

Government of Odisha

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

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No. 567 /SE

Dated 04.04.2025

GAD-SEA-MISC-0006-2021

From

Shri Sashank Sekhar Dash,  
Additional 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 2024-25(01.04.2024 to 31.03.2025).

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 Govt. 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 have 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 superior authority of the Group C employee (i.e. the Reporting Authority) needs to initiate the CCR in favor of the employee and assess his/her performance, following 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 employee, either because of ignorance/lack of will, which results in 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 2024-25(01.04.2024 to 31.03.2025) online through HRMS Portal positively as per the instruction of Chief Secretary, Odisha vide his **D.O. No.1664/SE, Dated 27.12.2024 (copy enclosed)**.



Additional Secretary to Government.

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ମୁଖ୍ୟ ଶାସନ ସଚିବ, ଓଡ଼ିଶା

MANOJ AHUJA, IAS

CHIEF SECRETARY, ODISHA



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Tel. : 0674-2534300 / 2536700 (O)

ଫ୍ୟାକ୍ସ : ୦୬୭୪-୨୫୩୬୬୭୦

Fax : 0674-2536660

ଇ ମେଲ / E mail : csori@nic.in

ପତ୍ର ସଂଖ୍ୟା/Letter No.: 1664

ତାରିଖ/Date: 27/12/2024

To

All Additional Chief Secretaries / Principal Secretaries/ Commissioner-cum-Secretaries / All RDCs / District Magistrates & Collectors

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

The undersigned is desired 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 of Reporting, Reviewing and Accepting authorities are not recording their remarks and grading in the PARs of their subordinates officers within the stipulated timeline. As a result, the PARs of the Officers Reported Upon closed with without remarks and grading for which the DPCs/Selection Boards are facing difficulties to assess them in promotion and Selection.

It is therefore impressed upon all concerned that Reporting/Reviewing/Accepting Authorities in the PAR recording chain should record their remarks and grading without fail within the time prescribed to make complete the PARs for proper evaluation of the Officer Reported Upon.

Failure of submission or initiation of PAR by the Appraise or Reporting/ Reviewing / Accepting Authority in due time will be seriously viewed and adverse entry will be made in the PAR of the concerned Officer.

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

Chief Secretary