



# Aliah University

(A UGC & AICTE approved autonomous Institution under the Department of  
Minority Affairs and Madrasah Education, Govt. of West Bengal)  
11A/27, New Town, Kolkata - 700160, West Bengal

Memo No. AU/FIN/045/22-23

Date: 13.07.2022

## Notice

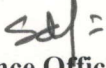
In continuation to earlier notice vide memo no. AU/FIN/018/22-23 dated: 18.05.2022 it is for the information of all concerned that Aliah University is making a transition from Government's old IFMS module to the latest HRMS for this month positively.

Hence, all the employees of Aliah University who failed to submit their respective forms are again requested to fill up their respective details in the Employee Information Sheet attached herewith and submit it in soft copy via email at [finance@aliah.ac.in](mailto:finance@aliah.ac.in) duly copying it to [foaliah18@gmail.com](mailto:foaliah18@gmail.com) and [shahbaz@aliah.ac.in](mailto:shahbaz@aliah.ac.in) positively on or before 15.07.2022 (Friday) so as to enable the undersigned to put up the data in the new portal and release the Salary of all the incumbents via HRMS on time without any disruption. You are also advised to submit the signed hard copy of the same in the Finance & Accounts Section later.

*Furthermore, two of our designated employees will visit the following campuses as follows to expedite the completion of data entry in the said portal within the stipulated deadline which is mandatory to release the salary of each staff of Aliah University w.e.f. July-2022:*

1. **Location: Park Circus Campus in the Office of the Deputy Registrar**  
**Date: 15.07.2022, 18.07.2022 and 19.07.2022**
2. **Location: New Town Campus in the Office of the Finance officer**  
**Date: 20.07.2022 to 22.07.2022**

You all are requested to cooperate with us to make a successful transition from IFMS to HRMS.


  
**Finance Officer**  
**(Aliah University)**

Memo No. AU/FIN/045(6)/22-23

Date: 13.07.2022

### Copy forwarded to:

1. P.A. to Vice-Chancellor for information of the Hon'ble Vice-Chancellor.
2. P.A. to Registrar for information of the Registrar.
3. Deputy Registrar.
4. H.O.D./ H.O.D. (Officiating), Department of .....
5. Mr. Asif Iqbal, Technical Assistant for uploading in University website for wide circulation.
6. Guard File.

  
**Finance Officer**  
**(Aliah University)**