SERVICE-RELATED ISSUES

HUMAN RESOURCE MANAGEMENT SYSTEM
HRMS

The HRMS module of iFMS deals with the functionality related to establishment work of an employee at Government Offices. The main objective of this module is making online work of establishment like Pay Bill generation, Leave Application, Loan Application, Official Tour Application, Leave Travel concession, Home Travel Concession etc. is now made though online and such approval and billing (if any) procedure is also made through online. The ultimate objective of HRMS under WBIFMS is to generate EServiceBook for an Govt. employee and make integration of WBIFMS with AGWB for online transmission of EServiceBook generation and make available the same Pensionary benefit like PPO, Final Payment of GPF, Retiring Gratuity/Death Gratuity/ CVP etc. in the Concerned related stake holder login (i.e., ESE login, Treasury/Pay & Accounts Office login, PSA login mean HOO login) at real time.

Some related Sub modules of HRMS

1) **Pay Roll**- HRMS ID of an employee is generated through HRMS module of WBIFMS.

   TheBills are prepared through HRMS by the DDO – Monthly Pay Bill, Part salary Bill, Supplementary/ Arrear Bill, Festival Advance Bill, Bonus Bill, 13th Month (Compensatory pay) Bill etc.

2) **Leave-**Through this sub module employee can apply Leave through ESE login.

   The HOO/AA/DA can approve the same from their HOO/AA/DA login as per Leave sanctioning authority mentioned in the WBSR.

   Please note:

   ESE: eServices for Employees

   HOO- Head of Office

   AA-Appointing Authority

   DA- Delegated Appointing Authority

3) **Loan**: Through this sub module employee can apply Leave through ESE login. The HOO/AA/DA can approve the same from their HOO/AA/DA login as per Loan sanctioning authority mentioned in the WBFR (West Bengal Financial Rules), GPF rules and other Govt. order published in time to time.

4) **Stake Holder**

   Level- 1- Department office
   2- Directorate office
   3- Regional Office
   4- District Office
   5- Sub Division Level office
   6- Block level Office

Authority created in Stake Holder

Appointing Authority (AA)

Head of Office (HOO)

Delegated Appointing Authority (DA)

Head of Department (HOD)

HOO-Employee mapping is required for an employee which would be done through HOO login.

5) **Sanctioned Strength-** Post code (cadre schedule wise) is created by CCA (Cadre Controlling Authority) from Appointing authority login.

Through sanctioned strength Appointing Authority (AA)-Employee mapping is done through post code tagging.

6) **TA/DA /LTC/HTC/TC**: Through this sub module employee can apply Official tour/Transfer on Govt. Order/ LTC/HTC/TC throughESE login.

The HOO can approve the same from their HOO login.

8) **Promotion (Functional/Non-Functional:** Through this module CCA/ Main Appointing authority can generate the Promotion order through Appointing authority (AA) login.

09) **Pay fixation**: Through This module Head of Office can done pay fixation of the employee who is tagged with such HOO code.

10) **Performance Appraisal**: Though this module only Gr-A service (State Govt.) employees can Prepare SAR hierarchy through their ESE login and submit it to the concerned Nodal officer of SAR for approval purpose /or they may approve their own SAR hierarchy from their own ESE login on the basis of appraisal period.

And after approval of SAR hierarchy the employee can prepare and submit his/her SAR to the next higher authority (Reporting/ Reviewing/ Accepting) for evaluation purpose.

Finally, the SAR kept in HRMS at SAR Custodian login after accepting by the Accepting officer.

11) **eService Book**: Presently employee can initiate their EServiceBook through their own ESE login and also can enter the legacy data (back log data prior to HRMS or outside of HRMS) and forward the same to the custodian of eService Book.

12) **Exit Management**: Through this sub module employee can make their family entry and nomination from their ESE login to the Head of Office (HOO) and the HOO can approve the same and generate a sanction copy and forward the same to the AGWB office for their necessary action.

HOO can sanction some retirement benefit like GISS, Leave Encashment of the retired/death employee under exit management through HOO login.

Moreover, HOO can also prepare the pensionary document like Single comprehensive form etc. through such sub module of HRMS.

13) Transfer-Release Process:

Existing HOO can follow the following steps

Transfer Order entry,

Released Out

New HOO can follow the following step

Joining In

Existing DDO can follow the following step

LPC Out

New DDO can follow the following step

LPC IN

New DDO get the Bank Account automatically in ePradan at Unapproved beneficiary list after making the LPC in.

14) **Workflow management**: Workflow concept presently implies for Pay Fixation/ GPF Advance/ TA/DA Management etc.

The Workflow management defines in an office that who will be the Approver/Recommender/ operator for such work.

Workflow may be created from HRMS HOO login or Workflow Nodal Officer Login.

Login features of HRMS:

1. Stake Holder- a) Headof Office, (b) Appointing Authority /Delegated Appointing Authority – Code is created by Higher Level for lower-level office and which office created such code is provide the login to the lower-level office user against that code.
2. DDO log in is given by concerned TO/ PAO against the DDO code.

   In this system code is fixed but user is dynamic in nature.

   ESE Facility: It is a very important and useful facility for the employee and through ESE employee can Apply Loan/Leave/ Joining report after availing the Leave / LTC/HTC/TC/ TA DA for Official Tour/ Station Leave Permission/ HRA Declaration/ Income tax deduction as TDS and also forward the same to the Concerned Authority and also the same can be Approved by the concerned Authority in HRMS. And through ESE employee can also make his/her own Family entry and Nomination for GPF/ Death Gratuity/GISS/Leave Encashment/ LTA (Payment of arrear Pension). Through ESE employee can view his/her Payslip/ and also all the reports regarding application and Sanction report of his/her own claim/application. In ESE employee's own HRMS ID is the Login ID and he/she gets the password from for that ESE login ID through registration of ESE in IFMS Portal. And there is also password change facility is available.

Different types of HRMS ID are now available in HRMS:

There are several types of HRMS ID can be generated from several login which are described as follows:

1) **Government HRMS ID**: This type of HRMS ID is generated through two ways, one is from DDO login and other is from Main Appointing Authority (Cadre Controlling Authority) login. The HRMS ID is generated here on the basis of different Service types of the employees and the Service types includes "Honourable High Court Judge","AIS", "State Government", "Central Government", "AICTE", "Constitutional", "Higher Judicial and Judicial", "Military Service Type", "UGC", "Other State Government" etc.

   Generally, The DDO is generated the HRMS ID but when the employee's posting is in a Parastatal Office and the Pay bill of the employees of that office is not generated through HRMS, then Main Appointing Authority is responsible to generate HRMS ID for that employee.

   This type of HRMS ID is only 10-digit number (For example 2007009526).

   This HRMS ID is for those who get their salary from details Pay Head of Account "01" (If Salary Bill is generated from HRMS).

2) **Grant-in-Aid HRMS ID**: This HRMS ID is also generated from DDO login and not by Main Appointing Authority. This HRMS ID is generated on the basis of two service types of the employees, one is "Grant-in-Aid Institution" (i.e., Grant-in-Aid employee having Payscale) and Other is "Grant-in-Aid Consolidated" (i.e., Grant-in-Aid employees having Consolidated Pay).

   This type of HRMS ID is starts with alphabetic character "G" and then after 10digit number (For example G2005008524).

   This HRMS ID is for those who get their salary from details Pay Head of Account "36".

There is a facility to generate Pay Bill from details Pay Head of Account "36" for both types of employees, one category is Grant-in-Aid employees of that Institution and other is Government employee(s) is deputed on that Grant-in-Aid Institution. And for that there needs to map some Head of Account from DDO login and also from HRMSADMIN login. Example, in GTA office there are Government Deputed employees and also Grant-in Aid employees are there also and for both DDO draws their salary Bill from detailed Head of Account "36".

3) **Wages HRMS ID**: This type of HRMS ID is also generated from DDO login and not from Main Appointing Authority end. There are two types of Service types, one is "Wages" (it includes "Wages Daily", "Wages Monthly" employee types) and other is "Wages Payscale" (for those draws their wages pay in Payscale)

   This type of HRMS ID is starts with alphabetic character "W" and then after 10digit number (For example W2020008524).

   This HRMS ID is for those who get their salary from details Pay Head of Account "02".

4) **Special HRMS ID**: This types of HRMS ID is generated from DDO end and also from Head of office end. Moreover, this type of HRMS ID is generated only for those who do not get their salary from HRMS presently and in future also. This ID is created for doing the work as Appraisal Authority in Performance Appraisal/ SAR (Applicable only for Group-A Service employees) and also for creation of Head of office login for Parastatal Head of Office. Example of Special HRMS ID is "Chairman" of a Municipality.

   This type of HRMS ID is starts with alphabetic character "N" and then after 10digit number (For example "N2022008524").

5) **Retired Employee**: There is a facility at DDO end to generate HRMS ID for the retired employee and having no HRMS ID of then in earlier. This type of HRMS ID is presently generated for the purpose of "NGIPF".

   Note: Moreover, there are separate types of links to generate several types of HRMS ID. There are different types of ROPA (Revision of Pay Allowances) are available (if any) for several types of HRMS ID.

   The HRMS ID creation access (i.e., Normal DDO/High Court DDO/Govt. Aided DDO/ Wages DDO/ Non-Salaried DDO) is given centrally to the DDO code from HRMSADMIN login.

VIGILANCE MATTERS

DEPARTMENTAL PROCEEDINGS

- The West Bengal Services (Classification, Control & Appeal) Rules, 1971 govern disciplinary action against State Govt. employees.
- Under Rule 10 of the **W.B.S. (D.C.R.B.) Rules, 1971,** departmental proceedings may be instituted against a retired employee with the sanction of the Governor for any event, which took place within four years before such institution. Govt. may withhold, withdraw pension or part of it or recover any pecuniary loss suffered by Govt. for grave misconduct or negligence during his service.
- Under **Rule 7 (3)** a Govt. employee **detained in custody for more than 48 hours** under any law providing for preventive detention or as a result of proceedings either on a criminal charge or otherwise shall be **deemed to have been suspended from the date of such imprisonment.**
- A Govt. employee on suspension is entitled to subsistence allowance and to pay and allowance on reinstatement under Rule 71 and 72 of W.B.S.R. pt. I respectively.
- Rule 8 provides for imposition of imposition of penalties (eight different types) commensurate with the gravity of the offence committed. Penalties, imposed shall invariably be recorded in the confidential character Roll/ Service Book.
- Appeal should be submitted within 3 months—but it may be accepted beyond that date, if the appellate authority is satisfied about the reasons of delay.

Procedure for imposing penalties:

- **Rule 10 (2):** The disciplinary authority shall draw up or cause to be drawn up—
  i. The substance of the imputations of misconduct or misbehavior into definite and distinct **articles of charge**;
  ii. A statement of **imputations of misconduct or misbehavior** in support of each article of charge which shall contain—
    (a) Statement of relevant facts including any admission or confession made by the Government servant.
    (b) A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- **Rule 10(3):** The disciplinary authority shall deliver to the Government servant a copy of the articles of charge and the statement of imputations of misconduct or misbehavior and ask him to submit to the inquiring authority within such time as may be specified a written statement of his defense and to state whether he desires to be heard in person.
- **Rule 10(4)** The disciplinary authority shall appoint an **inquiring authority.**
- **Rule 10 (5)(ii):** The Government servant against whom departments proceedings have been instituted may take the assistance of any other Government servant to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or the disciplinary authority,

having regard to the circumstances of the case, permits to do so.

- **Rule 10 (6)**: If the Government servant who has not admitted any of the articles of charge in his written statement of defense appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defense to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the Government servant thereon.
- **Rule 10 (9)**: After the competition of the enquiry, a report shall be prepared and it shall contain—
  (a) The articles of charge and the statement or imputations of misconduct or misbehavior;
  (b) The defense of the Government servant in respect of each article of charge;
  (c) An assessment of the evidence in respect of each article of charge;
  (d) The finding on each article of charge and the reasons therefore.
- **Rule 10 (10) (i)** The disciplinary authority shall consider the report of the enquiry and record its finding on each charge.
  (ii) The disciplinary authority may for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report, and the inquiring authority shall, thereupon, proceed to hold further inquiry, as far as possible, according to the provisions laid down in this rule.
- **Rule 10 (11):** If the disciplinary authority, having regard to its finding on the charges is of opinion that any of the penalties specified in clauses (i) to (iii) of rule 8 should be imposed, it shall pass appropriate orders on the case.
- **Rule 10 (12):** If the disciplinary authority, having regard to its finding on the charges is of opinion that any of the penalties specified in clauses (iv) to (viii) of rule 8 should be imposed or where the commission recommends, in any of the cases referred to it under sub-rule (11) one or other of the penalties specified in clause (iv) to (viii) of rule 8 and the disciplinary authority agrees with the views, it shall-
  (a) Furnish to the Government servant a copy of the report of the inquiring authority and a statement of its findings together with brief reasons for disagreement, if any, with the findings of the inquiring authority; and
  (b) Give him a notice stating the punishment proposed and the grounds-therefore and calling upon him to submit within a specified time such representation as he may wish to make on the punishment proposed but only on the basis of the evidence adduced during the inquiry.
- **Rule 10 (13):** In every case in which it is necessary to consult the Commission, the record of the enquiry together with a copy of the notice given under clause (b) of sub-rule (12) and the representation made in response to such notice, if any shall be forwarded by the disciplinary authority to the Commission for its advice.
- **Rule 10(14):** On receipt of the advice of the Commission the disciplinary authority shall consider the representation if any made by the Government servant and the advice given by the Commission and determine what penalty, if any, should be imposed on the Government servant and pass appropriate order on the case.
- **Rule 10 (15):** In any case in which it is not necessary to consult the Commission, the disciplinary authority shall consider the representation, if any, made by the Government servant in response to the notice under clause (b) of sub-rule (12) and determine what penalty if any, should be imposed on the Government servant and pass appropriate orders on the case.
- There is no bar in initiating second departmental proceedings on different graver charges during dependency of first proceedings.