



Government of West Bengal
Health & Family Welfare Department
National Health Mission

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Memo No: HFW-27011/122/2022-NHM Sec-Dept of H&FW/3558

Date: 27.06.2023

From : Programme Officer NHM &
Deputy Secretary

To : 1. Secretary DH&FWS & CMOH (All Districts including Health Districts)
1. 2. CMHO, Kolkata Municipal Corporation
3. DFWO, DFWB Kolkata
4. CTO, NTEP Kolkata
5. MSO, IDSP Kolkata

Subject: Standard Operational Procedure (SOP) for Remuneration (Salary) Module in HRMIS

Madam / Sir,


This is to inform you that Remuneration (Salary) module has been designed in HRMIS portal to generate Remuneration (Salary) Slip for the employees under NHM and assessment of fund for HR under NHM. Standard Operating Procedure (SOP) for Remuneration (Salary) module is attached in Annexure-A for your ready reference. Concerned officials will be oriented to operationalize the module at all level. Schedule of the orientation is attached in Annexure-B.

You are requested to send concerned persons to attend the orientation programme as per attached schedule in Annexure-B.

This is for your kind information please.

Encl: Annexure-A: Copy of SOP.

B. Schedule of Orientation Programme.



Programme Officer NHM &
Deputy Secretary to the
Govt. of West Bengal

Memo No: HFW-27011/122/2022-NHM Sec-Dept of H&FW/3558/1(18)

Date: 27.06.2023


Copy forwarded for kind information to:

1. Director of Health Services, Dept of H &FW, Govt of West Bengal
2. Director of Medical Education, Dept of H &FW, Govt of West Bengal
3. Additional Mission Director-I NHM, Dept. of H & FW, Govt. of WB
4. Additional Mission Director-II NHM, Dept. of H & FW, Govt. of WB
5. Programme Officer-II, NHM, & Dy. Secretary, Dept. of H & FW, Govt. of WB
6. Advisor, WBSH&FWS
7. Director Finance, State FMG
8. Financial Advisor, WBSH&FWS
9. Jt. DHS FW, Dept. of H & FW, Govt. of WB
10. Jt. DHS, PH & CD, Dept. of H & FW, Govt. of WB
11. Jt. DHS, NCD, Dept. of H & FW, Govt. of W
12. STO, Dept. of H & FW, Govt. of WB
13. SLO, Dept. of H & FW, Govt. of WB
14. Senior Accounts Officer, NHM
15. State Programme Officers (All)
16. State Nodal Officer – NUHM, Dept. of H & FW, Govt. of WB
17. IT Cell, Swasthya Bhavan. For uploading in the website.
18. HR Cell, State HQ


Programme Officer NHM &
Deputy Secretary to the
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Copy forwarded for kind information to:

1. Special Municipal Commissioner, Kolkata Municipal Corporation
2. Municipal Commissioner, Howrah Municipal Corporation
3. Municipal Commissioner, Bidhannagar Municipal Corporation
4. Municipal Commissioner, Chandannagore Municipal Corporation
5. Municipal Commissioner, Asansol Municipal Corporation
6. Municipal Commissioner, Durgapur Municipal Corporation
7. Municipal Commissioner, Siliguri Municipal Corporation


Programme Officer NHM &
Deputy Secretary to the
Govt. of West Bengal

Copy forwarded for kind information to:

1. Director (IPGME&R/ CMS/ BIN/ STM / IBTM/ STDC/ IHTM / B.C. Roy PGIPS)
2. Principal of all Medical Colleges & Hospital
3. MSVP of all Medical Colleges & Hospital
4. Superintendent (IDBG Hospital/SN Pandit/Lady Dufferin Hospital / Abinash Dutta Maternity Home/ Chittaranjan Seva Sadan / Ramrik Hospital/ Garden Reach State General Hospital / B.C. Roy PGIPS)


Programme Officer NHM &
Deputy Secretary to the
Govt. of West Bengal

Standard Operating Procedure (SOP)
for
Remuneration (Salary) Module for the
contractual employees under NHM

West Bengal

Introduction:

Web based "Human Resource Management Information System (HRMIS)" has been developed for management of human resources under National Health Mission (NHM). Baseline information of existing employees of different programmes under NHM has been incorporated in the portal. Several modules like entry, profile edit, annual performance review, and transfer of employee are already functional in the portal.

Objective:

Major objectives of the remuneration (salary) module are as follows:

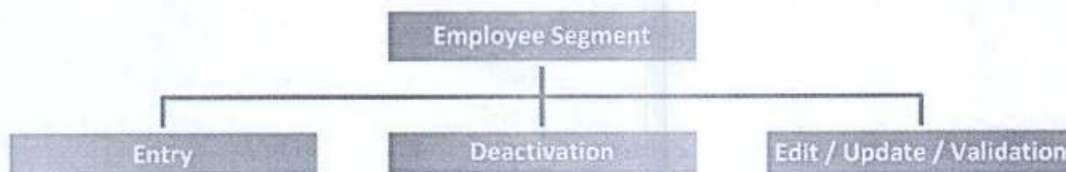
1. To create online system for payment of monthly remuneration to the employees under NHM
2. Online Financial Management for HR under NHM.

Process Flow:

Process flow of remuneration (Salary) module is divided in to two segments, i.e. employees segment and DDO segment. Details of the two segments are as follows:

A. Employee Segment:

There are three parts in this segment as follows:



A.1. Entry in Portal:

Entry module of newly joined employees under NHM is to be completed at the concerned level (District / Block / ULB / State) within 03 (Three) working days from date of joining is accepted by concerned authority. After completion of entry module, employee can view his profile from "Employee Portal".

A.2. Deactivation:

Signed copy by concerned authority in prescribed format (Employee Code, Name, Designation, Programme, Date of resignation / termination / Death) may be sent to the HR Cell (SPMU) within 07 (Seven) working days from date of resignation is accepted by the concerned authority / from the date of issuance of termination order / from the date of receive of death certificate.

A.3. Edit / Update / Validation:

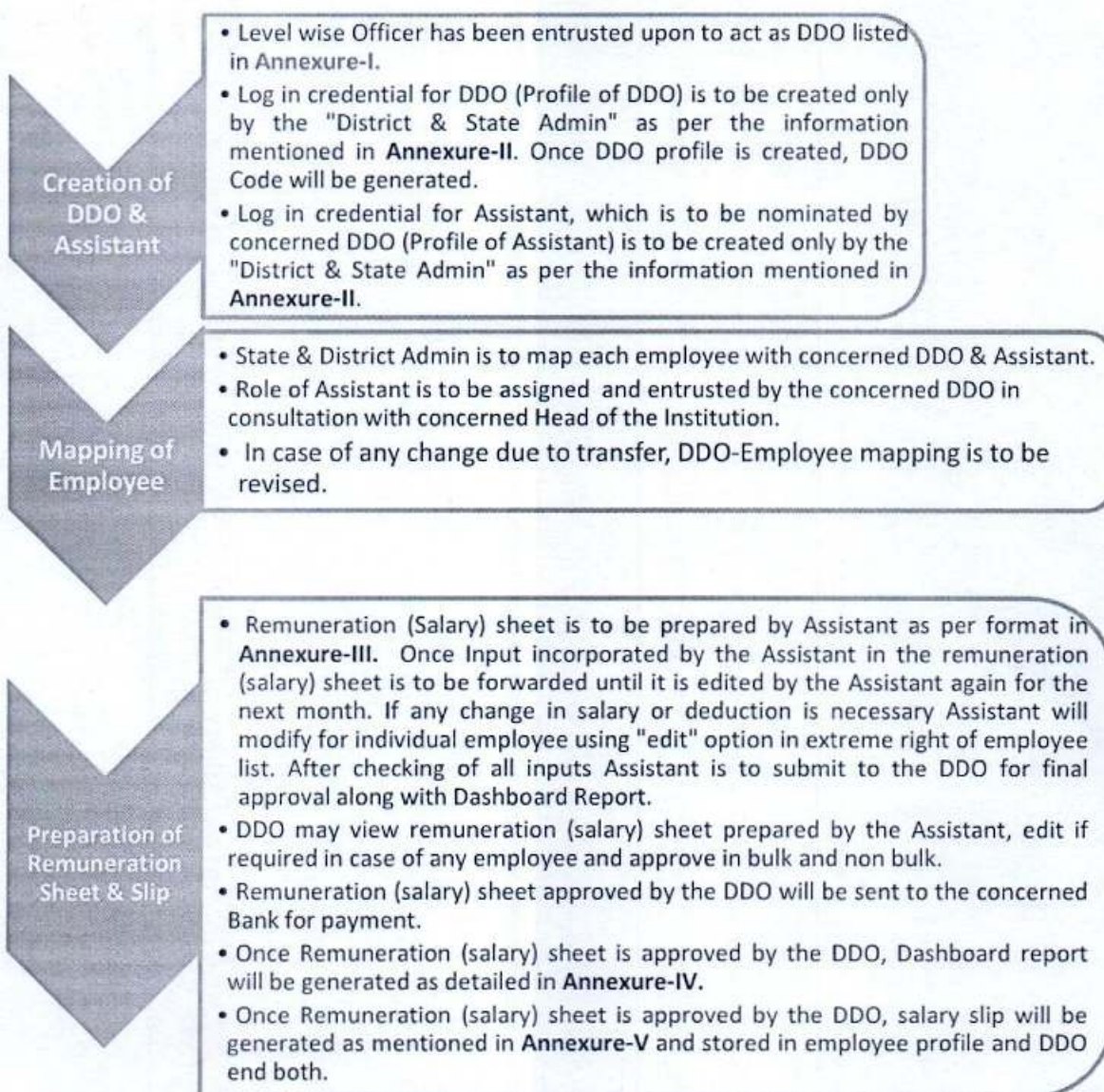
Edit module has already been detailed vide Memo No. HFW/NHM-534/2019/921 dated 17.03.2022. Change request of profile of employee will only be seen once it is verified and approved by the concerned authority.

Data of concerned employee is to be validated & updated (if necessary) at the concerned level as per letter issued vide Memo No. HFW/NHM-534/2019/2166 dated 28.06.2022.

B. DDO Segment:

Different employees under NHM are posted at different health facilities, offices and their remuneration is paid from different level and area of operation. These level are – i) Block Health & Family Welfare Samiti(BH&FWS) ii) Health facilities at District (MCH / DH / SDH / SGH / SSH / Other health facilities) iii) Sub Division level Offices (ACMOH Office) iv) ULBsv) District Health & Family Welfare Samiti(DH&FWS) vi) State Health & Family Welfare Samiti (SH&FWS) vii) MCHs of Kolkata viii) Other health facilities in Kolkata ix) Offices in Kolkata.

There are three parts in this segment as follows:



Entering DDO details:

While entering DDO details, District Admin should keep in mind that the Office address will start with the name of programme management unit in case of DPMU, CPMU & BPMU i.e.

1. District Programme Management Unit for DPMU
2. Block Programme Management Unit for BPMU
3. City Programme Management Unit for Municipal Corporation

While entering DDO details, District Admin should keep in mind that the Office address will start with the name of the health facility / ULB in case of MCH/DH/SDH/SGH/Other hospitals and Municipalities

1. Name of the Facility for MCH/DH/SDH/SGH/Other hospitals
2. Name of the ULB for the Municipalities

The information has to be entered as shown below

Address :

1. District Programme Management Unit, Name of the District Office Address
2. Block Programme Management Unit, Name of the Block Office Address
3. City Programme Management Unit, Name of the Municipal Corporation Office Address
4. Name of the Facility, Office Address
5. Name of the ULB, Office Address

Annexure-I

Level & area of operation wise DDO

Level & Area of Operation	Officer (Designation) entrusted upon to act as DDO for HRMIS
SH&FWS (SPMU including selected health facilities of the State)	Senior Accounts Officer, NHM / Director Finance State FMG / Financial Advisor WBSH&FWS
MCHs of Kolkata	Accounts Officer / Finance Officer
Other health facilities in Kolkata	Superintendent
Offices in Kolkata	DFWO / CTO / MSO
DH&FWS (DPMU including Office of the District level Officers of Health and health, ACMOH Office & facilities of the district)	Accounts Officer, Office of the concerned CMOH
MCH at district	Accounts Officer
DH / SDH / SGH / SSH / Other health facilities of the district	Superintendent
ULBs (MC)	Finance Officer / Controller of Finance / Executive Officer
ULBs (Municipalities)	Finance Officer / Controller of Finance / Executive Officer
BH&FWS (BPMU including health facilities of the block)	BMOH

Creation of DDO Profile

Name of DDO	[Text]
Designation	[Drop down menu]
Mobile Number	[Number]
Office Telephone Number with STD	[Number]
Official E-mail Address	[Text]
Level & Area of Operation	[Drop down menu]
Place of Posting	[Drop down menu]
Office Address (Name of the Office, PO, PS & Pin)	[Text]

Creation of Assistant Profile

Name of Assistant	[Text]
Designation	[Drop down menu]
Mobile Number	[Number]
Office Telephone Number with STD	[Number]
Official E-mail Address	[Text]
Level & Area of Operation	[Drop down menu]
Place of Posting	[Drop down menu]
Office Address (Name of the Office, PO, PS & Pin)	[Text]

DASHBOARD REPORT [System Generated]

Name of the Unit

For the Month of For the F.Y.

Remuneration (Salary) disbursement status	
Numbers of Employees mapped	[Number]
Numbers of Employees who got remuneration	[Number]
Total Earning of Employees (Rs.)	[Number]
Total Deduction of Employees (Rs.)	[Number]
Total Net remuneration Disbursed (Rs.)	[Number]



Annexure-V

National Health Mission
Department of Health & Family Welfare
Government of West Bengal

Remuneration (Salary) Slip for the Month of:.....

Financial Year 2023-24

Month: April

Name of the Employee	
Designation	
Place of Posting	
Employee Code	
PAN:	
Bank Account No.	
Bank Name & IFSC Code	

Earnings (Rs.)		
1	Consolidated Salary	
2	Arrear Salary	
3	Ad-hoc Bonus	
4	Advances	
5	Other Allowance	
Gross Salary		
Deduction (Rs.)		
1	Professional Tax	
2	Tax Deducted at Source	
3	House Rent	
4	Electricity Charges	
5	Deduction against Advances	
6	Employees' Provident Fund	
7	Others Deduction	
Total Deduction		
Net Salary (Rs.)		

DDO Name
DDO Designation
Office Address

(This is a computer generated document, hence no signature required)

Process Flow

Remuneration of HR is a system oriented process for disbursement of remuneration to the NHM employees. The process consist of few operating ends namely Admin, Assistant, DDO that have different roles in operation. In this flow of process each DDO will have one or more assistant according to area or programme who will do the entry and calculation of different parameters in remuneration for individual employees and forward the details to the DDO for final approval of remuneration.

HRMIS remuneration module has the following processes:

Admin:

1. Creation of DDO
2. Creation of Assistant and mapping of Assistants with the DDOs
3. Mapping of employees with the DDOs and the Assistants

Assistant:

1. Edit salary details of employee
2. Forward the salary details of individual employee to DDO
3. Template (excel file format) for insert and update the salary directly in the portal

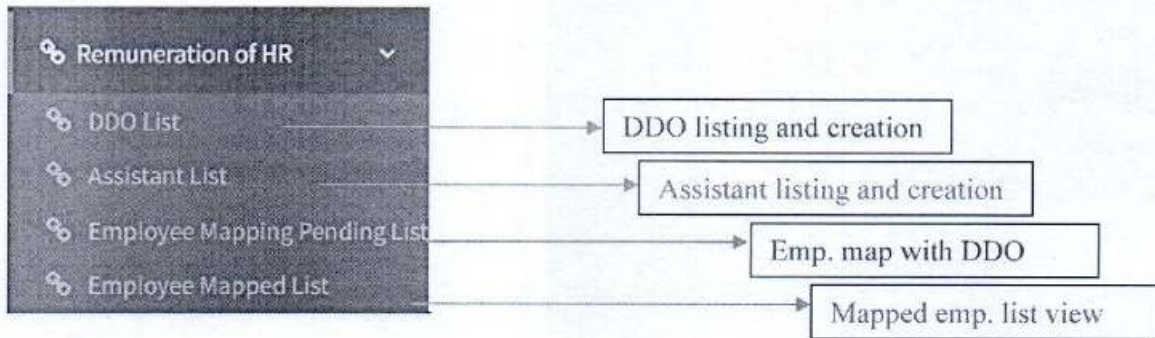
DDO:

1. Final approval of the salary
2. Edit in salary details received from the assistant (if required)
3. View and download the disbursed salary details
4. View pay slip

Employee:

1. View and download pay slip

Admin:



DDO List: Create DDO with their personal and official details



Assistant List: Create Assistant with their personal details and tag them with DDO



Employee Mapping Pending List: Tag employees with their respective DDO and assistant

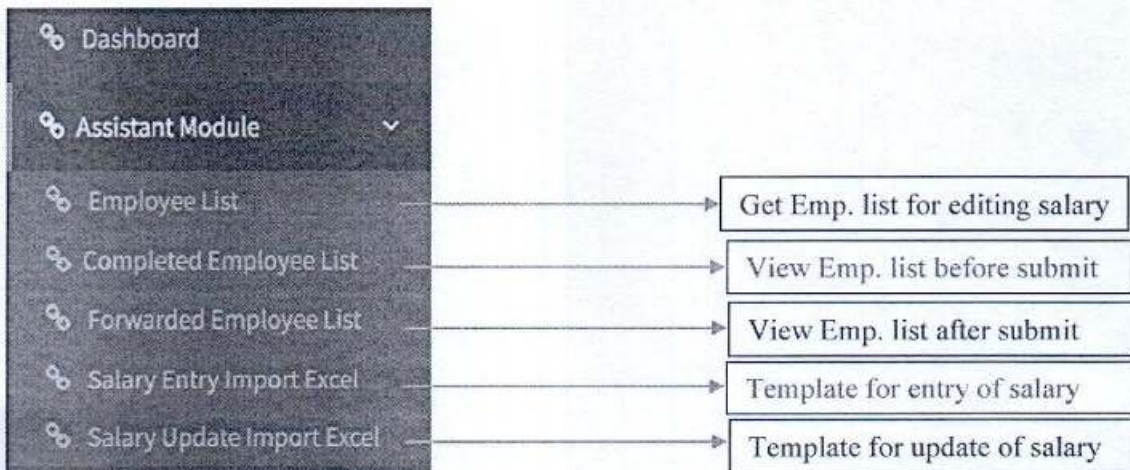
Employee Mapped List: Get the employee list who have already been tagged with the DDO and assistant for any update.

Employee:

Employees can download their salary slip from their individual login for future reference.

DDO Assistant:

DDO Assistant has the following roles –



Employee List : Here assistants will get a list of employees tagged with them. Assistants have to update/edit their salary details for the selected month and forward the sheet to the DDO. Assistants can save the sheets for further review before forwarding to DDO. After entering the salary details for the first month the deduction and other allowance details can be updated as bulk if there is no change required.

Completed Employee List: Here assistants can view the employee list whose salary details they have updated/ edited and saved for final review before submitting to DDO. They can change their details in salary if required and then forward that to the DDO.

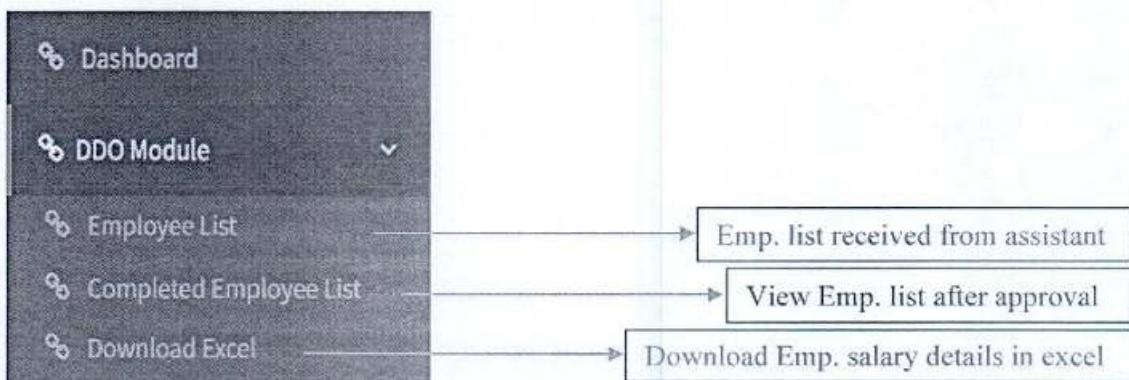
Forwarded Employee List: Assistant can check the list of employees whose details they have forwarded to the DDO.

Salary Entry Import Excel: Here the assistant can get an excel sheet where they can put the remuneration details out of the portal and upload this to the portal. But this have to be kept in mind that the excel file the assistant is uploading must be the same he/she has downloaded from the portal.

Salary Update Import Excel: Here the assistant can get an excel sheet where they can update the remuneration details out of the portal and upload this to the portal. But this have to be kept in mind that the excel file the assistant is uploading must be the same he/she has downloaded from the portal.

Drawing and Disbursing Officer (DDO):

DDOs have the following roles –



Employee List: Here DDOs will get the remuneration details of the employees forwarded from the assistants for final approval. DDOs can also update the remuneration details from their end if any change is required. Here DDO can approve the salary in bulk if no change for particular employee is required.

Completed Employee List: DDOs can check and download the detail salary sheet from here.

Download Excel: Here the excel sheet can be downloaded that complies with the payment portal.

N.B.

- 1) The login credentials of the DDOs and Assistants are system generated where the id is static but the user can change the password.
- 2) One DDO can have multiple assistant but no assistant should be tagged with more than one DDO.
- 3) No assistant will act outside their place of posting.

Annexure-B**Tentative Schedule of One day Orientation Programme on SOP for Operationalization of Remuneration (Salary) Module for employees under NHM**

Date	Participants	District / ULB/ Health Facility	Time	Venue
<u>13.07.2023</u>	DPM, DSM, DAM, Programme Manager Urban Health (CPMU/DPMU), Accounts Manager NUHM.	North 24 Pgs, Basirhat HD, South 24 Pgs, Diamond Harbour HD, Howrah, Hooghly, Nadia, Murshidabad, Purba Barddhaman.	10.30 AM to 5.30 PM	Muktodhara Hall, 5 th Floor, Swasthya Sathi Building, Swasthya Bhavan premises, GN-29, Sec-V, Salt Lake, Kolkata-91
	Programme Manager Urban Health (CPMU), Accounts Manager, Data Manager.	Kolkata Municipal Corporation		
<u>18.07.2023</u>	DPM, DSM, DAM, Programme Manager Urban Health (CPMU/DPMU), Accounts Manager NUHM.	Purba Medinipur, Nandigram HD, Paschim Medinipur, Jhargram, Bankura, Bishnupur HD, Birbhum, Rampurhat HD, Paschim Barddhaman, Purulia, Darjeeling SMP.		
<u>20.07.2023</u>	Any employee responsible for preparation of salary Bill.	MCHs of Kolkata, DFWB, CTO Office, Other hospitals in Kolkata.		
<u>24.07.2023</u>	DPM, DSM, DAM, Programme Manager Urban Health (CPMU/DPMU), Accounts Manager NUHM.	Malda, Dakshin Dinajpur, Uttar Dinajpur, Darjeeling GTA, Kalimpong, Jalpaiguri, Cooch Behar, Alipurduar.		

