

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)-I
ODISHA: BHUBANESWAR.

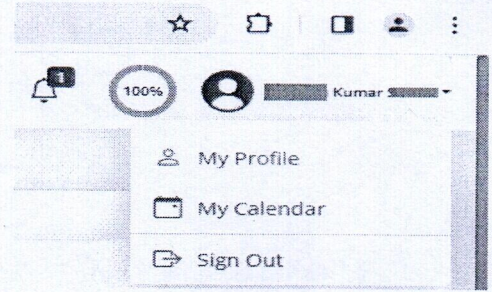
No. Admn (Audit I)/e-HRMS/2023-24/2898

Date:31/01/2024

CIRCULAR

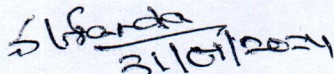
With reference to this office circular dated 20.10.2023, all the officers/officials who have filled the details in Google form may login in the e-HRMS website (<https://e-hrms.gov.in/login>) and verify their details in “My Profile” option. Any changes required in the profile information may be rectified. Further, the officers/officials who have not submitted the details or whose information is not available in e-HRMS website (List enclosed) may submit their data in the enclosed format to Admn section as early as possible. The following procedure may be followed while editing.

1. Open (<https://e-hrms.gov.in/login>)
2. Login With Parichay using Office mail Id and Password
3. Verify your mobile number using OTP
4. Click on Name
5. Click on My Profile
6. Edit Personal Details as per the below



PERSONAL DETAILS	Salutation	Compulsory	Check and rectify
	First Name	Compulsory	Check and rectify
	Middle Name	if available	Fill if available
	Last Name	if available	Fill if available
	Date of Birth	Already filled	Check and intimate if any wrong
	Category	Compulsory	Check and rectify
	Father Name	Compulsory	Check and rectify
	Mother Name	Compulsory	Check and rectify
	Marital Status	Optional	may be filled
	Name of Spouse	Optional	may be filled
	Birthe State	Compulsory	Check and rectify
	Birth District	Compulsory	Check and rectify
	State of Permanent Address	Optional	may be filled
	Differently abled	Optional	may be filled
	PAN No	Compulsory	Check and rectify
	Identification mark	Compulsory	Check and rectify
	Blood Group	Optional	may be filled
Mother Tounge	Optional	may be filled	
Religion	Optional	may be filled	

7. Click on Save as Draft –> Edit Service Details as per the below			
SERVICE DETAILS	Service	--Select--	change to (--Select--)
	Designation	Compulsory	Check and rectify
	Min/Dept/Office	CAG/Comptroller and Auditor general of India	Check
	Current place of posting	Odisha/principal Accountant General-Audit-I-Bhubaneswar	Check
	Pay Matrix Level	Optional	may be filled
	Basic Pay	Compulsory	Check and rectify
	Pay event	Optional	may be filled
	Pay effective date	Optional	may be filled
8. Click on Save as Draft –> Edit Address as per the below			
ADDRESS	Present Address:-		
	Address 1	Compulsory	Check and rectify
	State	Compulsory	Check and rectify
	District	Compulsory	Check and rectify
	Pin code	Compulsory	Check and rectify
	Permanent Address:-		
	Address 1	Compulsory	Check and rectify
	State	Compulsory	Check and rectify
	District	Compulsory	Check and rectify
	Pin code	Compulsory	Check and rectify
	Mobile No.	Compulsory	Check it
	email id 1	Compulsory	Check it
9. Click on Save as Draft –> No Edit in Experience			
10. Click on Save as Draft –> No Edit in Training			
11. Click on Save as Draft –> No Edit in Qualification			
12. Click on Save as Draft –> No Edit in Awards/Publication			
13. Submit			


Sr. Audit Officer/Admn (Audit I)

To,

1. The Secretary to Pr. Accountant General (Audit I), Odisha, Bhubaneswar.
2. Welfare Officer, O/o the Pr. Accountant General (Audit I), Odisha, Bhubaneswar.
3. Branch Officer: Report/ ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Welfare/ Confidential Cell/Hindi Cell/AMG I/AMG II/AMG III/AMG IV/AMG V with a request to inform the concerned officers/officials that the information uploaded in e-HRMS website may be checked.
4. AAO/Legal Cell.
5. AAO: DA Cell, with a request to upload the Circular in the office website
6. Shri Abhishek Kumar Gupta, Asst. Audit Officer, Regional Capacity Building & Training Institute, Ranchi, the Functional Help Desk Officer for Office of the Pr. Accountant General (Audit I), Odisha, Bhubaneswar.

LIST OF STAFF WHOSE INFORMATION NOT AVAILABLE IN e-HRMS PORTAL

Sl No	Name	Desig	Caste	DoB
1	DILLIP KUMAR NAYAK	AAO	UR	30-06-1972
2	DURGA CHARAN PANIGRAHI	AAO	UR	07-07-1977
3	JATINDRA NATH MAJHI	AAO	OBC	15-08-1971
4	RAMAKANTA MEHER	AAO	OBC	14-06-1982
5	SANTOSH KUMAR PANIGRAHY	AAO	UR	09-06-1980
6	SUSHANTA KUMAR MUDULI	AAO	UR	29-06-1968
7	AMIT KUMAR	AR	OBC	21-07-1990
8	SATYANARAYAN MOHANTY	AR	UR	02-12-1975
9	SUBHRANSHU SEKHAR SENAPATI	AR	OBC	30-12-1996
10	SURYA SHEKHAR	AR	OBC	16-02-1986
11	BALARAM MUNDA	ASST.SUP	ST	02-11-1971
12	BIRSA TOPPO	ASST.SUP	ST	23-04-1968
13	KUSHAL CHANDRA KARUA	ASST.SUP	ST	06-01-1966
14	SANJIB KUMAR RAY MOHAPATRA	ASST.SUP	UR	22-07-1969
15	SAROJ KUMAR BARIK	ASST.SUP	OBC	04-06-1973
16	GOBINDA KUMAR	DEO-B	OBC	03-06-1994
17	BHARAT CHANDRA NAYAK	MTS	OBC	01-05-1964
18	EKAMBARA RAO NEELAPU	MTS	OBC	02-04-1976
19	GAGAN BIHARI SAHOO	MTS	OBC	02-07-1975
20	MADAN BAHADUR BURA	MTS	UR	11-01-1970
21	MANORAMA RATH (Ms)	MTS	UR	20-05-1969
22	PRADIP KUMAR BEHERA	MTS	ST	04-04-1979
23	RAGHUMANI LENKA	MTS	UR	17-07-1982
24	RAVI RANJAN MUNDU	MTS	ST	13-11-1982
25	SARBESWAR NAYAK	MTS	SC	01-04-1967
26	DEEPAK KUMAR CHAUDHURY	SRAO	UR	05-02-1972
27	JAYANTI PANDA(Ms.)	SRAR	UR	15-05-1970
28	JENA RAM TUDU	SRAR	ST	01-01-1982
29	MARKANDA REDDY	SRAR	UR	11-05-1983
30	AKHILA JENA	SUPR	SC	10-02-1967
31	SUBHASIS BHUYAN	SUPR	UR	15-01-1969
32	SUSHANTA RATH-I	SUPR	UR	22-10-1968
33	SUSHIL PETER MINZ	SUPR	ST	15-02-1964