

Government of West Bengal
Finance Department
e-Governance Group
Nabanna (12th Floor), Howrah – 711102.

No. 1627-F(e-GOV.)

Dated: 31.03.2023

Sub: Introduction of new functionalities of HRMS

From some time past, the Government has been contemplating to introduce a few new facilities in HRMS to enable the users to deal with the transactions in digital platform more efficiently. As such, the below mentioned functionalities have been deployed in HRMS.

- 1) **Generation of Sanction Order and Bill in respect of All India Services Group Insurance Scheme (AISGIS):** - Unlike State Government Employees, the Group Insurance claim of All India Service (AIS) Officers is sanctioned centrally by the Personnel & Administrative Reforms (PAR) Department for the cadres of IAS, IPS and IFS. Earlier there was no facility to generate these Sanction Orders and Bills through the system. Now, the Operator of the said department will initiate the AISGIS calculation and sanction, using the menu <Exit Management>-><CGEGIS (AIS) Calculation and Sanction Generation>. Once the calculation is finalized and confirmed, it has to be Sanctioned/ Approved by the competent authority in the department. While sanctioning the claim, there is scope to enter a DDO Code to specify the DDO who will draw the said bill, namely in case of IAS Officers -the DDO of the PAR Department, in case of IPS Officers –the Joint Director of Accounts of West Bengal Police Directorate and in case of IFS Officers -the DDO of the Forest Department. The system generated copy of such Sanction Order will automatically be available in the Sanction Inbox of the DDO to generate the bill in TR 51 tagging the sanction so generated. Moreover, the sanction order will also be available simultaneously to the concerned Treasury/ Pay & Accounts Office for checking. A facility has also been developed for the Approver / Operator of the Sanctioning authority and the concerned retired officer to check the status of the Sanction. The Approver / Operator of the Sanctioning Authority can also modify the system generated sanction even after its approval until the bill is prepared by the DDO. If the said bill is rejected, the sanction will again be available for modification.
- 2) **Comparative Statement of Pay Bills:** - A new facility has been developed for the DDOs in the form of a Report whereby (s)he can compare the current month's Pay Bill to that of the previous month for the same section and pay head. It is actually a reconciliation report to explain the difference between the pay bills of two consecutive months based on the underlying causes such as difference due to joining of new employees, leaving out of existing employees or for whom there is any change in Pay and/or allowances. This Report is available under the menu <Pay Bill> <Comparative Statement of Pay Bill> and also in the Pay Bill details.


- 3) **Transfer Order Information Modification:** - It has been observed that the Heads of Offices often suffer due to mistakes in entering Transfer Order Number and Date, Release Out Order Number and Date, Release Out Date, Joining in Order number and Date and Joining Date etc. at the time of transferring employee data from one office to another. To resolve this issue, the functionality of 'Transfer Information Correction' has been provided in HRMS for HOOs under menu 'Transfer'. Using this functionality, the Head of Office who has committed the mistake can rectify the above-mentioned wrong data. The information so rectified will also be reflected in e-Service Book.
- 4) **Out of Account Deduction entry facility in bulk:** - The DDOs are needed to update the Out of Account deduction in respect of the individual employees if there is any change in the amount of such deduction. The DDOs who are required to manage a large number of employee database, often face problems when there is any change in such deduction in respect of a good number of employees in a month. Hence the functionality of 'Bulk Out of Account Deduction' has been introduced in the HRMS in addition to the existing functionality. This will enable the DDOs to update the Out of Account deduction amount in respect of the employees in an excel like format and on approval of the entered data, the deduction amount of all the employees in the list gets updated automatically.
- 5) **Modification of Approved Statement for Arrear/Supplementary Bill:** - In order to remove the difficulties of the DDOs in modification of Arrear/ Supplementary Statement, if prepared and approved erroneously, the facility of correction of such approved statement is made available in HRMS. This functionality will enable the DDOs to rectify the Arrear/ Supplementary Pay Statement, even if it is approved, till the Bill is generated on the basis of such Statement. If the bill is rejected then again, such Statement can be modified.
- 6) **Facility for viewing HRA drawn by spouse:** - In order to enable the DDOs to ascertain whether the spouse of a State Government employee, whose pay is drawn by him, is also a State Government employee and is drawing HRA as stated in the HRA declaration of the concerned employee. This report will generate details of the employees whose name resembles the name of the spouse of the concerned State Government employee. This HRA of the Spouse report, made available to the DDOs, is indicative in nature and decision has to be made on the basis of the information made available through this report.
- 7) **Facility for Termination Order generation:** - In view of the requirement of the Termination Order Report or Struck Off Report of the offices, this facility in HRMS is provided to the DDOs so that they can generate the Termination Order after terminating any employee through the "Employee Exit" menu. This will facilitate the DDOs to view the termination details in a report form.

 31.03.2023

Special 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-700001
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001
3. The Chief Secretary to the Government of West Bengal
4. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Building, Baba Kharak Singh Marg, New Delhi – 110001.
5. The Additional Chief Secretary/Principal Secretary/ Secretary,.....
..... Department, Government of West Bengal.
6. The Secretary, Finance (Audit) Department, Government of West Bengal.
7. The Commissioner,.....Division, Government of West Bengal.
8. The Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary, Finance Department, Government of West Bengal.
9. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this Order in the Finance Department's website.
10. The.....Department/Directorate.....
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11. The Director of Treasury & Accounts, Government of West Bengal, 3rd Floor, Mitra Building, 8, Lion's 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/II/III
16. The Treasury Officer,
17. The Group/.....Branch, Finance Department


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