

## PROCEEDINGS OF GOVERNMENT OF KARNATAKA

Subject: Implementation of HRMS System – Revision of procedure for Drawal of arrears of Salary of Govt. Employees in case of transfers from State Sector to District Sector and vice-versa – regarding.

Read: Govt. letter No. DPAR 25 EGV 2006 dated:2-8-2007.

### Preamble:

1. The Human Resource Management System (HRMS) has been introduced for generating salary bills of Govt. Employees in the State in March-2005 and is being implemented since then in full from March-2008. The HRMS takes care of the two main functions viz., Service Records Maintenance and Pay roll generation of employees. The pay roll module automates the pay process by consolidating data on employee's attendance, calculating various deductions, taxes etc. and generates periodic pay cheques and Employee Tax Reports. The pay bill is then submitted to the Treasury for payment. The Service Record Maintenance Module is a component covering all other HR aspects and records the details of employees from the date of his/her joining service until his retirement. The system records basic demographic data like address, date of joining, training & development capacities and skills management records and other related activities of employees.

2. At present whenever officers/staff working in State or District Sector are transferred, the following procedure is followed for drawal of their arrears of salary:

- (i) In case of transfer of officers/staff within a State Sector or from one District Sector to another District Sector the arrears of salary will be drawn by the Department where the official is presently working.
- (ii) In case of transfer of officers/staff from State Sector to District Sector or vice-versa, the arrears of salary will be drawn by the Department where the official was previously working.

3. Since all pay and service details in the State are generated only through HRMS, it is possible for the State Govt. Employees to receive their salary from one Drawing & Disbursing Officer (DDO) only. In view of this, as per the procedure explained in para 2 (ii) above, for drawal of arrears of pay of officials transferred from State Sector to District Sector and Vice-versa, bills are not prepared through HRMS but are prepared manually in the previous office where the officer/staff was working. This is because in the HRMS the concerned officer/staff is linked to the DDO of the office where he/she is currently working. Therefore important data such as details of deductions including Income Tax, will not be recorded in HRMS, leading to short/excess deduction of Income Tax and incorrect Form 16 being generated. Also any deductions under New Pension System (NPS) would also not be reflected in HRMS.

4. In view of the facts indicated above, e-Governance Department has proposed that whenever officials are transferred from State Sector to District Sector and vice-versa, their arrears of salary may be paid by the Drawing & Disbursing Officer of the office to which the Government servant is transferred.

5. The proposal has been examined and hence this order.

Govt. Order No.FD 49 TAR 2011, Bangalore, Dated: 10-10-2011.

Whenever officers/staff working in a Government Department are transferred from State Sector to District Sector (Zilla Panchayat, Taluk Panchayat and Gram Panchayat) and vice-versa, their salary arrears and salary due for part of a month may drawn on the bill of the establishment to which the Government servant is transferred.

2. The expenditure in this behalf may be debited to the budget provision of the office to which the Government Servant is transferred. No inter-Departmental adjustment would be necessary in such cases.

3. Necessary amendments to article 80 (c) and 129 of KFC will be made in due course.

By Order and in the name of  
Governor of Karnataka,

10/10/2011  
(C.SHAMA RAO)  
Deputy Secretary to Govt.,  
Finance Department,  
(FR & BCC).

To,

- 1) The Accountant General (A&E) Karnataka, Bangalore.
- 2) The Additional Chief Secretary to Government.
- 3) The ACS and Development Commissioner, Bangalore.
- 4) All Principal Secretaries/Secretaries to Government.
- 5) All Heads of Departments.
- 6) All Internal Financial Advisors.
- 7) All Additional Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries of KGS.
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