ESS Module

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V1.0

Version History

Submitted By	Submitted On	Version
Dileep	12 May 2024	V1.0 (I-A)

Revision History

Sl. No.	Revised	Section
1	Reviewed the complete document	Whole document

Reviewer History

Reviewed By	Reviewed On	Remarks
Ronak Chittora	15 May 2024	SRS contains only Phase 1-A modules. Corrected sections which are required to be corrected.

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1 Introduction

1.1 Purpose

This Software Requirements Specification (SRS) describes the functionalities, capabilities, and limitations of the Human Resources Management System 2.0 (HRMS 2.0). This document is intended to be used by the project team members that will implement and verify the correct functions of the system and by the stakeholders to understand the system's abilities.

1.2 Definition, Acronyms, and Abbreviations

S. No	Abbreviation	Word/Phrase	Description
1	AA	Appointing Authority	The authority empowered to make appointments to the Service of which the Government servant is for the time being a member or to the grade of the Service in which the Government servant is for the time being included
2	DDO	Drawing and Disbursement Officer	They are primarily responsible for preparing bills, submitting them and arranging payments related to the bills submitted by individual department. They are also responsible for collection and remittance of tax and non-tax revenue to the Government.
3	DDOIC	Drawing and Disbursing Officer In-charge	Whenever the DDO of an office goes on leave or on outstation work for more than 1 week then there would be a next officer of the same rank or higher rank who acts as DDO in charge DDO.
4	DEO	Data Entry Operator	Data Entry Operators with Government of Karnataka.
5	DSC	Digital Signature Certificate	Digital Signatures are a viable option for creating legally enforceable electronic records.
6	ESS	Employee Self Service	The Government servant is able to key in their salary details, Leave details, bank and insurance details, update their educational qualifications, dependant details, Spouse and family details, getting their salary slips.
7	GIS	Group Insurance Scheme	The Karnataka state group insurance scheme is for

S. No	Abbreviation	Word/Phrase	Description
			providing the Government servants, at a low cost and self-financing basis the twin benefits of an insurance cover to help their nominees in the event of death while in service and a lump sum payment to support their resources on retirement.
8	GO	Government Order	Any order passed by the Government of Karnataka referring to appointments, pay bills, transfers, promotions, invoking suspensions, extension of suspensions will be in the form of order.
9	GoK	Government of Karnataka	Government of Karnataka.
10	GPF	General provident fund	General Provident Fund Scheme for a government servant who joined before 31-03- 2006 is a Savings Scheme for the minimum contribution is 6% of the basic pay of the employee. However, unlike the NPS system there will be no contribution on part of government for this scheme. No deductions shall be made towards GPF contribution from the Government servants joining service on or after 1-Apr-2006 as the GPF scheme is not applicable to them.
11	Group A, Group B, Group C & Group D	Grouping of Officers in Karnataka Government	Group [SS9]-A, Group-B, Group-C and Group-D posts- As defined under Rule 5 of KCS (CC&A) Rules, 1957.
12	HOA	Head Of Account	It is a unique number given to identify a department. A Government servant in order to draw his salary should be linked to HOA
13	HOD	Head of Department	"Head of the department" for the purpose of exercising the powers as appointing, disciplinary, appellate, or reviewing authority, means the authority declared to be the head of the department under the Fundamental and Supplementary Rules or the Civil Service Regulations.
14	HO	Head of Office (Processing / Sanctioning Authority)	Head of Office for the purpose of exercising the powers as appointing, disciplinary, appellate or reviewing authority, means the authority declared to be the head of the office under the General Financial Rules.

S. No	Abbreviation	Word/Phrase	Description
15	K2	Khajane2	It refers to Government Treasury System
16	KGID	Karnataka Government Insurance Department	KGID provides life insurance cover to all government employees which are mandatory. KGID also provides mandatory vehicle insurance for government vehicles and vehicles in which government have financial interest like Boards and Corporations, government undertakings etc. Government servants borrowing vehicle advance from government have to insure their vehicles with KGID till repayment of loan with interest.
17	KASS	Karnataka Administrative Services	KAS is an acronym for Karnataka Administrative Service Candidates selected through this process are eligible to serve some of the administrative roles in the state.
18	LIC	Life Insurance Corporation	It provides Life Insurance Cover to the employees of Government of Karnataka, Scheme being optional.
19	AG	Accounts of General	Accountant General means the head of the Office of Audit and Accounts who maintains the Accounts of the State and exercises Audit functions in relation to those accounts on behalf of the Government.

1.3 Intended Audience and Reading Suggestions

This SRS is intended for the use of the HRMS developers, and it will also be used by different types of readers as described below for reference purpose.

S. No.	Role/Sections
1	Directorate of HRMS2.0
2	User Department of the Government of Karnataka
3	Accounts General Office
4	LIC
5	GPF
6	KGID
7	Khajane 2

1.4 Reading Suggestions

While the software requirement specification (SRS) document is written for a more general audience, this document is intended for individuals directly involved in the development and implementation of the HRMS application. This includes software developers, project consultants, and process owners. This document need not be read sequentially; users are encouraged to jump to any section they find relevant. Below is a brief overview of each part of the document.

- **Process**: It specifies the Functionality name and the same would be used as name in Left navigation menu.

- **Process Description**: This section provides an introduction about the process and the various elements associated with the process. It provides a complete brief and objective about the activities that take within the process as well.

- **Process ID**: Each Process is assigned a unique ID to track the functionality. The process ID specifies the process it belongs to and the running number in the process.

- **FRS ID**: The high-level requirements shared as part of RFP is assigned a unique ID which is called FRS ID. Each FRS ID is mapped to an SRS ID as it reflects a specific feature to the core process. Thus, these FRS IDs ensure that all requirements are covered, and functionality is available in application for the same.

- **Test link ID**: A tool used to record all HRMS requirements and ID of use cases have been mentioned in the document so that it can be tracked to verify the requirement captured in document.

- **User Story**: User story is a description of a software feature from an end user perspective. The user story describes what user want and why.

- **Process Flow Diagram**: The process flow Diagram providing a visual representation of process. A flowchart can also be defined as a diagrammatic representation of process, a step-by-step approach to solving a task.

- **Process Improvisation**: Process improvisation specifies the improvements done in process. It can be done by simplifying the process or by introducing a new step in process.

- **Screen Navigation**: It specifies the navigation of a functionality/process in application. It specifies the Process area, component, and activity name for each process.

- **Design**: Sample screen layout created based on current forms. The screen layout may change in application, but fields and features would be same as per user requirement. It consists of data entry fields & buttons and each field will have some logical requirement.

- **Data Elements & Validations**: This section specifies technical representation of each field/ button and field level validations. Properties defined for each field are field name, field type, mandatory/optional and description.

- **Business Rule**: In Business rule section, the process related rules, validations and checks are maintained along with any screen/application specifies rules.

- **Approval Matrix**: Approval matrix provides a structure as who can initiate a process, who can review the same and who would be the final competent authority to approve. Some approvals are as per Delegation of Power specified by HRMS 2 and some processes are based on discussions and approvals by process owners.

1.5 Product Scope

Scope will cover the product features which are planned as mentioned below:

Application development / customization and rollout

- Web based HRMS 2.0 application
- Mobile App for Android and iOS.
- Integration with existing applications, email gateway and SMS gateway.
- Employee will be able to raise a request through ESS
- View status of request
- DMS for Sanction Order generation.

1.6 References

The following references were consulted in the creation of the Software Requirements Specification (SRS):

Document	Document Name
KCSRs	Karnataka Civil Service Rules
RFP	Request for Proposal
Testlink	Testlink provided by the HRMS2 Department
HRMS1.0	HRMS1 web Application

2 Overall Description

2.1 System Perspective

Implementing a Human Resource Management System (HRMS) offers numerous advantages for a government organization. The key objectives of implementing an HRMS are:

This revised version includes additions and changes suggested by the stakeholder group from the Government of Karnataka (Gok)

- **Efficiency and Streamlined Processes:** HRMS automates various HR processes, such as employee on boarding, leave management, performance evaluations, and payroll processing. This streamlines HR operations, reduces manual work, and increases overall efficiency.
- **Centralized Data Management:** An HRMS provides a centralized database to store and manage employee information, such as personal details qualifications, training records, and performance data. This ensures data accuracy and facilitates easy access for authorized personnel.
- **Improved Data Security and Confidentiality:** HRMS systems come with robust security features, ensuring that sensitive employee data is protected from unauthorized access. Access controls can be established to limit data access to authorized personnel only.
- **Enhanced Decision Making:** Access to real-time HR data and analytics enables HR managers and organizational leaders to make informed decisions about talent management and resource allocation.
- **Employee Self-Service:** HRMS often includes employee self-service portals, allowing employees to access and update their personal information, apply for leaves, view payslips, and access other relevant HR information on their own. This empowers employees and reduces HR administrative workload.
- **Performance Management and Appraisals:** HRMS facilitates continuous performance management, allowing managers and employees to set goals, track progress, and conduct performance appraisals efficiently.
- **Training and Development:** HRMS can help plan and manage employee training programs, track training progress, and identify skill gaps to ensure continuous development and career growth.
- **Compliance and Reporting:** HRMS assists in ensuring compliance with labor laws, regulations, and government policies. It also generates reports for regulatory requirements and internal auditing purposes.
- **Cost Savings and Resource Optimization:** By automating various HR processes, organizations can reduce administrative overheads, save time, and optimize HR resources for more strategic initiatives.

Integration with other Systems: HRMS can integrate with other systems, such as DMS (Document Management System), WMS (Workflow Management System), UMS (User Management System), ESS (Employee Self Service), ESR (Electronic Service Register), Organogram to create a seamless flow of information across the government organization.

In summary, implementing an HRMS brings significant benefits in terms of efficiency, data management, decision-making, employee empowerment, compliance, and overall organizational effectiveness. It allows HR departments to focus more on strategic initiatives and employee development, ultimately contributing to the government organization's success and growth.

2.2 System Features

The scope pertains to the Insurance Module and integration features which will be covered in this document.

- Application for EGIS and KGID.
- Request for LIC deduction with salary.

2.3 User Classes and Characteristics

The identified user roles are as follows:

- Case Worker
- Drawing and Disbursing Officer (DDO)
- Appointing Authority
- Processing and Approval Authorities
- Government Employees
- Department Nodal Officers

2.4 Operating Environment

- Refer to SDD.

2.5 Design and Implementation Constraints

- Refer to SDD.

2.6 User Documentation

Document Type	Document Name
User Manual	Employee User Manual

User Manual	Process owner manual
Application Manual	System Administration Manual, System Database Manual, System Network Manual and Business Continuity Plan

2.7 Assumptions and Dependencies

Assumptions and dependencies are mentioned below,

Accurate Employee Information:
It is assumed that the employee database, containing relevant personal and employment details, is accurate and regularly updated.

Policy Consistency:
The module assumes that organizational Insurance policies are consistent and well-defined, with minimal changes during the system's operation.

User Authentication:
It is assumed that secure user authentication mechanisms are in place to ensure that only authorized individuals' access and interact with the Insurance Module.

Data Security Measures:
The Insurance Module assumes the implementation of robust data security measures to protect sensitive employee information and Insurance -related data.

Regulatory Compliance:
The module assumes adherence to relevant labor laws, regulations, and organizational policies governing Insurance management.

Effective Communication:
It is assumed that there is effective communication between the Insurance Module and other integrated modules, ensuring seamless data exchange and workflow processes.

Employee Awareness:
The successful operation of the module assumes that employees are aware of and understand the Insurance policies and procedures outlined in the system.

Availability of Resources:
The module assumes the availability of necessary resources, including technical support, for the continuous operation and maintenance of the system.

Policy Changes Notification:

The module assumes a mechanism for notifying relevant stakeholders of any changes in Insurance policies or module functionalities.

3 External Interface Requirements

3.1 User Interfaces

- Refer to SDD.

3.1.1 Guidelines For the UI/UX

3.1.1.1 Research and Planning:

- Refer to SDD.

3.1.1.2 Information Architecture:

- Refer to SDD.

3.1.1.3 Visual Design

- Refer to SDD.

3.1.1.4 Interaction Design:

- Refer to SDD.

3.1.1.5 Responsiveness and Accessibility:

- Refer to SDD.

3.1.1.6 Testing and Iteration

- Refer to SDD & Test Plan

3.1.1.7 Hardware Interfaces

- Refer to SDD.

3.1.1.8 Software Interfaces

- Refer to SDD.

3.1.1.9 Communications Interfaces

- Refer to SDD.

4 Degree of necessity

4.1 Essential

- All requirements captured in Testlink are essential for Insurance Module.
- EGIS and KGID functionality are common for all employees.
- Masters are essential pre-requisite for performing transactions of Insurance Module
- Integrations with Internal & External stakeholders are required.

4.2 Conditional

- NA

4.3 Optional

- NA

5 Transfer Module (ESS)

The feature will enable employees to submit transfer requests for employee or public interest reasons, facilitating relocation from one location to another or from one division to another within the same location. The subsequent elements / sub-processes are integral parts of this overall process. Transfer through public interest and Employee Request.

- Transfer of employee with posting or without posting.
- Transfer OUT.
- Transfer IN.
- CTC.
- LPC

5.1 Transfer Out

5.1.1 Transfer Request

5.1.1.1 Functional Description

Process Name	Employee Transfer Request
Test Link	[3.1.1.1] :: Submit Transfer Request View Transfer Request View Transfer Request List
Use Case Description	In this use case, the employee will view their submitted request and Employee can submit New transfer request.
RFP No	ESS: 46 HRSM2: 190
Actor	ESS and HRMS-2

5.1.1.2 Use Case Diagram

Figure 5.1.1.2.1: – Employee Transfer Request

Pre-Condition	Employee submits transfer request form with details
Post-Condition	• Create Transfer request Pending • Transfer order will be generated for the approved request.

5.1.1.3 Specifications

5.1.1.3.1 Screen Navigation

- ESS>> Employee Request>> Transfer Request
- ESS>> Employee Request>> Transfer Request >>View Request
- ESS>> Employee Request>> Transfer Request >>Add New Request

5.1.1.4 Employee Transfer Request Listing Page

5.1.1.4.1 Wireframe (Web)

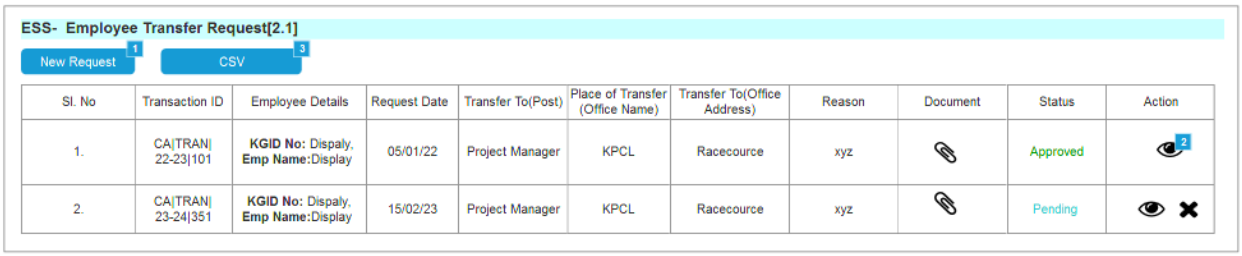


Figure 5.1.1.4.1.1 Listing Page: – Employee Transfer Request

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information.

5.1.1.4.2 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
New Request	Button	M	On click, the employee will be redirected to the new request screen.	N
Export	Button	M	On click, the employee can download the available grid data in excel and PDF format.	N
Sl. No.	System generated	M	It will be sequential number, which will be system generated.	N
View	Icon	O	On click of View icon, admin/user will be able to view the registered details in pop up.	N
Delete	Icon	O	On click of Delete icon, record will be deleted from the list.	N

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
			Note:- The delete icon will not show for approved request	
Transaction No.	System Generate	M	Transaction number will be system generated field. The Format of the Transaction number are mention below:- a. Code – Department Name (2 Char) "-" Module Name (2 char) "-" YY-YY (Financial Calendar Year)"-"incremental number || e.g.: CA/TR/23-24/1 b. Transaction ID / Reference Code will be Departmental Specific. c. All Requests raised in ESS will be sent to HRMS for process and the transaction will be created when the request is being processed in HRMS.	N
Employee Details	Display Only	M	Here, the employee will view their KGID, Employee name. Note: - Employee KGID, Employee name will be fetched from the employee details.	Y
Request Date	System Generate	M	Request date will be system generated field. The format will be DD/MM/YYYY. • The day request has been submitted will be considered as application date.	N
Transfer To (Post)	Display Only	M	Here, the employee will view the transfer To (Post) which they entered in request. The details must be in alphabetical Order.	Y
Place of Transfer (Office)	Display Only	M	Here, the employee will view the place of transfer (office) that they entered in their request. The details must be in alphabetical order.	Y
Transfer To (Office Address)	Display Only	M	Here, the employee will view the Transfer To (Office Address) that they entered in the raised request. The details must be in alphanumeric order.	Y
Document	Icon	M	On clicking, the employee can download their uploaded document, like a medical certificate,	Y

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
			a joining certificate, etc. The format will be PDF only max. Size will be 5MB.	
Status	Display Only	M	Here, the employee can see the status of their raised request.	N
Reason	Display Only	M	Here, the employee can see the reason for their request.	N

Table 5.1.1.4.2.1:- Data Elements & Validation

5.1.1.4.3 Wireframe (Mobile)

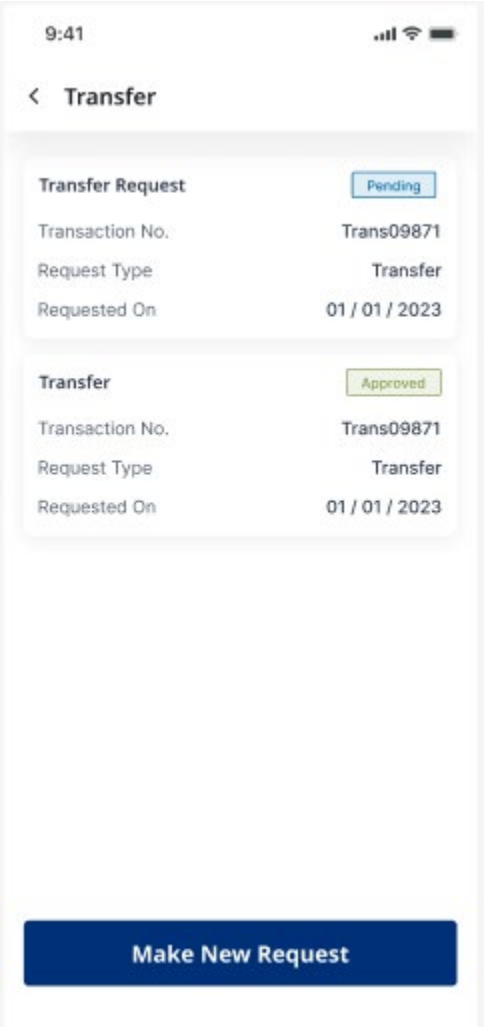


Figure 5.1.1.4.3.1 Listing Page: – Employee Transfer Request

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information.

5.1.1.4.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Make New Request	Button	M	On click, the employee will be redirected to the new request screen.	N
Transaction No.	System Generate	M	Transaction number will be system generated field. The Format of the Transaction number are mention below:- a. Code – Department Name (2 Char) "-" Module Name (2 char) "-" YY-YY (Financial Calendar Year)"-"incremental number || e.g.: CA/TR/23-24/1 b. Transaction ID / Reference Code will be Departmental Specific. c. All Requests raised in ESS will be sent to HRMS for process and the transaction will be created when the request is being processed in HRMS.	N
Request Type	System Generate	M	Here, the employee can see the request type for their request.	N
Request Date	System Generate	M	Request date will be system generated field. The format will be DD/MM/YYYY. • The day request has been submitted will be considered as application date.	N
Status	Display Only	M	Here, the employee can see the status of their raised request.	N
Reason	Display Only	M	Here, the employee can see the reason for their request.	N

Table 5.1.1.4.4.1:- Data Elements & Validation

5.1.1.4.5 Rule

Business Rules	• Only that request will be visible on ESS-Interface, which was raised by the employee. • While one request is pending approval, the employee cannot raise another request. • If the request is rejected, the employee can raise a new request after six

	months. • If any request raised by department on behalf of an employee that request will be
Reference Rule Number (If any)	NA

5.1.1.5 Submit Transfer Request

5.1.1.5.1 Wireframe (Web)

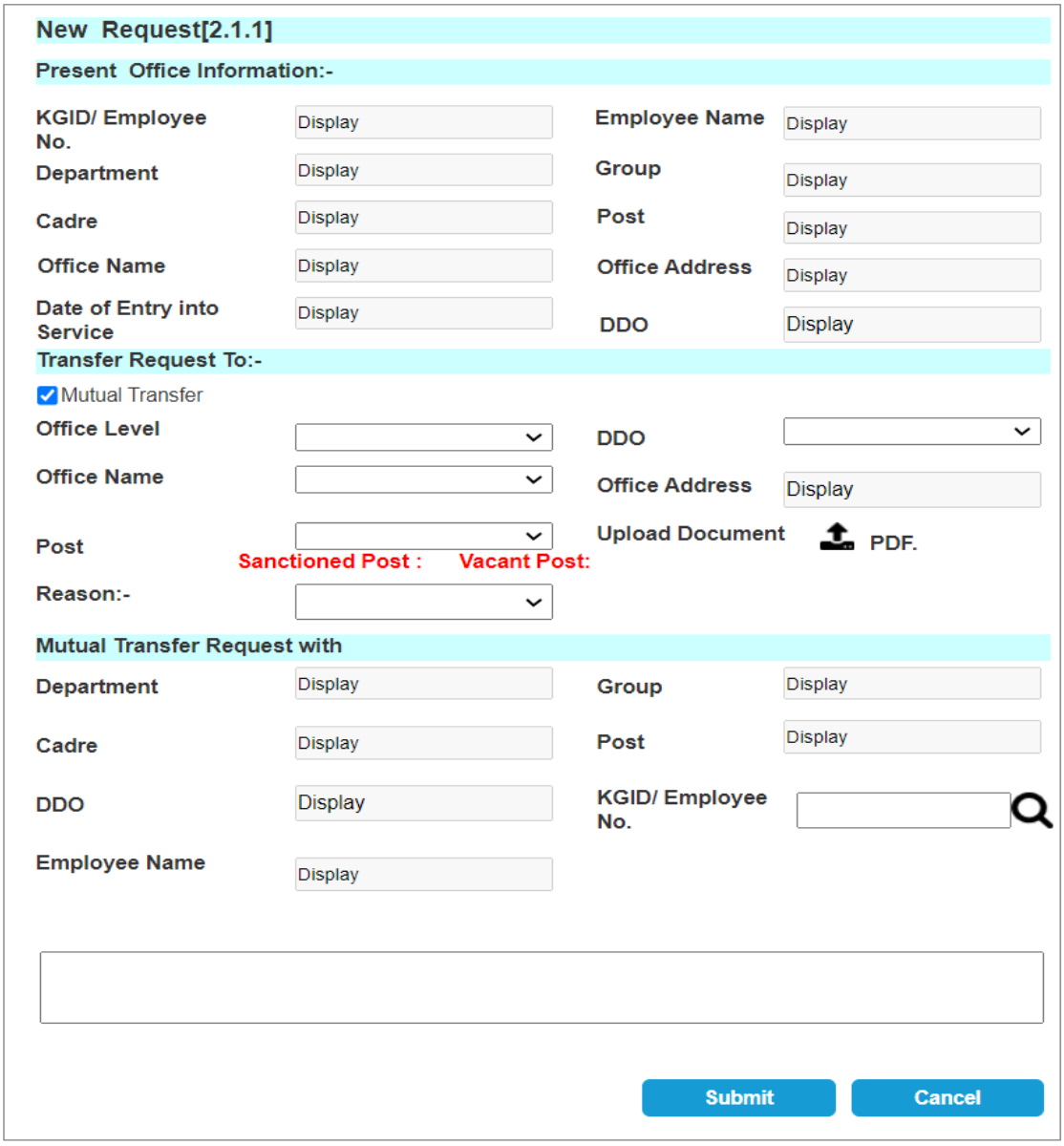


Figure 5.1.1.5.1.1 New Request: – Employee Transfer Request

5.1.1.5.2 Data Element and Validations (WEB)

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will be fetched from the employee details (SR).	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Date of Entry into Service	Display Only	M	Employee date of joining will be fetched from the employee details.	Y
Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Office Address	Display	M	Employee present office address will be fetched from the employee details (SR).	Y

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
Transfer Request To				
Mutual Transfer	Check Box	M	On click, the mutual transfer data field will be populated.	N
Office Level	Dropdown	M	Here, the employee will select the Office Level and the data under the dropdown will fetch from the office level master (Organogram/HRMS2.0).	Y
Office Name	Dropdown	M	Employee can select the office name for the transfer. - Based on the Department, office List will be populated accordingly.	Y
Post	Dropdown	M	Here, the employee will select the post according to the selection of the department. Note: The post details under the dropdown will be fetched from the post master in Organization/ HRMS 2.0.	Y
DDO	Dropdown	M	Based on the selected of office, the employee will select the DDO. Note: - The DDO list under the dropdown will fetch from the DDO master from HRMS2.0 with (DDO Code/ Designation).	Y
Office Address	Display Only	M	Based on the selection office, office address will be populated from the office master.	Y
Upload Document	Icon	M	Here, the employee will upload valid certificates like medical, migration, etc. in PDF, format only. The maximum size of the file will be 5 MB.	Y

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
			The upload document label will be changed based on the selected reason.	
Reason	Dropdown	M	The employee will select the reason from the dropdown and the data under the dropdown will be fetching from the reason master. Note: - The Reason will be fetch from master management module in section no. 5.6.3.88.	N
Remark	Textbox	M	Here, the employee will write the remark on the bases of selected reason. Special Characters (,)&*!/\ The maximum limit is 5000 characters.	N
Mutual Transfer				
KGID/ Employee No.	Search Box	M	Here, the Respective employee will enter the KGID/ Employee no.	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Present Office Name	Display Only	M	Employee present office name will be fetched from the	Y

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
			employee details (SR).	
Present Office Address	Display Only	M	Employee present office address will be fetched from the employee details (SR).	Y
Submit	Button	M	On click, the alert message will be shown in POP-UP format "Are you sure you want to submit?" If the employee clicks on the Yes button, the registered data will be submitted. And the employee will be redirected to the previous screen." Employee transfer request. Note: - All requests from ESS will be populated in the respective dashboards of authorities for further action. If click on No button: - the Alert POP-UP message should be shown closed.	N
Cancel	Button	O	On clicking, the employee will redirect to the "Employee Transfer Screen".	N

Table 5.1.1.5.2.1:- Data Elements & Validation

5.1.1.5.3 Wireframe (Mobile)

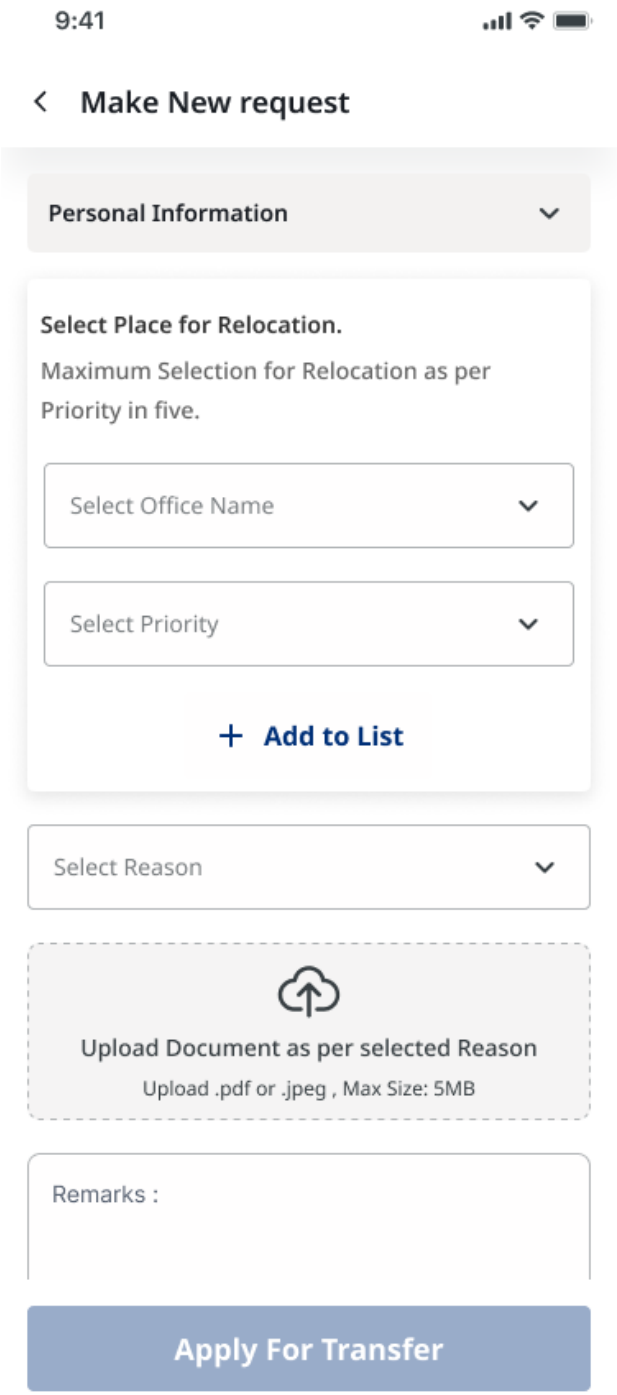


Figure 5.1.1.5.3.1 New Request: – Employee Transfer Request

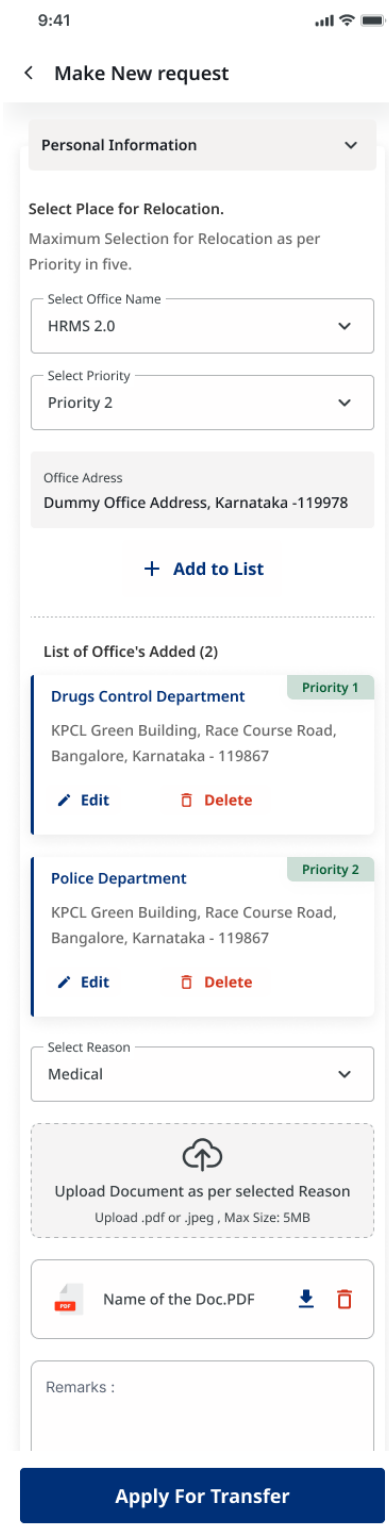


Figure 5.1.1.5.3.2 New Request: – Employee Transfer Request

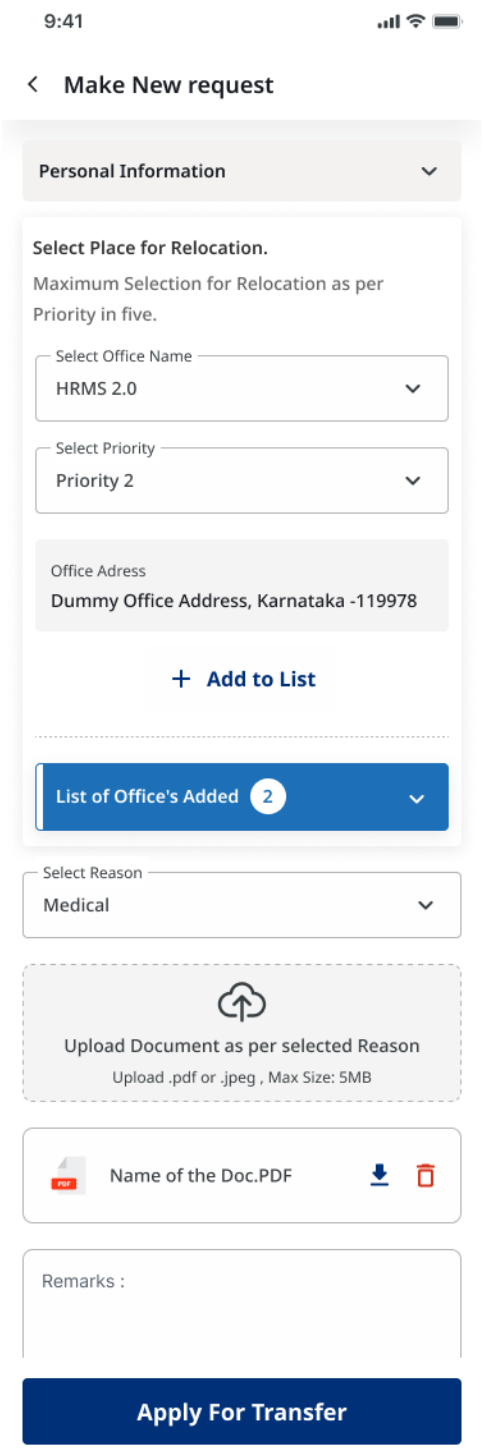


Figure 5.1.1.5.3.3 New Request: – Employee Transfer Request

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information.

5.1.1.5.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will be fetched from the employee details (SR).	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Date of Entry into Service	Display Only	M	Employee date of joining will be fetched from the employee details.	N
Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Office Address	Display Only	M	Employee present office address will be fetched from the employee details (SR).	Y
Transfer Request To				

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
Mutual Transfer	Check Box	M	On click, the mutual transfer data field will be populated.	N
Office Level	Dropdown	M	Here, the employee will select the Office Level and the data under the dropdown will fetch from the office level master (Organogram/HRMS2.0).	Y
Office Name	Dropdown	M	Employee can select the office name for the transfer. - Based on the Department, office List will be populated accordingly.	Y
Post	Dropdown	M	Here, the employee will select the post according to the selection of the department. Note: The post details under the dropdown will be fetched from the post master in Organization/ HRMS 2.0.	Y
DDO	Dropdown	M	Based on the selected of office, the employee will select the DDO. Note: - The DDO list under the dropdown will fetch from the DDO master from HRMS2.0 with (DDO Code/ Designation).	Y
Office Address	Display Only	M	Based on the selection office, office address will be populated from the office master.	Y
Upload Document	Icon	M	Here, the employee will upload valid certificates like medical, migration, etc. in PDF, format only. The maximum size of the file will be 5 MB. The upload document label will be changed based on the	Y

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
			selected reason.	
Reason	Dropdown	M	The employee will select the reason from the dropdown and the data under the dropdown will be fetching from the reason master. Note: - The Reason will be fetch from master management module in section no. 5.6.3.88.	N
Remark	Textbox	M	Here, the employee will write the remark on the bases of selected reason. Special Characters (,.)&*!/\ The maximum limit is 5000 characters.	N
Mutual Transfer				
KGID/ Employee No.	Search Box	M	Here, the Respective employee will enter the KGID/ Employee no.	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Present Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Present Office	Display	M	Employee present office	Y

Field Name	Data Type	Mandatory (M/O)	Validations	In-As-Is (Y/N)
Address	Only		address will be fetched from the employee details (SR).	
Submit	Button	M	On click, the alert message will be shown in POP-UP format "Are you sure you want to submit?" If the employee clicks on the Yes button, the registered data will be submitted. And the employee will be redirected to the previous screen." Employee transfer request. Note: - All requests from ESS will be populated in the respective dashboards of authorities for further action. If click on No button: - the Alert POP-UP message should be shown closed.	N
Cancel	Button	O	On clicking, the employee will redirect to the "Employee Transfer Screen".	N

Table 5.1.1.5.4.1:- Data Elements & Validation

5.1.1.5.5 Rule

Business Rules	• The user can upload the document based on the reason for the master selection. And reason master will be created under the master management. • Note: The user can upload multiple documents. • After submission of the request, the request will be sent to the work list of the respective DDO, and this will be handled by WMS. • On the basis of the selection of the "post," sanctioned posts and vacant posts will be populated. • After submission, the transfer order pending status will be maintained. • After initiation, the transaction is created and will follow the WMS for approval from a different authority, and in the WMS, the transaction will show as Reference No. • Mutual transfer will be applicable only employees belong to same Group, Cadre, Post, Pay-scale.

	• The employee will request for mutual transfer from their own ESS portal
Reference Rule Number (If any)	NA

5.1.1.6 Employee Transfer View Request

5.1.1.6.1 Wireframe (Web)

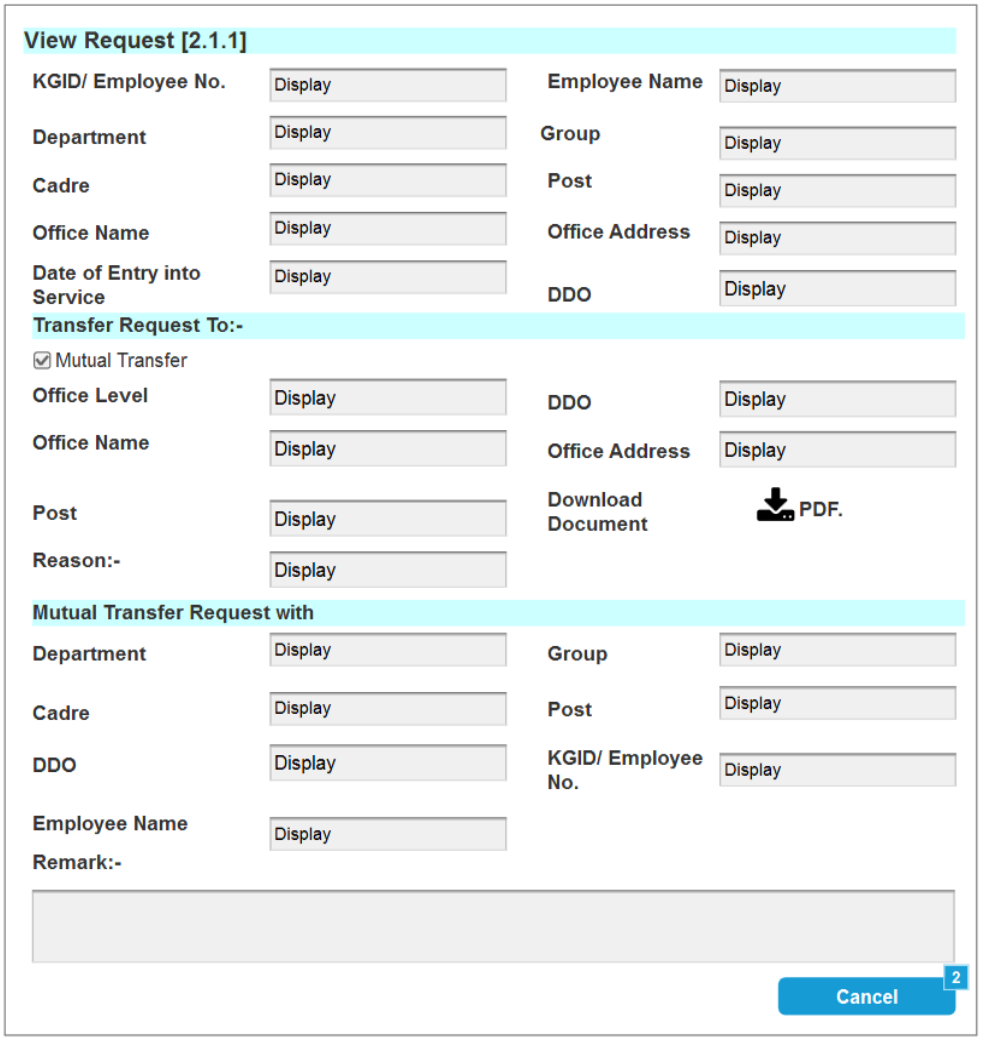


Figure 5.1.1.6.1.1 View Request: – Employee Transfer Request

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information

5.1.1.6.2 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will be fetched from the employee details (SR).	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Date of Entry into Service	Display Only	M	Employee date of joining will be fetched from the employee details.	N
Present Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Present Office Address	Display	M	Employee present office address will be fetched from the employee details (SR).	Y

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
	Only			
Place of Transfer				
Office Level	Display Only	M	Here, the employee will view the office level that they selected during the request.	Y
Office Name	Display Only	M	Employee will view the office name for the transfer. - Based on the Department, office List will be populated accordingly.	Y
Post	Display Only	M	Employee will view the post based on the Department, Vacant available post will be populated.	Y
DDO	Display Only	M	Based on the selected office, the employee will view the particular DDO.	Y
Office Address	Display Only	M	Based on the selection office, office address will be populated from the office master.	Y
Download Document	Download Icon	M	Here, the employee will download valid certificates like Medical, Migration, etc. in PDF Format only. - Maximum size of the file will be 5 MB. - Upload document label will be change based on the selected reason.	Y
Reason	Display Only	M	The employee will view the selected reason and the data under will be fetch from the reason master. **Note:-**The Reason will be fetch from master management module in section no. 5.6.3.88	N

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Mutual Transfer				
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will view the KGID/ Employee no.	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Present Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Present Office Address	Display Only	M	Employee present office address will be fetched from the employee details (SR).	Y
Remark	Display Only	M	Here, the employee will view the remark on the bases of selected reason. Special Characters (,) &*! /\ The maximum limit is 5000 characters.	N
Cancel	Button	O	On clicking, the employee will redirect to the "Employee Transfer Screen".	N

Table 5.1.1.6.2.1:- Data Elements & Validation

5.1.1.6.3 Wireframe (Mobile)

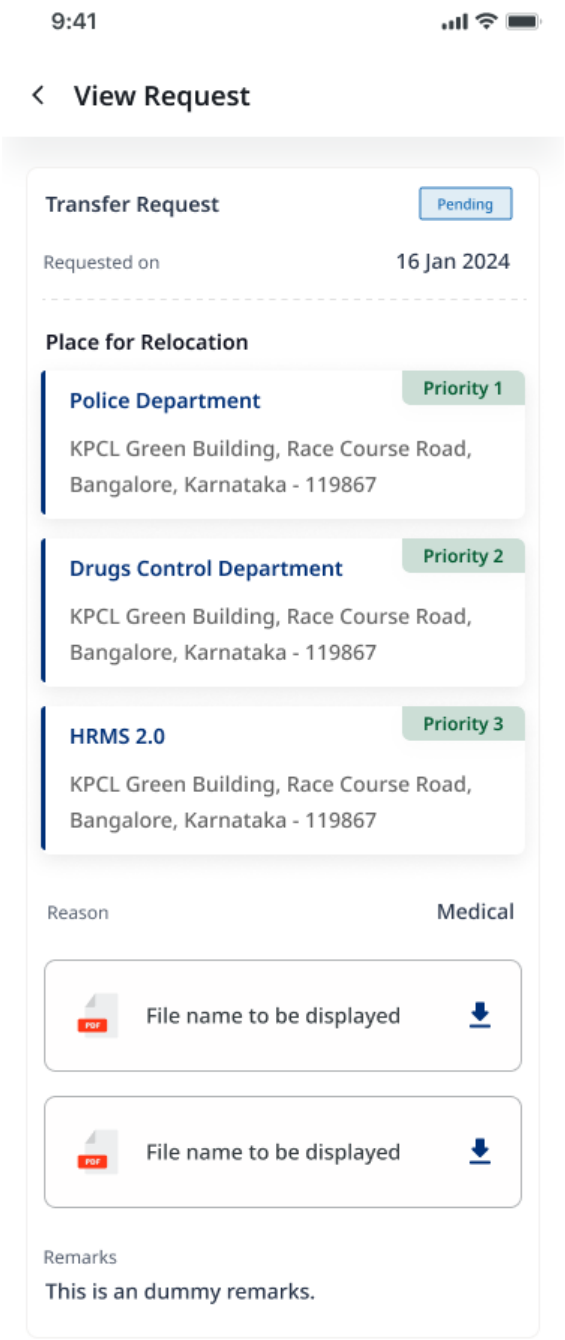


Figure 5.1.1.6.3.1 View Request: – Employee Transfer Request

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information.

5.1.1.6.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will be fetched from the employee details (SR).	N
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Date of Entry into Service	Display Only	M	Employee date of joining will be fetched from the employee details.	N
Present Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Present Office Address	Display Only	M	Employee present office address will be fetched from the employee details (SR).	Y
Place of Transfer				

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Office Level	Display Only	M	Here, the employee will view the office level that they selected during the request.	Y
Office Name	Display Only	M	Employee will view the office name for the transfer. - Based on the Department, office List will be populated accordingly.	Y
Post	Display Only	M	Employee will view the post based on the Department, Vacant available post will be populated.	Y
DDO	Display Only	M	Based on the selected office, the employee will view the particular DDO.	Y
Office Address	Display Only	M	Based on the selection office, office address will be populated from the office master.	Y
Download Document	Download Icon	M	Here, the employee will download valid certificates like Medical, Migration, etc. in PDF Format only. - Maximum size of the file will be 5 MB. - Upload document label will be change based on the selected reason.	Y
Reason	Display Only	M	The employee will view the selected reason and the data under will be fetch from the reason master. **Note:-**The Reason will be fetch from master management module in section no. 5.6.3.88	N
Mutual Transfer				
KGID/ Employee No.	Display Only	M	Employee KGID/ Employee No. will view the KGID/ Employee no.	N

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Employee Name	Display Only	M	Employee Name will be fetched from the employee details (SR).	N
Post	Display Only	M	Employee Post will be fetched from the employee details (SR).	Y
Cadre	Display Only	M	Employee Cadre will be fetched from the employee details (SR).	Y
Group	Display Only	M	Employee Group will be fetched from the employee details (SR).	Y
Department	Display Only	M	Employee Department will be fetched from the employee details (SR).	Y
DDO	Display Only	M	Employee current DDO name will be fetched from the employee details (SR).	Y
Present Office Name	Display Only	M	Employee present office name will be fetched from the employee details (SR).	Y
Present Office Address	Display Only	M	Employee present office address will be fetched from the employee details (SR).	Y
Remark	Display Only	M	Here, the employee will view the remark on the bases of selected reason. Special Characters (,) &*! /\ The maximum limit is 5000 characters.	N
Cancel	Button	O	On clicking, the employee will redirect to the "Employee Transfer Screen".	N

Table 5.1.1.6.4.1: - Data Elements & Validation

5.1.1.6.5 Rule

Business Rules	• The display details will be in read-only format. • Details that are showing on this screen were submitted by the employee
Reference Rule Number (If any)	NA

5.1.2 Transfer (Notification)

5.1.2.1 Functional Description

Process Name	Transfer (Notification)
Test Link	[3.1.2.1] :: Send Transfer order Notification [3.1.2.2] :: Send Posting order Notification [3.1.2.3] :: Send CTC Generation Notification(Transfer OUT) [3.1.4.1] :: Employee relieving Notification [3.2.2.1] :: Send CTC Generation Notification(Transfer In) [3.2.2.2] :: Send LPC Generation Notification
Use Case Description	In this use case, the employee will receive the notification for the transfer order/posting order/CTC generation in case of transfer out.
RFP No	

ESS	HRSM2
47	204
48	204
49	204
52	NA
54	NA
55	NA

Actor	ESS and HRMS-2

5.1.2.2 Use Case Diagram

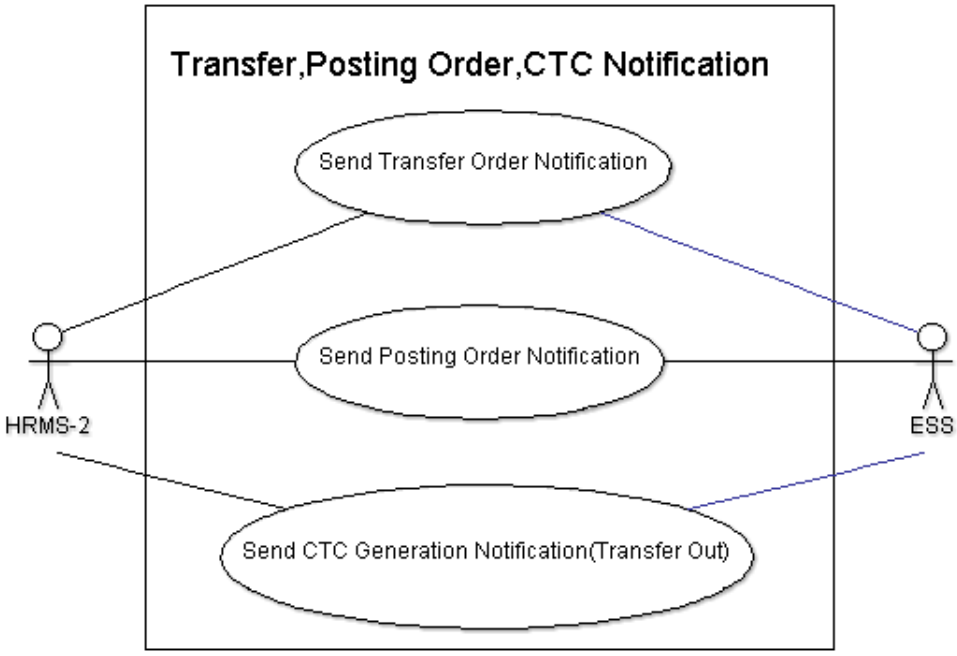


Figure 5.3.2.2.1: – Transfer (Notification)

Figure 5.3.2.2.2: – Relieving order Notification

Pre-Condition	• Successful submission of the request. • Employee Reliving order generated
Post-Condition	On success of the request notification will be triggered.

5.1.2.2.1 Data Element and Validations

S. No	Template Type	Process Name	Submitted Request	Order Generation	Order Reject	Common Message for all Actors
1.	SMS	Employee Request	Dear <Employee Name> Your request has been sent to the DDO <Name, Designation, Code> for further process. **Transaction Number:** T/2022-2023/E-0001 **Request Date**: 03 Nov 2023 Thank You. <Department	Dear <Employee Name> Your request has been Approved and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:**	Dear <Employee Name> Your request has been Rejected. < Name, Designation, Code>. Kindly login to ESS for further details. **Transaction No.**: T/2022-2023/E-0001 Thank You. <Department	Dear <Actor Name> You have received a request <Request Type> from <Previous Actor Name> for further action at your end. **Transaction No.**: T/2022-2023/E-0001 Thank You. <Department

			Name>	O/T/2022-2023/001. Thank You. <Department Name>	Name>	Name>
2.	SMS	Department-Transfer Request	Dear <Employee Name> Your request for transfer is being processed by Appointing Authority of your department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023. Thank You. <Department Name>	Dear <Employee Name> Your request for transfer has been approved and order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	Dear <Employee Name> Your request has been Rejected. < Name, Designation, Code>. **Transaction No.**: T/2022-2023/E-0001 Thank You. <Department Name>	
3.	SMS	Relieving OUT	Dear <username> your request for transfer out has been generated by your reporting manager against your transfer request.	Dear <Employee Name> Your request for Transfer	Dear <Employee Name> Your request for Transfer	

			Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Relieving No.: R/2022-2023/R-001 Joining Date: 01 Dec 2023 Thank You.	OUT has been Approved and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	OUT has been Rejected and reject order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	
4.	SMS	LPC	Dear <Employee Name> Your request for LPC has been sent to the DDO<Office Name, DDO Code>. For further process. Thank You. <Department	NA	NA	

			Name>			
5.	E-Mail	Employee Transfer Request	Dear <Employee Name> Your request has been sent to the DDO <Name, Designation, Code, Office Address> for further process. Transaction Number: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Thank You. <Department Name>	Dear <Employee Name> Your request has been Approved and order has been generated by the department. **DDO** <Name, **Designation**, **Code**, and **Office** Address> **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	Dear <Employee Name> Your request has been Rejected and order has been generated by the department. **DDO** <Name, **Designation**, **Code**, and **Office** Address> **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	

6.	E-Mail	Department-Transfer Request	Dear <Employee Name> Your request for transfer is being processed by Appointing Authority of your department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023. Thank You. <Department Name>	Dear <Employee Name> Your request for transfer has been approved and order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	Dear <Employee Name> Your request has been Rejected and order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	
7.	SMS	Revert	NA	Dear <Employee Name> Your transfer Order has been reverted by DDO and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:**	Dear <Employee Name> Your Revert transfer Order has been rejected by DDO and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023	

				O/T/2022-2023/001. Thank You. <Department Name>	**Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	
8.	SMS	Revise		Dear <Employee Name> Your Transfer Order has been Revised and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	Dear <Employee Name> Your Revise transfer Order has been rejected by DDO and order has been generated by the department. **Transaction No.**: T/2022-2023/E-0001 Order **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. Thank You. <Department Name>	
9.	E-Mail	Revert		Dear <Employee Name> Your Transfer Order has been	Dear <Employee Name> Your request has been Rejected and	

				Revert and order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	
10.	E-Mail	Revise		Name> Your Transfer Order has been Revise and Order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You. <Department Name>	Name> Your Revise Transfer Order has been Rejected and Order has been generated by department. Transaction No.: T/2022-2023/E-0001 Request Date: 03 Nov 2023 Order No.: O/T/2022-2023/001. Thank You.	

Table 5.3.2.2.1.1: - Data Elements & Validation

5.1.2.2.2 Rule

Business Rules	On any action which has been taken and the HRMS 2.0 for a particular request will be notify to employee in ESS in the form of bell icon, mobile SMS, and Email from the configured server.
Reference Rule Number (If any)	NA

5.1.3 Employee Relieving Order and Advance Salary Request

5.1.3.1 Functional Description

Process Name	Employee Relieving order and advance salary request
Test Link	[3.1.3.1] :: Employee relieving order request [3.1.3.2]::Employee Advance salary request
Use Case Description	In this use case, the employee will be able to raise a request for relieving order and the advance salary.
RFP No	ESS: 50, 51 HRSM2: 215, 218
Actor	ESS and HRMS-2

5.1.3.2 Use Case Diagram

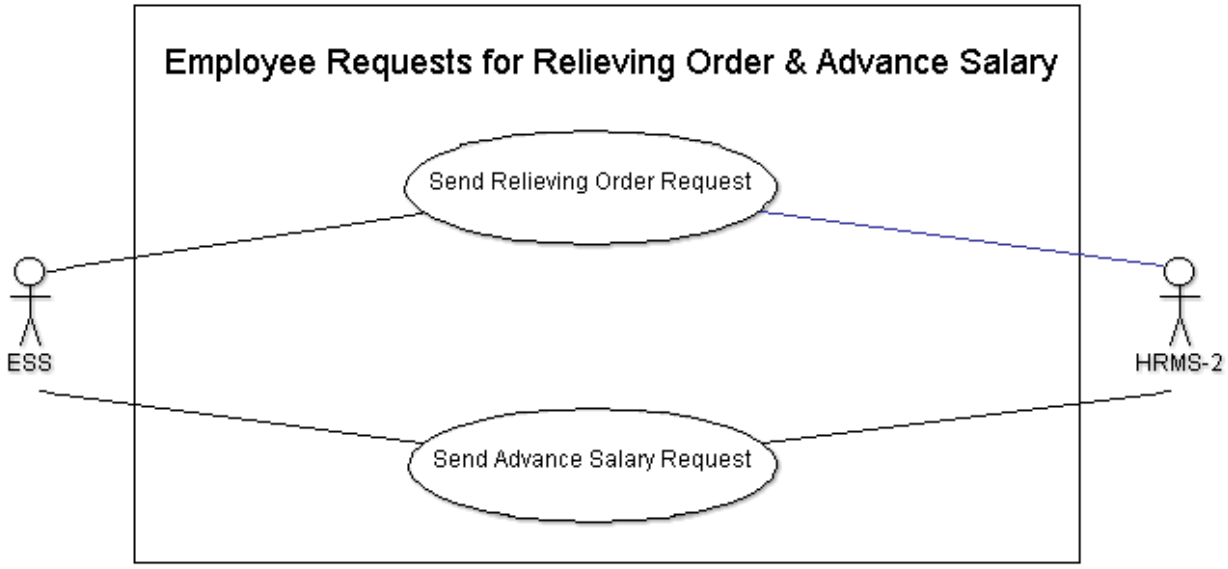


Figure 5.3.3.2.1: – Employee Relieving order and advance salary request

Pre-Condition	Transfer request should be approved
Post-Condition	Create request pending

5.1.3.3 Specifications

5.1.3.4 Screen Navigation

- ESS>> Employee Transfer Request>>Relieving order Request
- ESS>> Employee Transfer Request>> Advance Salary Request

5.1.3.5 Employee Relieving order Listing Page

5.1.3.5.1 Wireframe (Web)

Figure 5.3.3.5.1: – Employee Relieving Order Request Listing Page

5.1.3.5.2 Wireframe (Mobile)

Note - Wireframes shown in SRS are for clarity of end user actual screen layout may be different but it will cover all the required information.

5.1.3.5.3 Data Element and Validations

Table 5.3.3.5.3:- Data Elements & Validation

5.1.3.5.4 Rule

Business Rules	
Reference Rule Number (If any)	NA

5.2 Transfer In

5.2.1 Employee TA/DA claim request

5.2.1.1 Functional Description

Process Name	Employee TA/DA claim Request
Test Link	[3.2.1.1] :: TA/DA Claim Request
Use Case Description	In this use case, the employee will be able to claim TA/DA to HRMS 2 destination DDO after transfer IN.
RFP No	ESS HRSM2 53 220
Actor	ESS and HRMS-2

5.2.1.2 Use Case Diagram

Figure : –Employee TA/DA claim request

Pre-Condition	Employee transferred successfully
Post-Condition	Creation of new request

5.2.1.3 Specifications

5.2.1.3.1 Screen Navigation

NA

5.2.1.3.2 Wireframe (Web)

NA

5.2.1.3.3 Wireframe (Mobile)

NA

5.2.1.3.4 Data Element and Validations

5.2.1.3.5 Rule

Business Rules	On any action which has been taken and the HRMS 2.0 for a particular request will be notify to employee in ESS in the form of bell icon.
Reference Rule Number (If any)	NA

6 Leave (ESS)

The leave management system empowers employees to check their leave balances, apply for leave, and access their upcoming holiday list with a few clicks. The employee can track the status of their applied request.

6.1 Employee Applications

6.1.1 View Leave Balance

6.1.1.1 Functional Description

Process Name	View Leave Balance
Test Link	[12.2.1] :: View Leave Balance
Use Case Description	Employee (ESS) will be able to check the leave balance from this option and also shall be able to apply the leave from here only.
RFP No	ESS 141 / HRSM2 1142
Actor	ESS

6.1.1.2 Use Case Diagram

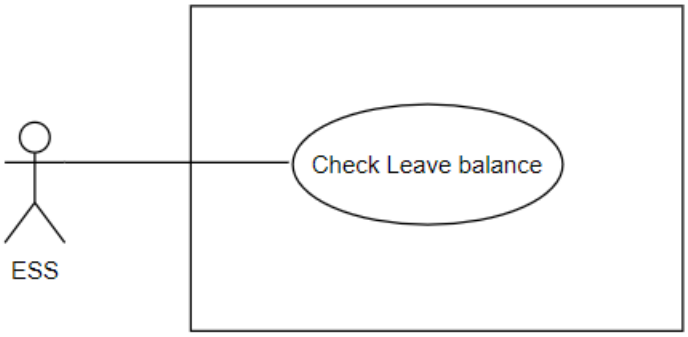


Figure 6.1.1.2.1 – Check Leave Balance

Pre-Condition	Employee leaves credit.
Post-Condition	Display employee leave balance.

6.1.1.3 Specifications

6.1.1.3.1 Screen Navigation

- Leave Management >> Check Leave Balance

6.1.1.3.2 Wireframe (WEB)

[ESS]

Leave Balance

KGID / Employee No 54737262 Employee Name Mr. Alok Sharma

Department Police Post Head Constable

Sl.No.	Leave Name	Leave Alias	Leave Balance	Leave applied but not approved	Apply
1	Earned Leave	EL	25	5	
2	Casula Leave	CL	8	2	
3	Half Pay Leave	HPL	20	0	

Figure 6.1.1.3.2.1 Check Leave Balance

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.1.3.3 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N
Employee Name	Display Only	M	Employee Name will be fetched as per the logged in user from employee details.	N
Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Grid Data				
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N

Leave Name	Display Only	M	Name of the leave type will be displayed from leave type master.	N
Leave Alias	Display Only	M	Leave alias will be displayed from leave type master.	N
Leave Balance	Display Only	M	Leave balance of the respective leave type as on date will be displayed.	N
Leave applied but not approved	Display Only	M	Count of applied leaves but pending for approval will be displayed from leave request details.	N
Apply	Icon	O	On click of the icon, user shall be redirected to the Apply for Leave form.	N

Table 6.1.1.3.2.1: Data Elements & Validation

6.1.1.3.4 Wireframe (Mobile)

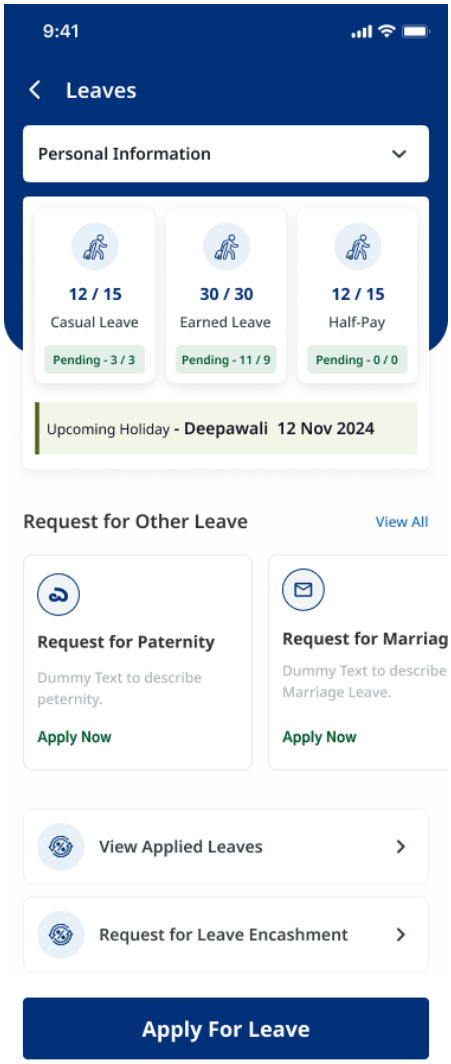


Figure 6.1.1.3.4.1 Check Leave Balance

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.1.3.5 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N
Employee Name	Display Only	M	Employee Name will be fetched as per the logged in user from employee details.	N

Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Grid Data				
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Leave Name	Display Only	M	Name of the leave type will be displayed from leave type master.	N
Leave Alias	Display Only	M	Leave alias will be displayed from leave type master.	N
Leave Balance	Display Only	M	Leave balance of the respective leave type as on date will be displayed.	N
Leave applied but not approved	Display Only	M	Count of applied leaves but pending for approval will be displayed from leave request details.	N
Apply	Icon	O	On click of the icon, user shall be redirected to the Apply for Leave form.	N

Table 6.1.1.3.4.1: Data Elements & Validation

6.1.1.3.6 Rule

Business Rules	• Leave details will be displayed to the employee as per eligibility criteria. • If leave type is accrual based and leave balance is 0 then apply icon will be disabled. • If leave type is ad-hoc based and leave balance is 0 then apply icon will be enabled. • If leave type is family dependent like maternity, paternity, child care leave etc. then on submit of the employee dependent details, leave count of the respective leave type will be displayed in the ESS.
Reference Rule Number (If any)	NA

6.1.2 Enter Leave Application

6.1.2.1 Functional Description

Process Name	Enter Leave Application
Test Link	[12.2.2]::Apply For Leave [12.3.3]::Upload Necessary Documents [12.3.4]::Send E-signed Leave Application
Use Case Description	Employee can apply for leave through ESS if the employee has leave balance. Employee will submit the leave application through ESS in prescribed form. Employee can upload the necessary documents while applying for leave, if required. Employee fills the leave application form, e-Signs and submits it.
RFP No	ESS: 142, 143, 144 HRSM2: 1151, 1152, 1153
Actor	ESS

6.1.2.2 Use Case Diagram

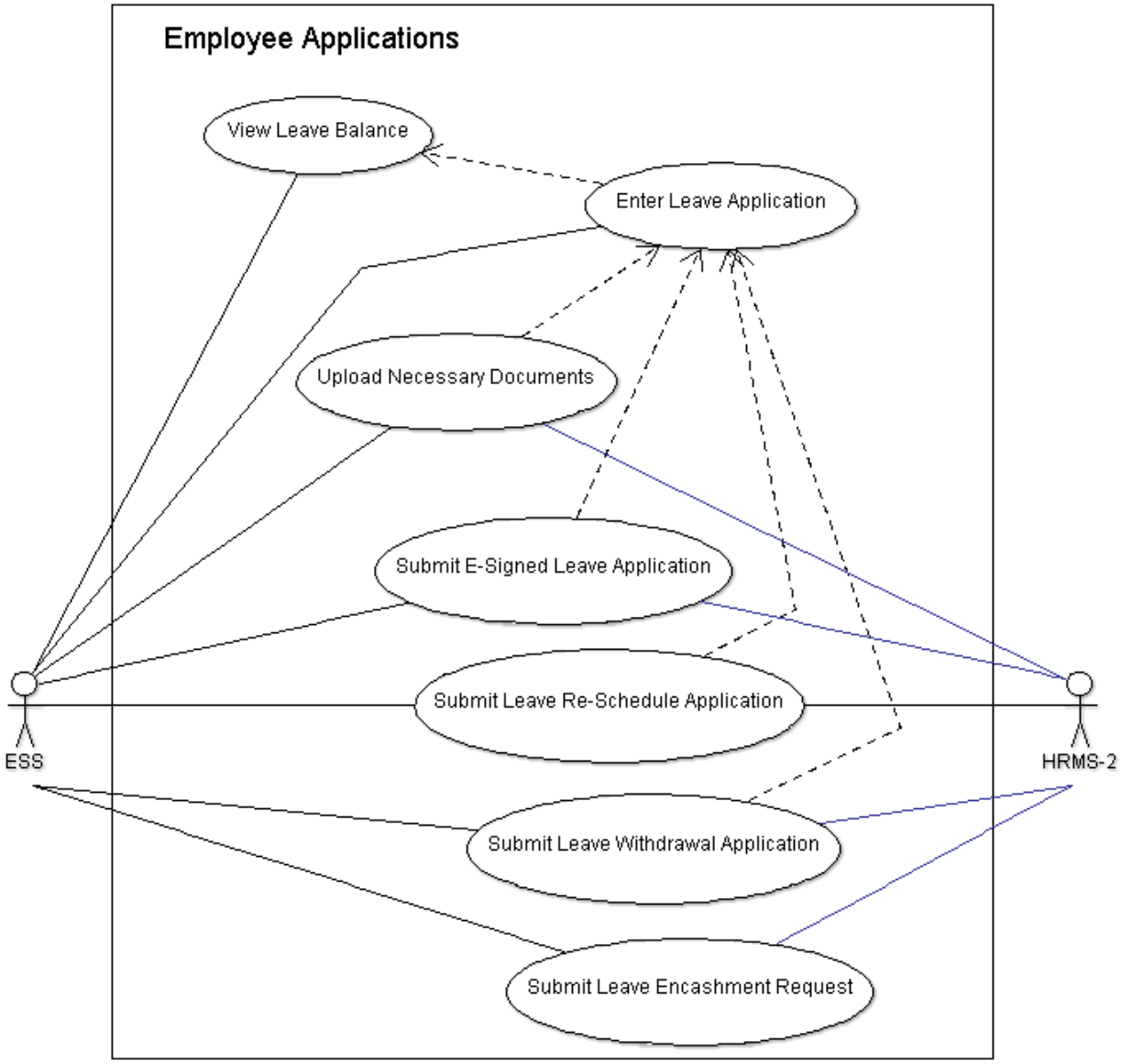


Figure 6.1.2.2.1 – Employee Leave Application

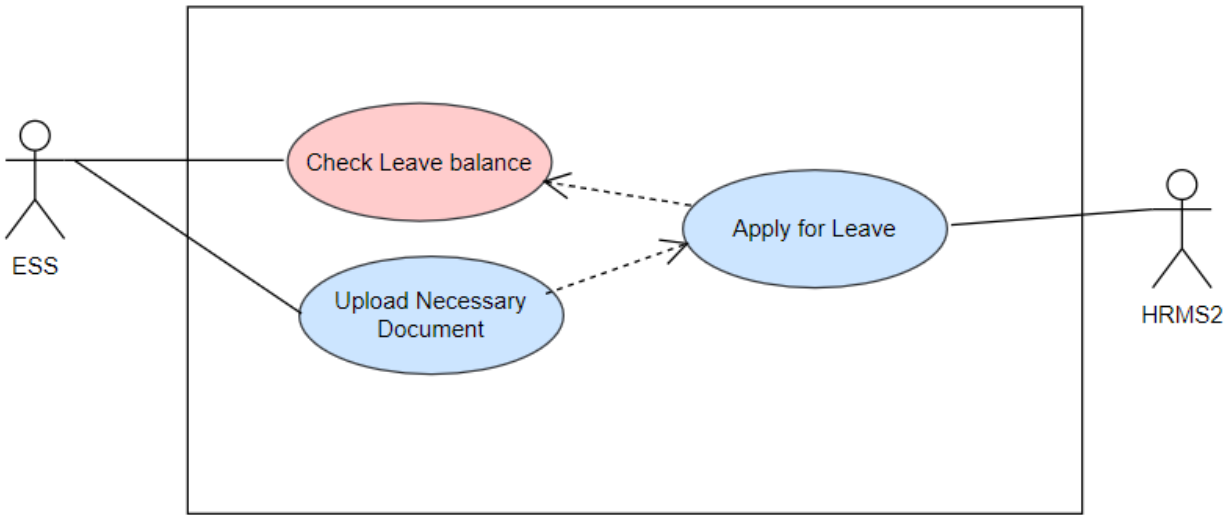


Figure 6.1.2.2.2– Apply for Leave

Pre-Condition	Employee leaves credit.
Post-Condition	Leave request send to HRMS 2.0

6.1.2.3 Specifications

6.1.2.3.1 Screen Navigation

- Leave Management >> Check Leave Balance >>Apply for Leave

6.1.2.3.1.1 Wireframe (WEB)

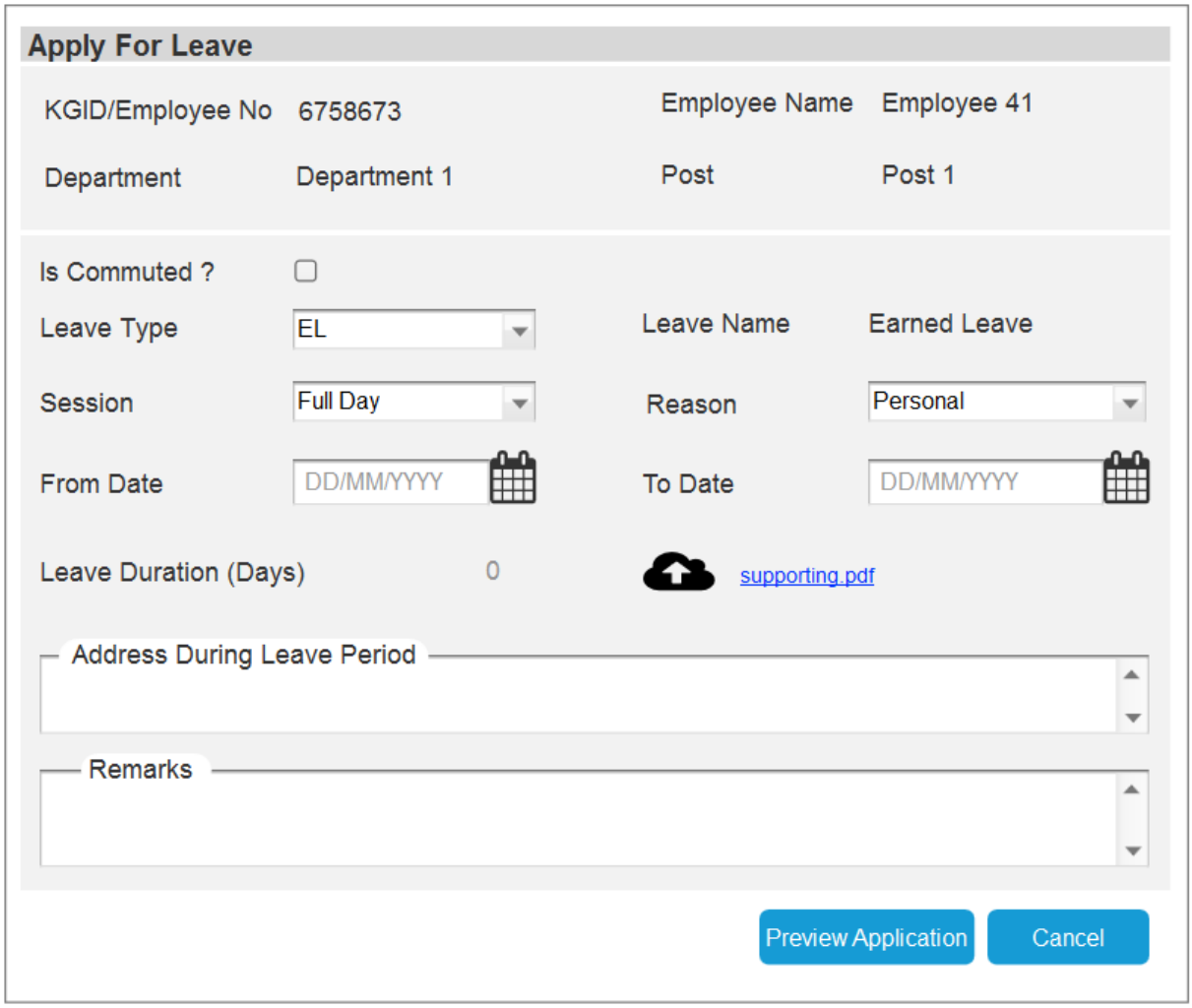


Figure 6.1.2.3.1.1.1 Apply for leave

Apply For Leave

KGID/Employee No 6758673 Employee Name Employee 41

Department Department 1 Post Post 1

Is Commuted ? ☑

Leave Type HPL Leave Name Half Pay Leave

From Date DD/MM/YYYY To Date DD/MM/YYYY

Add

Sl.No.	Leave Type	Leave Name	From Date	To Date	Leave Duration
1	HPL	Half Pay Leave	01/01/2024	03/01/2024	3 Days
2	EL	Earned Leave	04/01/2024	05/01/2024	2 Days

Total Leave Duration (Days) 0 supporting.pdf

Reason Personal

Address During Leave Period

Remarks

Preview Application Cancel

Figure 6.1.2.3.1.1.2 Apply for leave

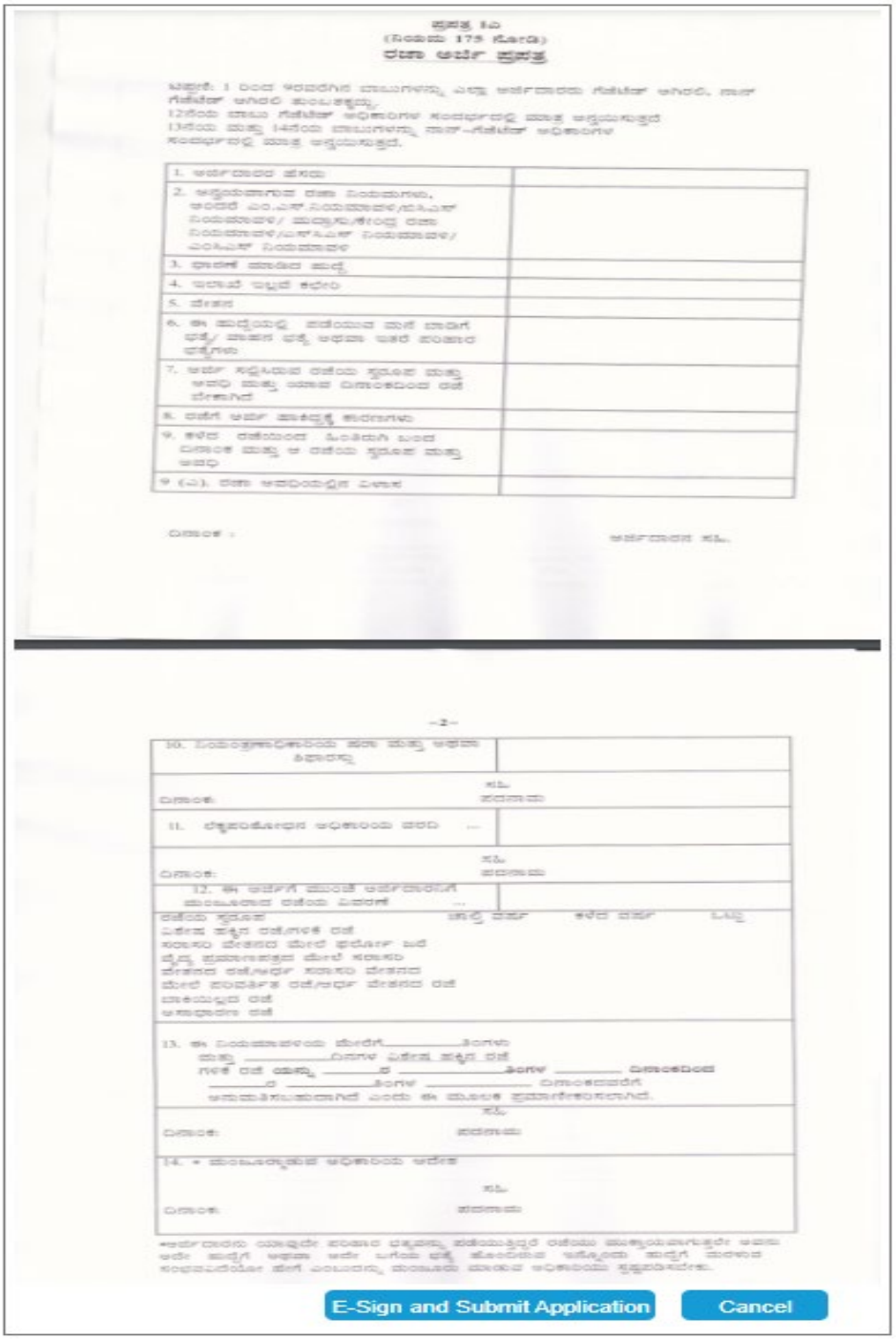


Figure 6.1.2.3.1.1.3 Preview Leave Application

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.2.3.1.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N
Employee Name	Display Only	M	Employee Name will be fetched as per the logged in user from employee details.	N
Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Is Commuted?	Checkbox	O	Employee shall be able to check the checkbox to apply commuted leave. Default it will be unchecked. On check of the checkbox user interface will be changed accordingly and user shall be able to selected more than one leave type. Refer Figure 10.12.3.2.1.2 Apply for leave	
Leave Type	Dropdown	M	By default the leave will be displayed on which employee has clicked for apply. Type of leaves will be fetched from the Leave type master in active status only and as per effective date.	N
Leave Name	Display Only	M	Description of the selected leave type will be displayed from leave type master.	N
Session	Dropdown	M	User shall be able to select the session from the dropdown. Session values are; 1. Full Day 2. First Half 3. Second Half Session will be displayed as per the configuration available in leave type master. If half day applicable then only first half and second half will be displayed in the dropdown. Default values will be Full Day	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Values of the dropdown will be fetched from reason master from Master Management.	N

From Date	Calendar	M	User shall be able to select from date from the calendar. Validation- User shall be able to select the date of same day and future date also but not less than today. From date also will be validated from leave type master for advance leave days.	N
To Date	Calendar	M	User shall be able to select date from the calendar. Validation- User shall be able to select the date from the calendar but to date cannot be less than from date.	N
Leave Duration (Days)	Display Only	M	Duration as per selected from date and to date will be displayed by system itself. **Validation**- To display the leave duration business rule must be validated for intervening holiday leave policy.	N
Upload	Icon	O	User shall be able to upload the supporting document in image and PDF only. Maximum 5 MB.	N
Address during leave period	Text Box	M	User shall be able to enter the address during the leave period. Varchar (250)	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar (500)	N
Preview Application	Button	O	On click of the button, predefined leave application format will be displayed from DMS and employee shall do the e-sign on the same then a success message will be displayed 'Leave application submitted successfully and awaiting approval'. Employee shall be redirected to the applied leave form. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Cancel	Button	O	On click of the button, 'Are you sure to cancel?' with Yes and No option. On click of Yes user will be redirected to the listing page. On click of No only prompt will be disappeared. User shall be redirected to the check leave balance form.	N
Commuted Leave				
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N

Employee Name	Only	M	Employee Name will be fetched as per the logged in user from employee details.	N
Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Is Commuted?	Checkbox	O	Employee shall be able to check the checkbox to apply commuted leave. Default it will be unchecked. On check of the checkbox user interface will be changed accordingly and user shall be able to selected more than one leave type.	N
Leave Type	Dropdown	M	Type of leaves will be fetched from the Leave type master in active status and marked for commuted leave only.	N
Leave Name	Display Only	M	Description of the selected leave type will be displayed from leave type master.	N
From Date	Calendar	M	User shall be able to select from date from the calendar. Validation- Date will be validated from the leave type master to apply leave in advance days. From date cannot be less than system date.	N
To Date	Calendar	M	User shall be able to select date from the calendar. Validation- To Date cannot be less than From Date.	N
Add	Button	M	On click of the button, leave details will be added in the grid.	N
Grid Data				
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Leave Type	Display Only	M	Selected leave type will be displayed.	N
Leave Name	Display Only	M	Selected leave name will be displayed.	N
From Date	Display Only	M	Leave from date will be displayed.	N

To Date	Display Only	M	Leave to date will be displayed.	N
Leave Duration	Display Only	M	Leave duration as per selected from date and to date will be displayed but as per the configuration in leave type master.	N
Delete	Icon	O	On click of the icon, respective row will be deleted from the grid.	N
Total Leave Duration (Days)	Display Only	M	Duration as per selected from date and to date will be displayed by system itself. **Validation**- To display the leave duration business rule must be validated from leave type master.	N
Upload	Icon	O	User shall be able to upload the supporting document in PDF only. Maximum 5 MB. Attachment mandatory must be validated from leave type master.	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Values of the dropdown will be fetched from reason master from Master Management.	N
Address during leave period	Text Box	M	User shall be able to enter the address during the leave period. Varchar (250)	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar (500)	N
Preview Application	Button	O	On click of the button, predefined leave application format will be displayed from DMS and employee shall do the e-sign on the same then a success message will be displayed 'Leave application submitted successfully and awaiting approval'. Employee shall be redirected to the applied leave form. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Cancel	Button	O	On click of the button, 'Are you sure to cancel?' with Yes and No option. On click of Yes user will be redirected to the listing page. On click of No only prompt will be disappeared. User shall be redirected to the check leave balance form.	N

Table 6.1.2.3.1.1.3: Data Elements & Validation

6.1.2.3.1.3 Wireframe (Mobile)

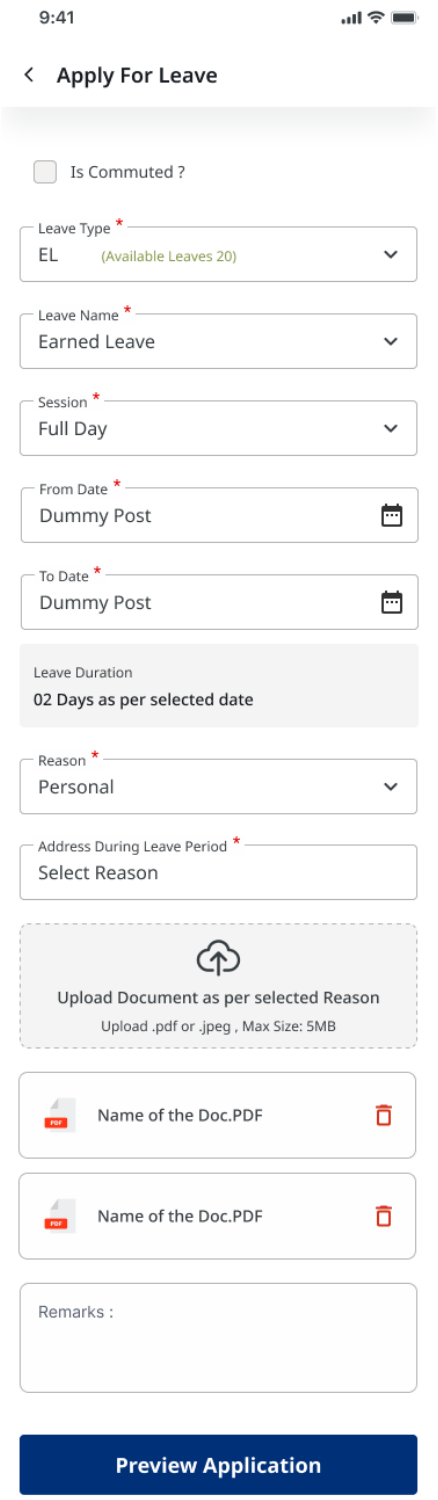


Fig 6.1.2.3.1.3.4: Apply for leave

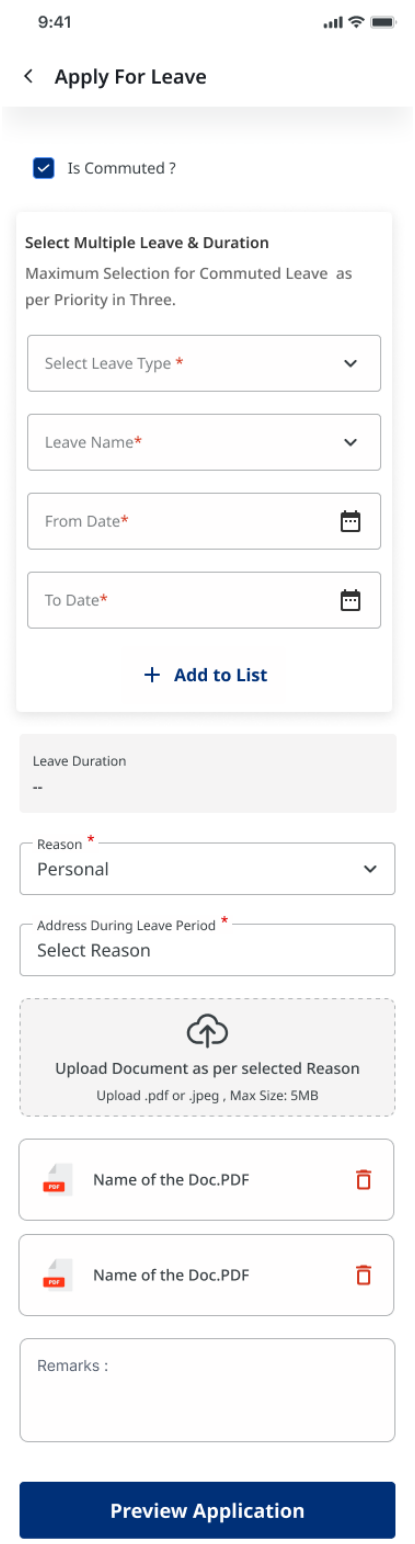


Fig 6.1.2.3.1.3.5: Apply for leave

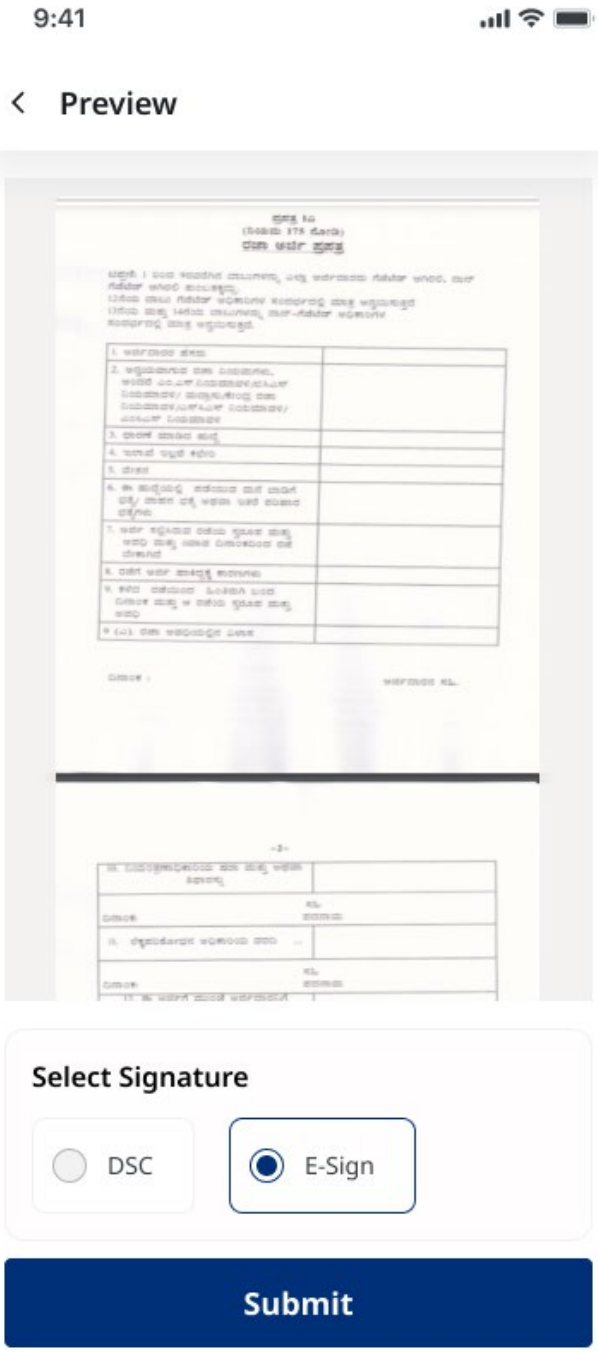


Fig 6.1.2.3.1.3.6: Apply for leave (E sign/DSC)

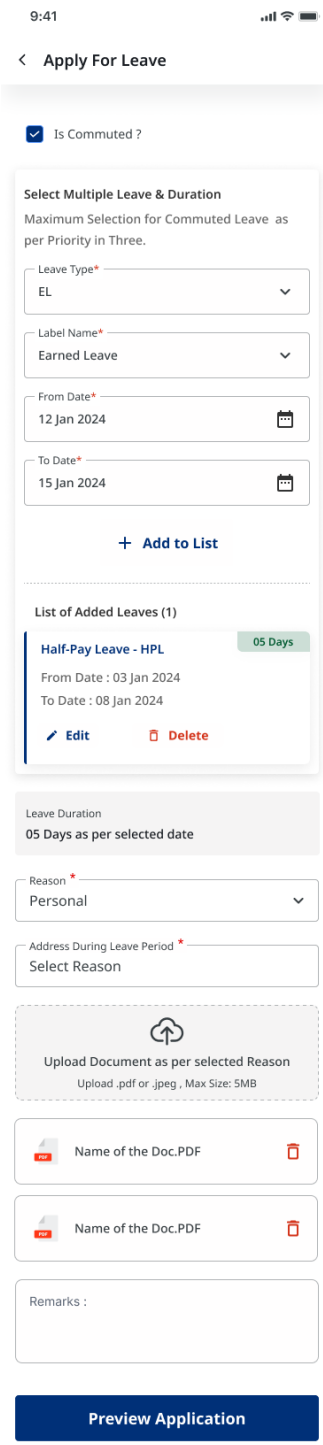


Fig 6.1.2.3.1.3.7: Apply for leave (If leave type is commuted)

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information

6.1.2.3.1.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N
Employee Name	Display Only	M	Employee Name will be fetched as per the logged in user from employee details.	N
Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Is Commuted?	Checkbox	O	Employee shall be able to check the checkbox to apply commuted leave. Default it will be unchecked. On check of the checkbox user interface will be changed accordingly and user shall be able to selected more than one leave type. Refer Figure 10.12.3.2.1.2 Apply for leave	
Leave Type	Dropdown	M	By default the leave will be displayed on which employee has clicked for apply. Type of leaves will be fetched from the Leave type master in active status only and as per effective date.	N
Leave Name	Display Only	M	Description of the selected leave type will be displayed from leave type master.	N
Session	Dropdown	M	User shall be able to select the session from the dropdown. Session values are; 1. Full Day 2. First Half 3. Second Half Session will be displayed as per the configuration available in leave type master. If half day applicable then only first half and second half will be displayed in the dropdown. Default values will be Full Day	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Values of the dropdown will be fetched from reason master from Master Management.	N

From Date	Calendar	M	User shall be able to select from date from the calendar. Validation- User shall be able to select the date of same day and future date also but not less than today. From date also will be validated from leave type master for advance leave days.	N
To Date	Calendar	M	User shall be able to select date from the calendar. Validation- User shall be able to select the date from the calendar but to date cannot be less than from date.	N
Leave Duration (Days)	Display Only	M	Duration as per selected from date and to date will be displayed by system itself. **Validation**- To display the leave duration business rule must be validated for intervening holiday leave policy.	N
Upload	Icon	O	User shall be able to upload the supporting document in image and PDF only. Maximum 5 MB.	N
Address during leave period	Text Box	M	User shall be able to enter the address during the leave period. Varchar (250)	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar (500)	N
Preview Application	Button	O	On click of the button, predefined leave application format will be displayed from DMS and employee shall do the e-sign on the same then a success message will be displayed 'Leave application submitted successfully and awaiting approval'. Employee shall be redirected to the applied leave form. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Cancel	Button	O	On click of the button, 'Are you sure to cancel?' with Yes and No option. On click of Yes user will be redirected to the listing page. On click of No only prompt will be disappeared. User shall be redirected to the check leave balance form.	N
Commuted Leave				
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched as per the logged in user.	N

Employee Name	Only	M	Employee Name will be fetched as per the logged in user from employee details.	N
Department	Display Only	M	Department Name of the employee will be fetched as per the logged in user from posting details.	N
Post	Display Only	M	Post of the employee will be fetched as per the logged in user from posting details.	N
Is Commuted?	Checkbox	O	Employee shall be able to check the checkbox to apply commuted leave. Default it will be unchecked. On check of the checkbox user interface will be changed accordingly and user shall be able to selected more than one leave type.	N
Leave Type	Dropdown	M	Type of leaves will be fetched from the Leave type master in active status and marked for commuted leave only.	N
Leave Name	Display Only	M	Description of the selected leave type will be displayed from leave type master.	N
From Date	Calendar	M	User shall be able to select from date from the calendar. Validation- Date will be validated from the leave type master to apply leave in advance days. From date cannot be less than system date.	N
To Date	Calendar	M	User shall be able to select date from the calendar. Validation- To Date cannot be less than From Date.	N
Add	Button	M	On click of the button, leave details will be added in the grid.	N
Grid Data				
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Leave Type	Display Only	M	Selected leave type will be displayed.	N
Leave Name	Display Only	M	Selected leave name will be displayed.	N
From Date	Display Only	M	Leave from date will be displayed.	N

To Date	Display Only	M	Leave to date will be displayed.	N
Leave Duration	Display Only	M	Leave duration as per selected from date and to date will be displayed but as per the configuration in leave type master.	N
Delete	Icon	O	On click of the icon, respective row will be deleted from the grid.	N
Total Leave Duration (Days)	Display Only	M	Duration as per selected from date and to date will be displayed by system itself. **Validation**- To display the leave duration business rule must be validated from leave type master.	N
Upload	Icon	O	User shall be able to upload the supporting document in PDF only. Maximum 5 MB. Attachment mandatory must be validated from leave type master.	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Values of the dropdown will be fetched from reason master from Master Management.	N
Address during leave period	Text Box	M	User shall be able to enter the address during the leave period. Varchar (250)	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar (500)	N
Preview Application	Button	O	On click of the button, predefined leave application format will be displayed from DMS and employee shall do the e-sign on the same then a success message will be displayed 'Leave application submitted successfully and awaiting approval'. Employee shall be redirected to the applied leave form. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Cancel	Button	O	On click of the button, 'Are you sure to cancel?' with Yes and No option. On click of Yes user will be redirected to the listing page. On click of No only prompt will be disappeared. User shall be redirected to the check leave balance form.	N

6.1.2.3.1.5 Rule

Business Rules	• Leave duration will be calculated as per from date and to date but holiday and week off should be excluded/ included as per the configuration in

leave type master.

- For commuted leave only EL and HPL will be considered in a request.
- If employee applies for a commuted leave then 2 HPL leaves will be deducted from the HPL balance for 1 day commuted leave.
- Leave balance will be deducted on submit of the leave application.
- If leave application is rejected then deducted leave balance will be updated accordingly.
- Leave cannot be applied on holiday and week off.
- On click of preview application, application preview will be opened as per the defined format and employee shall be able to do the e-sign and submit the leave application then request will be redirected to the Approving Authority.
- On successful submit of the request, transaction number and request number will be generated by system itself and request date also will be stored in the DB.
- On success of E-sign request will be moved as per the workflow configured in WMS.
- WMS user will have the provision to send the request to create a file to the case worker.
- Create file process is required in the HRMS for the same.
- For EL, CL and HPL user shall not be able to apply leave if leave balance is less than 0
- For request based leave like Paternity Leave, Maternity Leave, Child Care Leave, Special Casual Leave user shall be able to apply the leave but system will check the eligibility by itself as per business rule only if employee is eligible then only can submit the request. Example- If female employee is applying for the maternity leave then on click of the apply icon system will check the eligibility of the employee like how many living children are defined in dependent details. If living children is 2 or more than 2 then system will display a validation message 'You are not eligible for the maternity as per policy' But if living child is less than 2 then system will allow to raise a request and on click of system leave balance will be updated as per defined eligibility criteria.
- Multiple leaves cannot be submitted for a single date.
- In continuous leave application system should validate the leave combination master if check box is checked for the particular leave type then only system will allow employee to submit a request.
- If leave request cancelled, withdrawn, rescheduled or rejected then leave balance will be updated accordingly.
- Note- For gazetted employee, notification must be sent to the AG for leave approval, Cancel, Reject etc.
- If employee avails HPL then half day salary of the employee will be deducted in the payroll. If employee avails Commuted Leave then HPL balance will be adjusted double in an amount. Like if employee applied 2 Days Commuted leave then 4 HPL balance will be deducted.
- EL cannot be applied less than 3, but if the employee does not have CL or other leave, then the employee will be able to apply EL less than 3. System

	will follow the configuration defined in leave type master only. • Note- Commuted leave is a part of HPL only. It will not be a separate leave type.
Reference Rule Number (If any)	NA

6.1.3 View Leaves Applied

6.1.3.1 Functional Description

Process Name	View Leaves Applied
Test Link	NA
Use Case Description	Employee will be able to view the applied leaves from this process. Employee also will be able to raise request for withdraw leave, cancel leave, reschedule leave from this process only.
RFP No	NA
Actor	ESS

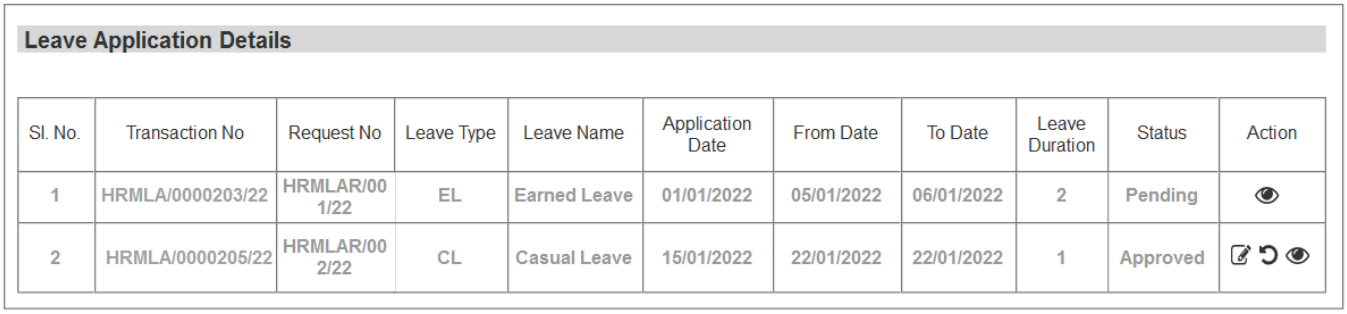
Pre-Condition	Employee Leave should be credited.
Post-Condition	Display employee leave balance.

6.1.3.2 Specifications

6.1.3.2.1 Screen Navigation

- Leave Management >> Applied Leaves

6.1.3.2.2 Wireframe (WEB)



Leave Application Details

Sl. No.	Transaction No	Request No	Leave Type	Leave Name	Application Date	From Date	To Date	Leave Duration	Status	Action
1	HRMLA/0000203/22	HRMLAR/001/22	EL	Earned Leave	01/01/2022	05/01/2022	06/01/2022	2	Pending	
2	HRMLA/0000205/22	HRMLAR/002/22	CL	Casual Leave	15/01/2022	22/01/2022	22/01/2022	1	Approved	

Figure 6.1.3.2.2.1 Applied Leaves

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.3.2.3 Data Element and Validations (WEB)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Transaction No.	Display Only	M	System-generated unique transaction will be displayed from the applied leave.	N
Request No.	Display Only	M	System generated unique request no will be displayed from the applied leave.	
Leave Type	Display Only	M	Leave type of the particular request will be displayed from the applied leaves.	N
Leave Name	Display Only	M	Name of the leave type will be displayed from the applied leaves.	N
Application Date	Display Only	M	Leave application date will be displayed from the applied leaves.	N
From Date	Display Only	M	Leave from date will be displayed from the applied leaves.	N
To Date	Display Only	M	Leave To date will be displayed from the applied leaves.	N
Leave Duration	Display Only	M	Leave duration will be displayed from the applied leaves.	N
Status	Display Only	M	Status of the leave request will be displayed as per the WMS status. If request is approved then status will be shown as 'Approved'. If request is withdrawn by the employee and approved in DMS then status will be Withdrawn. If request is rescheduled and approved by the authority then status will be Rescheduled. If request is canceled and approved by the authority then status will be cancelled. If request is rejected then status will be displayed as rejected. Rest request will be updated as per the	N

			WMS.	
Action	Icon	O	View- On click of the icon, employee will be redirected to the next screen "View Leave Request". Reschedule- Icon will be displayed for approved leave and during the leave period only. On click of the icon, employee will be redirected to the "Apply Leave Re-schedule". Withdraw- Icon will be displayed for approved leave and during the leave period only. On click of the icon, employee will be redirected to the next screen "Withdraw Leave Request".	N

Table 6.1.3.2.3.1: Data Elements & Validation

6.1.3.2.4 Wireframe (Mobile)

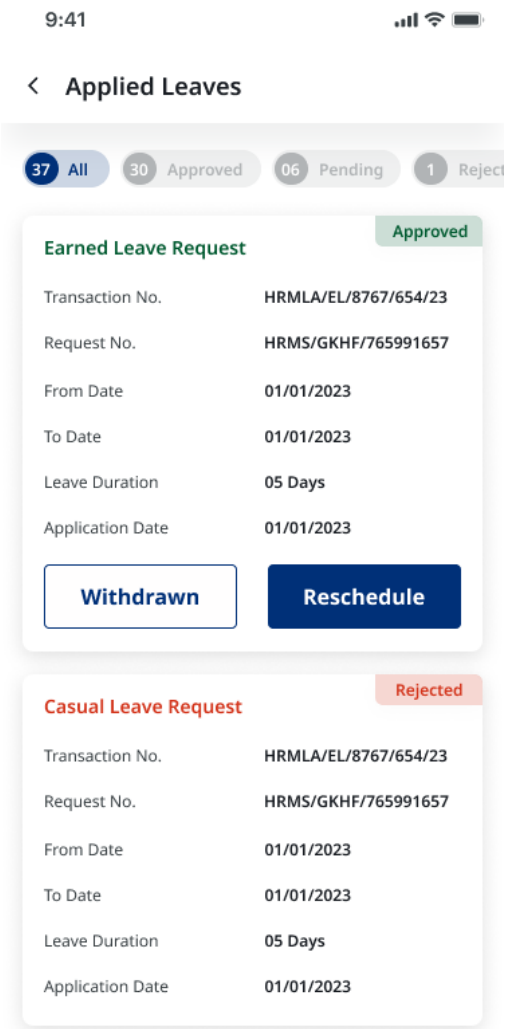


Figure 6.1.3.2.4.1 Applied Leaves (Mobile)

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.3.2.5 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N

Transaction No.	Display Only	M	System-generated unique transaction will be displayed from the applied leave.	N
Request No.	Display Only	M	System generated unique request no will be displayed from the applied leave.	
Leave Type	Display Only	M	Leave type of the particular request will be displayed from the applied leaves.	N
Leave Name	Display Only	M	Name of the leave type will be displayed from the applied leaves.	N
Application Date	Display Only	M	Leave application date will be displayed from the applied leaves.	N
From Date	Display Only	M	Leave from date will be displayed from the applied leaves.	N
To Date	Display Only	M	Leave To date will be displayed from the applied leaves.	N
Leave Duration	Display Only	M	Leave duration will be displayed from the applied leaves.	N
Status	Display Only	M	Status of the leave request will be displayed as per the WMS status. If request is approved then status will be shown as 'Approved'. If request is withdrawn by the employee and approved in DMS then status will be Withdrawn. If request is rescheduled and approved by the authority then status will be Rescheduled. If request is canceled and approved by the authority then status will be cancelled. If request is rejected then status will be displayed as rejected. Rest request will be updated as per the WMS.	N
Action	Icon	O	View- On click of the icon, employee will be redirected to the next screen "View Leave Request". Reschedule- Icon will be displayed for approved leave and during the leave period only. On click of the icon, employee will be	N

			redirected to the "Apply Leave Re-schedule". Withdraw- Icon will be displayed for approved leave and during the leave period only. On click of the icon, employee will be redirected to the next screen "Withdraw Leave Request".	

Table 6.1.3.2.4.1: Data Elements & Validation

6.1.3.2.6 Rule

Business Rules	• Applied leave details will be displayed in the list. The screen will be displayed to the employee in ESS. • View icon will be displayed in the list. • Withdraw icon will be displayed only if request is approved and leave duration not completed. If leave to date is less than system date then withdraw icon will not be displayed. • Reschedule icon will be displayed only if request is approved and leave duration not completed. If leave to date is less than system date then withdraw icon will not be displayed. • If leave withdraw request is approved then status will be 'withdrawn' and if request is rejected then status will be 'rejected'. • If leave reschedule request is approved then status will be 'Rescheduled' and if request is rejected then status will be 'rejected'. • Action history of the request must be visible on the view of the request.
Reference Rule Number (If any)	NA

6.1.4 Submit Leave Withdrawal Application

6.1.4.1 Functional Description

Process Name	Submit Leave Withdrawal Application
Test Link	[12.2.6] :: Apply Leave Application Withdrawal
Use Case Description	This process will be used to withdraw the approved leave. Employee will be able to withdraw partial or complete leave request.
RFP No	1155 [Apply Leave Application Withdrawal]
Actor	ESS: 146; HRSM2: 1155

6.1.4.2 Use Case Diagram

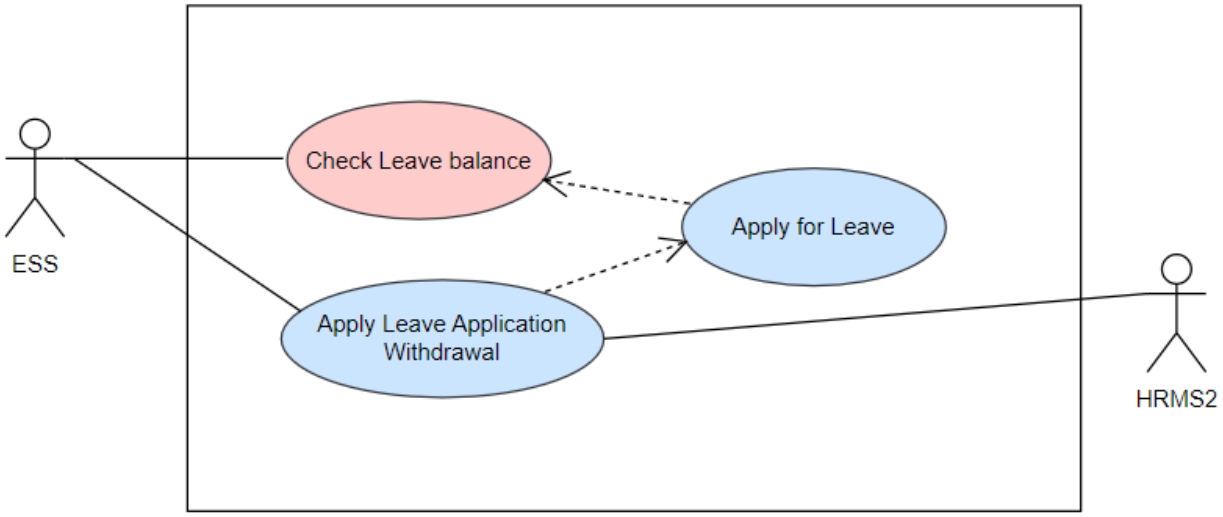


Figure 6.1.4.2.1 – Apply Leave Application Withdrawal

Pre-Condition	Apply for Leave.
Post-Condition	The withdrawal leave balance will be updated in SR and ESS.

6.1.4.3 Specifications

6.1.4.3.1.1 Screen Navigation

- Leave Management >> Applied Leaves >>Withdraw Leave
- Leave Management >> Applied Leaves >>View Withdrawn Leave

6.1.4.3.1.2 Wireframe (WEB)

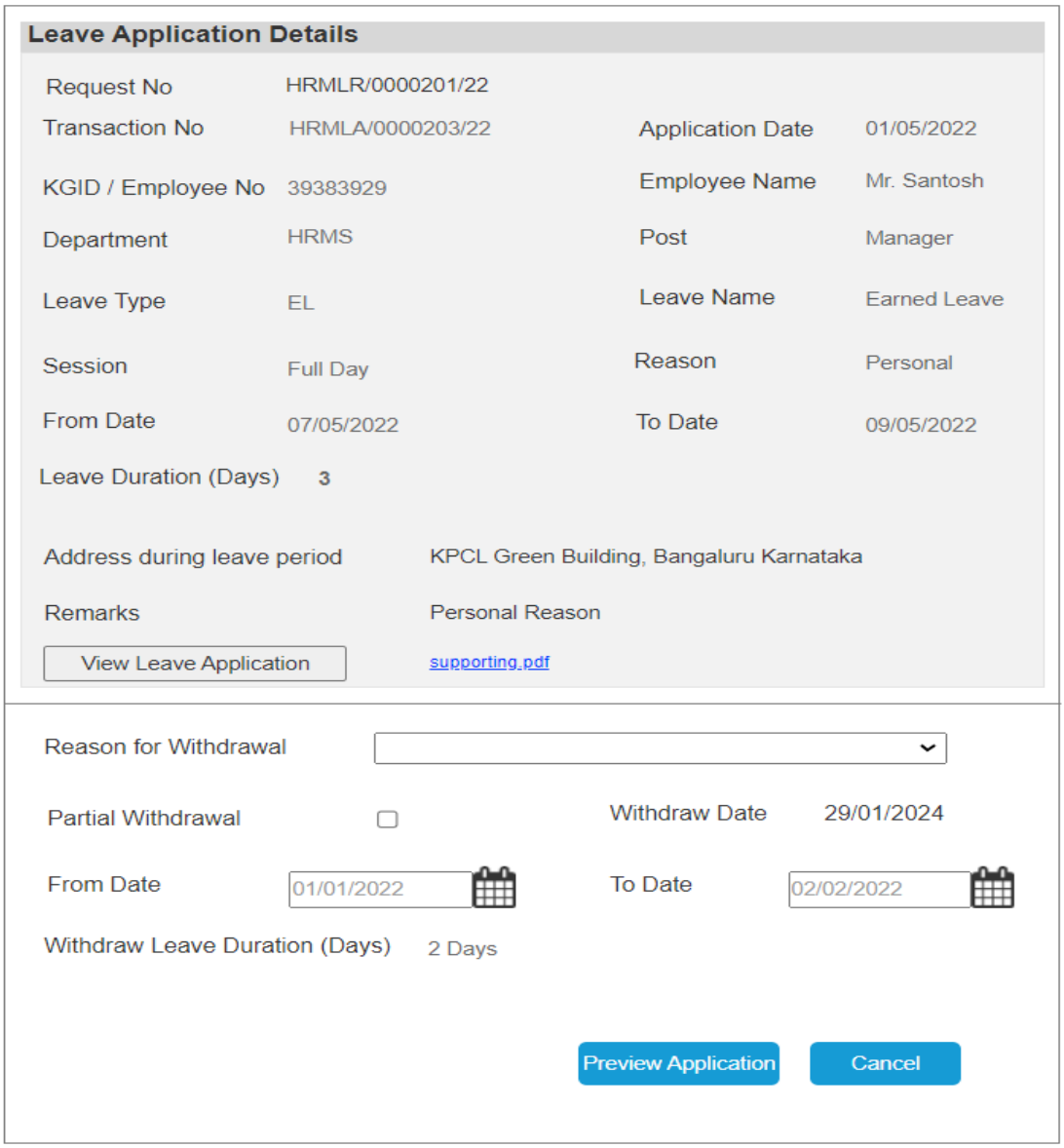


Figure 6.1.4.3.1.2.1 Apply Leave Application Withdrawal

Apply For Leave

Request No HRMLR/0000201/22

Transaction No HRMLA/0000203/22 Application Date 01/01/2024

KGID/Employee No 6758673 Employee Name Employee 41

Department Department 1 Post Post 1

Is Commuted ? ☑

Sl.No.	Leave Type	Leave Name	From Date	To Date	Leave Duration
1	HPL	Half Pay Leave	01/01/2024	03/01/2024	3 Days
2	EL	Earned Leave	04/01/2024	05/01/2024	2 Days

Total Leave Duration (Days) **5** View Leave Application

Reason Personal View Supporting Document

Address during leave period KPCL Green Building, Bangaluru Karnataka

Remarks NA

Reason for Withdrawal

Partial Withdrawal ☑ Withdraw Date 29/01/2024

Sl.No.	Leave Type	Leave Name	Withdraw From Date	Withdraw To Date	Withdraw Leave Duration
1	HPL	Half Pay Leave	01/01/2024	03/01/2024	3 Days
2	EL	Earned Leave	04/01/2024	05/01/2024	2 Days

Leave Type HPL Leave Name Half Pay Leave

From Date 01/01/2024 To Date 02/02/2024

Update

Cancel Preview Application

Figure 6.1.4.3.1.2.2 Apply Leave Application Withdrawal (Commuted)

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.4.3.1.3 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Request No.	Display Only	M	System generated unique request no will be displayed from request details.	N
Transaction No.	Display Only	M	Transaction no (Leave application number) will be displayed from applied leave.	N
Application Date	Display Only	M	Leave application date will be displayed from applied leave.	N
KGID/ Employee No.	Display Only	M	KGID/ Employee No will be displayed from applied leave.	N
Employee Name	Display Only	M	Employee name will be displayed from applied leave.	N
Department	Display Only	M	Department name will be displayed from the applied leave.	N
Post	Display Only	M	Post will be displayed from the applied leave.	N
Leave Type	Display Only	M	Leave type will be displayed from the applied the leave.	N
Leave Name	Display Only	M	Leave name will be displayed from the applied leave.	N
Session	Display Only	M	The session will be displayed from the applied leave.	N
Reason	Display Only	M	Reason will be displayed from the applied leave.	N
From Date	Display Only	M	Leave from date will be displayed from the applied leave.	N
To Date	Display Only	M	Leave to date will be displayed from applied the leave.	N
Leave Duration (Days)	Display Only	M	Leave duration will be displayed from applied leave.	N
Address During Leave Period	Display Only	M	Address during leave period will be displayed from the applied leave.	N

Remarks	Display Only	M	Remarks will be displayed from the applied leave.	N
View Leave Application	Button	O	On click of the button, leave application signed by the employee will be displayed. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Supporting Document	Link	O	Supporting document will be displayed from the applied leave. On click of the link, attachment will be opened in the browser and user will be able to download the same if required.	N
Withdrawal Details				
Reason for Withdrawal	Dropdown	M	Employee will be able to select the reason from the dropdown; values will be fetched from reason master in Master Management.	N
Partial Withdrawal	Checkbox	O	Default it will be unchecked. If checkbox is checked then from date and to date data fields will be displayed.	N
Withdraw Date	Display Only	M	System date (server date) will be displayed by system itself.	N
From Date	Calendar	O	Employee shall be able to select withdraw from date from the calendar. Date cannot be less than leave application from date and cannot be greater than leave application to date. Date also should not be less than system date (Server date).	N
To Date	Calendar	O	Employee shall be able to select withdraw To date from the calendar. Date cannot be less than withdraw from date and cannot be greater than leave application to date. Date also should not be less than system date (Server date).	N
Withdraw Leave Duration (Days)	Display Only	M	If partial withdrawal checkbox not selected then default it will be leave duration (days) but it partial checkbox is selected then it should be calculated as per the selected from date and to date. Leave configuration also must be considered to calculate the duration for include or exclude the holiday(s) if any.	

Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N
Cancel	Button	O	On click of the button, a prompt message will be displayed for cancel 'Yes' or 'No'. If the employee will select Yes then will be landed to the applied leave listing page. If select No then the employee will be on same form and prompt will be disappeared.	N
Commuted Leave				
Applied Leave Details	Display Only	M	Leave details will be fetched from applied leave details. Refer section 10.12 Apply for Leave	N
Reason for Withdrawal	Dropdown	M	Employee will be able to select the reason from the dropdown and values will be fetched from the reason master in master management.	N
Partial Withdrawal	Checkbox	O	Employee will be able to check the checkbox for partial withdrawal. Default it will be unchecked. On check of the checkbox, leave details in the grid will be displayed with edit and delete icon for partial withdrawal.	N
Withdraw Date	Display Only	M	System date will be displayed.	N
Grid Data	Grid	O	If partial withdrawal checkbox is checked then only leave details will be displayed from applied leave.	N
Edit	Icon	O	On click of the icon details will be displayed below in the data fields to update the leave.	N
Delete	Icon	O	On click of the icon, respective row will be deleted from the grid.	N
Leave Type	Display Only	O	On click of the edit icon, respective leave type will be displayed.	N
Leave Name	Display Only	O	On click of the edit icon, respective leave name will be displayed.	N
From Date	Calendar	O	On click of the edit icon, data field will be displayed and respective from date will be displayed default. Employee will be able to update the same but date cannot be less than leave from date and cannot be greater than leave to date.	N

To Date	Calendar	O	On click of the edit icon, data field will be displayed and respective To date will be displayed default. Employee will be able to update the same but date cannot be less than selected from date and cannot be greater than leave to date.	N
Update	Button	O	On click of the button, data will be updated in to the grid and data fields will be disappeared.	N
Cancel	Button	O	On click of the button, a prompt message will be displayed for cancel 'Yes' or 'No'. If the employee will select Yes then will be landed to the applied leave listing page. If select No then the employee will be on same form and prompt will be disappeared.	N
Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N

Table 6.1.4.3.1.2.1: Data Elements & Validation

6.1.4.3.1.4 Wireframe (Mobile)

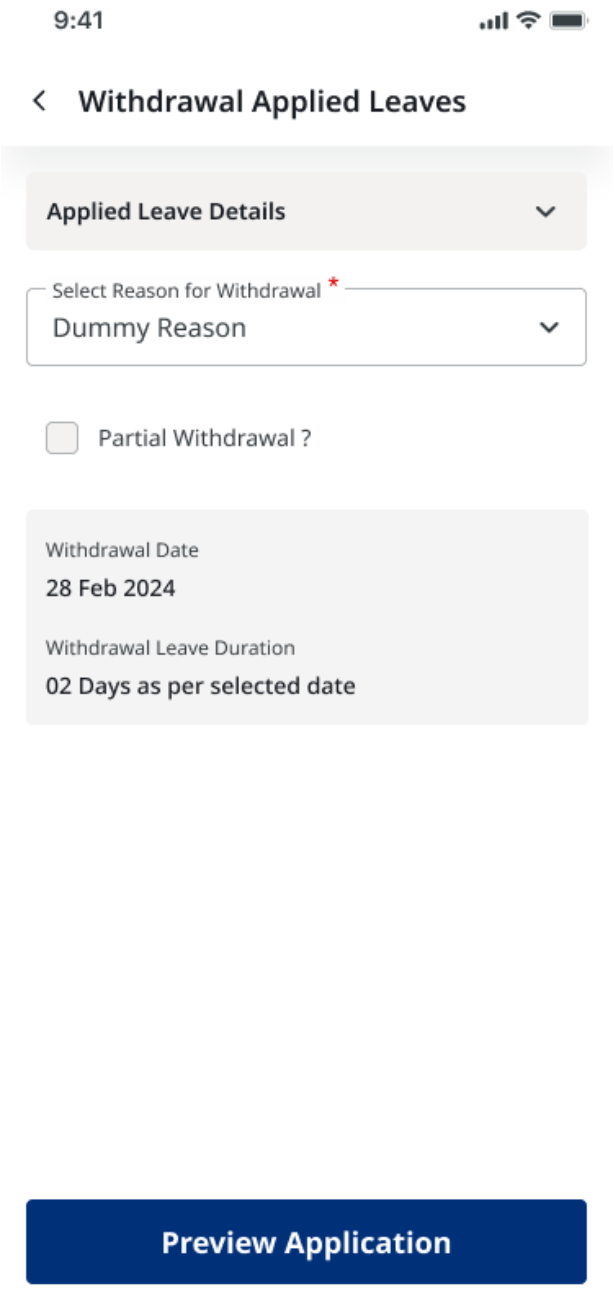


Figure 6.1.4.3.1.4.1 Apply Leave Application Withdrawal

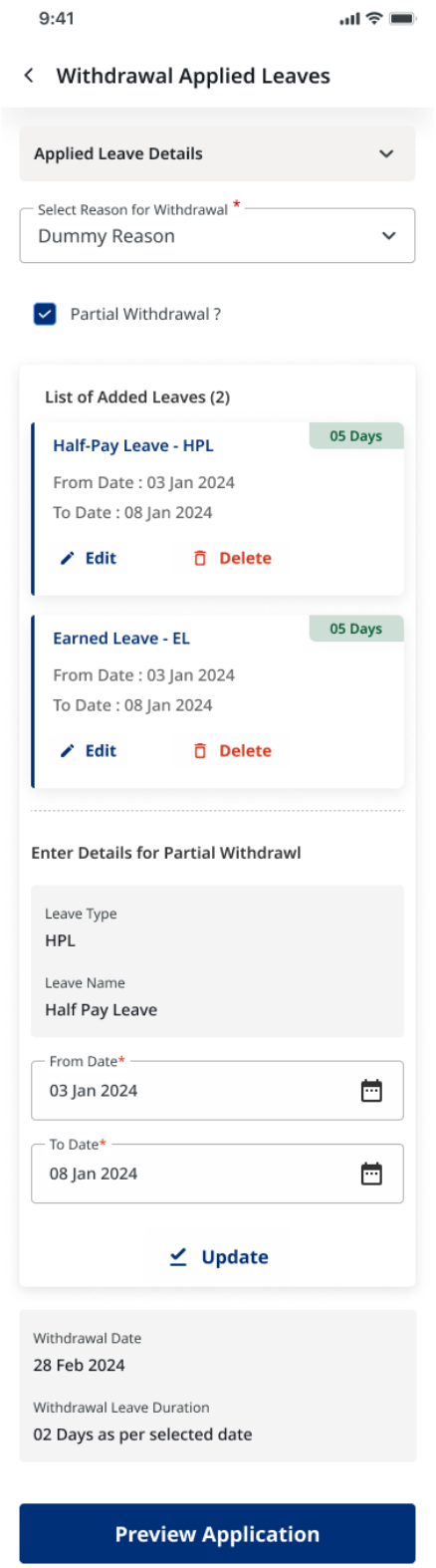


Figure 6.1.4.3.1.4.1.2 Apply Leave Application Withdrawal

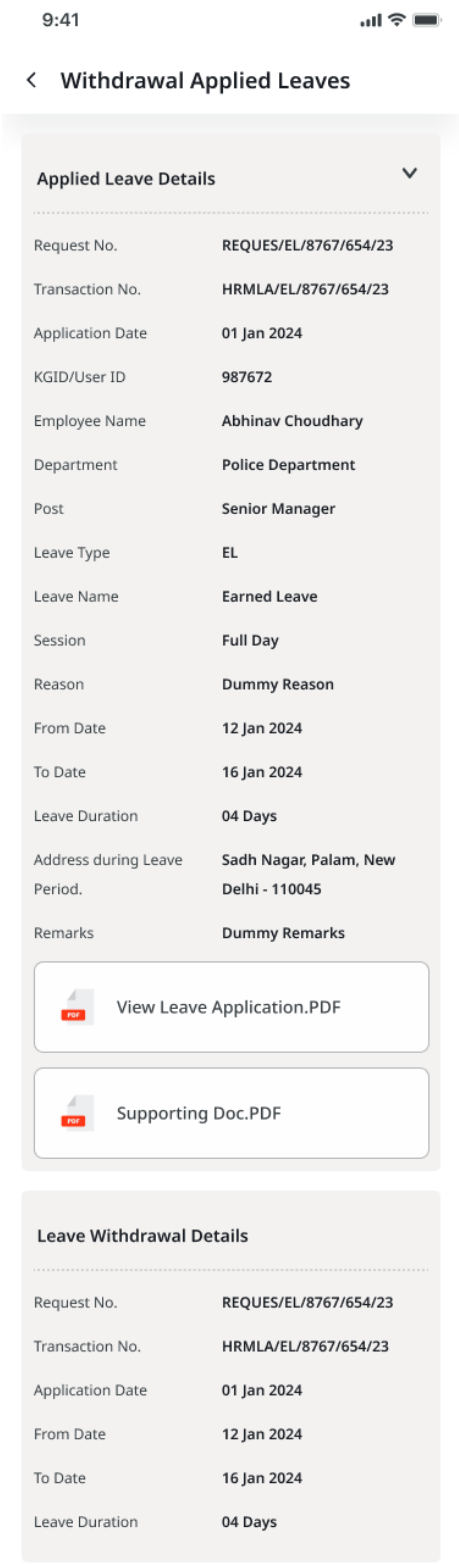


Figure 6.1.4.3.1.4.1.2.3 Apply Leave Application Withdrawal

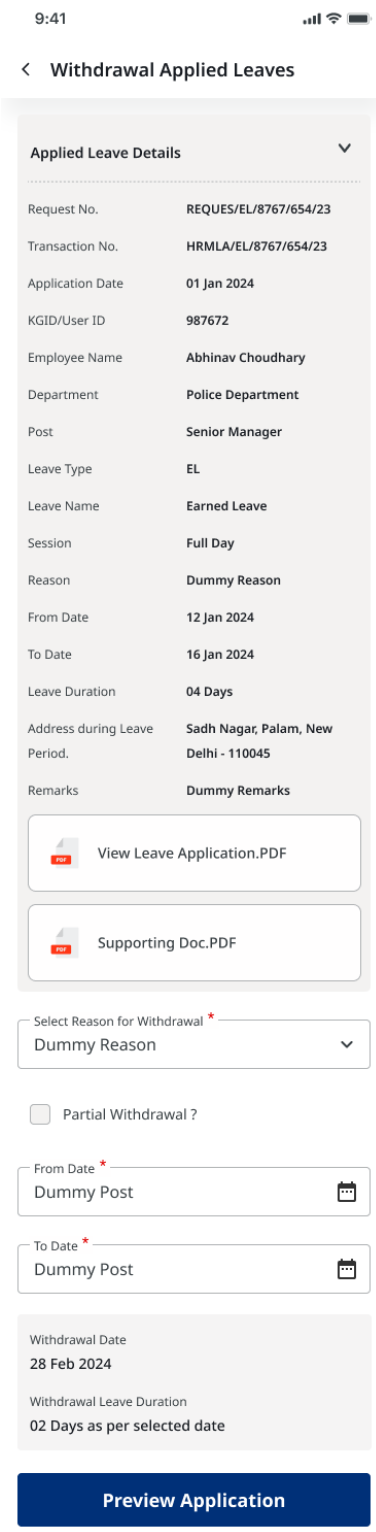


Figure 6.1.4.3.1.4.1.4Apply Leave Application Withdrawal

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information

6.1.4.3.1.5 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Request No.	Display Only	M	System generated unique request no will be displayed from request details.	N
Transaction No.	Display Only	M	Transaction no (Leave application number) will be displayed from applied leave.	N
Application Date	Display Only	M	Leave application date will be displayed from applied leave.	N
KGID/ Employee No.	Display Only	M	KGID/ Employee No will be displayed from applied leave.	N
Employee Name	Display Only	M	Employee name will be displayed from applied leave.	N
Department	Display Only	M	Department name will be displayed from the applied leave.	N
Post	Display Only	M	Post will be displayed from the applied leave.	N
Leave Type	Display Only	M	Leave type will be displayed from the applied the leave.	N
Leave Name	Display Only	M	Leave name will be displayed from the applied leave.	N
Session	Display Only	M	The session will be displayed from the applied leave.	N
Reason	Display Only	M	Reason will be displayed from the applied leave.	N
From Date	Display Only	M	Leave from date will be displayed from the applied leave.	N
To Date	Display Only	M	Leave to date will be displayed from applied the leave.	N
Leave Duration (Days)	Display Only	M	Leave duration will be displayed from applied leave.	N

Address During Leave Period	Display Only	M	Address during leave period will be displayed from the applied leave.	N
Remarks	Display Only	M	Remarks will be displayed from the applied leave.	N
View Leave Application	Button	O	On click of the button, leave application signed by the employee will be displayed. Refer Figure 10.12.3.2.2 Preview Leave Application	N
Supporting Document	Link	O	Supporting document will be displayed from the applied leave. On click of the link, attachment will be opened in the browser and user will be able to download the same if required.	N
Withdrawal Details				
Reason for Withdrawal	Dropdown	M	Employee will be able to select the reason from the dropdown; values will be fetched from reason master in Master Management.	N
Partial Withdrawal	Checkbox	O	Default it will be unchecked. If checkbox is checked then from date and to date data fields will be displayed.	N
Withdraw Date	Display Only	M	System date (server date) will be displayed by system itself.	N
From Date	Calendar	O	Employee shall be able to select withdraw from date from the calendar. Date cannot be less than leave application from date and cannot be greater than leave application to date. Date also should not be less than system date (Server date).	N
To Date	Calendar	O	Employee shall be able to select withdraw To date from the calendar. Date cannot be less than withdraw from date and cannot be greater than leave application to date. Date also should not be less than system date (Server date).	N
Withdraw Leave Duration (Days)	Display Only	M	If partial withdrawal checkbox not selected then default it will be leave duration (days) but it partial checkbox is selected then it should be calculated as per the selected from date and to date. Leave configuration also must be considered to calculate the duration for include or exclude the	

			holiday(s) if any.	
Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N
Cancel	Button	O	On click of the button, a prompt message will be displayed for cancel 'Yes' or 'No'. If the employee will select Yes then will be landed to the applied leave listing page. If select No then the employee will be on same form and prompt will be disappeared.	N
Commuted Leave				
Applied Leave Details	Display Only	M	Leave details will be fetched from applied leave details. Refer section 10.12 Apply for Leave	N
Reason for Withdrawal	Dropdown	M	Employee will be able to select the reason from the dropdown and values will be fetched from the reason master in master management.	N
Partial Withdrawal	Checkbox	O	Employee will be able to check the checkbox for partial withdrawal. Default it will be unchecked. On check of the checkbox, leave details in the grid will be displayed with edit and delete icon for partial withdrawal.	N
Withdraw Date	Display Only	M	System date will be displayed.	N
Grid Data	Grid	O	If partial withdrawal checkbox is checked then only leave details will be displayed from applied leave.	N
Edit	Icon	O	On click of the icon details will be displayed below in the data fields to update the leave.	N
Delete	Icon	O	On click of the icon, respective row will be deleted from the grid.	N
Leave Type	Display Only	O	On click of the edit icon, respective leave type will be displayed.	N
Leave Name	Display Only	O	On click of the edit icon, respective leave name will be displayed.	N
From Date	Calendar	O	On click of the edit icon, data field will be displayed and respective from date will be displayed default. Employee will be able to update the same but date cannot be less than leave from date and cannot be greater	N

			than leave to date.	
To Date	Calendar	O	On click of the edit icon, data field will be displayed and respective To date will be displayed default. Employee will be able to update the same but date cannot be less than selected from date and cannot be greater than leave to date.	N
Update	Button	O	On click of the button, data will be updated in to the grid and data fields will be disappeared.	N
Cancel	Button	O	On click of the button, a prompt message will be displayed for cancel 'Yes' or 'No'. If the employee will select Yes then will be landed to the applied leave listing page. If select No then the employee will be on same form and prompt will be disappeared.	N
Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N

Table 6.1.4.3.1.5.1: Data Elements & Validation

6.1.4.3.1.6 Rule

Business Rules	• On click of the Preview Application button, defined Performa in the DMS will be fetched and preview will be displayed. Employee will be able to do the e-sign on the application. Signed application will be store in the DMS. • On success of the e-sign, data will be saved into the DB and request will be sent to the WMS for further approval. • WMS user will have the option to send the request to create a file to the case worker. • Create file provision to be provided in the HRMS. • Leave balance will not be updated until order is generated. • Notification to be sent to the authority to for leave review/approve.
Reference Rule Number (If any)	NA

6.1.5 Submit Leave Re-schedule Application

6.1.5.1 Functional Description

Process Name	Submit Leave Re-schedule Application
Test Link	[12.2.5] :: Apply Leave Re-Schedule

Use Case Description	Employee can apply for preponing or postponing the sanctioned leave through ESS. The Sanctioning Authority's approval is required for re-scheduling the leave
RFP No	ESS HRSM2 145 1154
Actor	ESS

6.1.5.2 Use Case Diagram

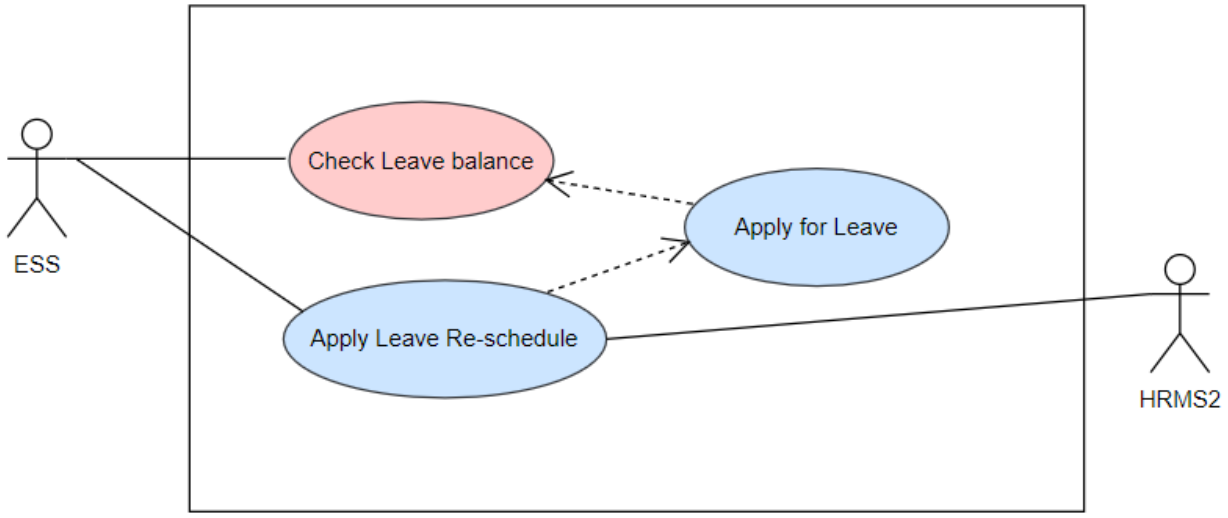


Figure 6.1.5.2.1 – Apply Leave Application Reschedule

Pre-Condition	Apply for Leave.
Post-Condition	The re-scheduled leave balance will be updated in the SR and ESS.

6.1.5.3 Specifications

6.1.5.3.1.1 Screen Navigation

- Leave Management >> Applied Leaves >> Re-schedule
- Leave Management >> Applied Leaves >> View Re-scheduled Leave

6.1.5.3.1.2 Wireframe (WEB)

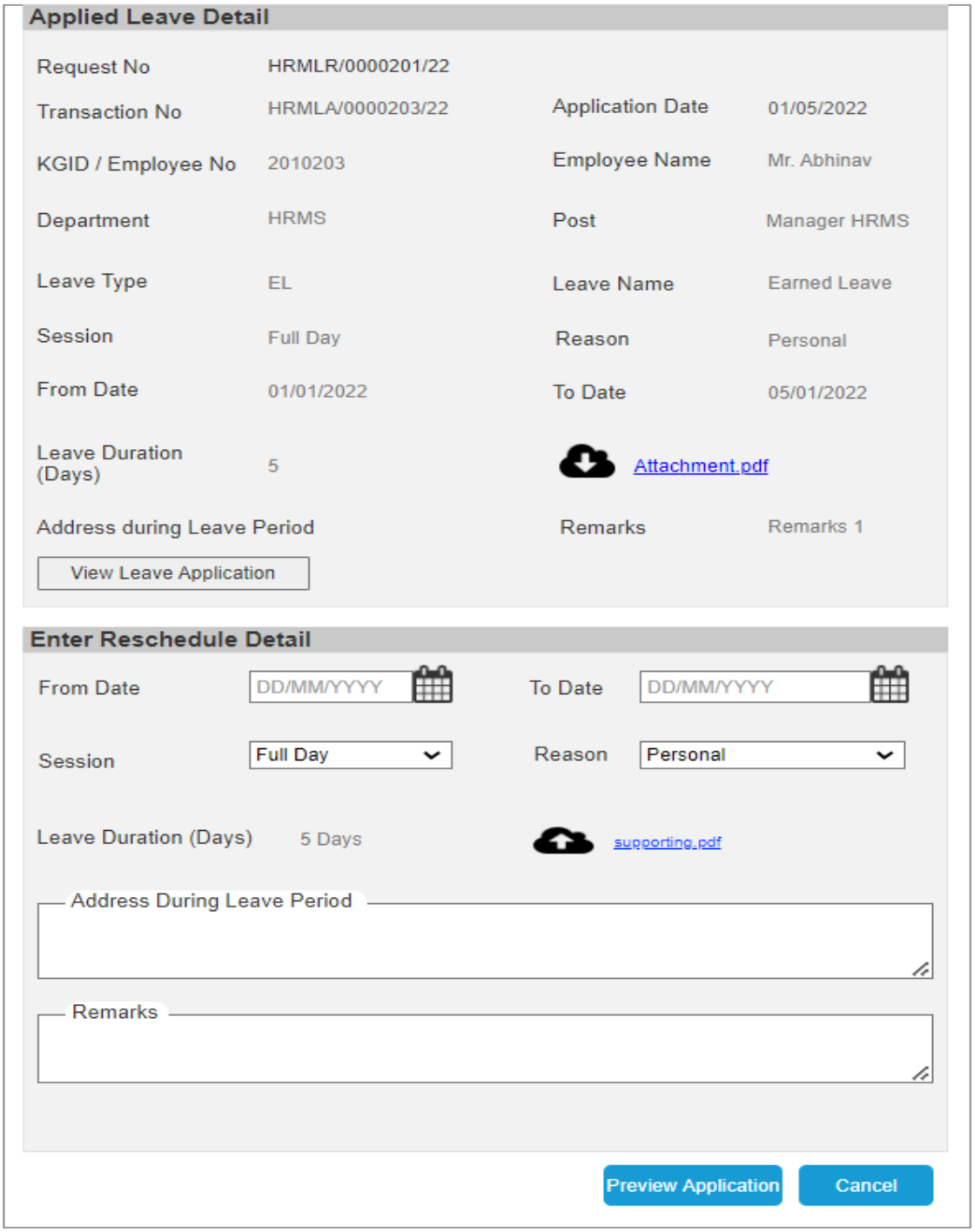


Figure 6.1.5.3.1.2.1 Apply Leave Re-schedule

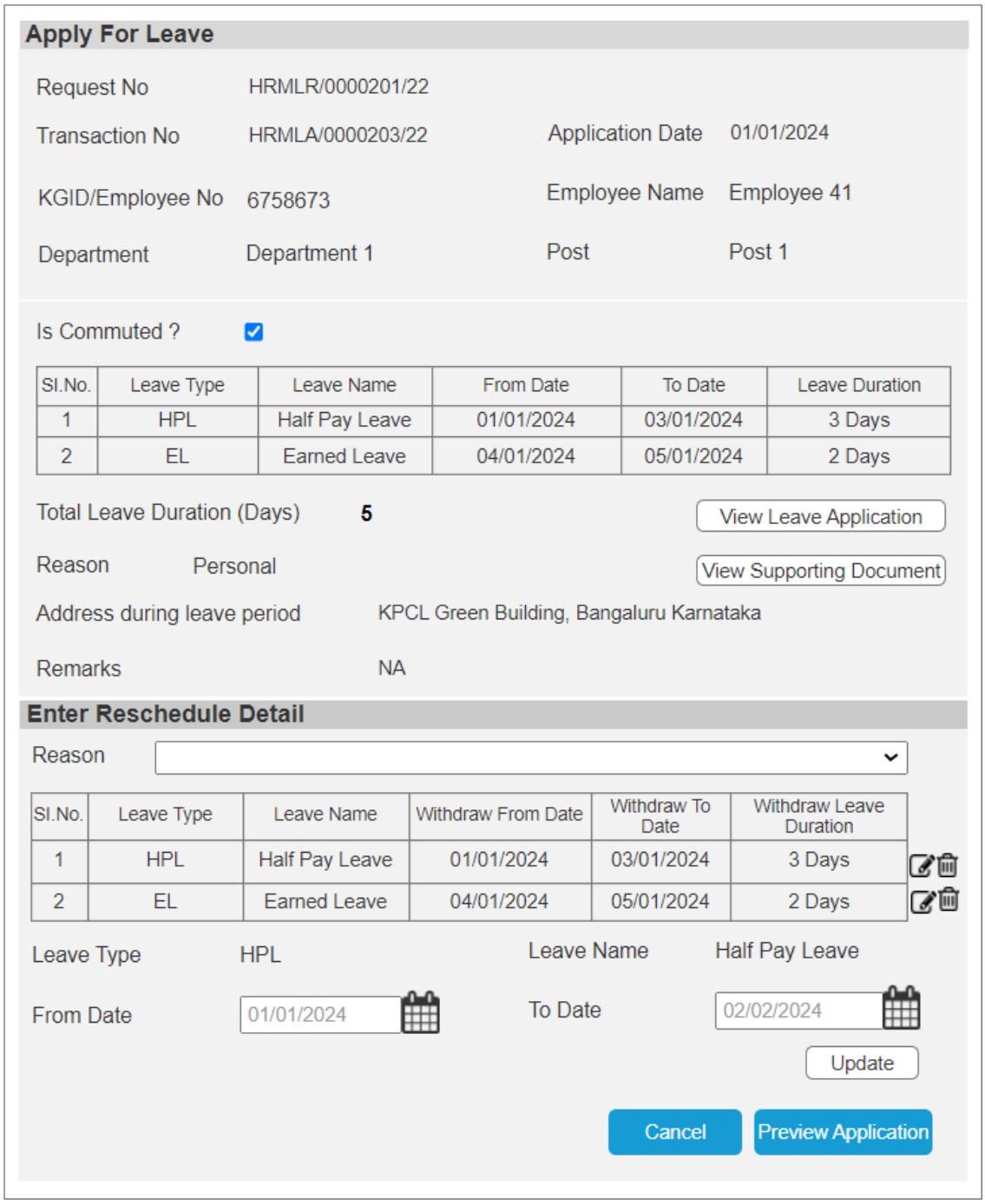


Figure 6.1.5.3.1.2.2 Apply Leave Re-schedule (Commuted)

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.5.3.1.3 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Request No	Display Only	M	System generated request number will be displayed from the leave request.	
Transaction No	Display Only	M	Transaction no will be displayed from the applied leave.	N
Application Date	Display Only	M	Application date will be displayed from the applied leave.	N
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched from the respective record/ leave application.	N
Employee Name	Display Only	M	Employee's name will be fetched from the respective record/ leave application.	N
Department	Display Only	M	Department will be fetched from the respective record/ leave application.	N
Post	Display Only	M	Post will be fetched from the respective record/ leave application.	N
Leave Type	Display Only	M	Leave type will be fetched from the respective record/ leave application.	N
Leave Name	Display Only	M	Leave name will be fetched from the respective record/ leave application.	N
Session	Display Only	M	The session will be fetched from the respective record/ leave application.	
Reason	Display Only	M	Reason will be fetched from the respective record/ leave application.	
From Date	Display Only	M	Existing from date will be fetched from the respective record/ leave application.	N
To Date	Display Only	M	Existing to date will be fetched from the respective record/ leave application.	N
Leave Duration (Days)	Display Only	M	Leave duration will be fetched from applied leave.	N
Supporting Document	Icon	M	Attached supporting document will be displayed. On click of the icon, document will be opened in the browser and user will	N

			be able to download the same as per requirement.	
Address during Leave Period	Display Only	M	Address submitted by the employee will be displayed from the request.	N
Remarks	Display Only	M	Remarks submitted by the employee will be displayed from the request.	N
View Leave Application	Button	O	On click of the button, leave request form signed by the employee will be opened in the browser,.	N
Reschedule Details				
From Date	Calendar	M	User shall be able to select the date from the calendar. Date cannot be less than system date.	N
To Date	Calendar	M	User shall be able to select the date from the calendar. Date cannot be less than from date.	N
Session	Dropdown	M	User shall be able to select the session from the dropdown, values will be 1. Full Day 2. First Half 3. Second Half Validation- session will be validated from the leave master configuration if it is applicable. First half and second half will be displayed only if from date and to date are same. For multiple days half day leave cannot be applied.	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Dropdown values will be fetched from reason master.	N
Leave Duration (Days)	Display Only	M	As per selected from date and To Date and as per leave business rule duration will be displayed.	N
Upload	Icon	O	On click of the icon, browse option will be opened. User shall be able to select the file .pdf only and up to 5MB.	N
Address During Leave Period	Text Box	M	User shall be able to enter the address. Varchar 250	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar 500	N

Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N
Cancel	Button	O	On click of the button, user shall be redirected to the applied leave form.	N

Table 6.1.5.3.1.3.1: Data Elements & Validation

6.1.5.3.1.4 Wireframe (Mobile)

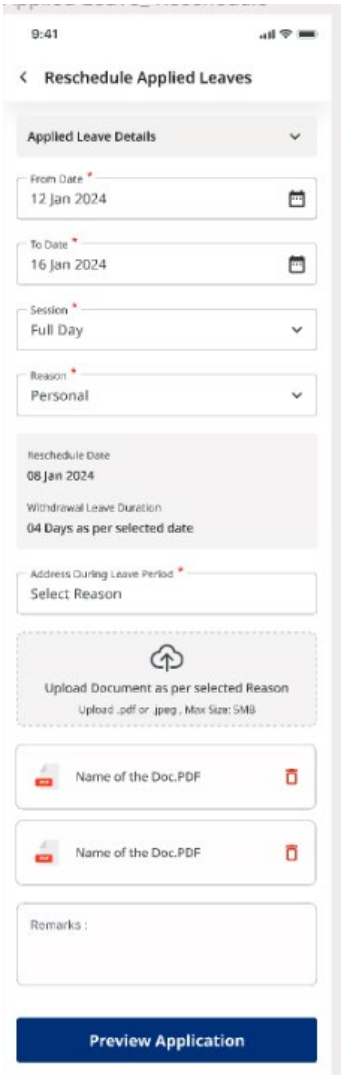


Figure 6.1.5.3.1.4.1 Apply Leave Re-schedule (Commuted)

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.5.3.1.5 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Request No	Display Only	M	System generated request number will be displayed from the leave request.	
Transaction No	Display Only	M	Transaction no will be displayed from the applied leave.	N
Application Date	Display Only	M	Application date will be displayed from the applied leave.	N
KGID/ Employee No.	Display Only	M	KDIG/ Employee No will be fetched from the respective record/ leave application.	N
Employee Name	Display Only	M	Employee's name will be fetched from the respective record/ leave application.	N
Department	Display Only	M	Department will be fetched from the respective record/ leave application.	N
Post	Display Only	M	Post will be fetched from the respective record/ leave application.	N
Leave Type	Display Only	M	Leave type will be fetched from the respective record/ leave application.	N
Leave Name	Display Only	M	Leave name will be fetched from the respective record/ leave application.	N
Session	Display Only	M	The session will be fetched from the respective record/ leave application.	
Reason	Display Only	M	Reason will be fetched from the respective record/ leave application.	
From Date	Display Only	M	Existing from date will be fetched from the respective record/ leave application.	N
To Date	Display Only	M	Existing to date will be fetched from the respective record/ leave application.	N
Leave Duration (Days)	Display Only	M	Leave duration will be fetched from applied leave.	N
Supporting Document	Icon	M	Attached supporting document will be displayed. On click of the icon, document will be opened in the browser and user will	N

			be able to download the same as per requirement.	
Address during Leave Period	Display Only	M	Address submitted by the employee will be displayed from the request.	N
Remarks	Display Only	M	Remarks submitted by the employee will be displayed from the request.	N
View Leave Application	Button	O	On click of the button, leave request form signed by the employee will be opened in the browser,.	N
Reschedule Details				
From Date	Calendar	M	User shall be able to select the date from the calendar. Date cannot be less than system date.	N
To Date	Calendar	M	User shall be able to select the date from the calendar. Date cannot be less than from date.	N
Session	Dropdown	M	User shall be able to select the session from the dropdown, values will be 1. Full Day 2. First Half 3. Second Half Validation- session will be validated from the leave master configuration if it is applicable. First half and second half will be displayed only if from date and to date are same. For multiple days half day leave cannot be applied.	N
Reason	Dropdown	M	User shall be able to select the reason from the dropdown. Dropdown values will be fetched from reason master.	N
Leave Duration (Days)	Display Only	M	As per selected from date and To Date and as per leave business rule duration will be displayed.	N
Upload	Icon	O	On click of the icon, browse option will be opened. User shall be able to select the file .pdf only and up to 5MB.	N
Address During Leave Period	Text Box	M	User shall be able to enter the address. Varchar 250	N
Remarks	Text Box	O	User shall be able to enter the remarks. Varchar 500	N

Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N
Cancel	Button	O	On click of the button, user shall be redirected to the applied leave form.	N

Table 6.1.5.3.1.5.1: Data Elements & Validation

6.1.5.3.1.6 Rule

Business Rules	• On success of E-sign request will be moved as per the workflow defined in WMS. • WMS user will have the provision to send the request to create a file to the case worker. • Create file provision to be provided in the HRMS. • After order generation leave balance will be updated accordingly. • On reject of the reschedule request, leave balance will be updated as per original leave request and notification will be sent to the ESS. • Only approved leaves will be rescheduled and notification will be sent to the ESS. • Unique transaction no (leave re-schedule ID) will be generated by system itself. • If reschedule request is raised by the gazette employee then notification will be sent to the AG on approve or reject of the request.
Reference Rule Number (If any)	NA

6.1.6 Submit Leave Encashment Request

6.1.6.1 Functional Description

Process Name	Submit Leave Encashment Request
Test Link	[12.2.7] :: Send Leave Encashment request
Use Case Description	This will be a listing page of leave encashment applied by the employee. User shall be able to apply leave encashment request by clicking on add new button.
RFP No	ESS: 147; HRSM2: 1156
Actor	ESS

6.1.6.2 Use Case Diagram

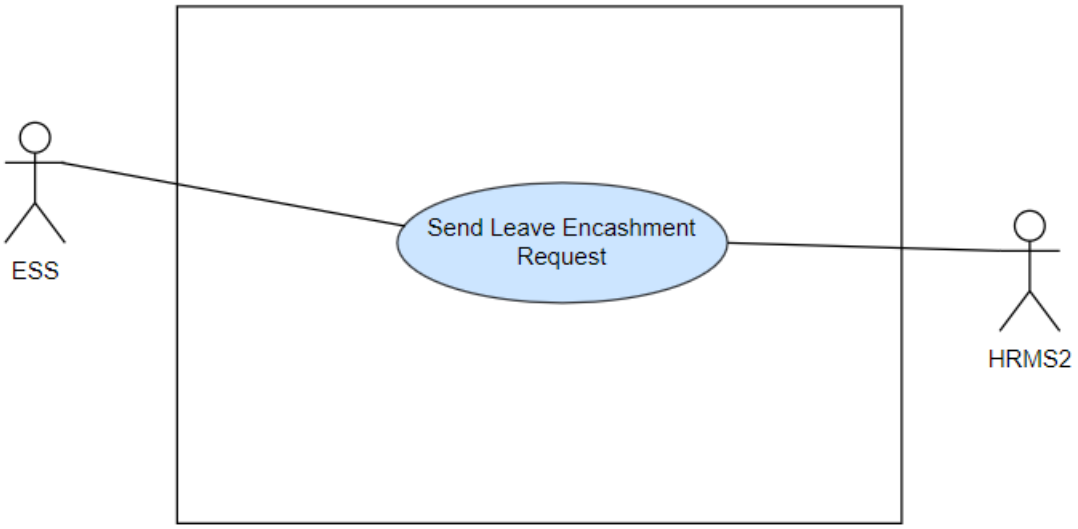


Figure 6.1.6.2.1 – Send Leave Encashment

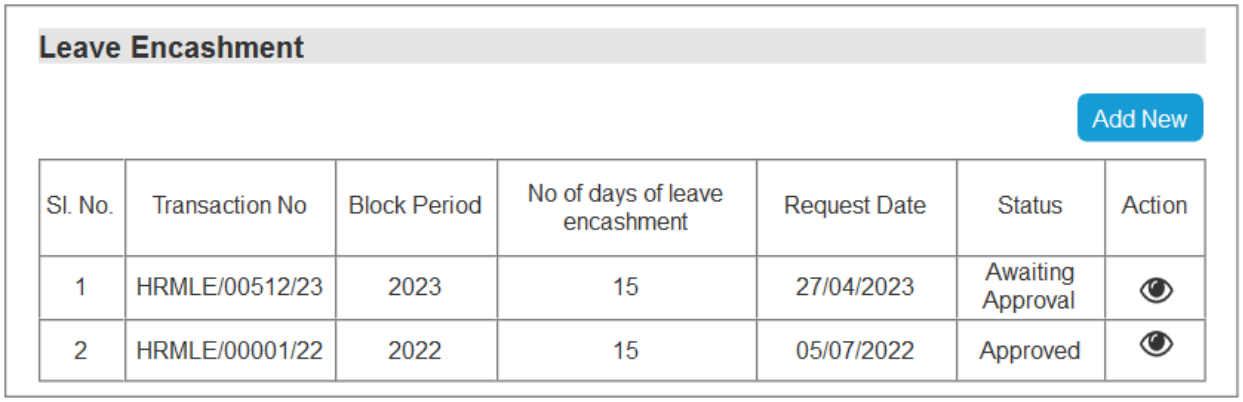
Pre-Condition	Leave Balance Credit.
Post-Condition	Salary to be credit.

6.1.6.3 Specifications

6.1.6.3.1 Screen Navigation

- Leave Management >> Leave Encashment >> Send Leave Encashment

6.1.6.3.2 Wireframe (Web)



Sl. No.	Transaction No	Block Period	No of days of leave encashment	Request Date	Status	Action
1	HRMLE/00512/23	2023	15	27/04/2023	Awaiting Approval	
2	HRMLE/00001/22	2022	15	05/07/2022	Approved	

Figure 6.1.6.3.2.1 Leave Encashment

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.6.3.2.1 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Add New	Button	O	On click of the button, user shall be redirected to send leave encashment request.	N
Sl. No.	Display Only	M	Serial number will be updated by system itself as per the data availability in the grid.	N
Transaction No.	Display Only	M	System-generated request ID / transaction number will be displayed.	N
Block Period	Display Only	M	Block period of the request will be displayed from the request details.	Y
No. of days of leave encashment	Display Only	M	No of days of leave encashment will be displayed from the leave encashment request.	Y
Request Date	Display Only	M	Request date will be displayed from the leave encashment request.	Y
Status	Display Only	M	Status will be displayed as per WMS status of the request.	Y
View	Icon	O	On click of the icon, authorized role member will be redirected to the next screen "View Leave Encashment Request".	N

Table 6.1.6.3.2.1: Data Elements & Validation

6.1.6.3.2.2 Wireframe (Mobile)

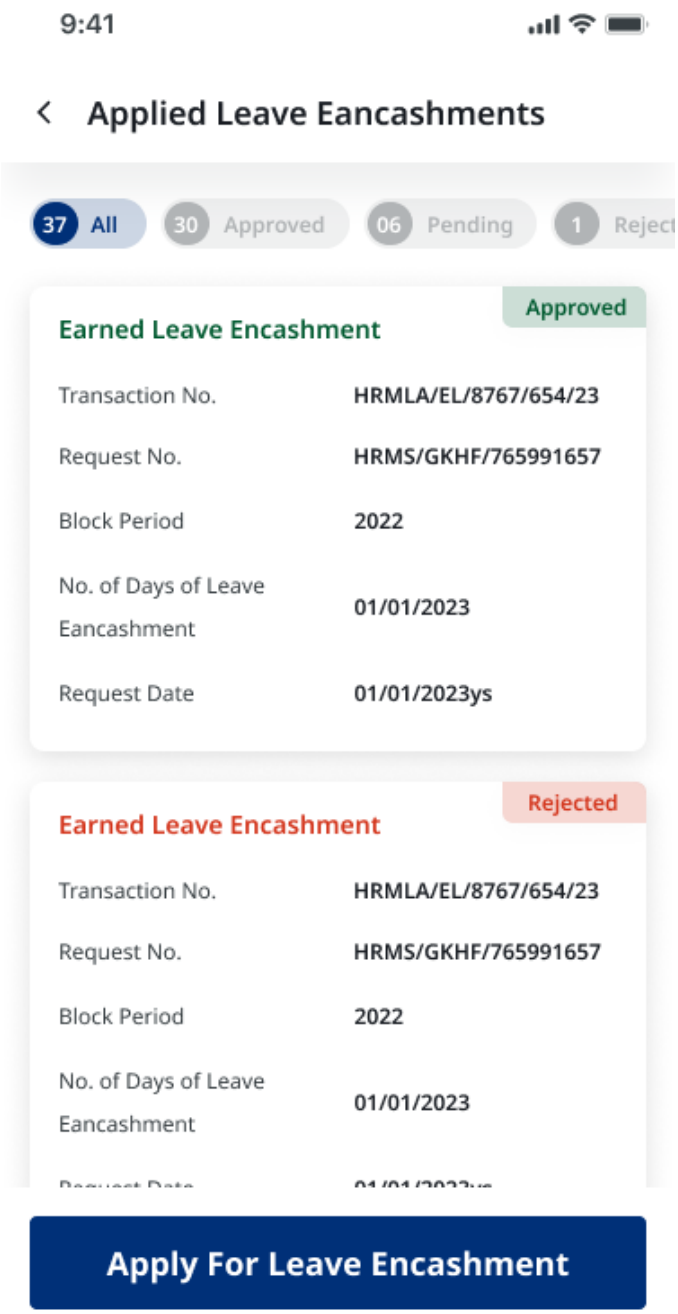


Figure 6.1.6.3.2.2.1Leave Encashment

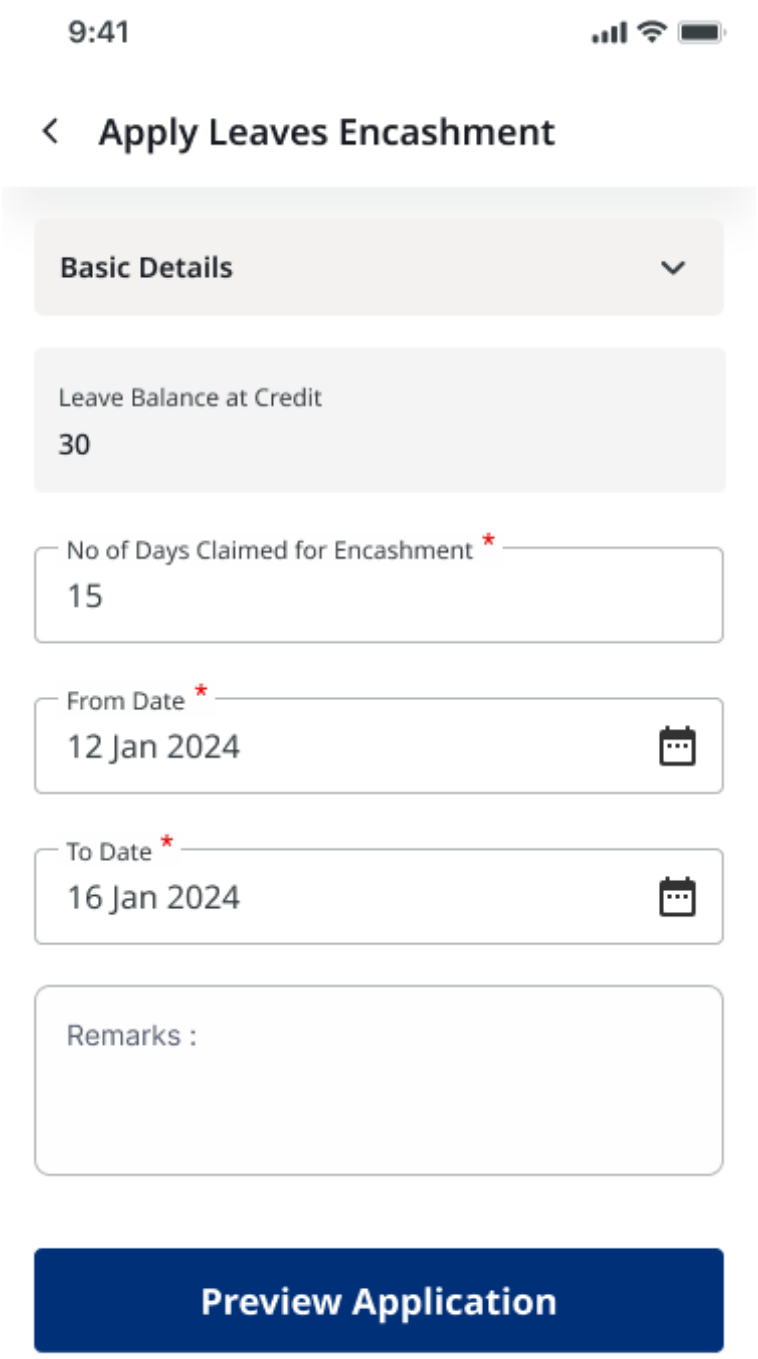


Figure 6.1.6.3.2.2.2 Leave Encashment

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

6.1.6.3.2.3 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
Add New	Button	O	On click of the button, user shall be redirected to send leave encashment request.	N
Sl. No.	Display Only	M	Serial number will be updated by system itself as per the data availability in the grid.	N
Transaction No.	Display Only	M	System-generated request ID / transaction number will be displayed.	N
Block Period	Display Only	M	Block period of the request will be displayed from the request details.	Y
No. of days of leave encashment	Display Only	M	No of days of leave encashment will be displayed from the leave encashment request.	Y
Request Date	Display Only	M	Request date will be displayed from the leave encashment request.	Y
Status	Display Only	M	Status will be displayed as per WMS status of the request.	Y
View	Icon	O	On click of the icon, authorized role member will be redirected to the next screen "View Leave Encashment Request".	N
Apply New Leave Encashment Request				
Leave Balance Credit	Display Only	M	Earned leave balance will be displayed from the employee leave profile	Y

No. of Days Claimed For encashment	Text	M	Employee will enter the no of days claimed for the leave encashment. It should be numeric value	Y
From Date	Date Picker	M	From date need to select from the date picker	
To Date	Date Picker	M	To date need to select from the date picker	
Remarks	Text	M	There should be provision to enter the remarks. It should be alphanumeric field. Maximum Character limit should be 1000	N
Preview Application	Button	O	On click of the button, leave application Performa will be fetched from the DMS and employee will be able to do the e-sign on the form.	N
Cancel	Button	O	On click of the button, user shall be redirected to the applied leave form.	N

Table 6.1.6.3.2.3.1: Data Elements & Validation

6.1.6.3.2.4 Rule

Business Rules	• Data will be displayed from the leave encashment request for the respective employee. • On click of add new button, employee will be able raise a new leave encashment request. • On click of view icon, request will be opened in view only. • Refer to integration tracking document and AG Specifications for AG Integration for Gazetted Employees.
Reference Rule Number (If any)	NA

6.1.7 Leave Process Notification

6.1.7.1 Functional Description

Process Name	Leave (Notification)
Test Link	[12.1.1] :: Leave Credit Notification [12.3.1]:: Send Leave Application Approve/Reject Notification [12.3.2]:: Send Leave Re-Schedule Approve/Reject Notification [12.3.3] :: Send Leave Withdrawal Approve/Reject Notification [12.3.4]:: Send Leave Cancel Notification
Use Case Description	This process covers functionality like: • A system-generated notification will be sent to the department and employee in case of any action to be taken. • Notification: system, email, SMS All 3 integrations will be done as required in HRMS2.
RFP No	ESS: 140, 148, 149, 150, 151 HRSM2: 1141, 1165, 1178, 1193, 1206
Actor	ESS and HRMS-2

6.1.7.2 Use Case Diagram

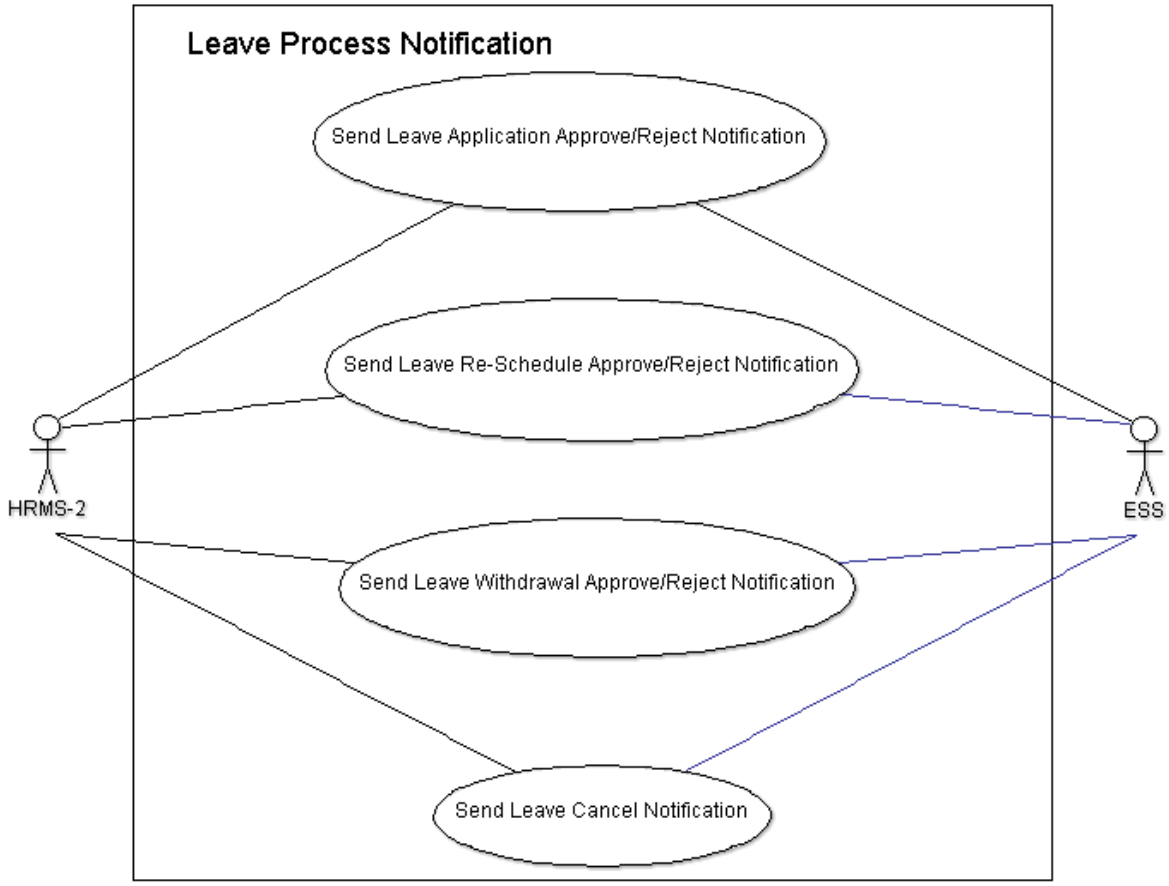


Figure 6.1.7.2.1 – Leave Process Notification

Pre-Condition	• Successful submission of the request. • Successful order generation
Post-Condition	On success of the request notification will be triggered.

6.1.7.3 Specifications

6.1.7.3.1 Data Element and Validations

Process Name	Notification SMS & Email
Leave Credit Notification	Dear <username> 15 Earned Leave and 10 Half Pay Leave has been credited to your account. Balance of Leave is EL :315 And HPL : 290 as on 01-01-2024. **Transaction No.**: T/2022-2023/E-0001 **Date:** 03 Nov 2023 **Order No.:** O/T/2022-2023/001. HRMS 2.0

Leave Application Receipt Notification	Dear <username> your request for ____Leave from____ to _____, has been received by the ____ Office. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023. HRMS 2.0
Leave Application Process Notification	Dear <username> your request for ____Leave from____ to _____ is being processed by the ____ Office. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023 HRMS 2.0
Leave Application Process Notification	Dear <username> Your request for ____Leave from____ to _____ is in the Sanctioning Authority login for approval. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023. HRMS 2.0
Leave Application Sanction Notification	Dear <username> Your request for ____Leave from____ to _____ has been approved by the Sanctioning Authority. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023. HRMS 2.0
Leave Sanction Notification	Dear <username> Your request for ____Leave from____ to _____ has been approved by the Sanctioning Authority and the Sanctioning Order has been generated and sent to your login. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023 Sanction Order **No.:** R/2022-2023/R-001 **Date:** 01 Dec 2023 HRMS 2.0
Leave Reject Notification	Dear <username> Your request for ____Leave from____ to _____ has been rejected by the Sanctioning Authority and the Rejection Order has been generated and sent to your login. **Transaction No.:** T/2022-2023/E-0001 **Request Date:** 03 Nov 2023 Rejection Order **No.:** R/2022-2023/R-001 **Date:** 01 Dec 2023 HRMS 2.0

Leave Cancellation Notification	Dear <username> You were sanctioned ____Leave from____ to _____ by order No. ___ dated ____. Due to ____ reason your leave has been cancelled by the Sanctioning Authority and you have to report back for duty immediately. The Cancellation Order has been generated and sent to your login. **Transaction No.:** T/2022-2023/E-0001 **Date:** 03 Nov 2023 Cancellation Order **No.:** R/2022-2023/R-001 **Date:** 01 Dec 2023 HRMS 2.0

7 Loan / Advance Application (ESS)

Employees will be eligible to apply for any type of Loan and Advances. There can be multiple types of Loans/ Advances available. Admin can configure every type of Loan/ Advances in the HRMS2.0 with all the rules and rate definitions. Employee will receive the notification for their request.

- Loan/ Advance Application (Employee Request)
- Issuance of Sanction Letter
- Pre-Payment of Advances (Employee Request)
- Foreclosure of Advances
- Adjustment of Loan/ Advances

7.1 Loan and Advance Application

7.1.1 Apply for Loan/Advance Application

7.1.1.1 Functional Description

Process Name	Loan and Advances Application
Test Link	[8.1.1]: Enter KGID Loan Application [8.1.2]:Submit E-Signed KGID Loan Application [8.1.3]: Enter other Loan Application [8.1.4]:Submit E-Signed Loan Application [9.1.1]: Enter Advance Request Application [9.1.2]: Upload E-signed Advance Application Document [9.1.3]: Upload Documents
Use Case Description	• User can access the ESS application and can apply for the Loan/ Advances Request. • All the previous running loan/advances will be visible to the user. • System will check the eligibility limit of an application. • Authorised member can also apply on behalf of an employee. • All the application will be digitally signed, and DSC signed when uploading the document.
RFP No	107: Submit E-Signed KGID Loan Application 108: Enter GPF/HBA Loan Application 110: Submit E-Signed GPF/HBA Loan Application 115: Enter Advance Request Application 116: Upload supporting documents 117: Submit E-Signed Advance Application
Actor	Employee

7.1.1.2 Use Case Diagram

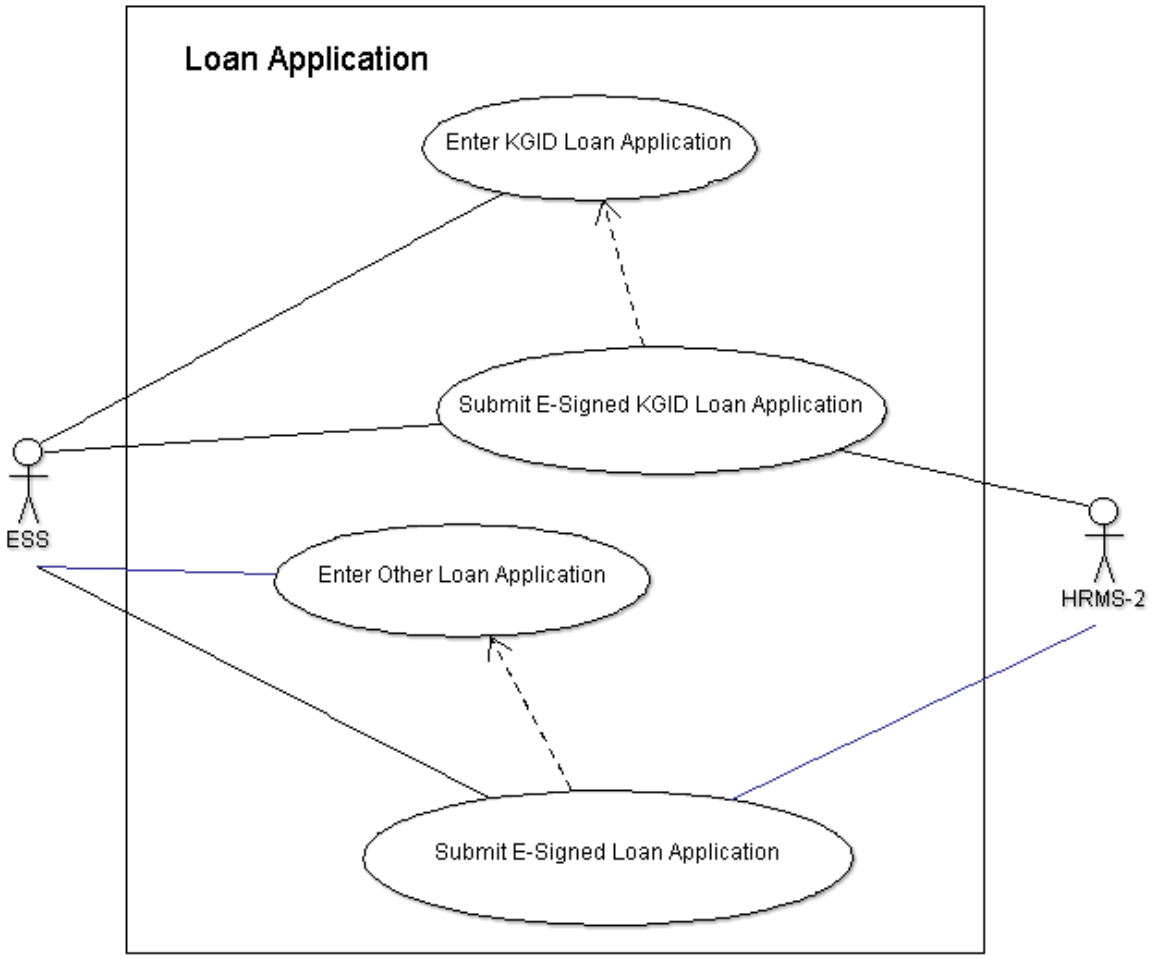


Figure 7.1.1.2.1 – Apply for Loan/Advance application

Pre-Condition	Rules to be configured in the system.
Post-Condition	Application sent to the sanctioning or appointing authority for verification and approval.

7.1.1.3 Specifications

7.1.1.3.1 Screen Navigation

- Loan & Advances >>Loan & Advances Application >> Add New
- Loan & Advances Loan & Advances Application >> View.
- Loan & Advances >> Loan & Advances Application >> List View

7.1.1.3.2 List View of Employee Application

7.1.1.3.2.1 Wireframe (Web)

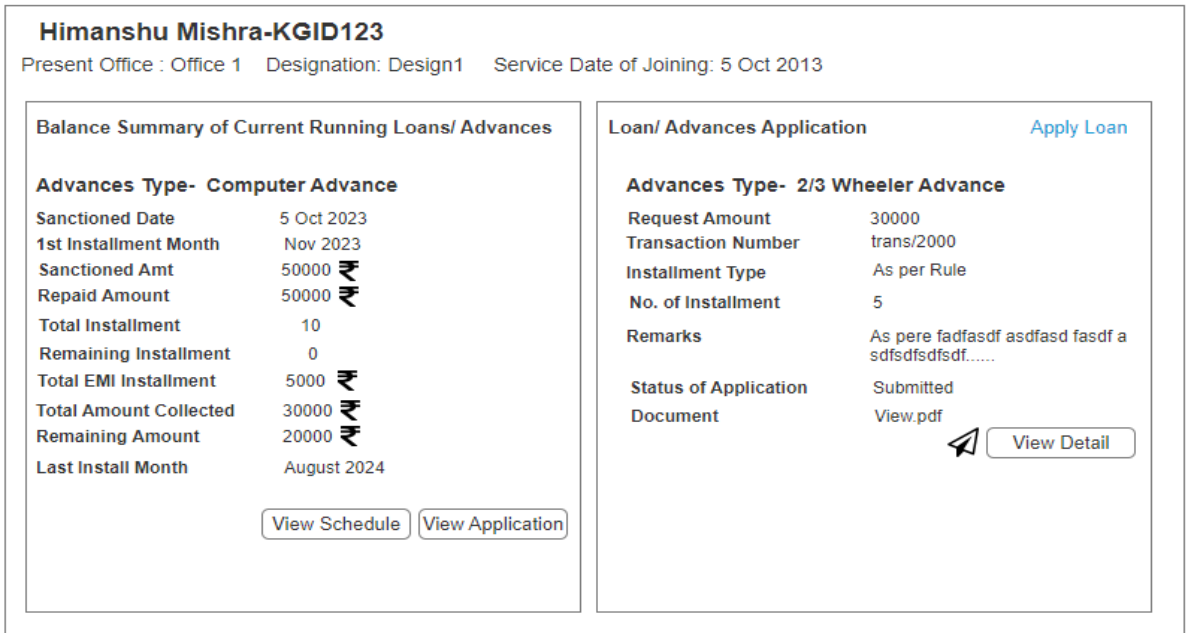


Figure 7.1.1.3.2.1.1 List View: – Employee Application

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.2.2 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS in AS IS (Y/N)
Summary	Display	M	Will display the basic summary of an employee. All the details will be fetched and shown from the employee service book. Details to shown: Employee Name, KGID, Present Office, Designation, Service Date of Joining.	Y
Balance Summary of Current Running Loans/ Advances	Display	M	Will display all the Current Running Loans/ Advances Application. Details to be shown: Sanctioned Date: To show the sanctioned date application. 1st Installment Month: To show the from which pay month 1st installment must be deducted. Sanctioned Amount: Amount sanctioned will be shown.	N

			Repaid Amount: Total amount to be repaid. Total Installment: Total installment in which payment must be recouped. Remaining Installment: Installment which is left to payment. Total EMI Installment: To show the EMI amount per month. Total Amount Collected: Amount which has been recouped via salary or prepayment has to be shown. Remaining Amount: Amount which is pending for recouping. Last month Installment: Will show the last month of installment based on schedule.	
View Schedule	Button	O	Click on this button will redirect to view the schedule of respective application.	N
View Application	Button	O	Click on this button will redirect to application form of respective application	N
Loan/ Advances application	Display	M	Will display all the applications which has been submitted by an employee and is under processing. Current Financial year data only to be shown. Details to be shown: Application Type: Type of Application with Loan Advances Sub-type will be shown. Requested Amount: Amount which is requested by an employee. Requested Number: Once the request has been submitted a ESS employee requested number will be generated. Transaction Number: Once the request has been submitted a transaction number will be generated. Format**: DeptCode (2 digits s) - Process Name (Alias) (4Characters) - Activity Name (Alias)(6Characters)- FinancialYear(6) -SeqNo(9) digits s** Installment Type: It will show whether it is based on rules defined or employee has manually entered the number installment. No. of Installment: will show the number of installments. Remarks: Will show the remarks if the employee has written Document: View the uploaded document	N

Reply	Icon	O	It will be visible only when the approval authority requires any seeking any clarification. Employee will click on icon and with WMS reply to popup will open to enter the query and reply and submit again and it will be visible to the approval authority who was seeking clarification.	N
View Detail	Button	O	Click on this button will redirect to the view the requested application.	Y
Apply New Application	Button	O	Will redirected to apply new application for Loan/ Advances	Y

Table 7.1.1.3.2.2.1: Data Elements & Validation

7.1.1.3.2.3 Wireframe (Mobile)

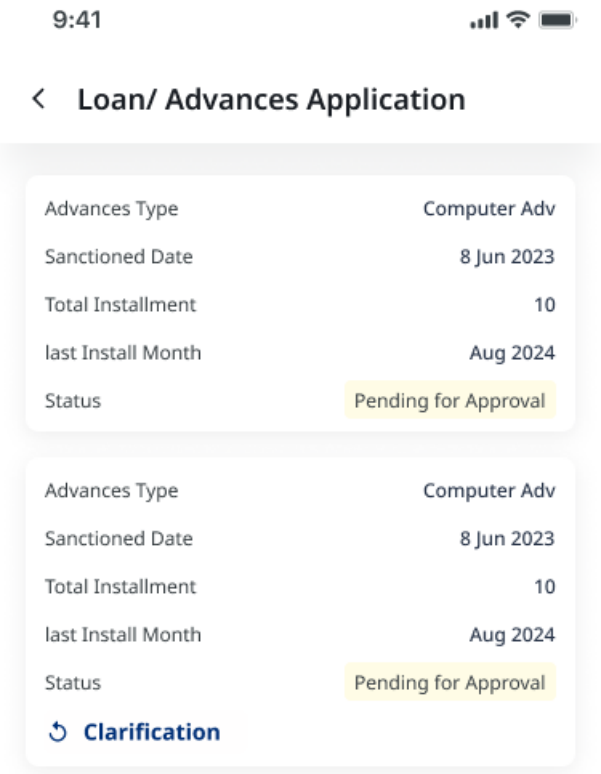


Figure 7.1.1.3.2.3.1List View: – Employee Application

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.2.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS in AS IS (Y/N)
Summary	Display	M	Will display the basic summary of an employee. All the details will be fetched and shown from the employee service book. Details to shown: Employee Name, KGID, Present Office, Designation, Service Date of Joining.	Y
Balance Summary of Current Running Loans/ Advances	Display	M	Will display all the Current Running Loans/ Advances Application. Details to be shown: Sanctioned Date: To show the sanctioned date application. 1st Installment Month: To show the from which pay month 1st installment must be deducted. Sanctioned Amount: Amount sanctioned will be shown. Repaid Amount: Total amount to be repaid. Total Installment: Total installment in which payment must be recouped. Remaining Installment: Installment which is left to payment. Total EMI Installment: To show the EMI amount per month. Total Amount Collected: Amount which has been recouped via salary or prepayment has to be shown. Remaining Amount: Amount which is pending for recouping. Last month Installment: Will show the last month of installment based on schedule.	N
View Schedule	Button	O	Click on this button will redirect to view the schedule of respective application.	N
View Application	Button	O	Click on this button will redirect to application form of respective application	N
Loan/ Advances application	Display	M	Will display all the applications which has been submitted by an employee and is under processing. Current Financial year data only to be shown. Details to be shown: Application Type: Type of Application with Loan Advances Sub-type will be shown.	N

			Requested Amount: Amount which is requested by an employee. Requested Number: Once the request has been submitted a ESS employee requested number will be generated. Transaction Number: Once the request has been submitted a transaction number will be generated. Format**: DeptCode (2 digits s) - Process Name (Alias) (4Characters) - Activity Name (Alias)(6Characters)- FinancialYear(6) -SeqNo(9) digits s** Installment Type: It will show whether it is based on rules defined or employee has manually entered the number installment. No. of Installment: will show the number of installments. Remarks: Will show the remarks if the employee has written Document: View the uploaded document	
Clarifications	Icon	O	It will be visible only when the approval authority requires any seeking any clarification. Employee will click on icon and with WMS reply to popup will open to enter the query and reply and submit again and it will be visible to the approval authority who was seeking clarification.	N
View Detail	Button	O	Click on this button will redirect to the view the requested application.	Y
Apply New Application	Button	O	Will redirected to apply new application for Loan/ Advances	Y

Table 7.1.1.3.2.4.1: Data Elements & Validation

7.1.1.3.2.5 Rule

Business Rules	• **<u>Pre-Condition:</u>** 1. Login has to be created in the system. Employee role has to be mapped with user credentials. 2. Balance Summary of Current Application: Loans and Advances has to be applied and disbursed then only it will record summary will be visible. 3. Rule has to be defined for which employee willing to apply for. • All the current running loan/ application will be shown in the Balance Summary of Current Application (only current Financial Year).

	• Current application which is under process or employee willing to apply will be shown in the Loan/ Advances Application. • Click on "Apply Loan/Advances" will redirect to Add New Application. • Employee Basic detail to be shown at the top of form page. • Searching and filter to be provided based on the financial year wise and as per the filter criteria record will be populated in the described section. • **Post Condition:** 1. For New: Details will be submitted to the system for further processing.
Reference Rule Number	NA

7.1.1.3.3 Add New of Loan Application

7.1.1.3.3.1 Wireframe (Web)

Employee Loan/Advances

Employee Details

KGID Display | Employee Name Display | Department Display

Cadre Display | Group Display | Post Display

Desig Display | Service Joining Date Display | Office Display

Basic Pay Display | Total Deduction Display | Net Payable Display

Loan/ Advances Details

Loan/Advances Type Select | Loan/Adv Sub-Type Select | Maximum Amount Display Amount

Eligibility Amt as Per BP Display Amount | Interest Rate Display

Max num of Principle Installments Display | Min num of Principle Installments Display

Request Detail

Req. Loan Amt Enter Amount | Installment Type Select | No. of Installment Enter number/ Display

User Term Selection Select | EMI Start month dd/mm/yyyy | Calculate

Sr.No.	From Month	To Month	Principle Month	Principle Remaining	Action
	Select Month and Year	Select Month and Year	Enter the Principle amount	Display the O/s Principle	Add
1	Feb 2024	Jan 2025	45000	2955000	Edit
2	Feb 2026	Jan 2027	52000	1000000	Edit

Total EMI Amount Display | Total Principle Amount Display | Total Interest Amount Display

Total Amount (Principle+Interest) Display | Attach Document | Preview Schedule

Remarks Enter Remarks

Preview Application | Cancel

Figure 7.1.1.3.3.1.1 Add New: – Loan Application

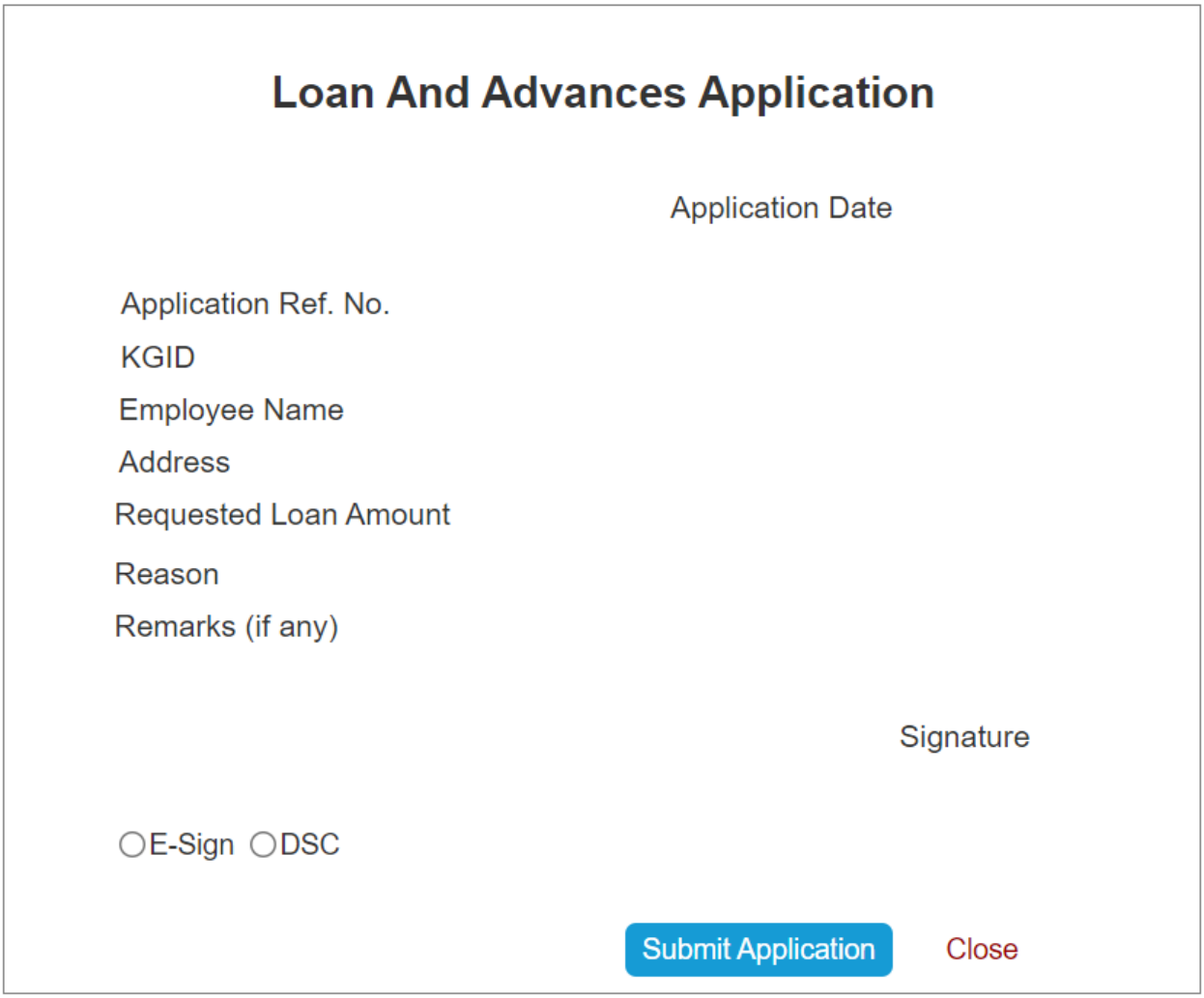


Figure 7.1.1.3.3.1.2 Preview Application: – Employee Application (Loan & Advance) ESS

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.3.2 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
KGID/ Employee ID	Display	M	Will display the KGID/ Employee ID of an employee from Employee Service register.	Y
Employee Name	Display	M	Will display the employee's name of an employee from Employee Service register.	Y
Department	Display	M	Will display the department of an employee from Employee Service register.	Y

Cadre	Display	M	Will display the cadre of an employee from Employee Service register.	Y
Group	Display	M	Will display the group of an employee from Employee Service register.	Y
Post	Display	M	Will display the Post of an employee from Employee Service register.	Y
Designation	Display	M	Will display the Designation of an employee from Employee Service register.	Y
Service Joining Date	Display	M	Will display the service joining date of an employee from Employee Service register.	Y
Office	Display	M	Will display the Office of an employee from Employee Service register.	Y
Basic Pay	Display	M	Will display the last drawn basic pay of respective employee	Y
Total Deduction	Display	M	Will display the last drawn total deduction of respective employee	Y
Net Payable	Display	M	Will display the last drawn Net payable of respective employee	Y
Loan/ Advances Details	Display	M	Employee will select the type and sub type of loans / advances which is he willing to apply. Based on the selection defined master rule will be shown in the disabled mode. **Loan/ Advances types**: Select the type which he is willing to apply. **Loan/ Advances Sub-Type**: Select the sub-type which he based on type selection. **Eligibility Amount as per BP:** will display the maximum eligibility amount which employee is eligibility for application. **Maximum Amount**: Maximum Value amount must be shown in the field. On click of info icon minimum and maximum value amount with rule attachment and column will be visible. **Interest Rate**: Based on the selection of type and sub-type value will be displayed it will be based as defined in the master. **Max number of Principal Installments:** Will display the maximum number of Principal installments. It will display as defined in the master.	N

			Min number of Principal Installments: Will display the minimum number of Principal installments. It will display as defined in the master.	
Request Loan Amount	Textbox	M	Employee will enter the amount. Validation: Not less than the minimum amount value and not greater than maximum amount as per his BP eligibility amount. Only numeric field no decimal allowed	N
Installment Type	Dropdown	M	Employee has a facility to change the installment number if he/ she is willing to change. Default: As per the rules Value: As Per Rules/ Manual In Case of Manual Number of Installment field would be activated and user can input the field. Validation not less than the minimum number of Installment and not more than maximum number of Installment. As per rules: default maximum number of installment will be displayed.	N
Number of Installment	Textbox	M	Maximum number of installment value will be shown in a disabled mode user cannot change. If user select manual, then field will be enabled, and user can change the number of installment as per convenience.	Y
User Term Selection	Dropdown	M	User will select the term selection based on the convenience of employee. **Own Term Plan**: user can create own term plan as per the convenience. (Refer (Figure 14.3.2.3 –Loan and Advances Schedule Equated (First Principals then Interest))). **Calculate Directly:** Based on the system calculation it will be calculate. **Values:** Own Term Plan/ Calculate Directly.	N
EMI Start Month	Datepicker	M	User will select the month from which month user has to start the EMI.	N
Term Plan	Table	M	On selection of **Own Term Plan** from user term selection, table will be displayed, and employee will enter details as required as per convenience.	N

			S. No. Serial number will be displayed as auto-increment. From Month: user will select the month and year from the Date picker. To Month: employee will select the to-month and year till required. Principal Amount: Will enter the amount which employee willing to take. Principal Remaining: Will display the o/s Principal amount from the remaining left amount as table created it will be decreased. Action: Add: to add the record. Edit: to edit the record. From EMI Start month calculation will start and based on number of installments it will end.	
Calculate	Button	M	Click on calculate button will calculate the EMI of requested amount as per the master rule engine.	N
Total EMI Amount	Display	M	Total EMI Amount: Monthly amount which has to be deducted from employee monthly salary will be shown. It will be sum of Principal + Interest both. If it the sum is decimal value, then round off to next higher amount in case of .50 only and less than .50 then round down to lower value. All the difference amount has to be adjusted at the last installment EMI. Total month Principal + Total month Interest = Total EMI	N
Total Principal Amount	Display	M	Total principal amount will be equal to requested amount	Y
Total Interest amount	Display	M	Total Interest amount will be sum of all the interest of all months.	Y
Total Amount (Principal + Interest)	Display	M	It is sum of Total Principal + Total Interest amount = Total Amount	N
Remarks	Textbox	M	If any remarks user has to enter can write. Alphanumeric maximum 2000 characters.	N
Attach Document	Uploader	M	Attach supporting document max 3 mb. Allowed: pdf, jpeg, PNG	N

			Multiple Uploader	
Preview Schedule	Button	M	Based on details entered schedule will be viewed.	N
Submit for Preview application	Button	O	Clicking on Preview application button will redirect to application preview where employee will e-sign/ DSC the loan / advances application and then submit the application to the approval authority for further action. The record will be saved in the HRMS 2.0 and will redirect to the list view page. **Form No. 42 (Article 216) K.F.C.** **Application form prescribed under the House Building/ House Purchase/ House Repair/ Redeem. (This is the advances form for taking advances)**	Y
Cancel	Button	O	Click on this will redirect to the list view page.	Y

Table 7.1.1.3.2.3.1: Data Elements & Validation

7.1.1.3.3.3 Wireframe (Mobile)

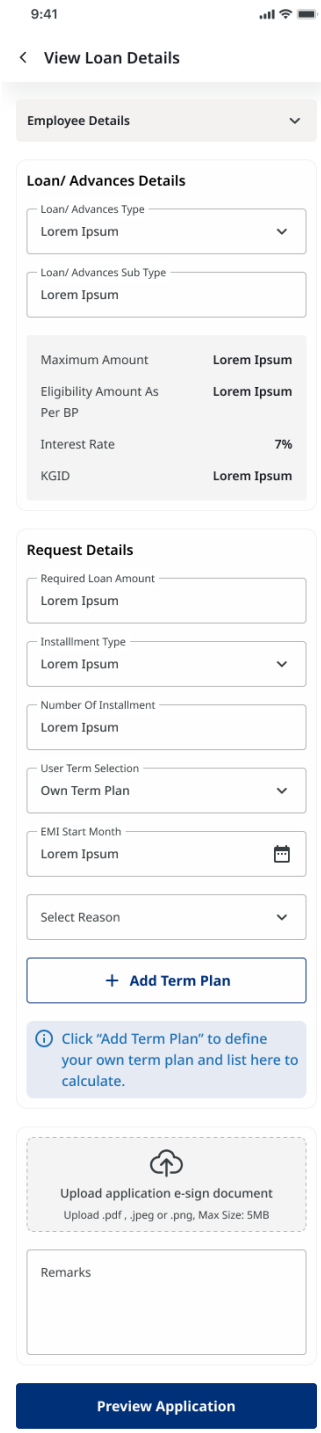


Figure 7.1.1.3.3.3.1 Add new request: – Employee Application (Loan & Advance)

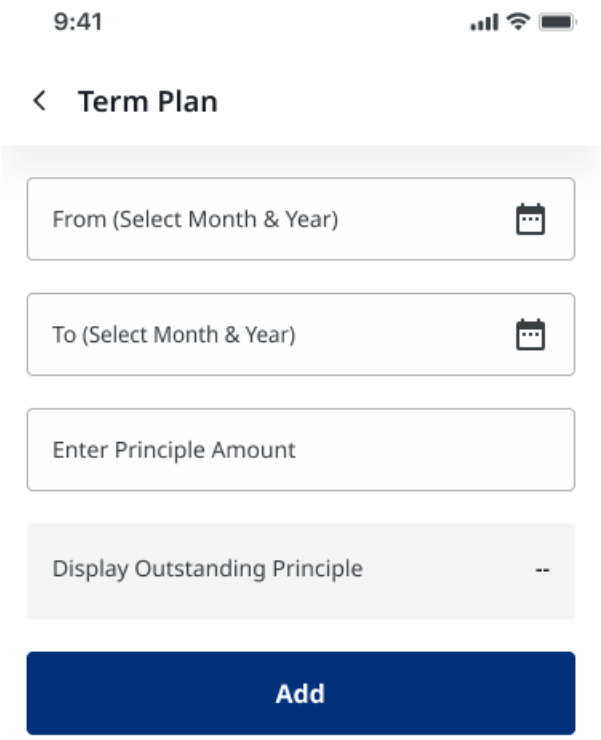


Figure 7.1.1.3.3.3.2 Add new request: – Employee Application (Loan & Advance)

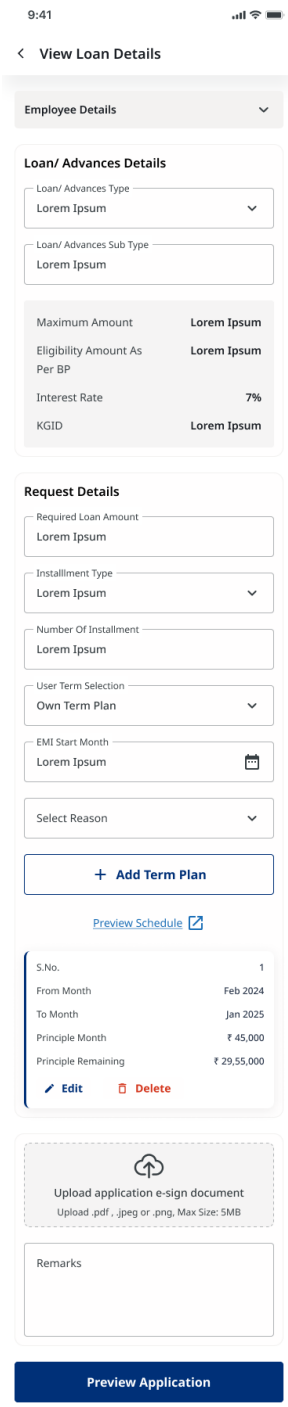


Figure 7.1.1.3.3.3.3 Add new request: – Employee Application (Loan & Advance

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.3.4 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
KGID/ Employee ID	Display	M	Will display the KGID/ Employee ID of an employee from Employee Service register.	Y
Employee Name	Display	M	Will display the employee's name of an employee from Employee Service register.	Y
Department	Display	M	Will display the department of an employee from Employee Service register.	Y
Cadre	Display	M	Will display the cadre of an employee from Employee Service register.	Y
Group	Display	M	Will display the group of an employee from Employee Service register.	Y
Post	Display	M	Will display the Post of an employee from Employee Service register.	Y
Designation	Display	M	Will display the Designation of an employee from Employee Service register.	Y
Service Joining Date	Display	M	Will display the service joining date of an employee from Employee Service register.	Y
Office	Display	M	Will display the Office of an employee from Employee Service register.	Y
Basic Pay	Display	M	Will display the last drawn basic pay of respective employee	Y
Total Deduction	Display	M	Will display the last drawn total deduction of respective employee	Y
Net Payable	Display	M	Will display the last drawn Net payable of respective employee	Y
Loan/ Advances Details	Display	M	Employee will select the type and sub type of loans / advances which is he willing to apply. Based on the selection defined master rule will be shown in the disabled mode. **Loan/ Advances types**: Select the type which he is willing to apply. **Loan/ Advances Sub-Type**: Select the sub-type which he based on type selection. **Eligibility Amount as per BP:** will display the maximum	N

			eligibility amount which employee is eligibility for application. **Maximum Amount**: Maximum Value amount must be shown in the field. On click of info icon minimum and maximum value amount with rule attachment and column will be visible. **Interest Rate**: Based on the selection of type and sub-type value will be displayed it will be based as defined in the master. **Max number of Principal Installments:** Will display the maximum number of Principal installments. It will display as defined in the master. **Min number of Principal Installments:** Will display the minimum number of Principal installments. It will display as defined in the master.	
Request Loan Amount	Textbox	M	Employee will enter the amount. Validation: Not less than the minimum amount value and not greater than maximum amount as per his BP eligibility amount. Only numeric field no decimal allowed	N
Installment Type	Dropdown	M	Employee has a facility to change the installment number if he/ she is willing to change. Default: As per the rules Value: As Per Rules/ Manual In Case of Manual Number of Installment field would be activated and user can input the field. Validation not less than the minimum number of Installment and not more than maximum number of Installment. As per rules: default maximum number of installment will be displayed.	N
Number of Installment	Textbox	M	Maximum number of installment value will be shown in a disabled mode user cannot change. If user select manual, then field will be enabled, and user can change the number of installment as per convenience.	Y
User Term Selection	Dropdown	M	User will select the term selection based on the convenience of employee. **Own Term Plan**: user can create own term plan as per the convenience. (Refer (Figure 14.3.2.3 –Loan and Advances	N

			Schedule Equated (First Principals then Interest))). **Calculate Directly:** Based on the system calculation it will be calculate. **Values:** Own Term Plan/ Calculate Directly.	
EMI Start Month	Date picker	M	User will select the month from which month user has to start the EMI.	N
Term Plan	Table	M	On selection of **Own Term Plan** from user term selection, table will be displayed, and employee will enter details as required as per convenience. S. No. Serial number will be displayed as auto-increment. From Month: user will select the month and year from the Date picker. To Month: employee will select the to-month and year till required. Principal Amount: Will enter the amount which employee willing to take. Principal Remaining: Will display the o/s Principal amount from the remaining left amount as table created it will be decreased. Action: Add: to add the record. Edit: to edit the record. From EMI Start month calculation will start and based on number of installments it will end.	N
Calculate	Button	M	Click on calculate button will calculate the EMI of requested amount as per the master rule engine.	N
Total EMI Amount	Display	M	Total EMI Amount: Monthly amount which has to be deducted from employee monthly salary will be shown. It will be sum of Principal + Interest both. If it the sum is decimal value, then round off to next higher amount in case of .50 only and less than .50 then round down to lower value. All the difference amount has to be adjusted at the last installment EMI. Total month Principal + Total month Interest = Total EMI	N
Total Principal Amount	Display	M	Total principal amount will be equal to requested amount	Y

Total Interest amount	Display	M	Total Interest amount will be sum of all the interest of all months.	Y
Total Amount (Principal + Interest)	Display	M	It is sum of Total Principal + Total Interest amount = Total Amount	N
Remarks	Textbox	M	If any remarks user has to enter can write. Alphanumeric maximum 2000 characters.	N
Attach Document	Uploader	M	Attach supporting document max 3 mb. Allowed: pdf, jpeg, PNG Multiple Uploader	N
Preview Schedule	Button	M	Based on details entered schedule will be viewed.	N
Submit for Preview application	Button	O	Clicking on Preview application button will redirect to application preview where employee will e-sign/ DSC the loan / advances application and then submit the application to the approval authority for further action. The record will be saved in the HRMS 2.0 and will redirect to the list view page. **Form No. 42 (Article 216) K.F.C.** **Application form prescribed under the House Building/ House Purchase/ House Repair/ Redeem. (This is the advances form for taking advances)**	Y
Cancel	Button	O	Click on this will redirect to the list view page.	Y

Table 7.1.1.3.3.4.1: Data Elements & Validation

7.1.1.3.3.5 Rule

Business Rules	• **Pre-Condition:** 1. Login has to be created in the system. Employee role has to be mapped with user credentials. 2. Rule has to be defined for which employee willing to apply. • In the employee details basic details of logged in user has to be shown all the data must be shown from employee service register. • In the Previous Application all the previously apply loan /advances will be shown. • Loan Detail: User will select the Loan/Advance types and sub-type based on the user selection created master rule will be shown in the respective field. • In the request Loan Detail: The loan details will be entered by employee who is willing to avail. • User can select the term plan based on the usability of interest.

	• System will check the age eligibility. When application is applied system will check the age should not be more than 55 years and all the loans shall be recovered before the 55 years of employee age. • Whenever any new GO is revised in government intimation will be send to the employee for revising the schedule or EMI amount. • When employee raise a request, request will be forwarded to the appointing authority for action on the request. • Authority will have 4 options: 1. Approve. 2. Reject. 3. Put a file. 4. Send Back (in case of clarification required by appointing authority. • **WMS Activity Code:** LonAdv/ESS-New Request/202324/0002 • **WMS Activity Name:** Request for New Loan and Advances application- ESS • **Post Condition:** 1. New application will be submitted to the appointing authority in the system HRMS2.0 for further processing.
Reference Rule Number	NA

7.1.1.3.4 View of Employee Application

7.1.1.3.4.1 Wireframe (Web)

Employee Loan/Advances

Employee Details

KGID	Display	Employee Name	Display	Department	Display
Cadre	Display	Group	Display	Post	Display
Desig	Display	Service Joining Date	Display	Office	Display
Basic Pay	Display	Total Deduction	Display	Net Payable	Display

Loan/ Advances Details

Loan/ Advances Type	Loan/ Advances Sub-type	Eligibility Amount as per Basic Pay	Maximum Amount	Interest Rate	Maximum Number of Principle Installment	Maximum number of Interest Installments
Advances	Advances 1	100000	4000000	2% Advance1	120	60

Request Detail Preview Application Preview Schedule

Request Loan amount	Installment Type	number of Installment	Total EMI Amount	Total Principle Amount	Total Interest Amount	Total Amoint (Principle+ Interest)	Remarks	Document
50000	As Per Rules	10	5200	50000	2000	52000	sdfsdfsd....	view.pdf

Cancel

Loan And Advances Application

Application Date

Application Ref. No.
KGID
Employee Name
Address
Requested Loan Amount
Reason
Remarks (if any)

Signature

Schedule Ledger Details

Employee Details	Himanshu Mishra- KGID20234	**Variation Sub-Type**	Loan 1 (Loan)
Loan Amount	45000	**Loan Sanction Date**	28 Dec 2023
First Installment Date	25 Jan 2024	**Loan Disbursed Date**	31 Dec 2023
Transaction Number	Trans/00323	**UTR Number**	
Date of Payment			

Installment Schedule

S.No.	Installment Date	Narration	Balance Amount	Total EMI	Principal	Interest	Adjustment Amount	Adjustment Details	Status
1	Jan 2024	Installment 1	-						Paid/ Due
2	Feb 2024	Installment 2							
		Total	Total Balance Amount	Total Amount Paid	Total Principal Amount	Total Interest Amount			

Figure 7.1.1.3.3.2.1 View: – Employee Application

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.4.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
KGID	Display	M	Will display the KGID of an employee from Employee Service register.	Y
Employee Name	Display	M	Will display the employee's name of an employee from Employee Service register.	Y
Department	Display	M	Will display the department of an employee from Employee Service register.	Y
Cadre	Display	M	Will display the cadre of an employee from Employee Service register.	Y
Group	Display	M	Will display the group of an employee from Employee Service register.	Y
Post	Display	M	Will display the Post of an employee from Employee Service register.	Y
Designation	Display	M	Will display the Designation of an employee from Employee Service register.	Y
Service Joining Date	Display	M	Will display the service joining date of an employee from Employee Service register.	Y
Office	Display	M	Will display the Office of an employee from Employee Service register.	Y
Basic Pay	Display	M	Will display the last drawn basic pay of respective employee	Y
Total Deduction	Display	M	Will display the last drawn total deduction of respective employee	Y
Net Payable	Display	M	Will display the last drawn Net payable of respective employee	Y
Loan/ Advances Details	Display	M	Employee will select the type and sub type of loans / advances which is he willing to apply. Based on the selection defined master rule will be shown in the disabled mode. **Loan/ Advance types**: Select the type which he is willing to apply. **Loan/ Advances Sub-Type**: Select the sub-type which he based on type selection. **Eligibility Amount as per BP:** will display the maximum	N

			eligibility amount which employee is eligibility for application. **Maximum Amount**: Maximum Value amount has to be shown in the field. On click of info icon minimum and maximum value amount with rule attachment and column will be visible. **Interest Rate**: Based on the selection of type and sub-type value will be displayed it will be based as defined in the master. **Max number of Principal Installments:** Will display the maximum number of Principal installment. It will display as defined in the master. **Min number of Principal Installments:** Will display the minimum number of Principal installment. It will display as defined in the master.	
Request Loan Amount	Display	M	Employee will enter the amount. Validation: Not less than the minimum amount value and not greater than maximum amount as per his BP eligibility amount. Only numeric field no decimal allowed	N
Installment Type	Display	M	Employee has a facility to change the installment number if he is willing to change. Default: As per the rules Value: As Per Rules/ Manual In Case of Manual Number of Installment field would be activated and user can input the field. Validation not less than the minimum number of Installment and not more than maximum number of Installment. In case of As per rules: default maximum number of installment will be displayed.	N
Number of Installment	Display	M	Maximum number of installment value will be shown in a disabled mode user cannot change. If user select manual, then field will be enabled, and user can change the number of installment as per convenience.	Y
User Term Selection	Display	M	User will select the term selection based on the convenience of employee. **Own Term Plan**: user can create own term plan as per the convenience. (Refer (Figure 14.3.2.3 –Loan and Advances	N

			Schedule Equated (First Principals then Interest))). **Calculate Directly:** Based on the system calculation it will be calculate. **Values:** Own Term Plan/ Calculate Directly.	
EMI Start Month	Display	M	User will select the month from which month user has to start the EMI.	N
Term Plan	Display	M	On selection of **Own Term Plan** from user term selection, table will be displayed, and employee will enter details as required as per convenience. S. No. Serial number will be displayed as auto-increment. From Month: user will select the month and year from the Datepicker. To Month: employee will select the to-month and year till required. Principal Amount: Will enter the amount which employee willing to take. Principal Remaining: Will display the o/s Principal amount from the remaining left amount as table created it will be decreased. Action: Add: to add the record. Edit: to edit the record. From EMI Start month calculation will start and based on number of installments it will end.	N
Total EMI Amount	Display	M	Total EMI Amount: Monthly amount which has to be deducted from employee monthly salary will be shown. It will be sum of Principal + Interest both. If it the sum is decimal value, then round off to next higher amount in case of .50 only and less than .50 then round down to lower value. All the difference amount has to be adjusted at the last installment EMI. Total month Principal + Total month Interest = Total EMI	N
Total Principal Amount	Display	M	Total Principal amount will be equal to requested amount	Y
Total Interest amount	Display	M	Total Interest amount will be sum of all the interest of all months.	Y

Total Amount (Principal+ Interest)	Display	M	It is sum of Total Principal + Total Interest amount = Total Amount	N
Remarks	Display	M	If any remarks user has to enter can write. Alphanumeric maximum 2000 characters.	N
Attach Document	Display	M	Attach supporting document max 3 mb. Allowed: pdf, jpeg, PNG Multiple Uploader	N
Preview Schedule	Button	M	Based on details entered schedule will be viewed. **Refer EMI Schedule Generation interface for previewing the schedule of loan and advances.**	N
Preview Application	Button	M	Based on details E-Sign DSC sign application will be viewed. Original is Kannada so that will be refer for the loan/advance application. Format to be taken from the department.	N
Cancel	Button	O	Click on this will redirect to the list view page.	Y

Table 7.1.1.3.4.2.1: Data Elements & Validation

7.1.1.3.4.3 Wireframe (Mobile)

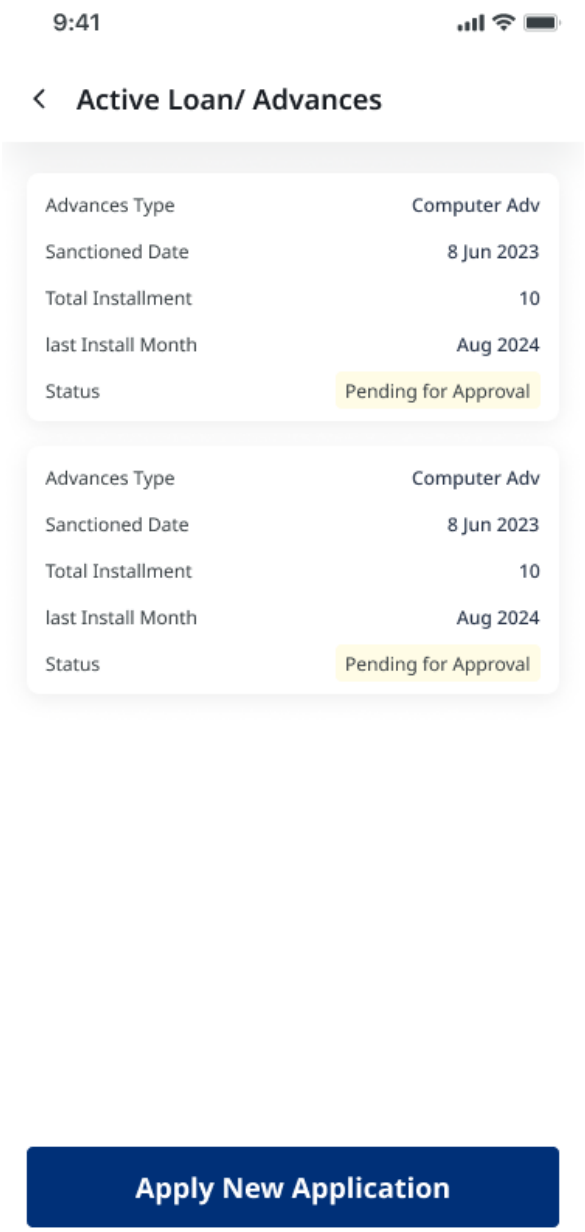


Figure 7.1.1.3.4.3.1 View: – Employee Application

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.1.3.4.4 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
KGID	Display	M	Will display the KGID of an employee from Employee Service register.	Y
Employee Name	Display	M	Will display the employee's name of an employee from Employee Service register.	Y
Department	Display	M	Will display the department of an employee from Employee Service register.	Y
Cadre	Display	M	Will display the cadre of an employee from Employee Service register.	Y
Group	Display	M	Will display the group of an employee from Employee Service register.	Y
Post	Display	M	Will display the Post of an employee from Employee Service register.	Y
Sanctioned Date	Display	M	It will display the advance/loan sanctioned date.	Y
Total Installment	Display	M	It will display from the request submitted details for loan/advance application.	Y
Last Installment Month	Display	M	It will display from the request submitted details for loan/advance application.	Y
Status	Display	M	The status of the request will display.	Y
Cancel	Button	O	Click on this will redirect to the list view page.	Y

Table 7.1.1.3.4.4.1: Data Elements & Validation

7.1.1.3.4.5 Rule

Business Rules	• **Pre-Condition:** 1. Employee must apply for Loan / Advances Application and has to be submitted to the system. • All the details will be viewed in the disabled mode. • User will be able to download the upload file. • **Post Condition:** 1. NA.

7.1.2 Loan / Advance Order Issuance and EMI Schedule

7.1.2.1 Functional Description

Process Name	Loan / Advance Order Issuance and EMI Schedule
Test Link	[8.2.2]: Generate Digitally Signed Loan Sanction Letter [8.2.3]: Send Loan Deduction schedule. [9.2.2]: Issue Advance Sanction Order
Use Case Description	This process covers the functionality like: • Order will be issued after sanction of application. • Order will be digitally signed by the authorized signatory and same will be updated in ESR of an employee. • Both DSC and E-sign option will be visible to the user. • If the external sanction order is outside HRMS2 then it will be consumed by HRMS2.0 and same will be viewed to the DDO and Employee respectively. • With the issuance of sanction order, EMI schedule will be generated but will be effective after payment confirmation from K2 system. • User will select the respective application for taking action for sanctioning order generation. Order will be E-signed, and DSC signature integration will be there.
RFP No	113: Generate Digitally Signed Loan Sanction Letter 121: Issue Digitally Signed Advance Sanction Order 114: Send Loan Deduction Schedule
Actor	Employee

7.1.2.2 Use Case Diagram

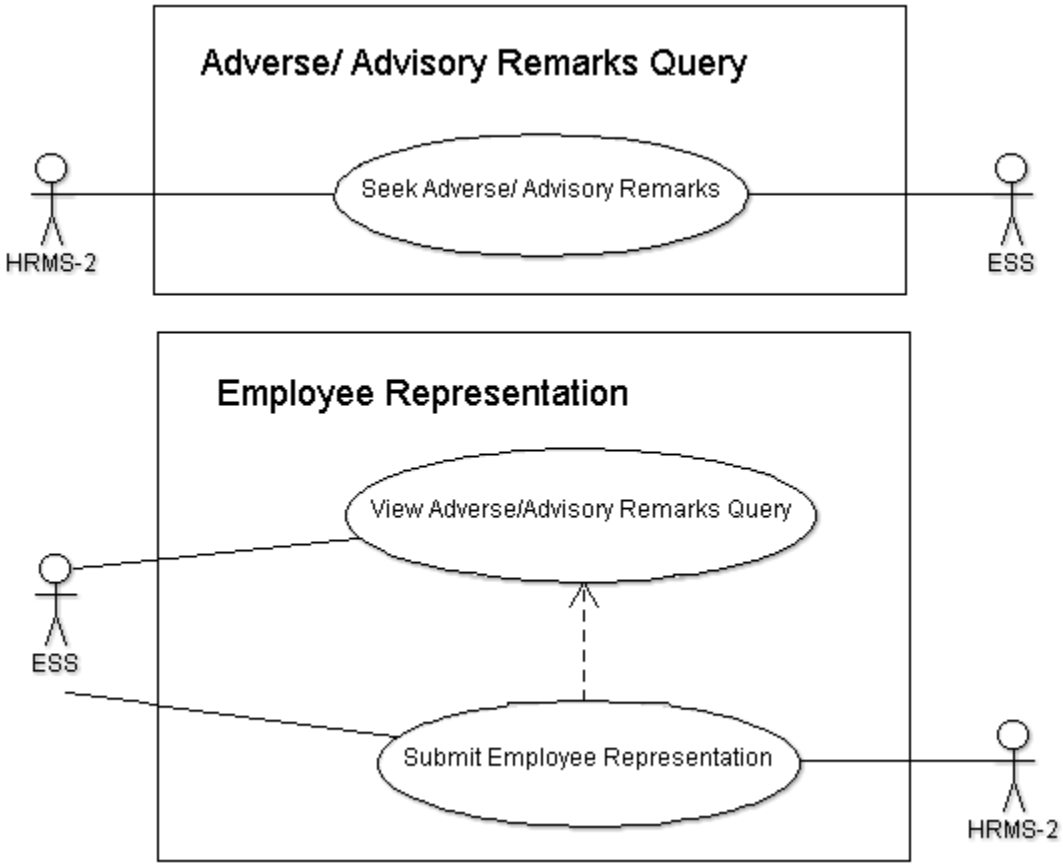


Figure 7.1.2.2.1 – Loan/Advance schedule

Pre-Condition	• Application must be sanctioned by the department or by the authorization authority.
Post-Condition	• Generate the pay bill and approve the pay bill. • Forwarded to K2 system for payment.

7.1.2.3 Specifications

7.1.2.3.1 Screen Navigation

- Loan & Advances >>Issuance Order >> List View

7.1.2.3.2 Order Issuance and EMI Schedule

7.1.2.3.2.1 Wireframe

Generate Sanction Order

Search

S.No	Employee Details	Requested By	Transaction Number	Loan/ Advance Type	Loan/ Advances Sub-Type	Requested Amount	Sanctioned Amount	Status	Action
1	Himanshu Mishra-KGID0023	Employee	Trans/001	Loan	Loan 1	50000	50000	Approved & Sanctioned	Generate Order
2	Tegbir-KGID4567	DDO	Trans/2334	Advance	Advance 1	20000	20000	Approved & Sanctioned	Generate Order

Figure 7.1.2.3.2.1.1 List View: – Employee Application

Reviewer Loan/Advances

Employee Details

KGID	Display	Employee Name	Display	Department	Display
Cadre	Display	Group	Display	Post	Display
Desig	Display	Service Joining Date	Display	Office	Display
Basic Pay	Display	Total Deduction	Display	Net Payable	Display

Eligibility Detail

Loan/ Advances Type	Loan/ Advances Sub-type	Maximum Amount	Eligibility Amount as per BP	Interest Rate
Advances	Advances 1	100000	80000	2% Advance1

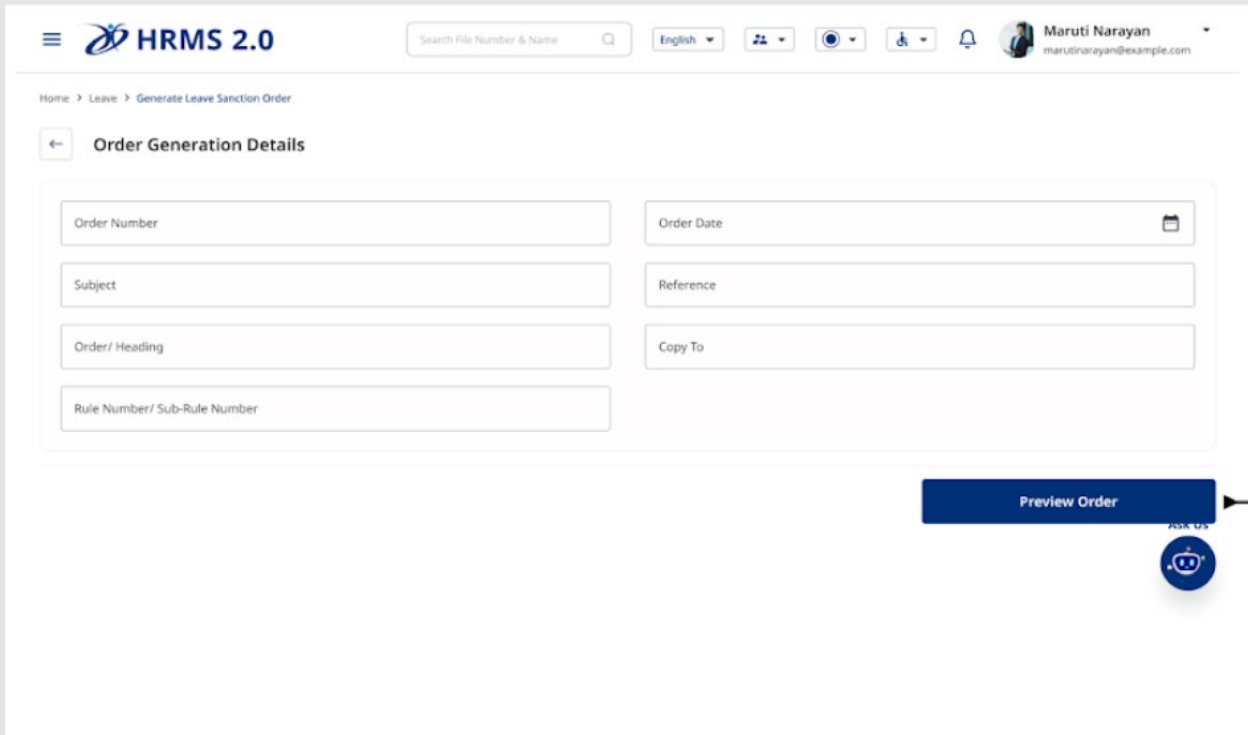
Request Detail

Request Loan amount	Installment Type	number of Installment	Total EMI Amount	Total Principle Amount	Total Interest Amount	Total Amoint (Principle+ Interest)	Remarks	Document
50000	As Per Rules	10	5200	50000	2000	52000	sdfsdfsd....	view.pdf

Sanctioned Detail

Sanctioned Loan Amount	Installment Type	number of Installment	Total EMI Amount	Total Principle Amount	Total Interest Amount	Total Amoint (Principle+ Interest)	Remarks	Document
50000	As Per Rules	10	5200	50000	2000	52000	sdfsdfsd....	view.pdf

Upload Sanction Order | Generate Sanction Order | Preview Schedule



Schedule Ledger Details

Employee Details	Himanshu Mishra- KGID20234	**Variation Sub-Type**	Loan 1 (Loan)
Loan Amount	45000	**Loan Sanction Date**	28 Dec 2023
First Installment Date	25 Jan 2024	**Loan Disbursed Date**	31 Dec 2023
Transaction Number	Trans/00323	**UTR Number**	
Date of Payment			

Installment Schedule

S.No.	Installment Date	Narration	Balance Amount	Total EMI	Principal	Interest	Adjustment Amount	Adjustment Details	Status
1	Jan 2024	Installment 1	-						Paid/ Due
2	Feb 2024	Installment 2							
		Total	Total Balance Amount	Total Amount Paid	Total Principal Amount	Total Interest Amount			

Figure 7.1.2.3.2.1.2 EMI Schedule Generation: –Loan and Advances Application

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.2.3.2.2 Data Element and Validations

NA

7.1.2.3.2.3 Rule

Business Rules	• **Pre-Condition:** 1. Loan & Advances should be Approved. • Order will be issued, and EMI schedule will be generated but applicable only after UTR received from K2. • After payment of application UTR number and date of payment will be updated in the EMI schedule ledger. • Both upload and preview order feature has been provided. • Here, user will upload already sanctioned order and click on "upload order", the same order will be uploaded in the system. (This will not be e-sign/ DSC). • Same user will click on "Generate Sanction Order", order details will be open, here user will enter the details and click on "preview order" order template stored in DMS will be visible to user, where user will e-sign and DSC the order. • After signatory authorized done, user will click on "Generate sanctioned order", order will be generated, and it will be stored in the DMS with respect to that employee. • After the issuance of sanction order, same can be downloaded and viewed by the authorized signatory. • All the sanction authority is finance Department for all types of Loan and Advances. • But in case of Gazetted officer, it is routed to AG for authorization. • For Loan: KGID, the sanction letter and EMI schedule will be received from KGID department to HRMS2.0. (Integration of KGID < -- > HRMS2) Refer section 14.12 for KGID Loan details and integration. • After the Payment of Loan/ Advance it will be integrated with **payroll for deduction**. • **Post Condition:** 1. Employee ready for Paybill generation. 2. Will integrate to K2 system for payment processing.
Reference Rule Number	NA

7.1.3 Clarifications

7.1.3.1 Functional Description

Process Name	Clarifications
Test Link	[8.3.1.1]::Seek clarification [8.3.2.1]::View Clarification asked [8.3.2.2]::Provide Clarification [9.3.1.1]::Seek clarification [9.3.2.1]::View Clarification asked [9.3.2.2]::Provide Clarification
Use Case Description	• HRMS 2.0 will seek the clarification for the loan application applied by the employee. • Employee can view the request applied and the clarification asked by the authority. • The employee will be able to provide the clarification against the particular request
RFP No	109 118
Actor	Employee

7.1.3.2 Use Case Diagram

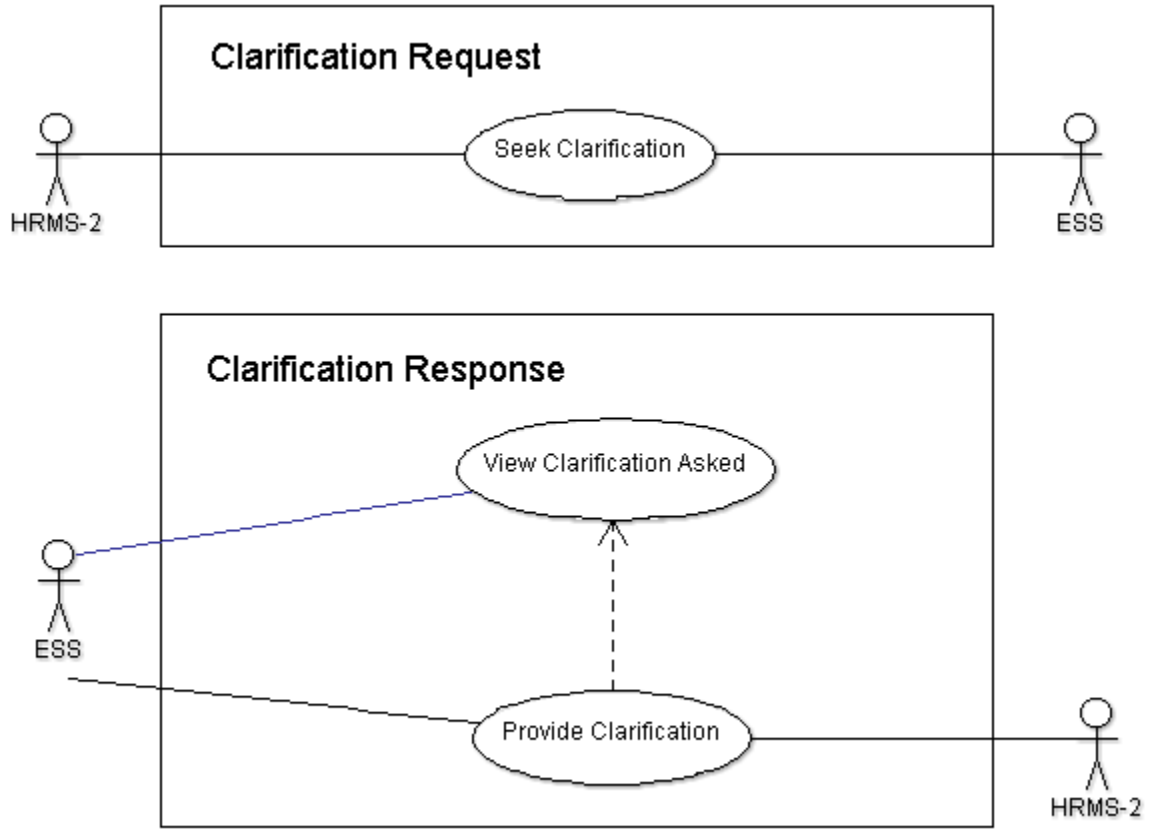


Figure 7.1.3.2.1 – Use Case Employee Request (Clarification)

Pre-Condition	Application sent to the sanctioning or appointing authority for verification and approval
Post-Condition	Request will be submit for approval

7.1.3.3 Specifications

7.1.3.3.1 Screen Navigation

- Loan & Advances >>Loan & Advances Application >> Add New
- Loan & Advances Loan & Advances Application >> View.
- Loan & Advances >> Loan & Advances Application >> List View

7.1.3.3.2 Seek Clarification

7.1.3.3.2.1 Wireframe (Web)

Reviewer Loan/Advances

Employee Details

KGID	Display	Employee Name	Display	Department	Display
Cadre	Display	Group	Display	Post	Display
Desig	Display	Service Joining Date	Display	Office	Display
Basic Pay	Display	Total Deduction	Display	Net Payable	Display

Eligibility Detail

Loan/ Advances Type	Loan/ Advances Sub-type	Maximum Amount	Eligibility Amount as per BP	Interest Rate
Advances	Advances 1	100000	80000	2% Advance1

Request Detail

Request Loan amount	Installment Type	number of Installment	Total EMI Amount	Total Principle Amount	Total Interest Amount	Total Amoint (Principle+ Interest)	Remarks	Document
50000	As Per Rules	10	5200	50000	2000	52000	sdfsdfsd....	view.pdf

Approve Reject Send back Cancel

Reviewer Remarks: Entered Reply

Seek Clarification From (Employee Name:KGID Number)

Enter Query: Enter Clarification

Send Cancel

Figure 7.1.3.3.2.1.1 Clarification/ Reviewer/ Approver Interface

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.3.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
Summary	Display	M	Will display the basic summary of an employee. All the details will be fetched and shown from the employee service book. Details to shown: Employee Name, KGID, Present Office, Designation, Service Date of Joining.	Y
Balance Summary of Current Running Loans/ Advances	Display	M	Will display all the Current Running Loans/ Advances Application. Details to be shown: Sanctioned Date: To show the sanctioned date application. 1st Installment Month: To show the from which pay month 1st installment must be deducted. Sanctioned Amount: Amount sanctioned will be shown. Repaid Amount: Total amount to be repaid. Total Installment: Total installment in which payment must be recouped. Remaining Installment: Installment which is left to payment. Total EMI Installment: To show the EMI amount per month. Total Amount Collected: Amount which has been recouped via salary or prepayment has to be shown. Remaining Amount: Amount which is pending for recouping. Last month Installment: Will show the last month of installment based on schedule.	N
View Schedule	Button	O	Click on this button will redirect to view the schedule of respective application.	N
View Application	Button	O	Click on this button will redirect to application form of respective application	N
Loan/ Advances application	Display	M	Will display all the applications which has been submitted by an employee and is under processing. Current Financial year data only to be shown. Details to be shown: Application Type: Type of Application with Loan Advances Sub-type will be shown.	N

			Requested Amount: Amount which is requested by an employee. Requested Number: Once the request has been submitted a ESS employee requested number will be generated. Transaction Number: Once the request has been submitted a transaction number will be generated. Format**: DeptCode (2 digits s) - Process Name (Alias) (4Characters) - Activity Name (Alias)(6Characters)- FinancialYear(6) -SeqNo(9) digits s** Installment Type: It will show whether it is based on rules defined or employee has manually entered the number installment. No. of Installment: will show the number of installments. Remarks: Will show the remarks if the employee has written Document: View the uploaded document	
Reply	Icon	O	It will be visible only when the approval authority requires any seeking any clarification. Employee will click on icon and with WMS reply to popup will open to enter the query and reply and submit again and it will be visible to the approval authority who was seeking clarification.	N
View Detail	Button	O	Click on this button will redirect to the view the requested application.	Y
Apply New Application	Button	O	Will redirected to apply new application for Loan/ Advances	Y

Table 7.1.3.3.2.2.1: Data Elements & Validation

7.1.3.3.2.3 Rule

Business Rules	• **<u>Pre-Condition:</u>** 1. Application must be submitted to the HRMS2.0 either by employee or by a DDO. 2. Forwarding of an application. • In the sanction authority detail sanction authority value will be prefilled and if require changing then can change and process. • WMS and DMS integration will be integrated here. • After the sanctioning amount DMS will be integrated and till sanctioning flow it will be WMS integration. • In this activity, if any authorised member will require any clarification then it will take action and raise a clarification.

	• **Post-Condition:** 1. The employee will view the clarification asked. 2. Submit the clarification asked.
Reference Rule Number	NA

7.1.3.3.3 Provide Clarification

7.1.3.3.3.1 Wireframe (Web)

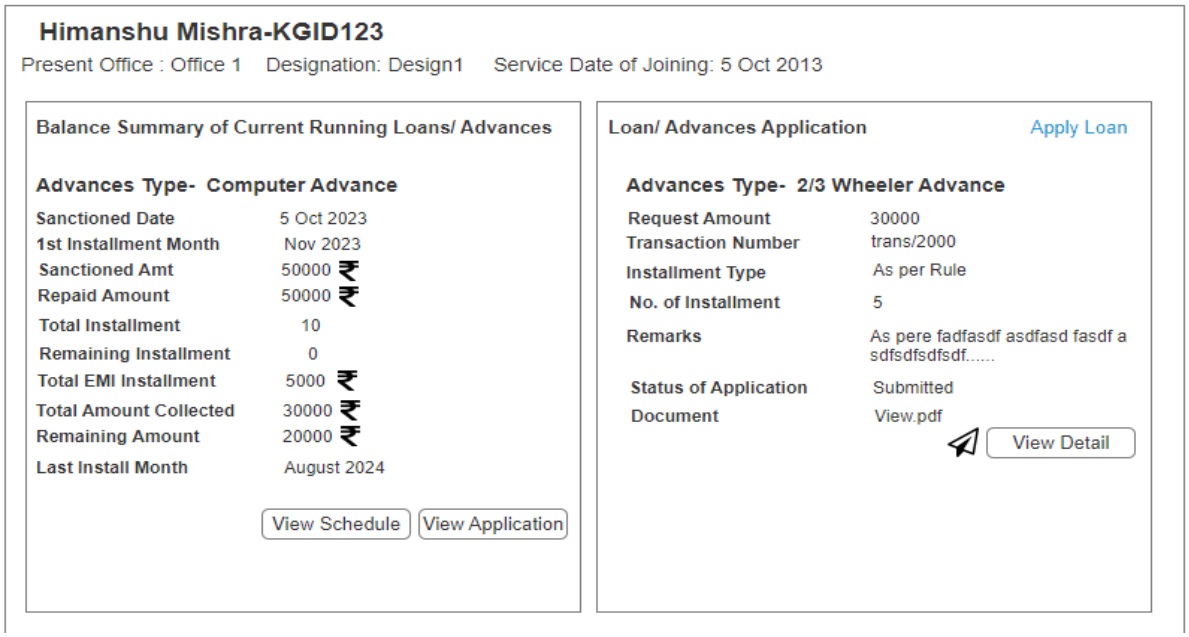


Figure 7.1.3.3.3.1.1 Provide Clarification

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.3.3.3.2 Data Element and Validations (Web)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS in AS IS (Y/N)
Summary	Display	M	Will display the basic summary of an employee. All the details will be fetched and shown from the employee service book. Details to shown: Employee Name, KGID, Present Office, Designation, Service Date of Joining.	Y
Balance Summary of Current Running Loans/ Advances	Display	M	Will display all the Current Running Loans/ Advances Application. Details to be shown: Sanctioned Date: To show the sanctioned date application. 1st Installment Month: To show the from which pay month 1st installment must be deducted. Sanctioned Amount: Amount sanctioned will be shown.	N

			Repaid Amount: Total amount to be repaid. Total Installment: Total installment in which payment must be recouped. Remaining Installment: Installment which is left to payment. Total EMI Installment: To show the EMI amount per month. Total Amount Collected: Amount which has been recouped via salary or prepayment has to be shown. Remaining Amount: Amount which is pending for recouping. Last month Installment: Will show the last month of installment based on schedule.	
View Schedule	Button	O	Click on this button will redirect to view the schedule of respective application.	N
View Application	Button	O	Click on this button will redirect to application form of respective application	N
Loan/ Advances application	Display	M	Will display all the applications which has been submitted by an employee and is under processing. Current Financial year data only to be shown. Details to be shown: Application Type: Type of Application with Loan Advances Sub-type will be shown. Requested Amount: Amount which is requested by an employee. Requested Number: Once the request has been submitted a ESS employee requested number will be generated. Transaction Number: Once the request has been submitted a transaction number will be generated. Format**: DeptCode (2 digits s) - Process Name (Alias) (4Characters) - Activity Name (Alias)(6Characters)- FinancialYear(6) -SeqNo(9) digits s** Installment Type: It will show whether it is based on rules defined or employee has manually entered the number installment. No. of Installment: will show the number of installments. Remarks: Will show the remarks if the employee has written Document: View the uploaded document	N

Reply	Icon	O	It will be visible only when the approval authority requires any seeking any clarification. Employee will click on icon and with WMS reply to popup will open to enter the query and reply and submit again and it will be visible to the approval authority who was seeking clarification.	N
View Detail	Button	O	Click on this button will redirect to the view the requested application.	Y
Apply New Application	Button	O	Will redirected to apply new application for Loan/ Advances	Y

Table 7.1.3.3.3.2.1: Data Elements & Validation

7.1.3.3.3.3 Wireframe (Mobile)

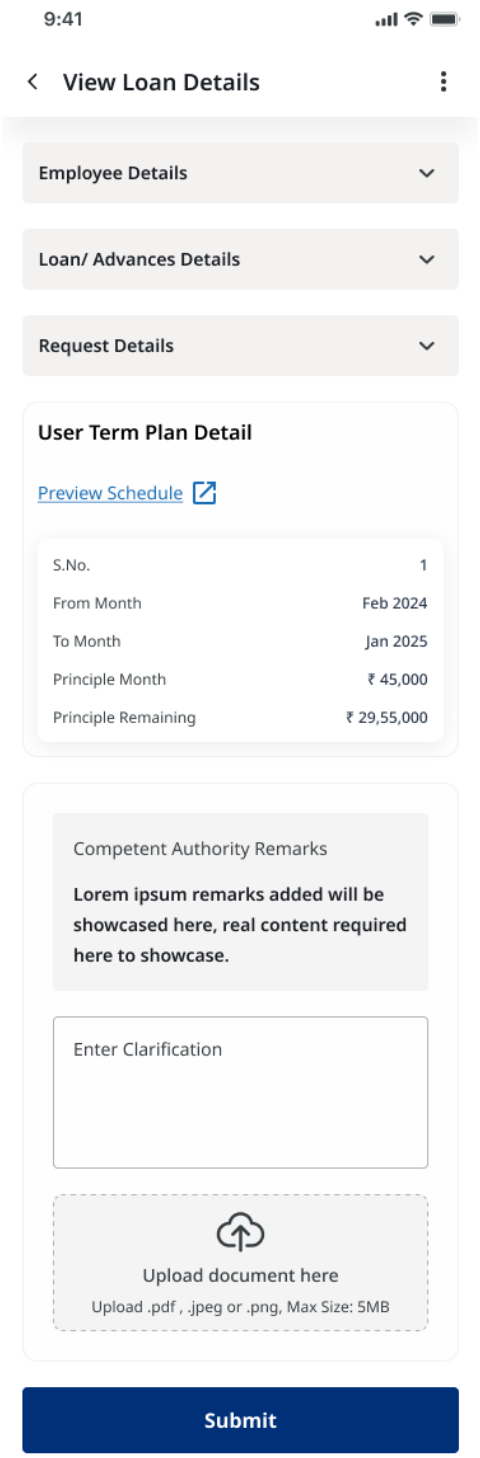


Figure 7.1.3.3.3.3.1 Provide Clarification

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

7.1.3.3.3.4 Data Element and Validations (Mobile)

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
Summary	Display	M	Will display the basic summary of an employee. All the details will be fetched and shown from the employee service book. Details to shown: Employee Name, KGID, Present Office, Designation, Service Date of Joining.	Y
Balance Summary of Current Running Loans/ Advances	Display	M	Will display all the Current Running Loans/ Advances Application. Details to be shown: Sanctioned Date: To show the sanctioned date application. 1st Installment Month: To show the from which pay month 1st installment must be deducted. Sanctioned Amount: Amount sanctioned will be shown. Repaid Amount: Total amount to be repaid. Total Installment: Total installment in which payment must be recouped. Remaining Installment: Installment which is left to payment. Total EMI Installment: To show the EMI amount per month. Total Amount Collected: Amount which has been recouped via salary or prepayment has to be shown. Remaining Amount: Amount which is pending for recouping. Last month Installment: Will show the last month of installment based on schedule.	N
View Schedule	Button	O	Click on this button will redirect to view the schedule of respective application.	N
View Application	Button	O	Click on this button will redirect to application form of respective application	N
Loan/ Advances application	Display	M	Will display all the applications which has been submitted by an employee and is under processing. Current Financial year data only to be shown. Details to be shown: Application Type: Type of Application with Loan Advances Sub-type will be shown.	N

			Requested Amount: Amount which is requested by an employee. Requested Number: Once the request has been submitted a ESS employee requested number will be generated. Transaction Number: Once the request has been submitted a transaction number will be generated. Format**: DeptCode (2 digits s) - Process Name (Alias) (4Characters) - Activity Name (Alias)(6Characters)- FinancialYear(6) -SeqNo(9) digits s** Installment Type: It will show whether it is based on rules defined or employee has manually entered the number installment. No. of Installment: will show the number of installments. Remarks: Will show the remarks if the employee has written Document: View the uploaded document	
Reply	Icon	O	It will be visible only when the approval authority requires any seeking any clarification. Employee will click on icon and with WMS reply to popup will open to enter the query and reply and submit again and it will be visible to the approval authority who was seeking clarification.	N
View Detail	Button	O	Click on this button will redirect to the view the requested application.	Y
Apply New Application	Button	O	Will redirected to apply new application for Loan/ Advances	Y

Table 7.1.3.3.3.4.1: Data Elements & Validation

7.1.3.3.3.5 Rule

Business Rules	
	• **<u>Pre-Condition:</u>** 1. Application must be submitted to the HRMS2.0 either by employee or by a DDO. 2. Forwarding of an application. • In the sanction authority detail sanction authority value will be prefilled and if require changing then can change and process. • WMS and DMS integration will be integrated here. • After the sanctioning amount DMS will be integrated and till sanctioning flow it will be WMS integration. • In this activity, if any authorised member will require any clarification then it will take action and raise a clarification.

	• **Post-Condition:** 3. The employee will view the clarification asked. 4. Submit the clarification asked.
Reference Rule Number	NA

7.1.4 Loan and Advances (Notification)

7.1.4.1 Functional Description

Process Name	Notification
Test Link	[15.3.4.1]: Send Advance Transaction Notification [14.2.5]: Send Approve / Reject Notification [15.3.5.1]: Receive Authorization Notification [15.4.2.1]: Intimate Employee Advance Payment [15.4.3.4]: Send Advance Amount Status
Use Case Description	This process covers the functionality like: • System generated notification will be sent to the department and employee in case of any action or action to be taking. • Notification: System, email, SMS • All 3 integration will be done as required in HRMS2.
RFP No	122: Send Advance Transaction Notification 119: Send Advance Application Approve/Reject Notification 111: Send Loan Application Approve/Reject Notification
Actor	NA

7.1.4.2 Use Case Diagram

NA

Pre-Condition	• Successful submission of the request.
Post-Condition	• On success of the request notification will be triggered.

7.1.4.3 Loan and Advances Notifications Template

Template Type	Process Name	Submitted	Sanction Order Generation	UTR Number	Rejection/ Approval
SMS/ Email	Employee Request	Dear <username> your application for <loan/advance sub-type> has been sent to the DDO department. Transaction Number: 01/LoAd/ESS/202324/0001 Request No.: 01/LoAd/ESS/202324/00	-	-	-

		01 Request Date: 03 Nov 2023 Thank You.			
	Approval/ Rejection	-	-	-	Dear <username> your application for <loan/advances sub-type> has been rejected/ approved. Transaction Number: 01/LoAd/ESS/202324/0001. Thank You.
	Sanctioning	-	Dear <username> your application for <loan/advances sub-type> against transaction number: 01/LoAd/ESS/202324/0001 has been sanctioned with Rs <amount>/-. Thank You.	-	-
	UTR Number	-	-	Dear <username> Your account has been credited with Rs. <sanctioned_amt> on <Date of Payment> for the <transaction number>. UTR Number: <UTR Number> Thank You	-

8 Suspension (ESS)

8.1 Suspension Invoke/Revoke/Extend Order

8.1.1 Functional Description

Process Name	Suspension Invoke/Revoke/Extend Order
Test Link	[16.2.1]::Generate suspension Invoke Order [16.2.3]::Generate Suspension Revoke Order [16.2.5]::Generate Suspension Extend Order
Use Case Description	• Appointing authority to generate suspension invokes order for the employee. Employee can access the suspension invoke order through ESS. • Appointing authority to generate suspension revoke order for the employee. Employee can access the suspension revoke order through ESS • Appointing authority to generate suspension Extend order for the employee. Employee can access the suspension Extend order through ESS
RFP No	199: Generate Suspension Invoke Order 201: Generate Suspension Revoke Order 203: Generate Suspension Extend Order
Actor	Employee

8.1.2 Use Case Diagram

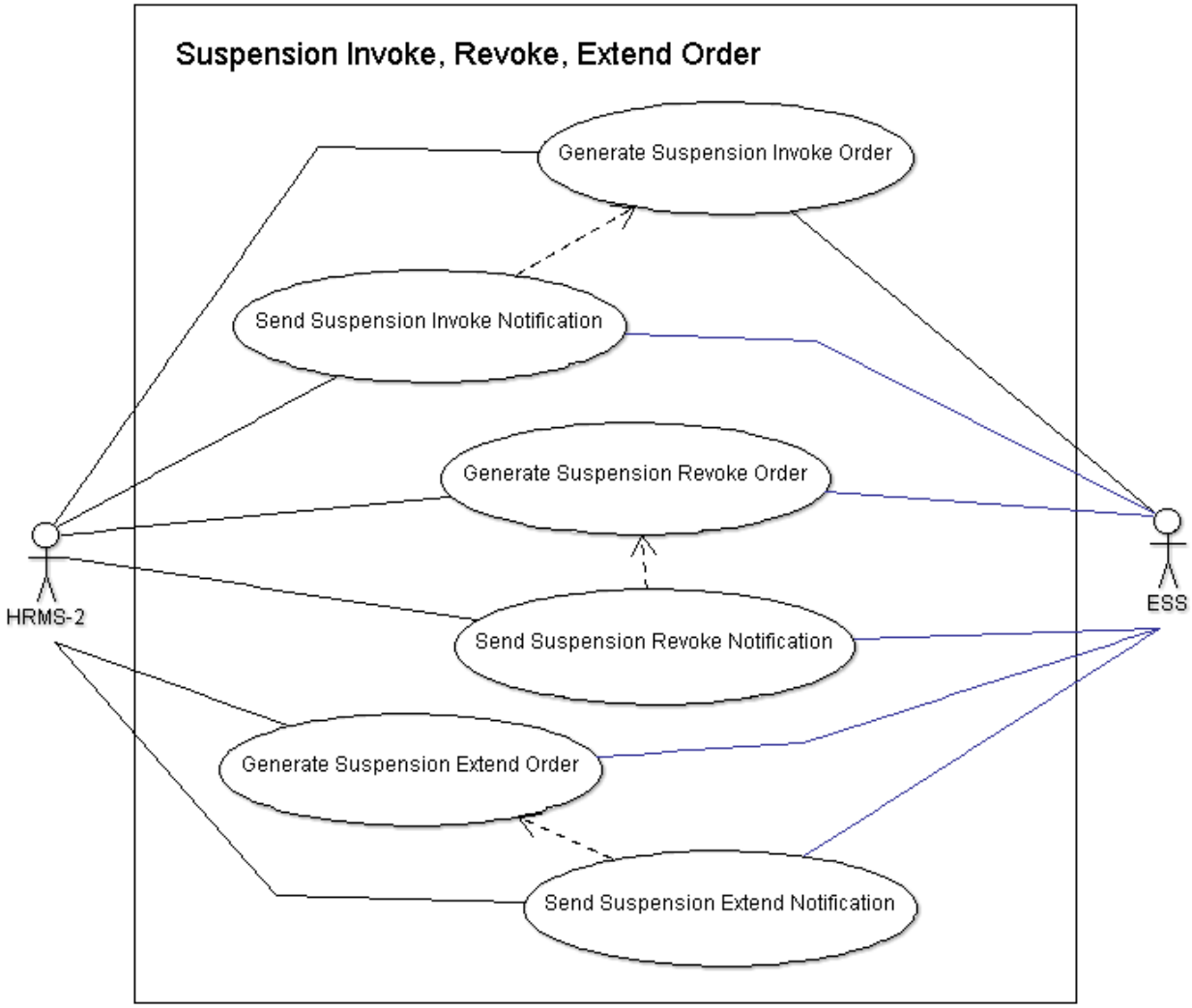


Figure 8.1.2.1 – Suspension Invoke/Revoke/Extend Order

Pre-Condition	• Generate Suspension Invoke Order • Generate Suspension Revoke Order • Generate Suspension Extend Order
Post-Condition	Employee should receive an email and SMS notification on the Suspension Invoke Order and even notification will be sent to DDO, Khajane, if its suspended employee is Gazetted employee then Accountant General (AG), Sakala.

8.1.2.1 Specifications

8.1.2.1.1 Screen Navigation

- Suspension >> Invoke order
- Suspension>>Revoke Order
- Suspension>> Extend Order

8.1.2.1.2 View of Suspension Invoke/Revoke/Extend Order

8.1.2.1.2.1 Wireframe

NA

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

8.1.2.1.2.2 Data Element and Validations

NA

8.1.2.1.2.3 Rule

Business Rules	NA
Reference Rule Number	NA

8.2 Suspension Recommendation Notification

8.2.1.1 Functional Description

Process Name	Notification
Test Link	[16.1.1]: : Send Suspension Recommendation Notification [16.2.2]: : Send Suspension Invoke Notification [16.2.4]: : Send Suspension Revoke Notification [16.2.6]: : Send Suspension Extend Notification
Use Case Description	This process covers functionality like: • A system-generated notification will be sent to the department and employee in case of any action to be taken. • Notification: system, email, SMS • All 3 integrations will be done as required in HRMS2.
RFP No	198,200,202,204

8.2.1.2 Use Case Diagram

NA

Pre-Condition	• Successful submission of the request.
Post-Condition	• On success of the request notification will be triggered.

S.No	Template Type	Process Name	Submitted
1	**SMS**	**Recommend Employee for Suspension**	Dear <Employee Name>, Your recommendation for Suspension has been initiated for Total <number of Employees> employees. The transaction number <Transaction number> and it has been forwarded to <Role Description> & <Next Actor Name>. Thank You. <Department Name>
2		**Suspension Invoke Order**	Dear <Employee Name>, Your Suspension Order has been generated and you are place under Suspension effective <Suspension Invocation date> due the reason <Reason for suspension>. Thank You. <Department Name>

S.No	Template Type	Process Name	Submitted
3		**Suspension Revoke Order**	Dear <Employee Name>, Your Suspension Revocation Order has been generated and you are reinstated to <Post> at <Office Name & Address> effective from <Revocation date>. Thank You. <Department Name>
4		**Suspension Extension Order**	Dear <Employee Name>, Your Suspension Extension Order has been generated and your Suspension has been extended to <Suspension Extension date> due to <Suspension Extension reason> Thank You. <Department Name>
5	**Email**	**Recommend Employee for Suspension**	Dear <Employee Name>, Your recommendation for Suspension has been initiated for Total <number of Employees> employees. The transaction number <Transaction number> and it has been forwarded to <Role Description> & <Next Actor Name>. Thank You. <Department Name>

S.No	Template Type	Process Name	Submitted
6		**Suspension Invoke Order**	Dear <Employee Name>, Your Suspension Order has been generated and you are place under Suspension effective <Suspension Invocation date> due the reason <Reason for suspension>. Thank You. <Department Name>
6		**Suspension Revoke Order**	Dear <Employee Name>, Your Suspension Revocation Order has been generated and you are reinstated to <Post> at <Office Name & Address> effective from <Revocation date>. Thank You. <Department Name>
6		**Suspension Extension Order**	Dear <Employee Name>, Your Suspension Extension Order has been generated and your Suspension has been extended to <Suspension Extension date> due to <Suspension Extension reason> Thank You. <Department Name>

9 Payroll (ESS)

9.1 Request for Pay bill Adjustments

9.1.1 Functional Description

Process Name	Request for Pay bill Adjustments
Test Link	[11.1.2]::Request Loan Foreclosure [11.1.3]::Request Loan Principal Payment [11.1.4]::Request declaration for IT processing
Use Case Description	• Employee will be raising a request for partial payment or pre-closure of an application. • For pre-payment or pre-closure, it will approve by DDO and same will be integrated to K2 for payment. • Employee and on behalf of an employee both can raise a request for pre-payment and pre-closure.
RFP No	ESS: 135, 136, 137 HRSM2: 770, 771, 772
Actor	Employee

9.1.1.1 Use Case Diagram

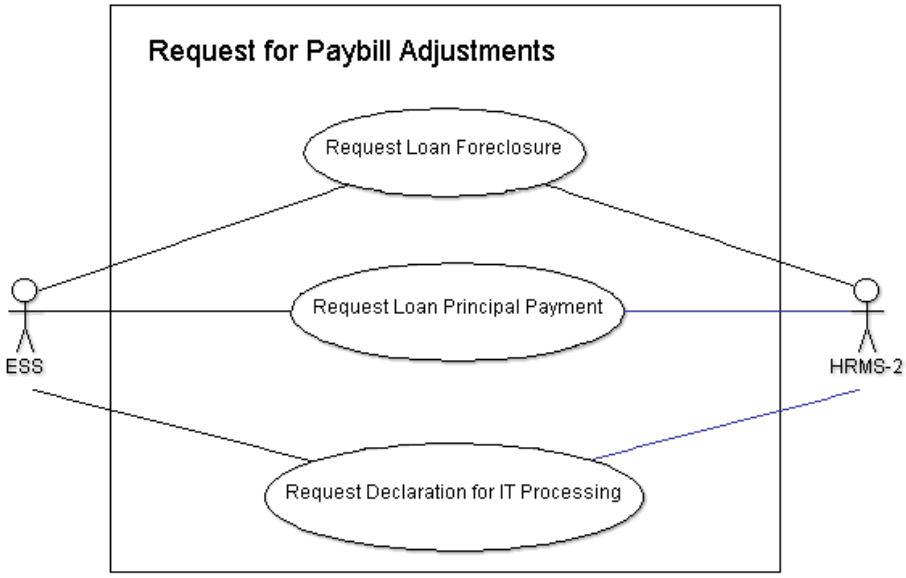


Figure 9.1.1.1.1 – Request for Pay bill Adjustments

Pre-Condition	• Application must be running of respective employee. • Rights to be assigned to employee and DDO for pre-payment and fore-closure.
Post-Condition	Approval of pre-payment and fore-closure application.

9.1.1.2 Specifications

9.1.1.2.1 Screen Navigation

- ESS>>Payroll>> Salary Slip

9.2 Provisional Pay Slip

9.2.1 Functional Description

Process Name	Provisional Payslip
Test Link	[11.2.1] :: Send Provisional Payslip
Use Case Description	In this use case, • The Employee will receive the provisional payslip send by HRMS-2 in ESS. Employee can download the same in ESS.
RFP No	ESS: 138 HRSM2: 762
Actor	ESS

9.2.1.1 Use Case Diagram

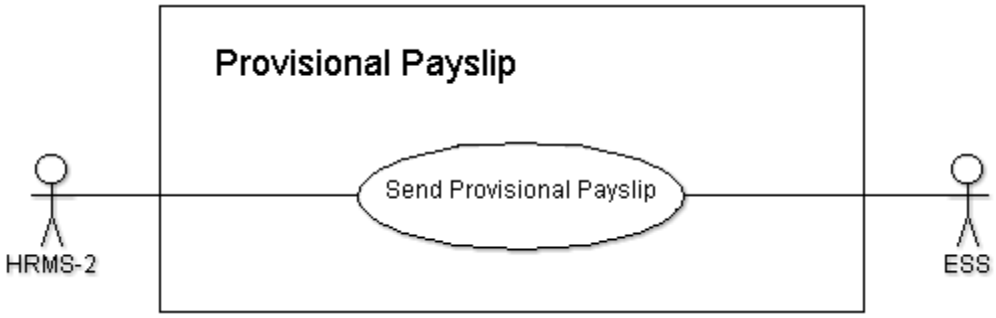


Figure 9.2.1.1.1 – Provisional pay slip

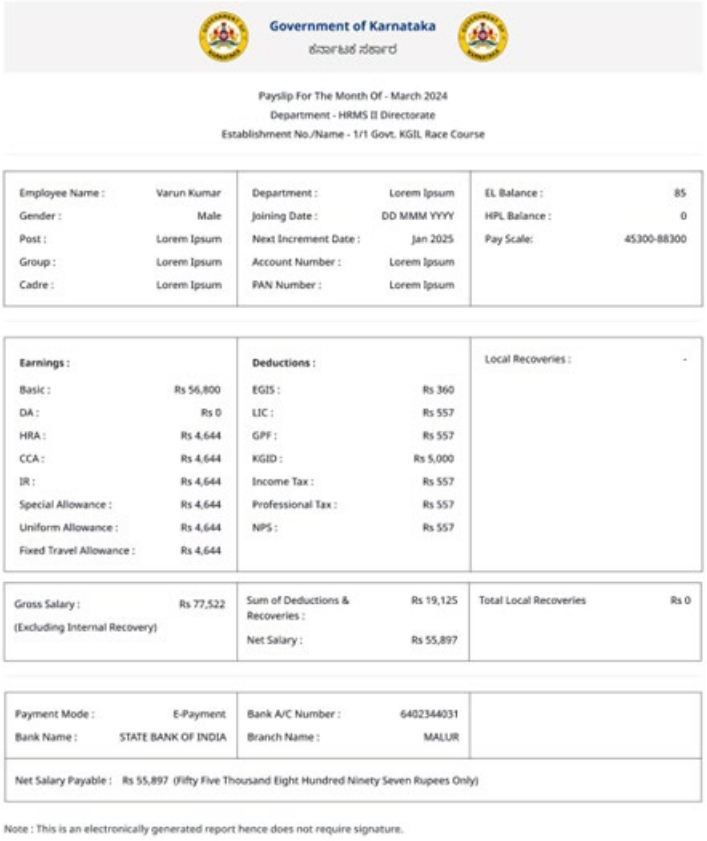
Pre-Condition	Provisional pay slip should be generated by the HRMS 2.0.
Post-Condition	Employee should view and download the payslip

9.2.1.2 Specifications

9.2.1.2.1.1 Screen Navigation

- Payroll>>Payslip>>Provisional Payslip

9.2.1.2.1.2 Wireframe (WEB)



Government of Karnataka
ಕರ್ನಾಟಕ ಸರ್ಕಾರ

Payslip For The Month Of - March 2024
Department - HRMS II Directorate
Establishment No./Name - 1/1 Govt. KGIL Race Course

Employee Name :	Varun Kumar	Department :	Lorem Ipsum	EL Balance :	85
Gender :	Male	Joining Date :	DD MMM YYYY	HPL Balance :	0
Post :	Lorem Ipsum	Next Increment Date :	Jan 2025	Pay Scale:	45300-88300
Group :	Lorem Ipsum	Account Number :	Lorem Ipsum		
Cadre :	Lorem Ipsum	PAN Number :	Lorem Ipsum		

Earnings :		Deductions :		Local Recoveries :	-
Basic :	Rs 56,800	EGIS :	Rs 360		
DA :	Rs 0	LIC :	Rs 557		
HRA :	Rs 4,644	GPF :	Rs 557		
CCA :	Rs 4,644	KGID :	Rs 5,000		
IR :	Rs 4,644	Income Tax :	Rs 557		
Special Allowance :	Rs 4,644	Professional Tax :	Rs 557		
Uniform Allowance :	Rs 4,644	NPS :	Rs 557		
Fixed Travel Allowance :	Rs 4,644				

Gross Salary : (Excluding Internal Recovery)	Rs 77,522	Sum of Deductions & Recoveries :	Rs 19,125	Total Local Recoveries	Rs 0
		Net Salary :	Rs 55,897		

Payment Mode :	E-Payment	Bank A/C Number :	6402344031	
Bank Name :	STATE BANK OF INDIA	Branch Name :	MALUR	

Net Salary Payable : Rs 55,897 (Fifty Five Thousand Eight Hundred Ninety Seven Rupees Only)

Note : This is an electronically generated report hence does not require signature.

Figure 9.2.1.2.1.2.1 Provisional Pay Slip

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

9.2.1.2.1.3 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
Allowances	Display Only	M	Under this section all the Gross pay Allowance will be display to employee. Which will be part of employee	Yes
Deduction	Display Only	M	Based on the selection of Deduction Name, Deduction Short Name will be fetched from the Deduction creation master	Yes
Recoveries	Display Only	M	Based on the selection of Deduction Name, Deduction Short Name will be fetched from the Deduction creation master	Yes

Table 9.2.1.2.1.3.1: Data Elements & Validation

9.2.1.2.1.4 Rule

Business Rules	• After the release of Final Pay Bill to K2, authorized role member will generate/release the Final pay slips. • The Final Pay Slips will be digitally signed by the authorized approving authority. • Pay Slip will be released only once the UTR received from the K2 as a response to HRMS 2.0. • Pay slips will be accessible based on the employee login credentials. • Employee cannot check the pay slip of other employees.
Reference Rule Number (If any)	NA

9.3 Final Pay Slip

9.3.1.1 Functional Description

Process Name	Final Payslip
Test Link	[11.3.1] :: Send Digitally signed final payslip View digitally signed final payslip
Use Case Description	In this use case, • The Employee will receive the digitally signed payslip send by HRMS-2 in ESS. Employee can view or download the same in ESS
RFP No	ESS: 139; HRSM2: 793
Actor	ESS

9.3.1.2 Use Case Diagram

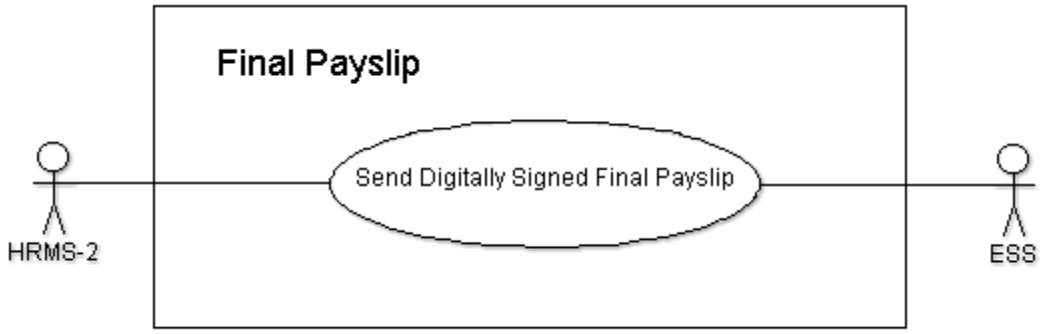


Figure 9.3.1.2.1 – Final pay slip

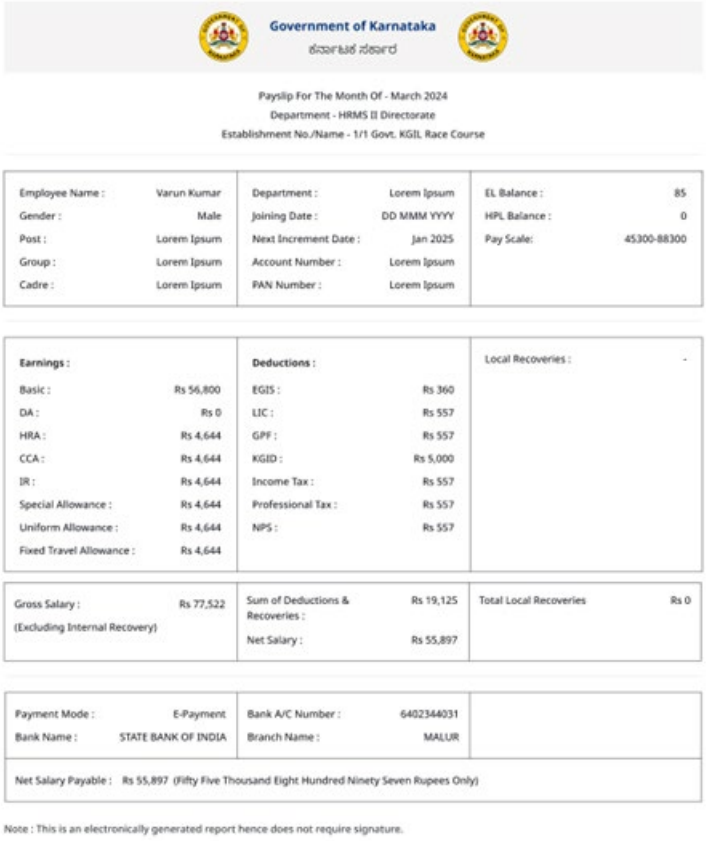
Pre-Condition	Provisional pay slip should be generated by the HRMS 2.0.
Post-Condition	Employee should view and download the payslip

9.3.1.3 Specifications

9.3.1.3.1.1 Screen Navigation

- Payroll>>Payslip>>Final Payslip

9.3.1.3.1.2 Wireframe (WEB)



Government of Karnataka
ಕರ್ನಾಟಕ ಸರ್ಕಾರ

Payslip For The Month Of - March 2024
Department - HRMS II Directorate
Establishment No./Name - 1/1 Govt. KGIL Race Course

Employee Name :	Varun Kumar	Department :	Lorem Ipsum	EL Balance :	85
Gender :	Male	Joining Date :	DD MMM YYYY	HPL Balance :	0
Post :	Lorem Ipsum	Next Increment Date :	Jan 2025	Pay Scale:	45300-88300
Group :	Lorem Ipsum	Account Number :	Lorem Ipsum		
Cadre :	Lorem Ipsum	PAN Number :	Lorem Ipsum		

Earnings :		Deductions :		Local Recoveries :	-
Basic :	Rs 56,800	EGIS :	Rs 360		
DA :	Rs 0	LIC :	Rs 557		
HRA :	Rs 4,644	GPF :	Rs 557		
CCA :	Rs 4,644	KGID :	Rs 5,000		
IR :	Rs 4,644	Income Tax :	Rs 557		
Special Allowance :	Rs 4,644	Professional Tax :	Rs 557		
Uniform Allowance :	Rs 4,644	NPS :	Rs 557		
Fixed Travel Allowance :	Rs 4,644				

Gross Salary : (Excluding Internal Recovery)	Rs 77,522	Sum of Deductions & Recoveries :	Rs 19,125	Total Local Recoveries	Rs 0
		Net Salary :	Rs 55,897		

Payment Mode :	E-Payment	Bank A/C Number :	6402344031	
Bank Name :	STATE BANK OF INDIA	Branch Name :	MALUR	

Net Salary Payable : Rs 55,897 (Fifty Five Thousand Eight Hundred Ninety Seven Rupees Only)

Note : This is an electronically generated report hence does not require signature.

Figure 9.3.1.3.1.2.1 Final Pay Slip

Note - Wireframes shown in SRS are for the clarity of end-user actual screen layout may be different but it will cover all the required information.

9.3.1.3.1.3 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS (Y/N)
Allowances	Display Only	M	Under this section all the Gross pay Allowance will be display to employee. Which will be part of employee	Yes
Deduction	Display Only	M	Based on the selection of Deduction Name, Deduction Short Name will be fetched from the Deduction creation master	Yes
Recoveries	Display Only	M	Based on the selection of Deduction Name, Deduction Short Name will be fetched from the Deduction creation master	Yes

Table 9.3.1.3.1.3.1: Data Elements & Validation

9.3.1.3.1.4 Rule

Business Rules	• After the release of Final Pay Bill to K2, authorized role member will generate/release the Final pay slips. • The Final Pay Slips will be digitally signed by the authorized approving authority. • Pay Slip will be released only once the UTR received from the K2 as a response to HRMS 2.0. • Pay slips will be accessible based on the employee login credentials. • Employee cannot check the pay slip of other employees.
Reference Rule Number (If any)	NA

10 Insurance (ESS)

10.1 KGID

10.1.1 KGID Application

10.1.1.1 Functional Description

Process Name	KGID Application/ KGID Policy Details
Test Link	[7.1.1.1]::Enter KGID Insurance Application [7.1.1.2]::Submit E-Signed KGID Insurance Application [7.1.3.1]::Send KGID Policy Details [7.1.3.2]::Send KGID Insurance Bond
Use Case Description	The system allows employees to input their KGID insurance application. Employees can electronically sign and submit the KGID insurance application through ESS. Upon approval, employees will receive details of their KGID policy. Subsequently, HRMS-2 will issue the KGID insurance bond to the employee."
RFP No	ESS: 85, 86, 89, 90 HRSM2: 899, -, 926, 936
Actor	Employee

10.1.1.2 Use Case Diagram

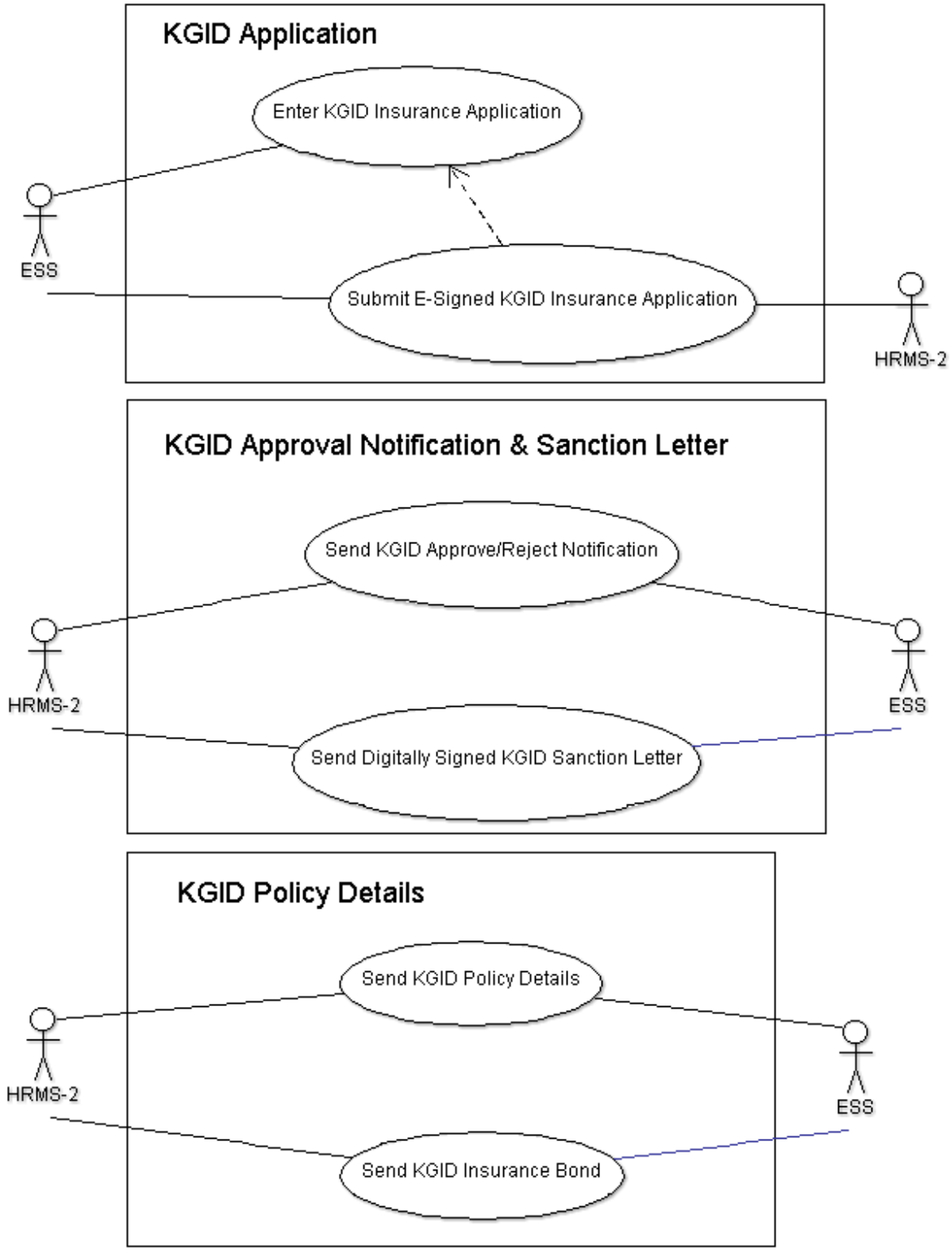


Figure 10.1.1.2.1 – KGID Application

Pre-Condition	• For first KGID insurance, it will be done during Joining of an employee (will be applicable for 1st Insurance only. Employee required then he will apply.
Post-Condition	• Through ESS it will be integrated with KGID system for approval. • Updating HRMS2 with list and status and updating the same in the employee service register.

10.1.1.3 Specifications

10.1.1.3.1 Screen Navigation

- Insurance >>ESS>> List View
- Insurance >> Insurance >> Add new

10.1.1.3.2 List View Interface of Insurance- Employee ESS

10.1.1.3.2.1 Wireframe

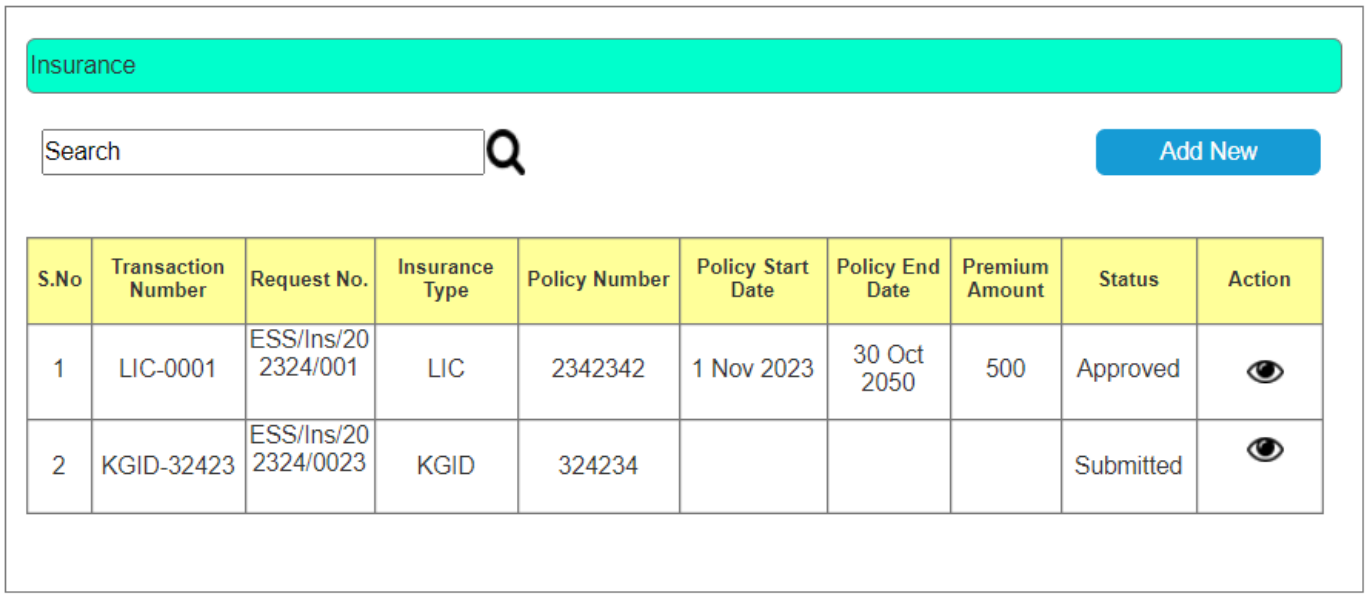


Figure 10.1.1.3.2.1.1 Listing Page: Insurance: –

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

10.1.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Sl. No.	Display	M	It will display the serial number. It will be auto increment as the record will be added in the list.	Y
Transaction Number	Display	M	It will be displaying the transaction number. It will be generating after record details is submitted to HRMS2.0.	Y
Insurance Type	Display	M	It will display the Type of insurance employee has applied for.	Y
Policy Number	Display	M	It will be displayed the Policy number/ reference number of a policy which employees has applied for.	Y
Policy Start Date	Display	M	It will display the policy start date of a policy which employees have applied for.	Y
Policy End Date	Display	M	It will display the policy end date of a policy which employees have applied for	Y
Premium Amount	Display	M	It will display the Premium Amount of a policy which employees have applied for	Y
Status	Display	M	It will display the status of a record.	Y
Action	Icon	M	View Icon: It will be the details of an insurance policy	Y

Table 10.1.1.3.2.2.1: Data Elements & Validation

10.1.1.3.2.3 Rule

Business Rules	• All types of Insurance will be listed in the given list. • It will be based on the department wise. • Transaction number will be generated for referencing in HRMS2.0 and same number will be used in future for getting loan and against the policy on the total surrender value. • Employee will select the KGID and by default based on the rule configured premium amount will be fetched and display to the user. • It is integration with KGID. • If user selects the EGIS, then same from the rule configured premium amount will be fetched and display to the user. • For the first if employee is applying then in the joining module it is been catered and

	then it will be visible to the employee service register and same amount will be displayed in the payroll for calculation in the deduction master. • If employee is applying again then it will be sum up with the previous policy and then total will be shown to the employee for transferring the data to the KGID. • Challan will be generated, and it will be consumed by HRMS2 and will be stored in HRMS2 directory with respect to each employee. • It is an external integration with KGID for KGID insurance and EGIS insurance. • E-GIS will be opted once in a life of an employee as per the current government order, but however provision is given it can be done multiple if any new order implement in the Government of Karnataka. • So, on click of submit button application of KGID/ EGIS will be redirected to the KGID and a notification will be sent to DDO for approval. (Integration with KGID) • All the status of will be consumed by HRMS2 system. • After approval reference number of policy number will be generated this will be stored in HRMS2 DMS after consuming from external entities. • Policy Bond will be issued to employee with challan receipt. • UTR number will be stored in the list of department insurance.
Reference Rule Number	NA

10.2 EGIS

10.2.1 EGIS Application

10.2.1.1 Functional Description

Process Name	EGIS Application/EGIS policy details
Test Link	[7.2.1.1]::Enter EGIS Insurance Application [7.2.1.2]::Submit E-Signed EGIS Insurance Application [7.2.3.1]::Send EGIS Policy Details [7.2.3.2:S]::Send EGIS Insurance Bond
Use Case Description	There's an ESS interface enabling employees to fill out their EGIS insurance applications. They can then electronically sign and submit these applications via ESS. After approval through ESS, employees will receive the EGIS insurance bond from HRMS-2.
RFP No	ESS: 91, 92, 96 HRSM2: 904, 905, -
Actor	Employee

10.2.1.2 Use Case Diagram

Figure 10.2.1.2.1 – EGIS Application

Pre-Condition	• Employee required then he will apply.
Post-Condition	• Through ESS it will be integrated with KGID system for approval. • Updating HRMS2 with list and status and updating the same in the employee service register.

10.2.1.3 Specifications

10.2.1.3.1 Screen Navigation

- Insurance >>ESS>> List View
- Insurance >> Insurance >> Add new

10.2.1.3.2 List View Interface of Insurance- Employee ESS

10.2.1.3.2.1 Wireframe

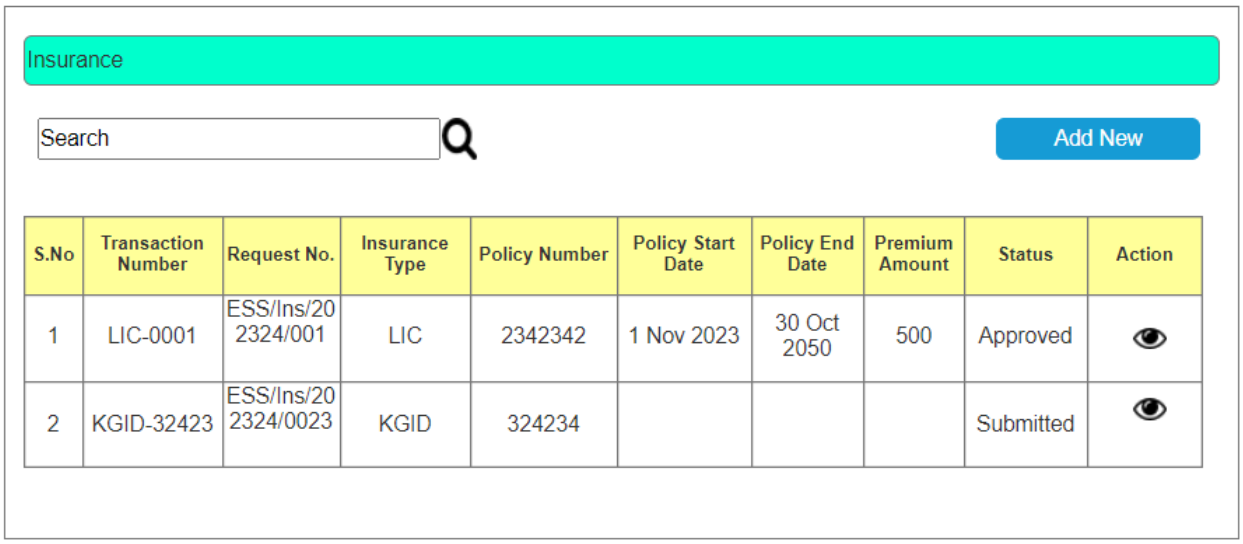


Figure 10.2.1.3.2.1.1 Listing Page: Insurance: –

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

10.2.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Sl. No.	Display	M	It will display the serial number. It will be auto increment as the record will be added in the list.	Y
Transaction Number	Display	M	It will be displaying the transaction number. It will be generating after record details is submitted to HRMS2.0.	Y
Insurance Type	Display	M	It will display the Type of insurance employee has applied for.	Y

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Policy Number	Display	M	It will be displayed the Policy number/ reference number of a policy which employees has applied for.	Y
Policy Start Date	Display	M	It will display the policy start date of a policy which employees have applied for.	Y
Policy End Date	Display	M	It will display the policy end date of a policy which employees have applied for	Y
Premium Amount	Display	M	It will display the Premium Amount of a policy which employees have applied for	Y
Status	Display	M	It will display the status of a record.	Y
Action	Icon	M	View Icon: It will be the details of an insurance policy	Y

Table 10.2.1.3.2.2.1: Data Elements & Validation

10.2.1.3.2.3 Rule

Business Rules	
	• All types of Insurance will be listed in the given list. • It will be based on the department wise. • Transaction number will be generated for referencing in HRMS2.0 and same number will be used in future for getting loan and against the policy on the total surrender value. • Employee will select the KGID and by default based on the rule configured premium amount will be fetched and display to the user. • It is integration with KGID. • If user selects the EGIS, then same from the rule configured premium amount will be fetched and display to the user. • For the first if employee is applying then in the joining module it is been catered and then it will be visible to the employee service register and same amount will be displayed in the payroll for calculation in the deduction master. • If employee is applying again then it will be sum up with the previous policy and then total will be shown to the employee for transferring the data to the KGID. • Challan will be generated, and it will be consumed by HRMS2 and will be stored in HRMS2 directory with respect to each employee. • It is an external integration with KGID for KGID insurance and EGIS insurance. • E-GIS will be opted once in a life of an employee as per the current government order, but however provision is given it can be done multiple if any new order implement in the Government of Karnataka. • So, on click of submit button application of KGID/ EGIS will be redirected to the KGID and

	a notification will be sent to DDO for approval. (Integration with KGID) • All the status of will be consumed by HRMS2 system. • After approval reference number of policy number will be generated this will be stored in HRMS2 DMS after consuming from external entities. • Policy Bond will be issued to employee with challan receipt. • UTR number will be stored in the list of department insurance.
Reference Rule Number	NA

10.3 GPF

10.3.1 GPF Application

10.3.1.1 Functional Description

Process Name	GPF Application/ GPF Policy Details
Test Link	[7.1.1.1]::Enter GPF Insurance Application [7.1.1.2]::Submit E-Signed GPF Insurance Application [7.1.3.1]::Send GPF Policy Details [7.1.3.2]::Send GPF Insurance Bond
Use Case Description	The system allows employees to input their GPF insurance application. Employees can electronically sign and submit the GPF insurance application through ESS. Upon approval, employees will receive details of their GPF policy. Subsequently, HRMS-2 will issue the GPF insurance bond to the employee."
RFP No	ESS: 85, 86, 89, 90 HRSM2: 899, -, 926, 936
Actor	Employee

10.3.1.2 Use Case Diagram

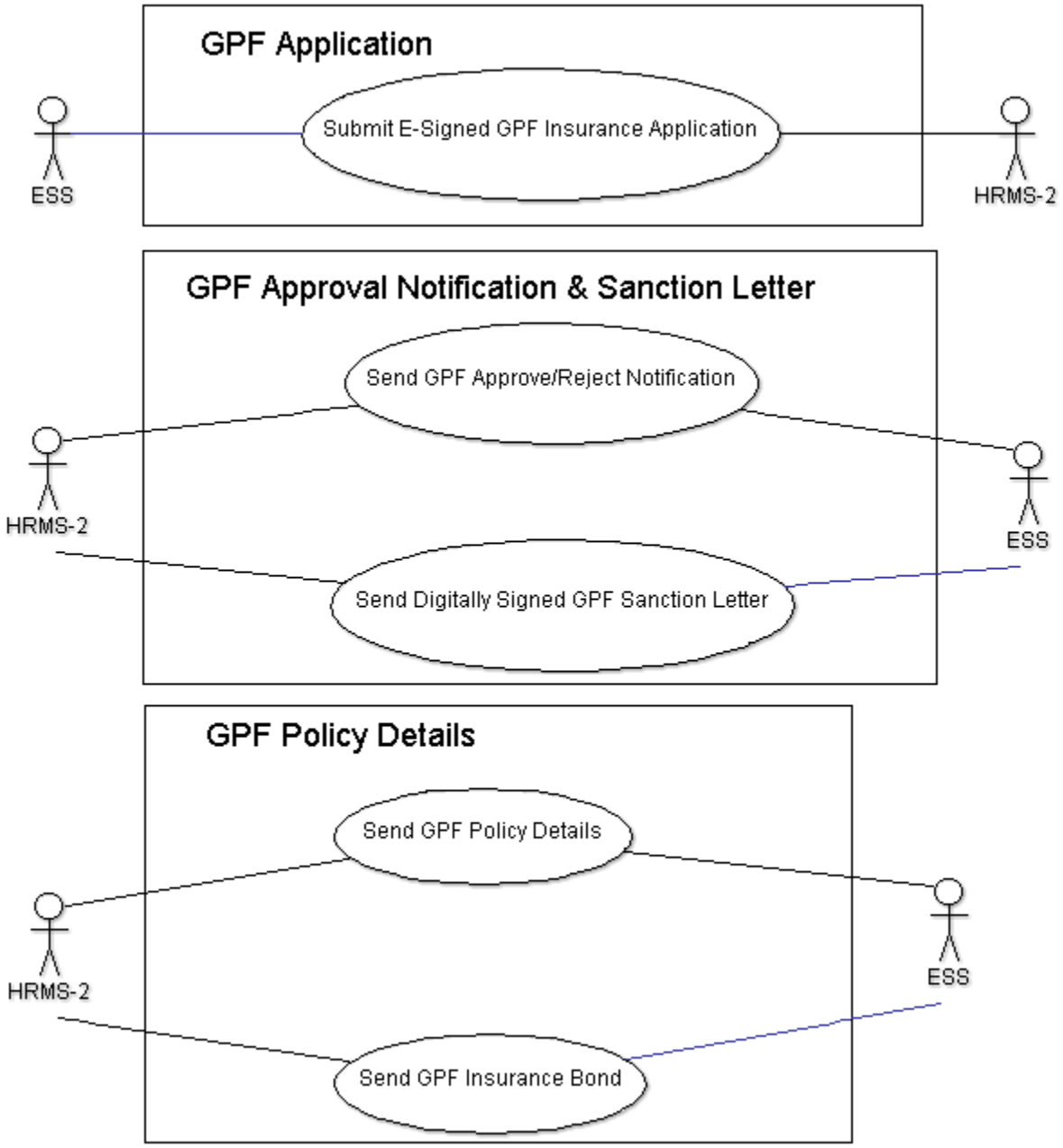


Figure 10.3.1.2.1 – GPF Application

Pre-Condition	• For first KGID insurance, it will be done during Joining of an employee (will be applicable for 1st Insurance only), **which is already taken care in Joining module.** • Employee required then he will apply.
Post-Condition	• Through ESS it will be integrated with KGID system for approval.

	• Updating HRMS2 with list and status and updating the same in the employee service register.

10.3.1.3 Specifications

10.3.1.3.1 Screen Navigation

- Insurance >>ESS>> List View
- Insurance >> Insurance >> Add new

10.3.1.3.2 List View Interface of Insurance- Employee ESS

10.3.1.3.2.1 Wireframe

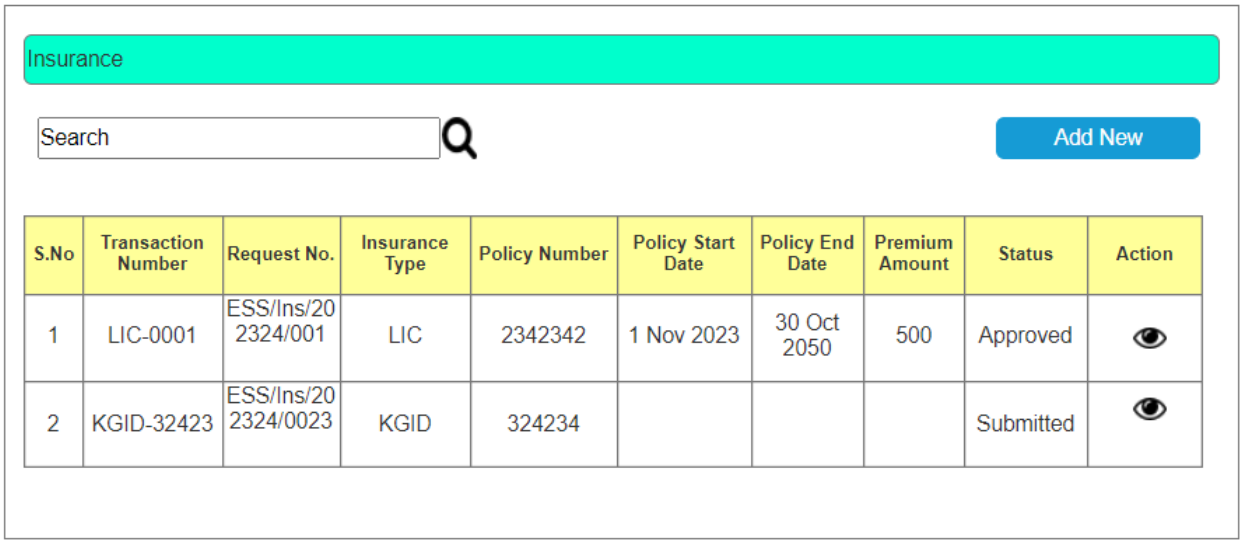


Figure 10.3.1.3.2.1.1 Listing Page: Insurance: –

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

10.3.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Sl. No.	Display	M	It will display the serial number. It will be auto increment as the record will be added in the list.	Y

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Transaction Number	Display	M	It will be displaying the transaction number. It will be generating after record details is submitted to HRMS2.0.	Y
Insurance Type	Display	M	It will display the Type of insurance employee has applied for.	Y
Policy Number	Display	M	It will be displayed the Policy number/ reference number of a policy which employees has applied for.	Y
Policy Start Date	Display	M	It will display the policy start date of a policy which employees have applied for.	Y
Policy End Date	Display	M	It will display the policy end date of a policy which employees have applied for	Y
Premium Amount	Display	M	It will display the Premium Amount of a policy which employees have applied for	Y
Status	Display	M	It will display the status of a record.	Y
Action	Icon	M	View Icon: It will be the details of an insurance policy	Y

Table 10.3.1.3.2.2.1: Data Elements & Validation

10.3.1.3.2.3 Rule

Business Rules	
	• All types of Insurance will be listed in the given list. • It will be based on the department wise. • Transaction number will be generated for referencing in HRMS2.0 and same number will be used in future for getting loan and against the policy on the total surrender value. • Employee will select the KGID and by default based on the rule configured premium amount will be fetched and display to the user. • It is integration with KGID. • If user selects the EGIS, then same from the rule configured premium amount will be fetched and display to the user. • For the first if employee is applying then in the joining module it is been catered and then it will be visible to the employee service register and same amount will be displayed in the payroll for calculation in the deduction master. • If employee is applying again then it will be sum up with the previous policy and then total will be shown to the employee for transferring the data to the KGID. • Challan will be generated, and it will be consumed by HRMS2 and will be stored in

	HRMS2 directory with respect to each employee. • It is an external integration with KGID for KGID insurance and EGIS insurance. • E-GIS will be opted once in a life of an employee as per the current government order, but however provision is given it can be done multiple if any new order implement in the Government of Karnataka. • So, on click of submit button application of KGID/ EGIS will be redirected to the KGID and a notification will be sent to DDO for approval. (Integration with KGID) • All the status of will be consumed by HRMS2 system. • After approval reference number of policy number will be generated this will be stored in HRMS2 DMS after consuming from external entities. • Policy Bond will be issued to employee with challan receipt. • UTR number will be stored in the list of department insurance.
Reference Rule Number	NA

10.4 LIC

10.4.1 LIC Application

10.4.1.1 Functional Description

Process Name	LIC Application/ LIC Policy Details
Test Link	[7.1.1.1]::Enter LIC Insurance Application [7.1.1.2]::Submit E-Signed LIC Insurance Application [7.1.3.1]::Send LIC Policy Details [7.1.3.2]::Send LIC Insurance Bond
Use Case Description	The system allows employees to input their LIC insurance application. Employees can electronically sign and submit the LIC insurance application through ESS. Upon approval, employees will receive details of their LIC policy. Subsequently, HRMS-2 will issue the LIC insurance bond to the employee."
RFP No	ESS: 85, 86, 89, 90 HRSM2: 899, -, 926, 936
Actor	Employee

10.4.1.2 Use Case Diagram

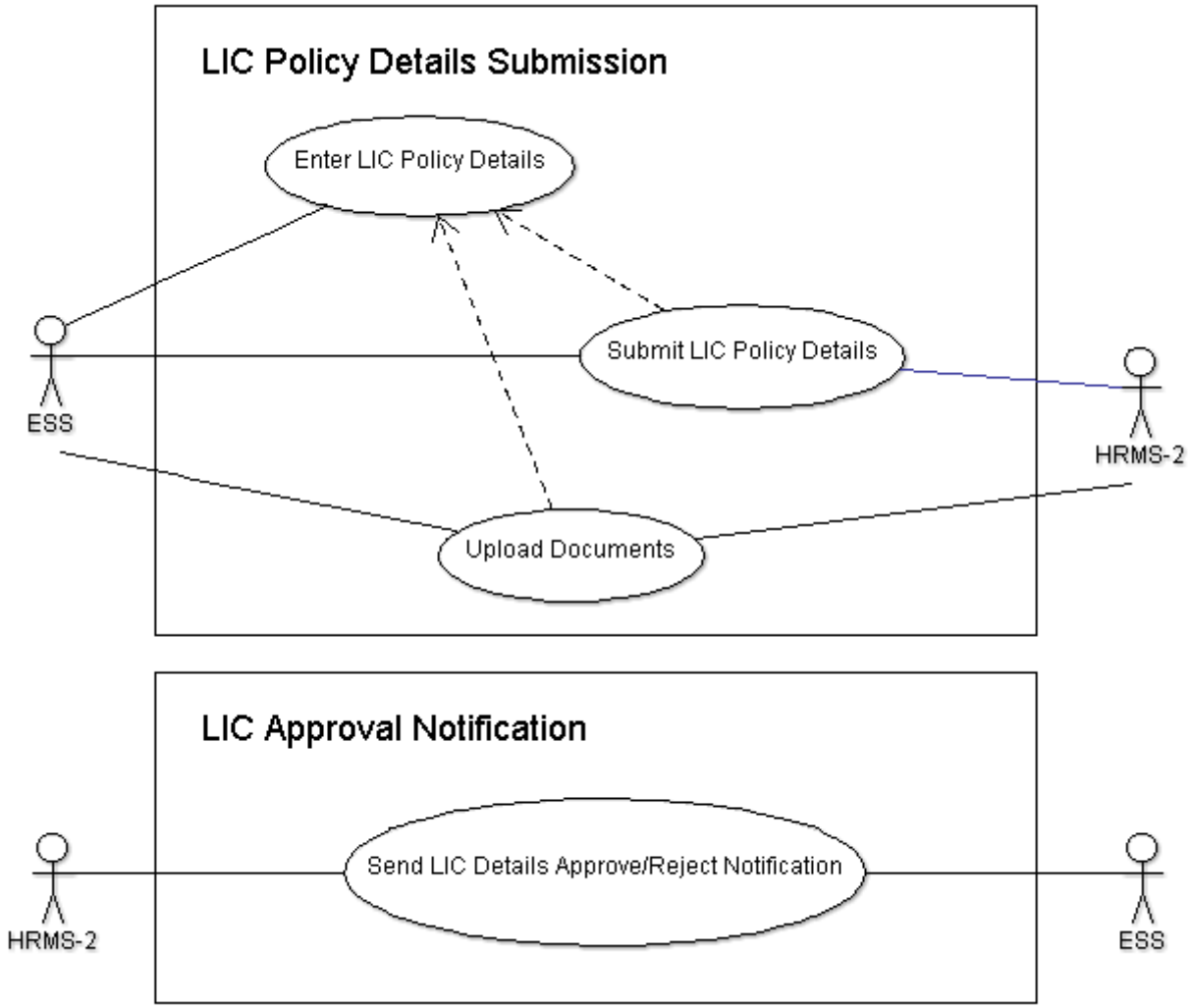


Figure 10.4.1.2 – LIC Application

Pre-Condition	• For first LIC insurance, it will be done during Joining of an employee (will be applicable for 1st Insurance only), **which is already taken care in Joining module.** • Employee required then he will apply.
Post-Condition	• Through ESS it will be integrated with LIC system for approval. • Updating HRMS2 with list and status and updating the same in the employee service register.

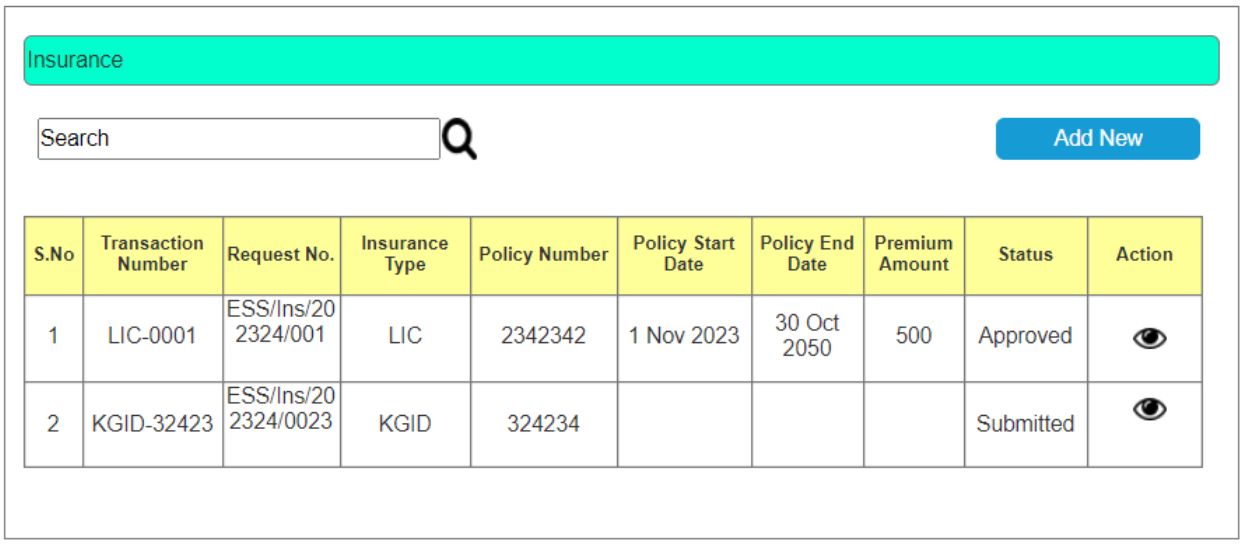
10.4.1.3 Specifications

10.4.1.3.1 Screen Navigation

- ESS>> Insurance >> List View
- ESS>> Insurance >> Add new

10.4.1.3.2 List View Interface of Insurance- Employee ESS

10.4.1.3.2.1 Wireframe



S.No	Transaction Number	Request No.	Insurance Type	Policy Number	Policy Start Date	Policy End Date	Premium Amount	Status	Action
1	LIC-0001	ESS/Ins/202324/001	LIC	2342342	1 Nov 2023	30 Oct 2050	500	Approved	
2	KGID-32423	ESS/Ins/202324/0023	KGID	324234				Submitted	

Figure 10.4.1.3.2.1.1 Listing Page: Insurance: –

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

10.4.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Sl. No.	Display	M	It will display the serial number. It will be auto increment as the record will be added in the list.	Y
Transaction Number	Display	M	It will be displaying the transaction number. It will be generating after record details is submitted to HRMS2.0.	Y
Insurance Type	Display	M	It will display the Type of insurance employee has applied for.	Y

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In-As-Is (Y/N)
Policy Number	Display	M	It will be displayed the Policy number/ reference number of a policy which employees has applied for.	Y
Policy Start Date	Display	M	It will display the policy start date of a policy which employees have applied for.	Y
Policy End Date	Display	M	It will display the policy end date of a policy which employees have applied for	Y
Premium Amount	Display	M	It will display the Premium Amount of a policy which employees have applied for	Y
Status	Display	M	It will display the status of a record.	Y
Action	Icon	M	View Icon: It will be the details of an insurance policy	Y

Table 10.4.1.3.2.2.1: Data Elements & Validation

10.4.1.3.2.3 Rule

Business Rules	• All types of Insurance will be listed in the given list. • It will be based on the department wise. • Transaction number will be generated for referencing in HRMS2.0 and same number will be used in future for getting loan and against the policy on the total surrender value. • Employee will select the KGID and by default based on the rule configured premium amount will be fetched and display to the user. • It is integration with KGID. • If user selects the EGIS, then same from the rule configured premium amount will be fetched and display to the user. • For the first if employee is applying then in the joining module it is been catered and then it will be visible to the employee service register and same amount will be displayed in the payroll for calculation in the deduction master. • If employee is applying again then it will be sum up with the previous policy and then total will be shown to the employee for transferring the data to the KGID. • Challan will be generated, and it will be consumed by HRMS2 and will be stored in HRMS2 directory with respect to each employee. • It is an external integration with KGID for KGID insurance and EGIS insurance. • E-GIS will be opted once in a life of an employee as per the current government order, but however provision is given it can be done multiple if any new order implement in the Government of Karnataka. • So, on click of submit button application of KGID/ EGIS will be redirected to the KGID and

	a notification will be sent to DDO for approval. (Integration with KGID) • All the status of will be consumed by HRMS2 system. • After approval reference number of policy number will be generated this will be stored in HRMS2 DMS after consuming from external entities. • Policy Bond will be issued to employee with challan receipt. • UTR number will be stored in the list of department insurance.
Reference Rule Number	NA

10.4.2 Notification

10.4.2.1 Functional Description

Process Name	Insurance Notification
Test Link	7.2.2.1: Send EGIS Approval/ Rejection Notification 7.1.2.1: Send KGID Approval and Reject Notification. 7.3.2.1: Send GPF Approve/ Reject Notification. 7.4.2.1: Send LIC Details Approve/ Reject Notification.
Use Case Description	• All the notification will be triggered from the WMS based on the point of execution. • Whenever a new request is submitted by an employee it will be triggered a notification to the DDO or department approval authority. • Whenever user or department take any action like approval or rejection then a notification will be triggered at that point also. • All 3 types of notification will be triggered from HRMS2.0 – SMS, Email, System notification.
RFP No	864- Send Approve / Reject Notification 892- Send Approve / Reject Notification 87- Send KGID Approve/Reject Notification 93- Send EGIS Approve/Reject Notification 98- Send GPF Approve/Reject Notification 105- Send LIC Details Approve/Reject Notification
Actor	System

10.4.2.2 Use Case Diagram

Pre-Condition	• Successful submission of the request.
Post-Condition	• On success of the request notification will be triggered.

Template Type	Process Name	Submitted	Sanction Order Generation	UTR Number	Rejection/ Approval
SMS/ Email	Employee Request	Dear <username> your insurance request for <Insurancetype> has been sent to the DDO department. Transaction Number: 01/<TADA>/ESS/202324/0001 Request No.: 01/<Instype>/ESS/202324/0001 Request Date: 03 Nov 2023 Thank You.	-	-	-
	Approval / Rejection	-	-	-	Dear <username> your application for <Insurancetype> has been rejected/ approved. Transaction Number: 01/<Instype>/ESS/202324/0001. Thank You.

	Challan Generated		Dear <username> your application for <Insurancetype> challan has been generated for transaction number: 01/< Instype >/ESS/202324/0001. Kindly pay the amount. Thank You.		After Payment: Dear <username> your application for <Insurancetype> challan has been paid for transaction number: 01/< Instype >/ESS/202324/0001. Thank You.

	Order Generation/ Insurance Bond	-	Dear <username> your application for <Insurancetype> for transaction number: 01/<Instype>/ESS/202324/0001 has been generated with Premium Amount <amount>/-. Thank You.	-	-
	UTR Number	-	-	Dear <username> Amount paid Rs. <Premiumamt> on <Date of Payment> for the <transaction number>. UTR Number: <UTR Number> Thank You.	-

11 Probation Management (ESS)

11.1 Probation Completion Examination

11.1.1 Departmental Exam Intimation

11.1.1.1 Functional Description

Process Name	Departmental Exam Intimation
Test Link	[2.1.1.1]:: Intimate Departmental Exam Clearance Details View list of Departmental Exam Clearance Details
Use Case Description	• HRMS 2 will intimate the list of departmental clearance details for the employees. • Employees can view the list of exam to be cleared in the employee ESS login.
RFP No	ESS: 31; HRSM2: 164
Actor	Employee

11.1.1.2 Use Case Diagram

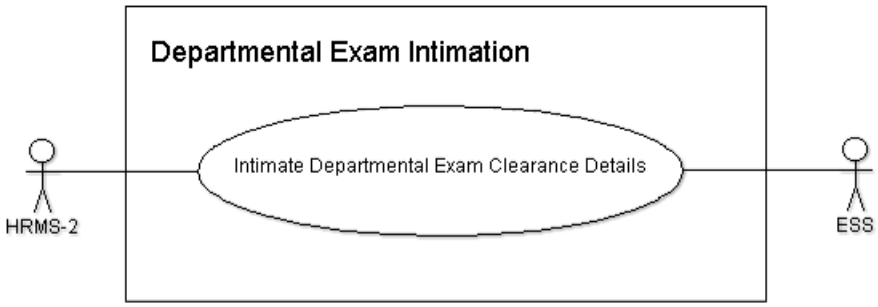


Figure 11.1.1.2.1 – Departmental Exam Intimation

Pre-Condition	Define probation completion exam criteria.
Post-Condition	Display the list of probation completion exams with Status.

11.1.1.3 Specifications

11.1.1.3.1 Screen Navigation

- ESS >> List of Departmental Exam

11.1.1.3.2 View list of Departmental Exam Clearance Details

11.1.1.3.2.1 Wireframe

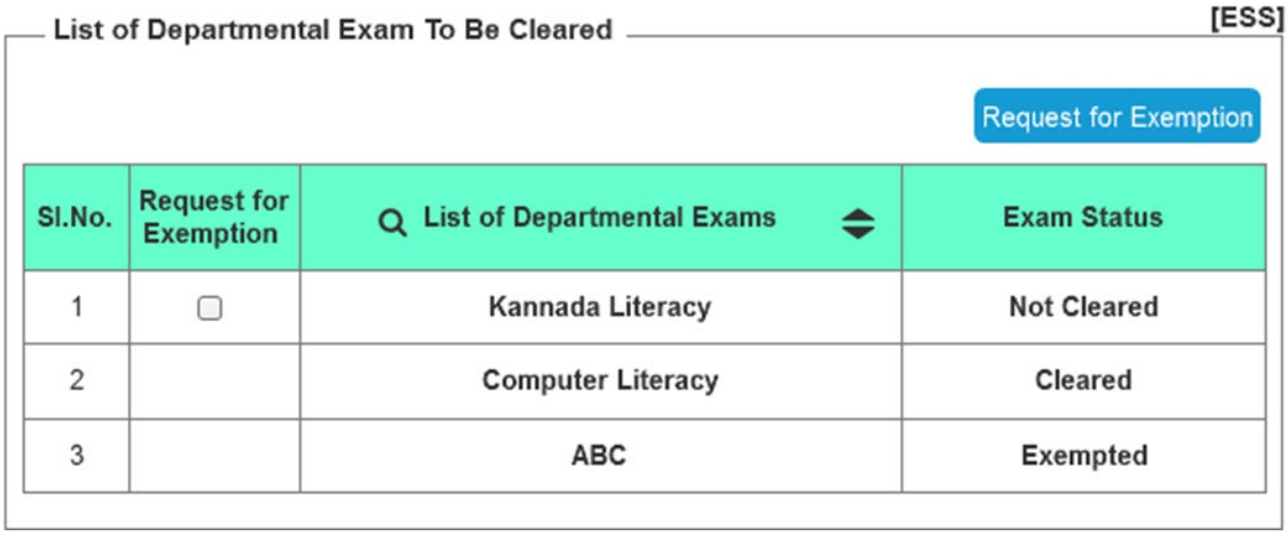


Figure 11.1.1.3.2.1.1 Listing Page: – View list of Departmental Exam Clearance Details

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

11.1.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS
Request for Exemption	Button	O	On click of the button, Non Compulsory Exam request form will be opened.	N
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Request for Exemption	Check Box	O	Check box will be visible only for not cleared exam status. User shall check the check box then click on request for exemption button then selected exam will be opened in Non-Compulsory Exam Request by default.	N
List of Departmental Exams	Display Only	M	List of all departmental exams mandatory to the employee will be displayed with all exam status like Cleared, Not Cleared or Exempted. System will fetch the entire exam list for that particular Department/ Post and status of the exam accordingly.	N
Exam Status	Display Only	M	Status of the respective examination will be	N

			displayed.	

Table 11.1.1.3.2.2.1: Data Elements & Validation

11.1.1.3.2.3 Rule

Business Rules	• Departmental exams will be defined either for the department or possibly for the cadre. When an employee joins a department, exams mandated by the created master for that department become obligatory. The system will also maintain a record of the employee's examination results. • To display the list, the system will retrieve data about which exams are required for the employee and how many have been cleared or exempted. Both sets of data will be presented in this list. • If the exam status is not cleared, an Action Icon will be displayed to allow the employee to apply for exemption. If the exam status is cleared or exempted, the Action icon will not be displayed. If the exam status is exempted, it will also be considered as cleared. • Only respective employee will be able to perform the activity.
Reference Rule Number	NA

11.1.2 Departmental Examination Application

11.1.2.1 Functional Description

Process Name	Departmental Examination Application
Test Link	[2.1.2.1]:: Select probation completion examination [2.1.2.2]::Apply probation completion examination View the applied Probation completion Examination
Use Case Description	• Employee can apply for probation completion examination from the list displayed. • Employees can view the applied list of examination in the ESS login
RFP No	ESS: 32, 34 HRSM2: 165, 166
Actor	Employee

11.1.2.2 Use Case Diagram

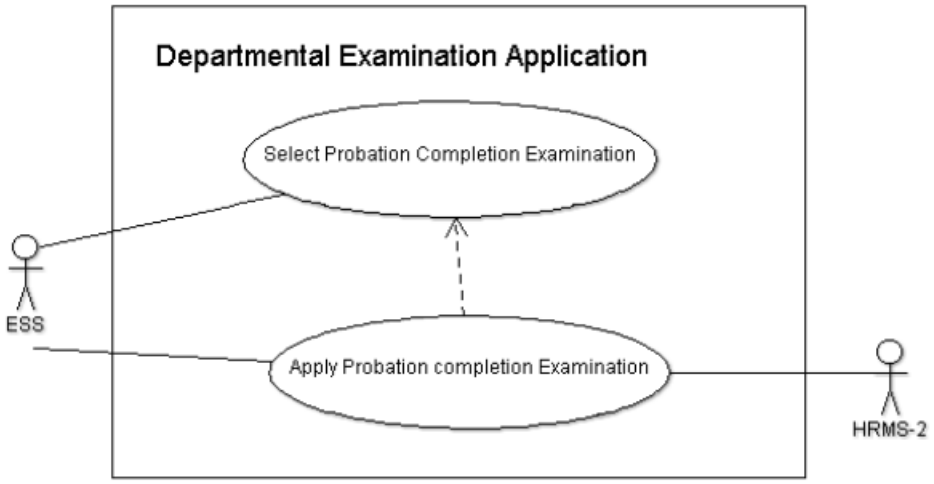


Figure 11.1.2.2.1 – Departmental Examination Application

Pre-Condition	Display the list of probation completion exams with Status
Post-Condition	Employee can select the exam from the given list.

11.1.2.3 Specifications

11.1.2.3.1 Screen Navigation

- ESS >> List of Departmental Exam

11.1.2.3.2 View list of Departmental Exam Clearance Details

11.1.2.3.2.1 Wireframe

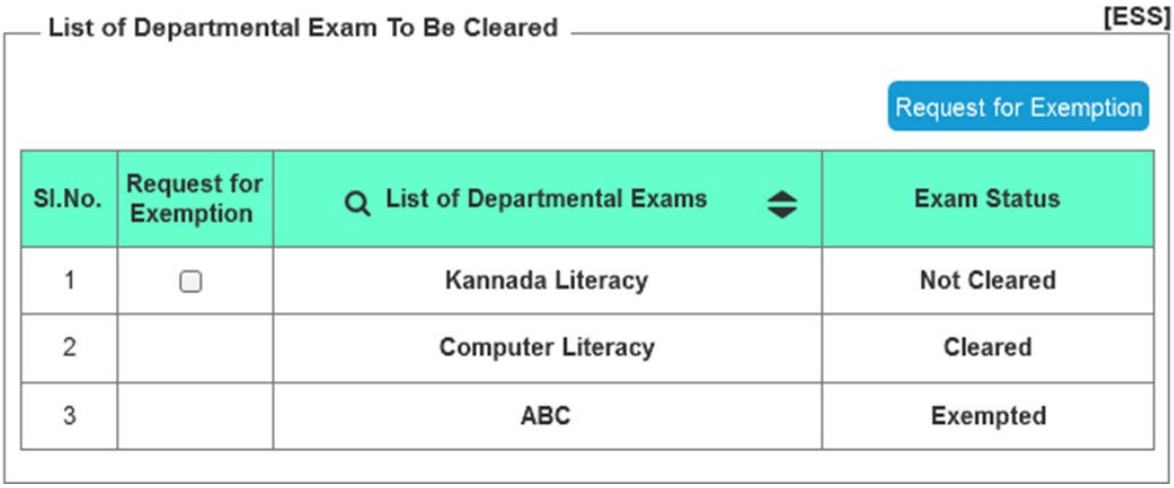


Figure 11.1.2.3.2.1 Listing Page: – View list of Departmental Exam Clearance Details

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

11.1.2.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS
Request for Exemption	Button	O	On click of the button, Non Compulsory Exam request form will be opened.	N
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Request for Exemption	Check Box	O	Check box will be visible only for not cleared exam status. User shall check the check box then click on request for exemption button then selected exam will be opened in Non-Compulsory Exam Request by default.	N
List of Departmental Exams	Display Only	M	List of all departmental exams mandatory to the employee will be displayed with all exam status like Cleared, Not Cleared or Exempted. System will fetch the entire exam list for that particular Department/ Post and status of the exam accordingly.	N
Exam Status	Display Only	M	Status of the respective examination will be displayed.	N

Table 11.1.2.3.2.2.1: Data Elements & Validation

11.1.2.3.2.3 Rule

Business Rules	• Departmental exams will be defined either for the department or possibly for the cadre. When an employee joins a department, exams mandated by the created master for that department become obligatory. The system will also maintain a record of the employee's examination results. • To display the list, the system will retrieve data about which exams are required for the employee and how many have been cleared or exempted. Both sets of data will be presented in this list. • Only respective employee will be able to perform the activity.
Reference Rule Number	NA

11.1.3 Departmental Exam Hall Ticket

11.1.3.1 Functional Description

Process Name	Departmental Exam Hall Ticket
Test Link	[2.1.3]:: Send Examination Hall Ticket
Use Case Description	• This will be a part of **system integration**. Hall ticket data will be pushed by the examination authority (KPSC) to the employee login.
RFP No	ESS: 35; HRSM2: 166
Actor	Employee

11.1.3.2 Use Case Diagram

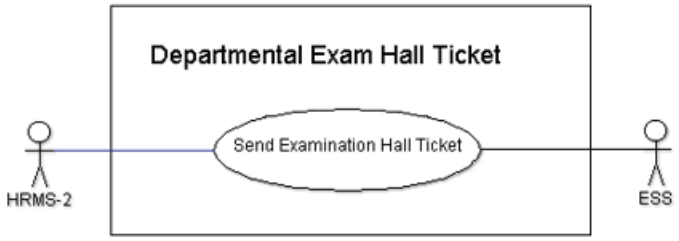


Figure 11.1.3.2.1 – Departmental Exam Hall Ticket

Pre-Condition	The examination authority generates the Hall Ticket of the employee
Post-Condition	The employee's hall ticket will be displayed in the employee's ESS.

11.1.3.3 Specifications

11.1.3.3.1 Screen Navigation

NA

11.1.3.3.1.1 Wireframe

NA

11.1.3.3.1.2 Data Element and Validations

NA

11.1.3.3.1.3 Rule

Business Rules	• It will be a system function and same will be taken care by the integration with examination authority. • When examination authority will generate the hall ticket of the employee then same will be visible to the employee in ESS.
Reference Rule Number	NA

11.1.4 Departmental Examination Application (submit request for exemption)

11.1.4.1 Functional Description

Process Name	Departmental Examination Application
Test Link	Request for exemption of Departmental Exam View the requested Exams for Departmental Exam exemption
Use Case Description	• Provision for employee will raise a request for exemption of Departmental Exam • Employees can view the applied list request selected for exempted.
RFP No	NA
Actor	Employee

11.1.4.2 Use Case Diagram

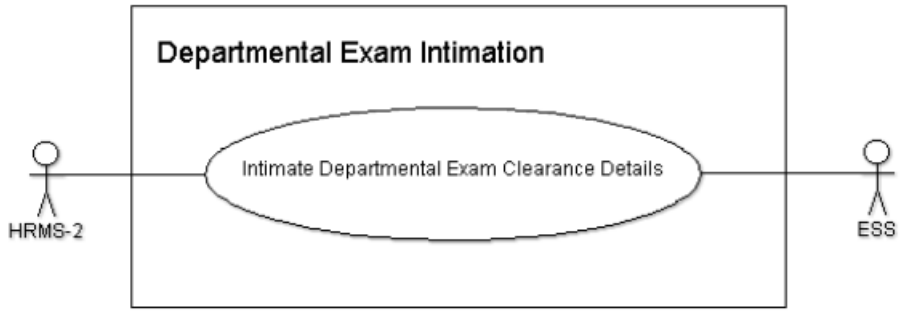


Figure 11.1.4.2.1 – Departmental Examination Application

Pre-Condition	Display the list of probation completion exams with Status
Post-Condition	Employee can select the exam from the given list to request for exemption.

11.1.4.3 Specifications

11.1.4.3.1 Screen Navigation

- ESS >> List of Departmental Exam

11.1.4.3.2 View list of Departmental Exam Clearance Details

11.1.4.3.2.1 Wireframe

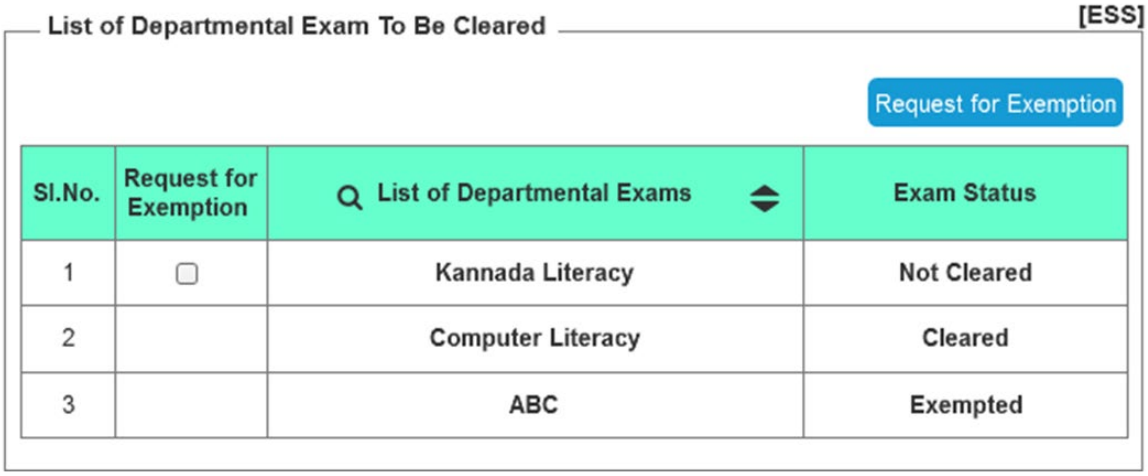


Figure 11.1.4.3.2.1.1 Listing Page: – View list of Departmental Exam Clearance Details

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

11.1.4.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS
Request for Exemption	Button	O	On click of the button, Non Compulsory Exam request form will be opened.	N
Sl. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Request for Exemption	Check Box	O	Check box will be visible only for not cleared exam status. User shall check the check box then click on request for exemption button then selected exam will be opened in Non-Compulsory Exam Request by default.	N
List of Departmental Exams	Display Only	M	List of all departmental exams mandatory to the employee will be displayed with all exam status like Cleared, Not Cleared or Exempted. System will fetch the entire exam list for that particular Department/ Post and status of the exam accordingly.	N
Exam Status	Display Only	M	Status of the respective examination will be displayed.	N

Table 11.1.4.3.2.2.1: Data Elements & Validation

11.1.4.3.2.3 Rule

Business Rules	• If the exam status is not cleared, an Action Icon will be displayed to allow the employee to apply for exemption. If the exam status is cleared or exempted, the Action icon will not be displayed. If the exam status is exempted, it will also be considered as cleared. • Only respective employee will be able to perform the activity.
Reference Rule Number	NA

11.1.5 Performance Report Request

11.1.5.1 Functional Description

Process Name	Performance Report
Test Link	[2.2.1.1]::Send performance Report Request View Performance Report
Use Case Description	• Provision for employee to raise a request for the performance report request. • Employee can view the employee performance report for the probation completion to employee through ESS from HRMS-2.
RFP No	ESS HRSM2 40
Actor	Employee

11.1.5.2 Use Case Diagram

Figure 11.1.5.2.1 – Performance Report

Pre-Condition	Display the list of probation completion exams with Status.
Post-Condition	Employee can view the performance report against the exam.

11.1.5.3 Specifications

11.1.5.3.1 Screen Navigation

- ESS >> List of Departmental Exam

11.1.5.3.2 View performance Report

11.1.5.3.2.1 Wireframe

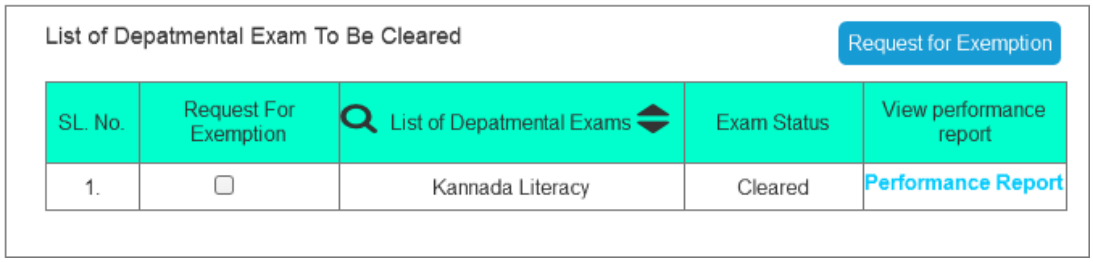


Figure 11.1.5.3.2.1.1 Listing Page: – View Performance Report

Note - Wireframes shown in SRS are for the clarity of end-user's actual screen layout may be different but it will cover all the required information.

11.1.5.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	IS In AS IS
Request for Exemption	Button	O	On click of the button, Non Compulsory Exam request form will be opened.	N
SI. No.	Display Only	M	Serial number will be updated by system itself as per availability of the data in the grid.	N
Request for Exemption	Check Box	O	Check box will be visible only for not cleared exam status. User shall check the check box then click on request for exemption button then selected exam will be opened in Non-Compulsory Exam Request by default.	N
List of Departmental Exams	Display Only	M	List of all departmental exams mandatory to the employee will be displayed with all exam status like Cleared, Not Cleared or Exempted. System will fetch the entire exam list for that particular Department/ Post and status of the exam accordingly.	N
Exam Status	Display Only	M	Status of the respective examination will be displayed.	N
View Performance Report	Link	O	On click of link performance report will be visible to employee submitted by HRMS 2.0	N

Table 11.1.5.3.2.2.1: Data Elements & Validation

11.1.5.3.2.3 Rule

Business Rules	• Departmental exams will be defined either for the department or possibly for the cadre. When an employee joins a department, exams mandated by the created master for that department become obligatory. The system will also maintain a record of the employee's examination results.

	• To display the list, the system will retrieve data about which exams are required for the employee and how many have been cleared or exempted. Both sets of data will be presented in this list. • If the exam status is not cleared, an Action Icon will be displayed to allow the employee to apply for exemption. If the exam status is cleared or exempted, the Action icon will not be displayed. If the exam status is exempted, it will also be considered as cleared. • Only respective employee will be able to perform the activity. • Performance report should be uploaded by HRMS 2.0.
Reference Rule Number	NA

11.1.6 Probation (Notification)

11.1.6.1 Functional Description

Process Name	Notification
Test Link	[2.1.4.1]: : Send Examination Result Notification [2.4.1]: : Send Probation Declaration Notification [2.4.2]: : Send Probation Extension Notification
Use Case Description	This process covers functionality like: • A system-generated notification will be sent to the department and employee in case of any action to be taken. • Notification: system, email, SMS • All 3 integrations will be done as required in HRMS2.
RFP No	36,44,45

11.1.6.2 Use Case Diagram

NA

Pre-Condition	• Successful submission of the request.
Post-Condition	• On success of the request notification will be triggered.

Sl. No	Template Type	Process Name	Submitted	Order Generation	Common message for all the Actors
1	SMS	Employee Notification for Pending Exam	Dear <EmployeeName> you are hereby informed that your probationary period of ___ years will end on _____. In order to declare your Probationary period as		

			Satisfactory, you need to pass the following exams otherwise your Probarionary period will get extended. 1) 2) Thank you. <Department Name>		
2		Probation Declaration		Dear <EmployeeName> your Probationary Period from ____ to _____ has been declared satisfactory. Transaction No: P/2022-2023/E-0001 Order Date: 03 Nov 2023 Order No: O/T/2022-2023/001 Thank you. <Department Name>	Dear <ActorName> You have received a request <RequestType> from <PreviousActorName> for further action at your end. Transaction No.: T/2022-2023/E-0001 Thank You. <DepartmentName>
3		Probation Extension		Dear <EmployeeName> your probationary period was from _____ to _____. Since you have not fulfilled the following conditions your probation has been extended upto _____	

				1) 2) Transaction No: P/2022-2023/E-0001 Order Date: 03 Nov 2023 Order No: O/T/2022-2023/001 Thank you. <Department Name>	
4		Discharge From Service	Dear <EmployeeName> As recommended by your Disciplinary Authority vide Order Number _____ dated _____ you are discharged from service with effect from_____. Transaction No.: P/2022-2023/E-0001 Thank you. <Department Name>		
5	Email	Employee Notification for Pending Exam	Dear <EmployeeName> Greetings of the Day! You are hereby informed that your probationary period of ___ years will end on _____. In order to declare your Probationary		

			period as Satisfactory, you need to pass the following exams otherwise your Probarionary period will get extended. 1) 2) Yours Sincerely <Department Name>		
6		Probation Declaration	Dear <EmployeeName> Greetings of the Day! Your Probationary Period from ____ to _____ has been declared satisfactory with effect from _____. Transaction No.: T/2022-2023/E-0001 Yours Sincerely <Department Name>		

		Probation Extension		Dear <EmployeeName> Greetings of the Day! Your probationary period was from _____ to _____. Since you have not fulfilled the following conditions your probation has been extended upto. 1) 2) Transaction No: P/2022-2023/E-0001 Order Date: 03 Nov 2023 Order No: O/T/2022-2023/001 Yours Sincerely <Department Name>	
		Discharge From Service	Dear <EmployeeName> Greetings of the Day! As recommended by your Disciplinary Authority vide Order Number _____ dated _____ you are discharged from service with effect from_____.		

			Transaction No.: P/2022-2023/E-0001 Yours Sincerely <Department Name>		

12 Promotion (ESS)

12.3 Normal Promotion/Demotion

12.3.1 Provisional Promotional List

12.3.1.1 Functional Description

Process Name	Provisional Promotional List
Test Link	[19.1.1.1]:: Publish Provisional Promotional List [19.1.1.2]:: Send Provisional List Notification
Use Case Description	• HRMS-2 will publish the list of employees eligible for the promotion. Employees can access the provisional list through ESS login. • Employee will receive the notification on provisional promotion list generation from HRMS-2 through ESS.
RFP No	ESS: 283, 284 HRSM2: 981, 980
Actor	Employee

12.3.1.2 Use Case Diagram

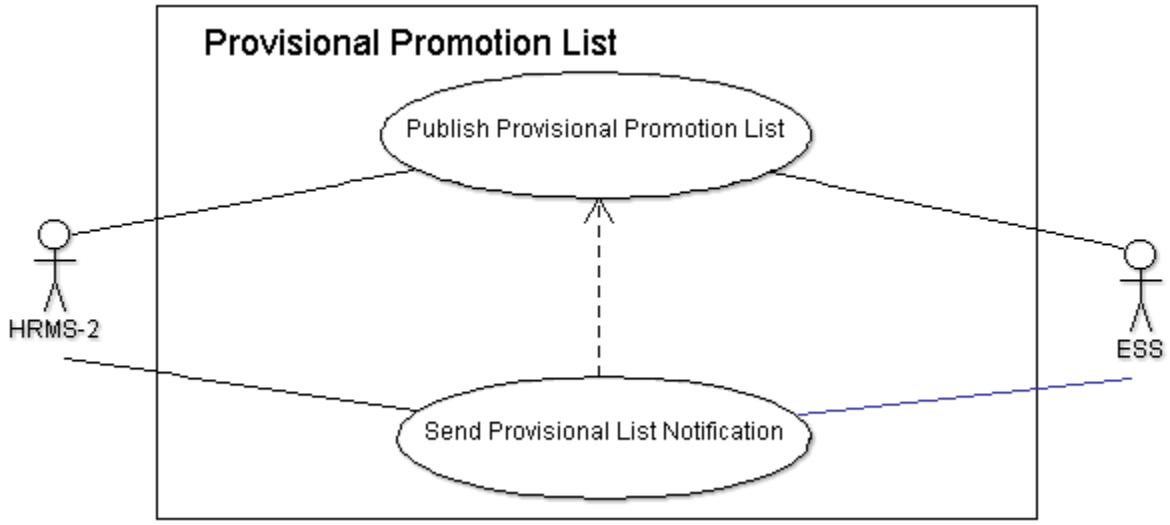


Figure 12.1.1.2.1 – Provisional Promotional List

Pre-Condition	The promotion list should be uploaded to the HRMS2.

Post-Condition	The provisional list should be visible to the employee in ESS and on the website.

12.3.1.3 Specifications

12.3.1.3.1 Screen Navigation

- ESS >> Promotion>>View promotional List of promotion

12.3.1.3.2 View promotional List of promotion

12.3.1.3.2.1 Wireframe

Sl. No.	Employee No.	Employee Name	Department	Cadre	Post	Seniority	Pay-scale	Promotion Post	Promotion Pay-scale	Remarks

Figure 12.1.1.3.2.1.1: – View promotional List of promotion

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.3.1.3.2.2 Data Element and Validations

NA

12.3.1.3.2.3 Rule

Business Rules	Satisfactory service report of the employee should be displayed here (It will be fetched from APR module). 2. Departmental exam clearance data of employee should be displayed (It will be fetched from Employee Examination Details). 3. Disciplinary enquiry details (if any) of the employee should be displayed (It will be fetched

	from Disciplinary Proceedings module). KCSR Rule 42B (1)Notwithstanding anything contained in these rules, when a Government servant is promoted to a post or appointed, to an ex-cadre post and such promotion or appointment involves the assumption of duties and responsibilities of greater importance than those of the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of the lower post at the time of such fixation: • Provided that where a Government servant appointed to a higher ex-cadre post is promoted which holding such higher ex-cadre post, to a higher post in accordance with the Recruitment Rules of the Service to which he belongs, the pay drawn in such ex-cadre post shall not be taken into account for the purpose of fixation of initial pay on such promotion; but this initial pay in the post to which he is promoted shall be fixed with reference to the pay which he would have drawn in the post held by him before his appointment to the ex-cadre post: • Provided further that if a Government servant either- has previously held substantively or officiated in, - (i) the same post, or (ii) a permanent or temporary post on the same timescale, or (iii) a permanent post other than a tenure post, or a temporary post on an identical time-scale, or is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated, then proviso to rule 41 shall apply in the matter of the initial fixation of pay and counting of previous service for increment
Reference Rule Number	KCSR Rule 42B

12.3.2 Employee Response to Provisional Promotion List

12.3.2.1 Functional Description

Process Name	Employee Response to Provisional Promotion List
Test Link	[19.1.2.1]:: View provisional Promotion List [19.1.2.2]:: Accept Promotion

	[19.1.2.3]:: Reject Promotion
Use Case Description	• ESS interface for employee to view the list of employees in the provisional promotion list. • This ESS functionality will give the provision for employee to accept employee promotion from provisional promotion list. Accept notification will be sent to HRMS-2. • This ESS functionality will give the provision for employee to reject the employee promotion with proper remarks from provisional promotion list. Reject notification will be sent to HRMS-2.
RFP No	ESS: 285, 286, 287 HRSM2: 976, 982, 984
Actor	Employee

12.3.2.2 Use Case Diagram

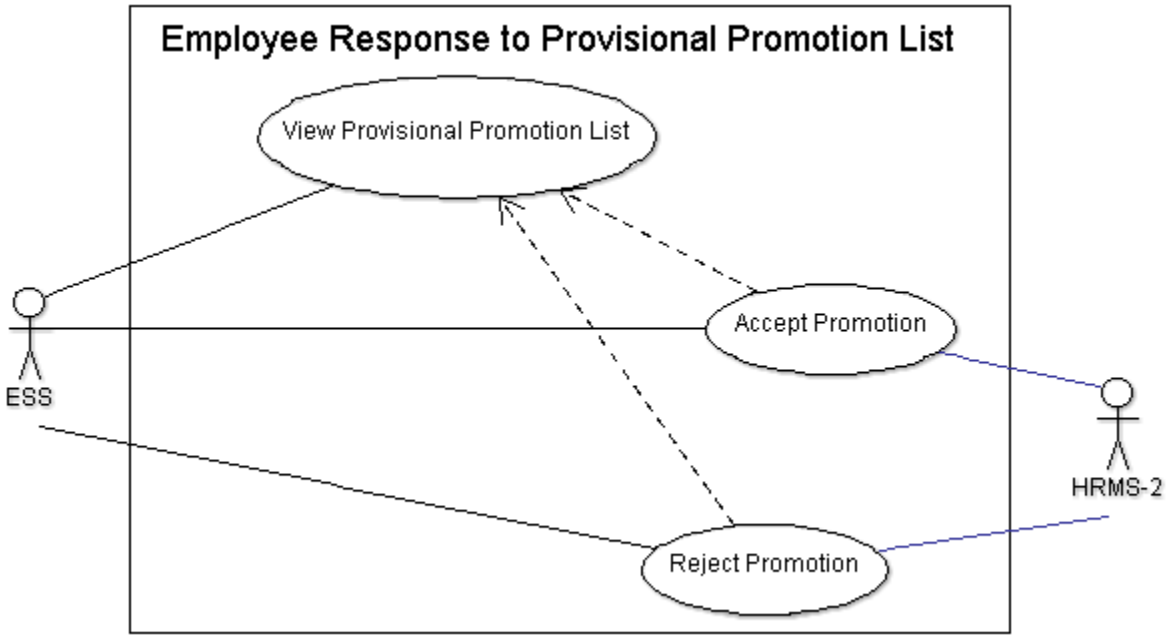


Figure 12.1.2.2.1 – Employee Response to Provisional Promotion List

Pre-Condition	Receive notification of the promotion from the HRMS2.
Post-Condition	Employee response will send to HRMS 2.0

12.3.2.3 Specifications

12.3.2.3.1 Screen Navigation

- ESS>>Promotion>>Accept/Reject Promotion

12.3.2.3.2 Accept/Reject Promotion

12.3.2.3.2.1 Wireframe

Note: By default, it will be Accept. Only reject promotion can be selected. If any candidate is not rejecting it, then it is considered as accepted.

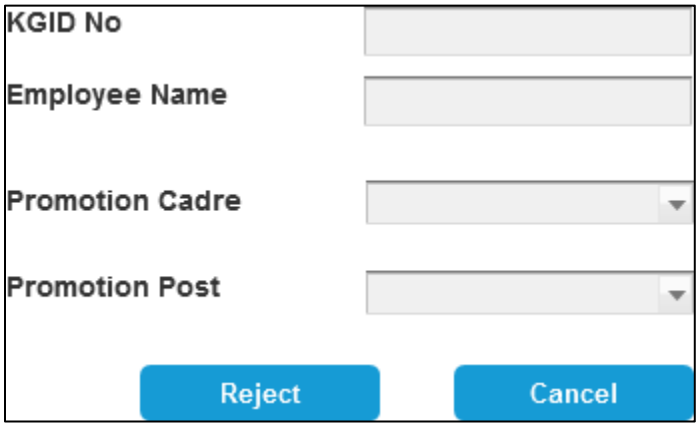


Figure 12.1.2.3.2.1.1: – Accept/Reject promotion

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.3.2.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is (Y/N)
KGID No./ Employee No.	Display	M	It will display the KGID number or Employee Number of the employee.	Y
Employee Name	Display	M	It will display the employee's name.	Y
Promotion Cadre	Display	M	It will display the promotion cadre of the employee once	Y

			the HOD updates the same.	
Promotion Post	Display	M	It will display the promotion post of the employee.	Y
Reject	Button	M	On click of this button, the employee can reject the promotion. Integration will happen with ESS in phase 2 to capture the employee response in HRMS 2.	N
Cancel	Button	M	On click of this button, the data will not be inserted into the system and will redirect to ESS home page.	N

Table 12.1.2.3.2.1.1: Data Elements & Validation

12.3.2.3.2.3 Rule

Business Rules	KCSR Rule 42B (2)
Reference Rule Number	NA

12.3.3 Promotion/Demotion Order

12.3.3.1 Functional Description

Process Name	Promotion/Demotion Order
Test Link	[19.1.3.1]:: Generate Digitally Signed Promotion Order [19.1.3.3]:: Generate Digitally Signed Demotion Order
Use Case Description	• HRMS-2 will generate the digitally signed promotion order for the accepted employees. Employee can access the promotion order by using ESS login.. • HRMS-2 will generate the digitally signed demotion order for the demotion

	recommended employees. Employee can access the demotion order by using ESS login.
RFP No	ESS: HRSM2 288: 991 290: 1005
Actor	Employee

12.3.3.2 Use Case Diagram

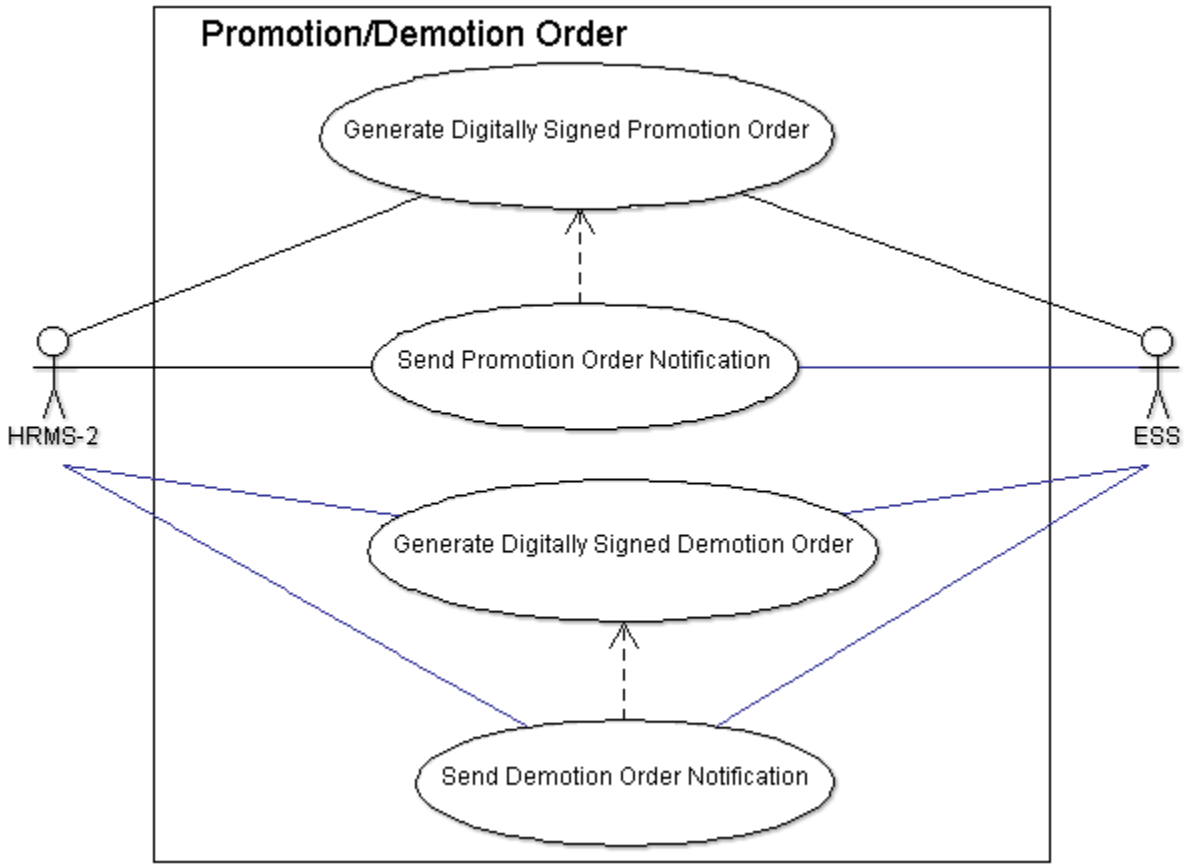


Figure 12.1.3.2.1 – Promotion/Demotion Order

Pre-Condition	HRMS 2 will generate the promotion/demotion order for employees.
Post-Condition	Employee can view their order in ESS login.

12.3.3.3 Specifications

12.3.3.3.1 Screen Navigation

- ESS>>Promotion>>View promotion Order
- ESS>>Promotion>View Demotion Order

12.3.3.3.2 View Promotion Order

12.3.3.3.2.1 Wireframe

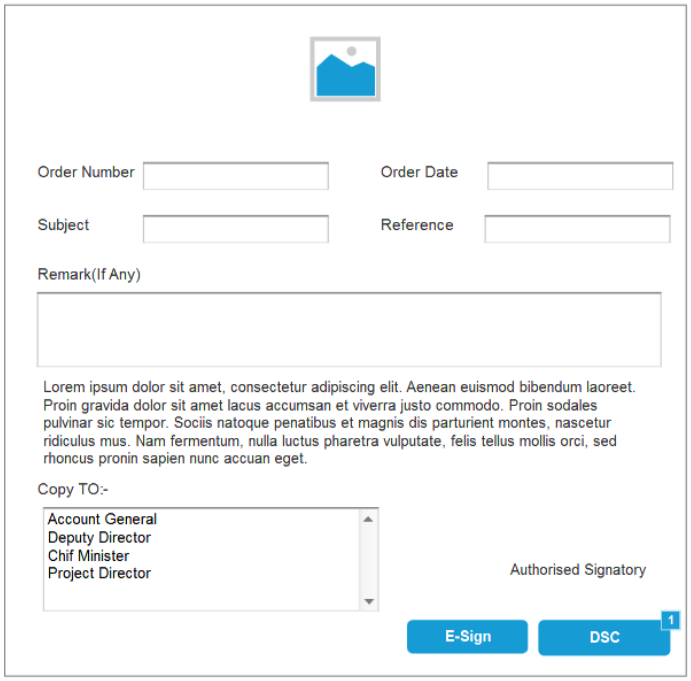


Figure 12.1.3.3.2.1.1: – Promotion order

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

Note: For IAS/IPS/IFS, the KGID number will not be there; instead, the employee number will be there based on which promotion will be processed, and the rule-32 checkbox will not apply to them

12.3.3.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M/ O)	Validations	In-As-Is (Y/N)
Order Number	Display Only	M	It will displays from the data saved during letter generation.	N

Subject	Display Only	M	It will displays from the data saved during letter generation.	N
Reference	Display Only	N	It will displays from the data saved during letter generation.	N
Remark(If Any)	Display Only	N	It will displays from the data saved during letter generation.	N
Copy To	Dropdown	M	It will displays from the data saved during letter generation.	N
Order Template	Display Only	M	It will displays from the data saved during letter generation.	N
E-Sign	Display Only	M	On clicking, the E sign will display for the competent authority.	N
DSC	Display Only	M	On clicking, the E sign will display for the competent authority.	N

Table 12.1.3.3.2.1.1: Data Elements & Validation

12.3.3.3.2.3 Rule

Business Rules	The order generated will have either e-sign or digital sign and as this functionality is in phase-2 so once this functionality is built. On success of e-sign or digital signature only data will be submitted into the table and order will be generated if any. For Phase-1 this condition will not be applicable and provision to download the order and sign it and then there should be provision to upload that signed copy. Karnataka Civil Services (General Recruitment) Rules, 1977 - Rule 4A Foregoing promotion:- (1) A Government servant who, on promotion does not want to accept such promotion may, within fifteen days from the date of receipt of the order of promotion, make a written request seeking permission of the appointing authority to forego the promotion so made, and if on consideration or such request the reasons given for foregoing the promotion are found acceptable by the appointing authority, it may permit the Government servant to forego the same. (2) In all such cases of foregoing promotion by the Government servant he shall not be considered for promotion for a period of one year from the date of his request seeking

	permission to forego the promotion or till the immediate next date of consideration of promotion, whichever is later, on the eventual promotion to the higher grade, such Government servant shall lose seniority vis-a-vis his juniors promoted to the higher grade earlier, irrespective of the fact whether the posts in question are filled by selection or otherwise. *Note: Seniority number will be uploaded through the Excel and will be displayed only in promotion module. Seniority logic will not be system driven. (3) In case, where the reasons given by the Government servant for foregoing the promotion are not acceptable to the appointing authority the same shall be communicated in writing to the concerned Government servant who shall, Immediately on receipt of such communication, assume the charge of the promotional post, failing which it shall be construed as misconduct. Provided that such requests seeking permission to forego promotion by female Government Servants shall not ordinarily be refused.
Reference Rule Number	NA

12.3.3.3.1 View Demotion Order

12.3.3.3.1.1 Wireframe

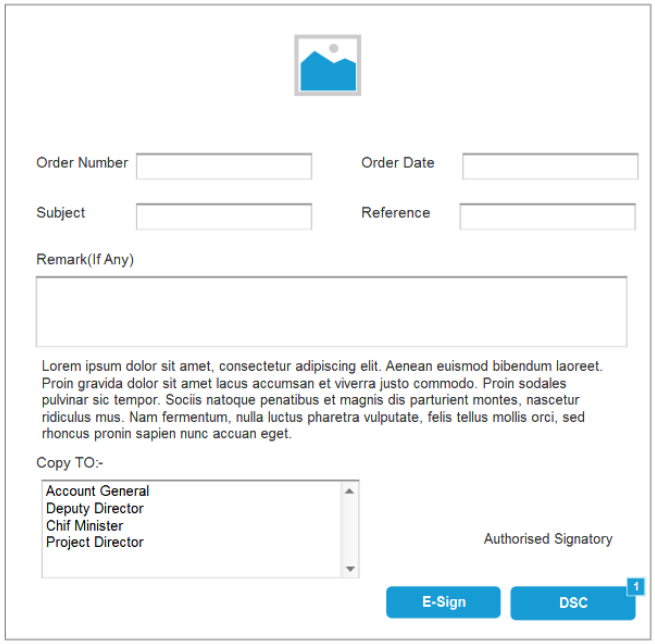


Figure 12.1.3.3.1.1.1: – Demotion order

Note: For IAS/IPS/IFS, the KGID number will not be there; instead, the employee number will be there based on which promotion will be processed, and the rule-32 checkbox will not apply to them

12.3.3.3.1.2 Data Element and Validations

Field Name	Data Type	Mandatory (M/ O)	Validations	In-As-Is (Y/N)
Order Number	Display Only	M	It will displays from the data saved during letter generation.	N
Subject	Display Only	M	It will displays from the data saved during letter generation.	N
Reference	Display Only	N	It will displays from the data saved during letter generation.	N
Remark(If Any)	Display Only	N	It will displays from the data saved during letter generation.	N
Copy To	Dropdown	M	It will displays from the data saved during letter generation.	N
Order Template	Display Only	M	It will displays from the data saved during letter generation. .	N
E-Sign	Display Only	M	On clicking, the E sign will display for the competent authority.	N
DSC	Display Only	M	On clicking, the E sign will display for the competent authority.	N

Table 12.1.3.3.2.2.1: Data Elements & Validation

12.3.3.3.1.3 Rule

Business Rules	The order generated will have either e-sign or digital sign and as this functionality is in phase-2, the order will be downloaded, signed, and then uploaded. Once this functionality is built then once the order is generated then it will be E-Signed or digitally signed online. On success of e-sign or digital signature only data will be submitted into the table and order will be generated.
Reference Rule Number	NA

12.4 Other Promotion/Increment

12.4.1 Employee Request for Promotion/Increment

12.4.1.1 Functional Description

Process Name	Employee Request for Promotion/Increment
Test Link	[19.3.1.1]:: Send Step-Up increment Request [19.3.1.2]:: Send Pre-Pone Increment Request [19.3.1.3]:: Send Post-Pone increment Request [19.3.1.4]:: Send Re-Fixation Request [19.3.1.5]:: Send Pay-Protection Request [19.3.1.6]:: Send Independent Charge Request [19.3.1.7]:: Send Cadre Change Request
Use Case Description	• Employee can request for step-up increment through ESS integration. • Employee can request for pre-pone promotion. Here employee will login to ESS and request for pre-pone promotion. This request will go to HRMS2. • Employee will log into ESS and send request for post-pone promotion. • Employee will login to ESS and send the requests for re-fixation of payment request. • Employee has the provision to submit the request for pay protection to protect his/her old salary if the employee is appointing for another post or cadre. • Employee will login to ESS and send requests for cadre change if needed. • Employee will login to ESS and send the request for independent charge if he is handling some charge
RFP No	ESS: 298, 289, 300, 301, 302, 303, 304 HRSM2: 1022, 1039, 1050, 1063, 1072, 1091, 1106
Actor	Employee

12.4.1.2 Use Case Diagram

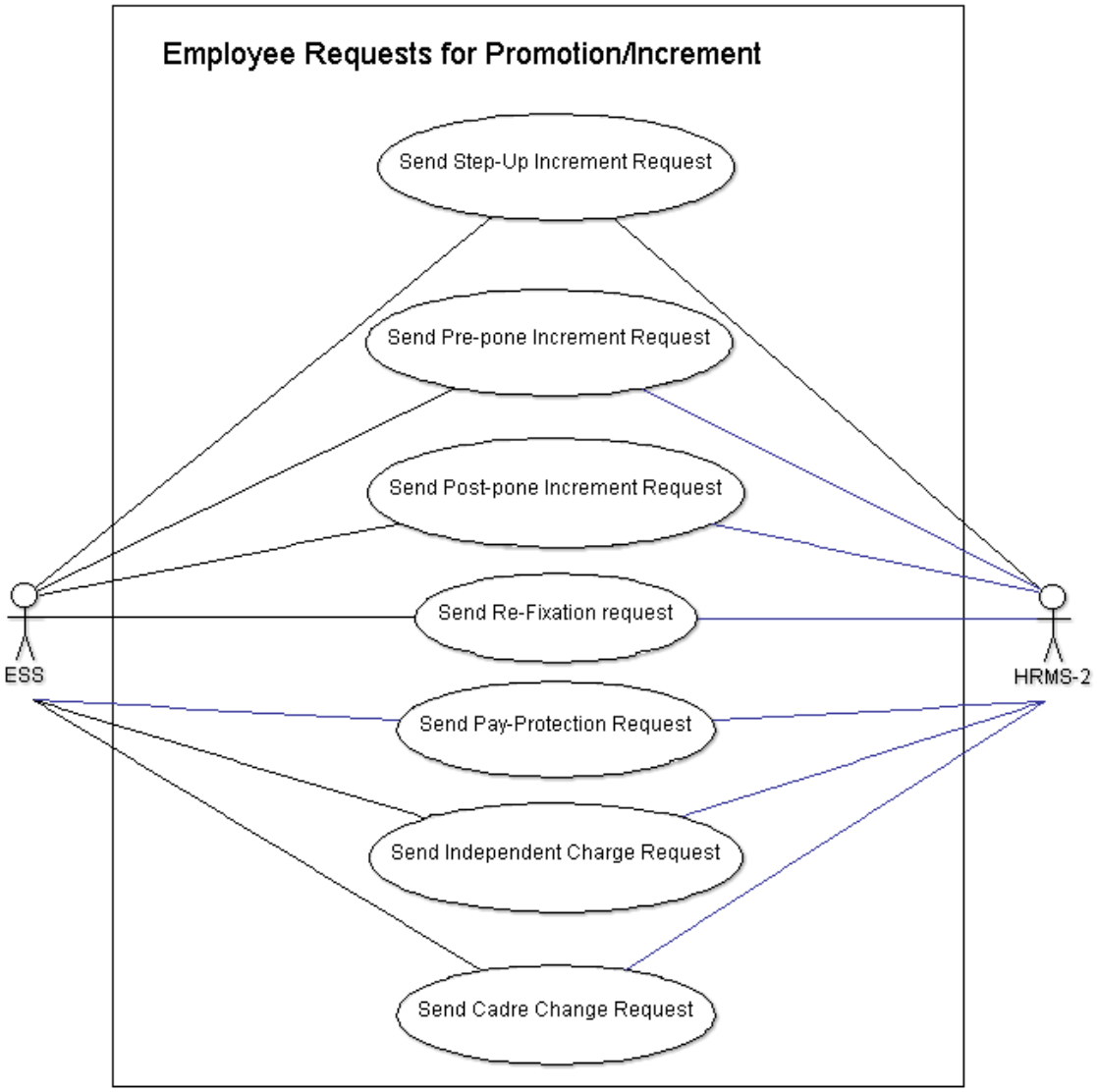


Figure 12.2.1.2.1 – Provisional Promotional List

12.4.1.3 Specifications

12.4.1.3.1 Screen Navigation

- ESS >> Promotion>>Step-Up Increment Request
- ESS>>Promotion>>Pre-Pone Increment Request
- ESS>> Promotion>>Post-Pone Increment Request
- ESS>> Promotion>>Re-Fixation Request
- ESS>> Promotion>>Pay-Protection Request
- ESS>> Promotion>>Independent Charge Request

- ESS>> Promotion>>Cadre Change Request

12.4.1.3.2 Step Up Increment Request

12.4.1.3.2.1 Wireframe

Figure 12.2.1.3.2.1.1: – Step Up Increment Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.2.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Department	Display	M	It will display the department name of the employee.	Y
Group	Display	M	It will display the group name of the employee.	Y
Cadre	Display	M	It will display the cadre name of the employee.	Y
Post	Display	M	It will display the post of an employee.	Y
Present Office Name	Display	M	It will display the present office name of the employee.	Y
Date of request for	Display	M	It will by default show the current system date.	N

step up increment				
Reason for step up increment	Text Box	M	It will allow to enter the reason for the step-up increment.	N
Court Order	Upload button	O	On click of this icon, it will allow to upload court order.	N
Supporting Document	Icon	O	On click of this icon, it will allow to upload the supporting document.	N
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed and will redirect to the home page. Audit history and logs will be maintained.	N
Cancel	Button	O	On click of the button, data will not be inserted into the table and will redirect to home page.	N

Table 12.1.2.3.2.1.1: Data Elements & Validation

12.4.1.3.2.3 Rule

Business Rules	Government are now pleased to order that where a Government servant holding a post in any one of the first eleven scales of pay gets promotion before the completion of the period of service prescribed for selection time scale of pay under the scheme of time-bound advancement or a Government servant who gets promotion within two years from the date on which he is allowed the selection time scale of pay, draws pay lower than his junior in the same cadre on account of the junior Government servant getting the full benefit of fixation of pay under the scheme of time-bound advancement as well as promotion, the pay of the senior Government servant shall be stepped up to that of the junior Government servant subject to the following conditions : i) Both the senior Government and junior Government servant should belong to the same cadre ; ii) On the date of promotion or on the date on which he was allowed the selection time-scale of pay, the senior Government servant should have been drawing pay equal to or higher than that of the junior Government servant ; iii) The anomaly of the senior Government servant drawing pay lower than the junior Government servant should have arisen on account of the senior Government servant getting the benefit of regular promotion before the completion of the period of service prescribed for selection time scale of pay or on account of the senior Government servant getting the benefit of the promotion within two years from the date on which he was allowed the selection time scale of pay ; (iv) The next increment of the senior Government servant will accrue after the completion of the incremental period of twelve months. The Appointing Authority shall be competent to issue orders stepping up of the pay under this order. The order stepping up of pay shall be issued in the proforma appended to this order and a copy of the same shall be endorsed to the Accountant General (Accounts/Audit), the Secretary to Government, Finance Department (Services-II) and the Secretary of the concerned

	Administrative Department.
Reference Rule Number	NA

12.4.1.3.3 Pre-Pone Request

12.4.1.3.3.1 Wireframe

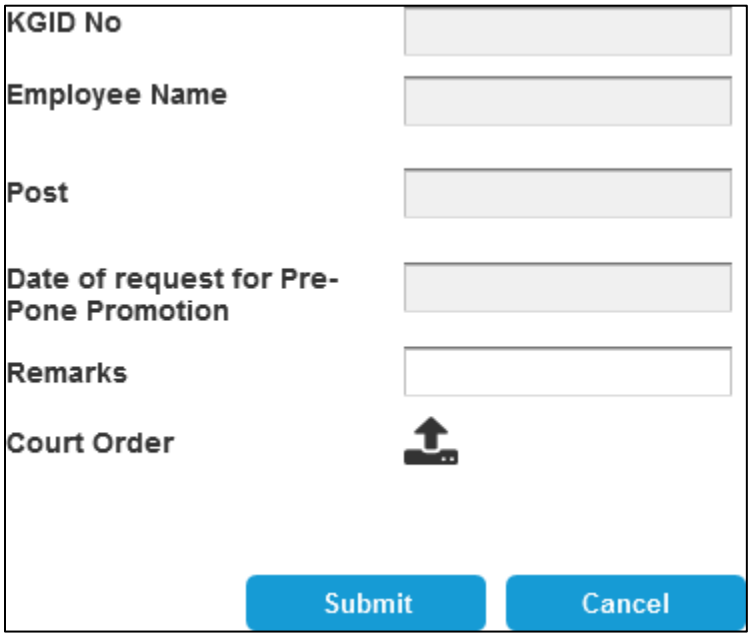


Figure 12.2.1.3.3.1.1: Pre- Pone Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.3.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Post	Display	M	It will display the post of the employee.	Y
Date of request for	Display	M	It will display the current system date.	N

prepone Promotion				
Remarks	Text Box	M	It will allow adding the remarks.	Y
Court Order	Upload	O	It will allow uploading the court order.	N
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed and will redirect to the home page. Audit history and logs will be maintained.	N
Cancel	Button	O	It will redirect to the home page and the data will not get inserted into the table.	N

Table 12.1.2.3.2.1.1: Data Elements & Validation

12.4.1.3.3.3 Rule

Business Rules	Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978, Rule 2 As per Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978, Rule 2, Promotion of a civil servant may be made with effect from a retrospective date. If an employee is exonerated from charges, then he should be given promotion with retrospective effect w.e.f. the date his immediate junior was promoted, along with monetary benefits. (Rule 2) (1) if his claim for promotion.- (a) was withheld on account of disciplinary proceeding or criminal Prosecution of both pending against him and he is exonerated or acquitted subsequently, or] (b) was not considered on the ground that he was working in some other department on deputation or otherwise; or (c) was not considered on the ground that he was wrongly or incorrectly described in the provisional or final inter-State Seniority List or gradation list; was passed over on account of adverse remarks in his Confidential Reports which were expunged subsequently.] (2) If, while operating the gradation list or the provisional inter-State Seniority List or any other inter-State Seniority List not being a final one, he was not considered for promotion for no justifiable reason or (3) If, while being eligible according to his seniority in the list that was in force and otherwise fit for promotion according to Cadre and Recruitment Rules he had only been placed in independent charge of the post by the Competent Authority and has discharged the duties of the said post: Provided that if a civil servant on deputation to some other department and placed in independent charge of a post in the parent Department was prevented from discharging the duties of the post on the ground that his services on deputation are essential in public interest, he shall also be considered under this sub-rule from the date his junior is considered for promotion.

	*Note: Seniority number will be uploaded through the Excel and will be displayed only in promotion module. Seniority logic will not be system driven.
Reference Rule Number	Karnataka State Civil Services (Regulation of Promotion, Pay and Pension) Rules, 1978, Rule 2

12.4.1.3.4 Post-Pone Request

12.4.1.3.4.1 Wireframe

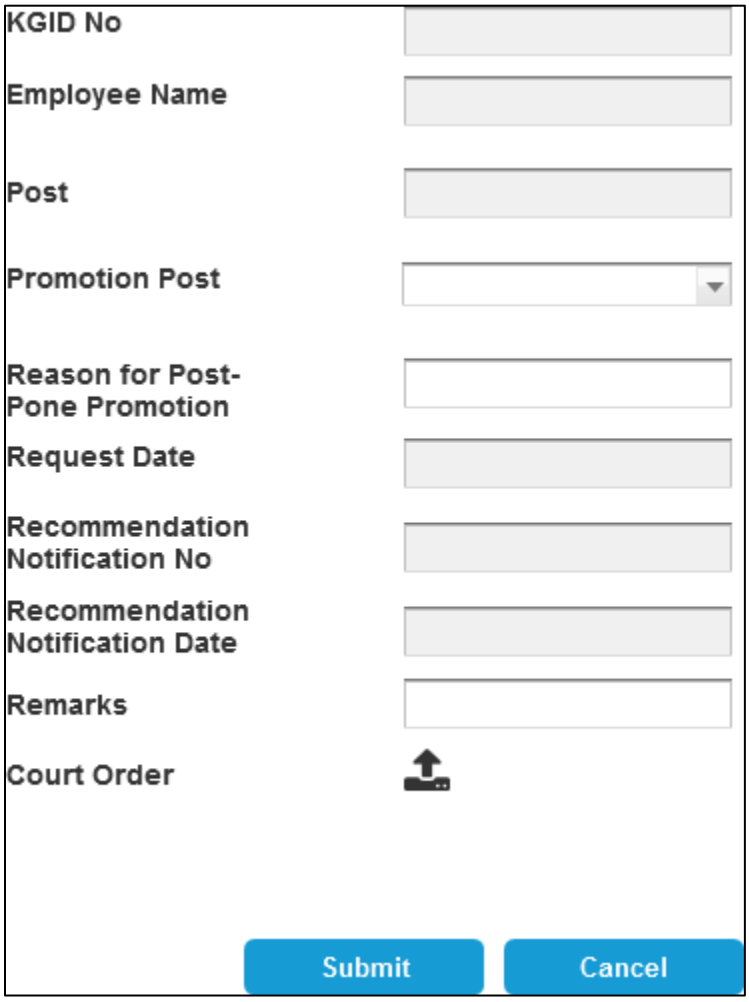


Figure 12.2.1.3.4.1.1: Post- Pone Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.4.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Post	Display	M	It will display the present post of an employee.	Y
Promotion Post	Display	M	It will display the promotion post of an employee.	Y
Reason For Post-Pone Promotion	Text Box	M	It will allow to enter the reason for the post pone promotion.	N
Request Date	Display	M	It will be the current system date.	N
Recommendation Notification Number	Display	M	It will be the system generated number (Format to be taken from Client).	Y
Recommendation Notification Date	Display	M	It will be the current system date.	Y
Remarks	Text Box	M	It will allow to add the remarks if any.	Y
Court Order	Upload	O	It will allow to upload the court order.	N
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed and will redirect to the home page. Audit history and logs will be maintained.	N
Cancel	Button	O	It will redirect to the home page and the data will not get inserted into the table.	N

Table 12.2.1.3.4.1.1: Data Elements & Validation

12.4.1.3.4.3 Rule

Business Rules	When there is a disciplinary proceeding pending against the employee (Judicial or Department) Pg No. 184/185 Procedure to be followed for issue of promotions when department/judicial enquiry is pending before DPC (Departmental Promotion Committee).
Reference Rule Number	Rule 4(A) of KCS (General Recruitment) rules1977

12.4.1.3.5 Re-Fixation Request

12.4.1.3.5.1 Wireframe

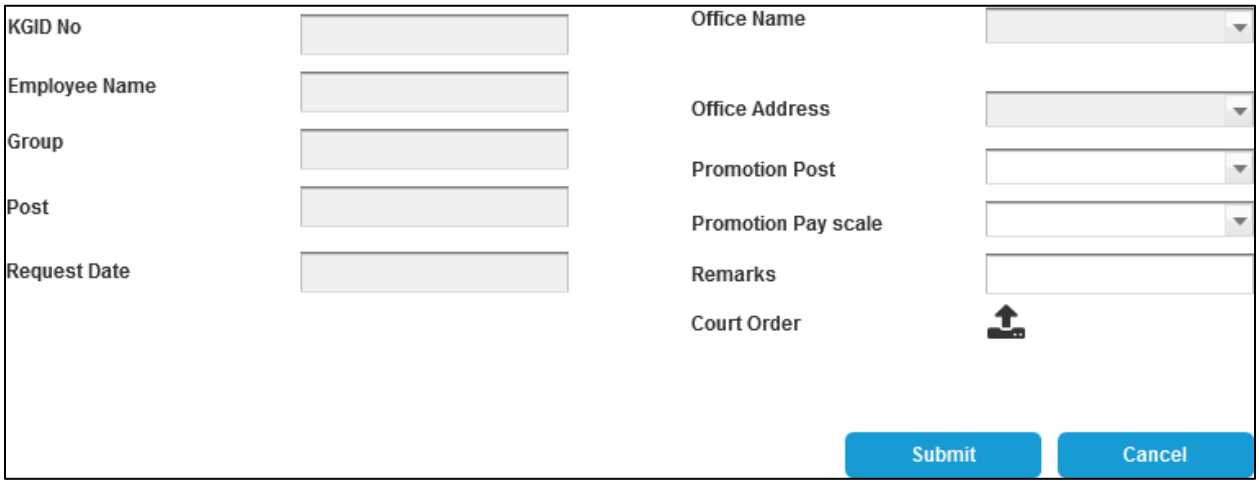


Figure 12.2.1.3.5.1.1: Re-Fixation Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.5.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Group	Display	M	It will display the group name of the employee to which the employee belongs before the promotion.	Y
Post	Display	M	It will display the post of the employee before the promotion.	Y
Request Date	Display	M	It will take the system date.	N
Office Name	Display	M	It will display the office name of the employee before promotion.	Y
Office Address	Display	M	It will display the office address as per selection of the office name.	Y
Promotion Post	Drop Down	M	It will allow to select the promotion post from the drop down.	Y
Promotion Pay scale	Drop Down	M	It will allow to select the promotion pay scale from the drop down.	Y
Remarks	Text Box	M	It will allow to add the remarks.	Y

Court Oder	Upload	O	It will allow to upload the court order.	N
Submit	Button	M	On click of the button, the data will be inserted into the table and a success message will be displayed and will redirect to the home page. Audit history and logs will be maintained.	N
Cancel	Button	M	It will redirect to the home page and the data will not get inserted into the table.	N

Table 12.2.1.3.5.1.1: Data Elements & Validation

12.4.1.3.5.3 Rule

Business Rules	Rule 42 b (2) of KCSRs • This type is given to arrive at the cumulative effect of any promotion or increment. Pay of an official gets re-fixed as per Rule 42 b (2) of KCSRs or consequent on granting of new pay scales or when the pay of the junior official is stepped up. • Pay gets re-fixed under Rule 42 B (2) when officiating promotion is given. • Pay gets re-fixed when pay is revised new pay scale • on Promotion as per C & R rules • On revision of pay scales as per pay commission report. • When the following penalty is given • On reversion of promotion • Withholding of increments. • Withholding of promotion • Reduction to a lower stage in the time scale of pay • Reduction to a lower time scale of pay, grade, post or service. Restoration to the scale of pay grade or post of service from which the Government servant was reduced and his seniority and pay on such restoration to that scale of pay, grade, post or service. *Note: Seniority number will be uploaded through the Excel and will be displayed only in promotion module. Seniority logic will not be system driven
Reference Rule Number	Rule 42 b (2) of KCSRs

12.4.1.3.6 Pay Protection Request

12.4.1.3.6.1 Wireframe

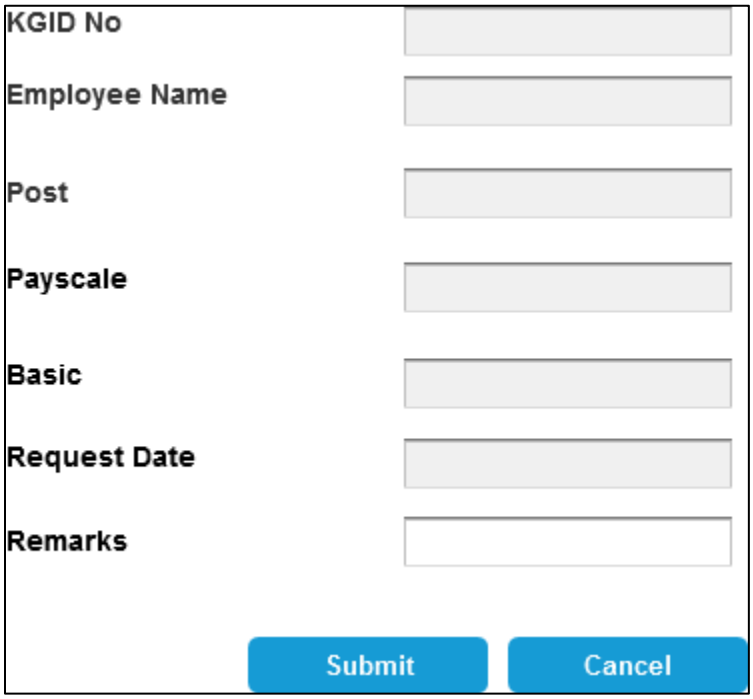


Figure 12.2.1.3.6.1.1: Pay Protection Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.6.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Post	Display	M	It will display the post of the employee before promotion.	Y
Pay Scale	Display	M	It will display the pay scale before promotion.	Y
Basic	Display	M	It will display the basic before promotion.	Y
Request Date	Display	M	It will take the system date.	N
Remarks	Text Box	M	It will allow the employee to enter the remarks.	Y
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed and	N

			will redirect to the home page. Audit history and logs will be maintained.	
Cancel	Button	O	It will redirect to the home page and the data will not get inserted into the table.	N

Table 12.2.1.3.6.1.1: Data Elements & Validation

12.4.1.3.6.3 Rule

Business Rules	The initial substantive pay of a Government servant who is appointed substantively to a post on a time scale of pay is regulated as follows:- (a) If he holds a lien on a permanent post other than a tenure post, or would hold a lien on such a post had his lien not been suspended under Rule 20, (i) When appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of rule 44) than those attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the permanent post; (ii) When appointment to the new post does not involve such assumption of duties or responsibilities he will draw, as initial pay, the stage of the time-scale which is equal to his substantive pay, in respect of the permanent post, or if there is no such stage, the stage next below that pay, plus personal pay equal to the difference, and in either case will continue to draw that pay until such time as he would have received an increment in the time scale of the permanent post, or for the period after which an increment is earned in the time-scale of the new post whichever is less. But if the minimum pay of the timescale of the new post is higher than his substantive pay in respect of the permanent post he will draw that minimum as initial pay; (iii) When the appointment to the new post is made on his own request and the maximum pay in the time-scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.
Reference Rule Number	Rule 41, 41A, 41C

12.4.1.3.7 Independent Charge Request

12.4.1.3.7.1 Wireframe

Figure 12.2.1.3.7.1.1: Independent charge Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.7.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Post	Display	M	It will display the present post an employee.	Y
Department (Independent	Drop Down	M	It will allow to select the independent charge department name from the drop down.	Y

Charge)				
Post (Independent Charge)	Drop Down	M	It will allow to select the independent charge post from the drop down.	Y
Reason for Independent Charge	Text Box	M	It will allow to enter the reason for the independent charge.	N
Request Date	Display	M	It will show the current system date.	N
Remarks	Text Box	M	It allows to add the remarks.	Y
Court Order	Upload	O	It allows to add the court order.	N
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed and will redirect to the home page. Audit history and logs will be maintained.	N
Cancel	Button	O	It will redirect to the home page and the data will not get inserted into the table.	N

Table 12.2.1.3.7.1.1: Data Elements & Validation

12.4.1.3.7.3 Rule

Business Rules	Rule 32 1) An employee may be appointed to be in charge of the current duties of a vacant post and a 'charge allowance' (additional pay) is payable as specified in Rule 68. 2) A Government servant can be appointed to be in-charge of the current duties of a vacant post only if he is eligible to be promoted to officiate in that post according to the C & R Rules applicable to that post or if he is holding a post in an equivalent or higher grade. 3) A Government servant may be relieved of his own appointment is appointed to be in independent charge of a higher appointment as a temporary measure. 4) Secretaries to Government empowered to make in charge arrangements beyond six months and payment of Charge allowance. 5) Authority Competent to make In- charge arrangement as specified in Rule 32 of KCSRs. As per Order No. ಆದೇಶ ಸಂಖ್ಯೆ :FD 14(E)8 ಎಸ್ ಆರ ಎಸ್ 2022, ದಿನಾಂಕ 23/9/2022 1) The rate of Charge Allowance under Rule 32 or 68 is 15%. 2) The Charge allowance should be paid every month along with the salary. 3) The Charge Allowance should be sanctioned by the DDO or the Reporting Authority, whoever is senior in post. 4) The Charge Allowance of the Officers posted by DPAR should be sanctioned by the Head of the Department. 5) These rates come into effect from 1/9/2022.
Reference Rule Number	Rule 32

12.4.1.3.8 Cadre Change Request

12.4.1.3.8.1 Wireframe

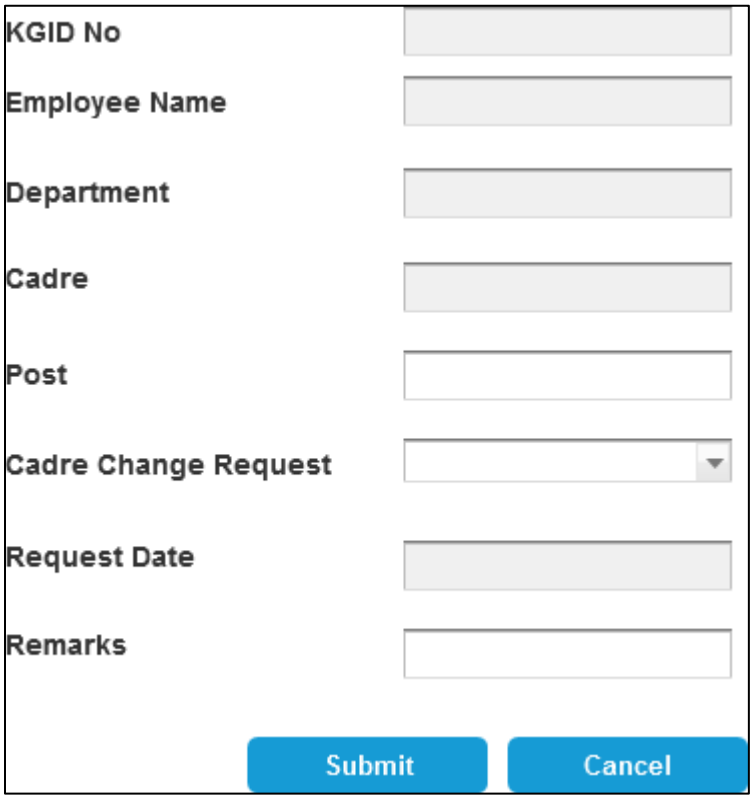


Figure 12.2.1.3.8.1.1: Cadre Change Request

Note - This is a system function; however, the client said to show a screen where the HOD will decide after viewing the mentioned details whether to add the name to the provisional list or not.

12.4.1.3.8.2 Data Element and Validations

Field Name	Data Type	Mandatory (M / O)	Data Element and Validation	In As-Is(Y/N)
KGID No./ Employee No.	Display	M	KGID number or Employee Number of the employee will be displayed.	Y
Employee Name	Display	M	It will display the name of the employee.	Y
Department	Display	M	It will display current department name of employee	Y
Cadre	Display	M	It will display the cadre of an employee.	Y
Post	Display	M	It will display the post of an employee.	Y
Cadre Change Request	Drop Down	M	It will allow to select the cadre from the drop-down list.	N

Request Date	Display	M	It will display the current system date.	N
Remarks	Text Box	M	It will allow to enter the remarks.	Y
Submit	Button	O	On click of the button, the data will be inserted into the table and a success message will be displayed.	N
Cancel	Button	O	It will redirect to the listing page and the data will not get inserted into the table.	N

Table 12.2.1.3.8.1.1: Data Elements & Validation

12.4.1.3.8.3 Rule

Business Rules	GOVERNMENT OF KARNATAKA Order NO. DPAR 86 SSR 79, dated 28th April, 80. **Cadre change is done at Government servant's request.** • The Officer should have been regularly recruited and should have satisfactorily completed the period of probation or officiation. • Appointment shall not be to a post lower than that held by the officer save with his consent. • Appointment shall not be to a post higher than the post held by such officer except when the Government are of the opinion that there is no other equivalent posts to which such official can be appointed. • The transfer being at the request of the official, he should take seniority below the last person in the cadre in the transferred unit on the date of his transfer. • This does not involve change of pay scale. • Pay scale can have a downward revision when a Government servant opts for lower cadre post • New basic pay cannot be greater than the present basic during that effective date. It can however be lesser but should lie within the scale range. • Increment date will not change. *Note: Seniority number will be uploaded through the Excel and will be displayed only in promotion module. Seniority logic will not be system driven. **Cadre gets changed when the official is promoted on officiating basis involving change in pay scale.** Increment date will change when pay gets fixed at the minimum of higher pay scale.
Reference Rule Number	GOVERNMENT OF KARNATAKA Order NO. DPAR 86 SSR 79, dated 28th April 80.

12.5 Promotion (Notification)

12.5.1.1 Functional Description

Process Name	Notification
Test Link	[19.1.1.2]:Send Provisional List Notification [19.1.3.2]:Send Promotion Order Notification [19.1.3.4]:Send Demotion Order Notification [19.1.4.1]:Send Officiating promotion Notification [19.2.1.1]:Send Time Bound Promotion Notification [19.2.2.1]:View Time bound Promotion Notification [19.2.3.2]:Send Time bound Promotion Order Notification [19.3.2.1]:Send Step-Up Increment Approve/Reject Notification [19.3.2.2]:Send Post-Pone Promotion Approve/Reject Notification [19.3.2.3]:Send Pre-Pone Promotion Approve/Reject Notification [19.3.2.4]:Send Re-Fixation Approve/Reject Notification [19.3.2.5]:Send Pay Protection Approve/Reject Notification [19.3.2.6]:Send Independent Charge Approve/Reject Notification [19.3.2.7]:Send Cadre Change Approve/Reject Notification [19.3.3.2]:Send Office Order Notification
Use Case Description	This process covers functionality like: • A system-generated notification will be sent to the department and employee in case of any action to be taken. • Notification: system, email, SMS • All 3 integrations will be done as required in HRMS2.
RFP No	284,289,291,292,293,294,297,305,306,307,308,309,310,311,313

12.5.1.2 Use Case Diagram

NA

Pre-Condition	• Successful submission of the request.
Post-Condition	• On success of the request notification will be triggered.

Sl. No	Module	Covered In Use Case	Trigger Point	Template		
				Reject/Approval	Generate Order	Provisional list/Eligible List
1	Normal Promotion	20.2.1.5:Send Provisional List Notification	Add name to provisional list			Hi <Employee Name>, Your name is added in provisional list of Promotion. Best regards, <Department Name>
		20.2.3.10:Send Order Notification	Generate Promotion Order		Hi <Employee Name>, Your Promotion Order <Promotion Order Number> dated <Promotion Order date> is generated and signed. Best regards, <Department Name>	
			Generate Promotion Reversion Order		Hi <Employee Name>, Your reversion Promotion Order <Reversion Promotion Order Number> dated <Reversion Promotion Order date> is generated	

					and signed. Best regards, <Department Name>	
2	Demotion	10.1.1 Use Case: Send Demotion Order Notification	Generate Demotion Order		Hi <Employee Name>, Your Demotion Order <Demotion Order Number> dated <Demotion Order date> is generated and signed. Best regards, <Department Name>	
3	Time Bound	20.4.1.5:Send Time Bound Promotion Notification	Check Time Bound Eligibility			Hi <Employee Name>, You are eligible for time bound increment. Best regards, <Department Name>
		20.4.3.4:Send Time Bound Promotion Notification	Generate Time Bound Promotion order		Hi <Employee Name>, Your Time Bound Order <Time Bound Order Number> dated <Time Bound Order date> is generated and signed. Best regards, <Department	

					Name>	
4	Step Up	20.5.3.9:Send Approve / Reject Notification	Approve/Reject Step up request	Hi <Employee Name>, Your Step Up request is approved on dated <Step up request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Step Up request is rejected on dated <Step up request reject date> Best regards, <Department Name>		
5	Step Down	NA				
6	Pre Pone Promotion	20.7.3.9:Send Approve/Reject Notification	Approve/Reject Pre Pone Promotion request	Hi <Employee Name>, Your Pre Pone request is approved on dated <Pre Pone request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Pre Pone request is		

				rejected on dated <Pre Pone request reject date> Best regards, <Department Name>		
7	Post Pone Promotion	20.8.3.10:Send Approve/Reject Notification	Approve/Reject Post Pone Promotion request	Hi <Employee Name>, Your Post Pone request is approved on dated <Post Pone request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Post Pone request is rejected on dated <Post Pone request reject date> Best regards, <Department Name>		
8	Refixation	20.9.2.8:Send Approve/Reject Notification	Approve/Reject Refixation	Hi <Employee Name>, Your Re-Fixation request is approved on dated <Re-Fixation request approve date> Best regards, <Department Name> Hi <Employee		

				Name>, Your Re-Fixation request is rejected on dated <Re-Fixation request reject date> Best regards, <Department Name>		
9	Pay Protection	20.10.2.7:Send Approve/ Reject Notification	Approve/Reject pay protection	Hi <Employee Name>, Your Pay-Protection request is approved on dated <Pay-Fixation request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Pay-Protection request is rejected on dated <Pay-Fixation request reject date> Best regards, <Department Name>		
10	Additional Charge	20.11.2.7:Send Additional Charge Notification	Generate Additional Charge Order		Hi <Employee Name>, Your Additional Charge Order <Order Number> has been generated on	

					dated <order generated date> Best regards, <Department Name>	
11	Rule 32	20.12.2.7:Send Approve/Reject Notification	Approve/Reject Independent Charge	Hi <Employee Name>, Your Independent Charge request is approved on dated < approve date> Best regards, <Department Name> Hi <Employee Name>, Your Independent Charge request is rejected on dated < reject date> Best regards, <Department Name>		
		20.12.3.6: Send Provisional List Notification	Add name to provisional list			Hi <Employee Name>, You are eligible for promotion Best regards, <Department Name>

12	Cadre Change	20.13.3.8:Send Approve / Reject Notification	Approve/Reject the cadre change request	Hi <Employee Name>, Your Cadre change request is approved on dated <Cadre Change request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Cadre Change request is rejected on dated <Cadre Change request reject date> Best regards, <Department Name>		
13	Officiating Promotion	20.14.1.7:Send Officiating Promotion Notification	Approve/reject of confirmation of officiating promotion	Hi <Employee Name>, Your Officiating Promotion is approve on dated <Officiating Promotion request approve date> Best regards, <Department Name> Hi <Employee Name>, Your Officiating Promotion is reject on dated <Officiating Promotion request reject date> Best regards, <Department		

				Name>		
14	Office Order	20.15.6:Send Office Order Notification	Generate Office order	Hi <Employee Name>, Your Office Order <Office Order Number> on dated <Office Order Date> is generated and signed. Best regards, <Department Name>		