

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

\*\*\*\*\*

No. 21707 /F., Dated Bhubaneswar **the 5<sup>th</sup> August, 2016**  
FIN-TRY-ESTT-18-2016

From

**Shri A.K.K. Meena, I.A.S.**  
**Special Secretary to Government**

To

**Principal Secretaries to Government/  
Commissioner-Cum-Secretaries to Government/  
Secretaries to Government/  
All Heads of Departments**

Sub: **Mandatory submission of Salary Bills through HRMS**

**Sir,**

I am directed to say that submission of Salary Bills through HRMS enables the HRMS Application to capture the required employee data to build up a Personal Management Information System and help in automation of other establishment functions. Accordingly, the web-based application developed for HRMS has been integrated with the IFMS and since October, 2013, the Drawing & Disbursing Officers have been provided necessary training for preparation and submission of salary bills through HRMS. The District Coordinators of CMGI and the Treasury Officers have also been instructed to provide the required support to the Drawing & Disbursing Officers. Instructions have also been issued for submission of salary bills through HRMS.

**2.** It is now noticed that a number of Drawing & Disbursing Officers are not using the HRMS interface for submission of their salary bills. This defeats the very purpose of automation of personnel management and pay roll automation programme taken up under the HRMS.

**3.** Finance Department, after careful consideration, have decided to make it mandatory for all DDOs to submit their salary bills through HRMS only, failing which such bills shall not be accepted by the concerned Treasury/Sub-Treasury Officer. This discipline will be strictly enforced for the salary bills from the month of August, 2016 payable in September, 2016.

Yours faithfully,

**Sd/-**

**Special Secretary to Government**