

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 385 /F.,
FIN-TRY-ESTT-0011-2017

Date 4/01/2024

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 2023 in HRMS by all the Head 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 Head of Offices / Heads of Departments / Administrative Departments are required to furnish information on status of employees of their respective establishment in the Annual Establishment Review (AER) Report through HRMS every year.

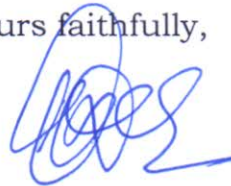
2. The AER will contain information of employees under regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), Other Establishment (Part-D) and Outsourced

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 have been issued by the Finance Department vide FD OM No 17583/F Dated 12th May 2019 and FD OM No. 428/F, dated 04.01.2020.

3. Further, it was observed during the submission of the Annual Establishment Review report for the year 2022 that some Heads of Offices / Heads of Departments / Administrative Departments have submitted their employee data which does not 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 the submission of the Annual Establishment Review reports have the potential of laying incorrect/incomplete information before the Legislative Assembly.

It is, therefore, requested to kindly adhere to the timeline as mentioned in **Annexure-A** for submission of the AER Report for the year **2023** in HRMS and submit correct employee information in HRMS, so that the same can be placed before the Legislative Assembly of the State along with the annual budget for FY 2024-25.

Yours faithfully,



Principal Secretary to Government

Memo No. 386 /F., Dt. 04/01/2024

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

SKL
04.01.24

Under Secretary to Government

Memo No. 387 /F., Dt. 04/01/2024

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

SKL
04.01.24

Under Secretary to Government

Memo No. 388 /F., Dt. 04/01/2024

Copy forwarded to the Chief 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 the sub-ordinate offices under your administrative control to submit the Annual Establishment Review Report for the year 2023 within the timeline.

SKL
04.01.24

Under Secretary to Government

Memo No. 389 /F., Dt. 04/01/2024

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 Finance Department in HRMS for the year 2023 as per the timeline.

SKL
04.01.24

Under Secretary to Government

Memo No. 390 /F., Dt. 04/01/2024

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

SKL
04.01.24

Under Secretary to Government

Memo No. 391 /F., Dt. 04/01/2024

Copy forwarded to Sri Tapan Pattnaik, FID for information and necessary action. It is requested to upload the letter in the Treasury Notification of the Finance Department.

SK
04.01.24
Under Secretary to Government

ANNEXURE-A

Timelines for submission of AER for the year 2023				
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 10th January, 2024	For January 2024
	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 20th January, 2024	For January 2024
3	Administrative Department: Consolidated AER report prepared based on the AER report received from all the HoDs, subordinate offices and its own office	Finance Department	By 31st January 2024	For February 2024
4	Finance Department: Consolidated information of all Administrative Departments including that of Finance Department	Budget-II Branch, Finance Department	By 5th February 2024	