



Government of West Bengal
Irrigation & Waterways Department
JalasampadBhavan(3RD Fl.); Salt Lake; Kol-91

No. 5255(9) –IE-4P-18/2019

Date: 11.12.2019

From: Joint Secretary to the
Government of West Bengal.

To :

- 1 The Chief Engineer, South, Irrigation & Waterways Directorate, JalasampadBhavan, 1st floor, Bidhannagar, Kolkata-700091.
- 2 The Chief Engineer, West, Irrigation & Waterways Directorate, P.O. Sadhanpur (Near Polytechnic), Dist- Burdwan, Pin-713101.
- 3 Chief Engineer, South West, Irrigation & Waterways Directorate, Khusjungle, Midnapur, Dist.- PaschimMedinipur, Pin-721102.
- 4 The Director of Personnel & Ex- Officio Chief Engineer, Irrigation & Waterways Directorate, JalasampadBhavan. 4th floor, Bidhannagar, Kolkata-700091.
- 5 The Chief Engineer, North, Irrigation & Waterways Directorate, Green Park, P.O. Mokdumpur, Dist. - Malda, Pin-732103.
- 6 The Chief Engineer (Design & Research), Irrigation & Waterways Directorate, JalasampadBhavan, 1st floor, Bidhannagar, Kolkata-700091.
- 7 The Chief Engineer, North East, Irrigation & Waterways Directorate, Club Road, P.O. & Dist. Jalpaiguri, Pin-735101.
- 8 The Chief Engineer, Teesta Barrage Project, Irrigation & Waterways Directorate, TeestaSechBhavan, 2nd Mile, Sevoke Road, Siliguri, Dist.-Darjeeling, Pin-734001.
- 9 Project Director, SPMU, Irrigation & Waterways Directorate, Jalsampad Bhavan, 9th Floor, Salt Lake, Kolkata- 700 091.


Sub:- Introduction of online submission of option from of ROPA, 2019 and issuance of pay fixation order through HRMS and “Creation and management of Workflow in an office/Department” functionality in HRMS..

Ref:-

1. Memo. No. 6715-F(Y) dated 10.12.2019 of Finance Department.
2. Memo. No. 6716-F(Y) dated 10.12.2019 of Finance Department.

In enclosing herewith copies of above references, the undersigned is directed to request him to take action accordingly, at the earliest.

Encl: As above.



Joint secretary to the
Government of West Bengal

No. 5255(9)/1(4)-IE-4P-18/2019

Date: 11.12.2019

Copy forwarded for information to:

- 1) OSD to Hon'ble MIC, I&W Department.
- 2) Sr. P.A. to the Additional Chief Secretary, I&W Department.
- 3) P.A. to the Secretary, I&W Department.
- 4) Executive Engineer, DVC Study Cell. He is requested to upload it to the Departmental Website.


Joint secretary to the
Government of West Bengal

Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No. 6715-F(Y)

Date: 10.12.2019

**Sub: Introduction of online submission of option form due to ROPA, 2019
and issuance of pay fixation of order from HRMS**

The Government of West Bengal has notified **Revision of Pay and Allowances of the State Government employees** vide Notification No. 5562-F dated 25th September, 2019 (ROPA, 2019).

In order to facilitate the task of pay fixation with the help of technology, the Governor is pleased to allow pay fixation of State Government employees due to Revision of Pay and Allowances, 2019 through HRMS module of iFMS for those employees having a valid HRMS ID and who will be in service as on 1.1.2020.

2. According to the order mentioned above the employees must submit their option online or offline, as the case may be, within 24.12.2019.
3. The 'Option form' for Pay fixation as per Schedule IV of Notification No. 5562-F dated 25th September, 2019 shall be submitted by the employees online through their eSE login (*eServices for employees*) in iFMS portal. Based on the option form submitted by an employee, the Head of Office or any authority who has been delegated the function of Head of Office to revise pay as per ROPA, 2019 shall generate pay fixation orders from HRMS itself. After approval of the pay fixation by the Head of Office/or the delegated authority, the pay of the employee will automatically be revised as per ROPA' 2019 with effect from the date of option. **If an employee submits option form online in HRMS through eSE, no manual copy of option form (Schedule IV) is to be submitted to the office.** However, if for any reason like submission of pension papers, a printed copy of the option form is needed later on, the office may take a print out from the operator/approver login and authenticate it with the following certificate "It is authenticated that this option form was submitted by the employee online in HRMS. This option form, being a computer-generated document, does not require signature of the employee."
4. In exceptional cases, where the employee cannot fill in the Option form from ESE login, will fill in the Option form (Schedule IV) manually, sign it and then submit the same to the office entrusted with the task of pay fixation within 24.12.2019. The Operator of Head of Office will fill in the Option form online on behalf of that employee, upload the scanned copy of "physical option form" submitted by the

employee for future reference and fix pay of that employee online in HRMS on the basis of such option through his/her Operator log in and forward it to the next higher level – the Recommending or the Approving authority - as the case may be.

5. For employees for whom pay fixation order has been generated from the system, no modification in basic pay details is to be made by the DDO manually as the same will be updated automatically. The following allowances will also be updated automatically in the system in batches at the respective rates notified in Memo. No. 5563-F dated 25/09/2019:-
 - a) House Rent Allowance
 - b) Medical Allowance
 - c) Risk/Hazard Allowance
 - d) Hill Compensatory Allowance
 - e) Washing/Kit Maintenance Allowance
 - f) Extra Duty Allowance
 - g) Conveyance Allowance
 - h) Additional remuneration for protocol duties
 - i) Non-Practicing Allowance
6. The DDOs must check the pay bills of all employees meticulously before submitting the same into the Treasury for drawal of salary bill.
7. The employees who have joined a State Government service after 01/01/2016 need not fill up Option form and their Pay fixation for conversion from ROPA' 2009 to ROPA' 2019 will be initiated by the Operator of the concerned Head of Office.
8. Salary of those employees who are drawing salary as per ROPA Rules, 2009 shall not be allowed, if pay fixation under ROPA, 2019 is not done through HRMS.
9. Pay fixation under ROPA 2019 cannot be done for those employees, if any, who are drawing salary under any ROPA prior to 2009. As such their pay will continue to be drawn as is being done presently.
10. For the process of online submission of option form and pay fixation in HRMS, the "Creation of workflow" functionality as introduced vide G.O. No. 6716 dated 10.12.2019 is mandatory.
11. The detailed guideline is available in WBIFMS portal under 'Guidelines' section.

H.K. Dwivedi


Additional Chief Secretary to the
Government of West Bengal

No.6715-F(Y)/1(300)

Date: 10/12/2019

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department, West Bengal.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, _____ Department.
6. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
7. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2nd Floor, Salt Lake, Kolkata-700091
8. District Magistrate, _____
9. Sub-Divisional Officer, _____
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No.9, Block-DF, Kolkata-700064.
13. Treasury Officer, _____
14. Group ____ / _____ Branch, Finance Department.
15. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.
16. _____


Joint Secretary to the
Government of West Bengal

Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No. 6716-F(Y)

Date: 10.12.2019

Sub: Introduction of "Creation and management of Workflow in an office/department" functionality in HRMS

Presently, whenever an employee submits any application in manual mode, it is checked at multiple levels of the office before final approval and issuance of order. Following the same process flow in electronic mode in HRMS was under active consideration of the Government for sometimes past.

Now the Governor is pleased to introduce a new functionality namely "Creation and management of Workflow in an office/department" in HRMS, the details of which are given below:

Purpose of Work flow chain creation:

Work flow chain creation is a functionality by which the work distribution of an office for establishment matters shall be defined in the system by the Nodal Officer of the Office based on the office order issued by the Head of Office. By this process an application relating to Leave, Loan, pay fixation, LTC/TA/DA submitted online by an employee posted in an office shall move through different levels of the office electronically following the workflow chain so defined for evaluation/verification before final approval and issuance of the order.

Procedure:

1. The Head of Office shall create a Nodal Officer in HRMS to create the workflow chain in his/her office if the Head of Office desires to get himself/herself relieved of the task of creating the different levels below him/her. Nodal Officer shall be a reliable senior officer.
2. The Nodal Officer shall create different work flow chains for different sub-modules (e.g Loan, Leave, LTC/HTC, Pay fixation, etc.) of HRMS based upon parameters like Cadre, Service Type, Date of Joining Service, Initials of the name etc for proper distribution of the work amongst the staff & officers.
3. In addition to the Head of Office having ultimate authority, "Users" may be created to discharge the role of Delegated Approver, Recommending Authority and Operator. There may be multiple Users in each of the levels below Head of Office and there may be none at all depending upon the size of the establishment, requirement and preference of the Head of Office.
4. Whenever an employee submits an online "Applications" through the eSE (eServices for employees) login, based upon the workflow chain (as stated in Sl. No. 2 above) to which an employee of an office is matched by the system, that application directly goes to the login of the Dealing Assistant who is at the lowest level (generally Operator) of the chain.

Government of West Bengal
Finance Department
Audit Branch

MEMORANDUM

No. 6716-F(Y)

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