

GOVERNMENT OF ODISHA

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

No. RDM-GOEB-PM-0151-2026- 23863 /R&DM, dated 06 JUN 2026

From

Dr. Arabinda Kumar Padhee, IAS
Additional Chief Secretary to Government

To

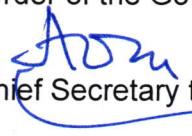
The Special Relief Commissioner, Odisha, Bhubaneswar
The Secretary, Board of Revenue, Odisha, Cuttack
The IGR, Odisha, Cuttack
The D.L.R & S, Cuttack
The Revenue Divisional Commissioners (ND), Sambalpur
The Revenue Divisional Commissioners (CD), Cuttack
The Revenue Divisional Commissioners (SD), Berhampur
All Departments
All Collectors

Sub: - Submission of proposals relating to confirmation of ORS officers.

It has come to the notice of the undersigned that proposals for confirmation of service of ORS Group- B Officers in ORS cadre are often received in this Department. However, during scrutiny of such proposals, it is found that some of the documents which are required for confirmation as per the provisions of the Odisha Revenue Service, Group-B (Probation and Departmental Examination) Rules, 2016 are not furnished by the Controlling authority. So, there is unnecessary delay in finalizing the proposals.

Henceforth, all concerned authorities are requested to furnish the proposals as per the check list at Annexure-A (Service particulars) along with Undertaking at Annexure-B duly signed by the concerned ORS Officer and countersigned by the Controlling Authority and list of documents as mention at Annexure-C for speedy disposal of the proposals.

By Order of the Governor


Additional Chief Secretary to Government

Memo No. 23864 /R&DM., Dated 06 JUN 2026

Copy forwarded to the P.S to Hon'ble Minister Revenue & D.M Department, Odisha/ Pr. P.S to A.C.S, Revenue & D.M Department, Odisha for kind information of

Hon'ble Minister, Revenue & D.M Department, Odisha / Additional Chief Secretary,
Revenue & D.M Department, Odisha respectively.

[Signature]
06/06/2026

Additional Secretary to Government

Memo No. **23865** /R&DM., Dated **06 JUN 2026**

Copy forwarded to the OSD, E-Governance Branch, Revenue & D.M
Department for information and necessary action.

He is requested to take necessary steps to upload the instructions in the
Revenue & D.M Department Website

[Signature]
06/06/2026

Additional Secretary to Government

Annexure-A**Service Particulars**

1.	Name of the ORS Officer:				
2.	<u>Recruitment</u> Direct (DR)/ Promotion (PR) / Selection (SR):				
3.	Year of Recruitment:				
4.	Joining Date in ORS Cadre:				
5.	HRMS ID:				
6.	Date of Birth (DD/MM/YYYY):				
7.	If holds Adhoc/Regular appointment:				
8.	Departmental Exam passed				
	Subject	Exam year	1st / 2nd Half yearly exam	Exam held (from__ to_)	Notification No. and Date
	(a) (i) Revenue Laws (Written)				
	(ii) Revenue Laws (Viva-voce)				
	(b) (i) General and Civil Laws (Written)				
	(ii) General and Civil Laws (Viva-voce)				
	(c) (i) Criminal and Excise Laws (Written)				
	(ii) Criminal and Excise Laws (Viva-voce)				
	(d) Accounts				
	(e) (i) Odia – Paper 1				
	(ii) Odia Paper 2				
	(iii) Odia (Viva-voce)				
	(f) If exempted from passing ODIA exam				

Signature Of ORS Officer

	(g) Whether passed the Departmental Examination as per Para-13 of Schedule of Odisha Revenue Service, Group-B (Probation and Departmental Examination) Rules, 2016 (Yes / No)	
	Case Record Submission	
9.	(a) whether the case records were submitted to the Collector of the district in which the probationer was posted for field training (Yes /No)	
	(b) Date of submission of Case Record:	
	(c) If resubmitted, Date of re-submission of Case Record:	
	(d) Letter No. and Date of approval by concerned RDC:	
10.	District Training	
	(a) District Training completion certificate Order No. and Date	
	(b) District Training period (From ____ to ____)	
	Induction Training	
11.	(a) Induction Training completion certificate Letter No. and Date	
	(b) Induction Training period (From ____ to ____)	
12.	Disciplinary /vigilance case /Criminal Proceedings, if any (Yes /No) If yes, brief details of the case/ proceeding	
13.	Whether Submitted PAR, Yes/No, If Yes, Mention the period	
14.	Whether there is any Extraordinary Leave, unauthorized absence, and any other period not treated as actual duty till the date of submission of the confirmation proposal (Yes/ No) If yes, Mention the period	
15.	Whether 2nd or subsequent annual increment(s), wherever applicable, have been sanctioned prior to confirmation in ORS cadre (Yes/ No) If yes, reasons thereof may be clearly indicated	
16.	Promotion to OAS cadre (if promoted)	
	(a) Notification No. & Date of Promotion Order	
	(b) Date of Joining in OAS cadre	

Signature Of ORS Officer

UNDERTAKING

I, Sri/Smt./Ms. _____, ORS, presently posted as _____, do hereby undertake that the information and documents furnished by me for consideration of my confirmation in Odisha Revenue Service, Group-B cadre are true and correct to the best of my knowledge and belief.

I, further undertake that, if any discrepancy, suppression of facts, ineligibility or irregularity affecting my confirmation is detected at any time in future, the Government shall be at liberty to review/modify/cancel the confirmation order and extend the period of probation appropriately in accordance with the provisions of the Odisha Revenue Service, Group-B (Probation and Departmental Examination) Rules, 2016.

Signature of the Officer

Place: _____ Name: _____

Date: _____ Designation: _____

Countersigned by Controlling Officer

Signature: _____

Name: _____

Designation: _____

List of documents

1. Copy of Appointment Notification In ORS Cadre
2. Copy of the first page of the Service Book along with the relevant page of the Service Book indicating the date of joining in ORS cadre, HRMS ID.
3. Copy of Departmental Exam passing Notification in respect of the following paper
 - a. (i) Revenue Laws (Written) (ii) Revenue Laws (Viva-voce)
 - b. (i) General and Civil Laws (Written) (ii) General and Civil Laws (Viva-voce)
 - c. (i) Criminal and Excise Laws (Written) (ii) Criminal and Excise Laws (Viva-voce)
 - d. Accounts
 - e. (i) Odia – Paper 1 (ii) Odia – Paper II (iii) Odia (Viva-voce) / Odia Exemption Notification
4. Copy of the Letter / Certificate relating to completion of Institutional Training.
5. Copy of the Order relating to completion of District Training.
6. Copy of the letter issued by the concerned RDC approving the Case Record submitted by the officer, along with supporting documents indicating the date of submission of the Case Record.
7. Details about Extraordinary Leave, unauthorized absence and any other period not treated as actual duty till the date of submission of the confirmation proposal, if any. (If applicable)
8. Details about D.P. / Vigilance / Criminal case (If available).
9. CCR/PAR Status of ORS Officer.
10. Copy of the Notification No. and Date, Page of Service Book indicating the Date of joining into OAS Cadre (If promoted to OAS cadre)
11. Any other supporting document(s) / letter(s), if any, relevant to the confirmation proposal.