



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)-I  
ODISHA: BHUBANESWAR.**

**No. Admn (Audit I)/e-HRMS/2023-24/1618**

**Date:20.10.2023**

**CIRCULAR**

This office has been selected as one of the offices for rolling-out eHRMS 2.0 application in Phase 1 - an HR application based on CCS Rules covering Leave, LTC, reimbursements, Tours, Transfer & Postings, Deputations, Promotions, and Training etc. In this pursuit, the Headquarters has asked for employee details to be captured in 35 headings in the template.

As all such details are not available with Admin Section, hence to capture the same, all Officers and staff members of this office, are requested to fill in their respective details in the google sheet provided in the link given below, by 27.10.2023, so that the required information can be made available to Headquarters by the stipulated date (31.10.2023). All the Officers and staff members are further requested to exercise care while filling the details (except EL & HPL balance) in the data sheet to avoid transmission of misinformation to Headquarters.

<https://forms.gle/2kV6UgHLEGWXcTzv8>

*S. Sanku*  
20/10/2023  
**Sr. Audit Officer/Admn (Audit I)**

To,

1. The Secretary to Pr. Accountant General (Audit I), Odisha, Bhubaneswar.
2. Welfare Officer, O/o the Pr. Accountant General (Audit I), Odisha, Bhubaneswar.
3. Branch Officer: Report/ ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Welfare/ Confidential Cell/Hindi Cell/AMG I/AMG II/AMG III/AMG IV/AMG V with a request to ensure that the required information is uploaded in the google sheet by the officials working under your Group/ Section. Also, requested to ensure that actual balance of CL/RH as on 15.10.2023 is uploaded in the google sheet.
4. AAO/Legal Cell.
5. AAO: DA Cell, with a request to upload the Circular in the office website and arrange the data received in google sheet cadre-wise and furnish the same to Admin Section, for necessary scrutiny and transmission to Headquarters.
6. Shri Abhishek Kumar Gupta, Asst. Audit Officer, Regional Capacity Building & Training Institute, Ranchi, the Functional Help Desk Officer for Office of the Pr. Accountant General (Audit I), Odisha, Bhubaneswar.