

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 1649 /F.,
FIN-TRY-ESTT-0011-2017

Date 13.01.2021

From

**Shri Ashok Kumar Meena, 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 2020 in HRMS by all Head of Office to Heads of
Departments and by Heads of Department to Administrative
Department**

Ref: FDOM No. 117583/F, Dated 12.5.2019 and FDOM No. 428/F, dated
04.01.2020.

Madam/ Sir,

With reference to the subject cited above, I am to say that every year all Head of Office / Heads of Departments / Administrative Department are required to furnish information on status of employees in the Annual Establishment Review (AER) Report in HRMS 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 along with Schedule-IIIA relating to information on termination of vacant posts. The detailed guidelines on submission of Annual Establishment Review Report had been issued by Finance Department vide FODM No 17583/F Dated 12th May, 2019 and FDOM No. 428/F, dated 04.01.2020.

It is, therefore, requested to kindly adhere the following time line for submission of Annual Establishment Review Report for the year **2020** so

APL

that the above information could be laid in the Assembly along with the Budget documents:

- (i) Head of the Office in subordinate offices, Heads of Department (in respect of his/her establishment) and Administrative Department (in respect of his / her own establishment) shall submit their Annual Establishment Review Report before preparing the salary bill for the month of **January, 2021**.
- (ii) Heads of Department (HoDs) will submit the consolidated AER report based on the report received from all the Sub-ordinate office latest by **7th February, 2021**.
- (iii) Administrative Department shall ensure that a consolidated AER Report shall be submitted to Finance Department by collating all the AER Report submitted by Heads of Department (HoDs) functioning under their administrative control in HRMS before preparing the salary bill for the month of **February, 2021**.
- (iv) Finance Department will prepare the consolidated AER Report latest by **8th March, 2021**.

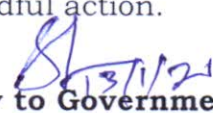
Yours faithfully,


Principal Secretary to Government



Memo No. 1650 /F., Dt. 13.01.2021

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


Under Secretary to Government

Memo No. 1651 /F., Dt. 13.01.2021

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action. He is requested to facilitate the concerned offices to access the HRMS for submission of the AER Report for their establishment smoothly.


Under Secretary to Government

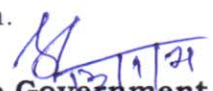
Memo No. 1652 /F., Dt. 13.01.2021

Copy forwarded to OSD to Chief Secretary for information of Chief Secretary.


Under Secretary to Government

Memo No. 1653 /F., Dt. 13.01.2021

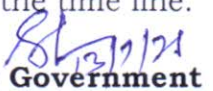
Copy forwarded to All Revenue Divisional Commissioners/All Collectors/ Bhubaneswar for information and necessary action.


Under Secretary to Government

Memo No. 1654 /F., Dt. 13.01.2021

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, Small Savings for information and necessary action.

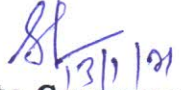
It is requested to instruct their sub-ordinate offices to submit the Annual Establishment Review Report for the year 2020 within the time line.


Under Secretary to Government

Memo No. 1655 /**F., Dt.** 12.01.2021

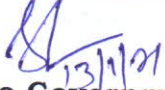
Copy forwarded to all Branches of Finance Department for information and necessary action.

OE-I Branch is requested to furnish the Annual Establishment Review Report of this establishment for the year 2020 as per the timeline.


Under Secretary to Government

Memo No. 1656 /**F., Dt.** 13.01.2021

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


Under Secretary to Government