Government of West Bengal
Finance Department
(Audit Branch)
Nabanna, Howrah – 711 102

No. 3199-F(Y)   Date:-07/06/2019

MEMORANDUM

Sub: Creation of "Special HRMS ID" for users in HRMS Module of IFMS who do not draw salary from HRMS Module to enable them perform various roles in HRMS like approver / operator of sub-modules of HRMS like leave, loan, TA/DA, LTC, SAR, etc.

As of now in HRMS Module of IFMS only the employees who draw their salary through "Payroll sub-module" of HRMS Module of IFMS have been allotted an "HRMS ID" and allowed access either as an individual employee or as an authority / user for performing various functions as Operator, Recommending Authority or Approver for various services in sub-modules like leave, loan, TA/DA, LTC, SAR, etc.

However, it has been seen that a good nos. of employees and other office bearers of various organizations / offices / establishments / parastatals are also required to perform similar functions as Operator, Recommending Authority or Approver for various services in sub-modules like leave, loan, TA/DA, LTC, SAR, etc. in connection with service matters of a government employee posted in these establishments.

To provide solution to this requirement a "Special HRMS ID" shall be created for users in HRMS Module of IFMS who do not draw salary from HRMS Module to enable them perform various roles in HRMS like approver / operator of sub-modules of HRMS like leave, loan, TA/DA, LTC, SAR, etc.

There are two categories of such employees / authorities as follows:-

Category 1: Authorities who do not have a HRMS ID since such authorities are not drawing salary from "Payroll sub-module" of HRMS but functioning as Operator, Recommending Authority or Approver for the state government employees posted in organizations / offices / establishments / parastatals of the state government and salary of the employees of that organization is drawn from "Payroll sub-module" of HRMS.

Example 1:- Hon'ble MIC/MOS
Example 2: Heads of Offices under NCC Directorate located in different districts (since they are drawing salary directly from Central Govt.).

Category 2: Authorities who do not have a HRMS ID since such authorities are not drawing salary from "Payroll sub-module" of HRMS but functioning as Operator, Recommending Authority or Approver for the state government employees posted in organizations / offices / establishments / parastatals of the state government and salary of the those state government employees posted in that organization is also not drawn from "Payroll sub-module" of HRMS.

Example 1: Sabhadhipati of Zilla Parishad,
Example 2: Mayor of Corporation,
Example 3 : Chairman or MD or ED, etc. of Undertaking, etc.

Category 3: Authorities who do not have a HRMS ID since such authorities are not drawing salary from "Payroll sub-module" of HRMS but functioning as Operator, Recommending Authority or Approver for the

state government employees posted in organizations / offices / establishments / parastatals of the state government and salary of the only those state government employees posted in that organization is also drawn from "Payroll sub-module" of HRMS.

Example 1: Chairman of Municipality

Example 2: Mayor of Corporation in some cases

Procedure of Creation of "Special HRMS ID" :

1. If there is a regular DDO in organizations / offices / establishments / parastatals drawing salary of some or all employees of the office from HRMS, the DDO concerned may generate the "Special HRMS ID" for such authorities.

2. If any organizations / offices / establishments / parastatals does not have a regular DDO drawing salary from HRMS (like Zilla Parishads, PSUs, etc.) the "Special HRMS ID" may be generated by the DDO of the administrative department.

3. If the organizations / offices / establishments / parastatals has a **"Head of Office Code",** then the "Special HRMS ID" may be generated by Head of Office from his login in HRMS too. {Refer G.O. No. 1314 dated 25th February, 2019. Regarding creation of parastatals and office codes in HRMS}

4. However, the IFMS/HRMS will not allow generation of pay bill for those authorities having "Special HRMS IDs".

P. A. Siddiqui, IAS
Secretary
to the Govt. of West Bengal

Annexure-I

Required fields for generation of Special HRMS ID .

Mandatory fields :---------------------

1) 'Name' of the Authority concerned [   ]
2) Mobile number [   ]
3) Designation [   ]
4) Office Name [   ]

Non-Mandatory fields :---------------------

1) Email. Id [   ]
2) Fields for Present Address [   ]
3) Fields for Permanent Address [   ]
4) Nationality [   ]
5) Gender [   ]
6) Adhaar [   ]
7) Active/Inactive Details fields [   ]

Guideline:-

For generating Special HRMS Id --

1. Please go to HOO log in.
2. Please go to the menu Master->Special HRMS Id ->Create
3. Please insert data for the below mentioned fields among which 'Name', 'Mobile No', 'Designation' and 'Office Name' are mandatory and other fields are non mandatory.
4. After this please save the data and click on back to go to the previous screen wherefrom the data can be approved and the Special HRMS Id would be generated.
5. If the data is saved but not approved then it can be accessed from the link Task List-> Employee List (Pending for Approval).
6. Afterwards for modification of the approved data please go to link Task List->My Employee ->Update