

**Minutes of the meeting on different activities related with IFMS consequent upon merger of Departments in terms of G.O. No.51-F(Y) dated 03/01/2017.**

(At Conference Hall, PWD Department, Room No.-807, NABANNA on 01/03/2017)

Joint Secretary, e-Governance Group, Finance Department presided over the meeting.

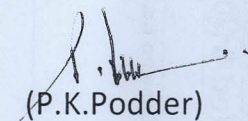
**Discussions and decision:**

Sl. No.	Discussion Points	Decision
1	Allotment of Fund to the DDOs of merged Department.	a) Administrative Department shall allot the fund during FY 2016-17 to the DDOs of the merged Department immediately; specially related to personal claims of the employees.
2	Beneficiary Master / Employee Master of e-Pradan / HRMS, New HOA tagging with the Employee in HRMS	a) All Beneficiary master under the DDO of the merged Department shall be transferred in the login of new DDO with existing status. b) New HOA shall be tagged with all concerned Employees in HRMS before preparation of salary bill of March,17. c) Activities stated in a) & b) above shall be done by e-Governance Group in system before preparation of Salary Bill of March,17 and shall be communicated in due time. d) Regarding transfer of "out of account deduction master" in HRMS, the decision shall be communicated later on.(Through SMS & Notice Board of IFMS Portal).
3	Preparation of Salary bill of March,2017 of the DDOs of the merged Department & new Department in Secretariat (List enclosed in Annexe-1)	a) <b>No Pay bill of March, 2017 shall be prepared by the concerned new DDO until and unless specific instruction is given from e-Governance Group.</b> (Through SMS & Notice Board of IFMS Portal) b) New DDO shall prepare & submit the Salary bill under new Head of Account (HOA) from March, 2017 under new demand no. of 2017-18. c) Updation of new HOA in employee master of HRMS shall be done by e-Governance group, Finance Department in system before preparation of Salary Bill of March,17 and shall be communicated in due time.(Through SMS & Notice Board of IFMS Portal).

4	All employee related personal claims including Arrear Bills	<p>a) All other employee related claims including Arrear Salary Bills shall be drawn by the existing DDO of the merge Department in old Demand No.</p> <p>b) All employee related personal claims shall be completed prior to preparation of Salary bills of March, 2017 as stated in (3) above.</p>
5	Submission of all other claims/payments	<p>a) All other claims except those mentioned in (3) &amp; (4) above shall be drawn by the existing DDO of the merged Department under old demand no. following the time schedule for submission of bills mentioned in G.O. No.1142-F(Y) dated 23/2/2017.</p>
6	De-activation of the access of the DDOs of merge Department in IFMS	<p>a) Merged DDO code shall be deactivated from 1.4.2017 by DTAWB. If any failed transaction occurred under merged DDOs, the DTAWB shall activate the DDO Code on special request latest upto 4.4.2017.</p> <p>b) Pay &amp; Accounts Officer (PAO) shall deactivate the Merged DDO's Login ID &amp; De-register the DSC within 6.4.2017.</p>
7	Settlement of Failed e-Payment Transactions	<p>a) All Failed transactions lying in the login of the DDO shall be cleared either by way of modification /cancellation immediately and there should be no pending as on 31/03/2017.</p> <p>b) PAOs shall also complete the process of refund bill generation including mandate/Cancellation Certificate generation immediately after modification of failed transaction / cancellation.</p>
8	Shifting of Service Provider Master (WBSEDCL/ CESC/ BSNL)	<p>a) All service provider master shall be shifted from old DDO to new DDO by the e-Governance group, Finance Department after 1.4.2017.</p>
9	Closure of Cashbook/ Handover/refund of undisbursed cash, Cheque, Encashment of cheques , Advance adjustment etc. by the DDOs of merge Departments	<p>Shall be guided by G.O. No. 51-F(Y) dated 3.1.2017.</p>

10	Drawal of claims by the existing outline DDOs of Merged Department & New Department [in directorate /regional /District /Sub-division level etc.]	<ul style="list-style-type: none"> <li>a) There shall be no change in existing DDO code consequent upon merger.</li> <li>b) Pay bill for the March,17 shall be drawn by the existing DDOs under new demand of 2017-18.</li> <li>c) No Pay bill of March, 2017 shall be prepared by the DDO until and unless specific instruction is given from e-Governance group, Finance Department (Through SMS &amp; Notice Board of IFMS Portal).</li> <li>d) Updation of new HOA in employee master of HRMS shall be done by e-Governance group, Finance Department in system before preparation of Salary Bill of March,17 and shall be communicated in due time.</li> <li>e) All other claims except Pay bills for the month of March, 2017 shall be drawn by the DDO under old demand no.[i.e. Budget provision of 2016-17] following the time schedule for submission of bills mentioned in G.O. No.1142-F(Y) dated 23/2/2017.</li> </ul>
----	---	---

As there is no other point of discussions, the meeting ended with thanks.

  
(P.K.Podder)  
Joint Secretary

E-Governance Group  
Finance Department

### Annexure-I of the MOM dated 01/03/2017

Sl. No.	Old Demand No.-Merged Department Name under budget provision FY 2016-17	DDO Code of the Merged Department at Secretariat	New Demand No.-Department Name under budget provision FY 2017-18	DDO Code of Secretariat for drawal of fund under new demand no.
1	27-Home 26-Hill Affairs	CABHMA001	68-Home and Hill Affairs	CABHMA001
2	36-Land and Land Reforms 46-Refugee Relief & Rehabilitation	CABLRA004 CABREA001	69- Land & Land Reforms and Refugee Relief & Rehabilitation	CABLRA004
3	13-Higher Education 48-Science & Technology 57-Biotechnology	CAFEHA001 CAFSTA001 CAFETA001	70-Higher Education, Science & Technology & Biotechnology	CAFEHA001
4	12-Planning 63-Statistics & Programme Implementation	CAFDDPA001 CAFADB002	71- Planning, Statistics & Programme Monitoring	CAFDDPA001
5	54- Urban Development 39- Municipal Affairs	CAFUDA010 CABMAA001	72-Urban Development and Municipal Affairs	CAFUDA010
6	47- Disaster Management 60- Civil Defence	CABRLA001 CABDVA001	73- Disaster Management and Civil Defence	CABRLA001
7	56- Women Development & Social Welfare 64- Child Development	CABSWA001 CABSWA001	74-Women & Child Development and Social Welfare	CABSWA001
8	09- Commerce & Industries 67-Public Enterprises & Industrial Reconstruction	CABDIA001 CABDUA032	75-Large Industries & Enterprises	CABDIA001
9	49-Sports and Youth Service	CABSPA001	49-Youth Services and Sports	CABSPA001
10	11-Micro Small Scale Enterprises and Textiles	CABDCA001	11-Micro Small and Medium Enterprises and Textiles	CABDCA001
12	42-Personnel & Administrative Reforms	CABDRA001	42-Personnel & Administrative Reforms and e-Governance	CABDRA001
13	18-Finance 17-Excise	CABFNA008 CABEXA001	18-Finance	CABFNA008
14	66-Sericulture (Directorate & Regional setup)		5-Agriculture	