

5078/OPJ-Ly  
29.11.19

Government of Odisha  
General Administration and Public Grievance (AR) Department  
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No.:GAD-AR- ORPJ-0002-2017/34292 IAR, Bhubaneswar, dated the 28<sup>th</sup> November, 2019

From

Sri Sanjeev Chopra, IAS  
Principal Secretary to Government

20/11/19

To

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

29/11

**Sub: Online Loan and Advance 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 in many case, loans and advances taken by the employees have not been updated manually in the Service Book as well as in HRMS. Hence, the concerned Establishments are requested to update all the loans and advances taken by the employees in their Manual Service Book as well as e-Service Book in HRMS by 31<sup>st</sup> December, 2019.

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

It is therefore requested to kindly instruct all employees to submit online application for all loans and advances through HRMS only. Further all Sanctioning Authorities may be advised to sanction all loans and advances 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 loans/advances is implemented in HRMS and the same is being reflected properly in e-Service Book.

Yours faithfully,

Principal Secretary to Government

ODISHA POLICE  
STATE HEADQUARTERS: CUTTACK.

Memo No.VS-38-19/

44037

/Accts.

Dt. 11.12.2019.

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

Cb/7.12.

44038  
11.12.19

Accounts Officer

State Police Hdqrs., Cuttack.

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.