

**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**

No. HF/O/GA/668/3C-17/2015

Dated, the 9<sup>th</sup> February, 2018

From : The Special Secretary to the Government of West Bengal

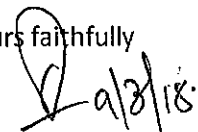
- To :
- 1) The Director of Health Services, W.B., Swasthya Bhawan
  - 2) The Director of Medical Education & Ex-Officio Secretary, W.B., Swasthya Bhawan
  - 3) The Director of Ayurveda, W.B., Swasthya Bhawan
  - 4) The Director of Homoeopathy, W.B., Swasthya Bhawan
  - 5) The Director of State Drug 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 ( 5<sup>th</sup> 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 – 700 006
  - 11) The Director, Medicinal Plants Board, W.B.,  
205, Vivekananda Road, Kolkata – 700 006
  - 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 – 700 006
  - 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, WB
  - 19) The Managing Director, WBMSCL
  - 20) The Secretary, West Bengal Health Recruitment Board
  - 21) The Secretary, West Bengal Clinical Establishment Regulatory Commission
  - 22) 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. 1276-F(Y) dated 05.03.2018 since received from Finance Department, West Bengal with the request to enter the **sanctioned strength in Sanctioned Strength Sub-Module** positively by **31.03.2018**. The other six sub-modules may also be implemented as per schedules fixed by the Finance Department vide their letter no. 1276-F(Y) dated 05.03.2018.

This may kindly be treated as MOST URGENT.

Yours faithfully

  
Special Secretary to the  
Govt. of West Bengal

Encl: As stated

**Government of West Bengal**  
**Finance Department**  
**Nabanna, Howrah**

No. 1276-F(Y)

Dated 5<sup>th</sup> March 2018

To,  
The Addl. Chief Secretary/Principal Secretary/Secretary  
\_\_\_\_\_ Department (All)

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**Sub: Introduction of newly introduced sub-modules of HRMS**

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Sir/Madam,

You may be aware that after successful implementation of the Pay Roll, Stakeholders, Leave, Loan and T.A./D.A. sub-modules of HRMS, the Government of West Bengal has decided to further introduce 7 (seven) new sub-modules of HRMS viz. **Sanctioned Strength, Transfer, Pay-fixation, Non-functional Promotion, Training, Confirmation and Exit Management (Pension)**. Accordingly, development of these sub-modules under HRMS has been completed and they have been deployed in live server for use of various Departments.

Also, the training of **Main Master Trainers** of Administrative Departments and Districts on the abovementioned new sub-modules of HRMS has already been completed. Administrative Departments and District Magistrates were also requested to ensure that training is provided to **Additional Master trainers** and **Users (staff and officers)** on the above seven sub-modules.

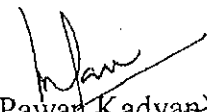
Now, I am directed to request you to kindly take necessary steps in order to get the **sanctioned strength entered in Sanctioned Strength sub-module positively by 31<sup>st</sup> March, 2018 for all offices under the control of your Department.**

The adoption of 2 (two) sub-modules, namely **Pay-fixation and Training** may become **mandatory w.e.f. 1<sup>st</sup> April, 2018** and 4 (four) sub-modules, namely **Confirmation, Transfer, Non-functional Promotion and Exit Management (Pension)** **mandatory w.e.f. 1<sup>st</sup> May, 2018.**

This may be accorded **high priority.**

Thanking you,

Yours faithfully,

  
(Pawan Kadyan)  
Joint Secretary 05/03/18  
Finance Department