

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



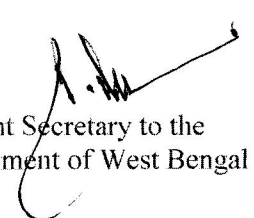
(Parwez Ahmad Siddiqui)  
Secretary  
Finance Department

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,  
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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.....  
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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, 1.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