

Government of West Bengal
Department of Personnel and Administrative Reforms
IAS Cell
Nabanna, 7th Floor, Room No.708
325, Sarat Chatterjee Road, Howrah-711102.

No.837-PAR (IAS)

Dated:18/04/2019.

From : The OSD & ex officio Additional Secretary to the Govt. of West Bengal.

To : 1. The Additional Chief Secretary/Principal Secretary/Secretary,
.....Department;
2. The Divisional Commissioner,
.....Division;

Sub: Implementation of SAR and sanctioned strength module in HRMS-regarding.

Sir,

In enclosing herewith self explanatory two u/o notes bearing No.59&60, dated 02/04/2019 as received from the Controller of Accounts, AIS-Pension & ex officio Joint Secretary, SR&A/Cs Cell of this Department, I am directed to request you kindly send necessary information directly to the SR&A/Cs cell of this Department under an intimation to this end.

Encl: As above.

Yours faithfully,

Sd/-
OSD & ex-officio Additional Secretary to the
Govt. of West Bengal

No.837/1-PAR (IAS)

Dated:18/04/2019.

Copy forwarded for information to the Controller of Accounts, AIS-Pension & ex officio Joint Secretary, SR&A/Cs Cell.


Joint Secretary to the
Govt. of West Bengal

Copy to IT Cell of this Department for uploading in the website.

Government of West Bengal
 Department of P & AR
 AIS Pension & Service Records Cell
 Block - IV, 2nd Floor,
 Writers' Buildings, Kolkata

In order to implement the SAR and Sanctioned Strength module of HRMS, SR & Accounts Cell of this Department has been directed to generate Post Code of all Cadre posts of IAS & WBCS(Exe) of Government offices and parastatal bodies under administrative control of State Govt as well as to tag the officers of such cadres to such Post Codes.

But, it is seen that a sizeable number of officers of WBCS(Exe) and IAS Cadre employed in different posts in parastatal bodies have no employee ID as they are employed in that bodies from the date prior to implementation of HRMS and their salary are not drawn from any Treasury or Pay & Accounts office. IDs of those officers are required to be created immediately to bring them under the ambit of HRMS. The SR & Accounts Cell, being the nodal authority, have been entrusted to create employee ID of such officers. Hence, WBCS and IAS Cell may be requested to furnish the following details of such officers for creation of the employee ID immediately.

1.	Name of Officer	:	
2.	Cadre	:	
3.	Details of present post & office	:	
4.	Mobile No.	:	
5.	GPF /AIS PF A/C No.	:	
6.	Residence details	:	
	a)Type	:	Own House /Rented House/Relative's House / Govt Housing
	b)Details of Govt housing with amount of rent per month	:	
7.	Present Pay Scale	:	
8.	Present Basic Pay(Band Pay + Grade Pay)	:	
9.	WBHS enrolment details a)Whether member of WBHS b)If yes, Enrolment No./Card No.	:	
10.	Relationship details a) Name b)Relationship c)Employed or not d)If employed, details of employment e)Enrolment ID/Card No. if enrolled in WBHS	:	
11.	Qualification details a) Name of Degree/ Diploma b) Area of specialisation	:	
12.	Whether Physically or Visually Handicapped or not	:	

S.R.O. U.O. No. 59 Dt. 02/04/2019
 SR & Accounts Cell, P. & A. R. Deptt.

(Malay Das, WBA & AS)
 Controller of Accounts, AIS Pension &
 Ex-officio Joint Secretary,
 P & AR Department

✓ 1. OSD & P.O. A.S.

2. JS (WBCS)

3.4.19

Dr. Secretary
 P & A. R. Deptt.

Annex B
 P & A. R. Deptt.
 03/04/2019

Receipt No : 562492/2019/IAS CELL(PAReG)

Government of West Bengal
Department of P & AR & e-Governance
AIS Pension & Service Records Cell
Block - IV, 2nd Floor,
Writers' Buildings, Kolkata

In order to implement the SAR and sanctioned strength module of HRMS, Finance Department has directed to generate Post Code of all posts of Government offices as well as that of parastatal bodies under administration control of State Govt. Post Codes of almost all the posts of State Govt offices of IAS and WBCS(Exe) Cadres have been generated by the Service Records & Accounts Cell of this Department. But, in absence of complete information regarding sanctioned posts and men-in-position of WBCS((Exe) and IAS Cadre in the parastatal bodies in different Departments, Post Codes could not be generated for all such posts by this Cell. Recently ,in a meeting convened by Finance Department, it has been reiterated that Post Codes of all such posts in parasatal bodies must be generated within a week.

Hence, the WBCS Cell and IAS Cell may be requested to furnish the list containing the names of post and the officers manning those posts in the parastatal bodies under the administrative control of the Govt of West Bengal immediately.

(Signature) 2/4/2019
(Malay Das, WBA & AS)
Controller of Accounts, AIS Pension &
Ex-officio Joint Secretary,
P & AR Department

~~Pr. Secretary~~

S.R.O, U.O. No. 60 Dt. 02/04/2019
S R & Accounts Cell, P. & A. R. Deptt.

Meu
3.4.19

✓ OSD & c.o. A.S.
2. JS (WBCS)

Amu B. J.S. (IAS cell)
Please
4.6.19
03.04.19