

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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**No. 29913 /F.,                      Dated. 31.08.2019**  
FIN-TRY-ESTT-0011-2017

**OFFICE MEMORANDUM**

**Sub: Submission of Annual Establishment Review Report (AER) in HRMS**

**Ref:** Finance Department Resolution.27/2011(pt)-3602/F dated 6.2.2013 and FDOM No.11820/F dated 31.3.2018. FDOM No. 17583/F Dated 12.5.2019, FD letter dated 25431/F Dated 26.7.2019

Online submission of Annual Establishment Review (AER) report has been made operational in HRMS vide Finance Department Office Memorandum no. 17583/F dated 12.5.2019 . HRMS has the facility for auto-generation of AER of the employees by the Head of Offices in **Schedule-I**, Heads of Departments in **Schedule-II** and Administrative Departments in **Schedule-III**. There is provision for submission of information regarding regular establishment (**Part-A**), GIA Establishment (**Part-B**), Non-Regular Establishment (**Part-C**), other establishment (**Part-D**) and outsourced/contract employees (**Part-E**) in AER. The Establishment Officers dealing with Office Establishment/Field Establishment are responsible for submission of AER in HRMS based on the actual sanctioned strength and vacancies of the Head of Office/Heads of Department/Administrative Department.

2. It has been decided that HRMS application will freeze the sanctioned strength reported by the Heads of Office / Heads of Department/Administrative Department in the AER of 2018-19 and will not allow further addition/deletion without approval of competent authority. Online functionality is planned to be developed in HRMS for generation of online sanction orders by respective Administrative Departments for creation of new posts.

3. Finance Department have issued instruction vide Resolution no. 3602/F dated 6.2.2013, for submission of information on posts to be terminated by Head of the Office regarding the posts to be terminated for its own office in **Schedule-1-A (Annexure-I)**, by Heads of Department relating to Head of Department, its attached office and Sub ordinate

District Offices in **Schedule-II-A (Annexure-2)** and by Administrative Departments relating to Administrative Department, attached Sub ordinate Offices, Heads of Departments and Sub ordinate District Offices for the Department as a whole in **Schedule-IIIA (Annexure-3)**. It was specifically advised that the Secretary of the Administrative Department shall conduct the annual establishment review by associating a representative of Finance Department and furnish Schedule-IIIA to Finance Department and concerned Treasury regarding the posts which are to be terminated in respect of the District Offices, Heads of Department and the Administrative Department by end of March each year.

4. In the online arrangement for submission of AER, the functionality for submission of information on posts to be terminated by Head of Office, Heads of Department and Administrative Department has not been provided in HRMS until now. The facility for submission of Schedule-IA, Schedule-IIA and Schedule-IIIA in HRMS is being provided shortly. Before submission of aforesaid information in HRMS, there is need for assessment by Administrative Departments regarding continuance of sanctioned posts required for delivery of Public Service and termination of some posts, which are otherwise found surplus/redundant over the period of time. Administrative Departments are required to make an in-depth analysis at their level regarding the continuance of all sanctioned posts available with them and recommend on the basis of following principles for termination of posts.

a) **Termination of redundant posts:** All Government Offices have certain redundant posts, which have lost their relevance in the changing context of time. For example, the post of "Treasury Sarkar" has become redundant in the context of electronic payment being made through Treasuries and the post of "Typist" in Issue section has become redundant in the context of full scale computerization of state Government offices. Posts in Public Works Department like "Works Sarkar" , " Gang Mulia" "Carpenter" "mason" " Road Roller Driver " etc. have lost their relevance as Departmental execution of works has been replaced with Contractor led execution of Public Works. Such redundant posts are to be identified and indicated for termination in Schedule-IA, Schedule-IIA and Schedule-IIIA of AER. In case, there are men-in position against the redundant posts, the Administrative Department will propose such posts for termination immediately after retirement of the personnels holding such posts in Schedule-IIIA of AER in HRMS in the respective year.

b) **Termination of vacant Group D Posts** : All Group-D posts remaining vacant in in any Department/Heads of Department/Head of Office would be identified for termination in the changing context of outsourcing of services/ personnel for watch/ward, housekeeping, gardening, security service etc. as allowed by Finance Department vide FDOM No. 37323/F dated 30.11.2018 and FD letter no. 49134/F dated 29.11.2010 respectively. All such posts would be indicated for termination in Schedule-IA, Schedule-IIA and Schedule-IIIA of AER.

c) **Termination of posts remaining vacant for five years:** The sanctioned posts in Group--B and C remaining vacant for a prolonged period of 5years or more in any Department/Heads of Department/Head of Office, would be identified and indicated for termination in Schedule-IA, Schedule-IIA and Schedule-IIIA of AER by Head of Office, Heads of Departments/Administrative Departments respectively. In exceptional cases, where it has been found that termination of such vacant posts will affect public service delivery, Administrative Department shall furnish proposals to Finance Department for continuation of such vacant posts with their specific recommendations. The proposal should be accompanied with the following information:

- i. Office wise and category wise position of sanctioned posts (direct recruitment / on promotion), Men-in Position against sanctioned post (direct recruitment/on promotion) vacancies (direct recruitment/on promotion)
- ii. Nos of complete years during which the post has remained vacant
- iii. Justification for continuance of such posts :
  - a. Whether the post is required for delivery of public service
  - b. Whether the post is required for execution of specific project/programmes
  - c. Whether the post is required for regulatory functions
  - d. Whether the post is required for technical work

5. For the year 2018-19, Heads of Departments are now required to scrutinize the report of AER furnished by Head of Offices and furnish information online in **Schedule-II-A (Annexure-2)** in HRMS to Administrative Department. Administrative Departments are required to furnish **Schedule-III-A (Annexure-3)** regarding termination of redundant /surplus posts in respect of the District Offices, Head of

Department and the Administrative Department. For the year, 2018-19, the timeline prescribed for submission of AER for Head of Departments/Administrative Department is being extended upto 10<sup>th</sup> September (for Head of Department) and 30<sup>th</sup> September (for Administrative Department) to complete the exercise for submission of Schedule-IIA and Schedule-IIIA at their level. For the year 2019-20 and onwards, the timeline for submission of Schedule-IA, Schedule-IIA and Schedule-IIIA with AER by Head of Office, Head of Department and Administrative Department respectively is as below:

**6. Time-lines for submission of Schedule-IIA and Schedule-IIIA with AER in HRMS 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 AER
1	<b><u>Heads of Department (HoDs):</u></b> <b>SCHEDULE II-A</b> (Relating to Head of Department, its attached Office and Sub-ordinate District Offices)	Administrative Department	By 10 <sup>th</sup> September, 2019	Sept,2019
2	<b><u>Administrative Department:</u></b> <b>SCHEDULE III-A</b> (Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department & Sub-ordinate District Offices for the Department as a whole vide Para-3)	Finance Department	By 30 <sup>th</sup> September, 2019	Sept,2019

**7. Time-lines for submission of Schedule-IA, Schedule-IIA and Schedule-IIIA with AER in HRMS for 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
1	<b><u>Head of Office in Subordinate Offices :</u></b> <b>SCHEDULE I-A</b> (Relating to Head of the Office)	Heads of Department	By end of January
2	<b><u>Heads of Department (HoDs) :</u></b> <b>SCHEDULE II-A</b> (Relating to Head of Department, its attached Office and Sub-ordinate District Offices)	Administrative Department	By end of February
3	<b><u>Administrative Department:</u></b> <b>SCHEDULE III-A</b> (Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department & Sub-ordinate District Offices for the Department as a whole vide Para-3)	Finance Department	By end of March

**Sd/-**  
**Principal Secretary to Government**

**ANNEXURE-1**

**SCHEDULE I-A**

(Relating to Head of the Office)

Sl. No.	Description of Posts	GO No. and Date in which sanctioned (if available)	Pay Scale	No. of posts to be terminated	Date from which post(s) to be terminated	Remarks
1	2	3	4	5	6	7

**ANNEXURE-2**

**SCHEDULE II-A**

(Relating to Head of Department, its attached Office and Sub-ordinate District Offices)

Sl. No.	Description of Posts	GO No. and Date in which sanctioned (if available)	Pay Scale	No. of posts to be terminated	Date from which post(s) to be terminated	Remarks
1	2	3	4	5	6	7

**ANNEXURE-3**

**SCHEDULE III-A**

**(Relating to Administrative Department, attached Sub-ordinate Offices, Heads of Department & Sub-ordinate District Offices for the Department as a whole)**

Sl. No.	Description of Posts	GO No. and Date in which sanctioned (if available)	Pay Scale	No. of posts to be terminated	Date from which post(s) to be terminated	Remarks
1	2	3	4	5	6	7