

**Government of Odisha**  
**General Administration and Public Grievance(S.E.) Department**

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No. 809 /SE

Dt. 04.06.2024

GAD-SEA-MISC-0002-2018

From

Shri Sashank Sekhar Dash  
Additional Secretary to Government.

To

The Addl. Chief Secretaries to Government/  
The Principal Secretaries to Government/  
The Commissioner-cum-Secretaries to Government/  
The Special Secretaries to Government of all Departments.

Sub: Extension of dateline for processing of the e-PAR for the period 2023-24 in respect of the Group-A & B officers of the State through the HRMS portal.

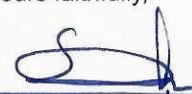
Sir,

I am directed to say the last date for submission of the Self-Appraisal Report was up to **31.05.2024**, for the PAR period 2023-24. Keeping in view of a good number of grievances by defaulting appraisers who could not submit their Self-appraisal online within the scheduled dateline due to their engagement in various assignments relating to the ongoing SGE-2024, the competent authority has been pleased to extend the dateline for the process of online PARs through HRMS portal in respect of Group A & B category officers of the State as per the following schedule;

| Activity                               | Cut off dates |            |
|--|---------------|------------|
|  | Existing      | Revised    |
| a) Submission of self-appraisal Report | 31.05.2024    | 04.07.2024 |
| b) Remarks of Reporting Authority      | 31.07.2024    | 31.08.2024 |
| c) Remarks of Reviewing Authority      | 30.09.2024    | 31.10.2024 |
| d) Remarks of Accepting Authority      | 31.12.2024    | 31.12.2024 |

It is requested that the revised datelines may kindly be circulated among all concerned to enable them to submit their self-appraisal report online through HRMS as well as to record their remarks on the PARs of their subordinate officers within the datelines as per the above calendar. The concerned officers may also be advised not to wait till the fag end of the closing date and process their PARs sufficiently ahead of the deadline to avoid traffic congestion on the server.

Yours faithfully,

  
Additional Secretary to Government.

Memo No. 810 / SE Dt. 04.06.2024

Copy forwarded to the System Advisor, CMGI, Bhubaneswar for information and necessary action. The e-PAR system may be kept open strictly as per the above-revised date lines. The revised datelines may also be uploaded to the HRMS home page for wide publicity.

  
Additional Secretary to Government. 04.06.2024


Memo No. 811 / SE Dt. 04.06.2024

Copy forwarded to all RDCs/all Collectors and District Magistrates with a request to bring it to the notice of all concerned under their administrative control.

  
Additional Secretary to Government. 04.06.2024

Memo No. 812 / SE Dt. 04.06.2024

Copy forwarded to all Sections of GA & PG Department for information and necessary action.

  
Additional Secretary to Government. 04.06.2024