Procedure to update Posting office/ Designation

The following procedure is to change Posting Details of the employee or to resolve problem of Sanction vs filled posts which may arise if employee is posted in the office where its sanction posts is not available. In order to resolve this issue:

- 1. Please post employee on sanctioned posts only. The posting details of the employee can be changed as follows:
 - a. Login using Data Entry Id and go to Transfer Promotion Tab > Open Joining Relieving Index Card.

Application Management Employee Enrollment Service Book Detail LTC & EL Encashment External ManPower MIS Reports Payroll GPF Reports Arrears GIS My Services	Transter Promotion Medical Pension Management Online Relieving
Enter cHRMS Code Or Select Employee From List SEARCH EMPLOYEE RESET FORM	Joining-Relieving Index Card Unlock Online Relieving
	Whats New

 b. Search and open the details of the employee whose details are to be changed. Then go to the last online Joining (Fresh or Promotion or Transfer)> Expand Edit Employee Joining Details > Unlock the last joining entry of the employee. If the last joining is offline, please make sure that it should be Online.

Joining-Relieving								
View Service Book		EMPLOYEE ONLINE JOINING DETAIL						
Backlog Joining	O Enter	Enter Employee Online Joining Detail						
Online Joining	• Edit E	Edit Employee Online Joining Detail						
	Sr.No	Join Date	Order	Joining Office Name	Joining Designation	Action		
BackLog Relieving	1	01/06/2024	80	DIRECTOR TECHNICAL	ASSISTANT ACCOUNTS OFFICER	🔒 Q 🖶		
Joining Relieving Index Card	2	01/07/2024	332	DIRECTOR F AND C	ASSISTANT ACCOUNTS OFFICER	🔒 a 🚍 🛥		
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c. After unlocking click on Edit button to edit the details of the employee.

Joining-Relieving								
View Service Book	EMPLOYEE ONLINE JOINING DETAIL							
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Online Joining	• Edit E	Edit Employee Online Joining Detail						
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- d. Update the details of the employee and relock the entry.
- 2. If Posting office of employee is changed according to the above process and the same is not reflecting in Salary, in such cases, delete the initiated salary of the employee through Stop/Revoke screen with reason "Delete initiated Salary of employee". Again, Initiate Salary (for that particular employee) and again make salary through Generate/Update Salary.