

Bureau of Indian Standards
(HRD Department)

Ref: HRD/HFMS/2020

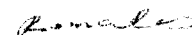
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CIRCULAR

BIS is in the process of Implementation of Software based Human Resource & Financial Management System (HFMS). This system, when executed, will provide an all-round control of almost all the components of personnel management process, such as Payroll Management, APAR Management, Leave Management, Transfer, etc. Human resource management system retains data and provides relevant details in a round-the-clock mode, which helps to manage employees more effectively & efficiently.

Implementation of this software system is a project of priority and it is being monitored directly by the Competent Authority. In order to complete this project on time an organogram is required from each of the offices/department of BIS. The organogram should mandatorily consist of reporting channel being followed in the office/department along with: Name of the Employee, Emp.No., and designation. The organogram is to be forwarded directly to ITSD at HQs. A sample organogram is annexed. **This task is to be completed latest by Wednesday – 15th January 2020.**

It is further informed that most of these modules are almost ready to be executed. Once executed, several previous data's are to be ported in the system. Therefore, all the custodian of leave accounts at BIS offices are required to keep ready the leave balance of all types of leave well calculated as on 31st December 2019.



(Roma Roy)

Dy. Director General (Admin.)

Circulated to all the BIS offices through Intranet.

Sample Organogram
HRD Department

