



# Department of Finance Government of Punjab

NICPB-Div4-iHRMS-ServiceBook-2018

## Service Book Module

INTEGRATED HUMAN RESOURCE MANAGEMENT SYSTEM (iHRMS)

Software By



NIC Punjab State Centre  
PUNJAB  
Chandigarh

# iHRMS - A Web-based Human Resource Management Software

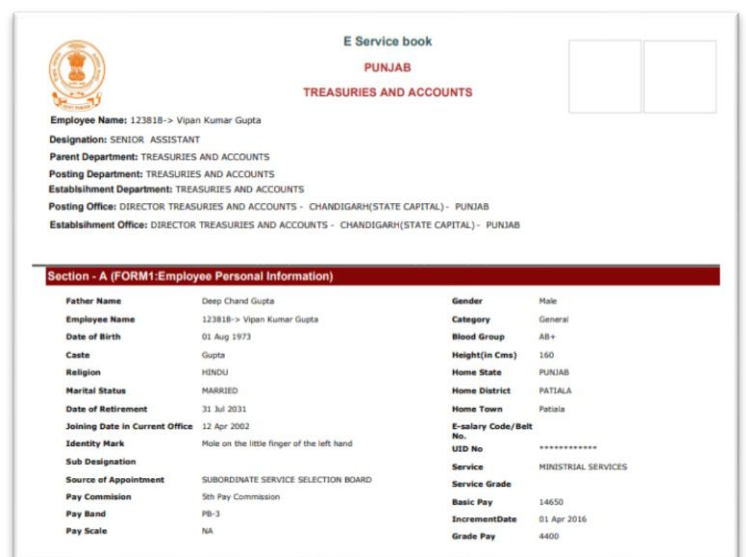
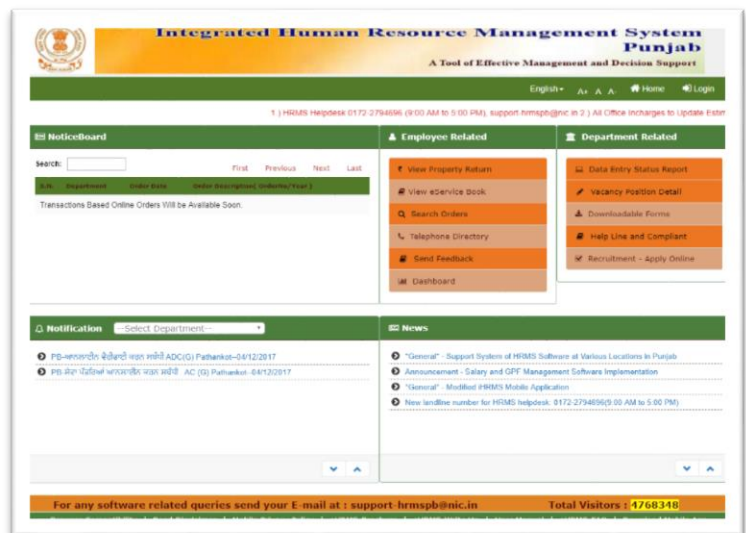
(<http://hrms.punjab.gov.in>)

## An effective tool for HR Management & Decision Support

In order to accomplish effective management of most valued assets of government i.e. employees, Finance Department, GoPB assigned task of development & implementation of Integrated Human Resource Management System to National Informatics Centre (NIC), Punjab to enable GoPB for effective management of employee and take decision for employee welfare based upon actual data availability at a centralized place for all government establishments be it government department, board, corporation, PSU (henceforth called departments). The service book module may also provide modules related to eSalary & GFP Management, ACR, APR, Leave, Tour, Grievance modules etc.

### Objectives:

- To preserve employees most useful information currently available in their manual service book record to electronic form (e-Service Book) and to create a Searchable Employee Service Book database through data entry of master service book and online transactions thereon.
- To make available eService book on the Internet supporting government effort to bring transparency in a user-friendly interface for use by both the department and Government employees.
- To reduce the manual effort in maintaining service book decentralizing and timely updations of their transaction such as (transfer, promotion, joining, relieving etc.)
- To achieve the objective of RTI Act with regard to employee posting and transfers.
- Implement a work flow based package which will eliminate redundant paper work being performed at various levels.
- Outputs/Queries (on various selection criteria) generated by the computerized system will be useful at all the levels for effective policy decision making for manpower planning, deployment, financial cost, Transfer and recruitment
- Significant reduction in manual records/register maintenance at Establishment offices beside elimination of duplicate and inconsistent record keeping.
- Keep track of the Status of Employee current posting detail and facilitating supervision of service record by the Senior Officers
- Introducing element of transparency in the working.
- Generate various reports required from time to time.
- Decision Support System for manpower planning at the top.



## Software Benefits & Features

- Management and standardized enforcement of Policies & Procedures
- Provision for Integration of Services and Data Sharing Across Different MIS
- Centralized storage with decentralized Data Collection & Complete Transparency
- Simple Interface, business rules at backend coupled with strong codification of masters
- Workflow & Role Based Operation for streamlined HR & Payroll Management
- Graphical Reporting & Dashboard
- Single Login & Password for Different Applications
- Decision Support System & staff Rationalization
- Projections of Financial Liabilities & Manpower Requirements
- Employee Self-Service
- Restoration of Service Book in the event of loss.

## Technical Features

- Web Enabled
- Local Language Support
- User / State Specific Content Management
- Workflow & Role Based Operation
- Extensive Validations
- Security Audited
- Customizable & Scalable
- Easy Interface with Other Applications
- Open API for Data Sharing
- SQL Server / ASP.net / Windows
- Modular Approach with MVC Framework

## Deliverables

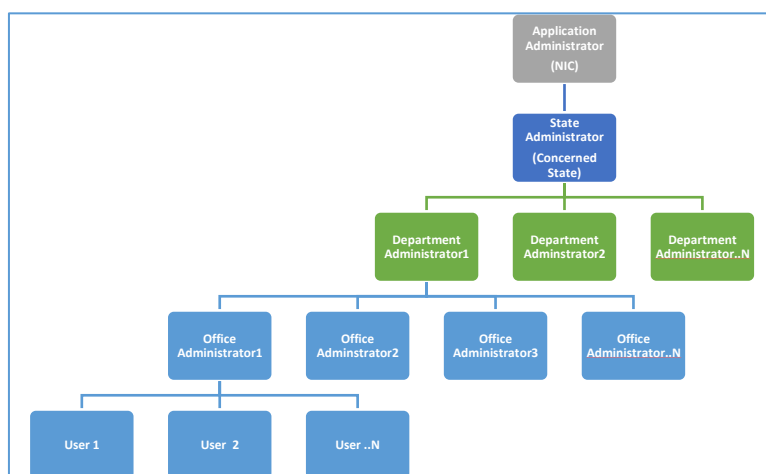
- Online Service Book Availability to Employee
- Mobile Application for viewing Service Book
- Dashboard to Senior Functionaries of Government
- Online Relieving and Joining beside online transfer of employee
- Assignment of Unique ID to an employee which can be base for many other applications
- Robust Employee Database for better manpower planning
- MIS and Query Based Reports
- Employee Data aggregation based upon various parameters
- Employee ID Card & Telephone Directory

## Stakeholders and Functionalities of each Stakeholder

Under iHRMS-Service Book software following functionaries take different jobs as per the roles assigned by the software:

- ✓ State Administrator
- ✓ Department Administrator
- ✓ Office Administrator
- ✓ Office Entry Clerk
- ✓ Office Verifying Authority
- ✓ General User

The activities performed by each stakeholder are explained in nutshell below:



Entity	Activities Performed	Level Applicable
State Administrator	✓ Create Departments Ids	State across all departments

	<ul style="list-style-type: none"> <li>✓ Add/Update Designations, Caste Categories, Services, Tour Types and Qualifications etc.</li> <li>✓ Manage Location Data</li> <li>✓ Add/Update State Wide Notifications</li> <li>✓ Manage Leave and Holiday data</li> </ul>	
<b>Department Administrator</b>	<ul style="list-style-type: none"> <li>✓ Upload Department Logo</li> <li>✓ Map Designation from the Designation Master</li> <li>✓ Create Offices</li> <li>✓ Assign Role to Employees</li> <li>✓ Department Notifications</li> <li>✓ Enter/Update Sanction Strength</li> </ul>	Applicable across all offices Within Department
<b>Office Administrator</b>	<ul style="list-style-type: none"> <li>✓ Employee Registration</li> <li>✓ Role Assignment to Employee</li> <li>✓ Upgrade Office Sanction Strength</li> <li>✓ Reset password of employee in Office</li> </ul>	Applicable to Office
<b>Office Entry Clerk</b>	<ul style="list-style-type: none"> <li>✓ Add/Update the Employee Service Book &amp; Submit to Verifying authority</li> <li>✓ Modifications in Service Book After Verification</li> </ul>	Concerned Office
<b>Verifying Authority</b>	<ul style="list-style-type: none"> <li>✓ Verify Service Book of Employee</li> </ul>	Concerned Office
<b>General User</b>	<ul style="list-style-type: none"> <li>✓ Upload his/her property return</li> <li>✓ Update contact detail</li> <li>✓ Add education and training detail</li> <li>✓ Change password</li> </ul>	

### Road Ahead

- ≈ Implementation of Leave, Annual Confidential Report and Annual Property Return etc.
- ≈ Availability of iHRMS mobile application with facility to view Service Book, Update Profile, Apply Leave, Enter & View Grievance.
- ≈ To provide a system which can be used by different government departments to authenticate the employee details.
- ≈ Development and Implementation of robust, dynamic Dashboard.

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