

Click Path Manual for NIMS PIS Module

(Personal Record, Transfer, Increment, Promotion, Suspension, Disciplinary Process, Leave, Property Declaration, Attendance and ACR)



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An Advanced Hospital Management Information System

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A. Personnel Record

1. PIS Registration

Path: Human Resource→Services →Personal Record→PIS Registration

Employee Registration

- Update Emp. Details→ Check the box → Enter the name of Employee or Employee Number (Fetch only those records which are in Pending status in Employee Registration Validation) → Click on Go → Update the required fields and Save the page.
- Is Existing Emp.?→ Check the box in case you need to enter details of an existing Employee.
- Last Employment Type → Choose the value from the drop down menu.
- Nature of Job → Choose the value from the drop down menu.
- Appellation 1 → Choose the value from the drop down menu.
- Appellation 2 → Choose the value from the drop down menu. (Non Mandatory)
- Emp. Full Name → Enter the employee's full name.
- Emp. Short Name → Enter the employee's short name.
- Suffix → Choose the value from the drop down menu.
- Date of Birth → Enter the age (should be in DD-MMM-YYYY format).
- Gender →Choose from drop down menu
- Nationality → Choose from drop down menu
- Department → Choose from drop down box
- Designation → Choose from drop down box
- Old Employment Reference No. → Enter Old Employment Reference No. in the field (No need to enter value in this field if you selected Fresh as Last Employment Type).
- Emp. Final Status → Choose the value from the drop down value.
- Mobile No. → Enter mobile number.
- Email ID → Enter Email id of the Employee
- Is PAN Card Available? → Check the box if employee has PAN Card
- PAN Card no. → Enter Employee's PAN card no.

Save – Cancel – Clear buttons

- Save → Registration form gets submitted → Need to verify the details again → Click on confirm to submit all the entered details and click on edit to edit any of the entered details.
- Cancel → Opened Registration window will close.
- Clear → It will clear all the fields of the registration form.

2. PIS Registration Validation

Path: HIS Services→Human Resource→PIS Registration Validation

Pending

- It contains the list of all the employees whose details not have been validated
- Search the Employee details by entering any of these fields (Emp. No., Emp. Name, Emp. DOB, Department, and Designation) in the search box.
- After selecting the employee,
 - Click on Registration slip in the Actions tab to see the registration slip of the selected Employee.
 - Click on green colored checked box in the Actions tab to validate the details of the Employee.
 - Click on red colored box in the Actions tab to reject the registration details of the Employee.

Validated

- It contains list of all the employees whose details have been validated in the Pending tab.
- After selecting the particular employee,
 - Click on Registration slip in the Actions tab to see the registration slip of the selected Employee.

Rejected

- It contains list of all the employees whose details have been rejected in the Pending tab.
- After selecting the particular employee,
 - Click on Registration slip in the Actions tab to see the registration slip of the selected Employee.

Validator Details

- It contains below information:-
 - Validate by – Name of the person who validates the employee details.
 - Validate Date – Date on which the person validates the employee details.
 - Validator Remarks – Validator can enter remarks in this text field.

Report

- It contains the list of all the employees who are details are in any one of the below status:-
 - Pending
 - Validated
 - Rejected.

OK – Cancel buttons

- OK → Details will get either validated or rejected (depending upon the Validator action)
- Cancel → Opened window will get close.

3. HR Desk

Path: HIS Services→Human Resource→HR Desk

Select Employee from the list.

HR will fill all details of employee as mention in office record.

Personal Details

- This contains all the personal details of the employee validated in Employee Registration Validation.

Either view or edit below details in this form:-

1. Nature Of Job
2. Appellation 1
3. Appellation 2
4. Emp. Full Name
5. Emp. Short Name
6. Suffix
7. Date of Birth
8. Birth Place

9. Blood Group
10. Height(In Cms)
11. Weight (In Kg)
12. Marital Status
13. Gender
14. Differently Abled
15. Physical Mark
16. Caste
17. Mother Tongue
18. Minority Community
19. Nationality
20. Religion

Posting Details

- This contains the posting details of the employee.

Either view or edit below details in this form:-

1. Recruitment Src.
2. File No.
3. Dealing Office
4. Estb. Sec.
5. Ser. Grp
6. Designation
7. Department
8. Cadre
9. Emp. Class
10. Appointment Date
11. Joining Date
12. Joining Time
13. From Date
14. To Date
15. Retirement Date
16. Next Increment Date

Contact Details

Click on Add New

Enter Values

1. Email Id
2. Mobile No.
3. Fax No.
4. Office Phone No.
5. Office Ext No.

Qualification Details

Click on Add New

Enter Values.

1. Exam/Course/Degree
2. Subject/Stream
3. Name of school/college
4. Score
5. Support document.

Previous Experience Details

Click on Add New

Enter values

1. Employer Type
2. Employer Name
3. From Date
4. To Date
5. Support document
6. Add New – Use this to add more employers in this form.

Family Member Details

Click on Add New

Enter values

1. Member Name
2. Gender
3. Relation
4. Support document
5. Date Of Birth
6. Address
7. Live Status
8. Marital Status

Nominee Details

Click on Add Record

Enter Values

Member can be Increase/Decrease as per requirement.

1. Member Name
2. GPF(%)
3. PF(%)
4. TEST(%)
5. CDAC(%)

Grand Total must be 100.

Identification Details

Click on Add New Record

Enter Values

1. Identification Type
2. Value
3. Validation (Status will be validated if details have been validated)
4. Support document
5. Add new (Use this to add more identifications).

Languages known Details

Click on Add New

Enter values

1. Language
2. Can Read
3. Can Write
4. Can Speak
5. Validation (Status will be validated if details have been validated)
6. Support document
7. Add new (Use this to add more languages)

Official Details

Select, Enter values

1. Official No. Type
2. Is Salary account
3. Number
4. Validation
5. Support document

Document Upload Details

View/edit/insert below details in this form:-

1. Type
2. Value
3. Status
4. Document View/Upload (Upload the necessary document).

4. Employee Desk

Path: HIS Services→Human Resource→Employee Desk

Employee will login from his User ID and can edit and fill incomplete or missing information available in office record.

Personal Details

Click on Edit option to do changes

1. Nature Of Job
2. Appellation 1
3. Appellation 2
4. Emp. Full Name
5. Emp. Short Name
6. Suffix
7. Date of Birth
8. Birth Place
9. Blood Group
10. Height(In Cms)
11. Weight (In Kg)
12. Marital Status
13. Gender
14. Differently Abled
15. Physical Mark
16. Caste

17. Mother Tongue
18. Minority Community
19. Nationality
20. Religion

Enter values and save.

Posting Details

Click on View Change Request, click on Edit to do necessary changes

1. Recruitment Src.
2. File No.
3. Dealing Office
4. Estb. Sec.
5. Ser. Grp
6. Designation
7. Department
8. Cadre
9. Emp. Class
10. Appointment Date
11. Joining Date
12. Joining Time
13. From Date
14. To Date
15. Retirement Date
16. Next Increment Date

Enter values and save.

Contact Details

Click on Add New

1. State
2. District
3. City
4. Fax No.
5. Office Phone No.
6. Office Ext No.

Enter values and save.

Qualification Details

Click on add new

1. Exam/Course/Degree
2. Subject/Stream
3. Name of school/college
4. Score
5. Support document.

Enter values and save

Previous Experience Details

Click on Add new

1. Employer Type
2. Employer Name
3. From Date
4. To Date
5. Support document
6. Add New – Use this to add more employers in this form.

Enter values and save

Family Member Details

Click on Add New Record

1. Member Name
2. Gender
3. Relation
4. Live Status
5. Is Dependent
6. Address (Present/Permanent)
7. Upload Photograph
8. Support document

Enter values and save

Nominee Details

Click on Add Record

1. Member Name
2. GPF(%)
3. PF(%)
4. TEST(%)
5. CDAC(%)
6. MONIKA(%)
7. OMM(%)
8. FF(%)
9. SAS(%)

Enter values and save.

Identification Details

Click on add new

Enter values and save

1. Identification Type
2. Value
3. Validation (Status will be validated if details have been validated)
4. Support document
5. Add new (Use this to add more identifications).

Languages known Details

Click on Add New

Enter values and save

1. Language
2. Can Read
3. Can Write
4. Can Speak
5. Validation (Status will be validated if details have been validated)
6. Support document
7. Add new (Use this to add more languages).

Official Details

Click on add new

Enter values and save

1. Official No. Type
2. Is Salary account
3. Number
4. Validation
5. Support document




Document Upload Details

View/edit/insert below details in this form:-

1. Type
2. Value
3. Status
4. Document View/Upload (Upload the necessary document).

5. Validation Desk (Personnel Record)

Path: HIS Services→Human Resource→Validation Desk (Personnel Record)

- HR will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the Information 
- To Reject the Information 

Personal Detail Validation

- Select Employee from the list,
- Click on Validate button
- Click on OK
- Employee Personnel details Validated, message will appear.

Posting Detail Validation

- Select Employee from the list, click on view and Validate/Reject

Pay Details Validation

- Select Employee from the list, click on view and Validate/Reject

Contact Detail Validation

- Select Employee from the list, click on view and Validate/Reject

Qualification Detail Validation

- Select Employee from the list, click on view and Validate/Reject

Previous Experience Details Validation

- Select Employee from the list, click on view and Validate/Reject

Family Member Details Validation

- Select Employee from the list, click on view and Validate/Reject

Nominee Details Validation

- Select Employee from the list, click on view and Validate/Reject

Employee Identification Details Validation

- Select Employee from the list, click on view and Validate/Reject

Languages Known Details Validation

- Select Employee from the list, click on view and Validate/Reject

Official Details Validation

- Select Employee from the list, click on view and Validate/Reject

Document Upload Details Validation

- Here all the supporting document uploaded by Employee can be validated by HR

Validator Details

- It contains below information:-
 1. Validate by – Name of the person who validates the employee details.
 2. Validate Date – Date on which the person validates the employee details.
 3. Validator Remarks – Validator can enter remarks in this text field.

Report

- It contains the list of all the employees who are details are in any one of the below status:-
 1. Pending
 2. Validated
 3. Rejected.




6. Status Change And Extension

Path: HIS Services → Human Resource → Status Change And Extension (Personnel Record)

- Click on Add new option, Select employee, Enter Status change type, attach order and other details,
- Click on Save Button.
- The added record will show in the list, in which actions-View, Delete and Edit can be performed.

7. Status Change and Extension Validation

Path: HIS Services → Human Resource → Status Change And Extention Validation (Personnel Record)

- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the Information 
- To Reject the Information 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Employee Status Change and Extension details Validated, message will appear.




8. Deputation Out

Path: HIS Services → Human Resource → Deputation out (Personnel Record)

- Click on Add new button; Select the Employee from the list
- Fill in all the details- Organization, Organization Address, Department, Place of Posting, From-to Date, Salary Generated From, PF By, Leave Transferred
- Attach relevant Order details
- Click on Save Button.
- The added record will show in the list, in which actions-View, Delete and Edit can be performed.

9. Deputation out Validation

Path: HIS Services → Human Resource → Deputation out Validation (Personnel Record)

- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the Information 
- To Reject the Information 
- Select Employee from the list,
- Click on validate button
- Click on OK button.
- Employee Deputation details Validated, message will appear.

B. Transfer

1. Request - Emp. Specific

Path: HIS Services → Human Resource → Request - Emp Specific (Transfer)

- Employee will click on Add new button to add transfer request
- Enter details such as- Request Date, Transfer Reason, In Same Seniority Group, Is Bottom Seniority Accepted, Request Detail
- Click on Save Button.
- The added record will show in the list, in which actions-View, Delete and Edit can be taken.




2. Request - H R

Path: HIS Services → Human Resource → Request - H R(Transfer)

- This form is used by HR to enter transfer request for any employee.
- Click on Add new button, Select Emp. No.
- Enter details such as- Request Date, Transfer Reason, In Same Seniority Group, Is Bottom Seniority Accepted, Request Detail
- Save
- The added record will show in the list, in which actions-View, Delete and Edit can be taken.

3. Request Recommendation - H O D




Path: HIS Services → Human Resource → Request Recommendation - H O D(Transfer)

- HOD will recommend all the records.
- Three Action Buttons are available
- To View the details 
- To Recommend the Information 
- To Reject the Information 
- Select Employee from the list,

- Click on validate button
- Click on OK
- Transfer request details Validated, message will appear.
- The record will start to show in the Recommendation tab once validated successfully, else in the Rejected tab.

4. Request Approval - Estb. Sec

Path: HIS Services → Human Resource → Request Approval - Estb. Sec(Transfer)

- Estb. Sec will approve all the records.
- Three Action Buttons are available
- To View the details 
- To Approve the request 
- To Reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Transfer request details Validated, message will appear.
- The record will start to show in the Approval tab once validated successfully, else in the Rejected tab.




5. Transfer Order Detail

Path: HIS Services → Human Resource → Transfer Order Detail(Transfer)

- Click on Add new record button, select the employee for which Approval from Estb. Sec is given
- Enter all the Transfer details- Transfer mode, Transfer type, Transfer Criteria
- Enter Present details-Relieving details
- Enter New details for the employee-Place of Posting, Emp. Office, Estb. Sec, Department, Joining Date
- Attach relevant order details
- Click on SAVE Button.
- Record will show in the transfer order list and order and be viewed.

6. Transfer Order Detail Validation

Path: HIS Services → Human Resource → Transfer Order Detail Validation (Transfer)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the request 
- To Reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Transfer request details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

C. Increment




1. Increment Withheld

Path: HIS Services → Human Resource → Increment Withheld (Increment)

- Click on Add new record, Enter Year and Emp. No.
- Enter Increment withheld reason, Next Increment date, Attach relevant order details
- Click on Add row, and then click on Save Button.
- Record will be added, and action such as view, Delete and Edit can be taken.

2. Increment Withheld Validation

Path: HIS Services → Human Resource → Increment Withheld Validation (Increment)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the request 
- To Reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Increment Withheld details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

3. Increment Emp Specific

Path: HIS Services → Human Resource → Increment Emp Specific (Increment)

- Click on Add new record,
- Select Salary type from the drop down, Select Emp. No from the list
- Enter details such as Increment rate, Increment Amount, New Pay, New Pay Eff. Date
- Attach relevant order details
- Click on SAVE button.
- Record will be saved and actions such as View, Delete and Edit can be taken on it.




4. Increment - E O C

Path: HIS Services → Human Resource → Increment - E O C (Increment)

- Enter Month, Year, Dealing office, Est. Sec
- Click on Generate Due list
- Record will be shown, Attach relevant order details
- Select the relevant record
- Click on Save Button.

5. Increment - E O C Validation

Path: HIS Services → Human Resource → Increment E O C Validation (Increment)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the request 
- To Reject the request 
- Select Employee from the list,
- Click on validate button

- Click on OK button.
- Increment details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.




6. Increment - E O S

Path: HIS Services → Human Resource → Increment EOS (Increment)

- Enter Month, Year, Dealing office, Est. Sec
- Click on Generate Due list
- Record will be shown, Attach relevant order details
- Select the relevant record
- Click on Save Button.

7. Increment - E O S Validation

Path: HIS Services → Human Resource → Increment EOS Validation (Increment)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To Validate the request 
- To Reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Increment details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

D. Promotion

1. Promotion Due List

Path: HIS Services → Human Resource → Promotion Due List (Promotion)

- Click on Add new record
- Enter details- No. of years completed, Salary type, Category Revision, Pay Scale
- Click on Generate
- Promotion Due list generated successfully message will appear
- Click on the down arrow of the generated list, details of employees will be shown
- Select relevant record and enter Promotion type and Scrutinize from the drop down
- Update the records, submit the list after updating
- Record will be submitted successfully.

2. Promotion due List Filter

Path: HIS Services → Human Resource → Promotion Due List Filter (Promotion)

- Click on the down arrow for the required due list
- Enter details- Interview conducted, Eligibility from the drop down
- Click on update
- Submit the list after updating, list will be submitted successfully.




3. Promotion Order Details

Path: HIS Services → Human Resource → Promotion Order Details (Promotion)

- Click on Add new record to add promotion details for the eligible candidates for which due list has been created
- Enter Promotion details-Promotion type, Joining required, Joining up to date
- Enter new details-Emp. Office, Estb. Sec, Department, Ser. Grp., Designation, Cadre, Emp. Class, Pay Scale, Pay in Pay Band, Next Inc. Date
- Select relevant order details
- Click on SAVE button.
- The record will be added in the list and action- View , Delete, Edit can be taken

4. Promotion Order Details Validation

Path: HIS Services → Human Resource → Promotion Order Details Validation (Promotion) Records in Process will be shown

- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK Button
- Promotion order details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

5. Promotion Order - Joining Detail

Path: HIS Services → Human Resource → Promotion Order - Joining Detail (Promotion)

- Action on Records can be taken-
 - Joining
 - Extension
 - Cancellation

a) Joining

- Click on the joining button
- Enter details, Save, joining order will be generated

b) Extension

- Enter new joining date and click on Save Button.

c) Cancellation

- Enter remarks and click on Save Button.

E. Disciplinary Process

1. Disciplinary Complaint

Path: HIS Services → Human Resource → Disciplinary Complain(Disciplinary Process)

- Click on Add record
- Enter details such as-Complaint type, Complaint category, Complaint source, Allegation details
- Enter Complainer details- Complainer type, Emp. No.
- Enter details of employee involved
- Click on SAVE Button
- Complain no will be generated and action such as view, delete and Edit can be taken on the record

2. Officer Details

Path: HIS Services → Human Resource → Officer Details (Disciplinary Process)

- Click on Add new button, Select complain no from the list
- Enter Officer details-Officer category, Office type, Emp. No., from & to date
- Attach relevant office order
- Click on SAVE Button
- Complain request will be added, action such as View, Delete and Edit can be taken on the record

3. Complaint Proceeding

Path: HIS Services → Human Resource → Complaint Proceeding (Disciplinary Process)

- Click on Add new record, select complain no.
- Enter proceeding details-Proceeding type, Activity type, proceeding details
- Add officer involved details
- Click on SAVE Button
- Complain proceeding details will be added, action such as View, Delete and Edit can be taken on the record.

4. Authority Decision

Path: HIS Services → Human Resource → Authority Decision (Disciplinary Process)

- Click on Add new button, Select Complain no.
- Enter Authority decision details- Decision date, Emp. No., Involved nature, Type of penalty, Penalty
- Attach relevant office order
- Click on SAVE Button
- Record will be saved and action such as View, Delete, Update, Freeze decision can be taken on it.
- Complain will go to next level only after freeze decision option is selected




5. Demotion Detail

Path: HIS Services → Human Resource → Demotion Detail (Disciplinary Process)

- Click on Add new button to add Employee record for demotion as Disciplinary action
- Select Demotion mode, Emp. No.
- Add new details of the Employee such as Emp. Office, Estb. Sec., Department, Ser. Grp., Designation, Cadre, Emp. Class, Pay Scale, Pay in Pay Band, Next Inc. Date
- Attach relevant office order
- Click on SAVE Button
- New record will be added and actions such as View, Delete & Edit can be taken on it.

6. Demotion Order Validate

Path: HIS Services → Human Resource → Demotion Order Validate (Disciplinary Process)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK button
- Demotion order details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

F. Suspension




1. Suspension Order Detail

Path: HIS Services → Human Resource → Suspension Order Detail (Suspension)

- Click on Add new button, Select Suspension Mode, Complain, Emp. No.
- Add Suspension details such as New Department, Subsistence Allowance, File No., From Date
- Attach relevant office order details
- Click on SAVE Button
- New record will be added and action such as View, Delete and Edit can be taken on the record.

2. Suspension Order Detail Validation

Path: HIS Services → Human Resource → Suspension Order Detail Validation (Suspension)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK button.
- Suspension order details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.




3. Suspension Allowance Review

Path: HIS Services → Human Resource → Suspension Allowance Review (Suspension)

- Click on Add new button, Select Emp. No
- Add Suspension details such as Allowance review date, Subsistence Allowance, Effective Date
- Attach relevant Office order
- Click on SAVE Button
- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.

4. Suspension Allowance Review Validation

Path: HIS Services → Human Resource → Suspension Allowance Review Validation (Suspension)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK button
- Suspension Allowance Review details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.




5. Revocation Detail

Path: HIS Services → Human Resource → Revocation Detail (Suspension)

- Click on Add new record button, Select Emp. No.
- Add details- Revocation Date, Suspension period
- Attach relevant Office order
- Click on SAVE Button
- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.

6. Revocation Detail Validation

Path: HIS Services → Human Resource → Revocation Detail Validation (Suspension)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK button
- Suspension Revocation details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

G. Global

1. Role Management

Path: HIS Services→Human Resource→Role Management (Global)

- Search the Employee details by entering any of these fields (Emp. No., Emp. Name) in the search box.
- After selecting the employee,
 1. Click on square box to see the role management list details of the selected Employee.
 2. Click on black circle box to transfer the selected Employee to another user name.
 3. Click on delete box to delete the selected employee from this list.

Assign new role to an Employee

- Enter the below fields.
 1. Type
 2. User Name
 3. Nature of job
 4. Emp. Class
 5. Emp. Office
 6. Ser. Group
 7. Designation
 8. Department

Then, Click to save the page.

Save – Cancel – Clear buttons

- Save → Information will get saved.
- Cancel → Opened window will get closed.
- Clear → It will clear all the fields of the form.

2. Organogram

Path: HIS Services→Human Resource→Organogram (Global)

- Click on Add new button, Select Organogram Type
- Select Employee Details, and check the Is Authority button
- Click on SAVE Button
- Record will be added and action which can be taken on the records are
 - View
 - Tree Report for Selected Report
 - Delete Record
 - Invalidate Record
 - Update
 - Add Child Node

- Add Emp No. and click on SAVE button.

H. Leave

1. Leave Credit - Emp. Wise

Path: HIS Services→Human Resource→ Leave Credit - Emp. Wise (Leave)

- Click on Add new button
- Select Emp. No
- Add Year, Month, Select Emp. No., Emp. Name, Designation, Department
- Click on Credit Leave
- Click on SAVE Button
- Record will be added successfully.

2. Leave Credit

Path: HIS Services→Human Resource→ Leave Credit (Leave)

- Add Year, Month, Select Emp. No., Emp. Name, Designation, Department
- Click on Generate Emp. List
- Select Records, Action can be taken as Edit, Save and Delete
- Click on Final SAVE button.

3. Leave Request - Emp

Path: HIS Services→Human Resource→ Leave Request- Emp (Leave)

- Click on Add new button
- Enter Application details- Contact No., Reason, Address, Leaving org. Date & Time,
- Return to Org. Date & Time
- Enter Leave Entry details- Leave type, Balance, From Date & To Date
- Click on SAVE button.
- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.



4. Leave Request

Path: HIS Services→Human Resource→ Leave Request (Leave)

- Click on Add new button, Select Emp. No.
- Enter Application details- Contact No., Reason, Address, Leaving org. Date & Time,
- Return to Org. Date & Time
- Enter Leave Entry details- Leave type, Balance, From Date & To Date
- Click on SAVE button.
- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.

5. Leave Authorization

Path: HIS Services→Human Resource→ Leave Authorization (Leave)

- Records in Process will be shown
- Validator will validate all the records.
- Two Action Buttons are available
- To validate the request 
- To reject the request 
- Click on Validate button, Enter Order No., Order Date
- Click on OK button
- Leave will authorize successfully.



6. Leave Joining

Path: HIS Services→Human Resource→ Leave Joining (Leave)

- Click on Validate button
- Enter Joining Date and Joining Time
- Click on OK button.
- Leave will be joined successfully.


7. Leave Joining Authorization

Path: HIS Services→Human Resource→ Leave Joining Authorization (Leave)

- Three Action Buttons are available
 - To View the details
 - To validate the request 
 - To reject the request 
- Validate the Record
- Enter Remarks
- Click on OK button
- Leave Joining will be authorized successfully.


8. Leave Cancellation – Emp

Path: HIS Services→Human Resource→ Leave Cancellation-Emp (Leave)

- Click on  button to Cancel the leave
- Enter Remarks
- Click on OK button.
- Leave will be cancelled successfully.

9. Leave Cancellation

Path: HIS Services→Human Resource→ Leave Cancellation (Leave)

- Click on  button to cancel the leave
- Enter Remarks
- Click on OK button
- Leave will be cancelled successfully.

10. Offline Leave Entry

Path: HIS Services→Human Resource→Offline Leave Entry (Leave)

- Click on Add button
- Enter Submission Date, Select Emp. No.
- Enter Application details- Contact No., Reason, Address, Leaving org. Date & Time,
- Return to Org. Date & Time
- Enter Sanctioning Authority Details-Emp. No, Status, Status Date
- Enter Approving Authority Details-Emp. No, Status, Status Date
- HR Details-Emp. No, Order No., Order Date, Status, Leave Entry details- Leave type, Balance, From Date & To Date
- Click on SAVE button.

11. Leave Encashment

Path: HIS Services→Human Resource→ Leave Encashment (Leave)

- Click on Add new record, Enter Request Date, Emp. No.
- Enter Leave Encash Details- Leave type, Balance Leave, No. of leaves to encash, Reason
- Enter HR Details- Emp. No., Order No., Order Date, Status, Status Date
- Click on SAVE button.

I. Property Declaration

1. Immovable Prop. Declaration - Emp. Specific

Path: HIS Services→Human Resource→ Immovable Prop. Declaration - Emp. Specific Leave Encashment (Property Declaration)

- Click on Add new button
- Enter Year of Declaration, Declaration Date, Any Changes
- Enter Property details- Action on Property
 - Action on Property- New Acquired
 - Property Type, Location, Country, State, District, Pincode, Property Area, Land Nature, Extent Of Interest, Title Holder, Acquisition Date, Property Acquired Type, Acquired From, Cost of Acquisition, Annual Income
 - Action on Property- Sold
 - Transferred within Family (Dependent)
 - Transferred within Family (Non-Dependent)
- In all the above cases enter Immovable Property Serial No.
- Click on SAVE button.
- Record will be added successfully and action such as View, Delete, Edit and Submit to HR can be taken on the record.

2. Immovable. Prop. Declaration - H R




Path: HIS Services→Human Resource→ Immovable. Prop. Declaration – HR (Property Declaration)

- Click on Add new button, Select Emp. No.
- Enter Year of Declaration, Declaration Date, Any Changes
- Enter Property details- Action on Property
 - Action on Property- New Acquired
 - Property Type, Location, Country, State, District, Pin code, Property Area, Land Nature, Extent of Interest, Title Holder, Acquisition Date, Property Acquired Type, Acquired From, Cost of Acquisition, Annual Income
 - Action on Property- Sold
 - Transferred within Family (Dependent)

- Transferred within Family (Non-Dependent)
- In all the above cases enter Immovable Property Serial No.
- Click on SAVE button.
- Record will be added successfully and action such as View, Delete, Edit and Submit to HR can be taken on the record.

3. Immovable. Prop. Declaration Approval

Path: HIS Services→Human Resource→ Immovable. Prop. Declaration Approval (Property Declaration)

- Records in Process will be shown
- Validator will validate all the records.
- Three Action Buttons are available
- To View the details 
- To validate the request 
- To reject the request 
- Select Employee from the list,
- Click on validate button
- Click on OK
- Immovable Property Declaration Details Validated, message will appear.
- The record will start to show in the Validated tab once validated successfully, else in the Rejected tab.

4. Emp. Wise Immovable. Prop. Details

Path: HIS Services→Human Resource→ Emp. Wise Immovable. Prop. Details (Property Declaration)

- This form is to view the Emp. Wise Immovable. Prop. Details and actions- View and Edit can be taken on the records.

J. Attendance

1. Attendance Record

Path: HIS Services→Human Resource→ Attendance Record (Attendance)

- Click on Add new button, Select Emp. No
- Add Attendance Date
- Enter In Date & In Time
- Enter Out Date & Out Time
- Click on SAVE button.
- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.

K. A C R

1. A C R Track Details

Path: HIS Services → Human Resource → A C R Track Details (ACR)

- Click on Add new button, Select Dealing Office, Estb. Sec., Department, Emp. No
- Add ACR From, ACR to, ACR Location
- ACR Location: At HR
- Enter HR Section details- Date on Which Sent to Emp., ACR Completion Status, Emp. No.
- Click on SAVE Button

ACR Location: At Employee

- Enter HR Section details- Date on Which Sent To Emp., ACR Completion Status, Emp. No.
- Enter Employee (Emp.) Section details- Date on Which Received, Date on Which Sent to RO
- Click on SAVE Button

ACR Location: At Reporting Officer

- Enter HR Section details- Date on Which Sent to Emp., ACR Completion Status, Emp. No.
- Enter Employee (Emp.) Section details- Date on Which Received, Date on Which Sent to RO
- Enter Reporting Officer (RO) Section details- Date on Which Received, Performance Grade, Date on Which Sent to Rev. Off., Emp. No
- Click on SAVE Button

ACR Location: At Reviewing Officer

- Enter HR Section details- Date on Which Sent to Emp., ACR Completion Status, Emp. No.
- Enter Employee (Emp.) Section details- Date on Which Received, Date on Which Sent to RO

- Enter Reporting Officer (RO) Section details- Date on Which Received, Performance Grade, Date on Which Sent to Rev. Off., Emp. No
- Enter Reporting Officer (RO) Section details-Date on Which Received, Performance Grade, Date on Which Sent To Rev. Off., Emp. No.
- Click on SAVE Button

ACR Location: At HR (After Reviewing Officer)


- Enter HR Section details- Date on Which Sent to Emp., ACR Completion Status, Emp. No.
- Enter Employee (Emp.) Section details- Date on Which Received, Date on Which Sent To RO
- Enter Reporting Officer (RO) Section details- Date on Which Received, Performance Grade, Date on Which Sent to Rev. Off., Emp. No
- Enter Reporting Officer (RO) Section details-Date on Which Received, Performance Grade, Date on Which Sent To Rev. Off., Emp. No.
- Enter HR Section (After Reviewing Officer) details- Date On Which Received From Rev Off.,Emp No.
- Click on SAVE Button

- Record will be added successfully and action such as View, Delete and Edit can be taken on the record.

M. S M S Services

1. Single Employee

Path: HIS Services→Human Resource→SMS Services→ Criterion (Single Employee)

- Select Employee by clicking 
- Select employee from the list
- Write message at Remarks Box
- Click on Send SMS

2. Employee Class Wise

Path: HIS Services→Human Resource→SMS Services→ Criterion (Employee Class Wise)

- Select Employee Class from the list
- Write message in remarks box
- Click on Send SMS

3. All Employees

Path: HIS Services→Human Resource→SMS Services→ Criterion (All Employees)

- Write message in Remarks Box
- Click on send SMS

4. Mobile No.

Path: HIS Services→Human Resource→SMS Services→ Criterion (Mobile No.)

- Write Employee Mobile no. of Employee
- Write message in remarks box
- Click on Send SMS