

## **Guidelines for DDO regarding Implementation of HRMS Module**

The DDOs have already been provided with the Approver Role under HRMS. In case of any problem DDO shall approach the concerned Treasury/ PAO.

The DDO shall arrange for downloading the Employee Information Data Sheet from the download option of IFMS portal. This shall have to be circulated to the employees for collecting the employee information.

DDO shall also arrange to download User Manual for HRMS and shall equip himself with the detailed procedure and functionality of the Menus.

The DDO shall go to the user administration application of [www.wbfms.gov.in](http://www.wbfms.gov.in) by using his user id and password and create an operator and provide him with HRMS Operator Role. If an existing operator is also acting as an operator for HRMS then the DDO shall only provide him with HRMS operator role.

The DDO shall enter into the HRMS module by using the same user ID & Password which he has used for all other modules of IFMS like e-Billing and e-Pradan. There are Six DDO level master which has to be created before the DDO starts the work related to HRMS.

These are –

- DDO details
- Sanction strength
- Section
- Section user map
- Pay head
- Out of Account deduction master (Related for Tie-up loans, LIC premium, co-operative society payment, if any which are not supported by any schedule)

All the masters are available in the list of application available in the left hand side of the web page.

After masters have been created the operator shall use his User Id & Password to get access into the HRMS module.

After entering in to the HRMS the operator shall click on the file upload menu available in the Left hand side of the HRMS Web Page and upload the COSA Personnel.txt file for the last month for which salary has been drawn through COSA.

The operator shall enter the employee information from the employee data sheet provided by all the employees of his office. No frivolous entry should be made in the Live Server.

After entering the employee information the operator shall forward the employee information to the DDO.

The DDO shall enter into the system through his User Id & Password and then approve the employees after checking the details by using the DSC facility .

After all employee has been approved by the DDO, the operator can generate the monthly bills from paybill > bill generation menu in the Left hand Side of the HRMS Web Page.

The operator shall forward the pay bill generated to the DDO (approver).

The DDO can check the pay bill from his User Id & if it is correct he can submit the bill online to the Treasury/PAO by clicking on the submit button by using the DSC facility

The salary bill along with all the related schedules can be generated in PDF format by clicking on the bills & schedule hyperlink (blue coloured) from the bill summary menu under pay bill.

The hard copy printout of all bills & schedule may be manually submitted to the concerned Treasury.