Government of Odisha
General Administration and Public Grievance (AR) Department
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No.: GAD-AR-ORPJ-0001-2025/ 30998 **/AR**, Bhubaneswar, dated the 11th September, 2025

From

Shri Surendra Kumar, IAS
Additional Chief Secretary to Government

To

Additional Chief Secretaries to Government/
Principal Secretaries to Government/
Commissioner-cum-Secretaries to Government,
All Departments/ All Heads of Departments/
All RDCs
Collectors & District Magistrates,
All Districts

Sub: Updation of Executive Record (ER) Sheets of Odisha Government Officers on HRMS – regarding.

Madam /Sir,

In order to ensure the accuracy and authenticity of service particulars of Government officers and to strengthen the Human Resource Management System (HRMS) for effective personnel administration, the Government has decided to undertake a comprehensive updation and verification of Executive Record (ER) Sheets of all officers.

2. In this regard, a meeting was held under the chairmanship of the Chief Secretary in his Conference Hall, wherein it was decided to initiate the updation process in a phased manner.

3. Accordingly, the following instructions are hereby issued for strict compliance in the **First Phase**, covering IAS, IPS, OAS, OFS, OPS and OES cadres:

i. All officers of the aforementioned cadres shall log in to their respective HRMS accounts.

ii. Each officer shall view and download their ER Sheet and verify the details contained therein.

iii. In case of any incorrect or missing information, the officer concerned shall intimate their respective Drawing and Disbursing Officer (DDO) forthwith for necessary rectification.

iv. Upon verification and confirmation of correctness, the officer shall submit an acknowledgment in the HRMS portal confirming the accuracy of the information.

v. The entire process of verification and correction shall be completed within **two (02) months** from the date of issue of this Circular.

vi. After the completion of the verification exercise, the verified ER Sheets shall be published on the public domain of the HRMS portal to promote transparency.

vii. Subsequently, the process shall be extended to other cadres in a phased manner.

4. All Heads of Departments, Controlling Authorities and DDOs concerned are hereby instructed to issue necessary directions to the officers under their administrative control and to ensure completion of the above process within the stipulated timeline.
5. Non-compliance with the above instructions may be viewed seriously.

Yours faithfully,

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Additional Chief Secretary to Government

CC for kind information.

1. OSD to Chief Secretary ,Odisha for kind information of Chief Secretary , Odisha
2. Executive Director, CMGI
3. Services -I, II Branch , GA & PG Department