

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 428/F., Date: 04.01.2020

FIN-TRY-ESTT-0011-2017

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 AER for 2019 in HRMS by all DDOs to Heads of Departments and by Heads of Departments to Administrative Departments

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 AER for 2018-19 in Schedule-III in HRMS relating to information of regular establishment (Part-A), GIA Establishment (Part-B), Non-Regular Establishment (Part-C), Other Establishment (Part-D) and Outsourced/ Contract employees in Part-E of AER along with Schedule-IIIA relating to information on termination of vacant posts.

2. While submitting the AER Report for 2019 the Head of Offices, Heads of Department and Administrative Departments will not be required to prepare AER Report unlike submission of AER for 2018-19. Online functionality is being made available in HRMS to record or edit the existing sanctioned strength and Men-in position reported in Part-A (regular establishment) , Part-B (Grant-in-aid establishment) and Part-C (Non-regular establishment) reported in AER 2018-19 by following procedure as detailed below:

- i. **Sanctioned Strength**: The sanctioned strength reported by the Head of Office in the AER-2018-19 will stand frozen. Further change in case of creation of new posts and abolition of existing posts will be admissible 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 auto populated in HRMS, any change in the existing Men-in-Position shall be required to be reported by the Head of Office in HRMS regarding the decrease or increase of posts through 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. 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 approved by the Heads of Department and Administrative Department for authentication of the information furnished by the Head of Office.
- 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 2019-20 and 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 Offices/ Heads of Department/ Administrative Departments:

- 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 has been retired/ promoted/ transferred, the same may be given effect 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 correct AER in respect of his/ her Department.
- iv. Heads of Department and Administrative Departments shall check the increase/ decrease in sanctioned strength/ Men-in position, if any, 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 25th February, every year from 2019-20 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 from the reported sanctioned strength in AER 2018-19. Administrative Departments are, therefore required to issue abolition of post orders in respect of posts identified for termination in AER 2018-19 following due procedures. Posts identified for termination in Schedule-IIIA of AER 2018-19 will not be considered for retention without sufficient justification.

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

Yours faithfully,

Sd/-

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 20 th 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	<p style="text-align: center;"><u>Heads of Department (HoDs):</u></p> Consolidated AER report prepared based on the AER report received from all the subordinate offices and its own office.	Administrative Department	By 31 st of January	For January
3	<p style="text-align: center;"><u>Administrative Department:</u></p> Consolidated AER report prepared based on the AER report received from all the HoDs, Sub-ordinate offices and its own office.	Finance Department	By 10 th of February	For February
4	<p style="text-align: center;"><u>Finance Department:</u></p> Consolidated information of all Administrative Departments including that of Finance Department	Budget –II Branch, Finance Department	By 15 th February	