GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 29918/F., Dated. 31.08.2019
FIN-TRY-ESTT-0011-2017

OFFICE MEMORANDUM

Sub: Submission of Annual Establishment Review Report (AER) in HRMS


Online submission of Annual Establishment Review (AER) report has been made operational in HRMS vide Finance Department Office Memorandum No. 17583/F dated 12.5.2019. HRMS has the facility for auto-generation of AER of the employees by the Head of Offices in Schedule-I, Heads of Departments in Schedule-II and Administrative Departments in Schedule-III. There is provision for submission of information regarding regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), other establishment (Part-D) and outsourced/contract employees (Part-E) in AER. The Establishment Officers dealing with Office Establishment/Field Establishment are responsible for submission of AER in HRMS based on the actual sanctioned strength and vacancies of the Head of Office/Heads of Department/Administrative Department.

2. It has been decided that HRMS application will freeze the sanctioned strength reported by the Heads of Office/Heads of Department/Administrative Department in the AER of 2018-19 and will not allow further addition/deletion without approval of competent authority. Online functionality is planned to be developed in HRMS for generation of online sanction orders by respective Administrative Departments for creation of new posts.

3. Finance Department have issued instruction vide Resolution no. 3602/F dated 6.2.2013, for submission of information on posts to be terminated by Head of the Office regarding the posts to be terminated for its own office in Schedule-1-A (Annexure-1), by Heads of Department relating to Head of Department, its attached office and Sub ordinate District Offices in Schedule-II-A (Annexure-2) and by Administrative Departments relating to
Administrative Department, attached Subordinate Offices, Heads of Departments and Subordinate District Offices for the Department as a whole in Schedule-III A (Annexure-3). It was specifically advised that the Secretary of the Administrative Department shall conduct the annual establishment review by associating a representative of Finance Department and furnish Schedule-III A to Finance Department and concerned Treasury regarding the posts which are to be terminated in respect of the District Offices, Heads of Department and the Administrative Department by end of March each year.

4. In the online arrangement for submission of AER, the functionality for submission of information on posts to be terminated by Head of Office, Heads of Department and Administrative Department has not been provided in HRMS until now. The facility for submission of Schedule-IA, Schedule-II A and Schedule-III A in HRMS is being provided shortly. Before submission of aforesaid information in HRMS, there is need for assessment by Administrative Departments regarding continuance of sanctioned posts required for delivery of Public Service and termination of some posts, which are otherwise found surplus/redundant over the period of time. Administrative Departments are required to make an in-depth analysis at their level regarding the continuance of sanctioned posts available with them and recommend on the basis of following principles for termination of posts.

   a) **Termination of redundant posts:** All Government Offices have certain redundant posts, which have lost their relevance in the changing context of time. For example, the post of “Treasury Sarkar” has become redundant in the context of electronic payment being made through Treasuries and the post of “Typist” in Issue section has become redundant in the context of full scale computerization of state Government offices. Posts in Public Works Department like “Works Sarkar”, “Gang Mulia”, “Carpenter”, “mason” and “Road Roller Driver” etc. have lost their relevance as Departmental execution of works has been replaced with Contractor led execution of Public Works. Such redundant posts are to be identified and indicated for termination in Schedule-IA, Schedule-II A and Schedule-III A of AER. In case, there are men-in-position against the redundant posts, the Administrative Department will propose such posts for termination immediately after retirement of the personnel holding such posts in Schedule-III A of AER in HRMS in the respective year.
b) Termination of vacant Group 'D' Posts: All Group-D posts remaining vacant in any Department/Heads of Department/Head of Office would be identified for termination in the changing context of outsourcing of services/personnel for watch/ward, housekeeping, gardening, security service etc. as allowed by Finance Department vide F.D.O.M. No. 37323/F dated 30.11.2018 and F.D. letter No. 49134/F dated 29.11.2010 respectively. All such posts would be indicated for termination in Schedule-IA, Schedule-IIA and Schedule-III A of AER.

c) Termination of posts remaining vacant for five years: The sanctioned posts in Group--B and C remaining vacant for a prolonged period of 5 years or more in any Department/Heads of Department/Head of Office, would be identified and indicated for termination in Schedule-IA, Schedule-IIA and Schedule-III A of AER by Head of Office, Heads of Departments/Administrative Departments respectively. In exceptional cases, where it has been found that termination of such vacant posts will affect public service delivery, Administrative Department shall furnish proposals to Finance Department for continuation of such vacant posts with their specific recommendations. The proposal should be accompanied with the following information:

i) Office wise and category wise position of sanctioned posts (direct recruitment/on promotion), Men-in-Position against sanctioned post (direct recruitment/on promotion) vacancies (direct recruitment/on promotion),

ii) Nos. of complete years during which the post has remained vacant

iii) Justification for continuance of such posts:

a) Whether the post is required for delivery of public service.

b) Whether the post is required for execution of specific project/programmes.

c) Whether the post is required for regulatory functions.

d) Whether the post is required for technical work.
5. For the year 2018-19, Heads of Departments are now required to scrutinize the report of AER furnished by Head of Offices and furnish information online in Schedule-IIA (Annexure-2) in HRMS to Administrative Department. Administrative Departments are required to furnish Schedule-III-A (Annexure-3) regarding termination of redundant /surplus posts in respect of the District Offices, Head of Department and the Administrative Department. For the year, 2018-19, the timeline prescribed for submission of AER for Head of Departments/Administrative Department is being extended upto 10th September (for Head of Department) and 30th September (for Administrative Department) to complete the exercise for submission of Schedule-IIA and Schedule-IIIA at their level. For the year 2019-20 and onwards, the timeline for submission of Schedule-I-A, Schedule-IIA and Schedule-III-A with AER by Head of Office, Head of Department and Administrative Department respectively is as below:

6. Time-lines for submission of Schedule-IIA and Schedule-III-A with AER in HRMS for Year 2018-19

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>The Authority who would furnish information</th>
<th>The Authority to whom the information is to be submitted</th>
<th>Time line fixed for submission</th>
<th>The month for which Pay Bill is not to be accepted in case of default in submission of AER</th>
</tr>
</thead>
</table>
| 1       | **Heads of Department**  
** (HoDs):**  
SCHEDULE II-A  
(Relating to Head of Department, its attached Office and Sub-ordinate District Offices) | Administrative Department | By 10th September, 2019 | Sept, 2019 |
| 2       | **Administrative Department:**  
SCHEDULE III-A  
(Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department & Sub-ordinate District Offices for the Department as a whole vide Para-3) | Finance Department | By 30th September, 2019 | Sept, 2019 |
7. Time-lines for submission of Schedule-IA, Schedule-IIA and Schedule-III A with AER in HRMS for Year 2019-20 and onwards

<table>
<thead>
<tr>
<th>Sl. No.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Head of Office in Subordinate</strong>&lt;br&gt;<strong>Offices:</strong>&lt;br&gt;SCHEDULE I-A (Relating to Head of the Office)</td>
<td>Heads of Department</td>
<td>By end of January</td>
</tr>
<tr>
<td>2</td>
<td><strong>Heads of Department (HoDs):</strong>&lt;br&gt;SCHEDULE II-A (Relating to Head of Department, its attached Office and Sub-ordinate District Offices)</td>
<td>Administrative Department</td>
<td>By end of February</td>
</tr>
<tr>
<td>3</td>
<td><strong>Administrative Department:</strong>&lt;br&gt;SCHEDULE III-A (Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department &amp; Sub-ordinate District Offices for the Department as a whole vide Para-3)</td>
<td>Finance Department</td>
<td>By end of March</td>
</tr>
</tbody>
</table>

Principal Secretary to Government
Memo No. 29914 /F., Dated. 31-08-2019

Copy forwarded to Private Secretary to Chief Minister/ OSD to Chief Secretary/ PS to DC-cum-ACS/PS to APC-cum-ACS for information of Hon'ble Chief Minister, Odisha/Chief Secretary, Odisha /DC-cum-ACS / APC-cum-ACS.

Joint Secretary to Government

Memo No. 29915 /F., Dated. 31-08-2019

Copy forwarded to All Departments of Government/ All Heads of Departments / All Collectors /Secretary to Governor / Principal Secretary to Chief Minister/ Secretary to Orissa Legislative Assembly / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar / Manager, Reserve Bank of India, Public Accounts Department, Bhubaneswar for information.

Joint Secretary to Government

Memo No. 29916 /F., Dated. 31-08-2019

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A-2, First Floor, Satya Nagar, Bhubaneswar/ OSD- cum- Deputy Secretary to Government in charge of AR Cell, GA & PG Department for information and necessary action.

Joint Secretary to Government

Memo No. 29917 /F.,Dt. 31.08.2019

Copy forwarded to the System Administrator, HRMS for information. He is requested to kindly take steps for development of functionality for submission of information on posts to be terminated by Head of Office, Heads of Department and Administrative Department to facilitate the submission of Schedule-IA, Schedule-IIA and Schedule-III A respectively in AER immediately for timely submission of AER in HRMS for the year 2018-19.

Joint Secretary to Government
Memo No. 29918 /F., Dated. 31.08.2019

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar/Accountant General (G&SSA), Odisha, Bhubaneswar/Accountant General (F&RSA), Odisha/Deputy Accountant General, Orissa, Puri for information and immediate necessary action.

Joint Secretary to Government

Memo No. 29919 /F., Dated. 31.08.2019

Copy forwarded to Directorate of Treasuries and Inspection, Odisha, Bhubaneswar/Controller of Accounts, Odisha, Bhubaneswar/All Treasury Officers of District Treasuries and Special Treasuries/Sub-Treasuries (two copies each) for information and necessary action.

Joint Secretary to Government

Memo No. 29920 /F., Dated. 31.08.2019

Copy forwarded to all Officers and all Branches of Finance Department for information.

Joint Secretary to Government

Memo No. 29921 /F., Dated. 31.08.2019

Copy forwarded to the Head of Portal Group, I.T. Centre, Secretariat, Odisha for information and necessary action.

He / She is requested to upload this Office Memorandum in the Website (www.orissa.gov.nic.in/finance/index.html) of Finance Department for General Information.

Joint Secretary to Government
## SCHEDULE I-A

(Relating to Head of the Office)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of Posts</th>
<th>GO No. and Date in which sanctioned (if available)</th>
<th>Pay Scale</th>
<th>No. of posts to be terminated</th>
<th>Date from which post(s) to be terminated</th>
<th>Remarks</th>
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**ANNEXURE-2**

**SCHEDULE II-A**

(Relating to Head of Department, its attached Office and Sub-ordinate District Offices)

<table>
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**SCHEDULE III-A**

(Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department & Sub-ordinate District Offices for the Department as a whole)

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