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ଓଡିଶା ସରକାର
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ
Government of Odisha
Panchayati Raj & D.W Department

ଓଡିଶା ଲୋକସେବା ଭବନ
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର-୭୫୧୦୦୧
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No. PR-PADM-ESTT-0009-2020

5940

Date: 12/03/2024

From

Sri Sushil Kumar Lohani, IAS

Principal Secretary to Govt.

To

All Collectors

Sub:- Guidelines for selection of Gram Rojagar Sevak for the post of Accountant-cum- Data entry operator posted in different districts.

Madam/ Sir,

In inviting a reference to the subject cited above, I am to inform you that 7142 posts of Accountant-cum- Data Entry Operator have been created vide this Department letter No.461Dt. 07.01.2022 . For filling up these posts, Notification regarding "Odisha Accountant-cum- DEO (Method of Recruitment & Conditions of Service) Rules-2024" has been issued vide this Department Notification No.4727 Date 27.02.2024 which was published in Odisha Gazette (Copy enclosed) .

As prescribed in the Notification, not less than 70% posts will be filled up by direct recruitment through OSSSC and not more than 30% of the posts will be filled up by way of selection from Gram Rojagar Sevak (GRS). It is further prescribed that as a one-time measure, the GRSs who have completed 5 years of continuous service and fulfil other conditions as per the Rules, will be absorbed in the above vacant posts.

In order to recruit the five years old GRS against vacant posts of Accountant-cum- DEO, guidelines as prescribed below may be followed:-

1. Accountant-cum- DEO is a district cadre post. Selection of GRS to the post of Accountant-cum- DEO will be made at district level by constituting a



✓

Selection Committee under the Chairmanship of Collector with CDO-cum-EO, DPO and DWEO of concerned district as member. Addl. E.O.(Admin), Zilla parishad will be the Member convenor.

2. A panel list of GRS (who have completed five years on the date of Notification) will be prepared taking into account the date of Agreement towards engagement.
3. ORV Act will be followed strictly. The reservation percentage as per Rule (ST 22.5%, SC 16.25% and SEBC 11.25 %) shall be followed while considering selection of GRS against the posts of Accountant-cum- DEO. As there is no merit list of GRS, first ST/SC/SEBC candidates shall be selected against the ST/SC/SEBC vacancies and then under UR category. Since this is a district cadre post, reservation of vacancies shall be made at the district level.
4. Information relating to vigilance case, misappropriation case and performance certificate as GRS will be verified during the selection.
5. The GRS selected by the Selection Committee shall be considered for confirmation in service subject to completion of period of probation and subject to availability of substantive vacancy in the service in the district.
6. District wise sanction strength of Accountant-cum- DEO and category wise break up is at **Annexure-A**.
7. After selection to the post of Accountant-cum- DEO, they will be posted in the block other than the home block or the block in which they were working as GRS.
8. After Selection as Accountant-cum- DEO, they will be imparted with computer training of 3 months and Accounts training of 3 months. They have to qualify a departmental examination within one year of probation period.
9. Inter-se-seniority will be maintained as per the gradation of GRS in accordance with Rule 13 and Rule 14 .
10. Necessary Job Chart of Accountant-cum- DEO will be notified.
11. Views of PR & DW Department may be taken for any clarification.

 Yours faithfully
12/3/24
Principal Secretary to Govt.

CC to for information & necessary action.

1. All CDO-cum-EO, Zilla Parishad
2. All DPOs
3. All BDOs

District wise sanction strength of Accountant-cum- DEO

Sl No	DISTRICT	Sanctioned strength	SC	ST	SEBC	UR
1	ANUGUL	234	38	53	26	117
2	BALESHWAR	373	61	84	42	187
3	BARGARH	266	43	60	30	133
4	BHADRAK	226	37	51	25	113
5	BOLANGIR	332	54	75	37	166
6	BOUDH	73	12	16	8	37
7	CUTTACK	388	63	87	44	194
8	DEOGARH	74	12	17	8	37
9	DHENKANAL	221	36	50	25	111
10	GAJAPATI	157	26	35	18	79
11	GANJAM	526	85	118	59	263
12	JAGATSINGHAPUR	207	34	47	23	104
13	JAIPUR	322	52	72	36	161
14	JHARSUGUDA	84	14	19	9	42
15	KALAHANDI	324	53	73	36	162



16	KANDHAMAL	184	30	41	21	92
17	KENDRAPARA	259	42	58	29	130
18	KENDUJHAR	311	51	70	35	156
19	KHORDHA	201	33	45	23	101
20	KORAPUT	255	41	57	29	128
21	MALKANGIRI	119	19	27	13	60
22	MAYURBHANJ	431	70	97	48	216
23	NABARANGAPUR	200	33	45	23	100
24	NAYAGARH	203	33	46	23	102
25	NUAPADA	137	22	31	15	69
26	PURI	280	46	63	32	140
27	RAYAGADA	194	32	44	22	97
28	SAMBALPUR	148	24	33	17	74
29	SONEPUR	116	19	26	13	58
30	SUNDARGARH	297	48	67	33	149
	TOTAL	7142	1,161	1,607	803	3,571



The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 432, CUTTACK, TUESDAY, FEBRUARY 27, 2024 / FALGUNA 8, 1945

PANCHAYATI RAJ & D.W. DEPARTMENT

NOTIFICATION

The 27th February, 2024

S.R.O. No.97/2024 — In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of the existing Rules/ Regulations/ Orders, instruction, if any except as respects things done or omitted to be done before such supersession, the Governor of Odisha is pleased to make the following rules to regulate the method of recruitment and conditions of service of the persons appointed to the post of Accountant-cum-Data Entry Operator in Gram Panchayats, Blocks and Districts under the control of the Collector of the District, namely:

- 1. Short title and Commencement:-** (1) These rules may be called the Odisha Accountant-cum-Data Entry Operator (Method of Recruitment and Conditions of Service) Rules, 2024.
(2) They shall come into force on the date of their Publication in the *Odisha Gazette*.
- 2. Definitions:-** (1) In these rules, unless the context otherwise requires,-
 - (a) "Appointing Authority" means the Collector of the District concerned;
 - (b) "Commission" means the Odisha Sub-Ordinate Staff Selection Commission;
 - (c) "Director" means the Director, Panchayati Raj, Panchayati Raj and Drinking Water Department;
 - (d) "District" means the Revenue District of the State;
 - (e) "Ex-servicemen" means persons as defined as such in clause (b) of rule 2 of the Odisha Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
 - (f) "GRS" means Gram Rojgar Sevak



(g) "Government" means the Government of the Odisha;

(h) "Persons with Disabilities" means the persons who have been granted with disability certificates by competent authority as per the provisions of the Rights of Persons with Disability Act, 2016 ;

(i) "Schedule " means the Schedule appended to these rules;

(j) "Scheduled Castes and Scheduled Tribes" shall have reference to the Scheduled Castes and Scheduled Tribes as specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950, made under Article 341 and 342 of the Constitution of India, respectively;

(k) "SEBC" means the Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993;

(l) "Service" means the Accountant-cum-Data Entry Operator Service constituted under rule 3;

(m) "Sportsmen" means persons who have been issued with identity cards as sportsperson by the Director, Sports as per Resolution No. 24808/ Gen. dated the 18th November 1985 of the General Administration Department; as amended from time to time; and

(n) 'Year' means the calendar year.

(2) All other words and expressions used but not specifically defined in these rules, unless the context otherwise requires, shall have the same meaning as respectively, assigned to them in the Odisha Service Code.

3. Constitution of the Service:- (1) The service shall consist of the posts of Accountant-cum-Data Entry Operators.

(2) The posts of Accountant-cum-Data Entry Operators in each District shall form separate cadre.

4. Methods of recruitment:-

1. Not less than 70% of the Cadre strength shall be filled up by way of direct recruitment through the Commission and
2. **Not more than 30% of the Cadre strength shall be filled up by means of selection of the eligible GRS engaged under MGNREGA Scheme.**



- 5. Reservation :-** Notwithstanding anything contained in these rules, reservation of posts for Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in post and services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder ; and SEBC, women, Sportsmen, Ex-servicemen and person with disability shall apply in accordance with the provisions made under such Act, rules and Orders, Rules, Instructions or Resolutions issued in this regard by the Government from time to time.
- 6. Procedure of filling up of vacancies by way of Direct Recruitment and Selection:-** The Appointing Authority shall submit proposal to the Panchayati Raj and Drinking Water Department for filling up of the vacancies of the posts, as may be decided, taking into consideration various aspects of cadre strength and the proposal submitted shall be examined at Government level and PR&DW Department shall submit the requisition to the Commission for filling up of the vacant posts in the districts.
- 7. Eligibility Criteria for Direct Recruitment:-** (1) Subject to other provisions of this rule, in order to be eligible for recruitment, a candidate must,-
- (a) be a citizen of India;
 - (b) not be less than twenty one years and more than thirty two years of age as on the 1st day of January of the year of publication of the advertisement for the recruitment: Provided that the upper age limit in respect of reserved category candidates referred to in rule 5 shall be relaxable in accordance with the provisions of the Act, Rules, Orders or instructions for the time being in force for their respective categories;
 - (c) be able to read, write and speak Odia
 - (d) have Odia as a subject in HSC, or in equivalent examination or Odia as language subjects in the final examination of Class-VII passed by him from a School or educational institution, recognized by the Government of Odisha or Central Government or have passed a test in Odia of Middle English School Standard conducted by the Board of Secondary Education, Odisha .
 - (e) have not more than one spouse living :



Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons or there are other grounds for doing so, exempt any person from the operation of this rule;

(f) have passed the +2 Examination in any discipline or such other examination equivalent thereto and have passed the "O" Level from Department of Electronics Accredited Computer Courses or have completed at least six months Diploma Course in Computer Application from any recognised institution;

(g) be of good moral character; and

(h) be of good mental condition and physical health and free from any physical defects likely to interfere with the discharge of his duties in service.

(i) be free from Vigilance and Criminal proceedings.

8. Conduct of Recruitment and pattern of Examination:- (1) The examination referred to in rule shall be conducted in such manner as may be decided by the Commission, from time to time.

(2) The syllabus for written examination shall be of the Standard of High School Certificate Examination.

(3) The date, place and time of examination shall be skill test on basic Computer knowledge which shall be qualifying in nature.

9. Select list: - (1) The list of successful candidates shall be equal to the number of vacancies advertised as intimated under rule 6 and may be arranged in order of merit which shall be published district wise from amongst the candidates belonging to that district in such manner as the Commission may decide.

(2) The list prepared under sub-rule (1) shall be forwarded to the concerned Appointing Authority and the list so prepared after being approved by the Appointing Authority shall form the select list.

(3) The list as approved under sub-rule (2) shall remain valid for a period of one year from the date of approval or until another select list is prepared afresh whichever is earlier.

(4) The appointment to the post shall be made in the order in which the names of the candidates appear in the select list.



- (5) Mere inclusion of names of candidates in the list shall not confer any right to appointment.
- (6) Before issue of appointment order, the approving authority shall verify the original documents furnished by the candidates.

10. Procedure for filling up of vacancies by way of Selection:-

(1) A panel list of all eligible GRS shall be maintained at the District level (Zilla Parishad) basing upon their date of engagement. Candidates equal to vacancies arising in a Year against 30% of the sanctioned strength of the Cadre shall be allowed to appear for recruitment through the Commission. In case suitable candidates are not available, the post shall remain vacant to be treated as carry forward vacancy for the next year:

Provided that as a one time measure, by way of relaxing the provisions of this Rule, those GRS who have completed 5 (five) Years of continuous service on the date of commencement of this Rule, shall be absorbed on regular basis against vacant posts of Accountant-cum-Data Entry Operators subject to fulfillment of other conditions of service and relaxation of upper age limit, if required. Subsequent vacant posts created in the cadre of Acct-cum-DEO shall be filled up as per the provisions prescribed in the Rules.

(2) The Schedule and Syllabus for the selection of the eligible GRS to Acct-cum-DEO shall be as decided by the PR & DW Department; however the recruitment shall be conducted by the Commission.

(3) A maximum of three chances shall be allowed to the GRS to pass the recruitment test.

(4) The Recruitment test may be held once each Year, preferably during the month of December.

(5) In order to be eligible for selection, the Selection Board constituted under rule 11 for the purpose shall consider:

(a) Satisfactory performance report of preceding 5 Years to be issued by the CDO-cum- Executive Officer on the recommendation of the BDO concerned.

(b) Vigilance and Criminal clearance report.



11. Constitution of the Selection Board:-

The Selection Board shall be constituted with:

- 1 a. Collector- Chairman
- b. CDO-cum-Executive Officer - Member
- c. District Panchayat Officer –Member,
- d. District Welfare Officer –Member,
- e. Addl. Executive Officer, (Admn), Zilla Parishad- Member Convenor

12. Issue of Appointment Order:-

After selection, the candidate shall be appointed provisionally in the service for a period of Two Years on probation basis.

13. Probation and Confirmation:- (1) Every person appointed to the post in the service shall be on probation for a period of two years from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases for good and sufficient reasons to be recorded in writing, extend the period of probation for another year but not exceeding two years:

Provided further that such period of probation shall not include-

- a. Extraordinary leave;
- b. period of unauthorized absence; or
- c. any other period held to be not being on actual duty.

(2) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

(4) In case of appointment by way of selection, the candidate shall be imparted with required Institutional Computer Training for a duration of 3 (Three) months and also accounting training 3 (Three) months. On completion of the training period, the candidate shall be required to pass the training course during the 1st Year of the probation period.



(5) A maximum of 3 (Three) chances shall be allowed to the trainees to pass the training course.

(6) A pass in the Computer training and Accounting training shall be one of the basic criteria for satisfactory completion of the probation.

(7) After satisfactory completion of the probation, the candidate shall be regularized in the service. The appointment of the candidates who fail to clear the training in three chances shall not be extended further.

14. Seniority:-

(1) The seniority of persons appointed by way of direct recruitment in a particular Year shall be fixed according to their names in the Select List and they shall be ranked above the persons appointed by way of selection.

(2) The seniority of the employees appointed through selection shall be determined on the basis of their batch and position in the Training Examination and they shall be placed below the candidates appointed through direct recruitment during the particular Year.

15. Training:- The members of the service shall have to undergo Departmental training or to pass Departmental examination as may be decided by the Government from time to time.

16. Other conditions of service:- The conditions of service in regard to matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

17. Relaxation:- Where the Government are of the opinion that it is necessary or expedient so to do in the public interest, they may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of employees.

18. Interpretation:- If any question arises relating to the interpretation of these rules, it shall be referred to Government in Panchayati Raj & Drinking Water Department whose decision thereon shall be final.



19. Power to issue Instructions:— The Government may issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

[No.4727—PR-PADM-ESTT-0009/2020/PR&DW.]

By Order of the Governor

SUSHIL KUMAR LOHANI

Principal Secretary to Government



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ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟଜଳ ବିଭାଗ
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No. PR-PADM-ESTT-0009-2020

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Date: 02/01/2022

From:

Dr. Gyana Das, IAS

Director, Panchayati Raj

To

The Principal Accountant General, (A&E), Odisha, Bhubaneswar

Sub : Creation of posts of Accountant-cum-DEO

Sir,

I am directed to convey the sanction of Governor of Odisha for creation of 7142 (seven thousand one hundred forty two) temporary posts of Accountant-cum-DEO for different districts as per the statement enclosed in Annexure-A with the initial Scale of Pay under Level- 3 (Cell-1) of the Pay Matrix as per ORSP Rules, 2017.

1. The posts shall be filled up initially on contractual basis in terms of stipulations contained in Odisha Group-"C" and Group-"D" posts (contractual appointment) Rules, 2013 and subsequent Amendment Rules, 2021 published vide GA&PG Department Notification No.28621 dated 27.10.2021 following relevant recruitment rules and provisions of ORV Act. The remuneration shall be governed by GA Department Notification No.28621 dated 27.10.2021.
2. The Charge is debitable to Demand No.17-2501-SPRD-01-001-Dir.& Admin.-3464- Strengthening of Panchayat Samiti Establishment under the award of 5th SFC in the Budget Estimates for F.Y.2022-2023 .
3. This has been concurred in by Finance Department in their File No. FIN-SOS2-CADRE-0001-2020.

Yours faithfully

Director, Panchayati Raj

(P.T.O.)



Memo No. 462 Date 02/01/2022

Copy forwarded to Joint Secretary to Government, Finance Department for kind information.

Dhonesh
02/01/2022
Under Secretary to Government

Memo No. 463 Date 02/01/2022

Copy forwarded to Addl. Secretary to Government, GA&PG Department for kind information.

Dhonesh
02/01/2022
Under Secretary to Government

Memo No. 464 Date 02/01/2022

Copy forwarded to all Collectors/all PD, DRDAs/all DPOs/all BDOs for information.

Dhonesh
02/01/2022
Under Secretary to Government

Memo No. 465 Date 02/01/2022

Copy forwarded to all Sections of PR & DW Department for information.

Dhonesh
02/01/2022
Under Secretary to Government

ANNEXURE-A

Sl.No.	Name of the District	No.of Posts @ one per GP	No.of Posts @ one per Block	No.of Posts @ one per District	Total Posts created
1	Anugul	225	8	1	234
2	Balasore	360	12	1	373
3	Bargarh	253	12	1	266
4	Bhadrak	218	7	1	226
5	Bolangir	317	14	1	332
6	Boudh	69	3	1	73
7	Cuttack	373	14	1	388
8	Deogarh	70	3	1	74
9	Dhenkanal	212	8	1	221
10	Gajapati	149	7	1	157
11	Ganjam	503	22	1	526
12	Jagatsinghpur	198	8	1	207
13	Jajpur	311	10	1	322
14	Jharsuguda	78	5	1	84
15	Kalahandi	310	13	1	324
16	Kandhamal	171	12	1	184
17	Kendrapara	249	9	1	259
18	Keonjhar	297	13	1	311
19	Khurda	190	10	1	201
20	Koraput	240	14	1	255
21	Malkangiri	111	7	1	119
22	Mayurbhanj	404	26	1	431
23	Nawarangpur	189	10	1	200
24	Nayagarh	194	8	1	203
25	Nuapada	131	5	1	137
26	Puri	268	11	1	280
27	Rayagada	182	11	1	194
28	Sambalpur	138	9	1	148
29	Subarnapur	109	6	1	116
30	Sundergarh	279	17	1	297
	TOTAL	6798	314	30	7142