



Core Human Resource Management System (HRMS) – User Manual
Implementation of Management Information System (MIS)
Including Financial Management System (FMS)
ICAR
Version No.: 20.0



INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE
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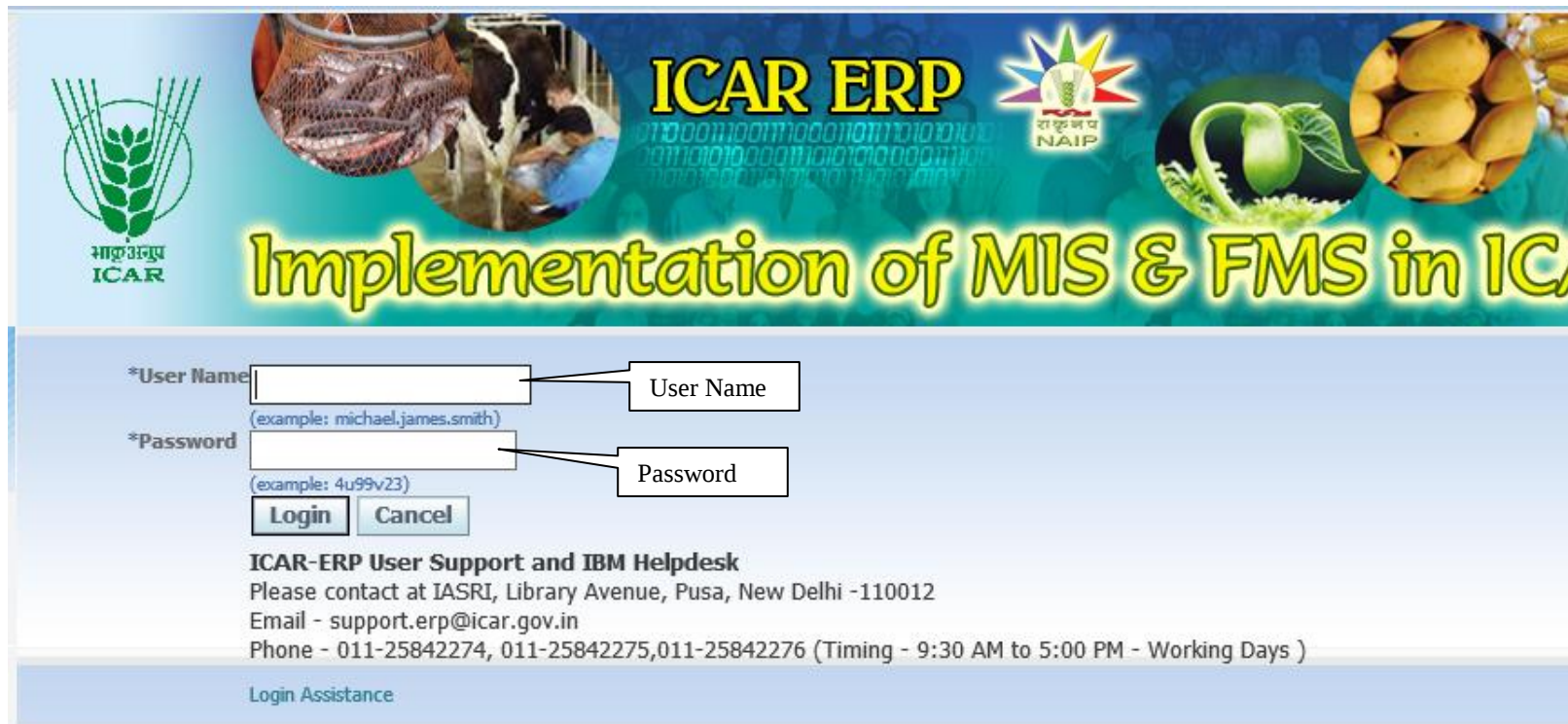
1 Logging into Oracle Applications

Navigation

- Open the link for the Oracle Instance
icarerp.iasri.res.in

Screenshots and Steps

- Enter the Username and Password as provided (individual user name/password to be used). Password need to be changed on first time login.
- On logging into the application, a new page consisting of the responsibilities assigned to the user and the active notifications for the user will open up.



The screenshot shows the ICAR ERP login interface. At the top, there is a banner with the ICAR logo, a fish, a person, and the text "ICAR ERP" and "Implementation of MIS & FMS in ICAR". Below the banner, there are two input fields: "*User Name" and "*Password". The "*User Name" field has a callout box pointing to it with the text "User Name" and an example "(example: michael.james.smith)". The "*Password" field has a callout box pointing to it with the text "Password" and an example "(example: 4u99v23)". Below the input fields are "Login" and "Cancel" buttons. At the bottom, there is a section for "ICAR-ERP User Support and IBM Helpdesk" with contact information: "Please contact at IASRI, Library Avenue, Pusa, New Delhi -110012", "Email - support.erp@icar.gov.in", and "Phone - 011-25842274, 011-25842275, 011-25842276 (Timing - 9:30 AM to 5:00 PM - Working Days)". There is also a "Login Assistance" link.

--	--

Application Home Page

Worklist

Full List

From	Subject	Sent
There are no notifications in this view.		

 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.
 [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

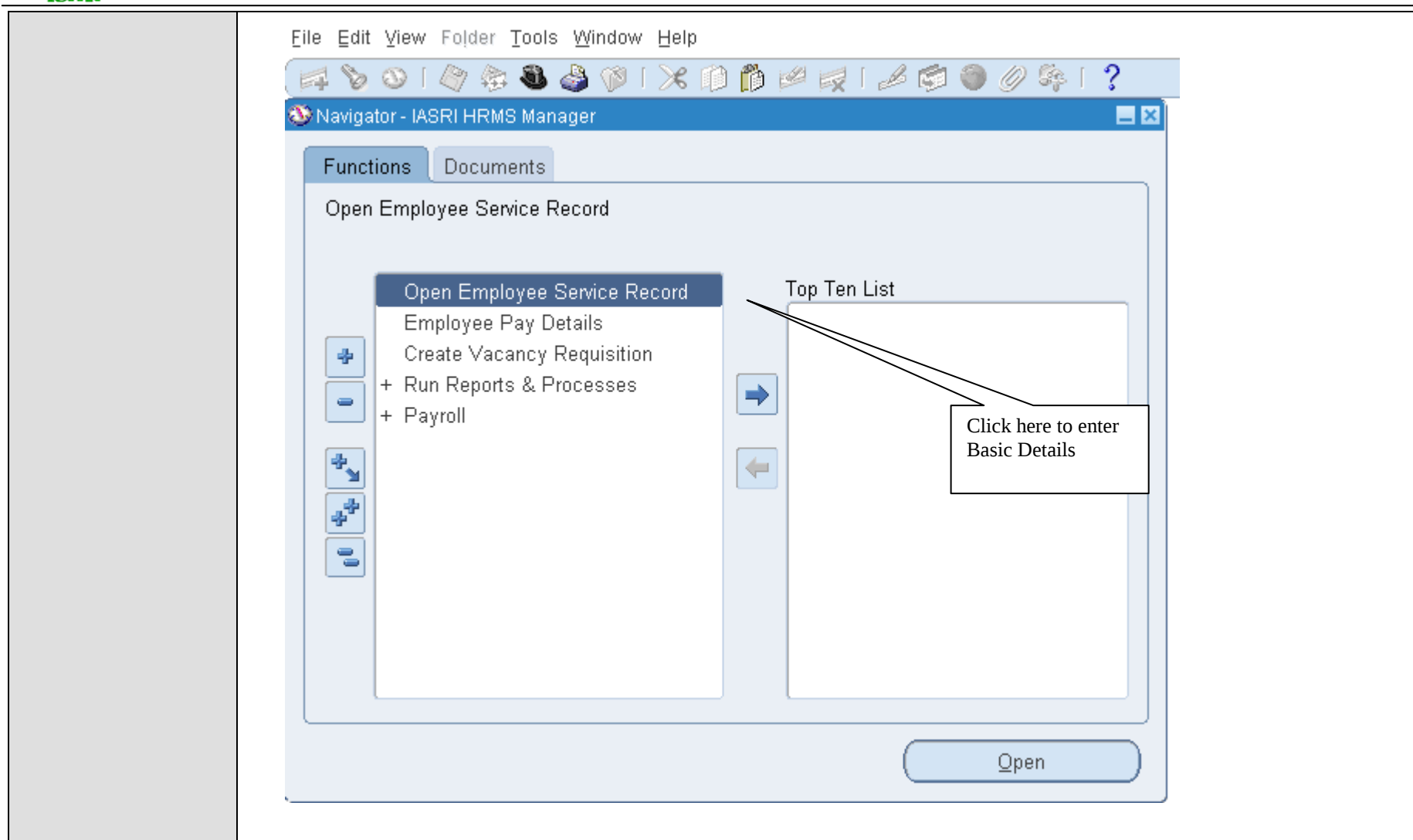
Navigator

Personalize

- IASRI Employee Self Service
- IASRI Establishment & Personnel Section**
- IASRI Projects
- IASRI Purchasing Requisitioner
- ICAR ALL REPORTS
- ICAR Transfer

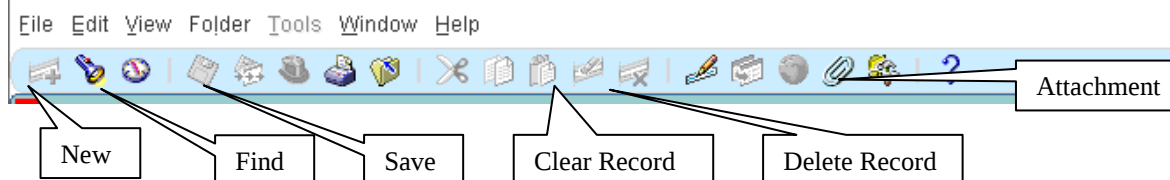
IASRI Establishment & Personnel Section

-  [Open Employee Service Record](#)
-  [Check Leave Balance](#)
-  [List Employees by Leave Type](#)
-  [View Employee Professional Details](#)
-  [Employee Pay Details](#)
-  [Create Vacancy Requisition](#)
-  [Batch Element Entry](#)
-  [BEE Summary](#)
-  [Add Salary Component](#)
-  [Mass Update of Employee Assignments](#)



1.1 Basics of Oracle Screens

Menus



1. **New:** Use this icon to create a new invoice. Alternative navigation: File->New
2. **Find:** Use this icon to invoke find (query) screen. The keyboard short cut is F11 key.
3. **Save:** Use this icon to save the record. Alternative navigation: File->Save or press CTRL + S
4. **Clear Record:** Use this icon to clear the current (selected) record. This however does not delete a record that has already been saved. Alternative navigation: Edit->Clear->Record
5. **Delete Record:** Use this icon to delete the current (selected) record. Alternative navigation: Edit->Delete
6. **Attachment:** Use this icon to attach text files or other files if required.

Keyboard Shortcuts

Important Keyboard shortcut

Function/Purpose	Keyboard Shortcut
Enter into query mode	F11
Query with partial information	Prefix or suffix with %
Execute query	CTRL + F11
Close/Exit screen	F4
Invoke List of Values	CTRL + L
Insert duplicate field	SHIFT + F5
Insert duplicate record	SHIFT + F6

To query the form:

1. For query, first press F11.
2. Give partial information on screen like partial employee name, and prefix or suffix with %.
3. Execute the query by pressing CTRL and F11.

List of Value (LOV)

LOV facilitates the completion of a text entry field when there are numerous values that may be assigned. LOVs are a useful alternative to drop-down lists, particularly in cases where displaying a long list of selections in a drop-down list would require excessive scrolling.

Search within LOV list

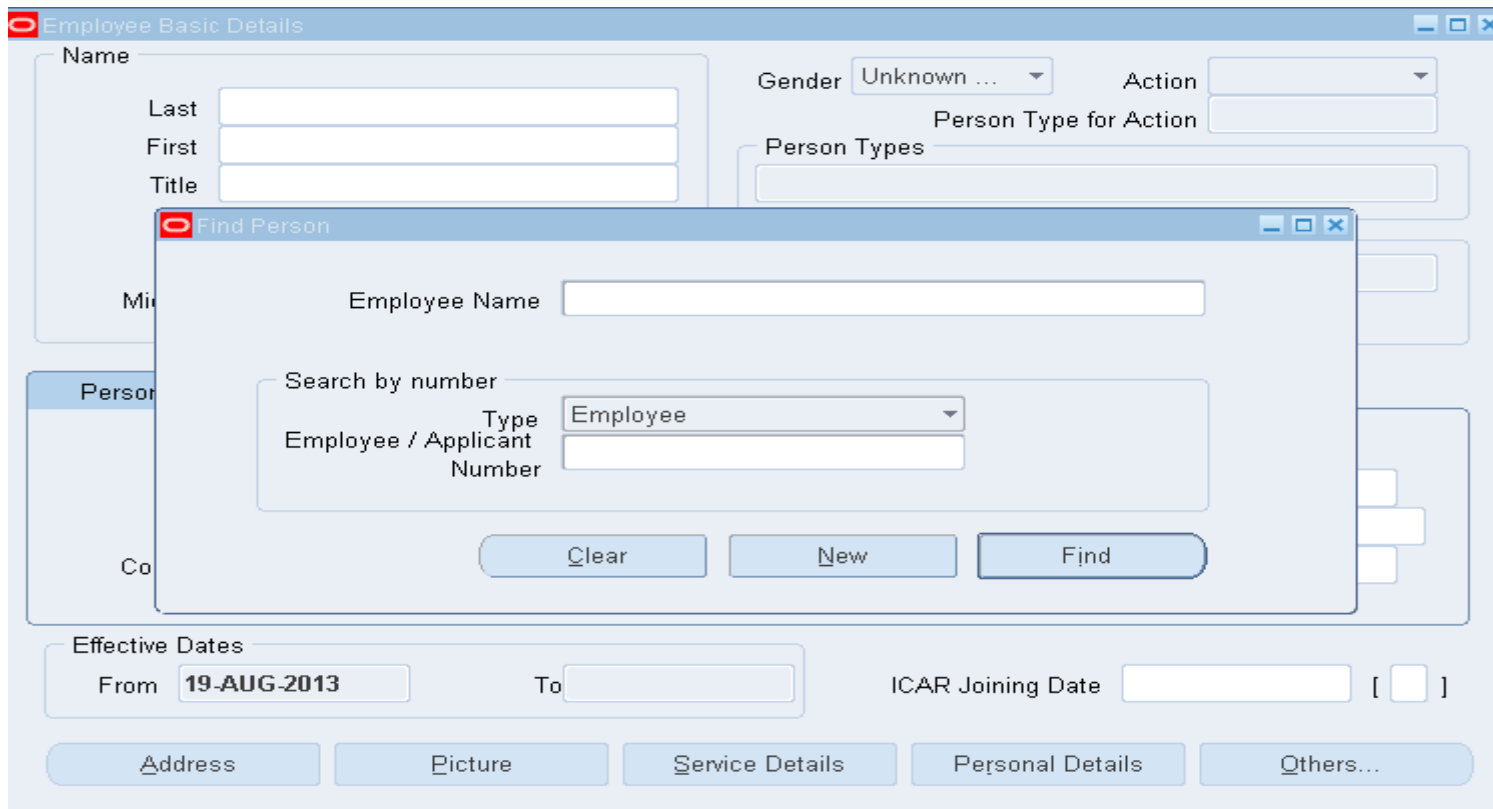
1. Click on the LOV icon.
2. The list of LOV is displayed.
3. If short list then scroll and select the required value. Press OK.
4. If the LOV list is long, then enter any partial/full value and suffix with the '%' in the Find field. The '%' as prefix and suffix is also used where the subsequent word(s) of the total value is used for query.
5. Then click Find button.
6. This displays a shortened list of values that will match the query submitted.
 - Select the value desired and click OK. The original text entry screen is populated.

1.2 Creating a New Employee

Follow the simple steps as below

1. Click on the New button to create a new employee

This section will help us to know the steps to create a new employee. The steps will also tell you what details need to be put and where they need to be put



The screenshot shows the 'Employee Basic Details' form in the HRMS system. A 'Find Person' dialog box is open over the form. The dialog box contains a search field for 'Employee Name', a 'Search by number' section with a 'Type' dropdown set to 'Employee' and an 'Employee / Applicant Number' field, and buttons for 'Clear', 'New', and 'Find'. The background form includes fields for 'Name' (Last, First, Title), 'Gender' (Unknown ...), 'Action', 'Person Type for Action', 'Person Types', 'Effective Dates' (From: 19-AUG-2013, To:), 'ICAR Joining Date', and tabs for 'Address', 'Picture', 'Service Details', 'Personal Details', and 'Others...'. The 'Find Person' dialog box is currently active, showing the search criteria and the 'Find' button.

2. Fill in the details as required (PAN detail is mandatory and system won't save unless you put this correctly)

Employee Basic Details

Name

Last

Chander

First

Mahesh

Title

Mr.

Middle

Kumar

Gender

Male

Action

Person Type for Action

Person Types

Identification

Personal

Email

Deceased Date

PAN

Benefit Details

Date of Birth

01-JAN-1990

...

Home Town

Karnal

Country of Birth

India

Age

23

Marital Status

Single

Nationality

Indian

Registered Disabled

No

Effective Dates

From

19-AUG-2013

To

ICAR Joining Date

[]

Address

Picture

Service Details

Professional Info

Personal Info

Employee Basic Details

Name

Last

Chander

First

Mahesh

Title

Mr.

Middle

Kumar

Gender

Male

Action

Person Type for Action

Person Types

Identification

Personal

Email

Deceased Date

PAN

Benefit Details

Email

chander_m@gmail.com

Effective Dates

From

19-AUG-2013

To

ICAR Joining Date

[]

Address

Picture

Service Details

Professional Info

Personal Info

Employee Basic Details

Name

Last

Chander

First

Mahesh

Title

Mr.

Middle

Kumar

Gender

Male

Action

Person Type for Action

Person Types

Identification

Personal

Email

Deceased Date

PAN

Benefit Details

PAN

ALBMN9899J

Effective Dates

From

19-AUG-2013

To

ICAR Joining Date

[]

Address

Picture

Service Details

Professional Info

Personal Info

Employee Basic Details

Name

Last

Chander

First

Mahesh

Title

Mr.

Middle

Kumar

Gender

Male

Action

Person Type for Action

Person Types

Identification

Personal

Email

Deceased Date

PAN

Benefit Details

GPF / PRAN / CPF Number

ABC122

CGHS / CSMA Number

8789

Credit & Thrift Society No.

GH4444

Group Insurance Number

09642

Aadhar No.

Effective Dates

From

19-AUG-2013

To

ICAR Joining Date

[]

Address

Picture

Service Details

Professional Info

Personal Info

Click on Create Employment to create employee and generate id

3. Choose Action as – Create Employment

Create Applicant

Create Employment

Create Other

Create Placement

4. Click on Save Button 

File Edit View Folder Tools Window Help



Name

Last

First

Title

Middle

Gender

Person Type for Action

Person Types

Identification

Personal

Email

Deceased Date

PAN

Benefit Details

GPF / PRAN / CPF Number

CGHS / CSMA Number

Credit & Thrift Society No.

Group Insurance Number

Aadhar No.

Effective Dates

From To

ICAR Joining Date []

Address

Picture

Service Details

Professional Info

Personal Info

Click on Save  after you have finished entering.

NOTE : Do not forget to click on save otherwise all your entries would be lost

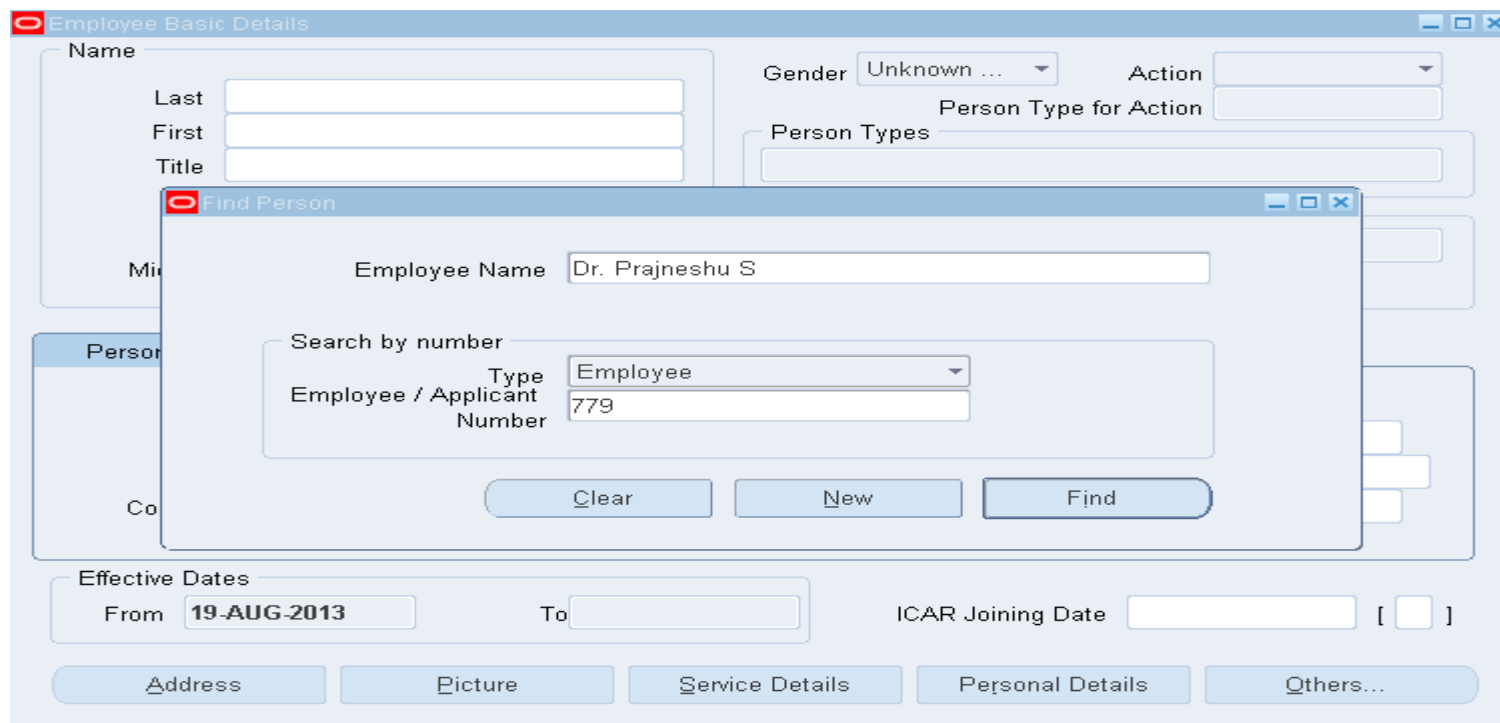
1.2.1 Searching for Existing Employee

You can search for employees in this window by two methods

1. You need to enter employee name. eg. Mr. Prajenshu S or %Prajenshu%

(% is a wildcard that replaces all characters)

2. You need to type in the employee number.



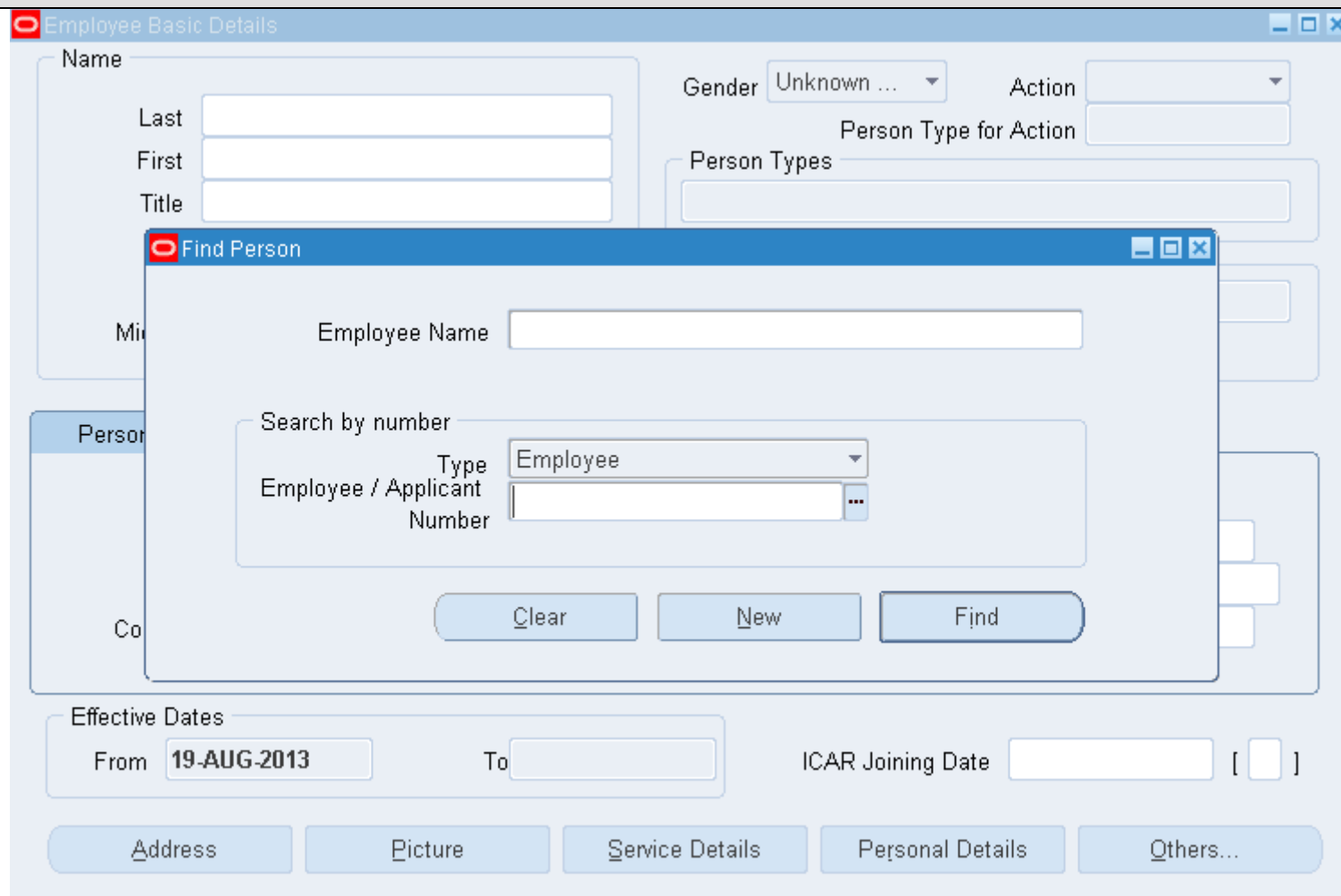
The screenshot shows the 'Employee Basic Details' window. A 'Find Person' dialog box is open in the foreground. In the dialog, 'Employee Name' is set to 'Dr. Prajenshu S'. Below it, 'Search by number' is set to 'Employee' and 'Employee / Applicant Number' is '779'. There are 'Clear', 'New', and 'Find' buttons at the bottom of the dialog. The background window shows fields for Name (Last, First, Title), Gender (Unknown), Action, Person Type for Action, Person Types, Effective Dates (From: 19-AUG-2013, To:), ICAR Joining Date, and tabs for Address, Picture, Service Details, Personal Details, and Others...

This will allow you to view various details of the employee as well as change details as required. You can see the following

- Name, Age, Marital Status, PAN, Contact No., Email etc.
- Permanent Address, Correspondence, Home Town Address
- Personal Information - Religion, Passport Information etc.
- Educational Qualification Details
- Dependent and Nominee Details
- Medical Assessment History Details.
- Old Employee ID, Service Book No., Personal File No. and much more

1.2.2 Back dated creation of Employees

1. Follow the simple steps as below
2. Click on the New button to create a new employee
3. Click on Date Track button  on right corner of screen
4. Fill in the date for which you want to create back dated employee. Eg. 4-APR-2001
5. Follow other steps as you created new employee in 1.1 above

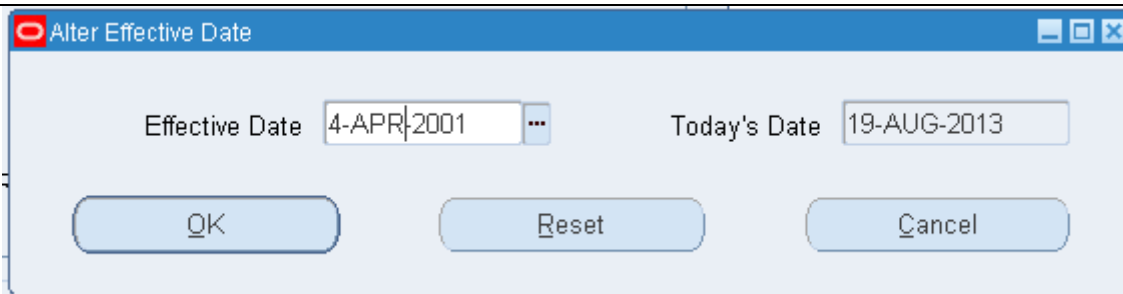


The screenshot shows the 'Employee Basic Details' form in the HRMS system. A 'Find Person' dialog box is open, allowing the user to search for an existing employee. The dialog box contains the following fields and buttons:

- Employee Name:** A text input field.
- Search by number:** A section containing:
 - Type:** A dropdown menu currently set to 'Employee'.
 - Employee / Applicant Number:** A text input field with a search icon (magnifying glass) on the right.
- Buttons:** 'Clear', 'New', and 'Find'.

The background form 'Employee Basic Details' includes the following fields:

- Name:** Last, First, and Title text input fields.
- Gender:** A dropdown menu currently set to 'Unknown ...'.
- Action:** A dropdown menu.
- Person Type for Action:** A text input field.
- Person Types:** A list box.
- Effective Dates:** 'From' (19-AUG-2013) and 'To' (empty) text input fields.
- ICAR Joining Date:** A text input field with a calendar icon.
- Navigation Buttons:** 'Address', 'Picture', 'Service Details', 'Personal Details', and 'Others...'.

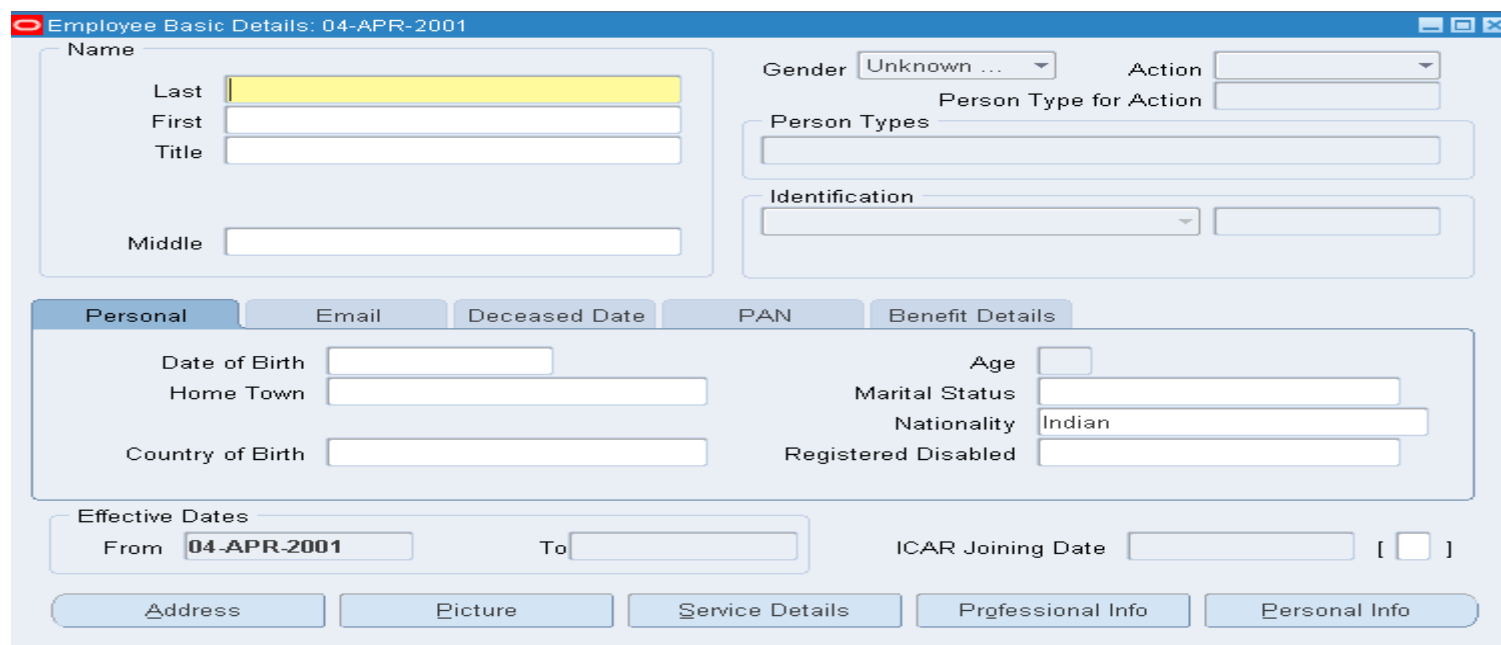


Alter Effective Date

Effective Date: 4-APR-2001 ... Today's Date: 19-AUG-2013

OK Reset Cancel

Note: The effective date on the top left corner of next form appears and from that day onwards it is to be input



Employee Basic Details: 04-APR-2001

Name: Last, First, Title, Middle

Gender: Unknown ... Action: ...

Person Type for Action: ...

Identification: ...

Personal | Email | Deceased Date | PAN | Benefit Details

Date of Birth: ... Age: ...

Home Town: ... Marital Status: ...

Country of Birth: ... Nationality: Indian

Registered Disabled: ...

Effective Dates: From 04-APR-2001 To: ... ICAR Joining Date: ... []

Address | Picture | Service Details | Professional Info | Personal Info

1.2.3 Entering Employee Address

1. Click on the Address button

Address

2. Choose the Date From which the Address is Active

3. Choose the type of Address as

a. Current/Correspondence Address

b. Home Town Address

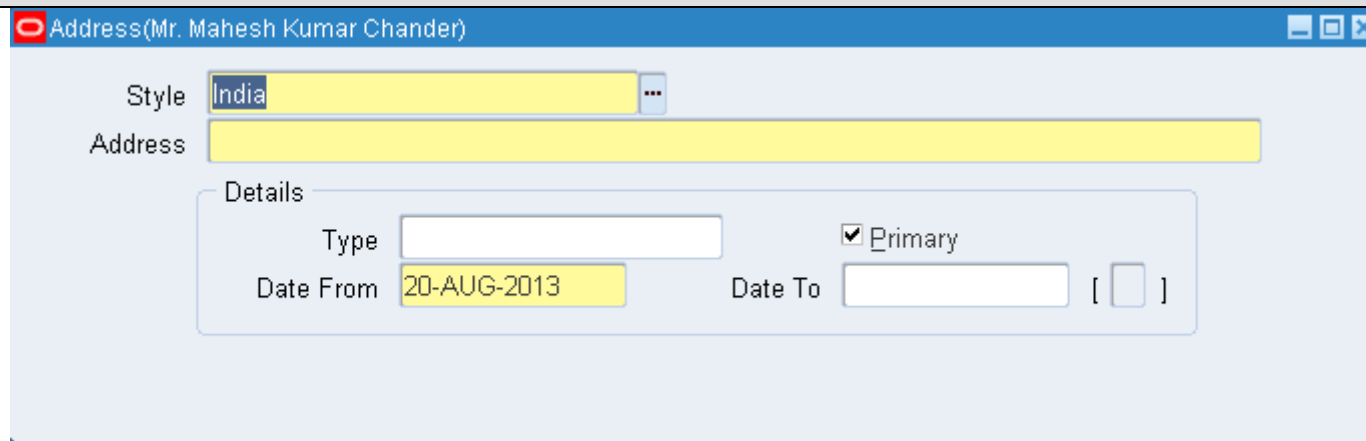
c. Permanent Address

4. Click on the Address Field

5. Fill Address

6. Click Save

Button



Address(Mr. Mahesh Kumar Chander)

Style

Address

Details

Type

Date From Date To [☐]

☒ Primary

Type of Address can be

a. Current/Correspondence Address

b. Home Town Address

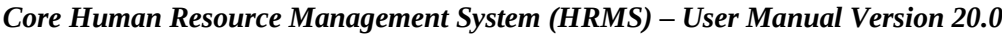
c. Permanent Address

Note: You can fill three types of addresses for a person but only one out of them can be marked Primary(check the box)

Personal Address Information

Address Style	India India Address Style
Flat/ House Number	561 Shobha Vihar
Block/Building Name	Block B
Road/Street/Lane/ Village	Mahatma Gandhi Road
Area/Locality/Taluk/Sub Division/Post Office	
Town/City/District	Gurgaon
State/UT	Haryana
PIN Code	122001
Country	India

Note: The fields marked yellow are mandatory and you cannot save data without filling them.



Click on the box above the Leaves & Others

and Enter Details as required

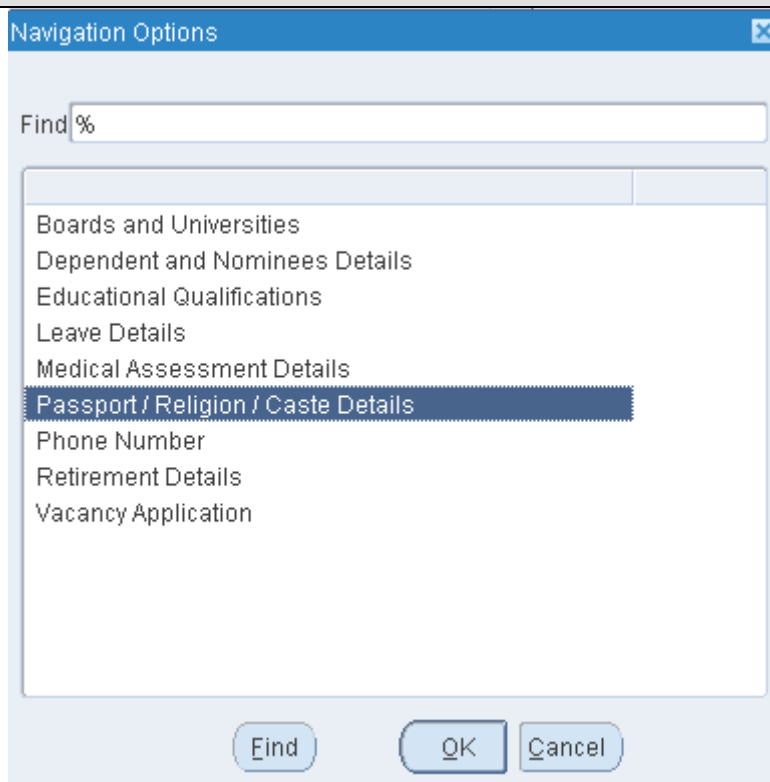


1.2.5 Entering Passport Information

- 1) Search for the employee on Enter& Maintain
- 2) Click on Personal Info

Personal Info

- 3) Choose Passport/Religion/Caste Details and press OK
- 4) Choose Passport Details and click on Details Box
- 5) Type the Name and Number as required



Navigation Options

Find %

- Boards and Universities
- Dependent and Nominees Details
- Educational Qualifications
- Leave Details
- Medical Assessment Details
- Passport / Religion / Caste Details
- Phone Number
- Retirement Details
- Vacancy Application

Find OK Cancel

Personal Information

Type

Passport Details

Religion / Category Information

Details

[☐]

Extra Person Information

Name (as in passport) **Mahesh Kumar Chander**

Passport Number **F556666N**

OK

Cancel

Clear

Help

Personal Information

Type

Passport Details

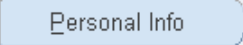
Religion / Category Information

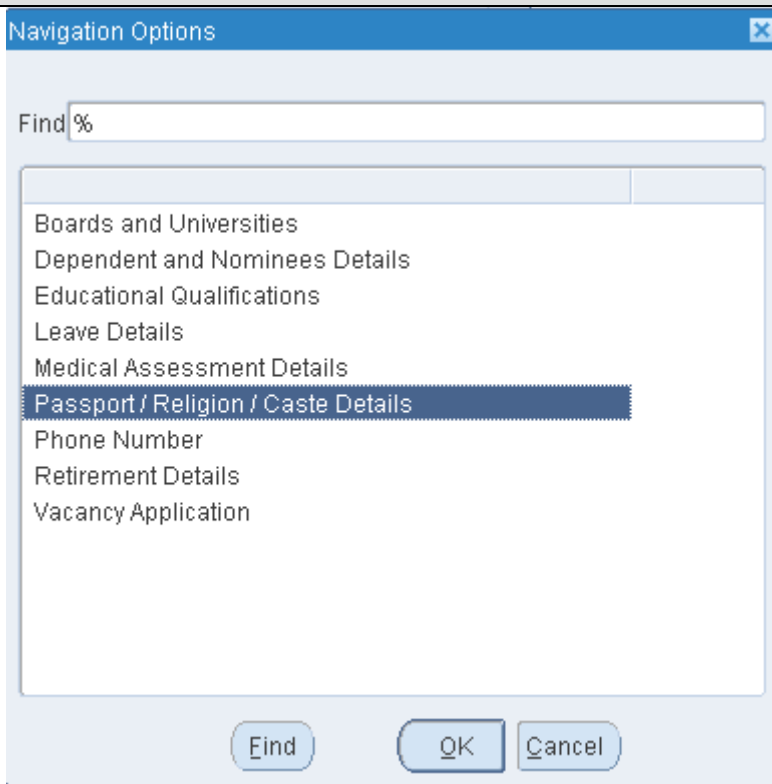
Details

Mahesh Kumar Chander.F556666N

[]

1.2.6 Entering Religion/ Category/ Height/ Identification Mark

- 1) Search for the employee on Enter& Maintain
- 2) Click on Personal Info

- 3) Choose Passport/Religion/Caste Details and press OK
- 4) Choose Religion/Category Information and click on Details Box
- 5) Type the Name and Number as required



Navigation Options

Find %

- Boards and Universities
- Dependent and Nominees Details
- Educational Qualifications
- Leave Details
- Medical Assessment Details
- Passport / Religion / Caste Details**
- Phone Number
- Retirement Details
- Vacancy Application

Find OK Cancel

Personal Information

Type

Passport Details

Religion / Category Information

Details

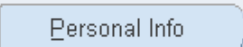
Hinduism.Scheduled Caste.Yes.01-JAN-2012.AB/4445-667.5 Feet 4 Inches.Mole c []

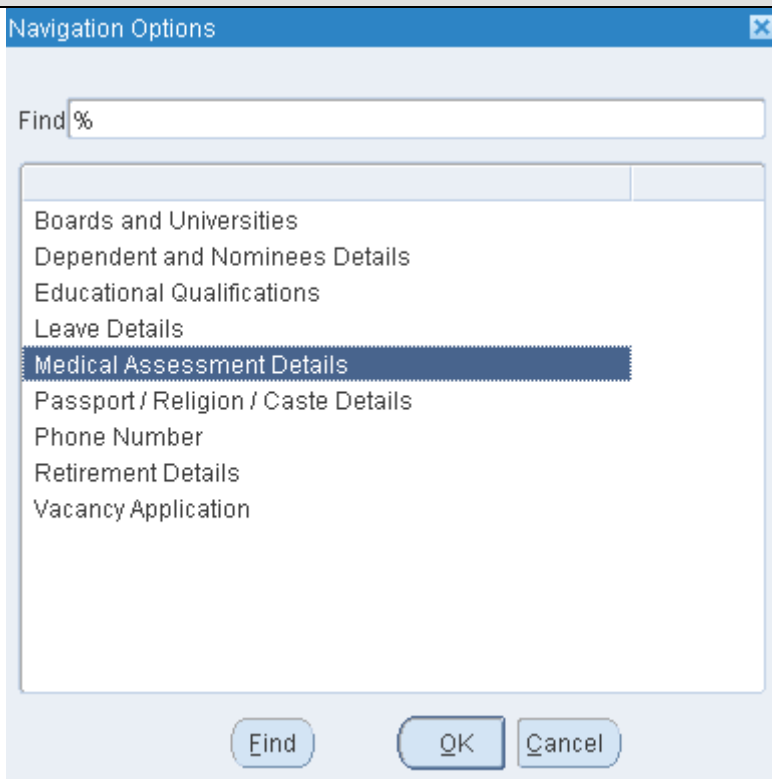
Extra Person Information

Religion	Hinduism
Category	Scheduled Caste
Caste Verification completed?	Yes
Caste Verification Date	01-JAN-2012
Reference No.	AB/4445-667
Height (in Feet and Inches)	5 Feet 4 Inches
Identification Mark	Mole on Right Leg

OK Cancel Clear Help

1.2.7 Entering Medical Assessment Details

- 1) Search for the employee on Enter& Maintain screen
- 2) Click on Personal Info

- 3) Choose Medical Assessment Details and press OK
- 4) Enter Date of Assessment
- 5) Choose type of Assessment from the drop down menu, as applicable
- 6) Choose Consultation Result from drop down
- 7) Enter any other details in the Description section and press Save



Navigation Options

Find %

- Boards and Universities
- Dependent and Nominees Details
- Educational Qualifications
- Leave Details
- Medical Assessment Details**
- Passport / Religion / Caste Details
- Phone Number
- Retirement Details
- Vacancy Application

Find OK Cancel

Medical Assessments(Mr. Mahesh Kumar Chander)

Consultation Details

Date

Type

Result

Description

Further Information

Effective Dates

From

To

ICAR Joining Dat

Address

Picture

Service Details

Professiona

Consultation Types

Find %

Consultation Type

Annual Medical

Disability Assessment

Occupational Assessment

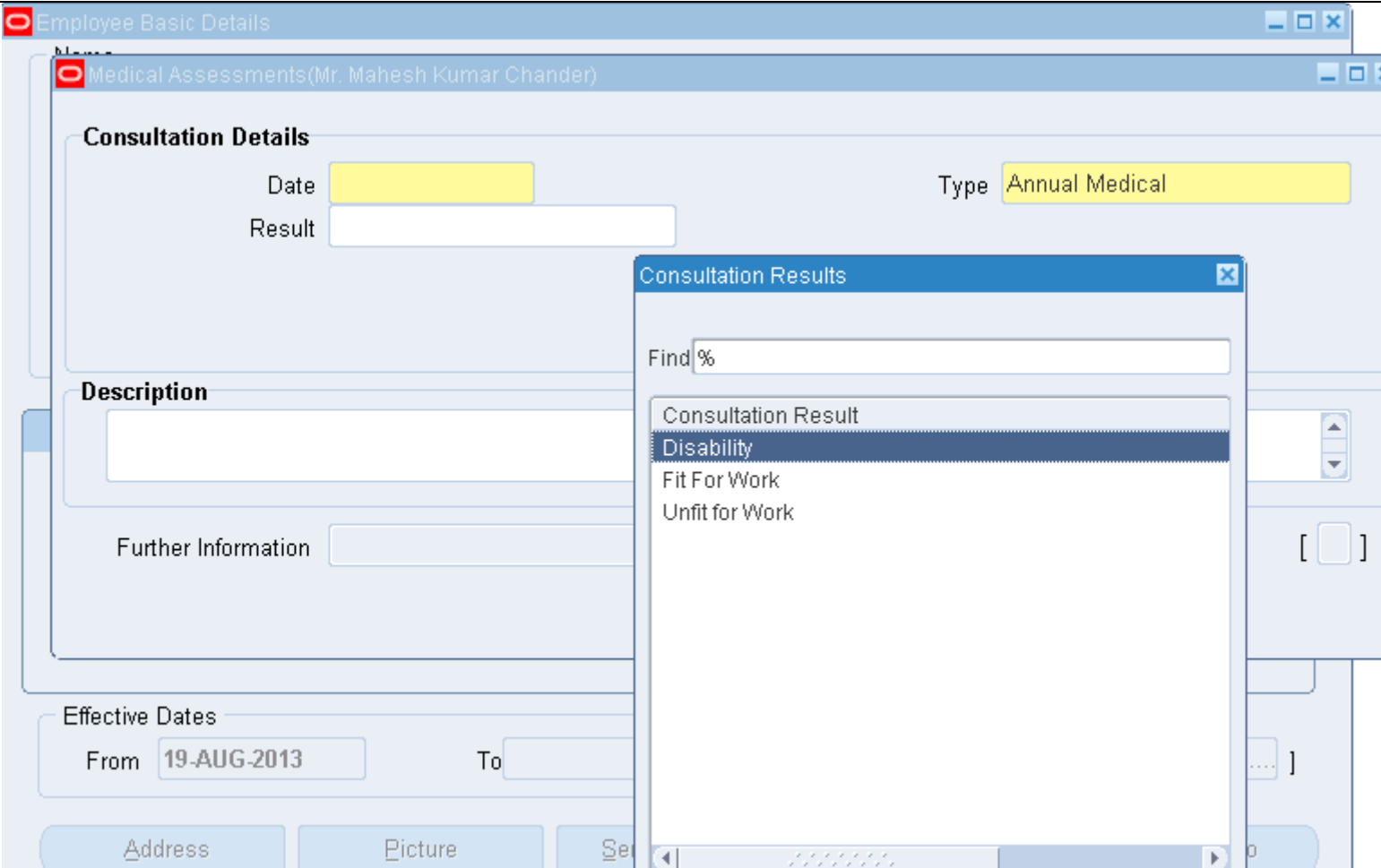
Recruitment Medical

Unfit Temporarily

Find

OK

Cancel



Employee Basic Details

Medical Assessments(Mr. Mahesh Kumar Chander)

Consultation Details

Date Type

Result

Description

Further Information

Effective Dates

From To

Consultation Results

Find %

- Consultation Result
- Disability**
- Fit For Work
- Unfit for Work

1.2.8 Entering Employee Phone Number

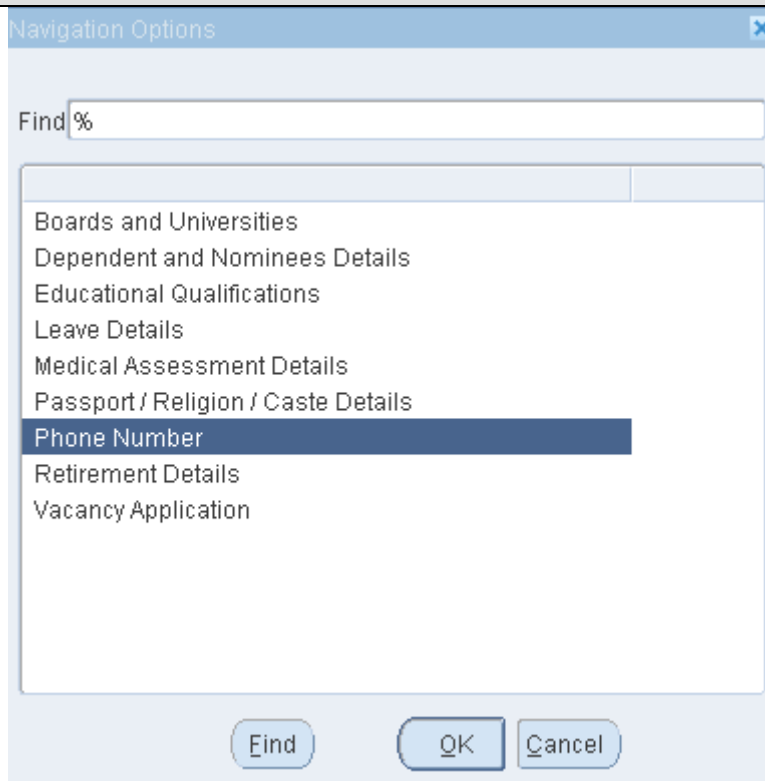
Click on Personal Info Button

Select Phone Number and press OK

Enter Type as Home, Home Fax, Mobile, Other etc.

Enter Phone Number.

Enter Date From.

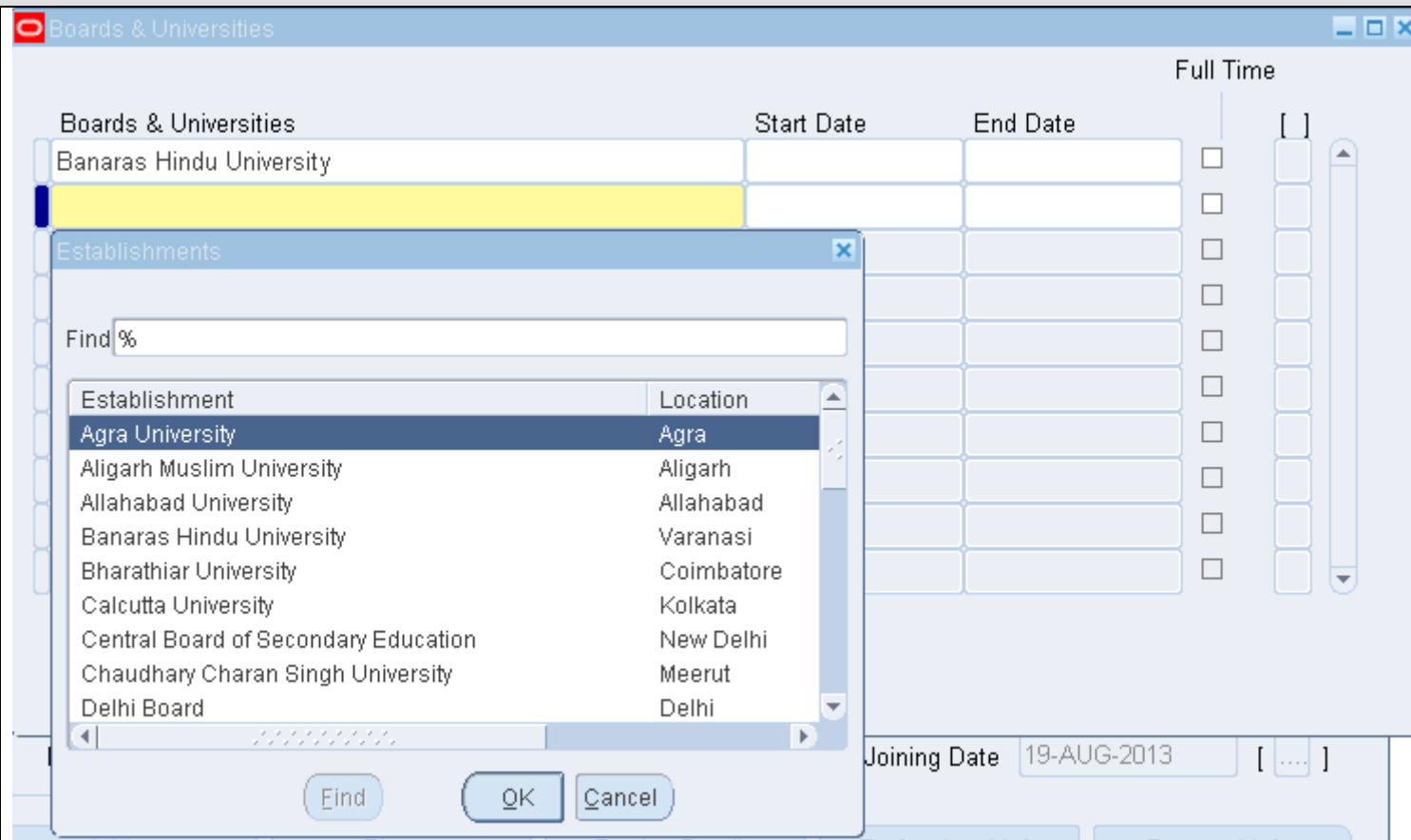


Phone Numbers(Mr. Test5 Employee)

Type	Phone Number	Dates		
		From	To	[]
Home	011-987654	26-APR-2013		

1.2.9 Enter Educational Qualifications

- 1) Click On the Personal Info
- 2) Click on Boards & University and select all universities/boards for which you want to input details
- 3) Click on Save
- 4) Press F4
- 5) Click On the Personal Info
- 6) Click on "Educational Qualifications"



Boards & Universities	Start Date	End Date	Full Time
Banaras Hindu University			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Joining Date 19-AUG-2013 [...]

Educational Qualification			
Type	Graduation	Start Date	20-JAN-2001
Title	B.A.	End Date	20-MAR-2004
Status	Completed	Awarded Date	20-APR-2004
Percentage/ Class / CGP	72%	Projected Completion Date	
University / College	Banaras Hindu University		
Comments			
[☐]			
Qualifications Framework Details			
Subject Details			
Subject	Status	Start Date	[]
☒ English	☒ Completed	☒ 20-JAN-2001	☐
☐	☐	☐	☐
☐	☐	☐	☐

1.2.10 Entering Employee Picture

Click on the Picture button

Picture

On the Enter& Maintain screen

Click on Browse and select the appropriate picture file and click apply

Picture(Mr. Mahesh Kumar Chander)

Delete

Apply

Personalize "View Picture"

File Path

Browse..

Delete

Apply

1.2.11 Entering Disability

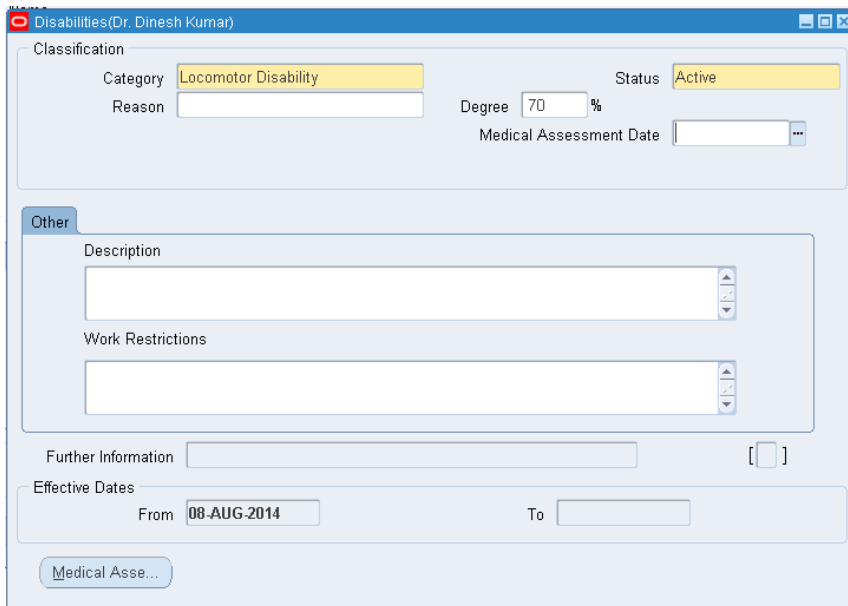
You need to search for the employee. Click on Personal Info -> Disability.

In Category you need to provide type of disability like Blind, Autism, Locomotor Disability etc., Choose Status as Active

Choose the appropriate Reason by selecting from List

Mention the Degree of Disability.

Click on Further Information



Choose Yes Post this only employee can benefit under Section 80U	Further Disability Information Proof attached Yes OK Cancel Clear Help
---	--

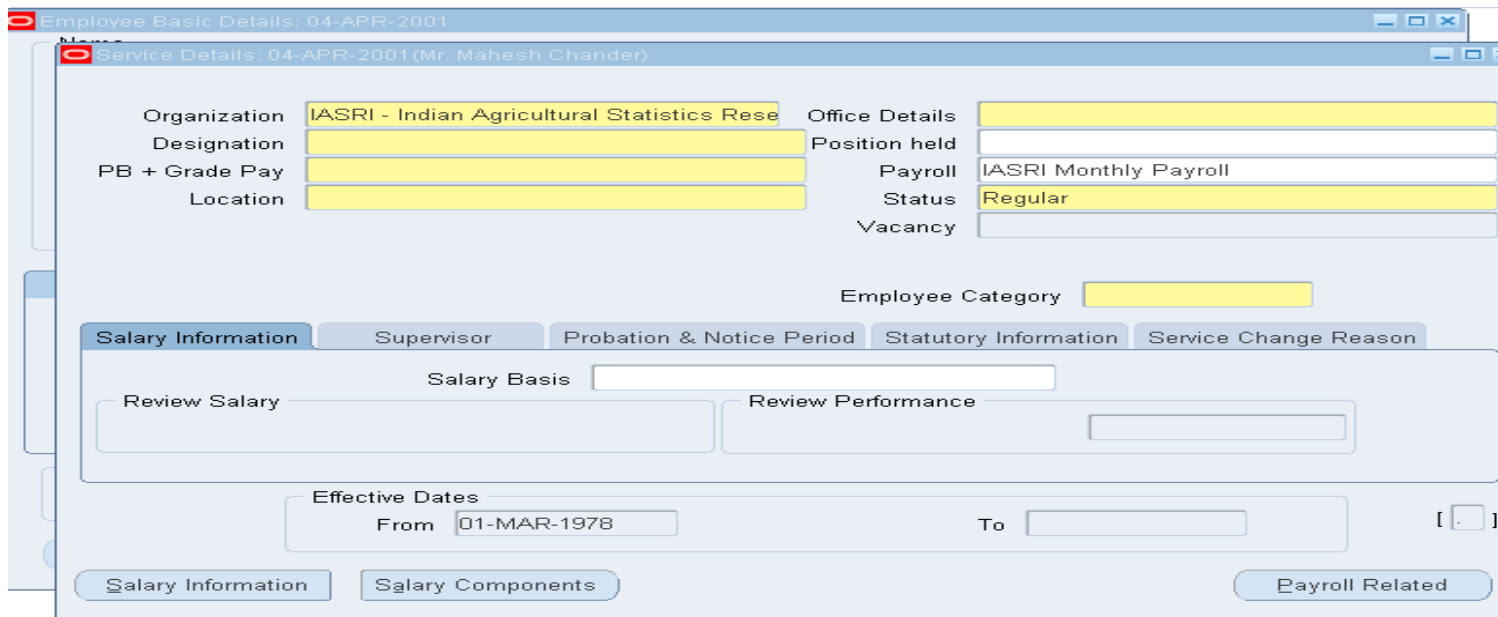
1.3 Entering Service Details of an employee

After entering employee basic details click on Service Details tab

Service Details

1) Enter Organization name which is the Name of the Institute

The service details of an employee like his designation, institute working for, pay band and grade pay details are stored here. Apart from this the service type/category of the employee is given here like Scientist, Technical, Administrative or Casual Labour with Temporary status.



2) Enter Office Details as HQ/Institute, Division, Discipline/Func.Grp and Section

After entering Institute Name enter the Office Details

Office Details Example 1 – Administrative Staff

ICAR People Group Flexfield

HQ / Institute	INST	Institute
Division	Admin/Finance	
Discipline/Func Grp	Administration	Administration
Section	Administration - I	Administration - I

OK Cancel Clear Help

Office Details Example 2 – Scientific Staff

ICAR People Group Flexfield

HQ / Institute	INST	Institute
Division	Computer Application in Agriculture	
Discipline/Func Grp		
Section		

OK Cancel Clear Help

Office Details Example 3 – Technical Staff

3) Enter Employee Category – Scientific, Administrative, Technical or Casual labour with Temporary Status

ICAR People Group Flexfield

HQ / Institute: **INST** Institute

Division: **Technical**

Discipline/Func Grp: **Agronomy**

Section:

OK Cancel Clear Help

Choose Employee Category

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization: **IASRI - Indian Agricultural Statistics Research** Office Details: **INST.Admin/Finance.Administration.Administrative**

Designation: Position held:

PB + Grade Pay: Payroll: **IASRI Monthly Payroll**

Location: Status: **Regular**

Vacancy:

Employee Categories

Find %

Employee Category

- Administrative
- Casual Labor with Temporary Status
- Scientific
- Technical

End OK Cancel

Salary Information Salary Components Payroll Related

4) Enter Designation

Choose Designation as required

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IASRI - Indian Agricultural Statistics Research	Office Details	INST.Admin/Finance.Administration.Administr
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay		Payroll	IASRI Monthly Payroll
Location		Status	Regular

Category Administrative

Category Information Service Change Reason

Find %

Job

- Assistant Administrative Officer.
- Assistant Director (OL).
- Assistant.
- Chief Admin Officer.
- Deputy Director (OL).
- Director (Fin).
- Director.
- Joint Director (Edn).

Find End OK Cancel

Salary Information Salary Components Payroll Related

Choose Pay Band and Grade Pay applicable to the designation you have chosen

5) Enter relevant Pay Band and Grade Pay

6) Enter relevant Payroll information eg. IASRI Monthly payroll for IASRI employees

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IASRI - Indian Agricultural Statistics Research	Office Details	INST.Admin/Finance.Administration.Administr
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100).+7600	Payroll	IASRI Monthly Payroll
Location	Grades		

Find PB-3 (Rs 15,600-39,100).+7600%

Grade	Valid For Job
PB-3 (Rs 15,600-39,100).+7600	Yes

Buttons: Find, OK, Cancel

From 19-AUG-2013 To

Buttons: Salary Information, Salary Components, Payroll Related

Note: - Payroll Information is updated automatically and you need not type anything

Enter Location of Institute

7) Enter Work Location as appropriate
MI – Main Institute
RS – Regional Station

8) Enter Status from the Option

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IASRI - Indian Agricultural Statistics Research	Office Details	INST.Admin/Finance.Administration.Administr
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100).+7600	Payroll	IASRI Monthly Payroll
Location	IASRI (MI), New Delhi	Status	Regular
		Vacancy	
		Employee Category	Administrative

Note : The naming convention of Institute location is MI – Main Institute, RS – Regional Station. Eg. IARI Delhi will be IARI (MI), New Delhi whereas its Wellington regional station will be IARI (RS), Wellington

1.3.1 Entering Supervisor Details of an employee

Enter
Information

Supervisor

Service Details(Mr. Test Employee)

Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Agricultural Statistics..
Designation	Scientist.	Position held	
Grade	PB-2 (Rs 9,300-34,800). +4600	Payroll	IARI Monthly Payroll
Location	IARI (MI), New Delhi	Status	Regular
		Vacancy	

Employee Category Scientific

Salary Information
Supervisor
Probation & Notice Period
Statutory Information
Service Change Reason

Name Dr. Arun M Singhania

1.3.2 Entering Probation Details of an employee

Enter Probation and Notice period

Service Details(Dr. Arun M Singhania)

Organization	IASRI - Indian Agricultural Statistics Research	Office Details	INST.Computer Application in Agriculture.Anir
Designation	Senior Scientist.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100).+8000	Payroll	IASRI Monthly Payroll
Location	IASRI (MI), New Delhi	Status	Joining Time
		Vacancy	

Employee Category **Scientific**

Probation Period

Length

Duration

End Date

Notice Period

Length

Duration

Effective Dates

From To [.]

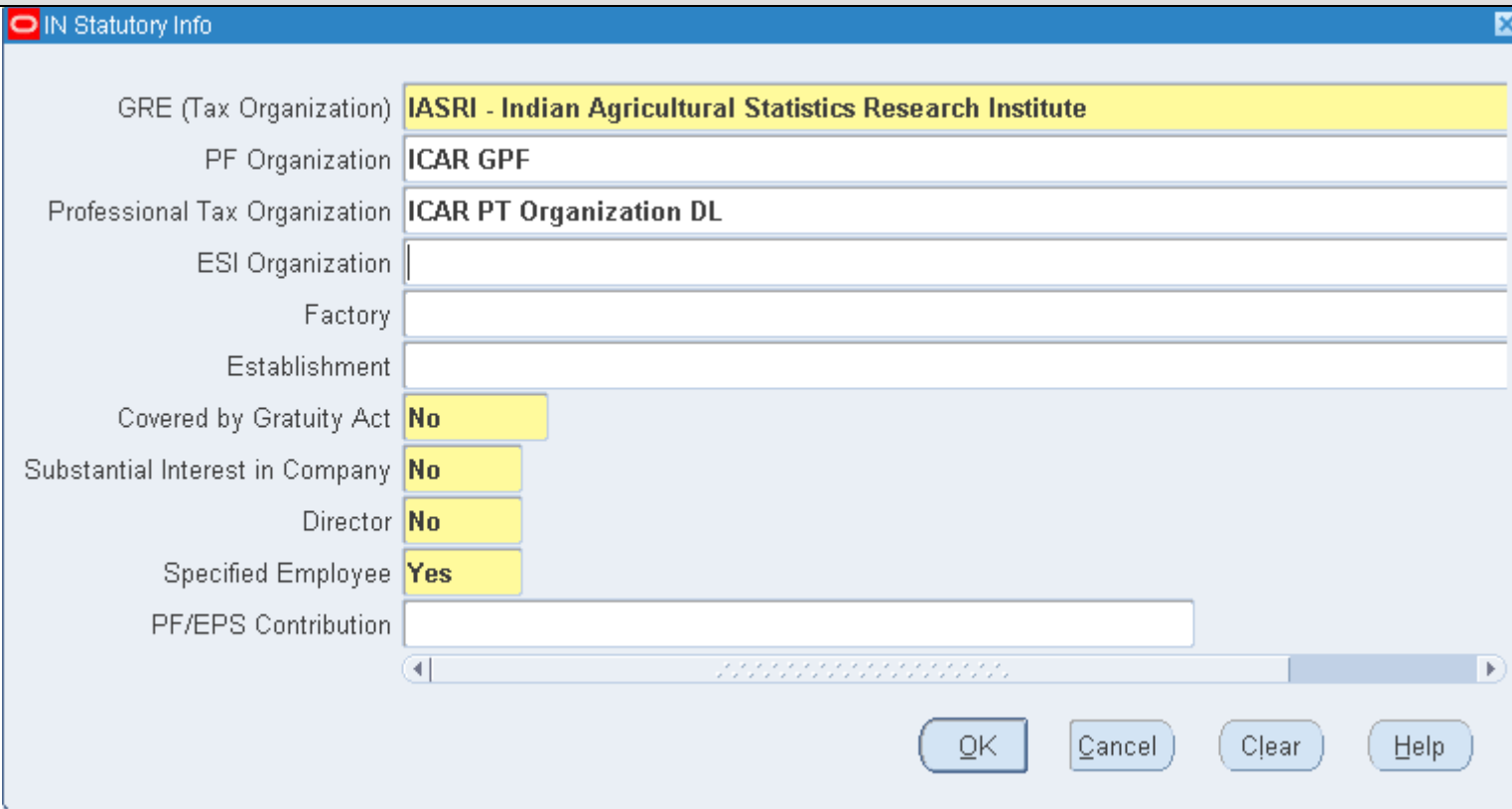
1.3.3 Entering Statutory Details of an employee

Click on Statutory Info tab and press Control + L

1. GRE – It will be the institute name

2. PF Organisation – ICAR GPF

3. Professional Tax Organisation – ICAR PT Organisation <<State Name>>



GRE (Tax Organization)	IASRI - Indian Agricultural Statistics Research Institute
PF Organization	ICAR GPF
Professional Tax Organization	ICAR PT Organization DL
ESI Organization	
Factory	
Establishment	
Covered by Gratuity Act	No
Substantial Interest in Company	No
Director	No
Specified Employee	Yes
PF/EPS Contribution	

Note - Professional Tax Organisation – ICAR PT Organisation <<State Name>> where state name is the state where the employee's place of work is. Eg. For IASRI employees it is Delhi (DL)

1.3.4 Adding Salary Elements

Search for Employee on people Form

Click on Service Details

Click on Salary Components

Element Entries(Ms. Shashi Narwal)

Period: 5 2013 Calendar Month (01-AUG-2013)

Classification:

Processing Types: ☐ Recurring ☐ Nonrecurring ☒ Both

Override: ☐ Additional ☐ Processed ☐ Retroactive

Element Name	Processing Type	Costing	Reason	[]	Effective Dates From	To
Dearness Allowance	Recurring			...	31-DEC-2012	31-AUG-2014
Deduction Information	Recurring			...	31-DEC-2012	31-AUG-2014
Deputation Duty Allowance	Recurring			...	31-DEC-2012	31-AUG-2014
Earned Leave Accrual	Recurring			...	31-DEC-2012	31-AUG-2014
GPF Information	Recurring			...	31-DEC-2012	31-AUG-2014
HRA	Recurring			...	31-DEC-2012	31-AUG-2014
Half Pay Leave Accrual	Recurring			...	31-DEC-2012	31-AUG-2014
Hard Area Allowance	Recurring			...	31-DEC-2012	31-AUG-2014
House Rent Information	Recurring			...	31-DEC-2012	31-AUG-2014
Income Information	Recurring			...	31-DEC-2012	31-AUG-2014
Income Tax Information	Recurring			...	31-DEC-2012	31-AUG-2014

Entry Values Balance Grossup

Refer Payroll Guide to learn how to add elements and input values

1.4 Editing Service Specification of an employee

Two fields need to be updated

This is one of the most important sections of the HRMS system. You can enter/edit service details of an employee from this screen. This screen is important to do transactions related to transfers, deputations, promotion, lien pay band or grade pay change, dies non, suspension and many others. This screen maps the service book into the system.

Service Specification changes are done through two simple steps

Change of Status

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization

IASRI - Indian Agricultural Statistics Research

Designation

Chief Admin Officer.

PB + Grade Pay

PB-3 (Rs 15,600-39,100). +7600

Location

IASRI (MI), New Delhi

Office Details

INST.Admin/Finance.Administration.Administr

Position held

Payroll

IASRI Monthly Payroll

Status

Regular

Vacancy

Employee C

Salary Information

Supervisor

Probation & Notice Period

Statutor

Reason

New Joinee

Effective Dates

From 19-AUG-2013

Salary Information

Salary Components

Find %

User Status

Deputation outside ICAR

Dies Non

EOL not counted as Qualifying Service

End

Joining Time

Opted for Lien

Regular

Retired from Service

Suspension counted as Qualifying Service

Suspension not counted as Qualifying Service

Find

OK

Cancel

Change of 'Service Change Reason'

Service Details: 19-AUG-2013(Mr. Mahesh Kumar Chander)

Organization

IASRI - Indian Agricultural Statistics Research Institute

Designation

Chief Admin Officer.

PB + Grade Pay

PB-3 (Rs 15,600-39,100). +7600

Location

IASRI (MI), New Delhi

Office Details

INST.Admin/Finance.Administration.Administrative

Position held

Payroll

IASRI Monthly Payroll

Status

Regular

Vacancy

Salary Information

Supervisor

Probation & Not

Reason

Effective Dates

From 19-AUG-2013

Salary Information

Salary Components

Reasons

Find %

Reason

Changed due to MACP 1

Changed due to MACP 2

Changed due to MACP 3

Dies Non

Disciplinary Action

External Deputation

Grade Pay Change

Internal Deputation outside Sanctioned Strength

Internal Deputation under Sanctioned Strength

New Joinee

Opted for Lien

Other Reasons

Pay Band Change

Pay Fixation

Promotion

Promotion & Transfer

Reinstatement on Appeal/Court Orders

1.4.1 Employee Transfer

Read the adjoining case to do this transaction

Case: If any employee transferred from other institute to your institute then you have to transfer the same in ERP system also.

1. Go to “XXXX Establishment & Personnel Section” Responsibility. Click on “Open employee service record” search the employee by name or by user id -> Click on Service Detail. Click on Payroll related -> select Pay method -> change the effective date to last day in institute -> end date the pay method
2. Now go “ICAR Transfer” responsibility to transfer from one institute to another. Change the effective date to DOJ of employee in current institute.

Go to **Service Detail** and update organization name, payroll, location and other relevant information and then save it.

Case : Suppose an employee is to move from IASRI to IARI under following circumstances

1. Last day of service at IASRI – 19 Aug 2013 - [To be done by IASRI admin/personnel staff](#)
2. Joining Time for IARI – 20- Aug 2013 to 21 – Aug 2013 – [To be done by IASRI admin/personnel Staff](#)
3. Regular employee of IARI – 22 Aug 2013 – [To be done by IARI admin/personnel staff](#)

NOTE : All transactions to be done in Update Mode and not Correction Mode

Step 1 - To be done by IASRI admin/personnel staff

1. Date Track to 19 Aug 2013
2. Choose service change reason as Transfer on Own Request or Transfer on Public Interest as applicable

Service Details: 22-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Admin/Finance.Administration.
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100). +7600	Payroll	IARI Monthly Payroll
Location	IARI (MI), New Delhi	Status	Regular
		Vacancy	

Employee Category

Supervisor Probation & Notice Period Statutory Information Service Change Reason

Reason

Effective Dates
From 19-AUG-2013 To

Salary Information Salary Components

Reasons

Find %Transfer on%

Reason

Transfer on Own Request

Transfer on Public Interest

Step 2 – To be done by IASRI admin/personnel Staff

1. Date Track to 20 August 2013
2. Change Organisation to IARI
3. Change Designation, Pay Band and Office Details as applicable.
4. Change Payroll to IARI Monthly Payroll
5. Change Location to IARI (MI), New Delhi
6. Change Status to – **Joining Time**
7. Change Service Change Reason to – **Transfer Joining Time**

Alter Effective Date

Effective Date 20-AUG-2013 ... Today's Date 23-AUG-2013

OK

Reset

Cancel

Service Details: 20-AUG-2013(Mr. Mahesh Kumar Chander)

Organization

IARI - Indian Agricultural Research Institute

Designation

Chief Admin Officer.

PB + Grade Pay

PB-3 (Rs 15,600-39,100). +7600

Location

IARI (MI), New Delhi

Office Details

INST.Admin/Finance.Administration.

Position held

Payroll

IARI Monthly Payroll

Status

Joining Time

Vacancy

Employee Category

Administrative

Salary Information

Supervisor

Probation & Notice Period

Statutory Information

Service Change Reason

Reason

Transfer Joining Time

Effective Dates

From

19-AUG-2013

To

[]

Salary Information

Salary Components

Payroll Related

Step 3 – To be done by IARI admin/personnel staff as on 22 Aug 2013

1. Date Track to 22 Aug 2013
2. Change Status to Regular



Alter Effective Date

Effective Date 22-AUG-2013 Today's Date 23-AUG-2013

OK Reset Cancel

Service Details: 22-AUG-2013(Mr. Mahesh Kumar Chander)

Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Admin/Finance.Administration.
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB-3 (Rs 15,600-39,100). +7600	Payroll	IARI Monthly Payroll
Location	IARI (MI), New Delhi	Status	Regular
		Vacancy	

Employee Category Administrative

Supervisor Probation & Notice Period Statutory Information Service Change Reason Special Ceiling

Reason

Effective Dates
From 19-AUG-2013 To [] [.]

Salary Information Salary Components Payroll Related

Thus the employee has been transferred to IARI

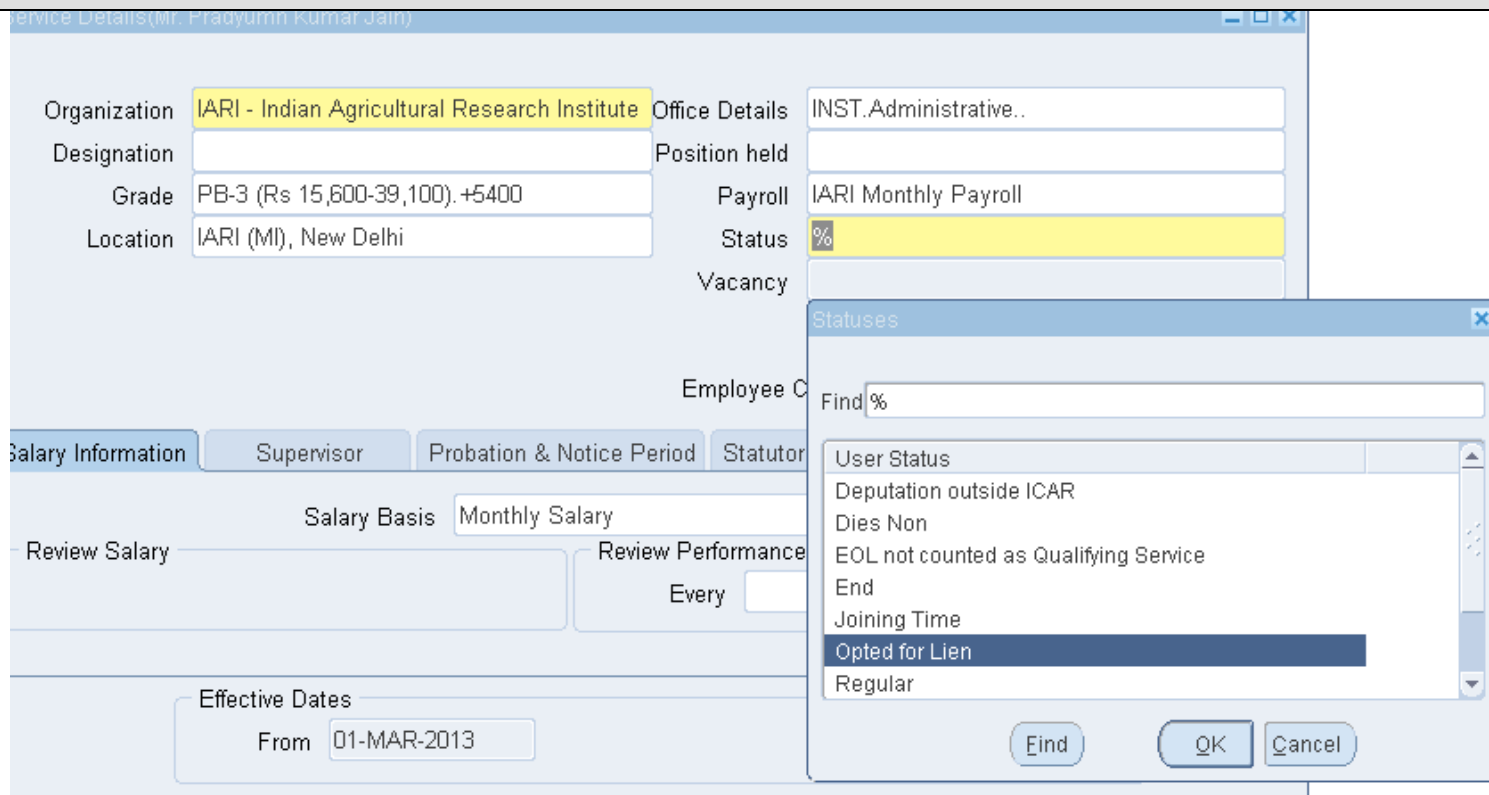
1.4.2 Opted for Lien

On the People form, click on Service Details Tab.

Click on the "Alter Effective Date" icon on the Toolbar and select the date from which the Employee's Lien is to be entered.

On the "Service Details form", Navigate to the "Status" field and select the value "Opted for Lien" from the list of values.

Select the "Update" option on the screen.



Service Details(Mr. Pradyumn Kumar Jain)

Organization	IARI - Indian Agricultural Research Institute	Office Details	INST.Administrative..
Designation		Position held	
Grade	PB-3 (Rs 15,600-39,100).+5400	Payroll	IARI Monthly Payroll
Location	IARI (MI), New Delhi	Status	%
		Vacancy	

Employee C

Salary Information Supervisor Probation & Notice Period Statutor

Salary Basis Monthly Salary

Review Salary Review Performance Every

Effective Dates From 01-MAR-2013

Statuses

Find %

User Status

- Deputation outside ICAR
- Dies Non
- EOL not counted as Qualifying Service
- End
- Joining Time
- Opted for Lien**
- Regular

Find OK Cancel

1.4.3 Return from Lien

Navigate to "Status" field and select the value "Active Assignment" from the list of values.

Navigate to "Service Change Reason" tab on the Assignment Form and select the value- Return from Lien.

Click on Save button on the toolbar.

Designation	Grade	PB-3 (Rs 15,600-39,100). +5400	Payroll	IARI Monthly Payroll
	Location	IARI (MI), New Delhi	Status	Regular
			Vacancy	
			Employee Category	Administrative
Information	Supervisor	Probation & Notice Period	Statutory Information	Service Change Reason
Reason %ret Effective Dates From 01-MAR-20				
Information	Salary Component	Reasons Find %ret Reason Return from Dies Non Return from External Deputation Return from Lien Return from Sabbatical Return from Study Leave		Related

1.4.4 Deputation outside ICAR

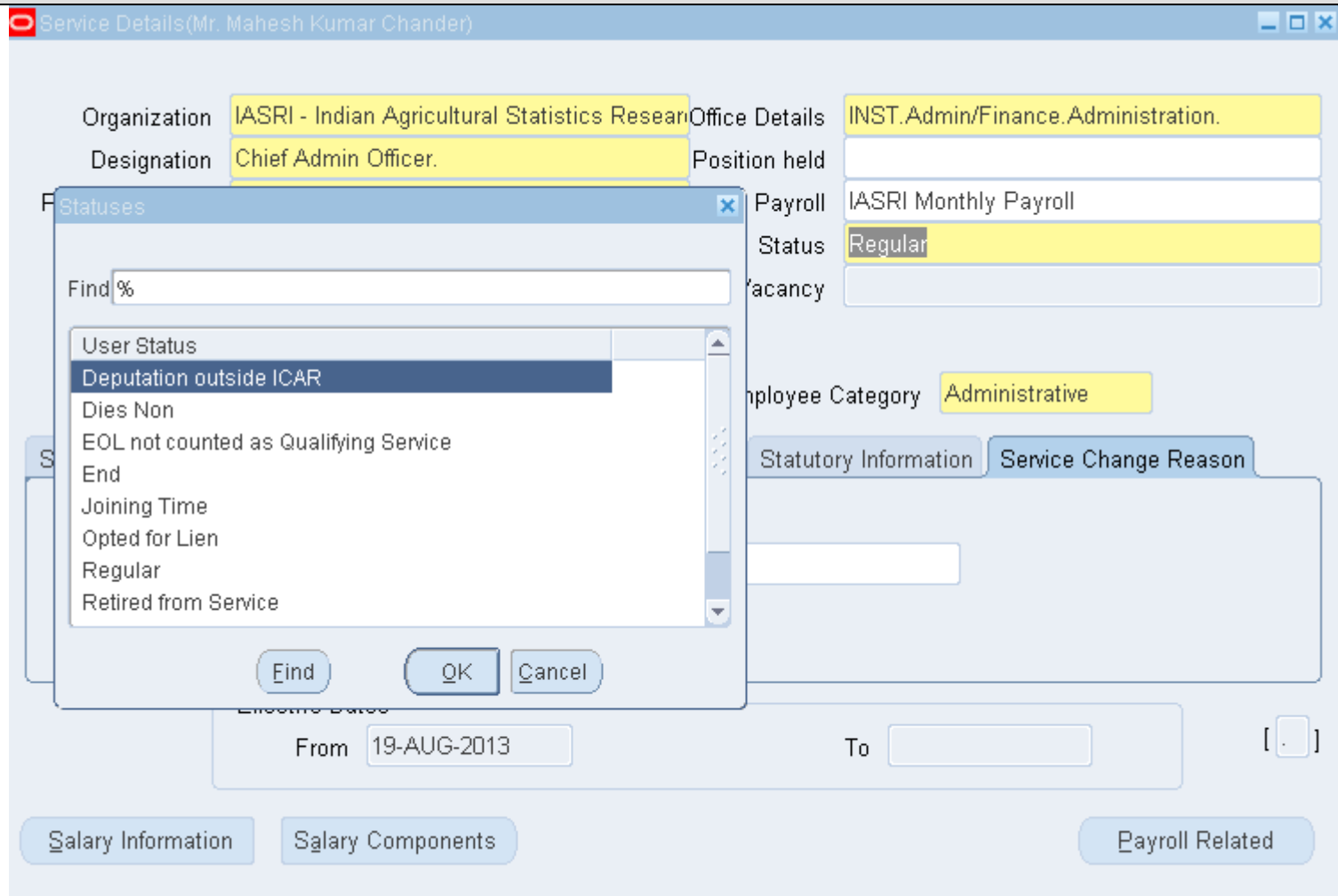
On the People form, click on Assignment Tab.

Click on the Alter Effective Date icon on the Toolbar and select the date from which the Employee's Deputation outside is to be entered.

On the Assignment form, Navigate to the Status field and select the value Deputation Outside ICAR from the list of values.

Select the Update option on the screen.

Navigate to Service Change Reason tab on the Assignment Form and select the value - External Deputation and click on Save button on the toolbar.



Service Details(Mr. Mahesh Kumar Chander)

Organization: IASRI - Indian Agricultural Statistics Research Institute

Designation: Chief Admin Officer.

Office Details: INST.Admin/Finance.Administration.

Position held:

Payroll: IASRI Monthly Payroll

Status: Regular

Employee Category: Administrative

Service Change Reason: External Deputation

Effective Date: From 19-AUG-2013

Buttons: Find, OK, Cancel, End, Salary Information, Salary Components, Payroll Related

1.4.5 Return from Deputation outside ICAR

Click on the Alter Effective Date icon on the Toolbar and select the date on which the Employee returns.

Navigate to Status field and select the value Regular from the list of values.

Navigate to Service Change tab on the Assignment Form and select the value-Return from External Deputation.

Click on Save button on the toolbar.

Service Details(Mr. Mahesh Kumar Chander)

Organization	IASRI - Indian Agricultural Statistics Research	Office Details	INST.Admin/Finance.Administration.
Designation	Chief Admin Officer.	Position held	
PB + Grade Pay	PB 3 (Rs.15,600-39,100) +7600	Payroll	IASRI Monthly Payroll
Location	IA	Status	Regular
		Vacancy	
		Employee Category	Administrative

Reasons

Find %

- Promotion
- Promotion & Transfer
- Reinstatement on Appeal/Court Orders
- Return from Dies Non
- Return from External Deputation
- Return from Lien
- Return from Sabbatical
- Return from Study Leave
- Return from Suspension
- Reversion
- Sabbatical
- Study Leave
- Suspension counted as Qualifying Service

Salary Information

Statutory Information

Service Change Reason

To []

Payroll Related

Find OK Cancel

1.4.6 Suspension counted as Qualifying Service

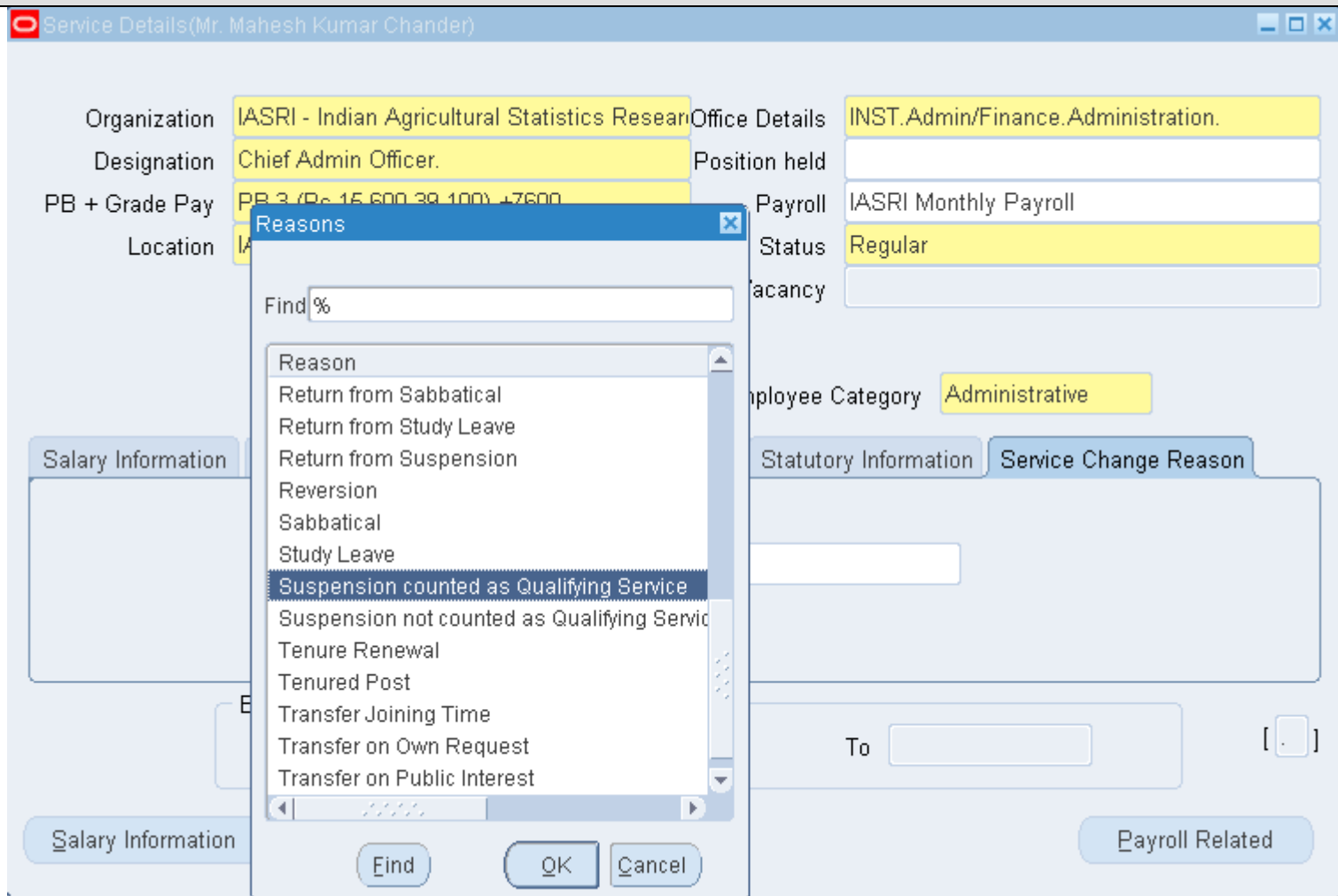
On the People form, click on Assignment Tab.

Click on the Alter Effective Date icon on the Toolbar and select the date from which the Employee's Suspension is to be tracked.

On the Assignment form Navigate to the Status field and select the value Suspension counted as Qualifying Service from the list of values.

Select the Update option on the screen.

Navigate to Service Change tab on the Assignment Form and select the value - Suspension counted as Qualifying Service and click on Save button on the toolbar.



Service Details(Mr. Mahesh Kumar Chander)

Organization: IASRI - Indian Agricultural Statistics Research Institute

Designation: Chief Admin Officer.

PB + Grade Pay: PB 3 (Rs 15,600-39,100) +7600

Location: IASRI

Office Details: INST.Admin/Finance.Administration.

Position held:

Payroll: IASRI Monthly Payroll

Status: Regular

Employee Category: Administrative

Statutory Information: Service Change Reason

Reasons:

Find %

Reason

- Return from Sabbatical
- Return from Study Leave
- Return from Suspension
- Reversion
- Sabbatical
- Study Leave
- Suspension counted as Qualifying Service**
- Suspension not counted as Qualifying Service
- Tenure Renewal
- Tenured Post
- Transfer Joining Time
- Transfer on Own Request
- Transfer on Public Interest

Find

OK

Cancel

To

Payroll Related

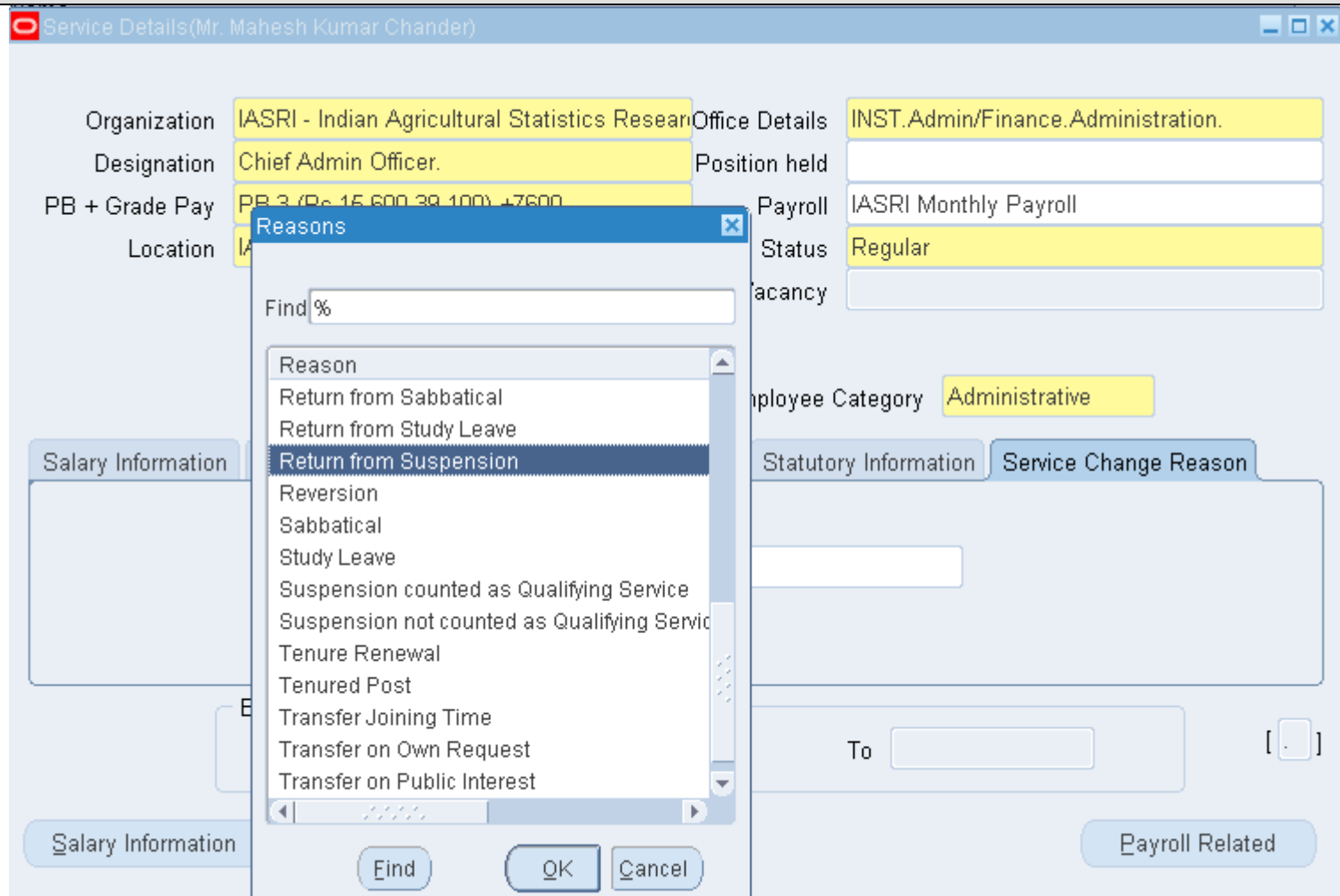
1.4.7 Suspension counted as Qualifying service

Click on the Alter Effective Date icon on the Toolbar and select the date on which the Employee will return.

Navigate to Status field and select the value Active Assignment from the list of values.

Navigate to Service Change Reason tab on the Assignment Form and select the value- Return from Suspension.

Click on Save button on the toolbar.



Service Details(Mr. Mahesh Kumar Chander)

Organization: IASRI - Indian Agricultural Statistics Research
 Designation: Chief Admin Officer.
 PB + Grade Pay: PB 3 (Rs. 15,600-33,100) +7600
 Location: IASRI

Office Details: INST.Admin/Finance.Administration.
 Position held:
 Payroll: IASRI Monthly Payroll
 Status: Regular
 Vacancy:

Employee Category: Administrative

Statutory Information: Service Change Reason

Reasons:

- Return from Sabbatical
- Return from Study Leave
- Return from Suspension
- Reversion
- Sabbatical
- Study Leave
- Suspension counted as Qualifying Service
- Suspension not counted as Qualifying Service
- Tenure Renewal
- Tenured Post
- Transfer Joining Time
- Transfer on Own Request
- Transfer on Public Interest

Find %

Find OK Cancel

Salary Information

Payroll Related

1.4.8 Entering Government Quarter Details

Enter Type of quarters.

Enter application Date and allotment date

Enter Owned By

Enter other relevant information.

Any Other Relevant Information

Special Information(Dr. Sudeep Marwaha)

Name	Information Exists
Extension of Work	☐
Get Proof of Employment Letter	☐
Government Quarters Details	☐
Home Town	

Government Quarters Details

Details	Type of Quarters	Accommodation Type	Area of House	Owned By	Application Date	Allotment Date	Date of Vacating	Address	Any other relevant info
Start Date	Type I - Old Qtr. Plinth less than 300 sqft	Residential	Upto 30	IASRI (MI), New Delhi					
End Date									
18-MAY-2015									

1.4.9 Entering Program Details

Enter Program Type
from drop down

Enter Level of
Participation from drop
down

Enter Program Name

Enter Venue

Enter Start Date

Enter End Date

Enter Duration

Enter Program
Conducted by

Enter Approver

Enter Funding agency

Enter Cost Incurred

Enter Program Status
from drop down

Enter Any Other Info

Special Information(Mr. Test Employee)

Employee Programs

Name

Employee Bank Details

Employee Pension Detail

Employee Programs

Employee Publications

Details

Start Date	End Date
23-APR-2013	

Program Type: Kisan Melas

Level of Participation: Attended

Program Name:

Country: India

Venue: 72, Park Avenue

City: Delhi

Start Date: 01-MAY-2008

End Date: 06-MAY-2008

Duration: 6 days

Program Organized by: Organization

Approver: Mr. Narayan

Funding Agency: Agency

Cost Incurred: 1000

Program Status: Completed

Any other info: no

OK Cancel Clear Help

1.4.10 Entering Tour Program Details

Enter Type of Visit
from drop down

Enter Purpose of Visit
from drop down

Enter
Organization/Institute
Visited

Enter City Visited

Enter Report
Submission Date

Enter Trip Start Date

Enter Trip End Date

Enter Trip Duration

Enter Any Other info

Foreign Trip Details

Type of Visit	Official
Purpose of Visit	Administrative Purpose
Organization visited	Oxford University
Funding Agency	NA
City Visited	Oxford
Country Visited	United States
Report Submission Date	01-JAN-2009
Bond Furnished?	Yes
Bond Value	80000
Trip Start Date	01-DEC-2008
Trip End Date	15-DEC-2008
Trip Duration	15 Days
Any other info	No

OK
Cancel
Clear
Help

1.4.11 Entering Employee Achievements

Enter Reference Number

Enter Name of the Particulars

Enter Date of the Application

Enter Date Accreditation

Enter Co-owners (if any)

Enter Any Other Relevant Information

Special Information(Mr. Test Employee)

Name

Information Exists

Review Reports ☐

Service in Remote Areas ☐

Significant Contributions ☒

Special Attainments

Details

Start Date	End Date
23-APR-2013	

Significant Contributions

Achievement **Patent**

Reference Number **890**

Title **Test**

Details / Description **Achieved**

Date of Application **01-JUN-2010**

Current Status of the achievement / contribution **Approved**

Date Registered **01-FEB-2010**

Co-owners (if any) **No**

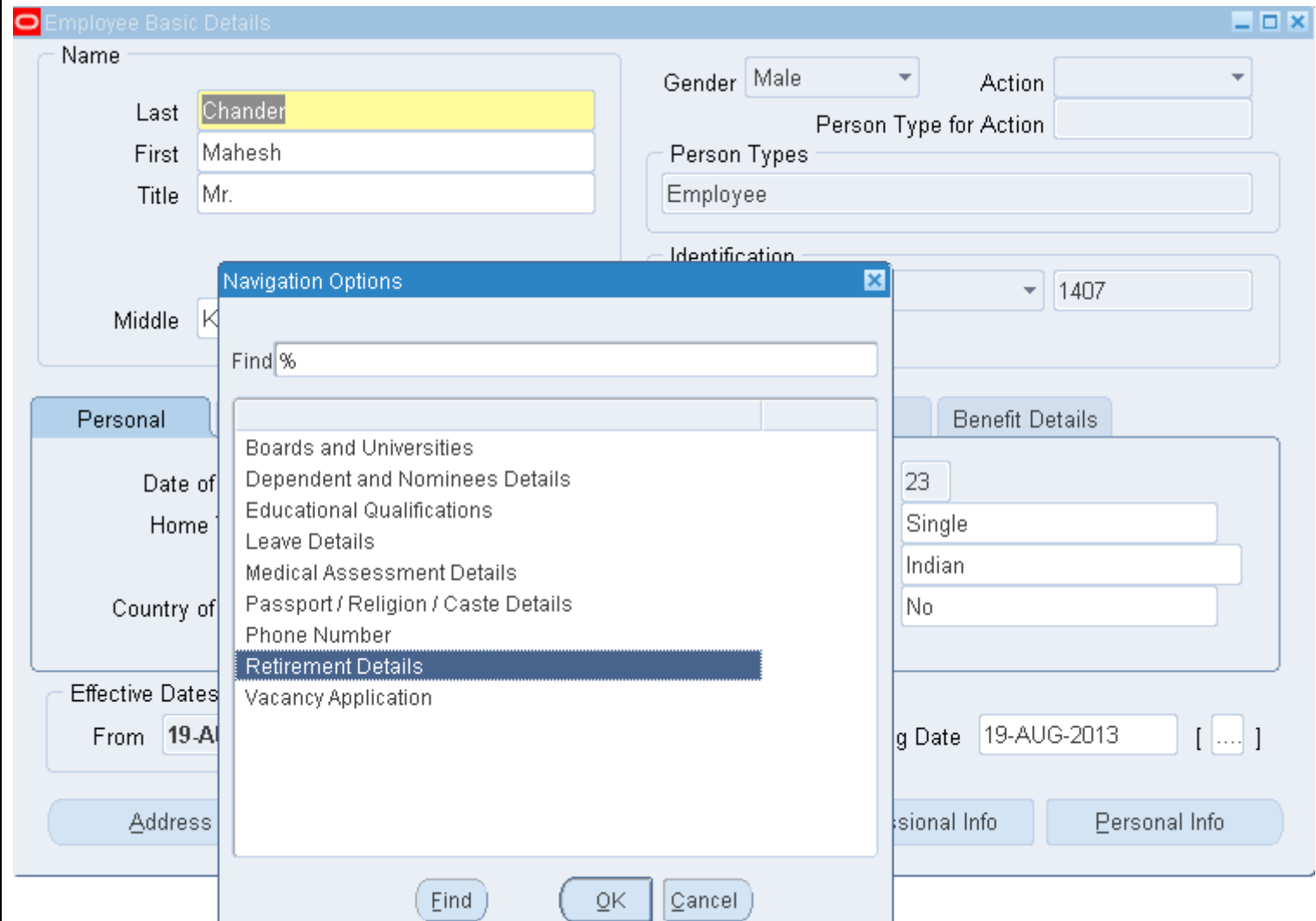
Any other relevant information **No**

OK Cancel Clear Help

1.5 Retirement

On the People form, click on "Personal Info" Button.

Select "Retirement Details"



The screenshot shows the 'Employee Basic Details' form in the HRMS system. The form is divided into several sections: Name, Gender, Action, Person Type for Action, Person Types, Identification, Benefit Details, and Effective Dates. The 'Name' section has fields for Last, First, Middle, and Title. The 'Gender' field is set to 'Male'. The 'Action' field is a dropdown menu. The 'Person Type for Action' field is a text input. The 'Person Types' field is a dropdown menu with 'Employee' selected. The 'Identification' field is a text input with the value '1407'. The 'Benefit Details' section has fields for '23', 'Single', 'Indian', and 'No'. The 'Effective Dates' section has a 'From' field with the value '19-AUG-2013'. The 'Personal Info' button is highlighted. A 'Navigation Options' dialog box is open, showing a list of options: Boards and Universities, Dependent and Nominees Details, Educational Qualifications, Leave Details, Medical Assessment Details, Passport / Religion / Caste Details, Phone Number, Retirement Details (highlighted), and Vacancy Application. The 'Find' button is also visible.

1.5.1 Retirement on Superannuation / Retirement on Medical Grounds / Compulsory Retirement

Click on Personal Info

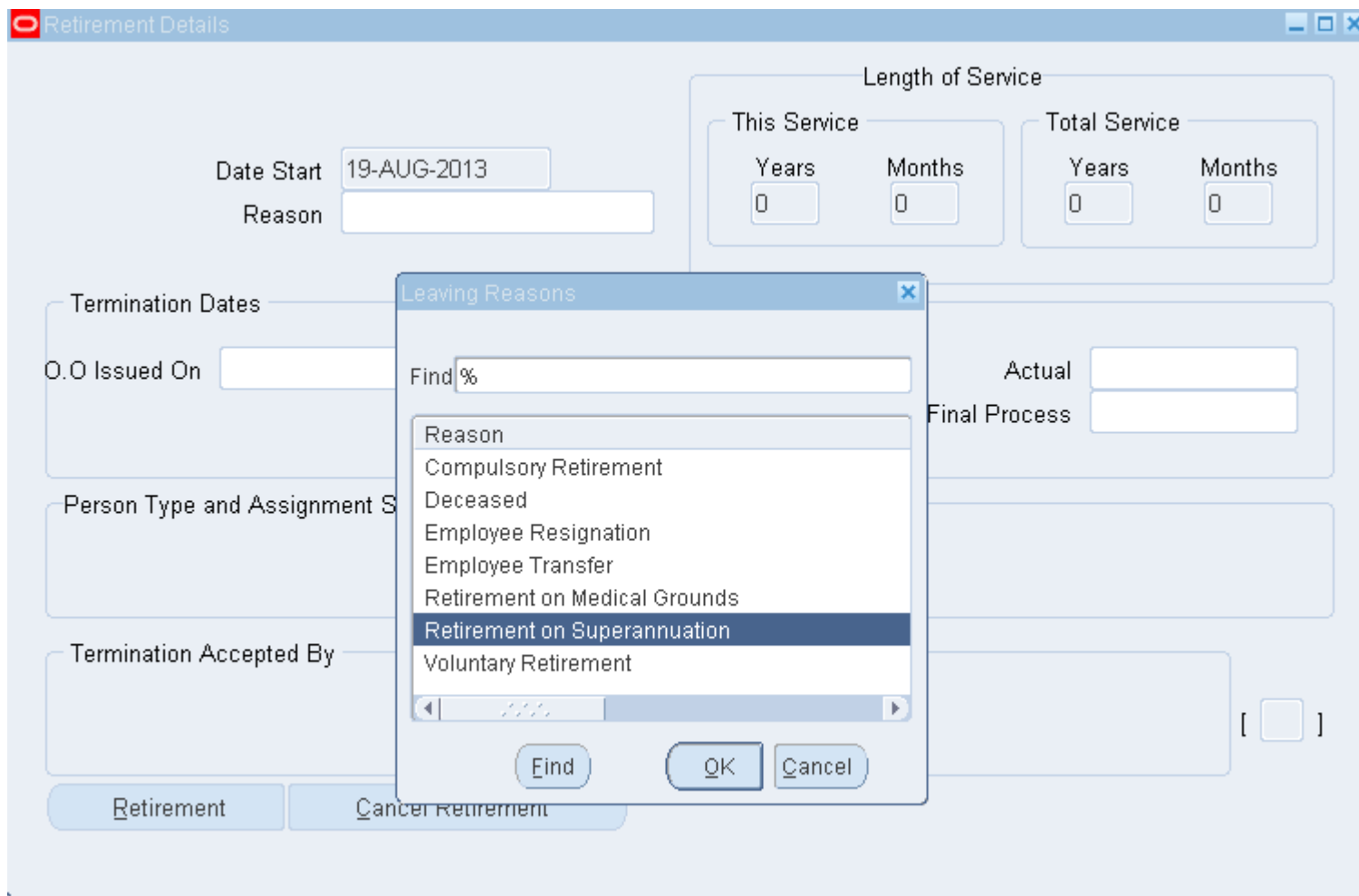
Click on Retirement Details

Choose Leaving Reason as Voluntary Retirement or Resignation as applicable.

Enter the Office Order Issue Date (O.O Issue Date), Superannuation Date and Actual Resignation Date

Click on "Retire" button

Click on Save button on the toolbar.



The screenshot shows the 'Retirement Details' form in the HRMS system. A 'Leaving Reasons' dialog box is open, displaying a list of reasons for retirement. The 'Retirement on Superannuation' option is selected. The background form includes fields for 'Date Start' (19-AUG-2013), 'Reason', 'Length of Service' (This Service and Total Service in Years and Months), 'Termination Dates' (O.O Issued On, Actual, Final Process), 'Person Type and Assignment S', and 'Termination Accepted By'. At the bottom, there are buttons for 'Retirement' and 'Cancel Retirement'.

1.5.2 Voluntary Retirement / Resignation

Click on Service Details
Click on Probation & Notice Period and insert notice period details

Press F4

Click on Personal Info

Click on Retirement Details

Choose Leaving Reason as Voluntary Retirement or Resignation as applicable.

Enter the Office Order Issue Date (O.O Issue Date), Superannuation Date and Actual Resignation Date

Click on "Retire" button

Click on Save button on the toolbar.

Service Details(Dr. Arun M Singhania)

Organization

IASRI - Indian Agricultural Statistics Research

Designation

Senior Scientist.

PB + Grade Pay

PB-3 (Rs 15,600-39,100). +8000

Location

IASRI (MI), New Delhi

Office Details

INST.Computer Application in Agriculture.Anir

Position held

Payroll

IASRI Monthly Payroll

Status

Joining Time

Vacancy

Employee Category

Scientific

Salary Information

Supervisor

Probation & Notice Period

Statutory Information

Service Change Reason

Probation Period

Length

Duration

End Date

Notice Period

Length

3

Duration

Months

Effective Dates

From

21-MAY-2013

To

[.]

Salary Information

Salary Components

Payroll Related

Retirement Details

Date Start

19-AUG-2013

Reason

Length of Service

This Service

Years

0

Months

0

Total Service

Years

0

Months

0

Termination Dates

O.O Issued On

Superannuation Dt

Actual

Last Pay Drawn Dt.

Final Process

Personnel

Employee

Find %

Reason

Compulsory Retirement

Deceased

Employee Resignation

Employee Transfer

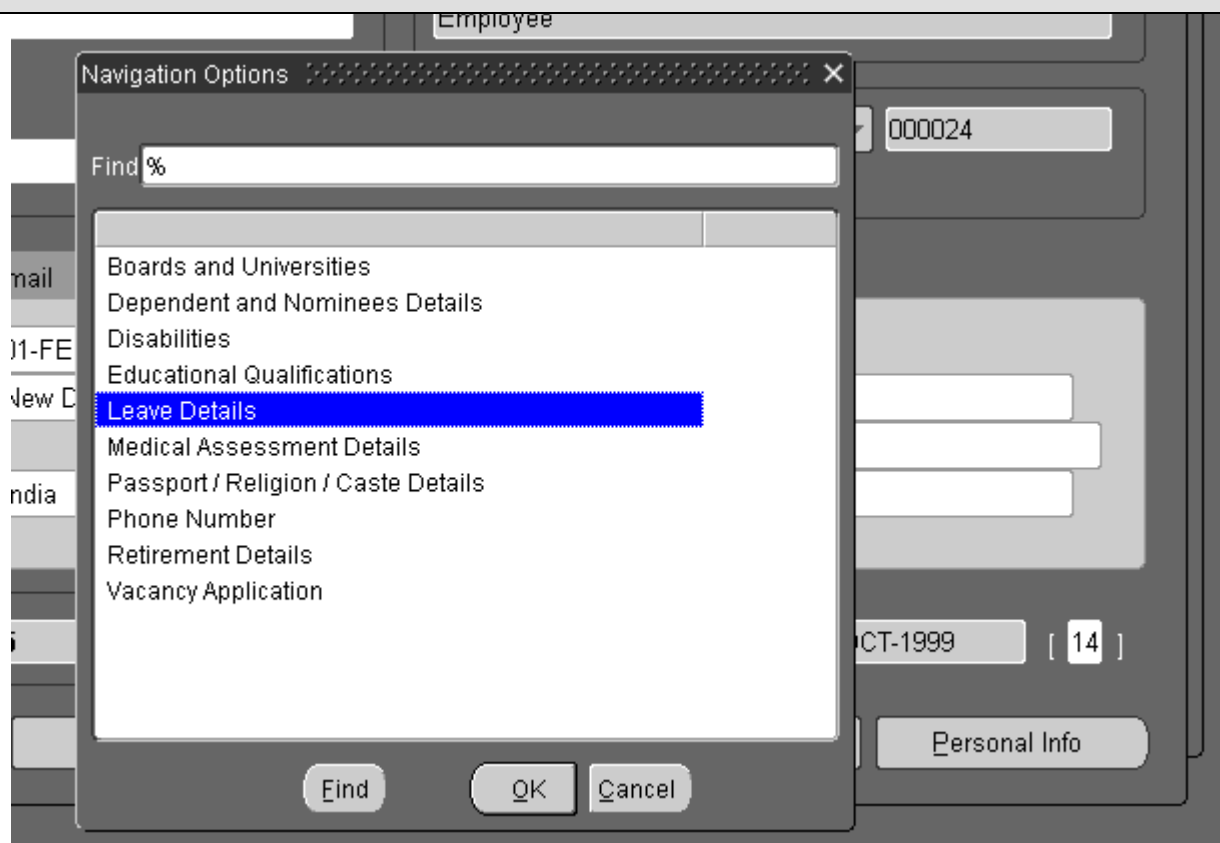
Retirement on Medical Grounds

Retirement on Superannuation

Voluntary Retirement

1.6 Leaves

Click on Establishment & Personnel section-> Personal info -> leave details.



The screenshot displays the 'Employee' form in the HRMS system. A 'Navigation Options' dialog box is open, listing various sections. The 'Leave Details' option is highlighted in blue. The background form includes fields for ID (000024), Name, and Date (OCT-1999). The 'Personal Info' button is visible at the bottom right of the form.

Navigation Options

Find %

- Boards and Universities
- Dependent and Nominees Details
- Disabilities
- Educational Qualifications
- Leave Details**
- Medical Assessment Details
- Passport / Religion / Caste Details
- Phone Number
- Retirement Details
- Vacancy Application

Find OK Cancel

1.6.1 Applying Leave through Forms

Enter Leave Type as Adoption Leave, Casual Leave, Child Care Leave, Earned Leave, Half Pay Leave etc.

Enter Leave Reason from list of values accordingly.

Enter Projected Start Date and End Date.

Enter Actual Start Date and Actual End Date.

Duration would be calculated automatically.

Click on Save.

Leave Type

Earned Leave

Leave Category

Accrued Leaves

Leave Reason

Occurrence

Notified

26-APR-2013

Projected Start

Actual Start

01-APR-2013

Date

End

End

03-APR-2013

Duration

3

Calculate Duration

Days

Balance Information

Running Total

0

In Current Year

0

Days

[]

Accruals

Confirm Projected Dates

In case you need to mention more details about the leave please click on the small box



on the right down corner and the adjacent box will appear.

Going Out of Station needs to be marked yes if person went away

Details of Visit to include stopovers etc.

Name of Family Members is relevant for LTC

Block Year to be chosen appropriate to the year

Prefix Dates & Suffix Dates to be chosen appropriately

Additional Absence Details

Going out of Station?

Details of Visit (if going out)

Name of Accompanying Family Members (for LTC only)

Block Year (for LTC)

Prefix Dates (if Any)

Suffix Date (if Any)

OK
Cancel
Clear
Help

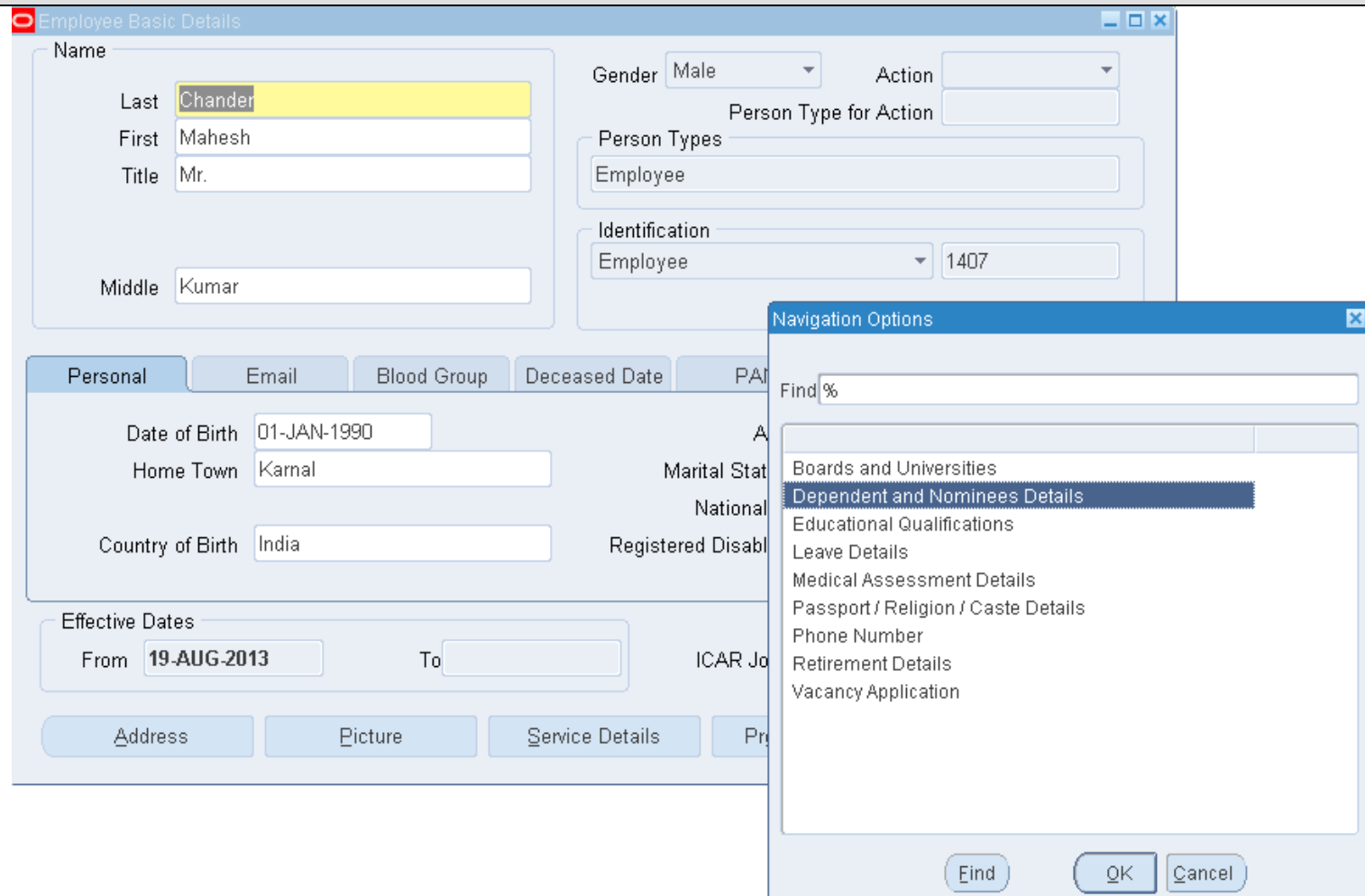
1.7 Enter Dependent & Nominees Details

On the People form, click on Personal Info Tab.

Click on "Dependant and Nominee Details"

Enter Details as required
For minors please specify Guardian Details

Press Save



The screenshot shows the 'Employee Basic Details' form. The 'Name' section includes fields for Last (Chander), First (Mahesh), Title (Mr.), and Middle (Kumar). The 'Gender' is set to 'Male' and 'Action' is a dropdown. 'Person Types' is set to 'Employee'. 'Identification' is set to 'Employee' with a value of 1407. The 'Personal' tab is selected, showing 'Date of Birth' (01-JAN-1990), 'Home Town' (Karnal), and 'Country of Birth' (India). 'Effective Dates' are set from '19-AUG-2013' to an empty field. The 'Navigation Options' menu is open, listing various options, with 'Dependent and Nominees Details' highlighted. The menu also includes 'Find %', 'Boards and Universities', 'Educational Qualifications', 'Leave Details', 'Medical Assessment Details', 'Passport / Religion / Caste Details', 'Phone Number', 'Retirement Details', and 'Vacancy Application'. Buttons for 'Find', 'OK', and 'Cancel' are at the bottom of the menu.



Click on "New" icon on the toolbar.

Enter the Last Name,
First Name and Title
as applicable.

Enter the Birth Date, and Gender.

On the Contact Relationship section, enter the Relationship type and the date from which it is applicable.

Dependent and Nominees																		
Name Last: Chander First: Pooja Title: Mrs. Middle: Type: Contact		Identification Personal Details Birth Date: 01-JAN-1980 Age: 33 Gender: Female																
Contact Relationship <table border="1"> <thead> <tr> <th>Relationship</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>☒ Spouse</td> <td> 23-AUG-2002 </td> <td> ...</td> </tr> <tr> <td>☐</td> <td> </td> <td> </td> </tr> <tr> <td>☐</td> <td> </td> <td> </td> </tr> <tr> <td>☐</td> <td> </td> <td> </td> </tr> </tbody> </table>				Relationship	From	To	☒ Spouse	23-AUG-2002	...	☐			☐			☐		
Relationship	From	To																
☒ Spouse	23-AUG-2002	...																
☐																		
☐																		
☐																		
Contact's Details		Nominee Details																

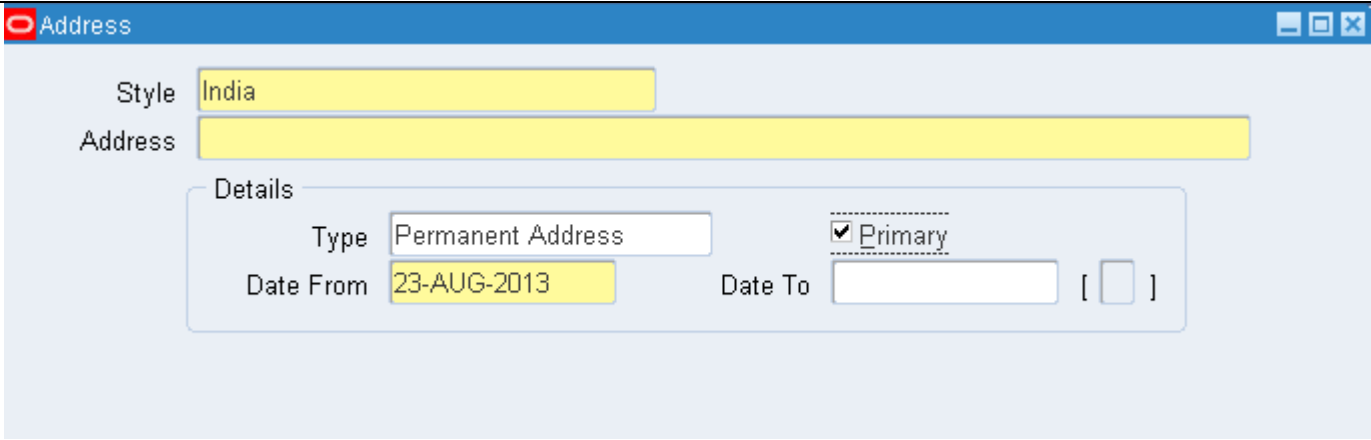




Fill in Phone Numbers
and Click Save

Enter Address of Dependent/Nominee





Address

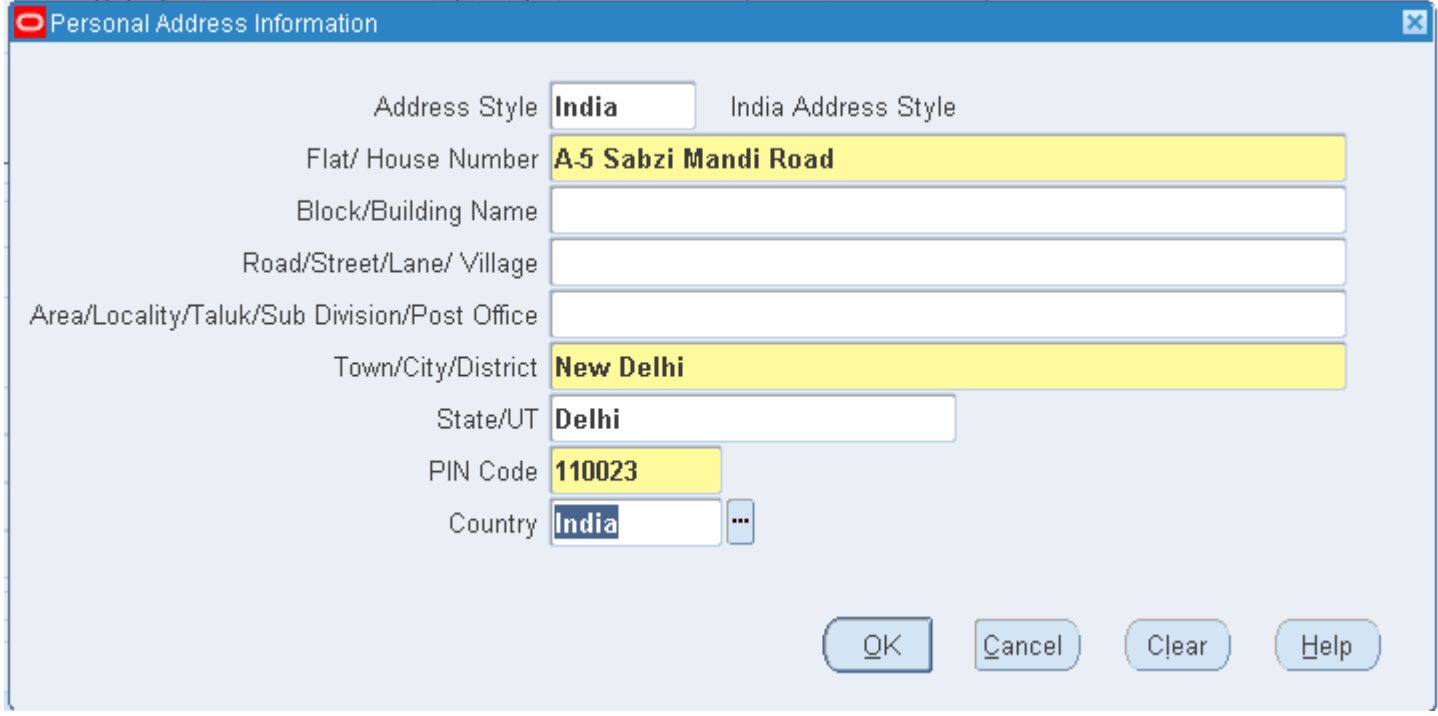
Style

Address

Details

Type ☒ Primary

Date From Date To []



Personal Address Information

Address Style India Address Style

Flat/ House Number

Block/Building Name

Road/Street/Lane/ Village

Area/Locality/Taluk/Sub Division/Post Office

Town/City/District

State/UT

PIN Code

Country ...

OK Cancel Clear Help

Enter Phone Numbers as applicable

Phone Numbers

Type	Phone Number	Dates		
		From	To	[]
Home	011-234587	23-AUG-2013		

1.7.2 Enter Nomination Details

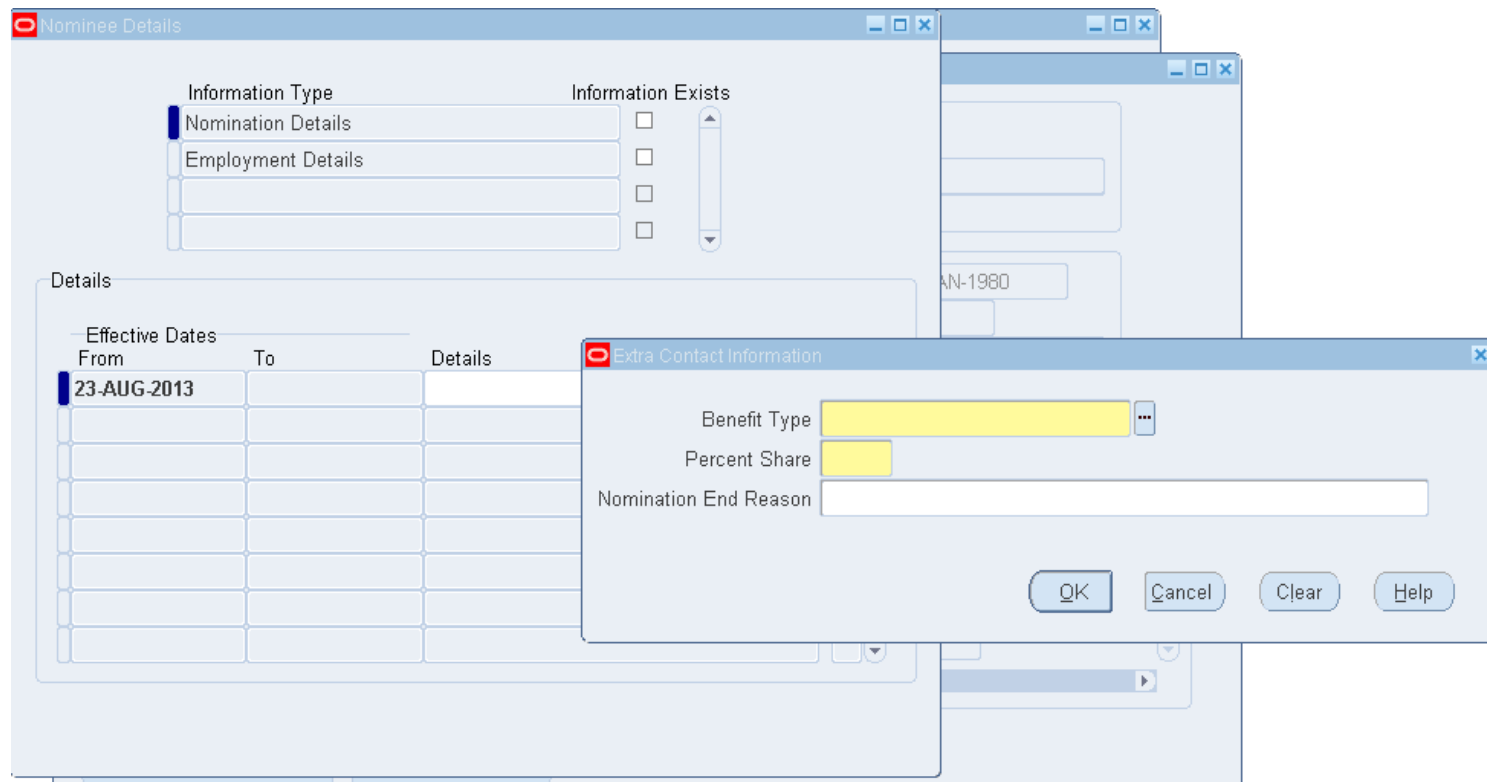
Click Nomination Details button

ON the Contact Extra Information form, click on the Details field.

Select the Benefit Type as Medical Insurance, ESI, Family Pension, Provident Fund, Percentage shares as applicable.

Each benefit type has to be listed out as applicable.

In case employee has not specified Nominees through Self Service and the situation is such that Admin needs to specify Nominee Details



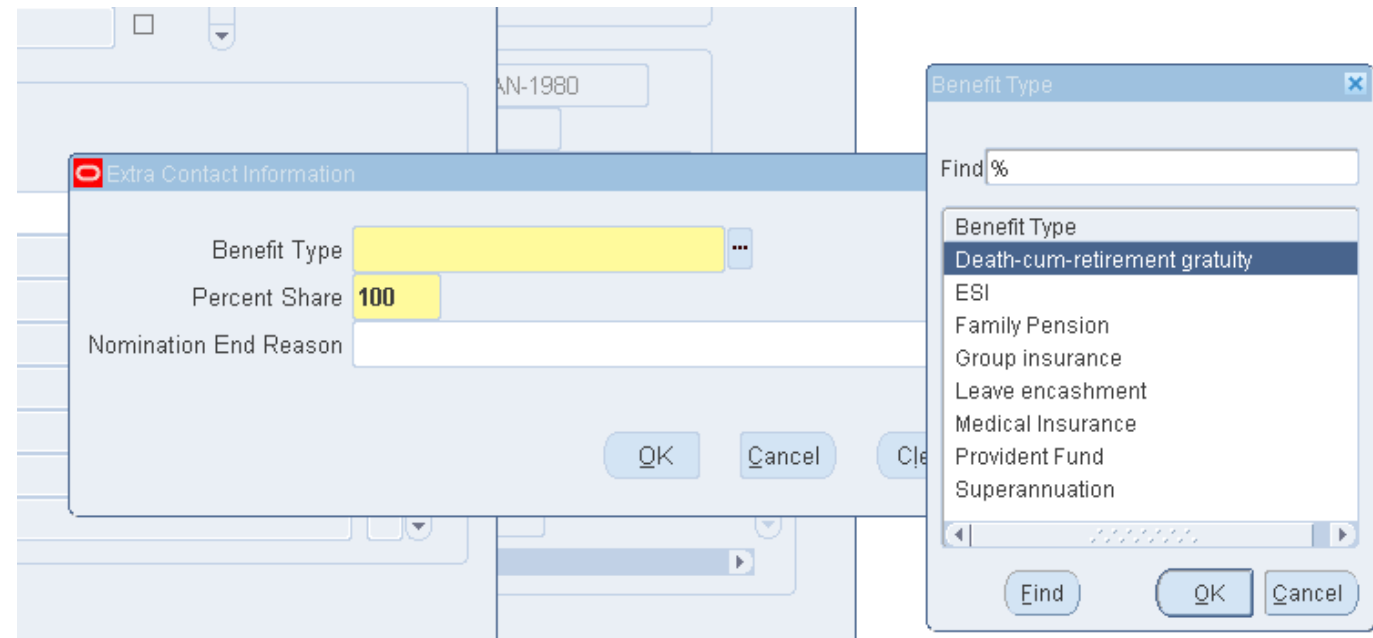
The screenshot displays the 'Nominee Details' window with the following components:

- Information Type:** A list box containing 'Nomination Details' and 'Employment Details'.
- Information Exists:** A column of checkboxes corresponding to the information types.
- Details:** A table with columns for 'Effective Dates From', 'To', and 'Details'. The first row shows '23-AUG-2013' in the 'From' column.

An 'Extra Contact Information' dialog box is open in the foreground, containing:

- Benefit Type:** A dropdown menu with a yellow background.
- Percent Share:** A text input field with a yellow background.
- Nomination End Reason:** A text input field.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' at the bottom right.

Choose Benefit type and punch in details according to rules



The screenshot displays the 'Extra Contact Information' dialog box in the HRMS system. The dialog box has a title bar with a red icon and the text 'Extra Contact Information'. It contains three fields: 'Benefit Type' (a yellow dropdown menu), 'Percent Share' (a yellow text box containing '100'), and 'Nomination End Reason' (a white text box). Below these fields are three buttons: 'OK', 'Cancel', and 'Clear'. To the right of the dialog box, a 'Benefit Type' selection list is visible. The list has a title bar with a close button and the text 'Benefit Type'. It contains a search bar labeled 'Find %' and a list of benefit types: 'Death-cum-retirement gratuity' (highlighted), 'ESI', 'Family Pension', 'Group insurance', 'Leave encashment', 'Medical Insurance', 'Provident Fund', and 'Superannuation'. At the bottom of the list are three buttons: 'Find', 'OK', and 'Cancel'.

1.8 Creating a Vacancy

Requisition and Vacancy

Vacancy File No.

Dates
From

Raised By [☐]

Vacancy
Vacancy Name

Dates
From

Employee Category Vacancy Count Status [☐]

Vacancy For

Organization Office Details

Designation Position to be held

Grade Location ...

To input additional Details, click on the box next to Status column

Status [☐]

Enter Additional Details as required

Additional Vacancy Details

Class & Service

No. of Permanent Vacancies

1

No. of Temporary Vacancies

0

Reason for Vacancy

Retirement of Incumbent

Vacancy Tenure

Reservation Applicable?

No

Reservation Positions

0

Age Limit (if any)

29

ASRB Rule approval no.

Board Reference No. and Date

Position Last held by

Period of Probation

1 year

Post Pensionable?

Yes

Provident Fund applicable?

Yes

OK

Cancel

Clear

Help

1.9 Creating an Applicant

Click on people->Enter & Maintain.

Choose Applicant
Press New

New Form would open.

Enter Last Name, First Name.

Enter Gender.

Enter Date of Birth.

Enter PAN Number (Mandatory)

Click on Action and Select Create Applicant.

Click on Save.

File Edit View Folder Tools Window Help

Employee Basic Details

Name

Last Bajaj

First Ravi

Title Dr.

Gender Male

Person Type for Action

Person Types

Identification

Middle Kumar

Personal Email Blood Group Deceased Date PAN Benefit Details

Date of Birth 01-JAN-1986

Home Town Ajmer

Country of Birth India

Age 27

Marital Status

Nationality Indian

Registered Disabled

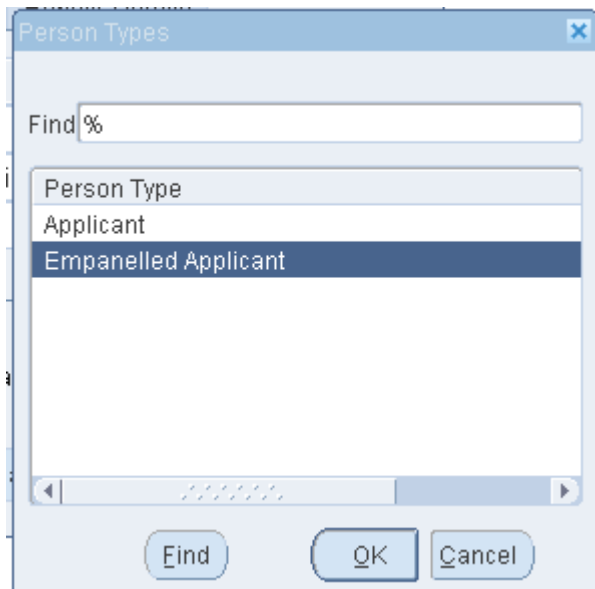
Effective Dates

From 23-AUG-2013 To

ICAR Joining Date []

Address Picture Service Details Professional Info Personal Info

Choose Empanelled Applicant



A screenshot of a software dialog box titled "Person Types". It features a search bar with the text "Find %". Below the search bar is a list box containing two items: "Applicant" and "Empanelled Applicant", with "Empanelled Applicant" selected and highlighted. At the bottom of the dialog are three buttons: "Find", "OK", and "Cancel".

Press Save

1.9.1 Mapping Applicant to Vacancy

Search for Applicant
on People Screen

Click on Personal Info
Button

Choose Vacancy
Application

Employee Basic Details

Name

Last

Bajaj

First

Ravi

Title

Dr.

Middle

Kumar

Gender

Male

Action

Person Type for Action

Person Types

Empanelled Applicant

Identification

Applicant

28

Personal

Email

Blood Group

Deceased Date

PAI

Date of Birth

01-JAN-1986

Home Town

Ajmer

Country of Birth

India

Marital Stat

National

Registered Disabl

Effective Dates

From

23-AUG-2013

To

ICAR Jo

Address

Picture

Service Details

Pr

Navigation Options

Find %

Boards and Universities

Dependent and Nominees Details

Educational Qualifications

Leave Details

Medical Assessment Details

Passport / Religion / Caste Details

Phone Number

Retirement Details

Vacancy Application

Find

OK

Cancel

Click on Vacancy and select the Vacancy Requisition just created

Vacancy Application

Applicant Creation

Date: 23-AUG-2013

Assignment

Vacancy

Vacancies

Find %

Vacancy	Description	Requisition
Admin		Scientific_Test1
Administration -22May		Vacancies in May
Administrative Officer	Admin Officer	Administrative Requirement
Asstt		test
Lab Technician 1	T1 Lab Technician..	Lab Technician
Mr. New Joinee		Scientist Vacancy for IASRI
New Requirement at IASRI	Testing	Scientist Vacancy for IASRI
Scientist		AAA
Scientist Requirement	Scientist at IASRI	Test Vacancy for Scientific
Scientist Vacancy in IASRI		IASRI/2013-AUG
Senior Scientist	Senior Scientist requirement for C...	Scientist Requirement at IASRI
Technical	Technical Requirement	Technical Requirement
Technical Officer		Vacancies at IASRI

Find OK Cancel

The details will be automatically filled directly from the vacancy details you had filled earlier


Vacancy Application

Applicant Creation

Date
23-AUG-2013

Assignment

Organization
IASRI - Indian Agricultural Stati...

Designation
Scientist.

Grade
PB-3 (Rs 15,600-39,100).+6000

Status
Active Application

Vacancy
Scientist Vacancy in IASRI

Office Details
INST.Computer Application in Agri

Position held

Location
IASRI (MI), New Delhi

Supervisor

Probation & Notice Period

Name

Effective Dates

From
23-AUG-2013

To

1.9.2 Hiring the Applicant

Click on People-> Enter& Maintain.

Find that Applicant for which you want to change Action.

Change the date to future date from which he/ she was created as Applicant.

Click on Personal Info

Click on Vacancy Application

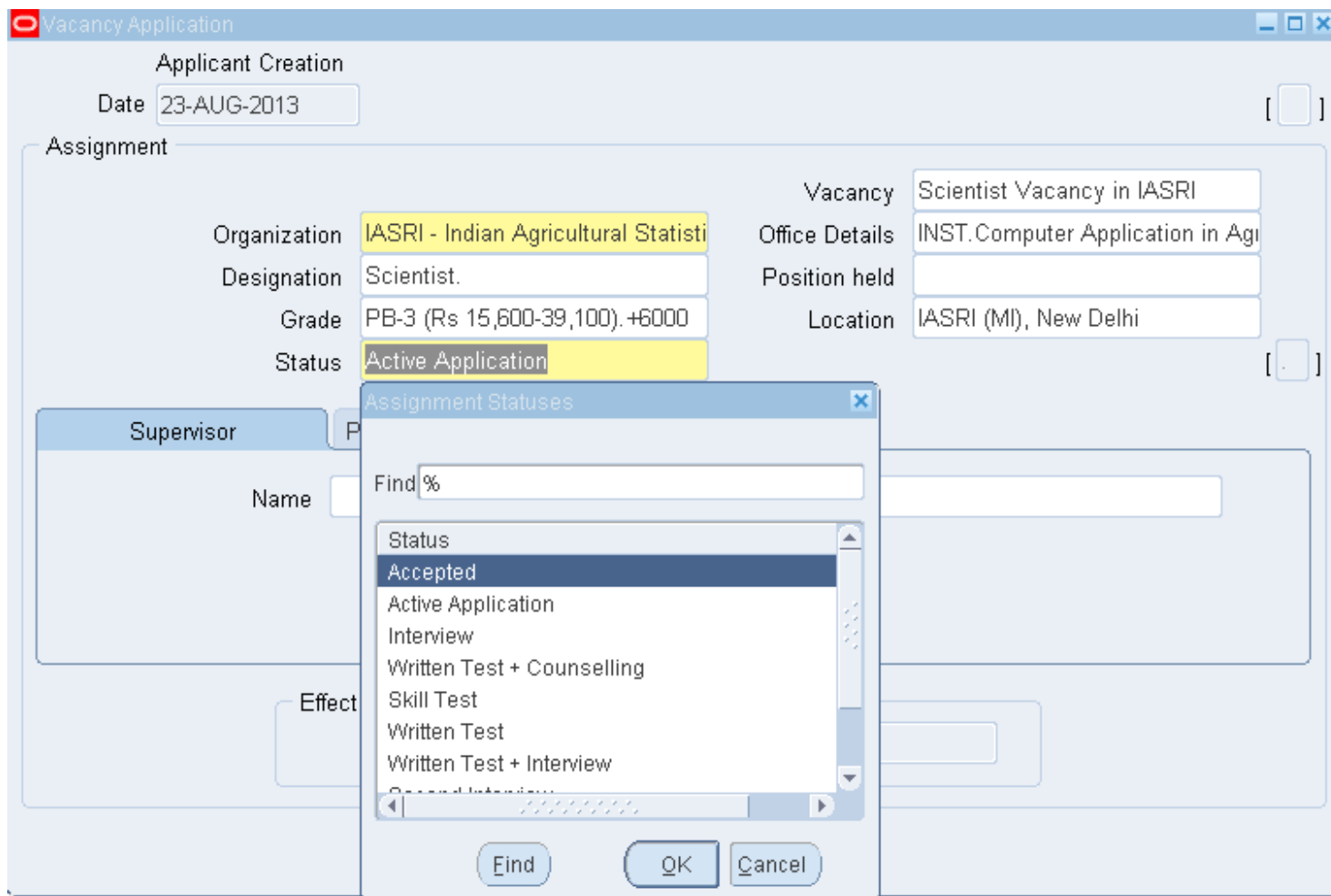
Change Status to Accepted

Click on Action.

Select Hire Applicant.

Applicant would change in to employee.

Click on Save.



Vacancy Application

Applicant Creation

Date: 23-AUG-2013

Assignment

Organization: IASRI - Indian Agricultural Statisti

Designation: Scientist.

Grade: PB-3 (Rs 15,600-39,100).+6000

Status: Active Application

Vacancy: Scientist Vacancy in IASRI

Office Details: INST.Computer Application in Agri

Position held:

Location: IASRI (MI), New Delhi

Supervisor: P

Name: Find %

Effect:

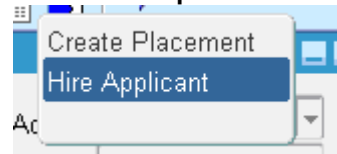
Assignment Statuses

- Accepted
- Active Application
- Interview
- Written Test + Counselling
- Skill Test
- Written Test
- Written Test + Interview
- Second Interview

Find OK Cancel

Choose Mode of Recruitment
Click on Accepted and then click OK. Click on Save

Come to People Screen and choose Hire Applicant from Action



Employee Basic Details

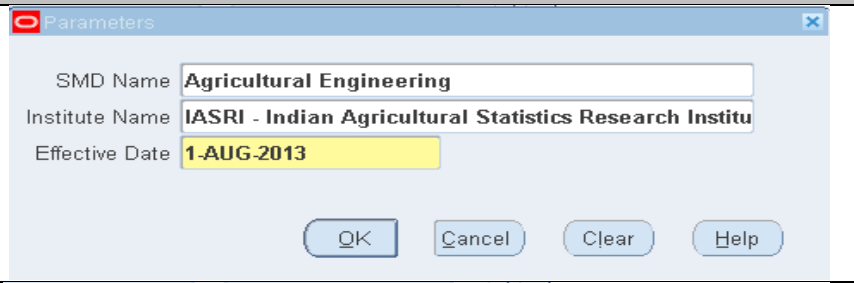
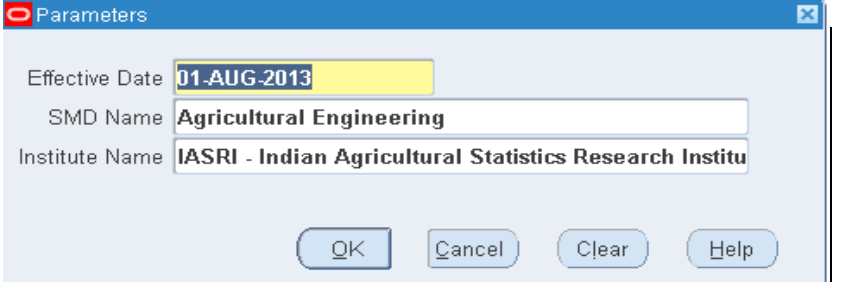
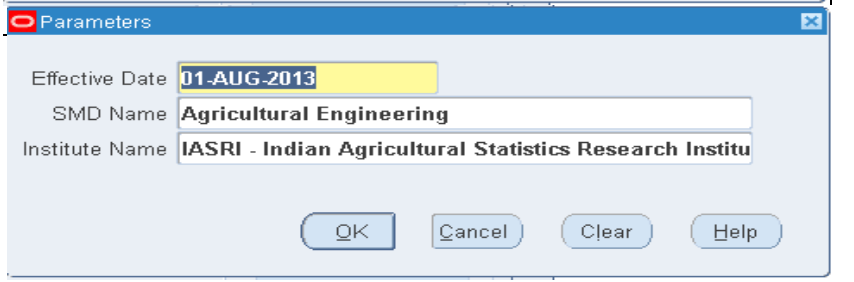
Name		Gender Male	Action
Last	Bajaj	Person Type for Action	
First	Ravi	Person Types	
Title	Dr.	Employee.Ex-applicant	
Middle		Identification	
Kumar		Employee	1427

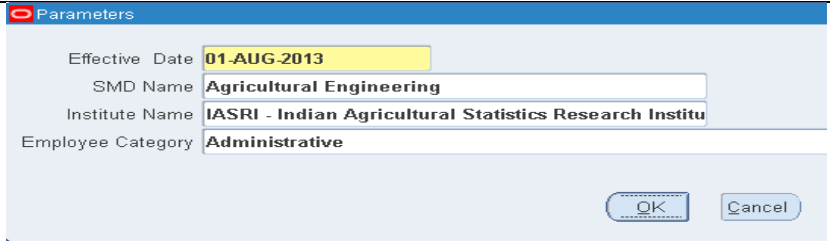
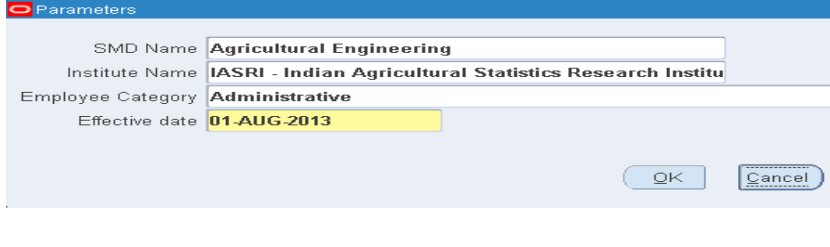
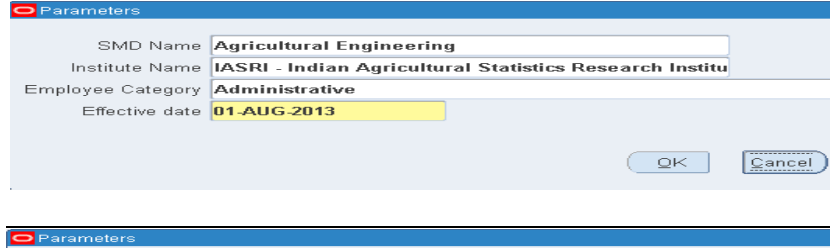
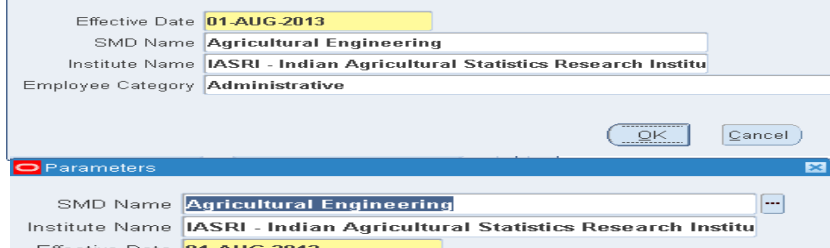
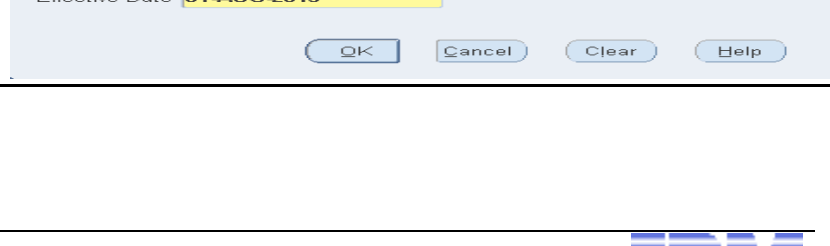
Personal | Email | Blood Group | Deceased Date | PAN | Benefit Details

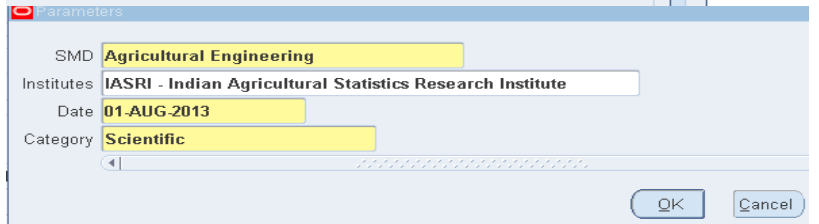
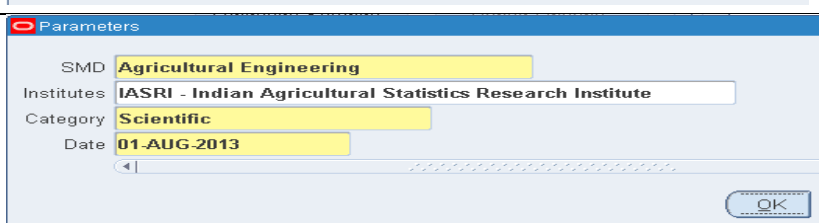
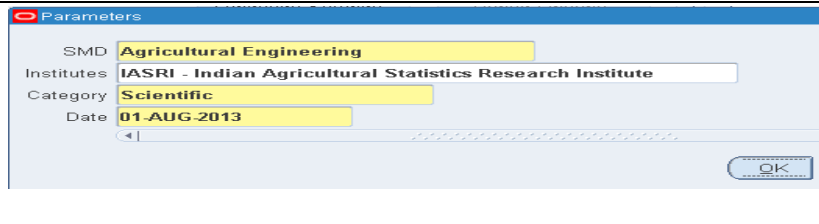
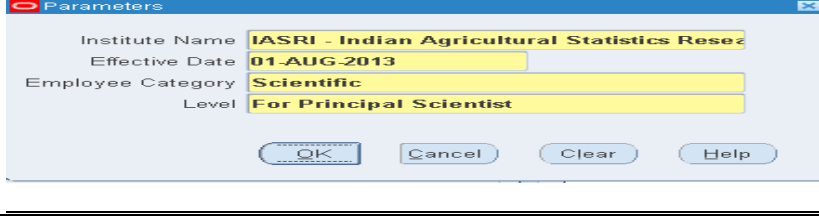
Date of Birth 04-FEB-1990 Age 23

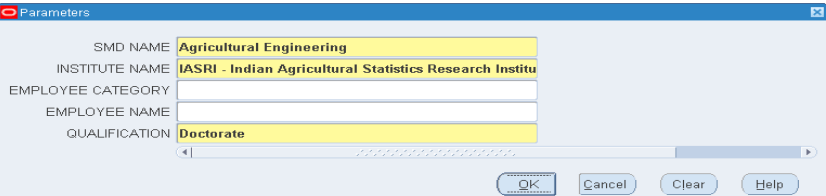
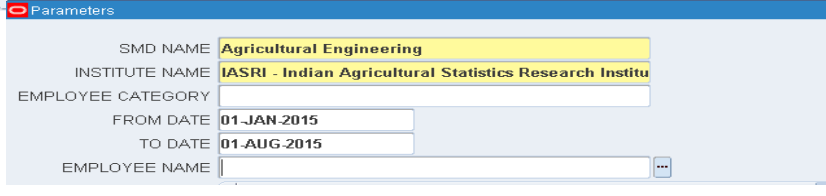
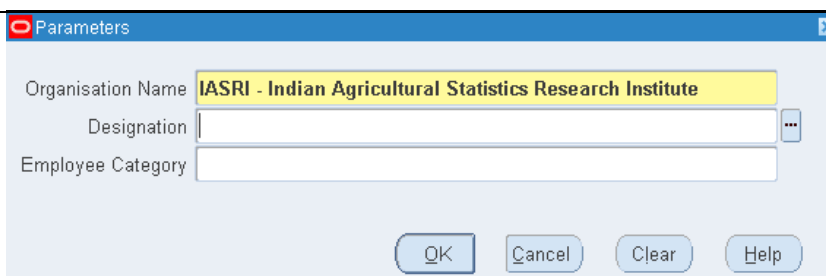
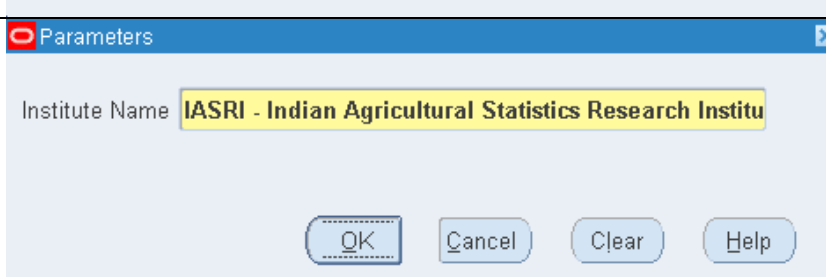
2 Reports

2.1 Management Information System (MIS) Reports

Click on View -Requests Click on Submit a New Request Click OK Type Name of Report Provide Parameters Click on Submit Click on No	S. No.	Report Name	Report Description	Parameters
	1	ICAR HR Scientific Sanctioned Strength Report	Shows the Scientific Sanctioned Strength in an Institute	
	2	ICAR HR Scientific In Position Breakup Report - With Specially Abled Details	Shows the Scientific In-position Strength in an Institute with disability counts	
	3	ICAR HR Scientific In Position Breakup Report - Without Specially Abled Details	Shows the Scientific In-position Strength in an Institute without disability counts	

	4	ICAR HR Non-Scientific Sanctioned Strength Report	Gives Sanctioned strength details for Non-Scientific staff	
	5	ICAR HR Non-Scientific In Position Report - With Specially Abled Details	Gives In position strength details for Non-Scientific staff with disability count	
	6	ICAR HR Non-Scientific In Position Report - Without Specially Abled Details	Gives In position strength details for Non-Scientific staff without disability count	
	7	ICAR HR Non-Scientific Vacant Report	Gives count of Non Scientific Vacant Positions	
	8	ICAR HR Scientific Vacant Report	Gives details of Scientific Vacancies	

	9	ICAR HR Superannuation Report	Gives details of Superannuation	
	10	ICAR HR Religion / Gender based headcount Report-Age wise	Gives Religion/Gender count based on age	
	11	ICAR HR Religion / Gender based headcount Report-caste wise	Gives Religion/Gender count based on caste	
	12	ICAR HR Religion / Gender based headcount Report-religion wise	Gives Religion/Gender count based on religion	
	13	ICAR HR Promotion Eligibility Report	Gives details of people eligible for promotion	

	15	ICAR HR Employees Qualification Report	Gives details of employee Qualifications	
	17	ICAR HR due for probation completion	Gives details of people whose probation is about to end	
	18	ICAR Employee Detail Report	Give details of all HR related details of all employees for the specific institute	
	19	ICAR HR leave Pending Approval	Lists where the leave of the respective employee is pending	

2.2 Employee Specific Reports

Click on View -Requests

Click on Submit a New Request

S. No.	Report Name	Report Description	Parameters
--------	-------------	--------------------	------------



Click OK Type Name of Report Provide Parameters Click on Submit Click on No	1	ICAR HR Qualifying Period of Service	Gives the entire service details of an employee and calculates qualifying period of service	
	2	ICAR HR Employee Profile Report	Gives a summary of employee's details during his service	
	3	ICAR HR Noc Passport	Noc for Passport Application	
	4	ICAR HR Property Declaration Transaction Report	Permission/Intimation of acquiring property	
	5	ICAR HR Annual Immovable Property Report	Annual property returns	
	6	ICAR HR NOC for Higher Studies	Noc for Higher Education	

Parameters

Employee Shashi Narwal (7)

Parameters

Employee Number Shashi Narwal (7)

Parameters

SMD NAME Agricultural Engineering

INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institute

EMPLOYEE CATEGORY

FROM DATE

TO DATE 25-AUG-2013

EMPLOYEE NAME

Parameters

INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institute

EMPLOYEE NAME Dr. Alka Arora 10

Property Type Immovable Property

Division

EFFECTIVE DATE

Parameters

Institute Name IASRI - Indian Agricultural Statistics Research Institute

Division Name

Employee Name 9 Dr. Arun M Singhania

Calender Year 2013

Parameters

SMD NAME Agricultural Engineering

INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institute

EMPLOYEE CATEGORY

FROM DATE

TO DATE 25-AUG-2013

EMPLOYEE NAME

Parameters

Employee Dr. Arun M Singhania 9

Review Year Apr 1st 2012- Mar 31st 2013

Parameters

	7	ICAR Employee Report	APAR Rating	APAR ratings report
	8	ICAR HR Proof Office Order	Office Order for Proof of Employment	

2.3 Office Orders

Click on View -Requests Click on Submit a New Request Click OK Type Name of Report Provide Parameters Click on Submit Click on No	S. No.	Report Name	Report Description	Parameters
	1	ICAR HR New Joinee Report	Details of New Joinees	
	2	ICAR HR Transfer Report	Details of Transfers done	

	3	ICAR HR Leave Report	Details of Leaves taken	Parameters Leave Start Date 01-JUL-2013 Leave End Date 31-JUL-2013 Institute Name IASRI - Indian Agricultural Statistics Research Institute Employee Category Scientific Division/Discipline Employee
	4	ICAR HR Probation Status Report	Details of employees on Probation	Parameters Institute IASRI - Indian Agricultural Statistics Research Institute Start Date 01-AUG-2013 End Date 31-AUG-2015 Employee Category Scientific
	5	ICAR HR Category Wise Offer Templates	Generates offer letter	Parameters SMD Agricultural Engineering Institute Name IASRI - Indian Agricultural Statistics Research Institute Category Scientific Date 01-AUG-2013
	6	ICAR HR Seniority Report	gives details of employees based on seniority	Parameters SMD Agricultural Engineering Institute IASRI - Indian Agricultural Statistics Research Institute Date 01-AUG-2013 Category Scientific Designation Senior Scientist.
	7	ICAR HR Discipline Wise Report	gives discipline wise employee details	Parameters SMD Agricultural Engineering Institutes IASRI - Indian Agricultural Statistics Research Institute Category Scientific Date 19-AUG-13



	8	ICAR HR Promotion Office Order	Office Order confirming promotion	Parameters Institute Name IASRI - Indian Agricultural Statistics Research Institu Employee Number
	9	ICAR HR Pay Fixation Report	Office Order confirming pay fixation	Parameters Institute Name IASRI - Indian Agricultural Statistics Research Institu Employee Number
	10	ICAR HR Relieving Office Order for Foreign Training	Office Order giving relieving order	Parameters Institute Name IASRI - Indian Agricultural Statistics Research Institu Employee Number 15 Mr. Harish K Kumar
	11	ICAR HR Confirmation Office Order	Office Order iving confirmation to people on probation	Parameters SMD NAME Agricultural Engineering INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institu EMPLOYEE CATEGORY Scientific FROM DATE TO DATE 25-AUG-2013 EMPLOYEE NAME
	12	ICAR HR Tenured Post Office Order	Office Order for Tenured Posts	Parameters Institute Name IASRI - Indian Agricultural Statistics Research Institu Employee Number 3 Mrs. Rohini Jadeja
	13	ICAR HR Transfer Order	Office Order for Transfers	Parameters Effective Date 01-AUG-2013 SMD Agricultural Engineering Institute Name IASRI - Indian Agricultural Statistics Research Institu Employee Category Parameters SMD NAME Agricultural Engineering INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institu EMPLOYEE CATEGORY FROM DATE TO DATE 25-AUG-2013 EMPLOYEE NAME

	14	ICAR HR Superannuation Office Order	Office Order for Superannuation	
	15	ICAR HR Office Order Change	Office Order for Home Change	Parameters SMD NAME Agricultural Engineering INSTITUTE NAME IASRI - Indian Agricultural Statistics Research Institu EMPLOYEE CATEGORY Scientific FROM DATE TO DATE 25-AUG-2013 EMPLOYEE NAME
	16	ICAR Leave Office Order	Office Order for Leave	Parameters Institute IASRI - Indian Agricultural Statistics Research Institu Category Scientific Date From 01-JAN-2013 Date To 01-AUG-2013 Employee Number ... Division
	18	ICAR HR Vacancy Creation Report	Generated after a vacancy is created and carries specifications of that vacancy	Parameters From Date(DD-MON-YYYY) 01-jan-2013 To Date(DD-MON-YYYY) 31-dec-2013 Institute Name IASRI - Indian Agricultural Statistics Research Institu Vacancy Status ... OK Cancel Clear Help