

H.K. Dwivedi, IAS

অতিরিক্ত মুখ্য সচিব  
অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

**Additional Chief Secretary**  
Finance Department  
Government of West Bengal



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FS-60/2018

8<sup>th</sup> June, 2018

To,

The Additional Chief Secretary/Principal Secretary/Secretary,

.....Department (All).

**Subject: Prerequisite of Sanctioned Strength entry in HRMS for Payroll Sub-Module**

Madam/Sir,

As you are aware, the Sanctioned Strength Sub-Module of HRMS was introduced vide Memo. No. 1276-F(Y) dated 05.3.2018 of the Finance Department wherein all Cadre Controlling Authorities were requested to complete data entry in this Sub-Module. Subsequently, the Chief Secretary vide letter No. 41-CS/2018 dated 24<sup>th</sup> April, 2018 requested all Cadre Controlling Departments to complete the data entry in this Sub-Module including emphasis on mapping of employees against these sanctioned posts within 31.05.2018. However, the exercise has not yet been completed by Departments. A Status Report on the progress made is enclosed herewith for your kind perusal.

It is reiterated that this Sub-Module will facilitate:

1. Availability of correct information about the posts sanctioned, men-in-position and vacant posts in all offices under the Departments.
2. Rational distribution of manpower.
3. Enable online generation of transfer order, joining of employee in a post, release out from a post, online service books etc.

I again request you to kindly take appropriate steps to ensure that the data entry in Sanctioned Strength Sub-Module of HRMS is positively completed within 30<sup>th</sup> June 2018. It may be noted that the salaries of employees who are not tagged against any sanctioned post may not get system generated from the Payroll Sub-Module of HRMS from July 2018 onwards.

Thanking you,

Yours faithfully,

(H.K. Dwivedi)