

GOVERNMENT OF KARNATAKA

No. FD 12 BPE 2018

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated:28-11-2018.

CIRCULAR

Sub: Appendix-B - Salary Estimates for 2019-20.

1. METHOD OF ESTIMATION:

a. Salary estimation for Appendix B is being done by porting the working strength data of HRMS from the FY 2015-16. However, the information pertaining to Sanctioned Posts are being obtained from the concerned Heads of Department using the Organogram module of HRMS from the last two years.

b. For the FY 2019-20 too, Finance Department would be making use of only the Sanctioned strength data captured through Organogram Module to estimate Appendix-B and no manual information will be sought from departments. Hence, it is pertinent to note that any inconsistency or lapse on the part of the Head of the Department would result in under provision of Salaries.

2. ROLE OF ADMINISTRATIVE DEPARTMENTS:

a. The Estimating Officers are required to update the information on sanctioned strength compulsorily on the HRMS platform.

b. Use the internet browser to enter URL 'hrmsorg'. Login with HOD credentials already provided to respective departments. Once the login is successful, the respective department name will appear at the top of the page. After selecting the department, the pay scale wise sanctioned strength data as was entered by departments during 2018-19 will appear on the screen. If the pay scales appearing on the screen are not revised as per 6th Pay Commission concerned departments are advised to contact E-Governance (HRMS) and get the pay scales revised.

c. The Estimating officer is then requested to check whether the **sanctioned strength data** so displayed is correct and may be used for estimating Appendix-B for FY 2019-20. If so, a certification regarding the same, signed by the Head of the Department must be submitted to Finance Department.

d. If the data so displayed has undergone any change due to creation/abolition/upgrading/downgrading/shifting etc. of posts, then suitable corrections must be made on the portal and thereafter certificates to that effect must be signed by the Head of the Department and submitted to the Finance Department.

e. Once the Head of the Department is confident that the data entry is complete in all respects and that the verification has been done to his/her full satisfaction, he/she has to generate a Certificate from HRMS, sign it and send it to the Finance Department as detailed in the above steps. **Only this System- Generated and Signed Report will be treated as authenticated and will be accepted and made use of by FD for all its Posts & Salary related projections / analysis for 2019-20. The last date for submitting the certificate is 15/12/2018.**

f. **Heads of Departments** are solely responsible for the completeness and correctness of Data entered in HRMS in both **State and District Sectors**. They shall be responsible for coordinating with CEOs and CAOs of Zilla Panchayats to collect and consolidate the data and complete the data entry in respect of Schemes coming under their jurisdiction with the help of the Nodal Officer of HRMS appointed in each Department.

g. As Finance Department will solely be depending on HRMS data for projecting the Salary for 2019-20, utmost diligence and care should be exercised at the time of data entry and its verification.

h. The list of schemes that were **not a part** of HRMS in FY 2018-19 are given in **Annexure-1**. Concerned Heads of Departments shall ensure that those Institutions coming under their jurisdiction are all on HRMS **platform before 15th December 2018**.

i. **The departments shall make sure that the contract and daily wage employees are not entered in HRMS. Separate estimates under Object Head 034 (for Contract/outsourced Employees), under Object Head 033 (for Daily Wage Employees) and for outsourced employees working in grant in aid institutions under Object Head 115 shall be intimated by the respective departments while sending the expenditure estimates.**

3. ROLE OF FINANCE DEPARTMENT AND HRMS:

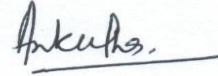
a. The Finance Department will be porting updated Sanctioned-strength data directly from the HRMS platform.

b. Any practical/technical problem/issues that may be encountered at the time of data entry or at a later stage shall be brought to the notice of the Project Officer, HRMS, Centre for e-Governance, immediately without any delay. He can be contacted on Phone: 080-22372410 and email: pohrms-ceg@karnataka.gov.in. The issue shall also be brought to the notice of Special Officer (Budget) through email: spobud-fd@karnataka.gov.in.

4. METHOD FOR ESTIMATING REQUIREMENT FOR POSTS UNDER RECRUITMENT:

In case of certain Departments, vacancies may be filled up during 2019-20 based on recruitments already done or that are underway. Since increase in working strength during the course of 2019-20 will have financial implications, HoDs of such Departments who foresee filling up of vacancies during 2019-20, should furnish information as per **Annexure-2** to Finance Department before **30th December 2018**.

5. This Circular along with the Annexure are available on the website www.finance.kar.nic.in



(ANIL KUMAR JHA)
Principal Secretary to Government(B&R)
Finance Department.

TO:

1. The Principal Accountant General (A & E) / (G&SSA) / (E&RSA), Karnataka, Bangalore.
2. All the Principal Secretaries and Secretaries to Government.
3. All the Regional Commissioners.
4. All the Deputy Commissioners.
5. All the Chief Executive Officers of Zilla Panchayats.
6. All the Heads of Departments.
7. All the Internal Financial Advisors
8. All Addl. Secretaries/ Joint Secretaries/Deputy Secretaries/Under Secretaries/ Section Officers in Finance Department.
9. Office Copies/Additional Copies.

Annexure-1
Outside HRMS 2018-19

SECTOR	DEMAND	HOA	HOA Description
State	Department of Personnel & Administrative Reforms	2014-00-102-0-01	Judges
State	Department of Personnel & Administrative Reforms	2014-00-116-2-00	KAT-Kalaburagi
State	Department of Personnel & Administrative Reforms	2014-00-116-3-00	KAT-Belagavi
State	Department of Personnel & Administrative Reforms	2051-00-102-0-01	Chairman & Members
State	Revenue	2053-00-093-1-07	Special Court under Karnataka Land Grabbing Prohibition Act 2011
State	Agriculture & Horticulture	2401-00-114-0-01	National Mission for Oil Seeds and Oil Palm
State	Revenue	2506-00-012-0-03	UPOR Project
District	Social Welfare	2225-00-101-0-82	Residential Schools Transferred From Education Department
District	Social Welfare	2225-00-103-0-53	Maintenance of Tailoring Training Centres
District	Women & Child Development	2235-00-101-0-28	Non Government Institutions for Physically Handicapped
District	Women & Child Development	2235-00-101-0-30	Voluntary Organisation for Care of the Old Infirm & Diseased
District	AH & F	2405-00-101-0-28	Assistance to Inland Fisheries Development
District	Water Resource	2702-00-101-0-27	Survey

