



सत्यमेव जयते

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

This office vide circular dated 10/06/2024 had requested all employees to complete the profile updation including details of Reporting and Reviewing officers in eHRMS and apply all leaves and reimbursement claims (CEA, Newspaper and Telephone) through e-HRMS. Further the Hqrs office vide email dated 23/01/2025 has also directed to utilize the eHRMS Leave and Reimbursement Module for all leave application and reimbursement claims (CEA, Newspaper and telephone).

In view of the above, it is requested that all the officers/officials who have not yet updated their profile including the details of Reporting and Reviewing Officers, are to complete the same by 31/01/2025. Further, **starting from February 2025, all registered employees are to submit all leave requests (viz. CL, EL, HPL, RH, Commuted Leave, Compensatory Casual Leave, Extraordinary Leave, Paternity Leave, Special CL, Study Leave, Leave not Due) and claims viz. Newspapers claims, Telephone Bill claims and CEA through e-HRMS only.** Before submitting any leave application, employees are advised to contact the Admn section to ensure their leave balance is accurately updated in e-HRMS.

The officers/officials who have not yet registered in e-HRMS may contact Admn. section as early as possible for registration in e-HRMS.

Sd/-

Dy Accountant General/Admn

Date:27/01/2025

Memo No. Admn (Audit I)/e-HRMS/2024-25/3022

Copy for kind information and necessary action forwarded to:

1. The Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Steno to DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, DAG/AMG-V
3. Welfare Officer, O/o the Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
4. Branch Officer: Report/ ECPA/ PAC/ OE/ OM/ Estate Cell/ Trg.&Exam/ITA/ Confidential Cell/ Legal 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.
5. SAO: DA Cell, with a request to upload the Circular in the office website
6. Rajbhasha Cell, with a request to translate in hindi.

S. L. Banta
27/01/2025

Sr. Audit Officer/ Admn (Audit-I)