

3. Medical fitness and verification of antecedents on initial appointment in the Board.

- (a) A candidate, except in the case of appointments by deputation or by promotion, will be required to undergo medical tests to satisfy the Board of his medical fitness by a Medical Officer authorised by the Board.
- (b) The antecedents of a candidate, except in the case of appointments by deputation or by promotion, will be verified by the Board and the said verification shall be completed during the period of probation.

SCHEDULE II

(See regulation 9)

1. The cases of employees will be reviewed at least 3 months before they attain 55 years of age or complete 30 years of service, whichever is earlier.
2. The exercise to review will be carried out on quarterly basis.

Sl. No.	Quarter in which review is to be made	Cases of employees who will be attaining the age of 55 years or will be completing 30 years of service, whichever is earlier in the quarter indicated below to be reviewed
1.	January to March	July to September of the same year
2.	April to June	October to December of the same year
3.	July to September	January to March of the next year
4.	October to December	April to June of the next year

3. A review committee of 3 officers will be constituted as under: -
 - (a) For Officers, under the chairmanship of a Whole Time Member, and two other members who are senior to the employee being reviewed.
 - (b) For Other Employees, under the Chairmanship of Executive Director
4. The criteria to be followed by the committee in making their recommendations would be as follows: -
 - (a) Employees whose integrity is doubtful, will be retired.
 - (b) Employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness/competence of the employee to continue in the post which he/she is holding.
 - (c) While the entire service record of an officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 5 years, or where he has been promoted to a higher post during that 5 years period, his service in the highest post, has been found satisfactory.
 - (d) Consideration is ordinarily to be confined to the preceding 5 years or to the period in the higher post, in case of promotion within the period of 5 years, only when retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation, however where the employee is to be retired on grounds of doubtful integrity.
5. The recommendations of the committee will be placed before an appropriate authority as decided by the Board, which shall not be below the rank of chairman of the review committee.

Dr. M. S. SAHOO, Chairperson

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