

No.F.1(37)-FIN(TC)/2012
Government of Tripura
Finance Department

Dated, the 24th May, 2012

M E M O R A N D U M

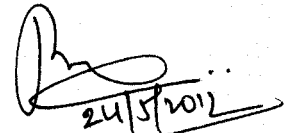
The Government of Tripura in Finance Department has decided to compile the employees' profile of State Government and Public Sector Enterprises. Accordingly, the Human Resource Management System (HRMS) Software is under development for compilations of service particulars of employees. The Software will provide inter-alia the employee profile including details of leave, transfer, promotions etc. and will be used for preparation of pay rolls, assessing training requirements, monitoring of salary expenditure, record of GPF deduction, loans, advances etc. The CMC, Kolkata has been given the task of development of Software and data entry of service particulars of employees.

The Agency has developed a format for capturing information related to employees which is enclosed for ready reference. The DDOs working under the State Government and Managing Directors of State Public Sector Enterprises are requested to fill up the format for each of their employees based on service books of employees & office records and send the same to Shri G.Singha Roy, Asstt. Engineer, Treasury Cell, Finance Department, Civil Secretariat, Agartala. Shri Singha Roy may be contacted for any assistance on 0381 2418131 or Mobile No.9436121698. The DDOs are requested to ensure updation of service book till 30-04-2012 before filling up the format. The filled formats should be verified by next Supervisory Officer and duly certified by the concerned DDO/Head of the Office. The signature of the employee concerned may also be obtained so that future complication can be avoided. The Secretaries of the Department are requested to ensure submission of filled up formats for every employee by **18-06-2012**.

The Secretaries of the Department are also requested to send the organisational structure of the Department from top to bottom to Finance Department (Treasury Cell) indicating number of posts, men in position and vacancy (if any) by **30-05-2012**.

The Finance Department has uploaded proforma for service particular on State Government website viz www.tripura.nic.in which can be easily down loaded.

Enclo : **As stated**



(Brijesh Pandey)

Joint Secretary, Finance

To
All Principal Secretaries/Secretaries

All Head of Department

Copy to :

1. The Chief Secretary, Government of Tripura for kind information.
2. The Addl. Chief Secretary, Finance for kind information.