

पत्रांक-बि०प्र०सु०मि०सो०/HRMS-07/2020, सो०-.....2517
बिहार प्रशासनिक सुधार मिशन सोसाइटी
(सामान्य प्रशासन विभाग)

प्रेषक,

डॉ० बी० राजेन्दर,
प्रधान सचिव-सह-मिशन निदेशक
सामान्य प्रशासन विभाग,
(बिहार प्रशासनिक सुधार मिशन सोसाइटी), बिहार, पटना।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव, बिहार।
पुलिस महानिदेशक, बिहार, पटना।
सभी प्रमण्डलीय आयुक्त, बिहार।
सभी जिला पदाधिकारी, बिहार।

पटना, दिनांक-18/10/2022

विषय:- HRMS पोर्टल पर वैसे राज्य कर्मियों जिनका डाटा CTMIS पर है, को HRMS में माईग्रेट/ On Boarding करने के सम्बंध में।

प्रसंग:- मिशन सोसाइटी का पत्रांक-1910, दिनांक-27.07.2022, पत्रांक-2348, दिनांक-20.09.2022 तथा पत्रांक-2430, दिनांक-28.09.2022 ।

महोदय,

उपर्युक्त विषयक प्रासंगिक पत्रों के संदर्भ में कहना है कि दिनांक-27.08.2022 से HRMS पोर्टल पर Payroll Module लागू हो चुका है। राज्य के नव नियुक्त कर्मियों का वेतनादि विपत्र तैयार करने हेतु इनका On Boarding करने संबंधित प्रावधान करते हुये निदेश निर्गत है।

उक्त क्रम में कतिपय राज्य कर्मी, जिनके द्वारा CTMIS अवधि में वेतन प्राप्त किया गया था परन्तु वाह्य सेवा में रहने आदि के कारण CFMS अंतर्गत डाटा माईग्रेट नहीं किया गया था तथा उक्त अवधि में ही सेवा निवृत्त/सेवा समाप्त हो गये और जिनका सेवा संबंधित भुगतान बाकी है, के CTMIS से प्राप्त Employee Id के आधार पर HRMS पोर्टल पर इनका On Boarding करने का प्रावधान कर दिया गया है।

इनके On Boarding का कार्य संबंधित नियुक्त प्राधिकार द्वारा पत्रांक-2430, दिनांक-28.09.2022 में की गयी व्यवस्था के अनुसार किया जायेगा। विभाग, प्रमण्डलीय आयुक्त कार्यालय, समाहरणालय एवं जिला पुलिस संगठन तथा वैसे नियुक्त प्राधिकार जिनके संबंध में सूचना प्राप्त है, के लिये उपरोक्त वर्णित राज्य के नियमित कर्मियों को HRMS पोर्टल पर On Boarding करने के लिये प्रथम चरण में प्रावधान किया जा रहा है। CTMIS के डाटा बेस के वैसे नियमित राज्य कर्मी जिनको CFMS अंतर्गत माईग्रेट/Onboard नहीं किया गया है, मात्र उनका On Boarding सलग्न प्रक्रिया के अनुसार किया जाना है। इस संबंध में दिनांक-12.10.2022 को सभी नोडल पदाधिकारी/आईटी0 प्रबंधकों को प्रशिक्षण दिया गया है। यह उल्लेखनीय है कि संलग्न मैनुअल में नवनियुक्त कर्मियों, CTMIS से माईग्रेट किये जाने वाले कर्मियों तथा pre-CTMIS अवधि के नियमित कर्मियों को On Board करने की प्रक्रिया दी गयी है। Pre-CTMIS अवधि का मॉड्यूल बाद में क्रियान्वित किया जायेगा तथा इस संबंध में अलग से पत्र निर्गत किया जायेगा। इस क्रम में अगर कोई कठिनाई आती है तो समाधान हेतु HRMS के Helpdesk से सम्पर्क किया जाय।

यह उल्लेखनीय है कि जिन कर्मियों की On Boarding की जानी है, उनके नियुक्ति, वर्तमान सेवा स्थिति आदि के संबंध में आवश्यक जांच पड़ताल कर, संतुष्ट हो कर On Boarding की कार्रवाई की जाए। On Boarding के पश्चात निकासी एवं व्ययन पदाधिकारी स्तर पर शेष डाटा भरते समय तथा उक्त कार्रवाई के उपरांत वेतनादि से संबंधित विपत्र तैयार करने के पूर्व संबंधित कर्मी के सेवापुस्त/नियोजन अथवा पदस्थापन संबंधी सरकारी अधिसूचना, वेतनपूर्जा/अंतिम वेतन प्रमाण पत्र आदि के आलोक में पुर्णतः संतुष्ट हो

कर अग्रेतर कार्रवाई करेंगे। प्रविष्ट किये गये डाटा की शुद्धता तथा सही भुगतान का दायित्व संबंधित निकास एवं व्ययन पदाधिकारी का होगा।

अनुरोध है कि इससे सभी नियंत्रणाधीन कार्यालय प्रधानों को अवगत कराने की कृपा की जाय। साथ ही पुनः अनुरोध है कि जिन विभागों/कार्यालयों द्वारा नियुक्ति प्राधिकार के संबंध में सूचना उपलब्ध नहीं कराई गयी है, वह तुरन्त यह सूचना उपलब्ध करा दे ताकि उनको भी activate किया जा सके।

अनु०:-यथोक्त।

विश्वासभाजन,

Rajendra
17.10.2022
(डॉ० बी० राजेन्द्र)
प्रधान सचिव-सह-मिशन निदेशक।

ज्ञापांक: बि०प्र०सु०मि०सो०/HRMS-07/2020 सो० 2517, दिनांक 18/10/2022
प्रतिलिपि: महा निबंधक, पटना उच्च न्यायालय, पटना/ सचिव, बिहार विधान सभा एवं बिहार विधान परिषद, पटना/ महाधिवक्ता, बिहार, पटना/ सभी विभागाध्यक्ष को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

Rajendra
17.10.2022
प्रधान सचिव-सह-मिशन निदेशक।

ज्ञापांक: बि०प्र०सु०मि०सो०/HRMS-07/2020 सो० 2517, दिनांक 18/10/2022
प्रतिलिपि: 1. M/s KPMG, पटना/श्री हिमांशु रंजन, M/sIPE Global, पटना को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।

Rajendra
17.10.2022
प्रधान सचिव-सह-मिशन निदेशक।

GOVERNMENT OF BIHAR

User Manual

कर्मचारी ऑनबोर्डिंग (On-Boarding Module)

510
HUMAN RESOURCE MANAGEMENT SYSTEM

RELEASED ON: **October 2022**

KPMG CONFIDENTIAL – NOT TO BE FORWARDED



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Introduction

A total of about three lakh fifty thousand employees are working in 44 departments under Government of Bihar. Department of General Administration (via Sankalp No. 16136 dated 19 Dec 2017) decided to develop a software based human resource management system (HRMS) to manage human resources working under the Government of Bihar to manage official activities in a quick and transparent manner by creating an integrated database of Bihar state personnel. The General Administration Department (GAD) will be the nodal department for implementation of HRMS and will implement this system through Bihar Prashashnik Sudhar Mission Society, Patna (BPSMS). Bihar State Electronics Development Corporation (BSEDC) is designated as the nodal agency for RFP and project management.

HRMS will include all regular government employees working across all 44 departments in different regional offices spread across divisions and districts of Bihar state. All employment related functions including record keeping and maintenance of personnel information (cadre, post, grade pay, salary scale, etc.), leave management, payable benefits (pension, leaves, provident fund, etc.), e-service book, pay fixation, etc. will be carried out through this completely online software-based system in a paperless manner accessible both on web and mobile application. Any information to be passed by the government to its employees will be done through their stored mobile number and email address.

In this booklet the details of the procedures to be done by users to On-Board employees that were never available in HRMS system are provided. Be that may employees who were available in CTMIS or employees before that era as well.

Overview

The purpose of this document is to describe in sufficient details, the objective of the On-boarding process of HRMS application and step by step workflow to access and use the module. This document will facilitate users in learning different user workflow for data capture in the on-boarding module in a simplified manner. Apart from this, a helpdesk for support is set up by KPMG Advisory Services for resolving queries by users.

About the module

Portal Login

This module has role-based access and authorization. Key roles as of now are: Appointing Authority Maker, Appointing Authority Checker, Appointing Authority Approver.

The module has been designed with maker, checker and approver concept where the maker will enter an employees' basic details and submit it to the Checker user for verification. After due diligence, Checker will send the data to Approver for approval/rejection of the on-boarding request.

Types of employees to be onboarded in HRMS

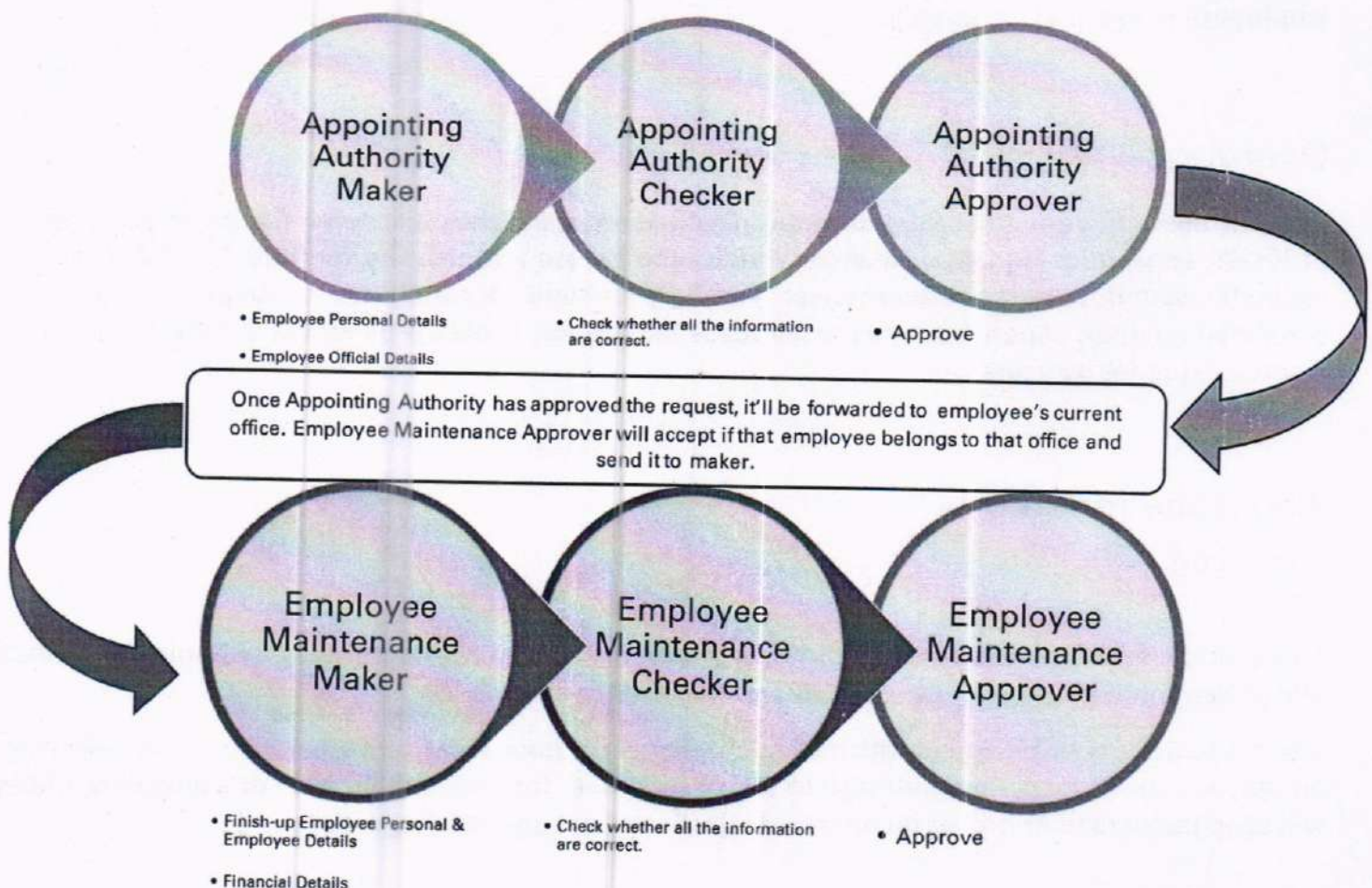
New Employee On-Boarding – Employees whose data was never available in CTMIS/CFMS.

CTMIS On-Boarding – Employees whose data was available in CTMIS, however they were never migrated to CFMS.

Before CTMIS On-Boarding – Employees who were never available in CTMIS/CFMS and are being onboarded for only retirement benefits.

On-Boarding Workflow

According to the new workflow to add new employee in HRMS. Appointing Authority Offices can be the only ones to initiate a request to add new employee i.e., On-Boarding Employee process. Appointing authority maker will enter employee basic details and appointment details to initiate such request and after approval from Appointing Authority Approver, that request will be forwarded to current office of that employee. This request can be raised for other offices and for the same office as well. Regardless of which office it was raised for, said process will have to go through complete workflow.





Responsibility matrix

Appointing Authority only must enter employee's basic details and employment details along with permanent address. Rest of the details will be entered by employees' current office.

Section	Appointing Authority	Current Office - Employee Maintenance
Employee Profile	Y	Y
Address	Y	Y
Family Member Details	N	Y
Bank Details	N	Y
Pay Entitlement	N	Y
Documents	N	Y

Legend		To be filled Partially
		To be filled Completely
		None



Appointing Authority Maker's Dashboard

Appointing Authority Maker will have an option "On-Boarding Employee" where they can enter employee appointment information and initiate a request to get this employee on-boarded in HRMS system.

Step 1: Login as Appointing Authority Maker.

Step 2: Click on On-Boarding Employee

The dashboard for the Appointing Authority Maker in the HRMS system. It features a top navigation bar with the HRMS logo, the user's name (Anil Kumar), and the current date and time. The main area is divided into several sections: a top row of four summary cards for 'Save As Draft' (4 Actions), 'Submitted Request' (6 Requests), 'Inbox' (0 Requests), and 'Outbox' (0 Requests); a middle row with an 'Announcement' section and a 'Latest Notifications and Circulars' section; and a bottom row with a 'Notification' section, a 'Holiday List' table, and a 'Help Line Info' section. The 'Holiday List' table contains the following data:

Sr	Holiday Name	Date
1	Rath Yatra	5 July 2022, Tuesday
2	Id-ul-Zuha (Bakid)	10 July 2022, Sunday
3	Muharram	9 August 2022, Tuesday
4	Raksha Bandhan	11 August 2022, Thursday

The 'Help Line Info' section provides contact details: Help Desk: 0612-2004000, Email id: hd.hrms.bihar@gmail.com, and operating hours: (Timings: Mon-Sat 9:30 - 10:00 hrs) excluding Holidays. The dashboard also includes a right-hand sidebar with a user profile and navigation options for 'On Boarding Employee' and 'Modify Employee Details'.

Step 3: Select On-Boarding Types

1. - If selected CTMIS On-Boarding:

Search Employee Details pop-up will be available where CTMIS employees can be searched by their:

- ✓ Employee Name
- ✓ Employee ID
- ✓ Employee GPF/PRAN
- ✓ Employee PAN No.

Search Employee Details

The 'Search Employee Details' pop-up form. It contains four input fields: 'Employee Name' (with placeholder 'Enter Employee Name'), 'Employee Id' (with placeholder 'Enter Employee id'), 'Employee GPF/PRAN' (with placeholder 'Enter Employee GPF/PRAN'), and 'Employee Pan Number' (with placeholder 'Enter Employee Pan'). A 'Search' button is located at the bottom center of the form.

Close



504

Search Employee Details

Employee Name:

Employee GPF/PRAN:

Employee Id:

Employee Pan Number:

CTMIS Employee List					
Sr. No.	Employee Name	Employee Id	GPF/PRAN	Pan Number	Gender
1	ASHOK KUMAR JHA	<input type="text"/>	<input type="text"/>	<input type="text"/>	Male

Father / Husband Name	Mother Name	Spouse Name	Action
UMA KANT JHA		ANITA DEVI	<input type="button" value="OnBoarding"/> Click to Initiate

Click on On-Boarding action button to initiate request.

HRMS | GOVERNMENT OF BIHAR

On boarding Employee

1 Employee Profile

Finance Department | Sign in as **APPPOINTING AUTHORITY MAKER** | Amit Kumar | 06-10-2022, 9:47:47 PM

Employee Personal Details

Prefix *

First Name *

Gender *

Height (CM/Fa/Inch) Centimeter Feet/Inch

Father's Name *

Spouse Name (Husband/Wife)

Employee Id *

Middle Name

Date of Birth *

Identification No.

Mother's Name *

Disabled (yes/no) Yes No

Last Name *

Date of Birth in Words

Superannuation Date *

Marital Status *

Types of Disability

Few of the details with employee ID will be populated, maker can enter or modify data except:

Employee ID | PAN.

2. - New Employee On-Boarding / Before CTMIS On-Boarding

HRMS | GOVERNMENT OF BIHAR

On boarding Employee

1 Employee OnBoarding Types

Finance Department | Sign in as **APPPOINTING AUTHORITY MAKER** | Amit Kumar | 06-10-2022, 9:59:27 PM

Select OnBoarding Types	
New Employee Onboarding	<input type="checkbox"/>
CTMIS OnBoarding	<input type="checkbox"/>
Before CTMIS OnBoarding	<input type="checkbox"/>

Select the option and go forth with below steps:

Step 4: Go to the Employee Personal Details section.

This page has the option to enter personal details of the employee. Maker can enter or modify the data listed here, as per the requirement.



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Finance Department

Sign in as: APPOINTING AUTHORITY MAKER

Applicant: 83 83 2052, 3/27/2019

On boarding Employee

1 Employee Profile

Employee Personal Details

Prefix *

First Name *

Middle Name

Last Name *

Gender *

Date of Birth *

Identification Mark *

Mother's Name *

Disabled (yes/no) *

Blood Group

Nationality

PAN No *

PIN No

Father's Name *

Spouse Name (Husband/Wife)

Percentage of Disability

Marital Status *

Types of Disability

Personal Email

Social Category

Aadhar Ref No.

Note: Fields marked by a red asterisk (*) are mandatory.

Following is a brief description of the fields available on the tab:

Section 1: Employee Personal Details

- ✓ Prefix: Mr./ Ms. / Mrs./ Dr./ Prof.
- ✓ First Name: Employee's first name.
- ✓ Middle Name: Employee's middle name.
- ✓ Last Name: Employee's last name.
- ✓ Gender: Employee's gender.
- ✓ Date of Birth: Employee's date of birth.
- ✓ Date of Birth in words: Employee's date of birth in words. (Will be auto populated)
- ✓ Height (CM / Feet-Inch): Employee's height in cm / feet-inch.

Note: Please enter the height exactly as to be mentioned in the Service Book. If it is mentioned in feet-inch please select feet-inch and enter like that, else if mentioned in cm, please mention in that format.

- ✓ Identification Mark: Identification mark on employee's face or body

Note: If there are more than one identification mark, please enter them separated by a comma.

- ✓ Father's Name: Employee's father's name.
- ✓ Mother's Name: Employee's mother's name.
- ✓ Marital Status: Employee's marital status.
- ✓ Spouse Name (Husband/ Wife): Employee's husband or wife's name.

Note: Should only be needed if employee is married.

- ✓ Disabled (Yes/ No): Select either one Yes/ No.
- ✓ Type of Disability: Select Type of disability if 'Yes' is selected under 'Disabled'. (Dropdown available)
- ✓ Percentage of Disability: Percentage of disability if 'Yes' is selected under 'Disabled'.

- ✓ Blood Group: O+/ A+/ B+/ AB+/ O-/A-/ B-/ AB- (Dropdown available)
- ✓ Personal Email: Employee's personal email.
- ✓ Personal Mobile Number: Employee's personal mobile number.
- ✓ Official Email: Employee's official email.
- ✓ Official Mobile Number: Employee's official mobile number.
- ✓ Nationality: Employee's nationality.
- ✓ Social Category: Employee's social category. (Dropdown available)
- ✓ GPF/PRAN Type: Employee's pension scheme.
- ✓ PAN No.: PAN number of employee.
- ✓ Aadhaar Ref. No.: Enter Aadhaar number of employee and search. (System will populate Aadhaar Ref. No.)

Step 5: Fill-up employee official details.

This page has the option to enter official details of the employee. Maker can enter or modify the data listed here, as per the requirement

Section 2: Employee Official Details

- ✓ Employee Type: Select Employee type. Regular / Probation
- ✓ Service Type: Select Service type of the employee. (Dropdown available)
- ✓ Cadre: Employee's service cadre. (Dropdown available)
- ✓ Parent Department: Employee's parent department. (Dropdown available)
- ✓ Current Department: Employee's current department (Dropdown available)
- ✓ Current Designation: Employee's current designation. (Dropdown available)
- ✓ Current Office: Employee's current office. (Search Office List available)

- ✓ Appointment Order No.: Enter Appointment Order No. of the employee.



- ✓ Appointment Order Date: Enter Appointment Order Date of the employee.
- ✓ Order Issuing Office/ Authority: Select order issuing authority's office. (Search Office List available)
- ✓ Source of Recruitment: Select source of recruitment for the employee.
- ✓ Joining / Charge Taken Date: Select joining date.
- ✓ Joining Time: Forenoon / Afternoon
- ✓ Superannuation Date: Will be auto calculated from DOB.

Step 6: Go to the Address section.

HRMS | GOVERNMENT OF BIHAR Finance Department Sign in as **APPPOINTING AUTHORITY MAKER** April Kumar 03-10-2022, 12:04:29 PM

On boarding Employee

1 Employee Profile

2 Address

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Personal Details

Prefix *
Mrs.

First Name *
Vrinda

Gender *
Female

Height (CM/Feet/Inch) * Centimeter Feet/Inch
151

Father's Name *
Durga Kumar

Spouse Name (Husband/Wife)
Spouse Name (Husband/Wife)

Percentage of Disability
Percentage of Disability

Personal Mobile Number *
8749457821

Temporary Employee ID *
30030508

Middle Name
Middle Name

Date of Birth *
11-10-2002

Identification Mark *
none

Mother's Name *
MAD Devi

Disabled (yes/no) *
 Yes No

Blood Group
A

Nationality
Indian

Last Name *
Kumar

Date of Birth in Words
Eleventh October Two Thousand Two

Marital Status *
Unmarried

Types of Disability
- Select Types of Disability -

Personal Email
Personal Email

Social Category
General

HRMS | GOVERNMENT OF BIHAR Finance Department Sign in as **APPPOINTING AUTHORITY MAKER** April Kumar 03-10-2022, 03:05:55 PM

On boarding Employee

1 Employee Profile

2 Address

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Details

Temporary Employee ID 30030508 GPF/PAN No. -- Employee Name Vrinda Kumar

Permanent Address

Address Line 1 *
Address Line 1

Address Line 2 *
Address Line 2

District *
PATNA

Pin Code *
800001

State *
BIHAR

Save Address

Preview

Note: Temporary Employee ID will generate automatically once request is saved in draft. This will be replaced with a permanent Employee ID right after the completion of on-boarding workflow.

Following is a brief description of the fields available on the tab:

Section: Permanent Address

- ✓ Address Line 1: Address line 1 of employee's permanent address.
- ✓ Address Line 2: Address line 2 of employee's permanent address.
- ✓ State: State where employee's permanent residence is located.
- ✓ District: District where employee's permanent residence is located.
- ✓ PIN Code: PIN code of employee's permanent address.

The screenshot shows the 'On boarding Employee' page in the HRMS system. The left sidebar has 'Employee Profile' (1) and 'Address' (2) selected. The main area contains instructions and form fields for 'Employee Details' and 'Permanent Address'. The 'Permanent Address' section includes fields for Address Line 1, Address Line 2, State (dropdown), District (dropdown), and PIN Code. Below the form, there are 'Save Address' and 'Previous' buttons. Callouts indicate: 'Click to save address details' points to the 'Save Address' button, and 'Click to go back to Employee Profile page' points to the 'Previous' button.

Step 7: Add Additional Information.

The screenshot shows the 'Additional Information' page. It includes a note: 'Note: Only PDF Type Files are Supported and File Size Should Not exceed more than 1 MB.' Below this is a table with columns for 'Document Name', 'File Name', 'View', and 'Action'. The 'Document Name' field is empty, and the 'File Name' field shows 'No file chosen' with a 'Choose File' button. The 'Action' column has a '+ Add' button.

- ✓ Add supporting documents.

Note: Documents are non-mandatory in appointing authority workflow, though if added document name is mandatory.

Step 8: Forward to Checker.

The screenshot shows the 'Forward to Checker' page. It features a 'Send To' dropdown menu with 'Please Select' as the current selection. Below it is a 'Remarks' text area. At the bottom, there are three buttons: 'Update', 'Submit', and 'Cancel'.

Once all the details are filled maker can forward it to checker for further processing.

- ✓ Send to: Select Checker (Dropdown Available)
- ✓ Remarks: Enter remarks.



Appointing Authority Checker's Dashboard

Step 1: Click on Inbox

The dashboard header includes the HRMS logo, 'GOVERNMENT OF BIHAR', 'Finance Department', and user information: 'Sign in as APPPOINTING AUTHORITY CHECKER' and 'Sunil Pal 01-10-2022, 11:07:32 PM'.

Key metrics are displayed in a row of four boxes:

- Save As Draft: 0 Action
- Submitted Request: 0 Request
- Inbox: 1 Request (highlighted with a callout box)
- Outbox: 4 Request

Navigation links on the right include: Reports, Task List, and e-Billing.

Content sections include:

- Announcement: View all
- Latest Notifications and Circulars: A callout box labeled 'Inbox' points to this section.
- Notification: Reference No. ENRCA/9645/16/201000 is Approved and E-Signed.
- Holiday List:

Sr	Holiday Name	Date
1	Rath Yats	5 July 2022, Tuesday
2	W-in-Zuba (Bakrat)	10 July 2022, Sunday
3	Muharram	9 August 2022, Tuesday
4	Raksha Bandhan	11 August 2022, Thursday
- Help / Site Info:
 - Help Desk: 0612-2004000
 - Email id: hd.hrms.bihar@gmail.com
 - (Timing: Mon-Sat 9:30 - 18:00 hrs) excluding Holidays
 - Build Version: 0.0.14

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Step 2: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

The 'Inbox List' section shows a table with the following data:

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	% Cleared From Treasury
BRD011022EM398205	onBoarding Employee	AMIT KUMAR	04-10-2022 11:18:41 AM	AMIT KUMAR	04-10-2022 11:18:41 AM	Test	50

A callout box labeled 'Ref. No.' points to the first row of the table.

Footer: © 2019/2021 | 1.1.0.0



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On boarding Employee

1 Employee Profile *
2 Address *

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Personal Details

Gender: *
Mr

First Name: *
Vibena

Gender: *
Female

Height (CM/Feet/Inch): *
55

Father's Name: *

Temporary Employee ID: *
10018100

Middle Name: *

Date of Birth: *
11-10-2002

Identification Mark: *
None

Mother's Name: *

Last Name: *
Kumar

Date of Birth in Words: *
Eleventh October Two Thousand Two

Marital Status: *

Checker also has the rights to make corrections if needed. Or they can send back the request to maker.

Step 3: Forward/ Send Back

Checker's Action Tab

Actions

Action Taken: * Please Select

Send To: * Please Select

Remarks: * Remarks

Action Taken: Forward to approver / Sent Back

- ✓ If selected Forward to approver, checker will have the option to select the approver to forward the request.

Actions

Action Taken: * Forward to Approver

Send To: * Mohammad Jamil (Appointing Authority Approver)

Remarks: * Checked - Please approve

- ✓ If selected Sent Back, the request will be sent back to the user it came from.

Additional Information

Note: Only PDF Type Files are Supported and File Size Should Not exceed more than 1 MB.

Document Name: * File Name: * View Action

Document Name: Choose File No file chosen + Add

Officer/Users Comments

You can check all the users comments this request has been through.

Sr No.	Action Taken By	Date and Time	Remarks
1	AMIT KUMARI(Appointing Authority Maker)	04-10-2022 11:18:41 AM	Test

Actions

Action Taken: * Sent Back

Remarks: * Remarks

Officers / Users Comments Section: You can check all the users comments this request has been through.

Step 4: Submit to Approver.



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Current Office *
TREASURY FORBESGANI

Appointment Order No. *
ORDER123

Appointment Order Date *
04-10-2022

Order Issuing Office/Authority *
TREASURY FORBESGANI

Source of Recruitment
BPSC

Joining / Charge Taken Date *
05-16-2022

Joining Time *
Forenoon

Superannuation Date
21-10-2039

Additional Information

Note: Only 'PDF' Type Files are supported and File size should not exceed more than 1 MB.

Document Name *	File Name *	View	Action
Document Name	Choose a File No file chosen		+ Add

Officer/Users Comments

Sr No.	Action Taken By	Date and Time	Remarks
1	AMIT KUMAR (Appointing Authority/ Maker)	04-10-2022 12:19:24 PM	test
2	SUNIL KUMAR PAL (Appointing Authority/ Checker)	04-10-2022 01:42:34 PM	test

Actions

Action Taken: Forward to Approver

Send To: Mohammed Jameel (Accounting Authority/ Approver)

Remarks: Checked - Please approve

Click on Submit

Update Submit Cancel

Application forwarded successfully

OK

Update Cancel



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Appointing Authority Approver's Dashboard

Step 1: Click on Inbox

The screenshot shows the HRMS dashboard for an Appointing Authority Approver. The top navigation bar includes the HRMS logo, the user's department (Finance Department), and their name (Mohammad Jamil) with a sign-in time of 05-10-2022, 11:49:29 AM. The main dashboard area features several widgets: 'Save As Draft' (0 Action), 'Submitted Request' (0 Request), 'Inbox' (4 Request) which is highlighted with a red box and an arrow, and 'Outbox' (2 Request). Below these are sections for 'Announcement', 'Latest Notifications and Circulars', 'Notification' (with a reference number EMPGV1864516201000), 'Holiday List' (listing Rathi Yatra, Id-ul-Zuha, and Muharram), and 'Help Line Info' (providing contact details for the help desk).

Step 2: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

The screenshot shows the 'Inbox List' table. A red box highlights the 'Reference No.' column. The table contains the following data:

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	is Objected From Treasury
BRD041022EM31871	onBoarding Employee	AMIT KUMAR	04-10-2022 12:19:24 PM	SUNIL PAL	05-10-2022 11:48:28 AM	Checked - Please approve	No

The screenshot shows the 'On boarding Employee' form. The left sidebar indicates the current step is 'Employee Profile'. The main form area contains the following fields:

- Employee Personal Details:**
 - Prefix: Mr
 - First Name: srikant
 - Gender: Male
 - Height: 160 (Centimeter)
 - Employee Id: 40036512
 - Middle Name: kumar
 - Date of Birth: 28-10-1990
 - Identification Mark: text
 - Last Name: Patel
 - Date of Birth in Words: Twenty-eight October Nineteen Hundred Ninety-nine



Approver does not have the rights to make changes. If any correction is to be made, send back the request.

Step 3: Approved and E-sign / Send Back / Reject

- ✓ Approved and e-sign: Approve the request.

Actions

Action Taken: * Approved and E-Signed

Remarks: * Ok

Submit Cancel

- ✓ Sent Back: Request will be sent back to the user it came from.

Actions

Action Taken: * Sent Back

Remarks: * Make corrections

Submit Cancel

- ✓ Reject: To reject the request.

Actions

Action Taken: * Rejected

Remarks: * Request not valid

Submit Cancel

Approved Request will be forwarded to current office's Employee Maintenance Approver.

Joining Time * ForAddn

Superannuation Date 31-10-2055

Next

Additional Information

Note: Only "PDF" Type Files are Supported and File Size should Not exceed more than 1 MB

Document Name	File Name	View	Action
Document Name			+ Add

Officer/Users Comments

Sr No.	Action Taken By	Comments	Date	Checked
1	JANET KUMARI/Approv			
2	SURAJ KUMAR PNL	Application approved successfully.	05-10-2022 11:48:38 AM	Checked - Please approve

Application approved successfully.

OK

Action Taken: * Approved and E-Signed

Remarks: * Ok

Submit Cancel



Employee Maintenance Approver's Dashboard

Step 1: Click on Inbox

The dashboard shows a top navigation bar with 'HRMS | GOVERNMENT OF BIHAR' and 'TREASURY FORBESGANJ'. The user is signed in as 'EMPLOYEE MAINTENANCE APPROVER'. Key metrics include: Save As Draft (0 Action), Submitted Request (0 Request), **Inbox / Unconfirmed (2 / 0 Request)**, and Outbox (0 Request). A central 'Inbox' link is highlighted with a box. The right sidebar contains 'Reports', 'Task List', and 'e-Billing' links. The bottom section includes 'Announcement', 'Latest Notifications and Circulares', 'Notification', 'Holiday List', and 'Help Line Info'.

Step 2: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

The 'Inbox List' table displays the following data:

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	Is Objected From Treasury
BRD041022EM331871	onBoarding Employee	AMIT KUMAR	04-10-2022 12:19:24 P.	Mohammad Jamil	05-10-2022 12:04:11 PM	Ok	No
BRD041022EM7	onBoarding Employee	AMIT KUMAR	04-10-2022 01:37:55 P.	Mohammad Jamil	04-10-2022 05:47:11 PM	approved	No

A callout box labeled 'Ref. No.' points to the first row of the table.

The 'On boarding Employee' form includes the following sections:

- Employee Profile:** 1 Employee Profile *
- Address:** 2 Address *
- Instructions:** Follow these instructions. Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request. Click on Update button to update and click on Submit button to forward the application.
- Employee Personal Details:**
 - Prefix: Mr
 - First Name: srikant
 - Gender: Male
 - Height: 190 (Centimeter selected)
 - Employee Id: 40036512
 - Middle Name: Kumar
 - Date of Birth: 28-10-1999
 - Identification Mark: test
 - Last Name: patel
 - Date of Birth in Words: Twenty-eight October Nineteen Hundred Ninety-nine

Step 3: Forward to Maker.

Joining Time *
Forenoon

Superannuation Date
31-10-2023

Next

Additional Information
Note - Only 'PDF' Type Files are Supported and File Size Should Not exceed more than 1 MB.

Document Name *	File Name	View	Action
Document Name	Choose File No file chosen		+ Add

Officer/Users Comments

Sr.No.	Action Taken By	Date and Time	Remarks
1	AMIT KUMAR(Appeointing Authority Maker)	04-10-2022 12:19:24 PM	test
2	SUNIL KUMAR PAL(Appeointing Authority Checker)	04-10-2022 01:42:34 PM	test
3	SUNIL KUMAR PAL(Appeointing Authority Checker)	05-10-2022 11:48:28 AM	Checked - Please approve
4	Mohammad Jamil(Appeointing Authority Approver)	05-10-2022 12:04:11 PM	Ok

Actions

Action Taken: * Forward to Maker

Send To: * HARI NATH MANDAL (Employee Maintenance Mak

Remarks: * Ok - Onboard this employee

Submit Cancel

Step 4: Click on Submit.

Joining Time *
Forenoon

Superannuation Date
31-10-2023

Next

Additional Information
Note - Only 'PDF' Type Files are Supported and File Size Should Not exceed more than 1 MB.

Document Name *	File Name	View	Action
Document Name	Choose File No file chosen		+ Add

Officer/Users Comments

Sr.No.	Action Taken By	Date and Time	Remarks
1	AMIT KUMAR(Appeointing Authority Maker)	04-10-2022 12:19:24 PM	test
2	SUNIL KUMAR PAL(Appeointing Authority Checker)	04-10-2022 01:42:34 PM	test
3	SUNIL KUMAR PAL(Appeointing Authority Checker)	05-10-2022 11:48:28 AM	Checked - Please approve
4	Mohammad Jamil(Appeointing Authority Approver)	05-10-2022 12:04:11 PM	Ok

Actions

Action Taken: * Forward to Maker

Send To: * HARI NATH MANDAL (Employee Maintenance Mak

Remarks: * Ok - Onboard this employee

Submit Cancel

✓

Application forwarded successfully.

OK



Employee Maintenance Maker's Dashboard

Step 1: Click on Inbox

Step 2: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	Is Objected From Treasury
BRD041022EM031871	onboarding Employee	AMIT KUMAR	04-10-2022 12:19:24 PM	Md. Tanweer	05-10-2022 12:16:20 PM	Ok - Onboard this employee	No



HRMS | GOVERNMENT OF BIHAR TREASURY FORBESGANJ Sign in as EMPLOYEE MAINTENANCE MAKER Han Mandal

On boarding Employee

1 Employee Profile *

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Check it are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Personal Details

Prefix *	Mr	Employee Id *	40036512	Last Name *	patel
First Name *	srikant	Middle Name	kumar	Date of Birth in Words	Twenty-eighth October Nineteen Hundred Ninety-nine
Gender *	Male	Date of Birth *	28-10-1999	Identification Mark *	test
Height (CM/Feet/Inch) *	160	Mother's Name *	sita	Marital Status *	Unmarried
Father's Name *	Ram	Disabled (yes/no) *	<input type="radio"/> Yes <input type="radio"/> No	Types of Disability	Select Types of Disability...
Spouse Name (Husband/Wife)	Spouse Name (Husband/Wife)	Blood Group		Personal Email	Personal Email
Percentage of Disability	Percentage of Disability				

Step 3: Fill required details

Details which are already filled by appointing authority will be in non-editable format. Following is a brief description of the editable fields available on the tab:

Section 1: Employee Profile

- ✓ GPF/PRAN No.: GPF or PRAN No. of employee.
- ✓ Govt. Quarter Occupied (Yes/No): Check box to select whether government quarter is allotted to employee.
- ✓ Group: Select group to assign. (Dropdown available)
- ✓ Annual Increment Opted Date: Date for annual increment.



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GPF/PRAN Type * GPF No	GPF No. * GPF No	PAN No * AAAAA1543S
Aadhar Ref No. Aadhar Ref No		
Current Employee Official Details		
Employee Type * Regular	Service Type * All India Service(AIS)	Cadre * Indian Administrative Services
Govt. Quarter Occupied(Yes/No) * <input type="radio"/> Yes <input type="radio"/> No	Parent Department * Finance Department	Current Department * Finance Department
Current Designation * Senior Accounts Officer	Current Office * TREASURY FORBESGANJ	Group --Select Group--
Appointment Order No. * ORDER123	Appointment Order Date * 04-10-2021	Order issuing Office/Authority * TREASURY FORBESGANJ
Source of Recruitment BPSC	Joining / Charge Taken Date * 09-10-2022	Joining Time * Forenoon
Annual Increment Opted Date * dd-mm-yyyy	Superannuation Date 31-10-2059	

Next ← Click on Next

Section 2: Address

Click on Same as permanent address if both are same. Else, fill the following details.

- ✓ Address Line 1: Address line 1 of employee's permanent address.
- ✓ Address Line 2: Address line 2 of employee's permanent address.
- ✓ State: State where employee's permanent residence is located.
- ✓ District: District where employee's permanent residence is located.
- ✓ PIN Code: PIN code of employee's permanent address.



HRMS | GOVERNMENT OF BIHAR TREASURY FORBESGANJ Sign in as EMPLOYEE MAINTENANCE MAKER Han Mandal

On boarding Employee

- Employee Profile *
- Address *
- Family Members Details
- Bank Details *
- Pay Entitlement *
- Documents

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Details

Employee Id	40036512	GPF/PRAN No.	--	Employee Name	trikant kumar patel
-------------	----------	--------------	----	---------------	---------------------

Permanent Address

Address Line 1 *	Address Line 2 *	State *
B-1502 emencia la solara	La solara	BIHAR
District *	PIN Code *	
ARARIA	201310	

Current Address

Same As Permanent Address

Click if Current Address is same as permanent address

Address Line 1 *	Address Line 2 *	State *
Address Line 1	Address Line 2	--Select State--
District *	PIN Code *	
--Select District--	PIN Code	

Current Address

Same As Permanent Address

Address Line 1 *	Address Line 2 *	State *
HRMS House	HRMS Lane	BIHAR
District *	PIN Code *	
PATNA	800001	

Save Address Click on Save

Previous Next

Section 3: Family Members Details

- ✓ Relationship: Relationship with the employee.
- ✓ Name: Name of family member
- ✓ Gender: Gender of family member
- ✓ Date of Birth: Date of Birth of family member
- ✓ Marital Status: Marital Status of family member
- ✓ Physically Disabled: Yes / No
- ✓ Percentage of Disability: Percentage of Disability of family member (If 'Yes' is selected under 'Disabled'.)
- ✓ Dependent: Yes / No (Enter Annual Income of dependent if selected 'Yes')
- ✓ Employed: Yes / No
- ✓ Nominee: Yes / No (Enter percentage of Gratuity and PF Nomination if selected 'Yes')



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Employee Details	
Employee Id	40036512
GPF/PRAN No.	--
Employee Name	srikant kumar patel

Family Member Details						
Sr. No.	Name	Relationship	Gender	Date of Birth	Action	

Add Member Detail		
Relationship *	Name *	Gender *
--Select Relationship--	Name	--Select Gender--
Date of Birth *	Marital Status *	Physically Disabled *
dd-mm-yyyy	--Select Marital Status--	<input type="radio"/> Yes <input type="radio"/> No
Percentage of Disability	Dependant *	Employed
Percentage of Disability	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Nominee		
<input type="radio"/> Yes <input type="radio"/> No		

Click on Add Record → **+ Add Record** **Reset**

Example given:

Family Member Details						
Sr. No.	Name	Relationship	Gender	Date of Birth	Action	

Add Member Detail		
Relationship *	Name *	Gender *
Wife	Sheela Patel	Female
Date of Birth *	Marital Status *	Physically Disabled *
01-10-2000	Married	<input type="radio"/> Yes <input checked="" type="radio"/> No
Percentage of Disability	Dependant *	Employed
Percentage of Disability	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Nominee	Gratuity Nomination *	PF Nomination *
<input checked="" type="radio"/> Yes <input type="radio"/> No	350000	50
	100	

+ Add Record **Reset**

Click on the '+Add Record' button. Added record will show up in a table above the Add Member Details form. Follow same steps to add as many records as you want.

Section 4: Bank Details

- ✓ Bank Name: Bank Name of employee's bank account
- ✓ Branch Name: Branch Name of employee's bank account
- ✓ IFSC Code: IFSC Code of employee's branch
- ✓ Bank Account No.: Bank Account No. of employee



Add Bank Detail

Bank Name * <input type="text" value="Bank Name"/>	Branch Name * <input type="text" value="Branch Name"/>	IFSC Code * <input type="text" value="IFSC CODE"/>
Bank Account No * <input type="text" value="Bank Account No"/>		

+ Add Bank Detail ← **Click on Add Bank Detail**

Previous **Next**

Example given:

Add Bank Detail

Bank Name * <input type="text" value="STATE BANK OF INDIA"/>	Branch Name * <input type="text" value="PATNA"/>	IFSC Code * <input type="text" value="SBIN0002100"/>
Bank Account No * <input type="text" value="12345678910"/>	Beneficiary Id/ Payee Id * <input type="text" value="AR1009876"/>	

Previous **Next**

Section 5: Pay Entitlement

- ✓ Pay Commission: Pay Commission of employee's current entitlement (Dropdown available)
- ✓ Pay Scale /Pay Band/ Pay Level: Pay Scale /Pay Band/ Pay Level of employee's current entitlement (Dropdown available)
- ✓ Basic Pay: Basic Pay of employee's current entitlement (Dropdown available)
- ✓ Grade Pay: Grade Pay of employee's current entitlement
- ✓ Govt. Quarter Occupied: Yes / No

Note: Employee will be entitled to House Rent Allowance if selected 'No'

- ✓ HRA Tier: HRA Tier of employee's current entitlement (Dropdown available)
- ✓ CTA Allowance Applicable: Yes / No
- ✓ CTA Entitlement: CTA Entitlement of employee's current entitlement (Dropdown available)
- ✓ GPF/PRAN Type: Will be auto populated
- ✓ NPS Opted: Yes / No

Note: NPS will be automatically non-entitled in case of GPF employee. For PRAN employee select whether NPS amount will be deducted.

- ✓ Disabled: Yes / No
- ✓ Percentage of Disability (%): Percentage of Disability of employees
- ✓ Medical Stop: Yes / No

Note: Select No if employee's Medical Allowance is stopped due to some reason

- ✓ DA Stop: Yes / No

Note: Select No if employee's Dearness Allowance is stopped due to some reason



Pay Entitlement					
Employee Id	40036512	GPF/PRAN No.	--	Employee Name	srikant kumar patel
Date of Birth	28-10-1998	Designation	Senior Accounts Officer	Office	TREASURY FORBESGANJ
Mobile Number	8686757656	Service Type	All India Service(AIS)	Group	--
Pay Commission*	7th PC - AIS	Pay Scale /Pay Band/ Pay Level*	Lev: 10 (56100-177500)	Basic Pay *	81300
Grade Pay	--	Govt. Quarter Occupied	No	HRA Tier	Tier 3
CTA Allowance Applicable	Yes	CTA Entitlement	Other City	GPF/PRAN Type	GPF No
NPS Opted	No	Disabled	No	Percentage of Disability (%)	
Medical Stop	No	DA Stop	No		

[Save](#)

Section 6: Documents

List of Documents are provided as per status quo.

Check which of the documents are to be provided and add attachments.

Note: Only 'PDF' Type Files are Supported and File Size Should Not exceed more than 1 MB.

Bank Account Verification Checklist *		
Item	Description	All <input type="checkbox"/>
1	BANK PASSBOOK	<input type="checkbox"/>
2	BANK ACCOUNT CANCEL CHEQUE	<input type="checkbox"/>
3	CERTIFICATE FROM BANK	<input type="checkbox"/>
4	COPY OF INVOICE DATA FROM GEM PORTAL	<input type="checkbox"/>

Proof Verification Checklist *		
Item	Description	All <input type="checkbox"/>
1	PAN CARD	<input type="checkbox"/>
2	AADHAAR CARD	<input type="checkbox"/>
3	ELECTORAL PHOTO ID CARD	<input type="checkbox"/>
4	BIRTH CERTIFICATE	<input type="checkbox"/>
5	DRIVING LICENSE	<input type="checkbox"/>
6	TAN	<input type="checkbox"/>
7	GSTIN/ GSTIN FROM GEM PORTAL	<input type="checkbox"/>
8	PANCHAYAT ID	<input type="checkbox"/>

[Previous](#)

Additional Information			
Note : Only 'PDF' Type Files are Supported and File Size Should Not exceed more than 1 MB.			
Document Name *	File Name *	View	Action
Document Name	Choose File No file chosen		+ Add

Example given:



Employee Details

Employee Id: 40036512 GPF/PRAN No.: -- Employee Name: srikant kumar patel

Document Details

Description * Add Document *
 No file chosen

Sr. No.	File Name	Description	View	Action
1	<input type="text"/>	Bank Passbook	Download	<input type="button" value="🗑"/>
2	<input type="text"/>	PAN	Download	<input type="button" value="🗑"/>
3	<input type="text"/>	Aadhaar Card	Download	<input type="button" value="🗑"/>

Step 4: Forward to Employee Maintenance Checker.

Application forwarded successfully.

OK

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Employee Maintenance Checker's Dashboard

Step 1: Login as Employee Maintenance Checker

Step 2: Go to Inbox

The screenshot shows the HRMS dashboard for an Employee Maintenance Checker. At the top, it says 'HRMS | GOVERNMENT OF BIHAR' and 'TREASURY FORBESGANJ'. The user is signed in as 'EMPLOYEE MAINTENANCE CHECKER'. The dashboard features several widgets: 'Save As Draft' (0 Action), 'Submitted Request' (0 Request), 'Inbox' (1 Request), and 'Outbox' (0 Request). A central 'Inbox' widget is highlighted with a box and an arrow. Below this, there are sections for 'Announcement', 'Latest Notifications and Circulars', 'Notification', 'Holiday List' (listing events like Rath Yatra, Id-ul-Zuha, and Muharram), and 'Help Line Info'.

Step 3: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

The screenshot shows the 'Inbox List' table. A callout box labeled 'Ref. No.' has an arrow pointing to the 'Reference No.' column of the first row. The table has the following data:

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	Is Objected From Treasury
BRO041022EM331971	onBoarding Employee	AMIT KUMAR	04-10-2022 12:19:24 PM	HARI MANDAL	05-10-2022 01:31:14 PM	Filed Correctly - please check	No

HRMS | GOVERNMENT OF BIHAR TREASURY FORBESGANJ Sign in as **EMPLOYEE MAINTENANCE CHECKER** Mid Frost Alam

On boarding Employee

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Personal Details

Prefix * Mr	Employee Id * 40036512	
First Name * shikant	Middle Name kumar	Last Name * patal
Gender * Male	Date of Birth * 26-10-1999	Date of Birth in Words Twenty-eight October Nineteen Hundred Ninety-nine
Height (CM/FeeftInch) * 160	Identification Mark * test	Marital Status * Unmarried
Height Unit: <input checked="" type="radio"/> Centimeter <input type="radio"/> FeetInch	Father's Name * Ram	
	Mother's Name * sit	

Checker also has the rights to make corrections if needed. Or they can send back the request to maker.

Step 3: Forward/ Send Back

Employee Maintenance Checker's Action Tab

Actions

Action Taken: * Please Select

Send To: * Please Select

Remarks: * Remarks

Action Taken: Forward to approver / Sent Back

✓ If selected Forward to approver, checker will have the option to select the approver to forward the request.

Actions

Action Taken: * Forward to Approver

Send To: * Md. Rashid Tanweer (Employee Maintenance Appro

Remarks: * Checked - Please approve

Update Submit Cancel

Click on Submit

✓ If selected Sent Back, the request will be sent back to the user it came from.

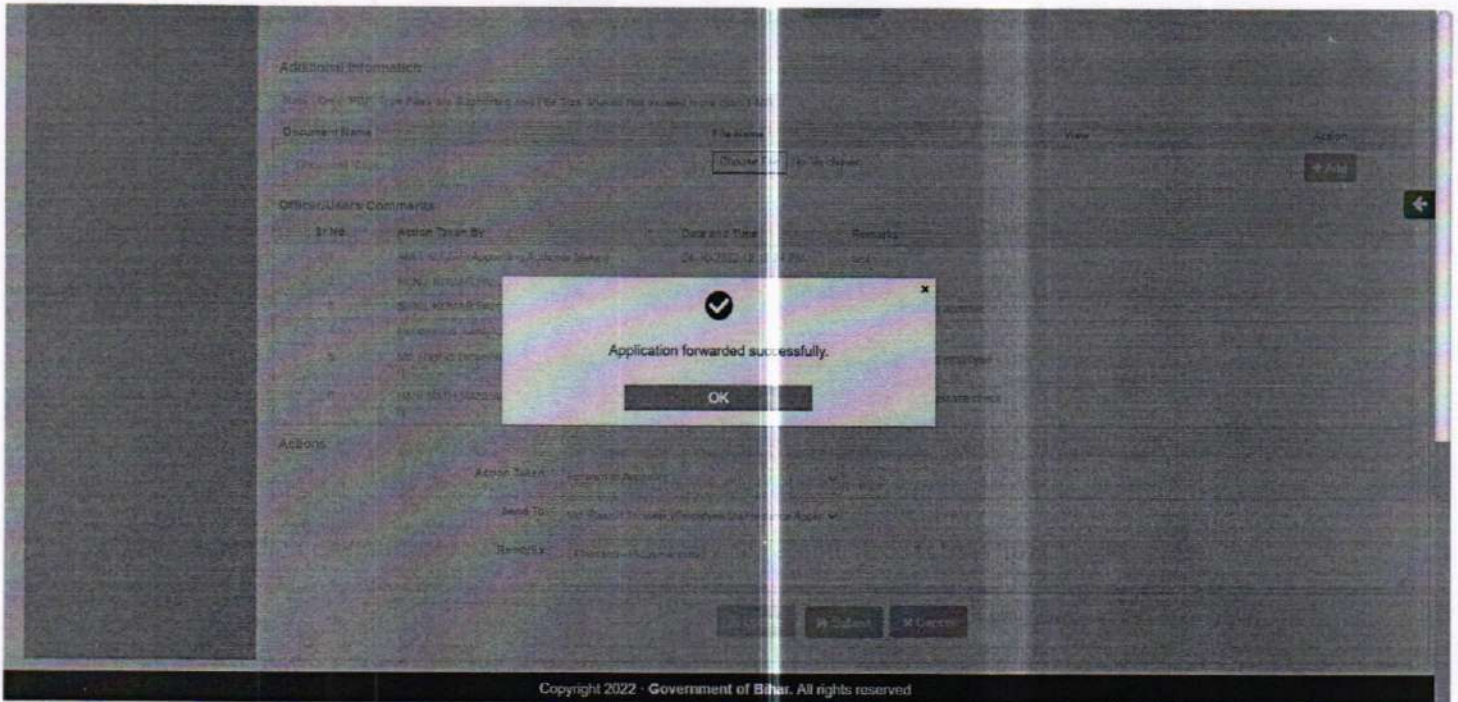


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Officer/Users Comments			
Sr No.	Action Taken By	Date and Time	Remarks
1	AMIT KUMAR(Appointing Authority Maker)	04-10-2022 12:19:24 PM	test
2	SUNIL KUMAR PAL(Appointing Authority Checker)	04-10-2022 01:42:34 PM	test
3	SUNIL KUMAR PAL(Appointing Authority Checker)	05-10-2022 11:48:28 AM	Checked - Please approve
4	Mohammad Jamil(Appointing Authority Approver)	05-10-2022 12:04:11 PM	Ok
5	Md. Rashid Tanweer(Employee Maintenance Approver)	05-10-2022 12:16:20 PM	Ok - Onboard this employee
6	HARI NATH MANDAL(Employee Maintenance Maker)	05-10-2022 01:31:14 PM	Filed: Correctly - please check

Actions	
Action Taken:	Sent Back
Remarks:	Make Corrections

Officers / Users Comments Section: You can check all the users comments this request has been through.



Employee Maintenance Approver's Dashboard (Final Approval)

Step 1: Click on Inbox

The dashboard shows the following widgets:

- Save As Draft: 0 Action
- Submitted Request: 0 Request
- Inbox / Unconfirmed: 2 / 0 Request** (Highlighted)
- Outbox: 0 Request
- Announcement: View all
- Latest Notifications and Circulars
- Notification
- Holiday List:
 - 1. Ram Yata - 5 July 2022 (Tuesday)
 - 2. Id-ul-Zuha (Bairat) - 10 July 2022 (Sunday)
- Help Line Info:
 - Help Desk: 0612-2004000
 - Email id: hd.hrms.bihar@gmail.com
 - (Timings: Mon-Sat 9:30 - 18:00 hrs) excluding Holidays
 - Built Version: 2.0.14

Step 2: Click on Reference No. of the request.

This will lead user to the on-boarding employee request.

Reference No.	Description/Activity Name	Initiator	Initiated Date	Requested From	Pending Since	Remarks	Is Objected From Treasury
BRD041022EM31871	onBoarding Employee	AMIT KUMAR	04-10-2022 12:19:24 PM	Mst Firoz Alam	05-10-2022 01:42:28 PM	Checked - Please approve	No
BRD041022EM761869	onBoarding Employee	AMIT KUMAR	04-10-2022 01:37:56 PM	I/hammad Jamil	04-10-2022 05:47:11 PM	approved	No

On boarding Employee

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Personal Details

Prefix *	Mr.	Employee Id *	40036512
First Name *	erikant	Middle Name	kumar
Gender *	Male	Last Name *	patel
Height (CM/Feet/Inch) *	160	Date of Birth *	28-10-1999
Father's Name *	Ram	Date of Birth in Words	Twenty-eight October Nineteen Hundred Ninety-nine
Spouse Name (Husband/Wife)		Identification Mark *	test
		Mother's Name *	sita
		Marital Status *	Unmarried
		Types of Disability	



Step 3: Approved and E-sign / Send Back / Reject

- ✓ Approved and e-sign: Approve the request.

Actions	
Action Taken: *	Approved and E-Signed
Remarks: *	Ok
<input type="button" value="Submit"/> → <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- ✓ Sent Back: Request will be sent back to the user it came from.

Actions	
Action Taken: *	Sent Back
Remarks: *	Make corrections
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- ✓ Reject: To reject the request.

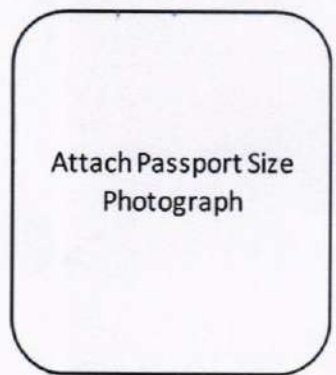
Actions	
Action Taken: *	Rejected
Remarks: *	Request not valid
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Impact

An employee who's On-Boarding Employee request has been approved as instructed, will be visible in a group, bank details has been added, and entitlement has been updated from date of joining/ charge taken date. Employee will be eligible for regular salary bill.

Basic Details

Prefix * _____
First Name* _____ Middle Name _____
Last Name* _____ Gender* _____
Date of Birth * _____ Height (CM/Feet/Inch) * _____
Father's Name* _____ Mother's Name * _____
Identification Mark* _____
Marital Status* _____
Spouse Name (Husband/Wife) _____



Disability Details (If Applicable)

Disabled* Yes, No Type of Disability (If selected Yes) _____
Percentage of Disability _____

Personal Details

Blood Group _____ Email _____ Mobile Number* _____
Nationality _____ PAN No * _____ GPF/PRAN Type * _____
Aadhar Ref No. _____ Social Category _____

Permanent Address*

Line 1* _____ Line 2* _____
State * _____ District* _____ Pin Code* _____

Employee Official Details

Employee Type * _____ Service Type* _____
Cadre* _____ Parent Department* _____
Current Department* _____ Current Designation* _____
Current Office* _____ Source of Recruitment _____
Order issuing Office/Authority* _____ Appointment Order No.* _____
Appointment Order Date* _____ Joining / Charge Taken Date* _____
Joining Time* _____

Certification*: I, the undersigned, certify that to the best of my knowledge and belief, this form is filled correctly.

Sign. _____

Instructions:

Form to be filled in English only.

Fields marked by asterisk (*) are mandatory.

Those already allotted an eight-digit numeric Employee ID shall not apply again as having or using more than one Employee ID is not allowed.

Employees are to fill below mentioned fields from provided masters:

Prefix	Marital Status	Type of Disability	Blood Group	Nationality	GPF/PRAN Type	Social Category	Employee Type	Service Type	Source of Recruitment
Mr.	Married	Visually Impaired	O+	Indian	GPF	General	Regular	All India Service (AIS)	BPSC
Ms.	Unmarried	Deaf & Dumb	O-	Nepalese	PRAN	Other Backward Class	Probation	Central Government Employee (CGVT)	BSSC
Mrs.	Divorced	Locomotive	A+	Other	-	Scheduled Caste	-	State Government Employee (SGVT)	BTSSC
Miss	Widow / Widower	Mental Disorder	A-	-	-	Scheduled Tribes	-	Judiciary (JUD)	Central Chayan Parishad
Other	Separated	-	B+	-	-	Economically Weaker Section	-	-	Bihar Technical Sewa Aayog
Dr.	-	-	B-	-	-	Backward Class	-	-	Bihar Polict Avar Chayan Sewa Aayog - BPSSC
Prov.	-	-	AB+	-	-	Extremely Backward Class	-	-	Anukampa
Rev.	-	-	AB-	-	-	Economically Backward Women	-	-	Sports
-	-	-	-	-	-	Backward Class Women	-	-	Samayojan