

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 2244 /F,

Dt. 27.01.2026

PT1-FIN-TRY-MISC-0002-2020

From

Sanjeeb Kumar Mishra, IAS
Principal Secretary to Government

To

DC-cum-ACS to Government /
Additional Chief Secretary to Government /
Principal Secretary to Government /
Commissioner-cum-Secretary to Government/
Secretary to Government
(All Departments)

Sub: Submission of salary bills in Treasury - regarding

Ref: Department Letter No-29666 dated 24.10.2025 and 31336/F Dated 14.11.2025

Madam/ Sir,

In continuance to this Department Letter No-29666 dated 24.10.2025 and 31336/F Dated 14.11.2025 on the subject noted above, I am to say that it has been decided that DDOs shall submit the physical copy of salary bills along with all supporting documents, generated from HRMS and duly signed by the DDO concerned and Junior Assistant / Accountant, as applicable, to Treasury for processing of the salary bill for next 03 months i.e., from January-March, 2026.

Parallely, the DDO shall also submit the digitally signed salary bill through HRMS / IFMS as per the existing process. After drawal of salary, the Head of Office concerned or the officer authorized by him, shall also verify the relevant details of the salary bill to ensure genuineness before drawal of salary of the next month.

It is, therefore, requested to kindly issue necessary instruction to all concerned to follow the above instruction scrupulously as advised earlier vide Finance Department Letter No-29666 dated 24.10.2025 and 31336/F Dated 14.11.2025.

Yours faithfully,


Principal Secretary to Government

Memo No. 2245 /F

Date 27.01.2026

Copy forwarded to OSD to Chief Secretary for kind information of Chief Secretary.



Joint Secretary to Government

Memo No. 2246 /F

Date 27.01.2026

Copy forwarded to Principal Accountant General (A&E), Odisha / Principal Accountant General (Audit-I), Odisha for kind information and necessary action.



Joint Secretary to Government

Memo No. 2247 /F

Date 27.01.2026

Copy forwarded to All Revenue Divisional Commissioners / All Collectors / All SPs for kind information and necessary actions.



Joint Secretary to Government

Memo No. 2248 /F

Date 27.01.2026

Copy forwarded to Director, Treasuries & Inspection, Odisha, Bhubaneswar to issue necessary instructions to all Treasuries / Sub-Treasuries across the state to facilitate submission of salary bills in hybrid mode.



Joint Secretary to Government

Memo No. 2249 /F

Date 27.01.2026

Copy forwarded to Commissioner, CT & GST, Odisha, Cuttack / Director, MDRAFM, Bhubaneswar / Controller of Accounts, Odisha, Bhubaneswar / Director Local Fund Audit, Odisha, Bhubaneswar / Registrar, Sales Tax Tribunal, Odisha, Cuttack for kind information and necessary action.



Joint Secretary to Government

Memo No. 2250 /F

Date 27.01.2026

Copy forwarded to all Treasury Officers / Special Treasury Officers/ Sub-Treasury Officers for information & necessary action.

APU

Joint Secretary to Government

Memo No. 2251 /F

Date 27.01.2026

Copy forwarded to Joint Secretary, I/c of Small Savings Branch, Finance Department for kind information and necessary action.

APU

Joint Secretary to Government

Memo No. 2252 /F

Date 27.01.2026

Copy forwarded to DDO-cum-Deputy Secretary, Finance Department for kind information and necessary action.

APU

Joint Secretary to Government

Memo No. 2253 /F

Date 27.01.2026

Copy forwarded to Sri Tapan Pattnaik, FID for information and necessary action. It is requested to upload this letter in the Treasury section in the Finance Department portal.

APU

Joint Secretary to Government

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