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মুখ্য সচিব  
পশ্চিমবঙ্গ  
Chief Secretary  
West Bengal



পশ্চিমবঙ্গ সরকার

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হাওড়া - ৭১১ ১০২

GOVERNMENT OF WEST BENGAL  
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Dear colleague,

The Human Resource Management System (HRMS) Module of the Integrated Financial Management System (IFMS) was introduced in 2016, starting with online management of salaries of the State Government Employees. In the meantime, other sub-modules in HRMS like Leave, Loan, TA-DA etc. have also been introduced.

2. With the introduction of online salary management, the complete profile of the employees is available. However, the data of actual sanctioned strength of different categories of employees in different Departments is not updated. As a large number of posts have been created or surrendered over a period of time, the data of sanctioned strength and vacancies needs to be updated. In the absence of such data, it becomes difficult for the State Government to undertake scientific manpower planning and rationalise human resource allocation.

3. In order to capture the total sanctioned strength of different categories of employees borne in different departments, a new Sanctioned Strength Sub-Module has been introduced in the HRMS. This Sub-Module will facilitate:

- (i) Availability of correct information about the posts sanctioned, men-in-position and vacant posts in all offices under the Departments;
- (ii) Rational distribution of their manpower;
- (iii) Enable online generation of transfer order, joining of employee in a post, release out from a post, online service book etc.

4. Now, it is important that the entry of sanctioned posts by the Cadre Controlling/Appointing Authorities and mapping of all the existing employees against such posts in this Sub-Module is completed at the earliest.

I request you to take necessary steps to complete the necessary data entry required in Sanctioned Strength Sub-Module of HRMS within 31<sup>st</sup> May, 2018.

Yours sincerely,

M. K. De  
Chief Secretary

The Additional Chief Secretary/Principal Secretary/  
Secretary to the Government of West Bengal

\_\_\_\_\_ Department

The District Magistrate & District Collector

\_\_\_\_\_ District, West Bengal