

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

\*\*\*

**OFFICE MEMORANDUM**

No. 11820 /F, dtd.- 31.03.2018  
FIN-TRY-Estt-0011/2017

**Sub: Change in the Operational Procedure for submission of Annual Establishment Review Report.**

**Ref: Finance Department Resolution No.Codes-27/2011(Pt.)-3602/F, dt.06.02.2013.**

The need for submission of Annual Establishment Review (AER) has been envisaged in the above referred Resolution of the Finance Department. It has been provided that the AER will be electronically submitted by the Head of Offices/DDOs through the Treasury Portal (iOTMS). In the meanwhile, the Establishment Pay bills of all the Head of Offices/DDOs are prepared in HRMS. In the process of preparation of salary bills, the information regarding the sanctioned strength of various categories of posts available in the office, their scales of pay, men in position and the subsequent vacancies thereof are also recorded in the HRMS, whereas the above information were entered into iOTMS in the process of submission of AER manually by Head of Offices causing delay, difficulty and incongruity in collection of correct information. In view of the above difficulties, it has been decided that the report of AER will henceforth be submitted by the Head of Offices/DDOs using the HRMS application. The report submitted by the Head of Offices will be consolidated at the level of Controlling Officers and Administrative Departments for facilitating generation of information relating to Department-wise employee position. The compiled AER data of all Administrative Departments will be made available to Finance Department from the HRMS application.

The process to be adopted for submission of AER report in the HRMS application will be as below:

**2.0 Role of Head of Office/DDO :**

**2.1** Head of Office/DDO shall log-in to the HRMS application available in the internet using the URL <http://hrmsodisha.gov.in>.

**2.2** The Authorized officer of the office after log-in to the HRMS application will click on the 'My office Interface' link which will display the page containing a link for Annual Establishment Review under the Menu 'Office Administration'.

**2.3** The Annual Establishment link may be clicked to generate the report of Annual Review for the concerned Establishment.

**2.4** Various groups of services namely: A, B, C, D would appear on the screen of DDO where he/she can enter the actual sanctioned strength of his/her office. In the same form, information about Grant-in-Aid employees can also be submitted by the DDO/Head of office in case he/she is responsible for drawal of Grant-in-Aid salary.

**2.5** Head of Office/DDO may also view individual employee-wise detailed report containing the scales of pay, group, grade pay (6<sup>th</sup> Pay), scale of pay as per 7<sup>th</sup> Pay, levels in the pay matrix as per ORSP Rules, 2017. Head of Office/DDO may also view post wise total sanctioned strength, men in position and vacancy available in the said office as per the required format in *Schedule-I* of F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013.

**2.6** The facility for generation of *Schedule-I-A* (F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013) would also be available in HRMS. In this regard, it may be noted that the establishment of the office responsible for feeding data in HRMS must ensure correct entry of information relating to the G.O. No. and date in which various posts of the office are sanctioned/terminated/to be terminated.

**2.7** HRMS will also generate *Schedule-I-B* (F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013) in case of DDOs who are responsible for drawal of Grant-in-Aid salary upon furnishing of relevant information in the AER form of the HRMS Application.

**2.8** After due verification, the Authorized officer of the Head of office/DDO can submit the AER to the appropriate Controlling Officer/Heads of Department. The list of the Controlling Officer/Heads of Department will be populated automatically. The authorized officer has to choose the correct code and designation of the Controlling Officer/Heads of Department for online submission of the AER.

**2.9** In case the Head of office/DDO needs to submit AER report to multiple Controlling Officer/Heads of Department for employees working in the establishment, separate AER for respective Controlling Officer needs to be submitted. For example: a Block Development Officer may be required to submit separate AER report to Director, Panchayati Raj, Director, Elementary Education, Director, Social Welfare etc.

**2.10** In principle, HRMS will not be able to generate the salary bill for the month of January for the employees of the Head of office/DDO for which AERs have not been submitted to their respective Controlling Officers/Heads of Department. However, due to necessary functionalities for submission of AER in HRMS was not available during January, 2018, the AER for 2017-18 may be prepared and submitted in HRMS during the month of April, 2018. **Salary bills for the month of March, 2018 to be drawn in April, 2018 will not be generated in HRMS in case of non-submission of AER for 2017-18.**

**2.11** After submission and approval by the Controlling Officer/Heads of Department of AER report, the DDO will print a copy of the report generated from HRMS and maintain in his office for future requirement.

### **3.0 Role of Controlling Officer:**

**3.1** AER report submitted by the Heads of office/DDO will appear in the task list of the Controlling Officer interface of the HRMS.

**3.2** The Controlling Officer may approve the AER or he/she can choose any of his/her subordinate as authorized officer.

**3.3** In that case, the entire task of Controlling Officer will be reflected in the Task list of the authorized Officer.

**3.4** The authorized officer of the Controlling Officer will log into the HRMS Application to verify information submitted by the DDOs/Head of offices.

**3.5** If the authorized officer of the Controlling Officer/Heads of Department notices any incorrect or incomplete information in the AER submitted by the Head of office/DDO, he/she may modify the information or revert the AER for modification by the concerned DDO/Head of office.

**3.6** If the report of the Head of office/DDO is found to be correct, the authorized officer of the Controlling Officer/Heads of Department will approve the AER and enable the DDO to generate his/her final AER report in the HRMS interface.

**3.7** A consolidated information in *Schedule-II, Schedule-II-A and Schedule-II-B* of the F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013 will be available in the HRMS application at the level of Controlling Officer/Heads of Department. Print copy of the consolidated report relating to Schedule-II, Schedule-II-A and Schedule-II-B will be kept in the office of Controlling Officer/Heads of Department for further reference.

**3.8** In principle, HRMS will not be able to generate the salary bill for the month of February for the employees of the Controlling Officer/Heads of Department who have not submitted AERs to their respective Department during submission of pay bills for the month of January. Due to necessary functionalities for submission of AER in HRMS was not available during February, 2018, the AER for 2017-18 may be approved and submitted in HRMS during the month of April, 2018. Salary bills for March, 2018 to be drawn in April will not be generated in HRMS in case of non-submission of AER for 2017-18.

#### **4.0 Administrative Department :**

**4.1** The consolidated information relating to DDO/Head of office and submitted by the Controlling Officer/Heads of Department to the respective Administrative Departments would be available in the HRMS interface of the Department in *Schedule-III, Schedule-III-A & Schedule-III-B* as per F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013.

**4.2** The Administrative Department may authorize any officer in HRMS for view of consolidated information relating to DDO/Head of Office approved by the Controlling Officer. The authorized officer of the Department will access HRMS application to view the reports submitted by the Controlling Officer/Heads of Department.

**4.3** On approval of the AER submitted by the Controlling Officer/Heads of Department at the level of Administrative Department, HRMS will generate the schedules of AER in *Schedule-III, Schedule-III-A & Schedule-III-B* in terms of the F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013.

**4.4** In principle, HRMS will not be able to generate the salary bill for the month of March for the employees of the Department who have not submitted AERs. Due to necessary functionalities for submission of AER in HRMS was not available during February, 2018, the AER for 2017-18 may be approved and submitted in HRMS during the month of April, 2018.

Salary bills for March, 2018 to be drawn in April, 2018 will not be generated in HRMS in case of non-submission of AER for 2017-18.

**5.0 Certificate to be furnished by Head of offices/Heads of Department and Administrative Department in Schedule-IV (F.D. Resolution No. Codes-27/2011(Pt.)-3602/F, dt. 06.02.2013).**

**5.1** On submission of AER by the Head of office/Heads of Department/Administrative Department respectively as per the timeline indicated above, HRMS application will generate Schedule-IV which may be submitted along with salary bill to the respective Treasury Officers.

**6.0 Implementation strategy :**

**6.1** The District Coordinators of CMGI will provide necessary support to all offices in their district for smooth submission of AER at each level.

**6.2** The user manual will be uploaded in the HRMS Odisha Portal. A copy of the manual is enclosed at Annexure-I.

Yours faithfully,

**(Tuhin Kanta Pandey)**  
**Principal Secretary to Government**

# SUBMISSION OF

## ANNUAL ESTABLISHMENT REVIEW REPORT IN HRMS

Annual Establishment Review Report is conducted by the Head of Offices of the Departments in terms of Finance Department for the purpose of continuance of posts existing in different Departments during the financial year. After such review it is found that the list of posts appended here to continue and incumbents indicated against the said posts are authorized for drawl of their salary for the said period.

Go to HRMS Home page <http://hrmsodisha.gov.in>

Click on Personal Login link available in HRMS home page

Login page will be displayed as shown below.

Human Resources Management System  
Government of Odisha

For preparing Salary Bill please click here

HRMS

Login to your Account

User Id

Password

Security Code

Security Code: HUq961 [Can't read? Click here](#)

Login

Login using e-Prataam

[Forgot your password?](#)

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Provide user name, password and visible Security code and then click Login.

On successful login, the employee's home page is displayed as shown below.

Click on **My Office Interface** link under **User Privilege** Box.

**HRMS Odisha**

**My Profile**  
 SMT MINAKSHI BEHERA  
 PAN No: 59001300  
 COT / PAN (GPF): GA057701  
 Date of Birth: 03-DEC-1969  
 Joining Date: 01-JAN-1994  
 Post: SECTION OFFICER  
 Office: FINANCE DEPARTMENT, GOVERNMENT OF ODISHA  
 Cadre: ODISHA SECRETARIAT SERVICE  
 Mobile No: 8455049429  
 Appointment No: GA057701

**My Task**  
 Select Task: ALL | Select Status: All  
 Employee Name: | GPF No: |  
 Task ID: Task Name: Initiated By: Initiated On: Status: Action

**Calendar**  
 Jan 2018  
 S M T W T F S  
 1 2 3 4 5 6  
 7 8 9 10 11 12 13  
 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27  
 28 29 30 31

**User Privilege**  
 Grievance List  
 My Office Interface  
 Disciplinary Proceedings  
 Office Wise Second Schedule List  
 Grievance List  
 My Court Cases  
 Manage Training

**Request Permission**  
 Submit Performance Appraisal  
 Pay Revision Option  
 Apply Leave  
 Apply Loan  
 Pay Slip  
 Property Statement  
 Apply Quarter  
 Grievance  
 Online Ticket  
 Service Book  
 View Loan Account  
 Enrollment as State Level Observer

After Click on My Office Interface link, the page will display

**Service Panel**

**REPORTS**  
 Annual Establishment Review Report  
 Employee List

**PAY ROLL**  
 Full Browser  
 Certificate Office Allowance & Deduction  
 Annual Income Tax Report  
 Bill Group List  
 Deduction Definition

**OFFICE ADMINISTRATION**  
 Increment Proposal  
 Update AER Report

To view the reports Click on Annual Establishment Review Report link  
 Select AddNew button, then Search

**Annual Establishment Review Report**

**FINANCE DEPARTMENT, GOVERNMENT OF ODISHA**

**PROFORMA**

| Sl No | Financial Year | Submitted To | Submitted On | Status | Print |
|-------|----------------|--------------|--------------|--------|-------|
|-------|----------------|--------------|--------------|--------|-------|

The page will display below

**Annual Establishment Review Report**

**FINANCE DEPARTMENT, GOVERNMENT OF ODISHA**

**PROFORMA**

SECRETARY (SMT MINAKSHI BEHERA)

| Sl No | Grade | Scale of Pay (6th Pay) | Grade Pay | Scale of Pay (7th Pay) | Level in the Pay Matrix as per ORSP Rules, 2017 | Sanctioned Strength | Men in Position | Vacancy Position | Remarks |
|-------|-------|------------------------|-----------|------------------------|---|---------------------|-----------------|------------------|---------|
| 1     | A     | 16000                  | 16000     | 20000                  | 7   | 6                   | 9               | 10               | 11      |
| 2     | B     | 10000                  | 10000     | 13000                  | 10  | 1                   | 0               | 1                |         |
| 3     | C     | 7000                   | 7000      | 9000                   | 14  | 1                   | 2               | 1                |         |
| 4     | D     | 5000                   | 5000      | 6500                   | 16  | 1                   | 1               | 0                |         |
| 5     | E     | 3000                   | 3000      | 4000                   | 18  | 1                   | 3               | 2                |         |

After Submit the page will display

Annual Establishment Review Report

## FINANCE DEPARTMENT, GOVERNMENT OF ODISHA PROFORMA

| Sl No | Financial Year | Submitted To  | Submitted On | Status | Print                    |
|-------|----------------|---|--------------|--------|--------------------------|
| 1     | 2015-18        | JOINT SECRETARY FINANCE DEPARTMENT GOVERNMENT OF ODISHA, ODISHA | 24-FEB-2018  | YES    | <a href="#">download</a> |

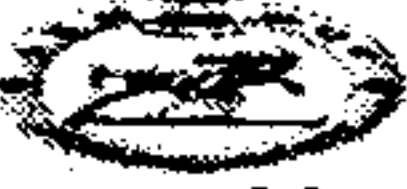
To view the reports, Go to **download** option, the page will display below

| Sl No | Posts                         | Group | Scale of Pay (6th Pay) | Grade Pay | Scale of Pay (7th Pay) | Level in the Pay Matrix as per OR SP Rules, 2017 | Sanctioned Strength | Men in Position | Vacancy Position | Remarks |
|-------|-------------------------------|-------|------------------------|-----------|------------------------|--|---------------------|-----------------|------------------|---------|
| 1     | 2                             | 3     | 4                      | 5         | 6                      | 7  | 8                   | 9               | 10               | 11      |
| 1     | ADDITIONAL CHIEF SECRETARY    |       |                        |           |                        |  | 3                   | 0               | 3                |         |
| 2     | ADDITIONAL CHIEF SECRETARY    | B     | 15600-39600            | 0         | 80000                  | 13   | 1                   | 0               | 1                |         |
| 3     | ADDITIONAL CHIEF SECRETARY    | A     | 2550-55-2660-60-3200   | 1777      | 5200-20200             | 11   | 1                   | 0               | 1                |         |
| 4     | ADDITIONAL CHIEF SECRETARY    | B     | 15600-41100            | 10000     |                        | 13   | 1                   | 0               | 1                |         |
| 5     | ADDITIONAL CHIEF SECRETARY    | D     | 70290-1540-76450       | 1717      | 80000                  |  | 1                   | 0               | 1                |         |
| 6     | ADDITIONAL PERSONAL ASSISTANT | A     | 37400-67000            | 0         |                        |  | 1                   | 1               | 0                |         |

To view the Task list

Click on Personal Login link available in HRMS home page

Login page will be displayed as shown below.



**Human Resources Management System**  
Government of Odisha

Submit your Grievance to your Authority

For preparing Salary Bill please click here

HRMS

Login to your Account

DNMS Kanungo

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**Ywewmy** Can't login? Click here

Security Code

Login

Login using e-Premier

[Forgot your password?](#)

On successful login, the employee's home page is displayed as shown below.

My Profile  
 SHRI BIVAS KARIWGO  
 HRMS ID: 59002860  
 GPF / PPAN (GPF) LRO24370  
 Date of Birth: 14 JUN 1960  
 Joined On: 13 JUN 1989  
 Post Group A

Dash Board  
 Home  
 My Task  
 Select Task: ALL | Select Status: All | Search

| Task ID | Task name | Initiated By                                | Request Date | Status  | Action |
|---------|-----------|---|--------------|---------|--------|
| 1       | 306 AER   | SMT MENAKSHI BEHERA, SECTION OFFICER        | 24 FEB 2018  | PENDING |        |
| 2       | 307 LEAVE | SHRI SUDAM BETHI, ASSISTANT SECTION OFFICER | 23 FEB 2018  | ALLOWED |        |
| 3       | 303 LOAN  | SHRI BIVAS KARIWGO, JOINT SECRETARY         | 23 FEB 2018  | PENDING |        |
| 4       | 379 LEAVE | SHRI LAKSHANTA SATAPATHY, RECORD SUPERVISOR | 04 JAN 2018  | ALLOWED |        |

If any Modification is to be done, then go to **Office Administration** Box and **Click on** Manage Office Wise Post, then page will display as below

Privilege Panel | Service Panel

My Office | My Page

FINANCE DEPARTMENT, GOVERNMENT OF ODISHA

- MRS A. LILA BAI SUPERINTENDENT
- SHRI ABHAY KUMAR MOHANTY ASSISTANT
- SHRI ABHAYA KUMAR SAHOO SENIOR
- SHRI ABHILASH MOHAPATRA AUDITOR
- SHRI ABINASH SAGAR ASSISTANT
- SHRI AKSHAYA KUMAR PARIDA ASSISTANT
- SHRI ALEXANDER TIGGA ASSISTANT
- SHRI ALOK ALBERT SORENG ASSISTANT
- SHRI AMIT KUMAR XALXO ASSISTANT
- SHRI AMIYA RANJAN PANTI
- SHRI AMIYA RANJAN MOHANTY SENIOR
- SHRI AMIYA MOHANTY DAFTARY

Employee Name: SHRI BIVAS KARIWGO  
 Current Post: ASSISTANT LAW OFFICER  
 Current Cadre: ASSISTANT LAW OFFICER

HRMS ID: 59002860  
 GPF / PPAN No: LRO24370  
 Current Status: ACTIVE

| REPORTS   | PAY ROLL  | OFFICE ADMINISTRATION                   |
|---|---|---|
| Annual Establishment Review Report<br>Employee List | Bill Browser<br>Configure Office Allowance & Deduction<br>Annual Income Tax Report<br>Bill Group List<br>Section Definition | Increment Proposal<br>Update AER Report |

Update AER Report

Select Post:

| Sl No | Designation | Mapped Employee | Post Group | Pay Scale (6th Pay) | Grade Pay | Pay Scale (7th Pay) | Level | Action |
|-------|-------------|-----------------|------------|---------------------|-----------|---------------------|-------|--------|
|       |             |                 |            |                     |           |                     |       |        |

To update any post details

Select Post from drop down list, then Click on **Get List** Button

The Details of selected posts are displayed given below.

To Change details of individual Post, **Click on Change** Link of required post.

Update AER Report

Select Post: ASSISTANT LAW OFFICER

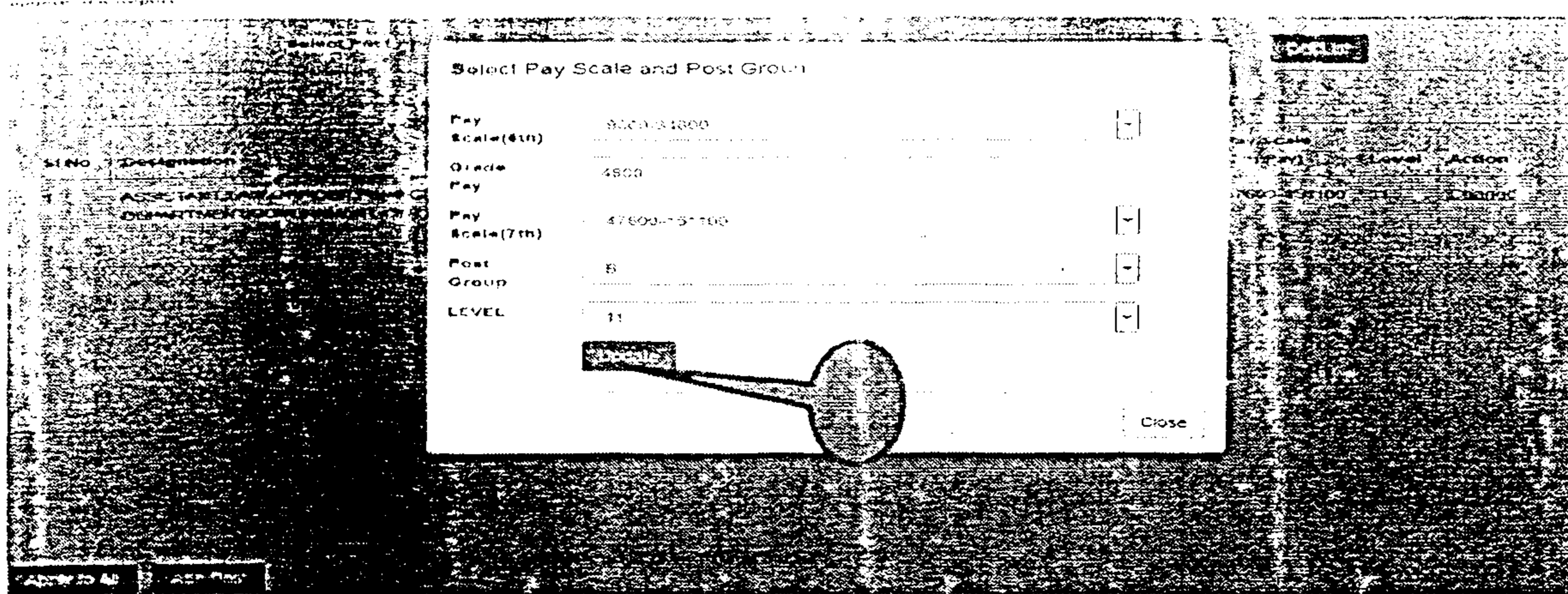
| Sl No | Designation  | Mapped Employee             | Post Group | Pay Scale (6th Pay) | Grade Pay | Pay Scale (7th Pay) | Level | Action |
|-------|--|-----------------------------|------------|---------------------|-----------|---------------------|-------|--------|
| 1     | ASSISTANT LAW OFFICER FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA | SHRI PRAFULLA KUMAR MOHANTY | B          | 9300-34900          | 4800      | 47600-151100        | 11    | Change |

Then a popup menu will display below.



Use Pay 6<sup>th</sup> pay / 7<sup>th</sup> pay

Choose Pay Scale, Post Group and Level, and then Click on **Update** Button.

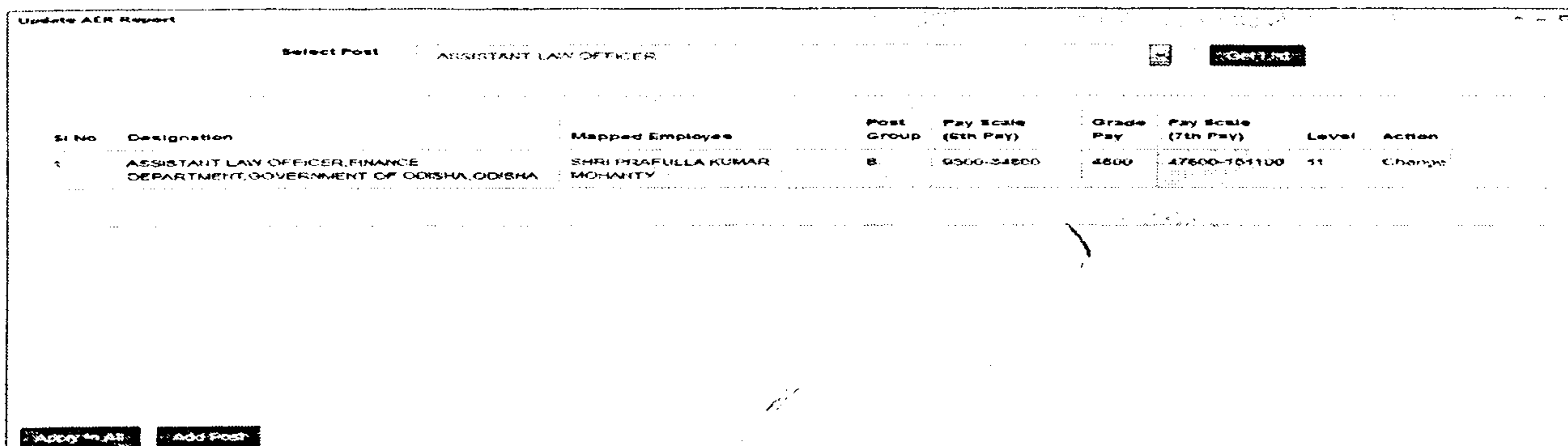


To Update Details of Multiple Post of same nomenclature with same details

Click On **Apply to All**.

Select Pay scale/Post Group/Level, and then Click on **Update** Button.

All the post of (eg. Assistant Law Officer) will be updated with same Pay scale/Post Group/Level.

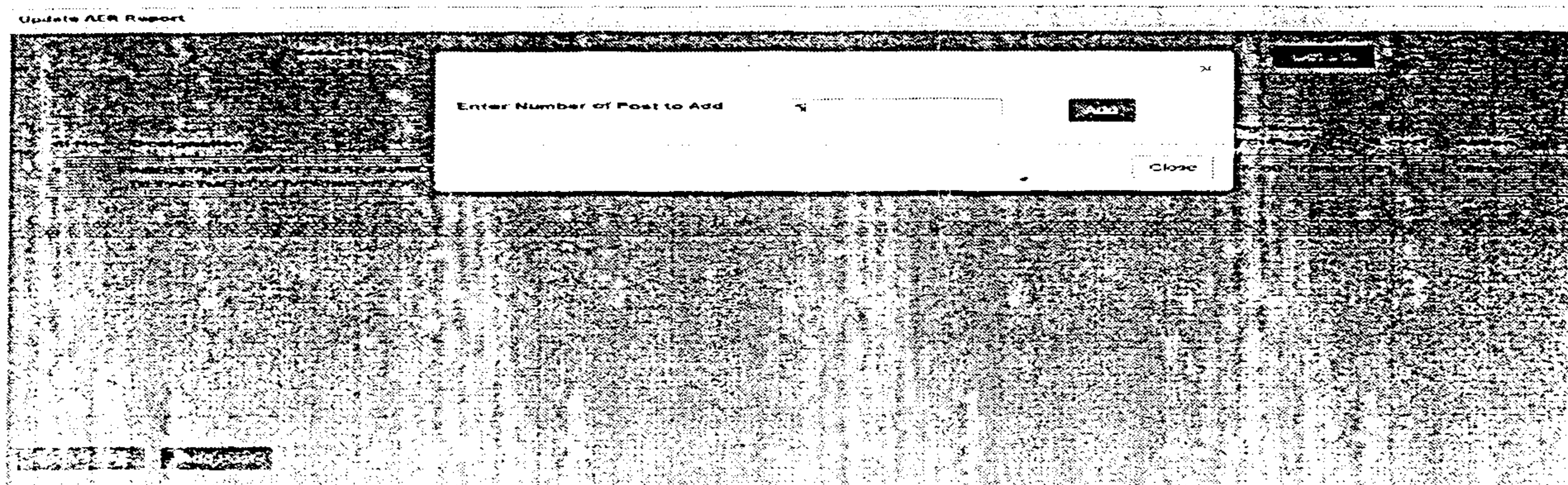


To **add** any post

Click on **Add Post**, then a popup menu box will display.

You can add 1-10 numbers of posts.

Enter number of post, then Click on Add button



Update AER Report

Select Post ASSISTANT LAW OFFICER

| Sl No | Designation  | Mapped Employee             | Post Group | Pay Scale (6th Pay) | Grade Pay | Pay Scale (7th Pay) | Level | Action        |
|-------|--|-----------------------------|------------|---------------------|-----------|---------------------|-------|---------------|
| 1     | ASSISTANT LAW OFFICER, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA                            | SHRI PRAFULLA KUMAR MOHANTY | B          | 9500-34800          | 4800      | 47600-151100        | 11    | Change        |
| 2     | COMMERCIAL TAX OFFICER KORAPUT-RCIRCLE, RAYAGADA, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA |                             |            |                     |           |                     |       | Change Remove |
| 3     | FINANCE OFFICER, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA                                  |                             |            |                     |           |                     |       | Change Remove |
| 4     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |
| 5     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |
| 6     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |

To remove any post Click on **Remove** Button.

Update AER Report

Select Post ASSISTANT LAW OFFICER

| Sl No | Designation  | Mapped Employee             | Post Group | Pay Scale (6th Pay) | Grade Pay | Pay Scale (7th Pay) | Level | Action        |
|-------|--|-----------------------------|------------|---------------------|-----------|---------------------|-------|---------------|
| 1     | ASSISTANT LAW OFFICER, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA                            | SHRI PRAFULLA KUMAR MOHANTY | B          | 9500-34800          | 4800      | 47600-151100        | 11    | Change        |
| 2     | COMMERCIAL TAX OFFICER KORAPUT-RCIRCLE, RAYAGADA, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA |                             |            |                     |           |                     |       | Change Remove |
| 3     | FINANCE OFFICER, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA                                  |                             |            |                     |           |                     |       | Change Remove |
| 4     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |
| 5     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |
| 6     | FINANCE OFFICER, ODISHA, BHUBANESWAR   |                             |            |                     |           |                     |       | Change Remove |