

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 6318 /F,  
FIN-TRY-ESTT-0011-2017

dt. 27/02/2023

From

**Siddhartha Das, IAS**  
**Director, Savings and Financial Services**

To

**The Additional Chief Secretary to Government**

**(Excise Department, Home Department, Revenue & Disaster Management Department, Water Resources Department, Odia Language Literature & Culture Department)/**

**Principal Secretary to Government**

**(Commerce & Transport(Transport) Department, E & IT Department, Fisheries & ARD Department, FS & CW Department, GA & PG Department, HT & H Department, Higher Education Department, I & PR Department, Works Department)/**

**Commissioner-cum-Secretary to Government**

**(Mission Shakti Department, Health & FW Department, ST & SC Development Department, School & Mass Education Department, SSEPD Department)/**

**LR-cum-Special Secretary**

**Law Department**

**Sub: Online submission of Annual Establishment Review (AER) Report for the year 2022 in HRMS by all Heads of Office to Heads of Departments and by Heads of Department to Administrative Department**

**Ref: FD Letter No. 33346/F, Dated 28.12.2022**

**Madam/ Sir,**

In inviting a reference to the subject noted above, I am directed to say that all Administrative Departments were requested earlier to ensure submission of consolidated AER Report for 2022 in HRMS before preparation of salary bill for January, 2023.

However, as per the report from HRMS, it is observed that as on 25.02.2023, only 108 out of 153 Controlling Officers have submitted the AER report-2022. Further, only 21 administrative departments have submitted their

final consolidated AER report for 2022 in HRMS. The list of departments who have not submitted the final consolidated AER report is attached at **Annexure** for kind information.

It is, therefore, requested to kindly issue necessary instructions to all the Head of Offices and Heads of Department functioning under your administrative control to submit the AER report, 2022 latest by **10th March, 2023** for laying the information relating to the strength of employees in Odisha Legislative Assembly during March, 2023 as a part of Budget document.

Yours faithfully,

*Devi*  
27.02.23

Director, Savings and Financial Services

**Memo No.** 6319 /F., Dt. 27/02/2023

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

*Sprahan*  
27/2/23

Under Secretary to Government

**Memo No.** 6320 /F., Dt. 27/02/2023

Copy forwarded to all the Expenditure Branches of Finance Department for information and necessary action. It is requested to ensure submission of the AER Report latest by 10th March, 2023.

*Sprahan*  
27/2/23

Under Secretary to Government

**Memo No.** 6321 /F., Dt. 27/02/2023

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](http://www.odisha.gov.in/finance)).

*Sprahan*  
27/2/23

Under Secretary to Government

**ANNEXURE**

|    |  |
|----|--|
| 1  | COMMERCE AND TRANSPORT (TRANSPORT)   |
| 2  | ELECTRONICS AND INFORMATION TECHNOLOGY   |
| 3  | EXCISE   |
| 4  | FISHERIES AND ANIMAL RESOURCES DEVELOPMENT   |
| 5  | FOOD SUPPLIES AND CONSUMER WELFARE   |
| 6  | GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE  |
| 7  | HANDLOOMS, TEXTILES AND HANDICRAFTS  |
| 8  | HEALTH AND FAMILY WELFARE  |
| 9  | HIGHER EDUCATION   |
| 10 | HOME   |
| 11 | INFORMATION AND PUBLIC RELATIONS   |
| 12 | MISSION SHAKTI   |
| 13 | LAW  |
| 14 | ODIA LANGUAGE LITERATURE AND CULTURE   |
| 15 | REVENUE AND DISASTER MANAGEMENT  |
| 16 | SCHEDULED TRIBES AND SCHEDULED CASTES<br>DEVELOPMENT, MINORITIES AND BACKWARD CLASSES<br>WELFARE |
| 17 | SCHOOL AND MASS EDUCATION  |
| 18 | SOCIAL SECURITY AND EMPOWERMENT OF PERSON WITH<br>DISABILITIES                                   |
| 19 | WATER RESOURCES  |
| 20 | WORKS  |