

Office of the Engineer-in-Chief,
Water Resources, Odisha, Bhubaneswar

No.Con- (Misc) P.A.R. - 02//2015 - 837 /Date. 9-1-15
From LB

Sri N.K.Das,
Director, Personnel

To
All Chief Engineer & Basin Manager /
All Chief Engineers /
All Chief Construction Engineers /
All Superintending Engineers/
All Directors/ All Executive Engineers
(under W.R.Wing)

Sub: Implementation of Electronic Filing of P.A.R of Group-A and Group-B Officers of State Government from the Assessment Year 2014-15.

Sir,
In enclosing herewith a copy of the Govt., in G.A. (S.E.) Department letter No.GAD-SEA-MISC-0016-2014-34337/SE dated 26.12.2014 on the aforesaid subject I am directed to state that the instructions enumerated therein may please be communicated to all group 'A' and Group 'B' Officers working under your control for submission of their PARs to the respective quarters strictly adhering the procedure and guidelines w.e.f. dtd. 01.04.2015.
This may please be treated as utmost urgent.

Yours faithfully,

Encl: As: above

Jeans
09.01.15
Director, Personnel

Memo No. 838 /Date. 9-1-15
Copy to Special Secretary to Govt., G.A.(S.E) Department for information with reference to their letter No. GAD-SEA-MISC-0016-2014-34337/SE dated 26.12.2014.

Jeans
09.01.15
Director, Personnel

Memo No. 839 /Date. 9-1-15
Copy to the Addl. Secretary to Govt., Department of Water Resources for information with reference to G.A.(S.E) letter No. GAD-SEA-MISC-0016-2014-34337/SE dated 26.12.2014.

Jeans
09.01.15
Director, Personnel

Memo No. 840 /Date. 9-1-15
Copy alongwith a copy of enclosure forwarded to all the Group-B and above officers working in this office for information and necessary follow up action.

Jeans
09.01.15
Director, Personnel

Encl: As: above.

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08/01/2015

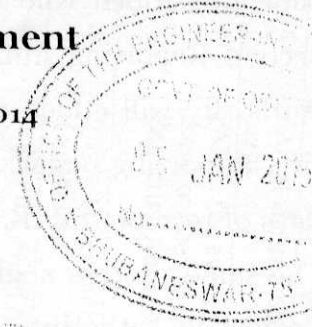
81.1

Government of Odisha
General Administration (SE) Department

No. GAD-SEA-MISC-0016-2014 -34337/SE., dated 26-12-2014

From: Shri Niten Chandra, IAS,
Special Secretary to Government.

To: All Secretaries to Government /
All Heads of Department /
All RDCs/ All Collectors.



Sub: Implementation of Electronic filing of PAR in respect of Group-'A' and 'Group-B' Officers of State Government from the Assessment Year 2014-15

Sir,

I am directed to inform you that Government have been pleased to introduce online filing of PAR by Group-A and Group-B Officers of the State from the Assessment Year 2014-15. C.M.G.I has developed a software to roll out the new system with effect from 01.04.2015.

2. In order to make the e-filing of PAR operational, each Group-'A' and Group-'B' Officers of the State will be provided a Unique Identification through HRMS.

3. The time schedule for filing of PAR online at each level will be same as mentioned in the PAR guideline 2006, whose details are enclosed.

4. All Group-'A' and Group-'B' Officers will submit their PAR forms at hrmsorissa.gov.in by accessing the same as per Unique Identification and password provided by HRMS, Odisha. After filing their self-appraisal online on or before due date they should send the same electronically to their Reporting / Reviewing / Accepting Authority as per time schedule enclosed.

5. The Reporting / Reviewing Authority will send the said PAR directly to the next authority, after recording his /her remarks as per time schedule through the online software.

6. The Accepting Authority will record his remark within the time schedule and send it to the G.A(SE) Department online in respect of Group-'A' and to the concerned Administrative Departments / Heads of the Departments in respect of Group-'B' Officers.

7. If as per the Schedule of Instruction, there are more than one Reporting Authority/ Reviewing Authority (called Co-Reporting/ Co-Reviewing Authorities),

then the appraiser will submit the PAR to the first Reporting Authority within the time prescribed who will then transmit the PAR after recording his remarks to second Reporting Authority within 30 days of the receipt. The second Reporting Authority will attach additional copy of only Part-III of PAR format following the first Reporting remarks and then write his remarks in the attached sheet within 30 days of receipt of PAR. Thereafter she/ he will send the PAR to Reviewing Authority. The same process shall be followed *mutatis mutandis*, if there are more than one Reviewing Authority except that normally remarks should be made within 15 days of the receipt of the PAR.

8. If the appraiser fails to submit the PAR as per time schedule mentioned above, the PAR will be automatically force-forwarded to the next / higher authority.

9. Failure of submission or initiation of PAR by the Appraiser 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.

10. All the instructions enumerated in the "Guidelines for Recording and Maintenance of PARs of Group 'A' and Group 'B' officers of the State Government", except submission of PAR in hard copies, will remain operative even after introduction of e-PAR system.

11. This may be circulated to all Group-'A' & 'B' Officers working under your administrative control.

N. Chandra
26.12.2014
Special Secretary to Government

Memo No. **34338**/SE, Dt.26.12.2014

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

He should take up demonstration/ training of the Officers of Department of Government, Heads of Departments and field level Officers on e-filing of PAR at the earliest.

G. M.
26.12.14
Joint Secretary to Government

