

MOST URGENT

Government of West Bengal
Personnel and Administrative Reforms & e-Governance Department
NABANNA, 7th Floor, Room No. 702
325, Sarat Chatterjee Road, Howrah-711 102

No. : 603-PAR&e-G/JS(Estt.)

Dated 28.06.2018

From : The Joint Secretary to the
Government of West Bengal

To : The Special Secretary / Joint Secretary / Deputy Secretary / ADM and
Nodal Officer for Self Appraisal Report of WBCS (Exe) Officers,

(All Departments and Districts)

Sub: Submission of detailed particulars of WBCS (Exe) officers for
Sanction Strength data entry under **HRMS**.

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

Sir/Madam,

In reference to the aforesaid letter of the Finance Department, I am directed to request you to kindly forward the requisite particulars of the WBCS (Exe) officers posted in your Department (including Directorates and attached offices) / District (including Sub-Divisions, Blocks and other offices) in M.S Word /Excel format (Editable and not PDF) in the proforma given below for data entry in Sanctioned Strength Sub-Module of HRMS by e-mail to malaydas69@gmail.com and jointsecretarypar@gmail.com within 7 days and latest by 10/07/2018.

Name of the Department/District :			
Name of the WBCS (Exe) officer	Designation	HRMS unique ID No. of the officer	Mobile No.

All the officers should also be requested to check their personal details entered in HRMS from their respective DDO's Login and make necessary rectifications (if any) and get saved using DDO's Digital Signature. Parent Department must be P&AR & e-Gov. Department.

This is most urgent and requires topmost priority.

Yours faithfully

Joint Secretary
P & AR & e-G Department