



IFMS

USER MANUAL

2018

Directorate of Forests
Government of West Bengal

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IFMS User Manual 2018



Arup Kumar Roy

**Administrative Officer
&
Main Master-Trainer, IFMS**

**A Man would do nothing if he waited until
he could do it so well that no one would find
fault with what he has done**

- Cardinal Newman



Foreword

As part of the goal for adopting e-Governance, Government of West Bengal has introduced significant computerization at various levels in several Government Departments, Directorates and down-level Offices. IFMS or Integrated Financial Management System controlled by the Finance Department of this Government for online integration and management of Financial Systems and Human Resource Systems has now playing an integral part of Office Management of almost all Government Offices. As such at present acquiring adequate skill on IFMS has become essential for all Office Assistants of any Government Office.

At Directorate Headquarter we have already taken effort to train up the Office Assistants of Circle-Level as well as Division-Level Offices on upcoming IFMS Modules from our part. Several Trainings on IFMS have been organised at Aranya Bhaban and in future we are planning to decentralise the Training Venues at different locations of West Bengal.

The present Booklet authored by Arup Kumar Roy, Administrative Officer of this Office, is intended to provide hands-on skill to the existing users as well as new-comers to the IFMS in Forest Directorate.

Being a Main Master-Trainer of IFMS, Shri Roy has conducted all IFMS Trainings and gathered competency in handling IFMS Modules. This booklet reflects all his experiences and technical skills on IFMS in easily understandable manner to the readers of the Booklet.

Our effort will become fruitful if the Booklet proves it acceptability to all the Users of IFMS in this Directorate.

N. K. Pandey, IFS

Principal Chief Conservator of Forests,
(Head of Forest Force), West Bengal

Dated, Kolkata the 10th July, 2018



Preface

IFMS or Integrated Financial Management System is now performing an important role in Financial Management and Human Resource Management for all West Bengal State Government Offices in these days as a part of e-Governance of the Government.

Government of West Bengal from some time past was considering the electronic integration of existing Treasury System and that concept gave the birth of IFMS. Finance Department of this Government first introduced the CTS or Centralised Treasury System in the form of IFMS during the year 2014. Gradually, Finance Department has introduced e-Bantan, e-Pardan, e-Billing, Salary Billing, Leave, GPF and other Loans, TA Billing, Sanctioned Strength, Pay Fixation, Transfer etc. Modules in the IFMS. In the years to come, Pension and e-Service Book are likely to be introduced.

HRMS is a part of IFMS and the Directorate Headquarter started to provide down-level Trainings on different Modules of HRMS as per directives of the Finance Department from the beginning of the year 2017. Till now, the Directorate Headquarter has organised almost 16 Trainings on HRMS for IFMS Operators, 4 Trainings for Directorate Officers and 2 Trainings for Forest Department Officials.

The purpose of this Booklet is to provide hands-on guidance including some theoretical knowledge on IFMS/HRMS for the readers who intend to work on IFMS.

I intend to express my profound feelings of immense gratefulness to Shri N.K. Pandey, IFS, Principal Chief Conservator of Forests (HoFF), West Bengal for providing continuous endeavour to me but for which this Booklet would not have come across its embryonic stage.

I am indebted to Shri Anindya Mitra, Shri Sarbashis Biswas & Shri Satyajit Pal, Co-ordinating Officers, IFMS Cell, Finance Department, Nabanna, for their excellent guidance, valuable suggestions and co-operations to me as and when I faced any problem with IFMS matters.

I am also thankful to Smt Anima Ghosh, of Publicity Division, who nicely assisted me at the time of presentations on the IFMS Trainings and also for providing me several suggestions during the preparations of the Booklet from her practical working experience on IFMS/HRMS.

Though I have tried to put my best efforts to make the content of information given in the Booklet error-free however some mistakes might have crept in due to oversight which may please be informed of for rectifications in the ensuing editions of the Booklet.

Arup Kumar Roy
Administrative officer
&
Main Master-Trainer, IFMS

Dated, Kolkata the 10th July, 2018

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Development of IFMS : Brief History

Feb-2014:

Notification for Introduction of IFMS issued vide G.O. No. 2088-FB dt.28.02.2014. Initially CTS & e-Bantan Module became mandatory with effect from 01.04.2014.

Jun-2014:

Guidelines regarding e-Bantan procedure issued vide G.O. No. 2863-F(Y) dt.02.06.2014.

Feb-2015:

Order for Implementation of e-Pradan (e-Payment) module of IFMS issued vide G.O. No. 1179-F(Y) dt.25.02.2015. e-Pradan Module using DDO's DSC (Digital Signature Certificate) became mandatory with effect from 01.04.2015.

Jun-2015:

Implementation of e-Billing Module became mandatory for some type of Bills in addition to e-Pradan vide G.O. No. 4879-F(Y) dt.14.06.2015.

Aug-2015:

Order for inclusion of some more TR forms under e-Billing module of IFMS and its mandatory submission vide G.O. No. 6295-F(Y) dt.20.08.2015.

Dec-2015:

Order for implementation of Pay Roll Processing Sub-module of HRMS-IFMS became mandatory with effect from 01.01.2016 vide G.O. No. 8531-F(Y) dt.18.12.2015.

Oct-2016:

Rolling out of New GRIPS Module into IFMS Portal done vide G.O. No. 5504-F(Y) dt.24.10.2016.

Mar-2017:

Order for implementation of HRMS in all Offices of Government of West Bengal with effect from 01.04.2017 issued vide G.O. No. 1242-F(Y) dt.01.03.2017. Stakeholders, Leave, Loan & TA/DA Modules introduced on live server.

May-2017:

Stakeholders, Leave, Loan & TA/DA Modules became mandatory with effect from 01.06.2017 vide G.O. No. 3130-F(Y) dt.19.05.2017.

Mar-2018:

Order for implementation of Sanctioned-Strength, Transfer, Pay-Fixation, Non-Functional Promotion, Training, Confirmation and Exit-Management Modules issued vide G.O. No. 1276-F(Y) dt.05.03.2018. All Modules will become mandatory with effect from 01.05.2018

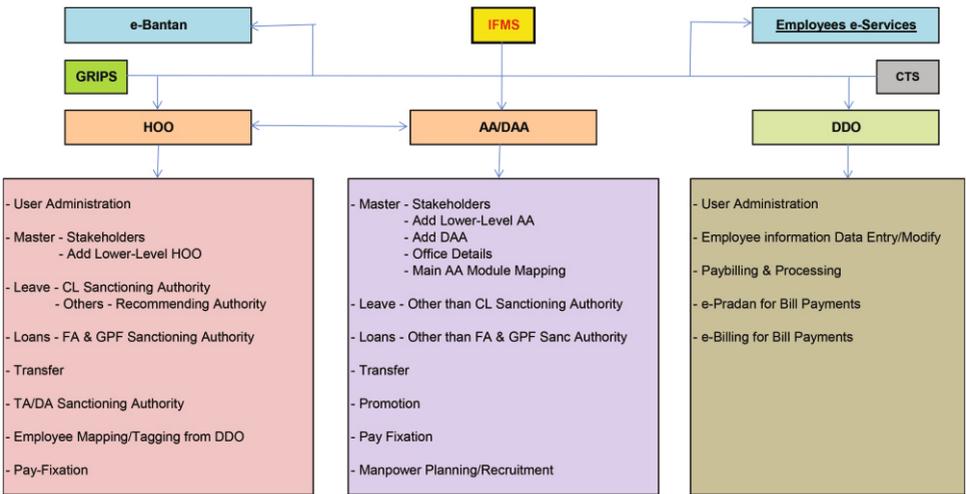
Introduction of Integrated Financial Management System (IFMS)

Prior to the year 2014 the Government of West Bengal in Finance Department for some time past was considering restructuring the existing systems of fund allocation to the Administrative Departments and Drawing & Disbursing Officers (DDOs) and financial transactions including entire Treasury Management System to ensure transparency, accuracy, and efficiency in fund and financial management. Accordingly, the Government have decided to introduce the 'Integrated Financial Management System' [IFMS] for on-line real time management monitoring and control of all fund allocations and financial transactions in different Departments and their subordinate offices under the State Government. The project was considered to be implemented, in phased manner, within 18 months with effect from 1st April, 2014. It will be a centralised system and all servers located at State Data Centre of West Bengal will be linked with steady MPLS and WBSSWAN network connectivity.

The Screenshot of IFMS :



Block Diagram



- Note :**
1. HOO (Head-of-Office) - All types Leave Recommending Authority including C.L. Sanctioning Authority.
 2. AA (Appointing-Authority) - All types Leave Sanctioning Authority except C.L.
 3. DAA (Delegated-Appointing-Authority) - To whom AA delegates some of his/her delegations.
 4. DDO (Drawing & Disbursing Officer)
 5. IFMS URL : www.wbifms.gov.in
 6. Separate User Login Ids for e-Bantan, GRIPS, DDO & HOO/AA
 7. No User Login Id required for Depositing through GRIPS (For Government, Individuals and Any Institution)

IFMS : Brief Overview

Introduction:

The IFMS or Integrated Financial Management System has been introduced by Finance Department of this Government during April-2014 in order to make several office procedures online through the URL www.wbifms.gov.in. Finance Department have issued several Orders to implement different Modules and Sub-Modules of the System from time to time like Fund Distribution, Salary Billing, Online Billing, Stakeholder Mapping, Leave, Loan, TA/DA, LTC/HTC/TC, e-Services for Employees etc. Finance Department in their G.O. No. 3130-F(Y) dt. 19.05.2017 have ordered to implement all these sub-modules mandatory with effect from 01.06.2017 by all offices of Government of West Bengal. HRMS or Human Resource Management System is a part of IFMS. Some other Modules like Sanctioned-Strength, Transfer, Pay-Fixation, Promotion, Confirmation, Exit-Management (Pension) are also done mandatory with effect from 01.05.2018 vide G.O. No. 1276-F(Y) dt.05.03.2018. Highlights of different Modules of IFMS are given below.

e-Bantan:

This is meant for distribution of Funds against the subordinate offices under the control of the User. There is a separate Login Id and Password for this Module. The Login Id is provided by the concerned higher Authority/Fund Provider.

GRIPS (Government Receipt Portal System):

This Module is used for Payment of Taxes and Non-Taxes Revenue to State Government by the Citizen/NGO/Government-Organization. Several Reports on Revenue deposited during a period may be generated by the concerned Department.

e-Services for Employees:

An Employee can Register his/her Name to utilize the Services provided by the Module. Your Employee Id will be the Login Id and the Password will be provided by the System when you're registering your Name for this Service. You can view/print/download your Payslips, Income Tax Statements etc. from this. All applications like Leave, Loan, Tour etc. are to be sent to your HOO (Head of Office) through this for further processing.

DDO:

There is a separate Login Id and Password for this Module. The Login Id is provided by the corresponding Treasury/PAO of the DDO. The DDO will have a DSC (Digital Signature Certificate) of his own which looks like a Pendrive. Sometimes this is also called Dongle. This DSC is required to digitally sign a Bill by the DDO while submitting the same to Treasury/PAO. After Logging in as DDO you will find following Sub-Modules.

DDO – User Administration:

DDO can create Operators under his control for preparation of Bills etc. Operators will prepare the Bills at their end and finally send the same to the DDO for final submission to Treasury/PAO using DSC. Operators are not allowed to use DDO's DSC.

DDO – e-Pradan:

With e-Pradan Sub-Module, a DDO can Manage the Beneficiaries under his control for making different Payments. Failed transactions, Beneficiary Transfer can also be managed. Several Reports can be generated as and when required.

DDO – e-Billing:

With e-Billing Sub-Module, DDO can prepare a Bill and submit the same to Treasury/PAO for making Payments.

DDO – HRMS:

With this Sub-Module, DDO can prepare, manage and submit Salary Bills, Arrear Bills, Festival Advance Bills and Ad-hoc Bonus Bills of the Employees including Wages Bills for listed Casual Workers.

HRMS:

There is a separate Login Id and Password for this Module. The Login Id is provided by the corresponding upper level HOO. Two Roles are provided by this Module – HOO & AA. HOO stands for Head of Office. AA stands for Appointing Authority.

HRMS : HOO:

This is defined to be the Officer who can Sanction Casual Leave and recommend all types of Leaves. Employees are to be kept Tagged with any HOO, otherwise Salary Bills cannot be generated. Stakeholders can be managed by this Module. HOO can issue Sanction Orders for GPFLoans/Withdrawals & Festival Advance of Employees. Employees TA/DA, LTC/HTC/TC can be sanctioned by the HOO. HOO can manage and sanction Casual Leave of the Employees.

HRMS : AA:

This is defined to be the Officer who can Sanction all types of Leaves other than Casual Leave. Stakeholders can be managed by this Module. AA can issue Sanction Orders for all Loans other than GPF & Festival Advance. AA can manage, approve and sanction all types of Leaves other than Casual Leave of the Employees. Controlling of Sanctioned-Strength, Transfer, Pay-Fixation, Promotion, Confirmation, Exit-Management (Pension) are also done by the AA.

IFMS Login Ids:

e-Bantan- Two Ids provided by the concerned Higher Authority/Fund Provider – One for User Administration & the other for Budget Distribution,

GRIPS - One Id provided by Finance Department for the concerned Department,

DDO - One Id provided by the concerned Treasury/PAO,

HOO/AA - One Id provided by the concerned Higher Level Authority.

DDO : General Working Interface

User Administration:

This interface is used for managing and creating different Users under DDO who will act as Operators on behalf of DDO. To create a Login Id for any User, the HRMS Id of that User will be required. So, a DDO cannot assign a person as a User who is not a Regular Employee of this Government. Operators can generate different Bills but cannot approve or submit the Bills to Treasury using DDO's DSC (Digital Signature Certificate). In such cases operators will forward their Bills to the DDO for taking further action by the DDO. Operators will not get access to this Module.

The User Id which is of no use can be deactivated but can never be deleted. If any User forgets his/her Password, the Password can be Reset by the DDO. In this case, the New Password will be sent to the User's Mobile by the System.

e-Pradan:

This Module is mainly used for Beneficiary Management like addition of New Beneficiary or deactivation of existing Beneficiary, Manage Beneficiary Transfer if a Beneficiary is already existing with a DDO or Sending a Beneficiary to other DDO, Manage Failed Transactions and some Bill preparations if prescribed by the concerned PAO/Treasury. Several Reports can be generated from its Report Menu.

e-Billing:

This Module is for preparation of different types of Bills for submission of those to the concerned PAO/Treasury for Payments. Several important Financial Reports can be generated from its Report Menu.

HRMS:

The HRMS Module of DDO is for preparation & management of Salary Bills, Arrear Bills, Festival-Advance Bills & Ad-hoc Bonus Bills for Regular Employees and Wages-Bills for Listed Casual Workers. Any change in the Employees Database should always be Approved by the DDO using the DSC. If no DSC is used the information will be saved temporarily in the Inbox of the DDO for future approval using DSC. If any Operator makes such changes, the information will go to the Inbox for Approval by the DDO using DSC.

One point is to be kept in mind that the Employees Database maintained by the DDO for Salary Billing is not a mere Pay-Bill database but the original HRMS Database of the Employee which contains all other Service related information of the Employee. Any change in the Service related information of an Employee has to be maintained by the DDO correctly. This Database is linked to the HOO & AA to which the DDO is concerned. HOO can merely Tag an Employee but cannot modify any information of the Employee in this Database. Concerned HOO must be selected by the DDO at its interface otherwise HRMS Database will not be related to HOO.

HRMS Pay-Roll Initiation At-a-Glance

What DDO will do:

- Login IFMS portal with his/her ID,
 - Open **User Management** Module and **Add the Role of HRMS-Operator** to the existing Operators or Create new Operators, if required,
 - Back to open **HRMS** Module. Define/Enter the followings:
 - 1.Enter DDO details,
 - 2.Enter Sanctioned Strength & Existing Strength Group wise,
 - 3.Create Sections (namely Head-Office, Others etc.)
 - 4.While creating Sections he/she has to keep in mind that only one Section can be operated by only one User. One particular Section can't be assigned to multiple Users,
 - 5.Now assign Sections to the Operators opening **Section User Map** Module,
 - 6.Create Pay Head of Accounts as required,
 - 7.Create Out-of-Account-Deduction Master for Bank-HBL, LIC-Premiums etc.,
- Finally, DDO will **Approve** all Employee Data Forwarded to him/her **using DSC (Dongle)**.

What HRMS-Operators will do:

- Login IFMS as Operator and Open **HRMS** Module,
- Open **File-Upload**,
- Upload all COSA Personnel Text Files to one Database one by one,
- Open **Task-List**,
- He/She will get a Data-Sheet on his/her Screen which will display Employee Details,
- Select **COSA own Employee List** on the **Type of Employee** Menu at the top of the Screen.
- Click on the Name of a particular Employee. One Window named **Employee Details** will appear which will ask him/her to Transfer some Data to IFMS Module from COSA. Execute this by Clicking LOVs. No Manual Entry can be done. If some Item like Post, Section, Designation etc. are not available in the LOV List then request your DDO/HRMS-Admin to insert those Items,
- Now, Click-on **Accept Button**.
- The Name will disappear from the Data-Sheet. Don't Worry! The data will go to **Unapproved-List** Item of the Menu at the top of the Screen and will be available later for further updation,
- Go on doing this for all your Employees till the Data-Sheet becomes Blank,
- Now, Select **Unapproved List** from the Type of Employees Menu at top of the Screen,
- Another Data-Sheet showing all your Employees will appear. **Do not use the Release Flag or Release Button unless you want to Release an Employee from your Establishment.** Click on the Name of a particular Employee. Update 7 Sets of Data like General Information, Salary Components etc. for that particular Employee. No frivolous entry should be made on the Live-Server,
- When all correct data entry is over, press the **Back Button** at top left corner of current Window,
- Now **Forward Button** will appear at the bottom of your current Window. Click on it to Forward the data for Approval by DDO,

After the approval of DDO you will get back all Data to prepare **Salary Bills** from **Salary Billing** Module.

What is Stakeholder

A Person, Group or Organization that has interest or concern in an Organization is called Stakeholder.

Stakeholders can affect or be affected by the organization's actions, objectives and policies. Some examples of key stakeholders are creditors, directors, employees, government (and its agencies), owners (shareholders), suppliers, unions, and the community from which the business draws its resources.

Government Stakeholder : Illustration



ORGANIZATION OF FOREST DIRECTORATE

PCCF	APCCF	WING	CIRCLE	DIVISION	
P.C.C.F. & HoFF, W. B. Sri Narendra Kumar Pandey, IFS	PCCF (General) Siddhartha Barari	APCCF, HRD N.V.Raja Shekar	CCF, PMC P.K.Pandit CCF, G.C. Dr. K.Talukder CCF, PGLI Tapas Das	DCF, Personnel Dr. S.B.Deb DCF, Legal Praseeda Variar V.V.	
		APCCF, Finance T.V.N.Rao	CCF, Finance A.V.Mishra CCF, Spl. Proj S.Chanda CCF, MIS & E.Gov. N.S.Murali	DCF, Finance P.Mitra DCF, MIS B.Haldar	
		APCCF, CAMPA & Nodal Officer, FCA N.Singhal		CF, Land Affairs & FCA K Balamurugan	
		CCF, Hqrs. Dr. Anupama	CF, APM Dr. A.P.Singh	DCF, Admin. S.S.Anand DCF, Publicity A.Mukherjee DFO, Utilization U.Nag	
			CF, WP & GIS Lipika Ray	DFO, W.Plan (North) B.Sarkar DFO, W.Plan(South-I) Ayan Ghosh DFO, W.Plan(South-II) P.K.Roy	
			CF, South Ajay Dubey		
		CCF, Central S.P.Yadav		DFO, Bankura (North) Bhaskar J.V. DFO, Bankura (South) D.M.Pradhan DFO, Panchet N.R.Panda	
		CCF, Western S.S.Dey		DFO, Medinipur R.N.Saha DFO, Purba Medinipur Swagata Das DFO, Kharagpur Arup Mukherjee DFO, Jhargram Dr. S.Holeyachi DFO, Rupnarayan A.Sengupta	
		CCF, South-East Kalyan Das		DFO, Birbhum Hari Krishnan DFO, Burdwan D.Sharma DFO, Durgapur M.K.Mondal DFO, Nadia-Murshidabad Rana Datta	
		CCF, South-West Sourav Choudhury		DFO, Purulia R.P.Badana DFO, Kangsabati(North) Amrita Dutta DFO, Kangsabati(South) A.Chatterjee DFO, Extension Forestry P.Dutta	
	CCF, Cons. & Extn. Raju Das	CF, Parks & Gardens Ajay Kr Das	DFO, URF P.Bauri DFO, P & G (N) A.Guha DFO, Howrah N.Mitra		
		CF, North-West S.Gajamer	DFO, Siliguri S.F. D.S.Sherpa DFO, Jalpaiguri S.F. K.K.Banerjee DFO, Malda Sk Fareed J. DFO, Raigunj D.K.Dutta		
	APCCF, North Bengal M.R.Baloch	CCF, Hill Circle Sudhir Chandra Das	DFO, Darjeeling Vikas V. DFO, Kurseong S.Berwal DFO, NTFP K.Banerjee		
		CCF, Northern Circle G.P.Chhetri	DFO, Jalpaiguri Mridul Kumar DFO, Baikunthapur Uma Rani N. DFO, Cooch Behar B.K.Biswas		
	PCCF, Wildlife & CWLW R.K.Sinha	APCCF, Wildlife S.Sundryal	CCF, Wildlife North Ujjal Ghosh	DFO, Darjeeling Wildlife D.D.Rai DFO, Gorumara Wildlife Nisha Goswami DFO, Jaldapara Wildlife Kumar Vimal	
			CCF & FD, BTR S.Sengupta	DFD, BTR (E) Harish DFD, BTR (W) K.Rai	
			CF, Wildlife (Hqr) S.Sasikumar CF, WL(Plan&Res.) S.Ghatak	DCF, Wildlife Om Prakash	
		APCCF & Director, SBR Piar Chand	CCF & FD, STR N.Mallick	DFD, STR Deepak M DFO, 24-Pgs (South) Santosha G.R DFO, 24-Pgs (North) R. Dutta (Addl Chg)	
	PCCF, RM & D Dr.J.T.Mathew	APCCF, R & M Dr. Sangeeta Dubey	CCF, R & D Rajesh Kumar	CF, Research D.Mallick CF, Development S.Mukhopadhyay	DFO, Silviculture (Hill) Jiju Jesper J. DFO, Silviculture (North) B.Sarkar DFO, Silviculture (South) M.L.Sarkar.
			CCF, Mon. & Evalu. M.R.Bhatta	CF, Monitoring M.C.Biswas	Dir., WB Forest School P.R.Pradhan Dir., SFTI, Hizi A.Panda
CCF, Soil Cons. Pratibha Raj		CF, Soil Cons.(N) S.K.Molloy	DFO, Mon (South) T.T.Bhutia DFO, Mon (North) Apurba Sen Kaushik Sarkar		
			DFO, Kurseong Soil Cons. T.T.Bhutia DFO, Kalimpong Soil Cons. N.T.Bhutia DFO, Jalpaiguri Soil Cons. M.K.Roy		

HRMS Stakeholder office Mapping

Level : L-1	Level : L-2	Level : L-3	Level : L-4	Level : L-5	Level : L-6
Principal Secretary, Forest Deptt (HOO & AA)	PCCF(HoFF) (HOO & AA) Username : PCCFHOFWB02	01.CF/APM (HOO & AA) Username : CFAPM001	01.DCF/Publicity (HOO & AA) Username : DCFPUB001		
			02.DFO/IFUD (HOO & AA) Username : DFOFU001		
			01.DFO/Working Plan (N) (HOO & AA) Username : DFO/WKPN001		
			02.DFO/Working Plan (S-I) (HOO & AA) Username : DFOWKPS1001		
			02.DFO/Working Plan (S-II) (HOO & AA) Username : DFOWKPS2001		
			01.DFO/Bankura (N) (HOO & AA) Username : DFOBKN001		
			02.DFO/Bankura (S) (HOO & AA) Username : DFOBKS001		
			03.DFO/Panchet (HOO & AA) Username : DFOPND001		
			01.DFO/Medinipur (HOO & AA) Username : DFO MID001		
			02.DFO/Purba Medinipur (HOO & AA) Username : DFO PMD001		
			03.DFO/Kharagpur (HOO & AA) Username : DFO KGP001		
			04.DFO/Jhargram (HOO & AA) Username : DFO JHG001		
			05.DFO/Rupnarayan (HOO & AA) Username : DFORUP001		
			01.DFO/Birbhum (HOO & AA) Username : DFO BIR001		
	02.DFO/Burdwan (HOO & AA) Username : DFOBDN001				
	03.DFO/Durgapur (HOO & AA) Username : DFO DGP001				
	04.DFO/Nadia-Murhidabad (HOO & AA) Username : DFO NMD001				
	01.DFO/Purulia (HOO & AA) Username : DFO PRL001				
	02.DFO/Kangsabati (N) (HOO & AA) Username : DFO KBN001				
	03.DFO/Kangsabati (S) (HOO & AA) Username : DFO KBS001				
	04.DFO/Extension Forestry (HOO & AA) Username : DFO XFO01				
				01.DFO/URF (HOO & AA) Username : DFOURF001	
			01.CF/Parks & Gardens (HOO & AA) Username : CFPGC001	02.DFO/P & G (N) (HOO & AA) Username : DFOPGN001	
				03.DFO/Howrah (HOO & AA) Username : DFOHWH001	
				01.DFO/Siliguri S.F. (HOO & AA) Username : DFOSSF001	
			02.CF/North-West Circle (HOO & AA) Username : CFNWC001	02.DFO/Jalpaiguri S.F. (HOO & AA) Username : DFOJSF001	
				03.DFO/Malda (HOO & AA) Username : DFOMLD001	
				04.DFO/Raiganj (HOO & AA) Username : DFORGJ001	

Creation of Lower Level HOO & AA

- Login as HOO/AA
- Select HRMS
- Select HOO Approver
- Click Stakeholder->Head of Office
A new Window will appear
- Click Add HOO
A new Window will appear

Fill in the Table with proper information. The Level should be just below your Level. Click Save. The new HOO will be created. Click on green + sign on the left of your new HOO. Add information as shown in the Table. Save. Tick mark Approve (Y/N) box and Click Approve. Your Lower Level HOO is ready for use.

- Switch Role to HRMS AA Approver
- Click Masters->Stakeholder->Appointing Authority
A new Window will appear
- Click Add AA
A new Window will appear

Fill in the Table with proper information. The Level should be just below your Level. Tick mark HOO(Y/N). Click Save. The new AA will be created. Click on green + sign on the left of your new AA. Add Cadres like "IFS", "WBFS", "Others" for Groups A/B/C/D. Tick mark Main Appointing Authority (Y/N) box and finally Click Save. Tick mark Approve(Y/N) and Click Approve. Your Lower Level AA is ready for use.

Now Logout.

User Creation

- Login as HOO/AA
- Select User Administration->User Management
- Click Add New User
- Tick Other Office
- Fill in the User's HRMS Id – A valid Employee Name will appear
- Fill in the information as required. Give your Mobile No. in place of User's Mobile No.
- Finally Click Save
Within a short period a message with Login Id & Password will come to your Mobile
- Now Click Add/Update Role
Give the User Administrator & Superuser Authority. Fill in the boxes from respective LoV choosing HOO – First give the User HOO Approver Role. Click Save.
Again select the User. Click Update User. Click Add/Update Role
Give the User Administrator & Superuser Authority. Fill in the boxes from respective LoV choosing AA – Now give the User AA Approver Role. Click Save.
- Again Select User. Click Update User. Replace your Mobile No. with User's Mobile No. Now Save.
- Logout. Login with the newly created User Id and change Password
- Now Login again with that User Id and new Password. If everything goes Ok report the User Login Id and Password to the User concerned.

HOO Favlist & Main AA Mapping : Final Setting up of HRMS

- Login to HRMS with your HRMS Id and Password.
- Select Role “**AA Approver**” – on the top Status Bar - you will find your AA Approver Code (e.g. **6FRAA083**) – Please Note down this Code,
- Select Role “**HOO Approver**” – on the top Status Bar - you will find your HOO Approver Code (e.g. **6FRHO089**) – Please Note down this Code,
- Click on “**Head of Office Favlist**”,
- Click “**Add AA**” – Fill in the Form with correct information – Add your “AA Approver” by searching with the AA Approver Code – Save this – Finally Tick on “**Approve Select Box**” and click “**Approve**” button to approve this.
- Similarly, add your “**just higher level AA**” related to your Office,
- Next add “**Forest Department (L1)**” & “**Forest Directorate (L2)**” as **AA** following similar process,
- Now you will have **4 (four) approved AA** in your HOO Favlist :
 1. Forest Department (L1),
 2. Forest Directorate (L2),
 3. Your just higher Level AA,
 4. **AA related to your Office.**
- Switch Role to “**AA Approver**”,
- Click on Masters - Stakeholder - Main Appointing Authority Module Mapping - Add/Revoke Module Permission – Own – Search,
- Click on each “View Matrix” one by one and “Save” each time,
- All items of your Main Appointing Authority Stakeholder Matrix will be filled in with Tick Marks.

Stakeholder Matrix for Forest Directorate

Indian Forest Service:

Module	Own Level	Down The Level	Specify Level
TA DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

West Bengal Forest Service:

Stakeholder Matrix			
Module	Own Level	Down The Level	Specify Level
TA DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

Others : Group-A:

Stakeholder Matrix			
Module	Own Level	Down The Level	Specify Level
TA DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

Others : Group-B:

Stakeholder Matrix			
Module	Own Level	Down The Level	Specify Level
TA,DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

Save

Others : Group-C:

Stakeholder Matrix			
Module	Own Level	Down The Level	Specify Level
TA,DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

Save

Others : Group-D:

Stakeholder Matrix			
Module	Own Level	Down The Level	Specify Level
TA/DA & LTC MGT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
RECRUITMENT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
EXIT MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PERFORMANCE APPRAISAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAYROLL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PROMOTION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LEAVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
PAY FIXATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRANSFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
LOAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
DEPARTMENTAL PROCEEDINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
CONFIRMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
TRAINING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
MANPOWER PLANNING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--
SERVICE BOOK MODULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	--ALL--

HOO : General Working Interface

Masters:

This Menu is meant for Setting up the HOO Approver System. This Menu is not available to HRMS HOO Operators.

Inbox:

You can see all types of Applications like withdrawal of GPF, Tour, Leave etc coming from the Employees through **e-Services of Employees** Module. Some of these can be opened directly by clicking a Button on it but applications like Tour etc can't be opened directly. These are to be opened from the Request Status Menu. Inbox will be cleared only when actions on the Applications stored in it are taken or processed. Applications can never be Deleted from Inbox.

Loan:

HOO can Sanction/Approve only 2 (two) types of Loans viz. Festival Advance and GPF Loans/Withdrawals. All other Loans are Sanctioned and Approved by the Appointing Authority.

Loan/Advance Application:

If any Employee is unable to send his/her Applications through e-Services of Employees, you can generate his/her Application for withdrawal of GPF, Tour, Leave etc from this. Employee Id may be required. You can have the Employee Id from the "Head of Office Employee Mapping" Module.

Festival Advance Sanction:

Click on this for Festival Advance Sanction. Click on the LoV for DDO Code and select your DDO. Click on Search. Fill in requisite information on the Page and click on Search. A List of the Employees who have applied for Festival Advance Loan and Approved by the HOO will appear on screen. Provide Sanction Order No. & Dt. and Save/Approve the Sanction Order. While generating Festival Advance Bill, DDO will get this Sanction Order No. and Reference Id through LoV.

Loan Application Report:

A Report or Hard Copy of any Loan Application can be generated through this Module. Employee Id will be required.

Festival Advance Sanction Order Report:

Click on the LoV for Sanction Order to get Hard Copy of the Approved Festival Sanction Order. DDO will require this Hard Copy for submission of Festival Advance Bill.

Loan Sanction Order Report:

Provide Employee Id No. and I on Search to generate Loan Sanction Order Report for GPF Loans/Withdrawals. This Hard Copy will be required by the DDO for submission of respective Bill(s).

Reject Approved Loan:

Provide Employee Id No. and click on Search to **Reject** any Approved Loan.

Leave:

HOO can Sanction/Approve Casual Leave only. All other Leaves will be Sanctioned/Approved by the Appointing Authority.

Reports:

Legacy Report:

Provide Employee Id No. and click on Show Report to generate Leave Legacy Report of any particular Employee.

Leave Balance Report:

Provide Employee Id No. and click on Show Report to generate Leave Balance Report of any particular Employee.

Apply Leave:

If any Employee is unable to send his/her Leave Applications through e-Services of Employees, you can generate his/her Leave Application. Employee Id No. will be required.

Joining Report:

If any Employee is unable to send his/her Joining Applications after availing of any Leave through e-Services of Employees, you can generate his/her Joining Application. Employee Id No. will be required.

Leave List:

Provide Request No., Employee Id No. and Year then click on Search to generate Leave List for any particular Employee.

Leave Legacy:

Provide Employee Id No. and other Info as required then click on Search to input Balance Casual Leave available for that particular Employee as on the given Date.

Leave Scheduler:

This Module is meant for re-scheduling the Casual Leave at Credit to an Employee. Click on this Module and Fill in necessary information as required including Employee Id. Click Search Button. Then Click "Run Schedule".

Cancel/Modify Leave:

This Module is meant for Cancelling/Modifying any Casual Leave Sanctioned earlier.

Leave Deduction:

This Module is meant for Deduction of Casual Leave for Late Arrival, Early Departure etc.

Request Pulling:

This Menu is meant for Assigning some old pending matters from previous HOO to current HOO.

TA/DA:

Tour:

Application Request:

Provide Employee Id No. and Click Search to get Application Request Screen. Fill in necessary information about Tour and Click on save as Draft. This will go to Request Status Menu for approval by HOO. After Approval, Application No. will be generated.

Claim Request:

Click the LoV for Application Id to choose desired Application Id then Click Search. Generate Claim and save it for approval by HOO. Once the Claim Request is approved by the HOO Claim Request Id will be generated. This Id will be accessible by the tagged DDO for preparing TA Bill.

Report:Tour Application Report:

Provide Employee Id No. and Application No. to generate Application Report.

Tour Diary:

Provide Employee Id No. and Claim No. to generate Tour Diary.

Sanction Report:

Provide Employee Id No. and Claim No. to generate Tour Sanction Order.

LTC/HTC Application Report:

Provide Employee Id No. and Application No. to generate LTC/HTC Application Report.

Release Application Report:

Provide Employee Id No. and Application No. to generate LTC/HTC Release Application Report.

Request Status:

Select Application Status or Claim Status Tab one by one the Click on the Icon in respect of the Sl. No. of the Employee you want to approve. Click Save & Approve to approve.

LTC/HTC/TC:Application Request:

Provide Employee Id No. and Click Search to get Application Request Screen. Fill in necessary information about LTC/HTC/TC and Click on save as Draft. This will go to Request Status Menu for approval by HOO. After Approval, Application No. will be generated.

Claim Request:

Click the LoV for Application Id to choose desired Application Id then Click Search. Generate Claim and save it for approval by HOO. Once the Claim Request is approved by the HOO Claim Request Id will be generated. This Id will be accessible by the tagged DDO for preparing LTC/HTC/TC Bill.

Transfer:Transfer Advance:

Provide Employee Id No. and Tick on Manual or System Radio Button then Click Search to get Transfer Advance Screen. Fill in necessary information and Click on Save. Transfer grant Claim Id will be generated.

Claim Request:

Provide Employee No. and Select Transfer Details. Click the LoV for Transfer Claim Id to choose desired Application. Now approve and save the Claim for preparing Bill from DDO end.

AA : General Working Interface

Masters:

This Menu is meant for Setting up the HOO Approver System. This Menu is not available to HRMS AA Operators.

Inbox:

You can see all types of Applications like Earned Leave, Commuted Leave, Child Care Leave etc and Loan Applications other than GPF & Festival Advance forwarded by the HOO. Open the Applications for taking action as AA.

Inbox will be cleared only when actions on the Applications stored in it are taken or processed. Applications can never be Deleted from Inbox.

Loan:

AA can Sanction/Approve all Loans except 2 (two) types of Loans viz. Festival Advance and GPF Loans/Withdrawals which are Sanctioned/Approved by the HOO.

Loan Application Report:

You can generate any Employee's Loan Application Report from this Module. Employee Id No. will be required.

Generate Intimation Letter — Intimate Intimation Letter:

This Module is meant for generating and intimating the concerned Employee about his/her Loan Application Status.

Generate Intimation Letter — Modify Intimation Letter:

This Module is meant for generating and intimating the concerned Employee about Modification of his/her Loan Application Status.

Loan Sanction Order Report:

This Module is meant for generating the Loan Order Report.

Reject Approved Loan:

This Module is meant for Rejecting any Approved Loan.

Leave:

AA can Sanction/Approve all types of Leaves other than Casual Leave. Casual Leave is Sanctioned/Approved by the HOO.

Reports - Legacy Report:

Provide Employee Id No. and click on Show Report to generate Leave Legacy Report of any particular Employee.

Leave List:

Provide Request No., Employee Id No. and Year then click on Search to generate Leave List for any particular Employee.

Leave Legacy:

Provide Employee Id No. and other Info as required then click on Search to input Balance Casual Leave available for that particular Employee as on the given Date.

Leave Scheduler:

This Module is meant for re-scheduling the Casual Leave at Credit to an Employee. Click on this Module and Fill in necessary information as required including Employee Id. Click Search Button. Then Click "Run Schedule".

Request Pulling:

This Menu is meant for Assigning some old pending matters from previous AA to current AA.

Promotion:

This Module is meant for handling Departmental Functional & Non-Functional Promotion of Employees.

Transfer:

This Module is meant for handling Intra-Departmental Transfer of Employees.

Pay-Fixation:

This Module is meant for doing Pay-Fixation of Employees.

Exit Management (Pension):

This Module is meant for handling Pension of Employees

GPF, TA etc. – Executive Summary

GPF Loan Approval & Report Generation:

1. HOO Employee Mapping – Type the Name of the Employee in Search Box – Copy Employee Id (Ctrl+C)
2. Loan – Loan/Advance Application – Save & Approve
3. Loan – Loan Application Report – Fill in Employee Id – Search – Generate Report
4. Loan – Loan Sanction Order Report Report – Fill in Employee Id – Search – Provide Issue (Despatch) Nos.- Save - Generate Report
5. Prepare Bill from DDO end using System generated Sanction Order Id

Note : If the Application for the Employee is being initiated by you, follow the above Steps right from No. 1. But if the Application is submitted by the Employee through e-Services for Employees by himself/herself, Visit Inbox then follow the above Steps from No. 2

TA Bill Approval & Report Generation:

1. HOO Employee Mapping – Type the Name of the Employee in Search Box – Copy Employee Id (Ctrl+C)
2. TA/DA – Tour – Application Request – Save & Approve
3. TA/DA – Request Status – OFFICIAL TOUR – Search – View Request – Application Status/Claim Status/Daily Allowance (Fill in) – Save & Approve
4. TA/DA – Tour – Claim Request – Save & Approve
5. TA/DA – Report – Tour Application Report – Generate Report
6. TA/DA – Report – Tour Diary – Generate Report
7. TA/DA – Report – Sanction Report – Generate Report
8. Prepare Bill from DDO end using System generated Sanction Order Id.

Note : If the Application for the Employee is being initiated by you, follow the above Steps right from No. 1. But if the Application is submitted by the Employee through e-Services for Employees by himself/herself, follow the above Steps from No. 3.

Sanctioned Strength Entry in HRMS

- Open URL www.wbifms.gov.in
- Click HRMS
- Login HRMS with HOO/AA Login Id
- Select HRMS
- Select Role as HOO Approver
- Note down your HOO Code correctly from Top Bar
- Switch Role to AA Approver
- Select Sanctioned Strength
- Select Post Code
- A new Window will appear**
- Click Cadre LoV
- Select Others-others from LoV
- Select FR-Forests in Parent Department from LoV
- Change Group from LoV
- Select Post from LoV
- Click Search
- Click Insert New Record
- A new Window “Sanctioned Strength Entry” will appear**
- Is Deputation Post will remain NO (by default)
- Change Group from LoV
- Select Post from LoV
- Select FR-Forests from “Admin Department of Head of Office”
- Select your HOO from LoV (Check your HOO Code as noted)
- Select Creation in “Creation/Surrender of Sanctioned Strength”
- Enter WEF Date as 01/01/1960
- Enter Sanctioned Strength Figure in “Change in Sanctioned Strength”
- Enter same Figure in “Existing Sanctioned Strength (User)”
- Click Validate

A Confirmation Window will appear

- Click Ok
- Click Save
- **A new Window will appear**
- Click Select
- Click Change Sanctioned Strength

A new Window will appear

- Click on Select Box(es) (Tick)
- Click Update Sanction Strength
- Click Back on Top Left Corner
- Click Select Button
- Click Tag Employee

A new Window will appear

- Select Employees (Tick on each required Employee)
- Select Post Code for each selected Employee from LoV (Ignore Code ending with 000)
- Click Save
- Click Pending Request to be Approved Tab on Top Bar

A new Window will appear

- Click on Request ID
- Click Approve

Handling Transfer of Employees for Group B & C Cadres controlled by the PCCF(HoFF)/WB

Till the Transfer Module is introduced in the HRMS, in respect of Transfer of an Employee, following procedures are to be followed by the HOOs concerned:

HOOs Releasing-Out Employees:

- HOOs will not be able to Untag the Relieved Employee unless the concerned Employee is released from the existing tagged Post-Code by the Office of the PCCF(HoFF)/WB,
- For this, concerned HOO has to send necessary information about the concerned Employee (Name, HRMS Id No., Post, Group, HOO Code) to the Office of the PCCF(HoFF)/WB through e-Mail only at wbforestrhms@gmail.com under the subject “HRMS – Transfer of Employees – Post-Code Untagging”, in order to get the Employee Untagged from the existing Post-Code,
- On receipt of this e-Mail, Office of the PCCF(HoFF)/WB will act immediately to Untag the concerned Employee from his/her existing Post-Code and after that, Untagging the Employee from the concerned HOO can be performed by the concerned HOO.

HOOs Accepting-In Employees:

- The relieved Employee joining-In to the concerned HOO will now be Tagged by the concerned HOO in the HRMS HOO Module,
- Concerned HOO will now send necessary information about the concerned Employee (Name, HRMS Id No., Post, Group, HOO Code) to the Office of the PCCF(HoFF)/WB through e-Mail only at wbforestrhms@gmail.com under the subject “HRMS – Transfer of Employees – Post-Code Tagging”, in order to get the Employee Tagged back with a new Post-Code,
- On receipt of this e-Mail, Office of the PCCF(HoFF)/WB will act immediately to Tag the concerned Employee with new Post-Code. Henceforth, no Employee should be left without having a Post-Code. If an Employee belongs no Post-Code, Salary Bill generation for that Employee may not be possible. This point has to be kept in mind by both the HOO & DDO concerned to that Employee.

What is/are the difference between FUNCTIONAL and NON-FUNCTIONAL PROMOTION in Government Service (Group-A to Group-D)

1. Any Carrier Advancement benefit (CAS) i.e. 8 year, 16 year or 24 year will be treated as Non-Functional Promotion whether promotion from any post to another post i.e. LDC to UDC, UDC to Accountant, DR/Fr to FR, FG to HFG etc. by Govt Order will be treated as Functional Promotion.
2. Functional promotion is vacancy based whereas Non-Functional promotion is not vacancy based. In other words, there has to be at least one vacant post in the higher grade for effecting functional promotion. Non-Functional promotion is generally tenure based without any relationship with existing vacancy. In Non-Functional promotion the normal method of pay fixation is placement in the higher pay scale without any fixation benefit. But such treatment is often waived by the Government by special order. CAS is a good example of it.

DSC Administration

Digital Signature Certificate (DSC) or popularly called “Dongle” is an important Device for use by the DDO & HOO of IFMS in order to Approve Bills/Sanction-Orders and for submission of Bills to the PAO/Treasury. It is to be kept in mind that DSC is a personal device and not transferable. If a DDO or HOO of IFMS has got no DSC of his/her own then such device may be obtained from the following Vendor authorised by Finance Department:

CRG CORPORATE SERVICES PRIVATE LIMITED,

52/A VIVEKANANDA NAGAR,, Belghoria, Kolkata, West Bengal 700056

Phone: 093395 2934 | Visit their website at <http://crgcorporate.co/> to download e-Mudhra DSC Application Forms.

DSC for DDO:

When a new DDO has joined he/she has to do the initial official formalities with his/her PAO/Treasury in order to get attached with the PAO/Treasury concerned as DDO. After that his/her DSC is required to be duly authenticated by the concerned PAO/Treasury. The PAO/Treasury will provide him/her a new Login Id along with a Password through his/her Mobile.

DSC for HOO:

In HRMS, HOO is also required to have a DSC of his own for providing Digital Signature to Approve different Forms. Now, you have to perform “**Self-Registration**” of the Digital Signature Certificate Device (Dongle) of your HOO. If your DDO & HOO is the same Officer, you need not go for a separate DSC for the HOO, your existing DSC for the DDO will work fine. If your DDO & HOO is not the same Officer, then you have to go for a separate DSC for the HOO. Now, put the DSC of the HOO into the USB Port. Login to IFMS as HOO/AA. Click **HRMS**. In the Message Box “**Are you sure you want to use Digital Signature?**”, click **Ok**. A Window will appear. Click **Allow**. Now, DSC Information will appear on the Screen. Select one valid Certificate and Click **View Certificate**. If the Certificate is correct, click **Ok**. Again select the Certificate. Now click **Sign**. Enter DSC Password. Another window will appear. Click **Ok**. “**Signature Verified**” in Red-Label will appear. **Your DSC “Self Registration” is done.**

e-Services for Employees

In order to get several e-Services of IFMS, an Employee can Register his/her Employee Id to Logon to IFMS. Services like monthly Pay-Slips, I-Tax Statement, Arrear Statement, Apply for GPF & Other Loans, Apply for Leave, Joining Report, TA Claim, LTC/HTC/TC Claim etc. can be obtained from anywhere over internet.

How to Register:

Open www.wbifms.gov.in and mouse over to the Logo titled “e-Services for Employees” then Click on “Signup for Registration”. A new Window will appear. Enter your Employee No., Mobile No. & the text appeared in Captcha and now Click on Register. You will now be prompted to enter the OTP sent by the System to your registered Mobile. Complete the process – after some time a message will come to your Mobile with your Login Id (i.e. your Employee No.) and a Password. Now, Click on “Sign in” and Login to the System providing Login Id (your Employee No.) and Password. First time you will be prompted to change your Password. If your name is “Bivas” and your year of birth is 1992 then you may choose your new Password as “Bivas@1992”. The choice is yours but for Password, there should be at least One Capital Letter, One Small Letter, One Numeric Character and One Special Character and total length should not exceed 15 Characters or below 8 Characters.

The Services you will get:

- Monthly Pay-Slips,
- Income-Tax Statement (Salary Statement At-a-Glance),
- Arrear Salary Statement (if any),
- Application for GPF Loan,
- Application for Official Tour,
- Application for Leave,
- Joining Report,
- Application for LTC/HTC/TC,
- Claim for Official Tour,
- Claim for LTC/HTC/TC,
- Family & Nominee Declaration,
- GPF Final Payment Application if you are going to retire within next 3 months.

PERSONAL INFORMATION FOR IFMS SALARY ACCOUNT [TO BE FILLED UP PERSONALLY]

1. NAME
2. i) DATE OF BIRTH
- ii) EDUCATIONAL QUALIFICATION:
3. RELIGION:
4. GENDER:
5. CATEGORY (GEN/SC/ST/OBC/PHC/EX-SERVICE MAN/OTHERS (PL. SPECIFY):
6. FATHER'S NAME:
7. MOTHER'S NAME:
8. SPOUSE NAME
9. SERVICE TYPE (Gol/GoWB)
10. SERVICE STATUS (PERMANENT/TEMPORARY/CONTRACTUAL/RE-EMPLOYMENT)
11. GROUP OF POST (A/B/C/D):
12. PRESENT DESIGNATION:
13. DATE OF APPOINTMENT IN PRESENT SERVICE:
14. NAME OF POST/DESIGNATION AT FIRST APPOINTMENT:
15. DATE OF JOINING IN PRESENT POST:
16. DATE OF JOINING IN PRESENT OFFICE
17. WHETHER ON DEPUTATION (Y/N):
18. EMPLOYEE CODE (PF ACCOUNT NUMBER)
19. RESIDENTIAL STATUS (GOVT. HOUSING / OWN / RENTAL / SPOUCE / OTHERS) :

20. IF GOVT. HOUSING THEN HOUSING SCHEME NAME (OFFICE BUILDING/GENERAL POOL/MIG/LIG ETC.) :
21. IF GOVT. HOUSING THEN HOUSING TYPE (LICENSEEE / ASSESSED) :
22. PRESENT RESIDENTIAL ADDRESS:
ADDRESS
POLICE STATION .
PIN CODE
CONTACT NUMBER :
23. PERMANENT RESIDENTIAL ADDRESS.
ADDRESS:
POLICE STATION:
PIN CODE:
24. SALARY RECEIVING OPTION (ESC/CASH/OTHERS)
25. BANK ACCOUNT DETAILS BANK & BRANCH NAME:
IFS CODE:
MICR CODE:
BANK ACCOUNT NUMBER:
26. MARITAL STATUS (UNMARRIED/MARRIED/WIDOW(ER)/DIVORCEE)
27. SPOUSE SERVICE STATUS (WB GOVT./WB UNDERTAKING / GOI / OTHERS / NA):
28. IF SPOSE IS A GOVT. EMPLOYEE, THEN SPOUSE PAY, HRA
29. GIS TYPE (1983/1987).
30. GIS GROUP (A/B/C/D):
31. PF ACCOUNT TYPE (GPF/AISPF/CPF):
32. GPF GROUP (A/B/C/D).
33. ENTITLEMENT TO PENSION (DEFINED BENEFITNPS / NONE OF THE TWO):
34. WHETHER PRESENT PAY SCALE IS PERSONAL SCALE (Y/N):
35. WHETHER VILLAGE LEVEL WORKER (Y/N):
36. ROPA OPTION (1998/2009/OTHERS, -- PLS. SPECIFY) .
37. PAY SCALE
38. DATE OF NEXT INCREMENT
39. INCREMENT AMOUNT IN RS:
40. MEDICAL ALLOWANCE OPTION:
41. EMPLOYEE SALARY EARNINGS DETAILS (IN RS
 - a. GRADE PAY
 - b. BAND PAY
 - c. DEARNESS ALLOWANCE .
 - d. HOUSE RENT ALLOWANCE:
 - e. MEDICAL ALLOWANCE:
 - f. NON-PRACTICING ALLOWANCE, IF ANY :
 - g. OTHER PAY/ALLOWANCES (SPL./ADMN./QUALIFYING PAY, DEARNESS PAY, PERSONAL PAY, NON-PRACTICING PAY, SPL. ALLOWANCE, FC/FT ALLOWANCE, HILL COMPENSATORY ALLOWANCE, CONVEYANCE ALLOWANCE,. OTHER ALLOWANCE, HONORARIUM, BONUS, DEPUTATION ALLOWANCE,CONSOLIDATED PAY, TRANSPORT ALLOWANCE ETC.)
42. EMPLOYEES SALARY DEDUCTION DETAILS:
 - a. GIS INSURANCE & SAVINGS:
 - b. PROFESSIONAL TAX:
 - c. INCOME TAX:
 - d. HOUSING LICENSE FEE ETC.:
 - e. PF SUBSCRIPTION, PF ARREAR, RECOVERY:
 - f. OTHER DEDUCTIONS:
 - g. RECOVERY OF DIFFERENT LOANS (PRINCIPAL & INTEREST) .
 - h. OUT-OF-ACCOUNT DEDUCTIONS:
43. PAN NO.:
44. MOBILE NO.:
45. AADHAR NO.:

Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal
Aranya Bhawan, LA-10A, Sector-III, Salt Lake City, Kolkata-700 106

Ph.# 033 2335-8581/7751, Fax # 033 2335-8756, E-mail:pccfwb@vsnl.net,
Visit us at : westbengalforest.gov.in

Office Order No.:

28-Misc/PMC/2018

Dated : 09.03.2018

It is hereby ordered that all the establishment matters, like Pension, modified Career Advancement Scheme, Benefit of Grade-I, Sanction of Pay & Pay Protection etc. and also matters related to West Bengal Health Scheme 2008 Cashless of the subordinate staff of this Directorate whose services etc. are placed in **GTA, Darjeeling**, henceforth will be dealt with by **Darjeeling Division, West Bengal** until further orders. **All such employees should come under the purview of HRMS of WBIFMS introduced by Finance Department against Darjeeling Division, West Bengal, immediately.**

In order to include such employees under HRMS, following procedures may be followed:

1. First of all, all such employees are to be provided with the standard COSA Form in order to get all information related to Personal Details, Salary Bill, Relationship information, Academic qualification etc. which are required in HRMS database.
2. Separate Section titled "DEPUTATION" may be opened in Masters Menu of DDO's HRMS. All such employees are to be kept under this Section.
3. Standard Main Head of Accounts may be given for all such employees but Salary Bill generation will not be required.
4. In the HRMS HOO of Darjeeling Division, all such employees are to be kept Tagged.
5. GPF and other Loans of such employees may be Generated and corresponding Sanction Orders may be issued from the Role of HOO & AA of Darjeeling Division.
6. Necessary Bills are to be generated by the Darjeeling Division DDO for such employees for making payments.

Divisional Forest Officer, Darjeeling Division, West Bengal will report compliance to this effect at an early date.

Sd/- N.K. Pandey, IFS
Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal.

No.:

12895/PMC/2E-246/2017

Dated: 09.03.2018

Copy forwarded for information and taking necessary action to:-

- 1) The Principal Secretary to the Government of West Bengal, Department of Forests.
- 2) The Managing Director, West Bengal Forest Development Corporation Limited.
- 3) The Principal Chief Conservator of Forests, Wildlife, West Bengal.
- 4) The Principal Chief Conservator of Forests, Research, Monitoring & Development, W.B.
- 5) The Addl. Principal Chief Conservator of Forests, (North Bengal), W.B.
- 6) The Chief Conservator of Forests, Hill Circle, West Bengal.
- 7) The Divisional Forest Officer, Darjeeling Division, West Bengal.
- 8) The GTA, Darjeeling.

Sd/- N.K. Pandey, IFS
Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal.

HRMS Entry for Officers on Deputation to GoI/WB State Government Other Departments/Autonomous Bodies

In order to process GPF Loans mandatorily in HRMS, it has been decided by the PCCF(HoFF)/WB that in respect of Officers on Deputation to the GoI/Autonomous Bodies who are not presently drawing their Salaries through HRMS Module of W.B. State Government, the HRMS Salary Bill Database of those Officers will be maintained by the DCF/Administration (DDO) on behalf of PCCF(HoFF)/WB. A meeting in this regard with all Officers on deputation was convened on the 3rd November, 2017 at Saltlake FRH.

Deputation Categories:

Category-I:

Officers on Deputation to GoI/Autonomous Bodies before 01.01.2016 will Fill in the Form titled “PERSONAL INFORMATION FOR IFMS SALARY ACCOUNT” (Page-22) and submit the Form to the Office of the PCCF(HoFF)/WB for their Data Entry in HRMS of the DDO DCF/Administration. After that their HOO will be PCCF(HoFF)/WB and DDO will be DCF/Administration. Now, they can apply for GPF Loans to PCCF(HoFF)/WB for getting necessary payments to their Bank A/c by the DCF/Administration.

Category-II:

Officers on Deputation to GoI/Autonomous Bodies after 01.01.2016 and not getting their present Salary Bills through HRMS will Fill in the Form titled “**Form-I**” (Page-26) and submit the Form to the Office of the PCCF(HoFF)/WB. As, just prior to going on deputation they were drawing their Salaries through HRMS on and from 01.01.2016 from a DDO of this Directorate, their HRMS Salary Bill Databases are lying with the DDO from whom the last Salary drawn from the Directorate. Their Salary Bill Databases will have to be transferred to the DDO DCF/Administration for processing their GPF Loan claims from the Office of the PCCF(HoFF)/WB in future.

Category-III:

Officers on Deputation to other Departments of this Government and getting their present Salaries through HRMS will Fill in the Form titled “**Form-II**” (Page-26) and submit the Form to the Office of the PCCF(HoFF)/WB. Such information of those Officers will be kept at this Office for Records. These Officers will claim their GPF Loans from their present HOO & DDO.

Form-I

(For IFS/WBFS Officers continuing Deputation to GoI/Autonomous Bodies after 01.01.2016 and not getting their present Salary Bills through HRMS)

1. Name (in Block Capitals) :
2. Designation at the time
of Release for Deputation :
3. HRMS Id No. :
4. Name of the DDO from where
Salary drawn prior to Deputation :
5. DDO Code from where
Salary drawn prior to Deputation :
6. Bank A/c No. in which Salary
was disbursed by DDO :
7. IFS Code of Bank A/c in which
Salary was disbursed by DDO :
8. Present Office :
9. Present Designation :
10. Mobile Number :

(Signature with date)

Form-II

(For IFS/WBFS Officers continuing Deputation to other Departments of this Government after 01.01.2016 and getting their present Salaries through HRMS other than Forest Directorate)

1. Name (in Block Capitals) :
2. Designation at the time
of Release for Deputation :
3. HRMS Id No. :
4. Name of the DDO from where
where drawing present Salary :
5. DDO Code from where
drawing present Salary :
6. Bank A/c No. in which Salary
is being disbursed by DDO :
7. IFS Code of Bank A/c in which
: :
8. Present Office :
9. Present Designation :
10. Mobile Number :

(Signature with date)

Forest Department : List of HOO-Code, AA-Code, DDO-Code & PAO/Treasury

Sl No.	Level	Office	HOO Code	AA Code	DDO Code	PAO/Treasury
1	L-1	Forest Department (Principal Secretary)	123HO001	123AA001	--	--
2	L-2	Forest Directorate [PCCF(HoFF/WB)]	2FRHO001	2FRAA001	--	--
3	L-2	DCF/Administration	--	--	CAFFRD002	PAO-III, Kol
4	L-3	CF/APM	3FRHO002	3FRAA002	--	--
5	L-3	CF/WP&GIS	3FRHO003	3FRAA003	CAFFRD001	PAO-III, Kol
6	L-3	CCF/Central Circle	3FRHO004	3FRAA004	SPBFRD001	Alipur-II
7	L-3	CCF/Western Circle	3FRHO005	3FRAA005	SPBFRD002	Alipur-II
8	L-3	CCF/South-East Circle	3FRHO006	3FRAA006	CABFRD020	PAO-III,Kol
9	L-3	CCF/South-West Circle	3FRHO007	3FRAA007	CABFRD021	PAO-III,Kol
10	L-3	CCF/Consvn & Extn Circle	3FRHO008	3FRAA008	--	--
11	L-3	CCF/Hill Circle	3FRHO009	3FRAA009	DAAFRD008	Darjeeling
12	L-3	CCF/Northern Circle	3FRHO010	3FRAA010	JABFRD001	Jalpaiguri-II
13	L-3	PCCF/Wildlife	3FRHO011	3FRAA011	--	--
14	L-3	PCCF/R M & D	3FRHO012	3FRAA012	--	--
15	L-4	DCF/Publicity	4FRHO013	4FRAA013	CAFFRD003	PAO-III, Kol
16	L-4	DFO/FUO	4FRHO021	4FRAA022	CABFRD019	PAO-I, Kol
17	L-4	DFO/Working Plan (N)	4FRHO029	4FRAA028	DAAFRD007	Darjeeling
18	L-4	DFO/Working Plan (S-I)	4FRHO030	4FRAA029	BAAFRD005	Bankura
19	L-4	DFO/Working Plan (S-II)	4FRHO028	4FRAA030	MIAFRD005	Midnapur
20	L-4	DFO/Bankura (N)	4FRHO043	4FRAA034	BAAFRD006	Bankura
21	L-4	DFO/Bankura (S)	4FRHO038	4FRAA038	BAAFRD007	Bankura
22	L-4	DFO/Panchet	4FRHO039	4FRAA039	BABFRD001	Bishnupur
23	L-4	DFO/Medinipur	4FRHO032	4FRAA032	MIAFRD006	Midnapur
24	L-4	DFO/Purba Medinipur	4FRHO031	4FRAA031	MIGFRD001	Tamluk
25	L-4	DFO/Kharagpur	4FRHO033	4FRAA033	MIFFRD002	Kharagpur
26	L-4	DFO/Jhargram	4FRHO041	4FRAA041	MIEFRD001	Jhargram
27	L-4	DFO/Rupnarayan	4FRHO026	4FRAA026	MIAFRD007	Midnapur
28	L-4	DFO/Birbhum	4FRHO087	4FRAA076	BRAFRD002	Birbhum-I
29	L-4	DFO/Burdwan	4FRHO086	4FRAA014	BUBFRD001	Burdwan-I
30	L-4	DFO/Durgapur	4FRHO027	4FRAA027	BUEFRD003	Durgapur
31	L-4	DFO/Nadia-Murhidabad	4FRHO023	4FRAA023	NABFRD001	Krishnanagar-II
32	L-4	DFO/Purulia	4FRHO016	4FRAA016	PUAFRD001	Purulia
33	L-4	DFO/Kangsabati (N)	4FRHO018	4FRAA018	PUAFRD002	Purulia
34	L-4	DFO/Kangsabati (S)	4FRHO017	4FRAA019	PUAFRD003	Purulia
35	L-4	DFO/Extension Forestry	4FRHO019	4FRAA017	PUAFRD004	Purulia
36	L-4	CF/Parks & Gardens	4FRHO042	4FRAA042	--	--
37	L-4	CF/North-West Circle	4FRHO035	4FRAA035	DADFRD004	Siliguri-I

38	L-4	DFO/Darjeeling	4FRHO060	4FRAA059	DAAFRD009	Darjeeling
39	L-4	DFO/Kurseong	4FRHO063	4FRAA060	DABFRD001	Kurseong
40	L-4	DFO/NTFP	4FRHO064	4FRAA061	DADFRD002	Siliguri-I
41	L-4	DFO/Jalpaiguri	4FRHO044	4FRAA043	JABFRD002	Jalpaiguri-II
42	L-4	DFO/Baikunthapur	4FRHO040	4FRAA040	DADFRD001	Siliguri-I
43	L-4	DFO/Coochbehar	4FRHO055	4FRAA054	COAFRD001	Coochbehar-I
44	L-4	APCCF/Wildlife	4FRHO015	4FRAA015	--	--
45	L-4	APCCF & Director/SBR	4FRHO024	4FRAA024	--	--
46	L-4	APCCF/R & M	4FRHO045	4FRAA044	--	--
47	L-5	DFO/URF	5FRHO074	5FRAA070	CABFRD022	PAO-I, Kol
48	L-5	DFO/P & G (N)	5FRHO075	5FRAA078	DADFRD003	Siliguri-I
49	L-5	DFO/Howrah	5FRHO076	5FRAA077	HWBFRD001	Howrah-II
50	L-5	DFO/Siliguri S.F.	5FRHO057	5FRAA055	DADFRD005	Siliguri-I
51	L-5	DFO/Jalpaiguri S.F.	5FRHO058	5FRAA056	JABFRD003	Jalpaiguri-II
52	L-5	DFO/Malda	5FRHO059	5FRAA057	MDBFRD001	Malda-II
53	L-5	DFO/Raiganj	5FRHO061	5FRAA058	UDCFRD001	Raiganj-II
54	L-5	CCF/Wildlife (North)	5FRHO046	5FRAA045	JABFRD004	Jalpaiguri-II
55	L-5	CCF & FD BTR	5FRHO066	5FRAA064	JACFRD001	Alipurduar
56	L-5	CF/Wildlife (Headquarter)	5FRHO020	5FRAA020	--	--
57	L-5	CCF & FD/STR	5FRHO036	5FRAA036	--	--
58	L-5	Joint Director/SBR	5FRHO025	5FRAA025	CAFFRD006	PAO-III, Kol
59	L-5	CF/Research	5FRHO053	5FRAA052	CABFRD023	PAO-I, Kol
60	L-5	CF/Development	5FRHO047	5FRAA046	CAFFRD005	PAO-III, Kol
61	L-5	CF/Monitoring	5FRHO056	5FRAA062	--	--
62	L-5	CF/Soil Conservation (N)	5FRHO065	5FRAA063	DADFRD007	Siliguri-I
63	L-6	DFO/Darjeeling Wildlife	6FRHO049	6FRAA048	DAAFRD010	Darjeeling
64	L-6	DFO/Gorumara Wildlife	6FRHO048	6FRAA047	JABFRD005	Jalpaiguri-II
65	L-6	DFO/Jaldapara Wildlife	6FRHO050	6FRAA049	COAFRD002	Coochbehar-I
66	L-6	DFD/BTR (East)	6FRHO067	6FRAA050	JACFRD003	Alipurduar
67	L-6	DFD/BTR (West)	6FRHO093	6FRAA080	JACFRD002	Alipurduar
68	L-6	DCF/Wildlife Headquarter	6FRHO022	6FRAA021	CAFFRD004	PAO-III, Kol
69	L-6	DFD/STR	6FRHO0106	6FRAA083	SPEFRD001	Canning
70	L-6	DFO/24-Paraganas (South)	6FRHO052	6FRAA051	SPBFRD003	Alipur-II
71	L-6	DFO/24-Paraganas (North)	6FRHO068	6FRAA065	NPAFRD001	Barasat-I
72	L-6	DFO/Silvi (Hill)	6FRHO070	6FRAA067	DAAFRD011	Darjeeling
73	L-6	DFO/Silvi (North)	6FRHO069	6FRAA066	DADFRD006	Siliguri-I
74	L-6	DFO/Silvi (South)	6FRHO054	6FRAA053	MIAFRD008	Midnapur
75	L-6	Director/WBFS	6FRHO082	6FRAA074	DABFRD003	Kurseong
76	L-6	Director/SFTI, Hizli	6FRHO081	6FRAA073	MIFFRD003	Kharagpur
77	L-6	DFO/Monitoring (South)	6FRHO077	6FRAA071	CABFRD024	PAO-I, Kol
78	L-6	DFO/Monitoring (North)	6FRHO083	6FRAA075	DADFRD010	Siliguri-I
79	L-6	DFO/Kurseong S.C.	6FRHO078	6FRAA072	DABFRD002	Kurseong
80	L-6	DFO/Kalimpong S.C.	6FRHO072	6FRAA068	DACFRD001	Kalimpong
81	L-6	DFO/ Soil Conservation (N),Jalpaiguri	6FRHO073	6FRAA069	JABFRD006	Jalpaiguri-II

User Management for Lower-Level HOO/AA

The job for HOO & AA is managed by some upper level Officer who is a permanent Employee of this Government having Unique HRMS Employee Id. The Legacy for HOO & AA of HRMS is bound to that Officer and the responsibility for management of Approval/Rejection control is fixed to that Officer.

When the Officer concerned is changed, the Old User Id should not be used for the sake of Legacy. The Office concerned will now move to just immediate higher level HOO for getting a new User Id & Password for the new Officer likely to function as present HOO & AA with the his Name, HRMS Id & Mobile No. Though the changes will be made by the immediate higher level HOO, however, it is to be kept in mind that the responsibility of approaching for necessary changes is borne by the concerned lower level HOO and not by the immediate higher level HOO. For example, if the L-2 level HOO is changed, Office of the L-2 level will approach in writing to the L-1 HOO with the Name, HRMS Id and Mobile No. of the new Officer in order to get a new Id/Password for the newly joined L-2 HOO. Similarly, L-3 HOO will move to L-2 HOO, L-4 HOO will move to L-3 HOO and so on.

The immediate higher level HOO will create new User Id & Password for the newly joined immediate lower level HOO following the procedure described below:

New User Creation

- Login as HOO/AA
- Select User Administration-> User Management
- Select the Old User
- Click Update User
- Untick the Button Active and Save
- The Old User Id is deactivated
- Click Add New User
- Tick Other Office
- Fill in the User's HRMS Id – A valid Employee Name will appear
- Fill in the information as required. Give your Mobile No. in place of User's Mobile No.
- Finally Click Save
- Within a short period a message with Login Id & Password will come to your Mobile
- Now Click Add/Update Role
- Give the User Administrator & Superuser Authority. Fill in the boxes from respective LoV choosing HOO – First give the User HOO Approver Role. Click Save.
- Again select the User. Click Update User. Click Add/Update Role
- Give the User Administrator & Superuser Authority. Fill in the boxes from respective LoV choosing AA – Now give the User AA Approver Role. Click Save.
- Again Select User. Click Update User. Replace your Mobile No. with User's Mobile No. Now Save.
- Logout. Login with the newly created User Id and change Password
- Now Login again with that User Id and new Password. If everything goes Ok pass on the new User Login Id and Password to the User concerned.

IFMS - Frequently Asked Questions (FAQs)

Q.1. How a DDO is linked with HOO ?

Ans: DDO will select his HOO in his HRMS Masters Module with the drop down boxes.

Q.2. How an AA is linked with HOO ?

Ans : AA can be linked with HOO from HOO Module's HOO Favlist.

Q.3. What is Employee Tagging ?

Ans : As the HRMS Database is with DDO, an Employee must be Tagged to the HOO for accessing the Employees Data from DDO.

Q.4. What shall I enter in previous Employee No. ?

Ans : You will be required to enter this option only After your Employee no. is generated in HRMS and after that your leave this service to join a new service under this Govt.

Q.5. How can I provide multiple Sections to a single operator?

Ans : You cannot provide multiple sections to a particular operator a single operator can be mapped with a single section only.

Q.6. Can the DDO details Master be updated after approving an employee ?

Ans : Although its possible to update the DDO details but it is advised to first insert the details of the DDO in the Masters and then approve the employee details, otherwise all the details of the office may not come correctly in the employee details.

Q.7. I have mistakenly entered some Employee Data. How can I rectify it?

Ans : Navigate to the details page by clicking the "Update" button and modify and correct it.

Q.8. While filling up the Pay Information details, the bank details is not getting populated.

Ans : Please check whether the employee is approved in Beneficiary Master of e-Pradan. If approved beneficiary please check whether the account type is "employee" or not in e-Pradan. Please note that no other type of beneficiary except Employee will be taken.

Q.9. I have entered the spouse details but the system is not allowing me to save the data.

Ans : Check whether the marital status entered in the General information page of the employee is single or married.

Q.10. We have one staff who is divorced from his first wife and every month his ex-wife gets Rs.5000/- only from his Salary through Bank as per the Court Verdict . Is it possible to breakup his salary through HRMS.

Ans : Simply enter the Ex-Wife's Bank A/c in case of ECS or name of the payee in case of cheque through out of account deduction master. Put the name of the payee in out of account deduction master and the ECS/Cheque option. Then put the out of account deduction amount in salary component page for the employee.

Q.11. Tapas Kumar Das, permanent member of this board whose re-employment pay is Rs. 11392, NPP Rs 13395, HRA Rs.6000, Dearness Relief Rs.25115, Grade pay Rs.8700. Cannot make entry of re-employed pay.

Ans : Please select re-employed from employee type and permanent from service type. Then go to pay information page and enter components. Always note that if any of the fields for Basic Pay, DA, Grade Pay, HRA is nil then you shall have to put 'Zero'. You cannot leave any field for pay component in Pay information page as blank.

Q.12. How can I enter the payments which I made as out of account deduction for some of my employees like SBI House Building Loan tie up, LIC premium etc.

Ans : Create the out of account deduction master. Then go to Out of deduction in salary component for the employee and make the entry.

Q.13. When I am trying to modify a salary component, an error message is showing "Some Error Occur: "From date 1/1/2016 cannot be more than to date 1/2/2016 specified". Approval is not allowed.

Ans : Bill has been generated in the current month and then you are trying to insert the component from a date of current month. Reject the bill and then do the modification.

Q.14. As an Employee under a DDO I am tagged with other HOO. What will happen when I will apply for GPF Loan ?

Ans : Your GPF Application will go to the HOO to which you're tagged. The HOO will approve your Application and send a Sanction Order to you. Your DDO will automatically get the Sanction Order Id in his System while generating Bill through e-Billing. Similar thing will happen when you apply for TA/DA/LTC/HTC etc.

Q.15. I have applied for GPF Loan and HOO has issued the Sanction Order but at DDO's end no Sanction Order is being shown in the LoV while Billing is made.

Ans : DDO has to check two points, the Bill-Date has to be given after Sanction Order Date and proper Head of Account is given in the Bill as in the Sanction Order.

Q.16. I have been transferred but HOO remains the same and DDO is changing. Can any action is to be taken by the HOO to which I am already Tagged ?

Ans : Yes. HOO has to Un-tag you first and then Re-Tag you from the current DDO.

Q.17. An Employee has been Released Out to other DDO but why the current is not finding him in his My Employee Module of HRMS ?

Ans : Current DDO has to collect the Employee Id of the person concerned and must do Joining In and LPC In for that Employee.

Q.18. An Employee has been Released Out to other DDO but why the current is not getting his Bank Details ?

Ans : Current DDO has to collect the Employee's Bank Details and send Request to the previous DDO for Bank Details Transfer through e-Pradan. The previous DDO will accept his Request. After that DDO will Approve his Bank Details in e-Pradan.

Some Important IFMS Issues : Solved

1. The GPF Subscription of an Employee is not being shown in TR-18 Inner Sheet though GPF Subscription of the Employee is correctly entered in the Salary Component Module.

Solution : Please check whether End of Service entry in General Information has been changed. GPF subscription will automatically be stopped before three months of End of Service.
2. Can't enter an Old HBL Interest Schedule in Deduction sub-module of Salary Component. When tried, some error messages are being displayed.

Solution : First Untag the Employee from Post Code then Untag the Employee from HOO. Now enter the Deduction Schedule. Save it with DDO's DSC. Now Tag the Employee with HOO. Re-generate Post Code. Similarly, you can generate Manual Deduction Schedules like Computer Advance Interest, Motorcycle Advance Interest, Car Advance Interest etc. which are not generated by the System automatically.
3. After TA Bill (HRMS) generation at DDO's e-Billing module, I have discovered that there should be some changes in the TA Bill (TR-21). What to do now.

Solution : Reject the Bill at DDO's end. At HOO's end, change the entries in Claim Request accordingly and approve it again. Regenerate the Sanction Order from HOO. Now prepare a new TA Bill in e-Billing module at DDO's end.
4. While making LPC Out of an Employee, some error messages are being displayed like "TA Bill pending with the Employee" but the Employee is confirming that he has got all his pending TA Bills. What is the solution?

Solution : Employee has got some Approved Claims but for those Approved Claims no Bill has been generated at DDO's end. Go to the HOO's TA/DA Request Status. Open Official Tour of that Employee and select Claim status Tab. There must be some Approved Claims. Open these and Reject all of these.
5. I have wrongly entered Sanctioned Strength in AA module and generated Post Codes for employees. Some employees have already been tagged with Post Codes. How to resolve.

Solution : Open the Sanctioned Strength module concerned. Tick the Select radio button. Click on Tag Employee. Select the tab Tagged Employees (Approved). Untag all Employees. Back. Now you can delete the Sanctioned Strength Entry. Regenerate the Sanctioned Strength Entry afresh. Generate Post Codes again for the existing Employees.

6. One of our HRMS HOO Operator has generated Post Code for a newly joined Employee in existing Sanctioned Strength. Saved it. But when forwarding it to the HOO Approver from Pending Request to be Approved, some System Error Message is being displayed. The Employee could not be tagged with a new post Code even by the HOO Approver. How to solve it.

Solution : Open the Sanctioned Strength module concerned by the HOO Operator (not HOO Approver). Click on Pending Request to be Approved Tab. Now boldly Delete the Request. Leave the Module and Logout. The HOO Approver will now be able to Tag the Employee with a Post Code.

7. A new Employee has joined and his Salary Bill database has been prepared afresh. But when PAN is being entered a System error message is emerging "PAN No. is already tagged with a DDO". How his PAN can be entered.

Solution : The Employee has already drawn his Salaries from an other Department of this Government and he has quitted from the previous Service and his previous Department has terminated his Service. Collect the previous HRMS Employee No. from the Employee. Enter that No. in Previous Unique Id No. in General Information sub-module. Enter PAN. Save and approve with DDO's DSC.

8. An Employee has been transferred from other DDO. His Salary Bill database is showing perfectly in My Employee. But when a draft Bill is being generated, his name is not showing in TR-18 Inner Sheet. What to do.

Solution : Perform the Joining In of the Employee again. The Problem will be resolved.

9. A Draft Salary Bill has been generated for checking in the mid of a month. Within a few days DDO has changed and a new DDO has joined with new DSC. Now, while trying to change any Salary Bill Data, no component can be modified for the current month and while generating a new Salary Bill no data is coming. Previously generated Draft Salary Bill could not be rejected as the Reject Button is not showing active. How to sort out the Problem.

Solution : Note Down the Request Id of the Draft Salary Bill. Open Request Pulling. Tick Self Assignment. Click Search Button at the bottom. The Bill Information will be displayed. Tick Mark and Click Self Assignment. Now open the Draft Bill – you will see that the Reject Button is active. Reject the Bill and do continue your work.

10. A Group-A Officer is going to submit his SAR online. How he can submit it online.

Solution : The Officer concerned has to Login through e-Services for Employees with his Login Id (HRMS Id). Click on Appraisal->View/Create Appraisal Hierarchy->Select Year->Search->Insert. Enter From Date & To Date. Tick SAR Required. Enter HRMS Unique Ids for your (a) HRMS REPORTING OFFICER Approver, (b) HRMS REVIEW OFFICER Approver & (c) HRMS ACCEPTING OFFICER Approver. Search their Cadre & Designation through LoV. Click Save. Back to Left Menus. Click Initiate Self Appraisal. A Table will appear. Click on Initiate Icons and fill in the Forms. Finally Submit.

Government of West Bengal
Finance Department
Budget Branch
NABANNA

No. 2088- F. B.

Dated, the 28th February, 2014.

MEMORANDUM

Subject: Introduction of Integrated Financial Management System (IFMS)

The Government of West Bengal in Finance Department for some time past was considering restructuring the existing systems of fund allocation to the Administrative Departments and Drawing & Disbursing Officers (DDOs) and financial transactions including entire Treasury Management System to ensure transparency, accuracy, and efficiency in fund and financial management. Accordingly, the Governor is pleased to introduce the 'Integrated Financial Management System' [IFMS] for on-line real time management monitoring and control of all fund allocations and financial transactions in different Departments and their subordinate offices under the State Government. The project will be implemented, in phased manner, within 18 months with effect from 1st April, 2014. It will be a centralised system and all servers located at State Data Centre of West Bengal will be linked with steady MPLS and WBSWAN network connectivity.

The modules and the facilities available that comprise the IFMS are summarised below:

A. e-Bantan [e-Allocation of Fund]:

a) Allotment of Fund From Department to Administrative Departments and to DDOs :

- (i) Allotment /release of fund including Budgetary allocation to the Administrative Departments shall be uploaded from time to time by the Finance Department in e-Bantan.
- (ii) The Administrative Departments shall allot the fund to the DDOs directly or through their Directorates / Subordinate Offices using e-Bantan module.
- (iii) Allotment of fund made to the DDOs shall be available to the concerned Treasury and DDOs through e-Bantan module.

b) Allotment of fund through LOC:

The existing online LOC system will be integrated in this module.

B. E - Billing :

- (i) Submission of all bills electronically to the Pay Accounts Offices / Treasury by the DDO will be route through this module only. DDO shall be required to log on to the web-based e-Bantan module for submission of bills.
- (ii) In the initial phase, Bills in both physical and electronic form have to be submitted to the Treasury. The treasury shall accept bills in physical form only if the electronic bill has been submitted through e-Bantan.

contd...

C. E-Receipt – Government Receipts and Information System (GRIPS):

- (i) The existing system of GRIPS will be upgraded and integrated into IFMS.
- (ii) All State Government receipts of tax and non tax revenues, deposits and refunds thereof will be covered in this module.

D. E-Pradan (Government e-Payment System) :

e-Pradan is a Web-based Government e-Payment System [**GePS**] through which all payments will be electronically disbursed to the bank-account of the payee /employee / contractor / beneficiary.

E. Works and Forest Accounts Computerization System (WFACS):

The preparation and complication of works and forest accounts will be done through this module.

F. Centralised Treasury System (CTS):

- (i) Processing of bills submitted by DDOs, payments and receipts will be done through this module.
- (ii) The other treasury activities like pension management, Personal Ledger and Local Fund Account , Management of Bank Accounts, Provident Fund Account, Public Deposit Account, stamp management and preparation of Treasury Accounts will also be done through this module.

G. Human Resource Management System (HRMS):

The work of manpower planning and management, personal information, personal claims , loans, leave, transfer, posting and joining, promotion, retirement, etc. will be mandatorily processed through this module.

The above modules will be inter-related to each other wherever required through inbuilt interfaces in the IFMS. Detailed guidelines for each module will be issued in due course.

In the first phase, e-Bantan will be implemented, tentatively from 1st April 2014. All the Departments shall, therefore, arrange for creating their respective master database through the link available under Finance Department website [www.wbfin.nic.in] towards allotment of fund to their respective Directorates and subordinate offices by 15th March, 2014 positively.

The IFMS implementation team will impart training and extend hand holding support at different Levels such as Department, Directorate, Head of Office and Drawing & Disbursing Office levels to enable hassle free switch over to the new web based system under IFMS from the existing systems.

Each Administrative Department of the Government of West Bengal will select a nodal officer for implementation of IFMS project and inform the same to Finance Department.

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

contd..

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 (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Chief Secretary to the Government of West Bengal
5. The Additional Chief Secretary/ Principal Secretary/ Secretary ,
.....Department.
6. The General Manager, Reserve Bank of India, PAD, 15, N.S. Road, Kolkata-700 001.
7. The General Manager, State Bank of India, FSLO, Local Head Office, Samridhi Bhaban, 1, Strand Road, Kolkata-700 001.
8. The General Manager, United Bank of India, Govt. Transaction Department, 11, Hemanta Basu Sarani, Kolkata-700 001.
9. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
10. _____ Directorate.
11. The Commissioner, _____
12. The District Magistrate, _____
13. The Sub-Divisional Officer, _____
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700 106.
17. The Treasury Officer, _____
18. _____
19. The Principal Accounts Officer & Ex-Officio Joint Secretary, Finance (Budget) Department for uploading this Notification in the Finance Department website.


(A. R. Chakraborty)
OSD & E.O. Secretary to the
Government of West Bengal
Finance Department

Government of West Bengal
Finance Department
Audit Branch

No.2863 –F(Y)

Dated, 2nd June, 2014

NOTIFICATION

Fund flow through e-bantan module of IFMS has begun with effect from 1.4.2014 in terms of the Finance Department memo no.2088-FB dt.28.2.2014. It is expected that the departments have already started allotment of fund to its controlling officers, heads of offices and DDO's through this module of IFMS. Since allotment of fund through e-bantan is linked to the treasury software, allotments done to the DDO's through the system will appear in the treasury system too. The treasury operation of passing of bills having already been computerised and budgetary allotment of fund through the e-bantan system being already a part of the treasury system, the on-line allotment/sub-allotment done at various stages down the line beginning with the administrative departments through e-bantan will end up at the treasury computer when the allotment is made to the DDO's. Approval to allotment through e-bantan will trigger the system to generate the related allotment orders to the officials so selected. Thus approval to fund flow through e-bantan module of IFMS does not need any separate allotment order other than the one generated through the system. Any conventional method of preparation of allotment letter and forwarding the same manually may result in duplication and will not be entertained in the Treasury / PAO after introduction of online allotment through e-bantan. Change-over from the manual to the system generated on-line allotment necessitates modification of the related provisions of West Bengal Financial Rules.

Now, therefore, in exercise of the power conferred under clause (3) of Article 166 of the Constitution of India the Governor is pleased to make the following amendment in Rule 374 of West Bengal Financial Rules, Vol-I and Appendix-21 of West Bengal Financial Rules, Vol-II.

I. Rule 374 of West Bengal Financial Rules, Vol-I is substituted with the following rule-

“374. The distribution of Grant is usually effected as under -

(i) The whole or a part of the appropriation under the demands and major heads detailed upto the object heads subordinate to each major head as in the Civil Budget Estimates within a Grant may be placed at the disposal of Controlling or a Drawing and Disbursing Officer.

(ii) A Controlling officer, at whose disposal an appropriation under the demands and major heads detailed upto the object heads subordinate to each major head has been placed, may, out of it allot funds for expenditure on a specific item or on a group of items.

Note 1 - Controlling officers, Drawing and Disbursing officers, Treasury officers and Pay and Accounts officers of the State Government shall follow the provisions of rule 18 of Delegation of Financial Power Rules, 1977, as amended.

(iii) The sum total of all allotments made by any Controlling Officer from a Budgetary Grant under the demand and major heads detailed upto the object heads subordinate to each major head should not exceed the amount of allotment so received by the Controlling Officer under the related heads of accounts detailed upto the object head or a portion thereof placed at his disposal except in those cases where reappropriation from one sub-head to another sub-head within the same major head of account has been authorized by Finance Department by issue of order from time to time.

(iv) The budgetary grant within a demand number controlled by an Administrative department cannot be increased or decreased without approval of the Finance Department and also without a formal order of re-appropriation authorising a transfer of funds from one head to another under the same demand number."

II. Provisions of Paras (1), (2) and (3) of Appendix-21 of WBFR, Vol-II are substituted with the following-

1. **"Communication of budgetary grants by the Finance Department** – the amount of 'Grant' or 'Appropriation' as included in the Appropriation Act (vide rule 373 of West Bengal Financial Rules, Volume I) will be communicated by the Finance Department to the Administrative Departments of the Government under the demand nos. and major heads detailed upto the object heads subordinate to each major head as in the Civil Budget Estimates as passed by the Legislature.

Finance Department may authorise the Administrative Departments through e-bantan system to make allotment of such portion of the total appropriation as may be decided by the Government.

2. **Communication of allotment out of budgetary grants by the Administrative department.** – The Administrative department concerned will make arrangement for distributing and communicating the sanctioned appropriations in the form of allotment of fund among the Controlling Officers under the department as well as to the Drawing and Disbursing Officers of the department through the e-bantan module of IFMS. No separate allotment letters except those generated through the e-bantan system will be issued. The system of e-bantan module will electronically communicate the allotment to the Treasury / PAO on real-time basis through computerised treasury system, for the allotment made to the Drawing and Disbursing officer of the office.

3. **Communication of allotment of fund by Controlling officers.** – The Controlling Officers will then distribute among the Heads of Offices as well as the Drawing and Disbursing Officers subordinate to them the sanctioned appropriations in the form of allotment of fund under the demands and major heads detailed upto the object heads subordinate to each major head through the e-bantan system of IFMS. No separate allotment letters except those generated through the e-bantan system will be issued. The system of e-bantan module will electronically communicate the allotment to the Treasury / PAO on real-time basis through computerised treasury system, as well as to the heads of offices / DDO's for the allotment made to the Heads of offices / Drawing and disbursing officer respectively of the office.

4. **Communication of sub-allotment out of the allotments of fund** – The sub-allotment, if any, shall be made through e-bantan system of IFMS. No separate sub-allotment letters except those generated through e-bantan system shall be issued.”

The Governor is also pleased to direct that –

- i. The manual system of preparation of allotment letters is abolished with effect from 1st July, 2014 from which date only system generated allotment letters as mentioned at para 2, 3 and 4 above shall be issued.
- ii. Treasury / PAO shall not entertain manual allotment orders after 30th June, 2014 nor will they be bound to honour any claim submitted on the strength of those manual orders.
- iii. The controlling officers, heads of offices and DDO's will regenerate the allotment orders through e-bantan system for the allotment letters already issued outside the e-bantan system between 1.4.2014 and 30.6.2014.

By order of the Governor,

Sd/-H.K. Dwivedi
Principal Secretary to the
Government of West Bengal.

No. 2863/1(500)-F(Y)

Dated, 2nd June, 2014

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, 3rd MSO Building, 5th floor, Block-DF, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. The Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department.
6. The Secretary, Finance (Budget) 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.
10. The Principal Accounts Officer & Ex-Officio Joint Secretary, Finance (Budget) Department- He is requested to upload this order in the Finance Department website.
11. The _____ Department,

12. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 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 & Accounts Officer, Kolkata Pay & Accounts Office – I,
81/2/2, Phears Lane, Kolkata – 700 012.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,
P-1, Hyde Lane, Kolkata – 700 012.
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.


(G. Samanta)
Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Finance Department
Audit Branch

No.1179-F(Y)

Dated, 25th February 2015.

MEMORANDUM

Sub : Implementation of e-Pradan (e-Payment) module of IFMS

E-Pradan (e-Payment) module of IFMS has been rolled out in all Treasuries / PAOs of the State from middle of February 2015. Necessary Training has already been provided to the DDOs. DDOs have also been issued Digital Signatures Certificates (DSC). In case of non receipt of DSC they are advised to contact the concerned TO / PAO. The e-Pradan module is expected to stabilize by the end of this financial year. At present Treasuries / Pay and Accounts offices make payment by issuing cheques in the following cases:-

- i. Cheques issued against different Government schemes which are later encashed by Administrative Departments and paid to the beneficiaries, either by cheque, money order or by transfer credit to the bank accounts, viz., different types of pre-matric and post-matric scholarships, old age pension, Kanyashree etc.,
- ii. Cheques in the names of individual Government employees against non-salary claims, etc.,
- iii. Cheques in the names of contractors/agencies who either supply goods and services to the Government organisations or execute any constructional work;
- iv. Cheques against Grant-in-aid to different non-Government organisations/Govt. pensioners;
- v. Cheques for payment of pension by the treasuries.

With the introduction of e-Pradan (e-Payment), issuance of cheques from the treasuries/PAO's will be discontinued and instead payment will be credited directly into the bank accounts of the payees. The payees include Govt officials, contractors, agencies providing goods and services to the Govt., beneficiaries of different Govt schemes, etc.

2. The benefits of e-Pradan are as follows-

- i. faster processing of payment to beneficiaries after submission of bill to the Treasury/PAO;
- ii. elimination of the need to visit treasury/PAO for collection of cheque;
- iii. generation of MIS payment reports on real-time basis

- iv. **Treasury / PAO can also make deferred payment / payment on a pre-scheduled date** through e-Pradan System, if required.
- v. The beneficiary / **payee will get a system generated SMS** once the claim is passed by Treasury / PAO intimating him about the release of payment from the Treasury / PAO.

3. E-Pradan is basically a system of on-line processing of the claim submitted to the Treasury / PAO office by the DDO's in TR Bill Forms. Once bills are passed, payment of the admitted claim will be made by the Treasury / PAO through direct electronic transfer of the fund to the bank account of the payees / beneficiaries (employee & non-employee) through e-Kuber system of Reserve Bank of India instead of issuing cheques. The payment to both employee and non-employee beneficiaries can be made through e-Pradan. In case of claim for which payment is to be made to the DDO or to the concerned authority for utility service such as, for electricity bills, telephone bills, etc., cheques will as usual be issued by the Treasury / PAO in favour of the DDO/ concerned authority of utility service.

4. Under the new system of e-Pradan, Reserve Bank of India will act as the link bank of all the Treasuries / PAO's as well as the nodal bank for all the State Government transactions to be routed through e-Pradan module. The Treasury / PAO will generate and transmit necessary payment advice to RBI online electronically every hour consolidating all the pay orders of the TO / PAO. e-Kuber server of RBI will remain open for transaction from 8 am to 4pm Monday to Friday. RBI will make on-line payment on the basis of the consolidated payment advice of the Treasury / PAO containing all the details of the payment and the payees including their bank account no., IFSC Code, etc. by transfer to the bank account of the payee / beneficiary same day or latest by T+1 day of the receipt of the advice from Treasury / PAO.

5. Detailed procedure of e-Pradan module has already been issued vide Memo No. 4905-F(Y) dated 17th September 2014. Operators of the DDO office will enter in the e-Pradan portal [through e-Pradan link on IFMS portal <http://www.wbifms.gov.in>] all the details of the payees / beneficiaries (like Name, Bank A/c No., and IFSC Code, mobile no. of beneficiary, etc.) bill-wise and submit to DDO for approval. Once approved by the DDO using DSC, the system will automatically generate payment advice and submit online to the Treasury / PAO. Hard copy of the bill to be submitted to the Treasury / PAO by the DDO with "E-Pradan Bill Details" report (see Annexure-I) generated from e-pradan, supporting documents / sub-vouchers etc., will be accepted by the front office of the Treasury / PAO against the advice received online. If found OK, the counter clerk in the front office of the Treasury / PAO will issue token against the bill. Bills will be processed by Treasury / PAO as usual. DDO's are

requested to get themselves acquainted with the procedure given in the said memo and guidelines for DDOs already provided to them through Treasuries / PAOs for the purpose of DSC activation and submission of the bill to the Treasury / PAO.

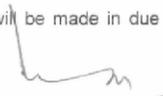
6. Meanwhile, Finance Department has issued memo. No. 965-F(Y) dated 18th February 2015 to make the TR forms compatible with e-Pradan (e-payment) and e-billing modules of IFMS. Some of the existing TR forms have been modified, some TR forms have been merged and some have been deleted by the said FD order.

7. The DDO shall record such e-Pradan transaction in the Cash Book on the basis of the "Bill-wise Summary Report" (see Annexure-II) generated from the e-Pradan module on the 'Transaction Date'. DDO shall identify the failed transaction from the report on "Bill wise Success Failure Details" (see Annexure-III) generated by e-Pradan module and rectify the error in the e-Pradan module before resubmission online. The rectification shall be made by the DDO within three (3) months from the date of failed transaction. The payment by credit to the bank account of the payee / beneficiary shall be treated as legal quitance. The system-generated report on "Bill wise Success Failure Details" will be tagged to the respective office copy of the bill for future reference and audit.

8. The State Government has decided to make submission of bills by the DDO's to Pay & Accounts offices & Treasuries through e-Pradan module mandatory with effect from 1.4.2015. Therefore, it is directed that all the DDOs shall submit all bills (except bills exempted in the order vide Memo No. 4905-F(Y) dated 17th September 2014) to the Treasury /PAO using e-Pradan module only with effect from 1.4.2015. Bills related to employees and non-employees, other than of those of exempted categories, can neither be submitted nor will they be entertained at the Treasuries/PAO's without e-Pradan on and after 1.4.2015.

9. All the DDO's shall prepare database of Bank accounts of payees in the format already circulated with letter no. FS-173/2014 dt.30.10.2014 for online submission to the Treasury/PAO.

Necessary amendment of West Bengal Treasury Rules, 2005 will be made in due course.


(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, 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, 3rd MSO Building, 5th floor, Block-DF, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. 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.
7. General Manager (Banking), Reserve Bank of India, N.S. Road, Kolkata-700001.
8. The Secretary, Finance (Audit) Department, Government of West Bengal.
9. The Commissioner, _____ Division.
10. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.
11. OSD & Ex-Officio Joint Secretary, Finance (Budget) Department- He is requested to upload this order in the Finance Department website.
12. The _____ Department,

13. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
14. The Director, _____

15. The District Magistrate / District Judge / Superintendent of Police _____

16. The Sub-Divisional Officer, _____
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata – 700 012.
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 700 012.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
20. The Treasury Officer, _____.
21. The Group _____ / _____ Branch, Finance Department.


(G. Samanta) ,
Joint Secretary to the
Government of West Bengal.

Annexure-I
Govt of West Bengal
Name of office.....

E Pradan Bill details

Reference no:	Bill no. & Bill Date:
Bill Gross:	Net Amount
Payer Department:	TR Bill Form no.
Head of Account	Bill Type (Employee/Non-Employee)

Sl no.	Beneficiary ID	Name	A/C no.	IFSC Code	MICR No.	Amount	Pay mode
TOTAL AMOUNT							

Annexure-II
Govt. of West Bengal
Name of office.....
Bill wise Summary Report

From Date: To Date:.....

Sl. no.	Bill Number	Bill Date	Token Number	Token Date	Voucher Number	Gross Amount	Net Amount	Transaction Date of RBI	Amount paid by credit to payee's bank a/c	Payment Failure Amount
Voucher Date:										

Annexure-III

Govt of West Bengal

Name of office.....

Bill Wise Success Failure Details

Bill Number:	Voucher no:
Bill Date:	Voucher Date:
HOA:	Gross Amount:
Token No:	Net Amount:
Token Date:	Total no. of success & Amount
RBI Transaction Date:	Total no. of failure & Amount

Success

Sl. no.	Beneficiary Name	Beneficiary A/C no.	IFSC Code	Amount	Account Type	Success(S)/Failure(F) status

Failure

Sl. no.	Beneficiary Name	Beneficiary A/C no.	IFSC Code	Amount	Account Type	Success(S)/Failure(F) status

Government of West Bengal
Finance Department
Audit Branch

No.4879-F(Y)

Dated. 24th June, 2015.

MEMORANDUM

Sub: Implementation of e-Billing module of IFMS

Integrated Financial Management System (IFMS) has been introduced by the State Government in phases beginning with e-Bantan since 1.4.14. E-Pradan module under IFMS has been rolled out in phases and payment through e-pradan has been made mandatory w.e.f 01.04.2015. System compatible TR forms have been developed and issued vide FD memo. No. 965-F(Y) dated 18.2.2015. Some of these forms have already been uploaded in the IFMS system.

Now, e-Billing module of IFMS is ready for use by DDOs for a limited number of bills. The modalities of e-billing are as follows-

1. TR forms for drawal of bills are available in the IFMS portal;
2. Presently 11 Nos. TR FORMS [TR-24, TR-26, TR-27, TR-28, TR-31, TR-33, TR-36, TR-36A, TR-50, TR-60 & TR-61] have been developed and loaded in the IFMS system (e-Billing) ;
3. DDOs using DSC can prepare the bills by just filling up the relevant fields in the TR bill forms and submit them electronically to Pay & Accounts Office / Treasury through e-Billing module.
4. One copy of the bill to be printed out, signed and submitted to the Pay & Accounts Office / Treasury by the DDO with beneficiary details and other necessary documents following the manual procedure of submission.
5. All the schedules and challans will be generated automatically by the system without any further manual intervention.

For the time being preparation and submission of the bills in the system-uploaded TR forms is made optional. However, considering its benefit from the point of view of accuracy and less effort required for preparation of the bills, it is expected that the DDO's will prefer preparation of the bills in electronic format for the claims to be submitted in the TR forms mentioned above and acquaint themselves with the e-Billing. Remaining TR Forms shall also be available in e-Billing Module shortly.

Pay & Accounts Offices and Treasuries will have helpdesks to initially help the DDOs to prepare & submit 2-3 bills through e-Billing.


(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, 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, 3rd MSO Building, 5th floor, Block-DF, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. 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.
7. The Commissioner, _____ Division.
8. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.
9. Pr. AO & Ex-Officio Joint Secretary, Finance (Budget) Department- He is requested to upload this order in the Finance Department website.
10. The _____ Department,

11. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.
12. The Director, _____

13. The District Magistrate / District Judge / Superintendent of Police _____

14. The Sub-Divisional Officer, _____
15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I,
81/2/2, Phears Lane, Kolkata – 700 012.
16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,
P-1, Hyde Lane, Kolkata – 700 012.
17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III,
IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.
18. The Treasury Officer, _____.
19. The Group _____ / _____ Branch, Finance
Department.

(G. Samanta)

CAO & EO Joint Secretary to the
Government of West Bengal.

Government of West Bengal
Finance Department
Audit Branch

No.6295-F(Y)

Dated, 20th August, 2015.

MEMORANDUM

Sub: Inclusion of some more TR forms under e-Billing module of IFMS and its mandatory submission.

In continuation of FD memo no. 4879-F(Y) dt.24.6.2015, the undersigned is directed to include the following TR forms in the e-billing module of IFMS. The digital format of the TR forms were notified vide FD notification no. 965-F(Y) dt.18.2.2015 and no. 6229-F(Y) dt.18.8.2015.

The modalities of e-billing are as follows-

1. The TR forms for drawal of bills are available in the IFMS portal;
2. Presently further **12 Nos. TR FORMS [TR-34, TR-35, TR-37, TR-42, TR-43, TR-68, TR-68B, TR-69, TR-7A, TR-10, TR-12 & TR-12A]** have been developed and loaded in the IFMS system (e-Billing) in addition to the forms notified vide memo. no. 4879-F(Y) dt.24.6.2015;
3. **TR form nos. 7A,10,12 and 12A are schedules to be attached with the bills;**
4. DDOs using DSC can prepare the bills by just filling up the relevant fields in the TR bill forms and submit them electronically to Pay & Accounts Office / Treasury through e-Billing module.
5. One copy of the bill to be printed out, signed and submitted to the Pay & Accounts Office / Treasury by the DDO with beneficiary details and other necessary documents following the manual procedure of submission.
6. All the schedules and challans will be generated automatically by the system without any further manual intervention.

For the time being preparation and submission of the bills in the system-uploaded TR forms is made optional. However, considering its benefit from the point of view of accuracy and less effort required for preparation of the bills, it is expected that the DDO's will prefer preparation of the bills in electronic format for the claims to be submitted in the TR forms mentioned above and acquaint themselves with the e-Billing. Remaining TR Forms shall also be available in e-Billing Module shortly.

Pay & Accounts Offices and Treasuries will have helpdesks to initially help the DDOs to prepare & submit 2-3 bills through e-Billing.

Submission of Bills in digitised formats of TR FORMS Nos. TR-7A, TR-10, TR-12, TR-12A, TR-24, TR-26, TR-27, TR-28, TR-31, TR-33, TR-34, TR-35, TR-36, TR-36A, TR-37, TR-42, TR-43, TR-50, TR-60 & TR-61, TR-68, TR-68B, & TR-69, through e-billing module shall be mandatory w.e.f. 15th September 2015.


(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, 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, 3rd MSO Building, 5th floor, Block-DF, Sector-I, Salt Lake, Kolkata-700064.
4. The Chief Secretary to the Government of West Bengal.
5. 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.

7. The Commissioner, _____Division.
8. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance Department.
9. Pr. AO & Ex-Officio Joint Secretary, Finance (Budget) Department- He is requested to upload this order in the Finance Department website.

10. The _____ Department.

11. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata – 700 001.

12. The Director, _____

13. The District Magistrate / District Judge / Superintendent of Police _____

14. The Sub-Divisional Officer, _____

15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I,
81/2/2, Phears Lane, Kolkata – 700 012.

16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II,
P-1, Hyde Lane, Kolkata – 700 012.

17. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III,
IB Market, 1st Floor, Salt Lake, Sector –III, Kolkata – 700 106.

18. The Treasury Officer, _____

19. The Group _____ / _____ Branch, Finance Department.


(G. Samanta)

CAO & EO 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
E-Governance Group
NABANNA 12th Floor
325 Sarat Chandra Chatterjee Road, Howrah – 711102.

No. 5504 -F(Y)

Dated: 24/10/2016

To

The Additional Chief Secretary/ Principal Secretary/Secretary

----- Department

Sub: Rolling out of New GRIPS into IFMS Portal

Sir,

Government Receipt Portal System [GRIPS] was launched in the year 2012 vide Notification 8298-F(Y) dated 03-10-2012 for on-line collection of Tax and Non-Tax Revenues and Deposits on behalf of the State Government. The State Government has decided to incorporate the same in the Integrated Financial Management System (IFMS) and to integrate with the e-Kuber Portal of the RBI in order to dispense with the manual intervention in various stages of data transmission, settlement of funds and accounting of e-Receipts, to facilitate a single source of reporting of both receipts and payments on Government account and for data security.

Accordingly, the GRIPS is being integrated with IFMS and is going to be rolled out as a Module of IFMS on and from 31st October, 16. In order to operationalize the process smoothly, following measures may kindly be taken at your end:

- i. Disabling the link to existing GRIPS Portal on 27th October, 16 after 18.00hrs (IST) so that no transaction can be initiated through that link after that cut off time.
- ii. Providing a link to the new GRIPS (<https://wbifms.gov.in/GRIPS>) in the website of the websites of administrative Departments in place of existing link of NIC GRIPS (<https://wbfin.wb.nic.in/GRIPS>) on 31st October, 2016 at 8.00hrs(IST).
- iii. Providing a flash Message on existing Portal informing the implementation of new GRIPS and complete shut down of the Portal from 28th October'16 to 30th October'16 in the following format-
"The GRIPS Portal will remain shut down for public transactions from 6pm of 27/10/2016 to 8 AM of 31/10/2016 and will resume for carrying out transactions thereafter."
"All challans generated through 'offline mode' prior to 27th October'16 shall positively be deposited onto the bank within 27th October'16 (6.00pm) or else such challans will be invalid after expiry of such date."

Your Cooperation is earnestly solicited to help rolling out of the new GRIPS on IFMS successfully
Thanking You,

Yours faithfully,

Secretary to the
Govt. of West Bengal

Copy Forwarded for information and taking necessary action to:

1. Sri Subrata Kr. Sarkar, WBA&AS, Joint Director, DTA
2. Smt. Maitrei Banerjee, Technical Director, National Informatics Centre, Nabanna- With a request to arrange displaying flash message in the web page of Finance Department
3. Sri Sumit Mitra, Networks Administrator, Finance (Budget) Department with a request to upload the copy in the website of Finance Department.


Joint Secretary to the
Govt. of West Bengal,

Government of West Bengal
Finance Department
Audit Branch

No.1242-F(Y)

Date 01/03/2017

To,

The Addl. Chief Secretary/Principal Secretary/Secretary
All Departments

Sub : Introduction of HRMS in all offices of Government of west Bengal

Sir,

You may be aware that after successful implementation of financial transaction related sub modules of IFMS i.e. e-bantan, e-pradan, CTS, e-billing and pay roll, Government of WB has decided to switch over to Online Human Resource Management System (HRMS) ,in the field of establishment matter, from present manual process practised across the state.

2. Accordingly development of **various sub modules under HRMS have been completed and deployed in live server for use of various Departments**. Some of the Departments have already started to work with those sub modules in their establishment successfully.
3. **Training** : The training of **Main Master Trainers** of four (4) sub modules of HRMS i.e. **Stakeholders, Leave, Loan and T.A. D.A** have already been completed. Administrative Departments and District Magistrates have also been requested to complete the training of **Additional Master trainers and Users (staff and Officers)** within 28/02/2017.
4. **Several other sub-modules** of HRMS would be deployed soon and training imparted to Main Master Trainers. It is requested that the Nodal Officers of your department may be instructed to closely monitor the implementation of various sub-modules and to ensure that training to **Additional Master trainers and Users (staff and Officers)** is imparted **within 7 days** of training imparted to Main Master Trainers. The offices may further be instructed to use the sub-modules pro-actively.
5. In above circumstances I would like to request you to kindly take necessary steps to direct all offices under their jurisdiction to **immediately complete Stake holder Sub-module and start using other sub modules**. The State Government is **contemplating to make use of above mentioned four (4) sub modules mandatory w.e.f. 01/04/2017 and other sub-modules would be made mandatory within 1 month of their introduction.**

Yours faithfully

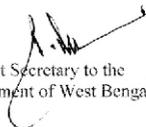

(Parwez Ahmad Siddiqui)
Secretary
Finance Department

No. 1242/1(300)-F(Y)

Date: 01/03/2017

Copy forwarded for information and necessary action to:-

1. The Additional Chief Secretary / Principal Secretary / Secretary,
.....
2. The Commissioner, Division.
3. The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary, Finance
Department.
- 4) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload
this order in the Website of Finance Department.
5. The Department/Directorate.
6. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Buildings,
8, Lyons Range, Kolkata - 700 001.
7. The Director,
8. The District Magistrate / District Judge/Superintendent of Police.....
9. The Sub-Divisional Officer,
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane,
Kolkata - 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-I, Hyde Lane,
Jawahar Buildings, Kolkata - 700073.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, I.B. Market, Sector - III,
Salt Lake, Kolkata - 700091.
13. The Treasury Officer,
14. The Group..... Branch,
Finance Department.



Joint Secretary to the
Government of West Bengal

No. 3130-F(Y)

Date: 19/05/2017

MEMORANDUM

Sub : Human Resources Management System (HRMS) of IFMS - Introduction of Stakeholders, Leave, Loan and T.A. / D.A sub-modules of HRMS in all offices of Government of west Bengal

After successful implementation of financial transaction related sub-modules of IFMS i.e. e-bantan, e-pradan, CTS, e-billing and Pay Roll / Salary, the Government of West Bengal has decided to implement online Human Resource Management System (HRMS) Module of IFMS in the field of establishment matters of various employees in all government offices across the state.

This will facilitate switchover from present manual process practised in various offices of the state government across the state to a web-based online environment.

2. **Stakeholders, Leave, Loan and T.A./ D.A sub-modules under HRMS have been deployed in live server.** Some of the Departments have already started to work with those sub-modules in their establishment successfully.
3. **Training :** Necessary training to **Users (staff and officials) on these four (4) sub-modules** have already been completed.
4. **All departments and offices shall complete the mapping of "Stake-holders sub-module" at all levels by 22.5.17 start using other three (3) modules.**

In this circumstances Governor is hereby pleased to decide that the use of these sub modules would be mandatory w.e.f. 01/06/2017. No Bill of Salary and allowances would be generated in IFMS system unless Head of Office and employee mapping is made through "Stake Holder" sub-module. No TA Bill, Bill of GPF and other loans, etc. would be received at treasury without being submitted through these sub-modules.


(H.K.Dwivedi)

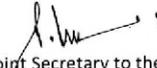
Principal Secretary to the
Government of West Bengal

No. 3130/1(300)-F(V)

Date: 19/05/2017.

Copy forwarded for information and necessary action to-

1. Additional Chief Secretary / Principal Secretary / Secretary.
..... Department.
2. The Commissioner Division.
3. The Additional Secretary/ Special Secretary/ Joint Secretary, Finance Department
4. P.S. to MIC, Finance Department
5. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload the order in the Website of Finance Department.
6. The..... Department / Directorate.
7. The Director of Treasuries & Accounts, West Bengal,
8. The Director.....
9. The District Magistrate/ District Judge / Superintendent of Police.....
10. The Sub-Divisional Officer,.....
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –I,
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –II,
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –III,
14. Treasury Officer,.....
15. The Group..... Branch, Finance Department.


Joint Secretary to the
Government of West Bengal

Government of West Bengal
Finance Department
Nabanna, Howrah

No. 1276-F(Y)

Dated 5th March 2018

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

Sub: Introduction of newly introduced sub-modules of HRMS

Sir/Madam,

You may be aware that after successful implementation of the Pay Roll, Stakeholders, Leave, Loan and T.A./D.A. sub-modules of HRMS, the Government of West Bengal has decided to further introduce 7 (seven) new sub-modules of HRMS viz. **Sanctioned Strength, Transfer, Pay-fixation, Non-functional Promotion, Training, Confirmation and Exit Management (Pension)**. Accordingly, development of these sub-modules under HRMS has been completed and they have been deployed in live server for use of various Departments.

Also, the training of **Main Master Trainers** of Administrative Departments and Districts on the abovementioned new sub-modules of HRMS has already been completed. Administrative Departments and District Magistrates were also requested to ensure that training is provided to **Additional Master trainers** and **Users (staff and officers)** on the above seven sub-modules.

Now, I am directed to request you to kindly take necessary steps in order to get the **sanctioned strength entered in Sanctioned Strength sub-module positively by 31st March, 2018 for all offices under the control of your Department.**

The adoption of 2 (two) sub-modules, namely **Pay-fixation and Training** may become **mandatory w.e.f. 1st April, 2018** and 4 (four) sub-modules, namely **Confirmation, Transfer, Non-functional Promotion and Exit Management (Pension)** **mandatory w.e.f. 1st May, 2018.**

This may be accorded **high priority.**

Thanking you,

Yours faithfully,


(Pawan Kadyan)
Joint Secretary 05/03/18
Finance Department

Copy forwarded for information and necessary action to:

1. Additional Chief Secretary/ Principal Secretary/ Secretary.
..... Department.
2. The CommissionerDivision.
3. The Additional Secretary/ Special Secretary/ Joint Secretary/Deputy Secretary,
Finance Department.
4. Sr. P.A. to MIC Finance Department.
5. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is
requested to upload the order in the Website of Finance Department.
6. The..... Department/ Directorate.
7. The Director of Treasuries & Accounts, West Bengal, Mitra Building, 8 Lyons
Range, Kolkata-700001.
8. The Director.....
9. The District Magistrate/ District Judge/ Superintendant of
Police.....
10. The Sub-Divisional Officer,
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears
Lane, Kolkata-700012.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane,
Jawahar Buildings Kolkata-700073.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, I.B. Market,
Sector -III, Salt Lake, Kolkata-700091.
14. Treasury Officer,
15. The Group..... Branch, Finance Department.



Deputy Secretary to the
Government of West Bengal

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

Additional Chief Secretary
Finance Department
Government of West Bengal



নবায়

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)



SAVE GREEN SEE DREAM

সবুজ রক্ষা, স্বপ্ন দেখা

Forest Department
Govt. of West Bengal



Directorate of Forests
Government of West Bengal
Aranya Bhaban Block-LA / 10A
Sector-III Saltlake City
Kolkata-700106