

Government of Odisha  
General Administration and Public Grievance (AR) Department  
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No.: GAD-AR-ORPJ-0002-2017/34297 IAR, Bhubaneswar, dated the 28<sup>th</sup> November, 2019

From

Sri Sanjeev Chopra, IAS  
Principal Secretary to Government

To

All Additional Chief Secretaries/  
All Principal Secretaries/  
All Commissioner-cum-Secretaries/  
All Departments/  
All Heads of Department/ All Collectors / All DDOs

**Sub: Updation of e-Service Book and online submission of Pension Application.**

Madam/Sir,

Inviting reference to the subject cited above, I am directed to say that Human Resources Management System (HRMS) developed by Centre for Modernizing Government Initiatives (CMGI) provides the facility for maintenance and updation of e-Service Book of all regular Government employees.

Government have decided that henceforth pension application will be mandatorily submitted online to the office of the Accountant General (AG), Odisha for the employees. The employees can submit their Online Pension Application through Online Pension Module developed by Integrated Financial Management System (IFMS). This is planned in furtherance of our endeavour to sanction final pension to the employees on the date of retirement w.e.f 31st March, 2020.

It is noticed that many of the Service Books- in manual and electronic form- have not been updated. Hence, the concerned Establishments are requested to update the Manual Service Book as well as e-Service Book of regular government employees in HRMS by 31<sup>st</sup> December, 2019.

The updation of Service Books of the employees who will retire by February, 2020 will be taken up on priority basis. Accordingly the e-Service Books of the concerned employees in HRMS should be completed by 28th February, 2020. The Service Books of remaining employees should be updated in HRMS by 30th June, 2020.

After updation of the Service Books, the e-Service Books will be signed digitally by the concerned Pension Sanctioning Authority and will be sent to the Office of the Accountant General, Odisha along with online pension application for sanction

*[Handwritten Signature]*  
Principal  
Govt. Women's College  
SAMBALPUR



of pension. This exercise would help the Office of Accountant General to sanction the pension online on the day of retirement of the employee.

It is therefore requested to kindly instruct the concerned Establishment Staff to complete the updation of e-Service Book and validate all entries before submission of the same along with online pension application to the office of the Accountant General, as per the deadline mentioned above.

Further you are requested to kindly undertake a monthly review at your level and ensure that the online pension application of all retiring employees is submitted on time along with updated e-Service Book.

Yours faithfully

*[Signature]*  
Principal Secretary to Government

Memo No. 34298 /AR. dated 28<sup>th</sup> November, 2019

Copy forwarded to the Special Secretary to Chief Minister for kind information.

*[Signature]*  
Additional Secretary to Government

Memo No. 34299 /AR. dated 28<sup>th</sup> November, 2019

Copy forwarded to the OSD to the Chief Secretary for kind information of Chief Secretary.

*[Signature]*  
Additional Secretary to Government

Memo No. 34300 /AR. dated 28<sup>th</sup> November, 2019

Copy forwarded to the Accountant General, Odisha/ Principal Secretary to Government, Finance Department / Director of Treasuries & Inspection for kind information and necessary action.

*[Signature]*  
Additional Secretary to Government

Memo No. 34301 /AR. dated 28<sup>th</sup> November, 2019

Copy forwarded to the Executive Director, CMGI for kind information and necessary action. He is requested to organise the workshop for all Establishment Authorities on updation of e-Service Books in HRMS.

*[Signature]*  
Additional Secretary to Government

*[Signature]*  
26.04.2021  
Principal  
Govt. Women's College  
SAMBALPUR



Key indicators - 6.3.1.

*H/c*  
*15/4/11*

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

No. 41803 /F, Dated 23/9/11  
GIS-II-57/2011

RESOLUTION

**Sub: -** Group Insurance Scheme for Government Employees, Employees of aided Non-Government Educational Institutions, Board of Secondary Education, Odisha, Cuttack, Council of Higher Secondary Education Odisha, Bhubaneswar, Four Universities i.e. Utkal University, Vani Vihar, Berhampur University, Bhanja Bihar, Sambalpur University, Jyoti Vihar & Odisha University of Agriculture & technology, Bhubaneswar and Employees working under NACs/Municipalities/Municipal Corporations of the State.

**Ref: -** Finance Department Resolution No.8754/F, dated 9.3.99, No.14251/F and No.14254/F, dated 16.4.1994.

(1) The Group Insurance Scheme for Government Employees which was introduced with effect from 01.03.1974 vide Finance department Resolution No.2594/F, dt.25.01.1974 as an optional scheme, was made compulsory with effect from 01.04.1974 in Finance Department Resolution No.19043/F dt.15.04.1976 with a view to providing financial benefit to the family of a Government Employee who meets untimely death while in service.

(2) Similarly, the employees of the (i) Aided Non-Government Educational Institutions, (ii) Four Universities, (iii) Board of Secondary Education, Odisha, Cuttack, (iv) Council of Higher Secondary Education, Odisha, Bhubaneswar were also covered under the Scheme subsequently vide erstwhile Education & Youth Services Department Resolution No.13322/EYS, dated 31.3.1978 read with Finance Department Office Memorandum No.27085/F, dated 31.5.78.

key indicator - 6.3.1

The Odisha



Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No.367 CUTTACK, FRIDAY, MARCH 13, 1992 / FALGUNA 23, 1913

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FINANCE DEPARTMENT  
NOTIFICATION

The 9<sup>th</sup> March 1992

**S. R. O. No. 292/92**-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha hereby makes the following rules to regulate the grant of pension, gratuity and other retirement benefits to the persons on retirement from service in connection with the affairs of the State of Odisha, namely:-

**CHAPTER - I**

**PRELIMINARY**

**1. Short title and Commencement-**

- (1) These rules may be called the Orissa Civil Services (Pension) Rules, 1992
- (2) They shall come into force on such date as the State Government may by notification appoint.

**2. Definitions-**

**(1) In these rules, unless the context otherwise, requires :**

(a) "Accountant-General" means the Head of the Office of the Audit and Accounts subordinate to the Comptroller and Auditor-General of India, who keeps the accounts of the State and exercise audit functions relating to those accounts on behalf of the Comptroller and Auditor General, India and includes an Audit Officer and Accounts Officer;

(b) "Child" means a Child of the Government Servant who-

- (i) in the case of a son, until he starts earning his livelihood or attains the age of twenty five years, whichever is earlier, and
- (ii) in the case of a daughter, until she gets married or starts earning her livelihood or attains the age of twenty-five years, whichever is earlier, and
- (iii) in case of unmarried / widowed / divorced / disabled widowed / disabled divorced daughter even after attaining the age of twenty five years, until she gets married / re-married or starts earning her livelihood as provided in rule 56 or till her death whichever is earlier. (Vide Finance Department Notification No.32745/F., dtd.23.07.2011 SRO No 660/2011)

(c) "Consolidated Fund" means the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory, as the case may be ;



key indicator 6-3.1.

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 2691 /F,  
FIN-NPS-0020/2014

Bhubaneswar, dated 4/2/2015

From

Shri A.K.Mishra,  
Special Secretary to Government.

To

The Principal Secretaries /Commissioner-cum- Secretaries /  
Secretaries / Special Secretaries to Govt. All Departments.  
All Heads of Departments/  
All Collectors

**Sub: Clarification regarding 10% deduction from arrears of D.A payable to the employees covered under National Pension System (NPS) – Regarding.**

Sir/Madam

As per the provisions of the New Restructured Defined Contribution Pension Scheme now National Pension System, the employees shall subscribe a monthly contribution of 10% of their basic pay plus dearness allowance as employees' contribution and an equal matching contribution will be provided by the State Government in terms of Finance Department Notification No.44451/F dt.17.09.2005.

2. Now, it has come to the notice of Government in Finance Department that the subscribers under NPS are not allowed to contribute 10% towards NPS from their arrear Dearness Allowance.

3. As arrear enhanced Dearness Allowance (DA) of the employees of the previous months/ years are the receivables/ claims of the employee and payable by Government, it is now clarified that deduction of 10% of the arrear NPS due from the arrear enhanced D.A. of the employee along with matching Government contribution are to be deducted and credited to the pension Account of the employees covered under NPS by the D.D.O concerned by following the prescribed procedure outlined in the scheme.

Yours faithfully,

*AG Mishra*  
24/2/15  
Special Secretary to Government

THE ORISSA CIVIL SERVICE (REHABILITATION ASSISTANCE) RULE, 1990  
GENERAL ADMINISTRATION DEPARTMENT  
NOTIFICATION

The 13th September 1990

(Published in the *Orissa Gazette* on the 24th September 1990)

No. 25585 -Gen. – 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 to regulate recruitment to the State Civil Services and posts as a measure of rehabilitation assistance, namely :-

Short Title and commencement

1. (1) These rules may be called the Orissa Civil Service (Rehabilitation Assistance) Rules, 1990.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

Definitions

2. In these rules, unless the context otherwise requires -

(a) <sup>1</sup>['Deserving Case' means a case where the appointing authority is satisfied, after making such enquiry as may be necessary :-

(i) that the death of the employee has adversely affected his family FINANCIALLY because the family has no other alternative mode of livelihood;

(ii) that there is existence of distress condition in the family after death of the employee;

(iii) that none of the family members of the employee who has died while in service is already in the employment of Government/Public or Private Sector or engaged in independent business with an earning above Rs. 20, 000 (Rupees twenty thousand) a year; and

(iv) that the family does not have adequate income from the immovable properties to earn its livelihood.]

*Explanation* – The income of any earning member will be taken into account for the purpose of assessing the annual gross income of the family if his separation from the family has not been established by registered partition deed made prior to the death of the Government employee.

(b) 'Family Members' shall mean and include the following members in order of preference -

(i) Wife/Husband;

(ii) Sons or step sons or sons legally adopted through a registered deed;

(iii) Unmarried daughters and unmarried step daughter;

(iv) <sup>2</sup>[Widowed daughter or daughter-in-law residing permanently with the affected family.]

(v) Unmarried or widowed sister permanently residing with the affected family;

<sup>3</sup>[(vi) Brother of unmarried Government servant who was wholly dependent on such Government servant at the time of death]

1. Substituted vide G. A. Department Notification No. 28761, dated the 7th October 1998 published in *Orissa Gazette* and given effect to from the 8th October 1998.

2. Substituted vide G. A. Department Notification No. 16289, dated the 26th July 1993 and given effect to from the 24th October 1990.

3. Inserted vide G. A. Department Notification No. 26303, dated the 6th October 1999 and given effect to from the 1st October 1999.