GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. PC-VII/2021/HRMS/30 **New Delhi, Dated .01.2023**

The Principal Chief Personnel Officers,
All Indian Railways
(As per standard mailing list)

Sub : Operationalization of Cadre Management and Organisation Hierarchy Modules of HRMS- reg.

Cadre Management and Organization Hierarchy Modules of HRMS launched on 28.12.2022 are very vital modules from the establishment point of view and will remain the core of HRMS in the coming years. Field Units were requested vide Board's letter of even number dated 29.12.2022 (**copy enclosed**) to complete the core task by 31.01.2023.

2. Timely completion of above task is very important for putting these modules into operational mode. Therefore, monitoring and guidance at the apex level is solicited. It is also requested to form a dedicated team to effectively coordinate with CRIS and respective nodal Officers in order to accomplish the tasks seamlessly.

Encl. as above

V.G.B

(V.G BHOOMA)
Principal Executive Director (HR)
Railway Board

GOVERNMENT OF INDIA (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

File No. PC-VII/2021/HRMS/30

New Delhi, dated: 29.12.2022

Principal Chief Personnel Officers,
All Indian Railways
(As per standard mailing list)

Sub: Operationalization of Cadre Management and Organisation Hierarchy Module of HRMS in Railways- reg.

On successful completion of the development and testing and pilot launch of Cadre Management module, the same has been launched on Pan India basis by CRB & CEO through VC on 28.12.2022.

2. In order to provide experience to the Field Units regarding operation of this module, Training/Doubt clearing session is being held by CRIS from 26.12.2022-30.12.2022 through online mode.

3. Now, in order to implement the Cadre Management module, various associated modalities relating to the module such as the creation of the structures, distribution of posts, data entry relating to BOS, creation and mapping with cadre IDs and other associated tasks have to be completed. This involves concerted efforts and the supervision at the highest level.

4. In view of the above, all Field Units are requested to complete the aforementioned core tasks involved in the Cadre Management module by **31.01.2023** in order to ensure the smooth operationalization of the module. It is also advised to nominate one Nodal Officer to coordinate with CRIS and Nodal Officers (Shri Ravi Kumar, Dy. CPO/Gaz./SER and Shri Sudheer Kumar, Dy. CPO/Coord/SCR) for sorting out all the issues relating to implementation of Cadre Management module of HRMS.

5. Copy of the Detailed Guidelines regarding operation of Cadre Management and Organisation Hierarchy modules is enclosed herewith.

Encl. as above

29/12/2022

(Garima Srivastava)
Executive Director, Training & MPP
Railway Board
Room No.255-A, Rail Bhawan

Copy to :

a) **PPS to Secretary, Railway Board**
b) **PPS to PED/HR, Railway Board**
c) **PPS to PED/Staff, Railway Board**

CRIS

DRAFT MANUAL

USER MANUAL

SYSTEM : HRMS

MODULE : CADRE MANAGEMENT

DRAFT

Version 1.0

CRIS

DRAFT MANUAL

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1.GENERAL INFORMATION

1.1 Purpose and Scope

Cadre Management including activities of maintenance of seniority lists, timely completion of promotions and selections and management of sanctioned posts is an integral and very important function performed by Personnel Department in Indian Railways. Detailed rules and instructions have been set that act as guide for management of these activities which are implemented at the field level by different Cadre Controlling units. The basic purpose of Cadre Management module is to provide a common platform for all these field units to perform their Cadre related activities under a uniform set of rules to bring in more efficiency and standardization.

1.2 Brief Overview of Application

This module is majorly divided into 4 major Heads based on their functionalities –

1. **Cadres** – This includes all the activities relating to creation and management of Cadre IDs, defining Cadre Controlling levels etc
2. **Seniority** – This includes all activities relating to creation, modification and publication of seniority lists.
3. **Book of Sanction** – This includes all activities relating to pinpointing of posts and creation of BoS summary
4. **Manpower Planning** – This includes all activities relating to Sanctioned posts like surrender of posts, transfer of posts, redistribution of posts etc.

1.3 Definitions

Few important terms which have been used in the Cadre Management module are defined here for better understanding

1.3.1 Cadre Code – This is a unique identification code assigned to each and every cadre. All the posts in a particular Cadre have some attributes like its various hierarchical Grade Pay levels, medical classification, safety aspect of its posts etc., which are uniform across all units in Indian Railways. All such common information about individual Cadres have been populated into the HRMS database and assigned this unique Cadre Code.

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1.3.2 Cadre ID- This is a unique identification code that is assigned to a particular cadre operating in a particular unit. Though Cadre Code is common and uniform across Indian Railways, but every individual cadre Controlling Unit will be required to define and create the Cadre which is in operation in their unit. Once they define and create that Cadre, it will be assigned a unique ID which will be bound with that particular unit. **Thus, Cadre ID is unit specific to a Cadre Controlling Unit where a particular Cadre is being controlled and managed**.

1.3.3 Cadre Type –There are multiple ways in which a Cadre may be maintained at field level to suit their local requirement. A particular Cadre can be maintained in one of the following ways:

1 **Zonal Level** – where the entire Cadre is centrally controlled and maintained by Zonal HQ having a common and single seniority for all employees in that category across all units within the Zone.
2. **Unit level** – where each Cadre Controlling unit (Zonal HQ/Division/Workshop) is maintaining their own Cadre ID and seniority for that Cadre Code independent of other Cadre Controlling Units.
3. **Sub Zonal Wise** – where a Cadre has been segmented into many clusters comprising of different Primary units of the same zone and cadre of each cluster being controlled by one of the primary units (Zonal HQ/Division/Workshop) as part of that cluster.
4. **Jointly** – where a Cadre is being jointly managed by both Zonal HQ and other primary units, ie one Grade is being managed by Zonal HQ for all units with common seniority and remaining grades are being managed by all units independently for themselves. For eg, there might be a scenario where in the Cadre of Welfare Inspector, Level 7 is being controlled by Zonal HQ for all units and Level 6 is being controlled by respective Primary units for their own units.
5. **Sub Division Wise** – where a Cadre of a division has been split into many sections (Like Trackmen into different ADEN sections) with each section having separate seniority assigned to them.

1.3.4 Primary Units – For the purpose of this system, Railway Zone, Division, Workshop, Construction, Production Units (PU) and Special Purpose Units (SPU) have been identified as Primary Units.

1.3.5 Org Unit – These are the units which users are required to create in the system through Organisation Hierarchy module.

1.3.6 Sub Unit–In the Organisation Hierarchy module, the following units have been classified as Sub unit - Zonal railway HQ Office, Production Unit HQ Office, Divisional

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BO, Construction HQ, Workshop Training Centre (BTC), Workshop Department, Workshop Canteen, Workshop Shop

1.4 User Roles involved

One of the few prerequisites before accessing the Cadre Management Module is assignment of appropriate roles to the users. Following separate roles have been created and provided with different access privileges and purposes:

1. **Cadre Dealing Clerk (CDC)** – responsible for creation of cadre IDs, creation and modification of Seniority lists and pinpointing of sanctioned posts
2. **Cadre Verification Authority (CVA)** - responsible for verification of cadre IDs and Seniority lists
3. **Cadre Approving Authority (CAA)** - responsible for defining Cadre Control Levels, approval of cadre IDs, approval and publishing of Seniority lists and verification of pinpointing of posts

Unit Admin (UA) has to allot the appropriate role to the appropriate user through **"Admin Section Tab"** as shown below in order for user to access and work on the Cadre Management module. **(Image : 1)**

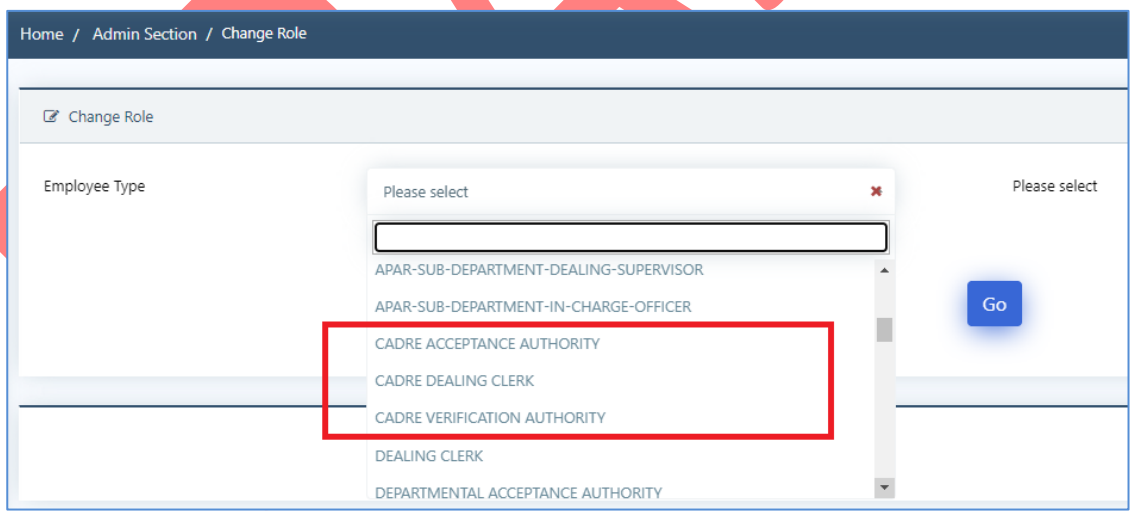

Image : 1

2. CADRE MANAGEMENT

Cadre Management module can be accessed by clicking on its link available on the left side menu of HRMS dashboard. Once clicked it will open the interface as shown below listing a host of other links having individual functionalities which are briefly described as below **(Image : 2)**

2.1 Cadres

This head consolidates and has all the links which will be used for creation and managing Cadres at field unit levels. Different interfaces with their brief description are explained below:

2.1.1 **Manage CadreIDs** – This link can be **accessed by CDC**. Through this link, a user can view all the Cadre IDs that have been created for a particular unit. The interface that opens on clicking this link further has the link to create fresh Cadre IDs

2.1.2 **Cadre Controlling Levels** – This link can be **accessed by Zonal HQ CAA**. Through this link, Zonal HQ CAA is required to declare the controlling levels of each cadre of all departments. Only after these levels have been declared by HQ CAA and the same have been accepted by Zonal HQ UA, then only other units in that Zonal Railway will be allowed to create Cadre IDs for their own units

2.1.3 **Verify Cadre ID** – This link can be **accessed by CVA**. Through this link, all the Cadre IDs that have been created by CDC will be shown to CVA for verification purpose. Once verified, it will be passed on to CAA for approval.

2.1.4 **Accept Cadre ID** – This link can be **accessed by CAA**. Through this link, CAA can approve the Cadre IDs created by CDC and verified by CVA.

2.1.5 **Approve Cadre Controlling Level**–This link can be accessed by **Zonal HQ UA** for accepting the Cadre Controlling Levels as declared by Zonal HQ AA.

2.1.6 **View Cadres** – This is a report which can be viewed by users to see the Cadres that have been created across different units

2.2 Promotion / Seniority

This head consolidates all the links used for creation, modification and publishing of seniority lists. Brief description of the links is as follows:

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2.2.1 **Creation of Seniority List** – This link can be **accessed by CDC** and will be used for creation and modification of seniority lists for a particular Cadre ID that has been created. Once the Seniority lists has been created/modified by CDC, it will be sent to CVA for verification

2.2.2 **Verify Seniority List** – This link can be **assessed by CVA** for verifying the seniority lists submitted by CDC.

2.2.3 **Accept/Publish Seniority List** – This link can be **assessed by CAA** to accept and publish the seniority list.

2.3 Book of Sanction

This head provides links to create Books of Sanctioned Posts of a unit as well as pinpointing of posts. Different links which will be used along with their brief description are:

2.3.1 **Creation of BOS** – This link can be **accessed by CDC**. Through this link, user will be required to enter the details of posts of each Cadre ID so created along with the details of org unit where they are being operated at. That means along with the breakup into type of posts (temporary, permanent etc), user will also be required to indicate pinpointing of posts through this link

2.3.2 **Verify BOS** – This link can be **accessed by CAA** to verify the BOS data so entered by CDC

2.3.3 **Approve BOS** – This link can be **accessed by UA** to approve the pin pointed BOS data as entered by CDC and verified by CAA

2.3.4 **Pinpointing (Ported Data)** – In case the BOS summary without pinpointing of a particular unit has been uploaded into the system, it is through this link that its pinpointing has to be done.

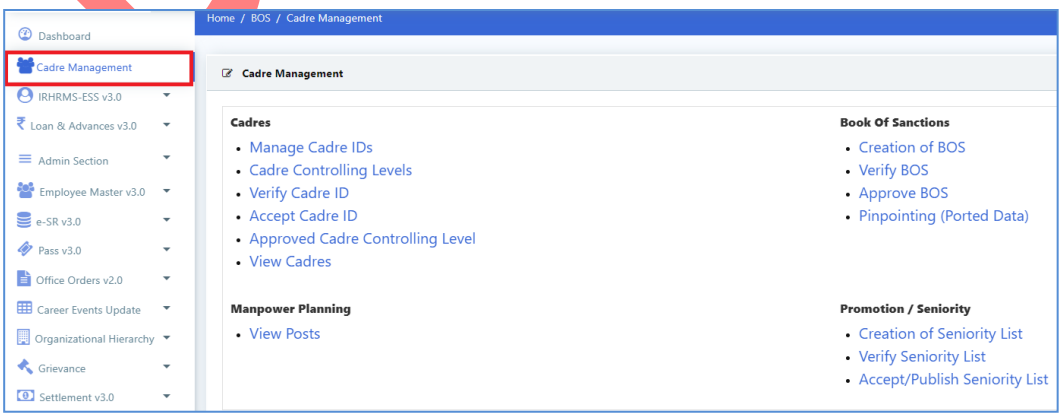

Image : 2

2.4 Manpower Planning

The links for all the activities used for modification of post attributes which will further modify the Book of Sanctioned post of a unit are given under this head.

2.4.1 **View Posts** – This is a report which helps users to view summary of BOS along with its post pinpointing once it has been accepted by UA.

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3.CADRES

There are different variations through which Cadres are being managed across different Zonal Railways to suit their local requirements. While some Cadres may be **Zonal controlled** wherein Zonal Railway HQ is responsible for promotions, seniority (common seniority across entire Zonal Railway including Divisions and Workshops) and transfers in that particular Cadre; and some cadres may be decentralized and **Divisions/Unit controlled** wherein seniority is Division/Unit wise and Division is solely responsible for its promotion, transfer etc. Yet there may be Cadres which have **Joint Control** wherein in the entire Cadre hierarchy some grades are being controlled by Zonal HQ for all Divisions/Units and other grades are being controlled by units for themselves independent of others.

Thus, the first and foremost step that has to be performed in the Cadre Management Module is the declaration of Cadre Controlling Levels. That is, the Zonal HQ of each Zonal Railway has to declare where a particular cadre is being controlled. This has to be done for all the Cadres of all Departments. Unless this step is completed, Divisions/Workshops etc would not be able to create Cadre IDs for their own units.

3.1 Declaring Cadre Controlling Levels

The declaration of Cadre Controlling Levels can be made by accessing the following interface by clicking **"Cadre Controlling Level"** in Cadres Head by **Cadre Approving Authority (CAA)** of Zonal HQ. Once the interface as shown below opens up, selection of appropriate department and sub-department is to be done. Once appropriate selection is done, the interface will display the exhaustive list of cadres as shown below. **(Image : 3& 4)**

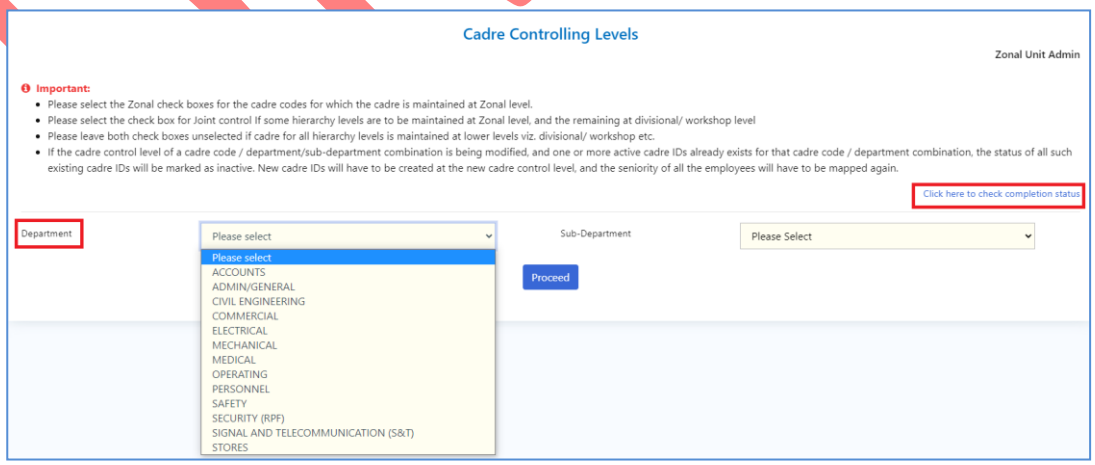

Image : 3

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Note : The list displays the name of entire Cadre and not a particular hierarchy level within it. For ex Supervisor Cadre includes both SSE and JE, Technician Cadre includes Tech III, Tech II, Tech I and Sr Tech, so on and so forth.

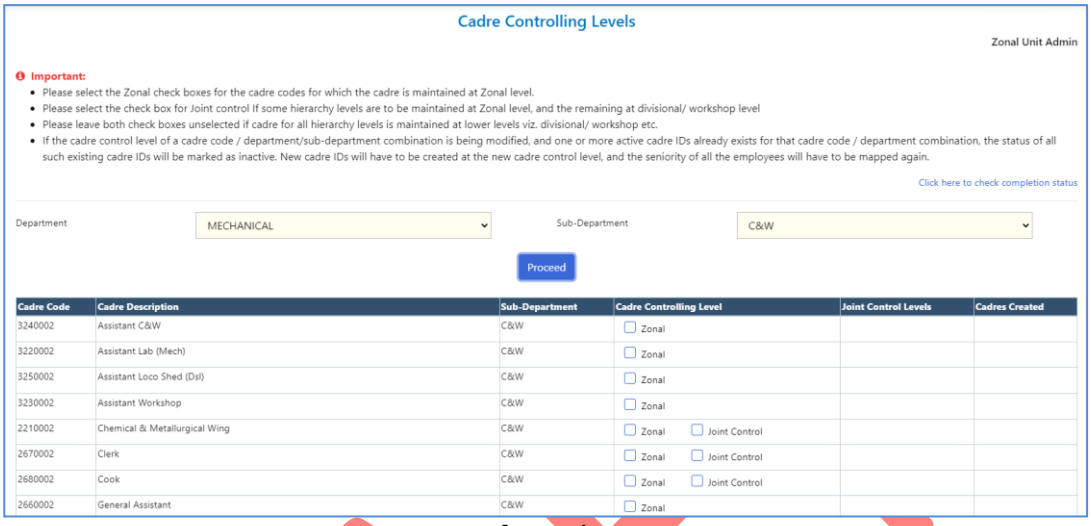


Image : 4

Once the list opens up, there is a column where the admin has an option to declare Cadre Controlling Level in front of each Cadre. Here, there are three different options for admin to declare which are explained below:

1. **Zonal :** If a particular cadre is centrally maintained and controlled at Zonal level, this option needs to be selected. For example, cadre of Instructors or Supervisor/Track Machine in Civil Engg department may be maintained at Zonal level wherein a common seniority of employees across all divisions and workshops may be maintained and controlled at Zonal HQ. For such cadres, declaration needs to be Zonal and that check box needs to be selected. Once selected, no other unit in that particular Zone will be allowed to control and operate upon that particular cadre in terms of promotions, seniority, transfers etc.

   Further, there may also be instances wherein a Cadre is sub-zonal, ie, it is **either** centrally controlled for all units in a Zone but managed not by Zonal HQ but by one particular unit, eg Cadre of CMT in Mechanical Deptt may be managed by one of the bigger Workshops of the Zonal Railway for all units in that Zone **OR** a cadre may be split into multiple clusters – for eg Cadre of ChOS of a particular department may be split into 3-4 different clusters, with each cluster being controlled by one of the unit of that Zonal Railway. In all such cases also, option of Zonal needs to be selected here. Its further segmentation and allocation of controlling unit will be done at the time of Cadre ID generation which will be explained in Cadre ID generation part of this manual.

2. **Joint Control :** There may also be some Cadres where the control is being shared jointly between HQ and Divisions. For eg, in case of Ministerial Cadre of a particular department, it may be possible that level 7 (Ch. OS) is being controlled by Zonal HQ and rest all grades in the hierarchy are being controlled by respective units (Divisions and Workshops) of that Zonal Railway for themselves. In such cases, option of Joint Control needs to be selected. Once that selection is made, system will open a pop-up listing the various hierarchy levels in the selected Cadre and asking user to indicate the grades which are being controlled at HQ level. **Here user needs to select and indicate only those grades which are being controlled at HQ level and leave the others unchecked.(Image : 5)**

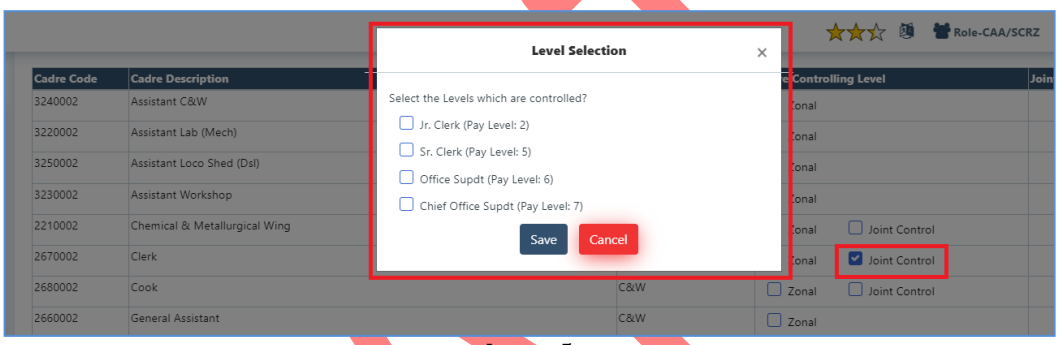
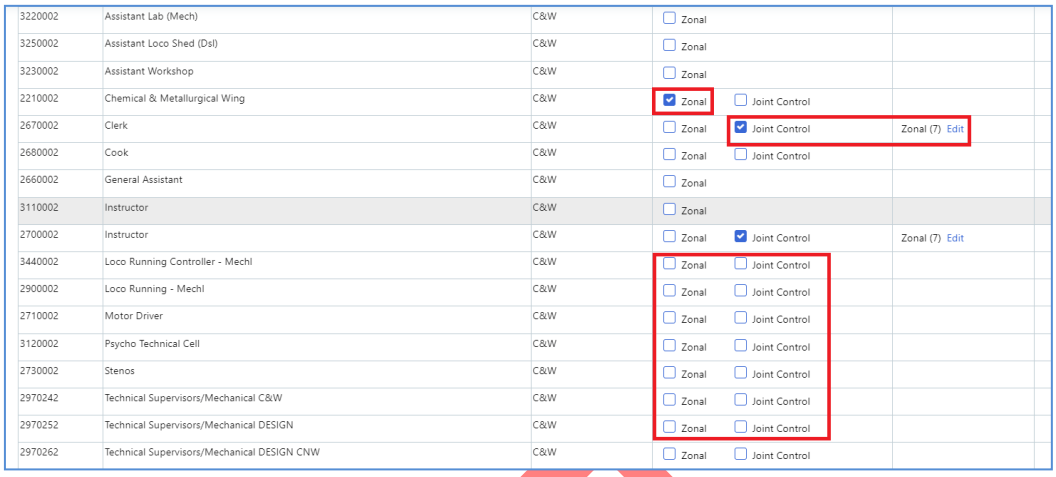


Image : 5

Note: For Cadres which include only single Grade pay/Level in them, no option of Joint Control will be shown.

3. **Cadres maintained both at Zonal and Divisional Level independently and separately :** There are also cases where Zonal HQ acts like any other Division or Workshop in terms of Cadre Management, ie, Zonal HQ is having its own cadre of the same department which is being maintained and controlled by Zonal HQ only for itself and Divisions and Workshops are managing the same cadre at their own level only for themselves. For ex ministerial cadre of one department may be managed and controlled by all units independently for their unit, including in case of Zonal HQ. In such cases, user **need not select any check box of Zonal or Joint Control** and **leave both of them as unchecked**. Once both the options are left unchecked, that particular cadre will be available to all the units including Zonal HQ for creation of their respective independent Cadre IDs.

The screen after final selection will look as shown below **(Image : 6)**:



3220002	Assistant Lab (Mech)	C&W	☐ Zonal		
3250002	Assistant Loco Shed (Dsl)	C&W	☐ Zonal		
3230002	Assistant Workshop	C&W	☐ Zonal		
2210002	Chemical & Metallurgical Wing	C&W	☑ Zonal	☐ Joint Control	
2670002	Clerk	C&W	☐ Zonal	☑ Joint Control	Zonal (7) Edit
2680002	Cook	C&W	☐ Zonal	☐ Joint Control	
2660002	General Assistant	C&W	☐ Zonal		
3110002	Instructor	C&W	☐ Zonal		
2700002	Instructor	C&W	☐ Zonal	☑ Joint Control	Zonal (7) Edit
3440002	Loco Running Controller - Mechl	C&W	☐ Zonal	☐ Joint Control	
2900002	Loco Running - Mechl	C&W	☐ Zonal	☐ Joint Control	
2710002	Motor Driver	C&W	☐ Zonal	☐ Joint Control	
3120002	Psycho Technical Cell	C&W	☐ Zonal	☐ Joint Control	
2730002	Stenos	C&W	☐ Zonal	☐ Joint Control	
2970242	Technical Supervisors/Mechanical C&W	C&W	☐ Zonal	☐ Joint Control	
2970252	Technical Supervisors/Mechanical DESIGN	C&W	☐ Zonal	☐ Joint Control	
2970262	Technical Supervisors/Mechanical DESIGN CNW	C&W	☐ Zonal	☐ Joint Control	

Image : 6

There might also be case that for any particular department, no cadre is being maintained at Zonal level and all cadres are being maintained separately by all units including Zonal HQ. In such case, a separate button "**No Cadres Maintained at Zonal level**" is provided at the bottom of this interface. Once that button is selected, all the cadres shown for that department on that interface will be thrown open for all units to create their respective independent Cadre IDs.**(Image : 7)**

3031652	Technician/Mechanical WELDER (OL)	C&W	☐ Zonal	☐ Joint Control
3032202	Technician/Mechanical WELDER (WS)	C&W	☐ Zonal	☐ Joint Control
3031692	Technician/Mechanical WORKSHOP	C&W	☐ Zonal	☐ Joint Control
3031702	Technician/Mechanical WRITER	C&W	☐ Zonal	☐ Joint Control
3031712	Technician/Mechanical WS-FITTER	C&W	☐ Zonal	☐ Joint Control
3031722	Technician/Mechanical WSF-MCAT	C&W	☐ Zonal	☐ Joint Control
3031732	Technician/Mechanical Z-OPERATOR	C&W	☐ Zonal	☐ Joint Control
2770002	Typist	C&W	☑ Zonal	☐ Joint Control

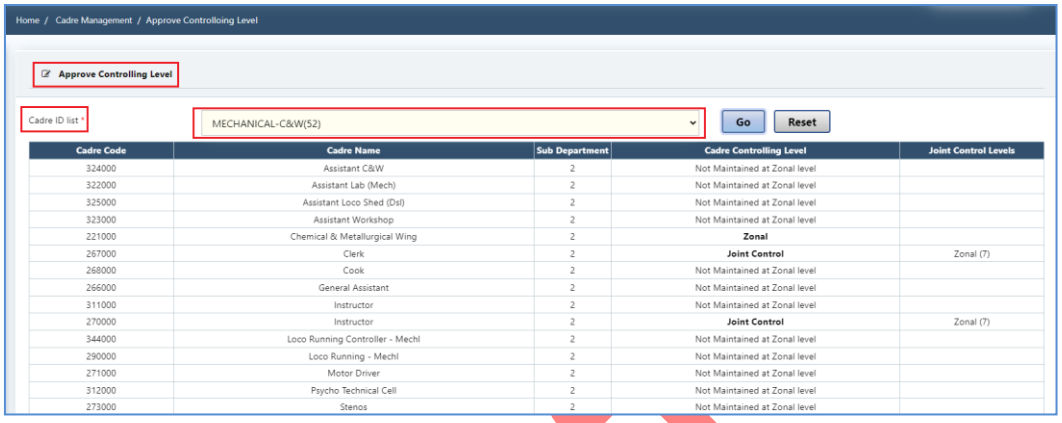
Save As Draft | Submit Control Level | No Cadres Maintained at Zonal level

Image : 7

3.2 Approve Cadre Controlling Levels

All the declarations regarding cadre Controlling Levels once submitted by CAA, will move to Zonal HQ UA for approval. The same can be accessed and viewed by clicking the link "**Approve Cadre Controlling Level**" under the Cadres Head in Cadre Management Module.

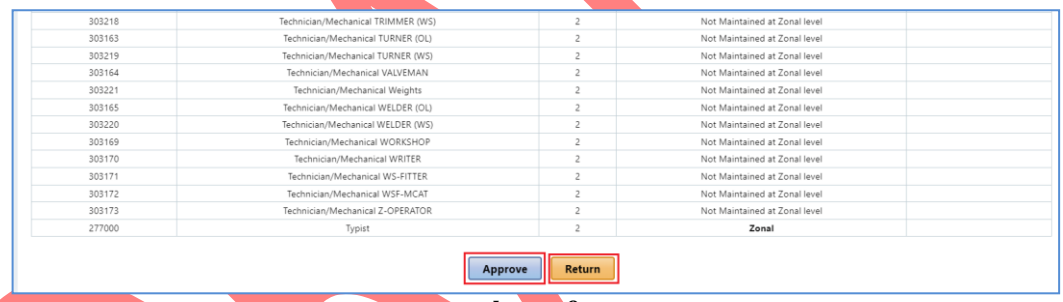
Once clicked, the interface as shown below will open up. Selection of Department for which Cadre Control Level declaration is to be approved needs to be made. Once selected, entire list will be opened up as shown below **(Image : 8)**:



Cadre Code	Cadre Name	Sub Department	Cadre Controlling Level	Joint Control Levels
324000	Assistant C&W	2	Not Maintained at Zonal level	
322000	Assistant Lab (Mech)	2	Not Maintained at Zonal level	
325000	Assistant Loco Shed (Dsl)	2	Not Maintained at Zonal level	
323000	Assistant Workshop	2	Not Maintained at Zonal level	
221000	Chemical & Metallurgical Wing	2	**Zonal**	
267000	Clerk	2	**Joint Control**	Zonal (7)
268000	Cook	2	Not Maintained at Zonal level	
266000	General Assistant	2	Not Maintained at Zonal level	
311000	Instructor	2	Not Maintained at Zonal level	
270000	Instructor	2	**Joint Control**	Zonal (7)
344000	Loco Running Controller - Mechl	2	Not Maintained at Zonal level	
290000	Loco Running - Mechl	2	Not Maintained at Zonal level	
271000	Motor Driver	2	Not Maintained at Zonal level	
312000	Psycho Technical Cell	2	Not Maintained at Zonal level	
273000	Stenos	2	Not Maintained at Zonal level	

Image : 8

Here in this interface, Zonal HQ UA has options of either accepting the declaration or returning the same for any correction.**(Image : 9)** Once it is accepted, that Controlling level will be finalized and accordingly different Cadres will be thrown open for different units for creation of Cadre IDs according to the Control level defined.



303218	Technician/Mechanical TRIMMER (WS)	2	Not Maintained at Zonal level	
303163	Technician/Mechanical TURNER (OL)	2	Not Maintained at Zonal level	
303219	Technician/Mechanical TURNER (WS)	2	Not Maintained at Zonal level	
303164	Technician/Mechanical VALVEMAN	2	Not Maintained at Zonal level	
303221	Technician/Mechanical Weights	2	Not Maintained at Zonal level	
303165	Technician/Mechanical WELDER (OL)	2	Not Maintained at Zonal level	
303220	Technician/Mechanical WELDER (WS)	2	Not Maintained at Zonal level	
303169	Technician/Mechanical WORKSHOP	2	Not Maintained at Zonal level	
303170	Technician/Mechanical WRITER	2	Not Maintained at Zonal level	
303171	Technician/Mechanical WS-FITTER	2	Not Maintained at Zonal level	
303172	Technician/Mechanical WSF-MCAT	2	Not Maintained at Zonal level	
303173	Technician/Mechanical Z-OPERATOR	2	Not Maintained at Zonal level	
277000	Typist	2	**Zonal**	

Image : 9

3.3 Cadre Control Level Completion Status

In order to view and monitor the progress regarding declaration of Cadre Control Level declaration, same can be seen by clicking the link completion status on the interface of Cadre Controlling Level by Zonal HQ CAA which will display the entire list of all departments along with their status.**(Image : 10)**

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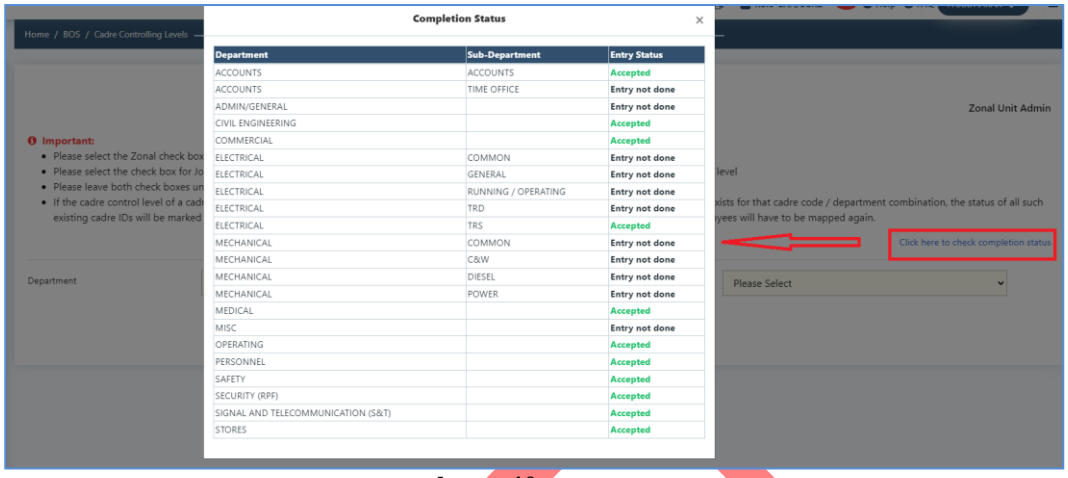

Image : 10

3.4 Creating Cadre IDs

Once Cadre Controlling Levels have been defined and accepted, next step is to creation of Cadre IDs by each Cadre Controlling unit for the cadre that it manages.

In order to create Cadre ID, user (CDC) of a unit has to go to Manage Cadre Link under Cadre head of Cadre Management module. Clicking the same will open the interface as shown below **(Image : 11)**. This is a report for the Unit CDC to view all the Cadre IDs that have been created at their unit so far.

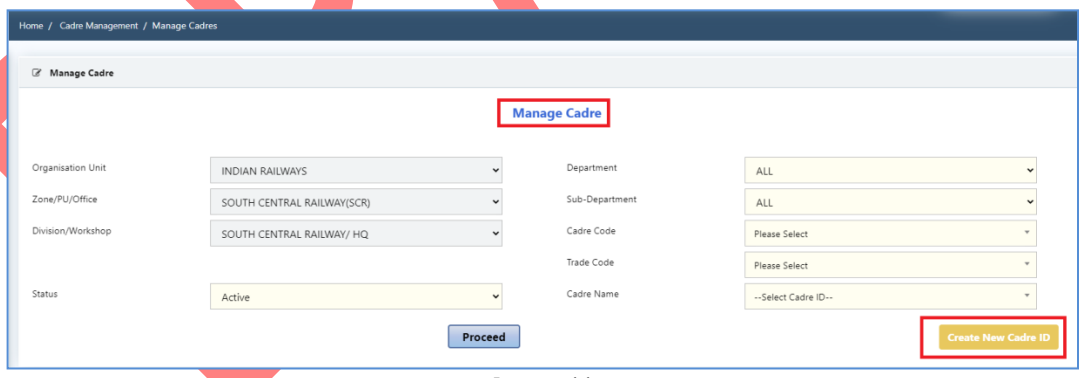

Image : 11

At the right bottom screen of the Manage Cadre interface there is a button **"Create New Cadre ID"** clicking on which will open a new interface of "Add New Cadre". **(Image : 12)**

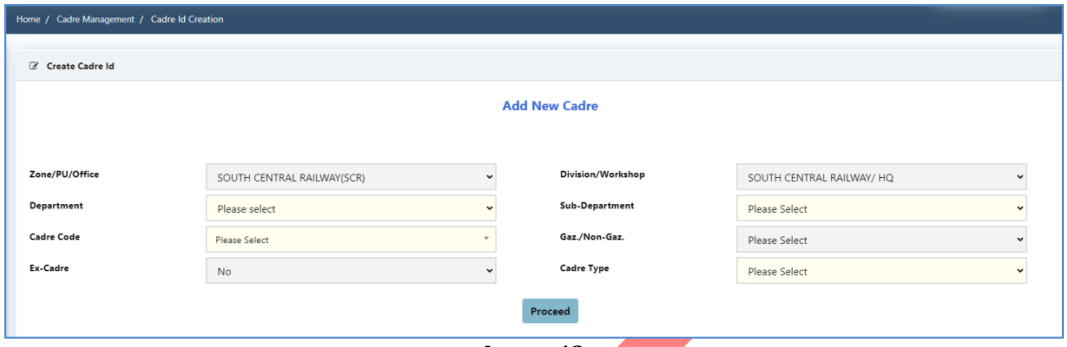

Image : 12

Here first and foremost, CDC has to select the Department and Sub Department for which Cadre has to be created. Based on the selection, drop down of Cadre Code will be populated **(Image : 13).** Once the Cadre Code for which Cadre ID has to be created is selected, the CDC is required to select the Cadre-type.

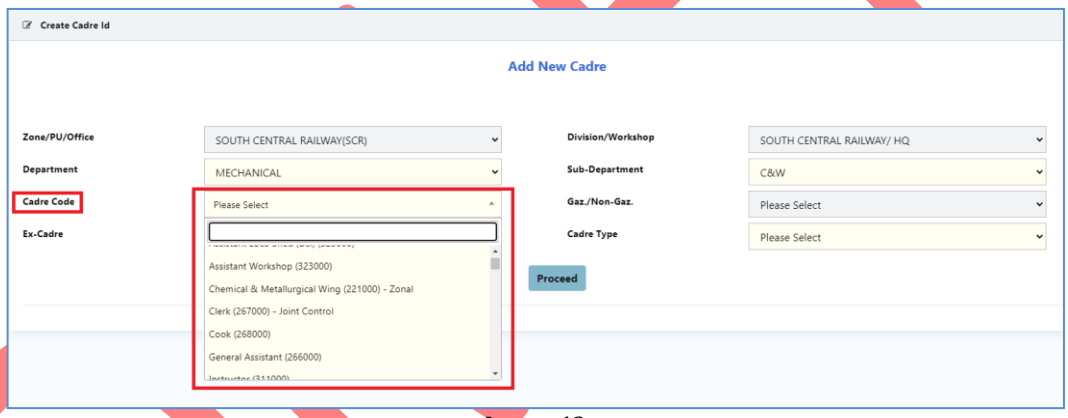

Image : 13

In Cadre-type, CDC will be given multiple options. **(Image : 14)**

In case the **CDC is from Zonal HQ**, one of the following options needs to be selected.

1. **Zone- Wise :** This option needs to be selected in case the Cadre ID being created is for Cadre which is completely controlled and managed by Zonal HQ for all units in that Zone and for which there is common seniority across all units.

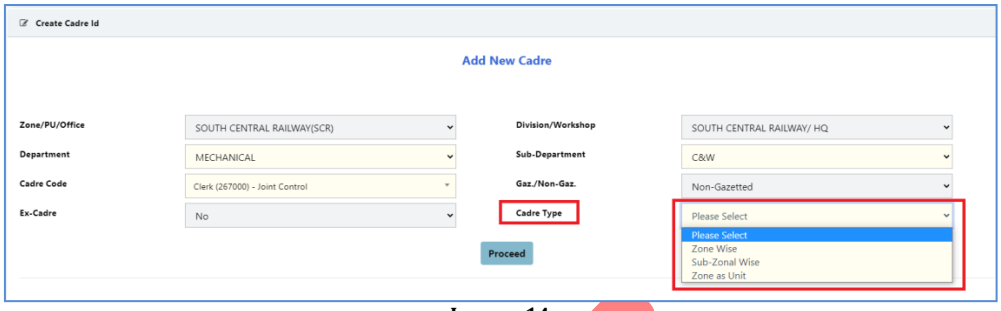

Image : 14

2. **Zone as Unit :** This option needs to be selected when creating Cadre ID for a Cadre which is existing independently and separately in Zonal HQ like any other Cadre Controlling Unit in a Zone. For ex, ministerial cadre of a department may be existing in Zonal HQ independently and separately from that of Divisions and Workshops and having separate seniority. Cadre IDs for such Cadres may be created using this option.

3. **Zone as Unit (Multi-Cadre) :** This option needs to be selected when creating Cadre ID for a Cadre which is existing independently and separately in Zonal HQ like any other Cadre Controlling Unit in a Zone, but has been segmented into different seniority units. For ex, it might be possible that Cadre of General Assistant (Pay Level – 1/1800GP) in HQ may be sub divided into different segments like peons, record sorters etc with each having separate seniority. In such case this option of Zone as Unit (Multi-Cadre) needs to be selected and separate Cadre IDs for each of such segment needs to be created.

4. **Sub-Zonal Wise** : There might also be few other scenarios like:
   a. When a Cadre though centrally controlled for all units in entire Zonal Railway but is managed and maintained by any one single unit other than Zonal HQ.
   b. When a complete Cadre or some grades of the entire cadre is segmented into different clusters with each cluster being managed and maintained by one of the Zonal HQ/Divisions/Workshops.

   For all such scenarios, option of Sub-Zonal Wise needs to be selected. Once Sub-Zonal Wise option is selected from the drop down of Cadre-type, CDC will be asked to enter the name of Sub unit in a text box. **(Image : 15)** Here any indicative name as per user convenience may be entered.

   Along with the name, user will also be required to enter the Cadre Controlling Unit for this Cadre. Here in this drop down, all the existing unit of that Zone will be displayed and user will be required to select the unit that will be controlling this Cadre. Once this selection is made and such cadre is created, any further processing like seniority assignment, posts pinpointing etc for the said cadre will be done by that Cadre Controlling unit only

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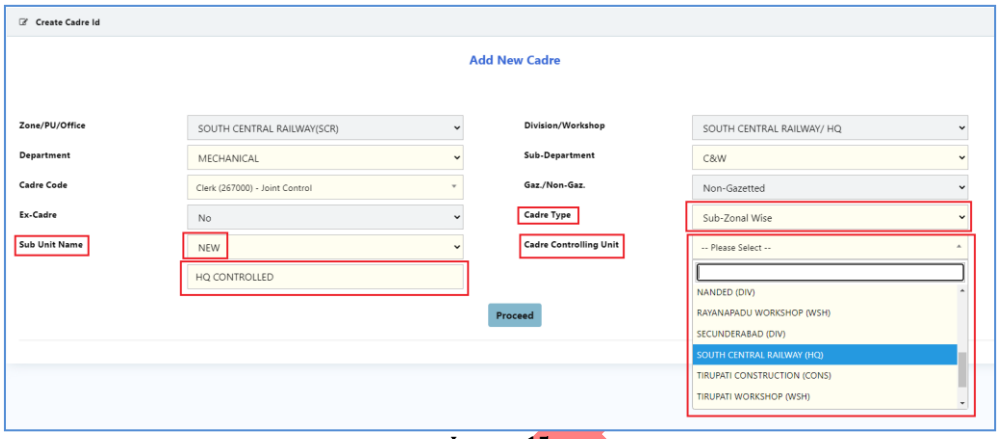

Image : 15

Illustration : In a Zonal Railway ZR there are six Divisions D1, D2, D3, D4, D5 and D6 and 3 Workshops W1, W2 and W3. The ministerial Cadre of a particular Department in managed in a way that for grades from Jr Clerk to Office Suptd, the cadre is managed independently at respective unit level but the grade of Chief Office Suptd is managed in the form of clusters i.e common seniority for the grade of Chief Office Suptd for the units which are part of a common cluster)–

1. Cluster 1 includes Zonal Railway HQ + D1 + D2 + W1 – controlled by Zonal Railway
2. Cluster 2 includes D3 + W2 – controlled by D3
3. Cluster 3 includes D4 + W3 – controlled by D4
4. D5 and D6 managing their grades independently

In such cases steps to follow are

1. Define Cadre Controlling Level by Zonal HQ as Joint control with Level of Chief Office Suptd as Zonal Controlled.
2. Then Zonal HQ has to create different Cadre IDs for all the clusters. This they have to do by selecting that particular Cadre and creating Sub units for all such clusters and indicating Cadre Controlling Unit in front of each of those clusters. Thus every time a Sub unit will be created, it will get added to the existing list of Sub Unit.

Note : Once the Cadre is being divided in such way in different segments, **all segments have to be created by Zonal HQ only**. Also for primary units which are not part of any cluster and are handling their cadre independently only for themselves, like D5 and D6 in this illustration, separate sub unit for each and every such primary unit has to be created by Zonal HQ wherein that particular primary unit itself may be indicated as cadre Controlling Unit

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In case the **CDC is from Division**, one of the following options needs to be selected **(Image : 16)**

1. **Division – Wise** : Whenever a Cadre is being maintained on a pan-Division wise and there is common seniority for that Cadre across the Division, this option needs to be selected at the time of Cadre ID creation.

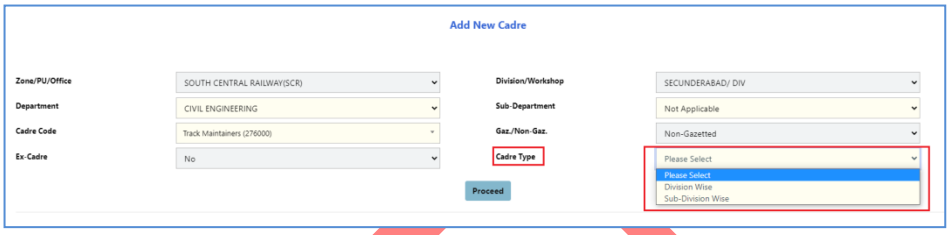

Image : 16

2. **Sub-Division Wise :** Whenever there is a Cadre which is further divided into different segments within the same Division like that of Trackman, and seniority is maintained for that particular section, the option of Sub-Division Wise needs to selected and different Cadre ID for each of the segment/Sub division needs to be created.

In case the option of Sub-Division wise is selected, CDC will be asked to enter the name of Sub unit in a text box. **(Image : 17)** Here any indicative name as per user convenience may be entered. Cadre Controlling Unit in this case will be set to the Division to which that CDC belongs

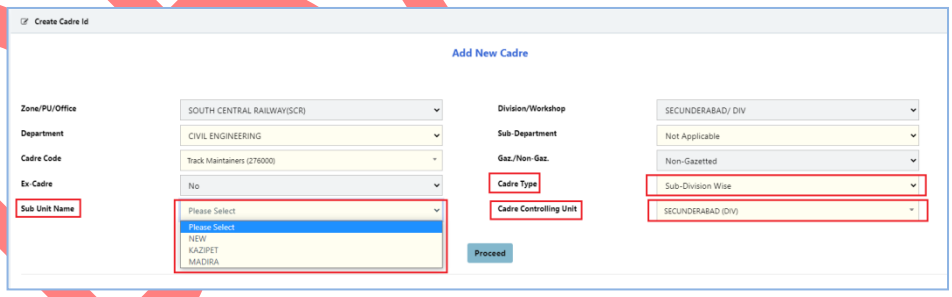

Image : 17

In case the **CDC is from Workshop**, one of the following options needs to be selected **(Image : 18)**

1. **Workshop Wise** : Whenever a Cadre is being maintained on a pan-Workshop wise and there is common seniority for that Cadre across the entire Workshop, this option needs to be selected at the time of Cadre ID creation

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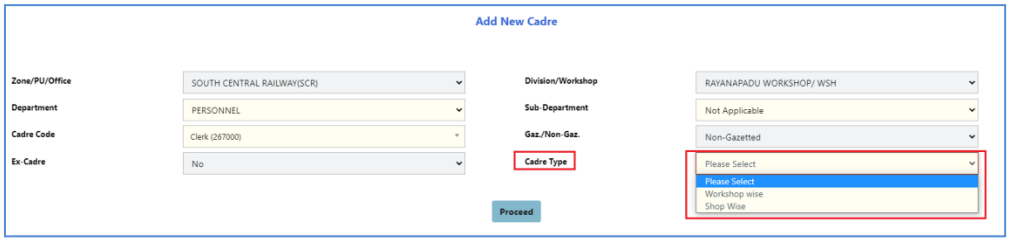


Image : 18

2. **Shop Wise :** Whenever in a Workshop, if the Cadre and seniority of employees in that Cadre is being maintained Shop wise the option of Shop Wise needs to selected and different Cadre ID for each of the Shop needs to be created.

Once, these selections are made and "Proceed" button is clicked, the interface detailing the various hierarchy levels in that particular Cadre will be displayed. **(Image : 19)**

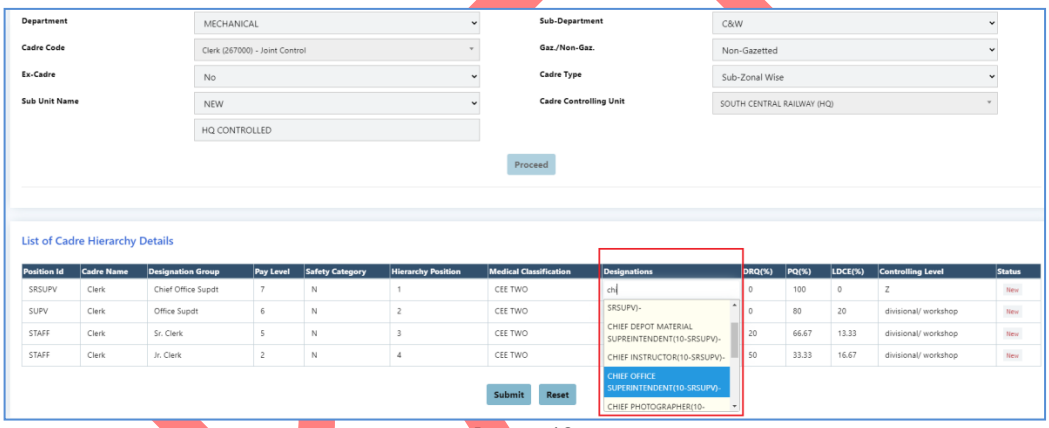


Image : 19

Herein various details like Cadre Name/Description, Grade Pay, Medical Classification, Different Quotas etc for that particular cadre and level will be shown. All these data are uniform across different Zonal Railways and will be commonly shown to all in non-editable format.

However, there will be one text box indicating the designation of that particular grade. Here, CDC is required to enter the designation that is being used in their unit to describe that particular Grade pay of that Cadre. The options displayed are the ones that are being currently fed and used in HRMS. More than one designation can also be added in the text box.

It is to be noted that in case of Joint Control Cadres, CDC will only be able to enter details for only those grades for which Cadre Controlling Level was fixed as Zonal. Other Grades though will be shown to him but they will be in non-editable format and respective individual units will be allowed to enter data for them t the time of their Cadre ID creation.

After entering the required fields, CDC has to submit the data. System will check and freeze the data and will forward it to CVA for verification as shown below.**(Image : 20)**

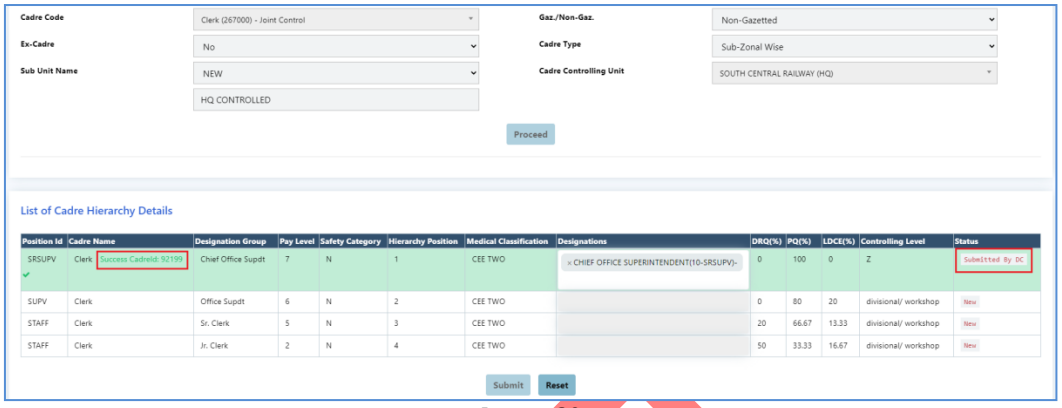


Image : 20

3.5 Verification and Acceptance of Cadre IDs

Once the Cadre ID has been created by CDC and submitted, it will start reflecting in the account of CVA which can be accessed through the link Verify Cadre ID under the head Cadres in Cadre Management Module.

Once CVA clicks that link the following interface will open up **(Image : 21)** wherein all the Cadre IDs yet to be verified will be shown under the single dropdown. CVA can select the Cadre ID to be verified and click Proceed button which will show all the details as entered by CDC. If found correct, same can be verified and submitted to CDA for approval.

CDA can follow the same procedure to accept the Cadre IDs by going through the link of Accept Cadre ID in Cadre Management Module

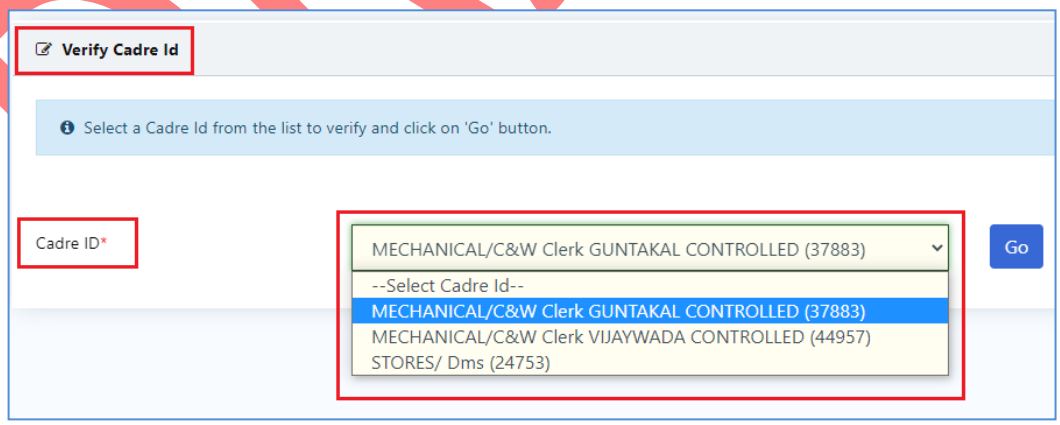
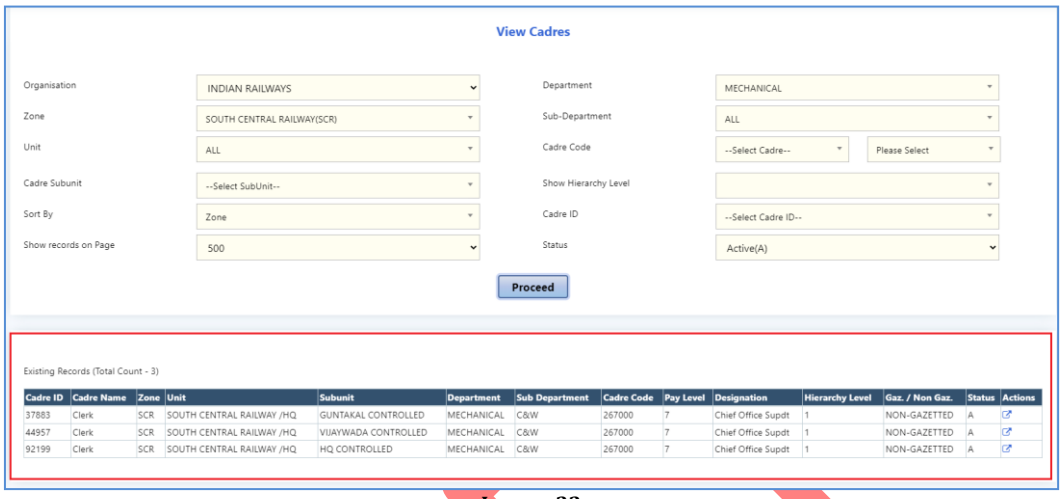


Image : 21

3.6 View Cadres

In order to view the consolidated list of all the Cadres that have been created across different units, a report has been given under the head View Cadres. Here user can set the

various filters given to him to take out the result set regarding the list of Cadres being operative in different units. **(Image : 22)**



Cadre ID	Cadre Name	Zone	Unit	Subunit	Department	Sub Department	Cadre Code	Pay Level	Designation	Hierarchy Level	Gaz. / Non Gaz.	Status	Actions
37883	Clerk	SCR	SOUTH CENTRAL RAILWAY /HQ	GUNTAKAL CONTROLLED	MECHANICAL	C&W	267000	7	Chief Office Supdt	1	NON-GAZETTED	A	
44957	Clerk	SCR	SOUTH CENTRAL RAILWAY /HQ	VIJAYWADA CONTROLLED	MECHANICAL	C&W	267000	7	Chief Office Supdt	1	NON-GAZETTED	A	
92199	Clerk	SCR	SOUTH CENTRAL RAILWAY /HQ	HQ CONTROLLED	MECHANICAL	C&W	267000	7	Chief Office Supdt	1	NON-GAZETTED	A	

Image : 22

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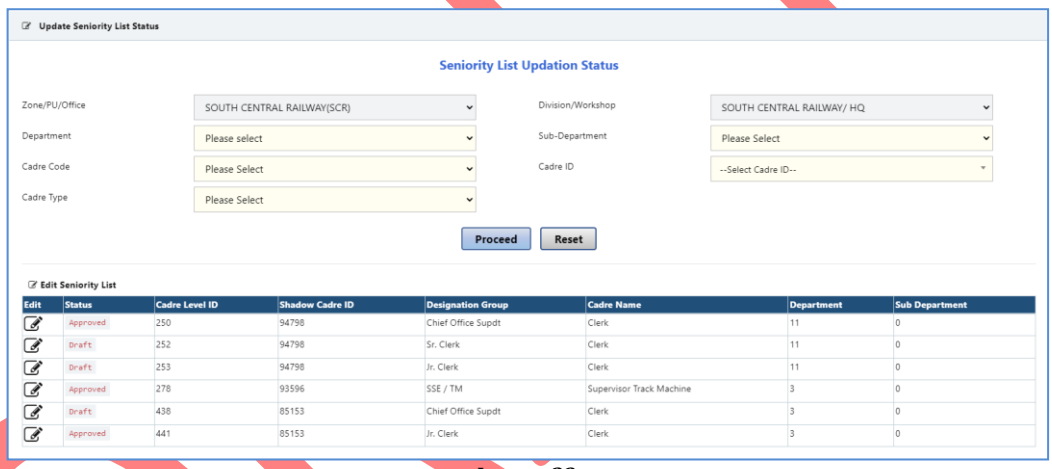
4.SENIORITY

Once Cadre IDs have been created by respective Cadre Controlling Units, next step is to map individual employees into those Cadres through already creation of respective Seniority lists. The links to perform these functions have been provided under the Head "Promotion / Seniority" in Cadre Management Module and the procedure is explained here as under

4.1 Creation of Seniority List

This link can be accessed by CDC. Once clicked, the interface of "Seniority **List Updation Status**" will open up. **(Image : 23)** Here the interface will show various filters through which CDC can select the Cadre ID for which he wishes to create seniority list.



Edit	Status	Cadre Level ID	Shadow Cadre ID	Designation Group	Cadre Name	Department	Sub Department
	Approved	250	94798	Chief Office Supdt	Clerk	11	0
	Draft	252	94798	Sr. Clerk	Clerk	11	0
	Draft	253	94798	Jr. Clerk	Clerk	11	0
	Approved	278	93596	SSE / TM	Supervisor Track Machine	3	0
	Draft	438	85153	Chief Office Supdt	Clerk	3	0
	Approved	441	85153	Jr. Clerk	Clerk	3	0

Image : 23

On the same interface on the bottom will be shown a number of seniority lists which are either in draft mode or have already been approved and accepted by CAA.

Thus, this is the common interface for both, creation of fresh seniority lists of a freshly created cadre as well as for modification of already existing and accepted seniority list

Once, after setting the appropriate filters, "**Proceed**" button is clicked, system will show all the hierarchy levels in that particular Cadre. Only the cadres that are being controlled by that particular unit will be shown open for that and remaining ones will be shown in non-editable format.

Against each of the grades, the updation status will be shown either as New / Draft / Approved and an action button will be shown. **(Image : 24)**

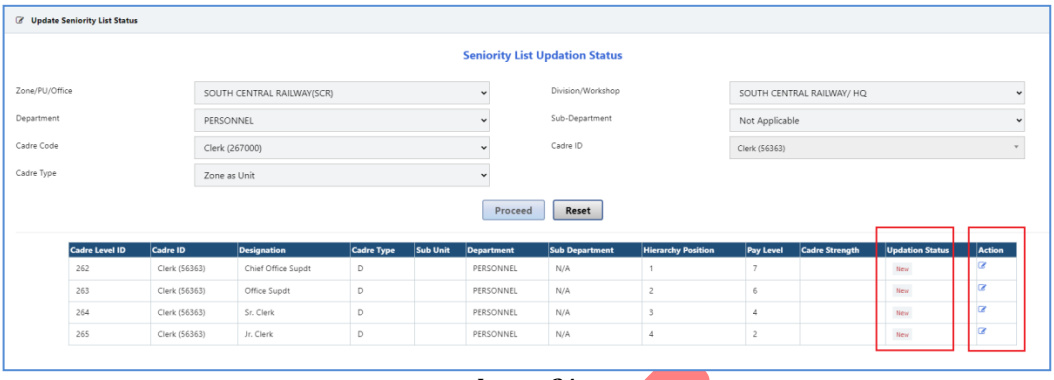


Image : 24

In order to assist users, whenever a seniority list whose status is New is opened up through action button, system will automatically pick and populate the list with the names of employees whose details like department, designation, grade pay etc. matches with the details of that Cadre level.

CDC will then be required to indicate the following details in front of the names of all the employees **(Image : 25)**

1. Date of entry in scale
2. Effective Date (Date from which he is considered to be part of this seniority group. Can be same or different to that of Date of entry in scale as per individual cases)
3. Seniority Position – Here CDC has to indicate seniority position number on which a particular employee in the entire seniority lists stands.
4. Remarks – if any remarks need to be added it can be indicated here

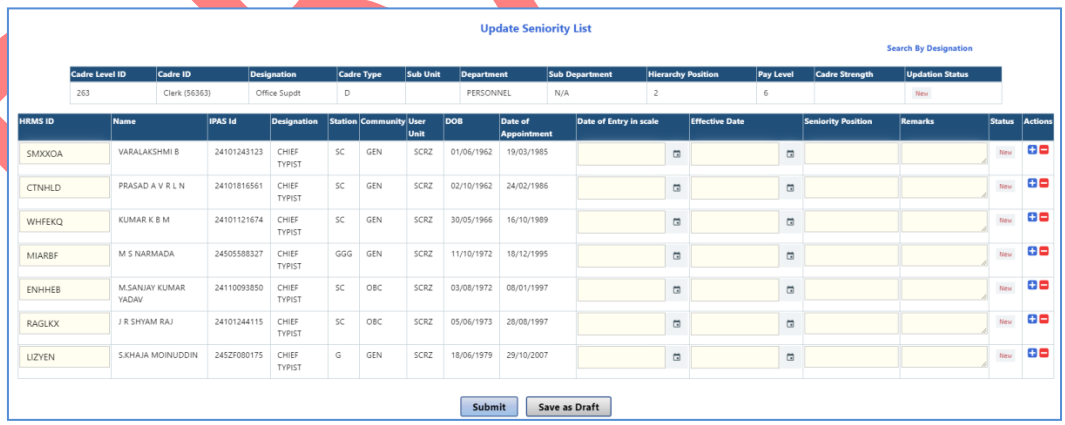


Image : 25

There might be instances where some of the employees are not being shown by the system in the seniority list so created or some employees need to be added into the already created list. In order to add employee, 2 search methods have been provided.

1. **Search by designation :** using this method, if user wants to add employees with one particular designation to the list, they can be searched through the link "Search by

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Designation" and by setting appropriate filters necessary search can be made. **(Image : 26)**

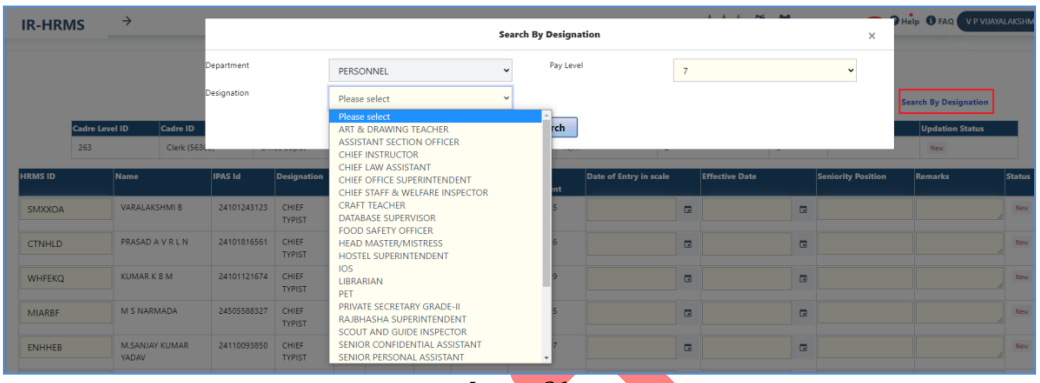

Image : 26

2. **Search by HRMS ID** : In case any particular employee needs to be added in some place in the seniority list, user needs to click the + button shown in the row above. This will add another empty row below the + button. Here CDC can enter the HRMS ID of employee who needs to be added into the list and system will fetch its details and will show. Remaining details can be entered and list can be updated.**(Image : 27)**

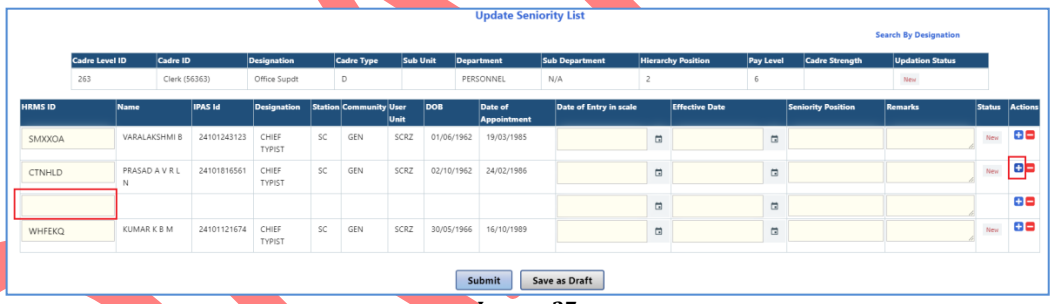

Image : 27

The CDC is required to enter all the details of the employees along with seniority position numbers. **(Image : 28)**

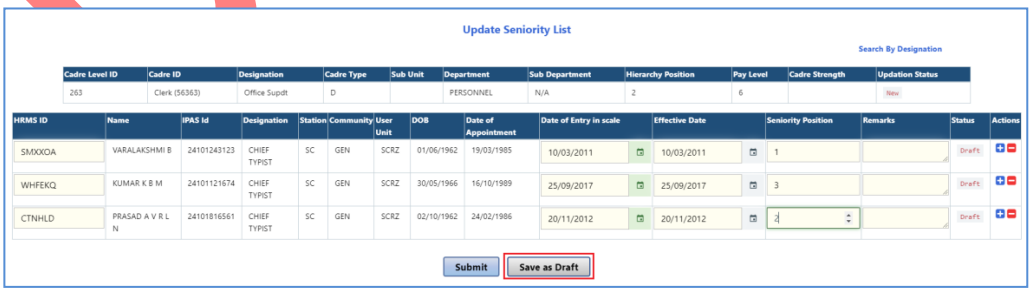

Image : 28

There is no requirement of entering seniority position numbers in sequential manner at the time of entering of data. Once all the data are entered and "Save as Draft" button is clicked, system will automatically sort the seniority lists data sequentially as per the seniority

position numbers. If the CDC has completed entry of all data satisfied with the sorted seniority lists, he can Submit the same. On submission, the list will be sent to CVA for verification.**(Image : 29)**

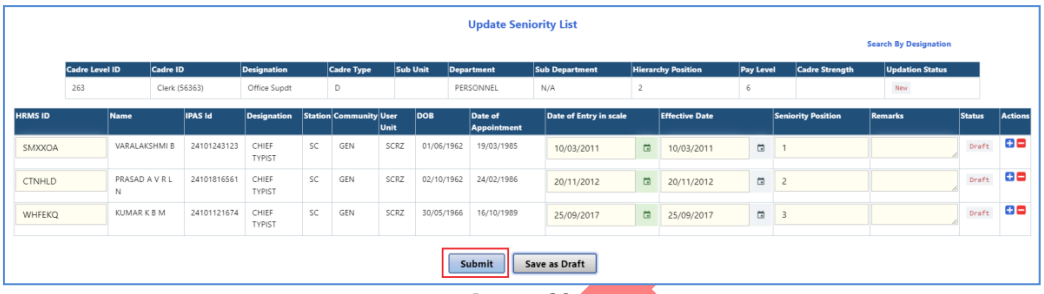

Image : 29

4.2 Verification of Seniority List

The seniority lists so created and submitted by CDC will start reflecting in the account of CVA for verification. Same can be accessed by CVA through the link Verify Seniority List in Cadre Management module. The interface will show the seniority lists that are pending for verification in a drop down. On selecting the appropriate seniority list from the dropdown, the interface for verification will open as shown below. If all details are found correct, CVA can verify the same which will push the seniority list to the account of CAA for acceptance.**(Image : 30)**

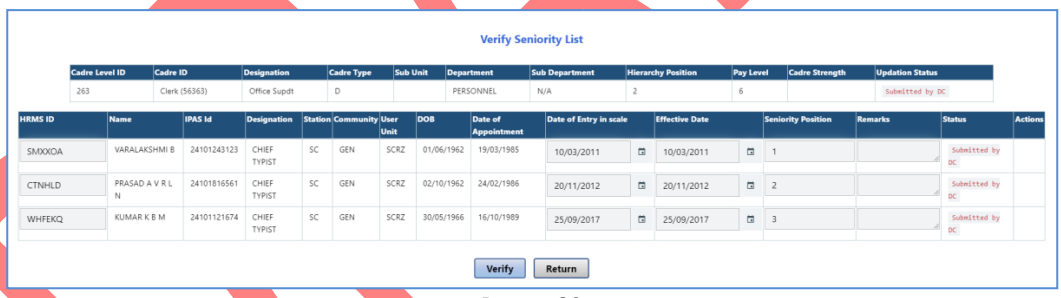

Image : 30

4.3 Accepting and Publishing Seniority List

All the seniority lists that have been verified by CVA will be reflected in the account of CAA for acceptance. There will be 2 options that will be shown to CAA – Approve and Publish.**(Image : 31)**

The verified Seniority list needs to be Approved by CAA. Once approved, it will be finalized in the system for further selections and promotions. However, this approved seniority list will be visible only to Cadre dealing staff of Personnel department.

Cadre Level ID	Cadre ID	Designation	Cadre Type	Sub Unit	Department	Sub Department	Hierarchy Position	Pay Level	Cadre Strength	Updation Status
263	Clerk (56363)	Office Supdt	D		PERSONNEL	N/A	2	6		Approved

HRMS ID	Name	IPAS Id	Designation	Station	Community	User Unit	DOB	Date of Appointment	Date of Entry in scale	Effective Date	Seniority Position	Remarks	Status	Actions
SMXXOA	VARALAKSHMI B	24101243123	CHIEF TYPIST	SC	GEN	SCRZ	01/06/1962	19/03/1985	10/03/2011	10/03/2011	1		Approved	
CTNHLD	PRASAD A V R L N	24101816561	CHIEF TYPIST	SC	GEN	SCRZ	02/10/1962	24/02/1986	20/11/2012	20/11/2012	2		Approved	
WHFEKQ	KUMAR K B M	24101121674	CHIEF TYPIST	SC	GEN	SCRZ	30/05/1966	16/10/1989	25/09/2017	25/09/2017	3		Approved	

Publish

Image : 31

In order to publicize the finalized seniority list, option of Publish needs to be selected. Once selected, a signed pdf copy of the Seniority list can be generated and stored in the system visible to all the employees.

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5.BOOK OF SANCTIONS

Once all the Cadre IDs of a unit have been generated, then creation of Book of Sanctions and Pinpointing of Posts needs to be done.

5.1 Creation of BOS

CDC has the option of creating a detailed pinpointed version of Book of Sanction by accessing the link **"Creation of BOS"** under the head Book of Sanction of Cadre Management Module. Here on clicking the link, the interface shown below will open up **(Image : 32)**. CDC will be required to open each and every Cadre ID and give the detailed breakup of all types of posts along with names of Org units and sub units where they are operating.

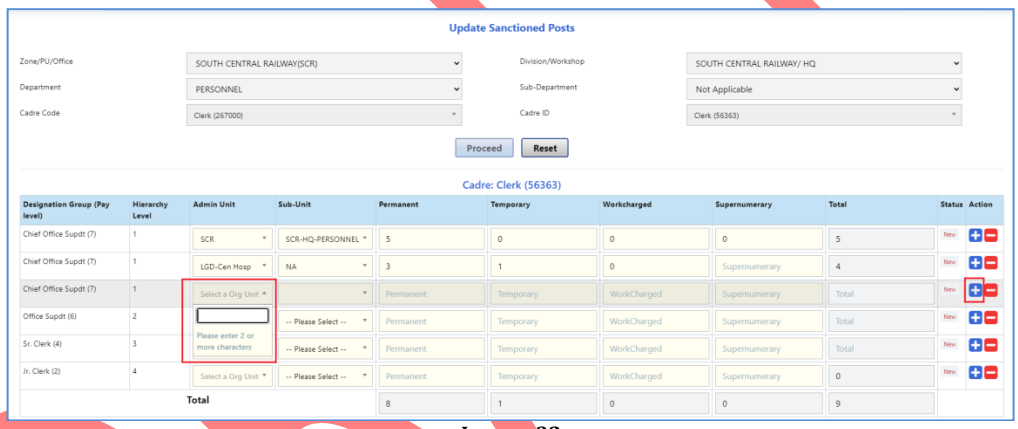

Image : 32

Here for pinpointing for these posts, the Org Units and Sub units will be those units which have been created by AA and UA through Organisation Hierarchy module. Thus, for every post of a particular grade being operated at a particular org unit, a separate row needs to be created by clicking the + sign of that grade and details needs to be entered.

It is to be noted that a Primary unit (Zonal HQ/Division/Workshop) will be able to indicate the unit (Org Unit & Sub unit) which lies within its jurisdiction. Once pinpointed, that particular post will start reflecting the BoS of the Primary Unit that has done the pinpointing.

In case of Zonal and Sub Zonal Cadres and posts :- These are the posts which, though are part of BoS belonging to some other unit, but their cadre is being controlled by some other units. In all such cases, initial pinpointing of posts have to be done by Cadre Controlling Unit which will declare which posts are belonging to which Primary Unit, and then further details of pinpointing have to be done by Primary units which control those posts.

Illustration:

- **Zone :** South Central Railway (SCR)
- **Primary Units :** Zonal HQ, Divisions (SC, BZA, GNT, GTL, HYB, NED), Workshops (LGDS, TPTY, RNYP)
- **Cadre :** Staff and Welfare Inspector
- **Controlling Level :** Level -7 - HQ controlled (Controlled by PCPO Office)
  Level – 6 – Controlled by respective primary units

Consider a scenario wherein in a Zonal Railway (SCR in our illustration), the cadre controlling level of Welfare Inspector is such that Lelev-7 posts are controlled uniformly by Zonal HQ through PCPO office and level 6 posts are under the control of respective units. Thus the steps involved in such a scenario are details as follows:

Step – 1 : Declare Cadre control level as Joint Control and indicate Level -7 as Zonal Control.

Step – 2 : All the primary units will create their respective Cadre IDs for Level – 6 posts. They will not be allowed to create Cadre ID for Level – 7 posts. Zonal HQ will create Cadre ID for Level – 7 posts.

Step – 3 : All the primary units will update the seniority lists for Level – 6 Cadre ID as they are the Cadre Controlling Level. Zonal HQ will update the seniority list for Level -7 as it is the Cadre controlling Unit for Level – 7.

Step – 4 : Respective Primary Units will pinpoint the Level – 6 posts. Here if all the posts are pinpointed at Sr DPO office they can select their Division Name in Org unit and BO unit name in Sub unit.

For Zonal Controlled posts of Level – 7, there will be 2 stages in pinpointing. In first stage, in org unit, the Zonal HQ will be required to indicate the Primary units in which those posts are being operated. So if Zonal HQ is declaring pinpointing for its own unit, they need to select Short code of their Zone in Org unit and select PCPO office in sub unit. However, for the Level-7 posts of other primary units for which Zonal HQ is controlling the Cadre, Zonal HQ has to indicate only the short codes of those Primary units and Zonal HQ will not be able to select any sub unit. Once done, these cadres along with their indicated posts break up will start reflecting in the BoS of those assigned Primary units as pending for pinpointing. Respective Primary Units can then indicate precise pinpointing like, Sr DPO Office etc where those posts are operating.

Once entire data entry has been done, the draft BoS can be submitted for verification by CAA.**(Image : 33)**

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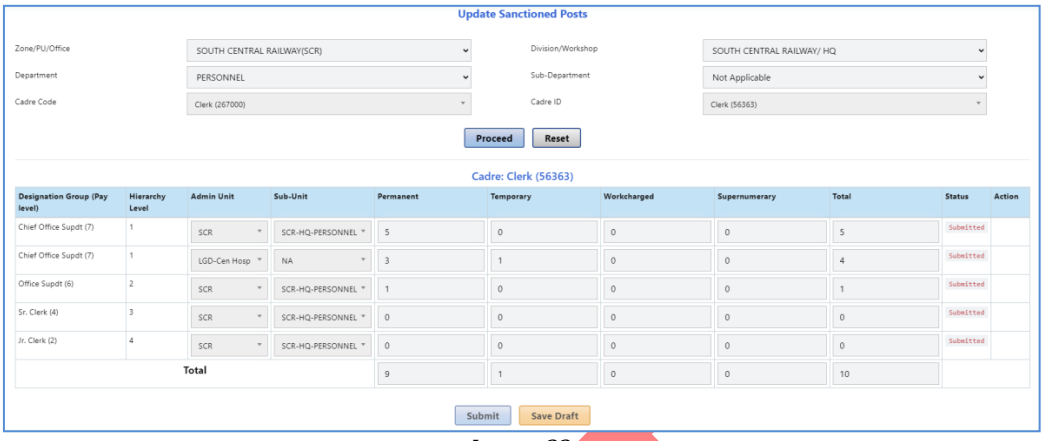
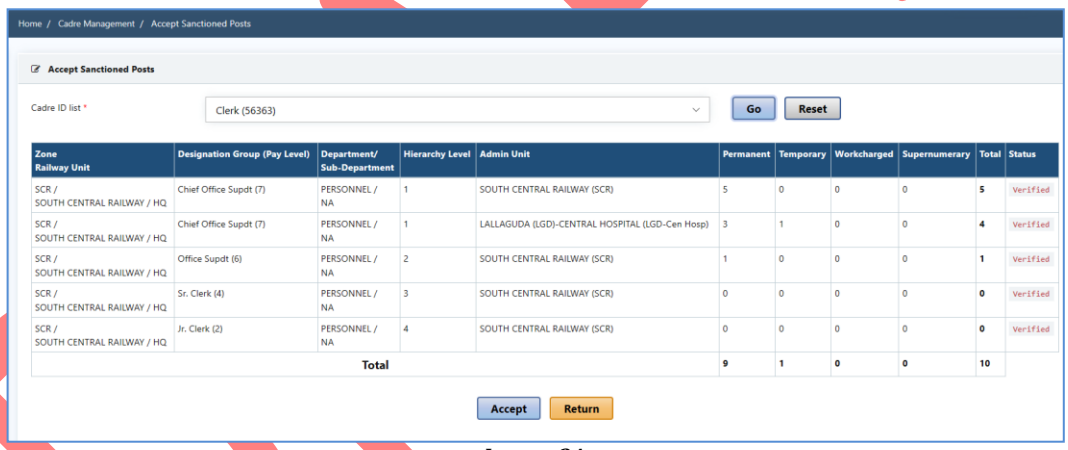


Designation Group (Pay level)	Hierarchy Level	Admin Unit	Sub-Unit	Permanent	Temporary	Workcharged	Supernumerary	Total	Status	Action
Chief Office Supdt (7)	1	SCR	SCR-HQ-PERSONNEL	5	0	0	0	5	Submitted	
Chief Office Supdt (7)	1	LGD-Cen Hosp	NA	3	1	0	0	4	Submitted	
Office Supdt (6)	2	SCR	SCR-HQ-PERSONNEL	1	0	0	0	1	Submitted	
Sr. Clerk (4)	3	SCR	SCR-HQ-PERSONNEL	0	0	0	0	0	Submitted	
Jr. Clerk (2)	4	SCR	SCR-HQ-PERSONNEL	0	0	0	0	0	Submitted	
Total				9	1	0	0	10		

Image : 33

5.2 Verification and Approving BoS

Once the CDC has entered all the details regarding pinpointing of posts and submitted the draft BoS, it will be pushed to CAA for verification. Once he verifies, it will be sent to UA for Approval who will have option either to Accept or Return it. **(Image : 34)**



Zone Railway Unit	Designation Group (Pay Level)	Department/ Sub-Department	Hierarchy Level	Admin Unit	Permanent	Temporary	Workcharged	Supernumerary	Total	Status
SCR / SOUTH CENTRAL RAILWAY / HQ	Chief Office Supdt (7)	PERSONNEL / NA	1	SOUTH CENTRAL RAILWAY (SCR)	5	0	0	0	5	Verified
SCR / SOUTH CENTRAL RAILWAY / HQ	Chief Office Supdt (7)	PERSONNEL / NA	1	LALLAGUDA (LGD)-CENTRAL HOSPITAL (LGD-Cen Hosp)	3	1	0	0	4	Verified
SCR / SOUTH CENTRAL RAILWAY / HQ	Office Supdt (6)	PERSONNEL / NA	2	SOUTH CENTRAL RAILWAY (SCR)	1	0	0	0	1	Verified
SCR / SOUTH CENTRAL RAILWAY / HQ	Sr. Clerk (4)	PERSONNEL / NA	3	SOUTH CENTRAL RAILWAY (SCR)	0	0	0	0	0	Verified
SCR / SOUTH CENTRAL RAILWAY / HQ	Jr. Clerk (2)	PERSONNEL / NA	4	SOUTH CENTRAL RAILWAY (SCR)	0	0	0	0	0	Verified
Total					9	1	0	0	10	

Image : 34

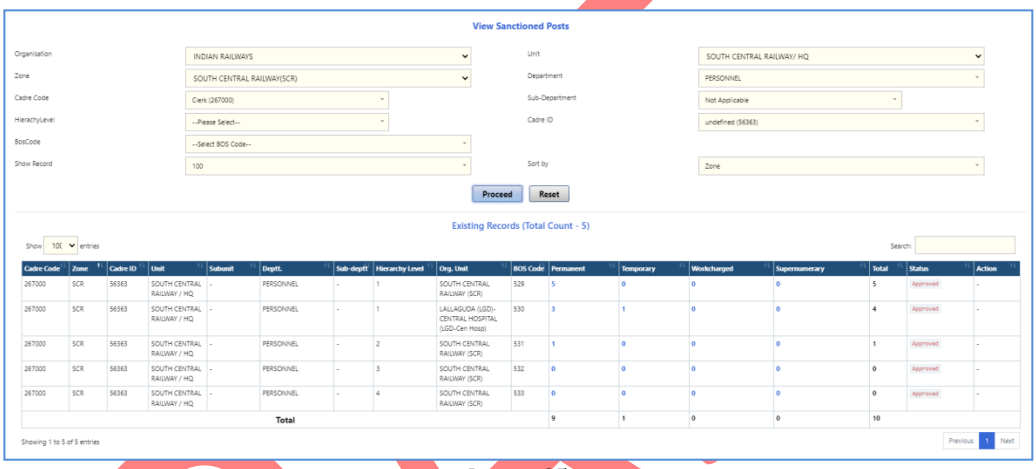
For the BoS summary data without pinpointing of station to org units, which has been uploaded into the system, CDC will be required to indicate pinpointing of posts by accessing the link Pinpointing (Ported Data).

Once the entire pinpointing of posts have been done and BoS have been accepted by UA, all the sanctioned posts of a particular Primary unit will be created with each post having its own independent post code.

6.MANPOWER PLANNING

6.1 View Posts

This is a report format which has been provided to view all the posts that are sanctioned in a particular unit. In order to narrow down the search results, users have been provided with multiple filters to assist them **(Image : 35)**



View Sanctioned Posts

Organisation	INDIAN RAILWAYS	Unit	SOUTH CENTRAL RAILWAY/ HQ
Zone	SOUTH CENTRAL RAILWAY(SCR)	Department	PERSONNEL
Cadre Code	Clerk (267000)	Sub-Department	Not Applicable
Hierachy/Level	--Please Select--	Cadre ID	undefined (56363)
BosCode	--Select BOS Code--		
Show Record	100	Sort by	Zone

Proceed Reset

Existing Records (Total Count - 5)

Show 100 entries Search:

Cadre Code	Zone	Cadre ID	Unit	Subunit	Deptt.	Sub-deptt	Hierarchy Level	Org. Unit	BOS Code	Permanent	Temporary	Workcharged	Supernumerary	Total	Status	Action
267000	SCR	56363	SOUTH CENTRAL RAILWAY / HQ	-	PERSONNEL	-	1	SOUTH CENTRAL RAILWAY (SCR)	529	5	0	0	0	5	Approved	-
267000	SCR	56363	SOUTH CENTRAL RAILWAY / HQ	-	PERSONNEL	-	1	LALLAGUDA (LGD)-CENTRAL HOSPITAL (LGD-Cen Hosp)	530	3	1	0	0	4	Approved	-
267000	SCR	56363	SOUTH CENTRAL RAILWAY / HQ	-	PERSONNEL	-	2	SOUTH CENTRAL RAILWAY (SCR)	531	1	0	0	0	1	Approved	-
267000	SCR	56363	SOUTH CENTRAL RAILWAY / HQ	-	PERSONNEL	-	3	SOUTH CENTRAL RAILWAY (SCR)	532	0	0	0	0	0	Approved	-
267000	SCR	56363	SOUTH CENTRAL RAILWAY / HQ	-	PERSONNEL	-	4	SOUTH CENTRAL RAILWAY (SCR)	533	0	0	0	0	0	Approved	-
					Total					9	1	0	0	10		

Showing 1 to 5 of 5 entries Previous 1 Next

Image : 35

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7.DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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CRIS

DRAFT MANUAL

USER MANUAL

SYSTEM : HRMS

MODULE : ORGANISATION HIERARCHY

DRAFT

Version 1.0

CRIS

DRAFT MANUAL

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DRAFT MANUAL

1. GENERAL INFORMATION

1.1 Purpose and Scope

As per current prevailing structure, Railway Administration is being operated in a 3 – Tier structure comprising of – Railway Board at Tier-I, Zonal Railways at Tier-II and Divisions and Workshops at Tier-III. These administrative units themselves are further divided into various separate entities like departments, sheds, maintenance units, health units etc for administrative and operative purpose. Each of these entities is either existing independently with separate posts as well as funds allotted to it or are act as a sub unit of an independent org unit. The basic purpose of this module is to create all such entities which are existing and being operated at different levels across different administrative units of Indian Railways and map them into HRMS.

1.2 Brief Overview of Application

The entire process of creation of these organization units has been divided into a 2-step process. First, Approving Authority (AA) of already **existing primary units (Zonal railway, Divisional Railway, Workshop and Construction Unit)** will log into their HRMS system and will start creating different units one at a time duly entering all the required details. Once the details for a particular entity is entered and submitted, then the Unit Administrator (UA) of that primary unit can log into the system and verify the details of the units so proposed to be created. Once the details are verified by the UA, the units are created and will start reflecting into the system.

1.3 User Roles involved

Approving Authority (AA)	-	for creation of org units
Unit Administrator (UA)	-	for verification and approving of org units

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2. ZONAL AND DIVISIONAL UNITS

2.1 Creation of Units

This provision has been provided to create an org unit which currently does not exist in the system. Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process.

In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.**(Image : 1)**

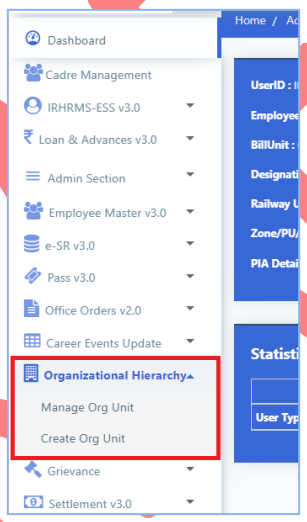

Image : 1

Once **"Create Org Unit"** option is selected and clicked, the following interface will be opened prompting AA to enter the details as shown in the screenshot **(Image : 2)**

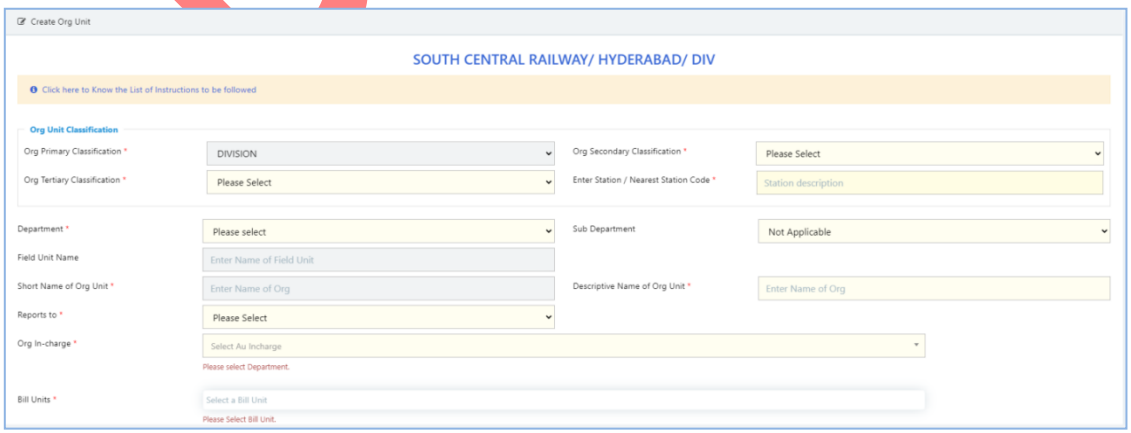

Image : 2

Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Org Secondary Classification :** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Divisional BO (Divisional Branch Officer's office), Divisional Field Unit (for creating ADEN, ADSTE, RPF outposts etc), Divisional Health Units, Shed (Diesel or electric loco sheds) etc as shown below **(Image : 3)**

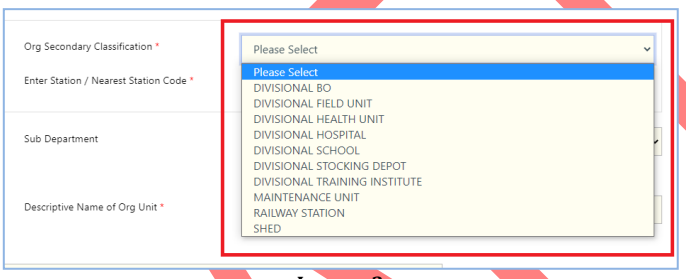

Image : 3

3. **Org Tertiary Classification :** This drop down defines the type of unit being created. For all the options selected from drop down under Secondary classification this drop down will be fixed and will not allow user to make any selection **except** only in case of **Maintenance unit** and **Shed**. Once one of these two options are selected, user is required to make selections regarding the type of that unit from this drop down as shown in the screenshots below **(Image 4 & 5)**

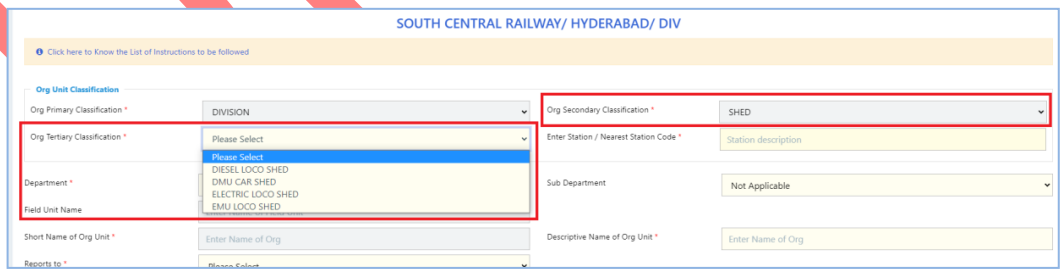

Image : 4

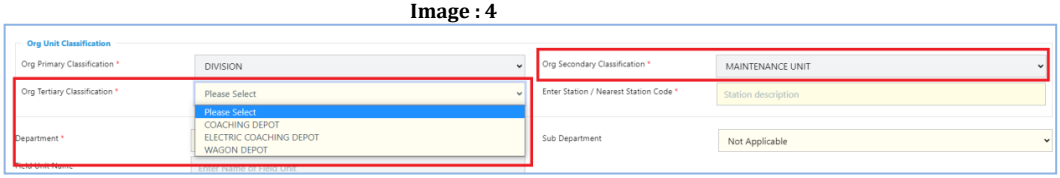

Image : 5

4. **Station / Nearest Station Code :** In this field user is required to identify the station where the unit being so created exists. Here option of dynamically searching stations across India by entering at least 2 characters has been given for the ease of use. In case a user selects a station which is beyond the territorial limit of his Railway Zone, system will prompt a warning message and after the confirmation by user, the said station may be selected.

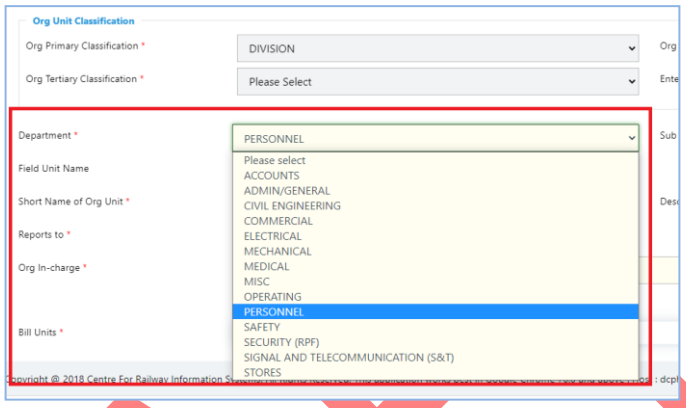

Image : 6

5. **Department :** Here in this field, it is required to indicate the Department to which the unit being created pertains. For eg it will be Security in case of RPF outpost, Medical in case of Divisional Hospital / Health unit and so forth.**(Image : 6)**

6. **Field Unit name :** This is a descriptive text box in which data can be entered only when Org unit being created is of **type Field Unit** selected in its **Secondary Classification**. Here user can indicate the name of field unit which is being created. For eg in case of Hyderabad division, if the office of ADEN Kurnool Town is being created, user may enter its name as ADEN/KRNT **(Image : 7)**

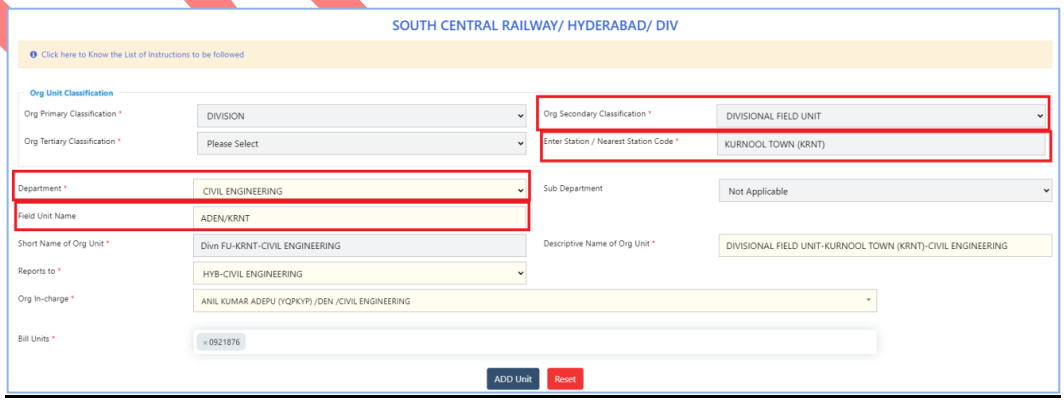

Image : 7

7. **Short name and Descriptive Name :** Here Short name of all units being created is in non-editable format. However, users are allowed to edit the Descriptive names of the unit being created to suit their convenience for better identification of the units.

However, default description will still be prompted by the system with the option of the user to edit it.

8. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop and Construction have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

For example, when user logs into the system for the first time and no org unit has been created thus far, the only option of Zone/Division Name (Directly reporting to GM/DRM) will be displayed under this dropdown. Thus all those org units like Zonal HQ Office / Divisional BO etc who report directly to GM/DRM can be created first and their reporting may be assigned directly to GM/DRM. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to GM/DRM, this option may be selected. **(Image 8 & 9)**

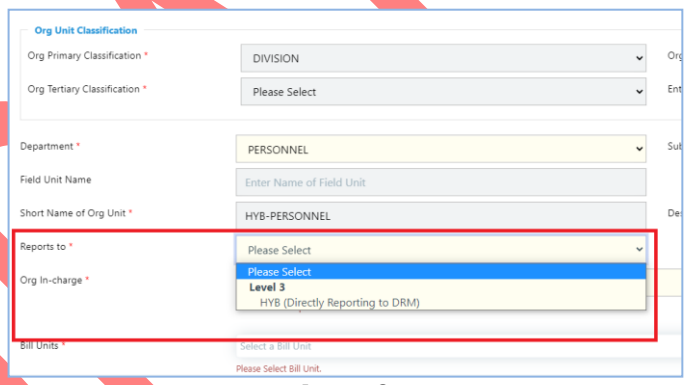

Image : 8

However, in case org units so being created reports to any Divisional Branch Office or any other unit further down the hierarchy, the same may be selected from the same drop down.

Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure.

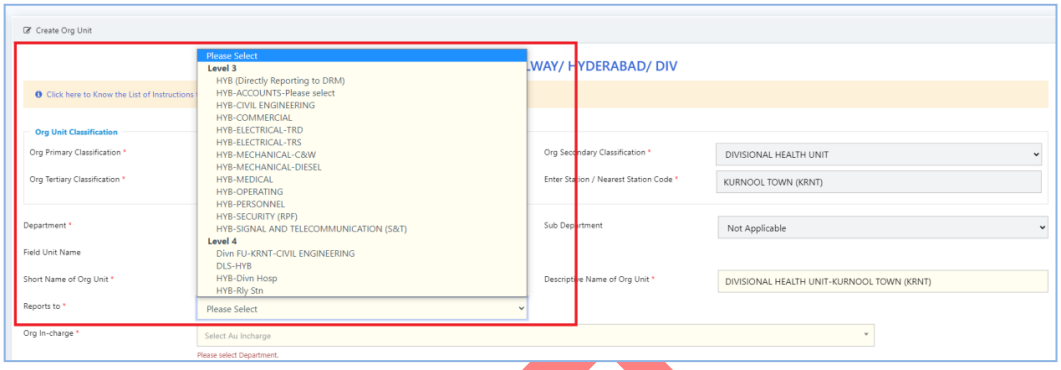

Image : 9

9. **<u>Org In-charge :</u>** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation and accordingly necessary selection may be made

10. **<u>Bill Unit :</u>** Bill units comprising of employees of that org units need to be added here

Once all these details are entered, user needs to submit the record for verification to be done by Unit Administrator (UA). Once clicked, the system will ask for confirmation of the same. When confirmed, the record will be sent to UA for verification.**(Image : 10)**

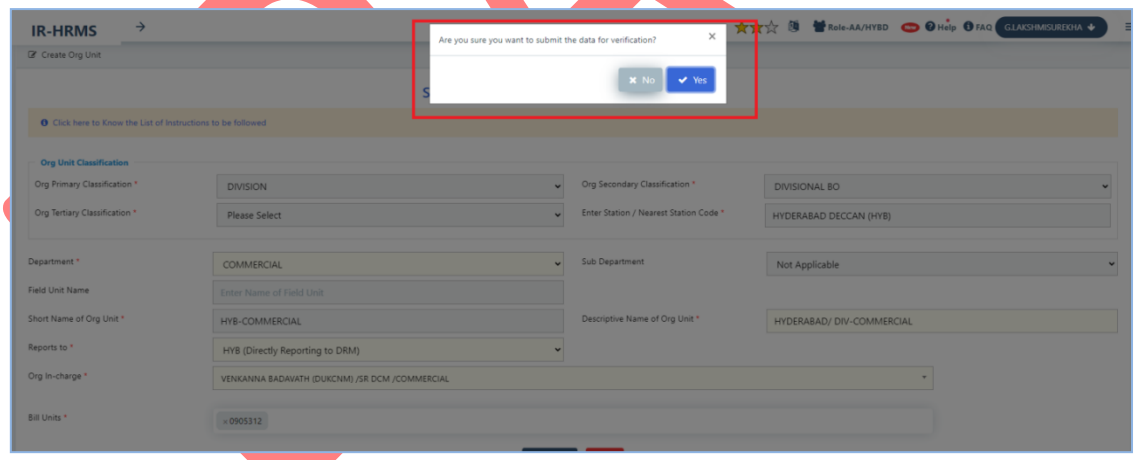

Image : 10

2.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 11)**

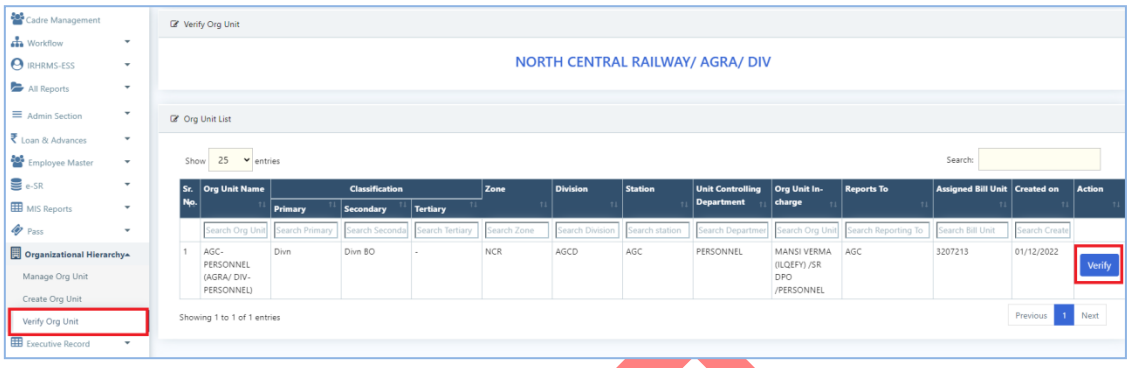

Image : 11

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details are found to be correct, the record can be verified. If any detail is found to be incorrect and UA needs to return the record, same can also be done along with remarks. **(Image : 12)**

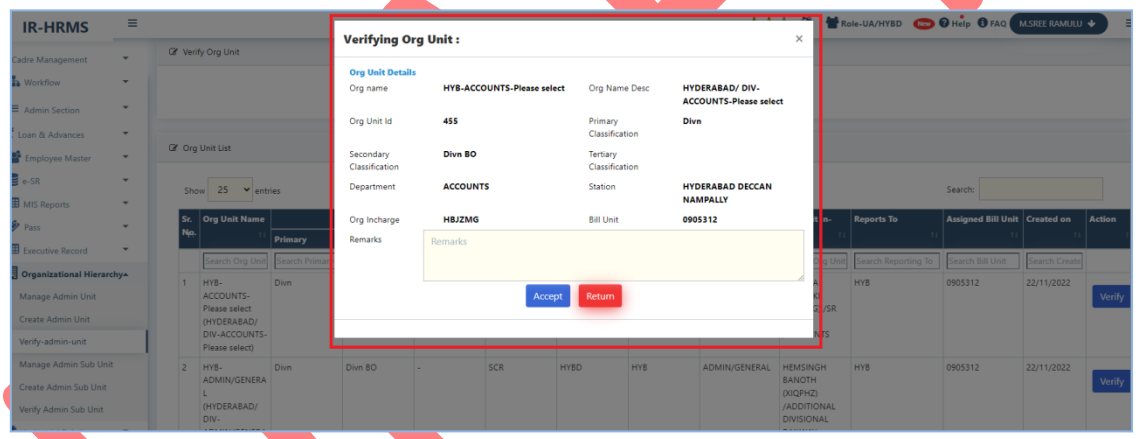

Image : 12

The records so verified and approved as well as those which have been returned back for correction, will start reflecting in the system and can be seen from **"Manage Org Units"** interface.

3. WORKSHOP UNITS

3.1 Creation of Units

The process for creation of organization units of a Workshop is similar to that of Zonal and Divisional Units. It is again a 2-step process wherein units are **proposed by Approving Authority (AA)** and **verified and approved by Unit Administrator (UA)**.

Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process. In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.

Once **"Create Org Unit"** option is selected and clicked, the following screen will be opened prompting AA to enter the details as shown in the screenshot **(Image : 13)**

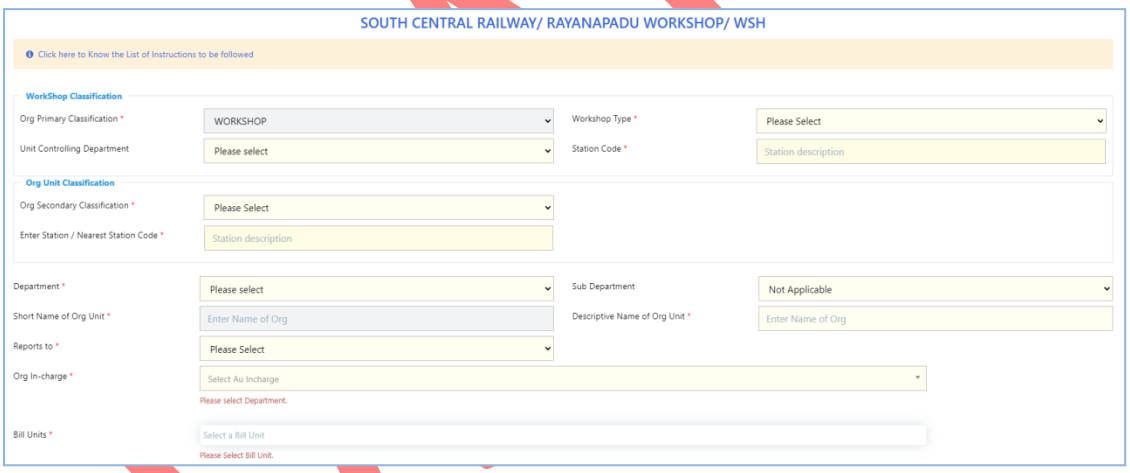

Image : 13

Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Workshop Type :** In case of Workshops, when logged into the system for the first time, AA will be required to select the type of Workshop and its controlling department. List of all types of Workshops will be displayed in this drop down and user can select the option based on its unit type. This selection is one time activity and once Workshop type,

Controlling Department and Station of Workshop are selected, they will remain frozen thereafter whenever user logs in and creates any further org units.**(Image : 14)**

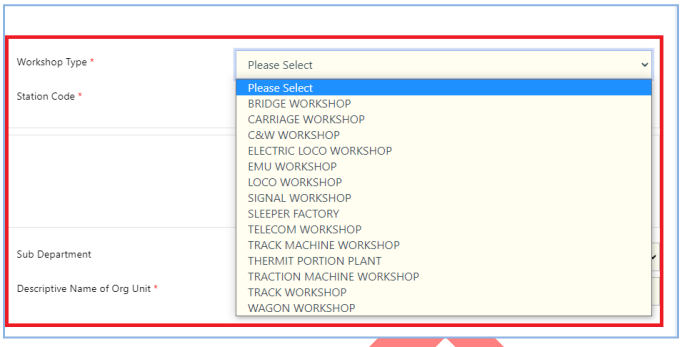

Image : 14

3. **<u>Org Secondary Classification :</u>** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Department (eg Personnel, Accounts etc), Shop (for eg Trimming shop, Welding Shop etc), Stocking Depot and Training Centre (BTC) as shown below **(Image : 15)**

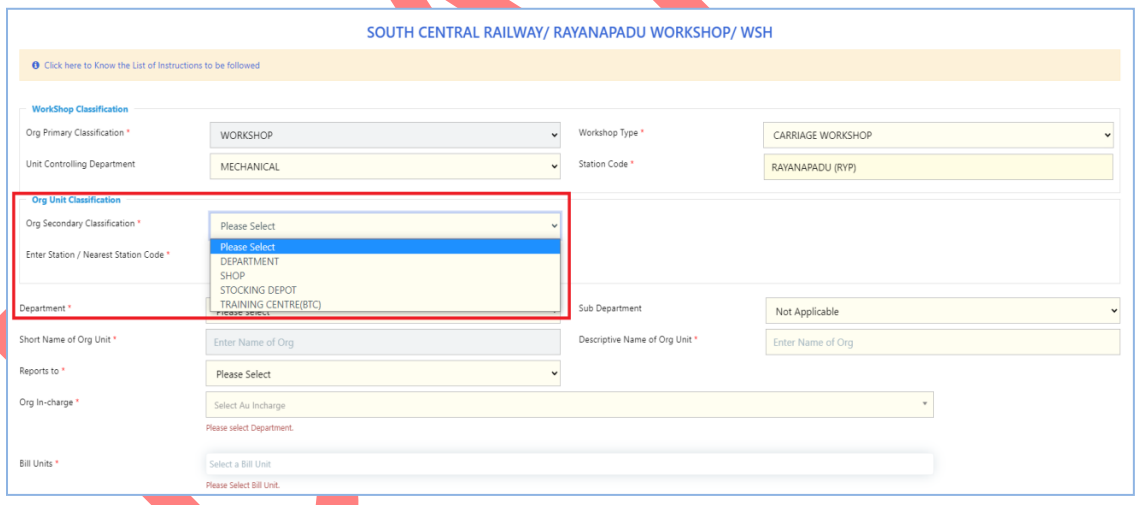

Image : 15

4. **<u>Department :</u>** Here in this field, it is required to indicate the Department to which the unit being created pertains. For eg it will be Mechanical in case of shop belonging to Mechanical department, Personnel while creating Personnel Department and so forth.

5. **<u>Short name and Descriptive Name :</u>** Here Short name of all units being created is in non-editable format. However, users are allowed to edit their Descriptive names to suit their convenience for better identification of the units. However, default description will still be prompted by the system with the option of the user to edit it.

6. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop and Construction have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

   For example, when user logs into the system for the first time and no org unit has been created thus far, the only option of Workshop Name (Directly reporting to CWM) will be displayed under this dropdown. Thus all those org units like Shop / Department etc who report directly to CWM can be created first and their reporting may be assigned directly to CWM. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to CWM, this option may be selected.

   However, in case org unit so being created reports to any other unit further down the hierarchy, the same may be selected from this drop down.

   Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure.

7. **Shop name :** This is a descriptive text box in which data can be entered only when Org unit being created is of **type Shop** for which appropriate selection can be made through Secondary **Classification** drop down. Here user can enter the name of shop which is being created. **(Image : 16)**

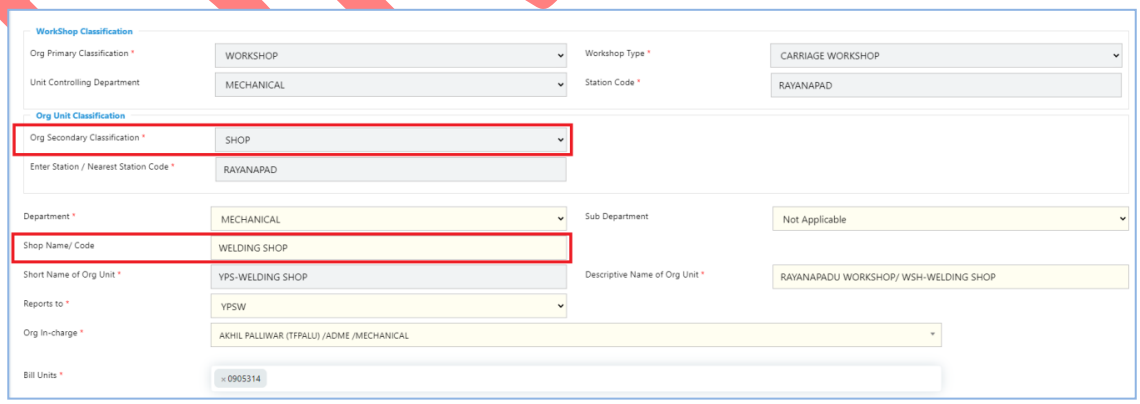

Image : 16

8. **Org In-charge :** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation.

9. **Bill Unit :** Bill units comprising of employees of that org units need to be added here

Once all the details required for creation of organization units has been entered into the system, the record may be submitted for verification. On submission of record, it will be forwarded to UA for verification.

3.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 17)**

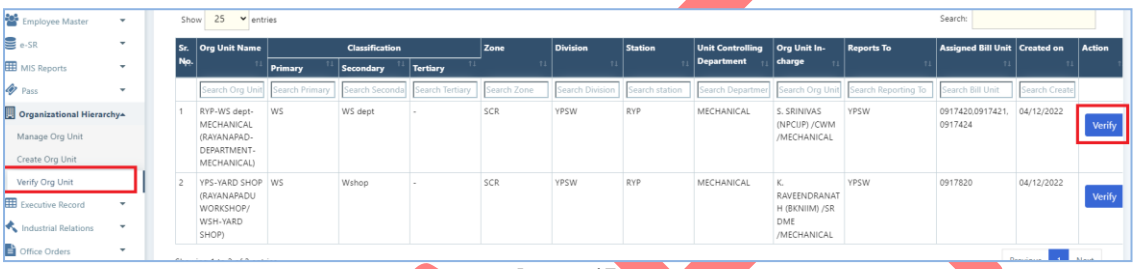

Image : 17

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details found to be correct, the record can be verified. If any detail found to be incorrect and UA needs to return the record, same can also be done.

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4. CONSTRUCTION UNITS

4.1 Creation of Units

The process for creation of organization units of Construction is similar to that of Zonal and Divisional Units. It is again a 2-step process wherein units are **proposed by Approving Authority (AA)** and **verified and approved by Unit Administrator (UA)**.

Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process. In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.

Once **"Create Org Unit"** option is selected and clicked, the following screen will be opened prompting AA to enter the details as shown in the screenshot **(Image : 18)**

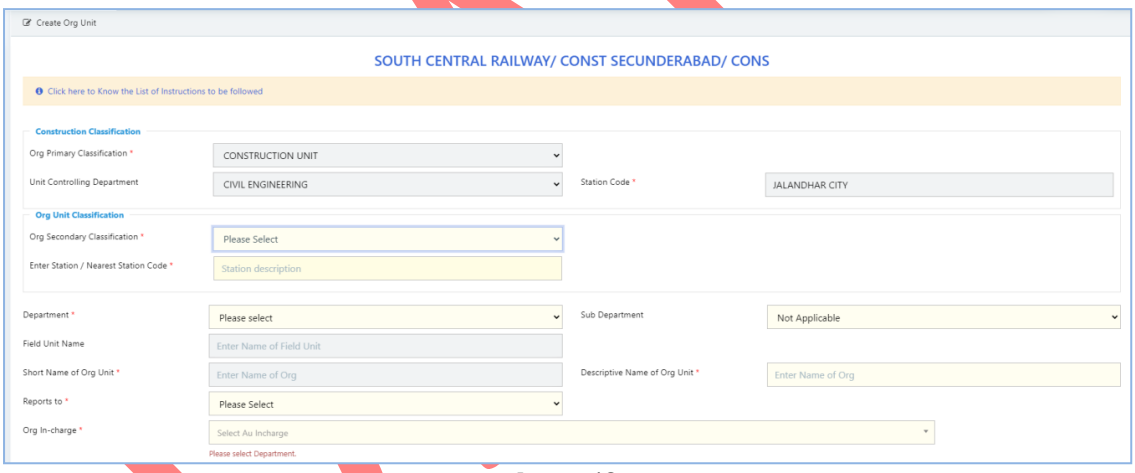

Image : 18

In order to create organization structure and different units of a Division, the interface as shown above will be opened when "Create Orgn Units" is clicked. Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Unit Controlling Department :** In case of Construction, when logged into the system for the first time, users will be required to select the Unit controlling department and station. This selection is one time activity and once Controlling Department and Station are selected, they will remain frozen thereafter.

3. **Org Secondary Classification :** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Construction HQ (for creation of HQ Departments like Electrical, Civil Engg, Personnel etc) and Construction Field Units (for creation of different field units at different locations) **(Image : 19)**

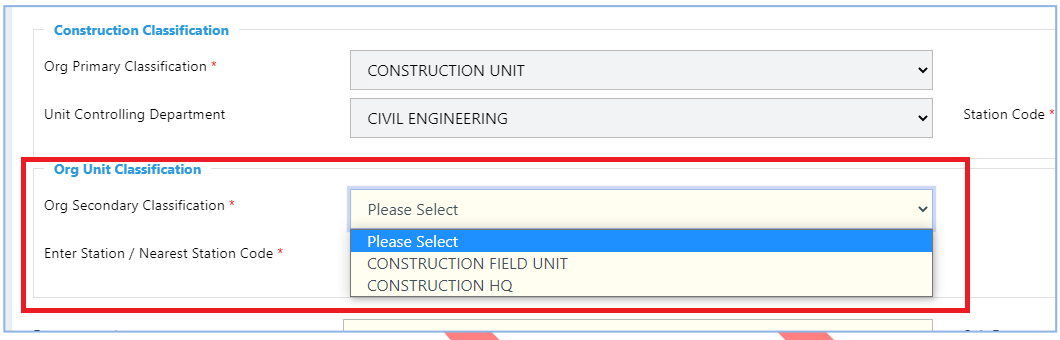

Image : 19

4. **Department :** Here in this field, it is required to indicate the Department to which the unit being created pertains. For eg if Electrical Department is being created at HQ, Electrical needs to be indicated or if S&T field unit is being created, S&T is to be indicated.

5. **Field Unit name :** This is a descriptive text box which will be opened only when Org unit being created is of type Construction Field Unit selected in its Secondary Classification. Here user can indicate the name of field unit which is being created. For eg if an office of Dy CSTE/C is being created, same may be indicated in this text box.**(Image : 20)**

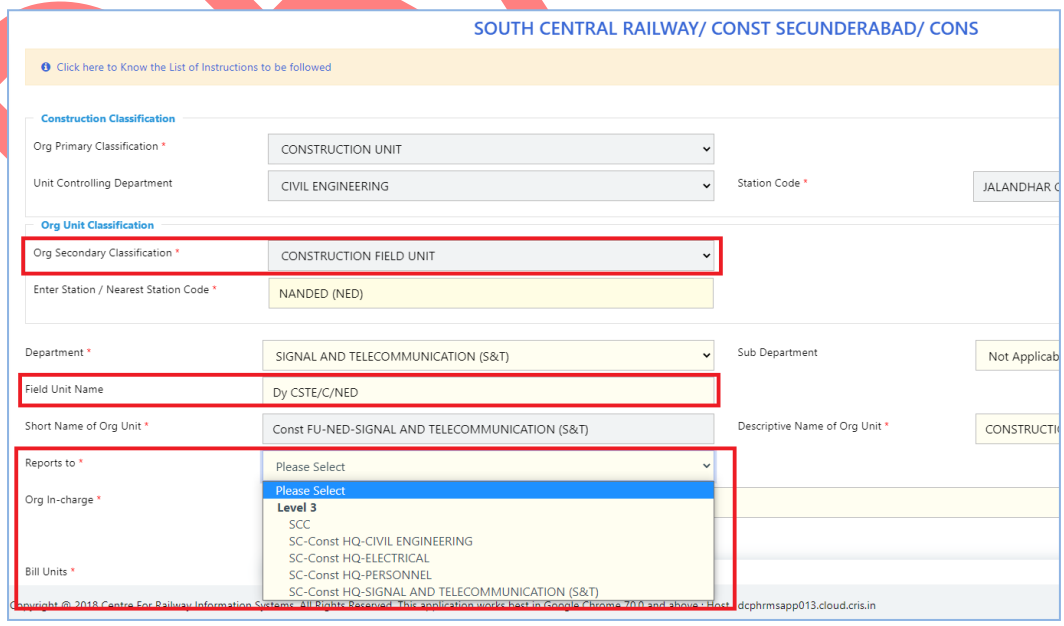

Image : 20

6. **Short name and Descriptive Name :** Here Short name of all units being created is in non-editable format. However, users are allowed to edit their Descriptive names to suit their convenience for better identification of the units. However, default description will still be prompted by the system with the option of the user to edit it.

7. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop and Construction have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

   When user logs into the system for the first time and no org unit has been created thus far, the only option of Construction Short Code (Directly reporting to CAO) will be displayed under this dropdown. Thus all those org units like Department etc which report directly to CAO can be created first and their reporting may be assigned directly to CAO. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to CAO, this option may be selected.

   However, in case org unit so being created reports to any other unit further down the hierarchy, the same may be selected from this drop down.

   Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure

8. **Org In-charge :** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation.

9. **Bill Unit :** Bill units comprising of employees of that org units need to be added here

Once all the details required for creation of organization units has been entered into the system, the record may be submitted for verification. On submission, the details of the unit will be forwarded to Unit Administrator (UA) for verification

4.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 21)**

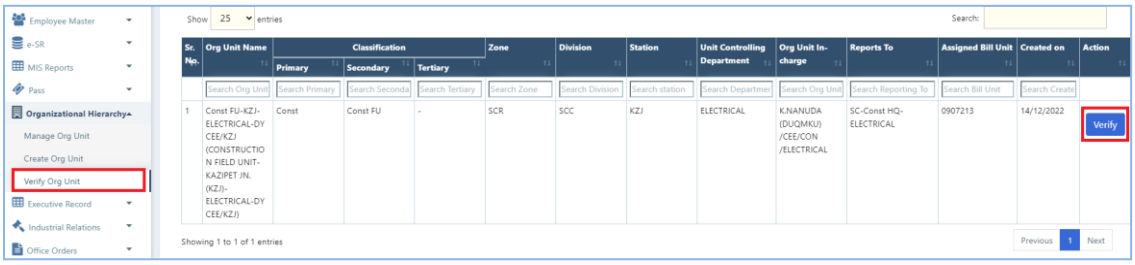

Image : 21

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details found to be correct, the record can be verified. If any detail found to be incorrect and UA needs to return the record, same can also be done.

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5. MANAGE ORGANISATION UNITS

The system also offers provision to users to monitor and view various organization units that have been created and exist in the system. The same can be seen in the form of a report from the interface of "**Manage Org Units"** as shown below **(Image : 22)**

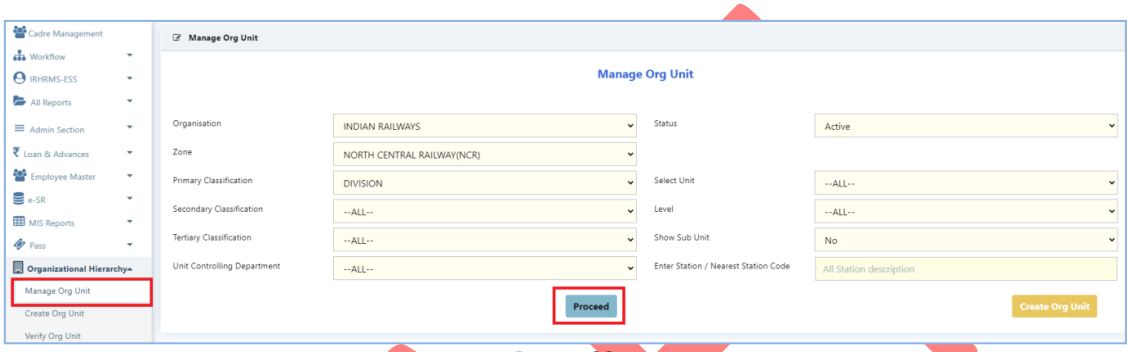

Image : 22

In "**Manage Org Unit**" Interface, user can view the list of already created organization units as per his requirement by applying various filters provided which are explained as follows:

1. **Status:** Here user can select the organization units based on their current status, i.e whether they are **Active** / **Under Approval** (created by AA and send for approval to UA and yet to be approved) / **Returned** (Returned by UA to AA with remarks to make changes) / **Discontinued** (Org Unit no longer in use and marked discontinued). (**Image : 23**)

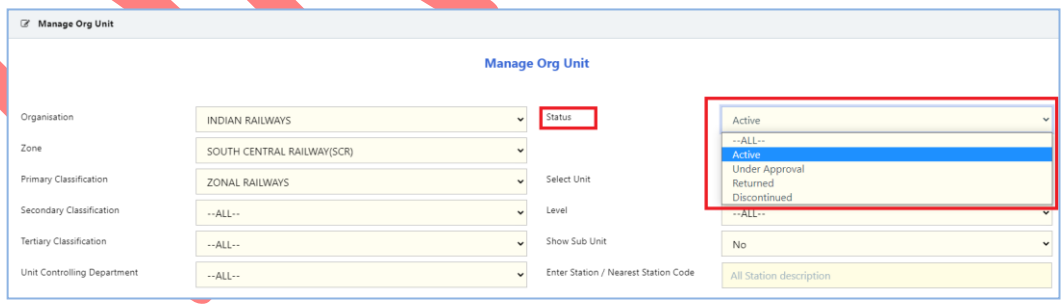

Image : 23

2. **Primary Classification :** Here option is given to select the type of Primary classification which will be displayed based on the selection of Zone and includes **Zonal Railway** (Zonal HQ Office), **Division**, **Workshop** and **Construction Unit** in case a Zonal Railway is selected from Zone option. However if a Production unit is selected, this option will automatically be set to **Production Unit**. (**Image : 24**)

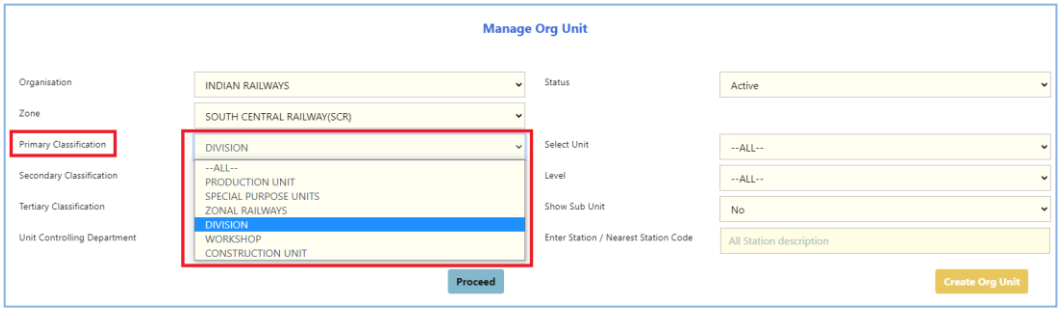

Image : 24

3. **<u>Select Unit :</u>** Once the user has selected a particular Zone, and a particular Primary Classification, various units existing within that unit can be selected from "Select Unit" option as shown below. (**Image : 25**)

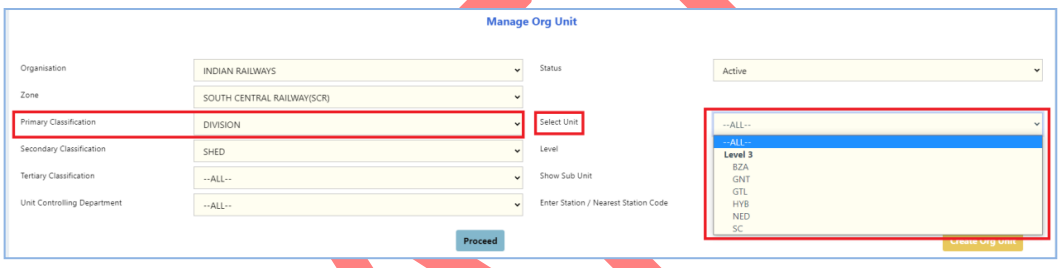

Image : 25

4. **<u>Secondary and Tertiary Classification :</u>** After setting the above filters, user can select a particular organization unit by making appropriate selection from Secondary and Tertiary Units filter. The option in these drop downs are same as that reflected at the time of creation of Organisation Units (**Image : 26** & **Image : 27**)

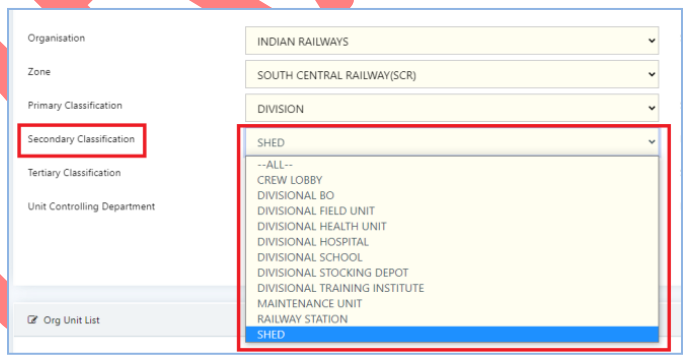

Image : 26

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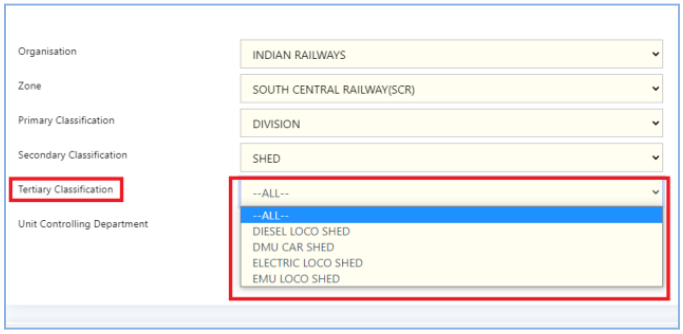

Image : 27

5. **Level :** In order to establish hierarchy of various units based on their reporting structure, all organization units have been assigned to a particular level. If a user wants to view organization belonging to a particular level, same can be viewed by selecting the Level number from the filter. **(Image : 28)**

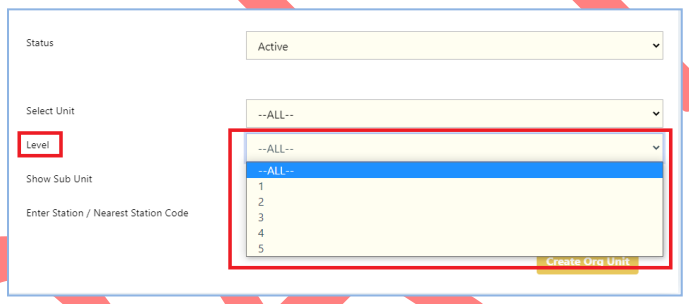

Image : 28

Details of different levels to which Organisation units have been assigned to are shown below:

Level	Organisation Units				
	Zone	**Division**	**Workshop**	**Construction**	**Production Unit**
2	1. HQ Office	----	----	----	1. HQ Office
3	1. Central Hospital 2. Central School 3. Printing press 4. Stocking Depot 5. Zonal Field Unit 6. Zonal Maintenance Unit 7. Zonal Training Centre	1. Divisional BO	1. Training Centre (BTC) 2.Department, Shop 3. Canteen	1.Construction HQ	1. Central Hospital 2. Central School 3. Printing press 4. Stocking Depot 5. Zonal Field Unit 6. Zonal Maintenance Unit 7. Zonal Training Centre

4	---	1. Crew Lobby 2. Divisional Field Unit 3. Divisional Hospital 4. Divisional School 5. Divisional Stocking Depot 6. Divisional Training Institute 7. Maintenance Unit 8. Railway Station 9. Shed	1. Stocking Depot	1.Construction Field Unit	---
5	---	1. Divisional health Unit	---	---	---

6. **<u>Show Sub-unit :</u>** All the organization units have been further classified whether they are a sub-unit of a main Org Unit or not. In this filter, while generating the report, user can select whether to show Sub units also in the report so generated or otherwise. If No is selected, no sub-unit for the selected categories will be displayed in the report. (**Image : 29**)

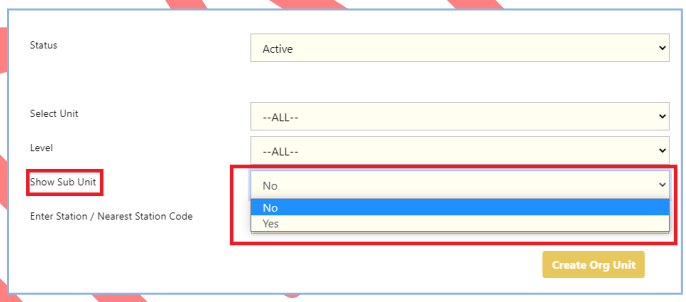

Image : 29

Only following units have been classified as Sub unit and will be shown in the Manage Org Units Report only when "show sub units" filter is selected as Yes

- Zonal railway HQ Office, Production Unit HQ Office, Divisional BO, Construction HQ, Workshop Training Centre (BTC), Workshop Department, Workshop Canteen, Workshop Shop

Once specific requirement has been set through appropriate selection in different filters, user will be shown the report in the format shown below.**(Image 30 & 31)**

#.	Level	Org	Zone	Org Unit Name	Classification			Controlling Department	Station	Unit Incharge	Reports To	Employee Count	status	Action
					Primary	Secondary	Tertiary							
LEVEL 3														
1	3	INDIAN RAILWAYS	SCR	HYB (HYDERABAD)	Divn	-	-	-	-	-	-	-	Accepted	
2	3	INDIAN RAILWAYS	SCR	HYB-ACCOUNTS-Please select (HYDERABAD/ DIV-ACCOUNTS-Please select)	Divn	Divn BO	-	ACCOUNTS	HYDERABAD DECCAN NAMPALLY	HARISHA VELLANKI (HBJZMG) /SR DFM /ACCOUNTS	HYB	-	Accepted	
3	3	INDIAN RAILWAYS	SCR	HYB-ADMIN/GENERAL (HYDERABAD/ DIV-ADMIN/GENERAL)	Divn	Divn BO	-	ADMIN/GENERAL	HYDERABAD DECCAN NAMPALLY	HEMSINGH BANOTH (XIQPHZ) /ADDITIONAL DIVISIONAL RAILWAY MANAGER /ADMIN/GENERAL	HYB	-	Returned to AA	
4	3	INDIAN RAILWAYS	SCR	HYB-CIVIL ENGINEERING (HYDERABAD/ DIV-CIVIL ENGINEERING)	Divn	Divn BO	-	CIVIL ENGINEERING	HYDERABAD DECCAN NAMPALLY	MOTHILAL BHOOKYA (FLLCJK) /SR DEN/CORD /CIVIL ENGINEERING	HYB	-	Accepted	
5	3	INDIAN RAILWAYS	SCR	HYB-COMMERCIAL (HYDERABAD/ DIV-COMMERCIAL)	Divn	Divn BO	-	COMMERCIAL	HYDERABAD DECCAN NAMPALLY	VENKANNA BADAVATH (DUKCNM) /SR DCM /COMMERCIAL	HYB	-	Accepted	

Image : 30

Org Unit List

Total Entries : 3

Show 100 entries

Search:

#.	Level	Org	Zone	Org Unit Name	Classification			Controlling Department	Station	Unit Incharge	Reports To	Employee Count	status	Action
					Primary	Secondary	Tertiary							
LEVEL 3														
1	3	INDIAN RAILWAYS	SCR	HYB-MEDICAL (HYDERABAD/ DIV-MEDICAL)	Divn	Divn BO	-	MEDICAL	HYDERABAD DECCAN NAMPALLY	DR K ANURADHA (ETZTYE) /ADDL CHIEF HEALTH DIRECTOR /MEDICAL	HYB	-	Accepted	
LEVEL 4														
2	4	INDIAN RAILWAYS	SCR	HYB-Divn Hosp (HYDERABAD DECCAN (HYB)-DIVISIONAL HOSPITAL)	Divn	Divn Hosp	-	MEDICAL	HYDERABAD DECCAN NAMPALLY	DR.RAMINDER KAUR (JPRBOO) /ADDL CHIEF MEDICAL SUPDT /MEDICAL	HYB-MEDICAL	-	Accepted	
LEVEL 5														
3	5	INDIAN RAILWAYS	SCR	Divn HU-KRNT (DIVISIONAL HEALTH UNIT-KURNOOL TOWN (KRNT))	Divn	Divn HU	-	MEDICAL	KURNOOL TOWN	DR. BEEMDAS MOODAVATH (QJFEBR) /ASSISTANT DIVISIONAL MEDICAL OFFICER /MEDICAL	HYB-Divn Hosp	-	Accepted	

Showing 1 to 6 of 6 entries

Previous 1 Next

Image : 31

6. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

--- End of Document ---

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CADRE MANAGEMENT SUMMARY

Cadre: It is a set of all hierarchy Levels (Pay levels) in a given category each having separate seniority list. Example: Ministerial Staff Cadre includes 4 Hierarchy Levels:

1 – ChOS – Pay Level 7

2 – OS – Pay Level 6

3 – Sr. Clerk – Pay Level 5

4 – Jr. Clerk – Pay Level 2

Cadre Code: Its a Unique Code pre-assigned to all kinds of Cadres existing in the system for all the Departments. Wherever needed Trade is also included, like in Technicians and Technical Supervisors.

Example: Cadre Code for Clerk is 267000. All Departments can create Ministerial Cadre using this code. All Cadre Codes are provided in searchable Drop Down List.

Cadre Controlling Level: Cadre can be created at Zonal Level or even have joint control between units. Every Zonal Headquarter needs to first define Cadre Controlling level, accessible to AA and approved by UA. Once levels are identifed for a department, only then it is visible to all the units within that zone.

Therefore, first HQ must define CCL of all departments for cadres to be created.

For a given cadre code and Department, a unit can create only one cadre which is assigned a unique Cadre ID.

Multiple-Cadres: If more than one cadre are required to maintain separate seniority list, the option of Sub-Divisional cadre is given wherein separate Cadre IDs are assigned to each set of cadres within same unit and department. Eg: Track Maintainers within Division.

Organisational Unit: It refers to functional units within a division or workshop or field units at zonal level which are required for pin-pointing the posts. Eg: Railway Stations, Depots, Sheds, Schools, DRM Office etc.

Sub-Units: These are those organisational units which are at similar level as their parent unit. Eg: In Zonal HQ office of PHODs, in Division Level Office of BOs. These would report directly to head of Primary Unit GM or DRM. Other organisation units may report to these sub-units or directly to Primary Unit Heads. So, Sub-Units must be created within each unit.

Book Of Sanction (BOS): Once a cadre is formed, its pin-pointing can be done through Create BOS link. Organisation Units must be created and accepted by UA for using them in BOS pin-pointing.

BOS ID is generated for each org-unit where pin-pointing is done. Further a Post ID is generated for each post in the cadre which have been pin-pointed in the BOS. These **Post IDs** uniquely identify each sanctioned post in the system.

Seniority List: Each Hierarchy Level within a Cadre has a seniority list, except for ex-cadre posts. Draft Seniority list is generated by identifying employees with the designation, pay level and department of the Cadre hierarchy level. Seniority list can also be uploaded from back-end by providing the same in a specific format. The seniority list can be approved and published as the provisional seniority list which will be visible to all.

MPP Functions like transfer, surrender, re-distribution, creation of Posts are also being provided to automate the MPP process and update the post-master. But the MPP Links will follow the BOS creation exercise. Necessary Reports will be available too.

***Each process of creation of cadre, org-unit, BOS & generation of seniority list is role-based and is complete only when approved at all levels. UA can assign Cadre related Roles like CDC, CVA, CAA.**