

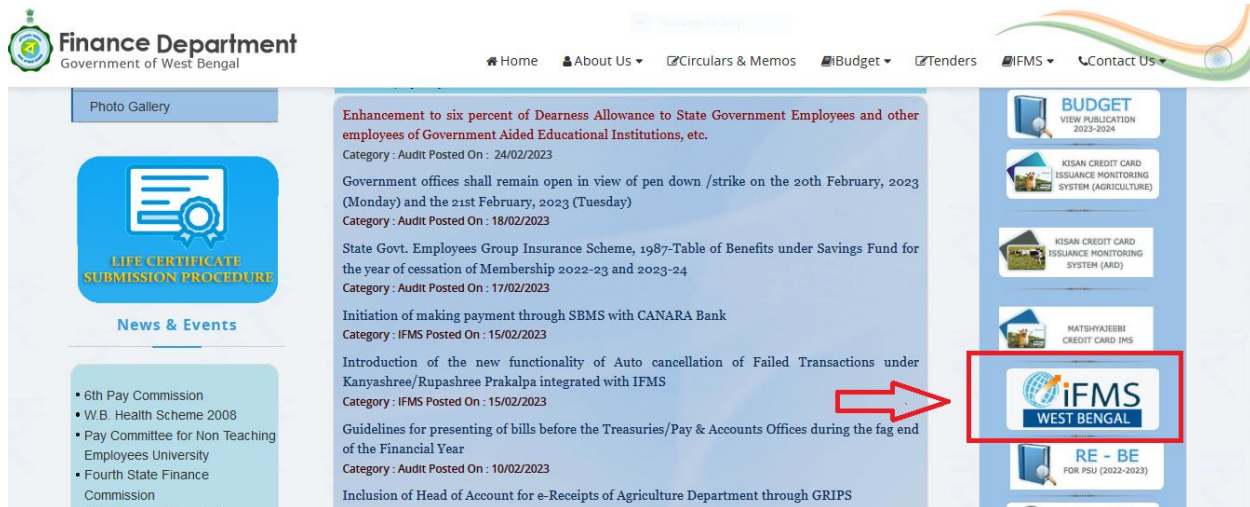
Integrated Financial Management System

Human Resource Management System

Lecture Synopsis

Introduction to the IFMS:-

The Government of West Bengal in Finance Department 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.

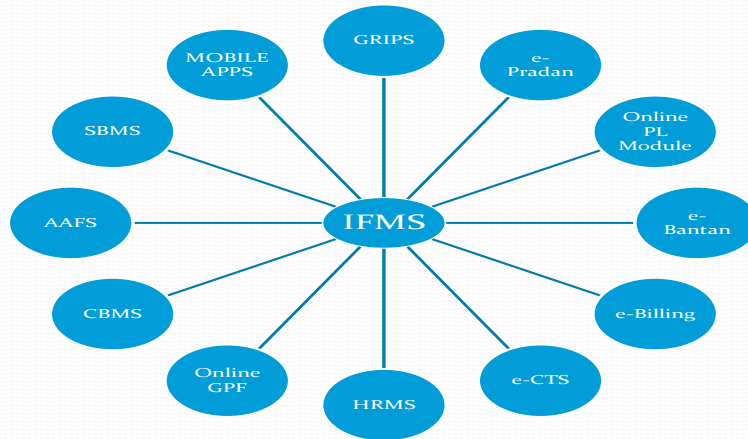


Webpage of Finance Department, Govt. of West Bengal (URL: www.wbfin.nic.in)

The modules and the facilities available in the IFMS are summarised below:-

1. E-Bantan(e-allocation of fund)
2. E-Billing
3. E-Receipts(GRIPS-Government Receipts and Information System)
4. E-Pradan(e-Payment System)
5. Centralised Treasury Syatem(CTS)
6. Human Resource Management System(HRMS)
7. On-line PL Module
8. Online GPF
9. Central Budget Monitoring System(CBMS)
10. Admistrative Approval and Financial sanction(AAFS)
11. Schematic Bank management System(SBMS)
12. Mobile APPS

MODULES OF IFMS



Different Modules under IFMS Project

Introduction to the HRMS Module:-

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.

After successful implementation of financial transaction related modules of IFMS such as e-Bantan, e-Pradan, e-Billing, CTS 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 practised across the State w.e.f **1st April, 2017** in terms of FD Notification No.1242-F(Y) 01/03/2017.



Home page of IFMS Portal

Objectives of HRMS Module:-

1. Through HRMS, all human resources management activities will be transacted online, so as to provide timely disposal of HR issues of the employees and incentivize them to perform efficiently,
2. HRMS will accurately project, account, and monitor revenue expenditure and enable efficient utilization of government resources.
3. The decision makers will have a scope for effective planning and utilization of existing manpower by identifying their skills.
4. Time and energy of government employees both at managerial and micro level will be saved by the automated HRMS leading to optimum utilization of their services for the purpose of public

All the functionalities/facilities available under the HRMS Module are sub-divided under different Sub-modules as mentioned below:-

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*
11. Functional Promotion order generation by the Appointing Authority *
12. Exit Management
13. E-Service Book
14. Confirmation in service order generation by the Appointing Authority *
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.

Followings are the facilities that would be available in the HRMS Module as soon as the development completes through integration of IFMS server and PAG, WB server:-

1. Forwarding pension file to the Principal Accountant General(A&E), West Bengal by PSA
2. Compliance of observations on pension file (Two way communication)
3. Generation of e-PPO
4. Generation of Final payment authority of GPF
5. Generation of payment authority of Retiring Gratuity/Death Gratuity
6. Generation of payment authority of Commuted value of Pension(CVP)

Basic users of HRMS Module:-

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

Now, we need to understand that what we can do in the HRMS and how this system works. Basically, all the users mentioned above are interconnected on the basis of existing administrative hierarchy. Different users are mapped in such a way that verity of applications/operations can be done within a structural framework in a well managed database.

Facility provided to employees in HRMS Module:-

Employees are required to get registered/sign up themselves in the IFMS portal after having their unique HRMS IDs from the respective DDOs to get the e-SE Password. HRMS ID is the by default log in ID. System generated password would be provided through the registered mobile number through OTP verification. Employees will have to change the password accordingly within the given criteria.

At present using e-SE log in ID & Password, an employee can access/perform the following functions:-

1. Viewing of Pay Slip, Leave balance, IT Statement, Loan list etc, GPF account statement
2. Submission of online application for leave, station leave, joining report, loan, GPF Advance, transfer TA/Tour/LTC/HTC/TC, IT deduction, HRA declaration application
3. Submission of SAR as officer reported upon
4. Evaluation of SAR as Reporting/Reviewing/Accepting Officer
5. Submission of pension application/GPF Final payment application for Group D employee
6. Declaration of Family and Nomination details
7. Viewing the status of online application made through e-SE Log in
8. One time legacy entry and forwarding of e-Service Book.
9. Viewing status of payment process of all retirement benefits.

Govt. employees posted in Non-Govt. Organisation such as statutory body/autonomous body/parastatals can also access the 'e-SE' with all existing features. Such employees, if not provided with the HRMS ID may contact his/her appointing Authority/Cadre Controlling Authority for the same.

e-SE account of the employee can also be accessed **even after retirement** and may be used to perform SAR functions as Reporting/Reviewing/Accepting Officer or to see records relating to the period prior to his/her retirement.(FD Memo No.4218-F(Y) Dt.25/07/2019)

Facility provided to Drawing & Disbursing Officer (DDO) in HRMS Module:-

1. **Payment of Salary(Govt.& GIA Employees) and wages (Part/Full)**
2. **Attendance generation of Wages employee**
3. Payment of Arrear and Supplementary Bill
4. Payment of Annual Increment
5. Payment of Bonus
6. Generation of HRMS ID
7. Payment of Leave salary in e-Billing Module
8. Payment of GISS in e-Billing Module
9. Payment of Final GPF sanctioned by the AG, Bengal in e-Billing Module
10. Payment of Retiring/Death Gratuity sanctioned by the AG, Bengal in e-Billing Module
11. Payment of Commuted value of Pension sanctioned by the AG, Bengal in e-Billing Module
12. **Preparation of Arrear Salary Bill of the employees who has no HRMS ID in e-Pradan Module**
13. Out of account deduction: Repayment of loan taken from Co.Op. Society or any other liability of recurring nature.
14. Employee Exit/Termination
15. HRA Declaration acceptance
16. IT deduction request acceptance
17. GPF subscription change request acceptance
18. Beneficiary bank account details management in the e-Pradan Module
19. Failed transaction management in the e-Pradan Module
20. LPC in/Out
21. TA/TC/LTC/HTC Bill Preparation in the e-Billing module
22. U.O. Detail generation for reemployed employee
23. Bank account Modification
24. DDO transfer (transfer of all employees from one DDO to another DDO)
25. Transfer of employees who are not tagged in the sanctioned post such as wages, contractual employees

Facility provided to Head of Offices (HOO) in HRMS Module:-

1. Approval of **Casual Leave**
2. Forwarding/recommending of **Earned Leave to the Appointing Authority for approval**
3. Sanction of **refundable** and **non-refundable GPF Advance** except Final Payment of GPF
4. **Creation of office at lower level in Stakeholder Menu**
5. Sanction of **Festival Advance**
6. Sanction of **Encashment of Leave Salary**
7. Sanction of **GISS**
8. Approval of **e-Service Book** as custodian
9. Running **Leave Scheduler** of Casual Leave
10. Running **Leave Scheduler** of Earned Leave as Appointing Authority/HOO of employee
11. Making **Legacy entry** of periodical leave Leave-EL,HPL,CL
12. Making **Leave Availment/Consumption** entry of Child Care Leave
13. **Creation and Approval of Work Flow Chain within office**
14. **Approval of Pay Fixation due to promotion etc.**
15. **Transfer** of employee
16. Preparation pension papers like Single Comprehensive form , Descriptive Roll Pension as Pension Sanctioning Authority(PSA) in the Exit Management sub module
17. User Administration
18. Approval of Training
19. Nomination/Legal heir entry/Approval
20. Head of Office employee mapping
21. **Head of office fav list (addition of leave sanctioning authority – AA code)**
22. Request Pulling

Facility provided to Appointing Authority (AA) in HRMS Module:-

1. **Generation of Post Code**
2. **Creation of office at lower level in Stakeholder Menu**
3. Approval of earned Leave
4. HRMS id availability
5. HRMS Id generation for the employees posted in deputation.
6. **Generation of appointment order** (upcoming features)
7. Generation Transfer Order (upcoming features)
8. Generation of Promotion order (upcoming features)

Administrative hierarchy and its digitisation in HRMS Module:-

The administrative hierarchy shown below, through which the State Govt. functions has been developed in the HRMS Module. This administrative Hierarchy of different departments have been defined in the system through 'Stakeholder' sub module of HRMS. Each Office under a department has been assigned a unique CODE and the office is identified by this CODE i.e. Head of Office Code (HOO CODE). An office also have an Appointing Authority Code. But, since all the offices have not the authority to appoint, hence all office may not have an AA CODE.

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

The screenshot shows the HRMS Module interface for West Bengal. The top navigation bar includes the iFMS logo, the text 'WEST BENGAL', and user information: 'Not Digitally Signed | Role: HRMS Admin | HRMSADMIN | Home | Downloads'. The main content area is titled 'EMPLOYEE HOO TAG INFO' and features an 'Employee Search' section with a search box containing '2010005920' and a 'Search' button. Below this is the 'Employee Details' section for RABINDRA NARAYAN BISWAS (2010005920), listing various attributes such as Service Type, Cadre Name, Parent Dept Name, DDO, Pay Head, HOO, Designation, Post, Service Status, Custodian of SAR, Group, Admin Dept Name, Section, Appointing Authority, Post Code, Retirement Date / Termination Date, and Nodal Officer of SAR. At the bottom, there is a table showing office codes and their details.

DDO Code	Office Code	Name of The Office	Post Code(created by Appointing Authority)	Approve Status	Search
CABFNA010	118HO002	FINANCE DEPARTMENT	118HO002/FD/W B A & A S/A/0058/S(OWN) (JFDDA002-FINANCE (AUDIT BRANCH) GROUP-T)	APPROVED	06/DEC/2018
NPEHMA001	5LDHO136	SDO,BASIRHAT		APPROVED	01/AUG/2017

Images showing how an employee is tagged with different authorities in the HRMS Module

Example of HOO CODE:

1. **118HO002** is the HOO CODE of the Finance Department
2. **5LDHO098** is the HOO CODE of the SDL&LRO Chandannagar under the Land Department

Example of AA CODE:

1. **118AA002** is the AA CODE of the Finance Department
2. **2LDAA001** is the AA CODE of the Directorate of Land Records & Surveys

Creation of Office in HRMS:

In HRMS, 'Office' can be created following the administrative hierarchy prevailing in the concerned department. This can be done through the **Stakeholder Sub-Module** available at Head of Office and at Appointing Authority. A higher level Head of Office (1HOO) can create a lower level Head of Office (2HOO). Likewise, a higher level Appointing Authority (1AA) can create a lower level Appointing Authority (2AA). This process goes on from the top Department level (L1) to the Block level (L6) within a department.

The screenshot displays the 'Appointing Authority Master' module in the HRMS system. The interface includes a search bar, a table of existing appointing authorities, and navigation buttons. The table columns are: Cdrns Group, Appointing Authority Code, Post, Designation, Level, Name of The Office, HOD (Y/N), Approve (Y/N), Active/Inactive (Y/N), Delete, and Modify. The 'Appointing Authority Master' title and the 'Add AA' and 'Approve' buttons are highlighted with red boxes.

Cdrns Group	Appointing Authority Code	Post	Designation	Level	Name of The Office	HOD (Y/N)	Approve (Y/N)	Active/Inactive (Y/N)	Delete	Modify
	4FDAA00510	Additional Accountant	1st Land Acquisition Collector	L4-DISTRICT/ DIVISION	TEST AA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA00515	Secretary	Secretary	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF AGRICULTURE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA00513	Director	Director	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF TREASURIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA00512	Attached Officer	Attached Officer	L2-DIRECTORATE/ COMMISSIONERATE	KHJGFJTRVYJKGHJGH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA013	President	President	L2-DIRECTORATE/ COMMISSIONERATE	WEST BENGAL COMMERCIAL TAXES APPELLATE & REVISIONAL BOARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA012	Director	COMMISSIONER	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF AGRICULTURAL INCOME TAX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA011	Director	Director	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF STATE LOTTERIES	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA010	Director	Director	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF ENTRY TAX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA009	Inspector General of Registration and Commissioner of Stamp Revenue	Inspector General of Registration and Commissioner of Stamp Revenue	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF REGISTRATION & STAMP REVENUE, WEST BENGAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	2FDAA008	Director	Director	L2-DIRECTORATE/ COMMISSIONERATE	DIRECTORATE OF ELECTRICITY DUTY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Once office is created, such office is required to assign roles as HOO and Appointing Authority. Such roles are assigned through a facility "User Administration" and log in id and password are provided at the same time. Once role is assigned to the newly created office user/office can function as 'Head of Office' and /or 'Appointing authority'.

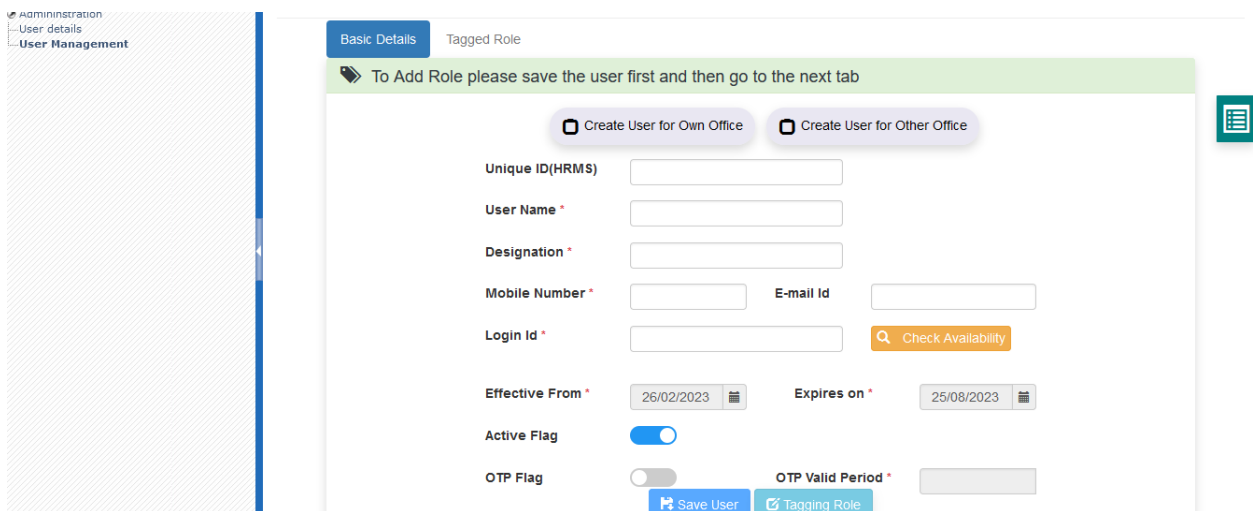
The screenshot displays the 'User Administration' module in the HRMS system. The interface includes a navigation menu with 'USER ADMINISTRATION' highlighted in a red box. The main content area is titled 'Notification'.

User Creation and User Management: (FD Memo No.4218-F(Y) Dt.25/07/2019)

(Providing log in Id and password and assigning various Roles)

To perform various administrative roles in the HRMS Module, users like HOO,AA need to have log in id and password. There should be only one 'Admin User' in a department, not below the rank of Joint Secretary, who creates various users and **assign Roles and Access** in HRMS Module to other officers and staffs(operator) of the department as per delegation of work approved by the HoD.

The 'Admin User' of the department also creates User ID and Password of another 'Admin User' for the offices **down the line** i.e. Directorates/Sub Ordinate offices. 'Admin Users' of Directorates/Sub Ordinate offices creates user and assign roles in his/her own office and in the offices below the line under his administrative control.



The screenshot displays the 'User Management' section of the HRMS system. The main form is titled 'Tagged Role' and contains the following fields and options:

- Create User for Own Office** (checked) and **Create User for Other Office** (unchecked) radio buttons.
- Unique ID(HRMS)**: Text input field.
- User Name ***: Text input field.
- Designation ***: Text input field.
- Mobile Number ***: Text input field.
- E-mail Id**: Text input field.
- Login Id ***: Text input field with a **Check Availability** button.
- Effective From ***: Date picker (26/02/2023).
- Expires on ***: Date picker (25/08/2023).
- Active Flag**: Toggle switch (turned on).
- OTP Flag**: Toggle switch (turned off).
- OTP Valid Period ***: Text input field.
- Save User** and **Tagging Role** buttons at the bottom.

A green banner at the top of the form reads: "To Add Role please save the user first and then go to the next tab".

Image showing the page where Log in and password is provided

Example: In HRMS Module, the available Roles are as follows:-

1. HOO Approver/Operator
2. Appointing Authority Approver/Operator
3. Delegated Appointing Authority Approver/Operator
4. Work Flow Nodal officer Approver/Operator
5. SAR Nodal Officer Approver/Operator
6. SAR Custodian Approver/Operator
7. Training Institute Approver/Operator

Authority that provides Log in Id and Passwords are as follows:

Authority	Provided to office
Finance Department	HOO & AA of Department at Level 1
Department at level 1	HOO & AA of Directorate at Level 2
Directorate at Level 2	HOO & AA of Sub Ordinate Office at Level 3
Directorate of Treasuries & Accounts	TO
Treasury Officer	ATO
Treasury Officer	DDO
Treasury Officer	Own office to Treasury staffs(operators)
DDO	Operators under DDO

Note:

1. **Using single User ID & P/W a DDO can access** (1) User administration(2)e-Billing(3)e-Pradan & (4)HRMS Modules
2. **Using single User ID & P/W a DDO can access** (1) User administration & (2) HRMS

Certain mappings under HRMS Mode:

Mapping	Who maps	How
DDO-Employee mapping	DDO	In HRMS ID generation
HOO-Employee mapping	HOO	In 'HOO Employee Mapping' menu
DDO-HOO mapping	DDO	In 'DDO Head of Office Mapping' menu
DDO Section-User	DDO	In 'Section User' menu
HOO Section-Employee mapping	HOO	In 'Section Employee' mapping
AA-HOO mapping	HOO	In 'Mapping of AA with HOO' menu
Employee-Post Code mapping	Appointing Authority(AA)	In 'Sanctioned Strength'>'Post Code' menu
Tagging of employee with HOO	Appointing Authority(AA)	In 'Tagging of employee with HOO'
Tagging with SAR Custodian	SAR Custodian	In 'Employee tagging' menu
Tagging with SAR Nodal officer	SAR Nodal Officer	In 'Employee tagging' menu