

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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No. 9500 /F.,
FIN-TRY-ESTT-0011/2017

Dated 15/3/2019

From

Shri A.K.K.Meena, I.A.S
Principal Secretary to Government.

To

**Addl. Chief Secretaries/
Principal Secretaries/
Commissioner-cum-Secretaries/
Secretaries to Government/
All Heads of Department.**

**Sub: Updation of HRMS profile data of State Government employees-
regarding**

Sir,

In inviting reference to the subject cited above, I am directed to say that Human Resource Management Systems (HRMS) is the repository of all the service records and personal information of the Government employees. It has come to the notice that all employees working under the State Government have not updated their profile data in HRMS due to which personal data like PAN No. GPF/PRAN, Mobile No. etc. are not available for half of the total employees of State Government.

It is, therefore, requested to kindly instruct employees under their administrative control to update their personal data in HRMS application (HRMS odisha.gov.in). The profile data furnished by individual employees are to be validated by their respective Establishment Officers. The process of updation and validation of the profile data of all Government employees may be completed by 30th of April, 2019, failing which the monthly salary bills of the defaulting employee as well as the concerned Establishment Officer will not be entertained in HRMS for the month of April, 2019 to be drawn in May, 2019.

Yours faithfully

J. J. J.
15/3/19

Principal Secretary to Government

(P.T.O)

Memo No. 9501 /F., Dt. 15/3/2019

Copy forwarded to Special Secretary to Government (In-charge of HRMS), GA & PG Department for kind information and needful action.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9502 /F., Dt. 15/3/2019

Copy forwarded to Private Secretary to Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS for information of Chief Secretary / ACS to Chief Minister / Development Commissioner-cum-ACS.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9503 /F., Dt. 15/3/2019

Copy forwarded to All Revenue Divisional Commissioners/All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for information and necessary action.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9504 /F., Dt. 15/3/2019

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.
He is requested to flash the Finance Department instruction in IFMS portal for information of all Treasury Officers.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9505 /F., Dt. 15/3/2019

Copy forwarded to Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Bhubaneswar/ Director, Revenue Officers' Training Institute, Bhubaneswar for information and necessary action.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9506 /F., Dt. 15/3/2019

Copy forwarded to the Executive Director, CMGI, Sishu Bhawan Square, Plot-1212, Infront of Canara Bank, Unit-I, Bhubaneswar for information and necessary action.

2mipamv 15/3/2019
Joint Secretary to Government

Memo No. 9507 /F., Dt. 15/3/2019

Copy forwarded to All Officers and Branches of Finance Department for information and necessary action.

2mipawr 15/3/2019
Joint Secretary to Government

Memo No. 9508 /F., Dt. 15/3/2019

Copy forwarded to the System Administrator, HRMS for information and necessary action.

He is requested to provide the facilities for updation of HRMS profile data by the employees and approval by the concerned Establishment Officers. It is further requested to flash the Finance Department instruction in HRMS Portal for information of all Government employees.

2mipawr 15/3/2019
Joint Secretary to Government

Memo No. 9509 /F., Dt. 15/3/2019

Copy forwarded to the Head, State Portal Group, IT Centre, Odisha Secretariat for hosting in the Odisha Government website www.odisha.gov.in/finance Finance Department.

2mipawr 15/3/2019
Joint Secretary to Government