

Government of West Bengal
Finance Department
Nabanna, Howrah

No. 1276-F(Y)

Dated 5th March 2018

To,
The Addl. Chief Secretary/Principal Secretary/Secretary
_____ Department (All)

Sub: Introduction of newly introduced sub-modules of HRMS

Sir/Madam,

You may be aware that after successful implementation of the Pay Roll, Stakeholders, Leave, Loan and T.A./D.A. sub-modules of HRMS, the Government of West Bengal has decided to further introduce 7 (seven) new sub-modules of HRMS viz. **Sanctioned Strength, Transfer, Pay-fixation, Non-functional Promotion, Training, Confirmation and Exit Management (Pension)**. Accordingly, development of these sub-modules under HRMS has been completed and they have been deployed in live server for use of various Departments.

Also, the training of **Main Master Trainers** of Administrative Departments and Districts on the abovementioned new sub-modules of HRMS has already been completed. Administrative Departments and District Magistrates were also requested to ensure that training is provided to **Additional Master trainers** and **Users (staff and officers)** on the above seven sub-modules.


Now, I am directed to request you to kindly take necessary steps in order to get the **sanctioned strength entered in Sanctioned Strength sub-module positively by 31st March, 2018 for all offices under the control of your Department.**

The adoption of 2 (two) sub-modules, namely **Pay-fixation and Training** may become **mandatory w.e.f. 1st April, 2018** and 4 (four) sub-modules, namely **Confirmation, Transfer, Non-functional Promotion and Exit Management (Pension)** mandatory w.e.f. **1st May, 2018**.

This may be accorded **high priority**.


Thanking you,

Yours faithfully,


(Pawan Kadyan)
Joint Secretary 05/03/18
Finance Department

Copy forwarded for information and necessary action to:

1. Additional Chief Secretary/ Principal Secretary/ Secretary.
..... Department.
2. The CommissionerDivision.
3. The Additional Secretary/ Special Secretary/ Joint Secretary/Deputy Secretary,
Finance Department.
4. Sr. P.A. to MIC Finance Department.
5. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is
requested to upload the order in the Website of Finance Department.
6. The..... Department/ Directorate.
7. The Director of Treasuries & Accounts, West Bengal, Mitra Building, 8 Lyons
Range, Kolkata-700001.
8. The Director.....
9. The District Magistrate/ District Judge/ Superintendent of
Police.....
10. The Sub-Divisional Officer,
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –I, 81/2/2, Phears
Lane, Kolkata-700012.
12. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –II, P-I, Hyde Lane,
Jawar Buildings Kolkata-700073.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office –III, I.B. Market,
Sector –III, Salt Lake, Kolkata-700091.
14. Treasury Officer,
15. The Group..... Branch, Finance Department.



Deputy Secretary to the
Government of West Bengal