



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force

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Office Order No. 52-MISC/HRMS/2020

Dated 12/10/2020

Office Order

Consequent upon the e-Governance initiative adopted by the State Government with their IFMS web application, it is felt necessary to set up a HRMS Cell in the Directorate Headquarter in order to manage and perform multifarious administrative procedures through HRMS.

It is thus hereby ordered that following personnel at Directorate Headquarter will discharge different functionalities in IFMS/HRMS as detailed below:

1. *Ravi Kant Sinha, IFS, PCCF & HoFF, WB* – Head of Office (HOO), Appointing Authority (AA) { Group-B,C,D}, Cadre Controlling Authority (CCA) {Group-B,C}, User Administrator in HRMS [Directorate of Forests]
2. *Kana Talukdar, IFS, APCCF/HRD* – Delegated HOO Approver [Sanctioning Authority for TA/TG/TC/HTC/LTC, GPF of the Officers in the Rank of CF and above and of all the Employees of the Office of the PCCF(HoFF)/WB, Approver of WBHS of the Office of the PCCF(HoFF)/WB]
3. *S. Sasi Kumar, IFS, CCF/GC* – Delegated HOO Approver [Manage Transfer & Posting, Pension, Pay Fixation, e-Service Book of all Officers through HRMS, HRMS User Management (Gazetted). Sanctioning Authority for Leave, Family/Nominee Declaration, GPF Nomination etc. of Officers of the Office of the PCCF(HoFF)/WB]
4. *S.S. Dey, IFS, CCF/PMC* – Delegated HOO Approver [Manage Transfer & Posting, Pension, Post-Code, Pay Fixation, e-Service Book of all Non-Gazetted Employees through HRMS, HRMS User Management (Non-Gazetted). Sanctioning Authority for Leave, Family/Nominee Declaration etc. of Non-Gazetted Employees of the Office of the PCCF(HoFF)/WB]
5. *Nilanjan Mallick, IFS, CCF/Finance* – Delegated e-Bantan Approver – [Manage Fund Distribution through e-Bantan of IFMS for entire Directorate, e-Bantan User Management]
6. *Rana Datta, IFS, DCF/Administration* - DDO of the Office of the PCCF(HoFF)/WB [Manage Salary & Other Bills of the Employees of the PCCF(HoFF)/WB through HRMS, Recommending Authority for WBHS of the Office of the PCCF(HoFF)/WB]
7. *Kaushik Maji, Head Clerk* – e-Bantan Operator – [Process Fund Distribution through e-Bantan of IFMS for entire Directorate]
8. *Tapas Sen, UDC* – HOO Operator – [Process Transfer & Posting, Pension, Post-Code, Pay Fixation, e-Service Book of all Non-Gazetted Employees through HRMS. Process Leave, Family/Nominee Declaration etc. of Non-Gazetted Employees of the Office of the PCCF(HoFF)/WB]
9. *Kum Kum Ghosh, UDC* – HOO Operator – [Process Transfer & Posting, Pension, Post-Code, Pay Fixation of all Non-Gazetted Employees through HRMS. Process Leave, Family/Nominee Declaration etc. of Non-Gazetted Employees of the Office of the PCCF(HoFF)/WB]
10. *Rakesh Roy, UDC* – HOO Operator – [Process Transfer & Posting, Pay Fixation of all Non-Gazetted Employees through HRMS. Process Leave, Family/Nominee Declaration etc. of Non-Gazetted Employees of the Office of the PCCF(HoFF)/WB]
11. *Maitreyi Das, UDC* – HOO Operator – [Process Transfer & Posting, Pension, Post-Code, Pay Fixation, e-Service Book of all Officers through HRMS. Process Leave, Family/Nominee Declaration etc. of Officers of the Office of the PCCF(HoFF)/WB]

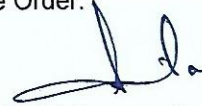
12. *Bhabani Chakraborty, UDC* - HOO Operator – [Process TA/TG/TC/HTC/LTC of the Officers in the Rank of CF and above and of all the Employees of the Office of the PCCF(HoFF)/WB, e-Billing Operator of DDO DCF/Admin]
13. *Rahul Sur, UDC* – HOO Operator – [Process GPF Loans of the Officers in the Rank of CF and above and all Officers of the Office of the PCCF(HoFF)/WB, e-Billing Operator of DDO DCF/Admin]
14. *Biplab Roy* – HOO Operator – [Process GPF Loans of all Non-Gazetted Employees of the Office of the PCCF(HoFF)/WB, e-Billing Operator of DDO DCF/Administration]
15. *Bamali Paul, FR* – DDO e-Billing Operator – [Process Medical Bills of IFS Officers for DCF/Admin]
16. *Ganesh Layek, UDC* – DDO e-Billing Operator – [Process different Bills of DCF/Administration]
17. *Amit Roy, UDC* - DDO e-Billing Operator – [Process different Bills of DCF/Administration]
18. *Partha Pratim Mondal, LDC* – WBHS Operator, DDO e-Billing Operator [Process WBHS, WBHS e-Billing of DCF/Administration]
19. *Krishnayan Chatterjee, LDC* - DDO e-Billing Operator – [Process Salary Bills, Arrear Bills and other Bills of DCF/Administration]
20. *Anima Ghosh, PDL* - DDO e-Billing Operator – [Process Salary Bills, Arrear Bills and other Bills of DCF/Administration]

All the above IFMS/HRMS Users have been provided with unique Login Id to work on IFMS/HRMS. If required, all Delegated HOO Approvers may like to forward the Employees Applications submitted to them to the respective down level HOO Operators for processing prior to Approval.

A dedicated e-Mail Id (wbforesthrrms@gmail.com) has been opened in order to receive and sort out the IFMS/HRMS issues of different levels. *Tapas Sen, UDC* & *Maitreyi Das, UDC* will operate the mail.

All Employees concerned will now forward their Applications such as Tour, Leave, GPF Loan etc. generated through Employees e-Services module of IFMS to the respective Delegated HOO Approvers online.

This Order will come into force on and from the date of issue of the Order.



Principal Chief Conservator of Forests,
Head of Forest Force, West Bengal

No. 3054 /PMC/2E-1078/2016

Dated 12/10/2020

Copy forwarded to:

1. All Principal Chief Conservator of Forests, W.B.
2. All Additional Principal Chief Conservator of Forests, W.B.
3. All Chief Conservator of Forests, W.B.
4. All Conservator of Forests, W.B.
5. All Staff Officers of the Office the PCCF(HoFF)/WB.
6. All HRMS Delegated Approvers as mentioned
7. All HRMS Operators as mentioned
8. All Head Clerks & Accountant, Office of the PCCF(HoFF)/WB.



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