

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 428 /F.,
FIN-TRY-ESTT-0011-2017

Date 04.01.2020

From

**Shri Ashok K K Meena, IAS
Principal Secretary to Government**

To

**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 2019 and onwards in HRMS by all Head of Office to Heads of Department and by Heads of Department to Administrative Department

Ref: FDOM No. 117583/F, Dated 12.5.2019 and FDOM No. 29913/F, dated 31.8.2019.

Madam/ Sir,

Inviting a reference to the subject above, I am to say that, Administrative Departments have furnished information on employees under regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), Other Establishment (Part-D) and Outsourced/ Contract employees in Part-E in Annual Establishment Review Report-2018-19 along with Schedule-III A relating to information on termination of vacant posts.

2. The Head of Offices, Heads of Department and Administrative Departments will be required to prepare AER Report for the year 2019 and onwards based upon the information furnished in AER-2018-19 by observing following procedure as detailed below:

- i) Sanctioned Strength:** The sanctioned strength reported by the Head of Office, Heads of Department and Administrative Department in the AER-2018-19 will stand frozen. Any change with regard to creation of new posts

and abolition of existing posts will be admissible by following due procedure including uploading of relevant creation/abolition orders issued by competent authorities upto end of a calendar year.

- ii) **Men-in-Position:** The Men-in-Position in AER being pre-populated in HRMS, any change in the existing Men-in-Position due to retirement, joining on promotion, joining on transfer from a substantive post from another establishment, joining on transfer from a deputation post of a foreign service organization to a substantive post of Head of Office/Heads of Department/Administrative Department shall be required to be reported in HRMS by the Head of Office. HRMS will allow the change in existing Men-in-Position only when the information along with the relevant Notification/ orders issued by competent authorities upto end of the calendar year are uploaded in HRMS. The information furnished by the Head of Office shall be authenticated by the Heads of Department and Administrative Department at the time of submission of their AER.
- iii) Any change in the existing Men-in-Position in the categories of manpower resources in part-D and Part-E shall be required to be reported by the Head of Office in the AER-2019-20 onwards through uploading of relevant engagement/disengagement orders issued by competent authorities.
- iv) While submitting AER for 2019 onwards Head of Office, Heads of Department and Administrative Departments are required to furnish Schedule-IA, Schedule-IIA and Schedule-IIIA on termination of redundant/surplus vacant posts in respect of District Offices, Heads of Department and Administrative Department as prescribed in FDOM No. 29913/F, dated 31.8.2019. Administrative Departments will take steps for issue of post abolition orders in respect of posts identified for termination by competent authorities following due procedures within two weeks of submission of AER in HRMS. The posts identified for termination in the AER in a calendar year will stand excluded in HRMS after expiry

of the given timeline and will not be considered for retention without sufficient justification.

3. Responsibility of Head of Office/ Heads of Department/ Administrative Department :

- i) The employees assigned with the role of Operator and Approver (Head of Office), Reviewer, Verifier (Heads of Department) and Reviewer, Verifier, Acceptor (Administrative Department) at the time of submission of AER-2018-19, if in the meanwhile have been retired/ promoted/ transferred, the same may be given effect to in the "Authorization Module" in HRMS.
- ii) Prior to submission of AER, the Head of Office will furnish the information on list of posts (i.e. Master data base of Posts) existing in his Office in HRMS, which will be validated by Heads of Department and Administrative Departments with a view to avoid duplicity in the Consolidated Report of AER.
- iii) In some cases, where the Head of Office is required to submit multiple AER in respect of some employees of his office drawing salary from another Major Head, he shall send the AER to the parent Department of the concerned employee to enable concerned Administrative Department to submit AER in respect of his/ her Department.
- iv) Heads of Department and Administrative Departments shall validate regarding variation, if any, in sanctioned strength/ Men-in position, reported by the Head of Office in the AER properly and then send the consolidated report.

4. Responsibility of HRMS :

- i) The online functionality for submission of AER -2019-20 will be made available in HRMS from the date of issue of this letter.
- ii) The Group-wise total shall be available in all Schedules i.e. Schedule-I, Schedule-II and Schedule-III.
- iii) The Master data of Posts of a particular Head of Office will stand frozen in the system after the same is validated by Administrative Department.

- iv) The mapping of Roles involved in submission of AER i.e. from Head of Office (Operator, Approver) to Heads of Department (Reviewer, Verifier) and to Administrative Department (Reviewer, Verifier, Acceptor) will be provided in HRMS to avoid submission of AER to wrong quarters.
- v) The Master-data of posts with the Pay Level and Cell as per ORSP Rules, 2017 will be prepared and system validation shall be enabled which will disallow entry in the wrong group vis-a-vis the pay drawn by an employee.
- vi) The AER in Schedule-I, II and III shall be mapped with relevant Demand No., Major Head, Minor Head, Detail Head enabling Administrative Departments for submission of the budget proposals in IFMS.
- vii) HRMS (CMGI) will furnish the system generated consolidated AER of all Administrative Departments with information furnished in Schedule-IIIA in the prescribed format to Finance Department (Treasury Branch) before 15th February, every year from AER-2019 onwards for presentation before legislature as mandated by Fiscal Responsibility and Budget Management Act, 2005

5. HRMS application shall exclude those posts proposed for termination in AER 2018-19 and onwards from the reported sanctioned strength. Posts identified for termination in Schedule-IIIA of AER 2019 and onwards will be considered for retention with sufficient justification furnished to Director, CMGI within two weeks of submission of AE.

The timeline for submission of AER 2019 and onwards is at **Annexure-A.**

Yours faithfully,

[Signature]
4/1/2020

Principal Secretary to Government

Annexure-A

Timelines for submission of AER for the year 2019 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 20th 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 31st 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 10th 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 15th of February	

Memo No. 429 /F., Dt. 04.01.2020

Copy forwarded to Special Secretary to Government (In-charge of HRMS), GA & PG Department for kind information and needful action.

2mipant 4/1/2020
Joint Secretary to Government

Memo No. 430 /F., Dt. 04.01.2020

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

2mipant 4/1/2020
Joint Secretary to Government

Memo No. 431 /F., Dt. 04.01.2020

Copy forwarded to Private Secretary to Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS for information of Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS.

2mipant 4/1/2020
Joint Secretary to Government

Memo No. 432 /F., Dt. 04.01.2020

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for information and necessary action.

2mipant 4/1/2020
Joint Secretary to Government

Memo No. 433 /F., Dt. 04.01.2020

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

2mipant 4/1/2020
Joint Secretary to Government

Memo No. 434 /F., Dt. 04.01.2020

Copy forwarded to all Officers and Branches of Finance Department for information and necessary action.

Muhammad 4/1/2020
Joint Secretary to Government

Memo No. 435 /F., Dt. 04.01.2020

Copy forwarded to the System Administrator, HRMS for information and necessary action. He is requested to provide online functionality in HRMS for use of Head of Offices, Heads of Departments and Administrative Departments for submission of AER -2019 within the stipulated timeline.

Muhammad 4/1/2020
Joint Secretary to Government