GENERAL ADMINISTRATION

&

PUBLIC GRIEVANCE DEPARTMENT

USER MANUAL FOR PROMOTION ADALAT

Centre for Modernizing Government Initiative

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About the Module:

The purpose of the "**PROMOTION ADALAT**" is to designed a simple system for employees of Government of Odisha who have not been granted promotion can make online application and upload relevant documents(if necessary), these can be segregated and automatically forwarded to the concerned department for further necessary action may take in upcoming Promotion Adalat. This end to end online system would expedite finalization of pending promotional cases, minimize the processing time and above all, brings the transparency.

This document serves as a guide for the Authority and Employees to acquaint themselves with the procedure for applying for their promotion through online mode.

Features

1. To register and received the complaints through online mode pertaining to promotion of Government Servants.

2. To forward the grievances to the concerned Department.

3. Monitor the progress & processing the received grievances.

4. Generate various MIS Reports

5. Update the status of the application etc.

Flow Chat of (PA)

Login to Promotion Adaalat

View Application by Applicant using by OTP

View Application by Department

Whether Related to their Dept.?

NO

Return to GA & PG Dept.

GA & PG Dept. will forward the application to the concerned dept. with remarks

YES

Process the Promotion Application

Promotion Finalized

Placed to Adalat

Need more informatio

Intimate to the Applicant for more information required through SMT

Process of the Application:

1. Applicant has to enter his /her mobile and GPF number which will be verified through an OTP on their mobile. LOGIN WILL BE ONLY THROUGH OTP SENT TO REGISTERED MOBILE NUMBER.

2. Thereafter, for making application following information will be Fill Upd:

3. Full name as entered in service book (automatically Fill Upd from HRMS service book)

4. Name of Department (automatically Fill Upd from HRMS)

5. Present Designation /post? (automatically Fill Upd from HRMS)

6. Date of promotion to present post. (automatically Fill Upd from HRMS)

7. Whether residency period completed in present post as per cadre rule.(Manually filled by the applicant)

8. Designation of Appointing Authority. (Manually filled by the applicant)

9. Name of Office where currently posted (Based on this information application to be automatically forwarded to concerned Head of office along with concerned Department.)

10. Whether APAR is up- to- date (automatically Fill Up from HRMS)

11. Whether Immovable Property Return for FY 2021 and 2022 filed. (Manually filled by the applicant)

12. Whether any DP/Vigilance case pending (Manually filled by the applicant)

13. If yes, DP/Vigilance case number and year (Manually filled by the applicant)

14. Whether DP under Rule 15 or Rule 16 of OCS(CCA) Rules

15. Whether Charge Sheet has been served. If yes, date of service of charge sheet(Manually filled by the applicant).

16. Whether any court case has been filed by the applicant (Manually filled by the applicant)

17. If yes, case type, case number and year of filing (Manually filled by the applicant).

18. Whether any stay order has been granted by any court. If ye copy of orders Be uploaded (Manually filled by the applicant and upload the relevant documents in the form of PDF, size limited up to 1 MB)

19. Grounds of representation for promotion (Limited to 300 words)List of enclosures uploaded

First Phase
Login by the applicant

The Applicant shall use this module in the following procedure for login into the system

1. Access the URL: http://promotion.hrmsodisha.gov.in/

2. The login page appears as shown below.

It will shows two options i.e.

1. Already registered with the portal "Click here to Log in", If Applicant earlier register in this portal he / she can click on "Already Registered with the portal Click here to Log in".

2. For the new Applicant "Click here to register with this Portal". If the Applicant newly apply for Promotion Adaalat then click on "Click here for Register with this Portal".

For New Applicant need to follow the following steps

"Click here for Register with this Portal". It leads to a new page which is required to enter valid mobile number and GPF Number

Then click on "Get OTP". An OTP will be sent to registered mobile number for verification. After enter the OTP Applicant need to fill up the form as show below.

NB: If applicant's mobile number and GPF number are linked in the HRMS, automatically all the information will Fill Upd.

After furnish the information in the prescribed application form user need to click on the submit button to generate the "Acknowledgement" receipt for future reference. Also a message would be sent to the applicant's registered mobile number, Your pension Grievance petition has been received vide acknowledgement XXXXXXXXXX.

3. If the applicant wants to view the status of the application then click on "Already Registered with the portal Click here to Log in". to fill up the Application form.

If the applicant data is updated in service book automatically Fill Up in the application form else need to fill up the information manually.

- *If the information is available in service book automatically Fill Upd else applicant need to furnish the information manually.*

- *Date of promotion to Present post : need to mention manually in dd/mm/yy format.*

- *Whether residency period completed in present post as per cadre rule: there are two options in the dropdown list (Yes/No)Need to select from dropdown list.*

- ***Designation of Appointing Authority and Name of Office where currently posted** : Applicant need to select from the dropdown list,*

- ***Whether APAR is up-to-date**: there are two options in the dropdown list (Yes/No) If **"Yes"**, select the Fiscal year from dropdown list. If **"No"** then no need to furnish the data.*

- ***Whether immovable Property Return Filed**: there are two options in the dropdown list (Yes/No) If **"Yes",** select the Fiscal year from dropdown list. If **"No"** then no need to furnish the data.*

Upload the documents

- *Whether any DP case pending: there are two options available in the dropdown list (Yes/No) If "Yes", enter the DP Case No, Case Year and upload the relevant documents in the form of PDF file(maximum size up to 1 MB). If "No" then no need to furnish the data.*

- *Whether DP under Rule 15 or Rule 16 of OCS: Please select from the dropdown list (Yes/No).*

- *If yes, specify which OCS (CCA) Rules: Select from the dropdown list Rule 15/16.*

- *Whether any Vigilance case pending: there are two options available in the dropdown list (Yes/No) If "Yes", enter the Vigilance Case No, Vigilance Case Year and upload the relevant documents in the form of PDF file(maximum size up to 1 MB). If "No" then no need to furnish the data.*

Upload the documents

- *Whether any Charge Sheet has been Served: there are two options available in the dropdown list (Yes/No) If* **"Yes",** *enter the date of service charge sheet(dd/mm/yy) format, and upload the relevant documents in the form of PDF file(maximum size up to 1 MB). If* **"No"** *then no need to furnish the data*

- *Whether any Court case filed by the Applicant: there are two options available in the dropdown list (Yes/No) If* **"Yes",** *enter the* **Case type, Case No., Case Year** *and upload the relevant documents in the form of PDF file(maximum size up to 1 MB). If* **"No"** *then no need to furnish the data*

- *Whether any stay order has been granted by any court: there are two options available in the dropdown list (Yes/No) If* **"Yes",** *click on the* **"Browse"** *button and upload the copy of the order in the form of PDF file(maximum size up to 1 MB). If* **"No"** *then no need to furnish the data*

- *Grouns of representation for promotion: Applicant needs to provide the representation within 300words*

- *Declaration:* *Click on the Declaration* **"Check Box"** *then click on* **"Save as draft/View Application"** *button.*
  If the Applicant clik on the View Application Button a New page will apprears(filled up Application) as placed below

View the filled Application:

DP CASE DETAILS

Whether any DP case pending :	Yes
If yes, DP Case No.: dp1	Case Year : 1111
If yes, DP Case No.: dp2	Case Year : 2222
Whether DP under Rule 15 or Rule 16 of OCS (CCA) Rules :	Yes
If yes, specify which OCS (CCA) Rules :	Rule 15

VIGILANCE CASE DETAILS

Whether any Vigilance case pending :	Yes
If yes, Vigilance Case No.: vig3	Case Year : 3333
If yes, Vigilance Case No.: vig4	Case Year : 4444

CHARGE SHEET DETAILS

Whether Charge Sheet has been served :	Yes
If yes, charge sheet date :	20-Dec-2022
If yes, charge sheet date :	02-Jan-2023

COURT CASE DETAILS

Whether any court case has been filed by the applicant :	Yes	
If yes, Case Type : type5	Case No. : 55	Case Year : 5555
If yes, Case Type : type6	Case No. : 66	Case Year : 6666

OTHER DETAILS

Whether any stay order has been granted by any Court :	Yes
If yes, upload copy of orders :	dB-letter of authorisation.pdf
Grounds of representation for promotion	Grounds of representation for promotion

DECLARATION

I, hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform any changes therein, immediately. In case any of the above information is found to be false, untrue, misleading, misrepresenting or Suppression, I am aware that I may be held liable for it. I hereby authorize sharing of the information furnished on this form with the General Administration & Public Grievance Department.

- *After view the Application, Applicat can Submitt the same with following process.*

- *There are two options will display on screen* **"Back/Submit",** *if the Applicant go back to the previos page for furthere modifcattion he/she need to click on the "Back" button , if he/she want to submitt the Application need to click on the Submitt button.*

- *Once the Applicant click on the Submitt button an Acknowledment number will generate as well a message will sent to the Applicats Regisered Mobile No. for future referance.*