

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No 14556 /F

/F, Dated: 13.05.2025

PT1-FIN-OTAS-CADRE-0001-2018

Sub: Submission of online Transfer Representation in HRMS- Mandatory for officers of OFS cadre, OTAS cadre and Odisha Sub-ordinate Finance Service Cadre of Finance Department

For administrative convenience and also for personal convenience of employees, an online module for "Transfer Representation" has been developed in HRMS for online submission of transfer representation by employees. They can access it in the link "<https://transfer.hrmsodisha.gov.in/>" by using their HRMS-registered mobile number along with their GPF/PRAN/HRMS ID.

It is applicable for officers of Odisha Finance Service (OFS) Cadre, officers of Odisha Taxation & Accounts Service (OT&AS) Cadre and officers of Odisha Sub-ordinate Finance Service Cadre under administrative control of Finance Department.

Online submission of transfer representation is hereby made mandatory with immediate effect. No hardcopy or physical representation for transfer shall be entertained henceforth. Hardcopy or physical transfer representations/grievances already received or will be received in future shall not be entertained at all and the concerned employees are required to submit their representation afresh in online mode between **20th May, 2025 - 30th June, 2025**.

Further, no employee of the aforementioned Cadres shall visit any higher authority for submitting transfer representations or for pursuing his/her transfer.

This will come into effect immediately.



13.05.2025
Principal Secretary to Government

Memo No. 14557/F

Dated 13.05.2025

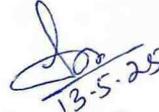
Copy forwarded to Commissioner of CT & GST, Odisha, Cuttack / Director of Treasuries & Inspection, Odisha / Director, Local Fund Audit / Controller of Accounts / Registrar, Odisha Sales Tax Tribunal / Director, MDRAFM for information and necessary action. They are requested to circulate the OM amongst the concerned officers.


13-5-25
Under Secretary to Government

Memo No. 14558/F

Dated 13.05.2025

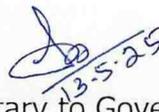
Copy forwarded to OE-1 / OE-2 / OFS-2 / CT / LFA / Treasury / Training & Capacity Building Branch, Finance Department for information and necessary action.


13-5-25
Under Secretary to Government

Memo No. 14559/F

Dated 13.05.2025

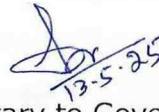
Copy forwarded to all Departments with a request to circulate the OM amongst the officers.


13-5-25
Under Secretary to Government

Memo No. 14560/F

Dated 13.05.2025

Copy forwarded to GA & PG Department for information and necessary action.


13-5-25
Under Secretary to Government

Memo No. 14561/F

Dated 13.05.2025

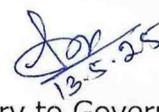
Copy forwarded to ED, CMGI for information and necessary action.


13-5-25
Under Secretary to Government

Memo No. 14562/F

Dated 13.05.2025

Copy forwarded to Sri Tapan Kumar Pattanaik, Sub Nodal Officer (E-Gazette), FID, Finance Department for hosting in the finance website.


13-5-25
Under Secretary to Government