

CONFIDENTIAL

Top Priority

Government of Odisha

General Administration & Public Grievance (S.E.) Department

No. 522 /SE

dt. 24.03.2025 /

GAD-SEA-RTI-0016-2025

From

Shri Dhiren Kr. Ojha, OSS

P/O-cum Deputy Secretary to Government.

To

Additional Secretary to Government-cum-Nodal Officer.

GA & PG(RTI) Department

Sub:- Information pertaining to Special Estt. branch on implementing proactive disclosure under section 4(1)(b) of the RTI Act, 2005.

Ref:- Your letter no. 9789/RTI-N dated 18.03.2025

Sir,

In inviting reference to your aforecited letter on the subject as captioned above, I am directed to furnish herewith this letter, the Notifications/Guidelines/Circulars pertaining to this branch during the timeline 01.01.2020 and onwards, details as per the enclosed statement, for necessary action at your end.

Yours faithfully,

[Handwritten Signature]
24/03/25

P/O-cum Deputy Secretary to Government.

Sl. No.	Letter no.	Letter dated	Subject matter relating to letter
1	2659	06.07.2019	Clarification on NRC(No Remarks Certificate).
2	3684	18.10.2019	Implementation of 5T Charter and " Mo Sarkar " initiative.
3	674	16.03.2020	Clarificatio on adverse remarks in PAR
4	1103	19.05.2020	Clarification on consideration of NRC during promotion
5	753	27.04.2021	Regarding recording of adverse remarks in PARs of Group A and B officers.
6	2837	17.12.2021	Implementation of Odisha Servants' Conduct(Amendment) Rule, 2021 regarding submission of Property statements is a prerequisite for promotion
7	659	24.05.2023	One time measure to defaulter employees to submit their Property statements from 2014-15 to 2022-23
8	44	12.01.2024	Revision of dateline for consideration of e-PAR after its scheduled closure in HRMS portal.
9	8860	15.03.2024	One time measure to defaulter employees to submit their PARs from 2016 to 2021.
10	394	28.03.2024	Queries regarding submission of PARs by the appraisee for the period 2014-15 to 2022-23
11	1094	07.08.2024	Withdrawal of 5T Charter and Mo Sarkar parameter from APAR.
12	400	25.02.2025	PAR Guidelines for Group C employees.


 Deputy Secretary to Government. 24/03/25

Government of Odisha
General Administration & Public Grievances (SE) Department

No 44 /SE

Dated 12.01.2024

GAD-SEA-MISC-0002-2018

To

All Departments of Government/All Heads of Departments

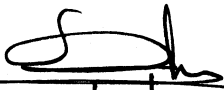
All RDCs/ All Collectors & District Magistrates.

Sub: Revision of the dateline for consideration of e-PAR after its scheduled closure in the HRMS portal.

The undersigned is directed to say that in terms of the PAR guidelines, all Group A and B officers of the state are required to submit their self-appraisal online in the HRMS portal, which in due course of time shall be assessed at three levels of hierarchy i.e. Reporting, Reviewing, and Accepting Authority. As per prevailing instructions, the Accepting Authority shall assess the ORU by 31st December of the same Calendar Year after which the PAR shall be processed in the Department and shall be made available for DPC after 31st March of the succeeding Year. This procedure was followed when PAR was received and processed manually. As such, the PAR of a State Government employee was taken into consideration for promotion only after 31st March of the succeeding year; and the process has been in vogue in the e-PAR system.

In the meanwhile the State Government has already shifted to e-filing of PAR by the state government employees from the year 2014-15 by following the Government of India instructions, by which all processes relating to maintenance of PAR be completed by 31st December of the same year since the e-PAR module closes on that day i.e. 31st December(midnight) and no further transaction is possible thereafter for the PAR related issue in the HRMS online site.

As such, pursuant to the Online submission of PAR, the Government have been pleased to consider e-PAR for the year (as per Financial Year) w.e.f. 1st January of the next year instead of 1st April henceforth in order to enable the DPC/SSB to assess the PAR of the employees concerned.

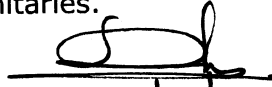

12/01/2024

Additional Secretary to Government.

Memo No. 45

dated 12.01.2024

Copy forwarded to the PS to Hon'ble Chief Minister, Odisha/Chief Secretary/ Development Commissioner, Odisha/Addl. Chief Secretary, GA & PG Department for kind information of the dignitaries.



12/01/2024
Additional Secretary to Government.

Memo No. 46

dated 12.01.2024

Copy forwarded to the CMGI, Bhubaneswar for information and necessary action.



12/01/2024
Additional Secretary to Government.

Memo No. 47

dated 12.01.2024

Copy forwarded to the all branches of GA & PG Department/GA & PG(Library) Department for information necessary action.



12/01/2024
Additional Secretary to Government.

Confidential

Government of Odisha

General Administration & Public Grievance (SE) Department

No. 64 /SE

dt. 18.01.2025 /

GAD-SEB-MISC-0001-2025

From

Shri Sashank Sekhar Dash

Additional Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All Heads of Departments/All RDCs/All Collectors & District Magistrates.

Sub: Annual Performance Appraisal Report - Introduction of "iGOT Karmayogi" parameter in the Annual Performance Appraisal Report of Government employees.

Sir,

I am directed to say that after careful consideration, the Government have been pleased to incorporate the "iGOT Karmayogi" parameter of work assessment of Government servants in the Annual Performance Appraisal Report from the PAR period **2025-26**.

It is hereby directed to all the authorities in the remarks recording chain to assess and evaluate the ORU(Officer Reported Upon)'s work performance, by taking successful completion of a minimum of 20 hours of I-GOT training annually in the online module.

Benchmark for assessment in his/her PAR as per the number of hours of training completed successfully through IGOT is as follows:-

- 1 mark - For completion of 4 hours successfully.
- 2 marks - For completion of 8 hours successfully.
- 3 marks - For completion of 12 hours successfully.
- 4 marks - For completion of 16 hours successfully.
- 5 marks - For completion of 20 hours and more successfully.

In this regard, a separate column is being added (in a relative scale of 1-5) by the CMGI for this purpose in the format of the e-PAR module of the HRMS portal in respect of the Group-A & B officers of the State Government and shall be reflected in the online PAR format.

This may be brought to the notice of all concerned authorities under your control.

Yours faithfully,

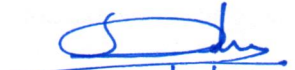

18/01/2025

Additional Secretary to Government

Memo No 65 /

dt. 18.01.2025 /

Copy forwarded to Private Secretary to Chief Minister, Odisha /Private Secretary to Chief Secretary, Odisha for information.


18/01/2025

Additional Secretary to Government

Memo No 66 /

dt. 18.01.2025 /

Copy forwarded to Private Secretaries to all Ministers, Odisha for kind information of respective Hon'ble Ministers.


18/01/2025

Additional Secretary to Government

Memo No 67 /

dt. 18.01.2025 /

Copy forwarded to the Executive Director, CMGI, Odisha, Bhubaneswar for information and necessary action to add a column which is meant for the Reporting Authority to assess the work output, attributes and functional competencies in a relative scale of 1-5 . The Officials of CMGI assured that the training hours and training courses can be reflected in the PARs of each Government employee in real time, thus making it convenient for all the Authorities to assess and grade accordingly.


18/01/2025

Additional Secretary to Government

Memo No 68 /

dt. 18.01.2025 /

Copy (5 spare copies) forwarded to Library of G.A. & P.G. Department/All Sections of GA & PG (S.E.) Department for information and necessary action.


18/01/2025

Additional Secretary to Government

Government of Odisha
General Administration & Public Grievances (SE) Department

No. 394 /SE
GAD-SEA-MISC-0002-2018

Dated 28.03.2024

To

All Departments of Government/
All RDCs/ All Collectors & District Magistrates.

Sub: Queries regarding submission of PARs by the appraise/ Acceptance of the PARs for the periods 2014-15 to 2022-23

The undersigned is directed to say that a number of queries were received after issuance of this Department letter no 8860/SE dated 15.03.2024 regarding submission / acceptance of PARs in HRMS portal . In view of the queries received, the solution to the possible Scenario while submission of PARs by the appraise / acceptance of the PARs for the periods 2014-15 to 2022-23 is detailed below:-

Sl. No	Scenario	Solution
1	If none of the authorities in the PAR hierarchy are available due to death/retirement/demit from office.	The appraise has to create an NRC for the entire period by uploading the supporting documents in the HRMS portal while requesting the NRC.
2	Reporting Authority is available, but the Reviewing/Accepting Authority are not available.	The assessment by the Reporting Authority shall be treated as final and the PAR shall be force forwarded to the custodian.
3	Reporting Authority and Reviewing Authority are available but Accepting Authority is not available	The assessment by the Reviewing Authority shall be treated as final and the PAR shall be force forwarded to the custodian.
4	Reporting Authority and Accepting Authority are available but Reviewing Authority is not available.	The assessment by the Accepting Authority shall be treated as final.
5	Reporting Authority is unavailable, but Reviewing Authority and Accepting Authority are available.	The appraise has to create an NRC for the entire period uploading the supporting documents in the HRMS portal while requesting the NRC.
6	Reporting Authority/ Reviewing Authority are unavailable but the Accepting Authority is available.	-do-

The above mentioned may be brought to the notice of all concerned.

(By orders of the Competent Authority)

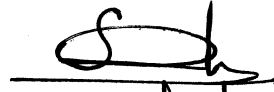


28/03/2024
Additional Secretary to Government.

Memo No. 395

dated 28.03.2024

Copy forwarded to the PS to Hon'ble Chief Minister, Odisha/Chief Secretary/ Development Commissioner, Odisha/Addl. Chief Secretary, GA & PG Department for kind information of the dignitaries.

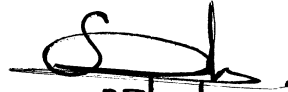


28/03/2024
Additional Secretary to Government.

Memo No. 396

dated 28.03.2024

Copy forwarded to the CMGI, Bhubaneswar for information and necessary action. They are requested to make necessary arrangement in providing the above features in the HRMS Portal.



28/03/2024
Additional Secretary to Government.

Memo No. 397

dated 28.03.2024

Copy forwarded to the all branches of GA & PG Department/GA & PG(Library) Department for information necessary action.



28/03/2024
Additional Secretary to Government.

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE . (S.E.)
DEPARTMENT

Letter No.GAD-SEA-MISC-0026-2024- 400 /SE Bhubaneswar, Date. 25.02.2025

To

All Departments of Government/

All Heads of Departments/

All RDCs/All Collectors.

Subject: Guidelines for initiation and assessment of Confidential Character Rolls(" Fit for Promotion" or "Unfit for Promotion" for Group 'C' employees of State Government replacing the system of recording of Confidential Character Rolls(CCRs) i.e. provision under Book Circular-46.

The current system of online management of Confidential Character Rolls (CCRs) for Group-C employees in the HRMS has to be simplified to make it more user friendly. The main objective of this guideline is to improve the capacity of the administrative machinery for better and seamless appraisal of the performance of Group-C employees in the State Government. Accordingly, a detailed guideline is issued as follows:-

1. The nomenclature of the report will be changed from Confidential Character Roll (CCR) to (" Fit for Promotion/Un-fit for Promotion). This will be a Confidential document.

2. Custody of CCR s:

i. The custodianship of the CCRs(Fit for promotion or not Fit for promotion) in respect of Group-C Government employees shall be maintained by the Administrative Department/Head of Department (in respect of who they are appointing authority), under a responsible officer, who shall ensure its online review after due closure of the CCR (Fit for promotion or not Fit for promotion) timeline, communication of adverse remarks if any in the CCR,



processing representations and communicating the final decisions on the representations.

ii. The reviewed CCRs(Fit for promotion or not Fit for promotion) shall be used by the concerned Administrative Department/Head of Department for promotion, selection, etc.

3. Report Period:

i. The CCRs(Fit for promotion or not Fit for promotion) shall be recorded for each financial year or part thereof. The CCRs(Fit for promotion or not Fit for promotion) for two or more years should not be recorded in one form.

ii. The minimum period for recording remarks in the CCRs(Fit for promotion or not Fit for promotion) of an officer shall be four months in a year. The higher authority should not adjudge his/her subordinates' work unless he/she has seen it for a minimum period of four months.

Explanation :-

For computing the period of four months, leave taken or training programme attended for a continuous duration of less than thirty days shall be ignored and remarks certificate to be recorded for such period by the competent authority.

4. Level of Assessment:

There shall ordinarily be two levels of assessment of the employee by the authorities designated by the Government from time to time –

- a) The Reporting Authority,
- b) Reviewing Authority & Accepting Authority(Reviewing Authority act as Accepting Authority in two tiers assessment chain of CCR) .

The Schedule of Instructions enlisting the Hierarchy of the CCR chain has to be done by the respective Administrative Departments/Heads of Departments/Heads of Office in two tier system for Group-C employees of State Government.

5. Initiation of CCRs (Fit for promotion or not Fit for promotion) by Reporting Authority/Reviewing Authority/Accepting Authority:

i. The CCR of a Group-C employee shall be initiated by his/her Reporting Authority who shall adjudge the work performance of the employee either as



“ Fit for Promotion/Fit for shouldering higher responsibility” or “Not fit for Promotion/Not fit for shouldering higher responsibility” online in “Group-C Assessment module” of the HRMS portal.

ii. On completion of the assessment, the Reporting Authority shall forward the same to the Reviewing/ Accepting Authority for final assessment. CCRs(Fit for promotion or not Fit for promotion) shall get completed once the Reviewing/ Accepting Authority has completed his/her assessment of the work performance of the employee.

ii. A detailed workflow of the procedure to be followed will be made available in the manual section of the HRMS portal for reference.

6. Some Salient Features:

i. The employee concerned shall be notified in his/her HRMS profile on the stages of CCR (Fit for promotion or not Fit for promotion)creation or assessment level at the authority chain.

ii. The minimum period of assessment should be at least four months, i.e. CCR(Fit for promotion or not Fit for promotion) for a minimum period of assessment shall be initiated by the Reporting Authority of the employee concerned; for an assessment period of less than four months, NRC (No Remarks Certificate) should be remarked/initiated by the Reporting Authority online, which is not a bar for promotion and shall be considered by the DPC/SB , while considering the case for promotion of the concerned employee.

iii. When a Group-C employee gets transferred from one place of posting to another, then during the brief period i.e. before being assigned to a new work role(LR period), NRC shall be initiated in favor of the employee concerned by the PAR custodian.

iv. In the event that the Reporting Authority of a Group-C employee couldn't initiate a CCRs(Fit for promotion or not Fit for promotion) for a concerned period within the scheduled time period, then it is the responsibility of the CCR(Fit for promotion or not Fit for promotion) custodian to issue NRC in favor of the employee, mentioning the cause “Authority couldn't initiate the CCR within the stipulated time period”, after scheduled closure of the CCR (Fit for promotion or not Fit for promotion)time period; which is not a bar for promotion and shall be considered by the DPC/SB while considering the case for the promotion of the concerned employee.



v. In case the Reporting Authority writes not fit for promotion, a detailed justification should be given. Any instruction reminders, reprimands and displeasures issued to the concerned employee should be placed on record.

7. Review of CCRs (Fit for promotion or not Fit for promotion):

The completed CCRs(Fit for promotion or not Fit for promotion) shall be subject to scrutiny and the cases where the employee has been adjudged as **Not fit for Promotion/Not fit for shouldering higher responsibility** shall be communicated directly to the employee concerned by the CCR custodian who has been entrusted with the CCR custodianship by the concerned Administrative Department/Head of Department.

Assessment of the Reviewing/Accepting Authority shall prevail over that of the Reporting Authority.

8. Communication of Adverse Remark :

D.O letters communicating adverse remarks should be signed by an officer authorized by the concerned Administrative Department/ Head of the Department.

9. Submission of Representation :

i. A representation against adverse remarks should be clear, concise, precise, and written in a temperate language. It should be furnished in two copies addressed to the authority competent to dispose of the representation within a period of 45 days of receipt of such communication. If there are sufficient reasons, the representation may be considered by the CCR branch of the concerned Administrative Department/Head of the Department beyond this period of 45 days but not later than six months of the receipt of the communication.

ii. A second representation shall not in any circumstances be entertained.

iii. Any representation which is not properly addressed or is illegible or unintelligible or contains language which in the opinion of the Government is disloyal, disrespectful, or improper or casts unwarranted aspersions on the authorities recording remarks or on authorities deciding the representation, should be summarily rejected.



iv. Copy of any representation received from any other quarter than those stipulated above will be seriously viewed and construed as an attempt by the employee concerned to exert extraneous pressure and influence for the disposal of the representation.

v. If an employee concerned has made any allegations in his/her representation against any authority recording adverse remarks, he/she may be called upon to substantiate the same and in the event of his/her failure to do so, he would render himself liable to disciplinary proceedings.

10. Disposal of Representation:

i. Upon receipt of representation, only the author of the adverse remarks (**Not fit for Promotion/Not fit for shouldering higher responsibility**) may be asked to substantiate or to furnish her/his comment on the representation. Those higher authorities who have merely agreed to the adverse remarks written by other authorities need not be called upon to substantiate.

ii. The Substantiation Report should cover specific facts, figures, and instances which are relevant to the adverse remarks.

iii. Substantiation reports and comments on the representations are invited to facilitate the disposal of representations and it is the duty of the author of the adverse remarks to furnish them unless he has adequately supported the adverse remarks in the CCR itself.

iv. Substantiation report may also be sought from authors of adverse remarks who may have retired recently from Govt. service if felt necessary.

v. The representation against adverse remarks should normally be disposed of within 6 months of receipt of such representation taking into consideration facts stated in the CCRs (Fit for promotion or not Fit for promotion) representation, and substantiation report if any. The order passed on the representation shall be informed suitably to the officer concerned.

11. Competent Authority :

The competent Authority to deal with the representation against the adverse remarks (**Not fit for Promotion/Not fit for shouldering higher responsibility**) will be the Authority one step higher than the Reviewing /Accepting Authority in the Administrative set up.



For example: If the Collector is the accepting authority in the PAR chain, RDC is the competent authority to dispose of the adverse remarks.

In case the adverse remarks are given by the Chief Secretary/Very Senior Officer in charge of the Department/Minister the competent authority will be the Chief Minister. The order of the competent authority shall be final.

12. Preservation period:

CCR(**Fit for Promotion/Unfit for Promotion**) should be preserved for a period of 1(one) year from the date of death/retirement, resignation and dismissal or discharge unless there is disciplinary proceeding/ vigilance case/ court case relating to gradation/promotion pending before such retirement/resignation/dismissal or discharge. In latter case the CCR(Fit for promotion or not Fit for promotion) should be preserved till final disposal.

13. Formulation of Policy & Interpretation of Rules:

G.A & P.G. (S.E.) Department reserves the right in formulation of policy and interpretation of rules in respect of matters relating to the collection and maintenance of CCRs(Fit for promotion or not Fit for promotion) in respect of Group-C employees of State Government.

14. The Circular/Instructions as noted in Book Circular-46 are hereby rescinded.



(Surendra Kumar)

Additional Chief Secretary to Government

Government of Odisha
General Administration & Public Grievances (SE) Department

No. 659 /SE

Dated 24.05.2023

GAD-SEA-MISC-0006-2021

To

All Departments of Government/

All RDCs/ All Collectors & District Magistrates.

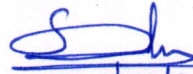
Sub: Extension of dateline for submission of Property Statement by all State Government employees for the period 2016 onwards.

The undersigned is directed to say that in terms of the Odisha Government Servants' Conduct (Amendment) Rule, 2021 every Government servant from the level of Group A to Group D is required to make a true and complete declaration of all his assets, movable and immovable, and the value thereof as on the 1st January every year online in the HRMS portal on or before 31st January of that year. As such the Annual Property Statement by the State Government employees for the period from 01.01.2022 to 31.12.2022 was to be submitted by 31st January 2023, which was subsequently extended up to 31.03.2023 vide this department letter no 162/SE dated 15.02.2023.

2. In order to ensure submission of Annual property statement by defaulting employees, Government after careful consideration has decided to extend the last date for submission of Property Statement by the employees for the Year 2022, online in HRMS, **up to 30th June, 2023.**

3. Further, as a one time measure, State Government has taken a considered view to grant benefit to state Government employees so that the defaulters in respect of submission of Annual Property Statement of 2016 onwards may submit their Property returns online in HRMS. For this purpose HRMS Portal shall remain open for a period of one month from **01.06.2023 to 30.06.2023.**

This may be brought to the notice of all concerned under their administrative control for strict compliance by the respective employees. The concerned employees may also be advised not to wait till the fag end of the closing date and submit their property statement sufficiently ahead of the deadline.



24/05/2023

Additional Secretary to Government.

Memo No 660 / SE Dated 24.05.2023

Copy forwarded to the System Administrator, CMGI, Bhubaneswar, for information and necessary action.

The system for submission of Property statements may be kept open strictly as per the above-revised datelines. The revised datelines may also be uploaded on the HRMS homepage for wide publicity.


24/05/2023

Additional Secretary to Government.

Memo No 661 / SE Dated 24.05.2023

Copy forwarded to All sections of GA & PG Department / Guard File (10 Copies) / GA & PG Department Library (10 Copies) for information and necessary action.


24/05/2023

Additional Secretary to Government.

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

NO 674 /SE, dtd. 16th March, 2020

To

All Departments/Directorates/All District Magistrates & Collectors

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

The undersigned is directed to say that Performance Appraisal Report of the State government servants are written with a view to adjudge their performance every year in the areas of their work, conduct, character, ability, initiative, capacity and integrity in discharging duties. The PAR provides the basic and vital inputs for assessing the performance of an officer, his career advancement and also to serve as the main yardstick adopted in the process of confirmation, promotion, and selection. The columns in the PAR are, therefore, to be filled up by the Reporting, Reviewing and Accepting authorities in an objective and impartial manner.

It has come to notice that some Reporting, Reviewing and Accepting authorities record some adverse remarks in the PARs of their sub-ordinates officers without justifying such adverse entries and later withdraw such adverse remarks while submitting their substantiation report. This creates embarrassment on the part of the Government at the time of review as to how to treat such entries.

It is therefore impressed upon all concerned that before writing any adverse remarks in the PAR, the following may be taken care of:-

Warning /Displeasure issued

There may be certain situations where the superior officer may find it necessary to put forward a remark regarding the working of the officer subordinate to him, regarding some act of omission. In such cases it may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of censure, it calls for some formal action such as communication of some written warning/ displeasure/ reprimand. The same should be placed in the personal file of the concerned officer. At end of the period under report, the authorities while writing the PAR of the concerned officer, may decide not to make a reference of the warning and has been found satisfactory. On the other hand, if the authority, is of the opinion that despite such warning there has been no change in conduct of the officer concerned, the report has to be entered in the PAR.

Filling of column relating to Integrity

Supervisory officers should maintain a record of those situations which create suspicion about the integrity of the subordinate. Expeditious action should thereafter be taken to verify the veracity of such suspicions by making confidential enquiries. The report should be attached in the PAR while making entries with regard to doubtful integrity in the PAR of the Officer reported upon.

Recording of adverse remarks in the PAR

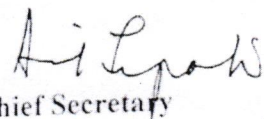
No employee should be adversely affected by prejudicial reports recorded without fullest consideration and also no one should be rewarded with extremely flattering reports not based on the fact. All instances of good and bad work coming to the notice of the authorities should be promptly noted. Casual adverse remarks which are withdrawn by the Reporting/Reviewing/Accepting Authority when asked to substantiate will be viewed adversely.

Substantiation of Adverse Remarks

The substantiation report submitted by the author of adverse remarks shall be confined to performance/conduct during the reporting period. Improvement in the performance/conduct of ORU in subsequent periods will be reflected in the PAR of that period and should not be used for the purpose of substantiation or otherwise of the adverse remarks recorded in respect of the reporting period.

In certain cases, some authors of the adverse remarks record grading as "Average" in assessment of work output, attributes and functional competencies of sub-ordinate officers and assess the overall grading as "Below average" which does not lend itself to reason. In this case, the overall grading will be treated as "average" and reviewed as non-adverse or vice-versa by the competent authority.

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


Chief Secretary

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

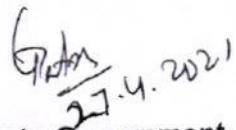
All Collectors

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.

ଓଡ଼ିଶା ସରକାର

ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ(ସ୍ୱତନ୍ତ୍ର ପ୍ରତିଷ୍ଠାନ) ବିଭାଗ

ସଂଖ୍ୟା 1094 / ସ୍ୱ. ପ୍ର

ତା- 07.08.2024

GAD-SEA-MISC-0010-2019

ପ୍ରେରକ,

ଶ୍ରୀ ଶଶାଙ୍କ ଶେଖର ଦାଶ

ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ପ୍ରାପକ,

ସମସ୍ତ ଅତିରିକ୍ତ ମୁଖ୍ୟ ଶାସନ ସଚିବ/ପ୍ରମୁଖ ଶାସନ/

କମିଶନର ତଥା ଶାସନ ସଚିବ/ସମସ୍ତ ବିଭାଗୀୟ ମୁଖ୍ୟ ଦଫ୍ତର/

ସମସ୍ତ ରାଜସ୍ୱ ଡିଭିଜନାଲ ଆୟୁକ୍ତ/ସମସ୍ତ ଜିଲ୍ଲାପାଳ ।

ବିଷୟ:- ରାଜ୍ୟର ସମସ୍ତ ବର୍ଗର(କ, ଖ, ଏବଂ ଗ) କର୍ମଚାରୀଙ୍କ ପାଇଁ ଅଦ୍ୟ ବିଦ୍ୟମାନ ଥିବା **PAR/ CCR** ଫରମାଟରୁ "**5T ଟାର୍ଗଟ**" ଏବଂ "**ମୋ ସରକାର**" ର ମୂଲ୍ୟାଙ୍କନ ପାଇଁ ଦିଆଯାଇଥିବା ପ୍ରାଧାନ୍ୟର ପ୍ରତ୍ୟାହାର ସମ୍ବନ୍ଧରେ ।

ମହାଶୟା/ ମହାଶୟ,

ମୁଁ ନିର୍ଦ୍ଦେଶକ୍ରମେ ଜଣାଉଛି ଯେ, ରାଜ୍ୟ ସରକାର ହୃଦୟଙ୍ଗମ କଲେ କି ବର୍ତ୍ତମାନ ପରିପ୍ରେକ୍ଷୀରେ "**5T ଟାର୍ଗଟ**" ଏବଂ "**ମୋ ସରକାର**" ମୂଲ୍ୟାଙ୍କନର କୌଣସି ଗୁରୁତ୍ୱପୂର୍ଣ୍ଣ ଆବଶ୍ୟକତା ନଥିବାରୁ, ଉକ୍ତ ଉପାଦାନ ଗୁଡ଼ିକୁ ରାଜ୍ୟର ସମସ୍ତ ବର୍ଗର (କ, ଖ, ଏବଂ ଗ) କର୍ମଚାରୀଙ୍କ ପାଇଁ ଅଦ୍ୟ ବିଦ୍ୟମାନ ଥିବା **PAR / CCR** ଫରମାଟରୁ ପ୍ରତ୍ୟାହାର କରି, ୨୦୧୯-୨୦ ପୂର୍ବରୁ ପ୍ରଚଳିତ **PAR / CCR** ଫରମାଟକୁ ୨୦୨୪-୨୫ ଠାରୁ ପୁନଶ୍ଚ ପ୍ରଚଳନ କରିବାକୁ ସରକାର ନୀତିଗତ ନିଷ୍ପତ୍ତି ଗ୍ରହଣ କରିଛନ୍ତି ।

ଆପଣଙ୍କ ବିଶ୍ୱସ୍ତ,



(ଶଶାଙ୍କ ଶେଖର ଦାଶ)

ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜାପକ ସଂ- 1095 / ସ ପ୍ର

ତା- 07.08.2024

ଏହାର ଏକକିତା ନକଲ ମୁଖ୍ୟମନ୍ତ୍ରୀ ଙ୍କ ବ୍ୟକ୍ତିଗତ ସଚିବ, ସମସ୍ତ ମାନ୍ୟବର ମନ୍ତ୍ରୀଙ୍କ ବ୍ୟକ୍ତିଗତ ସଚିବ , ମୁଖ୍ୟ ଶାସନ ସଚିବଙ୍କ ବ୍ୟକ୍ତିଗତ ସଚିବଙ୍କ ସଦୟ ଅବଗତି ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସିଦ୍ଧାନ୍ତ ଚୌଧୁରୀ
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜାପକ ସଂ- 1096 / ସ ପ୍ର

ତା- 07.08.2024

ଏହାର ଏକକିତା ନକଲ କାର୍ଯ୍ୟ ନିର୍ବାହୀ ନିର୍ଦ୍ଦେଶକ, ସିଏମଜିଆଇ(CMGI), ଓଡ଼ିଶା, ଭୁବନେଶ୍ୱର ଙ୍କ ସଦୟ ଅବଗତି ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ଏଥି ସହ ଅନୁରୋଧ କରାଯାଉଅଛି କି ରାଜ୍ୟର ସମସ୍ତ ବର୍ଗର (କ, ଖ, ଏବଂ ଗ) କର୍ମଚାରୀଙ୍କ ପାଇଁ ଅଦ୍ୟ ବିଦ୍ୟମାନ **PAR / CCR** ଫରମାଟରୁ "5T ଚାର୍ଟର" ଏବଂ "ମୋ ସରକାର" ମୂଲ୍ୟାଙ୍କନ ପାଇଁ ଦିଆଯାଇଥିବା ପ୍ରାଧାନ୍ୟର ପ୍ରତ୍ୟାହାର କରିବା ନିମନ୍ତେ ଉପଯୁକ୍ତ ପଦକ୍ଷେପ ନିଆଯାଉ ।

ସିଦ୍ଧାନ୍ତ ଚୌଧୁରୀ
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

ଜାପକ ସଂ- 1097 / ସ ପ୍ର

ତା- 07.08.2024

ଏହାର ଏକକିତା ନକଲ ସାଧାରଣ ପ୍ରଶାସନ ଓ ସାଧାରଣ ଅଭିଯୋଗ ବିଭାଗର ସମସ୍ତ ଶାଖାକୁ ସଦୟ ଅବଗତି ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସିଦ୍ଧାନ୍ତ ଚୌଧୁରୀ
ଅତିରିକ୍ତ ଶାସନ ସଚିବ

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

No. 1103 /SE, Date 19.05.2020

From:

Sri G.C. Patra,
Special Secretary to Government,

To

The Addl. Chief Secretaries/
The Principal Secretaries/
The Commissioner-cum-Secretaries of all Departments

Sub: Clarification on consideration of "No Remarks Certificates"(NRC)
During promotion of Group-A & B Government Employees.

Sir,

With reference to this Deptt letter No. 2659/SE, dtd. 06.07.2019 on the above subject, I am directed to say that it has come to the notice of this Department that confusion arises with regard to considering NRCs at the time of promotion of a Government employee. It may be intimated that "No Remarks Certificates" issued on adequate grounds mentioned below are no bar for promotion. "No Remarks Cerifcates" do not carry any adverse entry against the Officer Reported Upon(ORU).

- I. NRC, when the period is less than four months shall be taken into account while counting the period for promotion.
- II. NRC, when the period is more than four months and the Officer Reported Upon(ORU) has submitted his PAR in due time but not assessed by the authorities in the remarks recording chain, shall be taken into account after being duly assessed by the DPC/Selection Board while considering their promotion.
- III. NRC, when the period is more than four months in case of Officer Reported Upon(ORU) who is long leave, study leave, under suspension and on deputation to Foreign Service such as international organization or NGOs, shall be taken into account while counting the period for promotion.

Yours faithfully

Patra
19.5.2020
Special Secretary to Government

Memo No. 1104 SE, dtd. 19.05.2020

Copy forwarded to all RDCs/All Heads of Departments/All Collectors for information and necessary action

Patra
19.5.2020
Special Secretary to Government

Memo No. 1105 SE, dtd. 19.05.2020

Copy forwarded to all Sections of G.A & P.G. (SE) DEPT. for information and necessary action

Patra
19.5.2020
Special Secretary to Government

Government of Odisha
General Administration & Public Grievance (SE) Department

No. 2659 /SE

dt. 06-07-2019

GAD-SEA-MISC-0007-2019

From

Shri G.C. Patra, OAS (SS)
Special Secretary to Government

To

The Addl. Chief Secretaries/
The Principal Secretaries/
The Commissioner-cum-Secretaries of all Departments.

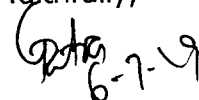
Sub: Clarification on consideration of "No Remarks Certificates" [NRC] during promotion of Group-A & B Govt. Employees.

Sir,

I am directed to say that it has come to the notice of this Department that confusion arises with regard to consider the NRCs at the time of promotion of a Government employee. After careful consideration Government has been pleased to clarify the issue in the following manner.

Sl. No.	Category of NRC	Remarks
1.	NRC when the period is less than four months.	This period shall be taken into account while counting the period for promotion.
2.	NRC when the period is more than four months and the officer reported upon has submitted his PAR in due time.	NRC may be issued if the officer reported upon has submitted his PAR in due time but not assessed by the authorities in the remarks recording chain. This period shall be taken into account after being duly assessed by the DPC/Selection Board while considering their promotion.
3.	NRC when the period is more than four months but the officer reported upon has not submitted his PAR in due time.	NRC may be issued in such case with observation that the officer reported upon has not submitted his PAR in due time as per schedule. This period shall not be taken into account for their promotion. The period may be treated as "PAR not initiated"

Yours faithfully,


6-7-19

Special Secretary to Government

Memo No. 2660 / Dt 06-07-2019 /

Copy forwarded to all RDCs/ All Heads of Departments/All Collectors for information and necessary action.

G. J. M.
6-7-19

Special Secretary to Government

Memo No. 2661 / Dt 06-07-2019 /

Copy forwarded to all Sections of GA & PG Department/ All D.O./S.O/ASO of SE Branch for information and necessary action.

G. J. M.
6-7-19

Special Secretary to Government

Government of Odisha
General Administration & Public Grievances (SE) Department

No 2837 /SE
GAD-SEA-MISC-0006-2021

Dated 17/12/2021

From

Shri G.C. Patra, IAS,
Additional Secretary to Government.


To,

All Departments of Government/
All Heads of Departments/
All RDCs/ All Collectors & District Magistrates.

Sub: Implementation of Odisha Government Servants Conduct (Amendment) Rules, 2021 with regard to consideration of filling of property return as a prerequisite for promotion of State Government employees.

The undersigned is directed to say that as per the principles outlined under GA & PG Department Resolution No 4920/Gen dated 12.02.2021 submission of annual property statement by Government servants of all groups (Group A to Group D) and ranks has been made mandatory. Up-to-date filing of property return is a prerequisite for promotion. The progress of filling of annual property returns so far is not encouraging.

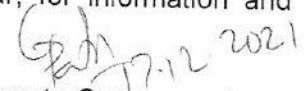
It is, therefore, requested that this may be brought to the notice of all the employees under their control and also in subordinate offices. The employees may be instructed to submit their property returns for 2020, online in HRMS, if not yet submitted.


Additional Secretary to Government.

Memo No 2838 /SE

Dated 17/12/2021

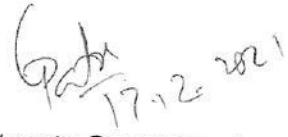
Copy forwarded the System Administrator, CMGI, Bhubaneswar, for information and necessary action.


Additional Secretary to Government.

Memo No 2839 /SE

Dated 17/12/2021

Copy forwarded to All sections of GA & PG Department / Guard File (10 Copies) / GA & PG Department Library (10 Copies) for information and necessary action .


Additional Secretary to Government.

Government of Odisha
General Administration & Public Grievance Department

No.GAD-SEA-MISC-0010-2019-**3684**/Gen., Bhubaneswar dated 18th October, 2019

From

Shri G. C. Patra, OAS(SS)
Special Secretary to Government

To

All Additional Chief Secretaries/Principal Secretaries/Commissioner-cum-Secretaries/All Heads of Departments/All RDCs/All Collectors & District Magistrates.

Sub: Annual Performance Appraisal Report- Weightage for implementation of 5T Charter and "Mo Sarkar" initiative.

Ref: This Department letter No.2985 dt.31.07.19, 2977 dt.31.07.19 & 2981 dt.31.07.19

Sir,

I am directed to say that, "Mo Sarkar" initiative introduced by the Government is aimed at reaching general public with the objective of receiving their feedback on the programmes of the Government. Accordingly, to begin with "Mo Sarkar" initiative has been started in the Health & Family Welfare Department and Police organisations. In due course, it will be extended to other Departments. Government have already decided to accord 20% weightage for performance of government employees in implementation of 5T components. Out of the allotted weightage of 20% for 5 T Charter, 5% will be assigned in respect of performance under "Mo Sarkar" initiative. This will be applicable to the employees of Departments which are implementing the "Mo Sarkar" initiative.

It has now been decided to reflect implementation of 5T Charter and "Mo Sarkar" initiative in the Annual Performance Appraisal Report (PAR) of different categories of Government employees in the following manner:

1. In case of AIS Officers, out of overall numerical assessment of 10, a value of 2 would be assigned with respect to performance of an officer on 5T and "Mo Sarkar" initiative, in the following manner:
 - 1.0 – 5T Charter of Department
 - 0.5 – 5T Charter of Government
 - 0.5 – "Mo Sarkar"
2. In case of State Government employees, weightage of 20% assessment for performance of the officer will be as follows:
 - 10% – 5T Charter of Department
 - 5% – 5T Charter of Government
 - 5% – "Mo Sarkar"

Yours faithfully,

G. Patra
18.10.19

Special Secretary to Government

Memo No 3685

Dated: 18.10.2019

Copy forwarded to P.S. to Chief Minister, Odisha / Private Secretaries of all Ministers, Odisha / Private Secretary to Chief Secretary, Odisha for information.

G. Patra
18.10.19

Special Secretary to Government

Memo No 3686

Dated: 18.10.2019

Copy forwarded to Library of GA & PG Department / All Sections of GA & PG (SE) Department for information and necessary action.

G. Patra
18.10.19

Special Secretary to Government

Government of Odisha

General Administration & Public Grievances (SE)
Department

No. 8860 /SE

Dated 15TH March 2024

GAD-SEE-PRDCOL-0001-2024

To

All Departments of Government/

All RDCs/ All Collectors & District Magistrates.

Sub: Acceptance of Physical/Online PARs in respect of Group A and Group B officers of the State Government.

The undersigned is directed to say that submission of PAR online through HRMS was introduced during 2014-15, which was made mandatory from the year 2015-16. In the guidelines on submission of filing of e-PAR issued vide Letter No. 34337/SE dated 26/12/2014 in Para 8, it has been mentioned that "If the appraise fails to submit the PAR as per time schedule, the PAR will be automatically force forwarded to the next / higher authority. The PARs of the employees who could not submit their PARs online due to ignorance or some other unavoidable circumstances could not be processed and they were not considered for promotion due to want of adequate e-PARs.

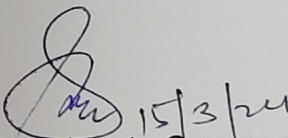
As per Notification no. 1447/21.01.2010, a "Relaxation" clause has been added to the Odisha Civil Services (Criteria for promotion) Rules, 1992, wherein it has been mentioned that Government may relax any of the provisions of these rules with respect to any grade of services.

Therefore keeping in view the inconvenience experienced by the Government employees in submitting e-PARs in time, the Government have been pleased to consider to invoke Rule-8 of the Odisha Civil Services (Criteria for promotion) Rules, 1992 (relaxation clause) as a one time measure and issue instructions to receive PARs for the wanting periods in respect of Group A and Group B employees of all the departments as per the following procedure:-



1. The PARs which are already available in online portal from the year 2014-15 to 2022-23 shall not be disturbed any more. No hard copy PAR and NRC will be entertained for the available periods.
2. The e-PAR window in the HRMS will be opened for two months (from the date of issue of this notification) to allow the employees to submit their PARs online for the periods they have not submitted their e-PARs. Necessary provision in the HRMS shall be made by the CMGI during this two months' time to receive the e-PARS for the wanting periods. The e-PARs submitted during this grace period for the wanting period shall be assessed by the higher authorities as prescribed in the Schedule of Instruction. If the concerned authorities are not available to record their remarks in the PARs and there is no adverse report against the ORU, then the PAR custodian shall issue "NRC" for such periods. This NRC shall be taken into account while considering promotion of the employees.
3. Once the NRC is issued as prescribed above, no PARs received thereafter will be entertained.
4. The electronic filing of PAR will be made mandatory in all respect from the year 2023-24.
5. It is decided that the "PAR" will also include "e-PAR" with immediate effect.
6. All PARs of the Group A officers will be dealt in the GA & PG (Special Establishment) Department and the PARs of the Group B officers shall be dealt in their respective A/Ds or HODs

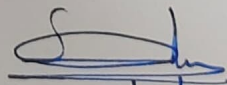
This may be brought to the notice of all concerned with immediate effect.


Additional Chief Secretary to Government.

Memo No. 8861

dated 15.03.2024


Copy forwarded to the PS to Hon'ble Chief Minister, Odisha/Chief Secretary/ Development Commissioner, Odisha/Addl. Chief Secretary, GA & PG Department for kind information of the dignitaries.


Additional Secretary to Government.

Memo No. 8862

dated 15.03.2024

Copy forwarded to the CMGI, Bhubaneswar for information and necessary action.


15/03/2024

Additional Secretary to Government.

Memo No. 8863

dated 15.03.2024

Copy forwarded to all branches of GA & PG Department/ GA & PG (Library) Department for information necessary action.


15/03/2024

Additional Secretary to Government.