

ESTABLISHMENT – II:

The following items of work are being dealt in this Branch:-

1. Appointment of Staff/ Promotion/ Confirmation.
2. Sponsoring the name of the ministerial Staff for training to MDRAFM, Bhubaneswar.
3. Preparation of Annual Establishment Review Report.
4. Implementation of Rehabilitation Assistance Scheme/ O.R.V. Act & Rules
5. Review of premature retirement.
6. Annual report on appointment of S.C/ S.T. candidates.
7. Quarterly Employment Return.
8. Sanction of G.I.S/ L.T.C./ House Rent Allowance.
9. Court matters.
10. Gazetted Establishment & Service matters.
11. Sanction of annual increments of Collectors under Central Division/Sanction of increments of all Officers/Section Officers of this office/Spl. LAOs.
12. Sanction of Leave of all Collectors & all Officers of this Division/all Gazetted Officers of this office.
13. Maintenance of Service Book of all Collectors under Central Division & all Gazetted officers of this office.
14. Approval of Case Records of TROs (ORS/OAS).
15. Delegation of Financial Power.
16. Fixation of Pay of Collectors and Officers under this division.
17. Allegation & Departmental Proceedings against Class-I & Class-II Officers.
18. Pension Cases of Gazetted/Non-Gazetted employees of this Office.
19. Sanction of normal/special House Building advance.
20. Sanction of Motor Cycle/Moped Advance.
21. Sanction of G.P.F. of Gazetted Officers of this Office and this Division.
22. Approval of tour programme and tour diary of Collectors.
23. Approval of tour diary of the Officers of this Office.
24. Half yearly tour review of Collectors/ Sub-Collectors.
25. Sanction of G.P.F. Advance in respect of the Non-Gazetted Staff of this Office.
26. Service matters of non-Gazetted staff of this office i.e. sanction of increments and leave of the non-Gazetted employees of this office.
27. Maintenance of Service Book of non-Gazetted employees.

28. Computerization of all online sanction orders.
29. The Service records of Collectors and Class-I, Class-II and Specially declared Gazetted Officers working in this Division/ Office are maintained in this Branch.
30. Sanction of annual increment of Collectors, fixation of pay, sanction of leave up to 90 days in respect of Class-I Officer and up to 120 days in respect of Class-II Officers working in this Division are being done at this level. The fixation of pay of all the Collectors under Central Division as per IAS(Pay) Rules, 2016 & ORSP Rules, 2017 has been made.
31. As per Rule 6(1) of O.A.S. Gr-A (J.B) Probation and Departmental Examination Rules, 2014 & Rule 6(1) of ORS, Gr-B Probation and Departmental Examination Rules, 2016, every member of service during his probation period should prepare the case record and submit it to the satisfaction of Revenue Divisional Commissioner for approval through the Collector of the concerned district.
32. As per provision contained in Rule 2 of IX(a) and IV (x) of O.G.F.R. Vol.-I, the Head of the Department has been empowered to vest the Drawing and Disbursing Power and declare the Head of Office with the Tahsildar-in-Charge and Sub-Collector-in-Charge till the joining of regular Sub-Collector and Tahsildar. No such case is pending in this Office.

Date : 30.09.2019