

FREQUENTLY ASKED QUESTIONS(F.A.Q.) REGARDING NEW HEAD OF OFFICE TRANSFER IN HRMS:

A) What is the procedure to be followed by the HOO at the time of released out when any one or more than one of his /her employees get transferred elsewhere following Govt. Order?

Ans: Firstly, the concerned HOO will log into his/her HRMS HOO Approver log in. Now, he select the HOO Approver role and then after click on" Transfer Order Information Entry" under the "Transfer out" menu. There, HOO will manually put the Transfer Order number and select Transfer Order date. After that, HOO will manually put the employee unique id in the respective box and the employee name will be automatically reflected in the box next to it. Now, HOO will have to select the following information from respective list of values (LOV).

1. Department(Where transferred), this is here mean that the concerned employee transferred to the Head Of Office and that Head of Office would be under which department this is the "Department" (Where Transferred) here. For example any employee has been transferred in the concerned District Magistrate and Collector office and this District Magistrate is the Head of office of such concerned Employee then here Department (Where Transferred) will be "Land and Land Reforms" Department , 2. HOO (Where transferred), 3. Post (In new office), 4. Designation (In new office)

Note:

1) In this context, this is to be remembered that the list of values related to sl no 3, 4 will only reflect those posts and designations for which sanction strength has been created by main appointing authority for that concerned HOO where the employee has been transferred.

2) If more than one employee of the concerned HOO has been transferred following the same Govt. order then there is facility to add employee using the "Add Row" radio button.

Now, the concerned HOO will select "Save Draft" button there and after that "Save And Approve" button (Right beside "Save Draft" button) will be selected for final approval.

After the Transfer Out information Entry has been successfully made and approved by concerned HOO, the "Release Out" Sub menu under the "Transfer Out" menu is to be selected. There, the concerned HOO will select the Transfer Order No/Date from LOV and will also select "Release type" as either Individual or Bulk(i.e. individual for releasing of one employee and for "Bulk" used for releasing of more than one employee). The concerned HOO will then click on "Search" button.

On clicking this, a page will open where the HOO will have to fill up these details either manually or from List of Values(As the case may be): 1.Employee No, 2. Release Type, 3. Release Order No 4. Release Order Date, 5. Release Date/Time and after that click on the "Save" option and then if the release is for individual employee then click on the "Save and Approve" option for final save and if the release is for bulk employee then click on the details option individual employee wise to change the released date and time as the case may be before clicking on the "Save and Approve "

option and if the release date and time for all employees as per bulk list are same then details option click is not required.

This all work has also be done by the concerned Head of Office (HOO) operator also but he/she cannot approved it, operator can only make entry and forward it to his/her Approver(HoO).Approver(HoO) will then find it in the "Inbox" option for necessary approval.

Released order report is available on Head of Office (HOO) Approver/ Operator role and this report may be generated as individual employee wise or Bulk employee wise by clicking the menu "Released out order Report" then select the "Transfer order No/Date" and "Released order No/Date" from the List of Values(LOV) and if want to generate individual employee wise Released order report then click on "Employee Released out Report" details and for generate bulk employee wise Released order Report then click on the "Generate bulk Report".

There is a facility of Transfer order modify and cancel option for exclusion of any employee who exist in the approved "Transfer Order information entry" or the approved "Transfer Order information entry" can be cancelled, if required but modify and cancel cannot be done when the employee has finally Released out from such Head of Office(HOO).

B)) What is the procedure to be followed by a DDO at the time of LPC out done when any one or more than one of his /her employees get transferred elsewhere following Govt. Order?

Ans. After "released out" is done by the concerned Head of Office (HOO)/ Approver, LPC out done is by the concerned DDO by using the menu "LPC Out" under "Transfer" > "Transfer Out" menu. firstly ,put Employee no. and click on the search option and then the details come automatically and then click on "Save" option and then after click on "Save and Approve" option.

This all work has also be done by the concerned Head of Office (HOO) operator also but he/she cannot approved it, operator can only make entry and forward it to his/her Approver (HoO).Approver(HoO) will then find it in the "Inbox" option for necessary approval.

C) What is the procedure to be followed by an HOO at the time of joining in when any employee or more employees get transferred by any Government Order?

Ans. Joining in done by the concerned HoO Approver by using the menu "joining in" under "Transfer in" menu. Firstly, the concerned HoO log in to the HRMS system by using his/her log in and select the HOO Approver role and click on the "Transfer in" and then click on the "Joining in" then select the value from "List of Values"(LOV) in the field like "Transfer Order No/ Date", "Joining Type" as individual/bulk as the case may be. In case of individual , select the Employee no. and if it is "Bulk" employee no. selection is not required and click on the search option. Then put the "Joining Order No" , "Joining Order Date" manually and select the DDO code by which "LPC in" has been done from the field "Joining Location DDO" and if that LOV shows as blank then a mapping between DDO and HOO(Head of Office) is required as Active and Approved from DDO's log in. Then after putting the "Joining Date/Time" then click on the save option. If Joining date and time given and make the save draft it will be copied to all the employees as per list below. And then after clicking on details option individual employee wise, if required "Joining date at new

Office” and time may be modified and “Joining Post code “ and “Joining Section”(“Joining section” means from which section for the concerned employee’s Pay Bill would be generated by the DDO) etc. should be given form the details option individual employee wise and if the post code LOV has shown blank it means that there is no sanctioned strength made by the concerned Appointing Authority for such post in which the employee **is going to** join. And then click on the “Save and Approve” option for final save.

This all work has also be done by the concerned Head of Office (HOO) operator also but he/she cannot approved it, **operator can only make entry and forward it to his/her Approver (HoO).Approver(HoO) will then find it in the “Inbox” option for necessary approval.**

Joining order Report can be generated by the concerned Head of Office(HOO) /operator by using the menu “Joining in Order Report” under “Transfer in” menu and then select the proper Transfer Order No/Date” and “Joining in Order No/Date”

D) What is the procedure to be followed by a DDO at the time of LPC in done when any one or more than one of his /her employees get transferred by any Government Order?

Ans. After “Joining in” is done by the concerned Head of Office (HOO)/ Approver, “LPC in” is done by the concerned DDO (i.e., at the time of “Joining in” done by the concerned Head of Office(HOO) , the DDO code select from the field “Joining Location DDO”) by using the menu “LPC in” under “Transfer” and “Transfer in” menu. firstly, put Employee no. and click on the search option and then the details come automatically and put the Pay Head of the concerned employee for whom “LPC in” has been done then click on “Save” option and then after click on “Save and Approve” option.

This all work has also be done by the concerned DDO’s operator also but he/she cannot approved it, **operator can only make entry and forward it to his/her Approver (HoO).Approver(HoO) will then find it in the “Inbox” option for necessary approval.**

E) If any employee has been Transferred on Deputation and posted to any Parastatals /State PSUs/ State Autonomous Body (for which concerned Admin Department cannot create such Stake Holder as Parastatal in HRMS SYSTEM) or outside the Administrative control of State Government like i) Deputation in any Ministry/Department under the Government of India/(ii) Central PSUs/ (iii) Central Autonomous Bodies/(iv) Deputation in any Department under other State Governments etc./ (v)Other State PSUs/ (vi) Autonomous Bodies in Other States/ (vii) International Bodies then what would be the procedure for Release out and LPC out?

Ans. Firstly, Released out is to be done by the concerned Head of Office by using the menu “Outside Cadre Schedule Transfer Order” under “Transfer Out” menu and put the Transfer Order No/Date and Employee No. manually and Employee Name come automatically and also put the value in the field like “HOO (Where transferred)”, “Post (In new office)”, “Designation (In new office)” manually and then click on the “Save” option and then click on the “Save and Approve” menu for final **saving.**

The procedure of "Released order Report generation" is same as mentioned in the Question no.

(A)

LPC out done by the concerned DDO by following the detail procedure as mentioned in Question no. (B)

For this type of transfer as per present scenario "Joining in" and "LPC in" through HRMS system is not required.

F) Is there any manual tagging and un-tagging required for any Transfer for which Released out and Joining in done through HRMS system?

Ans. No.

Presently, once the "releasing out" step has been done by the concerned Head of Office(HOO) the post code and Head of Office Employee tagging would be automatically untagged and at the time of "Joining in" step has been done by the concerned Head of Office(HOO), the post code and Head of Office Employee tagging would be made automatically.

G) If any employee would be made released out wrongly by selecting "Outside schedule Transfer Order" menu then what would be done by the concerned authority?

Ans. Firstly, the concerned Appointing Authority would log in and select the AA/DA Approver role and made the "Unique Id Available" by clicking the menu "Unique Id Availability" and put the Employee no, Employee name will come automatically and then click on "Search" option and click on "Revoke" and approve it. Now the concerned employee would be available in the "My Employee" menu of the concerned Appointing Authority (AA) Approver role.

Then for send this employee no. to the concerned Head of Office end where the employee concerned would be join by the concerned Appointing Authority from his/her "AA Approver" role first click on "Tagging of Employee with Head of Office" and click on "Tag Employee" and select the proper "Level", "Department Code", "HO code" for the Head of Office by whom the concerned employee would be made the Joining in. And then click on the check box beside the employee concerned and click on "save" option and then click on the check box beside the employee concerned and click on "Save and Approve" option.

Then after the concerned Head of Office who would be made the "Joining in" of the concerned employee, firstly the HoO log in of his/her HOO Approver role and would made the "Transfer order information entry" under Transfer Out menu as per details guideline mentioned in Question no. (A) and for information there released out not required from the end of Joining Head of Office(HOO). Then after the Joining Head of Office made the "Joining in" as per details guideline mentioned in Question no. (C).

And LPC in is to be done by the concerned DDO as per details guideline mentioned in Question no. (D). And LPC out through HRMS system is not mandatory as the concerned Appointing Authority when done the "Unique Id Availability" and the concerned employee would available in the "My employee" menu then system automatically made his LPC out.

H) If any employee previously posted in office where pay bill was drawn through HRMS system and get transferred to the Parastatal or Govt. Under takings or PSUs or any other office where pay bill was not generated through HRMS system and now transferred in the posting from where the Pay Bill would be drawn through HRMS system and the concerned employee has a previous Unique Id no and that unique id no either terminated or Released out and LPC out or made inactive from the previous DDO end whatever the case may be then how the employee would be join in the new HOO transfer system?(i.e. HRMS>NON-HRMS>HRMS)

Ans. As per details guideline mentioned in Question no. (G).

I) If any employee has wrongly released out to wrong Head Of Office code instead of correct Head of Office then what is the procedure for such correct in respect of system?

Ans. Firstly the Head of Office who made such released out, log in into his/her HOO Approver role and he/she first made joining in [As per details guideline mentioned in Question no.(C)] of that employee once again on the same date and time on which the concerned employee had released out in wrong HOO code and then again made the Released out on actual date and time and actual HOO code [As per details guideline mentioned in Question no.(A)]. And then after the actual Head of Office can join [as per details guideline mentioned in Question no.(C)] that employee.

J) For whom presently DDO can make the "Released out" ?

Ans. DDO can made the released out presently for the employee for whom no sanctioned strength has been made by the Concerned Appointing Authority till date for example Wages, Grants-in-Aid employee etc.

K) What is the procedure if an employee had transferred from one Government office to another Government office?

Ans. First Released out [As per details guideline mentioned in Question no.(A)] made by the concerned Head of Office and subsequently Joining in is done by the concerned Head Of Office[as per details guideline mentioned in Question no.(C)].

And LPC out [as per details guideline mentioned in Question no.(B)] is done by the concerned DDO and LPC in [as per details guideline mentioned in Question no.(D)] is done by the Concerned DDO also.

And a request has been sent to the old DDO by the new DDO in e-Pradan module for beneficiary's bank account transfer for payment of salary and old DDO accepts such request and new DDO also approved such beneficiary Account from un- approved list in e-Pradan.