

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 21707/F., Dated Bhubaneswar the 5<sup>th</sup> August, 2016  
FIN-TRY-ESTT-18/2016

From

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

To

Principal Secretaries to Government/  
Commissioner-Cum-Secretaries to Government/  
Secretaries to Government/  
All Heads of Departments

Sub: Mandatory submission of Salary Bills through HRMS


Sir,

I am directed to say that submission of Salary Bills through HRMS enables the HRMS Application to capture the required employee data to build up a Personal Management Information System and help in automation of other establishment functions. Accordingly, the web-based application developed for HRMS has been integrated with the IFMS and since October, 2013, the Drawing & Disbursing Officers have been provided necessary training for preparation and submission of salary bills through HRMS. The District Coordinators of CMGI and the Treasury Officers have also been instructed to provide the required support to the Drawing & Disbursing Officers. Instructions have also been issued for submission of salary bills through HRMS.

2. It is now noticed that a number of Drawing & Disbursing Officers are not using the HRMS interface for submission of their salary bills. This defeats the very purpose of automation of personnel management and pay roll automation programme taken up under the HRMS.

3. Finance Department, after careful consideration, have decided to make it mandatory for all DDOs to submit their salary bills through HRMS only, failing which such bills shall not be accepted by the concerned Treasury/Sub-Treasury Officer. This discipline will be strictly enforced for the salary bills from the month of August, 2016 payable in September, 2016.

Yours faithfully,

  
5/8/16  
Special Secretary to Government

Memo No. 21708 /F. dated 05.08.2016

Copy forwarded to the Private Secretary to ACS to Chief Minister / P.S. to Minister, Finance for kind information.

*Mipatw 5/8/16*  
Deputy Secretary to Government

Memo No. 21709 /F. dated 05.08.2016

Copy forwarded to the Private Secretaries to Chief Secretary / D.C.-cum-Additional Chief Secretary / Additional Chief Secretary, Finance Department / for kind information of Chief Secretary/D.C.-cum-Additional Chief Secretary/Additional Chief Secretary, Finance Department.

*Mipatw 5/8/16*  
Deputy Secretary to Government

Memo No. 21710 /F. dated 05.08.2016

Copy forwarded to the Registrar, Odisha High Court / Special Secretary, Odisha Public Service Commission / Secretary, Odisha State Election Commission / Secretary, Staff Selection Commission / Secretary, Subordinate Staff Selection Commission, Registrar, Odisha Administrative Tribunal / Secretary, State Human Rights Commission for favour of information & necessary action.

*Mipatw 5/8/16*  
Deputy Secretary to Government

Memo No. 21711 /F. dated 05.08.2016

Copy forwarded to all Collectors / all Controlling Officers for information and necessary action.

*Mipatw 5/8/16*  
Deputy Secretary to Government

Memo No. 21712 /F. dated 05.08.2016

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar / all Treasury Officers / Sub-Treasury Officers for information and necessary action.

*Mipatw 5/8/16*  
Deputy Secretary to Government

Memo No. 21713 /F. dated 05.08.2016

Copy forwarded to State Head Portal, Secretariat with a request to upload the above circular in Finance Department website ([www.odisha.gov.in/finance](http://www.odisha.gov.in/finance)).

*[Handwritten Signature]*  
Deputy Secretary to Government

Memo No. 21714 /F. dated 05.08.2016

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.

*[Handwritten Signature]*  
Deputy Secretary to Government