

GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
Group – J
Writers' Buildings, Kolkata - 700001

No. 119-F(J)

Date: 11.08.2026

MEMORANDUM

Sub: Guidelines for GISS Module in WBIFMS

“Group Insurance-cum-Savings Scheme (GISS) Module” in WBIFMS for maintenance of GISS for the employees of the Govt. of West Bengal has been introduced vide Memo No.- 45-F(J)/FIN-22012/6/2026-GROUP-J SEC.-Dept. of FIN Dated 26/02/2026 of the Finance Department.

The detailed guidelines are appended hereunder:

1. Users of the Module:

- A) **Directorate of Pension, Provident Fund & Group Insurance (DPPG), WB:** Finance Department, Government of West Bengal has authorized DPPG, WB to act as the apex body for implementing the GISS module and monitoring of submission of employee-wise GISS Service Tenure Capture request by Head of the Office(s) (henceforth mentioned as HOO GISS Admin for the purpose of this module) and acceptance thereof in accordance with the procedure as laid down herein under for crediting employee-wise year-end interest on GISS Savings Fund.
- B) **Departmental Nodal Officer:** All concerned Administrative Departments shall designate such number of departmental nodal officer(s), as it may deem necessary for implementation of the module.
- C) **HOO GISS Admin:** HOO GISS Admin is the Head of the Office as defined in the West Bengal Service Rules, Part-I, Rule 5, Sub Rule 16A. HOO GISS Admin shall automatically get access and privileges in GISS Module using the same login credentials as in the HRMS HOO role in WBIFMS.
- D) **HOO GISS Approver:** HOO GISS Approver is the HOO GISS Admin as declared in Point (C) above. HOO GISS Approver shall automatically get access and privileges in GISS Module using the same login credentials as in the HRMS HOO role in WBIFMS.
- Note:** Every HOO GISS Admin shall get the HOO GISS Approver role. The HOO shall access the GISS module through the HOO GISS Admin role. Use of HOO GISS Approver role is optional in the module. **GISS HOO Admin may create HOO GISS Approver, only if required.**
- E) **HOO GISS Operator:** HOO GISS Operator is the Officer/Staff as declared by the concerned HOO GISS Admin to act as the operator. HOO GISS Operator shall automatically get access and privileges in GISS Module using the same login credentials as in the HRMS HOO Operator role in WBIFMS
- F) **GISS Subscriber:** A GISS Subscriber is any State Government employee who subscribes to or is eligible to subscribe to the GISS 1983/1987.

2. Process flow of the Module:

- A) **Creation of Workflow by HOO GISS Admin:** HOO GISS Admin shall create the workflow in the GISS module for initiating and forwarding the Service Tenure Capture request for processing and forwarding the same to DPPG, WB.
- B) **Service Tenure Capture:** After creation of workflow, the HOO GISS Operator shall initiate the Service Tenure Capture request to capture the Opening Balance of GISS as on 01/04/2026 and upon completion, the Opening Balance of GISS Savings Fund shall automatically be calculated in the system. After that the HOO GISS Operator will forward the same to the HOO GISS Admin for further processing.
- C) **Forwarding the Service Tenure Capture request to DPPG, WB:** The HOO GISS Admin shall review the Employee-wise Service Tenure Capture request received from HOO GISS Operator(s) and may send back the request to the operator level for any modifications or may forward all the requests received by the HOO GISS Admin at a time to DPPG, WB for acceptance. Initially, HOO GISS Admin shall forward the Employee-wise Service Tenure Capture request for minimum 90% of the total no. of employees at a time.

Note:

- i) HOO GISS Admin may place maximum 10% of its total employees to "Employee Review List" and exclude them temporarily from the Service Tenure Capture request in few exceptional cases which requires Admin review.
- ii) HOO GISS Admin can send Service Tenure Capture request for remaining employees to DPPG, WB within maximum 2 (Two) attempts apart from the initial one.
- D) **Acceptance of the Service Tenure Capture request by DPPG, WB:** DPPG, WB shall review and accept the Employee-wise Service Tenure Capture request forwarded by the HOO GISS Admin after checking.

3. Role of DPPG, WB:

- A) The Director, DPPG, WB is empowered to accept the Employee-wise GISS Service Tenure Capture request of a particular HOO GISS Admin after adequate checking by DPPG, WB itself.
- B) DPPG, WB can also send back the Service Tenure Capture request to the HOO GISS Admin for correction, modification or re-submission, if required.

4. Online credit of interest directly to the GISS accounts of the subscribers by DPPG, WB:

After acceptance of the Employee-wise GISS Service Tenure Capture request, DPPG, WB shall credit the appropriate interest amount to the employees for the relevant period through book adjustment from AGWB or any other method as prescribed by the Finance Department from time to time.

5. Miscellaneous:

DPPG, WB may issue operational guidelines as and when necessary for smooth implementation of the GISS module with prior concurrence of this Department.



**Additional Chief Secretary
to the Government of West Bengal
Finance Department**

Copy forwarded for information and necessary action to:

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
2. Pr. A.G. (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata - 700001.
3. Additional Chief Secretary / Principal Secretary / Secretary,.....Department requesting to circulate concerned offices under the Administrative control of his Department.
4. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
5. Financial Advisor, _____Department.
6. Director, _____
7. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3" Floor, Kolkata - 700001.
8. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I/II/III.
9. Commissioner, _____Division, _____
10. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police _____
11. Sub-Divisional Officer, _____
12. Treasury Officer, _____
13. Block Development Officer, _____
14. Group _____/ _____Branch, Finance Department.
15. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Joint Secretary
to the Government of West Bengal