

**Government of West Bengal**  
**Finance Department**  
**NABANNA, Howrah**

MemoNo 3811- F(Y)

Dated 13 /06/2018

To,  
Addl.Chief Secretary/Principal Secretary/Secretary,  
\_\_\_\_\_ Department (All), Govt. of West Bengal

**Sub: Training Programme for AFAs on Sanctioned Strength and other Sub-Modules of HRMS**

Madam/Sir,

As you are aware that the State Government have made the following Sub-Modules of HRMS 'Live' in IFMS, viz: (1) Leave; (2) Loans and Advances; (3) TA/DA/LTC/HTC; (4) Non-functional Promotion; (5) Pay Fixation; (6) Confirmation; (7) Sanctioned Strength; (8) Transfer; (9) Performance Appraisal for Group A employees. Also, the online Service Book of all Government employees in HRMS is at an advanced stage of development and it will automatically update based on outputs of these existing 'Live' Sub-Modules, thus drastically reducing the time taken to update Service Records.

Trainings on all the above Sub-Modules of HRMS has already been imparted to the Master Trainers of all Departments earlier. However, it is observed that the Modules are not being actively used by different Stakeholders in Departments.


This Department vide Memo. No. FS-60/2018 dated 8.6.2018 has requested all Cadre Controlling Authorities to complete the entry of Sanctioned Strength for cadres controlled by them posted in various administrative departments within 30.6.2018.

To provide further assistance in this process, it has been decided that the Assistant Financial Advisors (AFAs) posted in the Administrative Departments shall be designated as the Additional Nodal Officers for HRMS in the respective Departments. Therefore, a hands-on training of the AFAs of the Departments on HRMS is being arranged. In case your Department does not have an AFA posted, the Deputy Financial Advisor (DFA) may be designated and deputed to attend the training. This **Training on HRMS for all Departments' AFAs is scheduled on 20/06/2018 from 10.30 am to 5.30 pm at ATI, Salt Lake.**

I am directed to request you to kindly allow these officials to attend the above mentioned training programme at ATI to further assist in smooth implementation of all Sub-Modules of HRMS in your Department.

Thanking you,

Yours faithfully

  
Joint Secretary,  
Finance Department  
13/06/18

No. 3811 - F(Y)/1(1)

Dated: 13 /06/2018

Copy forwarded for information and necessary action to:

1) The Financial Advisor, \_\_\_\_\_ Department (All).

  
Joint Secretary,  
Finance Department  
13/06/18