GOVERNMENT OF ODISHA
General Administration and Public Grievances Department
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Letter No._____336_____/GAD,   Dt._23.03.2023_____

From

        Sri Surendra Kumar, IAS
        Additional Chief Secretary to Government
        GA & PG Department

To

        The Additional Chief Secretaries/ Principal Secretaries/
        Commissioner-cum-Secretaries/ Secretaries to Government

        All Departments

Sub: Incorporation of new features in the Performance Appraisal Application module (e-PAR) in HRMS.

Madam /Sir,

       I am to say that PAR module in HRMS was introduced by the State Government for management of PAR of Group A and Group B officers from the assessment year 2014-15. The PAR module has stabilized now and the manual processing of the PARs has been completely dispensed with. CCRs of all Group A and Group B officers from 2014-15 onwards is preserved in HRMS and are made available to the concerned authorities in digital form for ensuring timeliness of promotion and other CCR linked service benefits.

2.   Considering the importance and usability of the e-PAR module for all Group A and Group B officers, it has been decided to make it simpler and user friendly by adding some new features to the application. The additional features are intended to simplify the process at all user levels starting from appraisee till accepting authority, so that each user can complete the task much faster. The additional features in e-PAR module are embedded without any change in any PAR Rules or formats.

3.   Following new features have been introduced in e-PAR module:

(i)   The appraisee would now be able to create a copy from any of the previous PARs submitted by him and edit the content as per requirement to finalize the PAR and submit to the Reporting Authority.
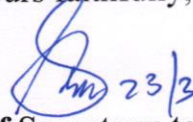
(ii)   At the Reporting, Reviewing and Accepting Authority level, standardised templates have been created at each field of entry and made available in drop-down menu. Facilities have also been made available for the authorities to create their personalized standard templates.

(iii)   The Reporting, Reviewing and Accepting Authorities can select from the standardised templates/ personalized templates, can edit them or can type his/her observation as per requirement. Through this facility, the concerned authorities would not be required to type similar observations repeatedly for different appraisees and can dispose off more cases in less time.

4.   The new features in the e-PAR module would be made available from April, 2023 for the assessment year 2022-23 onwards. All existing users as well as new users can use the new features in the e-PAR module. A detailed User Manual for the e-PAR module including the new features has been prepared and made available in HRMS portal at http://hrmsodisha.gov.in. For any assistance on technical issues related to e-PAR, the concerned authorities can take the help of HRMS team of CMGI at the State Headquarter or the CMGI District Coordinators at the District level.

In view of the above, it is requested to circulate these instructions to all concerned under your control with request to use the new features of the e-PAR module for the assessment year 2022-23 onwards.

Yours faithfully,

Additional Chief Secretary to Government

Memo No. _337_ **/ GAD,** **Dt.** _23.03.2023_
Copy forwarded to the Private Secretary to the Chief Secretary for kind information of the Chief Secretary.

Additional Secretary to Government

Memo No. _338_ **/ GAD,** **Dt.** _23.03.2023_
Copy forwarded to all Heads of Departments for information and necessary action.

Additional Secretary to Government