

पत्रांक-बि०प्र०सु०मि०सो०/HRMS-08/2023, सो०-556
बिहार प्रशासनिक सुधार मिशन सोसाइटी
(सामान्य प्रशासन विभाग)

प्रेषक,

सतीश रंजन सिन्हा,
विशेष कार्य पदाधिकारी।

सेवा में,

विशेष सचिव/अपर सचिव/संयुक्त सचिव, सभी विभाग।
पुलिस महानिरीक्षक (मुख्यालय), बिहार, पटना।
सभी प्रमण्डलीय आयुक्त, बिहार।
सभी जिला पदाधिकारी, बिहार।

पटना, दिनांक-25/03/2024

विषय:-

मानव संसाधन प्रबंधन प्रणाली अंतर्गत फेज-2 के Modules को Go-Live करने के सम्बंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि मानव संसाधन प्रबंधन प्रणाली फेज-2 अंतर्गत निम्नांकित Modules को दिनांक-01.04.2024 से Go-Live किया जाना है :-

1. Reward and Appreciation Module- इस Module के अंतर्गत किसी सरकारी कर्मी को उसके कर्तव्य निर्वहन में उत्कृष्ट कार्य हेतु सक्षम प्राधिकार द्वारा पुरस्कृत किया जा सकता है। उक्त पुरस्कार/प्रशंसा Cash, Commendation या Medal के रूप में हो सकता है, जिससे संबंधित रिकॉर्ड एवं सूचना सेवा पुस्तिका में दर्ज की जा सकती है।
2. Travel Entitlement and Claims management- इस मॉड्यूल के अंतर्गत System द्वारा राज्य सरकार के द्वारा निर्धारित यात्रा से संबंधित निति एवं नियमों का प्रबंध किया जायेगा। इस Module अंतर्गत सरकारी कर्मी द्वारा यात्रा हेतु अनुरोध यथा-स्थान, दिनांक एवं उद्देश्य की विवरणी समेकित किया जा सकता है। साथ ही यात्रा हेतु अग्रिम एवं दावा भी किया जा सकता है। System के माध्यम से ही दावा का निराकरण भी किया जायेगा।
3. Income Tax declaration and POI (Functionality) Module - इस मॉड्यूल के माध्यम से कर्मी द्वारा अपने Investment एवं Income को दर्ज कराया जा सकता है। साथ ही उक्त Investment एवं Income के साक्ष्य को भी समर्पित किया जा सकता है। इस मॉड्यूल में TDS आदि की गणना स्वयं हो पायेगी।

उपर्युक्त Modules को लागू करने से संबंधित प्रशिक्षण मिशन कार्यालय के पत्रांक-4436, दिनांक-17.11.2023 के आलोक में Users एवं Master Trainers को दिया गया है। अनुरोध है कि अधिनस्थ कार्यालयों के संबंधित कर्मियों को प्रशिक्षण प्रदान करने हेतु अपने स्तर से निदेशित कर दिया जाय।

सभी मॉड्यूल से संबंधित विस्तृत कार्य विवरणी को M/s KPMG द्वारा उपलब्ध कराया गया है (प्रति संलग्न)। उक्त विवरणी में User Manuals सम्मिलित है। User Manuals को बेहतर तरीके से क्रमानुसार समझने के लिये सभी प्रक्रिया को उपलब्ध कराया जा रहा है।

अनुरोध है कि उपर्युक्त सभी मॉड्यूल को अपने अधिनस्थ विभाग/कार्यालय में दिनांक-01.04.2024 से लागू करने/उपयोग करने की कृपा की जाय। इस संबंध में कोई सुझाव यदि हो तो ई-मेल-hd.hrms.bihar@gmail.com पर भी उपलब्ध कराया जा सकता है।
अनुलग्नक: यथोक्त।

विश्वासभाजन,

25.3.24

(सतीश रंजन सिन्हा)
विशेष कार्य पदाधिकारी।

ज्ञापांक:
प्रतिलिपि:

बि०प्र०सु०मि०सो०/HRMS-08/2023 सो० 556, दिनांक 25/03/2024

1. सभी विभागाध्यक्ष, बिहार, पटना को कृपया सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।
2. M/s KPMG, Patna/M/s IPE Global Ltd., Patna को कृपया सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

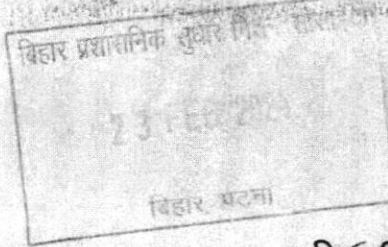
25.3.24

विशेष कार्य पदाधिकारी।

KPMG/HRMS/2024/08

Date: 21/02/2024

To,
Shri Satish Ranjan Sinha,
OSD,
BPSMS (Bihar Prashashnik Sudhar Mission Society)
Harding Road
Patna.



Subject: Go-live of Reward and Appreciation Module, Travel entitlement and claims management and Income Tax declaration and POI (functionality) Phase-II (HRMS).

Respected Sir,

We wish to bring to your kind notice that we have incorporated the changes suggested on the modules during the final UAT session by the officials of different departments.

We are now ready to go-live with 2 more modules and one additional functionality under ESS- Part-A of Phase-II. The modules that are slated to go-live are:

1. Reward and appreciation Module
2. Travel entitlement and Claim management

Functionality under ESS-Part A

- a. Income Tax Declaration and POI
- b. LTC Advance and Reimbursement (SGVT)

For better understanding of users, we have shared in brief about each of the module, this will introduce the users about the basic functionality of each of the module and different service provided through it. A short video on how to use the modules by users is also prepared and is available for download on our portal under the download section.

Through this letter we request your kind office to document the completion of the above mentioned 2 modules and the additional functionality. Also allow us to deploy the modules on production environment and conclude the go-live process. You are also requested to kindly share the date of organizing go-live session for HRMS users.

Assuring you our best services

Sumanta Sannigrahi
Manager G&PS -GovTech

CC: MD, BSEDC and Consultants IPE Global Pvt. Ltd.

Encl: Module Brief and User manual Loan & recovery Module and Reward/Appreciation module

KPMG Advisory Services Private Limited, an Indian private limited company and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International") a Swiss entity.

CIN U74140MH1999PTC122185

Registered Office:
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1298
28/2/24

Brief Description of Module

1. Reward and Appreciation Module

- Authority may reward a government employee for outstanding performance in duty.
- Reward/ Appreciation may be given in shape of Cash, Commendation or Medal etc.
- System have facility to record information related to Reward/ Appreciation.
- Reward/ Appreciation information will be updated in the service book of the employee automatically.

2. Travel, Entitlement and Claim Management

- System has the facility of managing travel policy of the state government.
- Employee can submit a travel request mentioning required details like date, place, and mode of travel along with purpose of the visit for approval.
- System facilitates the travelling employee to raise request for travel advance.
- The system provides facility for computation of travel claim considering allowed entitlements for an employee. Employee prepares and submits travel claims online. The authority approves the travel claims, and the claim is settled subsequently.

3. IT Declaration and POI

- System has option to for employees to submit/declare details of investments.
- Employee can add Income from other sources.
- System have provisioned to submit proof of declaration as well.
- TDS and other details will be calculated automatically based on the above.

4. LTC Advance and Reimbursement

- Employee can apply for Leave Travel Concession Advance.
- Request for LTC Reimbursement can also be applied.
- Employee can apply and get leave approved to avail LTC from the system.
- LTC claim supporting documents can also be updated using the system.
- Post approval details would be automatically updated in the service book.



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User/Actors Involved

1. Reward and Appreciation

Roles	Responsibility
Office Admin	Responsible for reviewing the parameters and rules set in the master's specific to that office, if any
"Maker, Checker, Approver"	Responsible for processing payroll. i. Maker will initiate personnel and payroll process ii. Checker will verify the process initiated by Maker iii. Approver will approve the process and forward it further to treasury for payroll processing
"User (Employees)"	— Responsible for the data updating for employee related data via self service — End Recipient of monthly salary and remuneration as per govt circulars and guidelines

2. Travel Entitlement and claim management

Roles	Responsibility
"User (Employees)"	— Responsible for applying travel advance or for settlement of travel reimbursement.
Expenditure Sanction maker, checker, and approver	Responsible for creating expenditure. I. Maker will create expenditure. II. Checker will verify III. Approver will approve and forward it further to treasury for payroll processing.
Payroll Generation Maker, Checker, Approver"	Responsible for processing payroll. i. Maker will initiate personnel and payroll process ii. Checker will verify the process initiated by Maker iii. Approver will approve the process and forward it further to treasury for payroll processing

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3. IT Declaration and POI

Roles	Responsibility
"User (Employees)"	— Responsible for filling the IT declaration and attaching supporting documents for investments.
Payroll Generation Approver	Responsible for verifying the Declaration submitted by the employee and could be able to calculate TDS.

4. LTC

Roles	Responsibility
"User (Employees)"	— Responsible to apply for LTC Request, LTC Advance and Claim Settlement
HR manager maker, checker, and approver	I. Maker will check the amount and enter the details. II. Checker will verify III. Approver will approve and forward it further for expenditure creation.
Expenditure Sanction maker, checker, and approver	Responsible for creating expenditure. I. Maker will create expenditure. II. Checker will verify III. Approver will approve and forward it further to treasury for payroll processing.
Payroll Generation Maker, Checker, Approver"	Responsible for processing payroll. i. Maker will initiate personnel and payroll process ii. Checker will verify the process initiated by Maker iii. Approver will approve the process and forward it further to treasury for payroll processing