

04/05/2018
Government of West Bengal
Department of Health and Family Welfare
G. A. Branch
Swasthya Bhawan, Block-GN 29
Sector - V, Salt Lake City, Kolkata - 700 091.

- 1) The Director of Health Services, W.B., Swasthya Bhawan
- 2) The Director of Medical Education & Ex-Officio Secretary, W.B., Swasthya Bhawan
- 3) The Director of Ayurveda, W.B., Swasthya Bhawan
- 4) The Director of Homoeopathy, W.B., Swasthya Bhawan
- 5) The Director of State Drug Control & Research Laboratory, W.B.,
2, Convent Lane, Kolkata - 700 015.
- 6) The Director of State Drug Control, W.B.,
P-16, India Exchange Place Extension, KIT Buildings (5th Floor), Kolkata-700 073.
- 7) The Director, State Bureau of Health Intelligence, W.B., Swasthya Bhawan
- 8) The Director, School of Tropical Medicine, W.B., Chittaranjan Avenue, Kolkata-700 073.
- 9) The Director, Pasteur Institute, W.B.,
2, Convent Lane, Kolkata - 700 015.
- 10) The Director, I S M Drug Control, W.B.,
205, Vivekananda Road, Kolkata - 700006.
- 11) The Director, Medicinal Plants Board, W.B.,
205, Vivekananda Road, Kolkata - 700006.
- 12) The Director, Institute of Hematology and Transfusion Medicine, W.B.,
Medical College Campus, Kolkata - 700 073.
- 13) The Director, Regional Institute of Ophthalmology, W.B., Medical College Hospital,
88, College Street, Kolkata - 700 012.
- 14) The Director, Institute of Blood Transfusion Medicine and Immunohematology, W.B.,
205, Vivekananda Road, Kolkata - 700006.
- 15) The Director, Institute of Post Graduate Medical Education and Research, W.B.,
SSKM Hospital, Kolkata.
- 16) The Director, Institute of Health and Family Welfare, W.B., Swasthya Bhawan.
- 17) The Joint Director of Nursing, W.B., Swasthya Bhawan
- 18) The Deputy Director, SHTO, W.B.
- 19) The Secretary, West Bengal Health Recruitment Board.
- 20) The Secretary, West Bengal Clinical Establishment Regulatory Commission.
- 21) IT Cell of this Department for posting in the official website.
- 22) Establishment Cell
- 23) Guard File.

Sir/Madam,

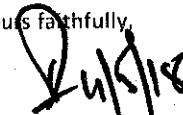
I am directed to forward herewith a copy of letter no. 41-CS/2018 dated 24.04.2018 of the Chief Secretary, West Bengal addressed to the Principal Secretary of this Department and to request you to kindly enter the sanctioned strength in Sanctioned Strength Sub-Module in respect of the posts for which you are the Main Appointing Authority.

This has reference to our earlier correspondence made on this issue vide letter no. HFW/O/GA/668/3C-17/2015 dated 09.02.2018.

This may kindly be treated as **MOST URGENT** and it is requested to complete the job BY **26.05.2018 LATEST**

Encl: As stated.

Yours faithfully,


SPECIAL SECRETARY

Malay Kumar Das, IAS

মুখ্য সচিব

পশ্চিমবঙ্গ

Chief Secretary

West Bengal



পশ্চিমবঙ্গ সরকার

সচিব

কলকাতা - ৭০০ ১৭২

GOVERNMENT OF WEST BENGAL

"NABANNA"

326 SARAT CHATTERJEE ROAD

HOWRAH - 711 002

Tel. 033 2614 2851 Fax. 033 2713 4325

E-mail: sec@wb.gov.in

No.41-CB/2018

Dated: April 24, 2018

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 31st May, 2018.

Yours sincerely,

M. K. Das
Chief Secretary

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

Department

The District Magistrate & District Collector

District, West Bengal