



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

The Hqrs office has directed that all the staff and officers who have registered in e-HRMS website are required to update the data under educational qualification and experience section by **30.09.2024** positively by adopting these steps: -

- Log in to e-HRMS 2.0 portal by clicking on link <https://e-hrms.gov.in/login>
- Click on your name at the top right corner of dashboard
- Click on my profile
- Go to 'experience' and 'qualification' section and fill in the details
- Click on 'save as draft'
- Click on 'submit' in 'Awards/Publication' section when updation is complete

**Experience Section:**

1. Posting type: -
  - (i) *Recruitment*: If joined in a post on first recruitment in IA&AD
  - (ii) *Promotion*: Promotion in the post
  - (iii) *Deputation*: If joined on deputation
  - (iv) *Transfer*: If joined in a Dept. after transfer
  - (v) *Previous Experience*: Details of past service
  - (vi) *Lien*: If joined on Lien
2. Designation: - based on Posting type
3. Ministry: - based on Posting type
4. Department/Office: - based on Posting type
5. Location (Optional)
6. Major Sector (Optional): -Not required
7. Date from: - based on Posting type
8. Date to: - based on Posting type

**Qualification:**

1. Qualification:
2. Division:
3. Year of passing:
4. University/Institution:

Sd/-

**Deputy Accountant General/Admn**

**No. Admn (Audit I)/e-HRMS/2023-24/1776**

**Date:26.09.2024**

Copy 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 ensure that the concerned staff and officers have uploaded the details in e-HRMS website by due date.
5. AAO: DA Cell, with a request to upload the Circular in the office website

*Sd/-*  
*26/09/2024*

**Sr. Audit Officer/Admn (Audit I)**