



ODISHA POLICE
STATE HEADQUARTERS
CUTTACK.

CONFIDENTIAL

No. 864 /ACR-Cell.
To

Date : 6-09-2013.

All Heads of Police Establishments, Odisha.

Sub: Guidelines for recording and maintenance of PARs of Group "A" and "B" officers of State Government.

Enclosed, please find the copy of Government of Odisha, G.A. (SE) Department letters No.166/SE, dtd. 18.7.2013 and No.1848/SE, dtd. 13.08.2013 on the subject mentioned above which is self explanatory.

This may please be brought to the notice of all concerned for guidance.

S. G. 2013
I.G.of Police (Personnel),
Odisha, Cuttack.

Memo No. 865 /ACR-Cell. Date : 6-09-2013.

Copy forwarded to the Spl D.G. of Police(Hdqrs.), Odisha, Cuttack / Addl.D.G. of Police (Hdqrs.), Odisha, Cuttack / Addl.D.G. of Police (Law & Order), Odisha, Cuttack / I.G. of Police(Mod), Odisha, Cuttack / I.G. of Police (Provisioning), Odisha, Cuttack / Financial Advisor, S.P. Hdqrs., Cuttack / A.I.G. of Police (Personnel), Odisha, Cuttack / A.I.G. of Police (Provisioning), Odisha, Cuttack for reference.

S. G. 2013
I.G.of Police (Personnel),
Odisha, Cuttack.

OD

- 866/ACR cell*
6/9/13
- (i) Copy forwarded to P.A. to D.G.P. /P.A. to IGP(Personnel) for information.
 - (ii) Copy forwarded to Accounts Officer / P.R.O. / E.O.(I) / E.O.(II) / Asstt. Commdt., Central Store / Sports Officer, State Police Hdqrs., Cuttack for information.
 - (iii) Copy to Guard File.

www.orissapolice.nic.in
Email - sphqrs.orpol@nic.in

Buxi Bazar, Cuttack-753001
Tel./Fax No.0671-2304001

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23

No. IAS NRC-0005/2013 1661 ISE.,

Dt. 18.7.2013

To

All Secretaries to Govt.,
All Heads of Department / All Revenue Divisional
Commissioner/ All Collectors.

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

Sir/Madam,

I am directed to refer to para-12(i) of the Guidelines issued in this Deptt. Memo No.1199/PRO dt. 26.04.2006 and No.1200/PRO dt.26.04.2006 regarding recording and maintenance of PARs of Group-A & Group-B Officers of the Govt. which provides that " all adverse remarks contained in the earmarked box/space in part-III, IV & V of the PAR should be communicated directly to the officer concerned by GA(SE) Department within two months of the receipt of the completed PAR".

Further Para 12 (ii) of the above guidelines provides that 'Remarks of the Reviewing Authority shall prevail over that of the Reporting Authority and the remarks of the Accepting Authority shall prevail over that of the Reviewing Authority. Adverse remarks recorded by the Reporting Authority are wiped away if these remarks have been counterbalanced by the Reviewing Authority or Accepting Authority. Adverse Remarks will be treated as counter balanced only if the Reviewing Authority or the Accepting Authority specifically indicates that he/she does not agree with the author of the adverse remarks.

In Para 15 (v) it also provided that the representation against adverse remarks should be normally disposed within 6 (six) months of receipt of such representation taking into consideration facts stated in the PAR, representation and substantiation report if any. The order passed on the representation shall be informed

suitably to the officer concerned. Copy of such communication disposing the representation should be placed in the PAR of the officer concerned.

2. The Central Administrative Tribunal, Hyderabad Bench in its order dated 04.12.2008 in OA No.665/2006 filed by Tejdeep Kumar Menon vrs. UOI and other has observed that after expunction of adverse entries, it is not going to make any difference if the column against overall grading is also left blank. The DPC/Empanelment Committees can take a view on the basis of the remaining remarks and the overall grading of previous years. On the other hand, if the column against "Overall grading" is allowed to remain, it is likely to prejudice the DPC/Empanelment Committee against the officer.

The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training has made necessary amendments pursuant to the above orders of the Hon'ble CAT.

3. Now, therefore after careful consideration, it has been decided to lay down the following criteria in regard to up-gradation/down gradation of PARs after expunction of adverse remarks.

- (i) Where an entry is adverse it should be communicated to the Officer concerned along with the overall grading.
- (ii) If the adverse remarks of the Reporting/Reviewing/Accepting Authorities are expunged by the Govt., the "overall grading" be kept blank for appropriate re-grading by the Departmental Promotion Committee(DPCs)
- (iii) In any case where an entry is downgraded or upgraded, the authority downgrading or upgrading the remarks and overall grading should state, as part of the entry, the reason for downgrading or upgrading with adequate justification in accordance with the instructions on the writing of the PARs,

22

(iv) Where the authority has upgraded/downgraded the overall grading without giving sufficient reasons, the Govt. shall treat such an exercise as non-est/invalid. General terms such as "I agree or disagree with the Reporting Authority/Reviewing Authority," used by the Reviewing/Accepting Authority shall not be construed as sufficient reason for upgrading/ downgrading the overall grading given by the Reporting Authority /Reviewing Authority.

4. These instructions will be applicable to those cases, which are covered under the Guidelines issued in the Memoranda cited in Para-I above and still to be decided. Those cases already decided may not be re-opened.

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

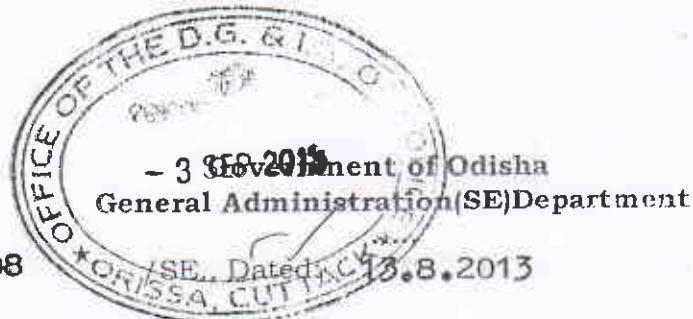
Yours faithfully,

N. Chandra

(Niten Chandra)

Special Secretary to Government

4609/Res
3.9.13



No. 1848
From

Sri Niten Chandra, IAS,
Special Secretary to Government.

To

All Secretaries to Government/
All Heads of Department/
All Revenue Divisional Commissioners/
All Collectors.

Sub: - Modification of sub Para (e) of Para 11 of the Guidelines for recording of PAR in respect of Group-A and B Officers of the State Government.

Sir,

I am directed to say that Government after careful consideration have been pleased to modify sub Para (e) of Para 11 of the Guidelines for recording and maintenance of Performance Appraisal Report (PAR) of Group A and B Officers of the State Govt.

2. After modification sub Para (e) of Para 11 of the guidelines for recording of PAR of Group A officers issued vide G.A.(SE) Department Memo No.1199/PRO, dt.26.04.2006 will be read as :-

"If no remarks are received within one year from the last date of the financial year to which the PAR relates it will be presumed no remarks are to be recorded and a note "No remarks certificate" will be kept in the PAR folder of the respective officers by the G.A. (SE) Department and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time".

3. Similarly after modification of Sub-Para (e) of Para 11 of the Guidelines for recording of PAR of Group-B Officer issued vide G.A.(SE) Department Memo No.1200/PRO dt.26.04.2006 will be read as :-

"If no remarks are received within one year from the last date of the financial year to which the PAR relates it will be presumed no remarks are to be recorded and a note "No Remarks Certificate" will be kept in the PAR folder of the respective officers by the PAR Branch of the concerned Administrative Department/Head of the Department and the officer may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self-assessment in time"

4. This may be brought to the notice of all concerned under your administrative control for information and necessary action.

Yours faithfully,

N. Chandra

Special Secretary to Government.