

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

No. 11

Date: 08/05/2026

मुख्यालय कार्यालय ने दिनांक 06.04.2026 के परिपत्र के माध्यम से यह अनिवार्य कर दिया है कि 09.04.2026 से सभी दावों का प्रसंस्करण केवल सीएजी-एचआरएमएस प्लेटफॉर्म के माध्यम से ही किया जाएगा।

हालांकि, यह देखा गया है कि कई अधिकारियों/कर्मचारियों को पोर्टल तक पहुंचने में, विशेष रूप से लॉगिन प्रक्रियाओं और दावों/भुगतान अनुरोधों को जमा करने में, चुनौतियों का सामना करना पड़ रहा है। इसके अतिरिक्त, कई कर्मचारियों को अभी तक सिस्टम में पूरी तरह से शामिल नहीं किया गया है, जिससे दावों के प्रसंस्करण और निपटान में देरी हो रही है।

प्रक्रिया को सुव्यवस्थित करने और पोर्टल की कार्यक्षमताओं तक सुगम पहुंच सुनिश्चित करने के लिए, आवश्यक चरणों को रेखांकित करते हुए एक मानक संचालन प्रक्रिया (एसओपी) संलग्न की गई है।

सभी संबंधितों से अनुरोध है कि वे एसओपी को ध्यानपूर्वक पढ़ें और उसमें दिए गए निर्देशों का पालन करें। कर्मचारी प्रोफाइल का समय पर अद्यतन और निर्धारित प्रक्रिया का अनुपालन न केवल पोर्टल के सुचारु संचालन को सुनिश्चित करेगा बल्कि दावा निपटान में भी तेजी लाने में सहायक होगा।

Headquarters office vide Circular dated 06.04.2026, has mandated that all claims shall be processed exclusively through the **CAG-HRMS platform** with effect from 09.04.2026.

It has, however, been observed that a number of officers/officials are facing challenges in accessing the portal, particularly with login procedures and submission of claims/disbursement requests. In addition, several employees are yet to be fully onboarded onto the system, which is causing delays in processing and settlement of claims.

In order to streamline the process and facilitate smooth access to the portal's functionalities, a **Standard Operating Procedure (SOP)** has been enclosed, outlining the necessary steps.

All concerned are requested to carefully go through the SOP and adhere to the instructions therein. Timely updation of employee profiles and compliance with the prescribed process will not only facilitate smooth functioning of the portal but also help in expediting claim settlements.

उपरोक्त अनुदेशों का अनुपालन करें।

The instructions above may be adhered to.

Sd/-

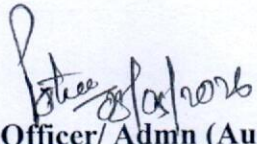
Sr. Deputy Accountant General/Admn

Memo No. Admn (Audit I)/CAG-HRMS/2026-27/ 281

Date: 08/05/2026

Copy for kind information and necessary action forwarded to:

1. Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Steno to DAG/AMG-I, DAG/AMG-II, DAG/AMG-III, DAG/AMG-IV, Sr. DAG/AMG-V
3. Branch Officer: Welfare/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 circulate among the officers/ officials.
4. AAO: DA & R Cell, with a request to upload the Circular in the office website.

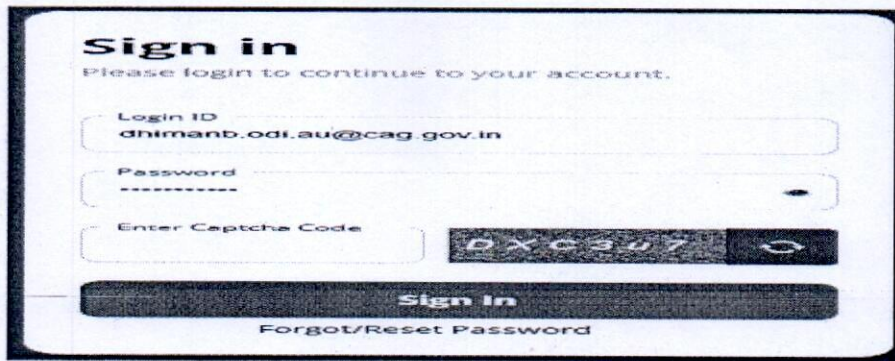

Sr. Audit Officer/ Admn (Audit-I)

Standard Operating Procedure for accessing CAG-HRMS

In terms of Headquarters office circular dated 07/04/2026, it is mandatory to use CAG-HRMS for all registered employees for submission of all claim/ Bills.

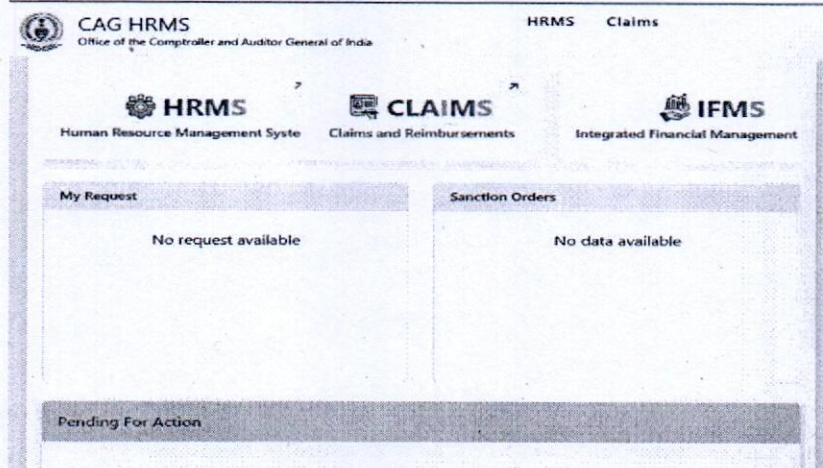
In view of the above, a Standard Operating Procedure (SOP) is hereby devised for accessing the features step by step through CAG-HRMS.

1. First go to the portal -caghrms.cag.gov.in.
2. Officers/ officials who have not yet logged in, requires to reset the password through "Forgot/Reset Password" link (Screenshot attached).
3. Login ID is office email.

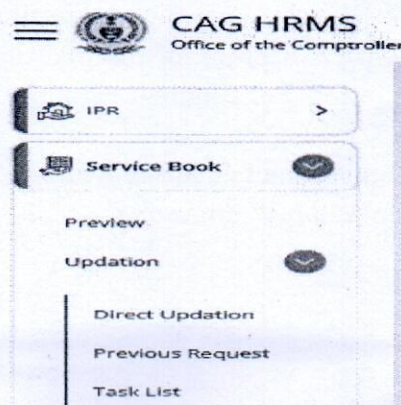


Employees who are not receiving OTP or not able to login, may immediately contact Administration Section.

4. After successfully login, employee will see the following interface.



5. In order to access the features, employee requires to verify and update the personal details from the following path: HRMS-Service Book-Updation-Direct Updation.

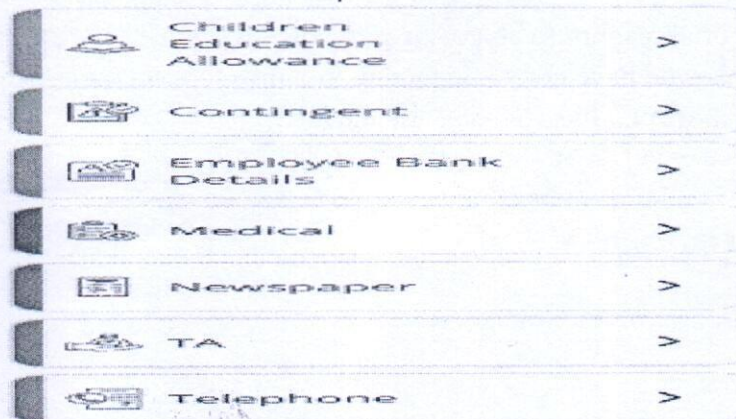


It is requested to fill up the details properly in the relevant tabs, i.e. 'Office location', 'Bank detail (Salary Account)', 'Family Member' etc.

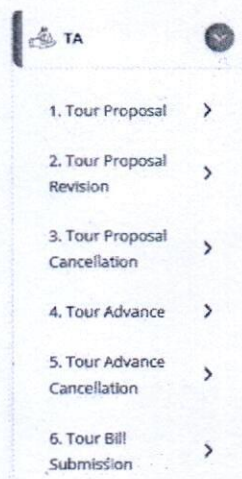
After successful updation of the details, it is necessary to submit the data for verification and approval.

Any issues in this regard may be brought to the notice of Admin.

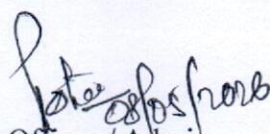
6. In order to submit the Claims, employee needs to access the "CLAIMS TAB".



- Before applying for 'Children Education Allowance' or 'Medical', it is mandatory to add "Family Member" in your Service Book details.
- The 'TA' section includes three steps.
 - Tour Proposal
 - Tour Advance
 - Tour Bill Submission



- Before apply of Tour Advance/ Tour Bill Submission, employee must apply for "Tour Proposal". TA Claim can only be applied after approval of Tour Proposal.
 - Employee applying in TA Section for the first time must ensure from Admin, whether Travel Reviewer/ Sanctioning Authority have been assigned against him/ her.
7. Any issues in accessing/ submission of claims may immediately be intimated to Admin for escalation to Appropriate Authority to resolve.


Sr. Audit Officer / Admin