Government of West Bengal
Finance (Audit) Department
Nabanna, 10th Floor;
Mandirtala; Howrah-711 102

No.1332–F(H)   Dt. 14.03.2024

NOTIFICATION

In view of the provision contained in sub module of HRMS for making application for availing all kinds of leave including Casual Leave by the employees of the State Govt., and for proper maintenance of leave accounts of the employees, the undersigned is directed to inform that –

1. The respective Group In Charges are authorised to grant Casual Leave/Compensatory Casual Leave applications through HRMS only w.e.f. 15.03.2024, for the employees posted in their Group up to the rank of Deputy Secretary.

2. In cases of Earned Leave/Commuted Leave/Child Care Leave/Parent Cum Child Care Leave etc., the legacy data is required to be prepared / updated by the responsible Officers/ Staff of Gr.-H, Writers' Buildings within 01.04.2024 positively so that the aforesaid Leave application may be processed through HRMS after 01.04.2024.

No application in physical mode either of admissible leave in terms of WBSR Pt-I or Casual Leave will be accepted after stipulated time period as referred hereinabove.

A guideline for both employees and Controlling Officers as well as Sanctioning Authority is enclosed vide Annexure-I to this Notification.

All concerned are being informed accordingly.

Enclosure : As stated   Sd/-
                                               (S. Acharya)
                                        Additional Secretary to the
                                        Government of West Bengal

No.1332 /1(20)–F(H)   Dt. 14.03.2024

Copy forwarded for information to :

1. All Secretary(s)/ Commissioner(s)/Sr. Special Secretary(s)/Special Secretary(s)/ Additional Secretary(s), Finance Department.
2. All Joint Secretary(s)/ Sr. Deputy Secretary(s)/ Deputy Secretary(s)/Assistant Secretary(s)/OSD(S)/Registrar(s), Finance Department.
3. P.S. to HMOS(IC), Finance Department.
4. Sr. P.S. to Additional Chief Secretary, Finance Department.
5. All Groups/ Cell(s), Finance Department.
6. Pay & Accounts Officer, Pay & Accounts Office-I/II/III, under Finance Department.
7. Sri Saumitra Biswas, Sr. Software Developer, Finance Department.
8. Guard File.

                                        Sr. Deputy Secretary to the
                                        Government of West Bengal

For employees:

1. Presently the employees having service type as 'state government' can apply for leave online.
2. Leave can be applied for past as well as future periods.
3. Leave can be applied from e-services for employees (ESE) in HRMS login and the same to be forwarded to the controlling officer online.
4. If the employee is unable to apply for the leave from ESE then he/she may also apply offline and the same to be incorporated in the system by the operator or controlling officer/controlling officer himself/herself.
5. Joining reports to be submitted (as applicable) either by the employee from ESE or by the operator or by the Controlling officer himself/herself as the case may be.
6. The status of any leave may be checked from ESE/operator level/controlling officer level/sanctioning authority level from 'my leave list' menu. The print of sanction order/rejection order can also be taken from there.
7. The balance of different leaves may also be checked from ESE.
8. Any leave application can be modified/ canceled on the basis of the request sent by the employee in controlling officer's level.

For Controlling Officers:

1. Leave can be applied for past as well as future periods. If a leave is applied for past period then the same can be approved/ rejected/ forwarded directly by the controlling officer. But if any leave is applied for the future period then the controlling officer should accord permission first and then the same may be approved or rejected or forwarded afterward at the expiry of the period of leave applied for.
2. The leave legacy data of the employee to be entered in the system by the authority who has access to the service book of the employee. The controlling officer will credit the CL to the employees' leave accounts.

3. If the employee is unable to apply for the leave from ESE then he/she may also apply offline and the same to be incorporated in the system by the operator or controlling officer/controlling officer himself/herself.

4. The leaves like CL, Compensatory CL etc. are to be approved by the Controlling officer and the final balance of these leaves will reduce. If the same is rejected then the provisional balance will enhance to the level of available balance.

5. Joining reports are to be submitted (as applicable) either by the employee from ESE or by the operator or by the Controlling officer himself/herself as the case may be.

6. The joining report can either be accepted or rejected by the Controlling Officer.

7. If the joining report is accepted by the Controlling officer then the application along with the joining report and forwarding letter to be forwarded online to the sanctioning authority.

8. Controlling officer can give his/her recommendation in the respective field and the same will be automatically incorporated in the leave application.

9. Controlling officer may also take a print of the forwarding letter and/or leave application and/or the joining report for forwarding the hard copy to the sanctioning authority.

10. CL will be credited to the leave account of the concerned employees by the controlling officer.

11. The status of any leave may be checked from ESE/operator level/controlling officer level/sanctioning authority level from 'my leave list' menu. The print of sanction order/rejection order can also be taken from there.

12. Any leave application can be modified/ canceled by the controlling officer on the basis of the request sent by the employee.

13. There is also a scope of deducting Casual leave as a penal action.

For Sanctioning Authorities:

1. The leave legacy data of the employee to be entered in the system by the authority who has access to the service book of the employee.

2. The sanctioning authority will approve/reject the leave application after receiving the same from the controlling officer's end and after the approval of the same, the balance of that leave will reduce finally. If the leave application is rejected then the period of the leave will roll back and the provisional balance will increase.

3. Sanctioning authority can manually enter the order for granting/rejecting leave in the respective field is required and the same will be automatically incorporated in the leave application.

4. After final sanction/rejection of leave, a sanction report/rejection report will generate from the system.

5. Leaves like EL, HPL and special casual leave to be credited by the respective appropriate authorities to the leave account of concerned employees.

6. The status of any leave may be checked from ESE/operator level/controlling officer level/sanctioning authority level from 'my leave list' menu. The print of sanction order/rejection order can also be taken from there.

7. There is also a scope of deducting EL, HPL or Commuted leave as a penal action.

Steps to be followed:-

1. Legacy data entry: – The legacy data will be entered by the authority to whom the service book of the employee/cadre and approver login ID are available. The legacy data to be entered in a particular date after taking last advance credit of EL and HPL in consideration. If the legacy data is entered for a past date in the system, then any left applied/forwarded/sanctioned in between the period should again be sanctioned from the system. For example, if legacy data is entered in the system on 30.09.2016 for the date 01.07.2016 then if any leave applied/forwarded/sanctioned in between the period of 01.07.2016 & 30.09.2016 then the same to be sanctioned again in the system to reconcile the balance of leave.

2. Application of leave: – Leave can be applied either from ESE, Head of Office (controlling officer) approver/operator level or appointing authority (sanctioning authority) approver/operator level. The hard copy of leave should also be submitted as the manual system has not been abolished yet.

3. Permission of leave: – If a leave is applied for a future date, then the controlling officer should accord permission for the leave.

4. Submission of joining report: – The joining report will be submitted by the employee through the system after coming back from the leave.

5. Forwarding of leave: – According to the necessity the leave will be forwarded to the sanctioning authority after acceptance of joining report.

6. Cancellation/rejection of leave: – The leave can also be canceled or rejected in the system from Head of Office (controlling officer) approver/operator level or Appointing authority (sanctioning authority) approver/operator level.

7. Sanctioning leave: – After the leave is forwarded to the sanctioning authority the same may be approved by the sanctioning authority.

8. Overstay/under stay/Cancellation of leave: – The request to modify any leave may be done from the system. If the leave has not been finally approved and only the permission to avail the leave is only given, then any modifications can be done in the application from the system. The modification request to be given by the employee himself/herself and if the same request is accepted by the Head of the office then the leave application will come back to the employees' login for modification. In the same way, earlier leave may also be canceled by the Head of Office on request of the employee.

9. Deduction of leave for early departure/ late arrival: – Leave can be deducted as a penal action from 'leave deduction' menu by the competent authority.

10. Crediting of leave/leave schedule: – Leave can be credited to the employees' leave account from 'leave scheduler' menu by the competent authority as explained earlier.

For CL application for employee of Finance Department

ALL CELL/GROUP/BRANCH	Sanctioning Authority
Group-A-I	SHRI PAWAN KADYAN, IAS
Group-A-II	SHRI SABYASACHI SARKAR, WBCS(EXE)
Group-B	SHRI ARINDAM MUKHERJEE, WBCS (EXE)
Group-C	KHALID AIZAZ ANWAR ,IAS
Group-D	SHRI ARINDAM MUKHERJEE, WBCS (EXE)
Group-E	SHRI PAWAN KADYAN, IAS
Group-F	SHRI HARISHANKER PANICKER, IAS
Group-G	SHRI PAWAN KADYAN, IAS
Group-H(Nabanna)	SHRI SUJOY ACHARYYA, WBCS(EXE)
Group-H(Writers)	SHRI RANJIT MAJUMDER, WBSS
Group-I	SMT. SOUMI MITRA (NEE BISWAS), WBCS (EXE)
Group-J	SHRI GOPAL CHANDRA PAUL, WBSS
Group-K	SHRI SUJOY ACHARYYA, WBCS(EXE)
Group-L	SHRI HARISHANKER PANICKER, IAS
Law Cell	SHRI ARINDAM MUKHERJEE, WBCS (EXE)
Group-M	DR. SUDIP KUMAR SINHA, I.A.S
Group-N	SMT. SHILPA GOURISARIA, I.A.S
Group-O	SHRI PAWAN KADYAN, IAS
Group-P1	SMT DEBJANI DATTA, IAS
Group-P2	SMT DEBJANI DATTA, IAS
Group-R	SMT DEBJANI DATTA, IAS
Group-S	SMT. SOUMI MITRA (NEE BISWAS), WBCS (EXE)
Group-T(Nabanna)	SHRI AMIT KUMAR MONDAL WBA & AS
Group-T(Writers)	SHRI AMIT KUMAR MONDAL WBA & AS
Revenue Br.	SHRI MALAY GHOSH,IAS
Accounts Br.	SHRI SUJOY ACHARYYA, WBCS(EXE)
DPC	SHRI DILIP KUMAR DAS, WBA& AS
RTI	SMT DEBJANI DATTA, IAS
CDO	SHRI SUJOY ACHARYYA, WBCS(EXE)
Pension Br.	SHRI SUJOY ACHARYYA, WBCS(EXE)
Medical Cell	KHALID AIZAZ ANWAR ,IAS
SR Cell	KHALID AIZAZ ANWAR ,IAS
APS Branch	SHRI RANJIT MAJUMDER, WBSS
Internal Audit	SHRI RISHIPADA NASKAR, WBA & AS