# DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

TREASURY AND ACCCOUNTS BHAWAN, UNIT -III,

#### **KHARABEL NAGAR, BHUBANESWAR**

#### Ph. (0674) 2391704, e-mail ID-dirlfaodisha@gmail.com

\*\*\*\*\*\*

DLFA-OE-MISE-0122-2022

Copy along with copy of the Finance Department letter No.32709/F dated 30.11.2023 along with its enclosures forwarded to all Officers/employees of this office with request to take necessary steps towards updation of profile information in HRMS application (http://apps.hrmsodisha.gov.in) as per the user manual at Annexure -A for information and necessary action.

12.23

Memo No......834.9./DLFA

Copy along with copy of the Finance Department letter No.32709/F dated 30.11.2023 along with its enclosures forwarded to all DAOs & AO, LFA, BBSR for information and necessary action.

They are requested to take immediate steps towards intimating the same to all employees under your control to update their profile information in HRMS application.

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Jours of - 6918

**GOVERNMENT OF ODISHA FINANCE DEPARTMENT** 

No-FIN-LFA-ESTT-0009-2021- 32709 /F, Dated 30.11.2023

From

"Yash"

Sri M.K. Nayak,

Under Secretary to Government.

To

The Director, Local Fund Audit, Odisha Odisha, Bhubaneswar.

Sub-Updation of profile information of the State Government employees in HRMS application.

Sir,

m

In inviting a reference to the subject cited above, I am directed to send herewith a copy of the Memo No. 32363/F dtd. 24.11.2023 along with its enclosures with a request to update the profile information of all the employees under LFA Organisation in HRMS application at the earliest under intimation to this Department.

Yours faithfully,

Under Secretary to Government.

32710 Memo No.

/F., Dt.30.11. 2023

Copy forwarded to OE-II Branch, Finance Department for information with reference to their Memo No. 32363/F dated 24.11.2023.

Under Secretary to Government.



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FA reent I. Putup I. Putup Ant 28/11/23

28-11-2023

#### **GOVERNMENT OF ODISHA**

### FINANCE DEPARTMENT

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Memo No. 32362 /F., dated 24.11.2023,

FIN-OE-II-TRG-0001-2020

Copy along with all enclosures of GA & PG Department Letter No. 34225/AR dated 20.11.2023 is forwarded to all Officers / all Branches of FD for information of all employees with request to take necessary steps towards updation of profile information in HRMS application (https://apps.hrmsodisha.gov.in) as per the user manual at Annexure-A.

Deputy Secretary to Govt

Memo No. 32363 /F., dated 24. 11. 2023

Copy along with all enclosures of GA & PG Department Letter No. 34225/AR dated 20.11.2023 is forwarded to OE-I/ CCA/ LFA/CT-I & II/ Treasury/ OFS-I &II/ OT&AS/ Training with Capacity Building/Small Savings F.D. for information and necessary action.

They are requested to take immediate steps towards intimating the same to all HoDs under their control to update profile information of their employees in HRMS application.

Deputy Secretary to Govt

Memo No. 32364 /F., dated 24.11.2023

Copy along with all enclosures of GA & PG Department Letter No. 34225/AR dated 20.11.2023 is forwarded to DDO-cum-US to Govt., F.D. for information and necessary action.

He is requested to take necessary steps as deemed proper w.r.t. the letter referred to above.

Deputy Secretary to Govt

# Government of Odisha General Administration and Public Grievance Department

\*\*\*\*\*\*

No.: GAD-AR-MISC-0002-2022/ 34995 /AR, Bhubaneswar, dated the 20th November, 2023

From

Shri Surendra Kumar, IAS Additional Chief Secretary to Government

To

Additional Chief Secretaries/ Principal Secretaries / Commissioner-cum-Secretaries/ Secretaries to Government of Odisha/ All Heads of Departments/All Commissions of the State

Sub:- Updation of HRMS Complete profile data of State Government regarding

Madam/ Sir,

In inviting reference to the subject cited above, I am to say that Human Resource Management System (HRMS) is the repository of all the service records and personal information of the Government employees.

2. Government vide Finance Department Letter No-22118/F Dt.05.08.2023 has made it mandatory for online processing of pension papers using IFMS platform from 01.10.2023. As a part of 5T initiatives, it has been decided to push the HRMS data to relevant fields of the pension form through API integration to facilitate easy preparation of pension papers. Autofilling up of complete pension paper by pooling data from HRMS profile of the employees concerned, necessitated creation of some additional fields in the HRMS profile of the Government employees.

3. The gap between the information required and the existing information available in HRMS profile was analysed and the required additional fields such as cadre, complete Address, Nominee Details, Family Details etc. have been created. Filling up of all the required data in relevant fields in HRMS profile by the employees will facilitate autogeneration of their pension papers.

4. All employees are encouraged to update their Aadhaar number as well as Aadhaar-linked mobile number in HRMS application of CMGI for expeditious processing and disposal of pension cases online.

5. The facility for updation of the profile in HRMS will be opened till 15.01.2024. The user manual for data updation in HRMS application is attached at Annexure-A.

It is, therefore requested to instruct employees under your control to update their profile information in HRMS application (https://apps.hrmsodisha.gov.in). The information furnished by individual employees is to be validated by their respective Establishment Officers/ DDO/ Authorized Officer.

Yours faithfully.

employees -

Additional Chief Secretary to Government

# Memo No. 34996 / AR dated . 20/11/2023

Copy forwarded to Chief Advisor to the Hon'ble Chief Minister, Odisha / Sr PS to Chief Secretary, Odisha / Development Commissioner – cum- ACS for kind information of Chief Advisor to the Hon'ble Chief Minister, Odisha/ Chief Secretary, Odisha / Development Commissioner- cum- ACS respectively.

Additional Secretary to Government

Memo No. 34227 / AR dated, 90/11/2023

Copy forwarded to the Advocate General, Cuttack/ Registrar General, Orissa High Court/ Secretary, Lokayukta/ Secretary, Board of Revenue/ Secretary, Odisha Public Service Commission / Secretary, Odisha Staff Selection Commission/ Secretary, Odisha Sub-ordinate Staff Selection Commission /All Revenue Divisional Commissioners / All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for kind information and necessary action.

to Government Additional Secretary

# Memo No. 3429-8 / AR dated . 90/11/9 023

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action.

Additional Secretary to Government

Memo No. 342291 AR dated . 20/11/2023

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

Additional Secretary to Government

# Memo No. 34930/AR dated . 20/1/2023

Copy forwarded to the Public Relation Officer, GA & PG Department, with a request to release a press note on the said subject in leading Newspapers, electronic media for information of the Government Employees.

Additional Secretary to Government

Annexure - A

# GENERAL ADMINISTRATION &

PUBLIC GRIEVANCE DEPARTMENT

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6



**USER MANUAL** 

of

Profile Updation by an Employee/DDO through HRMS

### INTRODUCTION:-

The e-Service Book is a digital document used to record and manage the entire service history of a government employee. This electronic record includes all administrative actions related to the employee, starting from the recruitment stage until their retirement. The purpose of introducing the e-Service Book is to digitalize and streamline the personnel management system through technological transformation within the Government of Odisha.

Objectives of the e-Service Book system:



- Digital Record: The e-Service Book replaces the traditional paper-based service book with a digital platform. This transition eliminates the need for physical paperwork and allows for efficient data management.
- Comprehensive Record: It contains a comprehensive history of an employee's career, including details of appointments, promotions, transfers, disciplinary actions, leave records, and other relevant information.

- Automation: The introduction of the e-Service Book is part of a broader initiative to establish a fully automated Human Resource Management System (HRMS). This system aims to streamline and automate various HR processes, making them more efficient and less prone to errors.
- Employee Coverage: The e-Service Book is designed to cover all government employees in Odisha. This ensures that every government servant's career history is accurately and securely documented in a digital format.
- Transparency: The digital platform enhances transparency in personnel management. Authorized personnel can access and update the e-Service Book as needed, ensuring that all actions related to an employee are documented and easily retrievable.
- Efficiency: By moving away from manual record-keeping systems, the government can significantly improve the efficiency of HR processes. This includes quicker access to employee information, faster processing of administrative actions, and reduced paperwork.
- 7. Effectiveness: Effect of the real-life situation of e-Service Book in managing retirement planning. The e-Service Book helps in planning for employee retirement by maintaining a clear and accurate record of their service history. This is crucial for calculating retirement benefits and pensions.
- Data Security: Proper security measures should be in place to protect the sensitive employee data stored in the e-Service Book. This includes access controls and encryption to safeguard the information from unauthorized access.
- Sustainability: It speaks about the optimization of resources used, and maintaining a continuous service process over time.

### OBJECTIVES:

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This document serves as a guideline for an employee to use the module easily and efficiently to update his / her own e-Service Book profile. If any information is wrongly posted or left out in the HRMS database there will be a provision for an employee to

rectify the data at her/his end. If any information has been left out then add new data for updating the e-service book.

Previously an employee applied for the Pension through IFMS. Now onwards it takes an initiative all the fields are available in the HRMS database and employees can update her/his database, by which it is easy for a DDO to get the update information for processing the pension and other official work as per requirement base.

The objectives outlined for the implementation of the e-Service Book profile updation system are as follows:

- Pensioner Initiative: Encourage pensioners to take the initiative to update their service books. This implies involving retired employees in the process of maintaining accurate and up-to-date records of their service history, which can contribute to the efficiency of pension-related processes.
- Minimize Post-Retirement Harassment: Ensure that pensioners do not face unnecessary challenges or harassment after their retirement. By maintaining comprehensive and accurate service records, the system aims to reduce postretirement administrative hurdles and streamline pension-related matters.
- Legacy Data Entry: Transfer all legacy data related to the service matters of an employee, as previously recorded in the traditional service book, into the e-Service Book. This objective emphasizes the importance of preserving historical employment data and transitioning it into a digital format.
- 4. Efficiency in Pension Processing: Simplify and expedite the task of processing pensions for government officials. By maintaining electronic records, the system aims to make it easier for government authorities to calculate and process pension benefits accurately and efficiently.

# STEP FOR UPDATING EMPLOYEE PROFILE:



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Stage -6

Step-8

Step-9

Step-1

Step-2

#### Login Empl

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Employee is realise to did, on "My Profile" link under "My Report box . Cicking on My Profile" link will lead to a new page.

#### Accessing .\*First Page\* link

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### Accessing "Language" link

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Step for Profile Updation by an Employee

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# Step-1 – Login (Employee)

All the Employees is required to login into HRMS. The following procedure need to be followed for logging in to the system. Access the HRMS URL in the browser



browser). (any Click http://hrmsodisha.gov.in. "PERSONAL LOGIN/HRMS LOGIN" on the top right corner of the home page. The HRMS login page appears as shown below. Here the employee concerned is required to enter the valid User ID and Password and click Login.

URL

Step 2: Accessing "My Profile" link The following Page appears after successful login into HRMS. All the HRMS features relating to the employee can be accessed from the links provided in this page. The employee is required to click on "My Profile" link under "My Report "box as shown in the following figure. Clicking on "My Profile" link will lead to a new page.



# Step-3 Accessing "First Page" link

C

The following screen will appear after clicking on the "My Profile" link. It shows nine levels as First Page, Personal Information, Language, Address, Family, Education, Posting, and Completing Profile. When clicking on "1<sup>st</sup> page "it shows the 1<sup>st</sup> page of the service book of an employee. 1<sup>st</sup> Page service book (scanned copy) is required for an employee because gets the information related to the Fingerprint and Signature of the employee. Employee views his / her service book. If s/he finds any wrong needs to be correction. Then click on "edit" page.



After clicking on the "edit" button, the following screen will appear to upload a document. Then click on "Choose file" and click on "Upload". When clicking the upload automatically 1<sup>st</sup> page will be updated.

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Step-4 Accessing the "Personal Information" link

The following screen will appear after clicking on the "Personal Information" link. Employee views his / her Personal Information. If any information is found to be wrong then click on the "edit" page.

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After clicking on the "edit" button, the following screen will appear. In the form, some files are auto-generated such as SI.No.1,2,5,7. In this case, employee has not changed anything but the other fields are changed by the employee if any information is wrong.

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Note: - \* mark indicates that these fields are mandatory for an employee to give the information

When clicking on upload photo the following screen will appear to choose file (Photo). Then click on "Choose file" and click on "upload".

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# Step-5 Accessing the "Language" link

The following screen will appear after clicking on the "Language" link. Employee views his / her information related to language. If any information is found to be wrong then click on the "edit" page.

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# In case of Edit Language:

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. Then choose the language from the drop-down box and click the tick mark in the box i.e. Read, Write, Speak, Mother Tongue, and finally click on the "save" button which is highlighted in blue color. After clicking the save button update information shows on the screen.

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In case of Add Language:

After clicking on the "add" button, the following screen will appear. Then choose the language from drop-down box and click the tick mark in the box i.e Read, Write, Speak, Mother Tongue and finally click on "save" button which is highlighted in blue color. After clicking the save button update information shows in the screen.

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### Step-6 Accessing "Identity" link

The following screen will appear after clicking on the "Identity" link. Employee views his / her information related to Identity. If any information found to be wrong then click on "edit"



### In case of Identity Edit

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. SI.No.1 & SI.No.2 automatically show the data, but SI.No.3 (Place of Issue). SI.No.4 (Date of Issue), SI.No.4 (Date of expiry) will be updated by the employee if information is available to her/him. Then Click on update which is highlighted in blue color. Automatically change the information in the database and show the updated information.

If the information is not required then click on "delete" option to delete the data permanently.

Or if not change anything by the employee and want return the previous page then click on "back" button.

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In case of Add New Identity

After clicking on the "add" button, following screen will appear. Then choose the Identity Type from drop-down box, Type the Identity no, Type Place of Issue, and Choose Date of Issue and Date of expiry from giving calendar. Then click on save button. Automatically update the information shown in the screen and also update in the data base. If any employee need not add to anything then click on back button which is highlighted in blue color.



# Step-6 Accessing "Address" link

The following screen will appear after clicking on the "Address" link. Employee views his / her information related to Address. If any information found to be wrong then click on "edit" page.

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# In case of Edit Address

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any corrections, then change the information. Those fields are highlighted in red mark that fields are mandatory. Then click on the" save "button. Automatically the information is updated in the database. If any information does not require changing then click on the "cancel" button.



# In case of add New Address

After clicking on the "add" button, following screen will appear.

Then choose the "Address Type "from drop down box, write the address in the given text box, choose the State, District, Block, Police Station, Post Office, Village from drop down box, write the telephone no in the text box. Then click on "Save" button which is highlighted in blue color.

If need not require anything then click on cancel button.

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Step-6 Accessing "Family" link

The following screen will appear after clicking on the "Family" link. Employee views his / her information related to Family. If any information found to be wrong then click on "edit" page.

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In case of Edit Family

After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any correction then change the information. Then click on the" save "button.

If some family members' information is not required for his/ her future reference then click on the "delete" button which is highlighted in blue color.

If employee fills not to require change anything and back to previous page then click on "back" button.



# In the case of adding Family

After clicking on the "add new" button, the following screen will appear.

Then person has to choose the "Relation Type "from the drop-down box, choose "Name" from the drop-down box, and write the surname and title in the text box. If given the tick mark in the case "Nomination For GPF", then it requires another information i.e., Percentage of Share of Arrears. This text box is filled up by the employee. If given the tick mark in the case of "Nomination For Payment of CVP, DCRG & LTA" then it requires another information i.e. Percentage of Share of Accumulation. This text box is filled up by the employee. Choose the" identity type" from the drop-down box, Write the "Identity No" in the text box, Choose the" Date of birth" from the calendar, Choose the Gender from the drop-down box,

If any remark then writes in the text box "Enter Remarks If any".

Then it shows four pieces of information in four text boxes i.e. "Is Alive, Is Minor, Is Guardian, Is Handicapped". Here the employee gives the tick mark in the box as per requirement. Then click on the "save" button.



But in the case of a minor, it shows another field i.e., "Minor Guardian Name ". Choose from the "drop-down box" and write the "name" in the text box. Then click on the "saye" button. After clicking the save button automatically data was updated in the database.

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# Step-7 Accessing the "Education" link

The following screen will appear after clicking on the "Education" link. Employee views his / her information related to Education. If any information is found to be wrong then click on the "edit" page.



### In case of Edit

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After clicking on the "edit" button, the following screen will appear with the information that exists in the database. If an employee needs any correction then do the following procedure. Choose the qualification, Faculty, Year of pass, Degree, and Board / University from drop-down box, Write the information related to Subject and institute. Then click on" "update" button which is highlighted in blue color.

Or If any information need not require then click on the "delete" button.

Or If want to go the previous page then click on back" button.



### In case of add

After clicking on the "add new" button, the following screen will appear. Choose the qualification, Faculty, Year of the pass, Degree; and Board / University from the dropdown box, Write the information related to the Subject, Institute. Then click on the "save" button which is highlighted in blue color. 1

If an employee wants to back the previous page then click on "back" button.

1.00



# Step-7 Accessing "Completing Profile" Link

When an employee clicks on "Completing Profile" it shows information in an image format for an employee to give detailed information on necessary fields. It may also be used as an employee.

