



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



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Memo No: HFW/NHM-534/2019/4550

Date: 08.01.2020

From : Mission Director, NHM & Secretary
To : Chief Medical Officer of Health (All)
Sub : **Implementation of HRMIS for Employees under NHM**

Sir,

You are aware that process for implementation of HRMIS for the employees under NHM has been initiated with the technical support from NIC. District level officials i.e. Deputy CMOH in charge of establishment, DPC & DSM has already been oriented on 3rd January 2020. A video conference on this issue has been held on 6th January 2020. Following documents are attached for further course of action from your end:

1. Standard Operating Procedure
2. Final PPT on HRMIS
3. Data Element form
4. List of Designation in HRMIS
5. Model Salary Slip

User Id and Password has already been shared through e-mail. Please ensure that the User Id & Password are used only by the designated officials and not to be shared with others. You are requested to complete the activities as per SoP and timeline discussed in the Video Conference and mentioned in the SOP

Encl: As above.

Yours faithfully,

Mission Director, NHM &
Secretary

Memo No. HFW/NHM-534/2019/4550/1(3)

Date: 08.01.2020

Copy forwarded for kind information to:

1. Additional Mission Director, NHM
2. HR Cell, SPMU
3. Office Copy.

Mission Director, NHM &
Secretary