

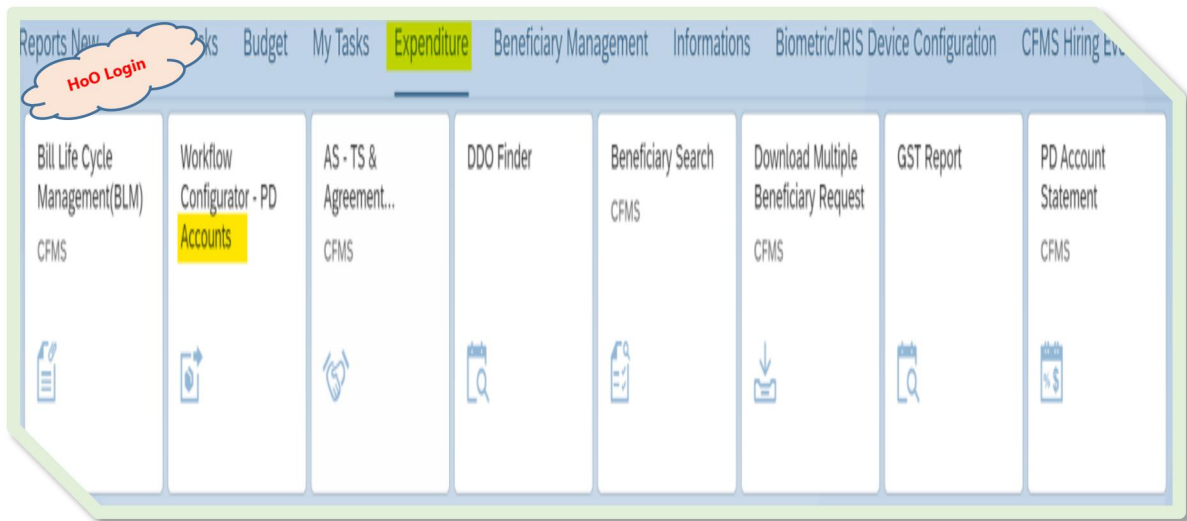


PD – HR MANAGEMENT (PD Administrator) – USER MANUAL

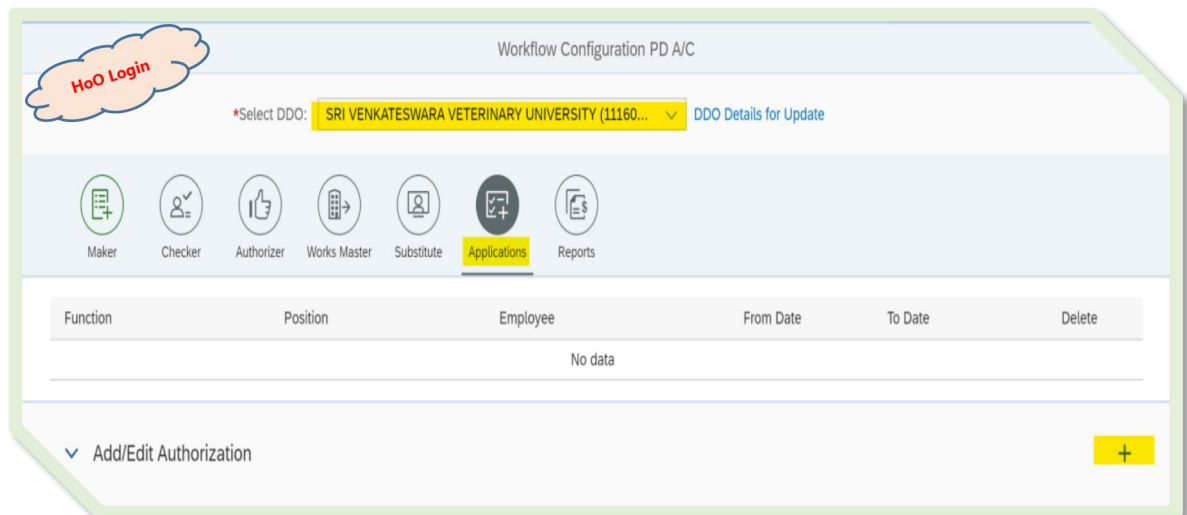
- ✓ A facility '**PD HR Management**' is developed and accessible to the PD administrators in CFMS Portal, to change Master Data of employees; and Employee actions, viz., Transfer-in, Transfer-out, FAC-in, FAC-out. The process-flow of this functionality is narrated below:-
- ✓ '**PD HR Management**' consists the following processes:-
 - a.) *Master Data changes;*
 - b.) *Employee Actions; and*
 - c.) *Reports*
- ✓ The **Head of the Office shall configure work-flow** to assign roles to one Employee (User). On configuring work-flow, the authorized User gets the **PD HR Management (Admin)** tile under **Expenditure** group.
- ✓ On request(s) received from the employees concerned under their jurisdiction, to change / modify Master Data, and after receipt of approval from the authorities concerned, the authorized User need to select **Master Data Changes** under **PD HR Management (Admin)** to modify AADHAAR, PAN, Mobile No., etc.
- ✓ Once the User submits the request, data will be modified based on the keyed-in information.
- ✓ The authorized User can update the actions, viz., Transfer-in, Transfer-Out, FAC-in and FAC-out, whenever an employee is transferred-in from other Organization, transferred to other Organization, FAC positions, etc. The authorized User need to select **Employee Actions** under **PD HR Management (Admin)** to perform these activities.
- ✓ All (*) fields are mandatory.
- ✓ Process-flow mechanism along with Snapshots is appended hereunder:-



a.) **Configuration of work-flow:-**



(Figure.01)



(Figure.02)

Others

*Function:

*Position:

Person:

*From Date:

*To Date:

☐ Declaration : I hereby declare that the details of the responsibilities assigned above is as per the office order.

(Figure.03)



HoO Login

*Select DDO: SRI VENKATESWARA VETERINARY UNIVERSITY (11160...)

Function List

Function	Count
Failed Payment Lapsing	15
Authorise Failed Payment Request Access	2
PD Scheme Master Data Plan	29
Beneficiary Code Search	3
Non works sanctions work flow configuration	30
Sanction closing by Approving Authority	31
Depository Works	44
Employee Bank details change	46
DDO Beneficiary creation	47
PD HR Management Admin Level	50
Employee Bank details change	88
Sub ord PD acct create	9999

Declaration : I here by declare that the details of the

(Figure.04)

HoO Login

Workflow Configuration PD A/C

*Select DDO: SRI VENKATESWARA VETERINARY UNIVERSITY (11160...)

DDO Details for Update

Maker Checker Authorizer Works Master Substitute Applications Reports

Add/Edit Authorization

Others

*Function: 50 PD HR Management Admin Level

*Position: 70000123 COMPTROLLER

Person: 30007018 TUNGA NAGESH

*From Date: 06/12/2022

*To Date: 31/12/9999

Declaration : I here by declare that the details of the responsibilities assigned above is as per the office order.

(Figure.05)

HoO Login

Reports New... Budget My Tasks Expenditure Beneficiary Management Informations Biometric/IRIS Device Configuration CFMS Hiring Event

Workflow Configurator - PD Accounts

AS - TS & Agreement...

DDO Finder

Beneficiary Search

Download Multiple Beneficiary Request

GST Report

PD Account Statement

Office Sanction Workflow Configuration

PD HR Management Admin Level

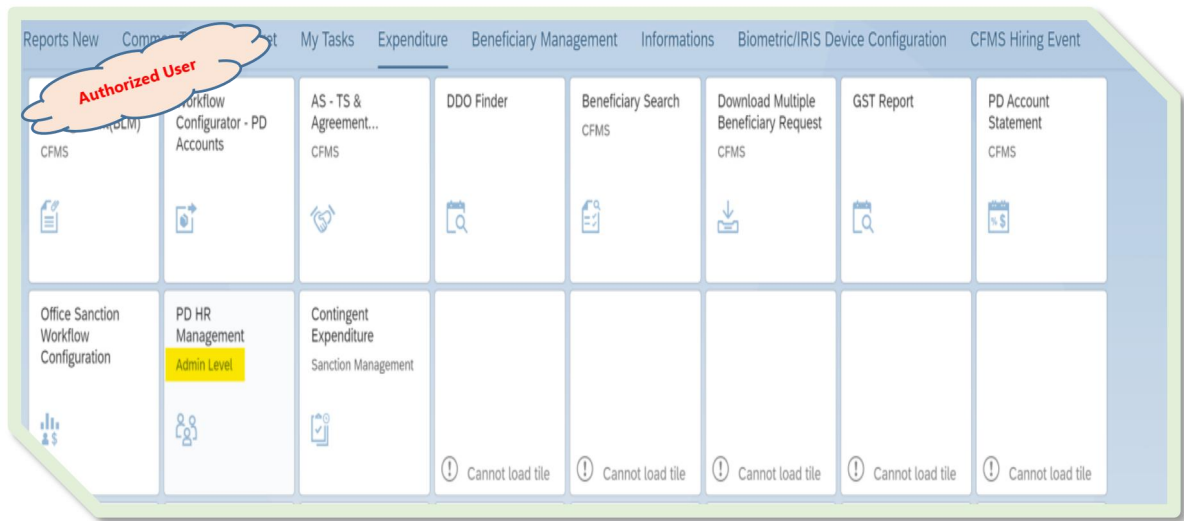
Contingent Expenditure Sanction Management

Cannot load tile

(Figure.06)



b.) **Master Data Changes:-**



(Figure.07)

The screenshot shows the 'PD HR Management (Admin)' form. The 'Master Data Changes' tab is selected, and the 'Employee Actions' and 'Reports' tabs are also visible. The form includes a search bar for 'CFMS ID' and a 'Go' button. Below the search bar, there are tabs for 'OFFICE DETAILS', 'PERSONAL DETAILS', 'PERSONAL ID'S', 'BANK DETAILS', 'ADDRESS DETAILS', and 'ATTACHMENTS'. The 'OFFICE DETAILS' section contains fields for 'DDO', 'Office', 'Position', 'DDO Description', 'Office Description', and 'Position Description'. The 'PERSONAL DETAILS' section is currently empty.

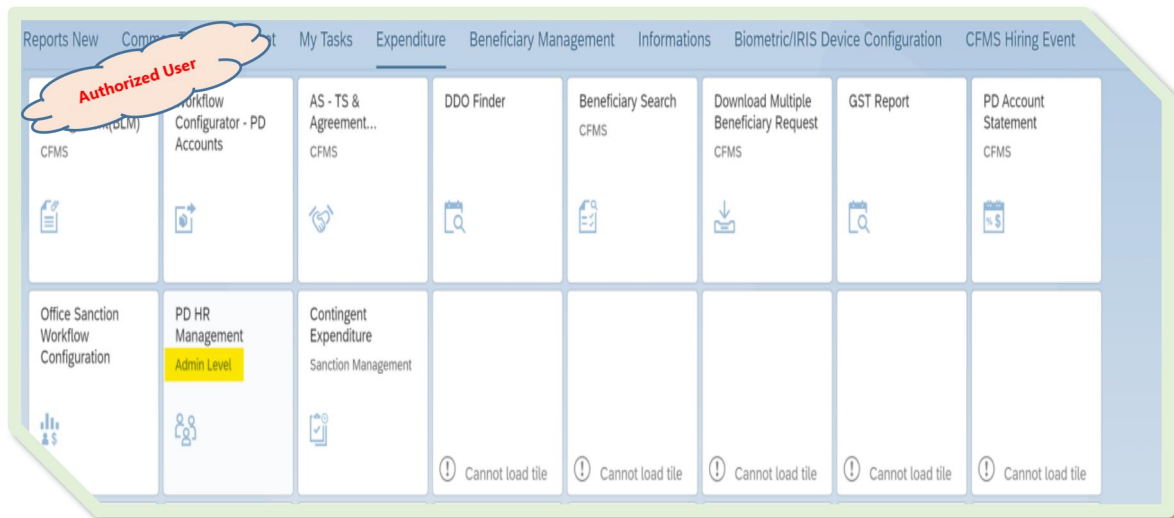
(Figure.08)

The screenshot shows the 'PD HR Management (Admin)' form with the 'PERSONAL ID'S' tab selected. The form includes a search bar for 'CFMS ID' and a 'Go' button. Below the search bar, there are tabs for 'OFFICE DETAILS', 'PERSONAL DETAILS', 'PERSONAL ID'S', 'BANK DETAILS', 'ADDRESS DETAILS', and 'ATTACHMENTS'. The 'PERSONAL ID'S' section contains fields for 'Title', 'First Name', 'Last Name', 'Gender', 'Nationality', 'Date of Birth', 'State', 'Marital Status', 'AADHAAR No.', 'PAN', 'Mobile No.', 'Alternate Mobile No.', 'Mail Id.', 'New AADHAAR No.', 'New PAN', 'New Mobile No.', 'New Alternate Mobile No.', and 'New Mail Id.'. The 'BANK DETAILS' section is currently empty. An orange arrow points to the 'Edit' button in the top right corner.

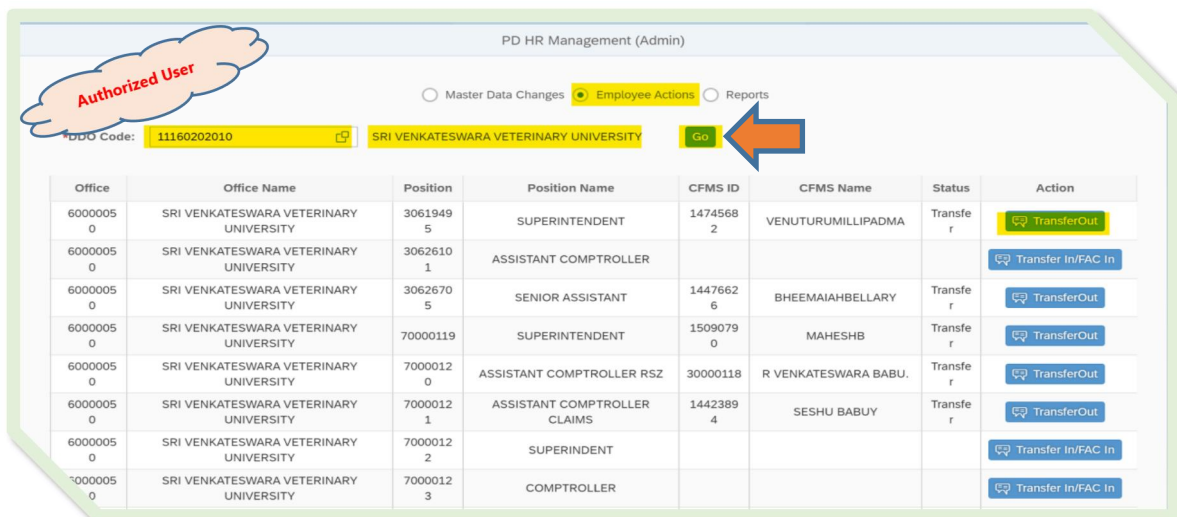
(Figure.09)



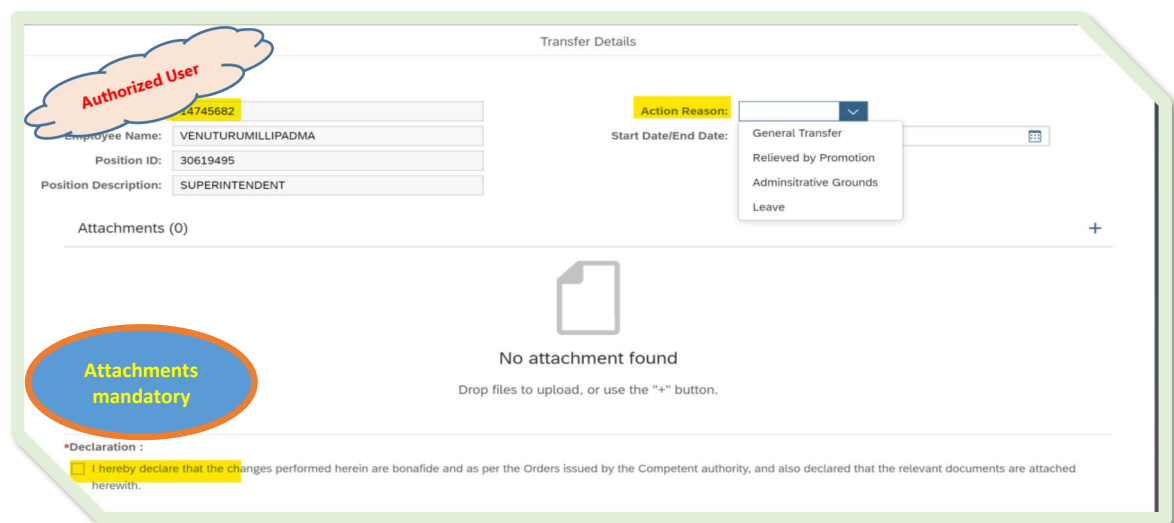
c.) **Employee Actions (Transfer-in / Transfer-out / FAC-in / FAC-out):-**



(Figure.10)



(Figure.11)



(Figure.12)



c.) **Reports:-**

(Figure.13)

- THE END -