GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

File No. PC-VII/2020/HRMS/23 **New Delhi, dated: 14.12.2020**

The General Manager/CAOs(R),
All India Railways & Production Units,
(As per mailing list)

Sub: User Manual for Office Order Module of HRMS

Office Order module of HRMS was launched by CRB & CEO for use across all offices of Indian railways. Online training for operation of the Office Order Module was also provided by CRIS to all the employees.

2. Now, in order to serve as a guide and ready reckoner, a Summary Flow and a detailed User Manual is enclosed below and have also been uploaded on the website of Indian Railways at the following location:

http://www.indianrailways.gov.in/railwayboard/ → About Indian Railways →Corporate Overview → Directorates → Pay Commission → Pay Commission-VII

3. It is requested that the User Manual and Summary Flow be circulated widely among the staff in the respective Railways for smooth and timely implementation of HRMS.

Encl: 1. Summary Flow on Office Order Module
2. User Manual on Office Order Module

14/12/20

(JAYA KUMAR G)
Deputy Director/ Pay Commission-VII & HRMS
Railway Board

File No. PC-VII/2020/HRMS/23 **New Delhi, dated: 14.12.2020**

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Office Order Flow Summary

User open your browser and type URL https://hrms.indianrail.gov.in/HRMS to go to the official website of HRMS

1. In the left side panel Right click on the **Office Orders** menu and then click on the submenu with name **Type of Office Order** to create office orders.
2. For example User selects Sub-menu **"Exit Order"** under menu: **Office Orders.**
    a. Screen related to Exit Office Order Generation opens.
    b. Select the **New Office Order** From the drop Down
    c. The text field to enter the name/no of the New office order opens. Name it and click on '**Go**' Button.
    d. The screen opens up to fill the details regarding the new office order
3. Select the Office Order Type and Click on the + on a header to Enter Data of an Employee. (Form to be filled will change according to the office order type user select.)
4. On Click of + Button a Pop will be opened for the respective office order type user selected from the dropdown.
    a. Enter the HRMS ID in order to fetch the details. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user / Invalid HRMS ID, System flashes an error message.
    b. Enter all the relevant details of the employee, then click on Save button to save the Data and close the popup.
    c. As user save the Data of the Employee it starts showing in a row.

5. User can Add another row on the click of + button, Clicking Remove Row(-) button, removes the row. Edit the Data of an Employee By clicking on Edit symbol.
6. User can select the already saved Template to fill the Pre Note, Post Note, issue By and Copy To or user can manually fill the Pre Note, Post Note, issue By and Copy To
    a. After selecting the Template from the given drop down, it will ask for the replacement of details of Pre Note, Post Note, issue By and Copy To of the Office Order Data.
    b. On clicking Yes it will fetch data for the selected templates from the already saved Templates.
7. The User Interface will consist of two buttons 'Save as Draft' and 'Submit',
    a. **Save as Draft**: Once user will click, "**Save as Draft"**, it will save data and change the Status to 'Draft'.
    b. To view officer order user clicks **Preview Office order** button To select location for Digital Signature please refer this. https://youtu.be/M2f3MpQkWh0

c. Once user will click, '**Submit**' button, DC will be asked to enter Transaction OTP. Once OTP is validated, the data get saved and the status changes to 'Submitted for Verification'. Now data is available to Verification Authority (VA) for verification

8. For **Verification of Orders** VA go to Office Order menu and select respective order type.
    a. On next screen user selecting the Office order No click on the GO button to get the details of the selected Office Order.
    b. After that a new screen is opened where user can view all the office order details entered by the DC in and the status at this time is **Submitted for Verification**.
    c. On Clicking '**Verify** button, a confirmation dialogue box will appear to choose from 'Yes'/'No' button.
    d. On clicking 'Yes', Transaction OTP will be sent to the registered mobile phone and a dialog box to enter OTP will appear as below.
    e. After entering 'Transaction OTP' and clicking on 'Submit' button the Office Order is forwarded to the Acceptance Authority (AA) and then Verification Authority is no more allowed to edit own 'Remarks' on the Office Order. The status of the Office Order gets changed from 'Submitted for Verification' to '**Verified'**
9. For **Acceptance of Orders** VA go to Office Order menu and select respective order type.
    a. On next screen user selecting the Office order No click on the GO button to get the details of the selected Office Order.
    b. AA Enter the relevant remarks and then click on '**Accept by Digital Sign'** button to approve the Office Order.
    c. If details of order is found correct, User need to attach DSC devices then clicks on **Sign Digitally**.
    d. System prompts to validate DSC, user need to provide Token name, certificate name, password and Click **Digitally Sign Document,** to complete the acceptance process. Default Password for DSC is not accepted for security reasons.
    Note: To sign office order digitally users need to have DSC device and necessary setup done on their machine. (For more information please refer to help document of DSC setup.

USER MANUAL

ENTRY TO EXIT

Version 1.1 Release Date: July 27, 2020

ENTRY TO EXIT

Every year, around 25,000 youths joins in the Units of Indian Railways on occasion of their first posting. During the tenure of service each employee, for transfer postings, joins in to offices at various locations. Climbing up in the ladder of career path, the employees of the Indian Railways get promotion and joins in to the post accordingly. At the end of the career, the employee superannuate and exit Indian Railways. This web-based software enables authorities to issue appropriate office orders and then record joining and relieving information of the employees to update the Book of Sanction.

Centre for Railway Information System
HRMS Group

Document Revision History

Release Date	Revision No	Prepared By	Verified by	Approved by
15-Jul-2020	1.0	Pradeep Rawal	Amit Mehra	Manoj Kumar
05-Aug-2020	2.0	Pradeep Rawal	Amit Mehra	Manoj Kumar

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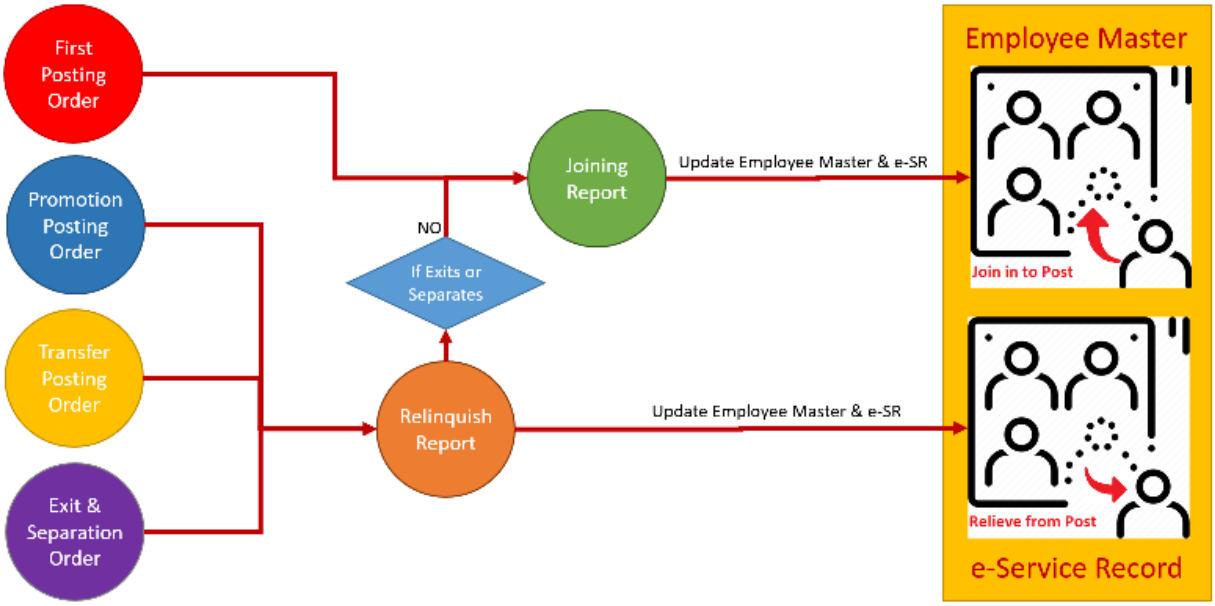
1.0 Introduction

Employee List and Employee Service Record are two major components in HR structure of any organisation. These components are dynamic in nature and keep changing time to time. HR events like entry of new employees, exit of existing employees, transfer of employees from one place to other place of posting and promotion of employees from one level to higher level post bring updates in Employee List as well as Service Records of concerned employees. It is essential to update these components on near real time basis to the happening of these events for effective HR management of the organisation.

1.1. How does this module work

Every year, around 25,000 freshly recruits join in the Units of Indian Railways on occasion of their first posting. During the tenure of service, each employee, for transfer postings, joins in to offices at various locations. Climbing up in the ladder of career path, the employees of the Indian Railways get promotion and joins in to a higher level new post accordingly. At the end of the career, the employee superannuate and exit Indian Railways. There may be employee's separation from job due to other instances like death, voluntary retirement etc. This web-based software module under HRMS enables authorities to issue office order for posting or exit as well as record joining and relieving information of the employees to update the Employee Master and e-Service Record. This module under HRMS is seamlessly coupled with IPAS (Pay Bill Accounting Software) to share information for appropriate salary billing. The Personnel Officers need not feed in these data once again to IPAS.



1.2. Limitation of the System

Current version of this module does not cover deputation of internal employees to external units and their repatriation process. Similarly, entry of external employees on deputation and their return to home cadre is also not covered in this module.

1.3. Intended User and their respective Roles

a) **Dealing Clerk (DC)**: One who handles posting matters of the employee. DC prepares the draft office order and submit to Verifying Authority (VA) for further processing. DC also records Joining, Relieving and Exit of employees and submit the record to the VA for further processing.

b) **Verifying Authority (VA)**: VA verifies the correctness of draft office orders created by the DC and forwards office orders to Accepting Authority (AA) for necessary approval, if found correct. Similarly, VA verifies records of joining, relieving and exit of employees prepared by DC and forward these records to AA for approval.

c) **Accepting Authority (AA)**: AA approves office orders and records of joining, relieving and exit of employees prepared by DC and verified by VA, if found correct. In case of error, AA returns office order or records of joining, relieving or exit of employees to the dealing clerk for necessary correction.

1.4. Features for User's Convenience & Additional Security

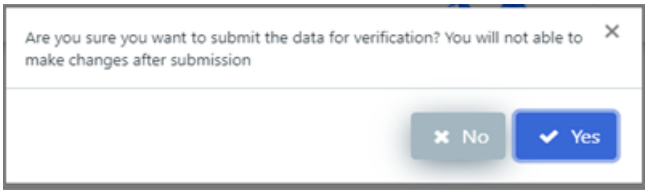
1.4.1. Draft Save Button versus Submit Button

The data entry forms available in this module are very lengthy. User may not be able to fill in the form in one go. There is a 'Draft Save' button available at end of each form. A user can

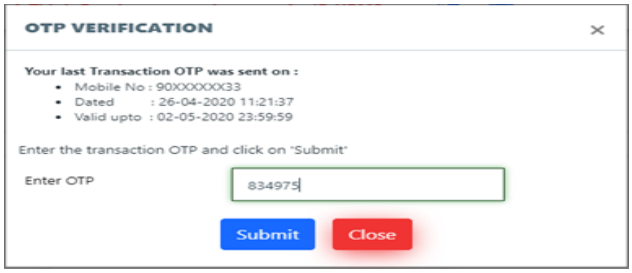
save information fed to the partially filled in form by clicking the 'Draft Save' button and pack up. Later the user can retrieve back the form and start editing or filling in it from where s/he left. When the entire form is filled in appropriately, the user can finally save by clicking submit button. Once a form is submitted, cannot be edited.

1.4.2. Confirmation of Form Submit through OTP

When the user completes filling all information in a form, s/he need to click on the 'Submit' button. As soon as the 'Submit' button is clicked, a dialog box appears saying "Are you sure to Submit the form….. ? You will not be able to make changes after submission."

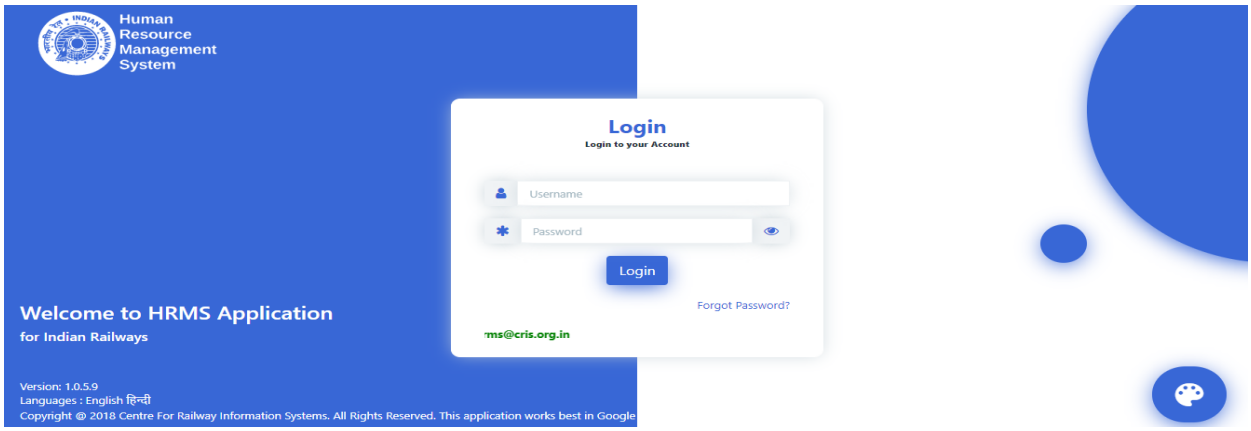


Then the dialogue box prompt to click 'No' or 'Yes' button. Once the user confirms by clicking 'Yes' button, 'OTP Verification' dialog box appear on the screen. The system sends a transaction OTP to the user's registered mobile phone. As an enhanced security provision, the user needs to provide the OTP on the OTP Verification dialogue box and click 'Submit' button on it. Then the form is finally submitted for further action.



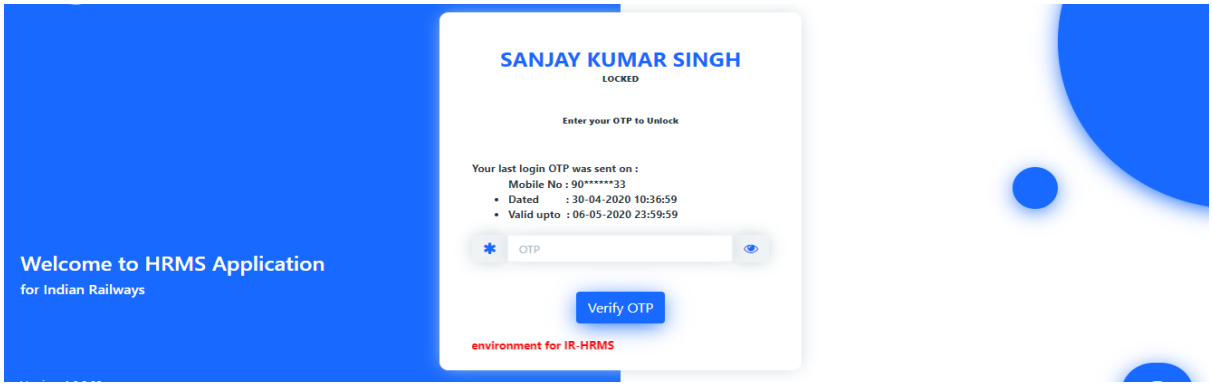
1.5. How to Log into the System

a) Open your browser and type URL https://hrms.indianrail.gov.in/HRMS to go to the official website of HRMS.



b) Enter the Username and Password and click on Login.

c) After that, 5 digit OTP is generated which will be sent to your registered mobile number. Enter the OTP and click on verify OTP.



1.6. Organisation of Subsequent Chapters

The subsequent chapters are organized thoughtfully to guide the user how to use this module for managing important career events

a) Chapter 2 narrates how to manage First Posting into Units of Indian Railway

b) Chapter 3 narrates Transfer Posting and Promotion Posting and

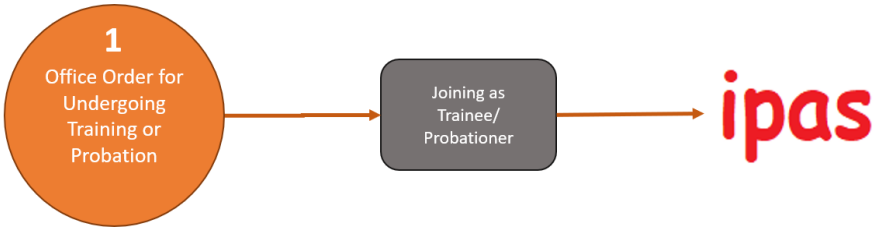
c) Chapter 4 guides how to manage Exit and Separation from Indian Railway.

2.0 First Appointment

This module enables the Personnel Officers to issue office order for first appointment to direct recruits, probationers or Substitutes through absorption; and these are narrated below. The functionality offers freedom to the Personnel Officers to use existing office-order-template or design custom office-order-templates. Then there is facility offered through this module to record joining of the new appointees and the employee list gets updated. Office order generation activities in this module have 4 levels of quality assurance mechanism; data entry, verification, acceptance and finally confirmation of correctness of uploaded signed office order.

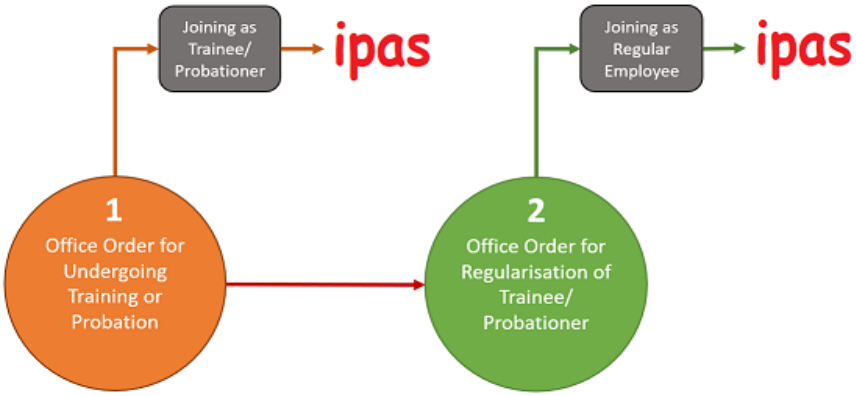
a) First Appointment of Regular Recruit without Training/ Probation

This is a two stage process. In the first stage, the Personnel Officer issue First Appointment Office Order to the newly Recruit. And in the second stage, the appointee joins at the place of posting. The workflow is illustrated below.



b) First Appointment of Regular Recruit with Training/ Probation

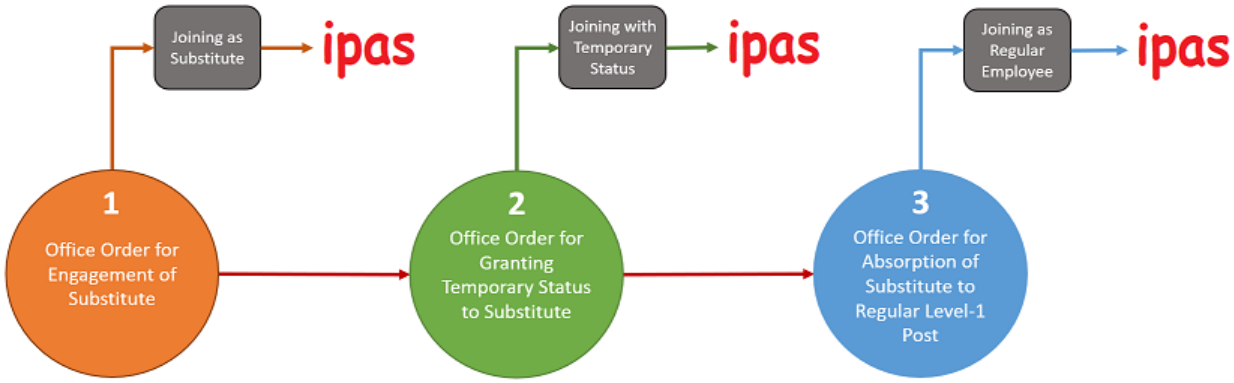
This is a three stage process. In the first stage, the direct recruit is issued office order to undergo training under probation. In the second stage, when the probationer comes abck completing the training, the Personnel Officer issue First Appointment Office Order. Finally, the appointee reports at the place of posting for joining.



c) First Appointment of Substitutes through Absorption

There are four stages in this process. In the first stage, the Office Order is issued for Engaging Substitute for Level-1 Post. In the second stage, if satisfied with the performance of the engaged Substitute, the Office Order is issued granting her/him Temporary Status. In the third

stage, the Substitute is issued First Appointment Office Order absorbing her/him to a Regular Level-1 Post. Finally in stage four, the Substitute reports at place of posting as in office order for joining on First Appointment.



2.1. Types of Office Orders relating to First Appointment

2.1.1. Office Order for First Appointment of Direct Recruit

The direct recruits report to the Personnel Officer for appointment. All recruits reported in a day go through verification process of their recruitment order and other relevant documents. This web-based module under HRMS enables the Personnel Officers to record details of all new recruits and to generate office order for First Appointment. The First Appointment office order can be **digitally signed by competent authority** and issued to the newly recruits. The appointee then proceed to report at the respective place of posting.

2.1.2. Office Order for Undergoing Training/ Probation

In some cases, prior to posting to specific posts, it is necessary for the direct recruits to undergo training or probation. All new recruits, those who are supposed to undergo training, when report to concerned Personnel Officer go through verification process of their recruitment order and other relevant documents. This web-based module under HRMS enable the personnel officer to record details of all such new recruits and generate training or probation office order. On issuing training office order, the new recruits proceed for training.

2.1.3. Office Order for Engaging of Substitutes for Level-1 Posts

In some cases, Substitutes for Level-1 posts are engaged at different units in Indian Railways. The Personnel Officer records detail of the Substitutes and issue office order for their engagement.

2.1.4. Office Order for First Posting of Probationer on Completion of Training/ Probation

A direct recruit, who proceeded for training, reports back to the concerned Personnel Officer on completion of same. This module enables the personnel officer to record training completion details of all such probationers and generate office order for posting.

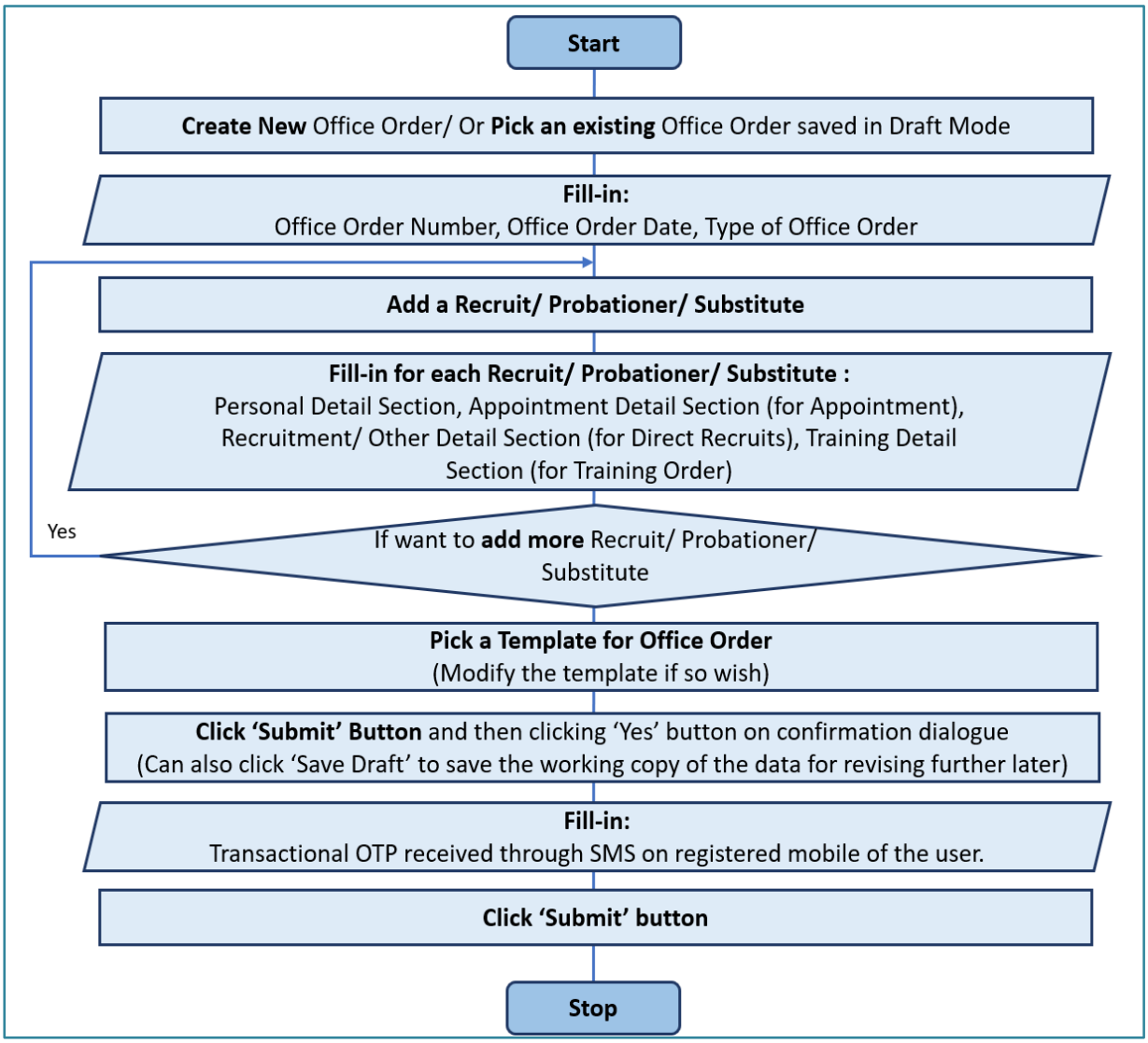
2.1.5. Office Order for Granting Temporary Status to Substitutes for Level-1 Posts

On successful completion of on-job-training, the personnel officer issue office order for posting of such Substitutes with temporary status.

2.1.6. Office Order for Absorption of Substitutes to Regular Level-1 Posts

If found suitable, these Substitutes, engaged with temporary status, are issued office order for absorption to regular post. This module enables the Personnel Officer to record details of such absorption and generate office order.

2.2. Flowchart to Prepare an Office Order

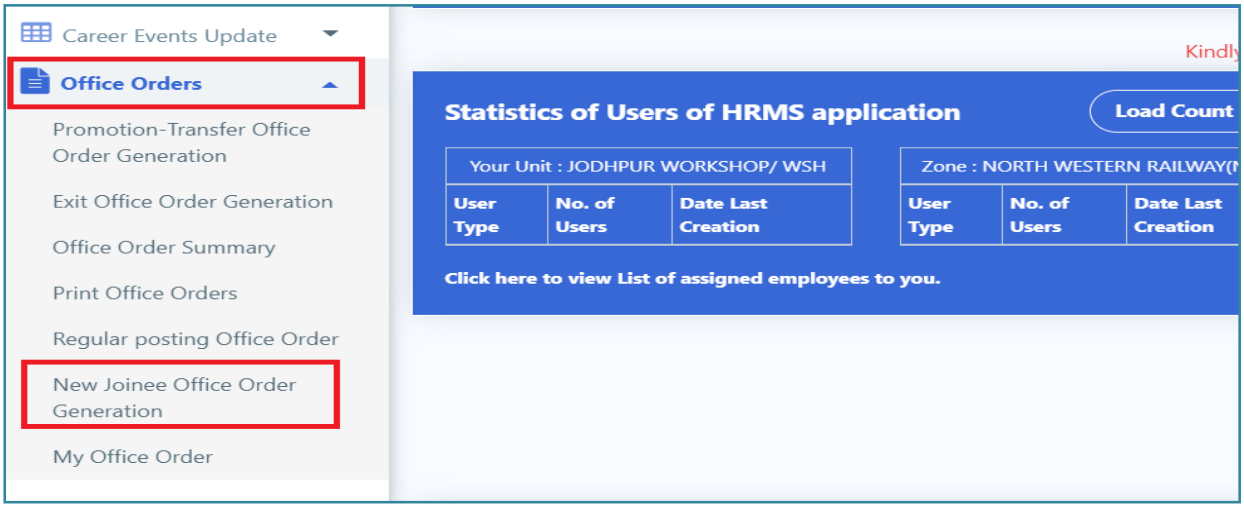


2.3. Issuing Office Order for First Appointment of Direct Recruit

This section covers step by step method to draft Office Order for (a) First Appointment of Direct Recruit, (b) Office Order for Undergoing Training/ Probation and (c) Office Order for Engaging Substitutes for Level-1 Posts. In all these cases HRMS Id is created for each Direct Recruit or Substitute.

2.3.1. Drafting Office Order for First Appointment of Direct Recruit by DC

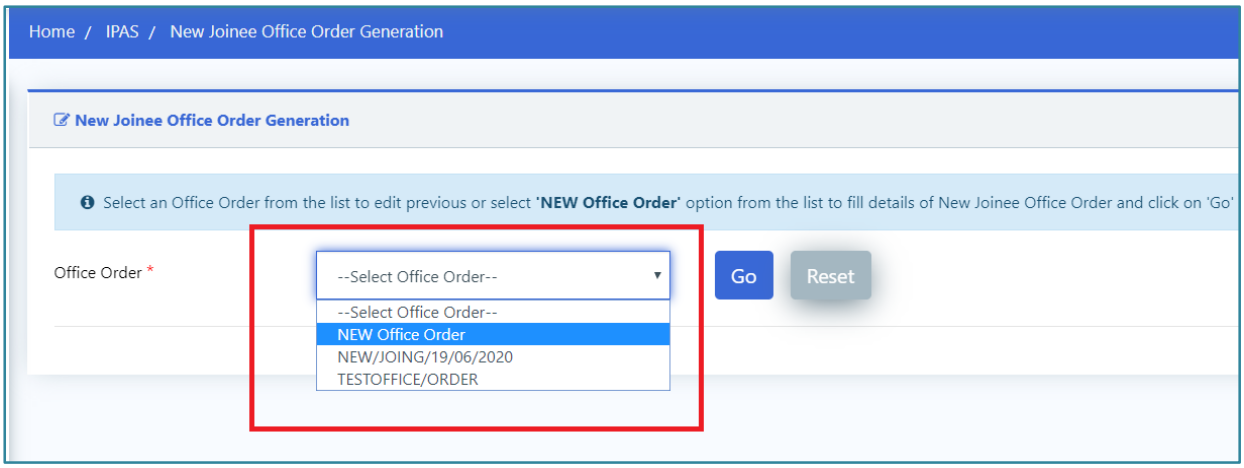
Following form is designed to facilitate user to generate an office order for First Appointment. In the left side panel Right click on the **Office Orders** menu and then click on the sub-menu with name **New Joinee Office Order Generation** to create office orders.



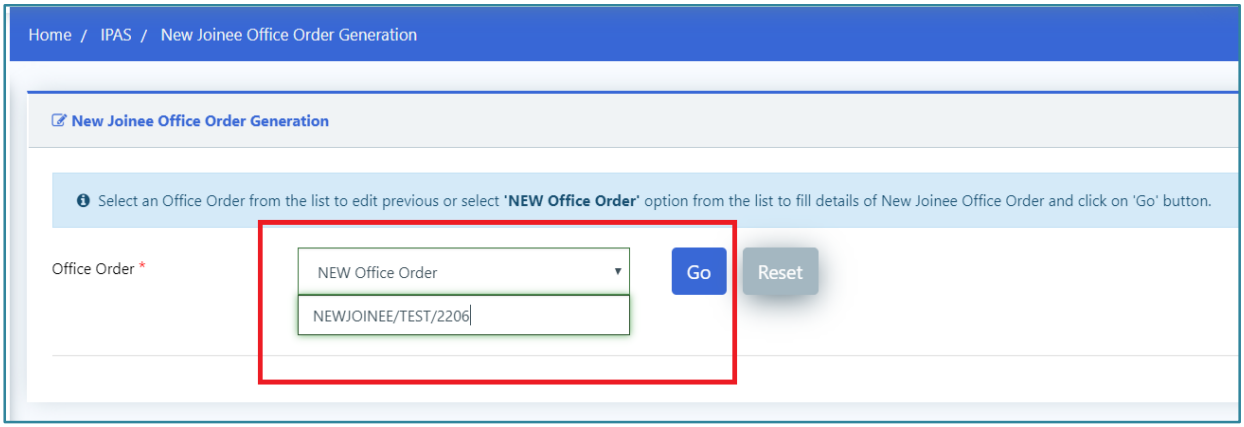
a) User selects Sub-menu **"New Joinee Office Order Generation"** under menu: **Office Orders**

b) Screen related to New Joinee Office Order Generation opens.

c) Select the New Office Order From the drop down

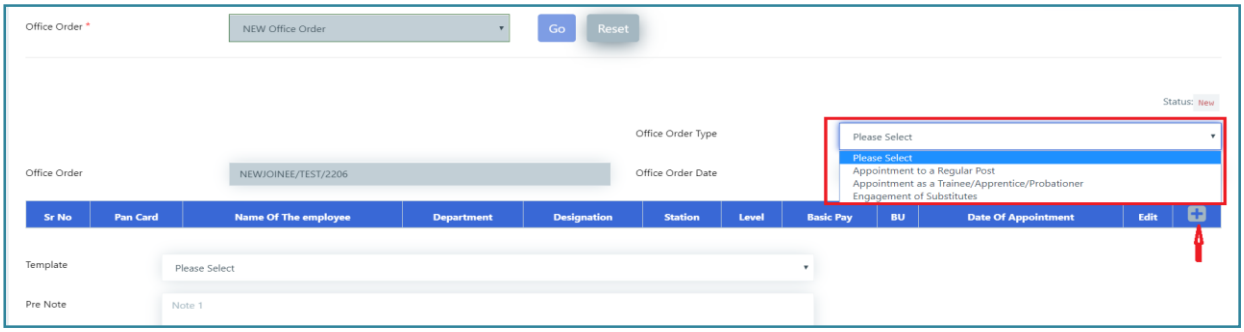


d) The text field to enter the Number of the New office order opens. User enter details and click on Go Button.



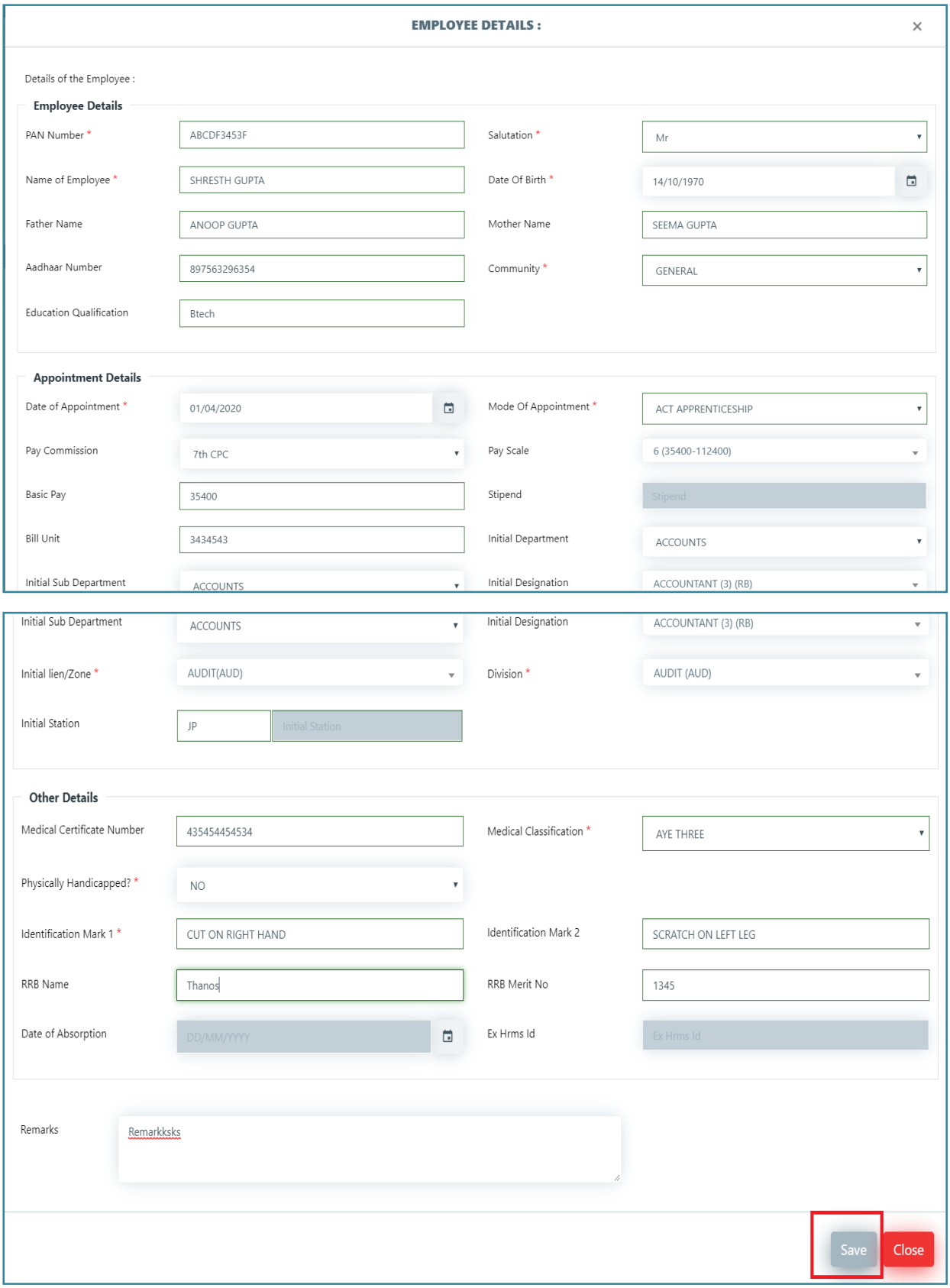
e) The screen opens up to fill the details regarding the new office order.

f) Select the Office Order Type and Click on the '+' button on header to Enter Data of an Recruit/ Probationer/ Substitute.
(The fields to be filled will change according to the office order type user select.)



g) On Click of '**+**' Button a Popup will be opened for the respective office order type user selected from the dropdown.

h) Enter all the relevant details of the New Recruit/ Probationer/ Substitute in the respective popup based on the office order type user selected, and then click on 'Save' button to save the Data and close the popup.



i) As user save the data of the New Recruit/ Probationer/ Substitute, the details are displayed in a row.

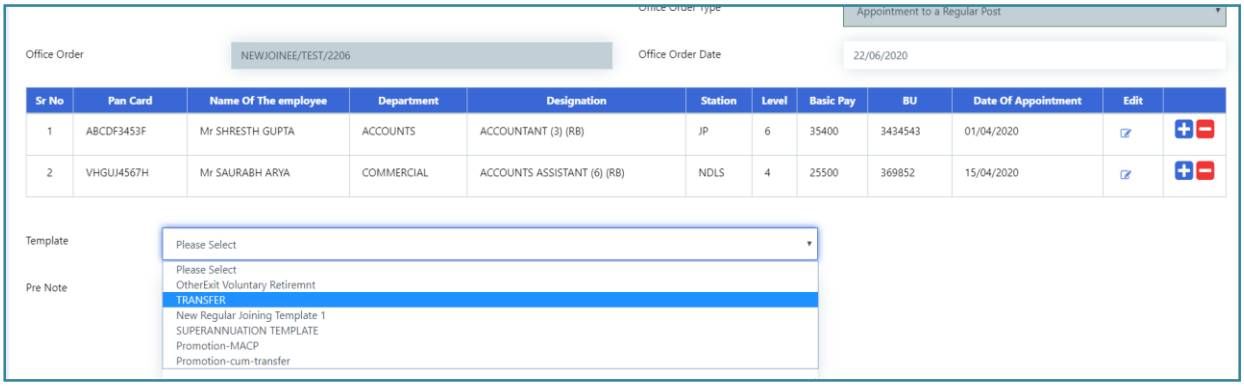
j) User can add another row on the click of '**+**' button

k) On clicking Add row, the same Popup open where user can add the details of the new employee.
Fill the details and click on Save button to save the data and close the popup.

l) By clicking '-' button a Row can be deleted or removed from the table.

m) Edit the Data of an Employee By clicking on Edit symbol.

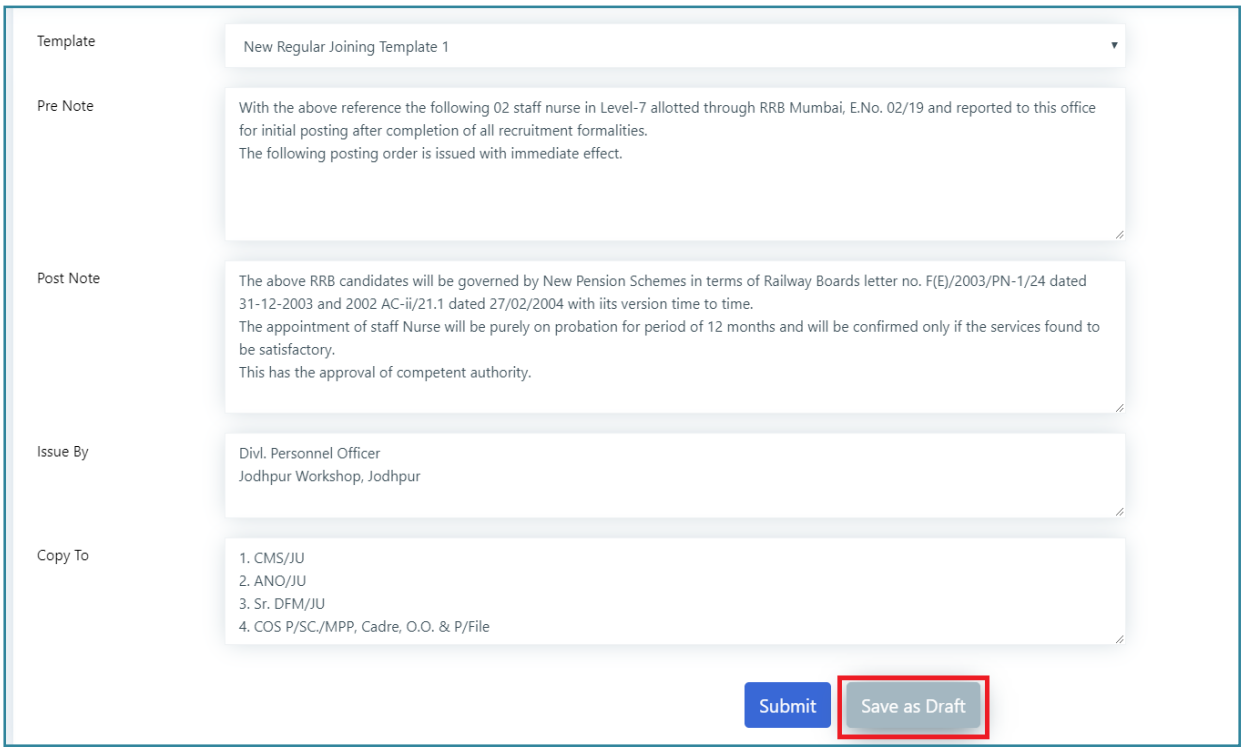
n) User can select already saved Template with filled-in Pre-Note, Post-Note, Issued By and Copy to; or user can manually fill-in Pre Note, Post Note, issue By and Copy To.



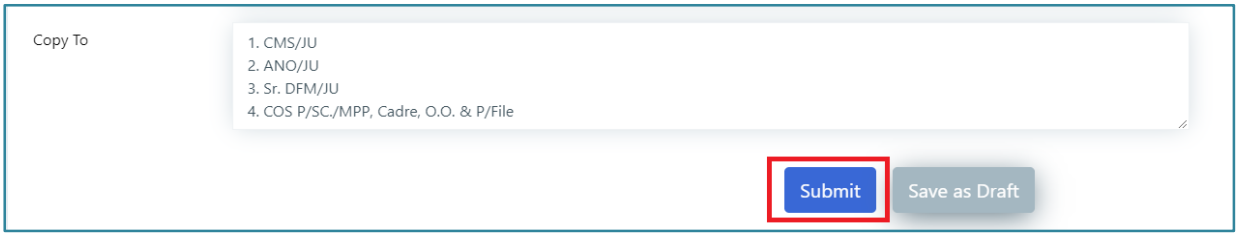
o) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre Note, Post Note, issue By and Copy To of the Office Order Data.

p) On clicking 'Yes' it will fetch data for the selected templates from the already saved Templates.

q) There are two buttons at end of the form '**Save as Draft**' and '**Submit**'. Once user clicks, "**Save as Draft"**, It will save data and change the **Status** to **Draft**.



Alternately, once user clicks, "**Submit**", user will be asked to enter **Transaction OTP**. Once OTP is validated, the data get saved and the status is changed to '**Submitted for Verification**'. Then the data will be available to **Verification Authority (VA)** for verification.



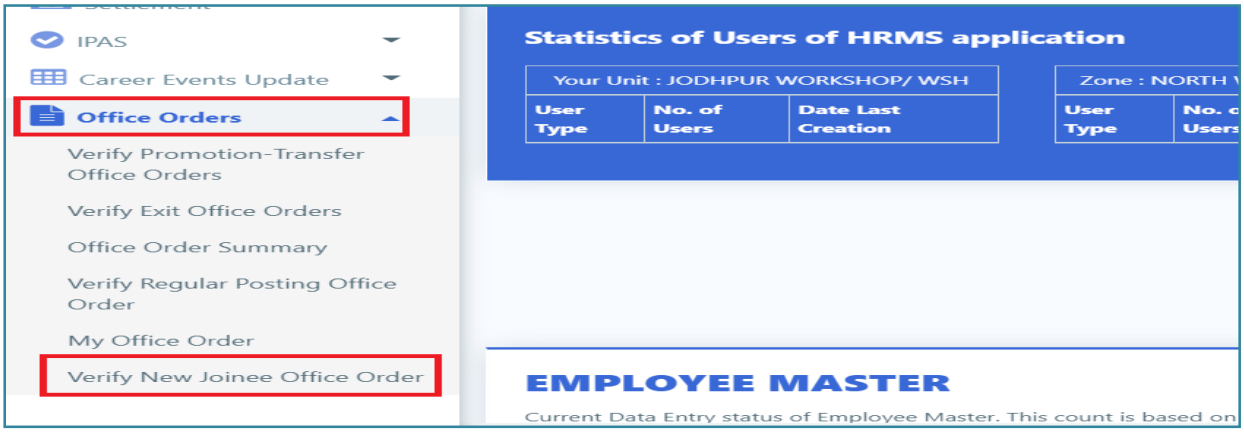
r) On Clicking '**Submit**' button, a confirmation dialogue box will appear to choose from 'Yes'/ 'No' button.

s) On clicking 'Yes' button on the dialogue, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

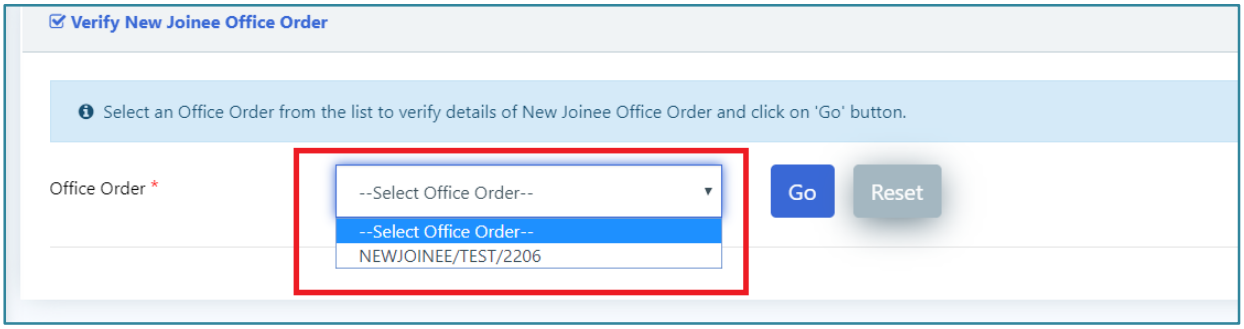
t) On entering Transaction OTP and clicking on '**Submit**' button, details of the Recruit will be sent to the Verification Authority for verification and after that the Dealing Clerk will not be able to edit the details further, also the status get changed from **Draft** to **Submitted for verification**.

2.3.2. Verifying First Appointment Office Order by Verification Authority

a) After successful login, in the left side panel Right click on the Office Orders menu and then click on the sub-menu with name for Verify New Joinee Office Order.

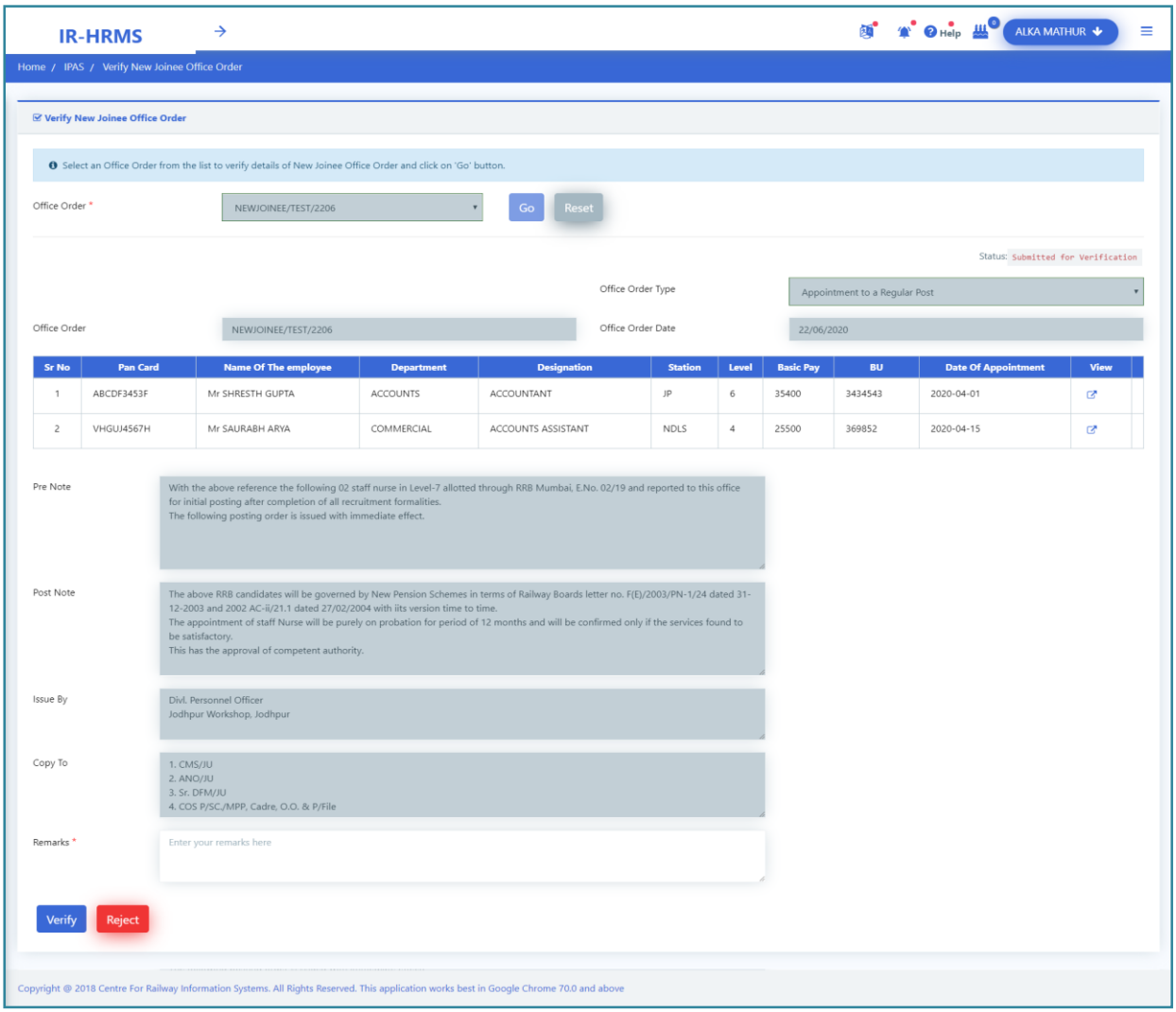


b) After that a new screen is opened where user have to select the Office Order from the dropdown whose details is to be verify.



c) After selecting the Office order name click on the GO button to get the details of the selected Office Order.

d) After that a new screen is opened where user can view all the office order details entered by the DC in and the status at this time is **Submitted for Verification**.



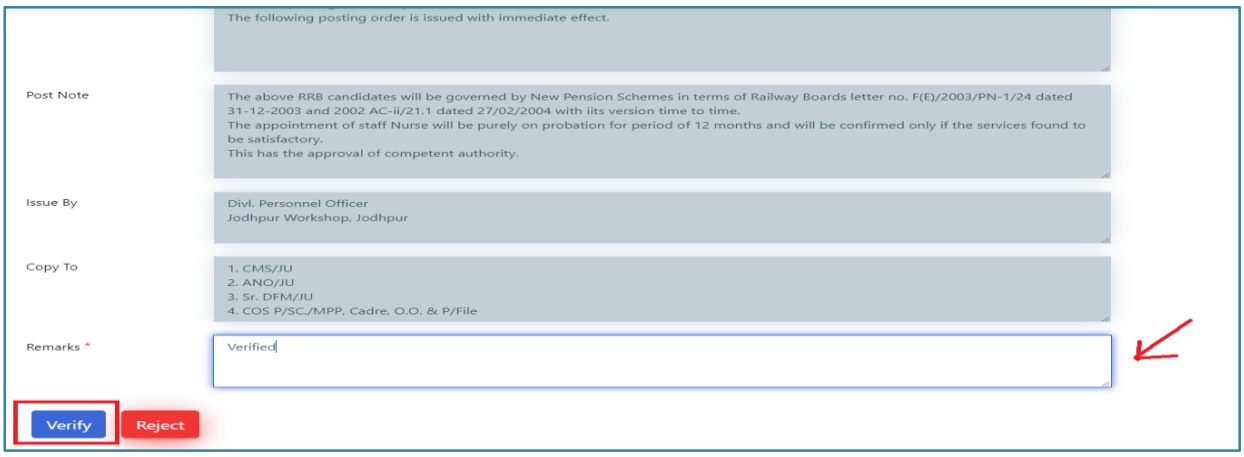
e) Verification Authority (VA) have two options to choose from '**Verify**' or '**Reject**' button. If any information is found incorrect or missing, VA can use '**Reject**' option. Once VA Clicks '**Reject'** button, system asks user to provide '**Remarks**' data. So before rejecting/ accepting VA has to enter 'Remarks' mandatorily.

f) Once the user enters 'Remarks' and click on reject. after clicking '**Reject**' button a confirmation dialog Box will appear.

g) On clicking '**Yes**' button on the dialogue, Transaction OTP will be sent to the registered mobile number and a dialog box appears to enter OTP on screen.

h) After entering OTP and clicking on '**Submit**' button the Office Order will be sent back to the Dealing Clerk (DC) for correction and the Verification Authority (VA) is no more permitted to edit the 'Remarks' data of Office Order, also the status gets changed from 'Submitted for Verification' to 'Return to DC by Verification Authority'.

i) Verification Authority (VA) clicks '**Verify**' button, if all data on the Office Order is found correct. Mandatorily, the VA has to enter the relevant 'Remarks' before clicking 'Verify' button and the Office Order gets forwarded to the Acceptance Authority (AA) for further processing.



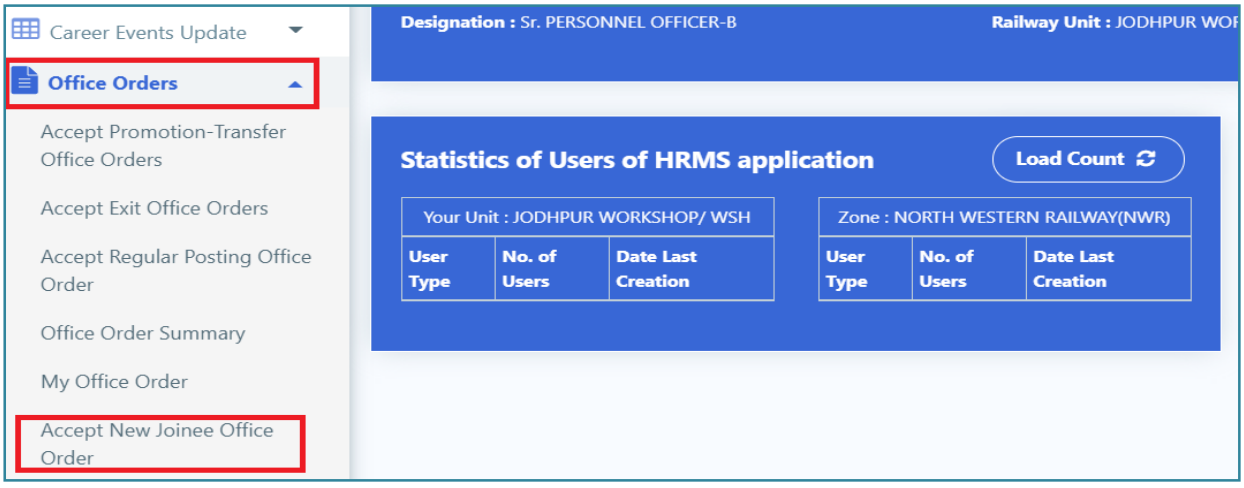
j) After clicking Verify button, a confirmation dialogue box will appear as below.

k) On clicking 'Yes', Transaction OTP will be sent to the registered mobile phone and a dialog box to enter OTP will appear as below.

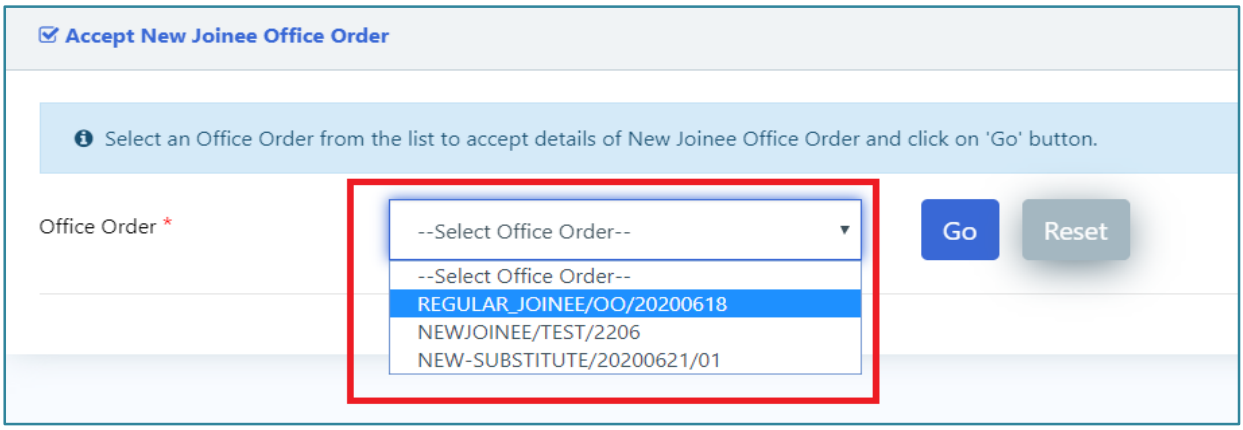
l) After entering 'Transaction OTP' and clicking on 'Submit' button the Office Order is forwarded to the Acceptance Authority (AA) and then Verification Authority is no more allowed to edit own 'Remarks' on the Office Order. The status of the Office Order gets changed from 'Submitted for Verification' to 'Verified'.

2.3.3. Approving First Appointment Office Order by Accepting Authority

a) Accepting Authority (AA), after successful login, clicks on the 'Office Orders' menu and then click on the sub-menu 'Accept New Joinee Office Orders' on left side panel.

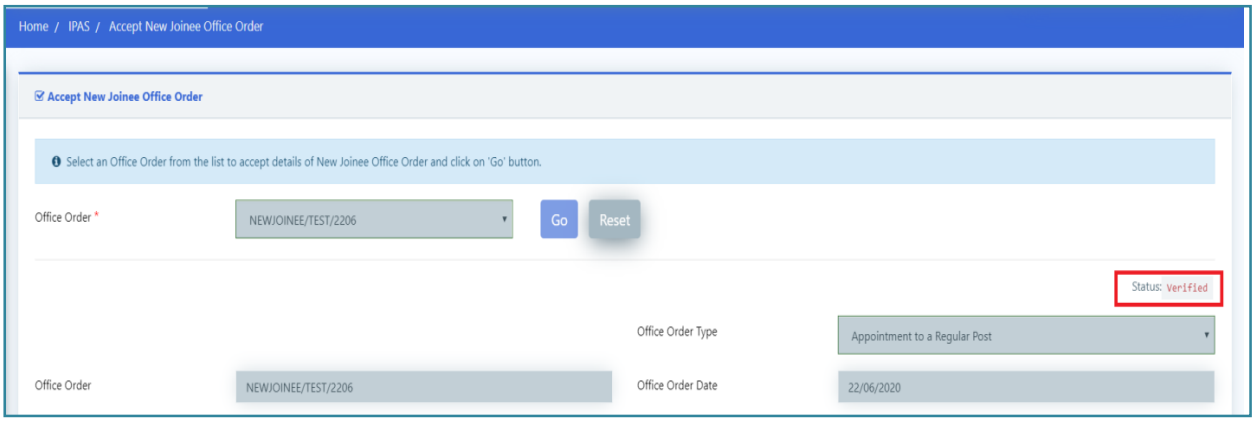


b) After that a new screen is opened where user have to select the Office Order from the dropdown forwarded from VA for Acceptance/ Approval.



c) After selecting the Office Order click on the GO button to get the selected Office Order.

d) 4. After that a new screen is opened where user can view all the Office order details entered by the DC and the status at this time is 'Verified'.



e) Enter the relevant remarks and then click on '**Reject**' button to return the details back to DC.

f) After clicking '**Reject**' button a confirmation dialog Box will appear.

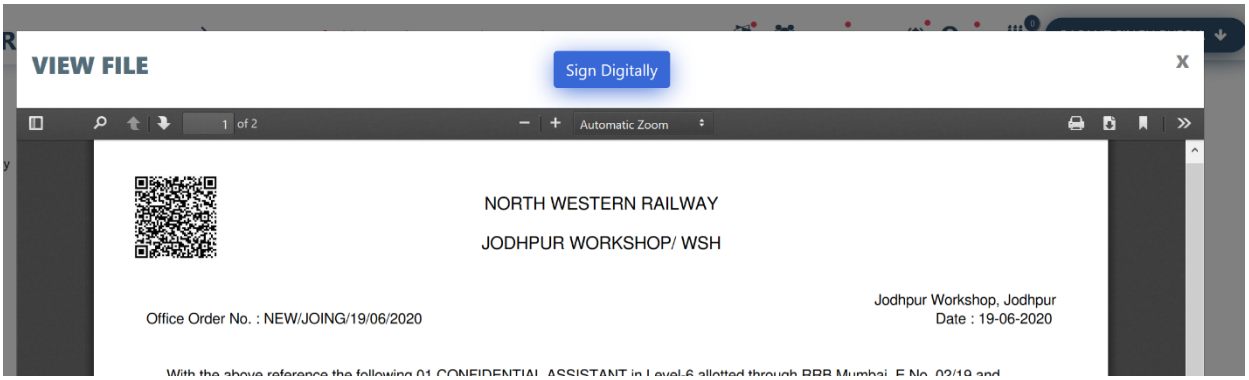
g) On clicking 'Yes' button, Transactional OTP is sent to the registered mobile phone and a dialog box to enter OTP will be shown.

h) After entering Transactional OTP and clicking on 'Submit' button the Office Order is sent back to the Dealing Clerk for necessary correction and the Acceptance Authority is no more allowed to edit the Remarks field of the particular office order.

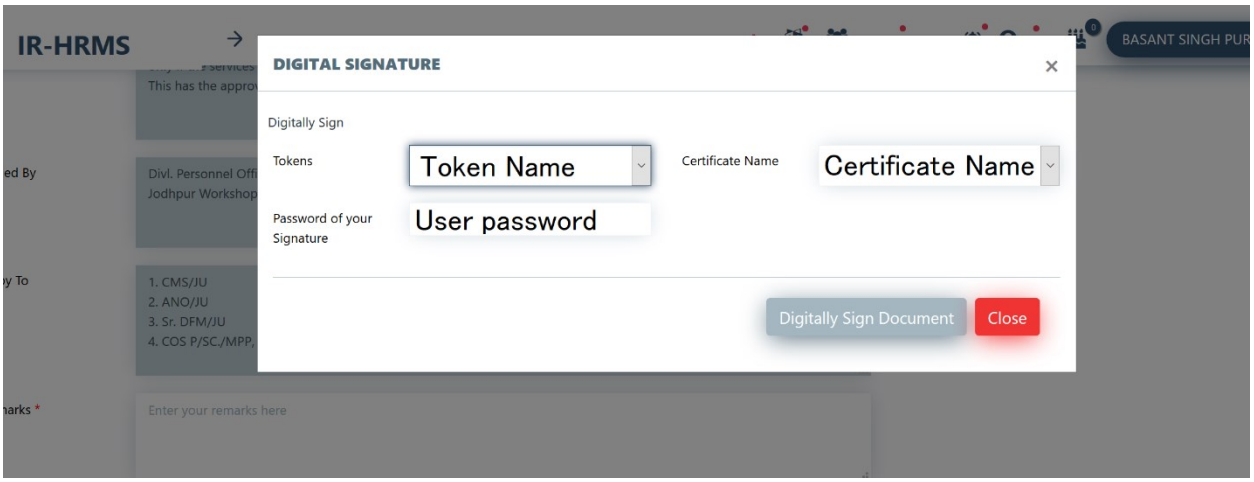
i) Enter the relevant remarks and then click on '**Accept by Digital Sign'** button to approve the Office Order.

j) After clicking Accept button, Office Order Preview dialogue box will appear.

k) If details of order is found correct, **User need to attach DSC devices then clicks on Sign Digitally**.



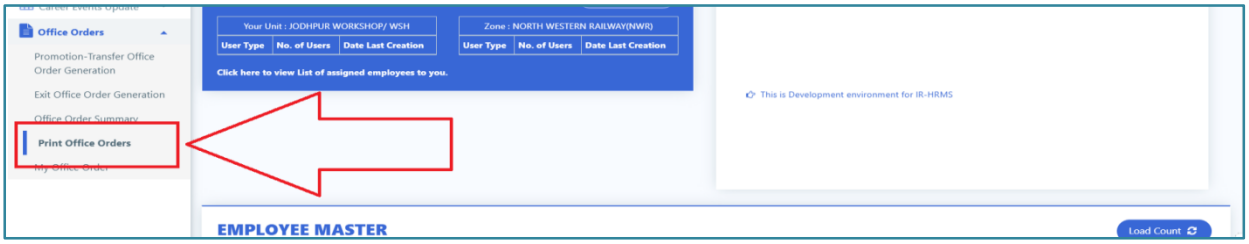
l) System prompts to validate DSC, user need to provide Token name, certificate name, password and Click **Digitally Sign Document,** to complete the acceptance process.



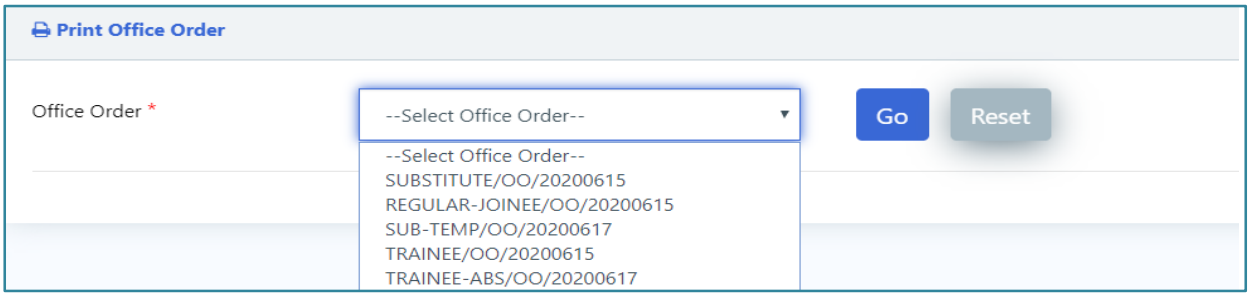
Note: To sign office order digitally users need to have DSC device and necessary setup done on their machine. (For more information please refer to help document of DSC setup)

2.3.4. Printing Approved First Appointment Office Order by Dealing Clerk

a) After successful login, in the left side panel Right click on the **Office Orders** menu and then click on the sub-menu '**Print Office Orders**'.



b) After that a new screen is opened where user have to select the Office Order from the dropdown whose details has to be Printed.

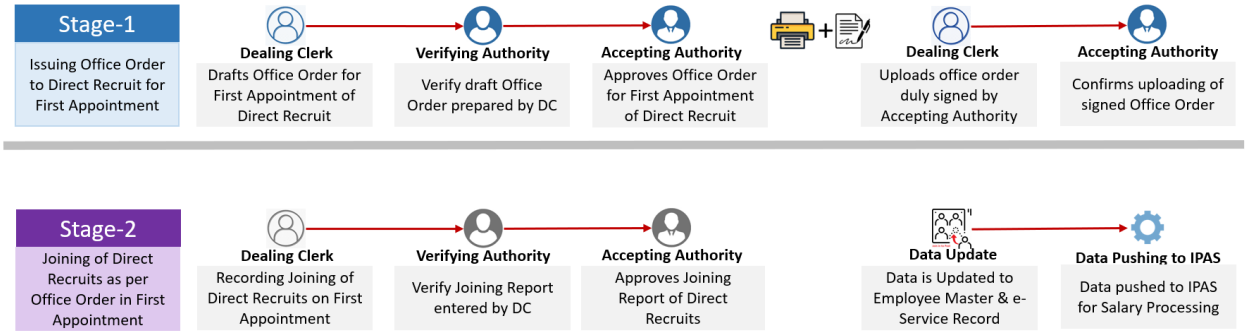


c) After selecting the office order click on the GO button to get the details of the selected office order.

d) After that a new screen appears, where user can view the Office Order details entered by the DC and the status at this time is 'Accepted'.

e) On clicking '**Print Office Order**' button the new window will open with a PDF version of the Office Order ready for printing. The PDF has QR code embedded with basic details of the Office Order and it looks as the picture presented below.

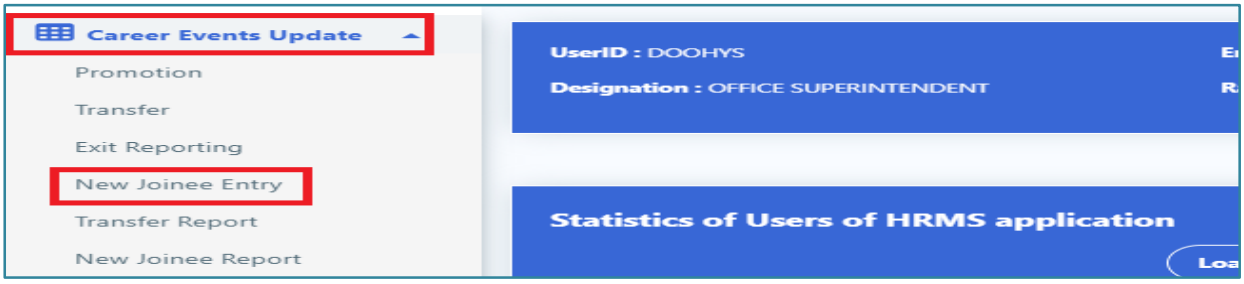
2.4. Joining of Direct Recruit on First Posting



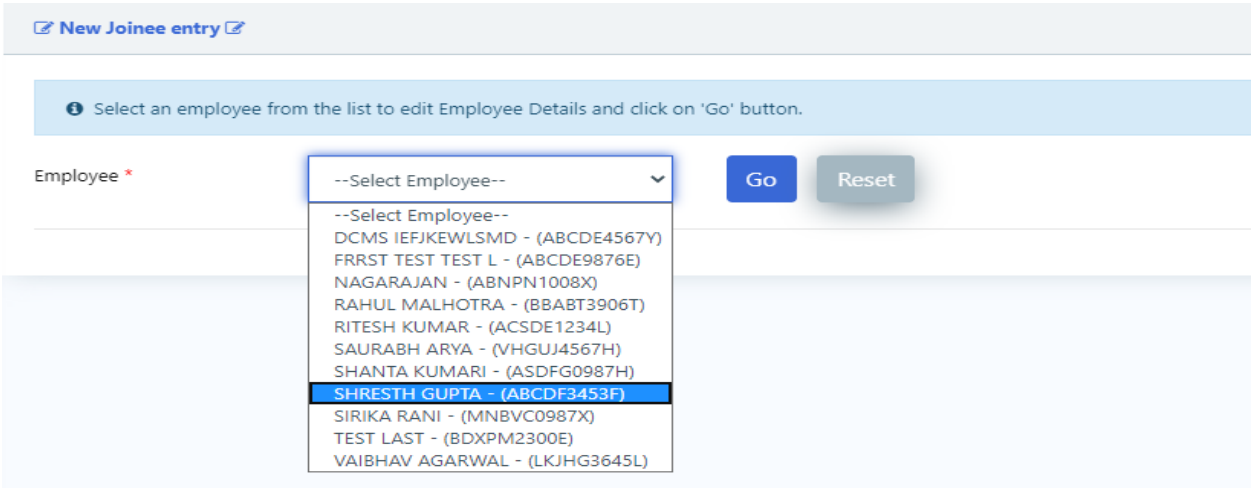
2.4.1. Recording Joining Report of Appointee on First Posting by Dealing Clerk

New Direct Recruit or Probationer or Substitute under absorption, who has been given First Appointment Office Order, reports at place of posting. This module enable the dealing clerk to record the joining of the employee. After due verification and acceptance of the joining report, the Employee Master gets updated, e-Service Record is opened and then data of the new joinee is pushed to IPAS for salary generation.

a) In the left side panel Right click on the Career Events menu and then click on the sub-menu with name New Joinee Entry.

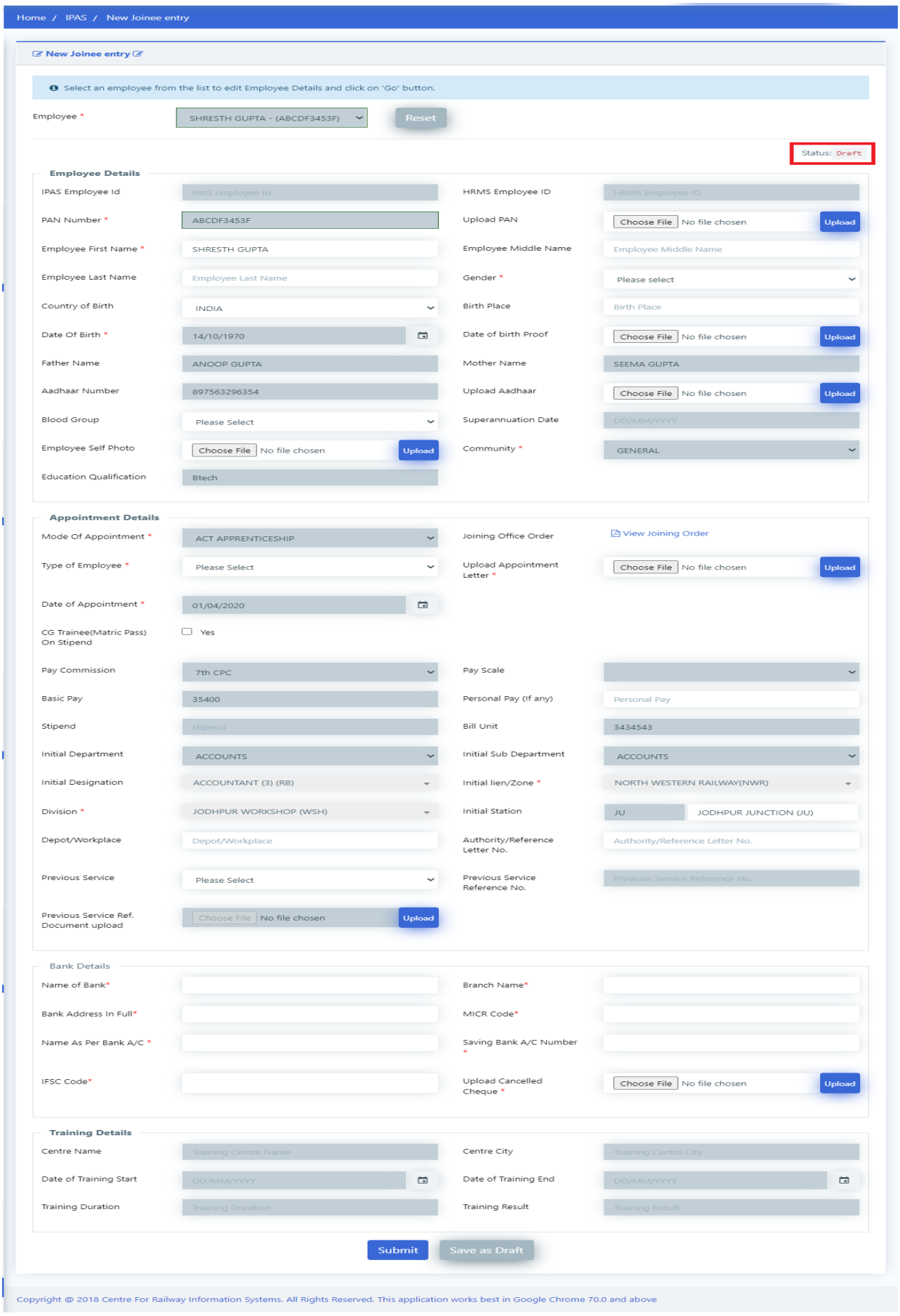


b) After that a new screen is opened where user have to select the employee whose New joinee entry is to be done and whose office order is issued. List of Employees and their PAN no is shows to help DC to select employee.



c) After selecting the employee, click on the GO button or if user want to reset the new HRMS Id user can click on the Reset button.

d) After that a new screen is opened where some of the details of the employee is prefilled from the information entered during creation of office order. At this time the status of the employee is 'Draft'.

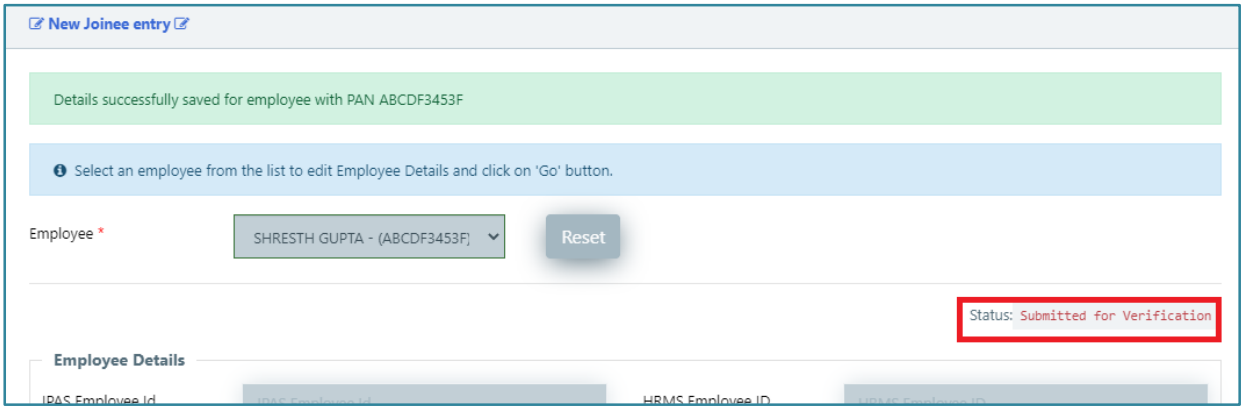

Home / IPAS / New Joinee entry
New Joinee entry
Select an employee from the list to edit Employee Details and click on 'Go' button.
Employee *
SHRESTH GUPTA - (ABCDF3453F)
Reset
Status: Draft
Employee Details
IPAS Employee Id
HRMS Employee ID
PAN Number *
ABCDF3453F
Upload PAN
Choose File No file chosen
Upload
Employee First Name *
SHRESTH GUPTA
Employee Middle Name
Employee Last Name
Gender *
Please select
Country of Birth
INDIA
Birth Place
Date Of Birth *
14/10/1970
Date of birth Proof
Father Name
ANOOP GUPTA
Mother Name
SEEMA GUPTA
Aadhaar Number
897563296354
Upload Aadhaar
Blood Group
Please Select
Superannuation Date
DD/MM/YYYY
Employee Self Photo
Community *
GENERAL
Education Qualification
Btech
Appointment Details
Mode Of Appointment *
ACT APPRENTICESHIP
Joining Office Order
View Joining Order
Type of Employee *
Please Select
Upload Appointment Letter *
Date of Appointment *
01/04/2020
CG Trainee(Matric Pass) On Stipend
Yes
Pay Commission
7th CPC
Pay Scale
Basic Pay
35400
Personal Pay (If any)
Personal Pay
Stipend
stipend
Bill Unit
3434543
Initial Department
ACCOUNTS
Initial Sub Department
ACCOUNTS
Initial Designation
ACCOUNTANT (3) (RB)
Initial lien/Zone *
NORTH WESTERN RAILWAY(NWR)
Division *
JODHPUR WORKSHOP (WSH)
Initial Station
JU
JODHPUR JUNCTION (JU)
Depot/Workplace
Depot/Workplace
Authority/Reference Letter No.
Authority/Reference Letter No.
Previous Service
Please Select
Previous Service Reference No.
Previous Service Reference No.
Previous Service Ref. Document upload
Bank Details
Name of Bank*
Branch Name*
Bank Address In Full*
MICR Code*
Name As Per Bank A/C *
Saving Bank A/C Number *
IFSC Code*
Upload Cancelled Cheque *
Training Details
Centre Name
Training Centre Name
Centre City
Training Centre City
Date of Training Start
DD/MM/YYYY
Date of Training End
Training Duration
Training Duration
Training Result
Training Result
Submit
Save as Draft
Copyright @ 2018 Centre For Railway Information Systems. All Rights Reserved. This application works best in Google Chrome 70.0 and above

e) After filling all the relevant fields, there are two buttons, Submit and Save as Draft. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk.

f) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.

g) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

h) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.



2.4.2. Verifying Joining Report of Appointee on First Posting by VA

This verification process is similar to **2.3.2 Verifying of First Appointment Office Order by Verification Authority**

2.4.3. Approval of Joining Report of Appointee on First Posting by AA

This acceptance process with digital certificate is similar to **2.3.3 Approving First Appointment Office Order by Accepting Authority.**

2.5. Issuing Office Order First Appointment of Probationers

In this section the procedure for drafting, verification and approval of Appointment Order of Probationer will be discussed. Procedure for uploading signed office order and confirming correct uploading of office order will also be discussed under this section.

A probationer when returns back after successful completion of training reports to the

Did you know!

Step by step procedure for preparing following office orders are similar.

- ✓ Office Order for First Posting of Probationer on Completion of Training/ Probation
- ✓ Office Order for Granting Temporary Status to Substitutes for Level-1 Posts
- ✓ Office Order for Absorption of Substitutes to Regular Level-1 Posts

Personnel Officer for First Posting Office Order. This user interface enable Personnel Officers to regularise such probationers/ trainee.

Similar procedure may be followed to issue office order for Granting Temporary Status to Substitute, and for Absorption of Substitute to regular level-1 posts.

2.5.1. Drafting Office Order for First Appointment of Probationer by Dealing Clerk

a) In the left side panel Right click on the **Office Orders** menu and then click on the sub-menu with name **Regular Posting Office Order** to create office orders.

b) User selects Sub-menu **"Regular Posting Office Order"** under menu: **Office Orders.**

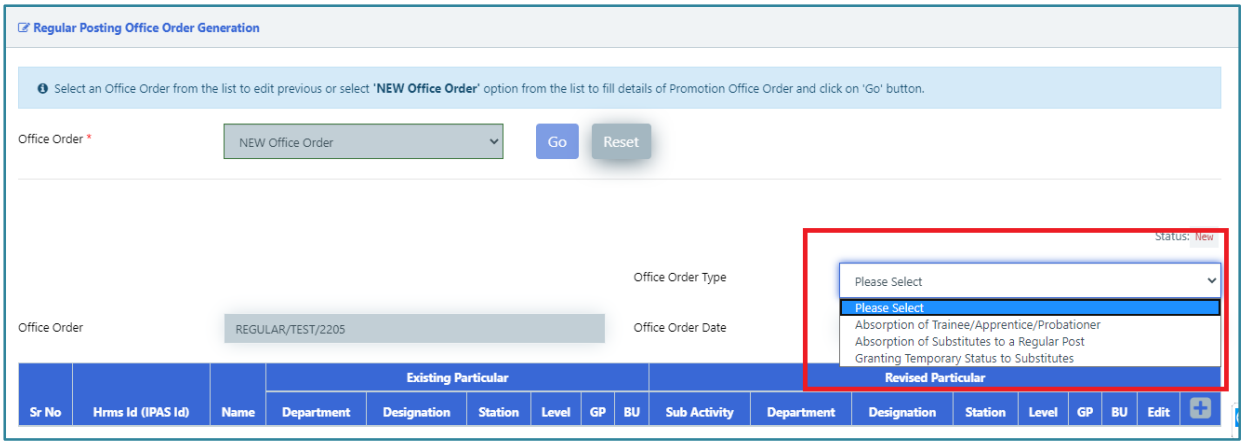
c) Screen related to Regular Posting Office Order Generation opens.

d) Select the **New Office Order** From the drop Down

e) 4. The text field to enter the name of the New office order opens. Name it and click on '**Go**' Button.

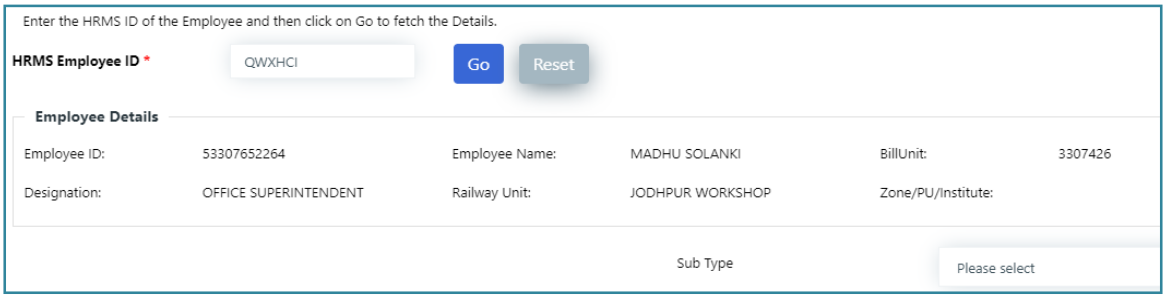
f) The screen opens up to fill the details regarding the new office order.

g) Select the Office Order Type and Click on the + on a header to Enter Data of an Employee. (Form to be filled will change according to the office order type user select.)

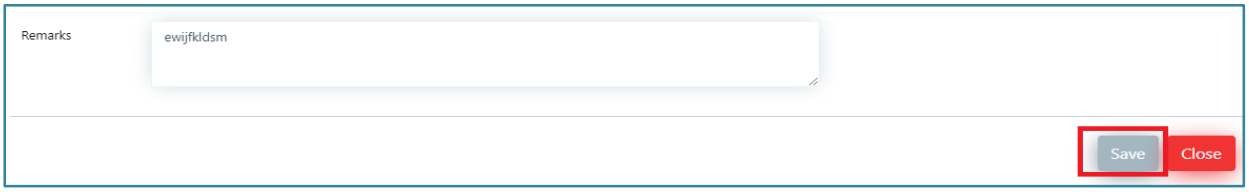


h) On Click of + Button a Pop will be opened for the respective office order type user selected from the dropdown.

i) Enter the HRMS ID in order to fetch the details. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user / Invalid HRMS ID, System flashes an error message.



j) Enter all the relevant details of the New-Joinee, then click on Save button to save the Data and close the popup.



k) As user save the Data of the Employee it starts showing in a row.

l) User can Add another row on the click of + button

m) Clicking Remove Row(-) button, removes the row.

n) Edit the Data of an Employee By clicking on Edit symbol.

o) User can select the already saved Template to fill the Pre Note, Post Note, issue By and Copy To or user can manually fill the Pre Note, Post Note, issue By and Copy To

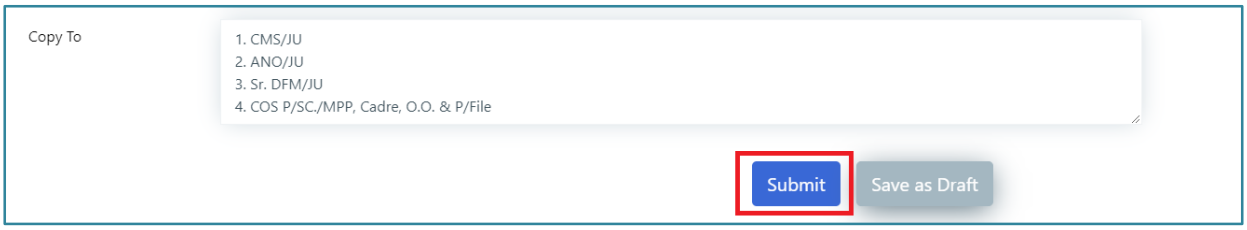
p) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre Note, Post Note, issue By and Copy To of the Office Order Data.

q) On clicking Yes it will fetch data for the selected templates from the already saved Templates.

r) The User Interface will consist of two buttons 'Save as Draft' and 'Submit',

- **Save as Draft**: Once user will click, "**Save as Draft"**, it will save data and change the Status to 'Draft'.

- Once user will click, 'Submit' button, DC will be asked to enter Transaction OTP. Once OTP is validated, the data get saved and the status changes to 'Submitted for Verification'. Now data is available to Verification Authority (VA) for verification.



s) On clicking 'Submit' button, a confirmation dialogue box appears to choose 'Yes'/'No'.

t) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will appear on screen.

u) After entering OTP and clicking on 'Submit' button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.

2.5.2. Verifying First Appointment Office Order of Probationer

This verification process is similar to **2.3.2 Verifying of First Appointment Office Order by Verification Authority**

2.5.3. Approving the First Appointment Office Order for Probationer by AA

This acceptance process with digital certificate is similar to **2.3.3 Approving First Appointment Office Order by Accepting Authority.**

2.5.4. Printing Approved Office Order for First Appointment of Probationer by DC

This process printing of Officer Order is similar to **2.3.4 Printing Approved First Appointment Office Order by Dealing Clerk**

3.0 Promotion Posting & Transfer Posting

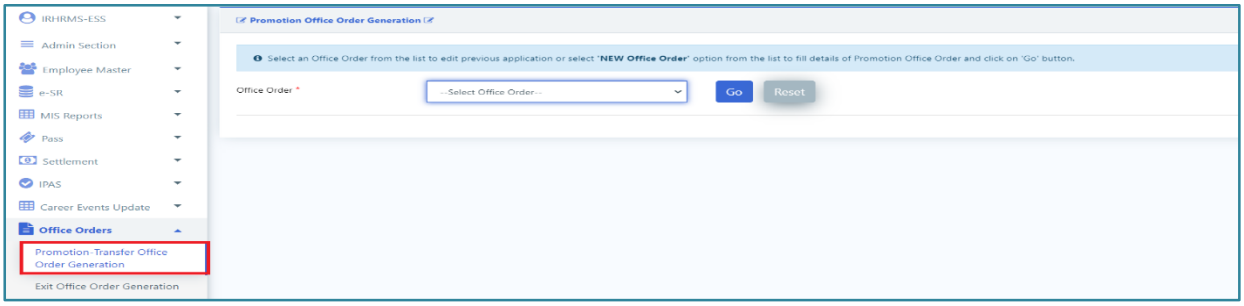
Generally, each employee is transferred from one place of posting to another place of posting within about three years. The Personnel Officers issue a Transfer Office Order taking details of all employees due to be transferred. On receiving the transfer order the employee gets relieved from the current place of posting and joins at new place of posting as per Transfer Office Order.

Similarly, each employee has a career path. S/he joins at a level and gets promoted to next higher level with higher pay scale. Once Promotion Committee decides the list of employees those are due for promotion and communicates it to the concerned Personnel Officers. This module under HRMS enables the Personnel Officer to issue an Office Order to the employees regarding their promotion and their new place of posting. This module also facilitates to record the joining reports of the employees at their new place of posting.

3.1. Issuing Office Order for Promotion Posting or Transfer Posting

a) Promotion-Transfer Office Order Generation User Interface facilitates to fill in the details of employees those will be either Transferred, Promoted or both. This User Interface is to facilitate the dealing clerk to draft an Office Oder.

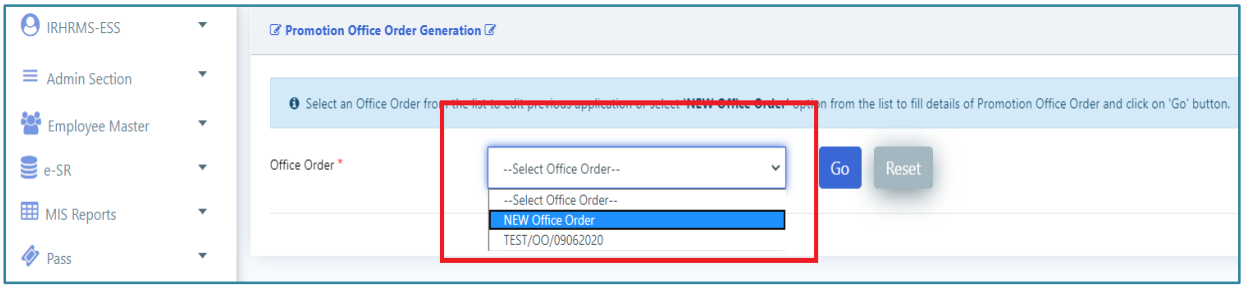
b) In the left side of the corner Right Click on Promotion-Transfer Office Order Generation for creating an Office Order.



3.1.1. Drafting Office Order for Promotion-Transfer by Dealing Clerk

a) User selects sub-menu **'Promotion-Transfer Office Order Generation'** under 'Office Orders' menu**.** Promotion-Transfer Office Order Generation screen appears.

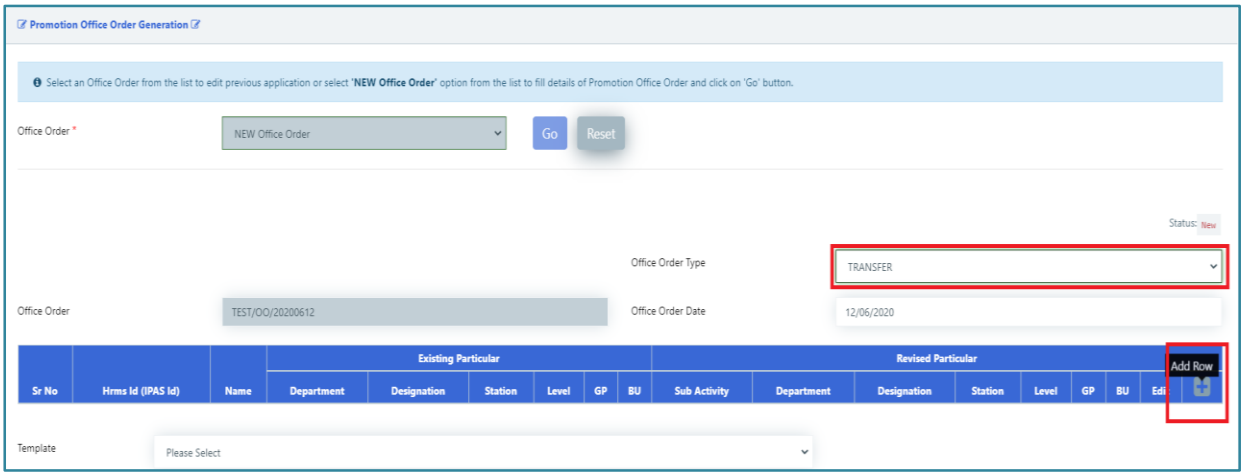
b) Select the 'New Office Order' from the drop down.



c) New office order number should be filled in the displayed text box and 'Go' button should be clicked.

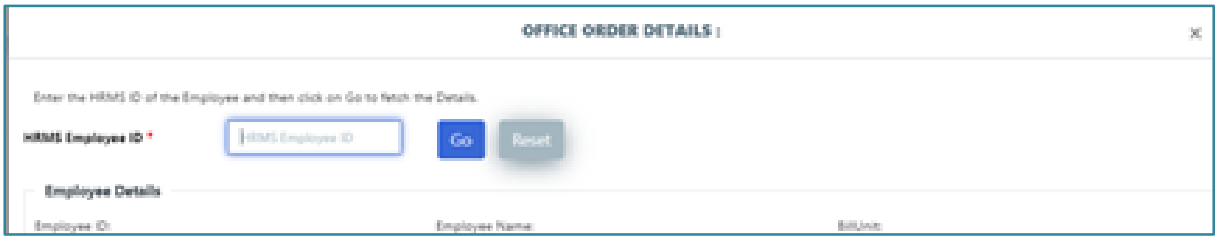
d) After that the user interface for new office order generation is displayed on screen.

e) Select Office Order Type and Click on '**+**' button on header to feed data of an Employee.

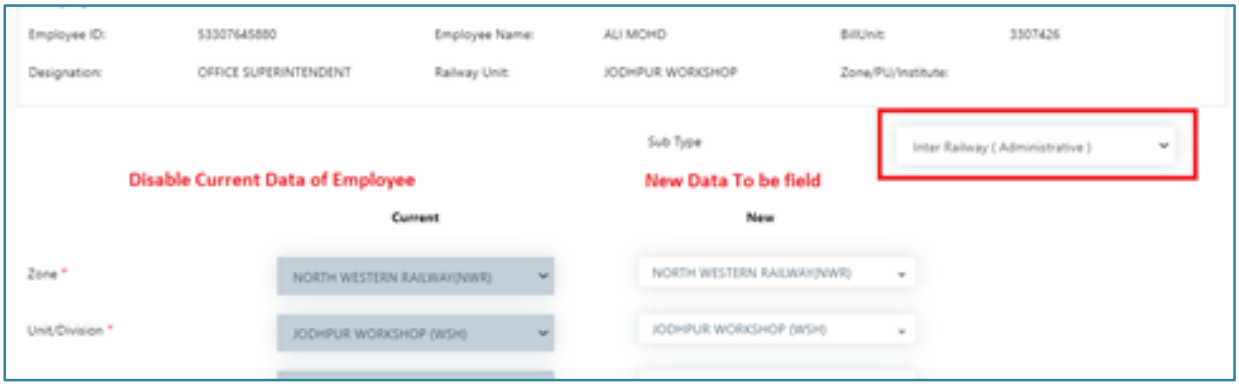


f) On click of Add Row Button a Pop will be opened.

g) User enters HRMS ID in order to fetch the details and clicks 'Go' button. System verifies validity of HRMS ID in two different aspects. One, if there is any employee exists with such HRMS Id and second, if the employee is within the jurisdiction of the concerned dealing clerk. If system finds the HRMS ID not valid w.r.t above two aspects, system flashes error message of 'Invalid HRMS ID'.

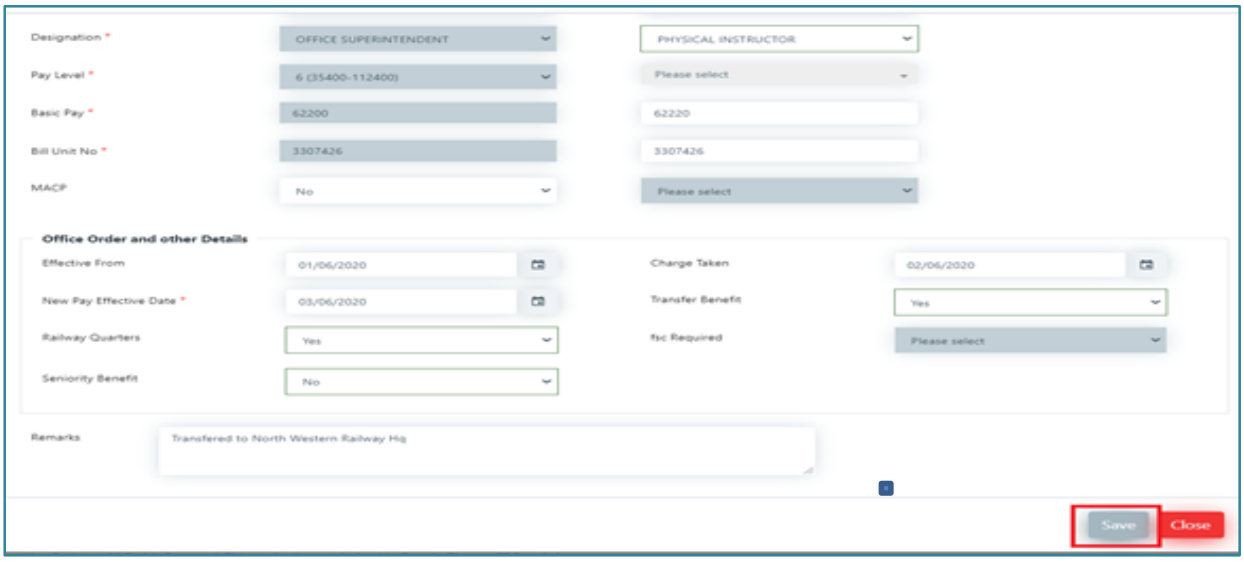


h) Select Sub Type of an Office order and According to that sub type the fields will be enable to field.



i) Enter the changed details in New fields and fill in the form

j) Click on the save button to save data and close the Popup.



k) As the Data of the Employee is saved, it is displayed in a row.

l) You can Add another row on the click of + button

m) On clicking Add row the Popup open where you Modify the Data of an Employee

n) clicking Remove row -button remove the row

o) Edit the data of an employee by clicking on Edit symbol as shown below.

p) Once all desired employees are being added to the Office Order, user can select already saved Office Order Templates, which contains Pre-Note, Post-Note, Issue-By and Copy-To sections, those generally available in a Office Order.

q) On selection of Template from the given drop down, system asks for the replacement the texts in Pre-Note, Post-Note, Issued-By and Copy-To sections of Office Order.

r) As click on replace it will fetch data from already saved Template, and user can modify the contents of these sections as required.

s) User Interface will consist of two buttons, 'Save as Draft' and 'Submit';

- Once user clicks, 'Save as Draft', system saves Transfer Office Order data intermittently with status as 'Draft', so that the user can edit it later.
- Once user clicks, 'Submit' button, system asks to enter Transaction OTP. Once OTP is validated, Transfer Office Order is saved with status 'Submitted for Verification'. Now it is available to Verification Authority (VA) for further action.

t) On clicking 'Submit' button, a confirmation dialogue box will appear to choose 'Yes' or 'No'.

u) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing Clerk will not be able to edit the details of the particular employee, also the status gets changed from 'Draft' to 'Submitted for Verification'.

v) On clicking the 'Submit' button Office Order details is saved with status 'Submitted for Verification'.

3.1.2. Verifying Promotion-Transfer Office Order by Verification Authority

This verification process is similar to **2.3.2 Verifying of First Appointment Office Order by Verification Authority**

3.1.3. Approval of Promotion-Transfer Posting Office Order by Acceptance Authority (AA)

This acceptance process with digital certificate is similar to **2.3.3 Approving First Appointment Office Order by Accepting Authority.**

3.1.4. Printing Approved Promotion-Transfer Office Order by DC

This process printing of Officer Order is similar to **2.3.4 Printing Approved First Appointment Office Order by Dealing Clerk**

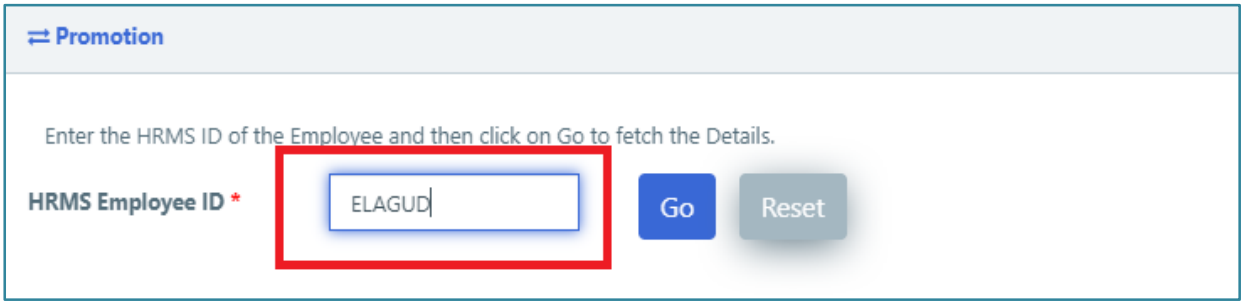
3.2. Joining on Transfer Posting & Promotion Posting

After the Office Order for Transfer Posting or Promotion Posting is generated and issued, the employee reports joining at place of posting. Dealing Clerk of the place of posting can record joining report on Promotion/ Transfer for concerned employees using this UI.

3.2.1. Recording Joining Report on Promotion by Dealing Clerk

a) In the left side panel Right click on the **Career Events** and click on sub-menu 'Promotion Transfer Reporting'**.**

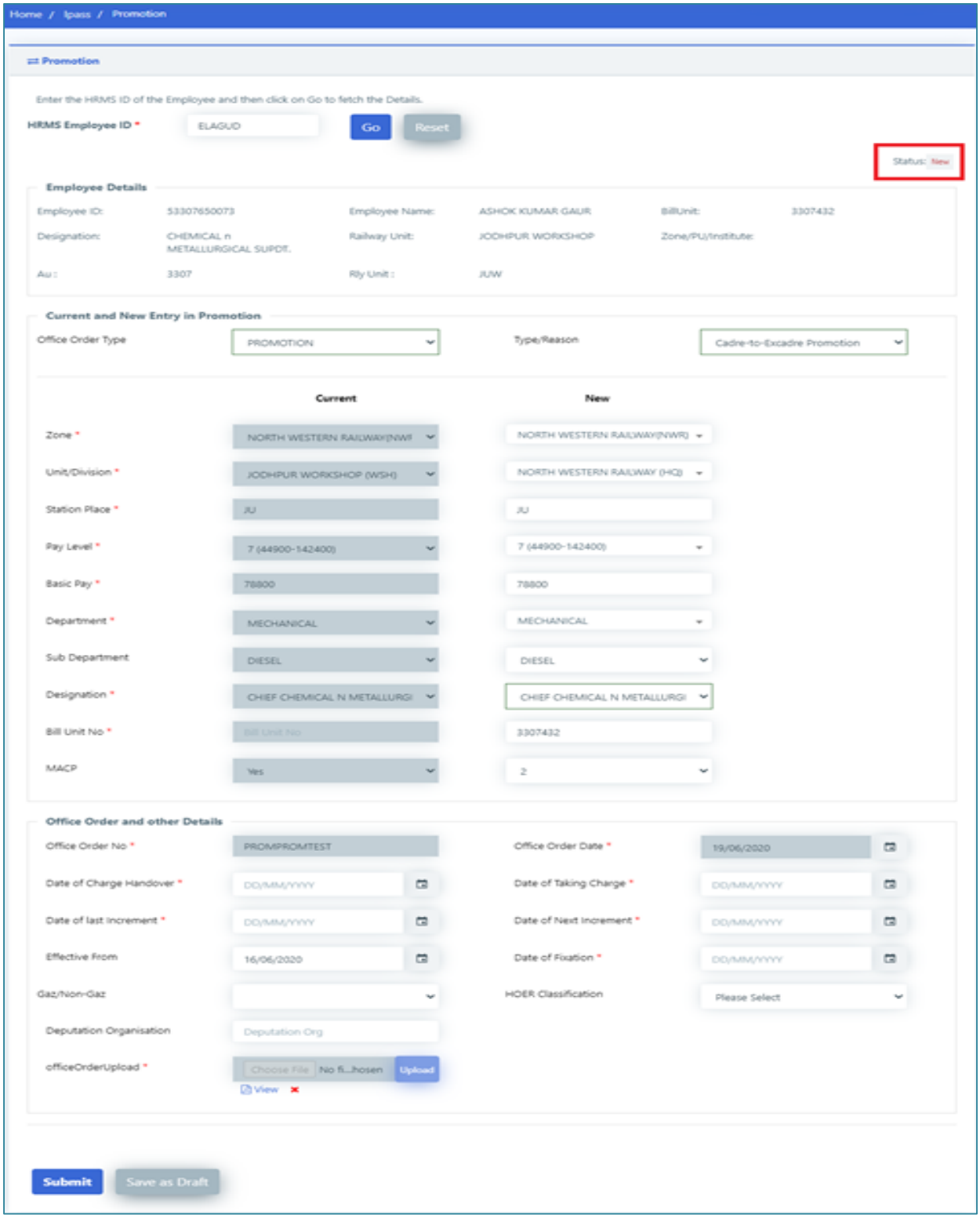
b) Then a new screen is opened where you have to enter the HRMS Id of the employee whose Promotion data is to be filled and whose office order is generated and closed.



c) User enters HRMS ID. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user or if the office order is not generated for that user then system flashes an error message.

d) After entering the HRMS Id, click on the GO button or if you want to reset the new HRMS Id you can click on the Reset button.

e) After that a new screen is opened where some basic info of the employee will be shown. At this time the status of the employee is NEW or if the employee details are saved previously then status is Draft. You will have to enter the office order and other details for the Promotion of employee like. Most of the fields are pre-filled from the office order info generated.



f) After filling all the relevant fields, there are two buttons at the bottom, ‘Submit’ and ‘Save as Draft’. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk, and also the status is changed from ‘New’ to ‘Draft’.

g) On clicking 'Submit' button, a confirmation dialogue box will appear to choose 'Yes'/ 'No'.

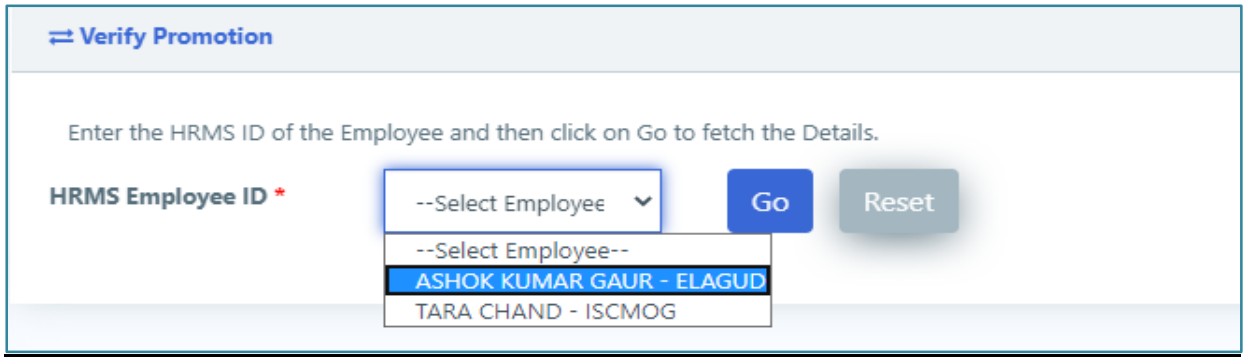
h) On clicking 'Yes', OTP is sent to the registered mobile number and a dialog box to enter OTP appears on screen.

i) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change **from 'Draft' to 'Submitted for Verification'.**

3.2.2. Verifying Joining Report on Promotion Posting by VA

a) After successful login, in the left side panel Right click on the **Career Events** menu and then click on the sub-menu 'Verify Promotion'.

b) A new screen appears where the employee has to be selected from the dropdown whose Promotion is to be verified.



c) After selecting the employee click on the 'GO' button to get the details of the selected employee.

d) After that a new screen is opened where you can view all the employees whose promotion is recorded by the DC. The status at this time is 'Submitted for Verification**'.**

e) Verifying Authority can add the remarks in the field called Remarks and can either Return or Verify the employee.

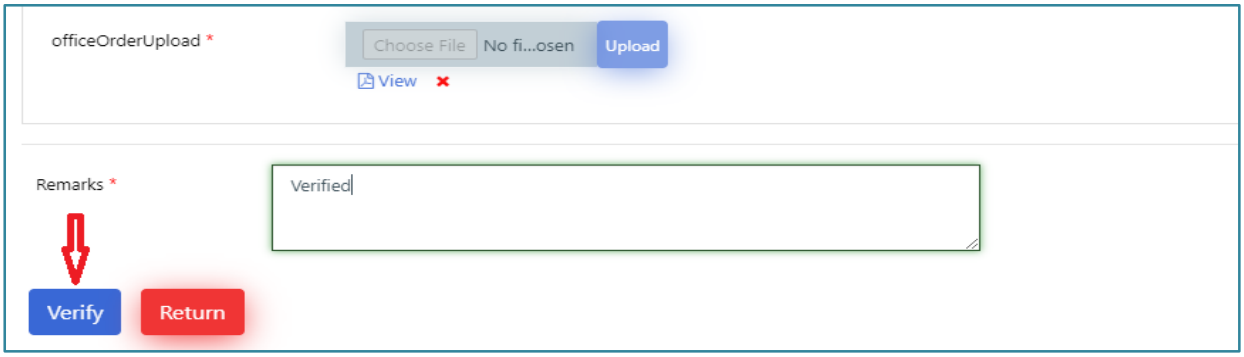
f) Enter 'Remarks' and then click on 'Return' button to return Office Order back to DC.

g) After clicking 'Return' button a confirmation dialog box will appear.

h) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

i) After entering OTP and clicking on 'Submit' button the details of the employee will be sent back to the Dealing Clerk to do the correction and then the Verification Authority will no more be allowed to edit the Remarks field of the particular Joining Report.

j) Enter the relevant remarks and then click on Verify Button to verify the details and forward it to Acceptance Authority for acceptance.



k) After clicking Verify button, a confirmation dialogue box will appear.

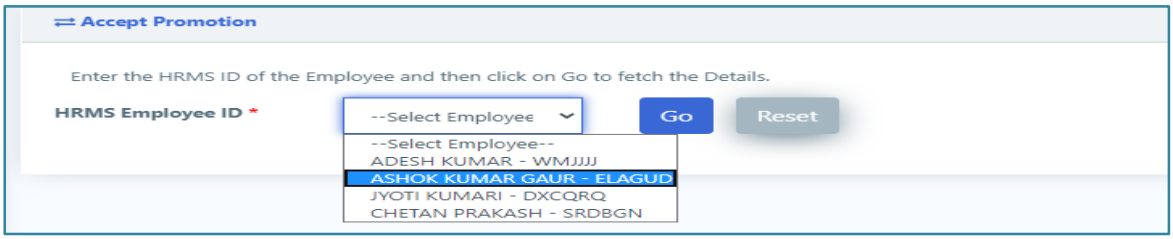
l) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

m) After entering OTP and clicking on 'Submit' button the details of the employee will be forwarded to the Acceptance Authority for acceptance and after that the Verification Authority will no more allowed to edit the 'Remarks'.

3.2.3. Approving Joining Report on Promotion Posting by AA

a) After successful login, in the left side panel Right click on the **Career Events** menu and then click on the sub-menu 'Accept Promotion**'.**

b) After that a new screen is opened where you have to select the employee from the dropdown whose **Promotion** reporting has to be Approved.



c) After selecting the employee, click on the 'GO' button to get the details of the selected employee.

d) After that a new screen is opened where you can view Joining Report of the employee entered by the Dealing Clerk and the status at this time is **Verified.**

e) Accepting Authority can fill in the Remarks and can either Return or Accept the employee.

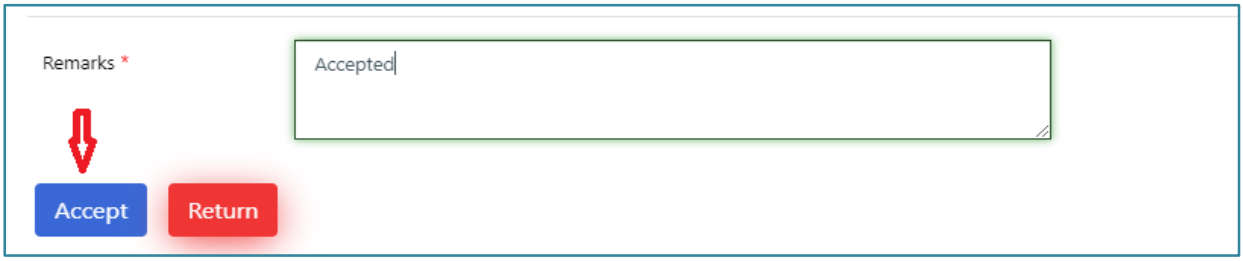
f) Enter 'Remarks' and then click on 'Return' button to send back the Joining Report of the Employee to Dealing Clerk.

g) After clicking 'Return' button a confirmation dialog Box will appear.

h) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

i) After entering OTP and clicking 'Submit' button the details of the employee will be sent back to the Dealing Clerk to do necessary correction. And then the Acceptance Authority will not be able to edit the Remarks field of the particular employee.

j) Enter the relevant remarks and then click on 'Accept' button to Accept the details.



k) After clicking 'Accept' button, a confirmation dialogue box will appear.

l) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

m) After entering OTP and clicking on 'Submit' button Joining Report of employee will be approved. And then the Acceptance Authority will no more be able to edit the Remarks. The status is changed from 'Verified' to 'Accepted'.

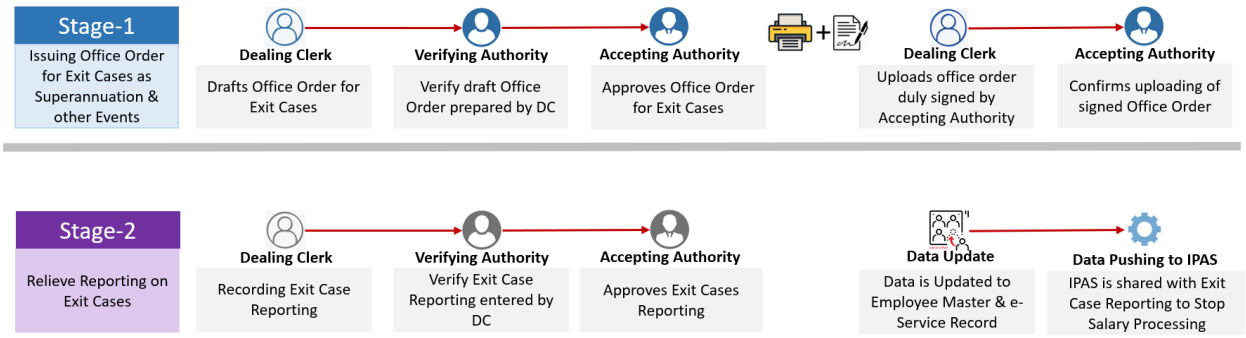
n) The system automatically updates the Employee Master and e-SR. More precisely the Promotion tab of e-SR is updated with respective entries. Updated information is now available to the concerned Employee and all other concerned Users. To check if the data is updated 'e-SR Entry' option has to be selected from the menu.

o) On clicking e-SR Entry from the menu, HRMS ID of the concern employee has to be filled in at appropriate box and 'GO' button has to be clicked.

p) All tabs of e-SR will be displayed on a tabular form. The 'Promotion' Tab has to be clicked. Promotion record can be seen at top row.

4.0 Exit through Superannuation or any other Separation Event

The last career event of an employee is Exit from the organisation. The Exit event is mostly due to superannuation at end of employment tenure. But sometime, it may be due to death of the employee, opting for voluntary retirement or due to some other reason. The dealing clerk drafts an Office Order for Exit of the employee. On due verification and approval of this Office Order, and on Exit event of the employee, Exit Reporting is recorded and it is duly verified and approved. In this section step by step procedure of Office Order Generation to recording of Exit Reporting will be discussed.



4.1. Issuing Office Order for Exit

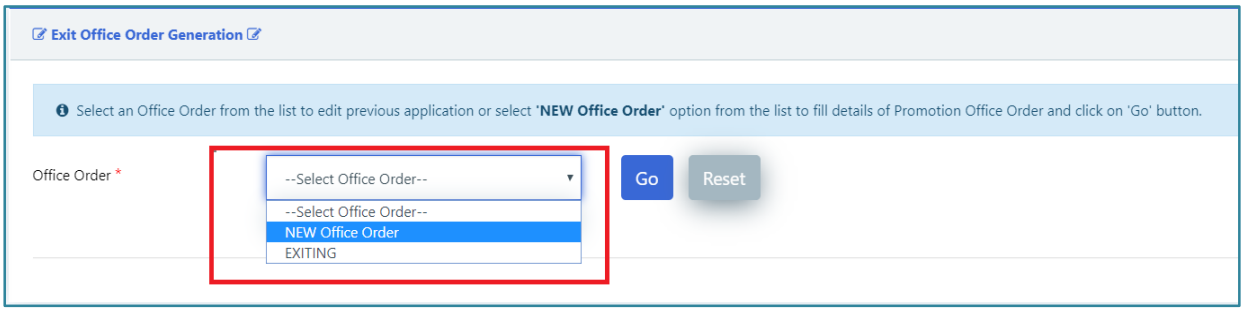
4.1.1. Drafting Office Order for Exit by Dealing Clerk

a) In the left side panel Right click on the **Office Order** menu and then click on the sub-menu with name **Exit Office Order Generation** to create office orders.

b) User selects Sub-menu **"Exit Office Order Generation"** under menu: **Office Orders**

c) Screen related to Exit Office Order Generation opens.

d) Select the **New Office Order** From the drop Down

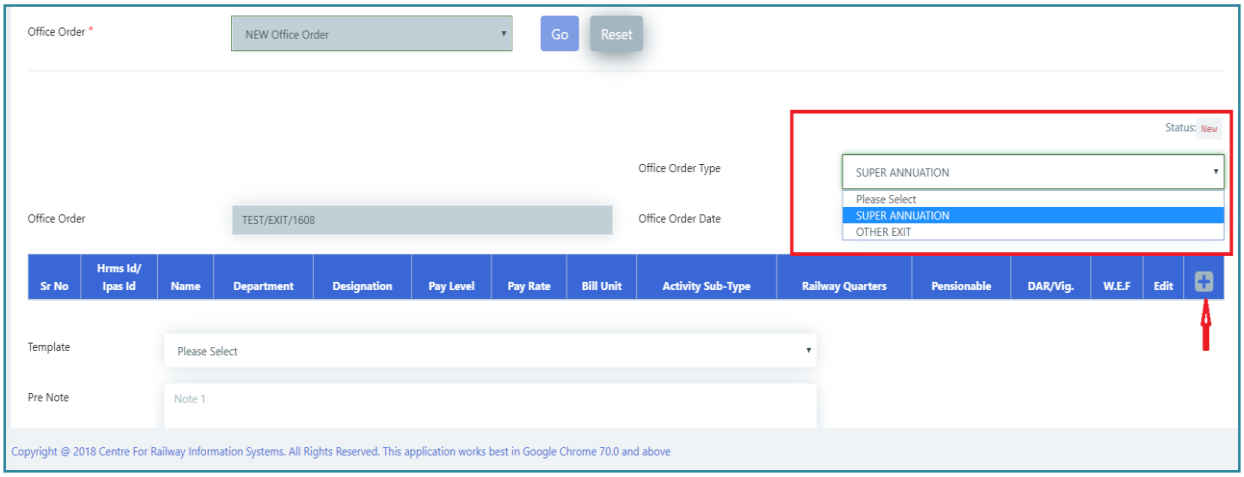


e) The text field to enter the number of the new Office Order. Enter Office Order number and click on 'Go' button.

f) The screen opens up to fill the details regarding the new office order.

g) Select the Office Order Type and Click on the '+' button on header to the table for entering data of employees.

h) There are mainly two types of exit. If user select superannuation, then they can add more than one employee in an office order but for other exit only one employee is allowed in one office order.

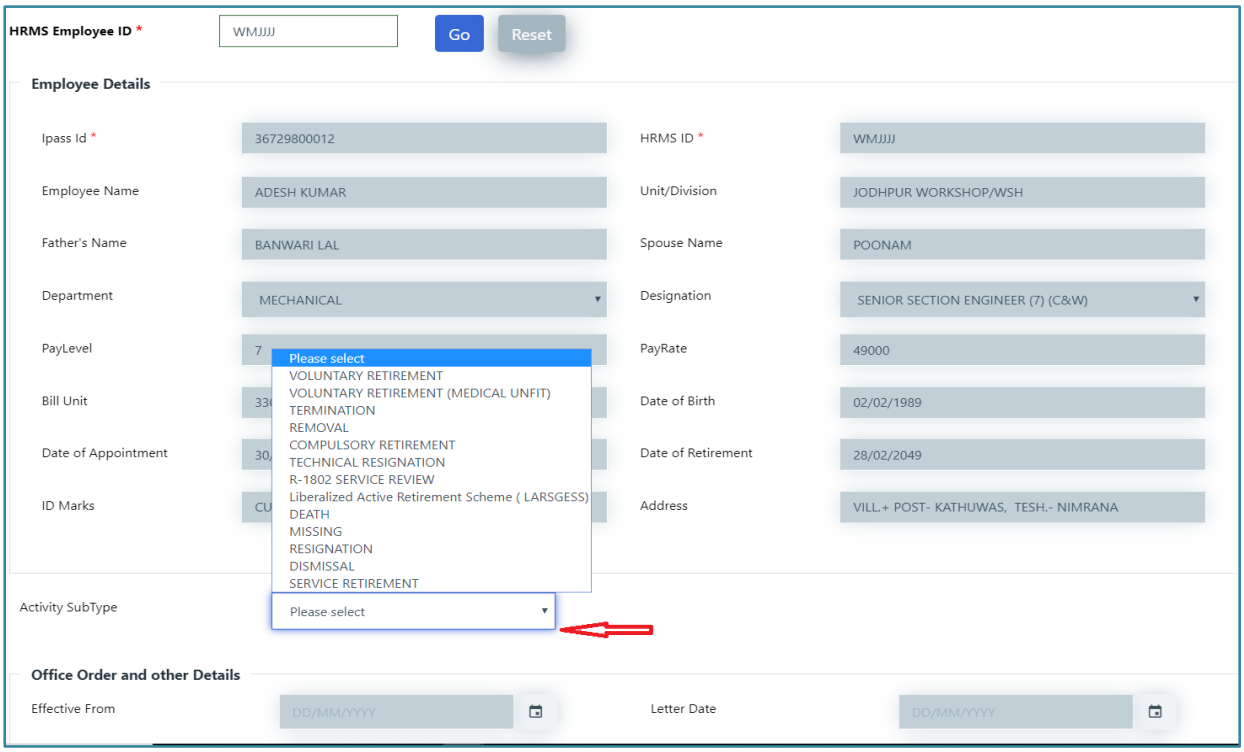


i) On Click of + Button a Pop will be opened.

j) Enter the HRMS ID in order to fetch the details. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user / Invalid HRMS ID, System flashes an error message.

k) Once HRMS ID is verified UI display all information of that particular employee

l) User select the Activity Subtype from the dropdown first and according to the selection the respective fields will get enable/disable.



m) After selecting the Subtype, fill all the relevant details in the empty fields, then click on Save button to save the Data and close the popup.

n) As user save the Data of the Employee it starts showing in a row.

o) User can Add another row on the click of + button

p) On clicking Add row, the same Popup open where user can add the details of the new employee.

q) Fill the details and click on **Save** button to save the data and close the popup.

r) Clicking Remove Row (-) button, removes the row.

s) Edit the Data of an Employee By clicking on Edit symbol.

t) User can select the already saved Template to fill the Pre Note, Post Note, issue By and Copy To or user can manually fill the Pre Note, Post Note, issue By and Copy To.

u) After selecting the Template from the given drop down, it will ask for the replacement of details of Pre-Note, Post-Note, Issued-By and Copy-To of the Office Order.

v) On clicking 'Yes' it will fetch data for the selected templates from the saved one.

w) UI will consist of 2 button 'Save as Draft' / 'Submit'. Once user will click "**Save as Draft"**, It will save data intermittently and change the Status to '**Draft'**.

Once user clicks "Submit", DC will be asked to enter Transaction OTP. Once OTP is validated, the data get saved and the status changes to 'Submitted for Verification'. Now data is available to Verification Authority (VA) for verification.

x) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.

y) On clicking 'Yes', OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

z) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change from Draft->Submitted for verification.

4.1.2. Verification of Office Order for Exit by Verifying Authority

This verification process is similar to **2.3.2 Verifying of First Appointment Office Order by Verification Authority**

4.1.3. Approval of Office Order for Exit Reporting by AA

This acceptance process with digital certificate is similar to **2.3.3 Approving First Appointment Office Order by Accepting Authority.**

4.1.4. Printing of Office Order for Exit Reporting by DC

This process printing of Officer Order is similar to **2.3.4 Printing Approved First Appointment Office Order by Dealing Clerk**

4.2. Exit Reporting

After the Office Order of the Employees is Generated and closed DC can Report the Exit of only those employees using this UI.

4.2.1. Recording of Exit Reporting by Dealing Clerk

a) In the left side panel Right click on the **Career Events** menu and then click on the sub-menu with name **Exit reporting**.

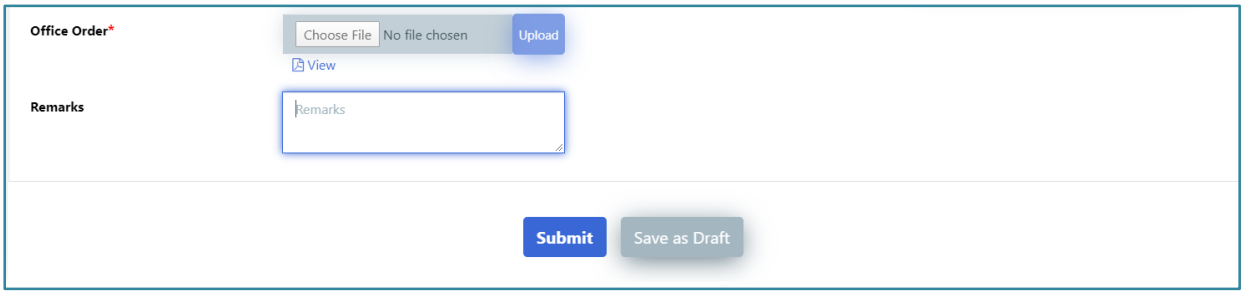
b) After that a new screen is opened where user have to enter the HRMS Id of the employee whose exit reporting is to be done and whose office order is generated and closed.

c) User enters HRMS ID. System validates HRMS ID w.r.t. assignment with current users or valid HRMS ID. If HRMS ID is not assigned to current user or if the office order is not generated for that user then System flashes an error message.

d) After entering the HRMS Id, click on the '**GO**' button or if user want to reset the new HRMS Id user can click on the Reset button.

e) After that a new screen is opened where some basic info of the employee will be shown. At this time the status of the employee is NEW or if the employee details are saved previously then status is Draft.

f) On the same page on scrolling down, user will have to enter the office order and other details for the exit of employee like remarks etc. Most of the fields are pre-filled from the office order info generated.



g) Dealing Clerk can view the Pdf of the office order and can also enter his remarks.

h) After filling all the relevant fields, there are two buttons, Submit and Save as Draft. On clicking Save as Draft, employee details are saved such that they can be edit/change afterwards in future by the Dealing Clerk, and also the status changed from **New->Draft**.

i) On Clicking Submit Button, a confirmation dialogue box will appear to choose Yes/No.

j) On clicking Yes, OTP will be sent to the registered mobile number and a dialog box to enter OTP will be shown.

k) After entering the correct OTP and clicking on submit button the details of the employee will be sent to the verification authority for verification and after that the Dealing clerk will not be able to edit the details of the particular employee, also the status get change from Draft->Submitted for verification.

4.2.2. Verification of Exit Reporting by Verifying Authority

This verification process is similar to **3.2.2. Verifying Joining Report on Promotion Posting by Verification Authority**

4.2.3. Approval of Exit Report by Accepting Authority

This acceptance process is similar to **3.2.3. Approving Joining Report on Promotion Posting by Accepting Authority**

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