govt. Authority.
- iii. Outstanding contribution in administration, acknowledged by the Government/ Government agency.
- iv. Documents certifying performance and conduct.

**5. What are the disqualifications for consideration of an employee for out of turn promotion?**

The following will disqualify an employee for out of turn promotion:

- i. Major punishment during last 5 years
- ii. Departmental proceeding pending



- iii. Criminal case pending
- iv. Adverse remarks in the PAR in preceding 5 years

**6. What are the effects of out of turn promotion (within the batch?)**

The Screening Committee constituted by the A/D for the purpose shall nominate suitable and deserving cases, out of the names in the Zone of Consideration, for consideration of their cases for promotion and assigning appropriate place in the gradation list during conduct of regular DPC/ Selection Committee.

**Out of turn Promotion (across the batches)**

**1. What is the relevant provision for out of turn promotion of Govt. employees across the batches?**

As prescribed in the GA & PG Department Notification No 7897/Gen. dated 04.03.2020.

**Online PDF Link:** <https://gaodisha.gov.in/sites/default/files/rules/image5997.pdf>

**2. What is the procedure for out of turn Promotion across batches?**

The Screening Committee prescribed for the purpose will recommend for Cabinet approval for out of turn promotion keeping in view the parameters prescribed in the resolution.

**3. What are the grounds for consideration for out of turn promotion?**

Exemplary personal initiative in furthering public services. This will include:

- i. Such contribution by Government servant going beyond routine duties which has had a substantial & transformative impact on society
- ii. Any action or initiative that has got awards / laurels for the State at National / International level / appreciated widely across various fora.
- iii. Any initiative that has brought exemplary change in the lives of people
- iv. Any initiative in which the employee has risked own life while performing Government duty
- v. Any initiative that has set benchmark in service delivery

**4. What are the disqualifications for consideration of an employee for out of turn promotion?**

The following will disqualify an employee for out of turn promotion:

- i. Departmental proceeding pending
- ii. Criminal case pending
- iii. Has been found guilty of any misconduct



**5. What is the process to accord out of turn promotion (across the batches?)**

Screening Committee shall make recommendation to respective Appointing Authority which will be then be placed before the Cabinet by the Administrative Department.

**6. What is the implication of an out of turn promotion (across the batches?)**

Such out of turn promotion to the higher rank will be irrespective of the batch or year of allotment to which he/she belongs, such promoted officer shall be placed below the officers or employees already promoted to the rank to which promoted.

This will have overriding effect on relevant recruitment rules, OCS (Criteria for Promotion) Rules, 1992, OCS (Zone of Consideration for Promotion) Rules, 1988 and principles of reservation.

### **Award of Incentives**

**1. What is the relevant provision for award of Incentives to government employees?**

As prescribed in GA & PG Department Office Memorandum No.11624/Gen. dated 16.05.2020.

**Online PDF Link:**

<https://gaodisha.gov.in/sites/default/files/guidelines/O.M.%20NO.%2011624%20dated%2016.05.2020%20Constituion%20of%20Screening%20Committee%20%28Out%20of%20Turn%20promotion%29.pdf>

**2. What is the procedure for award of Incentives?**

The Screening Committee prescribed for the purpose will recommend for award of incentives keeping in view the parameters prescribed in the resolution. Approval will be accorded by Hon'ble Chief Minister.

**3. What are the grounds for consideration for Award of Incentives?**

Exceptional and exemplary performance that furthers government initiatives in good governance (including 5T charter) and ease of public service delivery.

**4. How many employees can be nominated for award of Incentives?**

Not more than one percent employees of a particular cadre in a year. Where cadre strength is less from 100, not more than one member will be considered in a particular year.

**5. What are the parameters for consideration of award of incentives?**

The following parameters may be considered:



- i. Report from Department/Directorate/District Collector/Field Establishments of the concerned Department detailing the exceptional contribution of the officer and outcome thereof.
- ii. Commendation letters, if any, issued by Government authorities.
- iii. Outstanding contribution in administration which has been acknowledged by the Government or any of its agencies.

**6. What are the disqualifications for consideration of an employee for Award of Incentives?**

The following will disqualify an employee from being considered for an incentive:

1. If major punishment was awarded during the preceding five years.
2. If criminal proceeding is pending
3. If Departmental Proceeding is pending.
4. If adverse remarks have been recorded in the PAR in the preceding 5 years.

**7. What are the type of Incentives?**

Incentives available have been prescribed in the cited Office Memorandum for each group of employees.

**8. Can an employee opt for more than one from among the list of incentives prescribed?**

No. The employee may be asked to exercise his option of only one incentive (from among the list of incentives prescribed). This option will be exercised only after he has been selected for the purpose of award of incentive and before seeking approval of Hon'ble Chief Minister.

**9. How many times can an employee be considered for award of incentives?**

An employee will be eligible for award of incentives on maximum two occasions, with a gap of minimum three years period in between, in the entire service career.

**GENERAL PROVISIONS**

**1. How can the authority log in to the site for submitting information/ recommendation/ nomination?**

The concerned authority may visit the site at <http://hrmsodisha.gov.in> and click on the link for out of turn promotion/ Incentive/ Premature Retirement. A common template for submission has been suggested there which may be filled. The user manual for the online system may be referred for more details.

**Online PDF Link:**

<https://www.gaodisha.gov.in/sites/default/files/User%20Manual%20-%20Uploaded.pdf>



## 2. What will be the workflow for nominating names of officers working at district level?

In cases where Collector is the reporting/reviewing/accepting authority of the district-level Head of Office, nominations will be sent online to the Collector using the drop-down menu available in the portal. In respect of other district level offices (including the uniform services such as Police, Forest, Jails and Fire), nominations by the district level Head of Office will be submitted online to the respective HoD. For the sake of clarity, the following table may be referred to.

Sl. No.	Name of the Department	Authority to recommend names to the A/D	
1.	Agriculture & Farmers' Empowerment		Collector
2.	Co-operation		Collector
3.	Commerce & Transport		Collector
4.	Energy	HoD	
5.	Excise		Collector
6.	Finance (Only for Treasury Offices)		Collector
	Finance (Other Offices)	HoD	
7.	Fisheries & ARD		Collector
8.	Food Supplies & Consumer Welfare		Collector
9.	Forest and Environment	HoD	
10.	General Administration & Public Grievance		Collector
11.	Handlooms, Textiles & Handicrafts		Collector
12.	Health & F.W.		Collector
13.	Higher Education		Collector
14.	Home	HoD	
15.	Housing & U.D.		Collector
16.	Information & P.R.		Collector
17.	Labour & Employees State Insurance		Collector
18.	Micro, Small & Medium Enterprises		Collector
19.	Odia Language, Literature & Culture		Collector
20.	Panchayati Raj & Drinking Water		Collector
21.	Planning & Convergence		Collector
22.	Revenue & D M		Collector



Sl. No.	Name of the Department	Authority to recommend names to the A/D
23.	Rural Development	Collector
24.	School & Mass Education	Collector
25.	Skill Development & Technical Education (Except District Employment Office)	HoD
26.	Social Securities and Empowerment of Persons with Disabilities	Collector
27.	Sports & Youth Services	Collector
28.	Steel & Mines	Collector
29.	S.T. & S.C. Development & MBCW	Collector
30.	Tourism / Parjyatana Bhawan	Collector
31.	Water Resources	Collector
32.	Women & C.D. & Mission Shakti	Collector
33.	Works	Collector

**3. Can the District level offices nominate names of employees to two different authorities (Collector and HoD)?**

Yes. Depending on the Appointing Authority of the employee, the district level offices may nominate his/her name either to the Collector or to the HoD/Director. For example - name of district ministerial employees working in a office will be nominated to District Collector where as other line department employees (like employee of engineering, forest, excise department) working in that office will be nominated to the respective HoDs/Directorates.

**4. How will the information on pendency of vigilance / criminal cases be obtained?**

Vigilance clearance and Crime Branch clearance will be obtained online by the District Offices/HoDs on the above portal. The clearance will be made available online by Vigilance Directorate/Crime Branch and the A/D may place the same before the Screening Committee. Further details may be seen in the User Manual.

**5. Can the Collector/HoD/Department add/delete names to the list recommended / nominated by the subordinate offices for out of turn promotion/incentives/premature retirement?**

The Collector/HoD/Department have the right to add/delete name(s) to the list submitted by the subordinate offices based on their assessment and the information available to them on the performance of the employee(s).





**6. Who will decide the cases of the employees who are on foreign service deputation?**

The parent department will decide the case on obtaining details from the office to which the employee is deputed and submit nomination online.

The borrowing departments may submit the information in the proforma as provided in Annexure-B1 and B2 of this Department letter No.24087., dt.28.10.2020 (Copy of the format attached)

**Annexure-B1**

Format for submission of Information by the higher authorities/field establishments/Directorates/District Collectors to the Screening Committee for consideration of **Premature retirement:-**

Name and designation of the employee\_\_\_\_\_

1. Name of the Office:
2. Reason for recommendation for Premature Retirement:  
(Documents as required can be uploaded)

\* The District Authority/Directors may hold meetings with other supervising authorities and recommend names in this format.

**Annexure-B2**

Format for submission of Information by the higher authorities/field establishments/Directorates/District Collectors to the Screening Committee for consideration of **Out of turn promotion (within the batch and across the batch)/award of incentives:-**

Name and designation of the employee\_\_\_\_\_

1. Nominated for (tick the one applicable)
  - (a) Out of turn promotion(within the batches)
  - (b) Out of turn promotion(across the batches)
  - (c) Award of incentives
2. Name of the Office:-
3. Detail information
  - (a) Commendation issued by Government Authorities
  - (b) Any exceptional work done in the public interest
  - (c) Any document(s) certifying performance and conduct
  - (d) Overall reason(s) for recommendation  
(Documents as required can be uploaded)



\* The District Authority / Directors may hold meetings with other supervising authorities and recommend/nominate names in this format.

**7. How will the committee get information on PAR/Integrity of the employees?**

For Group A & B officers, PAR is accessible to the custodian in HRMS at the Head of Office level which can be referred to by the Committee. For Group C officers, CCR is maintained by the respective office which may be collected in respect of employees to be recommended/nominated.

**8. How can the information on Departmental Proceedings and award of major penalties be obtained?**

This information in respect of the nominated employee will be collected manually by the A/D while considering the nominations in the Screening Committee.

**9. Is CCR/PAR assessment considered for the purpose of Out of turn promotion/ award of incentives?**

CCR / PAR assessment will be considered by the Screening Committee for the purpose of recommending for supersession (promotion within the batch) and incentives. However adverse PAR in preceding five years will not be a bar for recommending for out of turn promotion across the batches, subject to fulfilment of other criteria.

**10. Can an employee apply on his own to be considered for out of turn promotion/ incentives?**

No. An employee will be considered for out of turn promotion/ incentives only on nomination basis.

**11. Can an employee be recommended for more than one category-out of turn promotion (within the batch and across batches) and also incentives?**

No. An employee, basing on his performance/efficiency, may be considered to be recommended for only under one category.

**12. How will the Collectors/HoDs finalise the nominations under different categories?**

A Scrutiny Committee may be constituted at the Collector/HoD Level to be presided by the Head of office. Officer dealing with establishment matters of the employees will be the Convenor and the Chairman may co-opt one or two member(s), as deemed fit.

**13. Can Collector co-opt members from among district level officers for the purpose of scrutinising proposals?**

Yes. Collector may co-opt members for the purpose, if so required.

**14. Who will submit the nominations online at the level of Collector/HoD/Department?**

The list of DDOs is regularly updated in HRMS. As such, Collectors/HoDs/Departments may authorise the DDO to submit the nominations online.

**15. Who are the Approving Authorities for different categories?**

<b>Group→ Category↓</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Premature Retirement</b>	Approval of Government		Screening Committee at the A/D level will recommend to Appointing Authority for appropriate action	
<b>Out of turn promotion (within batch)</b>	Approval of Government		Screening Committee at the A/D level will recommend to Appointing Authority for appropriate action	
	Recommendation of Screening Committee will be placed for approval in regular DPC			
<b>Out of turn promotion (across batches)</b>	Approval of the Cabinet			
<b>Award of Incentives</b>	Approval of the Hon'ble Chief Minister			

**16. What will be the constitution of the screening committees to finalise the recommendations for premature retirement, out of turn promotion and incentives?**

Constitution of the screening committees has been detailed in the respective circulars relating to the above provisions which may be referred to.

**17. Who will convene the Screening Committee?**

The concerned Administrative Department shall appoint a suitable officer as Convenor of the Committee, preferably the one looking after the Establishment matters, who will also present information/documents to the Committee.

**18. Do the screening committees for out of turn promotion (within and across batches) and award of Incentives need to have separate sittings?**

Members of the screening committees for out of turn promotion and incentives are common. Hence, it is suggested that nominations for all the three categories- out of turn promotion (within and across batches) and Incentives can be taken up for discussion in a single sitting. While taking up the above three categories in a single



sitting, the screening committee will have an overall view and will be better placed to decide the nomination category and change it (say, from out of turn promotion to incentive or vice versa), if considered appropriate.

**19. Can the Screening Committee change the category of nomination that has been recommended by Collector/HoD in favour of a particular employee?**

Yes. As A/D will have an overall view of all the nominations, the A/D may suggest to the Screening Committee to change the category (eg., out of turn promotion to Incentive or vice versa), if considered appropriate. Screening Committee, after due deliberations, will take a final view in the matter.

**20. In case of any clarification with regard to the related government instructions and procedure to be followed, who can be contacted?**

If any clarification is needed on the above, Shri Ganesh Chandra Patra, Special Secretary to Government, GA & PG Department may be contacted at [gc.patra@nic.in](mailto:gc.patra@nic.in). Only in case of urgency, he may be contacted on #9438305057.

**21. In case support is required for the online system, who can be contacted?**

A Helpline (0674-2570150 or 0674-2572410) has been set up in CMGI which will work from 10 am to 8 pm during November 16 to December 15 on all working days.



# TIMELINES

