

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

OFFICE MEMORANDUM

No 17583 /F Dated the 12th May, 2019

FIN-TRY-ESTT-0011-2017

Sub: **Submission of Annual Establishment Review Report in HRMS**

Ref: Finance Department Resolution No.Codes-27/2011(pt)-3602/F dated 6.2.2013 and FDOM No.11820/F dated 31.3.2018

Instructions were issued earlier vide Finance Department O.M. No. 11820/F, dated 31.03.2018 for submission of Annual Establishment Review (AER) report for the year 2017-18 in Human Resource Management System (HRMS) Application. However, difficulties were noticed for preparation of the AER in the revised process due to the implementation of the recommendation of the 7th CPC. Considering the inconveniences faced by various offices in submission of the AER, Government was pleased to defer the implementation.

2. In the meanwhile, the HRMS application has been customized to facilitate online submission of AER. The detailed operational process for submission of the AER report by the Head of Office, Heads of the Department & Administrative Department is enclosed in the Annexure. The Centre for Modernization of Government Initiative (CMGI) through the District Coordinators will provide operational and handholding support to all offices as per their requirement.

3. Since the online AER report will be made operational through HRMS, all necessary information at all levels would be collected and stored as data in the system. All stored data can be retrieved as reports in requisite format. Hence, physical submission of reports may be discontinued. In other words, the Head of Offices will submit AER Report online to their Controlling Offices and may keep a print copy in their office for record. Similarly, Heads of the Department will also submit consolidated AER to the Administrative Department in online mode. To ensure that each of the entities involved in submission of AER, complete their work in time, validations will be imposed in HRMS for generation of salary bills.

4. The Head of Office, Heads of Department (HoDs) and Administrative Department (ADs) are required to submit AER in respect of his own establishment in Schedule-I for Part-A (Regular Establishment), Part-B (GIA Establishment), Part-C (Non-regular Establishment) , Part-D (Other

No need
to submit
hard
copies of
AER

Revised
format
to
contain
informa
tion
about
non-
regular
persons

Establishment) and Part-E (Outsourced/on contract) as on 1st January of each year. The revised formats (Schedule-I, II and III) are enclosed. The detailed procedure for submission of information on Grant-in-Aid Employees and non-regular persons (Part-C, D & E) working in Government are laid down in the Operational Procedure prescribed for online submission of AER in HRMS in Annexure. **As regards Non-Regular Persons appearing in Part-D of the AER (Work-Charged, Job Contract and Temporary Status) the Head of Office/HOD/AD need to specify their numbers and Group only in the AER. In respect of persons engaged on outsourcing basis or on contract appearing in Part-E, the Head of Office/HOD/AD need to specify their numbers only in the AER.**

Sanctioned
strength
entered in
HRMS will
be frozen

5. While submitting the AER report, the Head of offices/Heads of the Department face difficulties in providing correct information about the creation of sanctioned posts of their establishments. It is also noticed that at times, the Head of offices report the men in position as their sanctioned strength. It is therefore instructed that the Head of offices may be asked to furnish the correct information of the sanctioned strength of the various categories/group of employees in HRMS. The HRMS application will freeze the sanctioned strength reported by the Head of office in the AER for 2018-19 and will not allow further addition or deletion in future without the proper approval of the competent authority. Online functionality is planned to be developed in HRMS to record or edit the sanctioned strength following a due procedure in future.

6. Responsibility for submission of AER lies with the Establishment Section of the office:

Establishment
/Authorized
Officers to
submit AER
instead of
DDO

Hitherto the DDOs of the establishment have been submitting AER reports in iOTMS. Though the DDOs are responsible for drawal of salary, it is noticed that they are facing difficulty in providing proper sanctioned strength of the Office. Particularly in case of big establishment, the DDOs face lot of difficulties to collect information from separate establishments responsible for managing the services of persons deployed in the field and headquarter. Therefore it is decided that henceforth, the Establishment Officers/Authorized Officer dealing with Office Establishment and Field Establishments (instead of DDO) will be made responsible for submission of AER data on HRMS.

7. Time-lines for submission of AER report for Year 2018-19

Sl. No.	The Authority who would furnish information	The Authority to whom the information is to be submitted	Time line 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	Heads of Department	By 30 th May, 2019	For June, 2019
	Head of Office of Heads of Department in respect of his/her own establishment	Heads of Department		
	Head of Office of Administrative Department in respect of his/her own establishment	Administrative Department		
2	<u>Heads of Department (HoDs):</u> Consolidated AER report prepared based on the AER report received from all the sub-ordinate offices and its own office.	Administrative Department	By 10 th June, 2019	For June, 2019
3	<u>Administrative Department:</u> Consolidated AER report prepared based on the AER report received from all the HoDs, sub-ordinate offices and its own office.	Finance Department	By 20 th June, 2019	For June, 2019
4	<u>Finance Department:</u> Consolidated information of all Administrative Departments including that of Finance Department	Budget –II Branch, Finance Department	By 25 th June, 2019	

8. Timelines for submission of AER for the next year 2019-20 and onwards

Sl. No.	The Authority who would furnish information	The Authority to whom the information is to be submitted	Time line 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	Heads of Department	By 15 th of January	For January
	Head of Office of Heads of Department in respect of his/her own establishment	Heads of Department		
	Head of Office of Administrative Department in respect of his/her own establishment	Administrative Department		
2	<u>Heads of Department (HoDs):</u> Consolidated AER report prepared based on the AER report received from all the sub-ordinate offices and its own office.	Administrative Department	By 31 st of January	For January
3	<u>Administrative Department:</u> Consolidated AER report prepared based on the AER report received from all the HoDs, sub-ordinate offices and its own office.	Finance Department	By 15 th of February	For February
4	<u>Finance Department:</u> Consolidated information of all Administrative Departments including that of Finance Department	Budget -II Branch, Finance Department	By end of February	

(Signature)
11/5/19
(A.K.K. Meena)

Principal Secretary to Government

Memo No. 17584 /F., Dated. 12.5.2019

Copy forwarded to All Departments of Government/ All Heads of Departments / All Collectors /Secretary to Governor / Principal Secretary to Chief Minister/ Secretary to Orissa Legislative Assembly / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar / Manager, Reserve Bank of India, Public Accounts Department, Bhubaneswar for information.


Under Secretary to Government

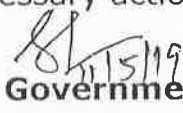
Memo No. 17585 /F., Dated. 12.5.2019

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A-2, First Floor, Satya Nagar, Bhubaneswar/ OSD- cum- Deputy Secretary to Government in charge of AR Cell, GA & PG Department for information and necessary action


Under Secretary to Government

Memo No. 17586 /F., Dated. 12.5.2019

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar / Deputy Accountant General, Orissa, Puri /Accountant General (G&SSA), Odisha, Bhubaneswar/ Accountant General (F& RSA), Odisha, Bhubaneswar for information and immediate necessary action.


Under Secretary to Government

Memo No. 17587 /F., Dated. 12.5.2019

Copy forwarded to Directorate of Treasuries and Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar/ All Treasury Officers of District Treasuries and Special Treasuries / Sub-Treasuries (two copies each) for information and immediate necessary action.


Under Secretary to Government

Memo No. 17588 /F., Dated. 12.5.2019

Copy forwarded to the President, Odisha Retired Government Employees Association, Plot No.30, Goutam Nagar, BBSR - 751014 for information.


Under Secretary to Government

Memo No. 17589 /F., Dated. 12.5.2019

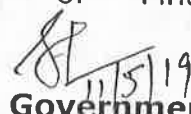
Copy forwarded to all Officers and all Branches of Finance Department / Efficiency Audit Organisation, Finance Department for information.


Under Secretary to Government

Memo No. 17590 /F., Dated. 12.5.2019.

Copy forwarded to the Head of Portal Group, I.T. Centre, Secretariat, Odisha for information and necessary action.

He / She is requested to upload this Office Memorandum in the Website (www.orissa.gov.nic.in/finance/index.html) of Finance Department for General Information.


Under Secretary to Government

Annexure

Operational procedure for online submission of AER in HRMS application

1. Role of Head of Office

- 1.1** Head of Office shall log-in to the HRMS application using the URL <http://hrmsodisha.gov.in>.
- 1.2** The Head of Office will authorize two employees to work as '**Operator**' and '**Approver**' in his/her establishment by an Office order.
- 1.3** The person having **My Office** Privilege in HRMS can map Officer to their respective role i.e. '**Operator**' and '**Approver**' through "Authorization Module" in HRMS System.

1.4 Role of Operator:

- 1.4.1** After logging into the HRMS application, the authorized officer will click on the '**Prepare Annual Establishment Review**' link.
- 1.4.2** Operator will prepare AER in **Schedule-I** for Part-A (Regular Establishment), Part-B (GIA Establishment), Part-C (Non-Regular Establishment), Part-D (other Establishment) and Part-E (Outsourced/on contract) as on 1st January of each year.
- 1.4.3** While preparing AER report for regular employees, the following procedure needs to be followed:
 - 1.4.3.1** Officer will have to verify sanctioned strength as per the Government order available in his/her establishment.
 - 1.4.3.2** Person in position should match with the figure shown in HRMS system.
 - 1.4.3.3** Men-in-position in respect of Group A, Group B, Group C and Group D employees should match with HRMS system.

1.4.3.4 Category of the post of the person will not change irrespective of sanction of RACP/MACP.

1.4.4 Process for submission of information on Grant-in-Aid Employees:

Following procedure need to be followed while preparing AER report for Grant in Aid employees.

1.4.4.1 If the Head of the office draws grants for their grantee organization, then he/she will create organization name under his office.

1.4.4.2 After creation of Organization under his/her office, he/she can add post as well as employee in that office.

1.4.4.3 After that, he can prepare AER report for Grant-in-Aid employees.

1.4.5 Process for submission of information on Non-regular Persons working in Government:

In case of all non-regular persons appearing in Part-C, part-D and Part-E of the AER, the Head of Office will add those categories against his organization before preparation of AER report.

The Head of Office in Heads of Department and Administrative Department are required to submit AER in respect of his own establishment in Schedule-I for Part-A (Regular Establishment), Part-B (GIA Establishment), Part-C (Non-Regular Establishment), Part-D (other Establishment) and Part-E (Outsourced/on contract) as on 1st January of each year.

1.5 Role of Approver:

1.5.1 The authorized officer of the office after logging into the HRMS application can view Annual Establishment Review report submitted by Operator in his/her task list.

1.5.2 If everything is found correct, then the approver will submit the AER to Controlling Officer/Heads of Department

(Directorate). **The list of Heads of Department will be populated automatically.**

1.5.3 In case the Head of Office need to submit AER to **multiple** Heads of Department for employees working in the establishment, separate AER for respective Controlling Officer/Heads of Department needs to be submitted.

1.5.4 If it is found incorrect then the same will be reverted back to operator.

2. Role of Heads of Department:

2.1 The Head of the Office of the Heads of Department (Directorate) will authorize two employees to work as '**Reviewer**' and '**Verifier**' of AER data submitted by Head of Offices of subordinate/District Offices.

2.2 The person having **My Office** Privilege can map Officers to their respective roles i.e. '**Reviewer**' and '**Verifier**' through "Authorization Module" in HRMS System.

2.3 Role of Reviewer:

2.3.1 AER report submitted by the subordinate District Offices under his control will appear in the task list of the Reviewer interface in HRMS.

2.3.2 Reviewer will view the AER report submitted by Head of Offices under his administrative control according to the available legacy data with him/her.

2.3.3 The Reviewer will ensure the submission of AER data in HRMS from all Offices under its control (Heads of Department, its attached Offices and Subordinate District Offices). If the AER data for all Offices in HRMS is found satisfactory, then he will consolidate the AER of his/her own office, attached offices and subordinate District Offices as a whole in **Schedule-II** for **Part-A (Regular Establishment)**, **Part-B (GIA Establishment)**, **Part-C (Non-Regular Establishment)**, **Part-D (other Establishment)** and **Part-E (Outsourced/on contract)**

as on 1st January of each year and forward the consolidated report to the Verifier for approval.

2.3.4 If any discrepancy is found in the AER report, he/she may revert back to Head of Office with remarks before consolidated report is being prepared.

2.3.5 Reviewer can view the consolidated report (Schedule-II) of all Offices under the Heads of Department (Directorate).

2.4 Role of Verifier :

2.4.1 The consolidated AER report submitted by the Authorized officer (**Reviewer**) will appear in the task list of the Controlling Officer (**Verifier**) interface of the HRMS.

2.4.2 Verifier may forward the consolidated AER report to his/her respective Administrative Department

2.4.3 Verifier can view consolidated report of all Offices under the Heads of Department (Directorate).

3. Role of Administrative Department:

3.1 All Administrative Departments are required to undertake review of annual establishment in respect of its own organization. The Head of the Office of the Administrative Department will authorize two employees of the each Establishment Branch-wise responsible for collecting AER information for the HODs to work as '**Reviewer**' and '**Verifier**' for AER data of the Heads of Departments under its administrative control.

3.2 In addition, the Head of Office will authorize one officer of Office Establishment Branch in HRMS as '**Acceptor**' for preparing the consolidated information submitted by the Heads of Departments (Directorates).

3.3 The person having **My Office** Privilege can map Officers to their respective roles i.e. '**Reviewer**' and '**Verifier**' and "**Acceptor**" through Map Role Module in HRMS System.

3.4 Role of Reviewer:

3.4.1 AER report submitted by the Heads of Departments will appear in the task list of the Reviewer interface in HRMS.

3.4.2 Reviewer will view the AER report submitted by the respective Heads of Departments according to the available legacy data with him/her.

3.4.3 The Reviewer will ensure the submission of AER data in HRMS by the Heads of Department under its control. If the AER data in HRMS is found satisfactory, then he will submit the AER data of respective HOD in **Schedule-II** for **Part-A (Regular Establishment), Part-B (GIA Establishment), Part-C (Non-Regular Establishment), Part-D (other Establishment) and Part-E(Outsourced/on contract)** as on 1st January of each year and forward the consolidated report to the Verifier for approval.

3.4.4 If any discrepancy is found in the AER report, he/she may revert back the same to the Reviewer before consolidated report is prepared.

3.4.5 Reviewer can view the consolidated report (Schedule-II) of Heads of Department (Directorate) dealt by him.

3.5 Role of Verifier :

3.5.1 The AER report submitted by the Authorized officer (**Reviewer**) will appear in the task list of the **Verifier** interface of the HRMS.

3.5.2 Verifier may forward the AER report to the **Acceptor**, for consolidation of the AER data of all organizations under its control.

3.5.3 Verifier can view consolidated report of Heads of Department dealt by him.

3.6 The Administrative Department may authorize any officer in HRMS as '**Acceptor**' for preparing consolidated AER at the level of Administrative Department. The Acceptor will consolidate the AER of his /her own office, attached offices and subordinate District Offices as a whole in **Schedule-III** for **Part-A (Regular Establishment), Part-B (GIA Establishment), Part-C (Non-Regular Establishment), Part-D (other Establishment) and Part-**

E(Outsourced/on contract) as on 1st January of each year and forward the consolidated report to the Finance Department.

- 3.7** The report submitted by all Administrative Departments will be compiled and made available in HRMS to Finance Department (Treasury Branch) from HRMS application within the stipulated dateline.

	Judiciary Services	70290-1540-76450							
		57700-1230-58930-1380-67210-1540-70290							
		51550-1230-58930-1380-63070							
		51550-1230-58930-1380-63070							
		43690-1080-39090-1230-56470							
		39530-920-40450-1230-54010							
		39530-920-40450-1080-49090-1230-54010							
		33090-920-40450-1080-45850/-							
		27700-770-33090-920-40450-1080-44770/-							
	All India Services								
	I.A.S								
		(b) 80000 (Fixed)			** AIL-18				
		(a) HAG 67000- annual increment @3%-79000			AIL-17				
		37400-67000	GP 10000		AIL-14				
		37400-67000	GP 8700		AIL-13				
		15600-39100	GP 7600		AIL-12				
		15600-39100	GP 6600		AIL-11				
		15600-39100	GP 5400		AIL-10				
	I.P.S								
		80000 (Fixed)			AIL-17				
		(a)HAG+ 75500-80000 (other than D.G of Police as head of the Police Force)			AIL-16				
		(b) HAG 67000-79000			AIL-15				
		37400-67000	GP 10000		AIL-14				
		37400-67000	GP 8900		AIL-13A				
		37400-67000	GP 8700		AIL-13				
		15600-39100	GP 7600		AIL-12				
		15600-39100	GP 6600		AIL-11				
		15600-39100	GP 5400		AIL-10				

		15600-39100	GP 5400	AIL-10					
	I.P.S	80000 (Fixed)		AIL-17					
		(a)HAG+ 75500-80000 (other than D.G of Police as		AIL-16					
		(b) HAG 67000-79000		AIL-15					
		37400-67000	GP 10000	AIL-14					
		37400-67000	GP 8900	AIL-13A					
		37400-67000	GP 8700	AIL-13					
		15600-39100	GP 7600	AIL-12					
		15600-39100	GP 6600	AIL-11					
		15600-39100	GP 5400	AIL-10					
	I.F.S	80000 (Fixed)		AIL-17					
		(a)HAG+ 75500-80000 (other than Head of the Forest		AIL-16					
		(b) HAG 67000-79000		AIL-15					
		37400-67000	GP 10000	AIL-14					
		37400-67000	GP 8900	AIL-13A					
		37400-67000	GP 8700	AIL-13					
		15600-39100	GP 7600	AIL-12					
		15600-39100	GP 6600	AIL-11					
		(Head of Police Force)	GP 5400	AIL-10					
	Judges of High Court/Tribunals (In the rank of High Court Judge and above)	90000 (Fixed)							
Total Group A		80000 (Fixed)							
Group-B		9300-34800	GP 4600						
		9300-34800	GP 4600	L-10					
		9300-34800	GP 4600						
		9300-34800	GP 4200						
		9300-34800	GP 4200						
		9300-34800	GP 4200						
		9300-34800	GP 4200						
		9300-34800	GP 4200						
Total Group B		9300-34800	GP 4200	L-9					

Group C		9300-34800	GP 4200				
		9300-34800	GP 4200				
		9300-34800	GP 4200				
		5200-20200	GP 2800			L-9	
		5200-20200	GP 2400				L-8
		5200-20200	GP 2200				L-7
		5200-20200	GP 2000				L-6
		5200-20200	GP 1900				L-5
		5200-20200	GP 1800				L-4
		4930-14680	GP 1750 (w.e.f 1.10.2012)				L-3
		4440-14680	GP 1650(w.e.f 1.7.2010)				L-2
		4440-7440	GP 1650 (w.e.f 1.1.2006				
Total Group-C							
Group-D							
		4860-14680	GP 1600 (w.e.f 1.10.2012)				
		4440-14680	GP1400 (w.e.f 1.7.2010)			L-2	
		4440-7440	GP 1400 (w.e.f 1.1.2006				
		4750-14680	GP 1500(w.e.f 1.10.2012)				
		4440-14680	GP1300 (w.e.f 1.7.2010)			L-1	
		4440-7440	GP 1300 (w.e.f 1.1.2006				
Total Group-D							
Consolidated Remuneration							
Total- G.I.A.							
* AL-Academic Level							
** AIL-All India Level							
PART-C (Non-Regular Establishment)							
Category	Descripition of the Posts	Pay Scale		Persons-in-Position	Remarks if any		
		As per 7th Pay Commission					
Contractual in lieu of regular post (As per GA & PG Department Resolution)							
Total							
PART-D (Other Establishment)							
Category	Number	Group		Remarks if any			
Work Charged							
Job Contact (under Revenue Department)							
Temporary status (As per FD Circular)							
Total							

PART-E (Outsourced / on Contract)

Category	Number	Remarks if any
Contractual (Others)		
On Consolidated Remuneration(OSD, Consultant etc)		
Outsourced manpower*		
Outsourced manpower (PMU/TSU)		
Total		

Name
Signature
Designation
Date

[illegible]

		(Head of Police Force)	GP 5400	AIL-10			
	Judges of High Court/Tribunals (In the rank of High Court Judge and above)		90000 (Fixed)				
Total Group-A			80000 (Fixed)				
Group-B		9300-34800	GP 4600				
		9300-34800	GP 4600	L-10			
		9300-34800	GP 4600				
		9300-34800	GP 4200				
		9300-34800	GP 4200	L-9			
		9300-34800	GP 4200				
		9300-34800	GP 4200				
Total Group-B							
Group-C		9300-34800	GP 4200				
		9300-34800	GP 4200	L-9			
		9300-34800	GP 4200				
		5200-20200	GP 2800	L-8			
		5200-20200	GP 2400	L-7			
		5200-20200	GP 2200	L-6			
		5200-20200	GP 2000	L-5			
		5200-20200	GP 1900	L-4			
		5200-20200	GP 1800	L-3			
		4930-14680	GP 1750 (w.e.f 1.10.2012)				
		4440-14680	GP 1650 (w.e.f 1.7.2010)	L-2			
		4440-7440	GP 1650 (w.e.f 1.1.2006)				
Total Group-C							
Group-D		4860-14680	GP 1600 (w.e.f 1.10.2012)				
		4440-14680	GP 1400 (w.e.f 1.7.2010)	L-2			
		4440-7440	GP 1400 (w.e.f 1.1.2006)				
		4750-14680	GP 1500 (w.e.f 1.10.2012)				
		4440-14680	GP 1300 (w.e.f 1.7.2010)	L-1			
		4440-7440	GP 1300 (w.e.f 1.1.2006)				
Total Group-D							
Total (A+B+C+D)							
PART-B (G-I-A Establishment)							
Category of employee	Description of the Posts	Pay Scale			Sanction Strength	Vacancy Position	Remarks if any
		As per 6th Pay Commission	As per 7th Pay Commission				
Group-A	Other than UGC/Judiciary/ All India Services	37400-67000	GP 9000	L-17			
		37400-67000	GP 8800	L-16			

		37400-67000	GP 8700	L-15				
		15600-39100	GP7600	L-14				
		15600-39100	GP 6600					
		15600-39100	GP 6600	L-13				
		15600-39100	GP 6600					
		15600-39100	GP 5400					
		9300-34800	GP 5400	L-12				
	UGC Scale	75000 (Fixed)						
		37400-67000	AGP 10000					
		37400-67000	AGP 10000					
		37400-67000	AGP 10000	*AL-14				
		37400-67000	AGP 10000					
		37400-67000	AGP 10000					
		37400-67000	AGP 9000	AL-13A				
		15600-39100	AGP 8000	AL-12				
		15600-39100	AGP 7000	AL-11				
		15600-39100	AGP 7000	AL-11				
		15600-39100	AGP 6000	AL-10				
	Judiciary Services	70290-1540-76450						
		57700-1230-58930-1380-67210-1540-70290						
		51550-1230-58930-1380-63070						
		51550-1230-58930-1380-63070						
		43690-1080-39090-1230-56470						
		39530-920-40450-1230-54010						
		39530-920-40450-1080-49090-1230-54010						
		33090-920-40450-1080-45850/-						
		27700-770-33090-920-40450-1080-44770/-						
	All India Services							
	I.A.S			**AL-18				
		(b) 80000 (Fixed)		AL-17				
		(a) HAG 67000- annual increment @3%-79000		AL-15				
		37400-67000 GP 10000		AL-14				
		37400-67000 GP 8700		AL-13				
		15600-39100 GP 7600		AL-12				
		15600-39100 GP 6600		AL-11				
		15600-39100 GP 5400		AL-10				
	I.P.S							
		80000 (Fixed)		AL-17				
		(a)HAG+ 75500-80000 (other than D.G of Police as head of the Police Force)		AL-16				
		(b) HAG 67000-79000		AL-15				

		4440-14680	GP 1650 (w.e.f 1.7.2010)	L-2				
		4440-7440	GP 1650 (w.e.f 1.1.2006)					
Total Group-C								
Group-D		4860-14680	GP 1600 (w.e.f 1.10.2012)	L-2				
		4440-14680	GP1400 (w.e.f 1.7.2010)					
		4440-7440	GP 1400 (w.e.f 1.1.2006)					
		4750-14680	GP 1500 (w.e.f 1.10.2012)	L-1				
		4440-14680	GP1300 (w.e.f 1.7.2010)					
		4440-7440	GP 1300 (w.e.f 1.1.2006)					
Total Group-D								
Consolidated Remuneration								
Total- G.I.A.								

* AL-Academic Level

** AL-All India Level

		PART-C (Non-Regular Establishment)				
Category	Description of the Posts	Pay Scale		Persons-in-Position	Remarks if any	
			As per 7th Pay Commission			
Contractual in lieu of regular post (As per GA & PG Department Resolution)						
Total						
PART-D (Other Establishment)						
Category		Number		Group	Remarks if any	
Work Charged						
Job Contact (under Revenue Department)						
Temporary status (As per FD Circular)						
Total						
PART-E (Outsourced / on Contract)						
Category		Number			Remarks if any	
Contractual (Others)						
On Consolidated Remuneration(OSD, Consultant etc)						
Outsourced manpower						
Outsourced manpower (PMU/TSU)						
Total						

Name
Signature
Designation
Date

SCHEDULE-III

(Relating to Administrative Department for its own Office, all the Heads of Departments with Sub-ordinate Office under its administrative control)

ANNUAL ESTABLISHMENT REVIEW AS ON 1st JANUARY EACH YEAR TO BE FURNISHED BY ADMINISTRATIVE DEPARTMENT TO FINANCE DEPARTMENT

PART-A (Regular Establishment)

CERTIFICATE

The sanctioned strength of the establishment as on 1st January is given below. I have reviewed the staff requirement having regard to the prescribed yardsticks, wherever applicable.
I certify that continuance of all the posts as considered necessary.

D.D.O Code

Controlling Officer/HoDs Code

Administrative Department Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

		37400-67000	AGP 10000						
		37400-67000	AGP 10000						
		37400-67000	AGP 10000						
		37400-67000	AGP 10000						
		37400-67000	AGP 10000						
		37400-67000	AGP 10000						
		37400-67000	AGP 9000						
		15600-39100	AGP 8000						
		15600-39100	AGP 7000						
		15600-39100	AGP 7000						
		15600-39100	AGP 6000						
	Judiciary Services	70290-1540-76450							
		57700-1230-58930-1380-67210-1540-70290							
		51550-1230-58930-1380-63070							
		51550-1230-58930-1380-63070							
		43690-1080-39090-1230-56470							
		39530-920-40450-1230-54010							
		39530-920-40450-1080-49090-1230-54010							
		33090-920-40450-1080-45850/-							
		27700-770-33090-920-40450-1080-44770/-							
	All India Services								
	I.A.S								
		(b) 80000 (Fixed)		** All-18					
		(a) HAG 67000- annual increment @3%-79000		All-17					
		37400-67000	GP 10000	All-15					
		37400-67000	GP 8700	All-14					
		15600-39100	GP 7600	All-13					
		15600-39100	GP 6600	All-12					
		15600-39100	GP 5400	All-11					
	I.P.S			All-10					
		80000 (Fixed)		All-17					
		(a)HAG+ 75500-80000 (other than D.G of		All-16					
		(b) HAG 67000-79000		All-15					
		37400-67000	GP 10000	All-14					

		37400-67000	GP 8900	AIL-13A			
		37400-67000	GP 8700	AIL-13			
		15600-39100	GP 7600	AIL-12			
		15600-39100	GP 6600	AIL-11			
		15600-39100	GP 5400	AIL-10			
	I.F.S						
		80000 (Fixed)		AIL-17			
		(a)HAG+ 75500-80000 (other than Head of the		AIL-16			
		(b) HAG 67000-79000		AIL-15			
		37400-67000	GP 10000	AIL-14			
		37400-67000	GP 8900	AIL-13A			
		37400-67000	GP 8700	AIL-13			
		15600-39100	GP 7600	AIL-12			
		15600-39100	GP 6600	AIL-11			
		(Head of Police Force)	GP 5400	AIL-10			
	Judges of High Court/Tribunals (In the rank of High Court Judge and above)		90000 (Fixed)				
			80000 (Fixed)				
Total Group-A							
Group-B		9300-34800	GP 4600	L-10			
		9300-34800	GP 4600				
		9300-34800	GP 4600				
		9300-34800	GP 4200				
		9300-34800	GP 4200				
		9300-34800	GP 4200				
		9300-34800	GP 4200				
Total Group-B							
Group-C		9300-34800	GP 4200	L-9			
		9300-34800	GP 4200				
		9300-34800	GP 4200				

		5200-20200	GP 2800	L-8			
		5200-20200	GP 2400	L-7			
		5200-20200	GP 2200	L-6			
		5200-20200	GP 2000	L-5			
		5200-20200	GP 1900	L-4			
		5200-20200	GP 1800	L-3			
		4930-14680	GP 1750 (w.e.f 1.10.2012)				
		4440-14680	GP 1650(w.e.f 1.7.2010)	L-2			
		4440-7440	GP 1650 (w.e.f 1.1.2006				
Total Group-C							
Group-C		4860-14680	GP 1600 (w.e.f 1.10.2012)				
		4440-14680	GP1400 (w.e.f 1.7.2010)	L-2			
		4440-7440	GP 1400 (w.e.f 1.1.2006				
		4750-14680	GP 1500(w.e.f 1.10.2012)				
		4440-14680	GP1300 (w.e.f 1.7.2010)	L-1			
		4440-7440	GP 1300 (w.e.f 1.1.2006				
Total Group-D							
Total (A+B+C+D)							

PART-B (G-I-A Establishment)

Category of employee	Description of the Posts	Pay Scale		Sanction Strength	Persons-in-Position	Vacancy Position	Remarks if any
		As per 6th Pay Commission	As per 7th Pay Commission				
Group-A	Other than UGC/Judiciary/ All India Services	37400-67000	GP 9000	L-17			
		37400-67000	GP 8800	L-16			
		37400-67000	GP 8700	L-15			
		15600-39100	GP7600	L-14			
		15600-39100	GP 6600				
		15600-39100	GP 6600				
		15600-39100	GP 6600				
		15600-39100	GP 5400				
		15600-39100	GP 5400				
		9300-34800	GP 5400	L-12			

		37400-67000	GP 10000		AIL-14					
		37400-67000	GP 8900		AIL-13A					
		37400-67000	GP 8700		AIL-13					
		15600-39100	GP 7600		AIL-12					
		15600-39100	GP 6600		AIL-11					
		15600-39100	GP 5400		AIL-10					
	I.F.S									
		80000 (Fixed)			AIL-17					
		(a) HAG + 75500-80000 (other than Head of the			AIL-16					
		(b) HAG 67000-79000			AIL-15					
		37400-67000	GP 10000		AIL-14					
		37400-67000	GP 8900		AIL-13A					
		37400-67000	GP 8700		AIL-13					
		15600-39100	GP 7600		AIL-12					
		15600-39100	GP 6600		AIL-11					
		(Head of Police	GP 5400		AIL-10					
	Judges of High Court/Tribunals (in the rank of High Court Judge and above)		90000 (Fixed)							
			80000 (Fixed)							
Total Group A										
Group-B		9300-34800	GP 4600							
		9300-34800	GP 4600							
		9300-34800	GP 4600		L-10					
		9300-34800	GP 4200							
		9300-34800	GP 4200							
		9300-34800	GP 4200							
		9300-34800	GP 4200		L-9					
		9300-34800	GP 4200							
Total Group B										
Group C		9300-34800	GP 4200							
		9300-34800	GP 4200		L-9					
		9300-34800	GP 4200							
		5200-20200	GP 2800		L-8					

		5200-20200	GP 2400	L-7			
		5200-20200	GP 2200	L-6			
		5200-20200	GP 2000	L-5			
		5200-20200	GP 1900	L-4			
		5200-20200	GP 1800	L-3			
		4930-14680	GP 1750 (w.e.f 1.10.2012)	L-2			
		4440-14680	GP 1650(w.e.f 1.7.2010)				
		4440-7440	GP 1650 (w.e.f 1.1.2006				
Total Group-C							
		4860-14680	GP 1600 (w.e.f 1.10.2012)	L-2			
		4440-14680	GP1400 (w.e.f 1.7.2010)				
		4440-7440	GP 1400 (w.e.f 1.1.2006				
		4750-14680	GP 1500(w.e.f 1.10.2012)	L-1			
		4440-14680	GP1300 (w.e.f 1.7.2010)				
		4440-7440	GP 1300 (w.e.f 1.1.2006				
Total Group-D							
Consolidated Remuneration							
Total- G.I.A.							
* AL-Academic Level							
** AIL-All India Level							
PART-C (Non-Regular Establishment)							
Category	Despription of the Posts	Pay Scale		Persons-in-Position	Remarks if any		
		As per 7th Pay Commission					
Contractual in lieu of regular post (As per GA & PG Department Resolution)							
Total							
PART-D (Other Establishment)							
Category	Number	Group				Remarks if any	
Work Charged							
Job Contact (under Revenue Department)							
Temporary status (As per FD Circular)							

Total			
PART-E (Outsourced / on Contract)			
Category	Number		Remarks if any
Contractual (Others)			
On Consolidated Remuneration(OSD, Consultant etc)			
Outsourced manpower			
Outsourced manpower (PMU/TSU)			
Total			

Name
 Signature
 Designation
 Date