

Gokul Chandra Pati, IAS
Chief Secretary, Odisha



GOVERNMENT OF ODISHA

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Bhubaneswar, Dated the ^{16th} Feb., 2015

To

All Departments
All Heads of Department /
All RDCs/ All Collectors.

Sub: Guidelines for Recording and Maintenance of PARs of Group-A and Group-B Officers of the State Government.

Madam/Sir,

Please refer to para-8(i) of the PAR Guidelines issued in this Department Memo No.1199/PRO, dt.26.04.2006 and Memo.No.1200/PRO, dt. 26.04.2006 for recording and maintenance of PARs of Group-A and Group-B Officers of the State Government respectively which provides that, "an Officer should not be graded Outstanding unless exceptional qualities and performances have been noticed for giving such a grade and grounds for giving such a grade should be clearly brought out in col.6 of part-III and col.2 of part-IV of the PAR Form".

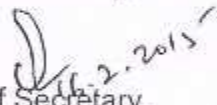
Further para-8(iii) of the said Guidelines provides that the PAR is based on scaling principle wherein the work output, attributes and functional competencies are graded in a scale of 1 to 5 with 1 referring to the lowest (below average) and 5 to the highest (Outstanding). The overall grading is also based on the same principle.

It has come to notice that in some cases the recording authorities, while recording their remarks in the overall grading column, are not giving justification in the space provided, or not indicating about specific performances. It is impressed upon all assessing authorities that confidential rolls provide basic inputs for assessing the performance of an official and are indicative of his/her potential for further advancement in the career. The performance of the appraisee should be properly assessed and justifications entered in the appropriate space provided in the PAR format.

Further, all concerned are requested to adhere to the datelines for submission of PAR. In case self-assessment report is not received from an officer within one month of closure of the assessment year, the Reporting authority should initiate the PAR mentioning about non-receipt of self-assessment report.

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

Yours faithfully,


Chief Secretary,
Odisha

Government of Odisha
General Administration (SE) Department.

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Memo No. 243 /SE., Dated 20.2.2015

Copy forwarded to the Director, Estate/All Additional Secretaries/ Joint Secretaries/ Deputy Secretaries / Under Secretaries of G.A. Department for information and necessary action.

(Signature)
20.2.15

Joint Secretary to Govt.

Memo No. 244 /SE., Dated 20.2.2015

Copy forwarded to All Desk Officers/ Section Officers and Asst. Section Officers of G.A.(SE) Department for information and necessary action.

(Signature)
20.2.15

Joint Secretary to Govt.