

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 33346 /F.,
FIN-TRY-ESTT-0011-2017

Date 28/12/2022

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 2022 in HRMS by all the Heads of Offices to the Heads of Departments and by the Heads of Departments to the Administrative Department.

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

Madam/ Sir,

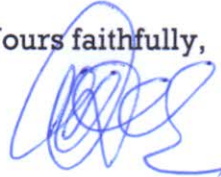
In inviting reference to the subject noted above and letters in the reference, I am to say that the Heads of Offices / Heads of Departments / Administrative Departments are required to furnish information on status of employees in the Annual Establishment Review (AER) Report using HRMS every year. The AER will contain information of employees under regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), Other Establishment (Part-D) and Outsourced employees in Part-E along with Schedule-IIIA relating to information on abolition of vacant posts. The detailed guidelines on submission of the Annual Establishment Review Report has been issued by Finance Department vide FODM No 17583/F Dated 12th May, 2019 and FDOM No. 428/F, dated 04.01.2020.

It was observed during the submission of the Annual Establishment Review report for the year 2021 that some Heads of Offices / Heads of Departments / Administrative Departments have submitted their employee data which don't show the true employee position in their organization / establishment. In some instances, there has been inordinate delay in submission of the report. Such discrepancies in submission of the Annual Establishment Review reports lead to lying down

incorrect/incomplete information before the Legislative Assembly. A copy of the previously submitted AER Report i.e., for the year 2021 is enclosed herewith for kind reference.

It is, therefore, requested to kindly adhere to the timeline as mentioned in **Annexure-A** for submission of the Annual Establishment Review Report for the year **2022** in HRMS, so that the said information can be placed before the Legislative Assembly of the State along with the annual budget for FY 2023-24.

Yours faithfully,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Principal Secretary to Government

ANNEXURE-A

| Timelines for submission of AER for the year 2022 | | | | |
|--|--|---|--------------------------------------|---|
| Sl No | The Authority who would furnish information | The Authority to whom the information is to be furnished | Timeline fixed for submission | The month for which pay Bill is not to be accepted in case of default in submission of information |
| 1 | Head of Office in Subordinate Offices | Head of Department | By 15th January, 2023 | For January 2023 |
| | Head of Office of Heads of Departments in respect of his/her own establishment | Head of Department | | |
| | Head of Office of Administrative Departments in respect of his/her own establishment | Administrative Department | | |
| 2 | Head of Department: Consolidated AER report prepared based on the AER report received from all the sub-ordinate offices and its own office | Administrative Department | By 25th January, 2023 | For January 2023 |
| 3 | Administrative Department: Consolidated AER report prepared based on the AER report received from all the HoDs, sub-ordinate offices and its own office | Finance Department | By 31st January 2023 | For January 2023 |
| 4 | Finance Department: Consolidated information of all Administrative Departments including that of Finance Department | Budget-II Branch, Finance Department | By 5 th February 2023 | For February 2023 |

Memo No. 33347 /F., Dt. 28/12/2022

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

It is requested to facilitate the concerned offices to access the HRMS for submission of the AER Report 2022 for their establishment smoothly.

Sprathan
28.12.22
Under Secretary to Government

Memo No. 33348 /F., Dt. 28/12/2022

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

Sprathan
28.12.22
Under Secretary to Government

Memo No. 33349 /F., Dt. 28/12/2022

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, Savings & Financial Services for information and necessary action.

It is requested to instruct their sub-ordinate offices to submit the Annual Establishment Review Report for the year 2022 within the timeline.

Sprathan
28.12.22
Under Secretary to Government

Memo No. 33350 /F., Dt. 28/12/2022

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 in HRMS for the year 2022 as per the timeline.

Sprathan
28.12.22
Under Secretary to Government

Memo No. 33351 /F., Dt. 28/12/2022

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

Sprathan
28.12.22
Under Secretary to Government

AER MEN IN POSITION 2021-22

| SL No | Demand No | Department | Group A | Group B | Group C | Group D | Total(A+B+C+D) | Grant in Aid | Grand Total |
|-------|-----------|--|--------------|--------------|---------------|--------------|----------------|--------------|---------------|
| 1 | 1 | HOME | 1339 | 5559 | 53748 | 2479 | 63125 | 0 | 63125 |
| 2 | 2 | GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE | 165 | 342 | 508 | 404 | 1419 | 0 | 1419 |
| 3 | 3 | REVENUE AND DISASTER MANAGEMENT | 698 | 3415 | 5881 | 3024 | 13018 | 0 | 13018 |
| 4 | 4 | LAW | 551 | 888 | 2082 | 981 | 4502 | 321 | 4823 |
| 5 | 5 | FINANCE | 505 | 1326 | 864 | 489 | 3184 | 0 | 3184 |
| 6 | 6 | COMMERCE AND TRANSPORT (COMMERCE) | 20 | 162 | 269 | 243 | 694 | 0 | 694 |
| 7 | 7 | WORKS | 572 | 682 | 588 | 929 | 2771 | 0 | 2771 |
| 8 | 8 | ODISHA LEGISLATIVE ASSEMBLY | 16 | 86 | 73 | 40 | 215 | 0 | 215 |
| 9 | 9 | FOOD SUPPLIES AND CONSUMER WELFARE | 63 | 394 | 207 | 194 | 858 | 0 | 858 |
| 10 | 10 | SCHOOL AND MASS EDUCATION | 307 | 18629 | 129086 | 7135 | 155157 | 33633 | 188790 |
| 11 | 11 | SCHEDULED TRIBES AND SCHEDULED CASTES DEVELOPMENT, MINORITIES AND BACKWARD CLASSES WELFARE | 76 | 1738 | 5432 | 832 | 8078 | 260 | 8338 |
| 12 | 12 | HEALTH AND FAMILY WELFARE | 6299 | 4287 | 17288 | 5347 | 33221 | 492 | 33713 |
| 13 | 13 | HOUSING AND URBAN DEVELOPMENT | 105 | 287 | 200 | 192 | 784 | 0 | 784 |
| 14 | 14 | LABOUR AND ESI | 204 | 133 | 227 | 136 | 700 | 0 | 700 |
| 15 | 15 | SPORTS AND YOUTH SERVICES | 9 | 65 | 26 | 19 | 119 | 46 | 165 |
| 16 | 16 | PLANNING AND CONVERGENCE | 65 | 280 | 276 | 120 | 741 | 56 | 797 |
| 17 | 17 | PANCHAYATI RAJ AND DRINKING WATER | 746 | 3493 | 5201 | 1121 | 10561 | 600 | 11161 |
| 18 | 19 | INDUSTRIES | 9 | 23 | 12 | 1 | 45 | 0 | 45 |
| 19 | 20 | WATER RESOURCES | 1271 | 1811 | 1282 | 1835 | 6199 | 751 | 6950 |
| 20 | 21 | COMMERCE AND TRANSPORT (TRANSPORT) | 112 | 154 | 238 | 96 | 600 | 0 | 600 |
| 21 | 22 | FOREST AND ENVIRONMENT | 251 | 377 | 4827 | 418 | 5873 | 1178 | 7051 |
| 22 | 23 | AGRICULTURE AND FARMERS EMPOWERMENT | 674 | 2845 | 2940 | 707 | 7166 | 964 | 8130 |
| 23 | 24 | STEEL AND MINES | 134 | 208 | 226 | 94 | 662 | 0 | 662 |
| 24 | 25 | INFORMATION AND PUBLIC RELATIONS | 53 | 132 | 191 | 149 | 525 | 0 | 525 |
| 25 | 26 | EXCISE | 30 | 179 | 1106 | 20 | 1335 | 0 | 1335 |
| 26 | 27 | SCIENCE AND TECHNOLOGY | 8 | 15 | 8 | 5 | 36 | 99 | 135 |
| 27 | 28 | RURAL DEVELOPMENT | 349 | 607 | 447 | 283 | 1686 | 0 | 1686 |
| 28 | 29 | PARLIAMENTARY AFFAIRS | 62 | 90 | 16 | 70 | 238 | 0 | 238 |
| 29 | 30 | ENERGY | 113 | 54 | 56 | 27 | 250 | 0 | 250 |
| 30 | 31 | HANDLOOMS, TEXTILES AND HANDICRAFTS | 27 | 263 | 160 | 126 | 576 | 0 | 576 |
| 31 | 32 | TOURISM | 12 | 43 | 15 | 84 | 154 | 0 | 154 |
| 32 | 33 | FISHERIES AND ANIMAL RESOURCES DEVELOPMENT | 1055 | 598 | 2235 | 1111 | 4999 | 41 | 5040 |
| 33 | 34 | COOPERATION | 45 | 688 | 183 | 293 | 1209 | 0 | 1209 |
| 34 | 35 | PUBLIC ENTERPRISES | 7 | 11 | 8 | 12 | 38 | 0 | 38 |
| 35 | 36 | WOMEN AND CHILD DEVELOPMENT AND MISSION SHAKTI | 50 | 1468 | 581 | 181 | 2280 | 0 | 2280 |
| 36 | 37 | ELECTRONICS AND INFORMATION TECHNOLOGY | 7 | 49 | 1 | 2 | 59 | 0 | 59 |
| 37 | 38 | HIGHER EDUCATION | 960 | 618 | 647 | 553 | 2778 | 20178 | 22956 |
| 38 | 39 | SKILL DEVELOPMENT AND TECHNICAL EDUCATION | 234 | 1002 | 222 | 286 | 1744 | 967 | 2711 |
| 39 | 40 | MICRO SMALL AND MEDIUM ENTERPRISES | 53 | 297 | 96 | 120 | 566 | 0 | 566 |
| 40 | 41 | SOCIAL SECURITY AND EMPOWERMENT OF PERSON WITH DISABILITIES | 46 | 154 | 3 | 0 | 203 | 271 | 474 |
| 41 | 43 | ODIA LANGUAGE LITERATURE AND CULTURE | 22 | 89 | 54 | 117 | 282 | 70 | 352 |
| | | | 17324 | 53541 | 237510 | 30275 | 338650 | 59927 | 398577 |

AER SANCTIONED STRENGTH 2021-22

| SL No | Demand No | Department | Group A | Group B | Group C | Group D | Total(A+B+C+D) | Grant In Aid | Grand Total |
|-------|-----------|--|--------------|--------------|---------------|--------------|----------------|--------------|---------------|
| 1 | 1 | HOME | 2015 | 9942 | 72736 | 5230 | 89923 | 0 | 89923 |
| 2 | 2 | GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE | 250 | 671 | 972 | 825 | 2718 | 0 | 2718 |
| 3 | 3 | REVENUE AND DISASTER MANAGEMENT | 930 | 5271 | 11959 | 7619 | 25779 | 0 | 25779 |
| 4 | 4 | LAW | 648 | 1233 | 3335 | 2013 | 7229 | 547 | 7776 |
| 5 | 5 | FINANCE | 708 | 2586 | 2274 | 1056 | 6624 | 0 | 6624 |
| 6 | 6 | COMMERCE AND TRANSPORT (COMMERCE) | 41 | 260 | 1053 | 627 | 1981 | 0 | 1981 |
| 7 | 7 | WORKS | 815 | 1651 | 1496 | 2016 | 5978 | 0 | 5978 |
| 8 | 8 | ODISHA LEGISLATIVE ASSEMBLY | 42 | 168 | 138 | 100 | 448 | 0 | 448 |
| 9 | 9 | FOOD SUPPLIES AND CONSUMER WELFARE | 100 | 918 | 477 | 487 | 1982 | 0 | 1982 |
| 10 | 10 | SCHOOL AND MASS EDUCATION | 398 | 36278 | 162499 | 11812 | 210987 | 39639 | 250626 |
| 11 | 11 | SCHEDULED TRIBES AND SCHEDULED CASTES DEVELOPMENT, MINORITIES AND BACKWARD CLASSES WELFARE | 97 | 2814 | 7312 | 1439 | 11662 | 451 | 12113 |
| 12 | 12 | HEALTH AND FAMILY WELFARE | 12097 | 6911 | 38420 | 11551 | 68979 | 779 | 69758 |
| 13 | 13 | HOUSING AND URBAN DEVELOPMENT | 179 | 524 | 574 | 568 | 1845 | 0 | 1845 |
| 14 | 14 | LABOUR AND ESI | 440 | 626 | 900 | 583 | 2549 | 0 | 2549 |
| 15 | 15 | SPORTS AND YOUTH SERVICES | 13 | 111 | 55 | 31 | 210 | 67 | 277 |
| 16 | 16 | PLANNING AND CONVERGENCE | 92 | 721 | 1734 | 263 | 2810 | 89 | 2899 |
| 17 | 17 | PANCHAYATI RAJ AND DRINKING WATER | 922 | 4822 | 8690 | 2123 | 16557 | 1410 | 17967 |
| 18 | 19 | INDUSTRIES | 12 | 41 | 27 | 2 | 82 | 0 | 82 |
| 19 | 20 | WATER RESOURCES | 2029 | 3687 | 4218 | 4024 | 13958 | 1745 | 15703 |
| 20 | 21 | COMMERCE AND TRANSPORT (TRANSPORT) | 174 | 344 | 601 | 180 | 1299 | 0 | 1299 |
| 21 | 22 | FOREST AND ENVIRONMENT | 425 | 680 | 8658 | 818 | 10581 | 2284 | 12865 |
| 22 | 23 | AGRICULTURE AND FARMERS EMPOWERMENT | 870 | 4508 | 7336 | 2843 | 15557 | 2259 | 17816 |
| 23 | 24 | STEEL AND MINES | 318 | 454 | 425 | 173 | 1370 | 0 | 1370 |
| 24 | 25 | INFORMATION AND PUBLIC RELATIONS | 85 | 268 | 341 | 305 | 999 | 0 | 999 |
| 25 | 26 | EXCISE | 71 | 294 | 2059 | 49 | 2473 | 0 | 2473 |
| 26 | 27 | SCIENCE AND TECHNOLOGY | 16 | 32 | 15 | 7 | 70 | 145 | 215 |
| 27 | 28 | RURAL DEVELOPMENT | 494 | 1360 | 863 | 550 | 3267 | 0 | 3267 |
| 28 | 29 | PARLIAMENTARY AFFAIRS | 79 | 153 | 53 | 219 | 504 | 0 | 504 |
| 29 | 30 | ENERGY | 231 | 188 | 216 | 64 | 699 | 0 | 699 |
| 30 | 31 | HANDLOOMS, TEXTILES AND HANDICRAFTS | 58 | 631 | 534 | 407 | 1630 | 0 | 1630 |
| 31 | 32 | TOURISM | 15 | 74 | 75 | 138 | 302 | 0 | 302 |
| 32 | 33 | FISHERIES AND ANIMAL RESOURCES DEVELOPMENT | 1996 | 1068 | 5590 | 3786 | 12440 | 170 | 12610 |
| 33 | 34 | COOPERATION | 62 | 2081 | 513 | 716 | 3372 | 0 | 3372 |
| 34 | 35 | PUBLIC ENTERPRISES | 11 | 18 | 15 | 16 | 60 | 0 | 60 |
| 35 | 36 | WOMEN AND CHILD DEVELOPMENT AND MISSION SHAKTI | 72 | 3015 | 1256 | 362 | 4705 | 0 | 4705 |
| 36 | 37 | ELECTRONICS AND INFORMATION TECHNOLOGY | 10 | 51 | 4 | 10 | 75 | 0 | 75 |
| 37 | 38 | HIGHER EDUCATION | 2371 | 1415 | 1785 | 1354 | 6925 | 27553 | 34478 |
| 38 | 39 | SKILL DEVELOPMENT AND TECHNICAL EDUCATION | 305 | 2458 | 898 | 531 | 4192 | 1625 | 5817 |
| 39 | 40 | MICRO SMALL AND MEDIUM ENTERPRISES | 96 | 539 | 278 | 186 | 1099 | 210 | 1309 |
| 40 | 41 | SOCIAL SECURITY AND EMPOWERMENT OF PERSON WITH DISABILITIES | 47 | 428 | 520 | 28 | 1023 | 373 | 1396 |
| 41 | 43 | ODIA LANGUAGE LITERATURE AND CULTURE | 27 | 216 | 142 | 262 | 647 | 200 | 847 |
| | | | 29661 | 99510 | 351046 | 65373 | 545590 | 79546 | 625136 |

AER VACANCY 2021-22

| SL No | Demand No | Department | Group A | Group B | Group C | Group D | Total(A+B+C+D) | Grant in Aid | Grand Total |
|-------|-----------|--|--------------|--------------|---------------|--------------|----------------|--------------|---------------|
| 1 | 1 | HOME | 676 | 4383 | 18988 | 2751 | 26798 | 0 | 26798 |
| 2 | 2 | GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE | 85 | 329 | 464 | 421 | 1299 | 0 | 1299 |
| 3 | 3 | REVENUE AND DISASTER MANAGEMENT | 232 | 1856 | 6078 | 4595 | 12761 | 0 | 12761 |
| 4 | 4 | LAW | 97 | 345 | 1253 | 1032 | 2727 | 226 | 2953 |
| 5 | 5 | FINANCE | 203 | 1260 | 1410 | 567 | 3440 | 0 | 3440 |
| 6 | 6 | COMMERCE AND TRANSPORT (COMMERCE) | 21 | 98 | 784 | 384 | 1287 | 0 | 1287 |
| 7 | 7 | WORKS | 243 | 969 | 908 | 1087 | 3207 | 0 | 3207 |
| 8 | 8 | ODISHA LEGISLATIVE ASSEMBLY | 26 | 82 | 65 | 60 | 233 | 0 | 233 |
| 9 | 9 | FOOD SUPPLIES AND CONSUMER WELFARE | 37 | 524 | 270 | 293 | 1124 | 0 | 1124 |
| 10 | 10 | SCHOOL AND MASS EDUCATION | 91 | 17649 | 33413 | 4677 | 55830 | 6006 | 61836 |
| 11 | 11 | SCHEDULED TRIBES AND SCHEDULED CASTES DEVELOPMENT, MINORITIES AND BACKWARD CLASSES WELFARE | 21 | 1076 | 1880 | 607 | 3584 | 191 | 3775 |
| 12 | 12 | HEALTH AND FAMILY WELFARE | 5798 | 2624 | 21132 | 6204 | 35758 | 287 | 36045 |
| 13 | 13 | HOUSING AND URBAN DEVELOPMENT | 74 | 237 | 374 | 376 | 1061 | 0 | 1061 |
| 14 | 14 | LABOUR AND ESI | 236 | 493 | 673 | 447 | 1849 | 0 | 1849 |
| 15 | 15 | SPORTS AND YOUTH SERVICES | 4 | 46 | 29 | 12 | 91 | 21 | 112 |
| 16 | 16 | PLANNING AND CONVERGENCE | 27 | 441 | 1458 | 143 | 2069 | 33 | 2102 |
| 17 | 17 | PANCHAYATI RAJ AND DRINKING WATER | 176 | 1329 | 3489 | 1002 | 5996 | 810 | 6806 |
| 18 | 19 | INDUSTRIES | 3 | 18 | 15 | 1 | 37 | 0 | 37 |
| 19 | 20 | WATER RESOURCES | 758 | 1876 | 2936 | 2189 | 7759 | 994 | 8753 |
| 20 | 21 | COMMERCE AND TRANSPORT (TRANSPORT) | 62 | 190 | 363 | 84 | 699 | 0 | 699 |
| 21 | 22 | FOREST AND ENVIRONMENT | 174 | 303 | 3831 | 400 | 4708 | 1106 | 5814 |
| 22 | 23 | AGRICULTURE AND FARMERS EMPOWERMENT | 196 | 1663 | 4396 | 2136 | 8391 | 1295 | 9686 |
| 23 | 24 | STEEL AND MINES | 184 | 246 | 199 | 79 | 708 | 0 | 708 |
| 24 | 25 | INFORMATION AND PUBLIC RELATIONS | 32 | 136 | 150 | 156 | 474 | 0 | 474 |
| 25 | 26 | EXCISE | 41 | 115 | 953 | 29 | 1138 | 0 | 1138 |
| 26 | 27 | SCIENCE AND TECHNOLOGY | 8 | 17 | 7 | 2 | 34 | 46 | 80 |
| 27 | 28 | RURAL DEVELOPMENT | 145 | 753 | 416 | 267 | 1581 | 0 | 1581 |
| 28 | 29 | PARLIAMENTARY AFFAIRS | 17 | 63 | 37 | 149 | 266 | 0 | 266 |
| 29 | 30 | ENERGY | 118 | 134 | 160 | 37 | 449 | 0 | 449 |
| 30 | 31 | HANDLOOMS, TEXTILES AND HANDICRAFTS | 31 | 368 | 374 | 281 | 1054 | 0 | 1054 |
| 31 | 32 | TOURISM | 3 | 31 | 60 | 54 | 148 | 0 | 148 |
| 32 | 33 | FISHERIES AND ANIMAL RESOURCES DEVELOPMENT | 941 | 470 | 3355 | 2675 | 7441 | 129 | 7570 |
| 33 | 34 | COOPERATION | 17 | 1393 | 330 | 423 | 2163 | 0 | 2163 |
| 34 | 35 | PUBLIC ENTERPRISES | 4 | 7 | 7 | 4 | 22 | 0 | 22 |
| 35 | 36 | WOMEN AND CHILD DEVELOPMENT AND MISSION SHAKTI | 22 | 1547 | 675 | 181 | 2425 | 0 | 2425 |
| 36 | 37 | ELECTRONICS AND INFORMATION TECHNOLOGY | 3 | 2 | 3 | 8 | 16 | 0 | 16 |
| 37 | 38 | HIGHER EDUCATION | 1411 | 797 | 1138 | 801 | 4147 | 7375 | 11522 |
| 38 | 39 | SKILL DEVELOPMENT AND TECHNICAL EDUCATION | 71 | 1456 | 676 | 245 | 2448 | 658 | 3106 |
| 39 | 40 | MICRO SMALL AND MEDIUM ENTERPRISES | 43 | 242 | 182 | 66 | 533 | 210 | 743 |
| 40 | 41 | SOCIAL SECURITY AND EMPOWERMENT OF PERSON WITH DISABILITIES | 1 | 274 | 517 | 28 | 820 | 102 | 922 |
| 41 | 43 | ODIA LANGUAGE LITERATURE AND CULTURE | 5 | 127 | 88 | 145 | 365 | 130 | 495 |
| | | | 12337 | 45969 | 113536 | 35098 | 206940 | 19619 | 226559 |