

**Government of Odisha**  
**General Administration & Public Grievances (S.E.) Department**

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No 1855 /SE

Dated 29.12.2025

GAD-SEA-MISC-0006-2021

From

Shri Ghasiram Murmu,  
Special Secretary to Government.


To,

All Departments of Government/All Heads of Departments/  
All RDCs/ All Collectors & District Magistrates.

Sub: Submission of annual property statement for the year 2025(01.01.2025 to 31.12.2025).

The undersigned is directed to say that as per the principles outlined under Odisha Government Servants Conduct (Amendment) Rules, 2021 every Government servant from the level of Group A to Group D is required to make a true and complete declaration of all his assets, movable and immovable, and the value thereof as on the 1<sup>st</sup> January every year online in the HRMS portal on or before 31<sup>st</sup> January of that year. Up-to-date filing of the property statement is a prerequisite for promotion. The scheduled timeline for submission of the annual property statement for the year 2025 through the HRMS Portal is due by 31.01.2026.


It is, therefore, requested that all the employees from the level of Group A to Group D, under their administrative control, may kindly be sensitized enough to submit their Annual Property Statement for the year 2025 online through HRMS Portal by 31.01.2026 positively. Submission of hard copy property return by any employee shall not be entertained.

  
Special Secretary to Government.

Memo No 1856 /SE

Dated 29.12.2025

Copy forwarded to the System Administrator, CMGI, Bhubaneswar, for information and necessary action. This may be floated in the Home Page of HRMS site for wide publication.

  
Special Secretary to Government.