

**Government of West Bengal
Finance Department
Audit Branch**

No. 5599-F(Y)

Dated 29th August, 2018

NOTIFICATION

Sub: - One time tagging of Voucher/Challan Numbers with HRMS Unique ID under the Head "8009-State Provident Fund" for maintenance of GPF Accounts in IFMS

Online GPF Module in IFMS for the Gr. D State Government employees has been introduced in terms of Finance Department Notification No.734-F(J)/W.B. dated 28.02.2018 wherein it has been stated that the Head of the Office (HOO) shall cease to maintain GPF Accounts of Gr. D employees from the Financial Year 2018-19 and the Director of Pension, Provident Fund and Group Insurance, West Bengal (DPPG WB) shall maintain the GPF Accounts for Gr. D employees w.e.f. 01.04.2018. Accordingly, all the transactions, both receipts and payment under the Head "8009-State Provident Fund" will be maintained against HRMS Unique ID.

2. However, in the transitional period certain transactions both receipts and payments have been effected without tagging any HRMS Unique ID under the following circumstances:

- i. Claim for Refundable Advance/Non-Refundable Advance/Part-final withdrawal drawn by DDO through Non-HRMS Mode under e-Billing where there is no scope to tag HRMS Unique ID.
- ii. Final Payment due to retirement on superannuation/death/resignation etc. drawn by DDO through Non-HRMS mode under e-Billing where there is no scope to tag HRMS Unique ID.
- iii. Amount booked as By-Transfer deduction under "8009-State Provident Fund" from the bill prepared & submitted manually at the Treasury or submitted through e-Pradan Module with manual GPF By-Transfer Schedule.
- iv. Amount deposited at the Treasury linked bank in Challan TR-7C and accounted in CTS Module of IFMS.
- v. Amount By-Transferred to the Head "8009-State Provident Fund" from different Public Deposit Accounts through Online PL Module of IFMS.

3. In order to maintain the GPF Accounts properly in IFMS, tagging of HRMS Unique ID against such transactions are utmost necessary. Now, the Governor is pleased to direct that the below mentioned actions are to be taken by all concerned within the time period given herein under:

Action to be taken by DDO:

- A. For the withdrawal transactions made by the DDO as stated at Para 2 (i) & (ii) above on or after 01.04.2018 under "8009-State Provident Fund", the DDOs shall enter the HRMS Unique ID of the concerned employees for whom such withdrawals or final payments were made.
- B. For the By-Transfer transactions made by the DDO as stated at Para 2 (iii) above on or after 01.04.2018 under "8009-State Provident Fund" from the bills, the DDOs shall enter the HRMS Unique ID of the concerned employees/subscribers against whom such By-Transfer receipt transaction were made.
- C. Such tagging of HRMS Unique ID shall be done from the link HRMS-GPF-Dr/Cr. Schedule Adjustment.
- D. The transactions are to be tagged by the DDO in respect of those employees also whose bill has been drawn on or after 01.04.2018 but who has been transferred, retired, resigned from service, died or presently not attached with that office.

- E. The process of one time tagging of HRMS Unique ID against the withdrawal and receipts transactions as stated above shall be completed by the DDOs
- (i) By 15th September, 2018 for all the transactions made upto 31st July 2018.
 - (ii) By 30th of the following month for all transactions starting from August, 2018.

4. Treasury Officer and Public Account Administrators shall take action for one-time tagging of HRMS Unique ID against the transactions as stated at Para 2 (iv) & (v) above for which separate notification will be issued in due course.

5. DPPG WB shall be the authority to monitor the progress of such one-time tagging of HRMS Unique ID against all the withdrawal and receipt transactions under Head "8009-State Provident Fund" at the end of DDOs, Public Account Administrators and Treasuries. DPPG WB shall impart necessary training and take appropriate actions, wherever required, for such one-time tagging of HRMS Unique ID for all transactions on or after 01.04.2018 within the time period as stated above.


6. This order shall take effect immediately.



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

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. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Financial Advisor, _____, Department.
6. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/ Deputy Secretary, Finance Department.
7. _____ Department.
8. Commissioner, _____ Division.
9. Director, _____
10. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
11. Director, Directorate of Pension, Provident Fund and Group Insurance, West Bengal, Purta Bhavan, 2nd Floor, Salt Lake, Kolkata-700091
12. District Magistrate, _____
13. Superintendent of Police, _____
14. Sub-Divisional Officer, _____
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
17. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, SUBHANNA, SGO Complex, 5th & 6th Floor, Plot No.9, Block-DF, Sector-I, Bidhannagar, Kolkata-700064
18. Treasury Officer, _____
19. Group ____ / _____ Branch, Finance Department.
20. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Assistant Secretary
to the Government of West Bengal