

**Government of Odisha**  
**General Administration and Public Grievance Department**

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No.: GAD-AR-MISC-0016-2020/ 3216/AR, Bhubaneswar, dated the 1<sup>st</sup> February, 2024

From

Shri Surendra Kumar, IAS  
Additional Chief Secretary to Government

To

Additional Chief Secretaries /  
Principal Secretaries /  
Commissioner-cum-Secretaries /  
Secretaries to Government of Odisha /  
All Heads of Departments/All Commissions of the State

**Sub: Updation of e-Service Book data of State Government employees in HRMS.**

Madam/ Sir,

In inviting reference to the captioned subject, I am directed to say that the e-Service Book of the government employees available in HRMS contains various transactions pertaining to the entire service period of an employee from her/his joining to retirement. The Service Book entries are generally recorded at the DDO/Office Establishment Section end. In some cases, the entries that are made at DDO/Office Establishment Section end have little discrepancies which subsequently cause difficulties for the retired employee for smooth processing of her/his pension application in time.

2. To overcome these difficulties, an interface is made available for the employees in HRMS where she/he can request to the DDO/Office Establishment Section for necessary corrections in her/his Service Book, if the recorded data is incorrect or for insertion of missing entries. Similarly, another interface is also provided to DDO/Office Establishment Section where the corrections/insertions requested by an employee can be approved/ rejected/ modified by the DDO/Office Establishment section as the case may be.

3. For the purpose, all the employees have been provided with the facility to initiate requests for updation of their e-Service Book through the link '**Service Book Correction Request**' in HRMS. In case of incorrect entries in e-Service Book, the employee concerned can go for the '*edit*' option and shall be able to propose the correct entry and similarly, in case of missing entries, s/he can go for the '*Add New*' option and propose the new insertion in the e-Service Book. In both the occasions, whether for correction or insertion, the proposal shall be submitted to the authorized Officer of the Office concerned for final validation. The authorized Officer concerned will verify the proposed correction/insertion with available records and if found correct then will allow the updation/correction/insertion in the e-Service Book. The user manual for e-Service Book updation in HRMS application is attached at **Annexure-A**.

4. On request by the employee, the Head of the Office/DDO/the Officer in charge of the Custody of the Physical Service Books shall provide him the updated Duplicate Service Book or facilitate verification of the Original Service Book by the employee concerned. This will help the employee concerned to get the correct data and request for correct entry to be made in his /her e-Service Book available in HRMS.

5. The facility for updation/correction/insertion of new entry in e-Service Book in HRMS will be available from **16.02.2024 to 15.04.2024**.



Therefore, it is requested to sensitize all concerned i.e. the individual employee as well as the Head of the Offices/ DDOs / Establishment Officers /OE Sections under your control to complete the task of correction/updation/insertion/validation of e-Service Book data in HRMS application within the dateline.

Yours faithfully,

Additional Chief Secretary to Government

Memo No. 3217 / AR dated 01/02/2024

Copy forwarded to Sr. PS to Chief Advisor to the Hon'ble Chief Minister, Odisha / Sr. PS to Chief Secretary, Odisha / Sr. PS to Development Commissioner – cum- ACS for kind information of Chief Advisor to the Hon'ble Chief Minister, Odisha/ Chief Secretary, Odisha / Development Commissioner- cum- ACS respectively.

Additional Secretary to Government

Memo No. 3218 / AR dated 01/02/2024

Copy forwarded to the Advocate General, Cuttack/ Registrar General, Orissa High Court/ Secretary, Lokayukta/ Secretary, Board of Revenue/ Secretary, Odisha Public Service Commission / Secretary, Odisha Staff Selection Commission/ Secretary, Odisha Sub-ordinate Staff Selection Commission /All Revenue Divisional Commissioners / All Collectors/ Controller of Accounts, Odisha, Bhubaneswar for kind information and necessary action.

Additional Secretary to Government

Memo No. 3219 / AR dated 01/02/2024

Copy forwarded to the Executive Director, CMGI, Toshali Bhawan, A2, First Floor, Satya Nagar, Bhubaneswar for information and necessary action. It is requested to create awareness in each district on the updation of the e-Service Book module.

Additional Secretary to Government

Memo No. 3220 / AR dated 01/02/2024

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action. It is requested to create awareness among the DDOs through the Treasury Officers, District Treasuries & Special Treasuries /Sub-Treasury Officers of the State.

Additional Secretary to Government

Memo No. 3221 / AR dated 01/02/2024

Copy forwarded to the Public Relation Officer, GA & PG Department with a request to release a press note on the said subject in leading Newspapers, electronic media for information of the Government Employees.

Additional Secretary to Government

GENERAL ADMINISTRATION  
&  
PUBLIC GRIEVANCE DEPARTMENT



**USER MANUAL**

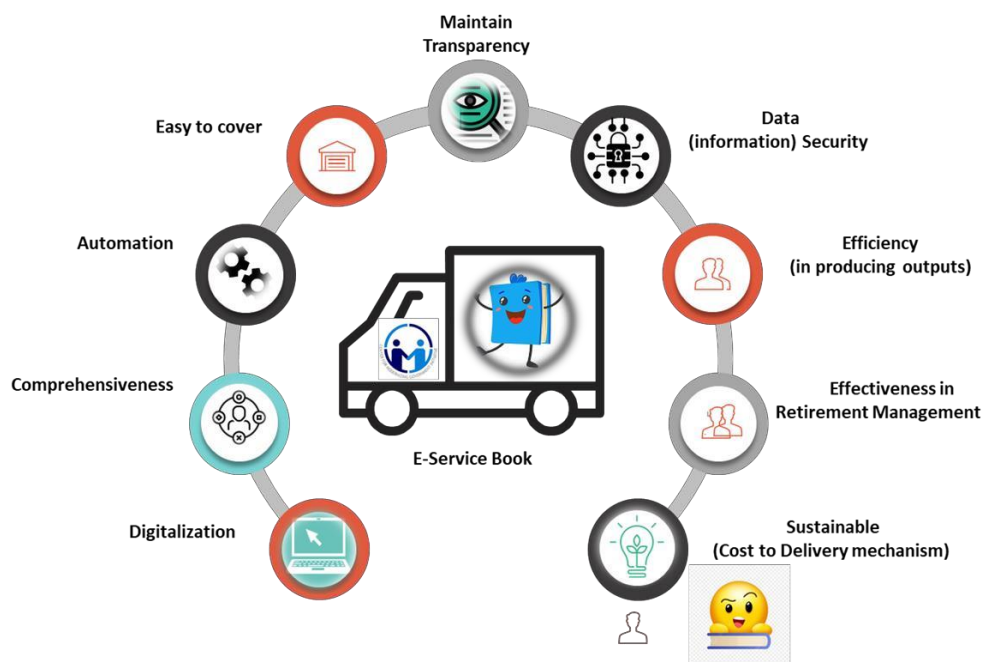
**of**

**e-SERVICE BOOK**  
**CORRECTION REQUEST BY AN**  
**EMPLOYEE TO DDO THROUGH**  
**HRMS**

## INTRODUCTION:-

Modernizing the administrative processes within the Government of Odisha and digitalizing the service history of employees through the e-Service Book can bring several advantages, such as easier access to information, reduced paperwork, improved data accuracy and better transparency in personnel management. It's a move that could potentially streamline processes and ensure a more efficient management system for government employees from recruitment to retirement. e-Service Book is a digital document being used to record and manage the entire service history of a government employee. This electronic record includes all administrative actions relating to the employee. The purpose of introducing the e-Service Book is to digitalize and streamline the Personnel Management System through technological transformation within the Government of Odisha.

## Objectives of the e-Service Book system:



1. **Digital Record:** The e-Service Book replaces the traditional paper-based service book with a digital platform. This transition eliminates the need for physical paperwork and allows for efficient data management.
2. **Comprehensive Record:** It contains a comprehensive history of an employee's career, including details of appointments, promotions, transfers, disciplinary actions, leave records, and other relevant information.
3. **Automation:** The introduction of the e-Service Book is part of a broader initiative to establish a fully automated Human Resources Management System (HRMS). This system aims to streamline and automate various HR processes, making them more efficient and less prone to errors.

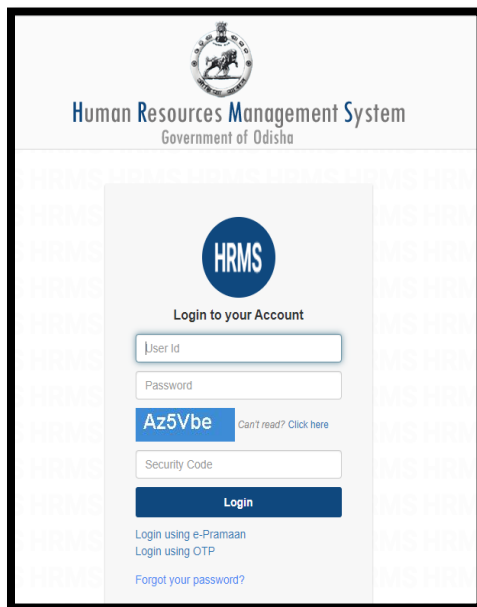
4. **Employee Coverage:** The e-Service Book is designed to cover all government employees in Odisha. This ensures that every government servant's career history is accurately and securely documented in a digital format.
5. **Transparency:** The digital platform enhances transparency in personnel management. Authorized personnel can access and update the e-Service Book as needed, ensuring that all actions relating to an employee are documented and easily retrievable.
6. **Efficiency:** By moving away from manual record-keeping systems, the government can significantly improve efficiency of HR processes. This includes quicker access to employee information, faster processing of administrative actions and reduced paperwork.
7. **Effectiveness:** Effect of the real-life situation of e-Service Book in managing retirement planning, the e-Service Book helps in planning for employee retirement by maintaining a clear and accurate record of their service history. This is crucial for calculating retirement benefits and pensions.
8. **Data Security:** Proper security measures should be in place to protect the sensitive employee data stored in the e-Service Book. This includes access controls and encryption to safeguard the information from unauthorized access.
9. **Sustainability:** It speaks about the optimization of resources used and maintaining a continuous service process over time.

Sometimes, in some cases, it is noticed either by the employee concerned or the DDO / Office Establishment of the employee concerned that, some of the data entered in his e-service book in HRMS is either incorrect or the fields meant for the purpose remained unfilled. In order to redress the issue, an interface has been developed for the employee user from where he can request to DDO for necessary correction / filling of the relevant data in his e-Service Book if the data is incorrect/missing. Similarly, another interface has also been developed for DDO/Office Establishment user to facilitate approval / rejection / modification of the employee's request.

This document serves as a guideline for an employee to use the module easily and efficiently to update his own e-Service Book. If any information is wrongly posted or left out in the HRMS database, there will be a provision for an employee to rectify the data at his end. If any information has been left out then add new data for updating the e-service book.

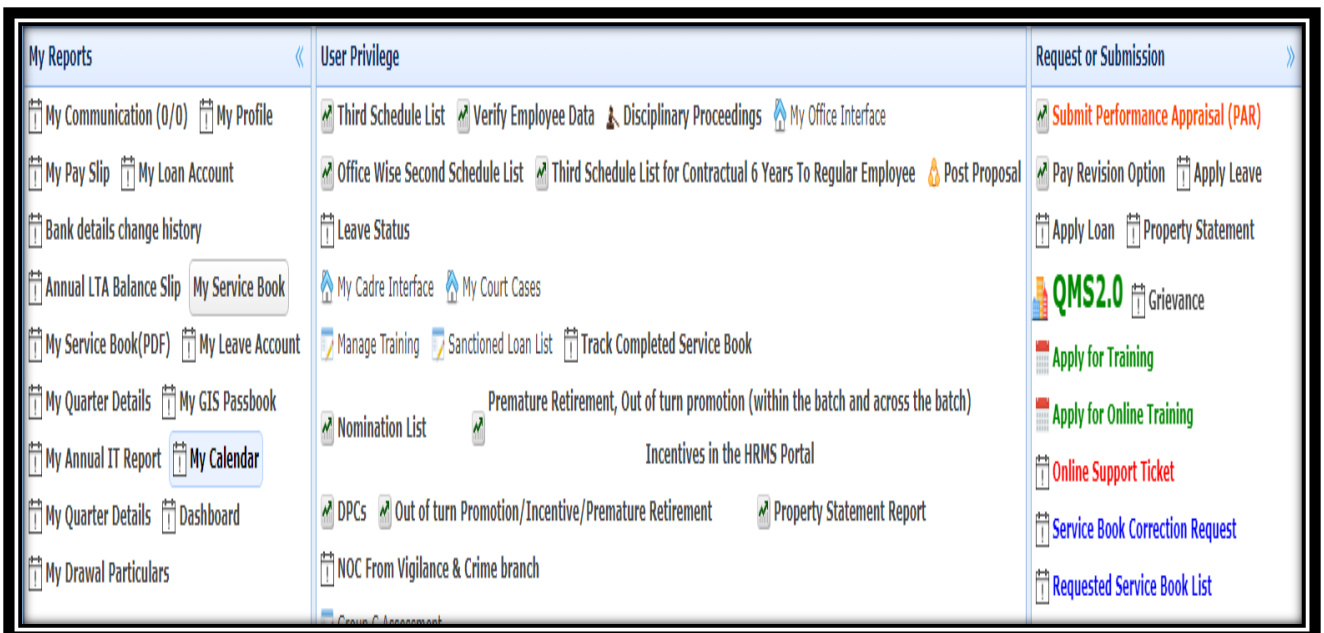
## Step-1 – Login (By an Employee)

All the Government employees are required to login into HRMS. The following procedure needs to be followed for login to the system. Access the HRMS URL in the browser (any browser). URL - <http://hrmsodisha.gov.in> and click on **PERSONAL LOGIN/HRMS LOGIN** on the top right corner of the home page. The HRMS login page appears as shown below. Here the employee concerned is required to enter the valid **User ID** and **Password** and click on Login tab.



## Step 2: Dashboard Page of HRMS

The following Page appears after successful login to HRMS. The employee can access the Module of **Service Book Correction Request** (Highlighted in **Blue**) by clicking on login to HRMS in the **Request or Submission Box**, provided below:



Clicking on the **Service Book Correction Request** link, the following screen will appear ;

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
4000-100-6000	4000.0	26-SEP-1998		PAY FIXATION PAY FIXED @ Rs.4000/- PM WITH GRADE		

It will show two panels i.e. **Right Panel** and **Left Panel**. **Right Panel** shows "Employee Service Book" information and the left panel shows "Correction of module". Clicking the "Select Module Name" in the drop down box will show seven no. of modules such as ; 1.Increment 2.Joining 3.Pay Revision 4.Pay Fixation 5.Promotion 6.Relieve 7.Service Verification

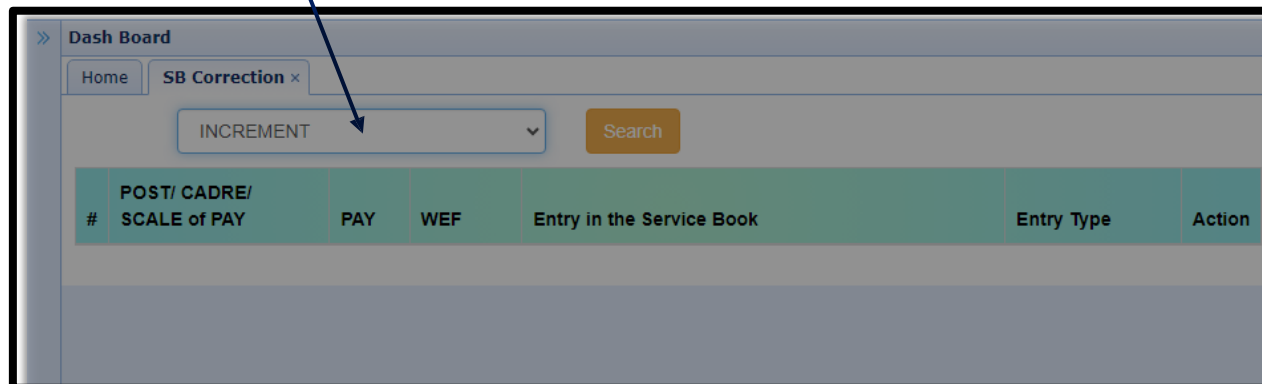
If the employee found any wrong information in the service book pertaining to the above modules, he needs to send the request to DDO for necessary updation /modification.

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
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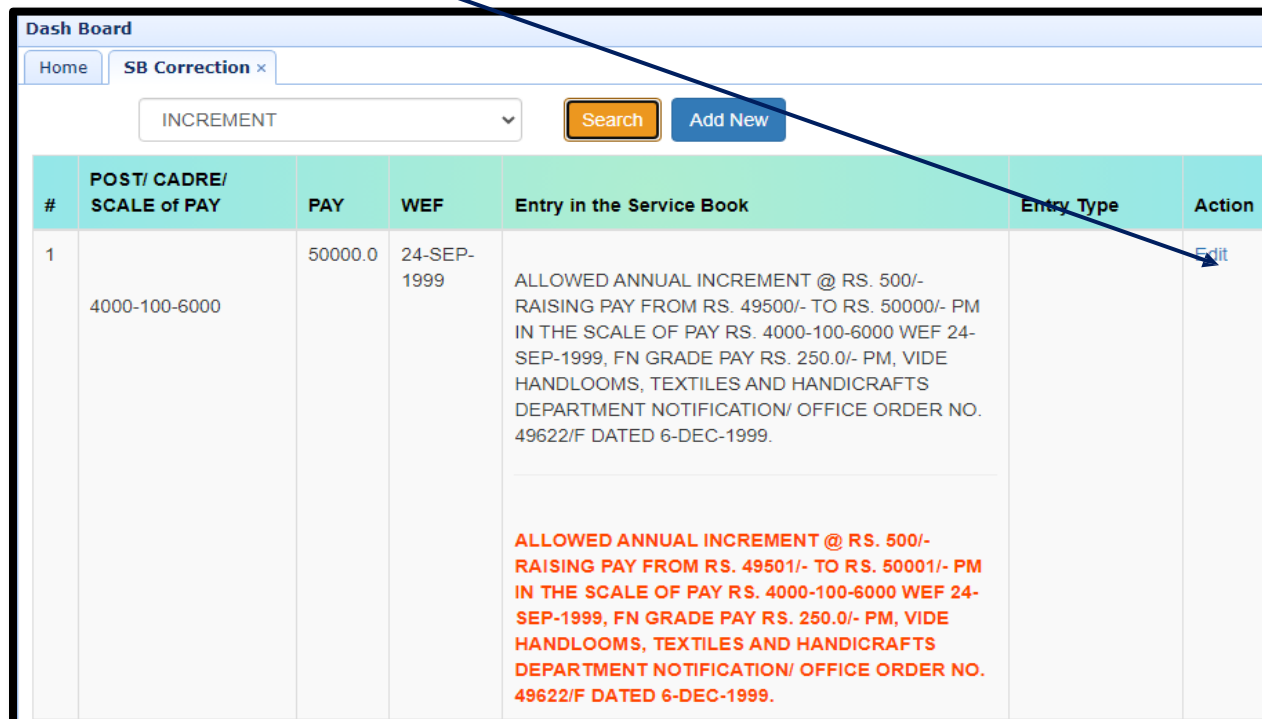
## Incase of Increment

Select "**Increment**" option from **drop down** box and click on **search** button;



The screenshot shows a web interface titled "Dash Board" with a sub-header "SB Correction". A dropdown menu is set to "INCREMENT" and a "Search" button is visible. Below the search area is a table with the following columns: #, POST/ CADRE/ SCALE of PAY, PAY, WEF, Entry in the Service Book, Entry Type, and Action.

Clicking on **search** button, the following page will appear. Here the employee will get the entire information about the **Increment**. If any information found wrong then **edit** button may be pressed (highlighted in **blue**) under **Action** column.



The screenshot shows the search results for an increment. The table has the following columns: #, POST/ CADRE/ SCALE of PAY, PAY, WEF, Entry in the Service Book, Entry Type, and Action. The first row contains the following data:

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	4000-100-6000	50000.0	24-SEP-1999	ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 250.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.  ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49501/- TO RS. 50001/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 250.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.		Exit

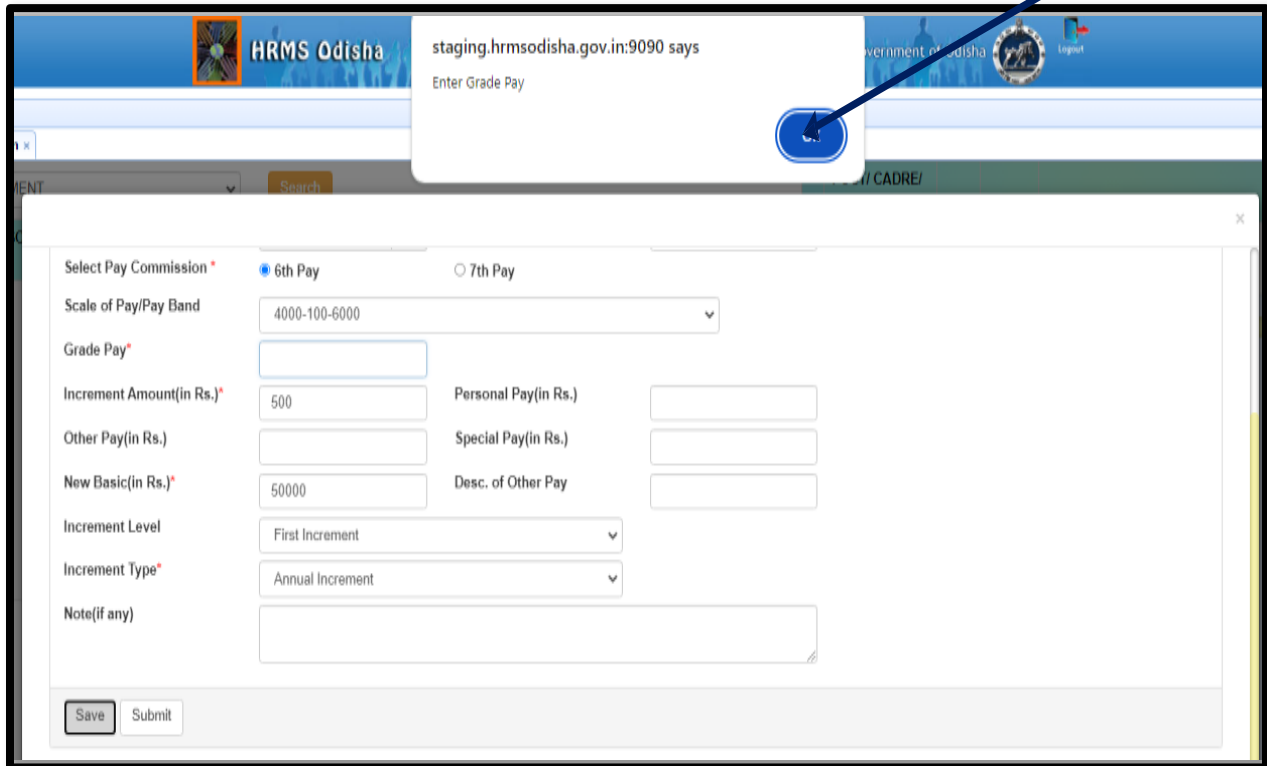


Clicking on **Edit** button, the following page will appear. All the "\*" marks are compulsory to be filled up. Some information are auto populated from the database.

Other Pay(in Rs.)	<input type="text"/>	Special Pay(in Rs.)	<input type="text"/>
New Basic(in Rs.)*	<input type="text" value="4400"/>	Desc. of Other Pay	<input type="text"/>
Increment Level	<input type="text" value="-Select-"/>		
Increment Type*	<input type="text" value="Annual Increment"/>		
Note(if any)	<input type="text"/>		
<input type="button" value="Save"/> <input type="button" value="Submit"/>			

Employee Increment			
Sanction Order No*	<input type="text" value="41989/F"/>	Sanction Order Date*	<input type="text" value="06-SEP-2002"/>
Sanctioning Authority	<input checked="" type="radio"/> Government of Orissa <input type="radio"/> Government of India		<input type="button" value="Search"/>
With Effect From*	<input type="text" value="11-SEP-2002"/>	Time*	<input type="text" value="Fore Noon"/>
Select Pay Commission *	<input type="radio"/> 6th Pay <input type="radio"/> 7th Pay		
Scale of Pay/Pay Band	<input type="text" value="-Select-"/>		
Grade Pay*	<input type="text"/>		
Pay Level*	<input type="text" value="-Select-"/>	Pay Cell *	<input type="text" value="-Select-"/>
Select Remuneration Stages *	<input type="text" value="-Select Stages-"/>	Select Remuneration Amount/ New Basic(in Rs.) *	<input type="text"/>
Increment Amount(in Rs.)*	<input type="text" value="100"/>	Personal Pay(in Rs.)	<input type="text"/>

If the employee has not given any information about grade pay and directly clicked on **save** button, it will show a message **"Enter Grade pay"** to the employee. Here the employee needs to click on **"ok"** button.



The screenshot displays the HRMS Odisha web application interface. At the top, the logo for HRMS Odisha is visible on the left, and the URL 'staging.hrmsodisha.gov.in:9090' is shown in the center. A notification banner at the top right reads 'Enter Grade Pay'. Below this, a modal window is open, titled 'Enter Grade Pay'. The modal contains several input fields and dropdown menus for configuring pay details. A blue arrow points to the 'OK' button in the bottom right corner of the modal.

**staging.hrmsodisha.gov.in:9090 says**  
Enter Grade Pay

Select Pay Commission \*  6th Pay  7th Pay

Scale of Pay/Pay Band 4000-100-6000

Grade Pay\*

Increment Amount(in Rs.)\* 500 Personal Pay(in Rs.)

Other Pay(in Rs.) Special Pay(in Rs.)

New Basic(in Rs.)\* 50000 Desc. of Other Pay

Increment Level First Increment

Increment Type\* Annual Increment

Note(if any)

Save Submit

After clicking on "ok" button, following page will appear. Here the employee needs to give information about grade pay and click on **save** button.

Select Pay Commission \*  6th Pay  7th Pay

Scale of Pay/Pay Band 4000-100-6000

Grade Pay\* 10000

Increment Amount(in Rs.)\* 500 Personal Pay(in Rs.)

Other Pay(in Rs.) Special Pay(in Rs.)

New Basic(in Rs.)\* 50000 Desc. of Other Pay

Increment Level First Increment

Increment Type\* Annual Increment

Note(if any)

Save Submit

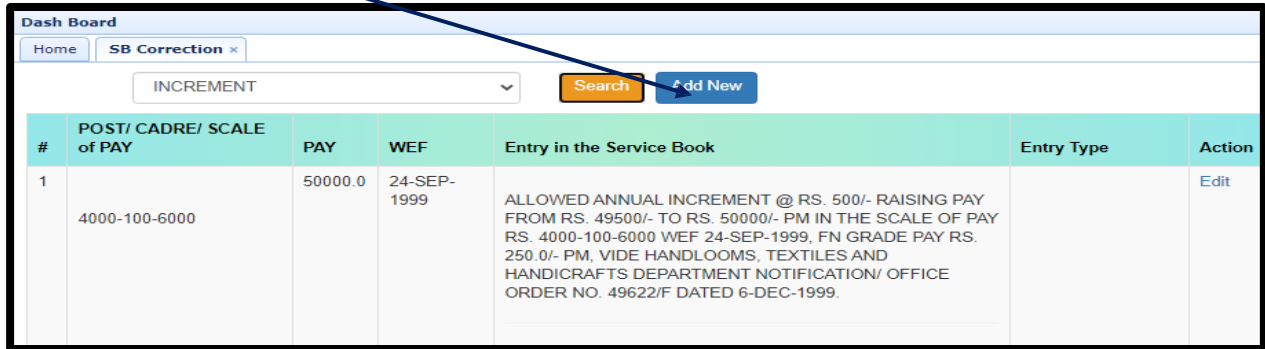
After clicking on "**save**" button, it will show a confirmation message "**Do you want to save ?**" to the employee. The employee needs to click on "**ok**" button.



The changes made above will get appended as mentioned below in the **SB correction page**, highlighted in **Red**.

7	4000-100-6000	PAY: Rs.4700.0/-	01-SEP-2005	ALLOWED ANNUAL INCREMENT @ Rs. 100/- RAISING PAY FROM Rs. 4600/- TO Rs. 4700/- PM IN THE SCALE OF PAY Rs. 4000-100-6000/- WEF 01-SEP-2005 VIDE FINANCE DEPARTMENT,GOVERNMENT OF ORISSA NOTIFICATION/ OFFICE ORDER NO. 43022/F DATED 05-SEP-2005.	Edit
				ALLOWED ANNUAL INCREMENT @ RS. 300/- RAISING PAY FROM RS. 4400/- TO RS. 4700/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 1-SEP-2005, FN GRADE PAY RS. 10000.0/- PM, VIDE FINANCE DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 43022/F DATED 5-SEP-2005.	

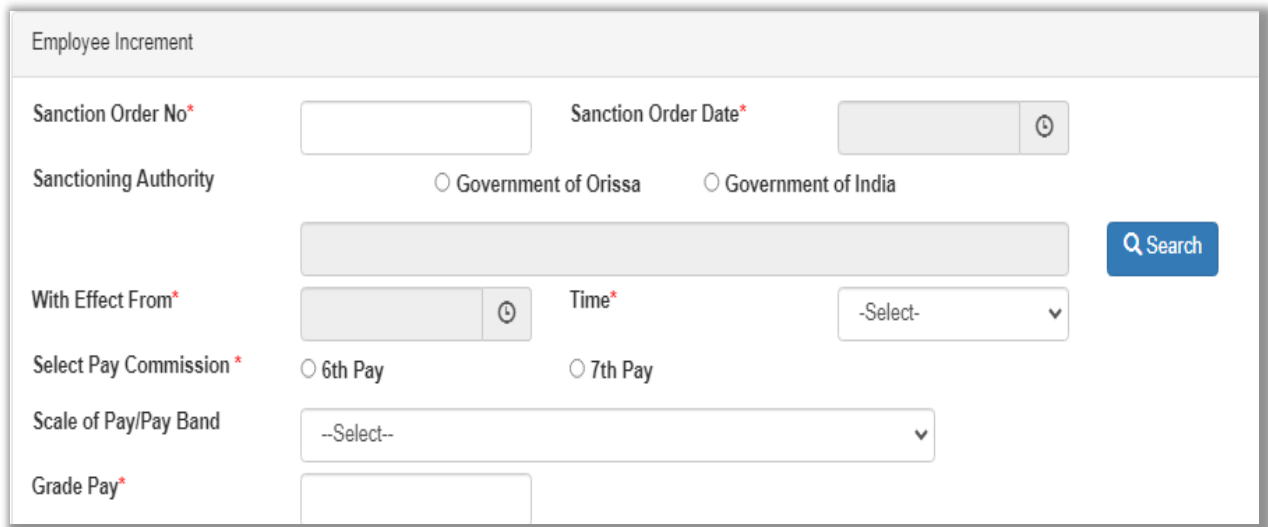
In case the **Increment** entry not found in the service book while verifying, the employee needs to click on **"Add New"** button, highlighted in **Blue**.



The screenshot shows a web interface titled "Dash Board" with a sub-tab "SB Correction". At the top, there is a dropdown menu set to "INCREMENT", a "Search" button, and a blue "Add New" button. Below this is a table with the following data:

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	4000-100-6000	50000.0	24-SEP-1999	ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 250.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.		Edit

Clicking on **"Add New"** button, the following page will appear. The employee needs to provide the required information and then click on **"save"** button. All the increment information will reflect in **"SB Correction"** page.



The screenshot shows the "Employee Increment" form with the following fields:

- Sanction Order No\* (text input)
- Sanction Order Date\* (date picker)
- Sanctioning Authority (radio buttons for Government of Orissa and Government of India)
- With Effect From\* (date picker)
- Time\* (dropdown menu with "--Select--")
- Select Pay Commission\* (radio buttons for 6th Pay and 7th Pay)
- Scale of Pay/Pay Band (dropdown menu with "--Select--")
- Grade Pay\* (text input)

A "Search" button is located on the right side of the form.

Once the **submit** button (highlighted in **green**) is pressed, the data cannot be modified further.

Pay Level*	-Select-	Pay Call *	-Select-
Select Remuneration Stages *	-Select Stages-	Select Remuneration Amount/ New Basic(in Rs.) *	
Increment Amount(in Rs.)*		Personal Pay(in Rs.)	
Other Pay(in Rs.)		Special Pay(in Rs.)	
New Basic(in Rs.)*		Desc. of Other Pay	
Increment Level	-Select-		
Increment Type*	-Select-		
Note(if any)			
<input type="button" value="Save"/> <input type="button" value="Submit"/>			

### In case of Joining:-

Choose the **Joining option** from **drop down** box and click on **search** button. The following page will appear. Here the employee will get entire information about the **Joining**. If any information found wrong, then the employee needs to click on **edit** button which is highlighted in **blue** under **Action** column.

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1			26-SEP-1998	IN PURSUANCE OF NOTIFICATION NO. 42196/F DATED 26-SEP-1998, JOINED AS DATA PROCESSING ASSISTANT(JUNIOR GRADE), FINANCE DEPARTMENT,GOVERNMENT OF ORISSA ON 26-SEP-1998(FN).		<b>edit</b>

Clicking on **edit** button, the following page will appear. Some information are auto populated from the database.

Employee Joining					
Notification Order Details					
(a) Type	FIRST_APPOINTMENT				
(b) Order No	42196/F	(c) Order Date	26-SEP-1998		
(d) Department Name					
(e) Office Name					
(f) Authority					
(g) Note					
Relieve Order Details					
(a) Relieve Report/Letter No.		(b) Order Date			
(c) Relieved On		(d) Relieved Time			
(e) Due Date of Joining		(f) Joining Time			



Joining Order Details

(a) Joining Report/Letter No.\* 42196/F (b) Order Date\* 26-Sep-1998

(c) Joined On\* 28-Sep-1998 (d) Joined Time\* Fore Noon (e) Date of Effect of Pay\*

(f) Unavailed joining Time Granted as EL

(g) From Date (h) To Date

Details of Posting  Government of Orissa  Government of India

Field Office --Select Office-- Search

Note(if any)

Save Submit

If the employee forgot to provide the information under **"Date of Effect of pay"** and clicked on **save** button, it will show a message **"Please enter Date of Effect of pay"** . The employee needs to click on **"ok"** button to proceed further.

staging.hrmsodisha.gov.in:9090 says

Please Enter Date of Effect of Pay

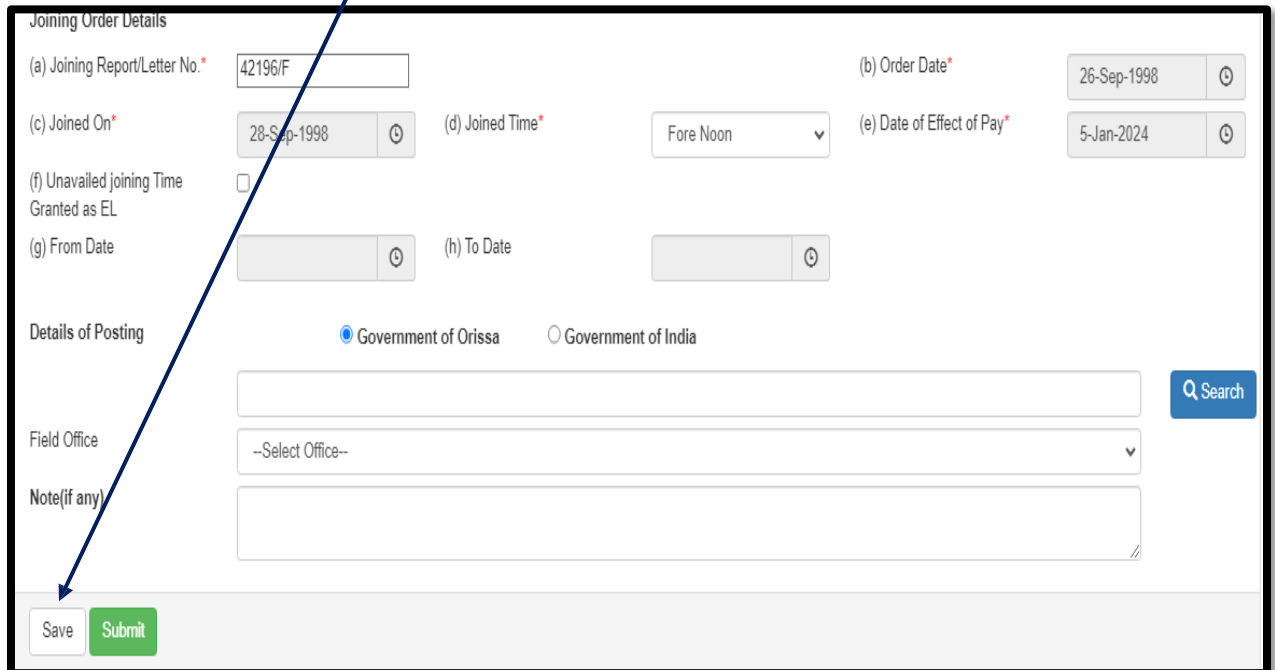
OK

Government of Odisha Logout

POST/ Ent

(d) Joined Time\* Fore Noon (b) Order Date\* 26-Sep-1998 (e) Date of Effect of Pay\*

The employee needs to give information relating to “**Date of Effect of Pay**” and click on “**save**” button. Once the **submit** button is pressed, the data cannot be modified further.



The image shows a web form titled "Joining Order Details". It contains several input fields and buttons. A blue arrow points from the top left towards the "Save" button at the bottom left.

(a) Joining Report/Letter No.*	42196/F	(b) Order Date*	26-Sep-1998
(c) Joined On*	28-Sep-1998	(d) Joined Time*	Fore Noon
(e) Date of Effect of Pay*	5-Jan-2024	(f) Unavailed joining Time Granted as EL	<input type="checkbox"/>
(g) From Date		(h) To Date	

Details of Posting:  Government of Orissa  Government of India

Field Office: --Select Office--

Note(if any):

Buttons: Save, Submit, Search

Once the “**save**” button is pressed, it will update the data, highlighted in **red** as mentioned below ;

2		26-SEP-1998	IN PURSUANCE OF NOTIFICATION NO. 42196/F DATED 26-SEP-1998, JOINED AS DATA PROCESSING ASSISTANT(JUNIOR GRADE), FINANCE DEPARTMENT,GOVERNMENT OF ORISSA ON 26-SEP-1998(FN).	<a href="#">Edit</a>
			IN PURSUANCE OF NOTIFICATION NO. 42196/F DATED 26-SEP-1998, JOINED AS ON 26-SEP-1998(FN).	

### In case of Pay Revision:-

Choose the **Pay Revision** from **drop down** box and click on **search** button. The following page will appear. Here the employee will get the entire information about the **Pay Revision**. If any information found wrong, then click on **edit** button, highlighted in **blue** under **Action** column.

Dash Board

Home SB Correction x

PAY REVISION Search Add New

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	5200-20200	8750.0	01-JAN-2006	PAY REVISED @ Rs.8750/- PM WITH GRADE PAY Rs.2400/- PM WEF 1-JAN-2006 IN THE REVISED SCALE OF PAY OF RS. 5200-20200/- VIDE NOTIFICATION/ OFFICE ORDER NO. 187 DATED 2-JAN-2009. HIS DATE OF NEXT INCREMENT WILL FALL DUE ON 01-SEP-2006. HE IS ALLOWED TO DRAW HIS NEXT & SUBSEQUENT INCREMENTS WEF 01-SEP-2006, 01-SEP-2007 & 01-NOV-2008 RASIING HIS PAY TO RS. 9090/- PM , RS. 9440/- PM & RS. 9800/- PM VIDE ORDER NO. 187 DATED 02-JAN-2009.		<a href="#">Edit</a>

Clicking on **edit** button will show the following page. Required fields are to be filled up. Some information are auto populated from the data base. After giving all the information, the employee needs to click on **save** button, highlighted in **green**.

**JOINING**

Employee Pay Revision

Notification Order No\* 187 Notification Order Date\* 02-JAN-2009

Notifying Authority  Government of Orissa  Government of India

Details of Pay

Select Pay Commission\*  5th Pay  6th Pay  7th Pay

(a) Revised Scale of Pay/Pay Band 5200-20200 (b) Grade Pay 2400

Pay Level\* -Select- Pay Cell\* -Select-

(c) Revised Basic\* 8750

(d) Personal Pay 0 (e) Special Pay 0

(f) Other Emoluments Falling Under Pay 0

(g) Description of Other Pay

**JOINING**

Pay Level\* -Select- Pay Cell\* -Select-

(c) Revised Basic\* 8750

(d) Personal Pay 0 (e) Special Pay 0

(f) Other Emoluments Falling Under Pay 0

(g) Description of Other Pay

(h) With Effect From Date\* 01-JAN-2006 With Effect From Time\* -Select-

(i) Date of Next Increment 01-SEP-2006

Note(if any)

After clicking on "save" button, the changes made above will automatically reflect in the **Service Book correction page**, marked in red as below ;

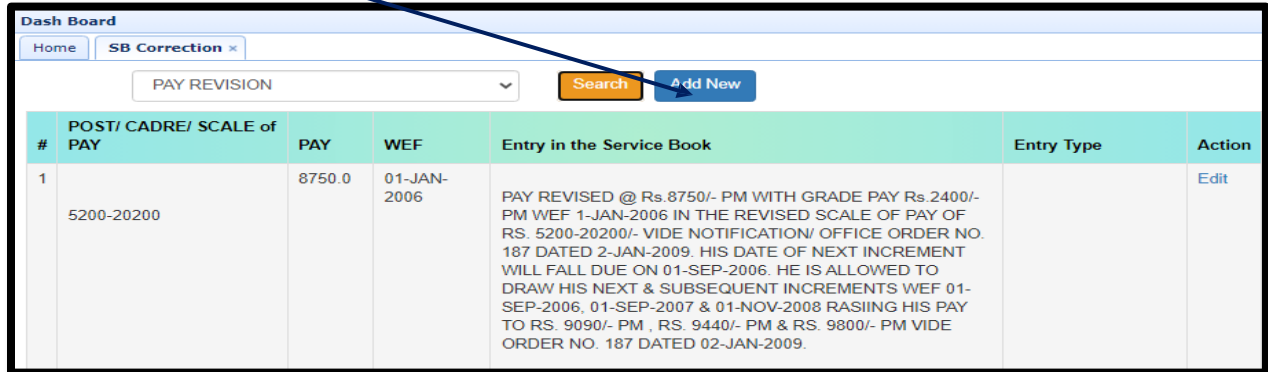
Dash Board

Home SB Correction

PAY REVISION Search

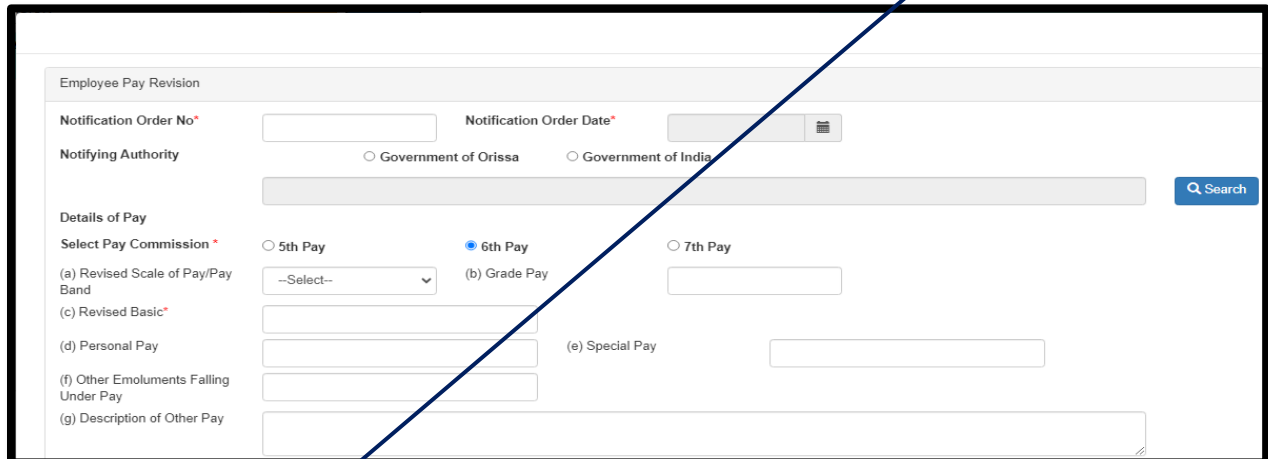
#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	5200-20200	PAY: Rs. 8750.0/-	01-JAN-2006	<p>PAY REVISED @ Rs. 8750/- PM WITH GRADE PAY Rs. 2400/- PM WEF 1-JAN-2006 IN THE REVISED SCALE OF PAY OF RS. 5200-20200/- VIDE NOTIFICATION/ OFFICE ORDER NO. 187 DATED 2-JAN-2009. HIS DATE OF NEXT INCREMENT WILL FALL DUE ON 01-SEP-2006. HE IS ALLOWED TO DRAW HIS NEXT &amp; SUBSEQUENT INCREMENTS WEF 01-SEP-2006, 01-SEP-2007 &amp; 01-NOV-2008 RASING HIS PAY TO RS. 9090/- PM , RS. 9440/- PM &amp; RS. 9800/- PM VIDE ORDER NO. 187 DATED 02-JAN-2009.</p> <p>PAY REVISED @ Rs. 10000/- PM WITH GRADE PAY Rs. 2400/- PM WEF 01-JAN-2006 IN THE REVISED SCALE OF PAY OF RS. 5200-20200/- VIDE NOTIFICATION/ OFFICE ORDER NO. 187 DATED 02-JAN-2009. HIS DATE OF NEXT INCREMENT WILL FALL DUE ON 01-SEP-2006.</p>		Edit

In case the **Pay revision** entry has not done in the service book while verifying, in such case, choose the **Pay Revision option** from drop down box. It will show **"Add new"** button, marked in **blue**.



#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	5200-20200	8750.0	01-JAN-2006	PAY REVISED @ Rs.8750/- PM WITH GRADE PAY Rs.2400/- PM WEF 1-JAN-2006 IN THE REVISED SCALE OF PAY OF RS. 5200-20200/- VIDE NOTIFICATION/ OFFICE ORDER NO. 187 DATED 2-JAN-2009. HIS DATE OF NEXT INCREMENT WILL FALL DUE ON 01-SEP-2006. HE IS ALLOWED TO DRAW HIS NEXT & SUBSEQUENT INCREMENTS WEF 01-SEP-2006, 01-SEP-2007 & 01-NOV-2008 RASIIING HIS PAY TO RS. 9090/- PM , RS. 9440/- PM & RS. 9800/- PM VIDE ORDER NO. 187 DATED 02-JAN-2009.		Edit

Clicking on **Add new button**. the following page will appear. Fill up the required fields and click on **save** button. Once **submit** button (highlighted in **green** ) is pressed, data cannot be modified further.



Employee Pay Revision

Notification Order No\*  Notification Order Date\*

Notifying Authority  Government of Orissa  Government of India

Details of Pay

Select Pay Commission\*  5th Pay  6th Pay  7th Pay

(a) Revised Scale of Pay/Pay Band  (b) Grade Pay

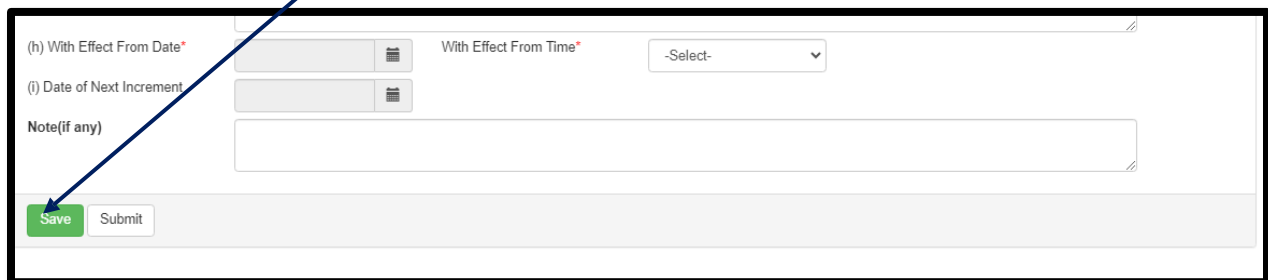
(c) Revised Basic\*

(d) Personal Pay  (e) Special Pay

(f) Other Emoluments Falling Under Pay

(g) Description of Other Pay

Search



(h) With Effect From Date\*  With Effect From Time\*

(i) Date of Next Increment

Note(if any)



Once the "save" button is pressed, the **Pay revision detail** will reflect in "SB Correction" page, marked in **Red**.

5	12750-375-16500	2100.0	27-SEP-2023	PAY FIXED @ Rs.2100/- PM WITH GRADE PAY Rs.25/- PM WEF 27-SEP-2023 IN THE SCALE OF PAY OF RS. 12750-375-16500/- VIDE NOTIFICATION/ OFFICE ORDER NO. 1611 DATED 20-SEP-2023. HIS DATE OF NEXT INCREMENT WILL FALL DUE ON 29-SEP-2023.		<a href="#">Edit</a>
6				PAY REVISED VIDE NOTIFICATION/ OFFICE ORDER NO. 12345 DATED 17-JAN-2024.	NEW	

**In case of Pay Fixation:-**

Choose the **Pay Fixation** from **drop down** box and click on **search** button ;

**Dash Board**

Home SB Correction x

PAY FIXATION Search

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
---	---------------------------	-----	-----	---------------------------	------------	--------

Following page will appear. Here the employee will get the entire information about the **Pay Fixation**. If any information found wrong, then click on **edit** button which highlighted in **blue** under **Action** column.

**Dash Board**

Home SB Correction x

PAY REVISION Search Add New

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	4000-100-6000	4000.0	26-SEP-1998	<p>PAY FIXED @ Rs.4000/- PM WITH GRADE PAY Rs.50/- PM WEF 26-SEP-1998 IN THE SCALE OF PAY OF RS. 4000-100-6000/- HAVING REASON 3rd MACP VIDE FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION/ OFFICE ORDER NO. 42196/F DATED 26-SEP-1998.</p> <p style="color: red;">PAY FIXED @ Rs.5000/- PM WITH GRADE PAY Rs.50/- PM WEF 26-SEP-1998 IN THE SCALE OF PAY OF RS. 4000-100-6000/- HAVING REASON 3rd MACP VIDE FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION/ OFFICE ORDER NO. 42196/F DATED 26-SEP-1998.</p>		<a href="#">Edit</a>

Clicking on **edit** button will show the following page. All the required fields are to be filled up. Some information are auto populated from the data base.

After giving all the information, click on **“save”** button which is highlighted in Green. Once the employee clicks on **“submit”** button, information cannot be modified

Employee Pay Fixation

Notification Order No\* 14354 Notification Order Date\* 13-May-2015

Notifying Authority  Government of Orissa  Government of India

Details of Pay

Select Pay Commission\*  5th Pay  6th Pay  7th Pay

(a) Revised Scale of Pay/Pay Band 5200-20200 (b) Grade Pay 2400

(c) Revised Basic\* 16050

(d) Personal Pay 0 (e) Special Pay 0

(f) Other Emoluments Falling Under Pay 0

(g) Description of Other Pay

(h) With Effect From Date\* 1-May-2015 With Effect From Time\* Fore Noon

(i) Date of Next Increment

Note(if any)

Reason of Pay Fixation\* --Select--

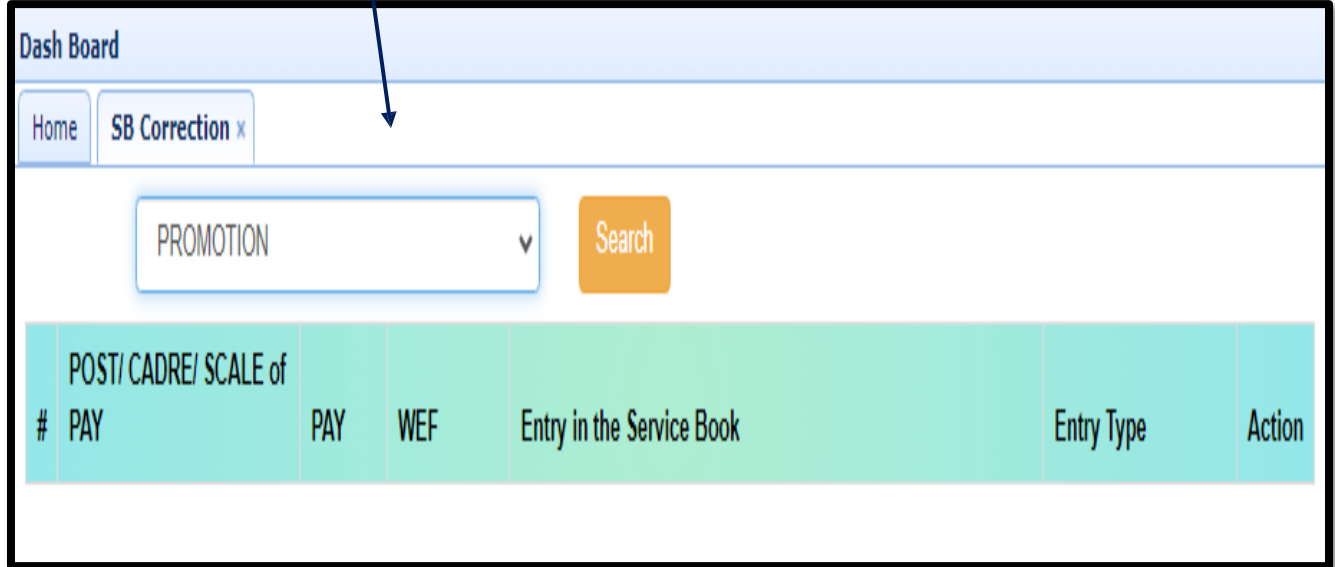
**Save** Submit

After clicking on **“save”** button, the information will automatically reflect in **Service Book correction page** which is mark in **red**.

3	5200-20200	PAY: Rs.16050.0/-	01-MAY-2015	PAY FIXED @ Rs.16050/- PM WITH GRADE PAY Rs.2400/- PM WEF 1-MAY-2015 IN THE SCALE OF PAY OF RS. 5200-20200/- HAVING REASON VIDE FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION/ OFFICE ORDER NO. 14354 DATED 13-MAY-2015.	<a href="#">Edit</a>
				PAY FIXED @ Rs.17500/- PM WITH GRADE PAY Rs.2400/- PM WEF 1-MAY-2015 IN THE SCALE OF PAY OF RS. 5200-20200/- HAVING REASON VIDE FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION/ OFFICE ORDER NO. 14354 DATED 26-SEP-2015.	

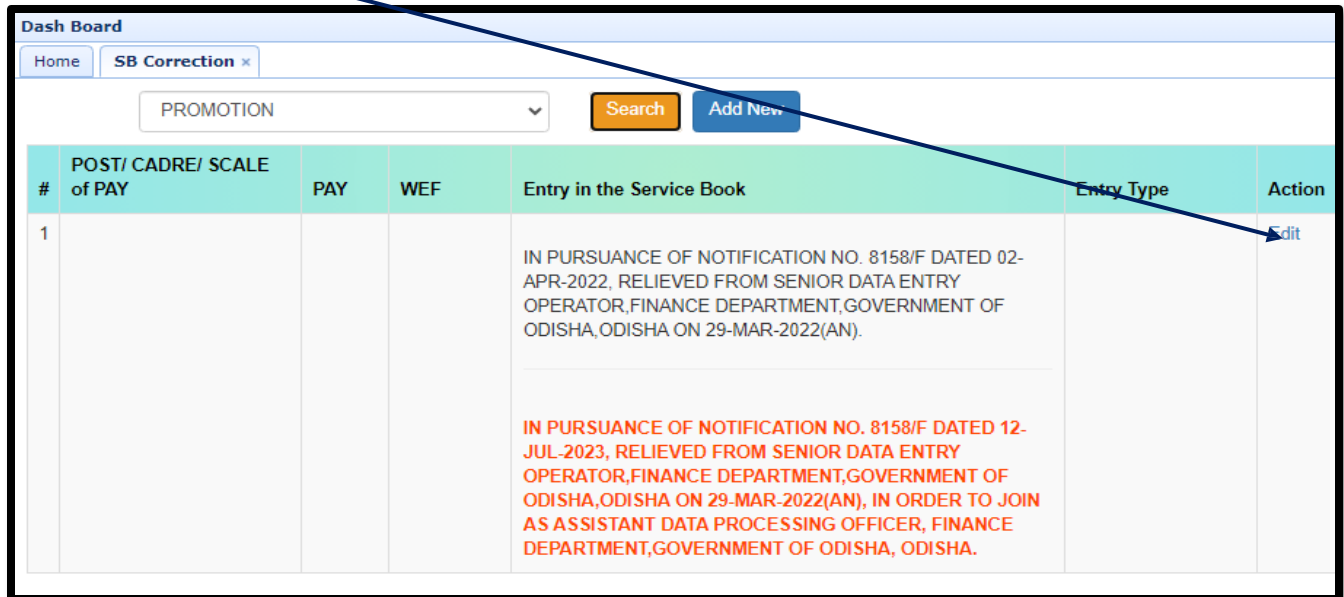
### In case of Promotion:-

Choose the **Promotion option** from **drop down** box and click on **search** button which is highlighted in **brown**.



The screenshot shows a web interface titled "Dash Board" with a navigation bar containing "Home" and "SB Correction x". Below the navigation bar, there is a dropdown menu with "PROMOTION" selected and a "Search" button highlighted in brown. Below the search area is a table with the following columns: #, POST/ CADRE/ SCALE of PAY, PAY, WEF, Entry in the Service Book, Entry Type, and Action.

Clicking on **search** button, the following page will appear. Here the employee will get the entire information about the **Promotion**. If any information found wrong then click on **edit** button which highlighted in **blue** under **Action** column.



The screenshot shows the search results page. The navigation bar is the same. The dropdown menu still shows "PROMOTION", and there is an "Add New" button next to the "Search" button. The table below has one row with the following details:

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				<p>IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 02-APR-2022, RELIEVED FROM SENIOR DATA ENTRY OPERATOR, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA ON 29-MAR-2022(AN).</p> <p>IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 12-JUL-2023, RELIEVED FROM SENIOR DATA ENTRY OPERATOR, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA ON 29-MAR-2022(AN), IN ORDER TO JOIN AS ASSISTANT DATA PROCESSING OFFICER, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA.</p>		<a href="#">edit</a>

Clicking on **edit** button, the following page will appear. All the required fields are to be filled up. Some information are auto populated from the database. Some options needs to be selected from dropdown box. Then click on **“save”** button which is highlighted in **green**. Once the employee clicks on **“submit”** button, information cannot be modified further.

Employee Promotion

Notification Order No\* 8158/F Notification Order Date\* 12-Jul-2023

Notifying Authority  Government of Orissa  Government of India

Allotment Description SCS

If Retrospective Promotion

Details of Cadre, Grade and Post

(a) Cadre Controlling Department HOME

(b) Name of the Cadre\* DEO CADRE

(c) Name of the Grade --Select--

(d) Cadre Level --Select--

(e) Description --Select--

(f) Allotment Year

(g) Cadre Id

Please Fill up Column below if Post Details is Available

(i) Posting Department --Select--

(ii) Name of the Generic Post --Select--

Post Classification  Adhoc  Temporary  On Probation  Permanent  None  
 Officiating  Substantive  None

Date of Effect of Joining in Cadre / Post\* Time\* -Select-

Update Cadre Status(JPR)

(c) Pay in Substantive Post\* 52000

(d) Special Pay 0

(e) Personal Pay 0

(f) Other Pay 0

(g) Description of Other Pay

Post Group C

Date of Effect of Pay\* 23-Feb-2023 Time\* After Noon

Note(if any)

Save Submit

After clicking on "save" button, the information will automatically reflect in the **Service Book correction page** which is mark in **red** as below ;

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				<p>IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 02-APR-2022, RELIEVED FROM SENIOR DATA ENTRY OPERATOR,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA ON 29-MAR-2022(AN).</p> <p><b>IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 12-JUL-2023, RELIEVED FROM SENIOR DATA ENTRY OPERATOR,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA ON 29-MAR-2022(AN), IN ORDER TO JOIN AS ASSISTANT DATA PROCESSING OFFICER, FINANCE DEPARTMENT,GOVERNMENT OF ODISHA, ODISHA.</b></p>		<a href="#">Edit</a>

In case the **Promotion entry** has not made in the service book, then choose the **Promotion option** from drop down box .It will show **Add new** button, highlighted in **blue**.

**Dash Board**

Home SB Correction x

PROMOTION

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				<p>IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 02-APR-2022, RELIEVED FROM SENIOR DATA ENTRY OPERATOR,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA ON 29-MAR-2022(AN).</p>		<a href="#">Edit</a>



Clicking on **Add new button**, the following page will appear. Provide all the required information. Then click on **save** button. Once the employee clicked on **submit** button (highlighted in **green** ), the data cannot be modified further.

Employee Pay Revision

Notification Order No\*  Notification Order Date\*

Notifying Authority  Government of Orissa  Government of India

Details of Pay

Select Pay Commission\*  5th Pay  6th Pay  7th Pay

(a) Revised Scale of Pay/Pay Band  (b) Grade Pay

(c) Revised Basic\*

(d) Personal Pay  (e) Special Pay

(f) Other Emoluments Falling Under Pay

(g) Description of Other Pay

(h) With Effect From Date\*  With Effect From Time\*

(i) Date of Next Increment

Note(if any)

Once the **save** button is pressed, the detail information pertaining to **Promotion** will reflect in **SB Correction page**.

Dash Board

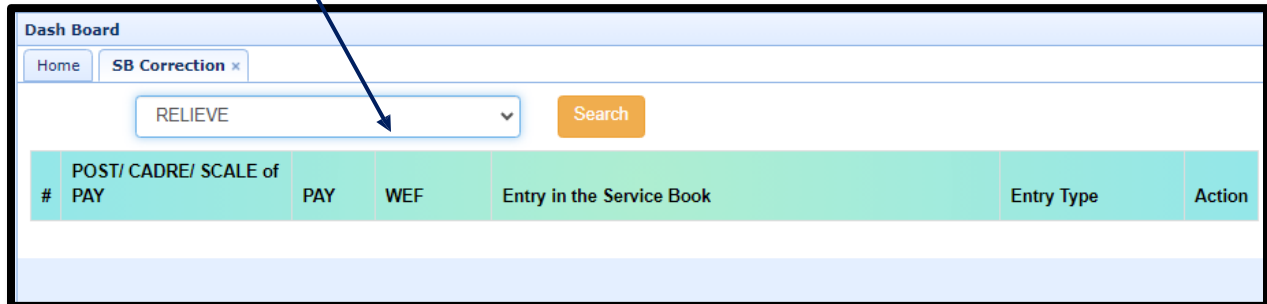
Home **SB Correction** x

PROMOTION

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 02-APR-2022, RELIEVED FROM SENIOR DATA ENTRY OPERATOR, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA, ODISHA ON 29-MAR-2022(AN).		Edit

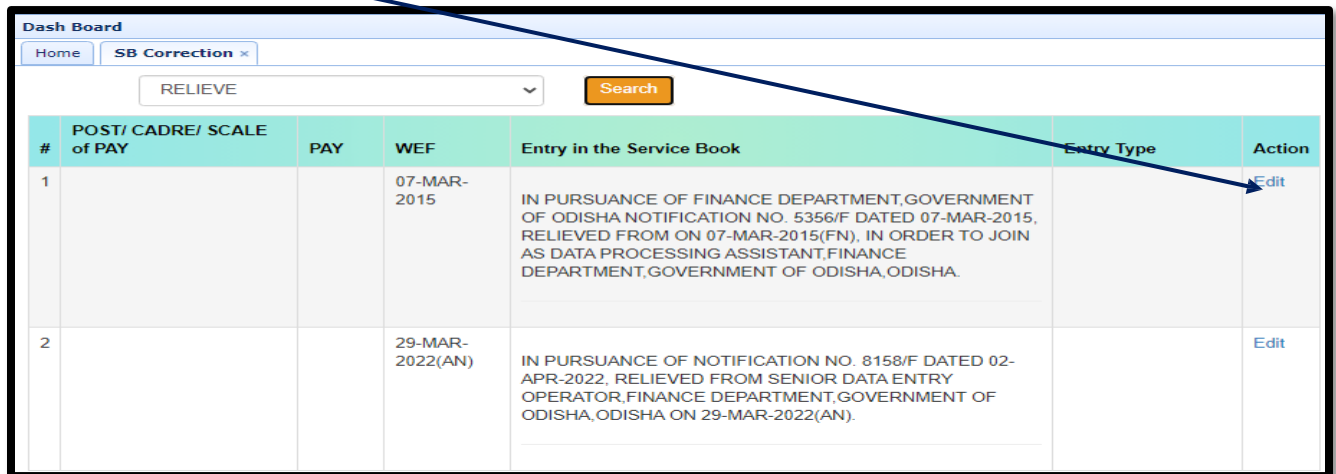
## In case of Relieve

Choose the **Relieve** option from **drop down** box and click on **search** button ;



The screenshot shows a web interface titled "Dash Board" with a navigation bar containing "Home" and "SB Correction x". Below the navigation bar is a search area with a dropdown menu set to "RELIEVE" and an orange "Search" button. Below the search area is a table with the following columns: "#", "POST/ CADRE/ SCALE of PAY", "PAY", "WEF", "Entry in the Service Book", "Entry Type", and "Action".

Clicking on **search** button, the following page will appear. Here the employee will get the entire information about the **Relieve**. If any information found wrong then the employee needs to click on **edit** button which highlighted in **blue** under **Action** column.



The screenshot shows the search results for "RELIEVE". The table has the same columns as the previous screenshot. Two entries are displayed:

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1			07-MAR-2015	IN PURSUANCE OF FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION NO. 5356/F DATED 07-MAR-2015, RELIEVED FROM ON 07-MAR-2015(FN), IN ORDER TO JOIN AS DATA PROCESSING ASSISTANT,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA.		Edit
2			29-MAR-2022(AN)	IN PURSUANCE OF NOTIFICATION NO. 8158/F DATED 02-APR-2022, RELIEVED FROM SENIOR DATA ENTRY OPERATOR,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA ON 29-MAR-2022(AN).		Edit

Clicking on **edit** button the following page will appear. All the required information are to be given. Some information are auto populated from the data base. Some options are required be selected from drop down box. some information are required to be selected from the check box. Then click on "Save **Relieve**" button which is highlighted in **green**. Once the employee clicks on "submit" button ( highlighted in **green** ), the submitted information cannot be changed/modified.

Employee Relieve

Notification Order Details

(a) Type: REDESIGNATION

(b) Order No: 5356/F (c) Order Date: 07-MAR-2015

(d) Department Name: FINANCE

(e) Office Name: FINANCE DEPARTMENT,GOVERNMENT OF ODISHA

(f) Authority:

(g) Note:

Relieve Order Details

(a) Relieve Report/Letter No.\*: 5356/F (b) Date\*: 7-Mar-2015

(c) Relieved On\*: 7-Mar-2015 (d) Time\*: Fore Noon

(e) Due Date of Joining\*: 7-Mar-2015 (f) Time\*: Fore Noon

Relinquished  Relieved

Is Additional Charge:

(g) Relieved From\*: --Select--

Note(if any):

Save Relieve Submit

After clicking on **"Save Relieve"** button, the information will automatically reflect in **Service Book Correction** page which is mark in **red**.

Dash Board

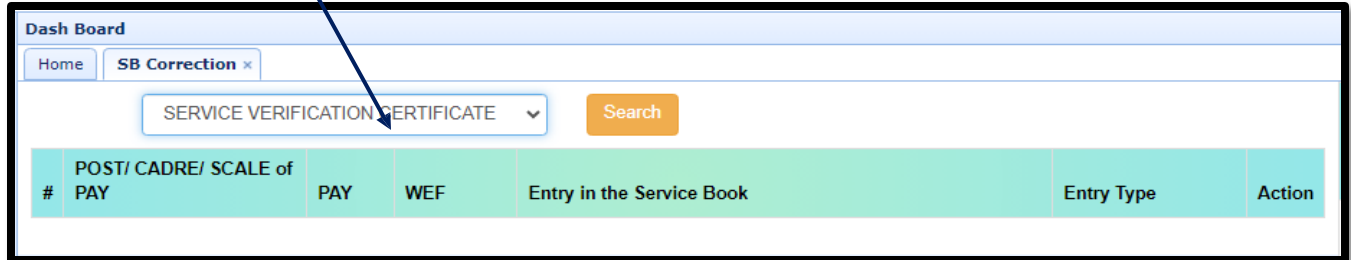
Home SB Correction x

RELIEVE Search

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1			07-MAR-2015	IN PURSUANCE OF FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION NO. 5356/F DATED 07-MAR-2015, RELIEVED FROM ON 07-MAR-2015(FN), IN ORDER TO JOIN AS DATA PROCESSING ASSISTANT,FINANCE DEPARTMENT, GOVERNMENT OF ODISHA,ODISHA.		Edit
				IN PURSUANCE OF FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION NO. 5356/F DATED 07-MAR-2015, RELIEVED FROM ON 07-MAR-2015(FN), IN ORDER TO JOIN AS SENIOR DATA ENTRY OPERATOR,FINANCE DEPARTMENT,GOVERNMENT OF ODISHA,ODISHA.		

## Service Verification Certificate:-

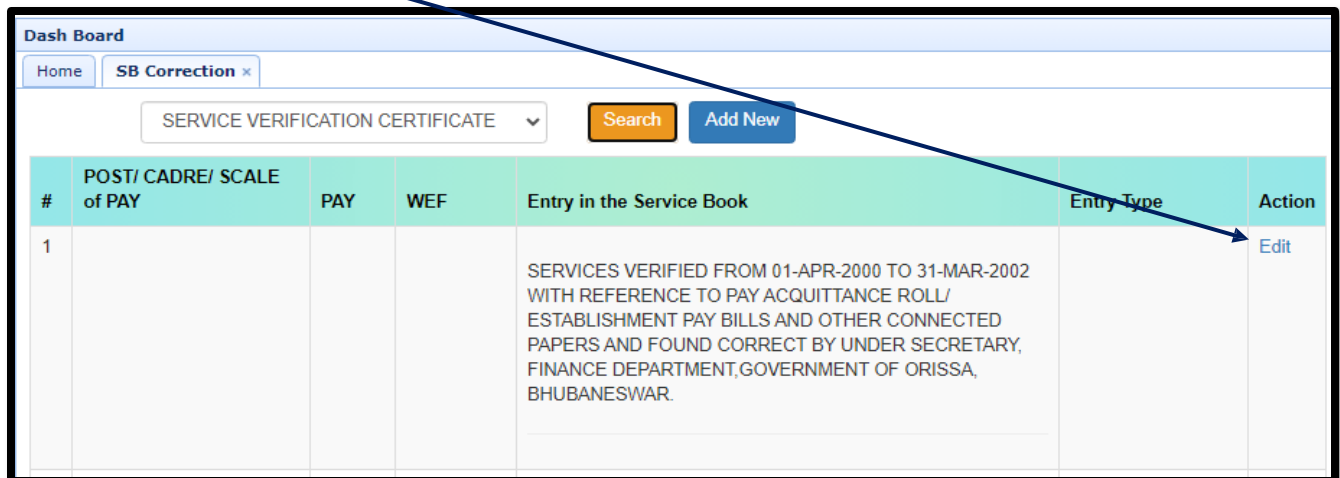
Choose the **Service Verification Certificate** from **drop down** box and click on **Search** button ;



The screenshot shows a dashboard with a search bar containing 'SERVICE VERIFICATION CERTIFICATE' and a 'Search' button. Below the search bar is a table with the following columns: #, POST/ CADRE/ SCALE of PAY, PAY, WEF, Entry in the Service Book, Entry Type, and Action.

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
---	---------------------------	-----	-----	---------------------------	------------	--------

Clicking on **search** button, the following page will appear. Here the employee will get the entire information about the **Service Verification Certificate**. If any information found inappropriate, then click on **edit** button which highlighted in **blue** under **Action** column.



The screenshot shows the search results page. The search bar still contains 'SERVICE VERIFICATION CERTIFICATE'. There is an 'Add New' button next to the 'Search' button. The table below has one row with the following data:

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				SERVICES VERIFIED FROM 01-APR-2000 TO 31-MAR-2002 WITH REFERENCE TO PAY ACQUITTANCE ROLL/ ESTABLISHMENT PAY BILLS AND OTHER CONNECTED PAPERS AND FOUND CORRECT BY UNDER SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF ORISSA, BHUBANESWAR.		Edit

Clicking on **edit** button, the following page will appear. All the required fields to be filled up. Some information are auto populated from the data base. Some information are need to be selected from the drop down box and some are to be selected from the check boxes. Then click on "**Save**" button which is highlighted in **green**. Once the employee clicks on "**submit**" button (highlighted in **green**), no information can be changed at employee end.

Employee Service Verification

From Date \* 1-Apr-2000 From Time \* --Select One--

To Date \* 31-Mar-2002 To Time \* --Select One--

Verified On \* 31-MAR-2002

Sanctioning Authority \*  Government of Orissa  Government of India

UNDER SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA

Note if any

RECORDS

After clicking on "Save" button, it will automatically reflect in **Service Book correction page** which is mark in **red**.

Dash Board

Home SB Correction x

SERVICE VERIFICATION CERTIFICATE

#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1				<p>SERVICES VERIFIED FROM 01-APR-2000 TO 31-MAR-2002 WITH REFERENCE TO PAY ACQUITTANCE ROLL/ ESTABLISHMENT PAY BILLS AND OTHER CONNECTED PAPERS AND FOUND CORRECT BY UNDER SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF ORISSA, BHUBANESWAR.</p> <p>SERVICES VERIFIED ON 31-MAR-2002 FROM 1-Apr-2000 TO 31-Mar-2002 WITH REFERENCE TO PAY ACQUITTANCE ROLL/ ESTABLISHMENT PAY BILLS AND OTHER CONNECTED PAPERS AND FOUND CORRECT BY UNDER SECRETARY, FINANCE DEPARTMENT, GOVERNMENT OF ODISHA</p>		<a href="#">Edit</a>

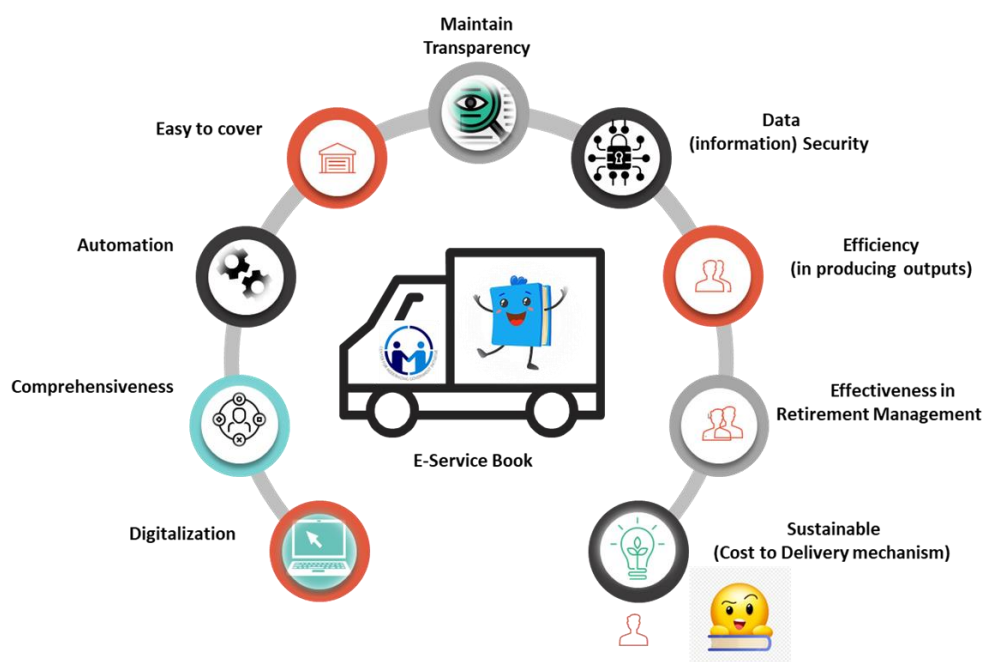


# **USER MANUAL**

**Reject / Approve of e-service  
book correction requests by DDO  
through HRMS**

Modernizing the administrative process within the Government of Odisha and digitalizing the service history of employees through the e-Service Book can bring several advantages, such as easier access to information, reduced paperwork, improved data accuracy, and better transparency in personnel management. It's a move that could potentially streamline processes and ensure a more efficient management system for government employees from recruitment to retirement. e-Service Book is a digital document used to record and manage the entire service history of a government employee. This electronic record includes all administrative actions related to the employee. The purpose of introducing the e-Service Book is to digitalize and streamline the personnel management system through technological transformation within the Government of Odisha.

### Objectives of the e-Service Book system:



1. **Digital Record:** The e-Service Book replaces the traditional paper-based service book with a digital platform. This transition eliminates the need for physical paperwork and allows for efficient data management.
2. **Comprehensive Record:** It contains a comprehensive history of an employee's career, including details of appointments, promotions, transfers, disciplinary actions, leave records, and other relevant information.
3. **Automation:** The introduction of the e-Service Book is part of a broader initiative to establish a fully automated Human Resource Management System (HRMS). This system aims to streamline and automate various HR processes, making them more efficient and less prone to errors.

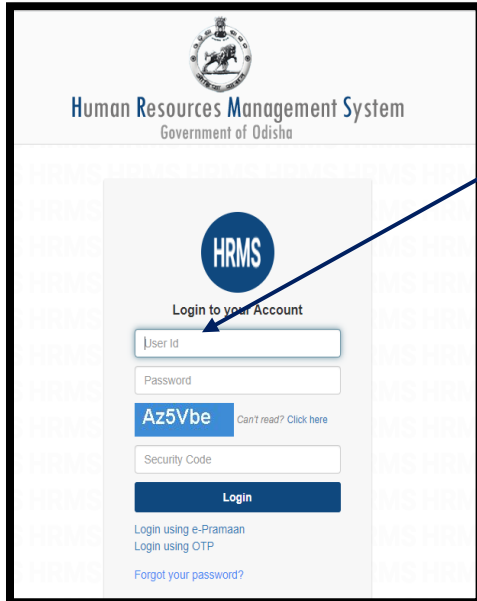
4. **Employee Coverage:** The e-Service Book is designed to cover all government employees in Odisha. This ensures that every government servant's career history is accurately and securely documented in a digital format.
5. **Transparency:** The digital platform enhances transparency in personnel management. Authorized personnel can access and update the e-Service Book as needed, ensuring that all actions related to an employee are documented and easily retrievable.
6. **Efficiency:** By moving away from manual record-keeping systems, the government can significantly improve the efficiency of HR processes. This includes quicker access to employee information, faster processing of administrative actions, and reduced paperwork.
7. **Effectiveness:** Effect of the real-life situation of e-Service Book in managing retirement planning. The e-Service Book helps in planning for employee retirement by maintaining a clear and accurate record of their service history. This is crucial for calculating retirement benefits and pensions.
8. **Data Security:** Proper security measures should be in place to protect the sensitive employee data stored in the e-Service Book. This includes access controls and encryption to safeguard the information from unauthorized access.
9. **Sustainability:** It speaks about the optimization of resources used, and maintaining a continuous service process over time.

Sometimes, in some cases, it is noticed either by the employee concerned or the DDO / Office Establishment of the employee concerned that some of the data entered in his / her e-service book in HRMS is either incorrect or the fields meant for the purpose remained unfilled. In order to redress the issue, an interface has been developed for the employee user from where he/she can request to DDO for necessary correction / filling of the relevant data in his/her e-Service Book if the data is incorrect/missing. Similarly, another interface has also been developed for **DDO/Office Establishment user to facilitate approval / rejection / modification of the employee's request.**

This document serves as a guideline for a DDO to use the module easily and efficiently to update employee's e-Service Book. If any request sends by an employee in the HRMS database as per module there will be a provision for an DDO to accept the data at her/his end or reject the data with prior information to an employee.

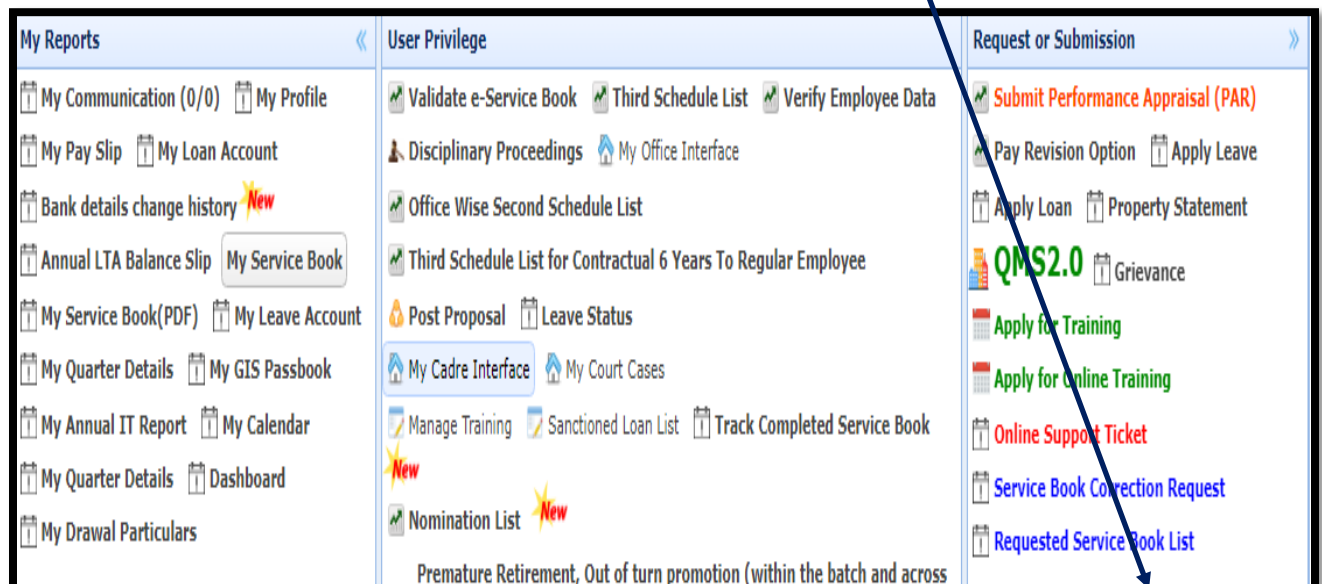
## Step-1 – Login (By an DDO)

All the DDOs (Government) are required to login into HRMS. The following procedure need to be followed for logging in to the system. Access the HRMS URL in the browser (any browser). URL - <http://hrmsodisha.gov.in>. Click **“PERSONAL LOGIN/HRMS LOGIN”** on the top right corner of the home page. The HRMS login page appears as shown below. Here the employee concerned is required to enter the valid **User ID** and **Password** and click Login.



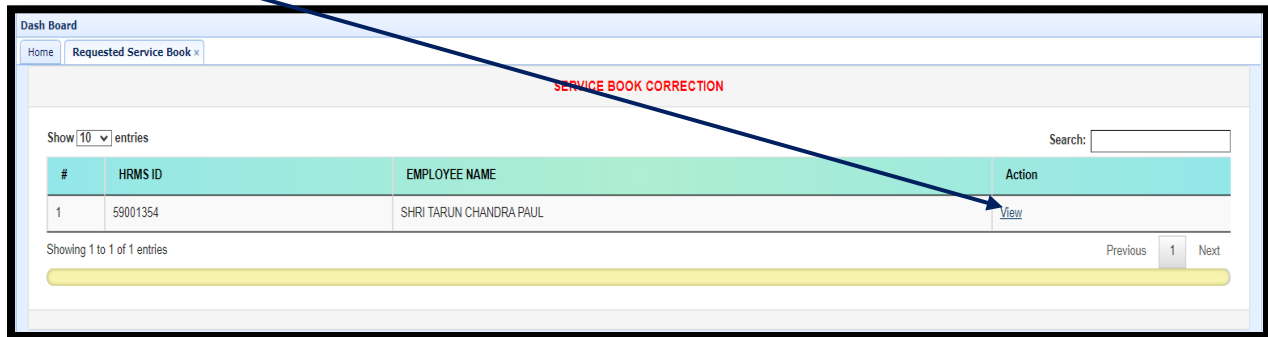
## Step 2: Dashboard Page of HRMS

The following Page appears after successful login to HRMS. The DDO can access the Module of **Requested Service Book List** (Highlighted in **Blue** Colour) by clicking on login to HRMS in the **Request or Submission Box** as mentioned below:

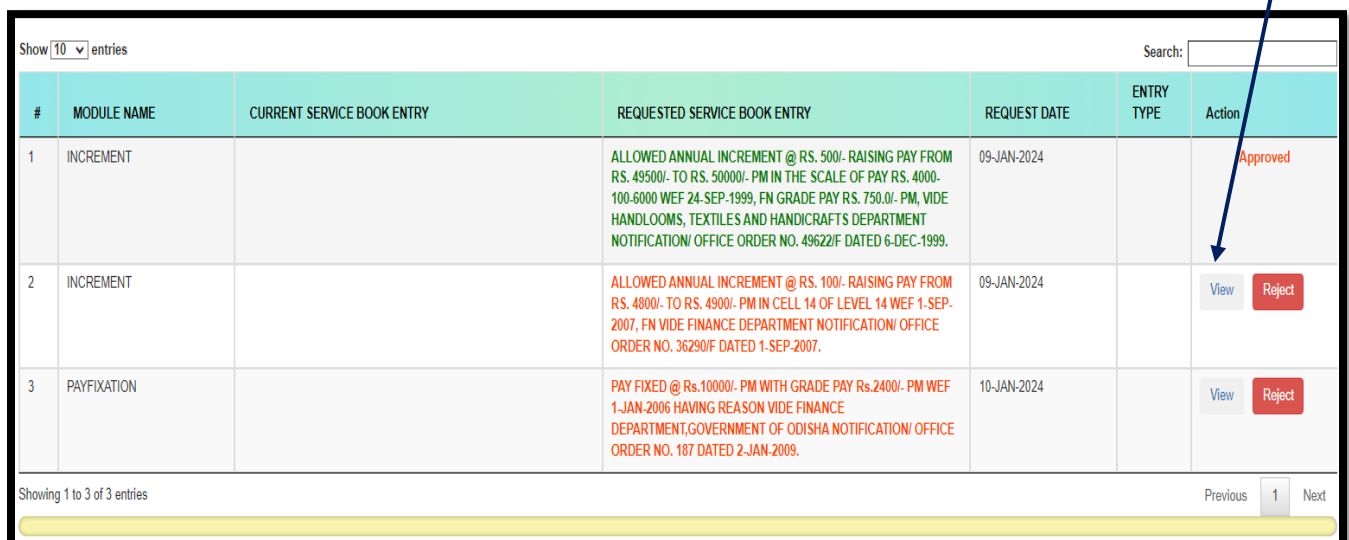


My Reports	User Privilege	Request or Submission
<ul style="list-style-type: none"><li>My Communication (0/0)</li><li>My Profile</li><li>My Pay Slip</li><li>My Loan Account</li><li>Bank details change history <b>New</b></li><li>Annual LTA Balance Slip</li><li>My Service Book</li><li>My Service Book(PDF)</li><li>My Leave Account</li><li>My Quarter Details</li><li>My GIS Passbook</li><li>My Annual IT Report</li><li>My Calendar</li><li>My Quarter Details</li><li>Dashboard</li><li>My Drawal Particulars</li></ul>	<ul style="list-style-type: none"><li>Validate e-Service Book</li><li>Third Schedule List</li><li>Verify Employee Data</li><li>Disciplinary Proceedings</li><li>My Office Interface</li><li>Office Wise Second Schedule List</li><li>Third Schedule List for Contractual 6 Years To Regular Employee</li><li>Post Proposal</li><li>Leave Status</li><li>My Cadre Interface</li><li>My Court Cases</li><li>Manage Training</li><li>Sanctioned Loan List</li><li>Track Completed Service Book</li><li><b>New</b> Nomination List <b>New</b></li><li>Premature Retirement, Out of turn promotion (within the batch and across</li></ul>	<ul style="list-style-type: none"><li>Submit Performance Appraisal (PAR)</li><li>Pay Revision Option</li><li>Apply Leave</li><li>Apply Loan</li><li>Property Statement</li><li><b>QMS2.0</b></li><li>Grievance</li><li>Apply for Training</li><li>Apply for Online Training</li><li>Online Support Ticket</li><li>Service Book Correction Request</li><li>Requested Service Book List</li></ul>

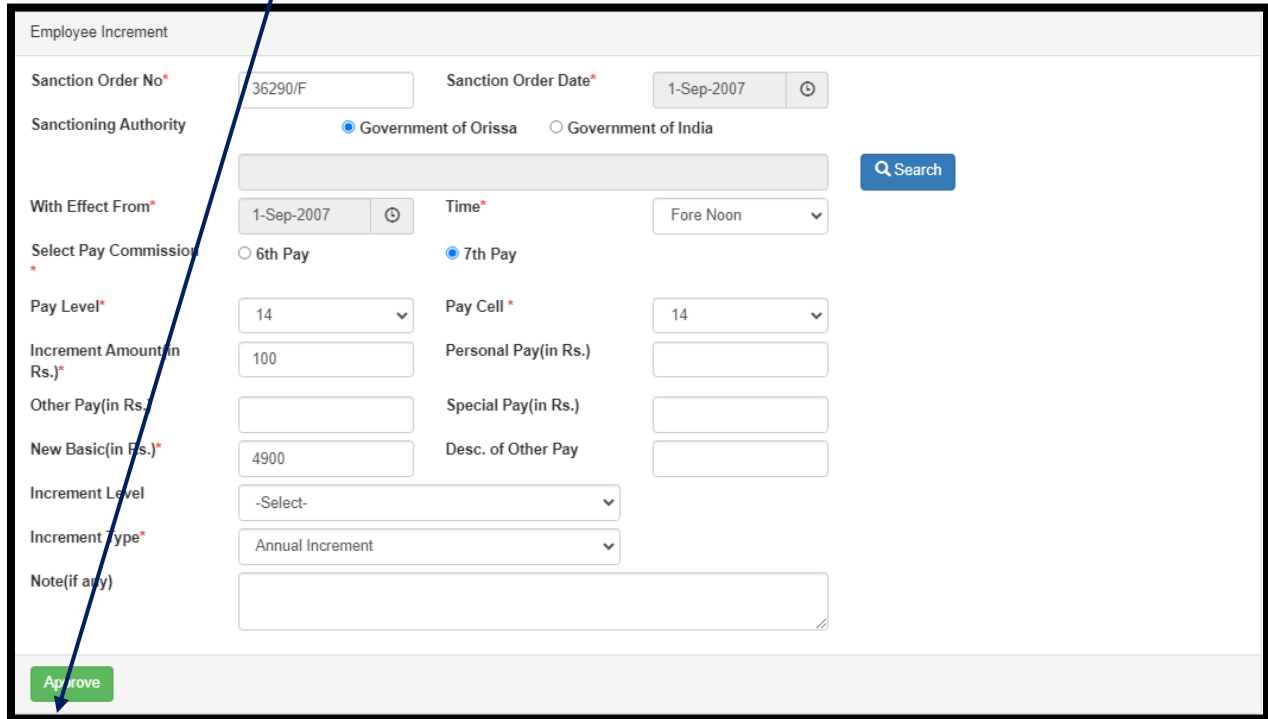
Clicking on the **Request Service Book List** link the following screen will appear in **"Request Service Book"** Page. It shows HRMS ID, Employee Name and Action. Under Action column there is a **view option** which is highlighted in **blue** colour. Click on **"view"** button.



When clicking on view button the following screen will appear. It shows Module Name, Current Service Book Entry, Requested Service Book Entry, Request date, Entry Type, Action. These entire **information** requests by an employee to DDO. When an employee sends the **request** to DDO for correction the letter will be shows in **red** colour under **Request Service Book entry**. Here DDO can **view / reject** under **Action column**. **View** is highlighted in **blue** colour and **Reject** is highlighted in **blue** colour. Request by an employee based on **seven** nos of module such as 1.Increment, 2.Joining, 3.Pay Revision,4.Pay Fixation ,5.Promotion , 6. Relieve, 7.Service Verification



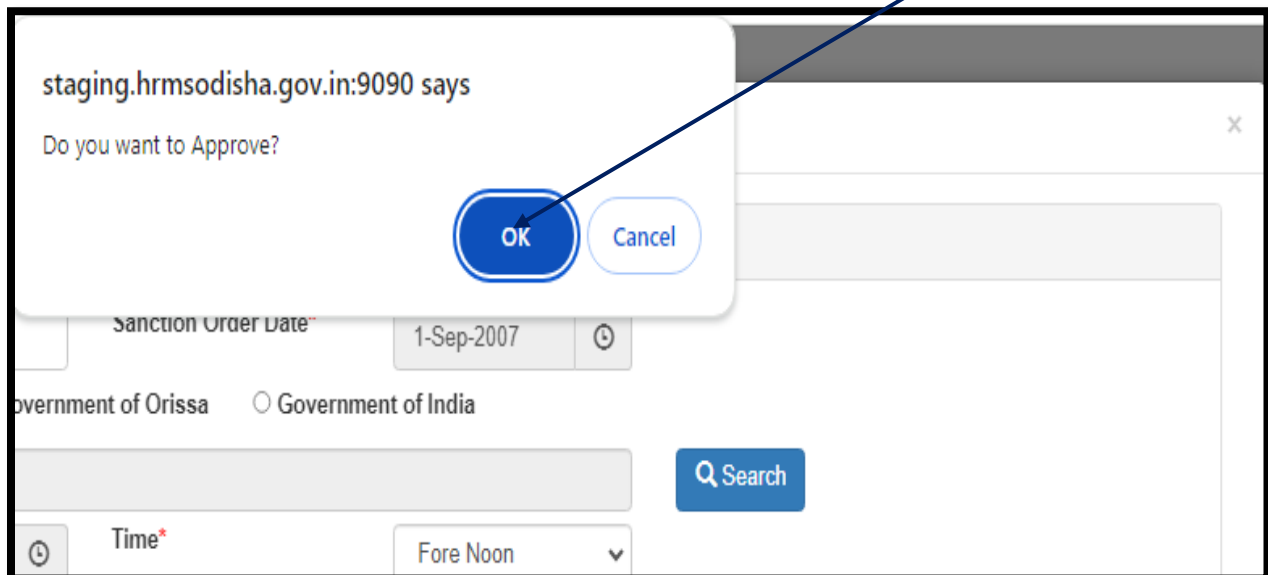
Clicking on **view** button the following page shows to the **DDO**. Here the DDO will get the detail request send by the employee .If information is correct then click on **approve** button which is highlighted in green colour.



The screenshot shows the 'Employee Increment' form. The 'Approve' button at the bottom left is highlighted in green. A blue arrow points from the text above to this button. The form contains the following fields and options:

- Sanction Order No\*: 36290/F
- Sanction Order Date\*: 1-Sep-2007
- Sanctioning Authority:  Government of Orissa,  Government of India
- With Effect From\*: 1-Sep-2007
- Time\*: Fore Noon
- Select Pay Commission\*:  6th Pay,  7th Pay
- Pay Level\*: 14
- Pay Cell\*: 14
- Increment Amount(in Rs.):\* 100
- Personal Pay(in Rs.):
- Other Pay(in Rs.):
- Special Pay(in Rs.):
- New Basic(in Rs.):\* 4900
- Desc. of Other Pay:
- Increment Level: -Select-
- Increment Type\*: Annual Increment
- Note(if any):

When clicking on approve button the following message shows to the DDO for confirmation. If the information is "**correct**" then click on "**ok**" button.



The screenshot shows a confirmation dialog box from 'staging.hrmsodisha.gov.in:9090' asking 'Do you want to Approve?'. The 'OK' button is highlighted in blue. A blue arrow points from the text above to this button. The background shows the same form as the previous screenshot, but partially obscured by the dialog box.



When clicking on "ok" button the update information reflects in "green" colour under **Requested Service Book Entry** and action button reflects as **Approved** in red colour highlighted.

#	MODULE NAME	CURRENT SERVICE BOOK ENTRY	REQUESTED SERVICE BOOK ENTRY	REQUEST DATE	ENTRY TYPE	Action
1	INCREMENT		ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 750.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.	09-JAN-2024		Approved
2	INCREMENT		ALLOWED ANNUAL INCREMENT @ RS. 100/- RAISING PAY FROM RS. 4800/- TO RS. 4900/- PM IN CELL 14 OF LEVEL 14 WEF 1-SEP-2007, FN VIDE FINANCE DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 36290/F DATED 1-SEP-2007.	09-JAN-2024		Approved

Automatically it reflects **tick mark** in the employee's login of HRMS where he / she request to DDOs.

Dash Board						
Home SB Correction x						
INCREMENT						
Search Add New						
#	POST/ CADRE/ SCALE of PAY	PAY	WEF	Entry in the Service Book	Entry Type	Action
1	4000-100-6000	50000.0	24-SEP-1999	<p>ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 250.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.</p> <p>ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 750.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999. ✓</p>		

If the request **information's** given by an employee to **DDO** is wrong from the DDOs point of view in this case **DDO** may click on **reject** column highlighted in red colour.

#	MODULE NAME	CURRENT SERVICE BOOK ENTRY	REQUESTED SERVICE BOOK ENTRY	REQUEST DATE	ENTRY TYPE	Action
1	INCREMENT		ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 750.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6-DEC-1999.	09-JAN-2024		Approved
2	INCREMENT		ALLOWED ANNUAL INCREMENT @ RS. 100/- RAISING PAY FROM RS. 4000/- TO RS. 4900/- PM IN CELL 14 OF LEVEL 14 WEF 1-SEP-2007, FN VIDE FINANCE DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 36290/F DATED 1-SEP-2007.	09-JAN-2024		Approved
3	PAYFIXATION		PAY FIXED @ Rs.10000/- PM WITH GRADE PAY Rs.2400/- PM WEF 1-JAN-2006 HAVING REASON VIDE FINANCE DEPARTMENT,GOVERNMENT OF ODISHA NOTIFICATION/ OFFICE ORDER NO. 187 DATED 2-JAN-2009.	10-JAN-2024		View <b>Reject</b>
4	PROMOTION		PROMOTED IN DEO CADRE AND POSTED AS ASSISTANT DATA PROCESSING OFFICER, FINANCE DEPARTMENT VIDE NOTIFICATION/ OFFICE ORDER NO. 8158/F DATED 12-JUL-2023 ALONG WITH ASSISTANT DATA PROCESSING OFFICER, FINANCE DEPARTMENT,GOVERNMENT OF ODISHA, ODISHA. ALLOWED TO DRAW PAY @ RS. 52000/- PM IN CELL 14 OF LEVEL 9 WEF 23-FEB-2023 (AN).	10-JAN-2024		Approved

When clicking on reject button it reflects a confirmation message to the DDO. If yes then click on **“ok”** button.

staging.hrmsodisha.gov.in:9090 says

Are you sure to Reject this Entry?

Search

Ok
Cancel

	REQUEST DATE	ENTRY TYPE
ALLOWED ANNUAL INCREMENT @ RS. 500/- RAISING PAY FROM RS. 49500/- TO RS. 50000/- PM IN THE SCALE OF PAY RS. 4000-100-6000 WEF 24-SEP-1999, FN GRADE PAY RS. 750.0/- PM, VIDE HANDLOOMS, TEXTILES AND HANDICRAFTS DEPARTMENT NOTIFICATION/ OFFICE ORDER NO. 49622/F DATED 6 DEC 1999	09-JAN-2024	

Automatically it reflects **cross mark** in the employee's login of HRMS. There is a provision for Employee to edit and again submit the request.