

MOST URGENT

Government of West Bengal

Personnel & Administrative Reforms & e-Governance Department

Common Cadre Wing

STATE SECRETARIAT

NABANNA, 7th Floor, Room No. 703

325, Sarat Chatterjee Road, Howrah-711 102

No. : 231-PAR(CCW)
M-06/18

Date : 26.06.2018

From : Deputy Secretary to the
Government of West Bengal

To : The D.D.O.
All Department.

Sub: Submission of employee details for implementation of Sanction Strength under HRMS.

Ref: Letter No.FS-60/2018 dt.08.06.2018 of Finance Department.

Sir/Madam,

In enclosing a copy of the aforesaid letter of Finance Department, I am directed to request you to kindly forward the name and unique ID No. of the employees, belonging to the designation of Typists (All), LDAs, UDAs, HAs and S.O.s borne under Secretariat Common Cadre and Officers under WBSS Cadre for implementation of Sanctioned Strength entry under HRMS for Payroll Sub-Module to the e-mail id of this Cell i.e. paregov.ccw@gmail.com on an urgent basis before 29.06.2018 positively.

Encl : as stated



Deputy Secretary

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

Additional Chief Secretary
Finance Department
Government of West Bengal



নবান্না
হাওড়া-৭১১ ১০২

NABANNA
325, Sarat Chatterjee Road
Howrah-711 102
☎ : 2214 3695, Fax : 2214 1391
e-mail : fs-wb@nic.in

FS-60/2018

8th June, 2018

To,

The Additional Chief Secretary/Principal Secretary/Secretary,

.....Department (All).

Subject: Prerequisite of Sanctioned Strength entry in HRMS for Payroll Sub-Module

Madam/Sir,

As you are aware, the Sanctioned Strength Sub-Module of HRMS was introduced vide Memo. No. 1276-F(Y) dated 05.3.2018 of the Finance Department wherein all Cadre Controlling Authorities were requested to complete data entry in this Sub-Module. Subsequently, the Chief Secretary vide letter No. 41-CS/2018 dated 24th April, 2018 requested all Cadre Controlling Departments to complete the data entry in this Sub-Module including emphasis on mapping of employees against these sanctioned posts within 31.05.2018. However, the exercise has not yet been completed by Departments. A Status Report on the progress made is enclosed herewith for your kind perusal.

It is reiterated that this Sub-Module will facilitate:

1. Availability of correct information about the posts sanctioned, men-in-position and vacant posts in all offices under the Departments.
2. Rational distribution of manpower.
3. Enable online generation of transfer order, joining of employee in a post, release out from a post, online service books etc.

I again request you to kindly take appropriate steps to ensure that the data entry in Sanctioned Strength Sub-Module of HRMS is positively completed within 30th June 2018. It may be noted that the salaries of employees who are not tagged against any sanctioned post may not get system generated from the Payroll Sub-Module of HRMS from July 2018 onwards.

Thanking you,

Yours faithfully,

(H.K. Dwivedi)

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

Additional Chief Secretary
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