

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 7605 /F., Date 5th March, 2025
FIN-TRY-ESTT-0011-2017

OFFICE MEMORANDUM

Sub: Establishment Review Report (ERR) - regarding

1. Establishment Review Report (ERR) of a Department shall contain complete details of manpower position under various establishments of the Department such as Sanctioned Strength, Persons-in-Position, etc. in a format to be prescribed shortly in HRMS. It will cover all types of regular posts (Group-A to Group-D), non-regular posts such as contractual posts and persons engaged through out-sourcing.
2. ERR shall be valid for 3 years from the date of its issue. However, ERR can be amended at any point of time and the amended ERR (i.e., new ERR) shall be valid for 3 years from the date of its issue.
3. ERR, whether first one or subsequent ones, shall be issued under joint signature of Secretary (Finance Department) and Secretary (Department concerned). ERR of Finance Department shall be issued under joint signature of Secretary (GA & PG Department) and Secretary (Finance Department).
4. **During validity of ERR (i.e., 3 years from the date of its issue), the Department concerned shall have full liberty to fill up all Group A to D vacant posts without following Empowered Committee mechanism.** However, filling up of Group D posts shall be subject to the general guideline of the State Government, i.e. engaging outsourced people instead of regular recruitment. Before sending requisition to recruitment authorities, the A/D must take prior approval of GA & PG Department, SSDMBCW Department and SSEPD Department regarding reservation of posts for various categories. Such requisition shall also contain the valid ERR. **Without a valid ERR, the Department concerned has to follow Empowered Committee mechanism to fill up vacant Group C & D posts.**

(Note: Departments have already been exempted from following Empowered Committee Mechanism to fill up vacant Group A & B posts).

5. With effect from 01.05.2025, a Department's new post creation proposal shall not be entertained by Finance Department without a valid ERR of the said Department.

6. CMGI will soon make necessary facilities in HRMS, which will be communicated to all Departments shortly, so that Departments can upload relevant information in HRMS to facilitate establishment review and issue of ERR.

By orders of the Governor

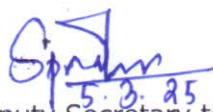


Principal Secretary to Government

05.03.2025

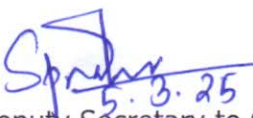
Memo No 7606 /F Dated 05.03.2025

Copy forwarded to P.S to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.


5.3.25
Deputy Secretary to Govt.

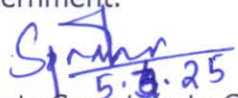
Memo No 7607 /F Dated 05.03.2025

Copy forwarded to P.S to Chief Secretary for kind information of Chief Secretary.


5.3.25
Deputy Secretary to Govt.

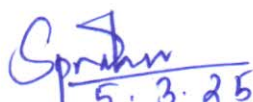
Memo No 7608 /F Dated 05.03.2025

Copy forwarded to P.S to DC-cum-ACS / ACS to Government / Principal Secretary to Government / Commissioner-cum-Secretary to Government all Departments for kind information of DC-cum-ACS/ ACS to Government / Principal Secretary to Government / Commissioner-cum-Secretary to Government.


5.3.25
Deputy Secretary to Govt.

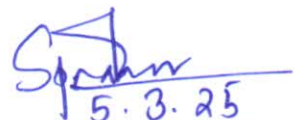
Memo No 7609 /F Dated 05.03.2025

Copy forwarded to Executive Director, CMGI with a request to kindly make necessary facilities in HRMS latest by **15th March, 2025** so as to enable Departments to upload relevant information in HRMS to facilitate establishment review and issue of ERR. The copy of the format is enclosed for reference.


5.3.25
Deputy Secretary to Govt.

Memo No 7610 /F Dated 05.03.2025

Copy forwarded to Commissioner of CT & GST, Odisha, Cuttack / Director, MDRAFM / Director of Treasuries and Inspection, Odisha / Controller of Accounts / Director, Local Fund Audit / Registrar, Odisha Sales Tax Tribunal for information and necessary action.


5.3.25
Deputy Secretary to Govt.

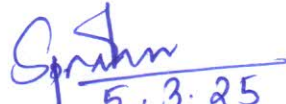
Memo No 7611 /F Dated 05.03.2025

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


5.3.25
Deputy Secretary to Govt.

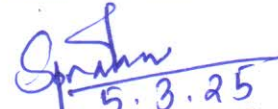
Memo No 7612 /F Dated 05.03.2025

Copy forwarded to PS to Special Secretary in charge of OE-I / OE-II Branch for kind information of Special Secretary.


5.3.25
Deputy Secretary to Govt.

Memo No 7613 /F Dated 05.03.2025

Copy forwarded to Sri Tapan Kumar Pattnaik, Sub-Nodal Officer, FID for information and necessary action.


5.3.25
Deputy Secretary to Govt.