**Human Resource Management Data System – Refer the Attachment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N | Position type | Position | Approved No | Actual No | No .Of Vacancies |
|  | Senior |  |  |  |  |
|  | Tertiary |  |  |  |  |
|  | Secondary |  |  |  |  |
|  | Primary |  |  |  |  |

**Personal Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Photograph | National identity Card No | Gender | Contact No | Email Address | Permanent Address | Divisional Secretariat |
|  |  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| District | Police Area | Temporary Address | Birthday | Age |
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**Duty Information** - should be filled by the subject Officer (with time)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade | Designation | Position | Division | Date of joining service | Personal file No | Subject Clerk No | Widow and Orphans Pension No | Date Of retirement | Salary scale |
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* The File / row / info. Should be transferred to an “Archive” upon

the retirement / transfer of the employee to a different organization.

Monthly pop up message until the is filled

Filled by Warrant subject officer

No of total Exams not held at the end of the year

Training subject officer / personal file officer

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Ministry /Department** | | | **Training Information** | | | | | **Efficiency Exam Information** | | | | | | | | **Train Warrant** | | | |
| Date of joining the Ministry | Divisions attached | Date of transfer | Training 1 | | | | |  | | | | Efficiency Bar | | | | Obtain Train Tickets | | | |
|  | Division | From……  Day  To………  Day | Local Foreign | Name Of The Course | Duration | Allowances Given | Course Fee | E.B  I | | E.B  II | | E.B  III | | Secondary language pass date | | Year | Number | Class | Number Of Members |
| Due date | Passed date | Due date | Passed date | Due date | Passed date | Due date | Passed date |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Immediate supervisors name and email to send a copy of emails sent to the represented officers

An email should be sent to the employee 6 months prior to the due date

Should be updated when the leave is approved (updated by the leave subjects officers)

5 years special leave

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family details | | | | | | | Leave details | | | | | Vehicles permit | | |
| Name of spouse /next of kin | Kin ship | Civil status | Place of work | Contact No | Name of children | Birthday of children | Annual Leave | | | | | Vehicle Licenses | | |
|  |  |  |  |  |  |  | Year | Casual | Rest | Special | No pay | Annual | date | License No |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Colour**

Red -we have to complete Yellow-have to get forms for respective officers

Green- complete

By The Loan / Welfare Branch

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Welfare Loans | | | Property Loans | | |
| Amount | Date obtained | Date of completion of payment | Amount | Date obtained | Date of completion of payment |
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| Acting | | | | | Promotions | | | | | | | |
| Date appointed | Institutions /division | position | Nature of appointment | Allowance | Due date for grade III | Date of admission to grade III | Due date for grade II | Date of admission to grade II | Due date for grade I | Date of admission to grade I | Due date for special grade | Date of admission to special grade |
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AGRAHARA – Government Servant Insurance

|  |  |  |  |
| --- | --- | --- | --- |
| Scheme | Nature of claim | Applied amount | Date |
|  |  |  |  |
|  |  |  |  |

ACTUAL STAFF

APPROVED STAFF

VACANCY STAFF

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position type | position | service | Number of persons | Position type | Position | service | Number of persons | Position type | position | service | Number of persons |
| Senior |  |  |  | Senior |  |  |  | Senior |  |  |  |
| Tertiary |  |  |  | Tertiary |  |  |  | Tertiary |  |  |  |
| secondary |  |  |  | secondary |  |  |  | secondary |  |  |  |
| primary |  |  |  | primary |  |  |  | primary |  |  |  |

Training Programs / courses

|  |  |  |  |
| --- | --- | --- | --- |
|  | Training programs | Number of training | Numbers to be training |
| Local |  |  |  |
| foreign |  |  |  |

**Special staff**

Army and Police personnel

Deputy / State ministerial staff

Ministerial staff

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position type | position | service | Number of persons | Position type | Position | Service | Number of persons | Position type | position | Service | Number of persons |
| Senior |  |  |  | Senior |  |  |  | Senior |  |  |  |
| Tertiary |  |  |  | Tertiary |  |  |  | Tertiary |  |  |  |
| Secondary |  |  |  | Secondary |  |  |  | Secondary |  |  |  |
| primary |  |  |  | primary |  |  |  | primary |  |  |  |

Outsourced maintenance workers

|  |  |  |  |
| --- | --- | --- | --- |
| Position type | position | service | Number of persons |
| Senior |  |  |  |
| Tertiary |  |  |  |
| Secondary |  |  |  |
| primary |  |  |  |

* A cage is given for each ID number (others) so that so can enter any pending work. A pop up message will come until the cage is cleared

Reports

* Not EB(pending EB)
* No of train warrants issued
* Total Agrahara claims
* Gender wise cadre
* Annual pensioners
* No of transfer
* Reports
* Loans
* Training summary – Annual
* Transfer request – Annual

Basic data entry update

Date entry interface data

|  |  |
| --- | --- |
| Name |  |
| Grade |  |
| Designation |  |
| Division |  |
| National identity card number |  |
| Contact number |  |
| Address |  |
| Divisional secretariat |  |
| District |  |
|  |  |
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Data update

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Efficiency bar |  | | | | |
| I pass date |  | | | | |
| II pass date |  | | | | |
| III pass date |  | | | | |
| Secondary language pass date |  | | | | |
|  | | | | | |
| Annual leave | Year | Casual | Rest | Special | Unpaid |
|  |  |  |  |  |  |
|  |  |  |  |  |  |