Human Resource Management System (HRMS)

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What is IFMS?

- The Government of West Bengal decided to process all sorts of financial as well as non-financial operations (establishment matter) in online mode to ensure **transparency**, **accuracy** and **efficiency** in financial management and in human resource management. With this view, the State Government introduced '*Integrated Financial Management System*'**(IFMS)** for **on-line real time management, monitoring** and **control** of all fund allocations and financial transactions in different departments and their subordinate offices under the State Government **w.e.f. 1st April, 2014** in terms of FD Memo No. 2088-FB Dt.28/02/2014.

What are the modules of IFMS?

- e-Bantan(e-allocation of fund)
- e-Pradan(e-Payment System)
- e-Billing
- Centralised Treasury System(CTS)
- Human Resource Management System(HRMS)
- e-Receipts(GRIPS-Government Receipts and Information System)
- On-line PL Module
- Online GPF
- Central Budget Monitoring System (CBMS)
- Administrative Approval and Financial Sanction (AAFS)
- Schematic Bank management System (SBMS)
- Mobile APP

What is HRMS?

- After successful implementation of financial transaction related modules of I.F.M.S. such as **e-Bantan**, **e-Pradan**, **e-Billing**, **CTS** the Government of West Bengal decided to switch over to on line *Human Resource Management System (HRMS)*, in the field of establishment matter, from earlier manual process practiced across the State w.e.f **1st April, 2017** in terms of FD Notification No.1242-F(Y) 01/03/2017.

- The HRMS is one of the Modules of IFMS which deals with the day-to-day **establishment related matters** such as generation and submission of salary bill to a treasury/PAO, approval of leaves, generation of pay fixation order etc. in on-line mode.

Sub-modules of HRMS

- 1. Officers data and service records
- 2. Payroll processing
- 3. e-Services for employees (e-SE)
- 4. Leave Management
- 5. Loan Management
- 6. TA/DA & LTC Management
- 7. Pay fixation
- 8. Transfer posting and Deputation
- 9. Performance appraisal
- 10. Non Functional Promotion order generation by the Appointing Authority *

Note: Points marked above (*) are in advance stage of development

Sub-modules of HRMS

- 11. Functional Promotion order generation by the AA*
- 12. Exit Management
- 13. E-Service Book
- 14. Confirmation in service order generation by the AA*
- 15. Training
- 16. **Stakeholder Management...**(Structural Framework of HRMS)
- 17. **Sanctioned Strength...**(Structural Framework of HRMS)
- 18. **Workflow Management...**(Structural Framework of HRMS)
- 19. Manpower planning & Recruitment Management*
- 20. MIS Reports

Note: Points marked above (*) are in advance stage of development

Who use HRMS?

- **Employees** (Govt. and Grant-in-aid institution) having HRMS ID
- **Drawing & Disbursing Officer (DDO)** having DDO CODE
- **Head of Office (HOO)/Controlling Officer** having HOO CODE
- **Appointing Authority (AA)/Cadre Controlling Authority** having AA CODE
- **HRMS ADMIN** (at Finance Department for monitoring and updating of data.)

Concept of stakeholder

- **Head of the Office (HOO):-**The authority who acts as the controlling officer of the employees of the Office concerned.

  The Head of the Office sanctions casual leaves, GPF Advances of the employees working under his/her authority.

- **Appointing Authority (AA):-** The Authority who issues appointment of the employee or who is entrusted with the work of Appointing Authority to acts as the Sanctioning Authority in respect of different service related matters of the employee concerned.

  In order to determine Appointing Authority of an employee please ask the question, who sanctions earned leave of the employee? Who is entitled to award promotion to the employee or may transfer him/her?

Concept of stakeholder

- **Delegated Appointing Authority (DAA):-** Sometimes Appointing Authority may delegate his power to any other Officer of the same establishment to facilitate the work. The Authority to whom such work is delegated would be known as Delegated Appointing Authority for the sake of the system.

- **Head of Department**:- The Authority who acts as the Head of Department for the purpose of the sanctioning House Build Advance, Motor Cycle/Scooter Advance, Computer Advance etc. as per Financial Rules of the Govt. as applicable.

Hierarchy in the State Govt. offices (Level-1 to Level-6)

- To know how work starts in the HRMS, different levels in the government offices are to be understand first.

    There are 6 levels which are as follows:

- 1. Department ....Level-1 office
- 2. Directorate ....Level-2 office
- 3. Zone/Commissionerate /Circle ....Level-3 office
- 4. District Offices ....Level-4 office
- 5. Sub Division Offices ....Level-5 office
- 6. Block Offices ....Level-6 office

How work starts in HRMS

A. Issuing User Admin role

The process starts from the HRMS admin who creates the Head of the Office (HOO) and Appointing Authority (AA) of Level-1(Department). This way the HOO of top levels create the HOO of lower levels and the AA of top levels create the AA of lower levels
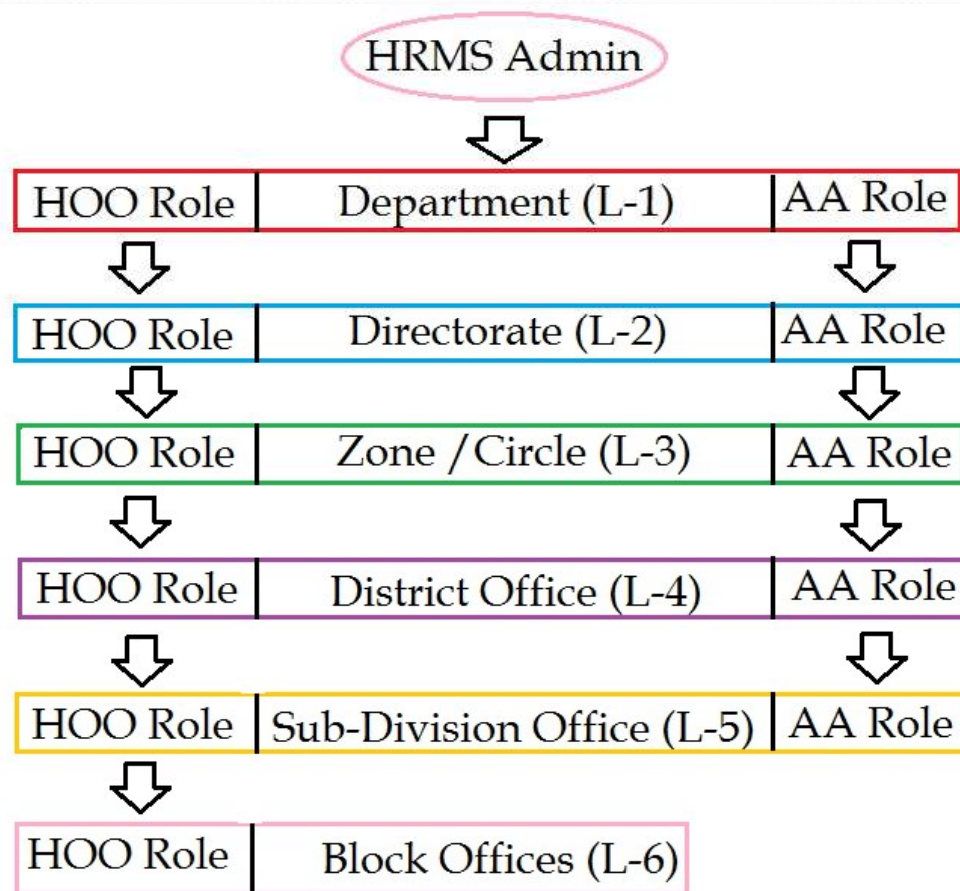
For example, the HOO of Level-1 creates the HOO of Level-2, the HOO of Level-2 creates the HOO of Level-3 and so on.

Similarly, the AA of Level-1 creates the AA of Level-2, AA of Level-2 creates the AA of Level-3 and so on.

Example of HOO Code & AA Code: 118HO002 is the HOO Code and 118AA002 is the AA Code of the Finance Department respectively.

Diagram shows how User Admin. roles are issued by the higher authority

HOO Role	Department (L-1)	AA Role
HOO Role	Directorate (L-2)	AA Role
HOO Role	Zone /Circle (L-3)	AA Role
HOO Role	District Office (L-4)	AA Role
HOO Role	Sub-Division Office (L-5)	AA Role
HOO Role	Block Offices (L-6)	

HRMS Admin

How work starts in HRMS   (....contd.)
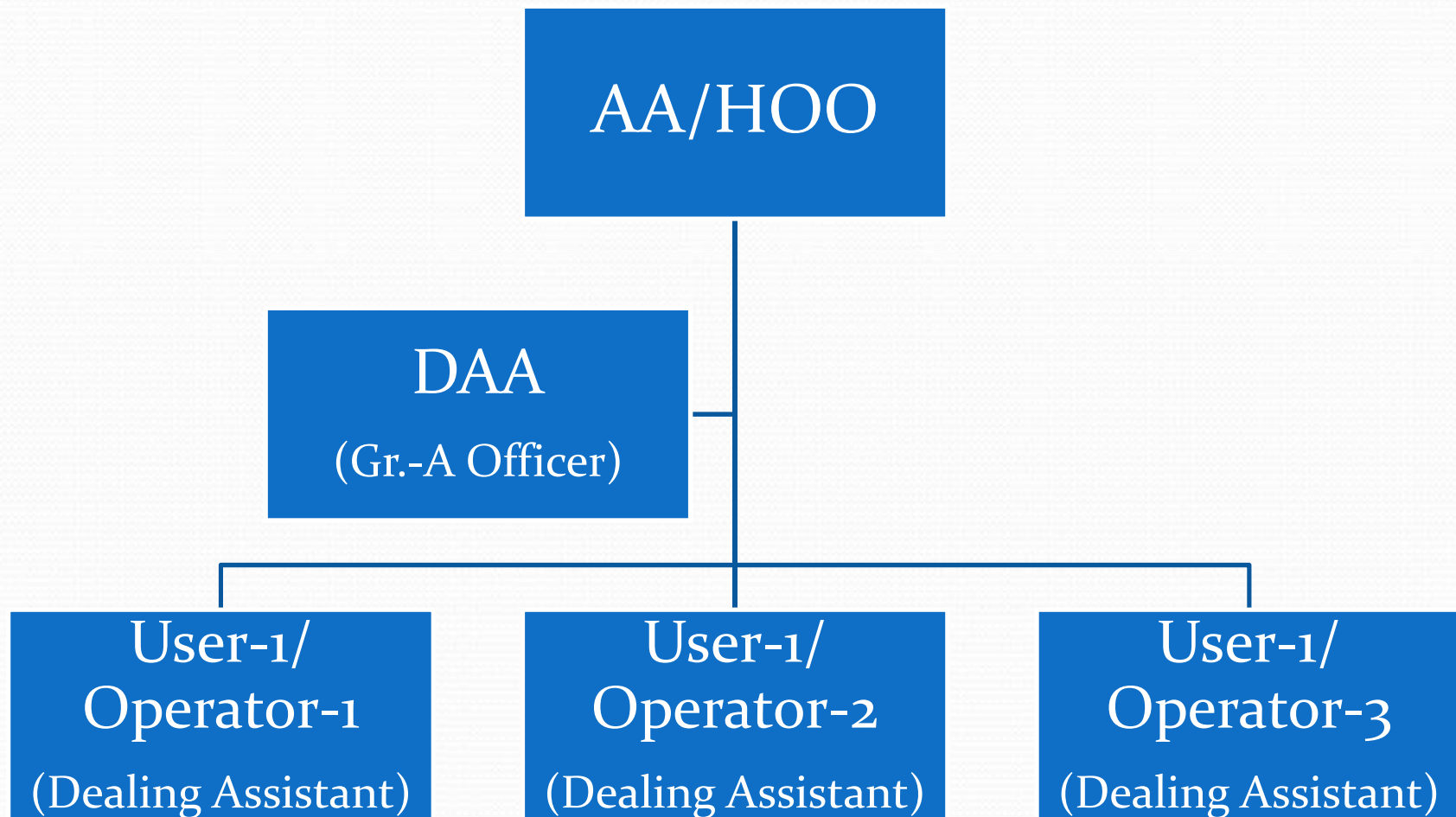
B. Office creation by the HOO

After receiving roles (**AA Approver & HOO Approver**) from the higher authority, the Head of the Office creates a virtual office (own office) by creating users in the HRMS and giving roles to the officers and dealing assistants working under his/her authority.

For example, AA of Level-2 receives **AA Approver** role from the AA of Level-1 and creates DAA role who carries out some duties on behalf of him/her as delegated authority in his/her office. This DAA role is issued to any of the officers of Group A only.

Similarly, the HOO of Level-2 receives **HOO Approver** role from the HOO of Level-1 and creates users in HRMS and gives role to the dealing assistants working under his/her jurisdiction.

Diagram shows how users in own office are created by the AA/HOO in HRMS

AA/HOO

DAA
(Gr.-A Officer)

User-1/ Operator-1
(Dealing Assistant)

User-1/ Operator-2
(Dealing Assistant)

User-1/ Operator-3
(Dealing Assistant)

How work starts in HRMS (....contd.)

C. Role creation by the DDO

A Drawing and Disbursing Officer (DDO) is identified in the HRMS by a code which is known as **DDO Code** issued by the *Directorate of Treasuries and Accounts (DTA),* W.B. After issuance of that code, respective Treasury Officer issues user administration and other roles to the DDO. On receiving user administration role, the DDO creates his/her own office (virtual) by creating users in HRMS and giving roles to the operators (dealing assistants) working in his section.

Role creation by the DDO
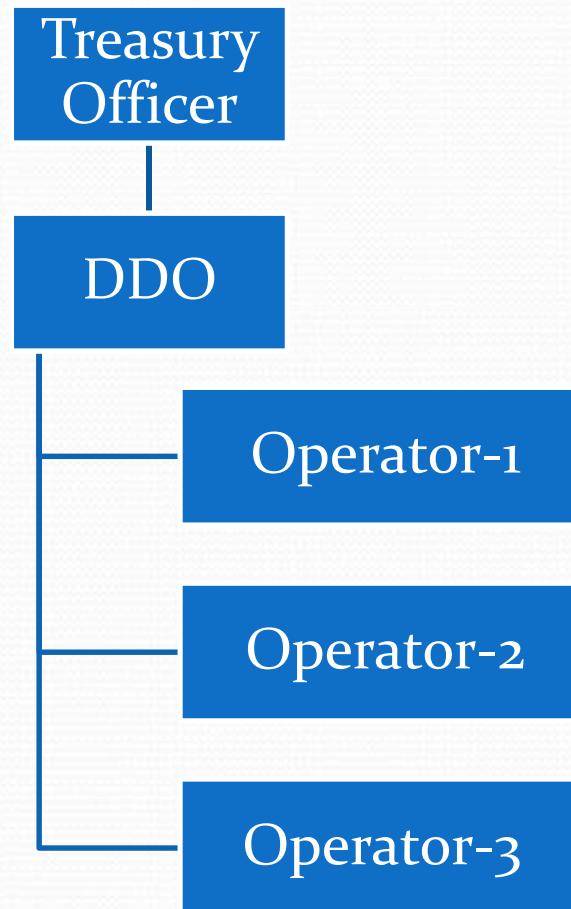
How work starts in HRMS (....contd.)

D. Mapping by different users

After creation of different user roles, it is the most important task to map different users. The types of mapping are as follows:

Types of mapping	Who maps	How users are mapped
DDO - HOO mapping	DDO	In 'DDO Head of Office Mapping' menu
DDO - Section users mapping	DDO	In 'Section User' menu
AA - HOO mapping	HOO	In 'Mapping of AA with HOO' menu
DDO-Employee mapping	DDO	In HRMS ID generation
HOO-Employee mapping	HOO	In 'HOO Employee Mapping' menu
Employee-Post Code mapping	AA	In 'Sanctioned Strength'>'Post Code' menu
Tagging of employee with HOO	AA	In 'Tagging of employee with HOO'

Types of some important financial and non-financial transactions in HRMS

- Generation of HRMS ID by the DDO
- Payment of Salary and wages (Part/Full) by the DDO
- Payment of Arrear and Supplementary Bill by the DDO
- Payment of Annual Increment by the DDO
- Payment of Bonus and Festival Advances by the DDO
- Employee Exit/Termination by the DDO
- HRA Declaration acceptance
- IT deduction request acceptance
- GPF subscription change request acceptance

Types of some important financial and non-financial transactions in HRMS

- Approval of **Casual Leave by the HOO**
- Sanction of **refundable** and **non-refundable GPF Advance** except Final Payment of GPF
- Sanction of **Festival Advance**
- Sanction of **Encashment of Leave Salary & GISS**
- Running **Leave Scheduler** of Casual Leave
- Approval of **Pay Fixation** due to promotion etc.
- **Transfer** of employee
- Nomination/Legal heir entry and approval
- Generation of Post Code by the AA
- Approval of earned Leave by the AA

Thank You