

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.

A handwritten signature in dark ink, consisting of a stylized, cursive 'S' followed by a horizontal line and a small flourish.

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