

Government of Odisha
General Administration and Public Grievance Department

No. 17402 /Gen.,
GAD-SC-DMS-0001-2017

Bhubaneswar, dated 23rd May, 2025

From

Sri Surendra Kumar, IAS,
Additional Chief Secretary to Government.

To

All ACSs to Government,
All Principal Secretaries to Govt.,
All Commissioner - Cum-Secretaries to Govt.,
All RDCs,
All Heads of Department,
All Collectors.

Sub: Entry of information on pending Disciplinary Proceeding against Government Servants in the HRMS portal and review of pendency

Madam/Sir,

The Chief Secretary has instructed to sanction final pension to the retired Government employees on the date of his/her retirement following the provisions prescribed under the OCS (Pension) Rules, 1992 vide letter no 35214 dated 22.11.2024 (copy enclosed for ready reference).

However, it has come to the notice of the Government that, due to long pendency of Disciplinary Proceedings at various levels, it becomes difficult to achieve the above objective.

Keeping in view the above circumstances, it has been decided to capture the data base of pending Disciplinary Proceedings in the HRMS portal for which CMGI has prepared one module which can be accessed through HRMS DDO log in.

All the DDOs (already mapped in HRMS) are hereby directed to ensure that the accurate information on all the existing Disciplinary Proceedings in the said module are duly entered **by 20.06.2025**. After completing the said task in all respect, the concerned DDOs will upload the completion certificate in the module.

P.T.O



Further, continuous updation of the above data will be taken up by the DDOs as and when required. Moreover, the DDOs will also upload the data relating to new Disciplinary Proceedings as and when it comes up. At the end of every month, the DDOs shall certify that all relevant data has been duly filled in in the Module for the said month.

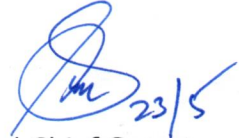
One training module is developed and a Manual for guiding the DDOs to fill up the information accurately in the said DP module are also available in the HRMS portal in the link (https://hrmsodisha.gov.in/hrms_manuals.php). The DDOs may also take the assistance of District Level Coordinator of CMGI for this purpose, as and when required.

Chief Secretary will review status of pending Disciplinary Proceedings on **25.06.2025 at 3.00 PM** through OSWAN platform with all Collectors.

All the DDOs may be impressed upon to enter the data within the given time limit and upload the certificate of completion to that effect.

This may be treated as most urgent.

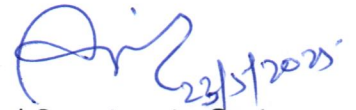
Yours faithfully,



Additional Chief Secretary to Govt.

Memo No. 17403 /Dated 23-05-2025

Copy to the Executive Director, CMGI for information and taking necessary action to run the DP module.



Additional Secretary to Govt.