

Government of West Bengal  
Finance Department  
eGovernance Group  
NABANNA, Howrah - 711102

Memo No.-315-F(eGov)

Date-24/01/2025

**Sub:** Introduction of online facility for Terminal Benefits in HRMS to Casual / Daily Rated / Contractual Staffs engaged in different Government Offices.

At present, one time cessation benefit is allowed to different categories of Casual / Daily Rated / Contractual Staffs engaged in various Government Offices (drawing their pay under detail head '02') vide Memo No. 9008-F (P) dated 16/09/2011, Memo No. 192-IT/06/2020/P&AR-e-Gov dated 16/10/2020 etc. on attaining the age of superannuation or on their pre mature demise.

Government has been thinking of digitizing the entire process to sanction and disburse the claim of terminal benefits to the entitled Casual / Daily Rated / Contractual Staffs from sometimes past. Now, the Governor is pleased to introduce a new sub module called "Terminal Benefit" under HRMS module of WBIFMS, for online processing of such benefit.

The process flow to sanction and disburse the 'Terminal Benefit' is described in ANNEXURE-I.

This order will come into effect from the date of issuance of this order.

A handwritten signature in blue ink, followed by the date '24.1.25' written in blue ink.

Special Secretary to the  
Government of West Bengal

## ANNEXURE-I

Using the online functionalities for Sanction and payment of Terminal Benefit under HRMS module of WBIFMS,

- Offices below the Directorate or equivalent level will initiate the request for disbursing the claim for terminal benefit of Casual / Daily Rated / Contractual Staffs and forward the same to the Office of the Directorate or equivalent level which will approve the same.
- The requests initiated in the Directorate Offices for their own staff are needed to be forwarded to their respective Administrative Departments for approval, and
- The requests initiated in the Departments will be approved by the competent authority of the Department itself.

After approval, the approving authority will generate a sanction order which will be available to the DDO of the concerned Casual / Daily Rated / Contractual Staff in the Sanction Inbox of the e-Billing module of WBIFMS. All the concerned Offices can view the status of the request and also the Sanction Order of such Terminal Benefit.

The **process flows** for sanction and payment of Terminal Benefit in a Office are mentioned hereunder.

### **a) Preparatory work**

At first, a workflow for 'Terminal Benefit Sanction' needs to be created in the respective office from HOO Approver login to define a path through which such applications will move for processing and approval.

### **b) Initiation and forward of application**

Operator at the bottom level of the workflow will initiate an application from "Terminal Benefit Sanction" page and forward it to the top level of the workflow either for approval or for onward transmission to the competent authority for approval. The Heads of Offices (HOO) of administrative hierarchy level 3, 4, 5 and 6 will not be able to approve an application, but to forward to their respective Directorate Offices and applications initiated at the Directorate Offices are needed to be forwarded to their respective Administrative Departments.

### **c) Approval, Rejection or Sending Back of application**


Forwarded applications will reach the bottom level of the workflow of the Directorate Office or the Department as the case may be. The bottom-level-user (operator) of workflow will find the application in Inbox/Status page and forward it to the top-level-user (approver) of the pre-defined workflow for approval and generation of sanction order. Sanctioning authority (approver) may forward the application to previous office for correction, send back to his/her operator or reject it. Once an application is rejected, the Office where the employee is posted can reinitiate the request.

### **d) Sanction Entry and preparation of bill in eBilling**

Once a sanction order is generated, it will be available at the office where the application was initiated. The Drawing and Disbursing Officer (DDO) of that Office or the DDO operator of the office will find the sanction in the Sanction Inbox menu of the e Billing module and has to complete bill entry by putting a bill number and bill date. Thereafter, the bill may be printed signed Task List and submitted to the Pay and Accounts Office/Treasury Office.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-I.
3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Sector-I, Salt Lake, Kolkata-700064.
4. The PA to the Chief Secretary to the Government of West Bengal.
5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-I.
6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-I.
7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.
8. The Additional Chief Secretary/Principal Secretary/Secretary,  
..... Department, Government of West Bengal.
9. The Secretary, Finance (Audit) Department, Government of West Bengal.
10. The Commissioner, ..... Division.
11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri SumitMitra, Network Administrator, Finance (Budget) Department.He is requested to upload this order in the Finance Department's website.
13. The.....Department/Directorate.....
14. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-I.
15. The Director .....
16. The District Magistrate/District Judge/Superintendent of Police,.....
17. The Sub-Divisional Officer, .....
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kol-12.
19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -II, P-I, Hyde Lane, Kol-12.
20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, SUVANNA, SGO Complex, 5<sup>th</sup>&6<sup>th</sup>Floor,Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.
21. The Treasury Officer, .....
22. The Group ...../..... Branch, Finance Department

  
Special Secretary to the  
Government of West Bengal