



Government of West Bengal
Public Health Engineering Directorate
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Memo No. **6587-6606** 5/K/17

Dated, Kolkata, the **05.06.** 2017

To

The Superintending Engineer

.....Circle

PHE Directorate, Govt. of West Bengal

Sub : Tagging up of his office employees and creation of L4 Level Divisions by him under HRMS

The personal information as submitted by him under letter no. 6347-6366/5/K/17 dated 31.05.2017 have already been processed from this end. **He will receive user-id and OTP in the mobile number uploaded by him. It is mandatory to change the password after first login.** He is requested to carry out the following steps –

1) Tagging up of employees (under his Circle Office only)

- Login using User Id & Password
- HRMS
- Head of Office Approver
- Head of Office Employee Mapping
- Tag Employee
- Select DDO Code
- Search Employee data which are already active in IFMS (employees which are not available have to be entered in IFMS using DDO login & approved then using DSC)
- Save one by one
- Check approve box
- Approve

2) Creation of L4 Level Divisions (Executive Engineers / Dy. Superintending Engineers under his Circle)

Creation of all Offices under him

- HRMS – login using his User Id & Password
- HRMS – using Head of Office (HOO) Approver
- Office Master
- Stakeholder
- Head of Office Details

P.T.O.....2

Assigning Head of Office in all the Offices created by him


- User Administration
- Add New User
- Select the Office (Click Other Office for Executive Engineers & Own Office for DSE)
- Details of his Executive Engineers / Dy. Superintending Engineers
- Save
- Add Update Role to tag the Executive Engineer with his respective Office/ Dy. Superintending Engineers with his own Office

The Executive Engineers have to follow similar steps to tag their office staff & create L5 Level (sub-divisions) under him.

In case of any confusion please download the .ppt file named **HRMS STAKEHOLDERS.PPT** available in the following link -

<https://wbifms.gov.in/FileDownload/?downloadType=G> (please type the exact link).

Select Module HRMS & Search for the above file in the search box.

 05/06/17
**Chief Engineer (Headquarters)
Public Health Engineering Dte.**

Memo No. 6587-6606/1-64 5/K/17

Dated, Kolkata, the 05.06. 2017

Copy forwarded for information to :-

1. The Chief Engineer, Western Zone / Planning & WQM / Northern Zone (Civil) / Mechanical-Electrical (Southern Zone) / Mechanical-Electrical (Northern Zone), PHE Directorate, Govt. of West Bengal
2. The Project Director, WBPWSP (Purulia), PHE Directorate, Govt. of West Bengal
3. The Director, WSSO, PHE Department, Govt. of West Bengal
4. The Assistant Chief Engineer- II, PHE Directorate, Govt. of West Bengal
5. The Executive Engineer,Division, PHE Directorate, Govt. of West Bengal
6. The Dy. Superintending Engineer, HQ, PHE Directorate, Govt. of West Bengal
7. The Joint Director, PHE Directorate (HQ), Govt. of West Bengal
8. The Administrative Officer (General), PHE Directorate (HQ), Govt. of West Bengal
9. Shri Biswanath Mondol, UDA, PHE Directorate (HQ), Govt. of West Bengal

 05/06/17
**Chief Engineer (Headquarters)
Public Health Engineering Dte.**