

Government of West Bengal
Finance Department
Audit Branch

No. 2169-F(Y)

Date: 18/04/2016

MEMORANDUM

Sub : Introduction of "e-Services for Employees" and insertion of employees' valid mobile no. in HRMS module of IFMS

The "e-Services for Employees" (ESE) is a new functionality which will be deployed in HRMS module of IFMS very soon. This facility shall be used by the employee to update /change any employees personal information online as and when required. It will also be used by the employee to make Online Applications for leave / loans & advances / ACR etc. in various sub-modules of HRMS. Additionally, this facility will allow the employee to access his pay slip / sanction orders / transfer orders / promotion orders/ GPF Statements online by logging into the IFMS / HRMS system by using the user ID and password of the concerned employee.

One of the pre-requisite for accessing ESE is availability of a valid mobile no. of the concerned employee. It was seen in the past, that though insertion of valid mobile no. was mandatory in e-Pradan for all beneficiaries, often incorrect /invalid mobile no. has been inserted by the DDO in the system.

All communication relating to OTP / Password during the first time registration into the ESE as well as subsequent change of password and other important communications / notifications will be made into the employees' mobile no. provided in the system and any incorrect mobile no. can result in compromising the secrecy of the employee login ID and password causing inconvenience to the employee / DDO.

Hence, 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.

Guidelines for the steps to be taken by the DDO for inserting the correct / valid mobile no. is available in the download section of www.wbifms.gov.in.



Secretary to the
Government of West Bengal

Copy forwarded for information and necessary acti::

- 1.The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2 ,Govt. Place [West] Kolkata - 7000 1.
- 02.The Principal Accountant General (Audit) West Bengal, Treasury Buildings, Ko1kata - 700 001.
- 03.The Accountant General [Receipts, Works and Local Bodies Audit], West Bengal, C.G.O. Complex, 3rd MSO Building, 5th floor, Block DF, Sector -1, Salt Lake, Ko1kata - 64 .
04. The Chief Secretary to the Government of West Bengal .
- 05.The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001.
06. The Additional Chief Secretary / Principal Secretary / Secretary,
- 07.The Commissioner,..... Division
- 08.The Special Secretary/Additional Secretary /Joint Secretary / Deputy Secretary, Finance Department.
09. Sri SumitMitra, Network Administrator, Finance [Budget] Department. He is requested to upload this order in the Finance Department website.
- 10.The-----Department/Directorate.
- 11.The Director of Treasuries & Accounts, West Bengal, Mitra Building, 4, Lyons Range; Kolkata - 700001.
- 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 - 700012.
- 16.The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata - 700 073.
- 17.The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Sector - III, Salt Lake, Kolkata - 700091.
- 18.The Treasury Officer
.....
- 19.The Group.....Branch, Finance Department


**Joint Secretary to the
Government of West Bengal**