



सत्यमेव जयते

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

No. Admn (Audit I)/e-HRMS/2023-24/749

Date:10/06/2024

CIRCULAR

With reference to this office circular dated 31.01.2024, all the officers/officials who have registered in e-HRMS website may verify their details in “My Profile” option and any addition/alteration required in the profile information and Family Details may be updated. Further, the email id of Reporting Officer and Reviewing officer of concern staff may be added by respective staff under “Employee Services->Manage Reporting/Reviewing” option in e-HRMS.

Besides, all officers/officials are to apply for Leave (viz. CL, EL, HPL, RH, Commuted Leave, Compensatory Casual Leave, Extraordinary Leave, Paternity Leave, Special CL, Study Leave, Leave not Due) and claims viz. Newspapers claims, Telephone Bill claims and CEA claims in e-HRMS henceforth.

For creating awareness on implementation of Leave and Reimbursement Services module in e-HRMS, a training session will be conducted on 11/06/2024. Each Group/Section may nominate names of employees who are dealing with leave to Admn. Section by 10.06.2024.

The officers/officials who have not registered in e-HRMS yet may contact Admn. section as early as possible for registration in e-HRMS.

[Handwritten Signature]
10/06/2024

Sr. Audit Officer/Admn (Audit I)

To,

1. The Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Steno to DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, DAG/AMG-V
3. Welfare Officer, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
4. Branch Officer: Report/ ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Welfare/ Confidential Cell/Hindi Cell/Legal Cell/AMG I/AMG II/AMG III/AMG IV/AMG V with a request to inform the concerned officers/officials that the information uploaded in e-HRMS website may be checked.
5. AAO: DA Cell, with a request to upload the Circular in the office website