



# INTEGRATED HUMAN RESOURCE MANAGEMENT SYSTEM OF PUNJAB

December 2019

Software By

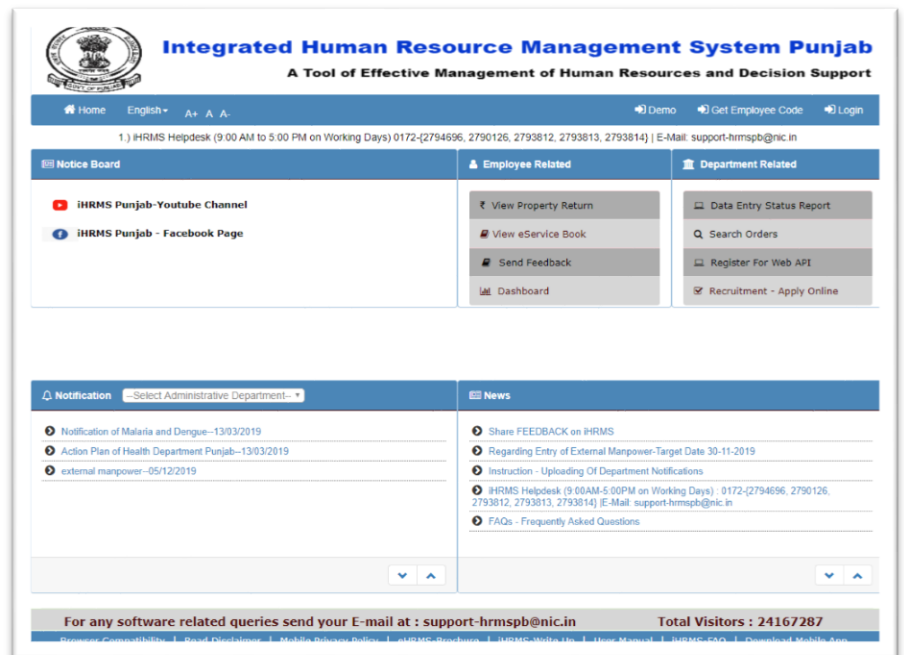


National Informatics Centre, Punjab  
Ministry of Electronics and Information Technology  
Government of India

## iHRMS - A Web-based Human Resource Management Software

Ever evolving HR system policies and management, uniform implementation of complex rules and standardization often takes a backseat in manual system with the outcome that old & new rules are applied side by side at same time for same set of employees by different stakeholders.

iHRMS (Integrated Human Resource management System) is a web based HR system designed and developed by NIC Punjab under guidance from Punjab Government attempts to make HR system implementation uniform in the state across all the departments, boards, corporations in the state. Various aspects of employee starting from entry into the service till exit from service, are dealt in various modules viz. Service Book, Salary, GPF Management, GIS Management, Increment, Leave, APR, ACR, Loans & Advances, Arrear Management, LTC, EL Encashment (within service and at the time of retirement), Disciplinary Proceedings, Analytics, Mobile App, Pension Management, Tours, Different Reimbursements etc. New modules are being added at appropriate intervals so as to make implementation steady and smooth.



### Objectives

- Provide a complete HR System for each stakeholder with timely availability of information for rational decision support system.
- Preservation of employee information in electronic format at one location in decentralized manner with facility for timely & automatic updates in service book (like Increment, Transfer, Promotion, Updation of leave balance) by making entries into service book from other modules operational at times.
- Reduction in manual records preparation & maintenance at offices thereby ensuring elimination of duplicate and inconsistent record keeping.
- Provide an integrated system wherein various activities like Salary Preparation, Management of GPF, GIS, Leave, ACRs, APRs, and Tours etc. are integrated into one application.
- Implement and assign a unique ID to employee thereby making it de-facto ID for employee till his exit from service. Enforce employee ID as standard ID for all applications developed or being developed in the state so as to widen the horizon of data & applications.
- Making available self-services to employee online & through mobile application
- Introducing element of transparency in employee service matters.
- Open APIs for employee data as services to other different applications.
- Provision of various reports required time to time by providing Decision Support System & analytics.
- Working out of Financial Liabilities & Manpower Requirements

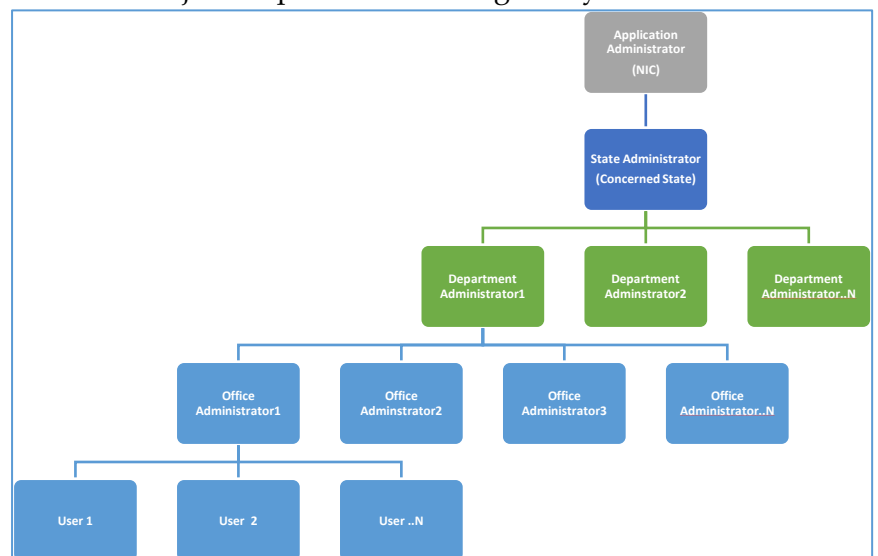
## iHRMS Software Features

- 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 operations.
- Graphical Reporting & Dashboard
- Web Enabled and local language support
- User / State Specific Content Management
- Customizable & Scalable with modular approach by following MVC Framework

## Stakeholders and Functionalities of each Stakeholder

Under iHRMS- 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
- ✓ Drawing & Disbursing Officers
- ✓ Account Maintenance Authority (AMA)
- ✓ Super Users for Query and Reports
- ✓ General User



## Uniqueness of iHRMS

- An integrated system wherein all aspects of employee starting from entry into service till exit from service are dealt.
- Automated updation of Service book on real time basis based upon actual transactions taking place through other modules.
- An application which deals not only front activities related to various employee services but all backend office related activities are dealt in the system in role based and work flow manner.
- A comprehensive system which caters to the requirements of all government departments, boards, Public Sector Undertakings, Universities.

## iHRMS Key Features

- Each employee assigned a unique ID which remains same throughout the service and after service.
- Role Based and Work flow defined activities with two factor authorization of approval and sanctions.
- Government Rules are fitted as rules enabling uniform implementation and achieving standardization. Besides this ensures upgradation and changes in rules in future.

- System & SMS Based alerts and notifications to the concerned employees for activities pending at their end to enable speedy disposal of pending matters.
- Status, MIS, Analytics Reports availability to each stake holders as per area of activity.
- Decision Support System enabling authorized users to create reports in desired format by itself.
- Dashboards with graphical interface to give insights into the data.
- Employee Unique ID enabling interface with other applications developed & implemented by different departments.
- Open API services to make available data as per format & requirements.

## Technology

Latest Technology stack with Microsoft .Net Technologies and SQL Server with MVC framework is used for the development of the portal with Local Level interface. Front end technology HTML, CSS, JavaScript, JQuery bootstrap are part of the technology stack being used.

Service Book (Deptt. / Boards / Corp.)	Payroll (Deptt. / Boards / Corp.)	Payroll (MLAs / Ministers / Governor)	Loans & Advances	LTC Module	GPF Management
GIS	Arrears Management	Increment Module	Leave Management	LTC	Leave Encashment
My Services	Department Notifications	External Manpower	Annual Property Return	Mobile App (Android) (Under Security Audit)	Tours
Annual Confidential Reports	Employee Grievances	Pension Management	Online PRAN Data Exchange With NSDL	Transfer Module	Attendance module (Mobile Based)

## iHRMS Modules

The iHRMS system is always evolving system which caters to the requirements known besides the new one coming to the notice. Various modules developed & incorporated in iHRMS have different facilities as below:

Service Book	Payroll
Base module to store legacy and current transactions occurring in service during the service of an employee. Stores information on each employee and family, nomination, education, training, leave details etc. for the employee.	An automated system which facilitates 8000 DDOs in the state to create salary in totally automatic, semi-automatic and manual mode. Part salary, salary start/stop due to court / govt. orders, generation of bills and various schedules and porting of data to IFMS is hallmark of the system.
Payroll(MLA, Ministers, CM, Governor, Opposition Leader)	Loans & Advances
Provision to enter/update the details of MLAs and their personal staff, prepare salary for MLAs, Cabinet Ministers, Leaders of Opposition are	Information of various loans and advances taken by employee, recovery schedule, installments to be paid/actually paid are part of the system.

covered beside proposed preparation of salary of Governor.

#### LTC

Applying online LTC request for eligible block years for All India / Home Town with / without leave encashment, submission of claim and final bill creation and reimbursement.

#### GIS

Simple and automated interface which just needs dates of appointment/joining in different service groups and automatically generates the registers & schedules based on GIS Tables released by government and availability of GIS Schedules to the employees online besides on iHRMS mobile app

#### GPF

Applying of GPF withdrawals online by the employee or offline by the concerned department functionary, application movement within the department, final sanction, bill generation are part of this module. It also offers facility for 90% / 100 % withdrawals of GPF amount during and after retirement. Automatic Stoppage of GPF subscription before 6 months of retirement and start of same on extension granted.

Automated interest updation with single click by AMA (Accounts Maintenance Agency), and increase / decrease GPF subscription online and its approval are part of the system.

#### Increment

An increment system wherein background activities performed by the Establishment office for approval of increment and online direction for its payment to DDO and its implementation in Payroll are hallmark of this system. The preparation of Increment Orders are also part of the module. Automated updation of Increment transaction in Service book of employee is ensured when the increment is actually given to employee thereby keeping Service Book up-to-date.

#### Arrears Management

Due to tedious calculations and preparation of arrears of different types like DA Arrears, Promotion Arrears, Salary arrears etc. the employee was always at disadvantageous position. This module not only gives the interface to automatically generate the arrears but also helps in bill generation to be presented to the treasury.

#### Leave Encashment

Leave encashment to the employee on retirement, bill preparation etc. are part of the module.

#### Leave

A work flow system which helps either the employee to apply online or by the office clerk offline with complete transparency of each step and application status updation are hallmark of the system. The workflow sends the SMSs to the concerned reporting officers to either forward/sanction the leave as per the workflow fitted in the office. Real time leave ledger maintenance and its availability to the employee are part of the leave module. Caters to the requirements of different leave rules to the state / central / judicial services employees besides rules of boards / PSU/ corporations etc. Leave credits to different service groups and also based on date of joining service.

#### Annual Property Return

Opening and closing of the entry of the APR by the government, online filling of moveable / immovable / financial assets are part of the system. Offers facility to submit NIL report and facilitates copying of previous years APRs and submitting the APR by employee with authenticated OTP. Status reports at office level to see employee wise status and office wise APR filing summary to the department and department wise status to the state government are part of the system.

#### My Services

#### External Manpower

Each employee with login credentials made available can check his/her salary slip, annual salary statement (current / projected), Tax Deductions, GPF and GIS Statements, Tax Planning etc. In addition the employee can increase / decrease Income Tax and GPF within permissible limits. Employee can apply leave online and through mobile app, apply GPF online and viewing status of various activities like leave sanction, balance leave, GPF approval and their current status etc.

Not only government employees but also external manpower hired through Outsourced agencies, hiring of contractual, daily wagers, work charged, re-employed employees is maintained in the iHRMS system so as to ascertain the financial implication of such types manpower hired with objective to put check on various mal-practices in this arena. Disbursement of emoluments to these category of manpower will be taken up in next phase of this module implementation.

#### Annual Performance Report

Proposed system will provide the facility to open and close the period of submission of ACR by the employees. Employee will be able to submit part / complete ACR with facility to mark it to different reporting officers. Creation of ACR template by different departments in the ACR Performa fixed by state government, with different marking criteria like grading / marks / percentage within ranges are part of the system. Complete movement of ACR within / across the departments if reporting / reviewing officers are from different departments are part of module

#### Mobile App

An android mobile app is available with two level authentication to each employee to view service book, pay slip, TDS deductions, Annual Salary Current & Projected statements, GPF applying, GOF Ledger, GPF Statement, GIS Statement, Applying Leave online, Leave Status, Leave Ledger, Reporting officer details, phone & email directory, birthdays, official holidays, employee services (like mobile number, email and address updation requests). Viewing of notifications by different departments etc. are part of current mobile app.

#### Department Notifications

Interface to departments to upload notifications on IHRMS portal and its display during a specified date range is part of the system.

#### MIS Reports

Various modules have specific MIS and query based reports besides the general master reports. Reports on as and when required basis are made available and incorporated in the system. A decision support system is made available with drag and drop of parameters to rows / columns, preparation of different sorts of graphs so as to enable each stakeholder to create reports on the basis of requirements.

### Training & Skill Development

Identification of master trainers for each department and their training has been a continuous process. So far 8000 master trainers are trained across the state. Training is a continuous process due to incorporation of new modules and for smooth implementation.

### Help Desk

To implement iHRMS project with so many modules catering to the different requirements, a help desk with 6 seats is established to take and solve queries, modifications and suggestions from the people actually implementing the software. [Support-hrmspb@nic.in](mailto:Support-hrmspb@nic.in) email Id is being used for raising queries.

## Social Media Outreach

iHRMS has made its inroads in social media in the form of availability of iHRMS You Tube Channel where various videos created on different modules are made available to employees to understand working of modules. iHRMS on Facebook provides information on uploaded videos, latest happenings and taking comments from government officials to further improve and provide more services.

## Road Ahead

- ≈ An automated integration of iHRMS with IFMS of the state government.
- ≈ Development and implementation of additional modules like Automated & Intelligent Transfer module based upon department transfer policy, Tours, Pension Management and Employee Grievance etc.
- ≈ Development and Implementation of robust and dynamic Dashboard.

*For further information, pls. contact:*

**Department Of Finance**  
**Government of Punjab**  
Punjab Civil Secretariate  
Chandigarh

**National Informatics Centre**  
Punjab State Centre  
Punjab Civil Secretariat Chandigarh -161 001  
*E-mail: [support-hrmspb@nic.in](mailto:support-hrmspb@nic.in)*