

Government of West Bengal
Finance Department
Audit Branch

No. 3705-F(Y)

Dated 14th July, 2016

Memorandum

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

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

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

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

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

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

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


(H.K. Dwivedi)

Principal Secretary to the
Government of West Bengal

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

Dated, 14th July,2016

Copy forwarded for information and necessary action to:-

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

Joint Secretary to the
Government of West Bengal.