

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.**

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel: 0674-2395391, Fax No: 0674-2395291, website: www.oscsc.in

FAX	EMAIL	WEB	SMS
	SP	OP	LOCAL
Despatch			

OSCSC-ESTT-ESTT-0227-2024

No. 13113

Date: 15.7.26

From

Smt. Pranati Priyadarshinee Rout, OAS
General Manager (HR & Admin.)

To,

All District Managers,
OSCSC Ltd.

Sub: - Submission of PARs/ CCRs in respect of Regular employees, of OSCSC Ltd. for the financial year 2025-2026 through OPMS Application - regarding.

Ref:- GA & PG Deptt. Letter No- 970/SE dated 07.07.2026.

GA & PG Deptt. Letter No- 560/SE Dated 15.04.2026.

Madam/Sir,

With reference to the subject cited above, I am directed to intimate that the OPMS (Online Personnel Management System) Application has already been implemented at the Corporation Head Office, OSCSC Ltd., Bhubaneswar, as well as in all the 30 District Offices across the State. The primary objective of the OPMS Application is to modernize and streamline Human Resource (HR) management by providing a centralized, efficient, transparent, and user-friendly digital platform.

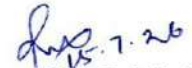
In view of the implementation of the OPMS Application and in compliance with the instructions issued by the GA & PG (SE) Department, a copy of Letter No. 970/SE dated 07.07.2026 and Letter No. 560/SE dated 15.04.2026 is enclosed herewith for ready reference. Accordingly, you are requested to intimate all Group-B Corporation employees (list enclosed as Annexure-B) working under your administrative control to submit their Performance Appraisal Reports (PARs) for the financial year 2025-2026 (01.04.2025 to 31.03.2026) through the OPMS portal only, within the extended time, i.e., 31/07/2026.

Further, you are requested to record the Confidential Character Rolls (CCRs) of all Group-C Corporation employees (list enclosed as Annexure-C) for the financial year 2025-2026 (01.04.2025 to 31.03.2026) in the OPMS portal only, within the stipulated time.

It is also intimated that the processing of PARs/CCRs should not be kept pending till the fag end of the prescribed last date, so as to avoid traffic congestion on the server.

This may be treated as MOST URGENT.

Yours faithfully,

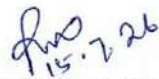

General Manager (HR & Admin.)

Memo No. 13114

Date: 15.7.26

Copy forwarded to:

1. All Officers, OSCSC Ltd., for information and necessary action. They are requested to submit their PARs before the reporting authority, record necessary remarks on the PARs/CCR for the sub ordinate staff wherever applicable within the stipulated period. A copy of the aforesaid G.A & P.G Deptt. Letter along with Annexure-A, B & C are enclosed for your kind reference.
2. The IT Cell, OSCSC Ltd., for information & necessary action. The IT Cell is requested to host the aforementioned letter on the official website of OSCSC for the information of all concerned employees.
3. Copy to Corporation Head Office Notice Board along with all the enclosures for information of Head Office Corporation employees and further necessary action at their end.


General Manager (HR & Admin.)

Annexure - A

Performance Appraisal Report (PAR) hierarchy for Group-A employees of Odisha State Civil Supplies Corporation (OSCSC) Ltd. in the online OPMS/e-PAR system:-

SI No	Designation of Employee	Reporting Authority	Reviewing Authority	Accepting Authority
1	CGM (F&A) Head Office	FA & CAO	Managing Director	Chairman
2	Company Secretary Head Office	Managing Director	Chairman	Chairman
3	GM (F&A) Head Office	FA & CAO	Managing Director	Chairman
4	DGM (F&A) Head Office	FA & CAO	Managing Director	Chairman
5	Manager (F&A) Head Office	FA & CAO	Managing Director	Chairman
6	Manager (Law) Head Office	Managing Director	Managing Director	Chairman

Annexure - B

Performance Appraisal Report (PAR) hierarchy for Group-B employees of Odisha State Civil Supplies Corporation (OSCSC) Ltd. in the online OPMS/e-PAR system:-

SI No	Designation of Employee	Reporting Authority	Countersigning Authority	Accepting Authority
1	Asst. Manager (F&A) Head Office	Concerned Branch Officer	FA & CAO	Managing Director
2	Asst. Manager (F&A) District Office	District Manager	FA & CAO	Managing Director
3	Asst. Manager (QC) Head Office	Concerned Branch Officer	GM (Proc)	Managing Director
4	Procurement Inspector Head Office	Concerned Branch Officer	GM (Proc)	Managing Director
5	Procurement Inspector District Office	District Manager	GM (Proc)	Managing Director
6	Head Typist Head Office	Concerned Branch Officer	GM (HR & Admin)	Managing Director
7	Executive Head Office	Concerned Branch Officer	GM (HR & Admin)	Managing Director
8	Executive District Office	District Manager	GM (HR & Admin)	Managing Director

Annexure - C

Confidential Character Roll (CCR) hierarchy for Group-C employees of Odisha State Civil Supplies Corporation (OSCSC) Ltd. in the online OPMS portal.

Sl No	Designation of Employee	Reporting Authority	Reviewing/ Accepting Authority
1	Accounts Executive, Head Office	Concerned Branch Officer	Managing Director
2	Accounts Executive, District Office	District Manager	Managing Director
3	Quality Analyst, Head Office	Concerned Branch Officer	Managing Director
4	Quality Analyst, District Office	District Manager	Managing Director
5	Assistant Executive, Head Office	Concerned Branch Officer	Managing Director
6	Assistant Executive, District Office	District Manager	Managing Director
7	Driver Head Office	M.V.I	Managing Director
8	Driver District Office	District Manager	Managing Director

Government of Odisha

General Administration and Public Grievance(S.E.) Department

No. 970 /SE

DL. 07.07.2026

GAD-SEA-MISC-0002-2018

From

Shri Ghasiram Murmu

Special 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 deadlines for processing of the e-PAR for the period 2025-26 in respect of the Group-A & B officers of the State through the HRMS portal

Ref The DoPT, Govt. of India, letter no. 11059/04/2025-AIS-III dated 30.06.2026.

Sir,

I am directed to say that the last date for submission of the Self-Appraisal Report for the PAR period 2025-26 was till 31.05.2026, which was revised till 30.06.2026 vide this department's letter no.856/SE dated 30.05.2026. In the meantime, the Government of India, vide the above-referred letter, has further extended the timeline for submission of APAR for the year 2025-26 in respect of All India Service Officers, considering administrative exigencies and practical difficulties in the timely completion of the appraisal process.

Hence, in this regard, to maintain a uniform implementation of the appraisal mechanism, the Government has been pleased to extend the deadline for the process of online PARs for the period 2025-26, through the HRMS portal in respect of Group A & B category officers of the State as per the following schedule.

Activity	Cut Off Dates		
	Existing timelines	Revised timelines vide letter no.856/SE dated 30.05.2026	Further Revised Timelines
Self-Appraisal for the period 2025-26	31st May, 2026	30 th June, 2026	31st July, 2026
Appraisal by Reporting Authority	31st July, 2026	31st August, 2026	15 th September, 2026
Appraisal by Reviewing Authority	30th September, 2026	31st October, 2026	15 th November, 2026
Appraisal by Accepting Authority	31st December, 2026	31st December, 2026	31st December, 2026

It is requested that the revised deadlines be kindly circulated among all concerned to enable them to submit their self-appraisal reports online through HRMS and to record their remarks on the PARs of their subordinate officers within the deadlines as per the above calendar.

The concerned officers may also be advised not to wait till the lag end of the closing date and process their PARs sufficiently ahead of the deadline to avoid traffic congestion on the server.

Yours faithfully,

Special Secretary to Government

Memo No. 971 / SE

DI. 07.07.2026

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 dates. The revised dates may also be uploaded to the HRMS home page for wide publicity.

Special Secretary to Government.

Memo No. 972 / SE

DI. 07.07.2026

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.

Special Secretary to Government.

F. No.11059/04/2025-AIS-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhavan - 03, New Delhi

Dated: 30th June, 2026

To,

The Chief Secretaries of States / UTs

Subject:- Extension of timelines for recording of PARs for the year 2025-26 in respect of AIS (IAS/IPS/IFS) officers by the Reporting / Reviewing / Accepting Authorities only - reg.

Sir / Madam,

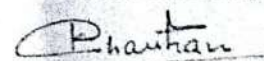
I am directed to refer to DoPT's letter dated 29th April, 2026, regarding extension of timelines for recording of PARs for the year 2025-26. In this regard, it has been decided with the approval of the Competent Authority to further extend the timelines for recording PAR for the year 2025-26 as mentioned in the table below, in relaxation of Rule 5(1) read with Schedule 2 of AIS (PAR) Rules, 2007 and 7A so as to give sufficient time to each authority, as indicated below: -

Activity	Cut off dates		
	Existing	Revised vide letter dated 29 th April, 2026	Further Revision
Self Appraisal for current year	31 st May, 2026	30 th June, 2026	31 st July, 2026
Appraisal by Reporting Authority	31 st July, 2026	31 st August, 2026	15 th September, 2026
Appraisal by Reviewing Authority	30 th September, 2026	31 st October, 2026	15 th November, 2026
Appraisal by Accepting Authority	31 st December, 2026	31 st December, 2026	31 st December, 2026

3. Notwithstanding anything contained herein, no remarks may be recorded after 31st December, 2026 in the PAR of AIS officers for the PAR year 2025-26, in accordance with the 2nd proviso of Rule 5(1) of AIS (PAR) Rules, 2007, as amended.

4. The aforesaid relaxation is accorded as a onetime measure only.

Yours faithfully,



(Kavita Chauhan)

Under Secretary to the Government of India
Tel: 011 - 2401 0416

Copy for information and necessary action to :-

1. All Ministries / Departments of Government of India.
2. Ministry of Home Affairs, being Cadre Controlling Authority for IPS, Kartavya Bhavan - 03, New Delhi.
3. Ministry of Environment, Forest & Climate Change, being Cadre Controlling Authority for IFoS, Lodhi Road, Jor Bagh, New Delhi
4. The Under Secretary, EO(PR) Section, DOP&T - for information and necessary action.
5. NIC, DOPT - for uploading on DOP&T's website

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

Dt. 30.05.2026

No. 856 /SE
GAD-SEA-MISC-0002-2018

From

Shri Ghasiram Murmu
Special 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 deadlines for processing of the e-PAR for the period 2025-26 in respect of the Group-A & B officers of the State through the HRMS portal.

Ref: The DoPT, Govt. of India, letter no. 11059/04/2025-AIS-III. dated 29.04.2026.

Sir,

I am directed to say the last date for submission of the Self-Appraisal Report is till 31.05.2026 for the PAR period 2025-26. In the meantime, the Government of India vide the above-referred letter has extended the timeline for submission of APAR for the year 2025-26 in respect of All India Service Officers, considering administrative exigencies and practical difficulties in the timely completion of the appraisal process.

Hence, in this regard, to maintain a uniform implementation of the appraisal mechanism, the Government has been pleased to extend the deadline for the process of online PARs for the period 2025-26, through the HRMS portal in respect of Group A & B category officers of the State as per the following schedule:

Activity	Cut Off Dates	
	Existing timelines	Revised timelines
Self-Appraisal for period 2025-26	31st May, 2026	30 th June, 2026
Appraisal by Reporting Authority	31st July, 2026	31st August, 2026
Appraisal by Reviewing Authority	30th September, 2026	31 st October, 2026
Appraisal by Accepting Authority	31st December, 2026	31st December, 2026

If is requested that the revised deadlines be kindly circulated among all concerned to enable them to submit their self-appraisal reports online through HRMS and to record their remarks on the PARs of their subordinate officers within the deadlines as per the above calendar.

The concerned officers may also be advised not to wait till the lag end of the closing date and process their PARs sufficiently ahead of the deadline to avoid traffic congestion on the server.

Yours faithfully,

Special Secretary to Government.

Memo No. 857 / SE

Dt. 30.05.2026

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.

Special Secretary to Government.

Memo No. 858 / SE

Dt. 30.05.2026

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.

Special Secretary to Government.

9.01.15

2'

Government of Odisha
General Administration & Public Grievances (S.E.) Department

No. 560 /SE

Dated 15.04.2026

GAD-SEA-MISC-0006-2021

From

Shri Ghasiram Murmu,
Special Secretary to Government.

To,

All Departments of Government/All Heads of Departments/
All RDCs/ All Collectors & District Magistrates.

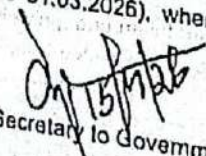
Sub: Initiation of PAR/CCR for the year 2025-26(01.04.2025 to 31.03.2026).

The undersigned is directed to say that the system of e-PAR, by the Group A and B employees of the state Govt., was introduced in the PAR period 2014-15 vide this department letter 34337/SE dt. 26.12.2014, and the Government of Odisha had made it mandatory for online submission of PARs from the PAR period 2015-16, through the HRMS portal vide this department letter no 47/SE dt. 14.01.2016.

As such, the Group A and B employees of the state government are advised to submit their self-appraisal by 30th April every year, which was subsequently refixed to 31st May each year vide this Department letter no.1100/SE dt. 30.04.2022, following the Government of India Guidelines. The PARs then go through a three-level assessment system, where the authorities in the hierarchy chain assess the performance of the employees. The assessed PARs then get reviewed by the designated PAR custodian, and these reviewed PARs get placed before the DPC/Selection board for consideration of the case of the employees for promotion/selection/sanction of MACP/RACP etc. Many such instances have come to the notice, where employees get debarred on such occasions owing to want of PAR.

Consequently, a new Guideline for recording, reviewing, and maintenance of CCR in favor of Group C employees has been incorporated vide this Department Notification no.400/SE dt. 25.02.2025, by replacing the erstwhile Book Circular 46. In this system, the immediate Reporting authority of the Group C employee needs to initiate the CCR in favor of the employee and assess his/her performance, post which the Reporting Authority transmits the CCR to the Reviewing-cum-Accepting Authority for final assessment. Many such instances have come to the notice, where the authorities have failed to initiate the CCR in favor of the Group C employees subordinate to him/her, either because of ignorance/lack of will, which results in a want of CCR of the employee.

It is, therefore, requested that all the employees, under their administrative control, may kindly be sensitized enough to submit their PAR as well as initiate CCR of their subordinates for the year 2025-26(01.04.2025 to 31.03.2026), wherever applicable, online through HRMS Portal positively.


Special Secretary to Government.

Government of Odisha
General Administration (SE) Department

No. GAD-SEA-MISC-0016-2014 -34337/SE., dated 26-12-2014

From:

Shri Niten Chandra, IAS,
Special Secretary to Government.

To

All Secretaries to Government /
All Heads of Department /
All RDCs/ All Collectors.

Sub: Implementation of Electronic filing of PAR in respect of Group-'A' and
'Group-B' Officers of State Government from the Assessment Year 2014-15

Sir,

I am directed to inform you that Government have been pleased to introduce online filing of PAR by Group-A and Group-B Officers of the State from the Assessment Year 2014-15. C.M.G.I has developed a software to roll out the new system with effect from 01.04.2015.

2. In order to make the e-filing of PAR operational, each Group-'A' and Group-'B' Officers of the State will be provided a Unique Identification through HRMS.

3. The time schedule for filing of PAR online at each level will be same as mentioned in the PAR guideline 2006, whose details are enclosed.

4. All Group-'A' and Group-'B' Officers will submit their PAR forms at hrmsorissa.gov.in by accessing the same as per Unique Identification and password provided by HRMS, Odisha. After filing their self-appraisal online on or before due date they should send the same electronically to their Reporting / Reviewing / Accepting Authority as per time schedule enclosed.

5. The Reporting / Reviewing Authority will send the said PAR directly to the next authority, after recording his /her remarks as per time schedule through the online software.

6. The Accepting Authority will record his remark within the time schedule and send it to the G.A(SE) Department online in respect of Group-'A' and to the concerned Administrative Departments / Heads of the Departments in respect of Group-'B' Officers.

7. If as per the Schedule of Instruction, there are more than one Reporting Authority/ Reviewing Authority (called Co-Reporting/ Co-Reviewing Authorities),

then the appraiser will submit the PAR to the first Reporting Authority within the time prescribed who will then transmit the PAR after recording his remarks to second Reporting Authority within 30 days of the receipt. The second Reporting Authority will attach additional copy of only Part-III of PAR format following the first Reporting remarks and then write his remarks in the attached sheet within 30 days of receipt of PAR. Thereafter she/ he will send the PAR to Reviewing Authority. The same process shall be followed *mutatis mutandis*, if there are more than one Reviewing Authority except that normally remarks should be made within 15 days of the receipt of the PAR.

8. If the appraiser fails to submit the PAR as per time schedule mentioned above, the PAR will be automatically force-forwarded to the next / higher authority.

9. Failure of submission or initiation of PAR by the Appraiser 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.

10. All the instructions enumerated in the "Guidelines for Recording and Maintenance of PARs of Group 'A' and Group 'B' officers of the State Government", except submission of PAR in hard copies, will remain operative even after introduction of e-PAR system.

11. This may be circulated to all Group-'A' & 'B' Officers working under your administrative control.

N. Chandra
26.12.2014
Special Secretary to Government

Memo No. 34338/SE, Dt.26.12.2014

Copy forwarded to the Programme Coordinator, CMGI, Odisha, Bhubaneswar for information and necessary action.

He should take up demonstration/ training of the Officers of Department of Government, Heads of Departments and field level Officers on e-filing of PAR at the earliest.

Special Secretary to Government
G. P. S.
26.12.14
Joint Secretary to Government

Enclosure

Sl. No	Type of case	By Appraiser (in Part I & II of PAR)	By Reporting Authority (in Part III of PAR)	By Reviewing Authority (in Part IV of PAR)	By Accepting Authority (in Part V of PAR)
1	2	3	4	5	6
1.	PAR at the end of financial year	30 th April	30 th June	31 st July	31 st August
2.	PAR in the event of transfer of the appraiser or transfer of the Reporting Authority	Within 30 days of the relinquishment of charge by appraiser or the Reporting Authority	Within 60 days of the receipt of the PAR from appraiser	Within 30 days of the receipt of the PAR from Reporting Authority	Within 30 days of the receipt of the PAR from Reviewing Authority
3.	PAR in the event of retirement of appraiser	During the last month before her/his retirement.	-do-	-do-	-do-
4.	PAR in the event of retirement of Reporting Authority	-do-	Within 30 days of retirement	-do-	-do-
5.	PAR in the event of demitting of office by Reporting Authority	During the last month before her/his demitting.	Within 30 days of demitting office	-do-	-do-
6.	PAR in the event of retirement of Reviewing/ Accepting Authority	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	Within 30 days of retirement of Reviewing Authority only on the PARs usually due as in 1-5 above	Within 30 days of retirement of Accepting Authority only on the PARs usually due as in 1-5 above
7.	PAR is the event of demitting Office by either Reviewing /Accepting Authority	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	No special PAR other than those mentioned for cases 1-5 above needs to be initiated in this case	Within 30 days of demitting of Reviewing Authority only on the PARs usually due as in 1-5 above	Within 30 days of demitting of Accepting Authority only on the PARs usually due as in 1-5 above
8.	In case of Co-Reporting /Co-Reviewing Authority as per the Schedule of Instruction	Please follow instruction as given in Para 7			

Government of Odisha
General Administration (SE) Department

No. 47/SE

Date. 14.01.2016

From:

G.V.V Sarma, IAS
Principal Secretary to Government.

To

All Departments/
All Secretaries to Government/
All Heads of Departments
All RDCs/ All Collects/
State Police Headquarters DG & IG (Police).

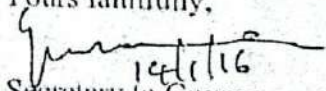
Sub:- Implementation of electronic filing of PAR in respect of Group-'A' and Group-'B' Officers of the State from the Assessment year 2015-16.

Sir/Madam,

In continuation to this Department letter No.34337/SE dtd.26.12.2014, I am directed to say that online submission of PAR in respect of Group-'A' and Group-'B' Officers of the State for the Assessment year 2014-15 has been implemented successfully. Government have been pleased to extend this facility and make online PAR compulsory for Assessment year 2015-16 onwards.

Therefore you are requested to inform this to all the Group-'A' and Group-'B' Officers and Officers under your jurisdiction and not to entertain submission of hardcopy PAR from 01.04.2016 onwards.

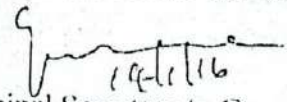
Yours faithfully,


Principal Secretary to Government.

Memo No. 48/SE

dtd.14.01.2016

Copy forwarded to the Executive Director, CMGI for information and necessary action.


Principal Secretary to Government.

Government of Odisha
General Administration and Public Grievance Department

No. 1100 /SE
CAD-SEA-MISC-0002-2018

Dt. 30.04.2022

From

Shri G.C. Patra, IAS
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 Revision of dateline for processing of the e-PAR in respect of the
Group-A & B officers of the State through HRMS.

Sir,

I am directed to say the last date for submission of Self Appraisal Report was fixed at 30th of April of each year as contained in this Department letter No 1199/PRO Dt. 26.04.2006 and No.1200/PRO dt. 26.04.2006. It is noticed that the online PARs could not be processed by this dateline by the officers of the State. Considering the difficulties faced by the officers and keeping in view the prescribed dates lines of Government of India, the State Government have now been pleased to fix the calendar from this year for submitting and recording of remarks in the PAR by the ORU and the authorities in the online PARs as follows: -

- | | |
|--|------------------|
| a) Submission of self-appraisal Report | - 31st May |
| b) Remarks of Reporting Authority | - 31st July |
| c) Remarks of Reviewing Authority | - 30th September |
| d) Remarks of Accepting Authority | - 31st December |

It is requested that the revised datelines may kindly be widely circulated among all concerned in order 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 above calendar. The concerned officers may also be advised not to wait till the lag end of the closing date and process their PARs sufficiently ahead of the deadline to avoid traffic congestion of the server.

Yours faithfully,

G.C. Patra
30.04.2022

Additional Secretary to Government.

Memo No. 1101 / SE Dt. 30.04.2022

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 in the HRMS home page for wide publicity.

[Handwritten signature]
30.4.2022

Additional Secretary to Government.

Memo No. 1102 / SE Dt. 30.04.2022

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

[Handwritten signature]
30.4.2022

Additional Secretary to Government.

Memo No. 1103 / SE Dt. 30.04.2022

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

[Handwritten signature]
30.4.2022

Additional Secretary to Government.

1 MAR 2025

GOVERNMENT OF ODISHA
GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE . (S.E.)
DEPARTMENT

Letter No.GAD-SEA-MISC-0026-2024- 400 /SE Bhubaneswar, Date. 25.02.2025

To

All Departments of Government/

All Heads of Departments/

All RDCs/All Collectors.

Subject: Guidelines for initiation and assessment of Confidential Character Rolls(" Fit for Promotion" or "Unfit for Promotion" for Group 'C' employees of State Government replacing the system of recording of Confidential Character Rolls(CCRs) i.e. provision under Book Circular-46.

The current system of online management of Confidential Character Rolls (CCRs) for Group-C employees in the HRMS has to be simplified to make it more user friendly. The main objective of this guideline is to improve the capacity of the administrative machinery for better and seamless appraisal of the performance of Group-C employees in the State Government. Accordingly, a detailed guideline is issued as follows:-

1. The nomenclature of the report will be changed from Confidential Character Roll (CCR) to (" Fit for Promotion/Un-fit for Promotion). This will be a Confidential document.

2. Custody of CCR s:

i. The custodianship of the CCRs(Fit for promotion or not Fit for promotion) in respect of Group-C Government employees shall be maintained by the Administrative Department/Head of Department (in respect of who they are appointing authority), under a responsible officer, who shall ensure its online review after due closure of the CCR (Fit for promotion or not Fit for promotion) timeline, communication of adverse remarks if any in the CCR,



processing representations and communicating the final decisions on the representations.

ii. The reviewed CCRs(Fit for promotion or not Fit for promotion) shall be used by the concerned Administrative Department/Head of Department for promotion, selection, etc.

3. Report Period:

i. The CCRs(Fit for promotion or not Fit for promotion) shall be recorded for each financial year or part thereof. The CCRs(Fit for promotion or not Fit for promotion) for two or more years should not be recorded in one form.

ii. The minimum period for recording remarks in the CCRs(Fit for promotion or not Fit for promotion) of an officer shall be four months in a year. The higher authority should not adjudge his/her subordinates' work unless he/she has seen it for a minimum period of four months.

Explanation :-

For computing the period of four months, leave taken or training programme attended for a continuous duration of less than thirty days shall be ignored and remarks certificate to be recorded for such period by the competent authority.

4. Level of Assessment:

There shall ordinarily be two levels of assessment of the employee by the authorities designated by the Government from time to time –

- a) The Reporting Authority,
- b) Reviewing Authority & Accepting Authority(Reviewing Authority act as Accepting Accepting Authority in two tiers assessment chain of CCR).

The Schedule of Instructions enlisting the Hierarchy of the CCR chain has to be done by the respective Administrative Departments/Heads of Departments/Heads of Office in two tier system for Group-C employees of State Government.

5. Initiation of CCRs (Fit for promotion or not Fit for promotion) by Reporting Authority/Reviewing Authority/Accepting Authority:

i. The CCR of a Group-C employee shall be initiated by his/her Reporting Authority who shall adjudge the work performance of the employee either as



"Fit for Promotion/Fit for shouldering higher responsibility" or "Not fit for Promotion/Not fit for shouldering higher responsibility" online in "Group-C Assessment module" of the HRMS portal.

ii. On completion of the assessment, the Reporting Authority shall forward the same to the Reviewing/ Accepting Authority for final assessment. CCRs(Fit for promotion or not Fit for promotion) shall get completed once the Reviewing/ Accepting Authority has completed his/her assessment of the work performance of the employee.

ii. A detailed workflow of the procedure to be followed will be made available in the manual section of the HRMS portal for reference.

6. Some Salient Features:

i. The employee concerned shall be notified in his/her HRMS profile on the stages of CCR (Fit for promotion or not Fit for promotion)creation or assessment level at the authority chain.

ii. The minimum period of assessment should be at least four months, i.e. CCR(Fit for promotion or not Fit for promotion) for a minimum period of assessment shall be initiated by the Reporting Authority of the employee concerned; for an assessment period of less than four months, NRC (No Remarks Certificate) should be remarked/initiated by the Reporting Authority online, which is not a bar for promotion and shall be considered by the DPC/SB , while considering the case for promotion of the concerned employee.

iii. When a Group-C employee gets transferred from one place of posting to another, then during the brief period i.e. before being assigned to a new work role(LR period), NRC shall be initiated in favor of the employee concerned by the PAR custodian.

iv. In the event that the Reporting Authority of a Group-C employee couldn't initiate a CCRs(Fit for promotion or not Fit for promotion) for a concerned period within the scheduled time period, then it is the responsibility of the CCR(Fit for promotion or not Fit for promotion) custodian to issue NRC in favor of the employee, mentioning the cause "Authority couldn't initiate the CCR within the stipulated time period", after scheduled closure of the CCR (Fit for promotion or not Fit for promotion)time period; which is not a bar for promotion and shall be considered by the DPC/SB while considering the case for the promotion of the concerned employee.



v. In case the Reporting Authority writes not fit for promotion, a detailed justification should be given. Any instruction reminders, reprimands and displeasures issued to the concerned employee should be placed on record.

7. Review of CCRs (Fit for promotion or not Fit for promotion):

The completed CCRs (Fit for promotion or not Fit for promotion) shall be subject to scrutiny and the cases where the employee has been adjudged as **Not fit for Promotion/Not fit for shouldering higher responsibility** shall be communicated directly to the employee concerned by the CCR custodian who has been entrusted with the CCR custodianship by the concerned Administrative Department/Head of Department.

Assessment of the Reviewing/Accepting Authority shall prevail over that of the Reporting Authority.

8. Communication of Adverse Remark :

D.O letters communicating adverse remarks should be signed by an officer authorized by the concerned Administrative Department/ Head of the Department.

9. Submission of Representation :

i. A representation against adverse remarks should be clear, concise, precise, and written in a temperate language. It should be furnished in two copies addressed to the authority competent to dispose of the representation within a period of 45 days of receipt of such communication. If there are sufficient reasons, the representation may be considered by the CCR branch of the concerned Administrative Department/Head of the Department beyond this period of 45 days but not later than six months of the receipt of the communication.

ii. A second representation shall not in any circumstances be entertained.

iii. Any representation which is not properly addressed or is illegible or unintelligible or contains language which in the opinion of the Government is disloyal, disrespectful, or improper or casts unwarranted aspersions on the authorities recording remarks or on authorities deciding the representation, should be summarily rejected.



iv. Copy of any representation received from any other quarter than those stipulated above will be seriously viewed and construed as an attempt by the employee concerned to exert extraneous pressure and influence for the disposal of the representation.

v. If an employee concerned has made any allegations in his/her representation against any authority recording adverse remarks, he/she may be called upon to substantiate the same and in the event of his/her failure to do so, he would render himself liable to disciplinary proceedings.

10. Disposal of Representation:

i. Upon receipt of representation, only the author of the adverse remarks (**Not fit for Promotion/Not fit for shouldering higher responsibility**) may be asked to substantiate or to furnish her/his comment on the representation. Those higher authorities who have merely agreed to the adverse remarks written by other authorities need not be called upon to substantiate.

ii. The Substantiation Report should cover specific facts, figures, and instances which are relevant to the adverse remarks.

iii. Substantiation reports and comments on the representations are invited to facilitate the disposal of representations and it is the duty of the author of the adverse remarks to furnish them unless he has adequately supported the adverse remarks in the CCR itself.

iv. Substantiation report may also be sought from authors of adverse remarks who may have retired recently from Govt. service if felt necessary.

v. The representation against adverse remarks should normally be disposed of within 6 months of receipt of such representation taking into consideration facts stated in the CCRs (Fit for promotion or not Fit for promotion) representation, and substantiation report if any. The order passed on the representation shall be informed suitably to the officer concerned.

11. Competent Authority:

The competent Authority to deal with the representation against the adverse remarks (**Not fit for Promotion/Not fit for shouldering higher responsibility**) will be the Authority one step higher than the Reviewing /Accepting Authority in the Administrative set up.



For example: If the Collector is the accepting authority in the PAR chain, RDC is the competent authority to dispose of the adverse remarks.

In case the adverse remarks are given by the Chief Secretary/Very Senior Officer in charge of the Department/Minister the competent authority will be the Chief Minister. The order of the competent authority shall be final.

12. Preservation period:

CCR(Fit for Promotion/Unfit for Promotion) should be preserved for a period of 1(one) year from the date of death/retirement, resignation and dismissal or discharge unless there is disciplinary proceeding/ vigilance case/ court case relating to gradation/promotion pending before such retirement/resignation/dismissal or discharge. In latter case the CCR(Fit for promotion or not Fit for promotion) should be preserved till final disposal.

13. Formulation of Policy & Interpretation of Rules:

G.A & P.G. (S.E.) Department reserves the right in formulation of policy and interpretation of rules in respect of matters relating to the collection and maintenance of CCRs(Fit for promotion or not Fit for promotion) in respect of Group-C employees of State Government.

14. The Circular/Instructions as noted in Book Circular-46 are hereby rescinded.


(Surendra Kumar)

Additional Chief Secretary to Government

