

**Government of West Bengal  
Public Works Department  
Establishment Branch  
Writers' Buildings, Kolkata – 700001**

No. 800(4) –E/E-I/IE-04/2016

Date: 16/03/2017

From: The Joint Secretary (Personnel)  
Govt. of West Bengal  
Public Works Department  
Writers' Building  
Kolkata- 700001

To : 1) The Engineer –in- Chief  
P.W.Department

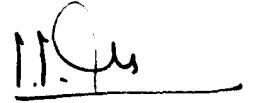
2) The Chief Engineer  
-----, P.W.Dte.

3) The Superintending Engineer  
-----, P.W.Dte.

4) The Executive Engineer  
-----, P.W.Dte.

The undersigned is directed to forward herewith a copy of Memo No. 1242-F(Y), Dated 01/03/2017 *issued by the Finance Department regarding* introduction of HRMS in all offices of Government of West Bengal with a request to circulate it among all concerned officers.

Encl: As stated.



Joint Secretary  
to the Govt. of West Bengal

Government of West Bengal  
Finance Department  
Audit Branch

S.M  
File No. IE-04/16  
Pl. put up a  
draft letter for approval.  
Date 01/03/2017

No.1242-F(Y)

To,

The Addl. Chief Secretary/Principal Secretary/Secretary  
All Departments

**Sub : Introduction of HRMS in all offices of Government of west Bengal**

Sir,

You may be aware that after successful implementation of financial transaction related sub modules of IFMS i.e. e-bantan, e-pradan, CTS, e-billing and pay roll, Government of WB has decided to switch over to Online Human Resource Management System (HRMS) ,in the field of establishment matter, from present manual process practised across the state.

2. Accordingly development of various sub modules under HRMS have been completed and deployed in live server for use of various Departments. Some of the Departments have already started to work with those sub modules in their establishment successfully.
3. Training : The training of Main Master Trainers of four (4) sub modules of HRMS i.e. Stakeholders, Leave, Loan and T.A. D.A have already been completed. Administrative Departments and District Magistrates have also been requested to complete the training of Additional Master trainers and Users (staff and Officers) within 28/02/2017.
4. Several other sub-modules of HRMS would be deployed soon and training imparted to Main Master Trainers. It is requested that the Nodal Officers of your department may be instructed to closely monitor the implementation of various sub-modules and to ensure that training to Additional Master trainers and Users (staff and Officers) is imparted within 7 days of training imparted to Main Master Trainers. The offices may further be instructed to use the sub-modules pro-actively.
5. In above circumstances I would like to request you to kindly take necessary steps to direct all offices under their jurisdiction to immediately complete Stake holder Sub-module and start using other sub modules. The State Government is contemplating to make use of above mentioned four (4) sub modules mandatory w.e.f. 01/04/2017 and other sub-modules would be made mandatory within 1 month of their introduction.

Yours faithfully

(Parwez Ahmad Siddiqui)  
Secretary  
Finance Department

1298/18  
14/3

JP

FA

JS(P)

H.A.(F)  
Pl. Circulate  
H. Qu  
14/3/17

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