

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor; Western Block,
Salt Lake; Kolkata-700 091

No. 1710-IE

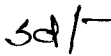
Date :06/07/2018

CIRCULAR

Consequent upon the introduction of sub-module in HRMS system regarding submission of "**Sanction Strength**" and "**Self Appraisal cum Annual Confidential Report**" of all Gr-A officers of Govt. of West Bengal, two separate Flow Charts regarding entry in HRMS system in respect of the same (vide Annexure-I and Annexure-II respectively) are hereby circulated for quick and proper implementation of the aforesaid sub-module in HRMS system.

The undersigned is further directed to request all the Chief Engineers under the Administrative control of this Department to send a comprehensive status report to this end regarding the above by 15th July, 2018.

This may be treated top priority.



Joint Secretary to the
Government of West Bengal

No. 1710/1(22)-IE

Date :06/07/2018

Copy forwarded for information and necessary action to :

1. The Additional Chief Secretary, Irrigation & Waterways Department.
2. The Financial Advisor & Secretary, Irrigation & Waterways Department.
3. The Secretary, Irrigation & Waterways Department.
4. P.S. to Hon'ble Minister-in-Charge, Irrigation & Waterways Department
5. The Joint Secretary (Works), Irrigation & Waterways Department.
6. The Joint Secretary (Revenue), Irrigation & Waterways Department.
7. The Deputy Secretary (Works-I), Irrigation & Waterways Department.
8. The Deputy Secretary (Works-II), Irrigation & Waterways Department.
9. The OSD & ex-Officio Deputy Secretary, Irrigation & Waterways Department.
10. The Registrar & D.D.O., Irrigation & Waterways Department.
11. The Assistant Secretary, Irrigation & Waterways Department.
- 12-19. Chief Engineer, _____ Irrigation & Waterways Directorate.
He is requested to circulate the memorandum overleaf to the Superintending Engineer & Executive Engineer under his administrative control.
20. Section Officer, Vigilance Cell, Irrigation & Waterways Department.
- ✓ 21. Executive Engineer, DVC study cell, Irrigation & Waterways Directorate- with request to upload this Circular in Department's Portal.
22. Guard File of establishment.


Joint Secretary to the
Government of West Bengal

ANNEXURE-I

FLOW CHART FOR ENTRY OF SANCTION STRENGTH AND TAGGING OF EMPLOYEE WITH SANCTION STRENGTH IN SANCTION STRENGTH SUB-MODULE

Log in: HRMS module with IFMS ID & Password – Select Role-as HRMS AA Approver (click)

Click – Sanctioned Strength under main menu

Click – Post Code – Box of Sanction Strength Matrix will appear

Click – Cadre LOV & select cadre

Click – Parent Department LOV & Select Parent Department

Click – Service type, Group, Post, Admn. Deptt. Head of the office LOV one by one and Select

Click - Search

A box will appear as – Cadre-Parent Deptt.- Service Type – Group- Admn.Dept – HOD-Post-

Go to other details (10 th col.) in the box

Details of particular entry will appear, if any sanctioned strength entered previously.

Click –Close button to close the box of other details

Click – Post Code Tag Report to view name of the employee already tagged to avoid double entry.

For new entry of sanctioned strength

Click - Insert New Record (a pop up will display)- Sanction Strength Entry

Click – Creation/Surrender of Sanctioned Strength – Select Creation

Manually enter the Change in sanctioned strength (enter no., how many sanction post is to be created)

Enter – 0 manually in the Existing Strength (User) box in the right side of the screen.

Click – Validate, then

Click – Save (success message will display), then

Click – Select Ratio button of respective post & click- Change sanctioned strength, then change sanction strength will appear, then

Select Radio button

Click - Update sanctioned strength

Post Code will generate

Click –Back and Click –Tag Employee (Eligible employee will appear in the screen)

Select – from LOV –Post Code – Check the Select Box – Click –Save (Successfully saved message will show.

Now –Click- Pending request to be approved

-Click- Request ID

- Click –Approve

- Click – Tagged Employee (approved)

Please use Untag link to untag an employee, if required.

AS 06/07/18
ANNIDYA SENGUPTA,
Joint Secretary
I. & W. Department
Govt. of West Bengal

Annexure-II

FLOW CHART FOR CREATION OF APPRAISAL OF HIERARCHY(FOR SELF APPRAISAL REPORT):

IFMS PORTAL – e-Service for employee –employee log in (use log in ID & Password)

Please go to search employee at the end of the main menu.

Search –Employee ID of Reporting Officer, Reviewing Officer, Accepting Officer one by one

For searching Employee ID please put the name of you Reporting Officer, Reviewing Officer, Accepting Officer and search.

- Click on Appraisal , then
- Click on View/ Create Appraisal Hierarchy, then
- Select year, then
- Click Search
- Click Insert then
- Select SAR required,then
- Put Date then
- Select Reporting Officer, Reviewing Officer, Accepting Officer, if inside of HRM with Employee ID.
- Automatically name & designation will populate, then
- Save & forward to nodal officer, then
- Click select nodal officer, then
- Submit.

After that Nodal Officer will approve , then
Employee will initiate SAR.

AR 06/07/18

ANINDYA SENGUPTA, WBCS (Exd)
Joint Secretary
I. & W. Department
Govt. of West Bengal