

Received No - 56
Time 11.50 AM,
Jt 28.8.18



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAVAN (3rd FLOOR)
BIDHANNAGAR, KOLKATA-700091.

Memo : 1627 - IE / 3M - 19/2017.

Kolkata, dated : 2nd of July, 2018.

Memorandum

Sub : Circulation of memo(s) / order(s) related to **Human Resource Management System (HRMS)** –
Formation of a Committee to oversee its implementation in Irrigation & Waterways Department.

A Committee is hereby constituted for implementation of different sub-modules of HRMS in Irrigation & Waterways Department comprising of the following members :-

- | | | | | |
|-----------------------------|---|---------------------------------|---|--------------------------|
| 1. Sri A. Sengupta | - | Joint Secretary (Establishment) | : | Nodal Officer |
| 2. Sri Bandhu Sundar Saha | - | Assistant Financial Advisor | : | Additional Nodal Officer |
| 3. Sri Sujay Saha | - | Deputy Secretary (Works) – III | : | Member |
| 4. Sri P.K. Bhowmick | - | Registrar-cum-D.D.O. | : | Member - Convener |
| 5. Sri Manas Mukherjee | - | U.D. Assistant | : | Member |
| 6. Sri Nirvik Roy Chowdhury | - | U.D. Assistant | : | Member |
| 7. Sri Suman Kumar Roy | - | U.D. Assistant | : | Member |

Terms of Reference of the Committee :-

The said committee will oversee the implementation of HRMS in the Irrigation & Waterways Department and will also take step for training of Additional Master Trainers in the Head-quarter of I. & W. Dept., i.e., Jalasampad Bhawan, who will in turn implement the various sub-modules of HRMS in all the subordinate offices of I. & W. Dte.

- Sd/- **M. Chakraborty**

Joint Secretary to the Government of West Bengal

Memo : 1627 / 1 (175) - IE

Dated : 2nd of July, 2018.

Copy forwarded for information and necessary action :-

1. All Chief Engineer (s), I. & W. Dte.
2. All Superintending Engineer(s), I. & W. Dte.
3. All Executive Engineer (s), I. & W. Dte.
4. All Revenue Officer (s), I. & W. Dte.
- ✓ 5. The Executive Engineer, DVC Study Cell & Nodal Officer e-Governance, I. & W. Department,
- He is requested to upload all the order/memorandum along with enclosure in the Departmental Website

mcauraboty 2/7/18
Joint Secretary to the Government of West Bengal

Received NO - 59
dt 23.8.18
time 11.50 AM



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAVAN (3rd FLOOR)
BIDHANNAGAR, KOLKATA-700091.

Memo : 1625 (50) - IE / 3M - 19/2017.

Kolkata, dated : 2nd of July, 2018.

From : Joint Secretary to the Govt. of West Bengal

To : 1. All Chief Engineer (s), I. & W. Dte.
2. All Superintending Engineer(s), I. & W. Dte.

Sub : Circulation of Memo(s) / Order(s) related to Human Resource Management System (HRMS) within Integrated Financial Management System (IFMS).

The undersigned is directed to inform that with the implementation of Integrated Financial Management System (IFMS) in the function of the Government, the next logical step is the implementation of Human Resource Management System (HRMS) where 18 sub-modules has been or will be implemented in different stages and more sub-modules are under development for implementation. These sub-modules will encompass the whole gamut of an employee and his service. This was/were intimated through issuance of various memo(s)/order(s)/circular(s) from different authority (ies) of the Govt. Pertinent ones are hereby enclosed for ready reference of all concerned.

All are accordingly requested to take necessary steps for implementation of the HRMS through circulation of the below referred annexure(s) to all concerned authority (ies) and Drawing & Disbursing Officer(s) in all the sub-ordinate offices of the Dept. The Dept. would provide necessary consultation only in the event of a specific query / request and may arrange for a one-time training of the concerned personnel (s) at the head-quarter only.

- Encl. : 1. 8531-F(Y) dtd. 18.12.2015. 2. 3705-F(Y) dtd. 14.07.2016.
3. 1465-F(Y) dtd. 29.03.2018. 4. 41-CS / 2018 dtd. 24.04.2018.
5. 4102-F(Y) dtd. 03.08.2016. 6. 7906-F(Y) dtd. 22.12.2017.
7. FS-60 / 2018 dtd. 08.06.2018. 8. FS-57 / 2018 dtd. 04.06.2018.
9. 2748-F(P₂) dtd. 27.04.2018. 10. 2861-F(Y) dtd. 06.05.2018.

- Sd/- A. Sengupta

Joint Secretary to the Government of West Bengal

Memo : 1625 (50) / 1 (1) - IE

Dated : 2nd of July, 2018.

Copy forwarded for information and necessary action to :-

- ✓ 1. The Executive Engineer, DVC Study Cell & Nodal Officer e-Governance, I. & W. Department, Jalasampad Bhavan, 7th floor, Salt Lake, Kolkata-700091.
- He is requested to upload all the enclosure in the departmental website.

Encl. - As stated.

AS

Joint Secretary to the Government of West Bengal

Government of West Bengal
Finance Department
Audit Branch

No. 8531-F(Y)

Dated, 18th December, 2015

MEMORANDUM

Sub: Implementation of Pay Roll Processing Sub-module of HRMS-IFMS

Integrated Financial Management System (IFMS) was introduced by the State Government in phases beginning with e-Bantan on and from 1.4.14. Some of the modules of IFMS like E-Bantan, E-Pradan, CTS, E-Billing etc. have been successfully rolled out. Human Resource Management System(HRMS), another module of IFMS, containing 18 (eighteen) sub-modules is being developed and it has been decided by the State Government to roll out the sub-modules of HRMS in phases beginning with 'Pay Roll Processing' sub-module. The sub-module provides the built-in benefit of more accuracy and less effort in preparation of the Pay Bill through the system than the manual system.

Therefore, the undersigned is directed to introduce the 1st sub-module of HRMS, namely 'Pay Roll Processing' for use by DDOs who can prepare monthly Pay Bills of their employees through this sub-module. The modalities for payroll processing sub-module of HRMS are as follows:-

1. The COSA data file for the month immediately preceding the month for which pay bill is processed through HRMS for the first time shall be taken as the "Primary source of Employee Information" in HRMS.
2. The Employee Information shall be collected in the Employee Information Data Sheet which can be downloaded from the 'Download' option of the IFMS Portal. The User Manual may also be downloaded from the 'Download' option of the IFMS Portal for ready reference.
3. DDOs are required to use the DSC to authenticate the employee information in the system and submit the Pay Bill online to the Treasury/Pay & Accounts Office.
4. A copy of the Pay Bill will be printed out, signed and submitted to the Treasury/Pay & Accounts Office by the DDO following the usual procedure.
5. All the Schedules and Challans will be generated automatically by the system without any manual intervention.

Preparation and submission of the Pay Bill through HRMS-IFMS is now optional, but mandatory from January, 2016 onwards.

Treasuries and Pay & Accounts Offices will have helpdesks initially to help the D.D.O.s to insert Employee Information into the system and generate as well as submit Pay Bills using the sub-module.

(H.K.Dwivedi)
Principal Secretary to the
Government of West Bengal

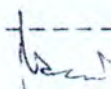
Copy forwarded for information and necessary action to :-

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
- 2) The Principal Accountant General (Audit), West Bengal,
Treasury Buildings, 2, Government Place (West), Kolkata-700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal,
C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-I, Salt Lake, Kolkata-700 064.
- 4) The Chief Secretary to the Government of West Bengal.
- 5) The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings,
Baba Kharak Singh Marg, New Delhi-110 001.
- 6) The Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department, Government of West Bengal .
- 7) The Secretary, Finance (Audit) Department, Government of West Bengal.
- 8) The Commissioner, _____ Division,

- 9) The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance
Department, Government of West Bengal.
- 10) The O.S.D. & Ex-Officio Joint Secretary, Finance (Budget) Department.
— He is requested to upload this order in the Finance Department's website.
- 11) The _____ Department / Directorate

- 12) The Director of Treasuries and Accounts, West Bengal,
New India Assurance Buildings (2nd and 3rd Floor), 4, Lyons Range, Kolkata-700 001.
- 13) The Director, _____
- 14) The District Magistrate / District Judge, Superintendent of Police,

- 15) The Sub-Divisional Officer, _____
- 16) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-I,
81/2/2, Phears Lane, Kolkata-700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-II,
P-1, Hyde Lane, Jawahar Building, Kolkata-700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office-III,
I.B. Market, First Floor, Sector-III, Salt Lake, Kolkata-700 106.
- 19) The Treasury Officer, _____
- 20) The Group _____ / _____ Branch, Finance Department.


Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Finance Department
Audit Branch

No. 3705-F(Y)

Dated 14th July, 2016

Memorandum

Sub:- Deployment of more functionalities related to Pay & others in HRMS-IFMS

Human Resource Management System (HRMS) module of Integrated Financial Management System (IFMS) is under the process of development in a phased manner with its sub-modules & various functionalities.

Pay Roll processing sub-module of HRMS has become fully functional since some times past. Pay bills of employees in Government establishments have already been processed regularly through this sub-module of HRMS.

Now, undermentioned functionalities have also been developed and deployed in HRMS following the guidelines already laid down in relevant Government orders:-

- i. Preparation & submission of Bonus bills of eligible employees;
- ii. Preparation & submission of Festival Advance bills of eligible employees;
- iii. Annual increment on Basic Pay to eligible employees w.e.f. 01/07/2016;
- iv. Interim Relief payable to eligible employees from the month of July'2016 onwards.

Hence, all Bonus & Festival Advance bills may be prepared and submitted mandatorily through the system only whenever the applicability of payment will arise. Admissible annual increment and interim relief will be given effect through HRMS only in the Pay bill of July'2016 and afterwards.

The same is required to be complied with by all DDOs and PAOs/TOs.


(H.K. Dwivedi)
Principal Secretary to the
Government of West Bengal

No. 3705 /1(500)-F(Y).

Dated, 14th July, 2016

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-1, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
6. The Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department, Government of West Bengal.
7. The Secretary, Finance (Audit) Department, Government of West Bengal.
8. The Commissioner,.....Division,
.....
9. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
- ✓ 10. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.
----- He is requested to upload this order in the Finance Department's website.
11. The..... Department / Directorate
.....
12. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kolkata – 700 001.
13. The Director.....
14. The District Magistrate / District Judge / Superintendent of Police,.....
15. The Sub-Divisional Officer,
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata-12.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 12.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
19. The Treasury Officer,
20. The Group...../.....Branch, Finance Department

Joint Secretary to the
Government of West Bengal.

**Government of West Bengal
Finance Department
Nabanna, Howrah**

Memo No. 1465-F(Y)

Dated 09/03/2018

To,

1. The Additional Chief Secretary/Principal Secretary/Secretary
to the Government of West Bengal

_____ Department (All)

2. The District Magistrate,

_____ District (All), West Bengal

Sub: Meeting on 14th March, 2018 on implementation of 7 (Seven) Sub-Modules of HRMS.

Sir,

After successful implementation of Pay Roll, Stakeholders, Leave, Loan and TA/DA sub-modules of HRMS, the Government has informed vide Memo No 1276-F(Y) dated 05/03/2018 about introduction of 7 (seven) new sub-modules of HRMS viz. **Sanctioned Strength, Transfer, Pay-Fixation, Non-functional Promotion, Training, Confirmation and Exit Management (Pension).**

The training of Main Master Trainers of Administrative Departments and Districts were completed at ATI, Salt Lake and the Administrative Departments and District Authorities were requested to complete the training of Additional Master Trainers and users within 7 days from completion of the training of Main Master Trainers at ATI, Salt Lake.

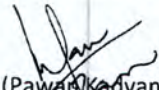
Since **these modules will have implications on the e-Service Books of all employees** which shall become operational shortly, the State Government has decided to implement Pay-fixation and Training sub-modules mandatorily w.e.f. 01/04/2018 and Confirmation, Transfer, Non-functional Promotion and Exit Management (Pension) sub-modules mandatorily w.e.f. 01/05/2018.

In view of the above, for smooth implementation of aforementioned 7 (seven) sub-modules of HRMS in all Departments and Districts, **the ACS, Finance Department shall chair a meeting with Nodal Officers of HRMS of all Departments on 14/3/2018 at 12.00 noon and another meeting at 3.00 pm with Nodal Officers of HRMS of all Districts at the Chief Secretary's Conference Hall, 13th Floor, Nabanna.**

I am directed to request you to **kindly depute your Nodal Officer of HRMS to attend the meeting** as per schedule mentioned above.

Thanking you,

Yours faithfully,

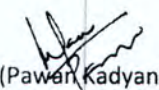

(Pawan Kadyan)
Joint Secretary

Dated 09/03/2018

Memo No. 1465-F(Y)

Copy for kind information and necessary action to:

1. The Nodal Officer, HRMS, _____ Departments (All) with a request to attend the meeting at 12 noon with up-to-date training reports on all HRMS sub-modules.
2. The Nodal Officer, HRMS, _____ Districts (All) with a request to attend the meeting at 3 pm with up-to-date training reports on all HRMS sub-modules.
3. PS to Additional Chief Secretary, Finance Department.
4. Sr.PA to Secretary, Finance Department.


(Pawan Kadyan)

Malay Kumar De, IAS

মুখ্য সচিব
পশ্চিমবঙ্গ
Chief Secretary
West Bengal



পশ্চিমবঙ্গ সরকার

নবান্ন

হাওড়া - ৭১১

GOVERNMENT OF WEST BENGAL

"NABANNA"

325, SARAT CHATTERJEE

HOWRAH - 711

Tele : 033 2214 5858, Fax : 033 2214 5859

E-mail : cs-westbengal@gmail.com

No.41-CS/2018

Dated : April

24-04-2018

Dear colleague,

The Human Resource Management System (HRMS) Module of the Integrated Management System (IFMS) was introduced in 2016, starting with online management of the State Government Employees. In the meantime, other sub-modules in HRMS like Leave, TA-DA etc. have also been introduced.

2. With the introduction of online salary management, the complete profile of the employees is available. However, the data of actual sanctioned strength of different categories of employees in different Departments is not updated. As a large number of posts have been created or sanctioned over a period of time, the data of sanctioned strength and vacancies needs to be updated. In the absence of such data, it becomes difficult for the State Government to undertake manpower planning and rationalise human resource allocation.

3. In order to capture the total sanctioned strength of different categories of employees in different departments, a new Sanctioned Strength Sub-Module has been introduced in the HRMS. This Sub-Module will facilitate:

- (i) Availability of correct information about the posts sanctioned, men-in-post and vacant posts in all offices under the Departments;
- (ii) Rational distribution of their manpower;
- (iii) Enable online generation of transfer order, joining of employee in a post, release of employee out from a post, online service book etc.

4. Now, it is important that the entry of sanctioned posts by the Cadre Controlling/Authorising Authorities and mapping of all the existing employees against such posts in this Sub-Module be completed at the earliest.

I request you to take necessary steps to complete the necessary data entry in the Sanctioned Strength Sub-Module of HRMS within 31st May, 2018.

Yours sincerely,

M. K. De
Chief Secretary

The Additional Chief Secretary/Principal Secretary/
Secretary to the Government of West Bengal

_____ Department

The District Magistrate & District Collector

_____ District, West Bengal

Malay Kumar De, IAS

মুখ্য সচিব
পশ্চিমবঙ্গ
Chief Secretary
West Bengal



পশ্চিমবঙ্গ সরকার
নবান্ন
হাওড়া - ৭১১
GOVERNMENT OF WEST BENGAL
"NABANNA"
325, SARAT CHATTERJEE
HOWRAH - 711
Tele : 033 2214 5858, Fax : 033 2214 5859
E-mail : cs-westbengal@gmail.com

No.41-CS/2018

Dated : April 2018

Dear colleague,

The Human Resource Management System (HRMS) Module of the Integrated Management System (IFMS) was introduced in 2016, starting with online management of the State Government Employees. In the meantime, other sub-modules in HRMS like Leave, TA-DA etc. have also been introduced.

2. With the introduction of online salary management, the complete profile of the employees is now available. However, the data of actual sanctioned strength of different categories of employees in different Departments is not updated. As a large number of posts have been created or suppressed over a period of time, the data of sanctioned strength and vacancies needs to be updated. In the absence of such data, it becomes difficult for the State Government to undertake manpower planning and rationalise human resource allocation.

3. In order to capture the total sanctioned strength of different categories of employees in different departments, a new Sanctioned Strength Sub-Module has been introduced in the HRMS. This Sub-Module will facilitate:

- (i) Availability of correct information about the posts sanctioned, men-in-post and vacant posts in all offices under the Departments;
- (ii) Rational distribution of their manpower;
- (iii) Enable online generation of transfer order, joining of employee in a post, release of employee out from a post, online service book etc.

4. Now, it is important that the entry of sanctioned posts by the Cadre Controlling/Authorising Authorities and mapping of all the existing employees against such posts in this Sub-Module be completed at the earliest.

I request you to take necessary steps to complete the necessary data entry in the Sanctioned Strength Sub-Module of HRMS within 31st May, 2018.

Yours sincerely,

M. K. De
Chief Secretary

The Additional Chief Secretary/Principal Secretary/
Secretary to the Government of West Bengal

_____ Department

The District Magistrate & District Collector

_____ District, West Bengal

MEMORANDUM

**Sub : Introduction of "e-Services for Employees" (ESE) for
State Government Employees in HRMS on IFMS Portal**

"e-Services for Employees" has been introduced as an **employee oriented functionality** in HRMS module of IFMS.

"e-Services for Employees" provides as of now following services / information / documents the employee to-

1. Update / change any employees' personal information online as and when required
2. Monthly Pay Slips

Following facilities will be added within 1-2 months -

1. Consolidated Salary Statement
2. Statement of Advances / Loan taken by Government employee like GPF, Computer Advance along with the recovery details of advance etc.
3. Income Tax Deductions Details
4. GPF Contributions
5. Increment Order

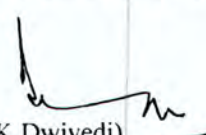
In long term this facility will provide following -

1. Leave Statements
2. Transfer / Posting Orders
3. Loan Sanction Order Copy
4. Pay Fixation Order
5. Online Applications for leave / Loans & Advances / ACR etc.
6. eService Book

To avail the facility the Employee has to first **"Sign Up"** for **"e-Services for Employees"** using **"Employee ID" in IFMS Portal [<http://www.wbifms.gov.in>]**. Employee ID is generated by HRMS and is printed on the Pay Slip of the Employees. The pre-requisite for accessing ESE is availability of a valid mobile no. of the concerned employee in IFMS Portal as OTP / Passwords would be shared through the registered mobile no. of employee. The employee may verify their mobile nos. from DDOs, if they are not receiving SMS alerts regarding their salary etc. from "WBIFMS" Sender ID. Since any incorrect mobile no. can result in compromising the secrecy of the employee login ID and password causing inconvenience to the employee, the DDO shall cautiously enter the mobile nos. provided by each employee, in employee master of HRMS in general information page. The DDO shall use the System Generated Format for collecting the employees' mobile no. by going into the report section available in the DDO login, if not already collected.

Guidelines for the steps to be taken by the DDO for inserting the correct / valid mobile no. as well as steps for registration of employee in ESE is available in the "Guidelines" section of www.wbifms.gov.in.

The DDOs are requested to take special initiative so that the ESE can be completed within Aug 2016 for all State Government employees for all DDOs offices drawing salary through HRMS.

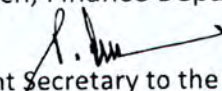

(H K Dwivedi)
Principal Secretary to the
Government of West Bengal

No. 4102 /1(500)-F(Y).

Dated, 03.08.2016

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-1, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Khari Singh Marg, New Delhi-110001.
6. The Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department, Government of West Bengal.
7. The Secretary, Finance (Audit) Department, Government of West Bengal.
8. The Commissioner,.....Division,
.....
9. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
- ✓ 10. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.
----- He is requested to upload this order in the Finance Department's website.
11. The..... Department / Directorate
.....
12. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kolkata – 700 001.
13. The Director.....
14. The District Magistrate / District Judge / Superintendent of Police,.....
15. The Sub-Divisional Officer,
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata-
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 12.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
19. The Treasury Officer,
20. The Group...../.....Branch, Finance Department


Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Finance Department
NABANNA 12th Floor
325 Sarat Chandra Chatterjee Road, Howrah – 711102.
Email:-lfms-wb@gov.in

No: 7906-F (Y)

Date: 22.12.2017

To,
The Principal Secretary,
_____ Department

From,
Joint Secretary to the Government of West Bengal
Finance Department
Government of West Bengal

Sub:-Suggestions on Draft Service Book

Sir,

The State Government in Finance Department has constituted a Committee with representatives of select Departments for revising the format of Service Book for the purpose of development of e-Service Book in IFMS-HRMS. The draft format of the Service Book as proposed by the Committee is enclosed herewith.

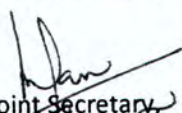
You are requested to kindly give your views/comments/suggestions, if any, to the Finance Department on the draft Service Book within 15 days.

Thanking you,

Yours faithfully,

Dated: 22/12/2017

Enclosure: As stated


Joint Secretary
Finance Department
22/12/17



Government of West Bengal

Service Book

Name Surname	
1234567890	

Employee Basic Details

Name of the Employee	
Unique ID No.	
Father's Name	
Mother's Name	
Permanent Address	
Present Address	
Date of Birth	
Documentary Evidence in Support of DOB	
Date of Superannuation	
Educational Qualification	1. 2. 3.
Nationality	
Religion	
Gender	
Category	
Marital Status	
Name of Spouse	
Previous Name of employee, if any	

GPF / PRAN No.	
CAN No.	
AADHAAR No.	
Contact/Mobile No.	
Email Id.	
Blood Group	
Height	
Personal identification Mark	
Employee Status	In service/Retired/Expired

Family Details

Name	Relationship	Date of Birth	Marital Status	Details of employment, if any

Nomination details:

For GPF

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , then name of legal guardian	%age of share

For GISS

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , then name of legal guardian	%age of share

(For Gratuity

Name of the nominee	Relationship	Whether Nominee is minor (Y/N)	If nominee is minor , %age then name of legal share guardian	of

Appointment Details (In chronological order)

Appointment Order No. & Date	Parent Department	Cadre in which appointment is made	Group	Post	Designation	Date of Joining in Service

Date of Confirmation	G.O. No and Date for Confirmation	Mode of Recruitment	Scale of Pay	Year of Allotment	Unique ID No. of corresponding Service, if any	Remarks

Posting History

Post	Designation	Posting Order No./ And Date	Head of Office Details	Whether Substantive / Officiating / Additional	Release Order No. and Date	Date of Release and time (FN/AN)

Scale of Pay	Band Pay + Grade Pay / Basic	Nature of Joining (New Appointment/ Promotion/ Transfer)	Joining Order No. and Date	Date of Joining in Present Post

Promotion History

Type of Promotion	Date of Effect	From Pay Scale/ Pay Band	To Pay Scale/ Pay Band	Order No. and date	Date of Option for Pay Fixation	Remarks

Pay Scale Details

Scale of Pay/Pay Band	Date of Notional Effect	Date of Actual Effect	Order No. and Date

Reason for change of Pay Scale	Basic Pay(in case of Pay Band, BP & GP should be shown separately)	Remarks

Increment Details

Date of Effect	Scale of Pay/Pay Band	Increment Amount (Rs.)	Order No. and Date, if any	Remarks, if any

Service Verification Details

From	To	Name of Office where posted	Service Verification done on the basis of Acquittance Roll or any other records	Memo No. and Date, if any

GISS Details

From	To	Name of Office where posted	GISS Scale	Subscription (Insurance)

Subscription (Savings)	Memo No. & Date, if any

Leave Details

Type of Leave	No of Days of leave	From Date	To Date	Balance of Leave

Sanction Order No. &
Date, if any

TC/LTC/HTC Details

Order No. and Date	From To	Place Visited	Block Period	Sanctioned Amount

Departmental Proceeding

Date when DP started	Order No. and Date	Whether DP concluded (Y/N)	Final Order no. & Date	Details of final order

Details of Suspension, if any

Date of Suspension	Suspension Order No. and Date	Reason for suspension

Percentage of Subsistence Allowance	Date of Effect of Subsistence Allowance	Order No. and Date	Remarks

Date of Revocation, if any	Revocation Order No. and date	Remarks

Award / Reward Details

Name of the Award/ Reward	Name of the granting Authority/Body	Order No. and Date, if any	Type of Award /Reward (Monetary/Certificate/Citation, others)	Amount, If monetary award / reward	Remarks

Publication Details

Subject of Publication	Date of Publication	Name of the Book/ Journal	Details of Publication House	Remarks

Training Details

Name of the Training	Name of the Institution	From Date And To date	Category (Induction /In-service/ Foreign etc.)	Order No. and Date , if any	Remarks

Foreign Service details

Name of borrowing authority	Name of post	Date of joining	Order No. & date	Pay	Deputation Allowance, if any	Date of release from foreign service

Details of Foreign Service contribution

Period From and To	Amount	Type of contribution (Pension/Leave Salary)	Payment details
From: To:			1. Challan No. & date

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

Additional Chief Secretary
Finance Department
Government of West Bengal



নবান্ন
হাওড়া-৭১১ ১০২

NABANNA
325, Sarat Chatterjee Road
Howrah-711 102

☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

FS-60/2018

8th June, 2018

To,

The Additional Chief Secretary/Principal Secretary/Secretary,

.....Department (All).

Subject: Prerequisite of Sanctioned Strength entry in HRMS for Payroll Sub-Module

Madam/Sir,

As you are aware, the Sanctioned Strength Sub-Module of HRMS was introduced vide Memo. No. 1276-F(Y) dated 05.3.2018 of the Finance Department wherein all Cadre Controlling Authorities were requested to complete data entry in this Sub-Module. Subsequently, the Chief Secretary vide letter No. 41-CS/2018 dated 24th April, 2018 requested all Cadre Controlling Departments to complete the data entry in this Sub-Module including emphasis on mapping of employees against these sanctioned posts within 31.05.2018. However, the exercise has not yet been completed by Departments. A Status Report on the progress made is enclosed herewith for your kind perusal.

It is reiterated that this Sub-Module will facilitate:

1. Availability of correct information about the posts sanctioned, men-in-position and vacant posts in all offices under the Departments.
2. Rational distribution of manpower.
3. Enable online generation of transfer order, joining of employee in a post, release out from a post, online service books etc.

I again request you to kindly take appropriate steps to ensure that the data entry in Sanctioned Strength Sub-Module of HRMS is positively completed within 30th June 2018. It may be noted that the salaries of employees who are not tagged against any sanctioned post may not get system generated from the Payroll Sub-Module of HRMS from July 2018 onwards.

Thanking you,

Yours faithfully,

(H.K. Dwivedi)

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার
Additional Chief Secretary
Finance Department
Government of West Bengal



পশ্চিমবঙ্গ সরকার
নবান্ন
হাওড়া-৭১১ ১০২
GOVERNMENT OF WEST BENGAL
NABANNA
325, Sarat Chatterjee Road
Howrah-711 102
☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

No. FS-57 /2018

Dated 4th June, 2018

To,
The Additional Chief Secretary/ Principal Secretary/ Secretary,
_____ Department (All).

Sub: Introduction of Online Self Appraisal Reports (SARs) for Group-A employees in HRMS – immediate actions for Cadre Controlling Authorities.

Madam/Sir,

As you are aware, the State Government vide Chief Secretary's Memo No. 2748-F(P₂) dated 27.04.2018 of the Finance Department has introduced the online system of management of SARs of Group-A employees in a uniform format starting from the Appraisal Year 2017-18. Detailed guidelines relating to submission and grading of SARs have been issued vide FD Memo. No. 2861-F(Y) dated 06.05.2018.

2. The online SAR for the Appraisal Year 2017-18 for all Group-A employees of the State Government has become available for submission in Performance Appraisal Sub-Module of HRMS Module of IFMS from 1st June, 2018 onwards and the **period of online submission of the SAR to respective Reporting Officers is up to 31st July, 2018.**
3. In this respect, an order issued by the Cadre Controlling Authority (CCA) of the WBA&AS is enclosed for reference. I request you to ensure that **all CCAs under your control have issued necessary orders for the Cadres controlled by them** in the line with the FD Memo. No. 2748-F(P₂) dated 27.04.2018 and FD Memo. No. 2861-F(Y) dated 06.05.2018 stating the modalities of the new system for submission of SARs online in the Performance Appraisal Sub-Module of HRMS and **designating suitable Group-A Officers as 'Custodian(s)' of SARs and 'Nodal Officer(s)' for the Cadres** controlled by them. The functions of 'Custodian' and 'Nodal Officer' are mentioned at Schedule III and Schedule IV of FD Memo. No. 2861-F(Y) dated 06.05.2018.

Contd...page - 2

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার
Additional Chief Secretary
Finance Department
Government of West Bengal



Page - 2

পশ্চিমবঙ্গ সরকার
নবান্ন
হাওড়া-৭১১ ১০২
GOVERNMENT OF WEST BENGAL
NABANNA
325, Sarat Chatterjee Road
Howrah-711 102
☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

4. Key officials of all Departments and District Authorities have been provided necessary training at ATI in May, 2018. Thereafter, further training to all concerned employees under your Department and its subordinate offices were required to be completed immediately thereafter. Along with training, the **mapping of reporting hierarchies for all Officers Reported Upon also needs to be completed at the earliest.**
5. It may kindly be noted that the timeline for filling up SARs online for the Assessment Year 2017-18 by Officers Reported Upon is the 31st July, 2018 and the activities mentioned hereinabove are prerequisites for the same. I request you to kindly assign this high priority.

Thanking you.

Yours faithfully,

(H.K. Dwivedi)

Enclosed: The CCA Order in respect of the WBA&AS.

**Government of West Bengal
Finance Department
Audit Branch, WBA&AS Cell
Writers' Buildings, Kolkata-700001.**

No. 1811-F(Y)/WB

Dated: 24.05.2018

State Government has decided to adopt uniform format of '**Self Appraisal cum Annual Confidential Report**' for all Group-A employees of the State Government w.e.f 1st June, 2018 vide Finance Department Memorandum No. 2748-F(P₂) dated 27th April, 2018:

Guidelines detailing the modalities for submission of online Self Appraisal Report has been issued vide Finance Department Memorandum No. 2861-F (Y) dated 6th May, 2018:

Now accordingly, the Governor is pleased to adopt the following procedure for Self Appraisal Report mechanism of WBA&AS officers in partial modification of Memorandum No. 5683-F(Y)/WB, dated 18.11.2015 readwith Notification No. 921-F(Y)/WB dated 04.03.2016 and Order No.4578-F(Y)/WB dated 08.11.2017 :-

- a) **Mandatory submission of 'Self Appraisal Report' through HRMS** : It shall be mandatory w.e.f. Appraisal Year 2017-2018 onwards to make submission of Self Appraisal Report through **Self Appraisal Sub-Module of HRMS** in terms of Memorandum No. 2861-F (Y) dated 6th May, 2018.
- b) **Introductory provision** : The WBA&AS officers, who have already submitted '**Self Appraisal Report**' for the full period of the Appraisal year 2017-18, have to resubmit the same online through **Self Appraisal Sub-Module of HRMS**. The online SAR for the Appraisal Year 2017-18 in respect of WBA&AS officers shall be available for submission in HRMS from 1st June, 2018 onwards. The period of online submission of the SAR to respective Reporting Officers shall be up to 31st July, 2018.
- c) **Transitory provision** : The Annual Confidential Reports/Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 shall be continued to be accepted in the existing manner. In case the ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR shall be accepted by the Accepting Authority and a copy of the ACR/SAR thereafter shall be scanned & uploaded online in the **Self Appraisal Sub-Module of HRMS** by the Custodian in due course of time.
- d) **Submission of SAR i.r.o the WBA&AS officers posted on Deputation** : It shall be continued to be accepted in the existing manner. After acceptance of the same, a copy of the ACR/SAR thereafter shall be scanned & uploaded online in the **Self Appraisal Sub-Module of HRMS** by the Custodian in due course of time.
- e) **Custodian** : Joint/Deputy/Assistant Secretary in charge of WBA&AS Cell, Group-T, Finance(Audit) Department shall be the Custodian in terms of Memorandum No. 2861-F (Y) dated 6th May, 2018.
- f) **Nodal Officer** : Deputy/Assistant Secretary in charge of Service Records Cell, Group-T, Finance(Audit) Department shall be the Nodal Officer in terms of Memorandum No. 2861-F (Y) dated 6th May, 2018.

This order will take immediate effect.

All concerned are hereby informed accordingly.

Sd/- P.A.Siddiqui
Secretary to the Govt. of West Bengal.

No. 1811/1(500)-F(Y)/WB.

Dated:24.05.2018

Copy forwarded for information and necessary action to:

- 1) The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 700 001.
- 2) The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, Kolkata - 01.
- 3) The Pr. Secretary/Secretary, _____ Department.
- 4) The District Magistrate/Judge, _____
- 5) The Director, _____
- 6) The Commissioner, _____
- 7) The Sub-Divisional Officer, _____
- 8) The Chairman, _____
- 9) The Principal, _____
- 10) The Superintendent, _____
- 11) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-12
- 12) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-73
- 13) The Treasury Officer, _____
- 14) The Service Record Cell of Group - 'I', Finance Department, Govt. of W.B.
- 15) The _____


OSD & Ex-officio Assistant Secretary
to the Government of West Bengal

**Government of West Bengal
Finance Department
(Audit Branch)
Nabanna, Howrah- 711 102**

No. 2748-F(P₂)

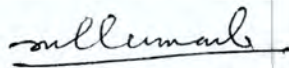
Dated 27th April, 2018

**Subject: Introduction of online system of Self Appraisal Report in respect of
Group-A employees of Government of West Bengal**

MEMORANDUM

The introduction of an online system for management of Self Appraisal Reports (SAR) in respect of all Group-A employees of the State Government has been under active consideration since some time past.

2. Now the Governor in supersession of all previous orders of the State Government is pleased to decide that there shall be a uniform format of SAR for all Group-A employees of the State Government starting from the Appraisal Year 2017-18.
3. The online SAR for the Appraisal Year 2017-18 for all Group-A employees of the State Government shall be available for submission in HRMS from 1st June, 2018 onwards. The period of online submission of the SAR to respective Reporting Officers shall be up to 31st July, 2018.
4. All Departments are hereby informed to accept only online SARs of Group-A employees through Self Appraisal Sub-Module of HRMS from Appraisal Year 2017-18 onwards. However, the Annual Confidential Reports/Self Appraisal Reports pertaining to the period up to Appraisal Year 2016-17 may continue to be accepted in the existing manner. Also, in case the ACR/SAR for a part of the Appraisal Year 2017-18 has already been submitted by the Officer Reported Upon then that ACR/SAR may be accepted by the Accepting Authority and a copy of the ACR/SAR may thereafter be scanned & uploaded online in the Self Appraisal Sub-Module of HRMS by the Custodian in due course of time.
5. The Guidelines detailing the modalities for submission of online SAR will be issued shortly.


(Malay Kumar De)
Chief Secretary

Dated 27th April, 2018

Copy forwarded for information and necessary action to the:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. _____ Department.
7. Commissioner, _____ Division, _____.
8. Director, _____.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____.
11. Sub-Divisional Officer, _____.
12. Block Development Officer, _____.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, _____.
17. Group _____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Special Secretary
to the Government of West Bengal,
Finance Department

23. In case of considerable delay in appraisal by any Reporting, Reviewing or Accepting Authority or for any other suitable reason, the Nodal Officer may, at any time, take away the Self Appraisal Report from that Authority and allot it to his successor or to his higher authority in the channel to make assessment. However, in such case the Nodal Officer shall give specific reasons for re-allotment of such SAR to any other Reporting, Reviewing or Accepting Authority.

24. In addition to the form of Self Appraisal Report, the Officer Reported Upon shall have to submit appraisal of attendance as introduced vide Memo No. 9135-F dated 10.9.2002 of the Finance Department.

25. The online method of submission and grading of Self Appraisal Reports will come into effect from the Appraisal Year 2017-2018 for all Group-A Officers. However, the online SAR for the Appraisal Year 2017-18 may be submitted w.e.f. 1st June, 2018.

26. For the purpose of SAR, the Nodal Officer, Custodian, Reporting Authority, Reviewing Authority and Accepting Authority need to use Digital Signature Certificate (DSC). In case an Authority does not have a DSC, procurement and use of DSC will be guided by G.O. No. 6138-F(Y) dated 28.11.2016 read with G.O. No. 5209-F(Y) dated 22.08.2017.

Sd/-
H.K. Dwivedi

Additional Chief Secretary
to the Government of West Bengal

Received No 55
Date - 11-50 dt 23.8.18



Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhawan, Salt Lake, Kolkata - 700 091
Ph & Fax- 033 2321 5211, email: dswrks3@wbiwd.gov.in

Memo No. 311-I
I-4M-05/14(Pt.II)

Dated: 21st August, 2018

From: S. Saha
OSD & Ex-Officio
Deputy Secretary to the
Government of West Bengal

To: Executive Engineer
West Midnapore Division
Irrigation & Waterways Directorate
Seikhpura Irrigation Colony, P.O. Medinipur
Paschim Medinipur, Pin - 721 101

Sub: ***Request for permission for drawal of 1200 cum/hr water supply from river Kansai for 1.2 MTPA Integrated Steel Plant alongwith CPP 255 MW in favour of M/s Orissa Metaliks Pvt. Ltd. at Mouza- Bargai, Nadarchak & Kanjarichak, Vill – Gokulpur, P.O. Shyamraipur, P.S. Kharagpur, District: Paschim Medinipur.***

I am directed to forward herewith a copy of application of M/s Orissa Metaliks Pvt. Ltd. vide their No.OMPL/Water/18-19/05 dated 07.08.2018 alongwith copy of its enclosures on the above subject and to request him to examine the proposal regarding drawal of 1200 cum/hr water supply from river Kansai for 1.2 MTPA Integrated Steel Plant alongwith Captive Power Plant of 255 MW at Shyamraipur, P.S. Kharagpur, District: Paschim Medinipur. This is in continuation to earlier prayer made by them on 21.12.2017. **The matter is urgent.**

Encls: As Taken


(S.Saha)
OSD & Ex-Officio
Deputy Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to the:

1. Superintending Engineer, Western Circle-II
Irrigation & Waterways Directorate
Government of West Bengal
Seikhpura Irrigation Colony, P.O. Medinipur
Paschim Medinipur, Pin - 721 101

2. Executive Engineer
D.V.C Study Cell & SLNO
Irrigation & Waterways Directorate
7th Floor, Jalasampad Bhavan
Salt Lake City - 700 091

This has reference to this Department's
Letter No: 18-I dated 11.01.2018.


(S.Saha)

OSD & Ex-Officio
Deputy Secretary to the
Government of West Bengal