

MEMORANDUM

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

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

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

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

Following facilities will be added within 1-2 months -

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

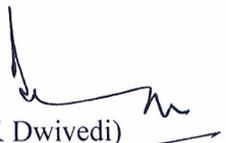
In long term this facility will provide following –

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

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

Guidelines for the steps to be taken by the DDO for inserting the correct / valid mobile no. as well as steps for registration of employee in ESE is available in the “Guidelines” section of [www.wbifms.gov.in](http://www.wbifms.gov.in).

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

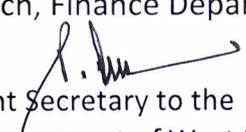
  
(H K Dwivedi)  
Principal Secretary to the  
Government of West Bengal

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

Dated, 03.08.2016

Copy forwarded for information and necessary action to:-

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

  
Joint Secretary to the  
Government of West Bengal.