

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 2812 /F.,
FIN-TRY-ESTT-0011-2017

Date 07.02.2022

From

**Vishal Kumar Dev, IAS
Principal Secretary to Government**

To

**The DC-cum-ACS to Government/
Additional Chief Secretary to Government/
Principal Secretary to Government/
Commissioner-cum-Secretary to Government/
All Departments**

Sub: Online submission of Annual Establishment Review (AER) Report for the year 2021 in HRMS by all the Heads of Offices to the Heads of Departments and by the Heads of Departments to the Administrative Departments.

Ref: FDOM No. 17583/F, Dated 12.5.2019 and FDOM No. 428/F, dated 04.01.2020.

Madam/ Sir,

In inviting reference to the subject noted above and letters in the reference, I am to say that the Heads of Offices / Heads of Departments / Administrative Departments are required to furnish information on status of employees in the Annual Establishment Review (AER) Report in HRMS every year under regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), Other Establishment (Part-D) and Outsourced/ Contract employees in Part-E.

It is observed during the submission of the Annual Establishment Review report for the year 2020 that some Heads of Offices / Heads of Departments / Administrative Departments have submitted data which don't show the true employee position in the organization. In some instances, there has been delay in submission of the report in HRMS also.

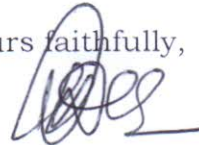
It is, therefore, requested to kindly adhere to the following timeline and submit the correct employee position for the year 2021 so that the consolidated Annual Establishment Review (AER) Report for the year **2021** could be laid in the Legislative Assembly along with the budget documents:

- i. Head of the Office in subordinate offices, Heads of Department (in respect of his/her establishment) and Administrative Department (in

respect of his / her own establishment) shall submit their Annual Establishment Review Report for 2021 latest by **14th Feb, 2022**.

- ii. Heads of Department (HoDs) will submit the consolidated AER report for 2021 based on the report received from all the Sub-ordinate offices latest by **21th February, 2022**.
- iii. Administrative Departments shall ensure that a consolidated AER Report is submitted to the Finance Department by collating all the AER Reports submitted by Heads of Department (HoDs) functioning under their administrative control in HRMS before preparing the salary bill for the month of **February, 2022**.
- iv. Finance Department will prepare the consolidated AER Report for 2021 latest by **7th March, 2022**.

Yours faithfully,



Principal Secretary to Government

Memo No. 2813 /F., Dt. 07.02.2022

Copy forwarded to PS to Principal Secretary to Government, GA & PG Department for kind information of Principal Secretary.

Sprahan
7.2.2022
Under Secretary to Government

Memo No. 2814 /F., Dt. 07.02.2022

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action. He is requested to facilitate the concerned offices to access the HRMS for submission of the AER Report for their establishment smoothly.

It is further requested to put restriction in HRMS so that the defaulting establishments cannot process their salary bill for the month of February, 2022 in HRMS till submission of the AER report for 2021 in HRMS.

Sprahan
7.2.2022
Under Secretary to Government

Memo No. 2815 /F., Dt. 07.02.2022

Copy forwarded to the Commissioner of CT & GST, Odisha, Cuttack/ Director of Treasuries & Inspection, Odisha, Bhubaneswar/Director, MDRAFM, Bhubaneswar / Controller of Accounts, Odisha, Bhubaneswar / Director, Local Fund Audit, Odisha, Bhubaneswar / Chairman, Sales Tax Tribunal, Odisha, Cuttack/ Director, Small Savings for information and necessary action.

It is requested to instruct their sub-ordinate offices to submit the Annual Establishment Review Report as per the prescribed timeline.

Sprahan
7.2.2022
Under Secretary to Government

Memo No. 2816 /F., Dt. 07.02.2022

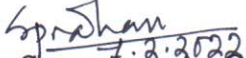
Copy forwarded to All Revenue Divisional Commissioners/All Collectors for information and necessary action.

Sprahan
7.2.2022
Under Secretary to Government

Memo No. 2817 /F., Dt. 07.02.2022

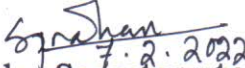
Copy forwarded to all Branches of Finance Department for information and necessary action.

OE-I Branch is requested to furnish the Annual Establishment Review Report of this establishment for the year 2021 as per the prescribed timeline.


7.2.2022
Under Secretary to Government

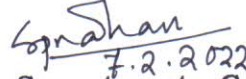
Memo No. 2818 /F., Dt. 07.02.2022

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.


7.2.2022
Under Secretary to Government

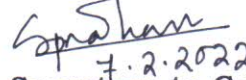
Memo No. 2819 /F., Dt. 07.02.2022

Copy forwarded to the Treasury Officer of all the District Treasuries/Special Treasuries/Sub-Treasuries for information and necessary action.


7.2.2022
Under Secretary to Government

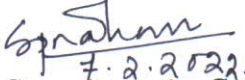
Memo No. 2820 /F., Dt. 07.02.2022

Copy forwarded to the System Administrator, HRMS for information and necessary action.


7.2.2022
Under Secretary to Government

Memo No. 2821 /F., Dt. 07.02.2022

Copy forwarded to the State Head Portal, Lok Seva Bhawan with a request to upload copy of the Letter in Finance Department website (www.odisha.gov.in/finance).


7.2.2022
Under Secretary to Government