



Brief Overview of iHRMS

Government employees are king-pins in the whole system of government administration and their own performance is dependent upon the welfare means taken by the government for them. Though over years governments have taken care of its employees in various ways but increasing workforce beside increased expectation of employees from government is making system un-manageable in present manual form.

iHRMS (*Integrated Human Resource Management System*) is developed by NIC Punjab (After obtaining base module of employee record management from NIC Himachal Pradesh) for looking into various aspects of the manpower planning, easy availability of information to the government, employees and other such stakeholders. It attempts to provide better services in the form of employee record, salary, GPF, GIS, Leave, Income tax information, property returns, annual confidential progress, Posting, promotion, arrears management etc. beside its integration with Integrated Financial system(IFMS).

iHRMS caters not only the requirements of employees in government departments but also employees posted in various government PSUs, Boards and corporations etc. with well-defined business rules integrated in iHRMS application.

The iHRMS application is under implementation in all Administrative Departments throughout the state of Punjab down to the field level offices.

Its implementation and accumulation of employee related information is leading to a scenario where in not only all employee related system can use information available in the iHRMS databases but state enterprise architecture can become a reality based upon iHRMS under Digital India initiative of Government of India.

Difficulties of Manual System

- Various changes taking place in service of employee not updated in time and on basis of as and when happens.
- Shortage of staff in the management of employees in few departments/offices vis-a-vis others where surplus staff is available.
- Manual system of preparation of employee emoluments bereft of government instructions many a times which result either into loss/gain to employee/government at the expense of each other.
- Non-availability of up-to-date information related to service record, salary, GPF, GIS, Leave balances etc. thereby keeping all employees groping in confusion.
- No transparency in the system and corrupt practices on part of those who are maintaining the information.
- Multiple departments using multiple databases to maintain employee data thereby resulting into duplicity in the information.



- Lack of manpower planning made some close to power to abuse and misuse the system at the cost of hapless employees.
- Non-revealing of the information related to employee to employee itself thereby creating a scenario wherein the corrupt practices are resorted to reveal and obtain/give information.
- Manual system made system dependent upon those managing system who may exploit it to their benefits thereby leaving hapless employee dependent upon whims and fancies of those at the helm of the affair.

Objectives of iHRMS

- Integrated HR & Payroll Management, Standardized enforcement of Policies & procedures
- Integration of Services and Data Sharing Across Different MIS
- 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(Proposed)
- Decision Support System for Staff Rationalization, financial planning
- Transparency in the personnel and financial management.
- Projections of Financial Liabilities & Manpower Requirements

Application Management:

- **Application Administrator** - control the overall software flow, creation of role, menus, state administrator with following features:
- **State Administrator** - create state specific master, department administrator local language form labels, customized home page content, Create State Specific Business logics and Manage application roles
- **Department Administrator** - create department specific master, office hierarchy, upload department notification, news, logo, order formats etc.
- **Office Administrator** - employee registration, assign roles, create password etc.
- **DDO** - Carry out Salary, GPF, GIS etc. related activities in the system
- **Authorized Maintenance Agency (AMA)** - For GPF Management at Department level.



Modules of iHRMS

MODULES IN USE	
1. Service Book/Employee Database	9. Department & Govt. MIS
2. eSalary (Deptt. / Boards / Corporations etc.)	10. iHRMS Mobile App(Service Book)
3. GIS Management	11. GPF Management
4. Increment Management	12. Arrear Management
5. Income Tax Module	13. LTC and EL encashment
6. User Management	14. Leave Management
7. Loan and Advances	15. Annual Property Return
8. Notification Uploading	
MODULES UNDER DEVELOPMENT	
1. Annual Confidential Report	3. Online Applying GPF Advance & Withdrawals
2. Pension Management	4. iHRMS Mobile App Version 2.0
MODULES TO BE DEVELOPED	
1. Various Reimbursement	4. Tours
2. Disciplinary Proceedings	5. HRMS Analytics
3. Promotion	

The Technology

Database/Client Interface	MS SQL Server 2012 / ASP. Net/MVC
Data consolidation technology	Web (integrated with KV)
Data consolidation frequency	Real time
Report Server	SQL Report Server (SSRS)
Web Server	Windows Web Server II S 9 and Above
Bowser Supported	Internet Explorer 10 & above
	Mozilla Firefox 33 & above
	Chrome 35 & above

Characteristics/Uniqueness of the Project

- Inclusion of Financial details like Payroll, GPF, GIS etc. beside Service book.
- Automated updation in service books on transactions taking place in real time.
- Single ID of employee used in other applications for fetching up-to-date employee record
- One application for all the matters whether service related or financial for departments, boards, corporations, Public Sector Undertakings.
- Interface with other application – Data Sharing and User Authentication
- Separate Modules for application customization and user management.



Implementation Strategy

1. Appointment of Nodal Officer:

All departments have appointed a Nodal Officer for following Activities:

- Compile & prepare the Master Data related to the department like designations, offices, sanction strength
- Identify Master Trainers & get them trained.
- Design & Schedule Training Programs Within Department
- Monitor the Implementation Status
- To collect and compile Data Entry / Implementation Problems and Share with NIC and ensure data audit by studying the data entered.

2. Identification of Master Trainers:

2-5 young & IT Savvy officials from each department at state HQ are identified and trained are responsible for further training in the field offices under the guidance from Nodal Officer. These master trainers undertake following activities:

- Undertake the responsibility of training in the department up to field level offices in coordination with Nodal Officer.
- To inform NIC / Department Head / DGR/ State Govt. through Nodal officer's genuine concerns / problems faced.

3. Constitution of Committees for Monitoring

As per the importance of the project, Punjab Government have constituted two committees as per the details below for better monitoring and management of the project:

A. Apex Committee

This committee meets once in a month and have following officers as members of the committee:

Sr.	Officer Designation	Capacity
1.	Principal Secretary, GR	Chairman
2.	Principal Secretary, Personnel	Member
3.	Principal Secretary, Finance	Member
4.	Director, Governance Reforms	Member
5.	State Informatics Officer	Member
6.	Head, SeMT	Member
7.	Nodal Officer, DGR	Member-Secretary



Note: Chairman can co-opt any officer if required in future.

This committee discusses on following issues:

- General issues related to HRMS implementation in Punjab
- Monitor the progress of implementation in Punjab and take/suggest corrective measures.
- Identify the provisions of Acts/Rules/instructions which need change to make them computer compatible.
- Evaluate the software on the basis of feedback received and to approve changes/additions.
- Formulate solutions to specific issues requiring incorporation/ amendments in Acts/ Rules/ Manual/ Instructions on the basis of feedback.
- Issue Directions to Implementing Departments
- Decide Priorities of different modules of HRMS and departments for implementation.
- Other issues as and when arise with the permission of the Chair.

B. System Expert Committee

This committee met once in a fortnight initially for 3 months and then once in a month.

This committee comprises of following:

Sr.	Officer Designation	Capacity
1	Director, Governance Reforms	Chairman
2	Representative of the level of JD / DD from Finance Department	Member
3	Representative of the level of JD / DD from Personnel Department	Member
4	Representative of the level of JD / DD from GAD Department	Member
5.	NIC Project Manager or his representative	Member
5	Nodal Officer, DGR Punjab	Member-Secretary

Note: Chairman may co-opt any officer if required in future.

This committee discusses following issues:

- Study the existing software and suggest modifications / new requirements.
- Study FRS & SRS prepared and review the same.
- Help the Software Development team by making available all the new guidelines/notifications etc. from time to time.
- Approve major changes/additions in the Software recommended users in the field after studying the feasibility.



- Other activities as identified during the course of implementation.

4. Setting Up of Help Desk

For a project which has state wide ramification and importance a help Desk has been set-up to help and assist the departments been set-up for answering queries and issues raised. The help desk also handles the queries raised through email at email address support-hrmspb@nic.in.

5. Trainings

- NIC Punjab has conducted trainings to Master Trainers on various modules and every department is having master trainers who are responsible for training further down the field level.
- NIC District Informatics Officers have been trained who in turn are helping the offices located in the districts.
- Help desk is fully functional with 4 seats which works to resolve the issues confronted by various offices in the field.

Progress of Employee Data

iHRMS implementation progress is available at [iHRMS Progress](#)

For further information, pls. contact:

Department Of Finance Government of Punjab Punjab Civil Secretariate Chandigarh	National Informatics Centre NIC Punjab State Centre Room No.8 Punjab Civil Secretariat Chandigarh -161 001 Phone: 91-0172-2794696 <i>E-mail:</i> support-hrmspb@nic.in
<i>iHRMS</i> You Tube Channel	<i>iHRMS on</i> Facebook