

**Government of Odisha**  
**General Administration & Public Grievances (S.E.) Department**

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No. 560 /SE

Dated 15.04.2026

GAD-SEA-MISC-0006-2021

From

Shri Ghasiram Murmu,  
Special Secretary to Government.

To,

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

Sub: Initiation of PAR/CCR for the year 2025-26(01.04.2025 to 31.03.2026).

The undersigned is directed to say that the system of e-PAR, by the Group A and B employees of the state Govt., was introduced in the PAR period 2014-15 vide this department letter **34337/SE dt. 26.12.2014**, and the Government of Odisha had made it mandatory for online submission of PARs from the PAR period 2015-16, through the HRMS portal vide this department letter no **47/SE dt. 14.01.2016**.

As such, the Group A and B employees of the state government are advised to submit their self-appraisal by 30th April every year, which was subsequently refixed to 31st May each year vide this Department letter no. **1100/SE dt. 30.04.2022**, following the Government of India Guidelines. The PARs then go through a three-level assessment system, where the authorities in the hierarchy chain assess the performance of the employees. The assessed PARs then get reviewed by the designated PAR custodian, and these reviewed PARs get placed before the DPC/Selection board for consideration of the case of the employees for promotion/selection/sanction of MACP/RACP etc. Many such instances have come to the notice, where employees get debarred on such occasions owing to want of PAR.

Consequently, a new Guideline for recording, reviewing, and maintenance of CCR in favor of **Group C** employees has been incorporated, vide this Department Notification no. **400/SE dt. 25.02.2025**, by replacing the erstwhile **Book Circular 46**. In this system, the immediate Reporting authority of the Group C employee needs to initiate the CCR in favor of the employee and assess his/her performance, post which the Reporting Authority transmits the CCR to the Reviewing-cum-Accepting Authority for final assessment. Many such instances have come to the notice, where the authorities have failed to initiate the CCR in favor of the Group C employees subordinate to him/her, either because of ignorance/lack of will, which results in a want of CCR of the employee.

It is, therefore, requested that all the employees, under their administrative control, may kindly be sensitized enough to submit their PAR as well as initiate CCR of their subordinates for the year 2025-26(01.04.2025 to 31.03.2026), wherever applicable, online through HRMS Portal positively.

  
Special Secretary to Government.