EMPLOYEE MANAGEMENT MODULE

Name of Services under Employee Management

Sl. No	Menu	Name of Services
1	Employee Registration	1. Employee Registration (Non-Gazetted)
		2. Employee Registration (Gazetted)
		3. Updating Employee Details (Pension Nominee, Bank Account etc.) for Non-Gazetted
		4. Updating Employee Details (Pension Nominee, Bank Account etc.) for Gazetted
2	Employee Advance Details	5. Employee Advance (Loan) Apply
		6. Employee Advance (Loan) existing loans entry
		7. Festival Advance
3	Last Pay Certificate	8. Issuance of Last Pay Certificate
		9. Issuance of Last Pay Certificate (Gazetted)
4	GPF Details	10. GPF(Advance/Addl. Advance/NRW) apply
		11. GPF/GIS Nominee
		12. GPF (NRW) apply
		13. GPF Final Withdrawal apply
		14. New GPF Registration
		15. DLI Generation
5	Pay Fixation	16. Pay Fixation - New Employee
6	Allowance Mapping	17. Allowance Mapping
		18. House Rent Allowance
		19. Transport Allowances
		20. Kit Grant & Kit Maintenance Allowance

		21. Washing Allowance
		22. Cash Handling Allowance
		23. Ration Money Allowance
		24. Deductions/Subscriptions Mapping
		25. Deductions/Subscriptions for Other Employees
		26. Employee Quarter Mapping
		27. Leave Type Mapping
		28. Dareness Allowance
		29. Special Compensatory Allowance
7	Salary Fixation	30. Salary Fixation
8	Monthly Salary Process	31. Monthly Salary Process
9	Increment	32. Increment (Non-Gazetted)
		33. Promotion (Non-Gazetted)
		34. Increment (Gazetted)
		35. Promotion (Gazetted)
10	Transfer	36. Transfer IN (Non-Gazetted)
		37. Transfer OUT (Non-Gazetted)
		38. Transfer with Promotion-IN (Non-Gazetted)
		39. Transfer with Promotion-OUT (Non-Gazetted)
		40. Transfer IN (Non-Gazetted)
		41. Transfer OUT (Non-Gazetted)
		42. Transfer with Promotion IN (Gazetted)
		43. Transfer with Promotion OUT (Gazetted)
11	Employee Suspension	44. Employee Suspension
12	Cessation of Service	45. Cessation of Service
13	Absent Register	46. Absent Register (Wages)
14	Leave Account	47. Leave Account
15	GPF NRW Fund Issuance	48. Issuance/Addl. Issuance of NRW Fund

Service Name:

1. **Employee Registration (Non-Gazetted)**

Office/ Department		
Starting of process	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of Employee Registration (Non-Gazetted)
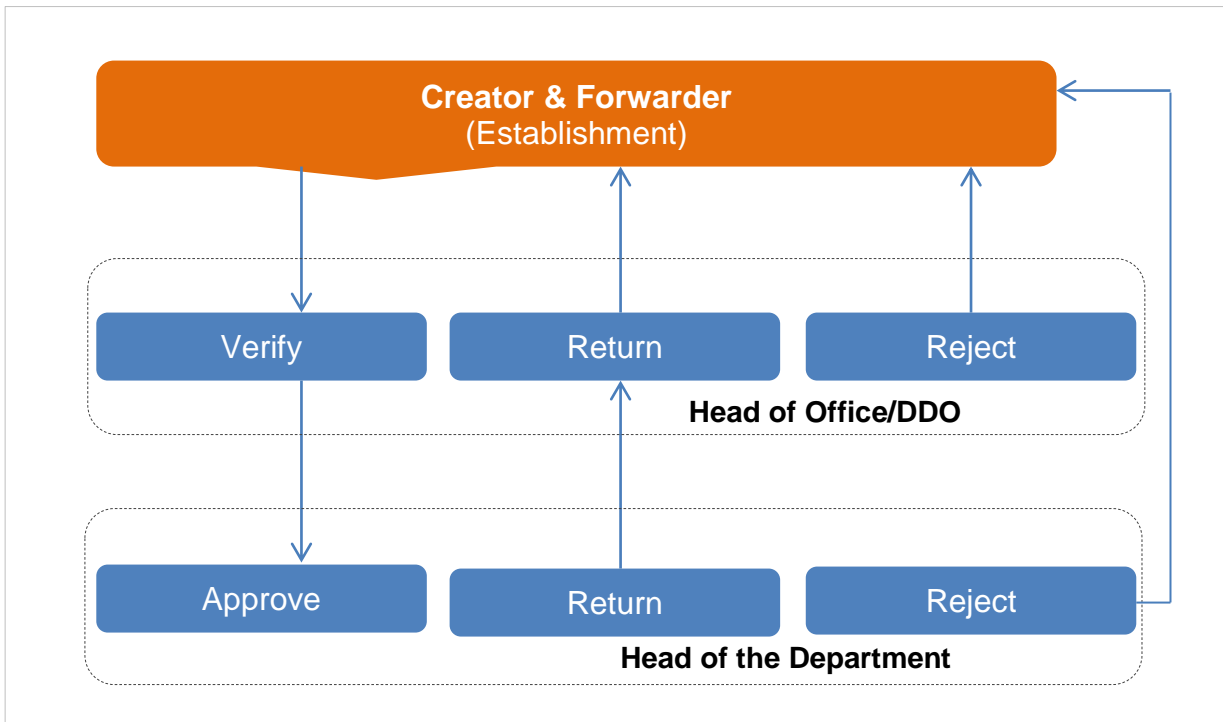
The purpose of Employee Registration (Non-Gazetted)

1. For the generation of employee Unique Code
2. For identifying the department, district and location where he/she is working
3. For recording his/her service history
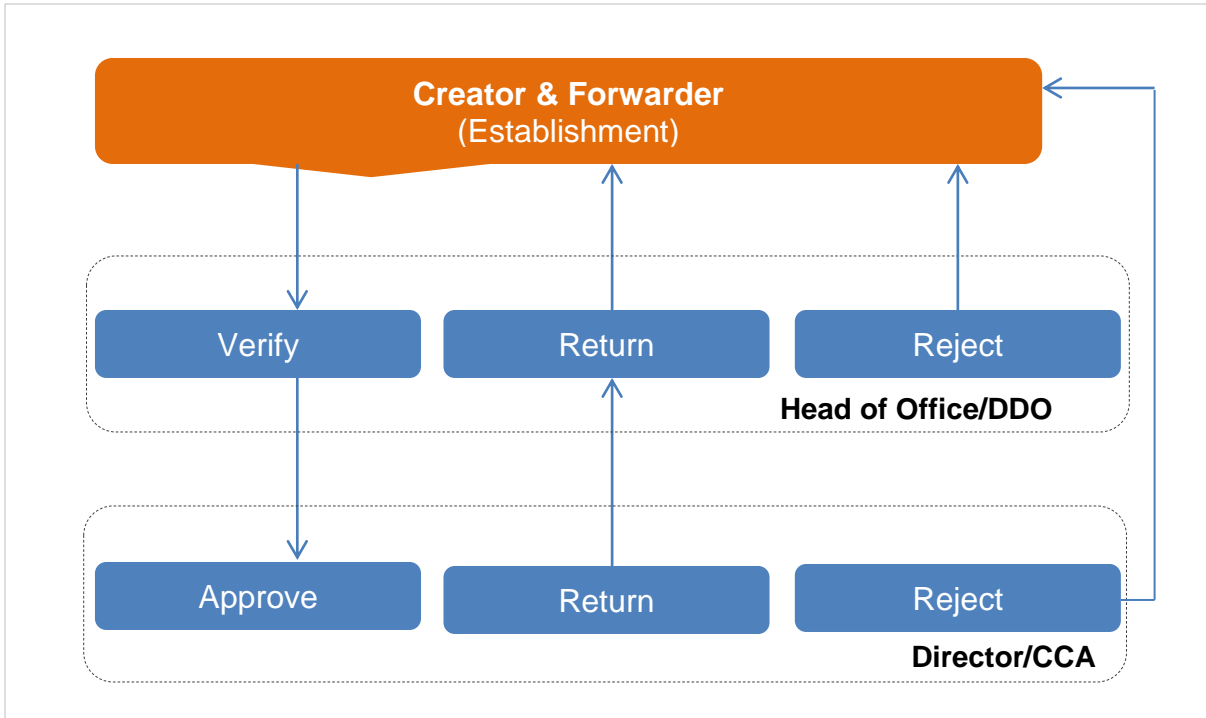
How to use this service:

1. Fill all the personal details
2. If employee is from other state/country, select 'District' as Others, Police Station & Post Office is not mandatory for Other State/Country.
3. Select Pension Nominee 'Yes/No' if it is yes, then fill the form and 'click on add button' and then upload the nominee valid document available at the leftmost of the nominee list
4. Document size to upload may be limited to 300 KB each.

Service Name:

2. **Employee Registration (Gazetted)**

Office		CCA Office
Starting of Employee Registration	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Chief Controller of Accounts

Process Flow of Employee Registration

The purpose of Employee Registration (Gazetted)

1. For the generation of employee Unique Code
2. For identifying the department, district and location where he/she is working
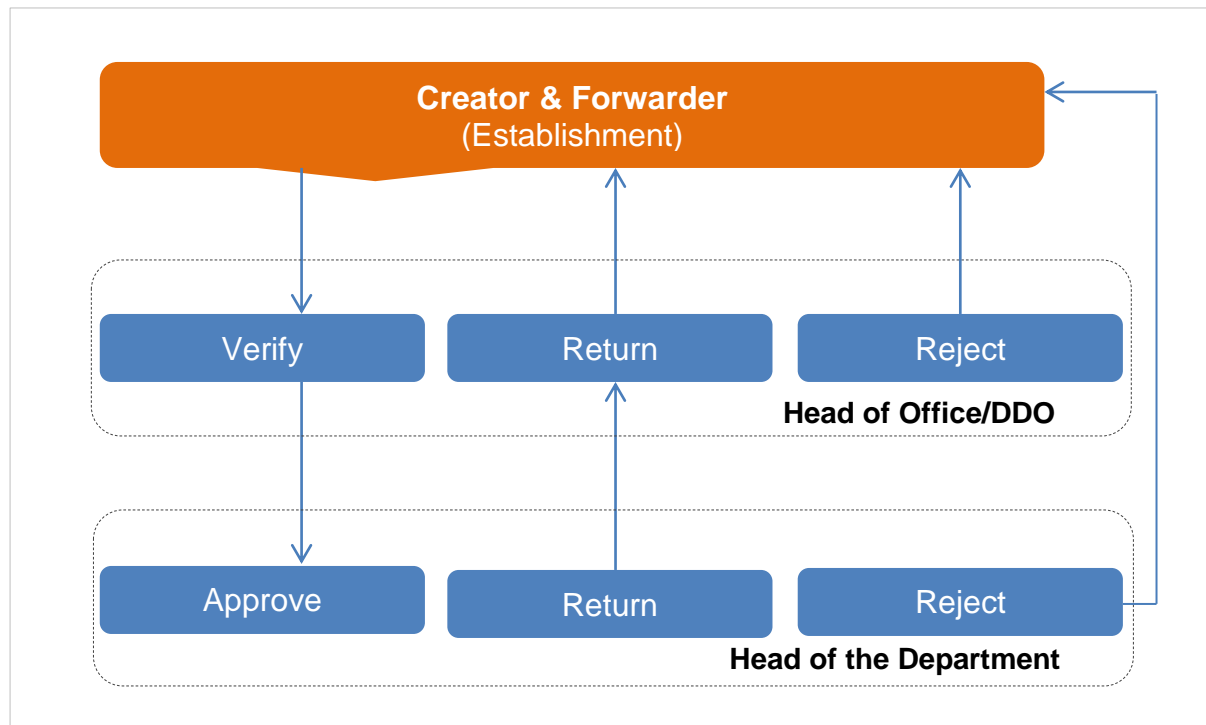3. For recording his/her service history

How to use this service:

1. Fill all the personal details
2. If employee is from other state/country, select 'District' as Others, Police Station & Post Office is not mandatory for Other State/Country.
3. Select Pension Nominee 'Yes/No' if it is yes, then fill the form and 'click on add button' and then upload the nominee valid document available at the leftmost of the nominee list
4. Document size to upload may be limited to 300 KB each.

Service Name:

3. **Updating Employee Details (Pension Nominee, Bank Account etc.) for Non-Gazetted**

Office/Department		
Starting of process	**Verifier**	**Approver**
1. Employee 2. Role - Update	Head of Office/DDO	Head of the Department

The purpose of Updating Employee Details (Non-Gazetted)

1. An employee registered under IFMIS can update his employee details such as Pension Nominee, Back Account for which requires approval of authorities to make it effective into system.
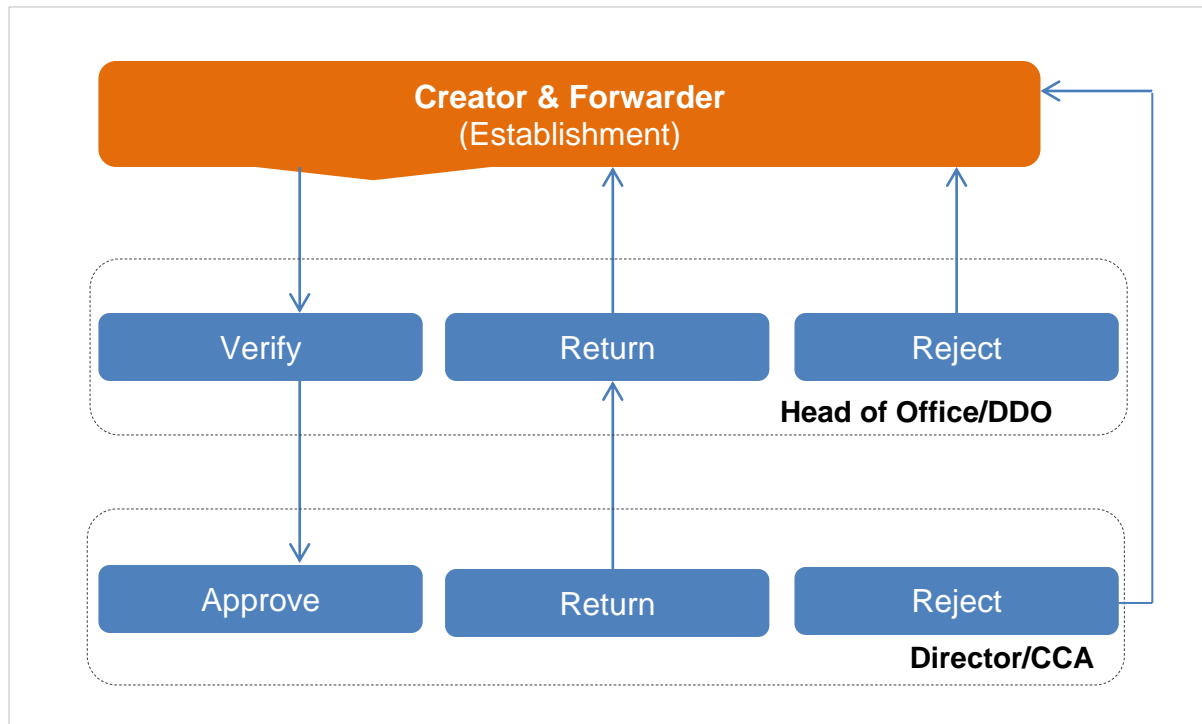
How to use this service:

1. This service can be availed by employee of the state govt.
2. Employee have to sign up first using his employee ID
3. Then he/she can login to IFMIS portal and update his/her details.

Process Flow of Updating Employee Details (Non-Gazetted)

Service Name:

4. **Updating Employee Details (Pension Nominee, Bank Account etc.) for Gazetted**

Office		CCA Office
Starting of process	**Verifier**	**Approver**
1. Employee 2. Role - Update	Head of Office/DDO	Chief Controller of Accounts

Process Flow of Updating Employee Details (Gazetted)

The purpose of Updating Employee Details (Gazetted)

1. An employee registered under IFMIS can update his employee details such as Pension Nominee, Back Account for which requires approval of authorities to make it effective into system.

How to use this service:

1. This service can be availed by employee of the state govt.
2. Employee have to sign up first using his employee ID
3. Then he/she can login to IFMIS portal and update his/her details.

<u>Service Name</u>:

5. Employee Advance (Loan) Apply

Office		Department	CCA Office
Starting of process	**Verifier I**	**Verifier II**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department	Chief Controller of Accounts

Process Flow of Employee Advance (Loan)
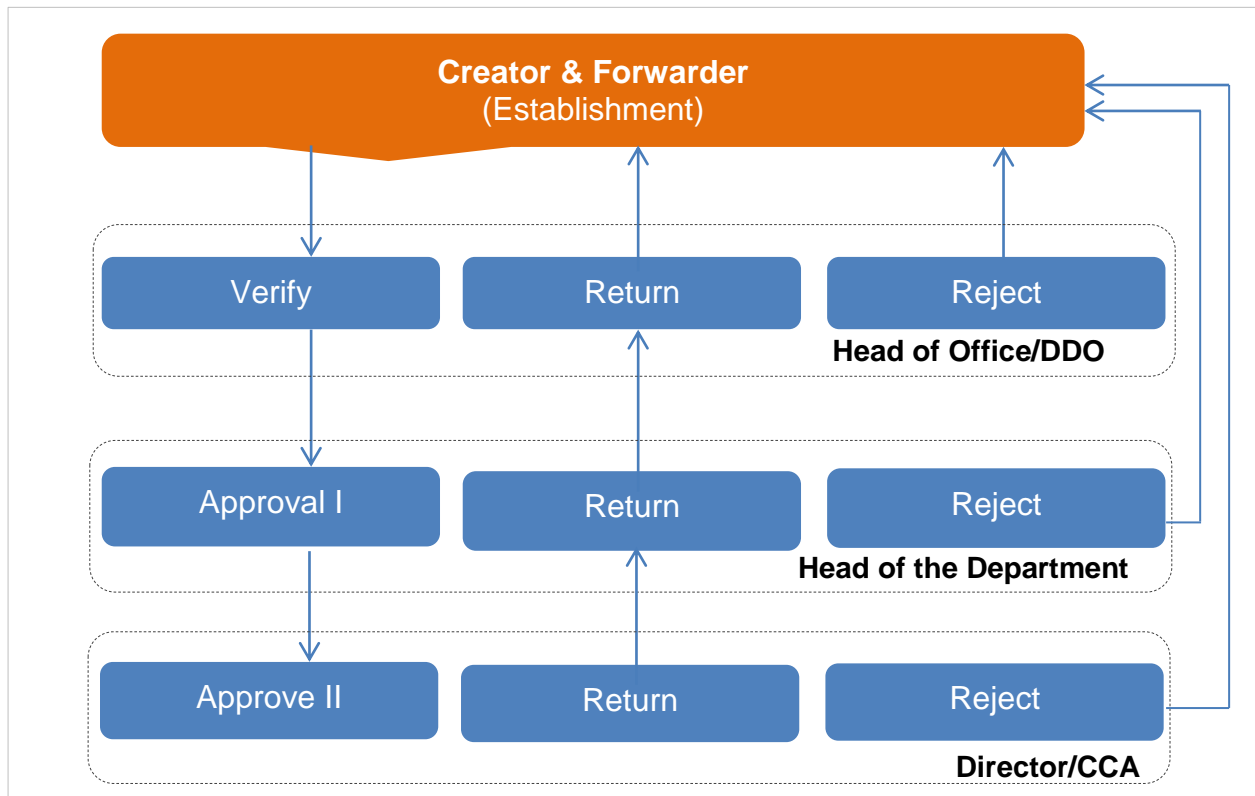
The purpose of Employee Advance (Loan) Apply

1. An employee can apply loan through his/her IFMIS portal USER ID
2. An employee can track his recoveries
3. On successful approval of loan by concerned authority, Loan Code will be auto system generated, after which only DDO can prepare bill and therefore, it will overcome issue of official procedures.
4. The recoveries amount will be deducted by the system on default; therefore, there will not be any chances of skipping deduction of recoveries amount from the payee.
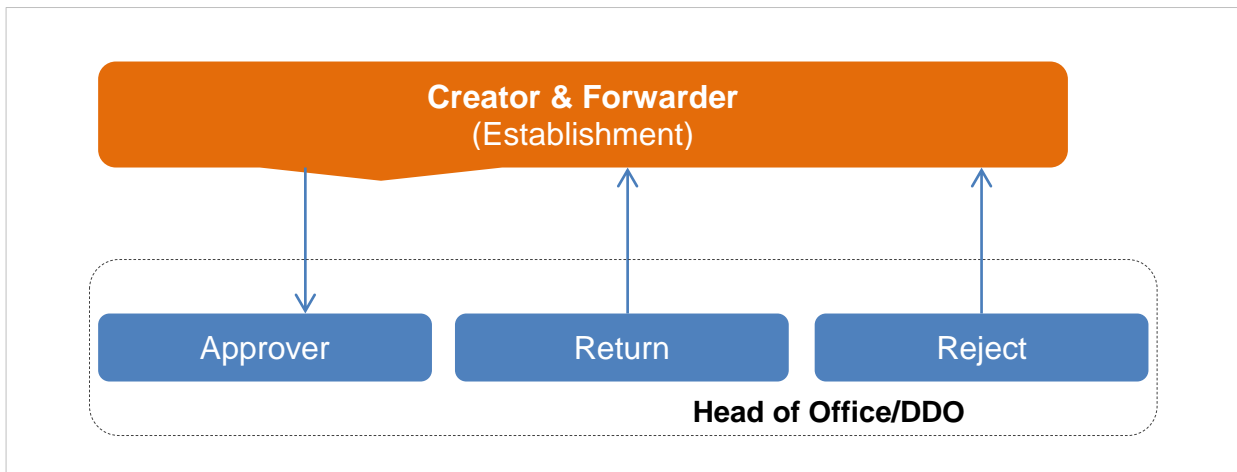
<u>How to use this service</u>:

1. Employee may login into IFMIS portal and avail this service and submit to their concerned office through IFMIS portal

Service Name:

6. Employee Advance (Loan) existing loans entry
7. Festival Advance

Office	
Starting of process	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO

Process Flow of Employee Loan/Festival Advance

How to use this service:

1. Employee may login into IFMIS portal and avail this service and submit to their concerned office through IFMIS portal

The purpose of Employee Advance (Loan) existing entry

1. To enter the existing loan details those who have availed in the past
2. This entry would be detected by the system and it will reflect in the preparation of Pay Bill
3. The staffs concerned for preparation of pay bill has no more worrisome about the mistake of deduction of recoveries, because the system will pick up the recoveries amount by default.
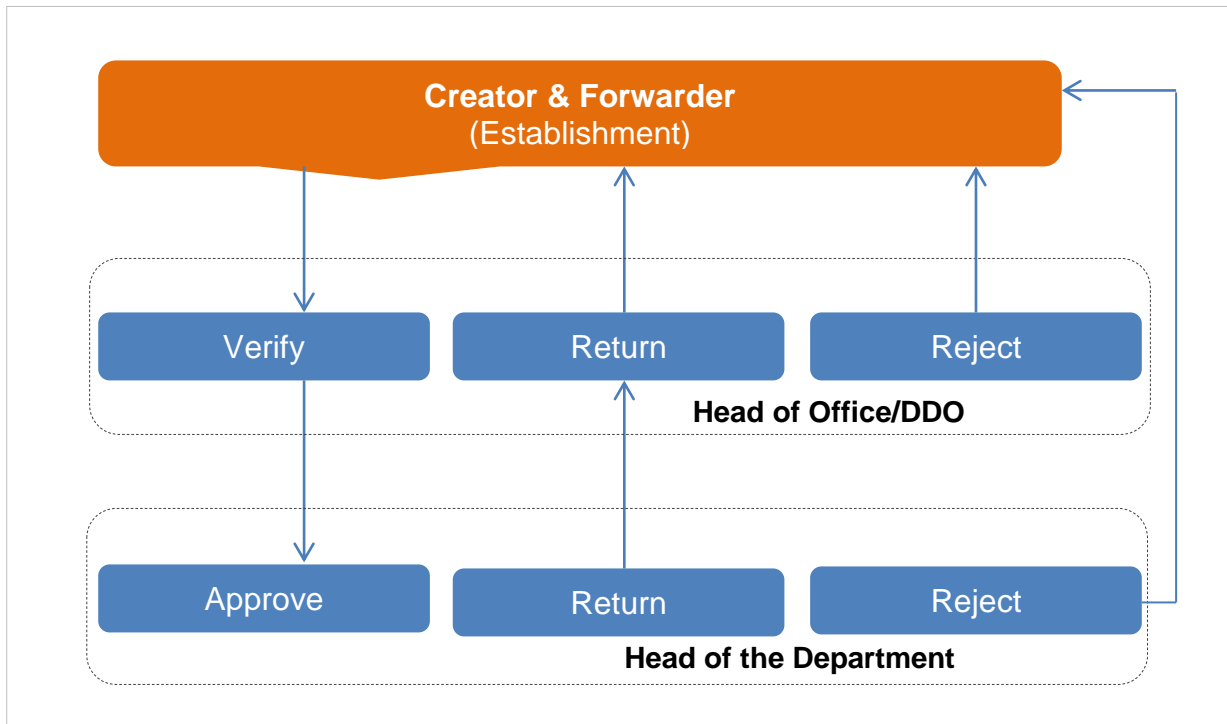
The purpose of Festival Advance

1. To maintain the recoveries and overcoming late or over deduction.

8. Issuance of Last Pay Certificate (Non-Gazetted)

Office		Department
Starting process	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of Issuance of Last Pay Certificate (Non-Gazetted)

The purpose of Issuance of Last Pay Certificate (Non-Gazetted)

1. An employee can apply for the last pay certificate through his/her IFMIS portal USER ID
2. This process would make the issuer to issue the exact details of his/her pay slip as there involves no manual practice.
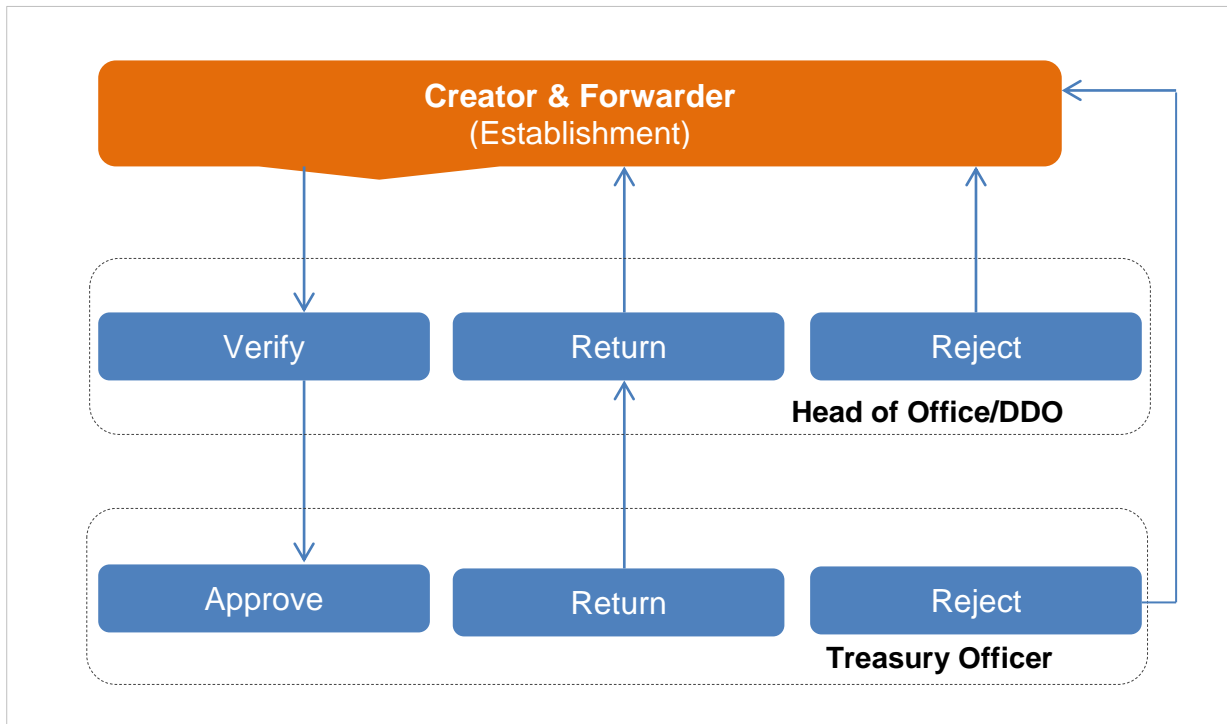
How to use this service:

1. Employee may login into IFMIS portal and avail this service and submit to their concerned office through IFMIS portal

Service Name:

9. Issuance of Last Pay Certificate (Gazetted)

Office		Treasury Office
Starting of process	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Treasury Officer

Process Flow of Issuance of Last Pay Certificate (Gazetted)

The purpose of Issuance of Last Pay Certificate (Gazetted)

1. An employee can apply for the last pay certificate through his/her IFMIS portal USER ID
2. This process would make the issuer to issue the exact details of his/her pay slip as there involves no manual practice.

How to use this service:

2. Employee may login into IFMIS portal and avail this service and submit to their concerned office through IFMIS portal
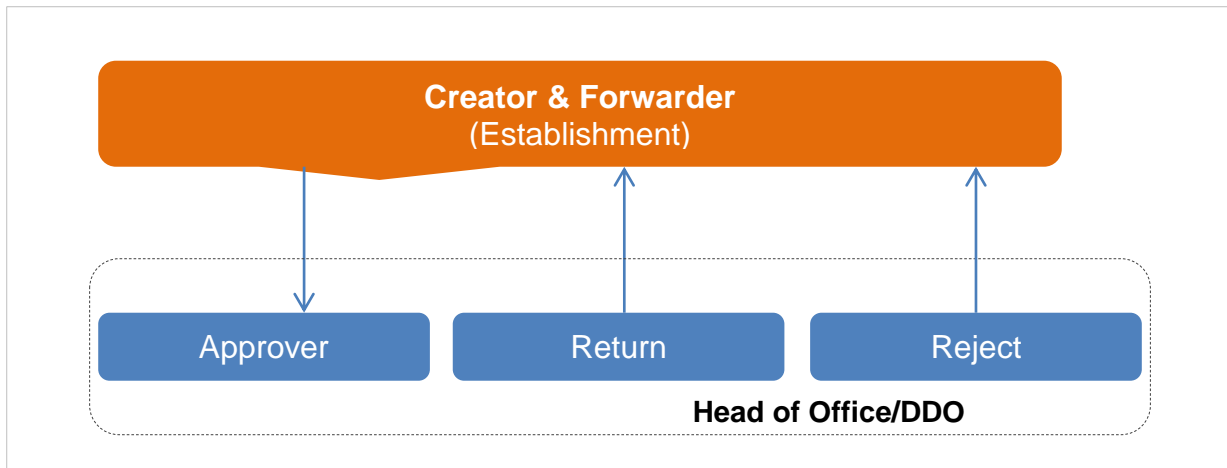
Service Name:

10. GPF(Advance/Addl. Advance) apply
11. GPF/GIS Nominee

Office	
Starting of process	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO

Process Flow of GPF (Advance/Addl. Advance)/GPF Nominee

The purpose of GPF (Advance/Addl. Advance) apply

1. An employee can apply for the GPF Advance /Addl. Advance through his/her IFMIS portal USER ID
2. This process would make the work more faster
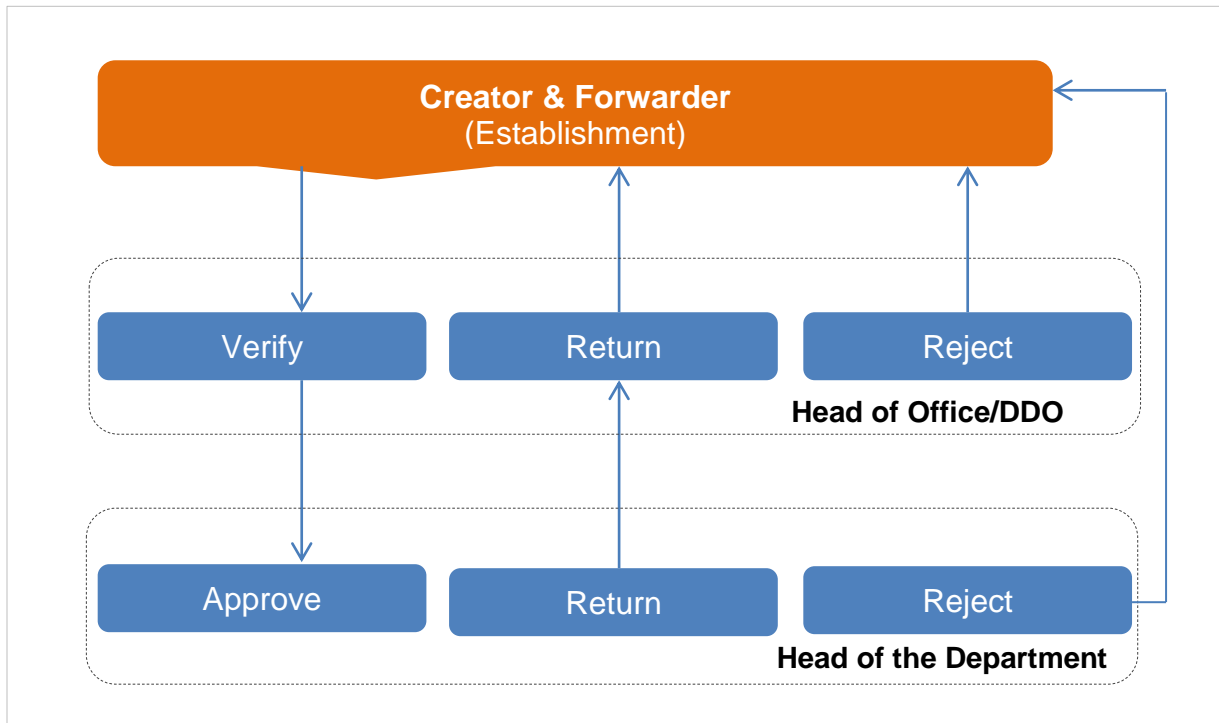
How to use this service:

1. Employee may login into IFMIS portal and avail this service and submit their request to their concerned office through IFMIS portal

Service Name:

12. GPF (NRW) Apply

Office/Department		
Starting of process	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of GPF NRW

The purpose of GPF NRW apply

1. An employee can apply for the GPF NRW through his/her IFMIS portal USER ID
2. This process would make the work more faster
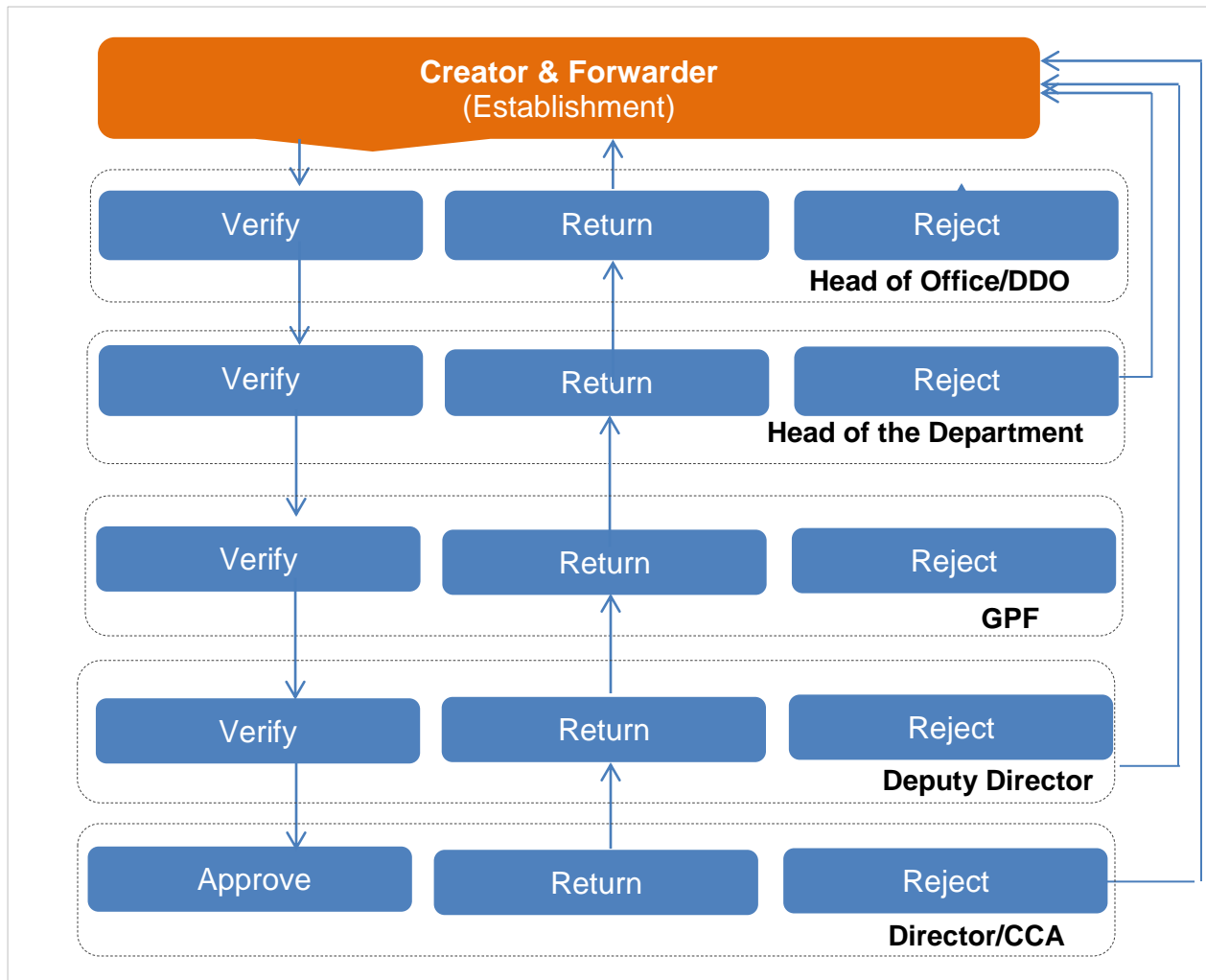
How to use this service:

1. Employee may login into IFMIS portal and avail this service and submit their request to their concerned office through IFMIS portal

Service Name:

13. GPF Final Withdrawal apply
14. New GPF Registration

Office/Department			CCA Office		
Starting of process	**Verifier I**	**Verifier II**	**Verifier I**	**Verifier II**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department	GPF	DD	Director/Chief Controller of Accounts

Process Flow of GPF Final/New GPF Registration

The purpose of GPF Final Withdrawal apply New GPF Registration

1. An employee can apply for the GPF Final Withdrawal through his/her IFMIS portal USER ID
2. He/she can also know the Withdrawal Amount during the time of his/her pension.
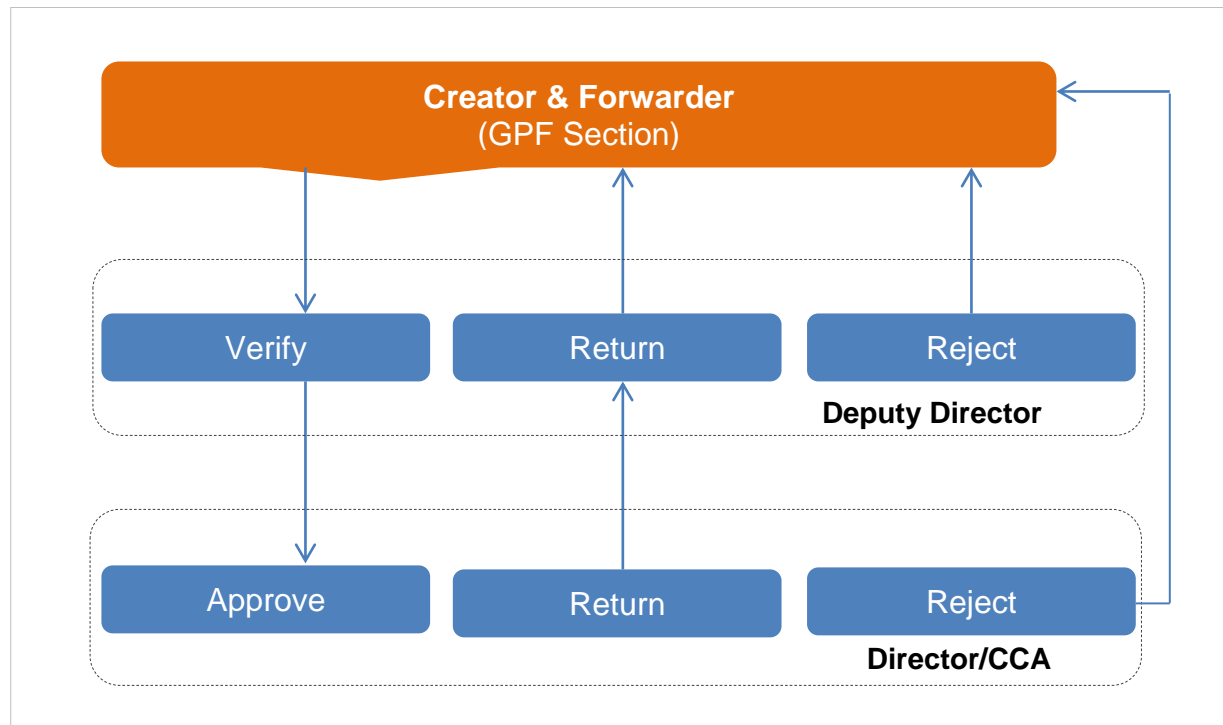
How to use this service:

1. Employee may login into IFMIS portal and avail this service and submit their request to their concerned office through IFMIS portal
2. New GPF registration is only those who have approval to apply for GPF No. under State Government.

Service Name:

15. DLI Generation

Office of the Chief Controller of Accounts		
Starting of process	**Verifier**	**Approver**
1. GPF Section 2. Role - Create & Forward	Deputy Director	Chief Controller of Accounts

Process Flow of DLI Generation

The purpose of DLI Generation

1. An employee can apply for the GPF Final Withdrawal through his/her IFMIS portal USER ID

How to use this service:

1. The employee can approach to office of the Chief Controller of Accounts to avail this service..

Service Name:

16. Pay Fixation - New Employee
17. Allowance Mapping
18. House Rent Allowance
19. Transport Allowances
20. Kit Grant & Kit Maintenance Allowance
21. Washing Allowance
22. Cash Handling Allowance
23. Ration Money Allowance
24. Deductions/Subscriptions Mapping
25. Deductions/Subscriptions for Other Employees
26. Employee Quarter Mapping
27. Leave Type Mapping

Office	
Starting of process	**Approver**
1. Establishment Section 2. Role - Create	x (Not Require)

The purpose of sl. 16-27

1. This is for the preparation of pay of an employee

How to use this service:

1. Establishment concern staff shall login into the portal
2. Map the pay of an newly registered employee
3. Map allowances if any
4. Deductions if any
5. Quarter mapping if any

Service Name:

28. Dareness Allowance

Office of the Chief Controller of Accounts		
Starting of process	**Verifier**	**Approver**
1. GPF Section 2. Role - Create & Forward	Deputy Director	Chief Controller of Accounts

Process Flow of Dareness Allowance
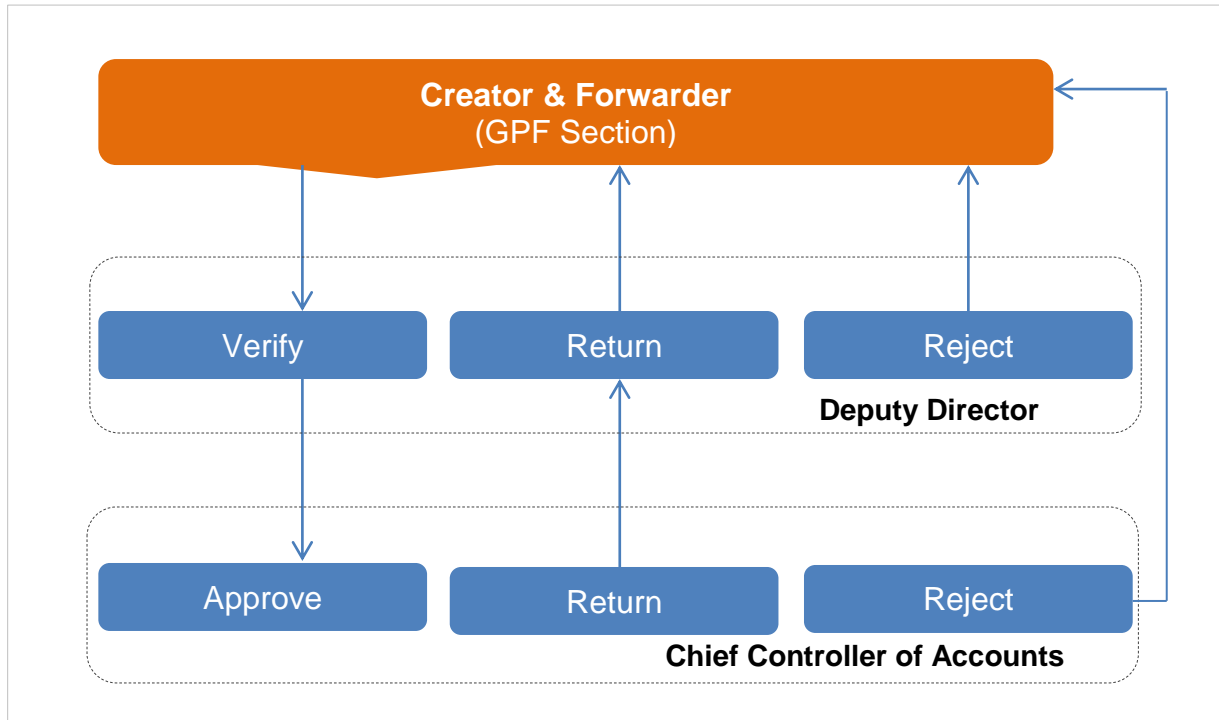
The purpose of Dareness Allowance

1. This is for the purpose of making effective into the system as per govt. notification

How to use this service:

1. GPF concern staff shall login into the portal
2. Enter the DA % and forward for the approval of higher authorities to make effective into system

**Service Name:**

29. Special Compensatory Allowance

Administrator	
Starting of process	**Approver**
1. Administrator 2. Role - Create	x (Not Require)

Service Name:

30. Salary Fixation
31. Monthly Salary Process

Office	
Starting of process	**Approver**
1. Establishment Section 2. Role - Create & Forward	Drawing & Disbursing Officer

Process Flow of Salary Fixation/Monthly Salary Process
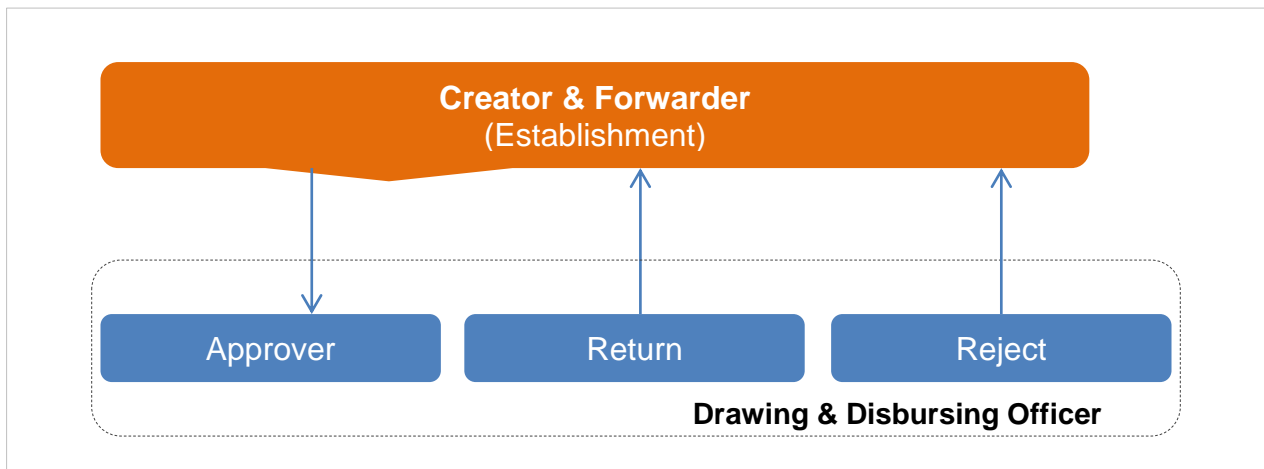
The purpose of Salary Fixation

1. This is for the purpose of generation of salary statement

How to use this service:

1. Establishment concern staff shall login into the portal
2. Perform the activities.
3. This activity require only one time. However, whenever there is any update in services no. 16 – 27, the activities of Salary Fixation need to be performed.

The purpose of Monthly Salary Process

1. This is for the purpose of generation of salary statement
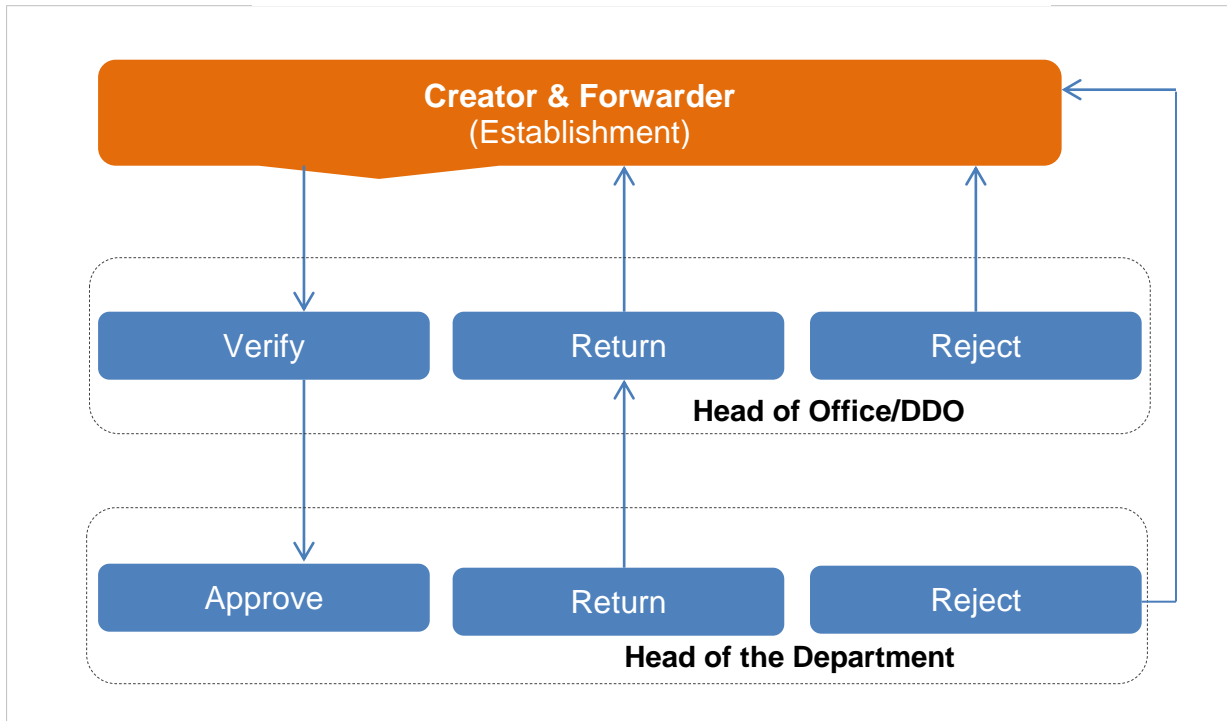
How to use this service:

1. Establishment concern staff shall login into the portal
2. Perform the activities.

Service Name:

32. Increment (Non-Gazetted)
33. Promotion (Non-Gazetted)

Office/Department		
Starting process	**Verifier**	**Approver**
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

The purpose of Increment and Promotion

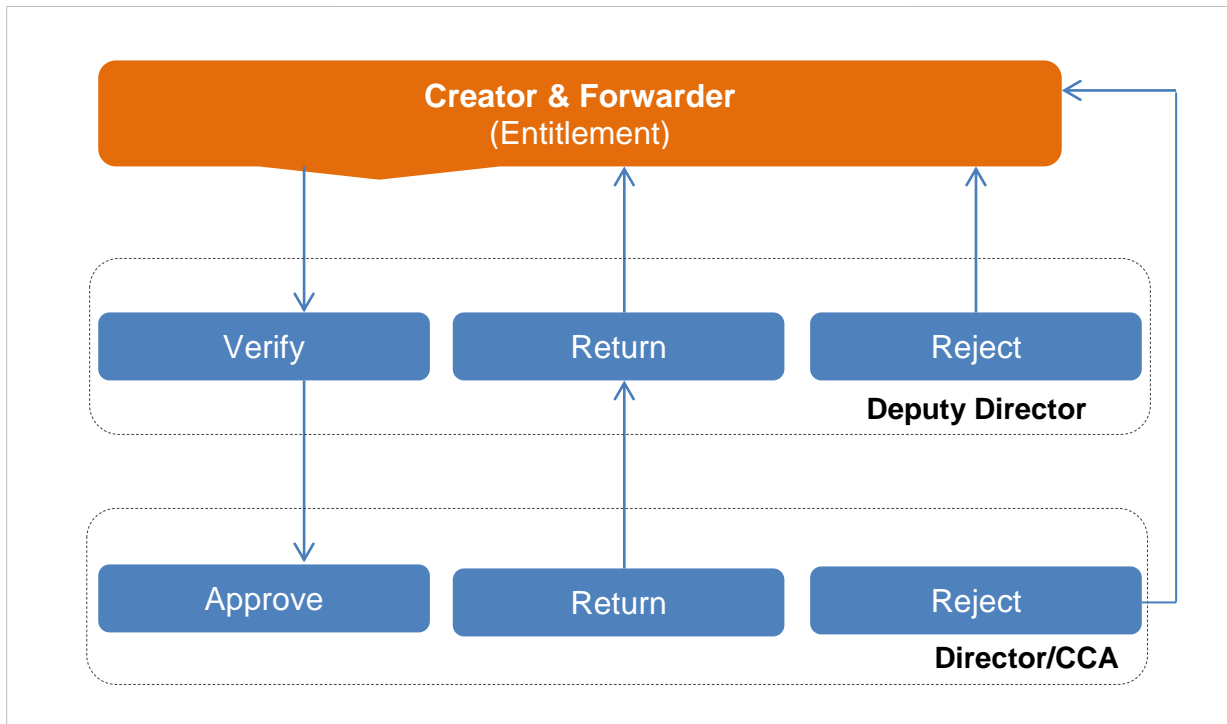1. Increment and promotion as per service rules

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the necessary updates in the system as per service rules
4. In due course of preparation for promotion, last pay certificate can be applied through IFMIS portal by an employee/office.

Process Flow of Increment/Promotion (Non-Gazetted)

Service Name:

34. Increment (Gazetted)

Office of the Chief Controller of Accounts		
Starting process	**Verifier**	**Approver**
1. Entitlement Section 2. Role - Create & Forward	Deputy Director	Director/CCA

Process Flow of Increment (Gazetted)

Creator & Forwarder
(Entitlement)

Verify

Return

Reject

Deputy Director

Approve

Return

Reject

Director/CCA

The purpose of Increment (Gazetted)

1. Increment for Gazetted as per service rules
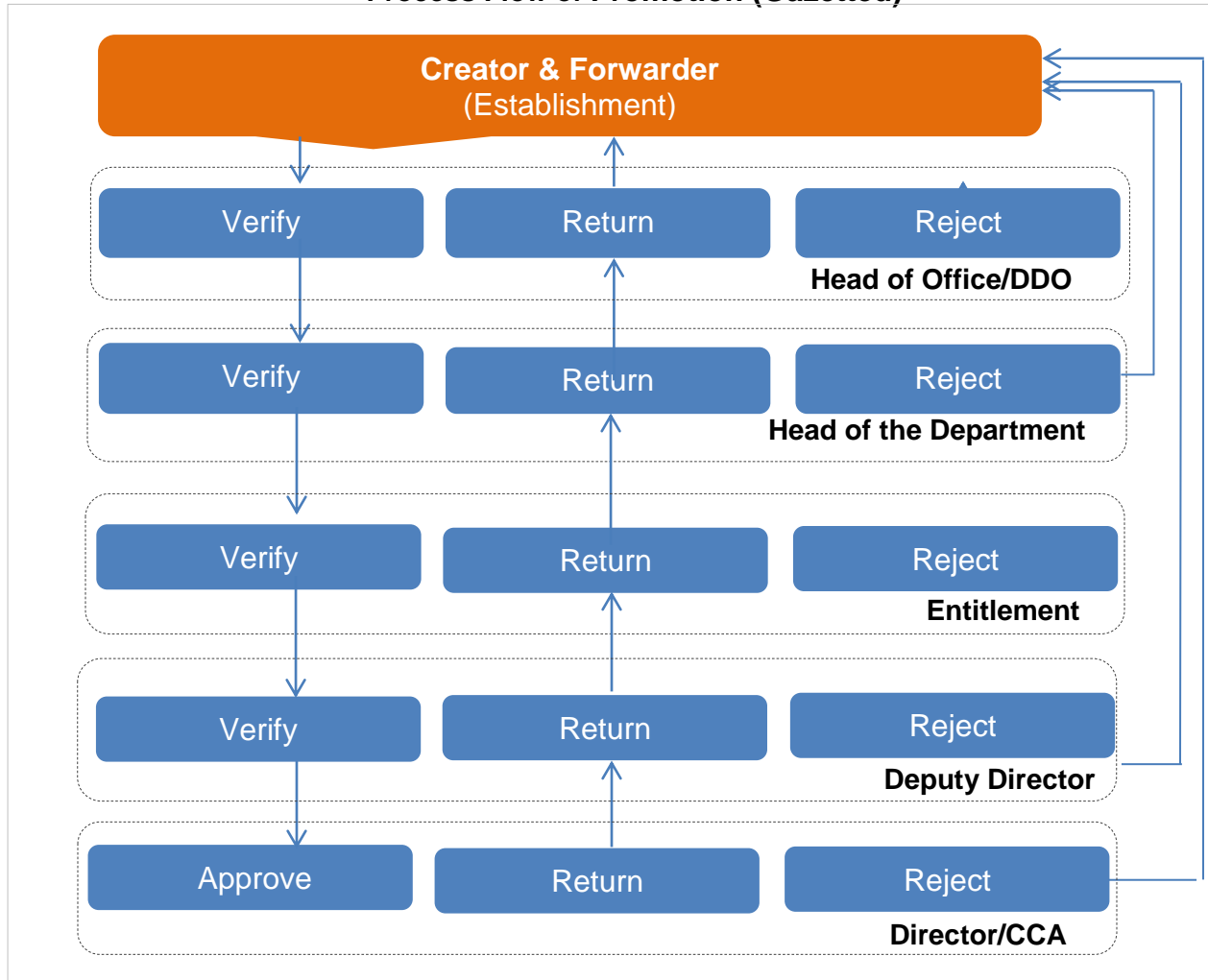
How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the necessary updates in the system as per service rules

Service Name:

35. Promotion (Gazetted)

Office/Department			CCA Office		
Starting of process	Verifier I	Verifier II	Verifier I	Verifier II	Approver
1. Establishment Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department	ES	DD	Director/Chief Controller of Accounts

Process Flow of Promotion (Gazetted)

The purpose of promotion (Gazetted)

1. Promotion for Gazetted as per service rules
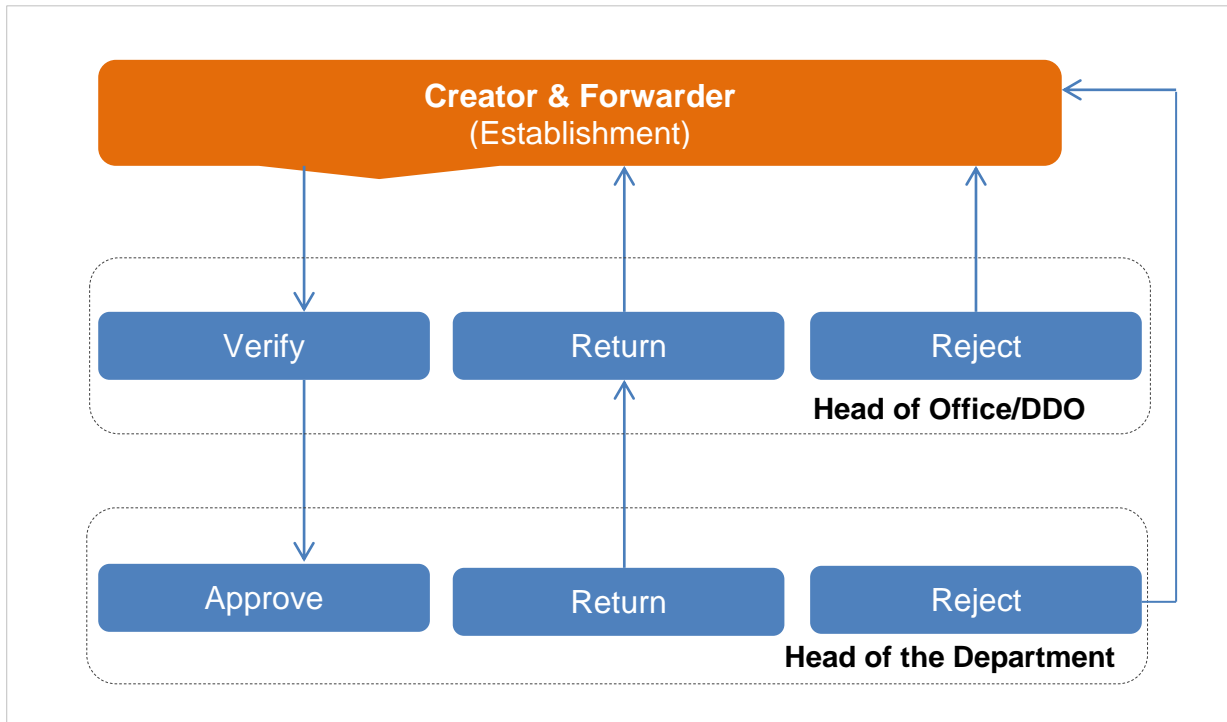
How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the necessary updates in the system as per service rules
4. In due course of preparation for promotion, last pay certificate can be applied through IFMIS portal by an employee/office.

Service Name:

36. Transfer IN (Non-Gazetted)
37. Transfer OUT (Non-Gazetted)
38. Transfer IN with Promotion (Non-Gazetted)
39. Transfer OUT with Promotion (Non-Gazetted)

Office/Department		
Starting process	**Verifier**	**Approver**
1. Establishment 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of Transfer IN & OUT (Non-Gazetted)

The purpose of sl.no. 36 – 39 (Non-Gazetted)

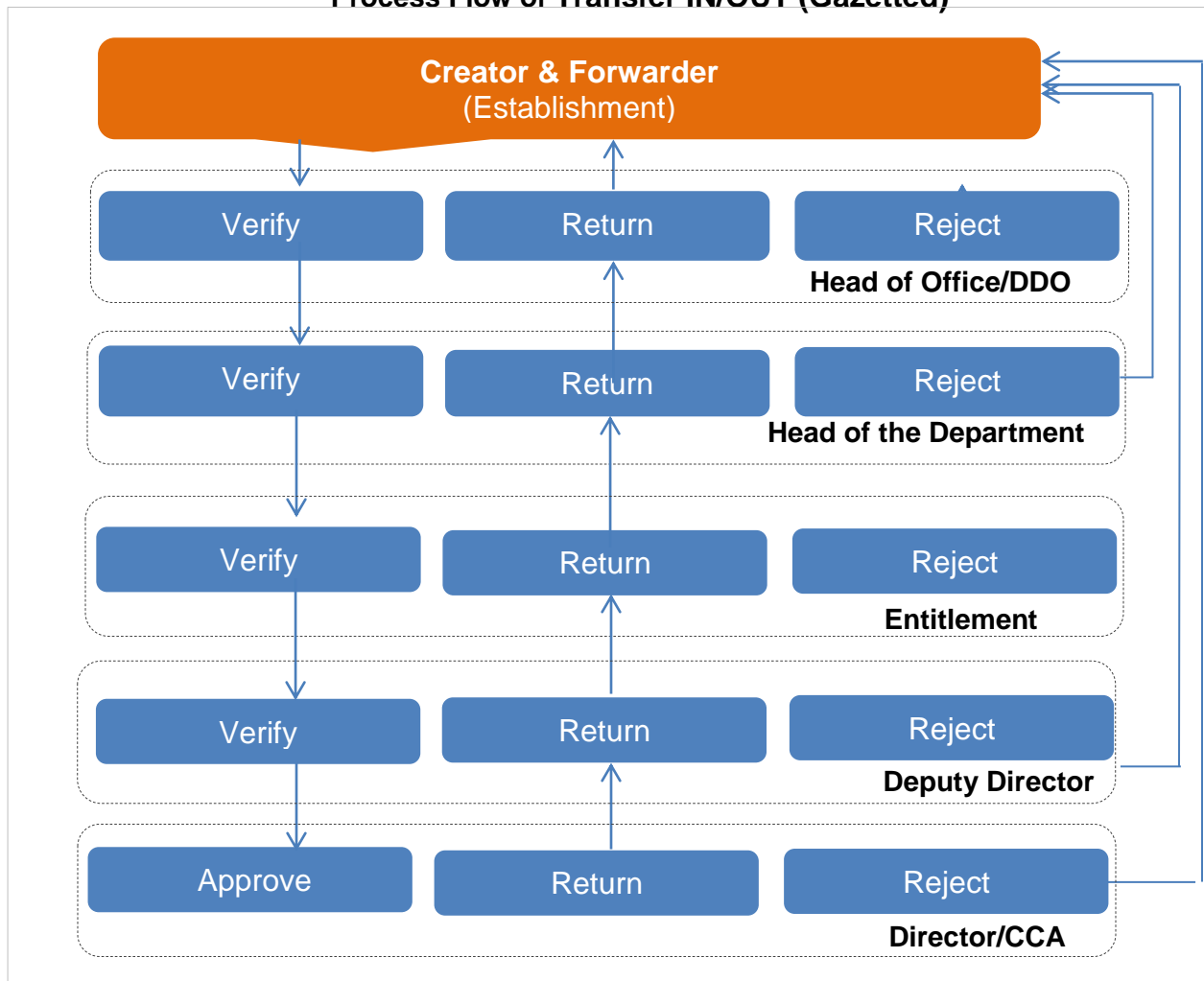1. Transfer of an employee as per service rules

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the necessary updates in the system as per service rules
4. In due course of preparation for transfer, last pay certificate can be applied through IFMIS portal by an employee/office.

Service Name:

40. Transfer IN (Gazetted)
41. Transfer OUT (Gazetted)
42. Transfer IN with Promotion (Gazetted)
43. Transfer OUT with Promotion (Gazetted)

Office/Department			CCA Office		
Starting of process	Verifier I	Verifier II	Verifier I	Verifier II	Approver
1. Establishment Section 2. Role - Create & Forward	Head of Office/ DDO	Head of the Department	ES	DD	Director/C CA

Process Flow of Transfer IN/OUT (Gazetted)

The purpose of sl.no. 40-43 (Gazetted)

1. Transfer of an employee as per service rules

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the necessary updates in the system as per service rules
4. In due course of preparation for transfer, last pay certificate can be applied through IFMIS portal by an employee/office.
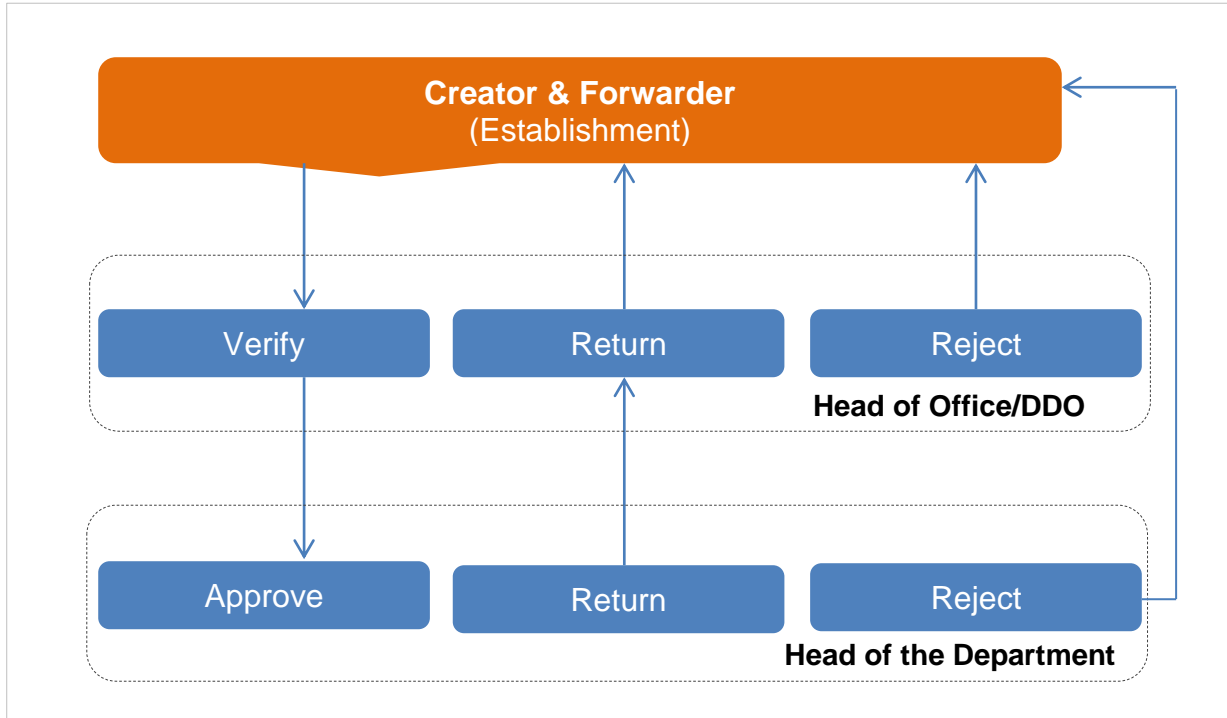
Service Name:

44. Employee Suspension
45. Cessation of Service

Office/Department		
Starting process	**Verifier**	**Approver**
1. Establishment 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of Employee Suspension/Cessation of Service

The purpose of employee suspension and cessation of Service

1. Employee Suspension or Cessation of Service as per service rules

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
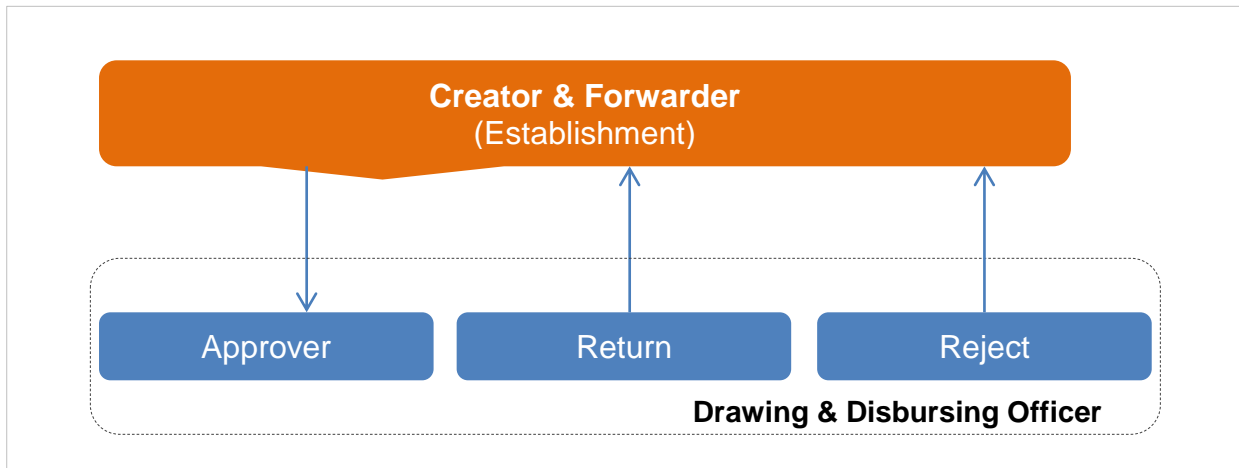3. Perform the necessary requirement in the system as per service rules

Service Name:

46. Absent Register (Wages)
47. Leave Account

Office	
Starting of process	**Approver**
1. Establishment Section 2. Role - Create & Forward	Drawing & Disbursing Officer

Process Flow of Absent Register (Wages)/Leave Account

The purpose of Absent Register

1. To take necessary action for employees under Wages

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the action

The purpose of Leave Account

1. Leave Account as per Leave Rules

How to use this service:

1. Establishment concern staff shall login into the portal
2. Select the employee.
3. Perform the updates which requires only for once as from following, the earned leave days will be credited automatically.

Service Name:

48. Issuance/Addl. Issuance of NRW Fund

Department		
Starting process	**Verifier**	**Approver**
1. Accounts 2. Role - Create & Forward	Accounts Officer	Head of the Department

Process Flow of Issuance of NRW Fund
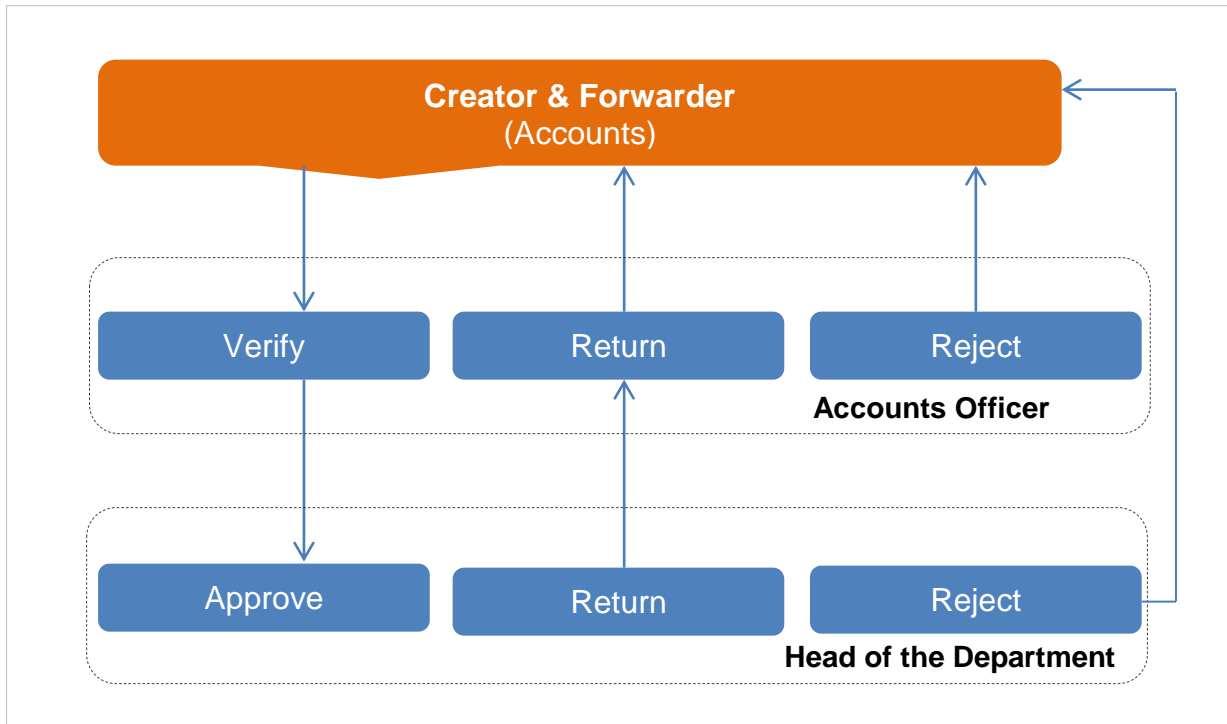
The purpose of Issuance of NRW Fund

1. To issue NRW fund after obtaining approval from Finance Department

How to use this service:

1. Accounts concern staff shall login into the portal
2. Perform the action