

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.

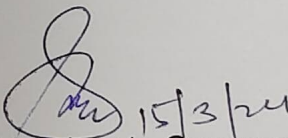
As per Notification no. 1447/21.01.2010, a "Relaxation" clause has been added to the Odisha Civil Services (Criteria for promotion) Rules, 1992, wherein it has been mentioned that Government may relax any of the provisions of these rules with respect to any grade of services.

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

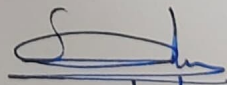
This may be brought to the notice of all concerned with immediate effect.


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.