

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 3648 /F,
FIN-TRY-ESTT-0011-2017

dt. 15.02.2022

From

Sri Anil Kumar Purohit,
Joint Secretary to Government

To

The DC-cum-ACS to Government/
The 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 Heads of Office to Heads of Departments and by Heads of Department to Administrative Department

Ref: FD Letter No. 2812/F, Dated 07.2.2022

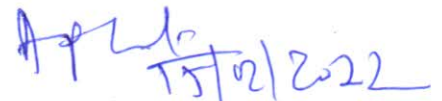
Madam/ Sir,

In inviting reference to the subject noted and the Letter in reference above, I am directed to say that all Administrative Departments were requested to ensure submission of consolidated AER Report in HRMS by collating all the AER Reports submitted by their sub-ordinate offices before preparation of salary bill for the month of **February, 2022**.

It is observed from HRMS that as on 15.02.2022 only 4714 out of 7022 Head of Offices have submitted AER report-2021 to their Heads of Department. Further, only two administrative departments have submitted the final consolidated AER report for 2021 in HRMS.

It is, therefore, requested to kindly issue necessary instructions to all the Head of Offices and Heads of Department functioning under their administrative control to submit the AER report as early as possible so that the concerned Administrative Department can submit the final consolidated AER report for the year 2021 within the stipulated dateline i.e., **before preparation of the salary bill for the month of February, 2022**.

Yours faithfully,



Joint Secretary to Government

Memo No. 3649 /F., Dt. 15.02.2022

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action.

It is 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
15/2/2022
Under Secretary to Government

Memo No. 3650 /F., Dt. 15.02.2022

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
15/2/2022
Under Secretary to Government

Memo No. 3651 /F., Dt. 15.02.2022

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

Sprahan
15/2/2022
Under Secretary to Government

Memo No. 3652 /F., Dt. 15.02.2022

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.

Sprahan
15/2/2022
Under Secretary to Government

Memo No. 3653 /F., Dt. 15.02.2022

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

Sprahan
15/2/2022
Under Secretary to Government

Memo No. 3654 /F., Dt. 15.02.2022

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

Sprahan
15/2/2022
Under Secretary to Government

Memo No. 3655 /F., Dt. 15.02.2022

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

Sprahan
15/2/2022
Under Secretary to Government

Memo No. 3656 /F., Dt. 15.02.2022

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).

Sprahan
15/2/2022
Under Secretary to Government