

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. **9500** \_\_\_\_\_/F, Date- **15/03/2019**  
FIN-TRY-ESTT-0011/2017

From

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

To

**Addl. Chief Secretaries/  
Principal Secretaries/  
Commissioner-cum-Secretaries/  
Secretaries to Government/  
All Heads of Department.**

**Sub: Updation of HRMS profile data of State Government employees-  
regarding**

**Sir,**

In inviting reference to the subject cited above, I am directed to say that Human Resource Management Systems (HRMS) is the repository of all the service records and personal information of the Government employees. It has come to the notice that all employees working under the State Government have not updated their profile data in HRMS due to which personal data like PAN No. GPF/PRAN, Mobile No. etc. are not available for half of the total employees of State Government.

It is, therefore, requested to kindly instruct employees under their administrative control to update their personal data in HRMS application (HRMS odisha.gov.in). The profile data furnished by individual employees are to be validated by their respective Establishment Officers. The process of updation and validation of the profile data of all Government employees may be completed by 30th of April, 2019, failing which the monthly salary bills of the defaulting employee as well as the concerned Establishment Officer will not be entertained in HRMS for the month of April, 2019 to be drawn in May, 2019.

Yours faithfully

Sd/-

**Principal Secretary to Government**