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ମୁଖ୍ୟ ଶାସନ ସଚିବ, ଓଡ଼ିଶା

MANOJ AHUJA, IAS

CHIEF SECRETARY, ODISHA



GAD-SEB-CASES  
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To

All Additional Chief Secretaries / Principal Secretaries/ Commissioner-cum-Secretaries / All RDCs / District Magistrates & Collectors

Sub: Recording Remarks and grading in Performance Appraisal Report (PAR) for Group-A and B Officers of State Government.

The undersigned is desired to say that Performance Appraisal Report of the State government servants are written with a view to adjudge their performance every year in the areas of their work, conduct, character, ability, initiative, capacity and integrity in discharging duties. The PAR provides the basic and vital inputs for assessing the performance of an officer, his career advancement and also to serve as the main yardstick adopted in the process of confirmation, promotion, and selection. The columns in the PAR are, therefore, to be filled up by the Reporting, Reviewing and Accepting authorities in an objective and impartial manner.

It has come to notice that some of Reporting, Reviewing and Accepting authorities are not recording their remarks and grading in the PARs of their subordinates officers within the stipulated timeline. As a result, the PARs of the Officers Reported Upon closed with without remarks and grading for which the DPCs/Selection Boards are facing difficulties to assess them in promotion and Selection.

It is therefore impressed upon all concerned that Reporting/Reviewing/Accepting Authorities in the PAR recording chain should record their remarks and grading without fail within the time prescribed to make complete the PARs for proper evaluation of the Officer Reported Upon.

Failure of submission or initiation of PAR by the Appraise or Reporting/ Reviewing / Accepting Authority in due time will be seriously viewed and adverse entry will be made in the PAR of the concerned Officer.

This may be brought to the notice of all officers (Reporting/Reviewing/Accepting) under your administrative control and to adhere to the above instructions scrupulously.

Chief Secretary