

Government of West Bengal
Finance Department
Audit Branch

No. 5209-F(Y)

Date: 22/08/2017

MEMORANDUM

Sub: Mandatory use of DSC for approval in all sub modules of HRMS

The Government of West Bengal has decided to implement online Human Resource Management System (HRMS). In this respect the use of Pay Roll, Stake Holders, Leave ,Loan, TA-DA, Wages and Grant-in-Aid submodules of HRMS have already been made mandatory. The other submodules are in deferent stages of development, and their deployment in the live server of IFMS will be made shortly.

In these circumstances, the Governor is hereby pleased to decide that the concerned Head of Offices (HOO), Appointing Authorities (AA) and Delegated Appointing Authorities (DAA) will provide all necessary approvals or accord permissions in HRMS through his/her digital signature only and in this respect the use of the digital signature will be mandatory from 09/10/2017.

Therefore, all Heads of Office (HOO), Appointing Authorities (AA) and Delegated Appointing Authorities (DAA) are requested to procure DSC at the earliest as per the existing procedure, in cases where not yet done.

If any of the aforementioned authorities are already using DSC in any module of IFMS, they will not be required to procure any additional DSC and the existing DSC shall be valid for all modules of HRMS.

(H.K.Dwivedi)

Principal Secretary to the
Government of West Bengal

No. 5209/300

Date: 22/08/2017

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, 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 Office,.....
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.


Joint Secretary to the
Government of West Bengal