



DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING; ODISHA; CUTTACK

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No:BT.-X-01/2019/109

Date: 4.1.19

From

Shri Balwant Singh, IAS.
Director of Technical Education
& Training, Odisha, Cuttack.

To,

The Principal of All Govt. Engg. Schools/ Polytechnics/ ITIs / Dy. Director (Admn).

Sub: -Submission of Simplification Procedure for Extension of Temporary Posts under Regular Establishment for the Year 2019-20.

Madam/Sir,

With reference to the subject cited above, I am to say that the information regarding **Annual Establishment Review** for the Year **2019-20** is essentially required for submission to the Govt. in SD&TE Department in prescribed Format by the Time Schedule of **Feb'2019**, after receipt of information from all the Heads of Offices under the Administrative Control of this Directorate.

You are, therefore, required to furnish the required informations under Administrative Expenditure (Non-Plan)/ Central Sponsored Plan Schemes in the **Proforma** given below to this Directorate by **05.02.2019** positively and furnish **Separate Statement** for Regular & Contractual Staff along with a **Certificate** to this effect on the Pay Bill for the Month of **March -19** to be presented in the Month of April 2019 in the respective Treasuries/Sub-Treasuries.

Further, you are required to **upload the Establishment Review** for the Financial Year **2019-20** on HRMS Portal like previous years which you have been uploading. In case, if you have not uploaded the same, you may contact with your concerned Treasury Officers for **upload**.

This may be treated as **Most Urgent**.

Yours faithfully ,

Director of Technical Education & Training,
Odisha, Cuttack.

PROFORMA

Sl.No	Name of the Post	Whether NP/CSP	Scale of Pay of the Post	G.P. (In case of old Pay)	Sanctioned Strength	Man- in- Position as on 01.03.19	Vacancy as on 01.03.19	Remarks
1	2	3	4	5	6	7	8	9