

Government of West Bengal
Finance Department
e-Governance Group

No. 3641 –F(eGOV)

Dated 02/06/2023

Sub: Guidelines for dealing with employment on compassionate ground in HRMS

Online submission of Application for Compassionate Employment due to “Died-in–harness”, “Missing Employee” and “Permanent Incapacitation” of existing employees by the eligible applicant along with entry of pending cases on compassionate grounds in Administrative Departments all over the State (i.e. Legacy Entry) through HRMS module of WBIFMS has been introduced vide Memo No **3479–F(eGOV) Dated 25/05/2023** of the Finance Department.

The detailed guideline is appended hereunder:

1. Any individual eligible to apply for **employment on compassionate grounds** in respect of a deceased/ incapacitated/ missing employee of the State Government shall apply online by clicking the icon (as shown alongside) on the homepage of WBIFMS or by using the URL as noted below <https://www.wbifms.gov.in/hrms/compassionate-employment>
2. The applicant may go through the bilingual guideline for understanding the registration process flow as has been provided in the home page and in the respective tabs of the online application form.
3. The eligible applicant will complete a onetime online registration process by accessing the URL as mentioned above, wherein basic details of the applicant as well as the details of the deceased/ incapacitated/ missing employee of the State Government shall be entered by the applicant. The online registration will be based on Aadhar number and mobile number of the eligible applicant. Once registered, the applicant can re-login any time on the basis of OTP sent to his/ her mobile number entered at the time of registration.
4. If the applicant wants to digitally sign the application, he/she is to provide the Aadhaar linked mobile number at the time of registration. If the applicant does not have the mobile number linked with his/her Aadhaar, the application cannot be signed digitally.
5. After login, the eligible applicant needs to provide the deceased/ incapacitated/ missing “Employee details”, “Applicant details”, “Family details”, “Particulars of the total assets left” in the digital application form. Thereafter, the applicant can digitally sign the application form using OTP sent to his/her Aadhaar linked mobile number. Otherwise the applicant is to take a print out of the system generated form, put his/ her signature on that printed form and upload the same in the document section of the digital application form.
6. Thereafter the applicant has to upload other statutory documents as mentioned on that application screen such as his/her identity proof, photograph, scanned signature, legal heir certificate, no objection certificate from other family members, death certificate (in case of deceased employee)/ missing diary (in case of missing employee)/ fitness certificate (in case of incapacitated employee), etc. by using the Upload Document tab.



7. The applicant shall then forward the application (digitally signed or the system generated self signed application form) along with other documents uploaded online to the Head of the Office (HOO code) wherein the deceased/ incapacitated/ missing employee was last posted. The HOO code is to be selected on the basis of parameters for precise submission to the appropriate Head of Office (HOO).
8. A facility has also been provided to view the status of the application for compassionate employment on real time basis and it can be viewed by the applicant either from the tab named 'Know your Application Status' available in the home page of "Compassionate Employment" or from registered login of the eligible applicant.
9. The Head of Office (HOO) will receive the application in the HOO operator/approver login (i.e., inbox: compassionate employment) as per the workflow created for compassionate employment in that Office to process the online applications. The HOO shall go through all the details provided by the applicant, and also the relevant documents as uploaded by the applicant. If all such details and documents are found correct and consistent, the application shall be forwarded online by the HOO by giving his/her views/ notes to the Appointing Authority (AA) of the deceased/incapacitated/missing employee. If the details or the documents are inadequate, the HOO may send back the application online to the applicant with notes to enable the applicant to rectify and submit afresh.
10. The Appointing Authority being a stakeholder in this workflow will receive such application and uploaded documents at their HOO operator/ approver login as per the existing workflow created for compassionate employment and the Appointing Authority shall verify the applications, if satisfied, shall forward the same to the concerned Admin Department. If not, the Appointing Authority can send back the application to the Head of Office.
11. The Admin Department will find the online applications in its HOO login. The Admin Department shall upload the 3(three) Men Committee Report. The Admin Department may forward the application to any of the department like the Finance Department, the Labour Department, the Law Department, the Personnel and Administrative Reforms Department and the Backward Class Welfare Department for their views, if required. The concerned departments may upload the UO mentioning their views on the said matter and send back the same to the Admin Department. Thereafter, the Admin Department will forward the application to the Appointing Authority, who will provide employment on compassionate ground to the applicant. In case of any details or document being discrepant, the Appointing Authority can send the application back to the previous office. The Admin Department may also reject the application altogether.

12. The Appointing Authority who is responsible for providing such appointment to the eligible applicant, will receive the application at his/her HOO operator/approver login as per existing workflow and upload the PVR Form and Medical Certificate of the applicant, received from respective competent authority. If the PVR and Medical certificate are favourable, the Appointing Authority may issue the system generated Appointment to the applicant in HRMS. Otherwise, the Appointing Authority may send back the application to the Admin department.
13. The pending cases on compassionate ground (i.e., Legacy details entry) will be entered in the system by the Admin Department through their HOO Login. Thereafter, the Admin Department will upload the 3(three) Men Committee Report. The Admin Department may forward the application to the Finance Department, the Labour Department, the Law Department, the Personnel and Administrative Reforms Department and the Backward Class Welfare Department for their views, if required. Then, the Admin Department shall forward the application to the Appointing Authority, who will provide the Compassionate Employment to the applicant. In case of any details or documents being discrepant, the Appointing Authority may send back the online application to the previous office or may also reject the application altogether. After this the process flow mentioned in point 10 will be followed.
14. At every stage of the process flow of Compassionate Employment, each and every stake holder (i.e., from Head office to Final Appointing Authority) can view the process history (i.e., total movement of such application) of any application, so submitted/entered.



Special Secretary to the
Government of West Bengal

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700001
3. The Chief Secretary to the Government of West Bengal
4. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Building, Baba Kharak Singh Marg, New Delhi – 110001.
5. The Additional Chief Secretary/Principal Secretary/ Secretary,.....
..... Department, Government of West Bengal.
6. The director General & Inspector General of Police, West Bengal.
7. The Secretary, Monitoring & Co-Ordination, CMO, West Bengal.
8. The Secretary, Finance (Audit) Department, Government of West Bengal.
9. The Commissioner,.....Division, Government of West Bengal.
10. The Commissioner of Police, Kolkata Police.
11. The Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary, Finance Department, Government of West Bengal.
12. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this Order in the Finance Department's website.
13. The.....Department/Directorate.....
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14. The Director of Treasury & Accounts, Government of West Bengal, 3rd Floor, Mitra Building, 8, Lion's Range, Kolkata-700001
15. The Director,
16. The District Magistrate/ District Judge/ Superintendent of Police,
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17. The Sub-Divisional Officer,
18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III
19. The Treasury Officer,
20. The Group/.....Branch, Finance Department, West Bengal
21. The Sr. PS to the Chief Secretary, to the Government of West Bengal, Finance Department
22. The Sr. PS to the Addl. Chief Secretary, to the Government of West Bengal, Finance Department.



Special Secretary to the
Government of West Bengal