

**Government of Odisha**  
**General Administration (SE) Department**

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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](http://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 appraisee 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 appraisee 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 Appraisee 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. K. M.  
26.12.14  
Joint Secretary to Government



I. No	Type of case	By Appraiser (in Part I & II of PAR)	By Reporting Authority (in Part III of PAR)	By Reviewing Authority (in Part IV of PAR)	By Accepting Authority (in Part V of PAR)
1	2 PAR at the end of financial year	3 30 <sup>th</sup> April	4 30 <sup>th</sup> June	5 31 <sup>st</sup> July	6 31 <sup>st</sup> August
1.	PAR in the event of transfer of the appraiser or transfer of the Reporting Authority	Within 30 days of the relinquishment of charge by appraiser or the Reporting Authority	Within 60 days of the receipt of the PAR from appraiser	Within 30 days of the receipt of the PAR from Reporting Authority	Within 30 days of the receipt of the PAR from Reviewing Authority
2.	PAR in the event of retirement of appraiser	During the last month before her/his retirement.	-do-	-do-	-do-
3.	PAR in the event of retirement of Reporting Authority	-do-	Within 30 days of retirement	-do-	-do-
4.	PAR in the event of demitting of office by Reporting Authority	During the last month before her/his demitting.	Within 30 days of demitting office	-do-	-do-
5.	PAR in the event of retirement of Reviewing/ Accepting Authority	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	Within 30 days of retirement of Reviewing Authority usually due as in 1-5 above	Within 30 days of retirement of Accepting Authority only on the PARs usually due as in 1-5 above
6.	PAR in the event of demitting Office by either Reviewing /Accepting Authority	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	Within 30 days of demitting of Reviewing Authority only on the PARs usually due as in 1-5 above	Within 30 days of demitting of Accepting Authority only on the PARs usually due as in 1-5 above
7.	PAR is the event of demitting Office by either Reviewing /Accepting Authority	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	Within 30 days of demitting of Reviewing Authority only on the PARs usually due as in 1-5 above	Within 30 days of demitting of Accepting Authority only on the PARs usually due as in 1-5 above
8.	In case of Co-Reporting /Co-Reviewing Authority as per the Schedule of Instruction				

Please follow instruction as given in Para 7

