



Government of Odisha
General Administration and Public Grievance (AR) Department

No.:GAD-AR- ORPJ-0002-2017/ **34285** /AR, Bhubaneswar, dated the 28th November, 2019

From

Sri Sanjeev Chopra, IAS
Principal Secretary to Government

To

All Additional Chief Secretaries/
All Principal Secretaries/
All Commissioner-cum-Secretaries/
All Departments/
All Heads of Department/ All Collectors / All DDOs

Sub: Online Leave Module in HRMS

Madam/Sir,

Inviting reference to the subject cited above, I am directed to say that Government have decided that henceforth pension application will be mandatorily submitted online to the Office of the Accountant General (AG), Odisha for the employees. The employees can submit their Online Pension Application through Online Pension Module developed by Integrated Financial Management System (IFMS). This is planned in furtherance of our endeavour to sanction final pension to the employees on the date of retirement w.e.f 31st March, 2020.

It is noticed that the leave accounts of many employees have not been updated manually in the Service Book as well as in HRMS. Hence, the concerned Establishments are requested to update the leave accounts of all employees in their Manual Service Book as well as e-Service Book in HRMS by 31st December, 2019.

The employees can now submit Online Leave application for all types of leave through HRMS and the Sanctioning Authorities can sanction it online. Accordingly the sanction of leave will be reflected in e-Service Book and payroll. This facility is already available under HRMS and may be used. Leave application on paper from regular government employees must not be entertained w.e.f 1st January, 2020.

It is therefore requested to instruct all employees to submit online application for all types of leave through HRMS only. Further all Sanctioning Authorities may be advised to sanction all types of leave in HRMS only.

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Further you are requested to review the progress at your level in each month and ensure that the online sanction of leave is implemented in HRMS and the same is being reflected properly in e-Service Book.

Yours faithfully,

Principal Secretary to Government

E-mail

**ODISHA POLICE
STATE HEADQUARTERS: CUTTACK.**

Memo No. VS-19-19/ 45010 /Accts. Dt. 20.12.2019.

Copy forwarded to All Heads of Police Dists/ Estt., Odisha for information and necessary action.

Devi 20-12-19
Accounts Officer
State Police Hdqrs., Cuttack.

CB Cb/20.12. 45011
20.12.19

O.D.

Copy forwarded to the F.A./ A.O./DDO/AAO, Audit Section/ All Sectional Heads of State Police Hdqrs., Odisha, Cuttack for information and necessary action.

IT Cell

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