

**Subject: Regarding Implementation of iHRMS in PSTCL**

**General Instructions:** These instructions are related to the Service Book and other related modules. Instructions related to other modules will be issued later after the completion of Service Book data entry and verification.

- a) Data entry for all the regular, on deputation and external manpower, contract workers etc. is to be done in iHRMS portal whose salary is being made by PSTCL.
- b) Till further directions /instructions are issued in this regard, existing system of creating employee id, maintaining Service Book, HR data etc. shall be continued to be used and Service Book and HR data of the employee shall be maintained in parallel to iHRMS. Entry of iHRMS code of the employee should also be done in the physical service book of the employee.
- c) Employee Registration and service book data entry in iHRMS portal will be done from the existing record of employee (Physical copy of Service Book & HR Data) by the section presently having the custody of Physical service book.
- d) It is compulsory to enter all types of details in the service book for PSTCL cadre in iHRMS from their date of joining.
- e) Employees who are on Deputation/Secondment from other departments i.e. PSPCL/BBMB etc. in PSTCL, for these employees only details for that period should be entered in iHRMS for which they have remained deputed in PSTCL. However, any details of the previous period should also be entered, if required, for making current transaction entry in the service book.
- f) iHRMS menu on PSTCL website ([www.PSTCL.org](http://www.PSTCL.org)) should be used for Login, Manuals/Training videos/FAQs, day to day information and any revision in the instructions issued etc.
- g) It is suggested that after checking and making necessary corrections only, the service book should be verified.
- h) Each employee can have only one role assigned at a time. However, multiple employees can be assigned same role under Office Administrator. But, roles should be assigned in such a manner that they do not get misused.
- i) Offices which have become obsolete/renamed etc. due to restructuring or due to any other reason needs to be created as names of these offices are required for completing the service book entries. Departmental user under O/o SE/HR& Admin will create these office names (by mentioning deactivated against office) based on the request received from concerned accounting unit/DDO. If the accounting unit/DDO identifies any inconsistency in the office hierarchy while inputting data into iHRMS, they should send an email to the Personnel section at [ase-pers@pstcl.org](mailto:ase-pers@pstcl.org)
- j) In case Information regarding certain details of employee such as identification mark, height, email, mobile number, and category is not available in existing service book or HR Data package. In such cases, "Not Available" (N.A.) should be filled in for Identification Mark, for Height, maximum height should be entered and for category, "General" should be entered. The employee's email and mobile number is to be filled

from the HR data package. This is a temporary step taken for completing the employee registration/service book data entry. HR Section should be approached to provide the requisite details of these employee before verifying the entry in such cases.

- k) While filling in the Cadre field, the "State" option should be selected from available list of options in dropdown menu
- l) IT Section will provide necessary technical support and coordination for completion all the activities related to iHRMS in PSTCL.

Based on iHRMS user manual and as per PSTCL requirements, the following works/roles related to Service Book Data entry have been assigned to various users in PSTCL. But, the roles of users are not limited to the activities mentioned below, as the concerned user(s) may require to perform other allied tasks as defined in each user under iHRMS portal.

- i) **Departmental User:** Departmental user is allocated to O/o SE/HR&Admin, PSTCL, Patiala. Nodal officer for iHRMS is Sr Xen/Personnel, PSTCL, Patiala. This user will perform the following activities: -
  - a) Upload departmental Logo.
  - b) Map all the available Designations in PSTCL out of all the available designations on iHRMS platform.
  - c) Create the departmental hierarchy (Office Management: Create Office Level-> Create Office Category-> Create Office Master) as per the existing structure/rules of PSTCL. In case of any changes required as per the requirement of iHRMS portal or due to standardization of nomenclature or due to any other reasons, instant/post facto approval of the same may be obtained from higher authorities.
  - d) Creation of Office Administrator at Accounting Unit (for the purpose of Salary and allowances) Level for existing employees – only official details like phone number, email Id etc. of the concerned shall be added.
  - e) Creation of Office administrator at Dy. Sect. Establishment level for those employees who will be joining PSTCL after **31.03.2023** either on deputation/newly appointee. After user creation/employee registration, it will be transferred to concerned Accounting Unit for service book data entry.
  - f) Office administrator may also be created at other levels based on the requirement **received from HODs after taking approval of Director/Admin.**
  - g) Enter/update sanction strength, cadre details, training details etc. of various offices.
  - h) Allow for corrections/updation in employee details after Service Book verification.
- ii) **Office Administrator:** It will create iHRMS employee id of minimum two number of employees by using employee registration Menu. During employee registration on iHRMS portal, existing **departmental employee code** of each employee shall also be entered separately. Office administrator will perform the following tasks: -
  - a) Assign roles of Establishment Data Entry and Establishment Verifying to two already registered employees with the iHRMS id. Service book Verification will be done either by Accounting Unit Head/DDO (In case of Gazetted employees) or Establishment user (In case of Non Gazetted employees) to whom Establishment Verifying role has been assigned.

- b) Assign Role of Service Book Correction to the any employee under Accounting Unit.
  - c) Assign Role of Annual Property Return Verifying officer to Reporting Officer.
  - d) Custodian of APR at Level of Dy. Sect/Establishment for all PSTCL employees.
- iii) **Establishment Data Entry User:** It will create iHRMS employee id of various employees by using employee registration Menu. During employee registration on iHRMS portal, existing departmental employee code of each employee shall also be entered separately. This user will mainly perform the following tasks: -
- a) Employee Registration
  - b) Add/update the service book and submit to verifying Authority
  - c) Entry of various transactions related to employee as mentioned under General Instructions, point (e).
- iv) **Establishment Verifying User:** It will verify the service book entries and service book will remain in custody of Establishment Data Entry User after verification.
- v) **Service Book Correction:** In case of availability of multiple posts in the office, this role can be assigned independently to any employee. Otherwise, this role should be assigned based on the requirement and be rolled back after the correction work is over.
- vi) **General User:** By default each user is general user only. The following tasks are available to each general users in iHRMS.
- a) Upload his/her Annual Property Return & mapping of reporting officer
  - b) View /Edit Reporting Officer if Already Mapped
  - c) Update contact detail
  - d) Add education and training detail
  - e) Change password
  - f) Apply different types of Leave i.e. CL, EL, Station Leave etc.
  - g) LTC application
  - h) Apply medical bills –Personal and official
  - i) Bank Account Updation.
  - j) Pay roll service like pay slip, ITR and declare of savings etc.
  - k) Employee should check that information entered in iHRMS portal related to his/her service book is up-to-date and accurate. In case of any error/discrepancy, it should be immediately brought to the attention of the concerned accounting unit /DDO/HR section.
  - l) If an employee joins PSTCL after resigning from any department where his/her iHRMS ID is already created, it is employee's responsibility to get his/her iHRMS ID deactivated ID/closed so that his/her new iHRMS ID can be created in PSTCL.
  - m) If an employee joins PSTCL on deputation from another department, where he/she was assigned an iHRMS ID, it is the employee's responsibility to get his/her iHRMS ID transferred to PSTCL by communicating with the concerned department.