

URGENT

Government of West Bengal
Directorate of Forests
Office of the Principal Chief Conservator of Forests (HoFF), West Bengal
Aranya Bhawan, Block-LA/10A, Sector-III, Saltlake City.
Kolkata - 700 106.

No. 3247/PMC/2E-1078/2016

Dated 05.07.2018

From : The Principal Chief Conservator of Forests (HoFF),
West Bengal.

To : 1.All Principal Chief Conservator of Forests, WB,
2.All Addl Principal Chief Conservator of Forests, WB,
3.All Conservator of Forests, WB,
4.All Divisional Forest Officers, WB.

Sub : Implementation of Online Human Resource Management System (HRMS) – Sanctioned
Strength Entry in HRMS.

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You are requested to submit the following report on Sanctioned Strength Entry in HRMS in respect of Group-D Employees under your control in the format given below at the e-mail Id [wbforesthms@gmail.com](mailto:wbforesthms@gmail.com) by 10<sup>th</sup> July, 2018 without fail. No hardcopy is required to be sent.

| Post/Designation | Sanctioned Strength | Existing Strength | Whether Post Code in HRMS generated (Yes/No) |
|------------------|---------------------|-------------------|----------------------------------------------|
|                  |                     |                   |                                              |
|                  |                     |                   |                                              |

Necessary Sanctioned Strength and Post Code generation for all Group-D Cadres under your control must be completed within 10<sup>th</sup> July, 2018 including the Post(s) lying Vacant.

A copy of the Unitwise distribution of some Group-D Employees is enclosed herewith for ready reference which may also be downloaded from our website [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in) (Home Page->Forest Directorate->Human Resource s & Gradation List-> Sanction Strength of Group D).

Addl Principal Chief Conservator of Forests,  
Human Resource Development,  
West Bengal

Enclosure:  
As stated.