

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

No. 6375-F(Y)

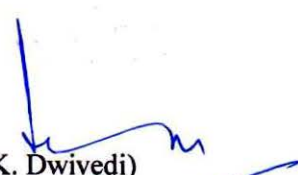
Dated 4th October, 2018

MEMORANDUM

Sub: Creation of Parastatals and their Sanctioned Strength in HRMS

In terms of the Finance Department Memo No 4472-F(Y) dated 12.07.2018 all Administrative Departments were requested to create Parastatals under their administrative control in Stakeholder Sub-Module of HRMS. Also, the Cadre Controlling Authorities were requested to create deputation posts in such Parastatals where sanctioned posts of the Cadres controlled by them exist. In continuation of the said Memorandum, it is further requested that:

- i. All Administrative Departments create parastatals under their administrative control within 30.11.2018 and provide a report within 05.12.2018 in the format enclosed herewith at Annexure 1.
 - ii. All Cadre Controlling Authorities create sanctioned posts, if any, in such parastatals for the Cadres controlled by them within 15.12.2018 and provide a report of completion of sanctioned strength in parastatals within 20.12.2018 in the format enclosed herewith at Annexure 2.
 - iii. The Cadre Controlling Authorities create HRMS Unique IDs of all such employees who are on deputation in case they do not have an existing HRMS Unique ID already.
 - iv. The Transfer Sub-Module of HRMS shall become mandatory shortly and for generation of Transfer Order of employees from/to deputation posts the creation of Parastatals and Sanctioned Posts in parastatals and generation of HRMS Unique IDs of all employees who are on deputation is a pre-requisite.
2. The relevant manuals and guidelines are already available in "Guidelines" Section of wbifms.gov.in. The reports as stated at Para 1 (i) & (ii) above may be sent to the Finance Department over email at hrms.ifms@gmail.com and ifmswb@gmail.com.


(H. K. Dwivedi)
Additional Chief Secretary to the
Government of West Bengal

Status report of creation of parastatal in stakeholder sub-module in HRMS under Department

Serial No.	Name of Parastatal with code	Address of Parastatal	Name and HRMS unique ID of HOO of the Parastatal

This is hereby declared that all parastatals/State PSUs/State Autonomous bodies under this department have been created as **PARASTATAL** in stakeholder sub-module in HRMS

Signature
Designation

Report showing sanctioned strength created and employee tagged in Parastatal

Name of the Cadre Controlling Department:

Name of the Cadre:

As on:

No. Of Parastatals in which sanctioned post of the cadre exist	No. Of posts of the cadre in Parastatals as per the cadre schedule	No. Of sanctioned post created in HRMS	No. Of employees tagged against the sanctioned strength of the cadre in Parastatals

Signature
Designation