

Request for proposal for selection of System Integrator for Integrated Financial Management System (IFMS)

for

Department of Finance, Government of West Bengal

Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013

CORRIGENDUM-2

Date: 25-07-2013



**Finance Department
Government of West Bengal
2013**

With reference to Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013 read with corrigendum-1 dated 16/07/2013, this **corrigendum-2 dated 25/07/2013** is issued along with **introduction of volume-IV as part of Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013** containing the following:-

1. **PART-A** consisting of detailed functional requirements specification for Works and Forest Accounts Computerisation System (WFACS) Module of IFMS
2. **PART-B** consisting of detailed functional requirements specification for Human Resource Management System (HRMS) Module of IFMS

Serial No	Volume	Page	Section	Sub-section	Item	Original clause	Revised Clause
SL001	Volume-I	3			Para 5	The RFP Document comprises of three volumes: <ul style="list-style-type: none"> • volume I • volume II • volume III 	The RFP Document comprises of three volumes: <ul style="list-style-type: none"> • volume I • volume II • volume III • volume IV
SL002	Volume-I	4			New Paragraph inserted before "Note"		Volume IV consists of two parts:- <ul style="list-style-type: none"> • Part-A • Part-B Part-A contains Detailed Functional Requirements Specifications for WFACS Module of IFMS Part-B contains Detailed Functional Requirements Specifications for HRMS Module of IFMS
SL003	Volume-I	12	1	1.1	SI No 18 : Validity Period of Earnest Money Deposit (EMD) of table: "KEY INFORMATION DATES AND EVENTS"	45 days (beyond the Proposal validity period)	90 days from the date of opening of Pre-Qualification Proposal
SL004	Volume-I	24	1	1.6.1	Technical Evaluation Criteria A. Hardware Items for SDC: Sr. No. "vi"	Firewall with Intrusion Prevention System and web filtering	Security Devices (all security devices such as Firewall with IPS, UTM, DDoS, APT, Threat Management Framework)
SL005	Volume-I	55	2	2.2.2.1	Sub Bullet item in "Co-location Facilities for DC and DR shall have following: "	24x7 help desk support to the Finance Department and other stakeholders	24x7 support to the Finance Department and other stakeholders

CORRIGENDUM-2 dated 25-07-2013

Serial No	Volume	Page	Section	Sub-section	Item	Original clause	Revised Clause
SL006	Volume-I	154	4	4.30	New clause added at the end of the table "COMPLIANCE WITH IFMS FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS"		In addition to the above, the Bidder must comply with all the functional requirements specification as mentioned in:- <ul style="list-style-type: none"> • Volume-II of this RFP • Part-A of Volume IV of this RFP • Part-B of Volume IV of this RFP
SL007	Volume-I	171	6	6.2.2.1.1	Database Server: Sr. No.: 1 Item: Server Framework	High Availability Active – Active cluster with DB Clustering, DB Load Balancing and failover	High Availability Active – Active cluster with DB Clustering, DB Load Balancing and failover and must be implemented on minimum two physical servers.
SL008	Volume-I	171	6	6.2.2.1.1	Database Server: New Clause for Sr. No.:2 to 16		All the server specifications given are for individual, single server.
SL009	Volume-I	172	6	6.2.2.1.2	Application/SOA/Integration/S tagging Server: Sr. No.:1 Item: Server framework	High Availability Active – Active cluster for application Load Balancing and failover	High Availability Active – Active cluster for application Load Balancing and failover and must be implemented on minimum two physical servers.
SL010	Volume-I	172	6	6.2.2.1.2	Application/SOA/Integration/S tagging Server: New Clause for Sr. no. 2 to 16		All the server specifications given are for individual, single server
SL011	Volume-I	173	6	6.2.2.1.3	Portal/Web Server: Sr. No.: 1 Item: Server Framework	High Availability cluster with Load Balancing and failover	High Availability cluster with Load Balancing and failover and must be implemented on minimum two physical servers.
SL012	Volume-I	173	6	6.2.2.1.3	Portal/Web Server New Clause for Sr. no. 2 to 16		All the server specifications given are for individual, single server
SL013	Volume-I	174	6		6.2.2.1.1 Backup/ Antivirus/ EMS and other Server (if any required)	6.2.2.1.1. Backup/ Antivirus/ EMS and other Server (if any required)	6.2.2.1.4. Backup/ Antivirus/ EMS and other Server (if any required)
SL014	Volume-I	174	6	6.2.2.1.4	Backup/ Antivirus/ EMS and other Server (if any required):New Clause for Sr. no. 1 to 15		All the server specifications given are for individual, single server

CORRIGENDUM-2 dated 25-07-2013

Serial No	Volume	Page	Section	Sub-section	Item	Original clause	Revised Clause
SL015	Volume-I	195, 196, 197, 198	6	6.2.4.1	Servers: New Clause for database server, Application server/ SOA/ Integration server, Web/ Portal servers, Backup Server, Sr.no. from 1 to 15		All the server specifications given are for individual, single server.
SL016	Volume-I	240	7	7.3.1	Technical Bid Letter-2 nd last paragraph	Certified that the tenderer is a Company and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) for an amount equal to INR 10,000,000 is enclosed in the cover containing the Bid submission documents.	Certified that the tenderer is a Company and the person signing the tender is the duly constituted attorney. Bid Security (Earnest Money) for an amount equal to INR 5,000,000 is enclosed in the cover containing the Bid submission documents.
SL017	Volume-II	17	3	3.1	Table : Module-Sub Module		Please find revised table in annexure-1 of Corrigendum-2
SL018	Volume-II	62	8	8.2	LoC Fund Release		Section 8.2 stands deleted. Please refer section 3 of volume-IV-Part A of RFP for revised processes
SL019	Volume-II	94	10		Government Disbursement through Letter Of Credit (LoC)		Section 10 stands deleted. Please refer section 3 of volume-IV-Part A of RFP for revised processes
SL020	Volume-II	135	14	14.3	Compilation of Works and Forest Accounts and Reconciliation with AG		Section 14.3 stands deleted. Please refer section 3 of volume-IV-Part A of RFP for revised processes
SL021	Volume-II	143	15		HRMS		Section 15 stands deleted. Please refer section 3 of volume-IV-Part B of RFP for revised processes

Annexure 1**Volume-II: Page no. 17: Section 3.1: Table: Module-Sub Module**

Module	Sub Module
Centralised Budget Monitoring System (CBMS)	Budget Preparation
	Budget Release
	Fund Release
	Fund Flow Management
	Scheme Management
	Accounts Management
Centralised Treasury System (CTS)	Bill Processing
	LoC Information
	Pension Management
	Payment Processing
	Stamps Management
	Receipts Processing
	Treasury Accounts
e-Bantan	DDO Management
	Budget Estimation
	Budget Distribution
	Expenditure Initiation
	Deposit Accounts Cheque Preparation
e-billing	Employee Bills
	Non Employee Bills
HRMS	Man Power Planning
	Recruitment Management
	Leave Management
	Training Management

	Promotion Management
	Payroll Processing
	TA/DA Management
	LTC Management
	Medical Entitlement
	Loans Management
	Transfer, Posting and Joining
	Employee Exit
	Performance Appraisal Management
	Officers' Data and Service Records
	Pay Fixation
	Deputation/Lien
	Departmental Enquiry
	Confirmation Management
e-Pradan	Beneficiary Management
GRIPS	
WFACS	LoC Cheque Preparation
	Deposit Work Fund Receipt
	Stock Account
	WF Accounts Compilation

Request for proposal for selection of System
Integrator for Integrated Financial Management
System (IFMS) for Department of Finance,
Government of West Bengal

Volume-IV

Additional Functional Requirements Specifications

Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013



**Finance Department
Government of West Bengal
2013**

Request for proposal for selection of System
Integrator for Integrated Financial Management
System (IFMS) for Department of Finance,
Government of West Bengal

Volume-IV

Additional Functional Requirements Specifications

Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013

**PART A: FUNCTIONAL REQUIREMENTS SPECIFICATIONS FOR WFACS
MODULE OF IFMS**



**Finance Department
Government of West Bengal
2013**

West Bengal IFMS Functional Requirements Specification-WFACS Module

Table of Contents

1. WFACS Overview	2
2. WFACS Sub Modules and Business Processes	3
2.1. WFACS Sub Modules	3
2.1.1. LoC Cheque Preparation.....	3
2.1.2. Deposit Work Fund Receipt	3
2.1.3. Stock Accounts	3
2.1.4. WF Accounts Compilation	3
2.2. WFACS Business Processes	4
2.2.1. List of Business Processes	4
2.2.2. Business Process-Module Table	5
2.2.3. Module-Sub Module Interaction.....	6
2.2.4. Stakeholder Interaction	7
2.2.5. Business Objects	8
3. WFACS Business Process Description	9
3.1. LoC Fund Release for Departmental Works.....	9
3.2. Receipt of Cheque for Deposit Works	13
3.3. LoC Fund Release for Deposit Works	16
3.4. LoC Cheque Preparation and Payment-Departmental Works	20
3.5. LoC Cheque Preparation and Payment-Deposit Works	23
3.6. Cash Book Maintenance-Lower Offices	27
3.7. Compilation of Stock Accounts	29
3.8. Compilation of Accounts for Public Works Executing and Forest Departments	32

West Bengal IFMS Functional Requirements Specification-WFACS Module

1. WFACS Overview

The Works and Forest Accounts Computerisation System (WFACS) module of IFMS is used for the preparation of detailed accounts for Works executing and Forest Departments of the Government of West Bengal as per the codal provisions mandated by Comptroller and Auditor General, Government of India and Accountant General, West Bengal (AGWB). The Works executing and Forest Departments comprise of the following departments:-

- Public Works Directorate
- Forest Department
- Public Works (Roads) Directorate
- Public Works (Construction Board) Directorate
- Water Resource Development Directorate
- Housing Directorate
- Public Health Engineering Directorate
- State Water Investigation Directorate
- Urban Development Department
- Sundarban Development Board
- Public Works (Electrical) Directorate
- Irrigation and Waterways Directorate
- Water Investigation and Development Department
- Urban Development Department
- Municipal Engineering Directorate

West Bengal IFMS Functional Requirements Specification-WFACS Module

2. WFACS Sub Modules and Business Processes

The following sections describe the sub modules and business processes of WFACS module.

2.1. WFACS Sub Modules

The WFACS module of IFMS consists of the following sub modules:-

- *LoC Cheque Preparation*
- *Deposit Work Fund Receipt*
- *Stock Accounts*
- *WF Accounts Compilation*

Also, the WFACS module shall have interfaces with the following other sub modules of IFMS:-

- *Expenditure Initiation* sub module of **E-Bantan** Module
- *Beneficiary Management* sub module of **E-Pradan** Module
- *LoC Information* sub module of **CTS** Module
- *Treasury Accounts* sub module of **CTS** Module
- *Accounts Management* sub module of **CBMS** Module

In addition to the above sub-modules, there is a provision for interface with the following stakeholders:-

- Nodal Bank Interface
- AGWB Interface

2.1.1. LoC Cheque Preparation

This sub module is used by the LoCEA to prepare LoC Cheques for different types of payments.

2.1.2. Deposit Work Fund Receipt

This sub module is used by the LoCEA to update information on Deposit Work Cheques received from non-state government agencies for executing different types of Works.

2.1.3. Stock Accounts

This sub module is used by the LoCEA to post the accounting entries for different types of stock transfer transactions.

2.1.4. WF Accounts Compilation

This sub module is used by the LoCEA to compile all the accounts of Works Executing and Forest Departments for rendering the same to AGWB

West Bengal IFMS Functional Requirements Specification-WFACS Module

2.2. WFACS Business Processes

2.2.1. List of Business Processes

The following business processes shall be covered under the WFACS module:-

- LoC Fund Release for Departmental Works
- Receipt of Cheque for Deposit Works
- LoC Fund Release for Deposit Works
- LoC Cheque Preparation and Payment-Departmental Works
- LoC Cheque Preparation and Payment-Deposit Works
- Cash Book Maintenance-Lower Offices
- Compilation of Stock Accounts
- Compilation of Accounts for Public Works Executing and Forest Departments

Note: Please note that the following processes are initiated by the Expenditure Initiation sub module of E-Bantan Module and Fund Release sub module of CBMS Module and no accounting transactions take place during the execution of these processes:-

- LoC Fund Release for Departmental Works
- LoC Fund Release for Deposit Works

However, the above processes have been included here in order to provide a logical connection between LoC Fund Sanction and LoC Fund Utilisation.

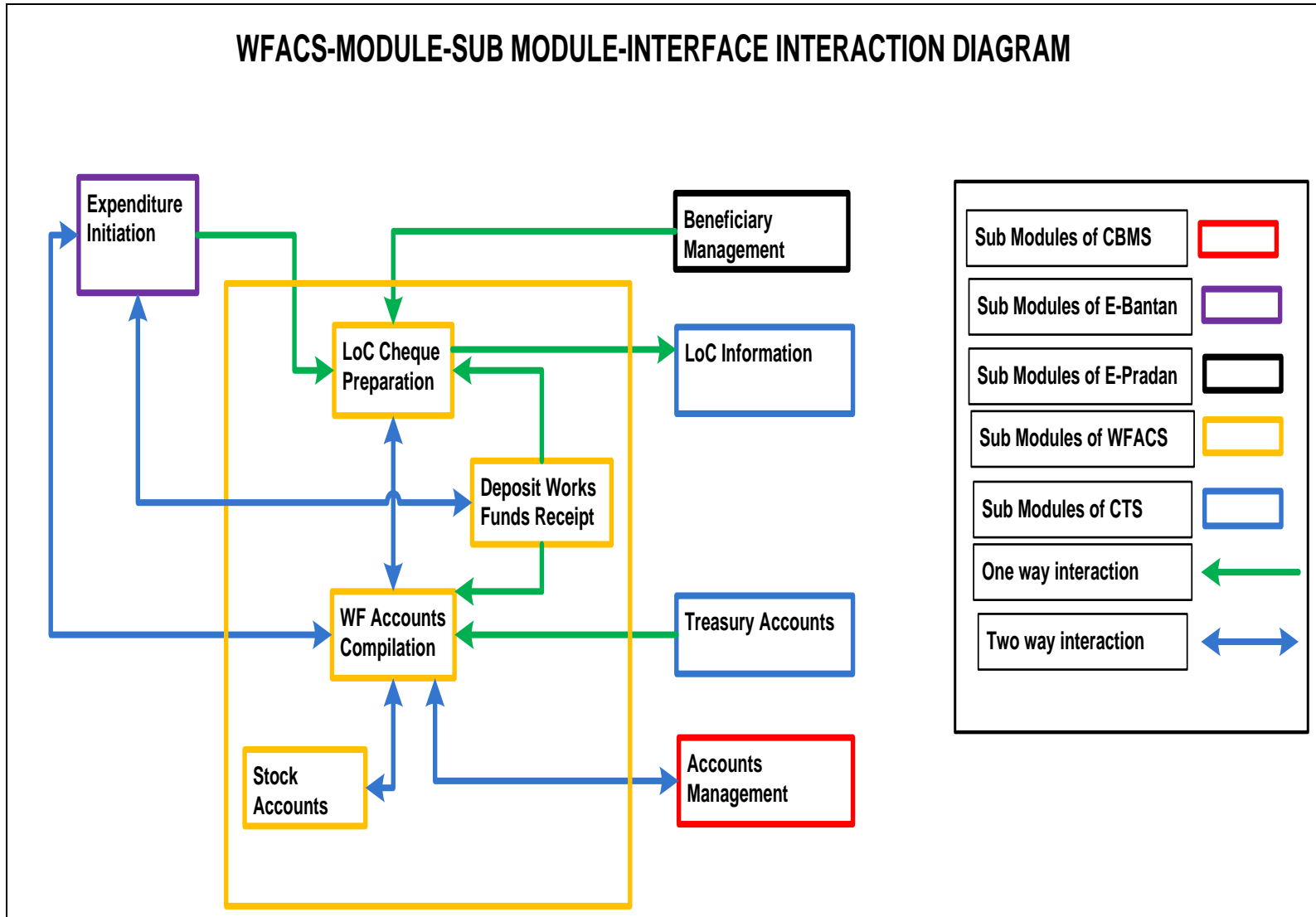
West Bengal IFMS Functional Requirements Specification-WFACS Module

2.2.2. Business Process-Module Table

Module	Sub Module	IFMS Business Processes	Functional Area
e-Bantan	Expenditure Initiation	Request for Sanction of LoC Fund (both plan and non-plan) for Departmental Works from: <ul style="list-style-type: none"> LoC Executing Authority to LoC Issuing Authority of Public Works Executing and Forest Departments LoC Issuing Authority of Public Works Executing and Forest Departments to Finance Department 	Expenditure Management
WFACS	Deposit Work Fund Receipt	Receipt of Deposit Work Fund by Public Works Executing and Forest Departments from non-state government agencies	
e-Bantan	Expenditure Initiation	Request for Sanction of LoC Fund for Deposit Works from: <ul style="list-style-type: none"> LoC Executing Authority to LoC Issuing Authority of Public Works Executing and Forest Departments 	Expenditure Management
CBMS	Fund Release	Release of LoC Fund (both plan and non-plan) for Departmental Works from Finance Department to LoC Issuing Authority of Public Works and Forest Departments	Budget Management
e-Bantan	Expenditure Initiation	Sanction of : <ul style="list-style-type: none"> LoC Fund (both plan and non-plan) for Departmental Works from LoC Issuing Authority to LoC Implementing Authority of Public Works and Forest Departments LoC Fund for Deposit Works from LoC Issuing Authority to LoC Executing Authority of Public Works and Forest Departments 	Expenditure Management
WFACS	LoC Cheque Preparation	Preparation of LoC Cheques by LoC Executing Authority for making payments for Departmental Works	Expenditure Management
WFACS	LoC Cheque Preparation	Preparation of LoC Cheques by LoC Executing Authority for making payments for Deposit Works	Expenditure Management
WFACS	Stock Accounting	Compilation of Stock Accounts of Works Executing and Forest Departments	Accounts Management
WFACS	Compilation of Accounts	Compilation of accounts for all types of transactions for the Works and Forest Departments conducted through issue of LoC Cheques	Accounts Management

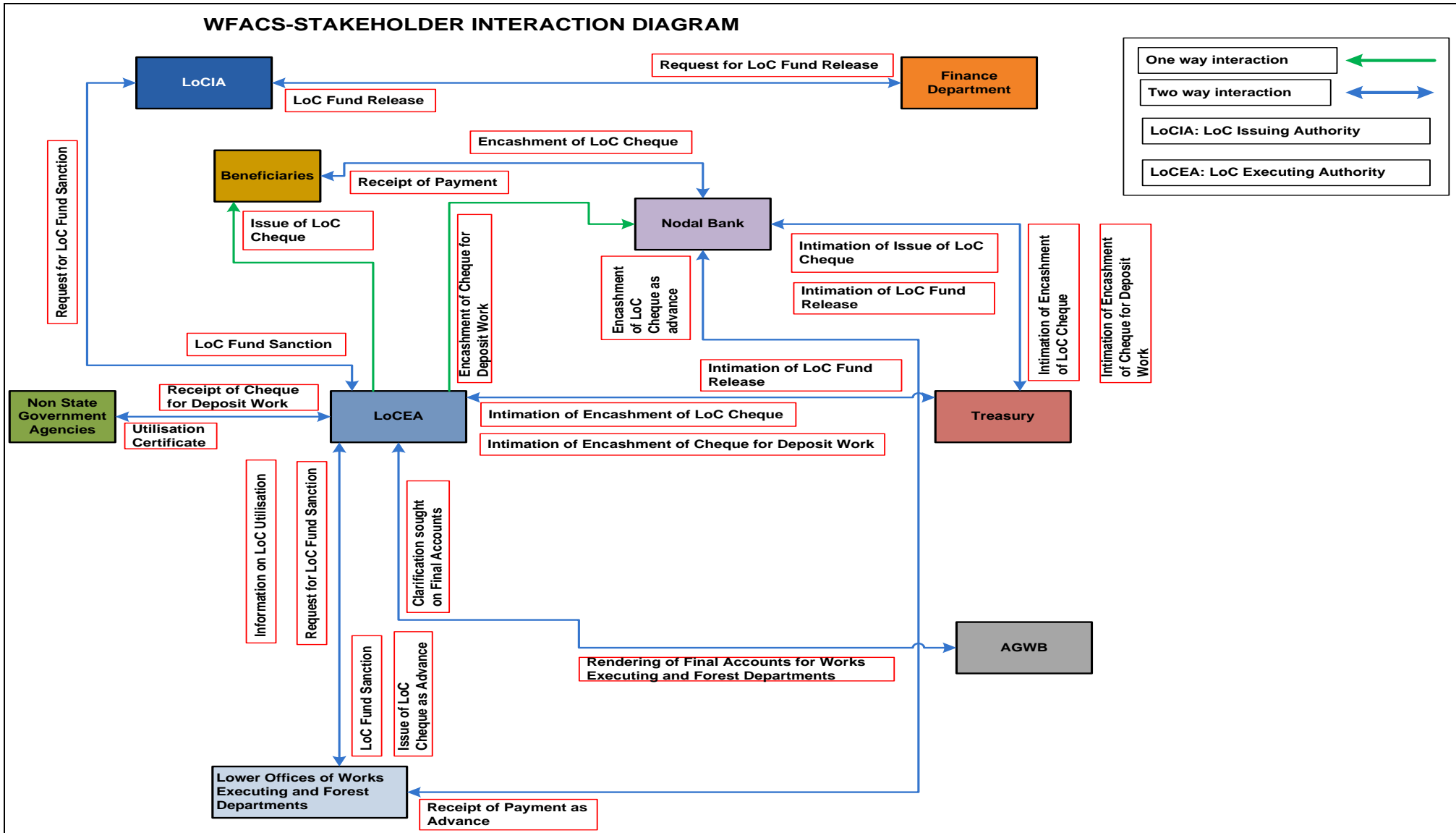
West Bengal IFMS Functional Requirements Specification-WFACS Module

2.2.3. Module-Sub Module Interaction



West Bengal IFMS Functional Requirements Specification-WFACS Module



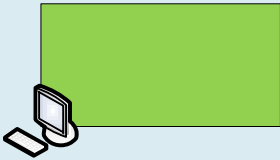

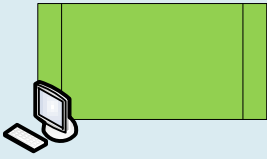
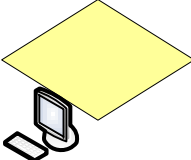

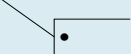
2.2.4. Stakeholder Interaction



West Bengal IFMS Functional Requirements Specification-WFACS Module

2.2.5. Business Objects

The business process flows as indicated in the following sections differentiate between the steps in the WFACS module and those happening outside the WFACS Module (through a computer icon). The process objects are shown in the below table.

Objects	Description
	Start of Process
	End of Process
	Activity within WFACS
	Activity outside WFACS
	Predefined Process
	Decision Box
	Flow Line (Arrow, Connector)
	Comments Box

West Bengal IFMS Functional Requirements Specification-WFACS Module

3. WFACS Business Process Description

The following section describes the broad functional requirements for all processes of the WFACS module.

Note: The functional requirement specifications mentioned in this section are indicative in nature, and not exhaustive. During the System study phase of the System Integrator (SI), the same shall be finalized between the SI and the customer.

3.1. LoC Fund Release for Departmental Works

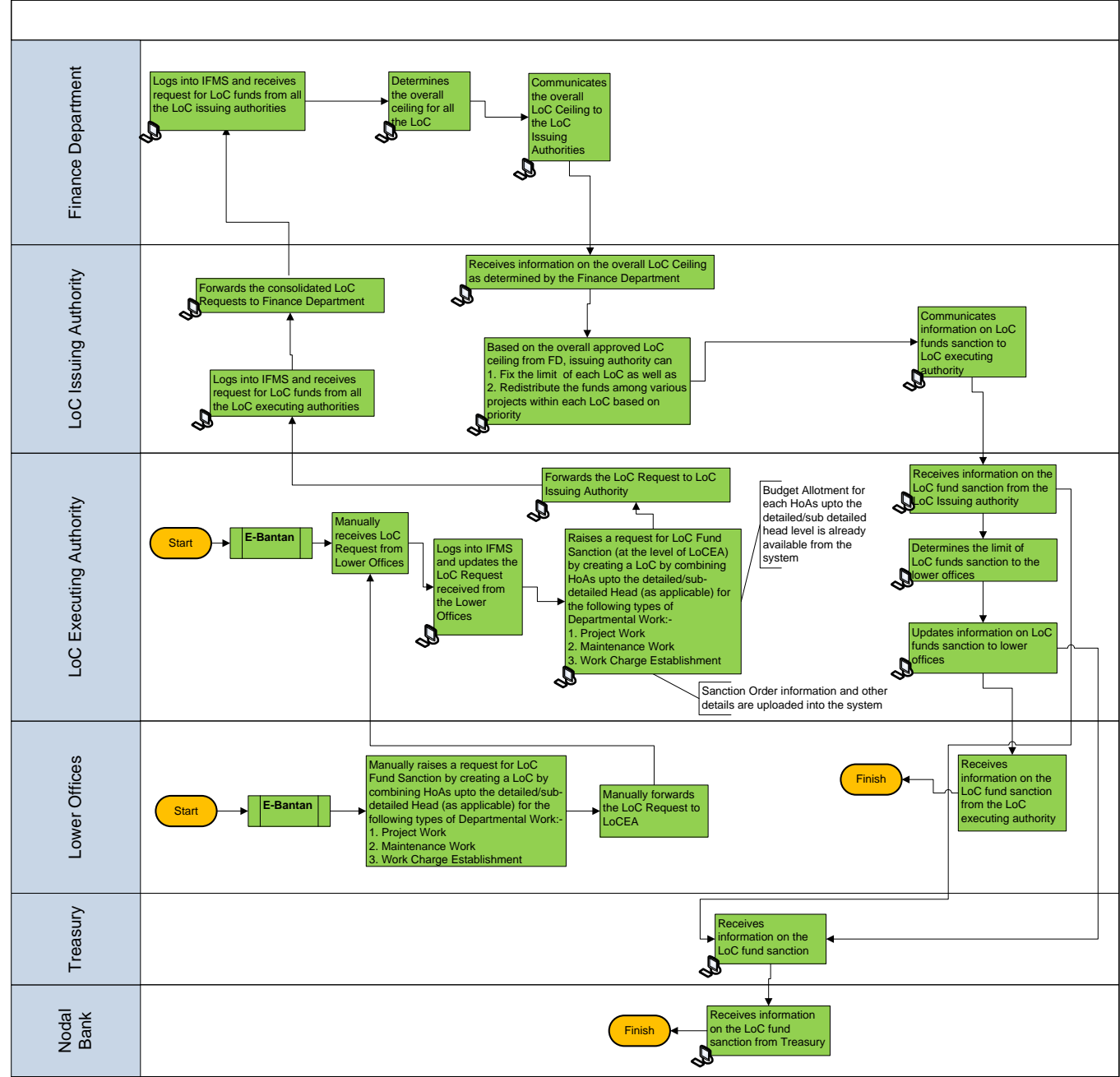
Module Name: E-Bantan/CBMS
Sub Module Name: Expenditure Initiation/Fund Release
Business Function Name: LoC Fund Release for Departmental Works
Business Function Description: This process is used by the Works and Forest Departments to request for Expenditure Sanction for LoC Funds for Departmental Work from the lower offices (i.e. offices below the level of Division/executive engineer)
Business Function/Process Flow:

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: E-Bantan/CBMS

Sub Module Name: Expenditure Initiation/Fund Release

LoC Fund Release for Departmental Works



Process No: B10

Process Name: LoC Fund Release for Departmental Works

Process Owner: Finance Department

Sequential Flow

Process Actor	Process Description
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West Bengal IFMS Functional Requirements Specification-WFACS Module

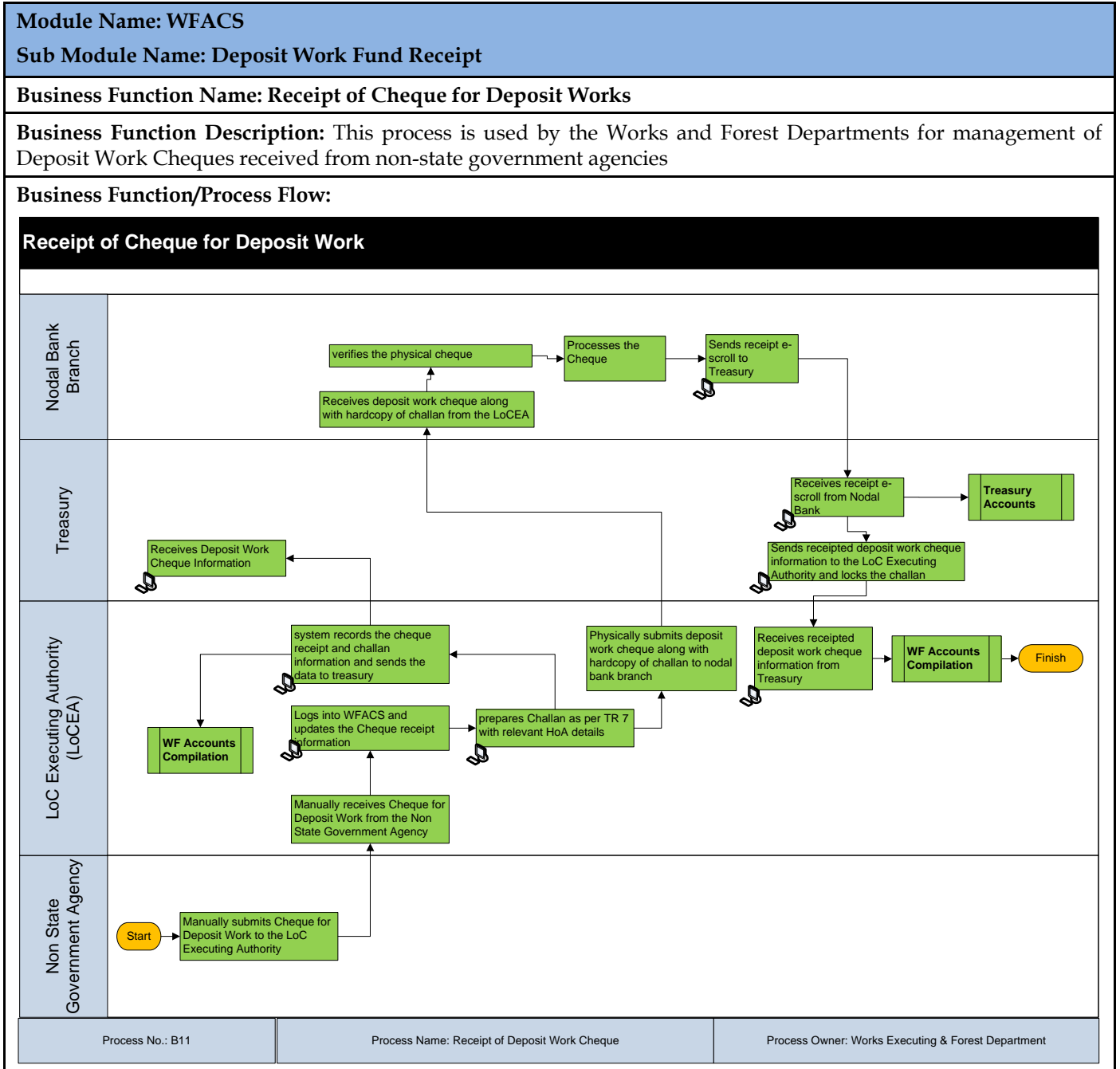
Module Name: E-Bantan/CBMS	
Sub Module Name: Expenditure Initiation/Fund Release	
Lower Offices	Manually raises a request for LoC Fund Sanction by creating a LoC by combining HoAs upto the detailed/sub-detailed Head (as applicable) for the following types of Departmental Work:- 1. Project Work 2. Maintenance Work 3. Work Charge Establishment
Lower Offices	Manually forwards the LoC Request to LoCEA
LoCEA	Manually receives LoC Request from Lower Offices
LoCEA	Logs into IFMS and updates the LoC Request received from the Lower Offices
LoCEA	Raises a request for LoC Fund Sanction (at the level of LoCEA) by creating a LoC by combining HoAs upto the detailed/sub-detailed Head (as applicable) for the following types of Departmental Work:- 1. Project Work 2. Maintenance Work 3. Work Charge Establishment
LoCEA	Forwards the LoC Request to LoC Issuing Authority
LoCIA	Logs into IFMS and receives request for LoC funds from all the LoC executing authorities
LoCIA	Forwards the consolidated LoC Requests to Finance Department
Finance Department	Logs into IFMS and receives request for LoC funds from all the LoC issuing authorities
Finance Department	Determines the overall ceiling for all the LoC
Finance Department	Communicates the overall LoC Ceiling to the LoC Issuing Authorities
LoCIA	Receives information on the overall LoC Ceiling as determined by the Finance Department
LoCIA	Based on the overall approved LoC ceiling from FD, issuing authority can 1. Fix the limit of each LoC as well as 2. Redistribute the funds among various projects within each LoC based on priority
LoCIA	Communicates information on LoC funds sanction to LoC executing authority
LoCEA	Receives information on the LoC fund sanction from the LoC Issuing authority
LoCEA	Determines the limit of LoC funds sanction to the lower offices
LoCEA	Updates information on LoC funds sanction to lower offices

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: E-Bantan/CBMS	
Sub Module Name: Expenditure Initiation/Fund Release	
Lower Offices	Receives information on the LoC fund sanction from the LoC executing authority
Treasury	Receives information on the LoC fund sanction
Nodal Bank	Receives information on the LoC fund sanction from Treasury
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> Budget Allotment upto detailed Head of Accounts LoC creation by suitable combination of HoAs upto the detailed head/sub detailed head level 	
Functional Requirements for the process:	
<ol style="list-style-type: none"> System should generate the sanction order from the system as and when the sanction is granted All sanctions should be provided as per delegation of financial power (DFPR) rules There should be a provision for intimating LoC Sanction details to Treasury and Nodal Bank There should be a provision for partial sanction of LoC funds from a higher level to a lower level 	
Validation Requirements for the process:	
<ol style="list-style-type: none"> There should be budget allotment for each HoA upto detailed Head/sub detailed head level While requesting for LoC fund sanction, the budget ceiling of individual HoAs (upto detailed head/sub detailed head level) should never be exceeded. While providing LoC fund sanction by the LoCIA, the budget ceiling of individual HoAs (upto detailed head/sub detailed head level) should never be exceeded. The sum total of the individual LoC limits as decided by the LoC Issuing Authority should not exceed the overall LoC ceiling as fixed by the Finance Department 	
Interfaces with Other Modules/Sub Modules/External Stakeholders:	
<ol style="list-style-type: none"> WFACS-LoC Cheque Preparation WFACS-WF Accounts Compilation 	
MIS Requirements for the process:	
<ol style="list-style-type: none"> Sanction Details for each LoC at each level of the departments upto the lower offices 	

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.2. Receipt of Cheque for Deposit Works



West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS	
Sub Module Name: Deposit Work Fund Receipt	
Sequential Flow	
Process Actor	Process Description
Non State Government Agency	Manually submits Cheque for Deposit Work to the LoC Executing Authority
LoCEA	Manually receives Cheque for Deposit Work from the Non State Government Agency
LoCEA	Logs into WFACS and updates the Cheque receipt information
LoCEA	prepares Challan as per TR 7 with relevant HoA details
System	system records the cheque receipt and challan information and sends the data to treasury
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
Treasury	Receives Deposit Work Cheque Information
LoCEA	Physically submits deposit work cheque along with hardcopy of challan to nodal bank branch
Nodal Bank Branch	Receives deposit work cheque along with hardcopy of challan from the LoCEA
Nodal Bank Branch	verifies physical cheque
Nodal Bank Branch	Processes the Cheque
Nodal Bank Branch	Sends receipt e-scroll to Treasury
Treasury	Receives receipt e-scroll from Nodal Bank
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs in Treasury Accounts
Treasury	Sends receipted deposit work cheque information to the LoC Executing Authority and locks the challan
LoCEA	Receives receipted deposit work cheque information from Treasury
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> 1. Non-Governmental Agency reference number 2. Deposit Work Cheque Details 	

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS

Sub Module Name: Deposit Work Fund Receipt

Functional Requirements for the process:

1. System should generate "Credit Verification Certificate" on successful receipt of Deposit Work Cheque
2. System should trigger accounting entries as and when transactions take place
3. System should lock the challan receipted by the Treasury for tagging with future expenditure from this Deposit Cheque
4. System should have a provision for manual accounting adjustments through transfer entries in case of errors

Validation Requirements for the process:

1. None

Interfaces with Other Modules/Sub Modules/External Stakeholders:

1. CTS-Deposit Works Cheque Information
2. WFACS-LoC Cheque Preparation
3. WFACS-WF Accounts Compilation

MIS Requirements for the process:

1. Deposit Work Cheque Receipt for each non-state governmental agency

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.3. LoC Fund Release for Deposit Works

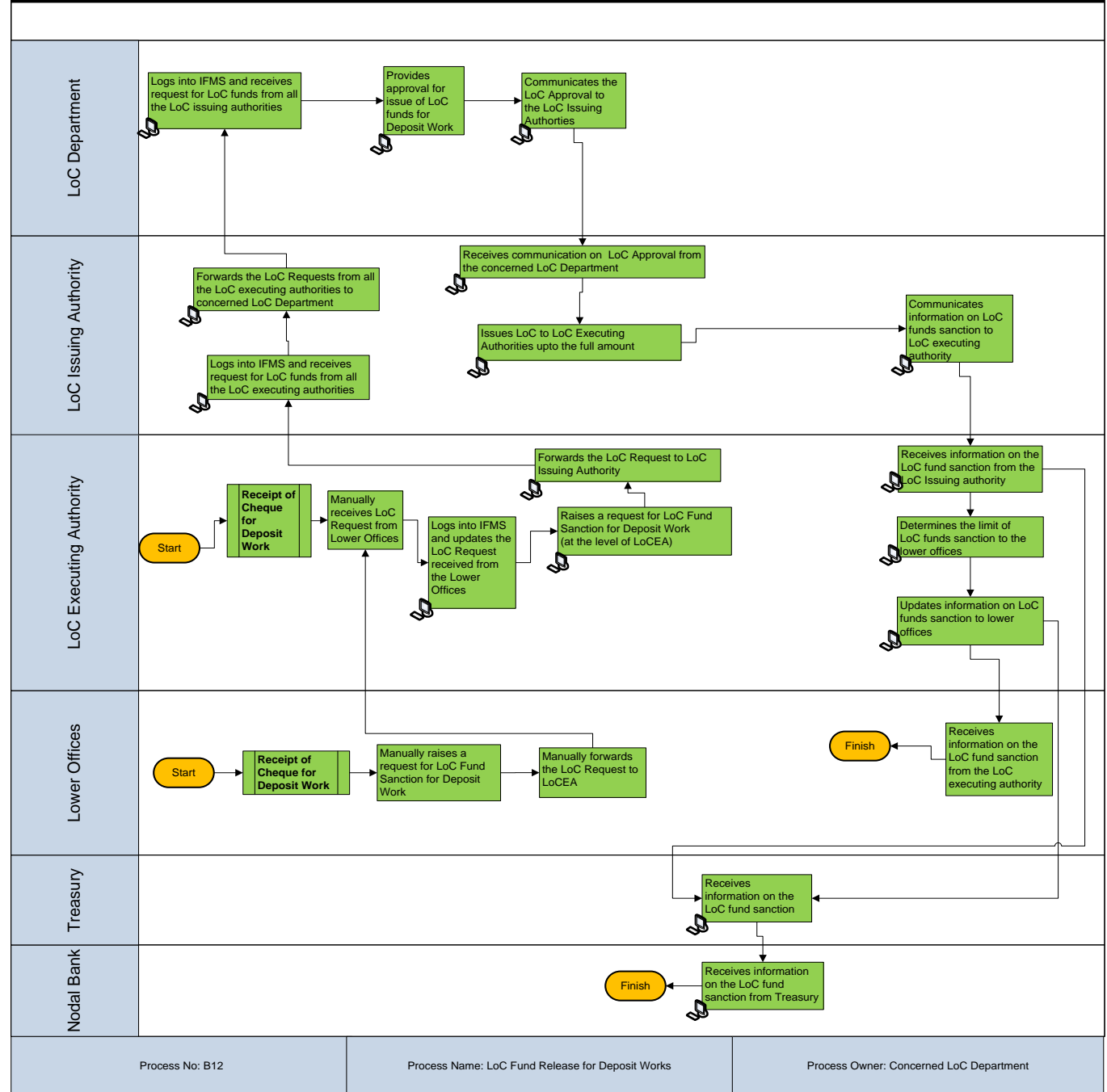
Module Name: E-Bantan/CBMS
Sub Module Name: Expenditure Initiation/Fund Release
Business Function Name: LoC Fund Release for Deposit Works
Business Function Description: This process is used by the Works and Forest Departments to request for Expenditure Sanction for LoC Funds for Deposit Works from the lower offices (i.e. offices below the level of Division/executive engineer)
Business Function/Process Flow:

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: E-Bantan/CBMS

Sub Module Name: Expenditure Initiation/Fund Release

LoC Fund Release for Deposit Works



Sequential Flow

Process Actor	Process Description
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West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: E-Bantan/CBMS	
Sub Module Name: Expenditure Initiation/Fund Release	
Lower Offices	Manually raises a request for LoC Fund Sanction for Deposit Work
Lower Offices	Manually forwards the LoC Request to LoCEA
LoCEA	Manually receives LoC Request from Lower Offices
LoCEA	Logs into IFMS and updates the LoC Request received from the Lower Offices
LoCEA	Manually raises a request for LoC Fund Sanction for Deposit Work (at the level of LoCEA)
LoCEA	Forwards the LoC Request to LoC Issuing Authority
LoCIA	Logs into IFMS and receives request for LoC funds from all the LoC executing authorities
LoCIA	Forwards the LoC Requests from all the LoC executing authorities to concerned LoC Department
LoC Department	Logs into IFMS and receives request for LoC funds from all the LoC issuing authorities
LoC Department	Provides approval for issue of LoC funds for Deposit Work
LoC Department	Communicates the LoC Approval to the LoC Issuing Authorities
LoCIA	Receives communication on LoC Approval from the concerned LoC Department
LoCIA	Issues LoC to LoC Executing Authorities upto the full amount
LoCIA	Communicates information on LoC funds sanction to LoC executing authority
LoCEA	Receives information on the LoC fund sanction from the LoC Issuing authority
LoCEA	Determines the limit of LoC funds sanction to the lower offices
LoCEA	Updates information on LoC funds sanction to lower offices
Lower Offices	Receives information on the LoC fund sanction from the LoC executing authority
Treasury	Receives information on the LoC fund sanction
Nodal Bank	Receives information on the LoC fund sanction from Treasury

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: E-Bantan/CBMS

Sub Module Name: Expenditure Initiation/Fund Release

Business Process Attributes/Data Elements (input data, output data):

1. LoC Sanction Details
2. Deposit Work Cheque Details

Functional Requirements for the process:

1. System should generate the sanction order from the system as and when the sanction is granted
2. All sanctions should be provided as per delegation of financial power (DFPR) rules
3. There should be a provision for intimating LoC Sanction details to Treasury and Nodal Bank
4. There should be a provision for partial sanction of LoC funds from a higher level to a lower level

Validation Requirements for the process:

1. System should check receipt of deposit work cheques before initiating the LoC Sanction

Interfaces with Other Modules/Sub Modules/External Stakeholders:

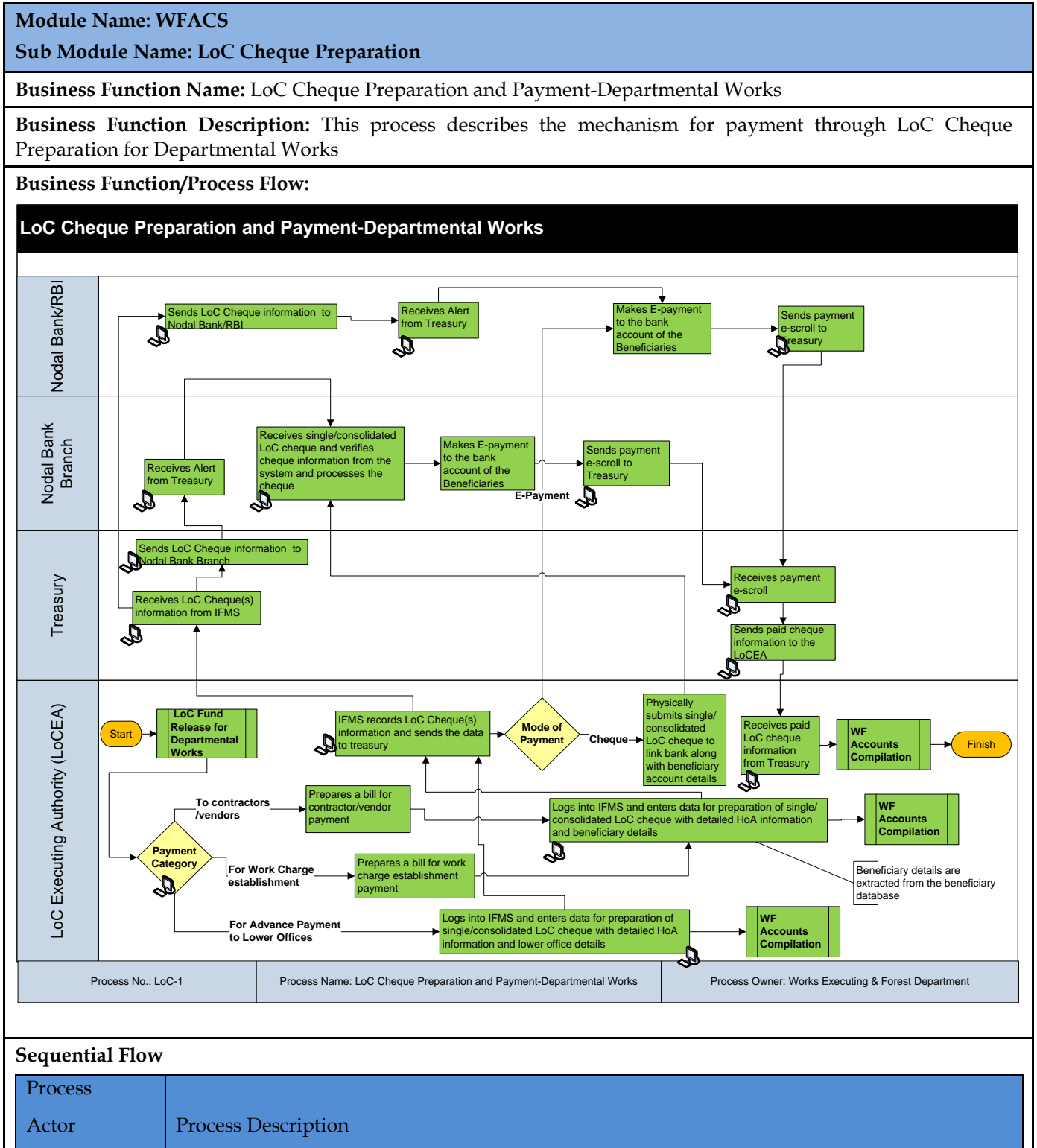
1. WFACS-Deposit Work Fund Receipt
2. WFACS-LoC Cheque Preparation
3. WFACS-WF Accounts Compilation

MIS Requirements for the process:

1. Sanction Details for each LoC at each level of the departments upto the lower offices

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.4. LoC Cheque Preparation and Payment-Departmental Works



West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS	
Sub Module Name: LoC Cheque Preparation	
LoCEA	Based on type of payment:- <ul style="list-style-type: none"> • Prepares a bill for contractor/vendor payment • Prepares a bill for work charge establishment payment • Logs into IFMS and enters data for preparation of single/consolidated LoC cheque with detailed HoA information and lower office details
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
LoCEA	Logs into IFMS and enters data for preparation of single/consolidated LoC cheque with detailed HoA information and beneficiary details (for contractor/vendor and work charge establishment payment)
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
System	IFMS records LoC Cheque(s) information and sends the data to treasury
Treasury	Receives LoC Cheque(s) information from IFMS
Treasury	Sends LoC Cheque information to Nodal bank
Nodal Bank Branch	Receives Alert from Treasury
LoCEA	Physically submits single/consolidated LoC cheque to link bank along with beneficiary account details
Nodal Bank Branch	Receives single/consolidated LoC cheque and verifies cheque information from the system and processes the cheque
Nodal Bank Branch	Makes E-payment to the bank account of the Beneficiaries
Nodal Bank Branch	Sends payment e-scroll to Treasury
Treasury	Receives payment e-scroll from nodal bank branch
Treasury	Sends paid cheque information to the LoCEA
LoCEA	Receives paid LoC cheque information from Treasury
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> 1. Available Fund balance for Deposit Work 2. Fund Sanction against Head of Accounts and Object Head 3. Cheque Details against Head of Account and Object Head 	

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS

Sub Module Name: LoC Cheque Preparation

Functional Requirements for the process:

1. System should allow Bank to receive LoC Cheque information before LoC Executing Authority presents cheque to Bank for encashment
2. Cheque information should be available to treasury as soon as the LoC Cheque is generated
3. System should trigger accounting entries as and when transactions take place
4. System should have a provision for manual accounting adjustments through transfer entries in case of errors

Validation Requirements for the process:

1. Cheques must be verified for validity period. (A drawn cheque remains valid for encashment till three months from date of its issue), except in case of those PW cheques whose normal expiry date exceeds the validity period, as specified by Finance department.
2. While preparing LoC Cheques, the reductions from each individual HoAs (upto detailed head/sub detailed head level) should never exceed the balance Sanction Amount for the HoA
3. LoC Cheque amount should never exceed LoC balance available

Interfaces with Other Modules/Sub Modules/External Stakeholders:

1. **E-Bantan**-Expenditure Initiation
2. **CTS**-LoC Information
3. **WFACS**-WF Accounts Compilation

MIS Requirements for the process:

1. List of LoC Cheques with beneficiary details
2. List of LoC Paid Cheques
3. List of authorized LoCEA
4. ECS / EFT issued report
5. ECS / EFT encashed report
6. Volume of transactions
7. Abstract of volume of transactions
8. Details of undelivered ECS records

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.5. LoC Cheque Preparation and Payment-Deposit Works

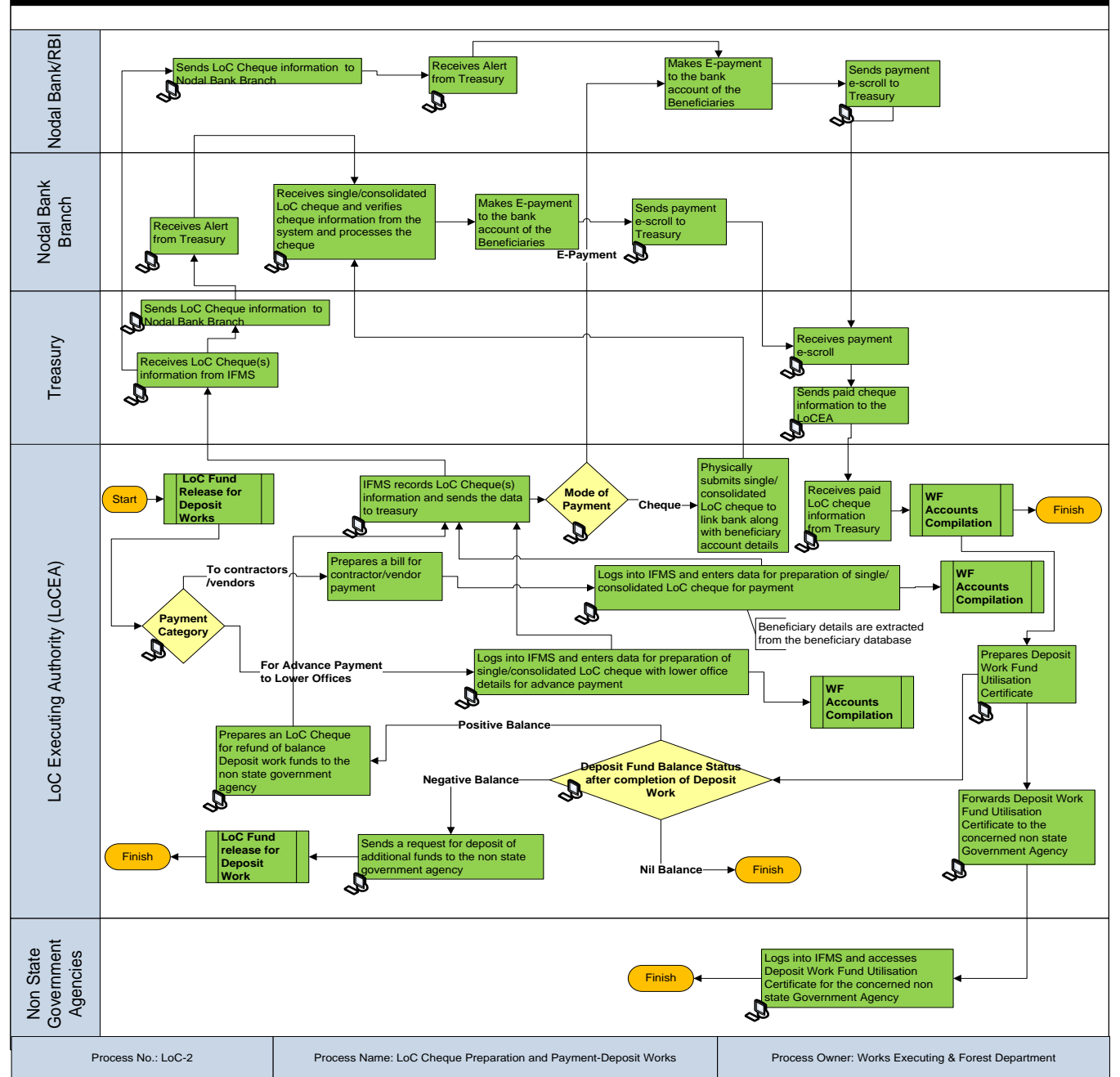
Module Name: WFACS
Sub Module Name: LoC Cheque Preparation
Business Function Name: LoC Cheque Preparation and Payment-Deposit Works
Business Function Description: This process describes the mechanism for payment through LoC Cheque Preparation for Deposit Works
Business Function/Process Flow:

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS

Sub Module Name: LoC Cheque Preparation

LoC Cheque Preparation and Payment-Deposit Works



Sequential Flow

Process Actor	Process Description
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West Bengal IFMS Functional Requirements Specification-WFACS Module

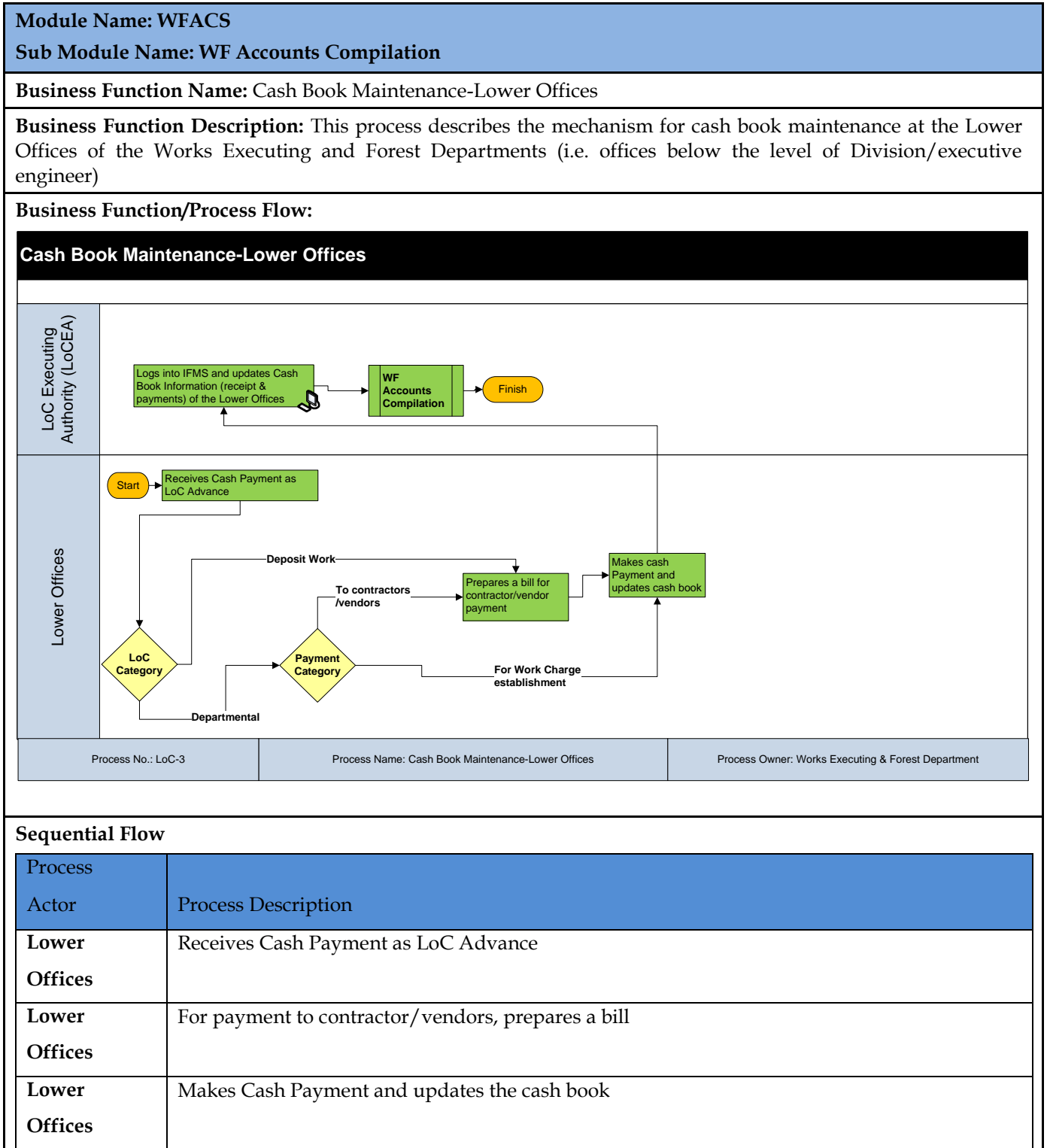
Module Name: WFACS	
Sub Module Name: LoC Cheque Preparation	
LoCEA	Based on type of payment:- <ul style="list-style-type: none"> • Prepares a bill for contractor/vendor payment • Logs into IFMS and enters data for preparation of single/consolidated LoC cheque with lower office details for advance payment
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
LoCEA	Logs into IFMS and enters data for preparation of single/consolidated LoC cheque for payment
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
System	IFMS records LoC Cheque(s) information and sends the data to treasury
Treasury	Receives LoC Cheque(s) information from IFMS
Treasury	Sends LoC Cheque information to Nodal bank
Nodal Bank Branch	Receives Alert from Treasury
LoCEA	Physically submits single/consolidated LoC cheque to link bank along with beneficiary account details
Nodal Bank Branch	Receives single/consolidated LoC cheque and verifies cheque information from the system and processes the cheque
Nodal Bank Branch	Makes E-payment to the bank account of the Beneficiaries
Nodal Bank Branch	Sends payment e-scroll to Treasury
Treasury	Receives payment e-scroll from nodal bank branch
Treasury	Sends paid cheque information to the LoCEA
LoCEA	Receives paid LoC cheque information from Treasury
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
LoCEA	Prepares Deposit Work Fund Utilisation Certificate
LoCEA	Forwards Deposit Work Fund Utilisation Certificate to the concerned non state Government Agency
Non State Government Agency	Logs into IFMS and accesses Deposit Work Fund Utilisation Certificate for the concerned non state Government Agency
System	Checks Deposit Fund Balance Status after the completion of Deposit Work
LoCEA	Prepares an LoC Cheque for refund of balance Deposit work funds to the non-state government agency if fund balance is positive

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS	
Sub Module Name: LoC Cheque Preparation	
LoCEA	Sends a request for deposit of additional funds to the non- state government agency if fund balance is negative
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> 1. Available Fund balance for Deposit Work 2. LoC Cheque details 	
Functional Requirements for the process:	
<ol style="list-style-type: none"> 1. There should a provision for tagging LoC Cheques for Deposit Work with the corresponding Deposit Work Cheque received from the non-state governmental agency 2. System should allow Bank to receive LoC Cheque information before LoC Executing Authority presents cheque to Bank for encashment 3. Cheque information should be available to treasury as soon as the LoC Cheque is generated 4. System should trigger accounting entries as and when transactions take place 5. System should have a provision for manual accounting adjustments through transfer entries in case of errors 6. There should be a provision for relevant cash book accounting entries for procurement of stock from external supplier or any other department 	
Validation Requirements for the process:	
<ol style="list-style-type: none"> 1. LoC Cheque amount should never exceed LoC balance available 	
Interfaces with Other Modules/Sub Modules/External Stakeholders:	
<ol style="list-style-type: none"> 1. E-Bantan-Expenditure Initiation 2. CTS-LoC Information 3. WFACS-WF Accounts Compilation 	
MIS Requirements for the process:	
<ol style="list-style-type: none"> 1. Drawal statistics for drawal against requisition 2. Drawal statistics for drawal against LoC 3. Treasury wise interest saved because of non-usage of LoC facility 4. List of authorized public works disbursers 5. ECS / EFT issued report 6. ECS / EFT encashed report 7. Bills ready for ECS / EFT generation 8. Volume of transactions 9. Abstract of volume of transactions 10. Details of undelivered ECS records 	

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.6. Cash Book Maintenance-Lower Offices



West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS	
Sub Module Name: WF Accounts Compilation	
LoCEA	Logs into IFMS and updates Cash Book Information (receipt & payments) of the Lower Offices
System	Accounting Entry: Posts Accounting Entries (debit/credit) at appropriate HoAs
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> 1. LoC Cheque Payment by LoCEA to Lower Offices 2. Cash Book Entries at Lower Offices 	
Functional Requirements for the process:	
<ol style="list-style-type: none"> 1. Cash Payments made by Lower Offices should never exceed available cash balance 2. There should be a provision for LoCEA to update the manual cash book entries of the Lower offices into the system 3. System should trigger accounting entries after cash book details are updated by the LoCEA 4. System should have a provision for manual accounting adjustments through transfer entries in case of errors 	
Validation Requirements for the process:	
<ol style="list-style-type: none"> 1. LoC Cheque issued by LoCEA to the lower offices should be successfully encashed 	
Interfaces with Other Modules/Sub Modules/External Stakeholders:	
<ol style="list-style-type: none"> 1. WFACS-LoC Cheque Preparation 	
MIS Requirements for the process:	
<ol style="list-style-type: none"> 1. Payee wise Cash Payment Details 2. Available Cash Balance 	

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.7. Compilation of Stock Accounts

Module Name: WFACS	
Sub Module Name: WF Accounts Compilation	
Business Function Name: Compilation of Stock Accounts	
Business Function Description: This process describes the mechanism for compilation of Stock Accounts by the Works Executing and Forest Departments. This is used to apply for stock, and account for the value of material issued/ procured/ returned	
Sequential Flow	
Process Actor	Process Description
LoCEA (Indenting Division)	Draws a cheque to make advance payment
LoCEA (Indenting Division)	Books the amount in 'P.W. Cheques' Head of Account, on Credit side
LoCEA (Indenting Division)	Books the amount in 'CSSA New' Head of Account, on Debit side
LoCEA (Indenting Division)	Enters relevant details in the specified Form
LoCEA (Indenting Division)	Receives the stock from Resourcing Division
LoCEA (Indenting Division)	On procurement, value of material procured is booked at the prices of procurement, as: CSSA credit, and Stock debit. (Reference: Goods received sheet)
LoCEA (Indenting Division)	Sets the issue rate for the stock requested
LoCEA (Indenting Division)	Issues the stock to Works Division
LoCEA (Indenting Division)	Enters relevant details in the specified Form
LoCEA (Indenting Division)	Books the value of issued stock in relevant Heads of Accounts as Credit to stock
LoCEA (Indenting Division)	Enters details of stock in the specified Form
	(In case, after valuation, it is found that more money is to be submitted to obtain the required amount of stock):
LoCEA (Resourcing Division)	Forwards bill to LoCEA (Indenting Division)
LoCEA (Indenting Division)	Draws a cheque to make payment to Resourcing Division
LoCEA (Indenting Division)	Books the balance amount due, in the same Head of Account (as originally booked for the work), on Credit side
LoCEA (Indenting Division)	Books the amount in 'Stock' Head of Account, for the balance payment, on Debit side
LoCEA (Indenting Division)	Enters relevant details in the specified Form. Details in the Form will exhibit the transaction on the above account.

West Bengal IFMS Functional Requirements Specification-WFACS Module

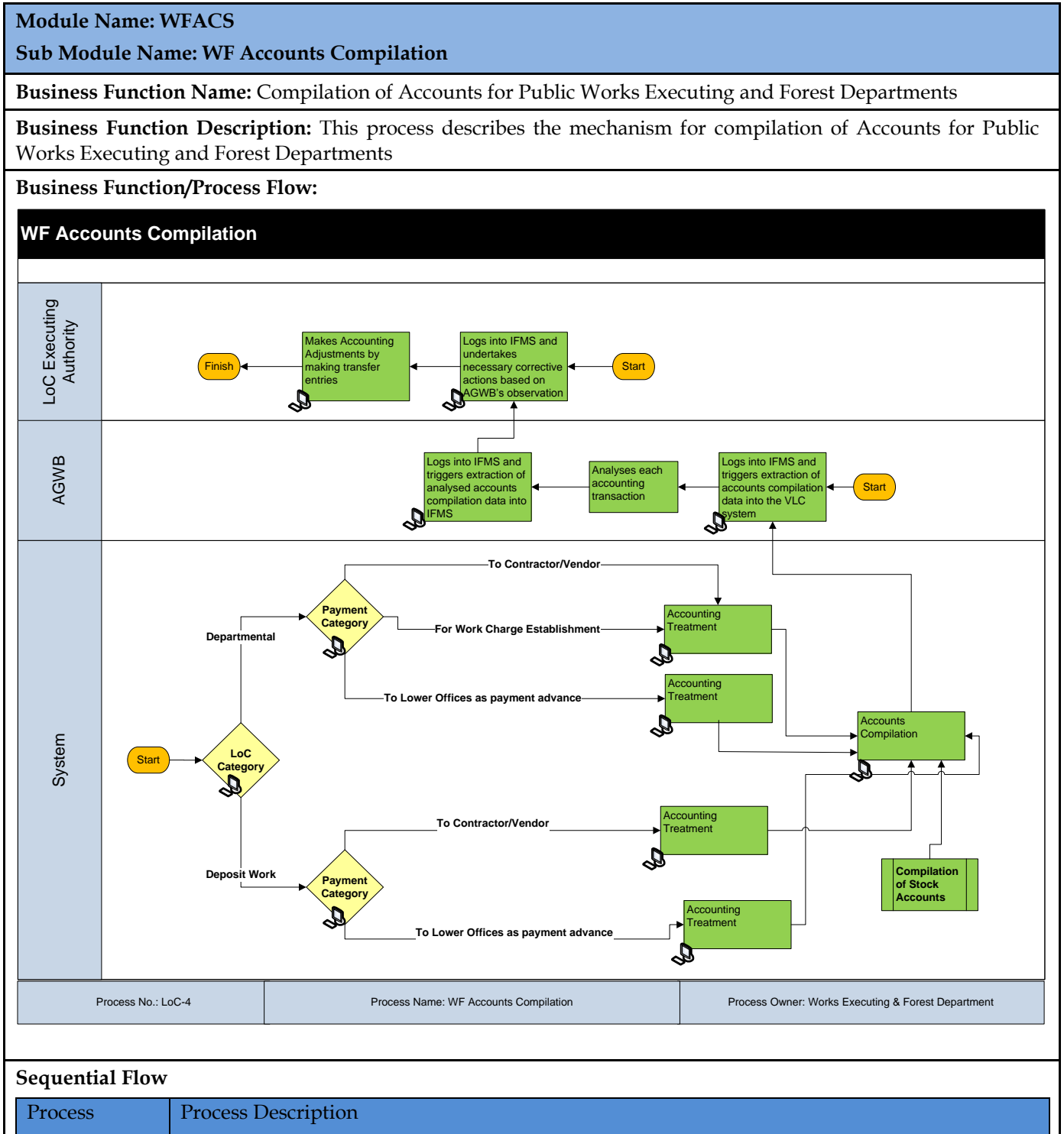
Module Name: WFACS	
Sub Module Name: WF Accounts Compilation	
LoCEA (Resourcing Division)	Receives the payment from Indenting Division
LoCEA (Resourcing Division)	Issues the stock to Works Division
LoCEA (Indenting Division)	Enters relevant details in the specified Form
LoCEA (Resourcing Division)	Books the amount in 'Miscellaneous P.W. Deposit' Head of Account, on Credit side
LoCEA (Resourcing Division)	Remits the amount to appropriate Head of Account
LoCEA (Resourcing Division)	Confirms the delivery of stock
LoCEA (Resourcing Division)	Once stock is delivered, EE books the value of stock delivered, as credit to 'Stock'
LoCEA (Resourcing Division)	Books the value of stock delivered, in 'Miscellaneous P.W. Deposit' Head of Account, on Debit side
	<u>(In case when the Resource Division is unable to provide the requested stock, to the Indenting Division):</u>
LoCEA (Indenting Division)	Procures material either from external supplier, or from another Department
LoCEA (Resourcing Division)	Mandates the supplier to supply the material directly to concerned Works department
LoCEA (Resourcing Division)	Issues an advice about the material being supplied to Works department for the relevant Head of Account
LoCEA (Works Division)	Acknowledges the receipt of the issued advice from Resourcing Division
LoCEA (Resourcing Division)	Receives the acknowledgement (of the issued advice) from the Works department
LoCEA (Works Division)	Books the value of procured material in 'MPSSA New' Suspense Head of Account, on Credit side
LoCEA (Works Division)	Books the value of procured material in relevant Works Heads of Accounts, on Debit side, by crediting stock
LoCEA (Works Division)	Receives bills from supplier
LoCEA (Works Division)	Draws cheque and makes payment after receiving the material.
LoCEA	If, by mistake, an accounting entry is done to an inappropriate Head of Account, EE draws a 'Transfer Entry Order', and adjustment is done by deducting the amount from previous HoA, and adding the amount to the correct Head of Account
Business Process Attributes/Data Elements (input data, output data):	
1. Budget Allotment against Head of Accounts and Object Head	
Functional Requirements for the process:	
1. System should trigger accounting entries as and when transactions take place	

West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS Sub Module Name: WF Accounts Compilation
2. System should have a provision for manual accounting adjustments through transfer entries in case of errors
Validation Requirements for the process: 1. None
Interfaces with Other Modules/Sub Modules/External Stakeholders: 1. WFACS-WF Accounts Compilation
MIS Requirements for the process: 1. Drawal statistics for drawal against requisition 2. Drawal statistics for drawal against LoC 3. Volume and value data of stock, for schedules and Forms

West Bengal IFMS Functional Requirements Specification-WFACS Module

3.8. Compilation of Accounts for Public Works Executing and Forest Departments



West Bengal IFMS Functional Requirements Specification-WFACS Module

Module Name: WFACS	
Sub Module Name: WF Accounts Compilation	
Actor	
System	Posts real time accounting entries (debit/credit) in the appropriate HoAs as and when different types of payment transactions takes place
System	Performs Accounts Compilation for all the transactions of Works Executing and Forest Departments as per the CPWD, Forest Manuals including Stock Accounts
AGWB	Logs into IFMS and triggers extraction of accounts compilation data into the VLC system
AGWB	Analyses each accounting transaction
AGWB	Logs into IFMS and triggers extraction of analysed accounts compilation data into IFMS
LoCEA	Logs into IFMS and undertakes necessary corrective actions based on AGWB's observation
LoCEA	Makes Accounting Adjustments by making transfer entries
Business Process Attributes/Data Elements (input data, output data):	
<ol style="list-style-type: none"> Budget Allotment against Head of Accounts and Object Head 	
Functional Requirements for the process:	
<ol style="list-style-type: none"> System should generate detailed monthly accounts as per the Works and Forest manuals System should trigger accounting entries as and when transactions take place System should have a provision for manual accounting adjustments through transfer entries in case of errors System should have a provision for AG to access the compiled accounts 	
Validation Requirements for the process:	
<ol style="list-style-type: none"> AG should be able to access the compiled Works and Forest accounts only when Works executive / Forest department sends alert 	
Interfaces with Other Modules/Sub Modules/External Stakeholders:	
<ol style="list-style-type: none"> E-Bantan-Expenditure Initiation WFACS-LoC Cheque Preparation WFACS-Deposit Works Fund Receipt WFACS-Stock Accounts CTS-Treasury Accounts CBMS-Accounts Management 	
MIS Requirements for the process:	
<ol style="list-style-type: none"> All relevant reports as per the Works and Forest manuals List of objections raised by AG, for payment and receipt transactions of Works executive and Forest Departments List of alteration / Transfer entries done by Works executive and Forest Departments based on AG's observations 	

Request for proposal for selection of System
Integrator for Integrated Financial Management
System (IFMS) for Department of Finance,
Government of West Bengal

Volume-IV

Additional Functional Requirements Specifications

Bid document number: WTL/FIN/IFMS/13-14/001 dated 12/06/2013

**PART B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS FOR HRMS
MODULE OF IFMS**



**Finance Department
Government of West Bengal
2013**

West Bengal IFMS Functional Requirements Specification – HRMS Module

Table of Contents

1. HRMS Overview	2
2. HRMS Sub Modules and Business Processes	2
2.1 Business Objects	3
3. HRMS Business Process Description	4
3.1 Manpower Planning	4
3.2 Recruitment Management	6
3.3 Leave Management	10
3.4 Training Management	13
3.5 Promotion Management	16
3.6 Payroll Processing	18
3.7 TA/DA Management	20
3.8 LTC Management	22
3.9 Medical Entitlement	24
3.10 Loans Management	26
3.11 Transfer Posting and Joining	28
3.12 Employee Exit	30
3.13 Performance Appraisal	33
3.14 Officer's Data and Self Service	35
3.15 Pay Fixation	40
3.16 Deputation and Lien	42
3.17 Departmental Enquiry	44
3.18 Confirmation Management	46

West Bengal IFMS Functional Requirements Specification – HRMS Module

1. HRMS Overview

The Human Resource Management System FRS for the West Bengal Government is so designed as to ensure that the developed application will be able to improve the performance its massive public workforce.

In a gist the HRMS will not only enable planning of the workforce and determine the effective size of public service; but also automate a significant part of the operations. It will also facilitate horizontal communication and integration, simplify coordination between human resource processes and provide access through a single window and thus contribute to the creation of a paperless environment.

The HRMS application will be open, flexible and updated to meet the management needs across the length and breadth of the West Bengal Government.

2. RMS Sub Modules and Business Processes

The following sections describe the sub modules and business processes of HRMS module.

- | | |
|------------------------------------|----------------------------------|
| 1. Officer's Data and Self Service | 10. Medical Entitlements |
| 2. Man Power Planning | 11. Loans Management |
| 3. Leave Management | 12. Transfer Posting and Joining |
| 4. Training Management | 13. Employee Exit |
| 5. Promotion Management | 14. Performance Appraisal |
| 6. Payroll Management | 15. Pay Fixation |
| 7. Recruitment Management | 16. Deputation and Lien |
| 8. TA DA Management | 17. Departmental Enquiry |
| 9. LTC Management | 18. Confirmation Management |


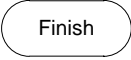
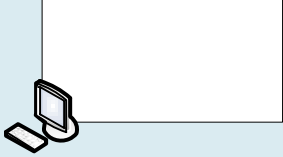


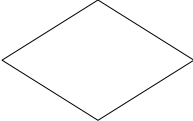

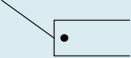
Note:

1. The following HRMS processes will have direct integration with IFMS
 - Payroll Management
 - TA DA Management
 - LTC Management
 - Medical Entitlements
 - Loans Management
2. Service Rules should ideally also be included as part of the HRMS system. During the System study phase of the System Integrator (SI) the same shall be finalized between the SI and the customer.

West Bengal IFMS Functional Requirements Specification – HRMS Module

2.1 Business Objects

The business process flows as indicated in the following sections differentiate between the steps in the IFMS application and those happening outside the IFMS application (through a computer icon). BPRs are also highlighted in red color in the process flow itself. The process objects are shown in the below table.

Objects	Description
	Start of Process
	End of Process
	Activity within IFMS
	Activity outside IFMS
	Predefined Process
	Decision Box
	Flow Line (Arrow, Connector)
	Comments Box

West Bengal IFMS Functional Requirements Specification – HRMS Module

3. HRMS Business Process Description

The following section describes the broad functional requirements for all processes for the HRMS module.

Note: The functional requirements specifications mentioned in this section are indicative in nature and not exhaustive. During the System study phase of the System Integrator (SI) the same shall be finalized between the SI and the customer.

3.1 Manpower Planning

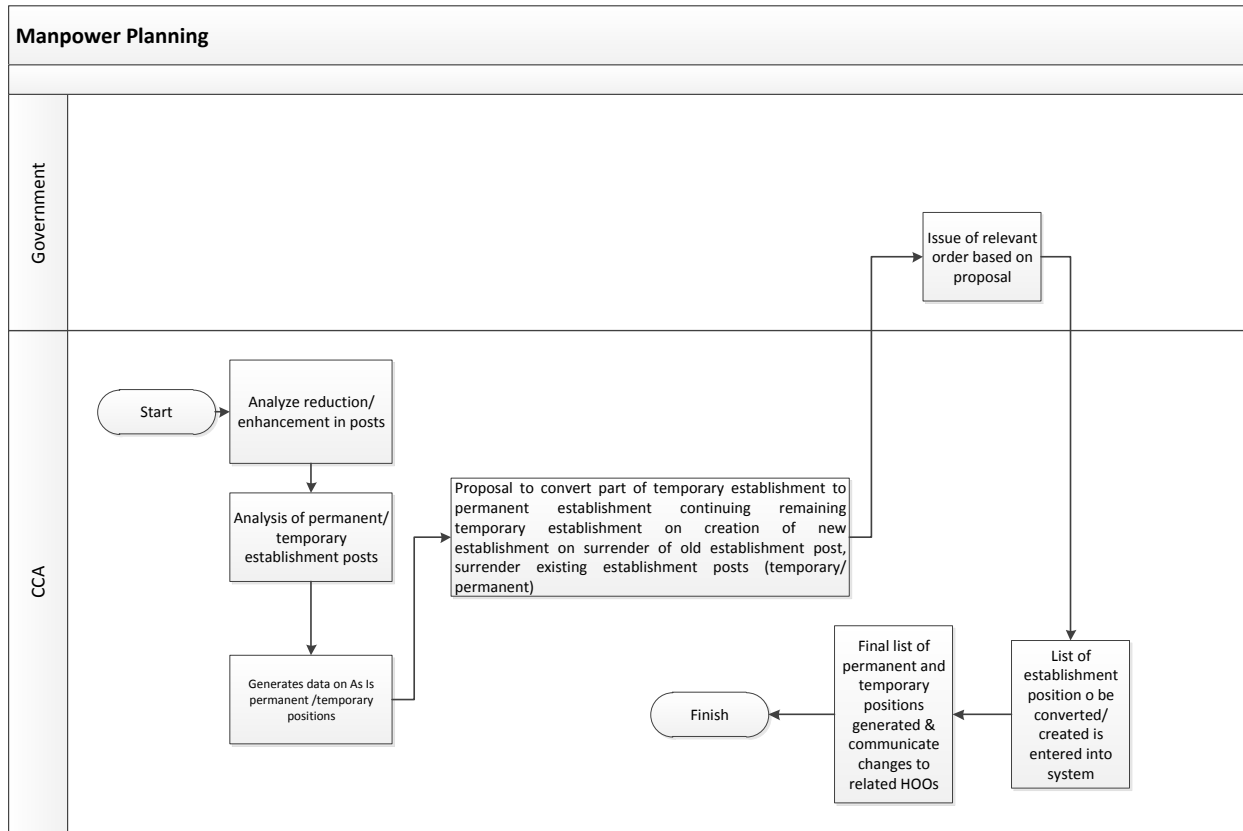
Process #	Process Name	Process Description
1	Manpower Planning	To analyze and forecast the need of workforce so as to create a workload balance
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	Gov	West Bengal Government
SI no	Process Actor	Process
1	CCA	Analyze reduction/ enhancement in posts as per formats for analysis
2	CCA	Analysis of permanent / temporary establishment posts
3	CCA	Generates data as on As Is permanent / temporary positions
4	CCA	Proposal to convert part of temporary establishment to permanent establishment continuing remaining temporary establishment on creation of new establishment on surrender of old establishment post, surrender existing establishment posts (temporary/ permanent)
5	Gov	Issue of relevant order based on proposal
6	CCA	List of establishment positions to be converted/created is entered into system
7	CCA	Final list of permanent and temporary positions generated & communicate changes to related HOO

Functional Requirement
Facility to automate manpower requirement/planning based on competencies, skills, experience, qualification and other criteria, Budget
Facility to make provisions for direct employment/ promotion/recruitment to specialist categories/ or contractual employees

West Bengal IFMS Functional Requirements Specification – HRMS Module

Facility to have a recruitment module which would enable populating an employee record when he joins any office
Facility to project cadre wise/grade-wise manpower requirements for a specified period based on data relating to resignations/ dismissals/future retirement etc.
Facility to analyze the cadre wise, grade wise, post wise resources available and required and do a gap analysis with specific time frame.
Facility to issue alerts before any position falling vacant due to retirement/term of temporary or contractual employee getting over
Facility to generate a consolidated manpower plan (Institution-wise/Unit wise) for approval through work-flow
Facility to integrate with the recruitment/promotion module for filling up of vacancies
Facility for skill/competency identification, training, evaluation, mapping with position requirement.
Facility to define every person on payroll as either of following: permanent employee, temporary employee, ad-hoc recruited employee, ad-hoc promoted employee; employment extended employee, contractual employee, retired and contractually appointed, outsourced provided employee.
Reports
Grade wise/ Crude Wise Availability Report
Department wise/Grade wise/Grade wise/ Vacancy Report across Permanent, Temporary, Casual and Contract roles
Consolidated Manpower Plan Report
Interaction with other Modules
Recruitment Management
Officers Data
Business Process Attributes/Data Elements (input data, output data)
Workload Analysis
List of posts asked to be converted or created by management
List of posts available for recruitment
Validity Check
Defining of all eligibility criteria for all categories of posts

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.2 Recruitment Management

Process #	Process Name	Process Description
2	Recruitment Management	Recruitment of new employees
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	HOO	Head of Office
Sl no	Process Actor	Process
1	CCA	System generates vacancy list sorted by cadre, office, post, appropriate recruitment mode
2	CCA	Communicated to respective authorities in standard letter format provided by GoWB
3	CCA	Advertise vacancies and applications on Govt/authority/agency website
4	CCA	Conduct selection process both online and offline and store results

West Bengal IFMS Functional Requirements Specification – HRMS Module

5	CCA	Shortlisted candidates list entered into the system (and displayed on the Govt website)
6	CCA	Background and Medical check of candidate by relevant department
7	CCA	Appointment letter sent to candidate by relevant department
8	HOO	Selected candidates joins organization
9	CCA	Candidate completes formalities for joining (upload scans of documents in the Officer's Data)
10	CCA	Creation of new employee ID and service record in the system

Functional Requirements for the process:	
Facility to define cadre, post, hierarchy, pay scale, cadre schedule, ratio of direct vs. promotions, no. of posts, roster etc.	
Facility for various Departments / Directorates to check vacancy position.	
Facility to draw recruitment schedule in accordance with the requirement plan.	
Facility for managing recruitment for special categories requiring relaxation in norms e.g. SC/ST/OBC/Physically challenged /Ex-service men /Sports persons etc.	
Facility for generating advertisement for recruitment for internal / external candidates for publication on HRMS portal, Media and website,	
Facility to receive on-line applications and maintaining one time registration	
Facility for conducting online objective type tests with auto scoring facility	
Facility to maintain various types of tests and maintain a question/answer database of each type of test (functional, psychometric, analytical etc.) to be administered as part of the selection process.	
Facility to define the evaluation criteria and generation of results post-evaluation	
Facility to maintain check list for verification and acknowledgement of various aspects related to joining viz., medical reports, testimonials, caste certificates, other relevant certificates, etc.	
Generation of system driven regret letters and/or offer / appointment letters through both manual as well as electronic modes – facility for providing standard templates and for uploading new templates	

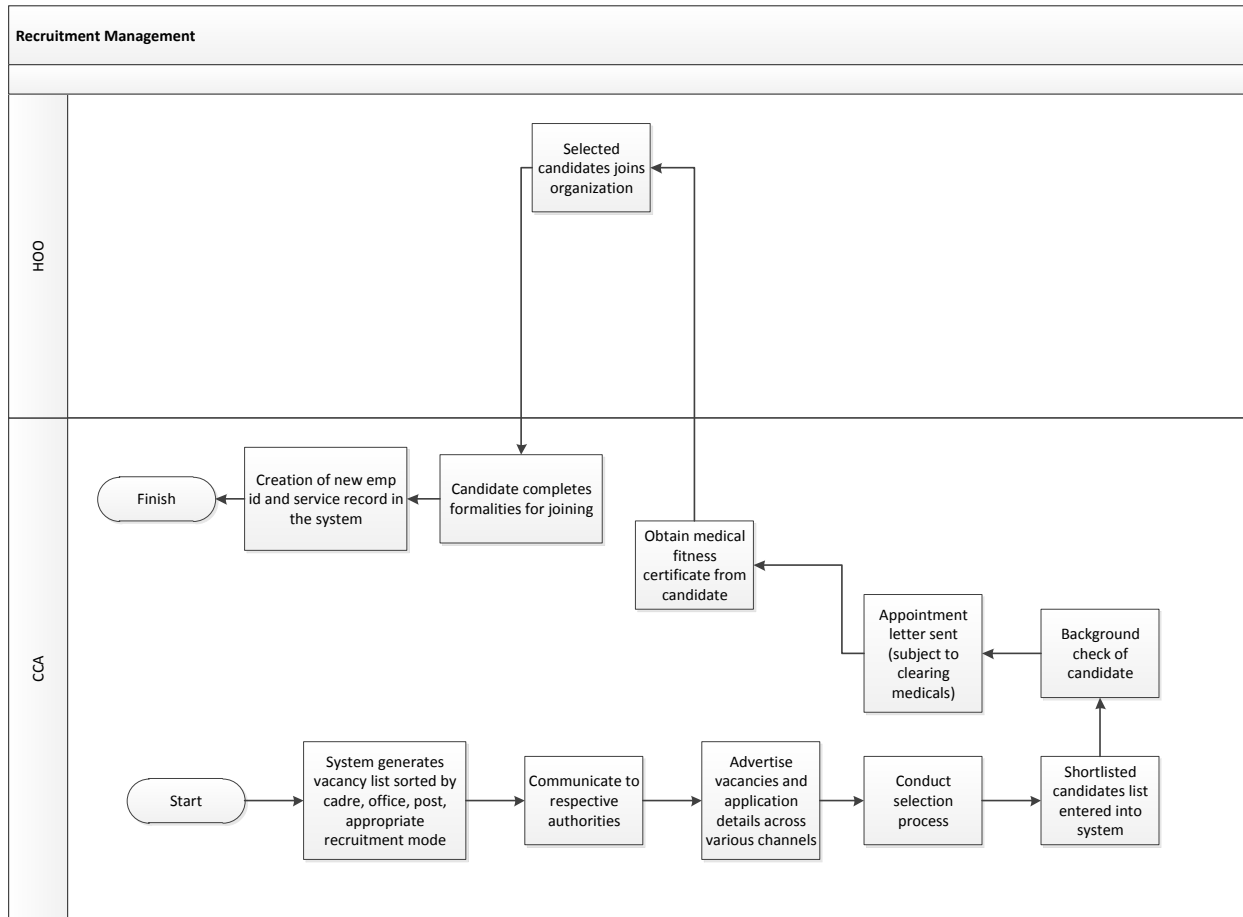
West Bengal IFMS Functional Requirements Specification – HRMS Module

Facility to define the specifications of the vacancy in terms of qualifications, work experience, location considerations, skills/competencies required, additional certifications / professional qualifications, etc.
Should allow for maintaining a checklist of details to be mentioned in each employee's personnel file
Provision to record comments of interviewers at Level 1, Level 2 & Level 3 interviews.
Provision to archive the assessments of candidates interviewed , so that rejected candidates of one SBU/Division are not considered for selection in another SBU/Division
Facility to update status of recruitment process
Facility to view the status of recruitment process
Facility to record test / interview scores.
Facility to update the post wise rank list of candidates short listed
Facility to setup the validity period for the short listed rank list with an option to extend the validity date, based on Departmental request.
Facility to update the list of candidates selected against various posts, Department wise.
Facility for the respective Departments / Directorates to view the selected list of candidates.
Facility for the Appointing Authority to generate appointment offers.
Provision for the Departments / Directorates to capture basic details of selected candidates.
Integration with Officer's Data and Service Record Management Module.
Facility for the Departments / Directorates to attach soft copies of various documents like medical reports, testimonials, caste certificates, other relevant certificates etc.
Facility for the Departments / Directorates to maintain check list for authentication and acknowledgement of various aspects related to joining viz., medical reports, testimonials, caste certificates, other relevant certificates, etc.
Facility to generate alerts on expiry of appointment offer validity period.
Provision to extend date of joining duty.
Facility to report cases that failed in reporting to duty within the stipulated time frame.
Facility to cancel recommendation / selection list.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Facility for the appointing authority to cancel appointment offers.
Facility for the Departments / Directorates to view the cancelled appointments.
Facility to generate new employee ID and update service record in the system.
Facility to have multiple Module Administrators
Facility to assign roles & privileges to the various types of users
Facility for Back data entry of Historic Data
Facility to configure master data relevant for the module.
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
List of vacancies - Department wise, post wise, office wise, category wise
List of pending requests - Department wise for a selected period
List of rejected requests- Department wise for a selected period
List of approved requests- Department wise for a selected period
List of candidates - Department wise, post wise, category wise.
Interaction with other Modules
Manpower Planning Management
Officers Data and Service Record Management
Transfer, Posting and Joining
Pay Fixation
Business Process Attributes/Data Elements (input data, output data)
List of permanent and temporary positions and vacancies available
List of people joined the organization
Validity Check
Eligibility criteria to be met by candidate
Selected candidate list to be uploaded on Website
All details of candidate to be collected by the HR person
Police Verification & Medical checkup completed

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.3 Leave Management

Process #	Process Name	Process Description
3	Leave Management	To manage all forms of leaves for employee
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	AO	Accepting Officer
	Emp	Incumbent Employee
Sl no	Process Actor	Process
1	Emp	Employee opens the leave module of HRMS and checks whether leaves are available or sanctioned.
2	Emp	If Leave is available, can apply online.

West Bengal IFMS Functional Requirements Specification – HRMS Module

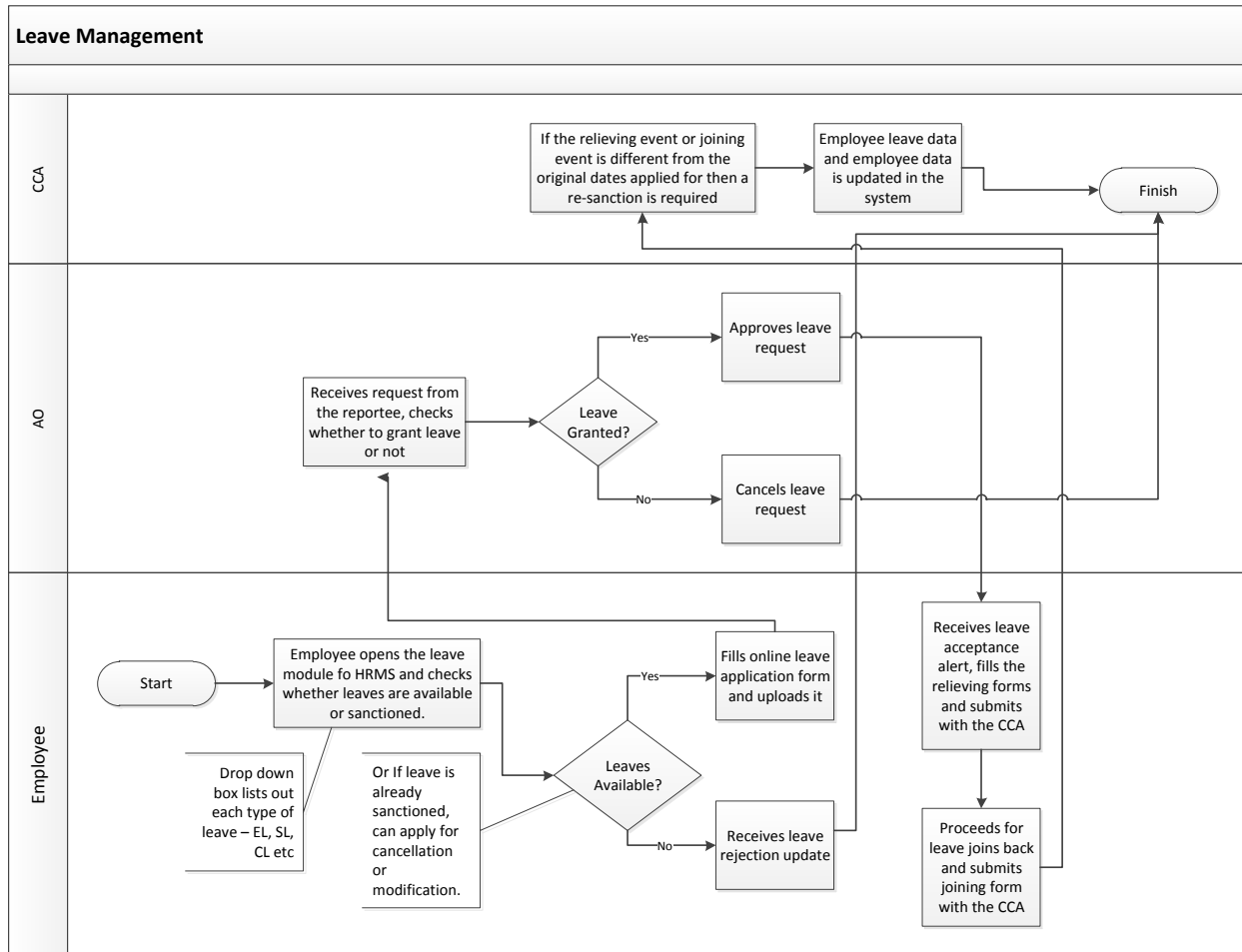
3	Emp	If leave is already sanctioned, can apply for cancellation or modification.
4	AO	Accepting authority receives request from reportee; approves or declines request based on policy
5	Emp	Employee is communicated accordingly through email
6	Emp	Proceeds for leave, joins back and submits joining form with PAR
7	CCA	If the relieving event or joining event is different from the original dates applied for then a re-sanction is required
8	CCA	Employee leave data and employee data is updated in the system

Functional Requirement
Facility to setup customized leave calendar for each office.
Facility to setup dept. wise type of leave, eligible leave for different category of employees.
Facility to have multiple Module Administrators
Facility to assign roles & privileges to the various types of users
Facility for Back data entry of Historic Data.
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Provision for submission of Leave by each employee.
Provision for the approving authority to view the leave applied, leave account of the applicant.
Provision for the approving authority to make sanction / reject / modify & sanction the leave application.
Provision for the applicant to view the Sanction Orders.
Facility for each employee to submit leave cancellation application.
Provision for the approving authority to view the cancellation requested respective application / sanction order.
Provision for the approving authority to make sanction / modify & sanction the cancellation application.
Provision for the applicant to view the approved cancellation orders.
Facility to link the cancellation order with the original application / sanction order.
Facility for each employee to submit amendment application for applied / sanctioned application.
Provision for the approving authority to view the amendment requested, respective application / sanction order, amendment recommended.
Provision for the approving authority to make sanction / reject / modify & sanction the amendment application.
Provision for the applicant to view the current status of the application.
Provision for the applicant to view the approved amendment orders.
Facility to link the amended order with the original application / sanction order.
Provision for the applicant to view the current status of the application.
Automatic updation of the leave account and service records.
Facility to generate sanction orders.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Reports
Employee wise leave summary.
List of leave requests (received, processed, sanctioned, rejected) for a period.
List of leave cancellation requests (received, processed, sanctioned) for a period. - Based on the aforementioned parameters, period wise list of leave cancellation requests handled by the section will be generated.
List of leave amendment requests (received, processed, sanctioned, rejected) for a period.
Interaction with other Modules
LTC Management
Officers Data and Service Record Management
Payroll Processing
Disciplinary Vigilance
Business Process Attributes/Data Elements (input data, output data)
Leave Account
Employee Database
Validity Check
Leave balance to be available in employees leave account
Scanned proof/certificates to be available
Leave details entered with reason

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.4 Training Management

Process #	Process Name	Process Name
4	Training Management	To analyze training policy, finalize the training plan and impart training
	Process Actor	Definition
	DTC	Departmental Training Committee
	CCA	Cadre Controlling Authority
	HOO	Head of Office
	Emp	Employee
Sl no	Process Actor	Process
1	DTC	Nomination of core competence program in consultation with CCA
2	Emp	Employee selects relevant training from available options
3	HOO	Employee training request accepted

West Bengal IFMS Functional Requirements Specification – HRMS Module

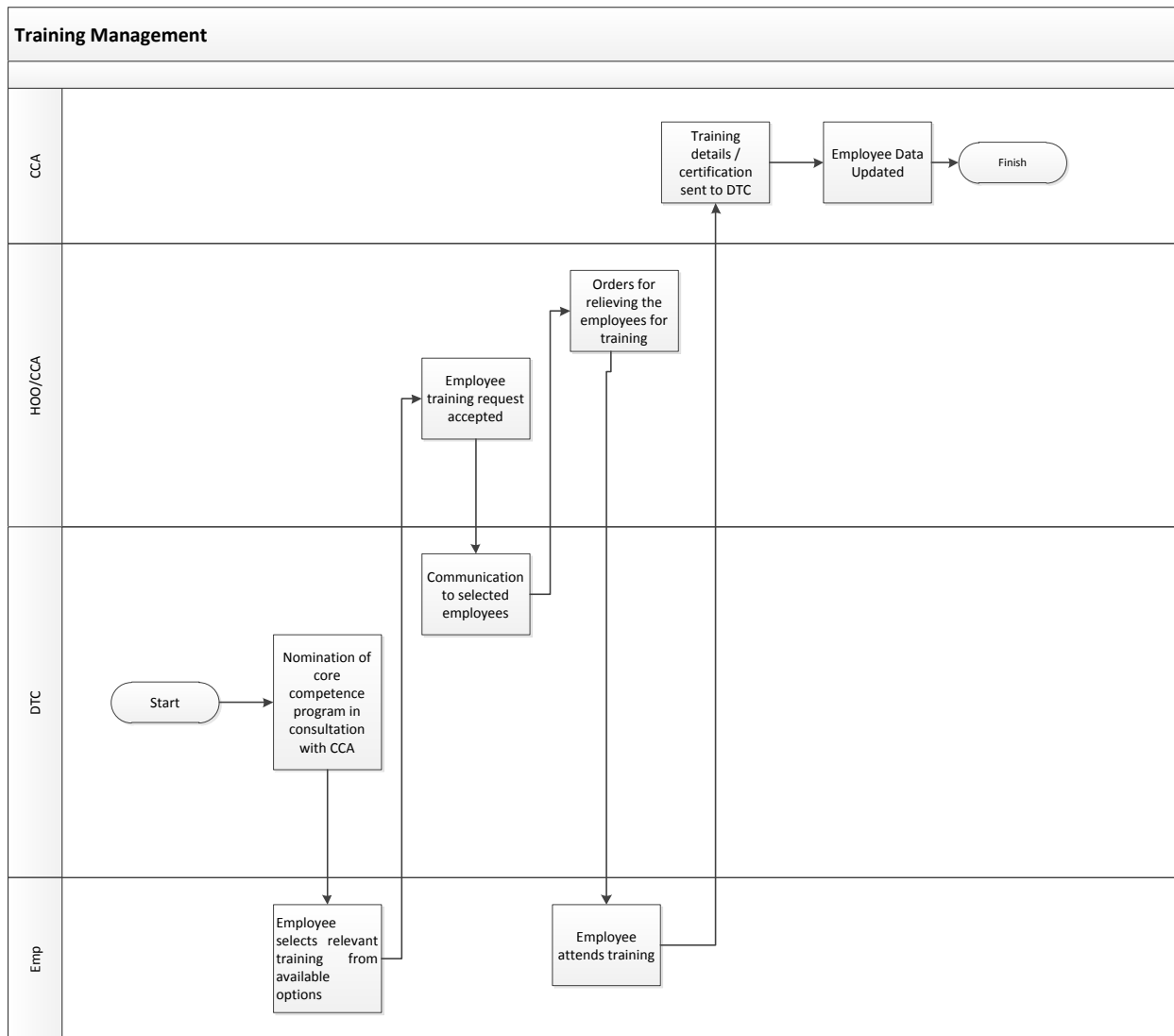
4	DTC	Communication to selected employees
5	CCA	Orders for relieving the employees for training
6	Emp	Employee attends training
7	CCA	Training details /certification sent to DTC
8	CCA	Updating of employee record

Functional Requirement
Facility for Departments / Directorates to submit specific requests for training programs.
Facility to view the various requests for training programs.
Facility to set up Training Calendar
Facility for Departments / Directorates to view the published training calendar.
Facility for employee to nominate himself to his accepting authority for a training
Facility for Departments / Directorates to nominate their candidates.
Facility to short list the nominated candidates
Facility to view the list of short listed candidates for the course.
Facility to view the final list of candidates.
Facility to record the performance of the participants.
Facility to publish training calendar (yearly / user defined).
Facility to schedule / reschedule training programs.
Facility to accept / reject the nominations.
Facility to select the candidates for the training based on eligibility criteria.
Facility to maintain employee wise training profile comprising of details like requested courses, completed courses, certifications etc.
Facility to evaluate the training programs.
Facility to generate certificates.
Facility to generate employee wise training profile comprising of details like requested courses, completed courses, certifications etc.
Facility to assign roles & privileges to the various types of users
Facility to configure any other master data relevant for the module.
Facility to have multiple Module Administrators
Facility to assign roles & privileges to the various types of users
Facility for Back data entry of Historic Data
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
List of available trainings with criteria
List of short listed candidates.
List of approved candidates
Interaction with other Modules

West Bengal IFMS Functional Requirements Specification – HRMS Module

Officers Data and Service Record Management
Leave Management
Performance Appraisal
Business Process Attributes/Data Elements (input data, output data)
Final training policy
Final training plan
Updated employee record
Training for core/professional competency not undergone earlier
Details of training programme available
Validity Check
Eligibility criteria to be met by candidate
Training policy to be uploaded in the system
All training details should be available

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.5 Promotion Management

Process #	Process Name	Process Description
5	Promotion Management	To manage the promotion of employee
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	DPC	Departmental Promotion Committee
Sl no	Process Actor	Process

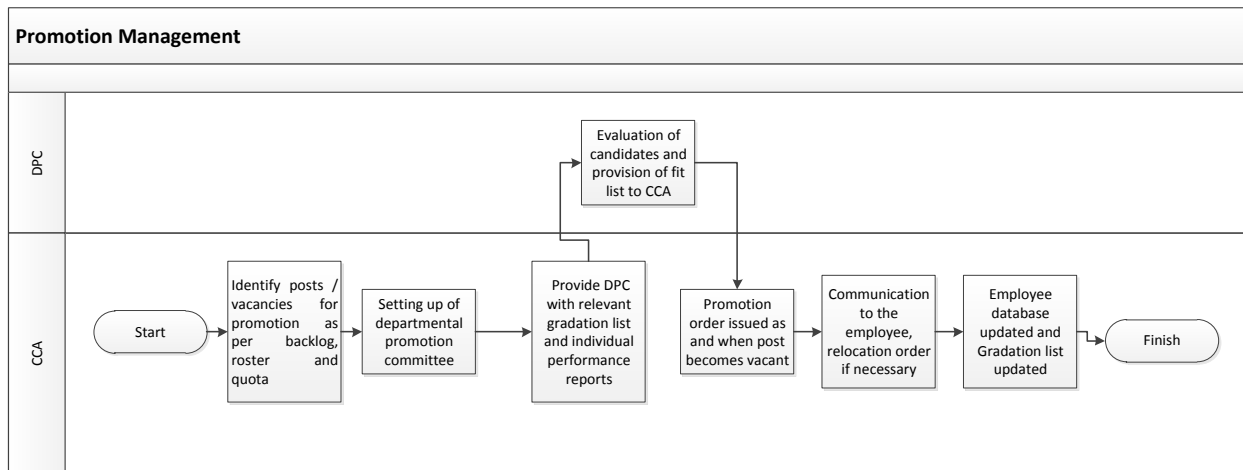
West Bengal IFMS Functional Requirements Specification – HRMS Module

1	CCA	Identify posts /vacancies for promotion as per backlog, roster and quota
2	CCA	Setting up of departmental promotion committee
3	CCA	Provide DPC with relevant gradation list and individual performance reports
4	DPC	Evaluation of candidates and provision of fit list to CCA
5	CCA	Promotion order issued as and when post becomes vacant
6	CCA	Communication to the employee, relocation order if necessary
7	CCA	Employee database updated
8	CCA	Gradation list updated

Functional Requirement
Facility to generate vacancy list for Promotions
Facility for the employees to view the promotion vacancies.
Facility for the employees to submit preferred stations
Facility to generate seniority list with preferences.
Facility to generate Provisional Promotion list based on various parameters
Facility to make changes in the Provisional Promotion List by the Head of Department
Facility to allot stations to the promoted employees one by one
Facility to publish final promotions list.
Facility to generate necessary promotion orders.
Facility to generate letter of intimation of promotion.
Facility to view promotion orders.
Integration with Officer's Data Module.
Facility to generate promotion orders.
Facility to generate letter of intimation of promotion.
Facility to assign roles & privileges to the various types of users
Facility to setup promotion eligibility criteria.
Facility to configure any other master data relevant for the module.
Facility to have multiple Module Administrators
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
Provisional promotions list.
Eligible promotee list.
Seniority list with station preferences.
Final promotion list
List of total promotions – dept. wise, station wise etc.
Interaction with other Modules
Officers Data and Service Record Management

West Bengal IFMS Functional Requirements Specification – HRMS Module

Manpower Planning
Payroll Processing
Business Process Attributes/Data Elements (input data, output data)
Gradation List
Employee database
Updated Employee database
Updated gradation list
Promotion orders for employee promoted
Relocation order to be issued
Validity Check
Employee is confirmed
Name of employee for promotion should appear in the gradation list
Employee need to complete annual appraisal cycle



3.6 Payroll Processing

Process #	Process Name	Process Description
6	Payroll Processing	Monthly automated payroll calculation and processing of employee salaries
Sl no	Process Actor	Process
1	HoO	Absentee statement recorded (date of unsanctioned absence will not be computed)
2	HOO	Updation of leave records etc. for each employee
3	DDO	DDO checks entitlement (receivables and deductions) and recovery from employee data base on system

West Bengal IFMS Functional Requirements Specification – HRMS Module

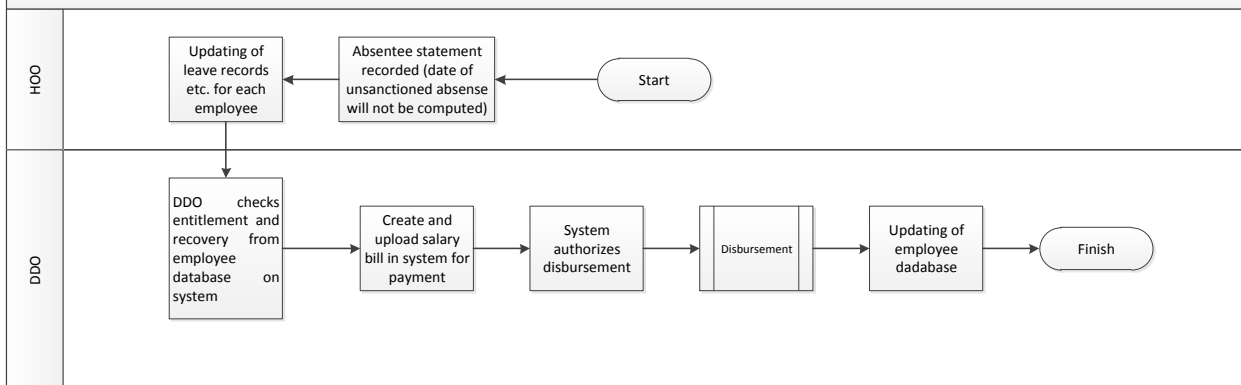
4	DDO	Create and upload salary bill in system for payment
5	DDO	System authorizes disbursement
6	DDO	Disbursement
7	DDO	Updation of employee database (after successful disbursement)

Functional Requirement
Facility for each Department / Directorate to have a centralized payroll system.
Based on roles, facility for each DDO to have the provision for pay bill preparation.
Facility for each employee to generate his / her own pay slip.
Provision for pay processing based on employee categorization.
Facility to process day loss.
Facility to view the applicable individual earnings and deductions of employee.
Facility to make updating on earnings and deductions of each employee.
Facility to compute the deductions to be made from the pay of the individual employee.
Facility to take care of variations in components like basic salary and increments which are bound to happen from time to time.
Facility to process payroll by the respective DDO of each department.
Facility to process leaves encashment.
Facility to capture arrear details.
Facility for temporary suspension of pay processing for employees against whom disciplinary action is initiated.
Facility to handle loan details including the maintenance of balances.
Facility to maintain loan recovery schedule against each loan number.
Facility to compute the interest amounts based on the interest rates given in sanction order
Facility to assign roles & privileges to the various types of users
Facility to configure any other master data relevant for the module.
Facility to have multiple Module Administrators
Facility for Back data entry of Historic Data
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
Salary transferred, department / employee / grade / month / year wise
Salary break-up / salary slip for each employee
Consolidated Deductions statement.
Pay bill register.
Individual pay slip.
Consolidated pay slip.
Bank pay in statement.
List of employees under temporary suspension of pay.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Interaction with other Modules
Leave Management
Officer's Data and Service Record
Disciplinary/ Vigilance Cases
TA/DA Management
LTC Management
Medical Entitlement
Loans Management
Validity Check
Whether are any entries in the Absentee Statement
Whether there are any Disciplinary Cases pending
Leave records updated in the system
Deductions and entitlements updated before 25 th day of the month
Employee details like grade, salary stack, appraisals, etc. defined in the system
Business Process Attributes/Data Elements (input data, output data)
Salary for each employee calculated on time as per defined rules
Leave Record
Absentee statement
Employee database
DDO Office Accounting System

Payroll Processing



3.7 TA/DA Management

Process #	Process Name	Process Description
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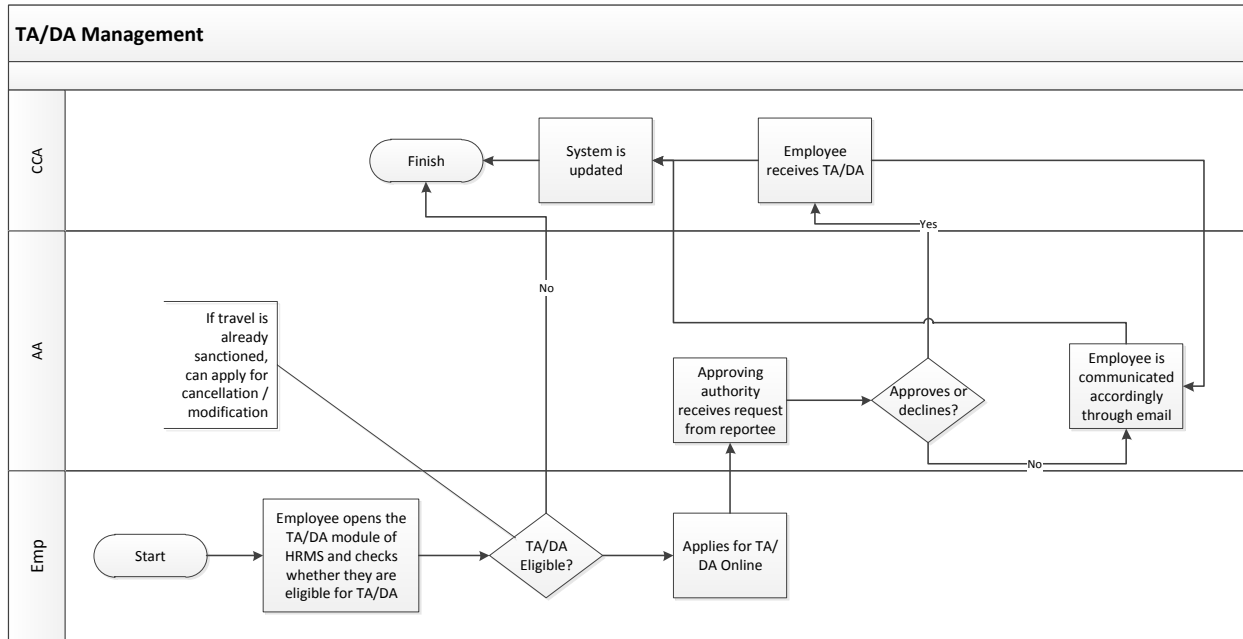
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7	TA/DA Management	Management of TA/DA Entitlement of Employee
	Process Actor	Definition
	Emp	Employee
	AA	Approving Authority
	CCA	Cadre Controlling Authority
Sl no	Process Actor	Process
1	Emp	Employee opens the TA/DA module of HRMS and checks whether they are eligible for TA/DA
2	Emp	If TA/DA is available, can apply online.
3	Emp	If travel is already sanctioned, can apply for cancellation or modification.
4	AA	Approving authority receives request from reportee; approves or declines request
5	AA	Employee is communicated accordingly through email
6	CCA	Employee receives TA/DA
7	CCA	Employee data is updated in the system

Functional Requirement
Facility to allow for recording travel requisitions as per travel policy.
Facility to allow for recording advances for travel against a requisition, after approval
Facility to allow Approving Authority to approve travel request
Facility to allow for recording travel expense report once the travel is completed
Facility to automatically account for the travel expense report after approval
Reports
List of all pending TA/DA Requests with status
List of all approved TA/DA Requests
List of all closed TA/DA Requests - received or declined
Interaction with other Modules
IFMS
Officer's Data and Service Record
Payroll Management
Validity Check
Approval of claims and Re-imburements as per employee / grade eligibility
Claim approved by controlling officer
Business Process Attributes/Data Elements (input data, output data)

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Claims & re-imbursements approved / rejected as per employee eligibility and database updated
Employee Database
Grade and Salary Structure



3.8 LTC Management

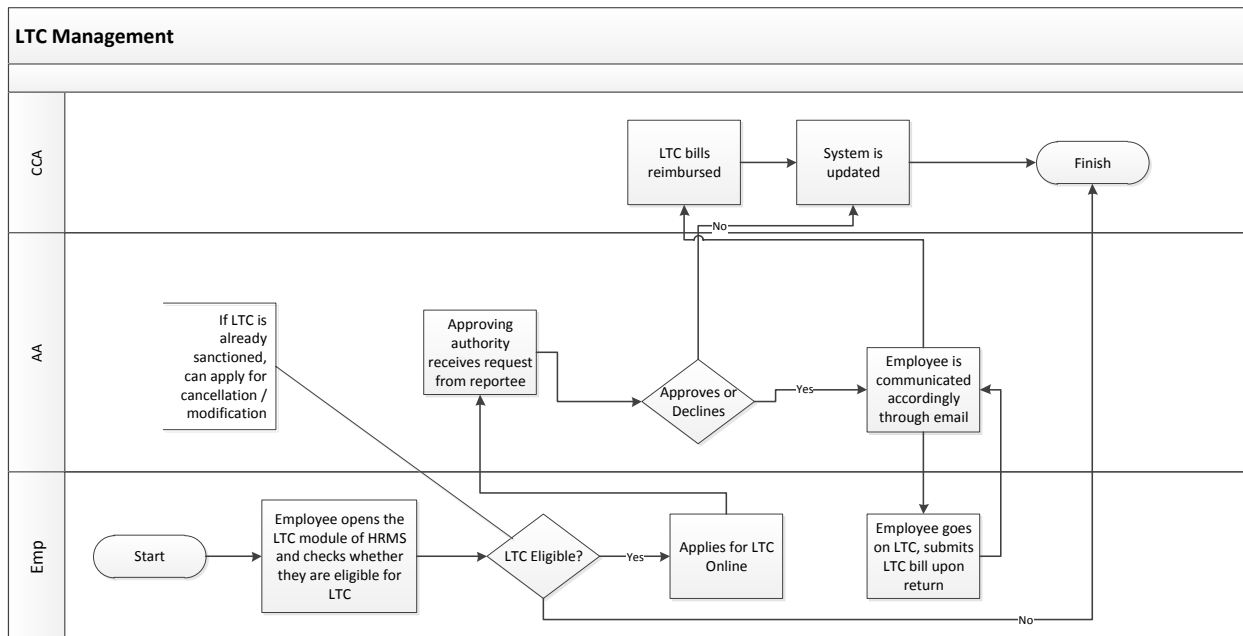
Process #	Process Name	Process Description
8	LTC Management	Management of LTC Entitlement of Employee
	Process Actor	Definition
	Emp	Employee
	AA	Approving Authority
	CCA	Cadre Controlling Authority
Sl no	Process Actor	Process
1	Emp	Employee opens the LTC module of HRMS and checks whether they are eligible for LTC
2	Emp	If LTC is available, can apply online.
3	Emp	If LTC is already sanctioned, can apply for cancellation or modification.
4	AA	Approving authority receives request from reportee; approves or declines request

West Bengal IFMS Functional Requirements Specification – HRMS Module

5	AA	Employee is communicated accordingly through email
6	Emp	Employee goes on LTC, submits LTC bill upon return
7	CCA	LTC bills reimbursed
9	CCA	Employee data is updated in the system

Functional Requirement
Facility to capture the employee-wise LTC eligibility details like present LTC block, when last LTC was availed etc. with related report as per requirement.
Facility to apply online for LTC by the employees and online approval by approving authority
Facility to support LTC cancellation, extension, postponement etc.
Ability to sanction encashment of LTC as Government policy including check on number of kids or family members
Facility to issue reminder letters if LTC final bill is not submitted within the prescribed time
Provision of LTC approval in parts – for self and for other members of family
Reports
List of all pending LTC Requests with status
List of all approved LTC Requests
List of all closed LTC Requests - received or declined
Interaction with other Modules
IFMS
Officer's Data and Service Record
Payroll Management
Validity Check
Candidate eligibility for LTC
Business Process Attributes/Data Elements (input data, output data)
NA

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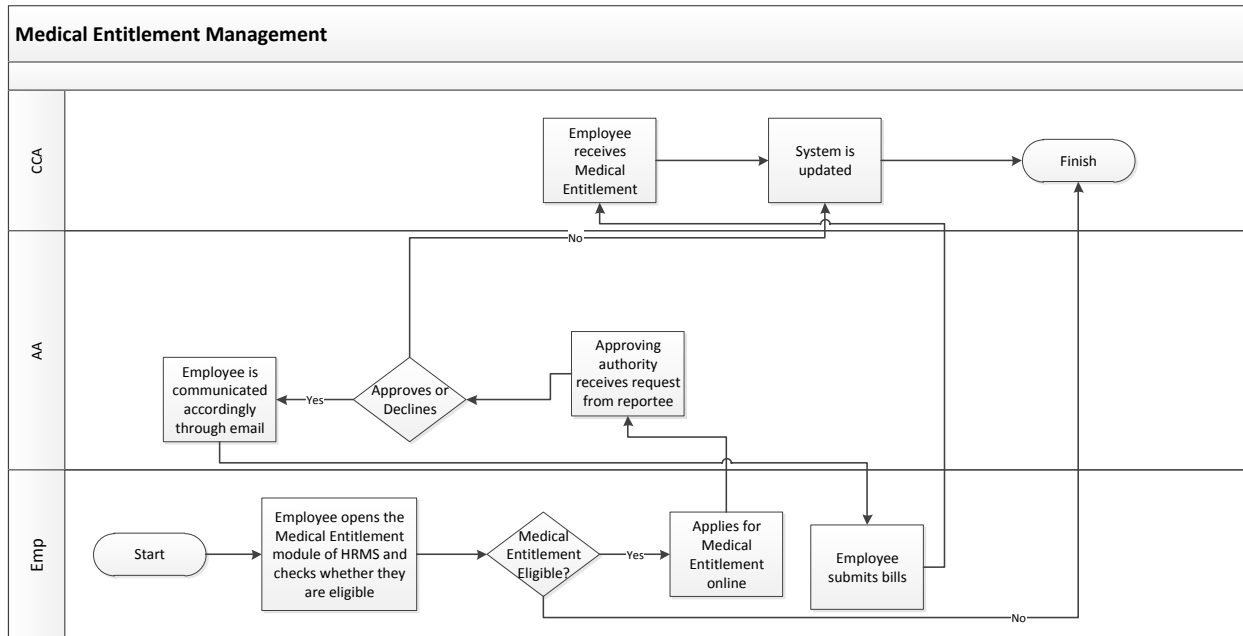
3.9 Medical Entitlement

Process #	Process Name	Process Description
9	Medical Entitlement	Management of Medical Entitlement of Employee
	Process Actor	Definition
	Emp	Employee
	AA	Approving Authority
	CCA	Cadre Controlling Authority
Sl no	Process Actor	Process
1	Emp	Employee opens the Medical Entitlement module of HRMS and checks whether they are eligible
2	Emp	If employee is eligible, can apply online.
3	AA	Approving authority receives request from reportee; approves or declines request
4	AA	Employee is communicated accordingly through email
5	CCA	Employee receives Medical Entitlement
6	CCA	Employee data is updated in the system

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Functional Requirement
Facility to generate credit letters for medical treatments.
Facility to generate reminders for compulsory executive health checkup as per criteria defined
Facility to maintain a list of empanelled hospitals having tie up for the purpose of direct settlement facility.
Facility to handle Group Mediclaim Policy, if any, cash less facility with set of hospitals
Facility to generate concerned letters of authorization to hospitals etc.
Facility to submit medical reimbursement along with a scanned pdf file and tracking of pending reimbursement claim
Reports
List of all pending Medical Entitlement Requests with status
List of all approved Medical Entitlement Requests
List of all closed Medical Entitlement Request - availed or declined
List of approved hospitals with direct settlement facility.
Interaction with other Modules
IFMS
Officer's Data and Service Record
Payroll Management
Validity Check
Approval of claims and Re-imburements as per employee / grade eligibility
Claim approved by controlling officer
Business Process Attributes/Data Elements (input data, output data)
Claims & re-imburements approved / rejected as per employee eligibility and database updated
Employee Database
Grade and Salary Structure

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.10 Loans Management

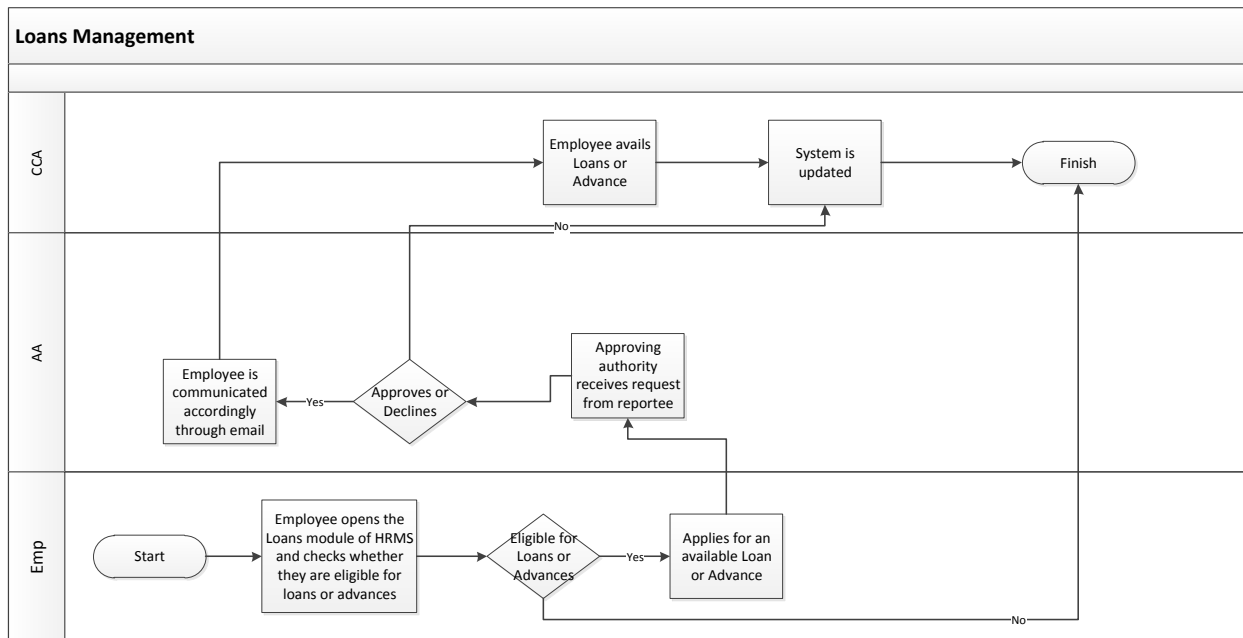
Process #	Process Name	Process Description
10	Loans Management	Management of Loans & Advances Entitlement of Employee
	Process Actor	Definition
	Emp	Employee
	AA	Approving Authority
	CCA	Cadre Controlling Authority
Sl no	Process Actor	Process
1	Emp	Employee opens the Loans Management module of HRMS and checks whether they are eligible
2	Emp	If Loan/GP fund is available, can apply online.
3	Emp	If Loan is already sanctioned, can apply for cancellation or modification.
4	AA	Approving authority receives request from reportee; approves or declines request
5	AA	Employee is communicated accordingly through email
6	Emp	Employee avails loan/ advances
7	CCA	Employee data is updated in the system

Functional Requirement
Facility to apply online for Loans by the employees and online approval by approving authority

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Facility to support Loan cancellation, modification etc.
Ability to sanction encashment of loan as per Government policy.
Facility to issue reminder letters if Loan is not returned within the prescribed time
Support recovery of all types of loans through online escalation
Integration with Payroll Management for disbursement and recovery of loans
Facility to define loans and its various characteristics such as periodicity, interest rate, ceilings details etc.
Facility to attach loan sanctioning rules to every loan type.
System should capture from the pay roll module deductions made for the loan repayment and auto upgrade outstanding balance for the loan amount.
Facility to change the interest rate
Reports
List of all pending Loan Requests with status
List of all approved Loan Requests
List of all closed Loan Requests - received or declined
List of all recovered loans.
List of all overdue loans.
Interaction with other Modules
IFMS
Officer's Data and Service Record
Payroll Management
Validity Check
Approval of loan & advances as per employee / grade eligibility
Present Loans and Advances, if any
Business Process Attributes/Data Elements (input data, output data)
Loans & advances approved / rejected as per employee eligibility and database updated
Employee Database
Grade and Salary Structure
Present Loans and Advances, if any
Approved budget

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.11 Transfer Posting and Joining

Process #	Process Name	Process Name
11	Transfer, Posting and Joining	This process will manage Employee Transfer as per standard rules / gradation list and joining at new location
	Process Actor	Definition
	Gov	Government
	CCA	Cadre Controlling Authority
	HOO	Head of Office
	AA	Approving Authority
	Emp	Employee
Sl no	Process Actor	Process
1	Gov	Review state department transfer policy of the year
2	CCA	Identify posts vacancies for transfer
3	CCA	Setting up of departmental/district transfer boards (optional)
4	CCA	Provide DTB/HOO with relevant gradation list and transfer reports
5	HOO	Evaluation of candidates and provision of transfer list
6	CCA	Publication of transfer list and communication to the employee
7	CCA	Consolidate changes communicated to concurrent accounts.
8	AA	Relieving letter issues to the employee at previous location
9	Emp	Applies for transfer (TA) and advance

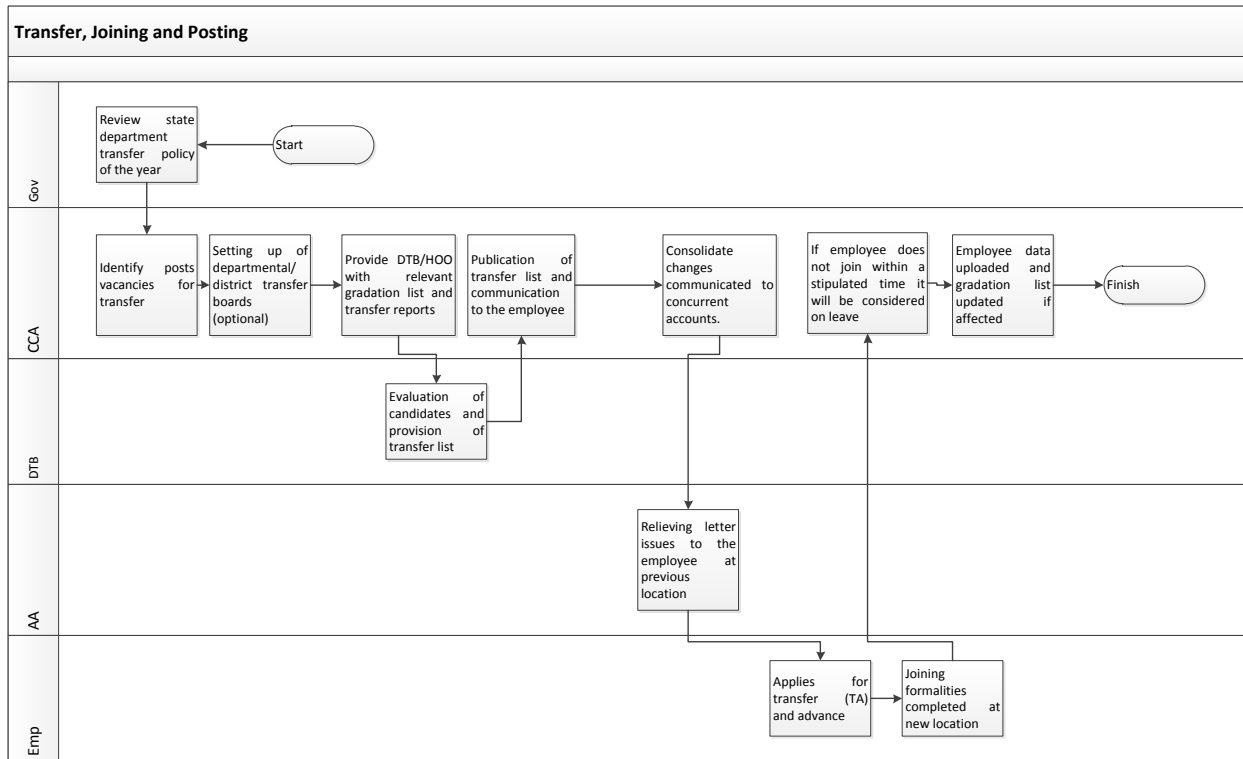
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10	Emp	Joining formalities completed at new location
11	CCA	If employee does not join within a stipulated time it will be considered on leave
12	CCA	Employee data uploaded
13	CCA	Gradation list updated if affected

Functional Requirement
Facility for employees to submit request for transfers.
Facility for the concerned authority to view / process the specific transfer requests.
Facility for the concerned authority to accept / reject the specific transfer requests.
Facility to check up vacancy position.
Facility for the approving authority to sanction the transfer.
Facility for the respective employee to view the transfer order.
Facility for the employees to indicate preference of station / location for general transfer
Facility for the Department / Directorate to fix the parameters for the creation of a provisional list for general transfer.
Facility to create the base list of personnel to be transferred as per the desired parameters
Facility to transfer each of the employee one by one
Facility to generate provisional transfer vacancy list based on the finalized transfer list.
Facility to make changes in the Provisional List by Head of the Department
Facility to publish the final transfer vacancy list.
Facility for the transferring authority to prepare the transfer list and pass necessary orders.
Facility for the employees to view the list of postings.
Facility for the respective employee to view the transfer order.
Facility to generate transfer intimation letters.
Facility to assign roles & privileges to the various types of users
Facility to have multiple Module Administrators
Facility to assign roles & privileges to the various types of users
Facility for Back data entry of Historic Data
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
Provisional Transfer List
Final Transfer List
List of new joinees per department/office
Employees Preferred location list.
Interaction with other Modules
Leave Management
Payroll

West Bengal IFMS Functional Requirements Specification – HRMS Module

Officer's Data and Service Records
Validity Check
Revised State / Department transfer rule / policies to be entered in the system
Gradation list updated regularly
Reliving letter / NOC (No Objection Certificate) issued to the employee from the previous department
Employee to complete joining formalities at new location
Gradation list and Employee database updated
Business Process Attributes/Data Elements (input data, output data)
Employee transferred as per defined rules and employee database updated on joining
Employee Database
Gradation List
Employee service book
Vacancy database at other location



3.12 Employee Exit

Proces s #	Process Name	Process Description
12	Employee	This module will manage the whole process of retirement from filling of form

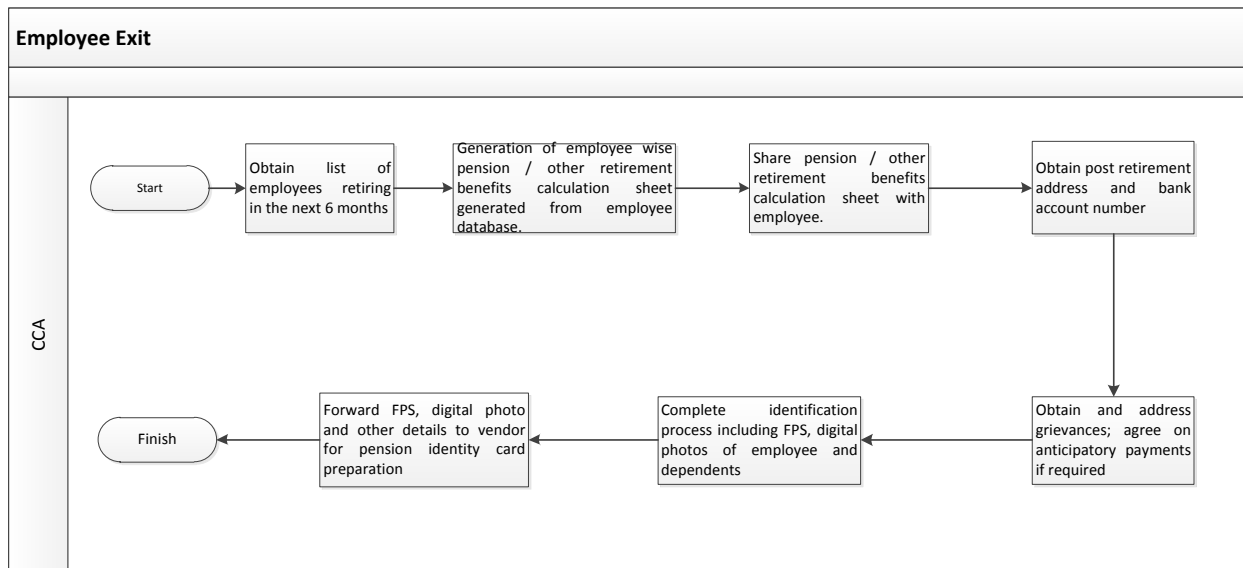
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	e Exit	from employee to calculation of pension amount. It will also enable employees to complete retirement formalities.
	Process Actor	Definition
	CCA	Cadre Controlling Authority
Sl no	Process Actor	Process
1	CCA	Obtain list of employees retiring in the next 6 months
2	CCA	Generation of employee wise pension / other retirement benefits calculation sheet generated from employee database.
3	CCA	Share pension / other retirement benefits calculation sheet with employee.
4	CCA	Obtain post retirement address and bank account number
5	CCA	Obtain and address grievances; agree on anticipatory payments if required
6	CCA	Finalize pension /other retirement benefits calculation sheet
7	CCA	Complete identification process including FPS, digital photos of employee and dependents
8	CCA	Forward FPS, digital photo and other details to vendor for pension identity card preparation

Functional Requirement
Facility to identify the reason of exit e.g. retirement/compulsory retirement/voluntary retirement/death/resignation/dismissal etc.
Facility to process the voluntary retirement application as per the rules defined for the particular scheme
Capability to generate retirement notice to concerned departments and retirement proposal at least 6 months in advance in case of superannuation for sanction.
Capability to generate retirement notice, for other type of retirement/exit, as soon as the papers are submitted/on-line request is received.
Capability to initiate the process for making payment of the retirement benefits and sanction pension as per applicable rules
Facility to analyze data relating to exits/retirements
Facility to calculate after Retirement benefits (Medical, etc.)
Reports
List of employees retiring in the next 6 months
List of employees retired in the last 6 months
Loan outstanding from an employee at the time of retirement
Interaction with other Modules
IFMS
Officer's Data and Service Record

West Bengal IFMS Functional Requirements Specification – HRMS Module

Payroll
Loans Management
Validity Check
Retirement order issued for employees retiring in the next financial year, 4 months before start of financial years
System stops GPF deductions 4 months prior to the retirement date of employee
LPC to be issued on the day of superannuation after last salary is disbursed
Confirmation to be obtained from employee on terminal calculation sheets and contact details after retirement
Finalization of pension / other retirement benefits sheet with the employee
Identification process of the employee to be completed
Identity card to be handed over to employee on the day of retirement
Business Process Attributes/Data Elements (input data, output data)
VRS/Acceptance of Resignation & relieving order issued (except in case of death)
DDO makes final payment
Employee Database
Employee Service Records
Employee Salary record
Office order to be issued by CCA
Pension case to be prepared and sent to treasury and IFMS
Terminal benefit calculation sheet generated by CCA and shared with employee / nominee
Pensioner's identity card prepared



West Bengal IFMS Functional Requirements Specification – HRMS Module

3.13 Performance Appraisal

Process #	Process Name	Process Description
13	Performance Appraisal Management	To assess employees performance for the year
	Process Actor	Definition
	Emp	Employee
	CCA	Cadre Controlling Authority
	AA	Approving Authority
Sl no	Process Actor	Process
1	Emp	GnO setting of the year with Approving Authority
2	Emp	Uploading of agreed GnO in system
3	Emp	Self-Assessment of Half Year
4	AA	Half Year Review
5	CCA	Upload performance report in system
6	CCA	Intimation to Employee and Approving Authority on timelines for Annual review
7	Emp	Self-Assessment for Annual performance
8	AA	Annual Review
9	AA	Identification of development areas in discussion
10	AA	Update Database
11	CCA	Report sent to the reviewing offer for comments as appropriate
12	CCA	Performance review is finalized
13	CCA	Report sent to Accepting Officer for comments and record keeping
14	CCA	Uploading performance report in system and update employee records
15	CCA	Adverse comments if any are communicated to employee
16	Emp	Employee responds to adverse comments through representation
17	CCA	Representations considered
18	CCA	Adverse comments or a part thereof expunged if representation accepted

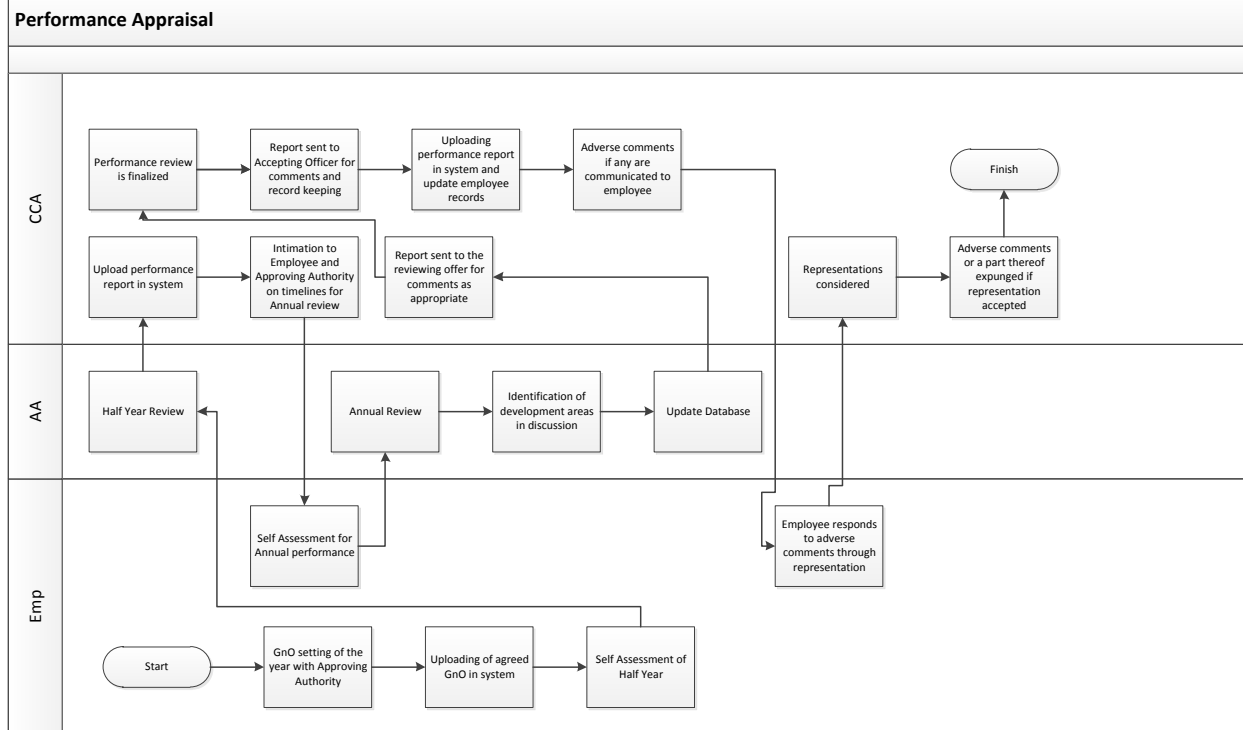
Functional Requirement
Facility for the employee / superior to view the notified appraisals.
Facility for an employee to record self-appraisal.
Facility for the employee to submit self-appraisal to the approving authority.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Facility for the superior officer to appraise the performance of the subordinate.
Facility for the superior to submit appraisals to the approving authority.
Facility for the approving authority to view the self-appraisals and the superior's appraisal.
Facility for the approving authority to accept / reject the submitted appraisals.
Facility to record strengths / weakness and suggestions / recommendations for improvements by the appraising/approving authority.
Facility to rate the performance of an employee based on the set criteria for the specific position.
Facility to define the period for which appraisal is carried out.
Facility for the employee / superior to view the appraisal ratings.
Facility to maintain the appraisal records.
Facility to generate letters to employees identified with unsatisfactory performance.
Facility for generation of alerts on non-confirmation of the minimum levels of performance criteria.
Facility to generate reminder letters / mails to the employees / appraising authorities in case of non-submission of self-appraisals, etc.
Facility to generate letters / mails to be issued to the employee in case of unsatisfactory performance.
Facility for an automated notification of upcoming appraisals at user defined intervals (Three months, Six months).
Facility to capture employee surveys and suggestions.
Facility to generate appraisal notifications for the selected period.
Facility to define competency-wise / parameter wise desired levels of performance for each cadre / grade in the organization.
Facility to notify the upcoming appraisals.
Facility to assign roles & privileges to the various types of users
Facility to configure any other master data relevant for the module.
Facility to have multiple Module Administrators
Should be possible to create multiple Module Administrators and assign them to different departments"
Should be possible to have multiple module administrators within one department itself
Facility for Back data entry of Historic Data
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Keep track of the User, Time, Modified Fields, and Previous Data etc. Should capture information on Addition, Deletion and / or Modifications field wise. "
No user including the Module Administrator / System Administrator should be able to Delete or Modify the Audit Trail Data.
Reports
List of self-appraisals submitted for a period.
List of subordinates appraisals submitted by superiors for a period.
Appraisal ratings of each employee.
List of employees reported with unsatisfactory performance.
List of defaulted employees with respect to appraisal submission.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Interaction with other Modules
Promotions Management
Officer's Data and Service Records
Business Process Attributes/Data Elements (input data, output data)
Updated Employee database
Employee performance evaluation report with grade
Employee's Action Plan Implementation details
Employee to fill the performance appraisal form
Validity Check
Goals and objectives of employee to be complete
Any disagreement against the assessment to be resolved



3.14 Officer's Data and Self Service

Process #	Process Name	Process Description
14	Officer's Data and Service Record	This process will manage all employee data and service records

West Bengal IFMS Functional Requirements Specification – HRMS Module

	Process Actor	Definition
	Emp	Employee
	HOO	Head of Office
	AO	Approving Authority
Sl no		
1	Process Actor	Process
2	Emp	Employee logs into his or her HRMS system through this portal.
3	Emp	Accesses other modules of the HRMS.
4	Emp	Enters the data/views/edits pre-defined data on self e.g. up- dation of personal records like Bank details, marital status, record/change nomination etc. and leave balance, leave status (Cannot be modified), Salary details, liabilities, declare investments for IT returns, Property returns, Lease data, Medical & Entertainment etc.
5	AO	Single point access to all approval requirement and MIS reports
6	HOO	Enters the data/views/edits/approves all pre-defined data points

Functional Requirement
Facility for various departments / directorates to capture and maintain their own employee details.
Facility to retrieve basic details of an employee from the Recruitment Management Module.
Facility for auto-generation of unique Employee ID for each employee.
Facility to maintain personal details of the employee. (As indicated in the data fields section)
Facility to maintain identification details of the employee. (As indicated in the data fields section)
Facility to maintain academic details of the employee. (As indicated in the data fields section)
Facility to maintain departmental exam details of the employee.
Facility to maintain external training details of the employee.
Facility to maintain family details of the employee. (As indicated in the data fields section)
Facility to maintain appointment details of the employee. (As indicated in the data fields section)
Facility to maintain pay scale details of the employee. (As indicated in the data fields section)
Facility to maintain audit trail of all changes effected on the system.
Facility to maintain history details.
Facility to have an exhaustive search based on various parameters.
Facility for consolidated view of information pertaining to each employee.
Integration with IFMS
Facility to generate Employee Personnel File.
Facility to generate current employee strength
Facility to generate employee list with basic details.
Facility to generate list of employees on probation.
Facility for each office to generate blood group wise list of employees.

West Bengal IFMS Functional Requirements Specification – HRMS Module

Facility for State / Department / office to generate list of employees who obtained VRS during a particular period.
Facility for State / Department / office to generate list of employees who resigned from service during a particular period.
Facility for State / Department / office to generate list of employees who got terminated from service during a particular period.
Facility for State / Department / office to generate list of deceased employees while on service during a particular period.
Facility to generate retirement report.
Facility to assign roles & privileges to the various types of users
Creation of module specific roles and privileges
Based on functional requirements each user is mapped to the defined roles and privileges
Facility to create multiple Module Administrators and assign them to different departments
Facility to have multiple module administrators within one department itself
Based on functional requirements each user is mapped to the defined roles and privileges
Facility to keep track of the User, Time, Modified Fields, Previous Data etc. Should capture information on Addition, Deletion and / or Modifications field wise.
No user including the Module Administrator / System Administrator should be able to Delete or Modify the Audit Trail Data.
Reports
Employee Personnel File.
Current employee strength
Employee list with basic details.
List of employees on probation.
Blood group wise list of employees.
List of employees who obtained VRS during a particular period.
List of employees who resigned from service during a particular period.
List of employees who got terminated from service during a particular period.
List of deceased employees while on service during a particular period.
List of retirement report.
Interaction with other Modules
<All modules>
Validity Check
NA
Business Process Attributes/Data Elements (input data, output data)
NA

West Bengal IFMS Functional Requirements Specification – HRMS Module

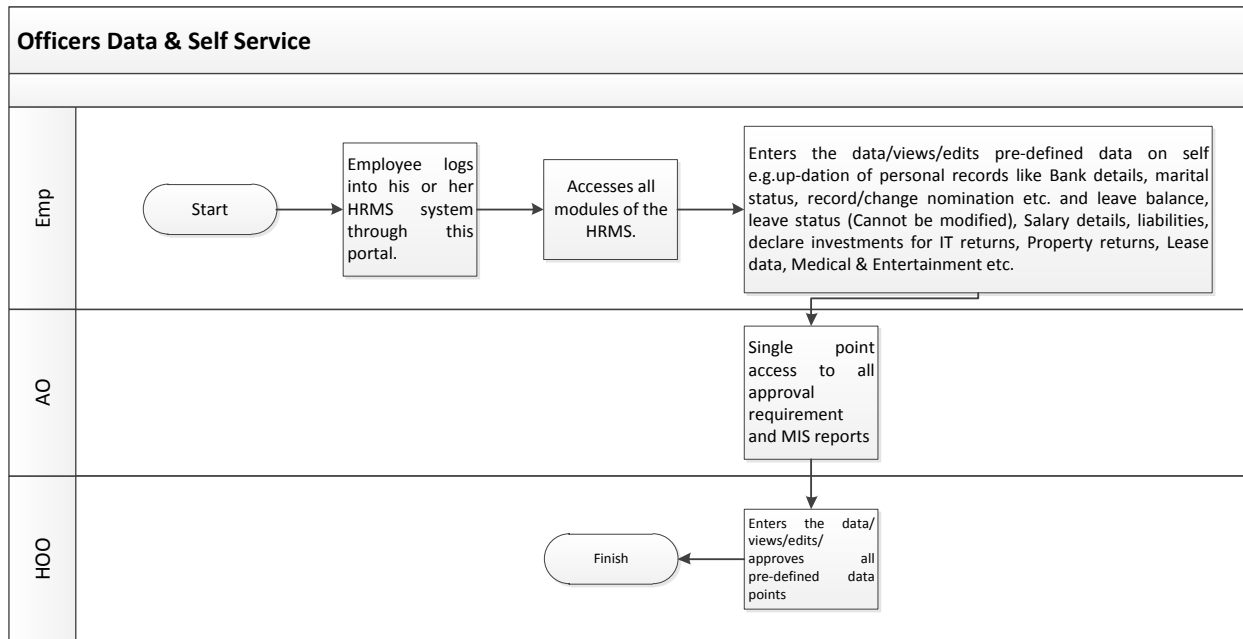
Data Points
Personal Details
Employee ID
Age
Sex(Gender)
Name of Father (Last Name, Middle Name, First Name)
Name of Mother (Last Name, Middle Name, First Name)
Marital Status
Spouse Name (Last Name, Middle Name, First Name)
Category
Religion
Caste
Languages Known
Hobbies
Birth Place (Village / Town, District, State)
Physically Handicapped (Yes / No)
House No. (Permanent)
House Name (Permanent)
Place (Permanent)
District (Permanent)
State (Permanent)
Postal Code (Permanent)
STD Code (Permanent)
Phone No. (Permanent)
House No. (Temporary)
House Name (Temporary)
Place (Temporary)
District (Temporary)
State (Temporary)
Postal Code (Temporary)
STD Code (Temporary)
Phone No. (Temporary)
Mobile No.
Email ID
Nationality
GPF No.
PAN No.
Computer Literate (Yes / No)
Details of Rewards and Commendation Letters
Identification Details

West Bengal IFMS Functional Requirements Specification – HRMS Module

Blood Group
Height (in comes)
Personal Mark 1
Personal Mark 2
Photograph
Academic Details
Qualification
Board / University
School / College
Year of Passing
Total Marks Obtained
Percentage
Family Details
Member Name
Relation
Date of Birth
Age
Occupation
Member Address
Nominee Name
Nominee Relationship
Nominee Date of Birth
Nominee Age
Nominee Address
Dependent Details (Name, Sex, Date of Birth, Relationship)
Appointment Details
Appointment Order No.
Date of Issue of Appointment
Appointment Nature
Gazette / Non Gazetted (Y / N)
Date of Entry into Service
Employee Class
On Probation (Y / N)
Probation Start Date
Probation End Date
Confirmation Order No.
Confirmation Date
Regularization Order No.
Regularization Date
Regularization Remarks

West Bengal IFMS Functional Requirements Specification – HRMS Module

Period of Service
Details of Leaving Service
Date of VRS
Date of Resignation
Date of Termination
Date of Demise
Date of Retirement
Pay Details
Pay Scale
Effective Date
Bank Details
Bank Account No.
Type of Account
Bank Name
Bank Branch & Address
Employee Assets Declaration
Employee Movable Asset
Employee Immovable Asset



3.15 Pay Fixation

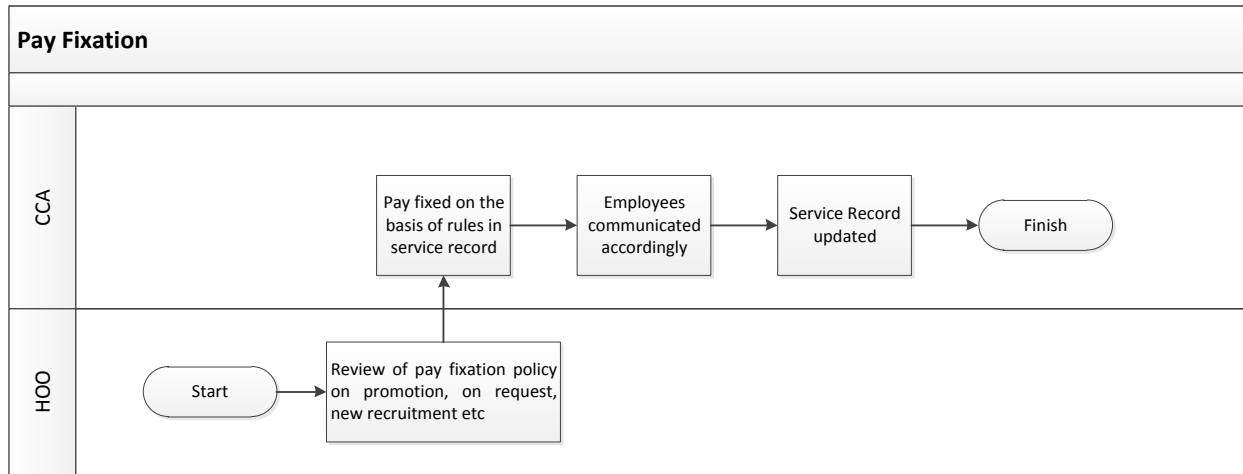
Process #	Process Name	Process Description
15	Pay Fixation	This process will manage all activities and tasks for Pay Fixation on

West Bengal IFMS Functional Requirements Specification – HRMS Module

		employees
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	HOO	Head of Office
Sl no	Process Actor	Process
1	HOO	Review of pay fixation policy on promotion, on request, new recruitment etc.
2	CCA	Pay fixed on the basis of rules in service record
3	CCA	Employees communicated accordingly
4	CCA	Service Record updated

Functional Requirement
Facility to have Pay fixation on new recruitment
Facility to have Pay fixation on promotion
Facility to have Pay fixation on Revision of Pay.
Facility to have Pay fixation on reversion pursuant to penalty
Reports
Revised Pay report
Interaction with other Modules
Disciplinary and Vigilance Cases
Officer's Data and Service Records
Promotion Management
Recruitment Management
Validity Check
Na
Business Process Attributes/Data Elements (input data, output data)
Na

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.16 Deputation and Lien

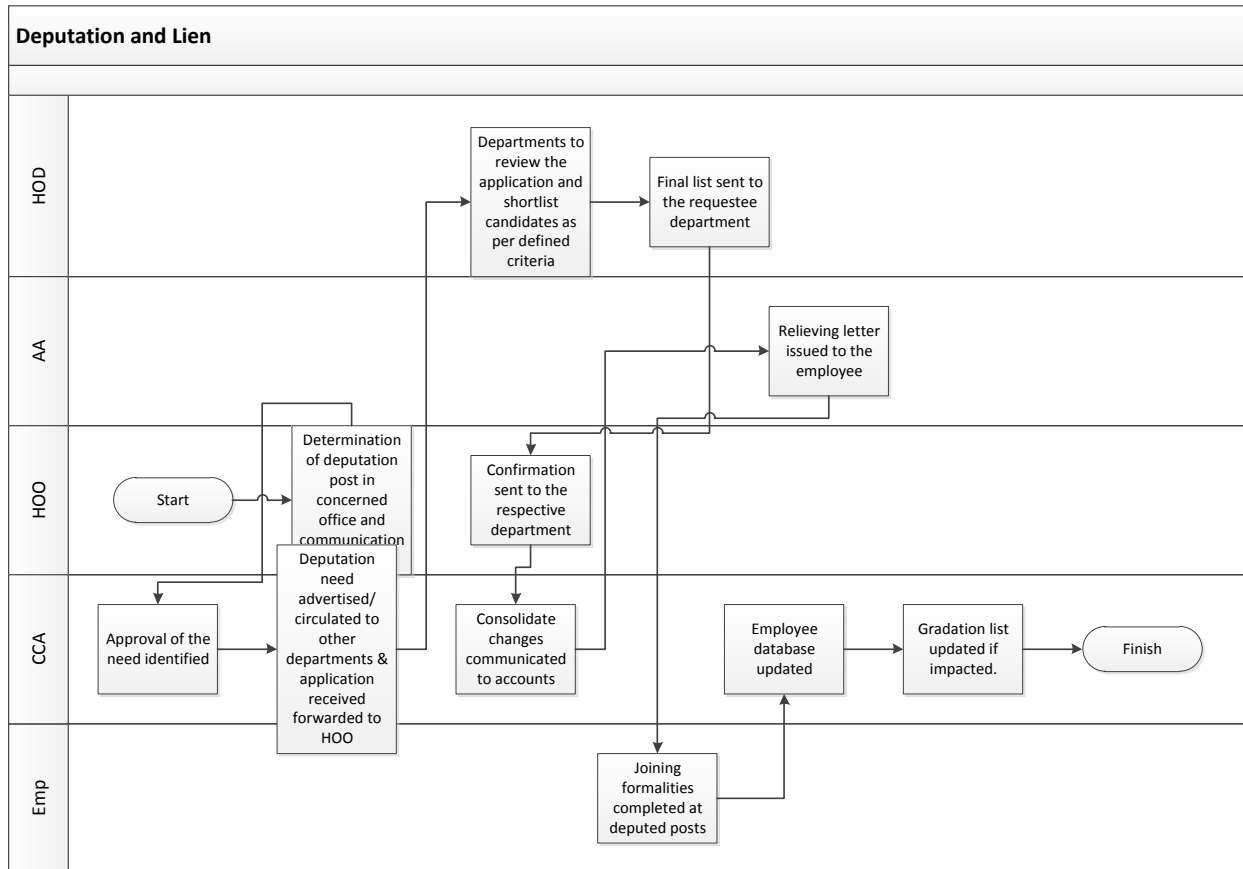
Process #	Process Name	Process Name
16	Deputation / Lien	This process will manage all activities and tasks deputation of employees
	Process Actor	Definition
	CCA	Cadre Controlling Authority
	AA	Approving Authority
	HOO	Head of Office
	HOD	Head of Department
	Emp	Employee
Sl no	Process Actor	Process
1	HOO	Determination of deputation post in concerned office and communication to CCA
2	CCA	Approval of the need identified
3	CCA	Deputation need advertised/ circulated to other departments & application received forwarded to HOO
4	HOD	Departments to review the application and shortlist candidates as per defined criteria
5	HOD	Final list sent to the requestee department
6	HOO	Confirmation sent to the respective department
7	CCA	Consolidate changes communicated to accounts
8	AA	Relieving letter issued to the employee

West Bengal IFMS Functional Requirements Specification – HRMS Module

9	Emp	Joining formalities completed at deputed posts
10	CCA	Employee database updated
11	CCA	Gradation list updated if impacted.

Functional Requirement
Facility to handle deputation to and from other organizations.
Facility to record history information on deputation
Facility to generate reminders for repatriation at least 6 months in advance before repatriation of officer is due from other organization
The system should have ability to record leave salary contribution/ gratuity contribution
Reports
List of employees requested for deputed : department / cadre / place wise
Posts open for deputation : department / cadre / place wise
Post currently under deputation : employee / time served / place / department wise
Business Process Attributes/Data Elements (input data, output data)
Employee deputed as per defined rules and employee database updated
Employee Database
Gradation List
Employee service book
Deputation vacancies at borrowing organization
Interaction with other Modules
Leave Management
Payroll
Officer's Data and Service Records
Validity Check
Approval of vacancy for deputation in borrowing organization
Gradation list updated regularly
Reliving letter / NOC (No Objection Certificate employee from the parent department
Employee to complete joining formalities at new location
Gradation list and Employee database updated

West Bengal IFMS Functional Requirements Specification – HRMS Module



3.17 Departmental Enquiry

Process #	Process Name	Process Description
17	Departmental Enquiry	Management of all Disciplinary and Vigilance Cases
	Process Actor	Definition
	CAA	Cadre Controlling Authority
	Emp	Employee
	EO	Enquiry Officer
Sl no	Process Actor	Process
1	CCA	Receives request for departmental enquiry and records online against various type of enquiry
2	CCA	Allocation of unique tracking number for DE
3	CCA	Show cause notice to concerned employee

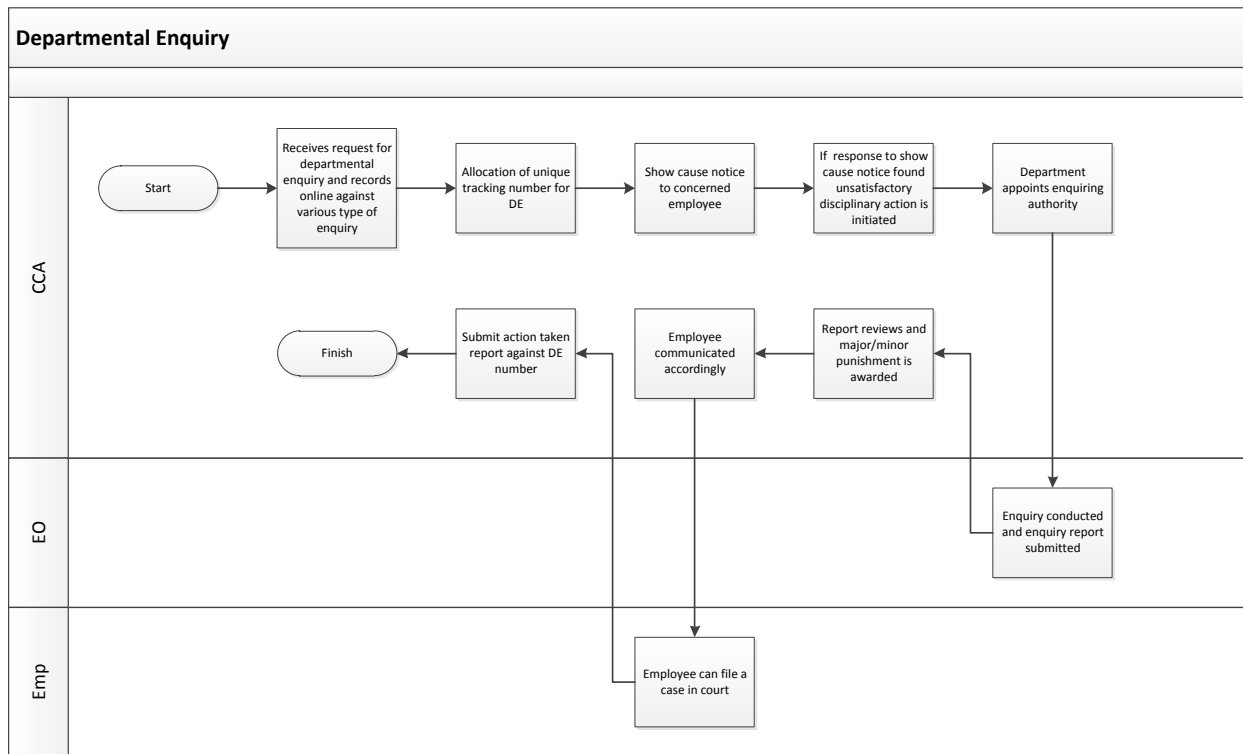
West Bengal IFMS Functional Requirements Specification – HRMS Module

4	CCA	If response to show cause notice found unsatisfactory disciplinary action is initiated
5	CCA	Department appoints enquiring authority
6	EO	Enquiry conducted and enquiry report submitted
7	CCA	Report reviews and major/minor punishment is awarded
8	CCA	Employee communicated accordingly
9	Emp	Employee can file a case in court
10	CCA	Submit action taken report against DE number

Functional Requirement
Facility to restrict the access of information to authorized officials and report through audit trail.
Facility to initiate different type of inquiries such as Preliminary Fact Finding, Formal Inquiry, D.E
Facility to capture decisions taken in physical file into the electronic format with maker, checker and approver concept
Facility to link to pay roll for suspension cases for payment of subsistence allowance
Facility to access Employee Assets data from Officer's Data and Self Service Module
Facility to grant vigilance certificate
Facility to maintain record of employees with doubtful integrity (agreed list), publish its list and restrict its access to only authorized officials
Facility to enforce reduction/freezing of Basic pay, other allowances/benefits, on account of punishment from the date of service of order. Such reduction order should be reflected on the Pay roll immediately.
Facility to restore original Basic pay/ Benefits/ Allowances and others (before reduction/freezing) on account of upholding of appeal against the punishment of reduction in pay scale. Such restoration of Basic pay should be reflected on the Pay roll immediately.
Reports
List of employees with departmental enquire or vigilance action is pending
List of employees with departmental or vigilance action is taken
List of employees with court cases pending
List of employees under suspension
Interaction with other Modules
Payroll Management

West Bengal IFMS Functional Requirements Specification – HRMS Module

Promotion Management
Transfer, Posting and Joining
Deputation and Lien
Employee Exit
Officer's Data and Service Record
Validity Check
System to assign a unique number to DE
Show cause notice to be issued to the employee against whom the DE had been filed
Charge sheet sent to employee under enquiry
Report of the enquiry conducted to be submitted
Action taken report submitted against DE tracking number
Suspension revoked if charge-sheet not issued in stipulated period



3.18 Confirmation Management

Process #	Process Name	Process Description
18	Confirmation Management	Management of employee confirmation

West Bengal IFMS Functional Requirements Specification – HRMS Module

	Process Actor	Definition
	CAA	Cadre Controlling Authority
	Emp	Employee
	HOO	Head of Office
SI No.	Process Actor	Process
1	CCA	Checks whether employee is eligible for confirmation
2	CCA	Query sent to department
3	HOO	Confirms eligibility
4	CCA	Order generated and system update
5	Emp	Employee informed accordingly

Functional Requirement
Facility to restrict the access of information to authorized officials and report through audit trail.
Facility for various Departments / Directorates to check confirmed position.
Facility for managing confirmation for special categories requiring relaxation in norms e.g. SC/ST/OBC/Physically challenged /Ex-service men /Sports persons etc.
Facility to define the evaluation criteria and generation of results post-evaluation
Generation of system driven regret letters and/or offer / appointment letters through both manual as well as electronic modes – facility for providing standard templates and for uploading new templates
Provision to access Performance Appraisal reports of the employee
Facility to update status of confirmation process
Facility to view the status of confirmation process
Provision for the Departments / Directorates to capture basic details of selected candidates.
Integration with Officer's Data and Service Record Management Module.
Facility to have multiple Module Administrators
Facility to assign roles & privileges to the various types of users
Facility for Back data entry of Historic Data
Facility to configure master data relevant for the module.
Facility to keep track of the modifications / additions by any user along with the data added / modified, previous data, Who / When modified etc.
Reports
No. employees confirmed in a particular date
No. employees to be confirmed in a particular date
Confirmation rejected

West Bengal IFMS Functional Requirements Specification – HRMS Module

Business Process Attributes/Data Elements (input data, output data)
Employee Database
Gradation List
Employee service book
Interaction with other Modules
Payroll Management
Officers Data and Self Service
Leave Management
Transfer Posting and Joining
Deputation/Lien
Promotion Management
Loans Management
Validity Check
Training/ passing of departmental exam is mandatory
Completion of stipulated time
Gradation list and Employee database updated

