

Government of Odisha
General Administration & Public Grievances (SE) Department

No. 394 /SE
GAD-SEA-MISC-0002-2018

Dated 28.03.2024

To

All Departments of Government/

All RDCs/ All Collectors & District Magistrates.

Sub: Queries regarding submission of PARs by the appraise/ Acceptance of the PARs for the periods 2014-15 to 2022-23

The undersigned is directed to say that a number of queries were received after issuance of this Department letter no 8860/SE dated 15.03.2024 regarding submission / acceptance of PARs in HRMS portal . In view of the queries received, the solution to the possible Scenario while submission of PARs by the appraise / acceptance of the PARs for the periods 2014-15 to 2022-23 is detailed below:-

Sl. No	Scenario	Solution
1	If none of the authorities in the PAR hierarchy are available due to death/retirement/demit from office.	The appraise has to create an NRC for the entire period by uploading the supporting documents in the HRMS portal while requesting the NRC.
2	Reporting Authority is available, but the Reviewing/Accepting Authority are not available.	The assessment by the Reporting Authority shall be treated as final and the PAR shall be force forwarded to the custodian.
3	Reporting Authority and Reviewing Authority are available but Accepting Authority is not available	The assessment by the Reviewing Authority shall be treated as final and the PAR shall be force forwarded to the custodian.
4	Reporting Authority and Accepting Authority are available but Reviewing Authority is not available.	The assessment by the Accepting Authority shall be treated as final.
5	Reporting Authority is unavailable, but Reviewing Authority and Accepting Authority are available.	The appraise has to create an NRC for the entire period uploading the supporting documents in the HRMS portal while requesting the NRC.
6	Reporting Authority/ Reviewing Authority are unavailable but the Accepting Authority is available.	-do-

The above mentioned may be brought to the notice of all concerned.

(By orders of the Competent Authority)

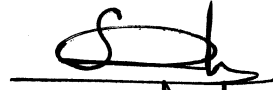


28/03/2024
Additional Secretary to Government.

Memo No. 395

dated 28.03.2024

Copy forwarded to the PS to Hon'ble Chief Minister, Odisha/Chief Secretary/ Development Commissioner, Odisha/Addl. Chief Secretary, GA & PG Department for kind information of the dignitaries.



28/03/2024
Additional Secretary to Government.

Memo No. 396

dated 28.03.2024

Copy forwarded to the CMGI, Bhubaneswar for information and necessary action. They are requested to make necessary arrangement in providing the above features in the HRMS Portal.



28/03/2024
Additional Secretary to Government.

Memo No. 397

dated 28.03.2024

Copy forwarded to the all branches of GA & PG Department/GA & PG(Library) Department for information necessary action.



28/03/2024
Additional Secretary to Government.