



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel: 0674-2395391, Fax No: 0674-2395291, website: www.oscsc.org



Mail
S.P

ESA(HQSS)-11/2021

No. 9943

Date: 02.06.26

From:

Shri K. Sudarshan Chakravarthy, IAS
Managing Director

To

All District Managers
OSCSC Ltd.

Sub: Submission of property statement & process of salary bill through OPMS Application-regarding.

Sir/Madam,

With reference to the letter on the subject cited above, it is to say that the OPMS Application has already been implemented at the Corporation Head Office, OSCSC Ltd., Bhubaneswar, as well as 30 District Offices across the state. The primary goal of the OPMS Application is to enhance efficiency, transparency, and user-friendliness in managing HR processes, thereby reducing manual intervention and improving the overall administration of employee-related activities.

It is, therefore, requested that the Dealing Assistant of the OPMS Cell be directed to prepare the monthly salary bill for the month of June 2026 onwards, in the OPMS Application only. Thereafter, the requisition must be submitted to the Corporation Head Office for the release of the salary.

Further, all Corporation employees working under your control are **compulsorily directed** to submit their annual property statements through the OPMS Application. Henceforth, no physical copies shall be sent to the Corporation Head Office. **Compliance with this directive is mandatory, failing which serious disciplinary action may be initiated against the defaulting employees.**

Yours faithfully,

Managing Director

Memo No 9944
Copy forwarded to:

Date 02.06.26

1. All Officers, OSCSC Ltd., for information.
2. The IT Cell, OSCSC Ltd., Head office for information & necessary action. The IT Cell is requested to host the aforementioned letter on the official website of OSCSC for the information of all concerned employees.

General Manager (HR & Admin.)

