

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION & P. G. (SE) DEPARTMENT

NO 753 /SE, dtd. 27-04-2021

From

Shri G.C. Patra, IAS

Joint Secretary to Government

To

All Departments

All Heads Department

All RDCS

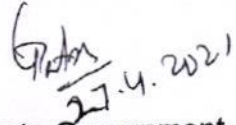
All Collectors

Sub: Recording of Adverse Remarks in Performance Appraisal Report (PAR) for Group-A and B Officers of State Government.

In inviting a reference to the letter No. 674/SE, dtd.16.03.2020 og GA & PG Department, the undersigned is directed to say that it has come to notice that some Reporting, Reviewing and Accepting authorities are recording adverse remarks in the PARs of their sub-ordinates officers without justifying such entries and later suggesting to withdraw such adverse remarks while submitting their substantiation report. This creates embarrassment on the part of the Government at the time of review of such PARs.

No employee should be adversely affected by prejudicial reports recorded without fullest consideration and also no one should be rewarded with extremely flattering reports not based on the fact. All instances of good and bad work coming to the notice of the authorities should be promptly noted. Casual adverse remarks which are withdrawn by the Reporting/Reviewing/Accepting Authority when asked to substantiate will be viewed adversely. Displeasure note to this effect shall be issued by the authority empowered to expunge such remarks and such note shall be marked to the Head of the Office where the authority is working with instruction that the displeasure note may be placed in the personal file of the employee.

This may be brought to all Officers (Reporting/Reviewing/Accepting) under your administrative control to adhere to the above instructions scrupulously.


27.4.2021
Joint Secretary to Government



Your Signature will appear here.