



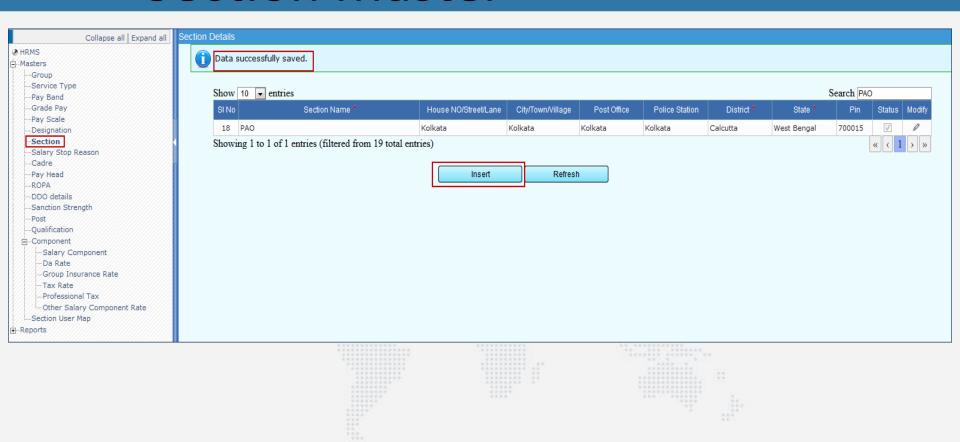
iFMS-West Bengal HRMS

## **HRMS Phase-1a Master Data Verification**

The Master forms inserted by Admin User will be available to Others in View Mode. The Masters inserted by DDO Approver will be available to Operator in view mode. The following table explains the masters to be inserted by the Users:

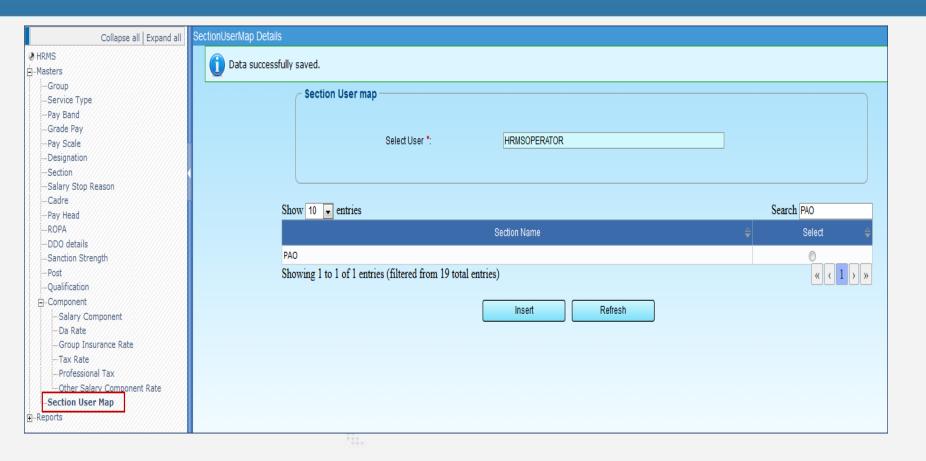
Admin User	DDO Approver	DDO Operator
Group	Section	-
Service Type	Pay Head	-
Pay Band	DDO Details	-
Grade Pay	Sanction strength	
Pay Scale	Section User Map	-
Designation	Employee Master	Employee Master
Salary Stop Reason	-	-
Cadre	-	-
ROPA	-	-
Post	-	-
Qualification	-	-
Salary Component	-	-
DA Rate	-	-
Group Insurance Rate Master	-	-
Tax Rate	-	-
Professional Tax	-	-

## **Section Master**



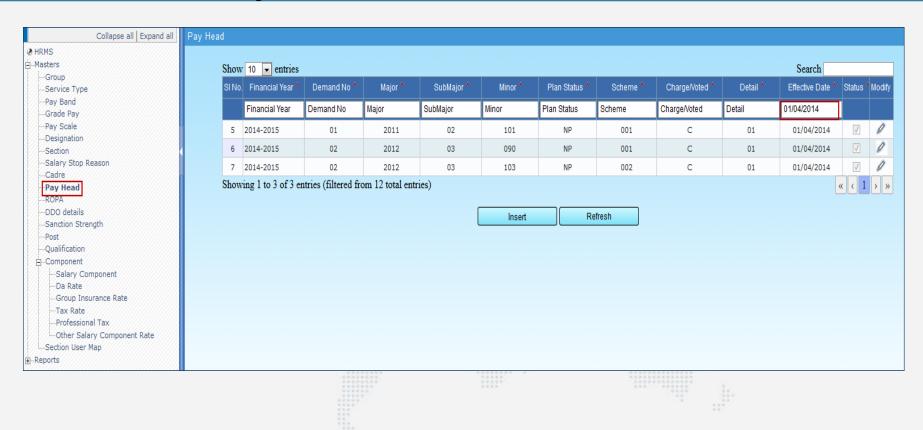


#### **Section User Map**



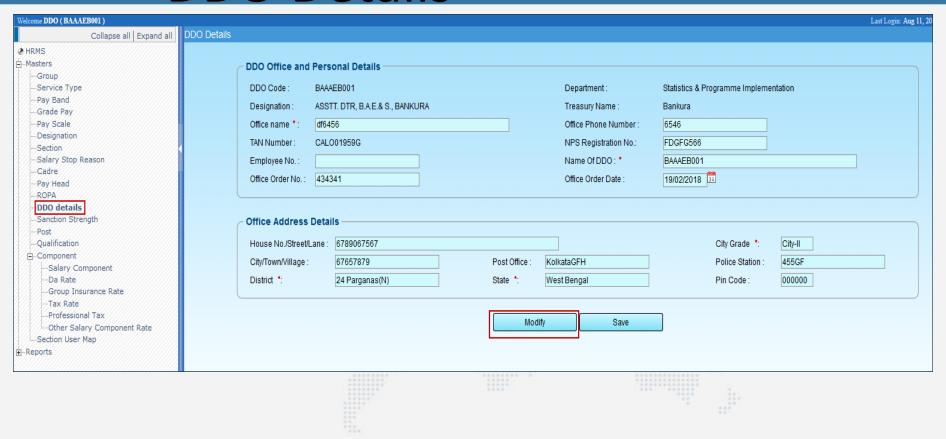


# Pay Head



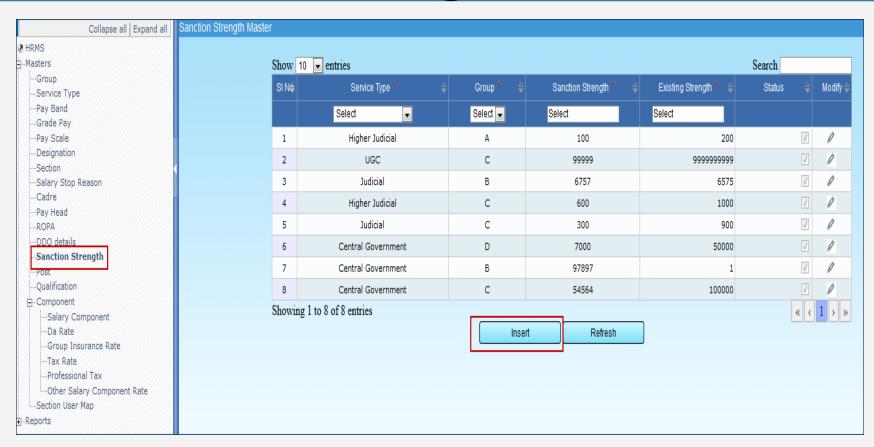


## **DDO** Details





## Sanction Strength



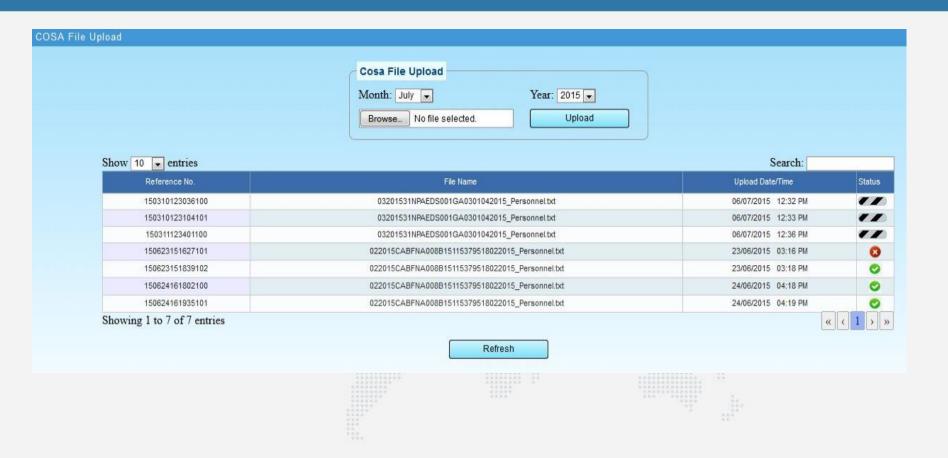


# **COSA File Upload**



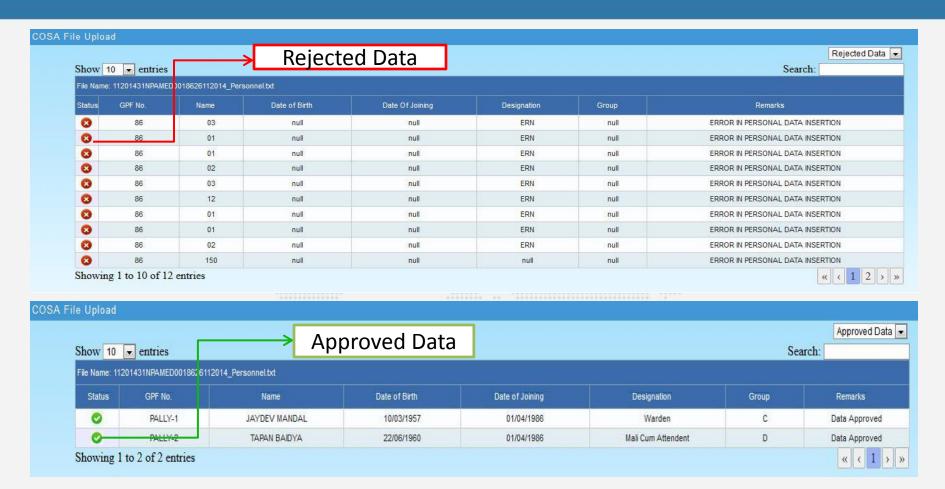


#### **COSA File Upload**





## Status of the Data after File Upload





## Task List

#### **Approver 's Task List**

- COSA Own Employee List
- ·Release Pool
- Employee List (Pending for Approval)
- ·My Employee



#### **Operator's Task List**

**COSA Own Employee List** 

**Released Pool** 

#### **Unapproved List**

COSA Own Employee List ▼

COSA Own Employee List

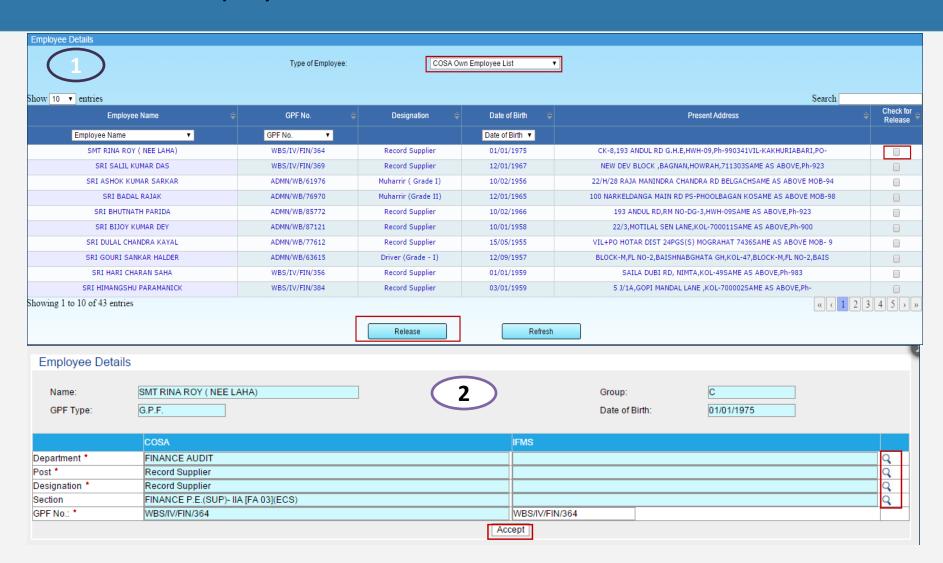
Released Pool

Un Approved List

My Employee

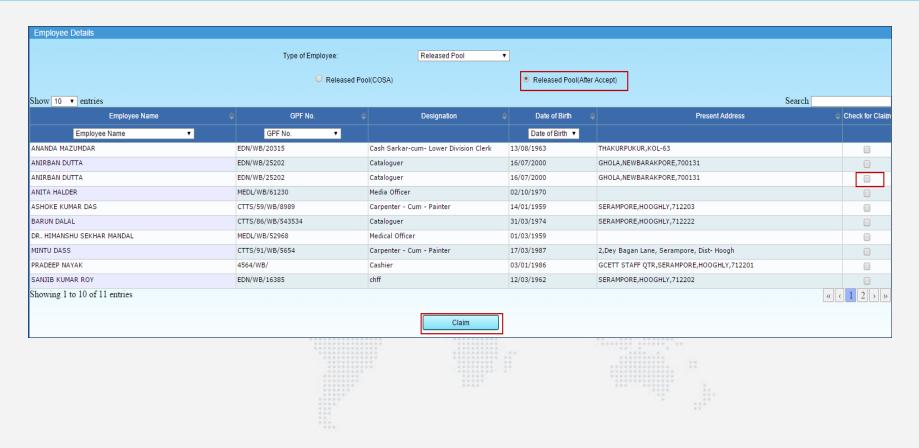


#### **COSA Own Employee List**



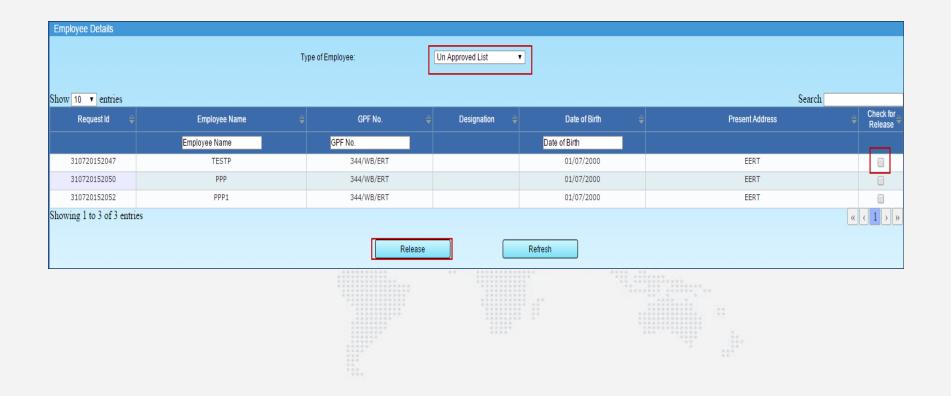


#### **Release Pool After Accept**



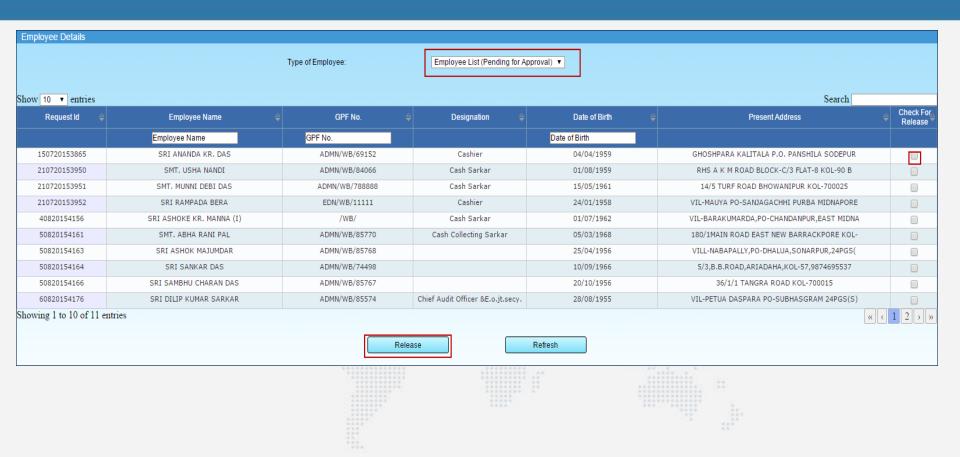


#### **Unapproved List**



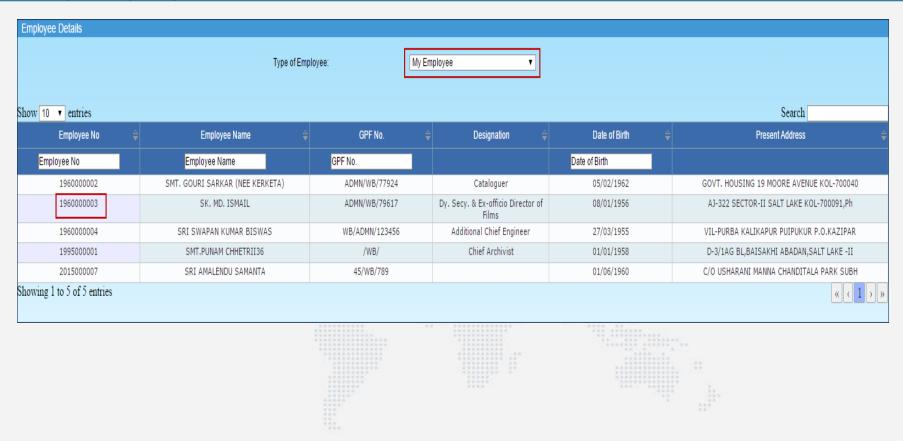


## **Employee List Pending for Approval**





#### **My Employee**

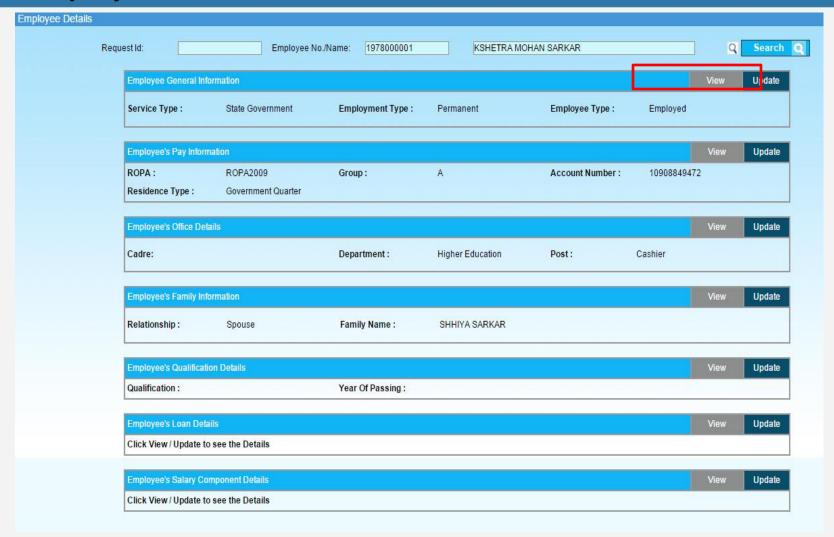




# Employee Master



#### **Employee Details Screen**



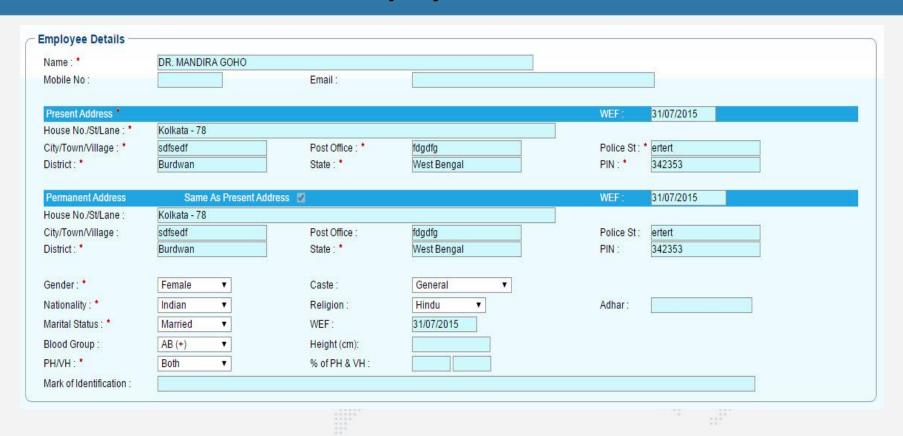


## **General Information – Employment Details**



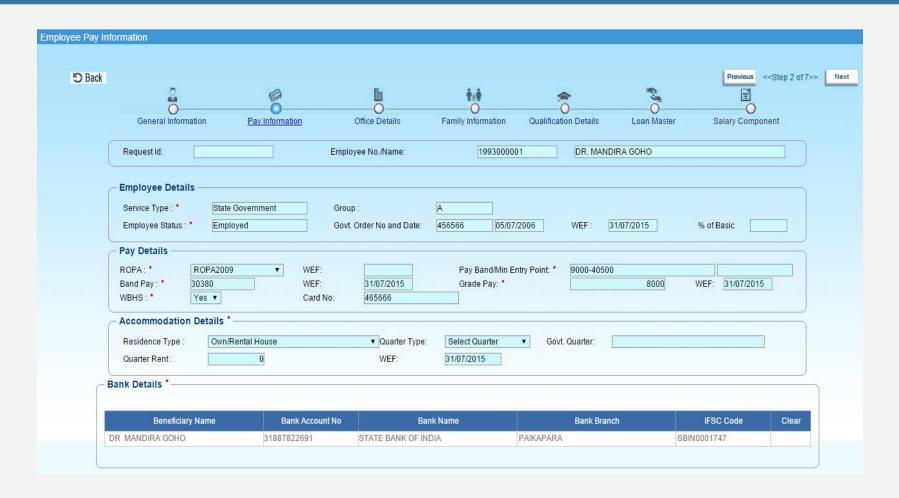


#### **General Information – Employee Details**





#### **Employee Pay Information**





#### **Employee Office Details**

