

HRMD Process Document (Phase-I)

I. Roles / Logins

- 1) Workflow Configuration Service to the Secretary / HoD concerned for configuring Maker, Checker & Approver for the HRMD application. The following officers are suggested for the roles mentioned below.
 - a) GA (Ser. B) Department
 - i. Maker – Section Officer concerned
 - ii. Checker – MLO concerned
 - iii. Approver – Secretary, GAD (Ser & HRM)
 - b) Head of the Department (HoD)
 - i. Maker – Cadre Manager concerned
 - ii. Checker – HoD Level Nodal Officer (HLNO)
 - iii. Approver – Head of the Dept. (HoD)

II. Activities Proposed

- 1) Phase-I : Entry, Validation & Finalization of the Service Rules Master Data and also Cadres Master Data including Cadre Strength
- 2) Phase-II : Entry, Validation & Finalization of Org Units Master Data
- 3) Phase-III : Entry, Validation, Finalization of Distribution of Cadre Strength Across Org Units
- 4) Phase-IV : Mechanism for Updating the above Master Data on Dynamic / Regular Basis

III. Process Proposed for Phase-I

- 1) In Phase-I, the collection of master data shall be limited to,
 - a) Service Rules Master Data
 - b) Cadres Master Data
- 2) GA (Ser. B) Dept. shall be responsible for entering and finalizing the master data pertaining to General Service Rules (Ministerial, General Subordinate & Last Grade), Secretariat Service Rules & Secretariat Subordinate Service Rules.
- 3) Each HoD shall be responsible for entering and finalizing the master data pertaining to their Special Service Rules (both State & Subordinate)
- 4) Entry of master data shall be done by the concerned as specified above, through maker-checker-approver workflow, through the specific services provided in NIDHI Portal.
- 5) The DoPP data and the payroll data in NIDHI shall be used as the backend to fetch the data and display it to the maker for confirmation / correction.

- 6) Where there are discrepancies encountered in data entry, those shall be flagged and addressed accordingly.

IV. Master Data Proposed to be Obtained in Phase-I – HOD LOGIN

1) *Service Rules Master Data*

Sl. No.	Data Item	Source
1.	Secretariat Department	Auto – Populate Data
2.	Head of the Department	Auto – Populate Data
3.	Type of the Special Service Rules (State Service Rules / Subordinate Service Rules)	Selection from a dropdown
4.	Service Rules Title & Year	Display from eDPC Data
5.	Amendment Details i. GO Type (MS / RT) ii. GO No. iii. GO Date iv. Department and Section	Data Entry
6.	Upload Rules & Amendments	Facility for uploading multiple documents

2) *Cadres Master Data*

Sl. No.	Data Item	Source
1.	Name of the Service Rules	Selection from a dropdown
2.	Name of the Post	Dropdown of Posts from DoPP / NIDHI Data
3.	Cadre Strength	Data Entry – Display from DoPP
4.	Type of Post (Gazetted Post / Non-Gazetted Post)	Selection from a dropdown
5.	If Gazetted Post, What Level? (1 st Level Gazetted / 2 nd Level Gazetted / 3 rd Level Gazetted / 4 th Level Gazetted / 5 th Level Gazetted / 6 th Level Gazetted / 7 th Level Gazetted)	Selection from a dropdown
6.	Branch / Division, if applicable	Data Entry
7.	Class of the Post	Selection from a dropdown
8.	Category of the Post	Selection from a dropdown
9.	Subcategory of the Post	Data Entry
10.	Pay Grade	Auto-display from DoPP / NIDHI Data

Sl. No.	Data Item	Source
11.	Pay Scale	Auto-display from DoPP / NIDHI Data
12.	Methods of Appointment <ul style="list-style-type: none"> i. By Direct recruitment ii. By Promotion iii. By Transfer of Service iv. By Deputation 	Multi Selection from a dropdown
13.	In case of Promotion and Transfer of Service as Method of Appointment, Feeder Cadre Details <ul style="list-style-type: none"> i. Name of the Feeder cadre (list of cadres in the departments) ii. Method of Appointment (By promotion / By Transfer of Service) iii. Minimum Service in Feeder Cadre (1 to 5) 	Selection from respective dropdowns from DoPP / NIDHI Data – Name of the Feeder cadre
14.	In Case of Deputation as Method of Appointment <ul style="list-style-type: none"> i. Lending Secretariat Department ii. Lending Head of the Department iii. Name of the Post (if no posts is available in DoPP / NIDHI data, entry field must be given) 	Selection from respective dropdowns from DoPP / NIDHI Data (in dropdowns of Depts & HoDs, “Any Department” & “Any HoD”, Not Applicable to be included. If selected, all posts in the Depts & HoDs are to be given in dropdown)
15.	Appointment Cycle Details (in case where more than one method of appointment is selected) <ul style="list-style-type: none"> i. No. of cycle points ii. Vacancy No. iii. Method of Appointment (drop down with methods of appointment) 	Data Entry
16.	Appointment Cycle Details (in case there are more than one feeder cadres for promotion / transfer of service, and also cycle points applicable) <ul style="list-style-type: none"> i. No. of cycle points ii. Vacancy No. iii. Method of Appointment (drop down with methods of appointment) iv. Feeder Cadre (list of posts) 	Data Entry
17.	Appointing Authority (AA) <ul style="list-style-type: none"> i. Office (Org Unit) of the AA ii. Post of the AA 	Selection from respective dropdowns from DoPP / NIDHI Data of all Gazetted Post
18.	Disciplinary Authority (DA) <ul style="list-style-type: none"> i. Office (Org Unit) of the DA ii. Post of the DA 	Selection from respective dropdowns from DoPP / NIDHI Data of all Gazetted Post
19.	Localization Category of the Post (State / Multi-Zonal / Zonal / District)	Selection from a dropdown

Sl. No.	Data Item	Source
20.	Type of Unit of Appointment (Secretariat Department / Secretariat Single Unit (GAD, Law & Finance) / HoD / State Level Office / Regional Office / Multi Zonal Office / Zonal Office / District Level Office / Divisional Office / Sub-divisioial Office / Circle Office / Mandal Office / Village Level Office / Gram Panchayat Level Office / Individual Office / Others, specify)	Selection from a dropdown
21.	Minimum Academic Qualifications (Preference – 1 st preference / 2 nd preference / 3 rd preference) (Type of Qualification – Doctorate / Post Graduate / Graduate / Intermediate / ITI / Diploma / SSC / Below SSC) (Name of the Qualification – Data Entry)	Selection from a dropdown
22.	Minimum Technical Qualifications i. 1 st Preference : ii. 2 nd Preference : iii. 3 rd Preference :	Data Entry
23.	Training (Note: If no training is specified in the service rules concerned, mention “Not Applicable” in the field) i. 1 st Preference : ii. 2 nd Preference : iii. 3 rd Preference :	Data Entry
24.	Tests (Note: If no tests are specified in the service rules concerned, mention “Not Applicable” in the field) i. 1 st Preference : ii. 2 nd Preference : iii. 3 rd Preference :	Data Entry
25.	Maximum Age Requirement (As per Common Recruitment Norms / Special Requirement)	Selection from a dropdown
26.	Enter “Maximum Age”	Selection from a dropdown of numbers
27.	Gender Preference (None / Male / Female)	Selection from a dropdown

V. Master Data Proposed to be Obtained in Phase-I – GAD Login

1) Service Rules Master Data

Sl. No.	Data Item	Source
1.	Type of Service Rules (Special Service Rules / General Service Rules)	Selection from a dropdown
2.	In case of Special Service Rules, Type of the Special Service Rules (AP Secretariat Service Rules / AP Secretariat Subordinate Service Rules)	Selection from a dropdown
3.	In case of General Service Rules, Type of General Service Rules (Ministerial Service Rules / General Subordinate Service Rules / Last Grade Service Rules)	Selection from a dropdown
4.	Service Rules Year	Data Entry
5.	Amendment Details i. GO Type (MS / RT) ii. GO No. iii. GO Date iv. Department & Section	Data Entry
6.	Upload Rules & Amendments	Facility for uploading multiple documents

2) Cadres Master Data

Sl. No.	Data Item	Source
1.	Name of the Service Rules	Selection from a dropdown
2.	Name of the Post	Data Entry
3.	Cadre Strength	Data Entry (Not to be displayed in case of General Service Rules)
4.	Type of Post i. Gazetted Post ii. Non-Gazetted Post	Selection from a dropdown
5.	If Gazetted Post, What Level? (1 st Level Gazetted / 2 nd Level Gazetted / 3 rd Level Gazetted / 4 th Level Gazetted / 5 th Level Gazetted / 6 th Level Gazetted / 7 th Level Gazetted)	Selection from a dropdown
6.	Class of the Post	Selection from a dropdown
7.	Category of the Post	Selection from a dropdown
8.	Subcategory of the Post	Data Entry
9.	Pay Grade	Auto-display from DoPP / NIDHI Data

10.	Pay Scale	Auto-display from DoPP / NIDHI Data
11.	Methods of Appointment <ul style="list-style-type: none"> i. By Direct recruitment ii. By Promotion iii. By Transfer of Service iv. By Deputation 	Multi Selection from a dropdown
12.	In case of Promotion or Transfer of Service as Method of Appointment, Feeder Cadre Details <ul style="list-style-type: none"> i. Name of the Feeder cadre ii. Method of Appointment iii. Minimum Service in Feeder Cadre 	Selection from respective dropdowns from DoPP / NIDHI Data
13.	In Case of Deputation as Method of Appointment <ul style="list-style-type: none"> i. Lending Secretariat Department ii. Lending Head of the Department iii. Name of the Post in the lending department 	Selection from respective dropdowns from DoPP / NIDHI Data (in dropdowns of Depts & HoDs, “Any Department” & “Any HoD”, Not Applicable to be included. If selected, all posts in the Depts & HoDs are to be given in dropdown)
14.	Appointment Cycle Details (in case where more than one method of appointment is selected) <ul style="list-style-type: none"> i. No. of cycle points ii. Vacancy No. iii. Method of Appointment (drop down with methods of appointment) 	Data Entry
15.	Appointment Cycle Details (in case there are more than one feeder cadres for promotion / transfer of service, and also cycle points applicable) <ul style="list-style-type: none"> i. No. of cycle points ii. Vacancy No. iii. Method of Appointment (drop down with methods of appointment) iv. Feeder Cadre (list of posts) 	Data Entry
16.	Appointing Authority (AA) <ul style="list-style-type: none"> i. Office (Org Unit) of the AA ii. Post of the AA 	Selection from respective dropdowns from DoPP / NIDHI Data
17.	Disciplinary Authority (DA) <ul style="list-style-type: none"> i. Office (Org Unit) of the DA ii. Post of the DA 	Selection from respective dropdowns from DoPP / NIDHI Data
18.	Localization Category of the Cadre (State / Multi-Zonal / Zonal / District)	Selection from a dropdown
19.	Type of Unit of Appointment (Secretariat Department / Secretariat Single Unit (GAD, Law & Finance) / HoD / State Level Office / Regional Office / Multi Zonal Office / Zonal Office / District Level Office / Divisional Office / Sub-	Selection from a dropdown

	divisional Office / Circle Office / Mandal Office / Village Level Office / Gram Panchayat Level Office / Individual Office / Others, specify)	
20.	Minimum Academic Qualifications (Preference – 1 st preference / 2 nd preference / 3 rd preference) (Type of Qualification – Doctorate / Post Graduate / Graduate / Intermediate / ITI / Diploma / SSC / Below SSC) (Name of the Qualification – Data Entry)	Selection from a dropdown
21.	Minimum Technical Qualifications i. 1st Preference: ii. 2nd Preference: iii. 3rd Preference:	Data Entry
22.	Training (Note: If no training is specified in the service rules concerned, mention “Not Applicable” in the field) i. 1st Preference: ii. 2nd Preference: iii. 3rd Preference:	Data Entry
23.	Tests (Note: If no tests are specified in the service rules concerned, mention “Not Applicable” in the field) i. 1st Preference: ii. 2nd Preference: iii. 3rd Preference:	Data Entry
24.	Maximum Age Requirement (As per Common Recruitment Norms / Special Requirement)	Selection from a dropdown
25.	Enter “Maximum Age” (18 to 45)	Selection from a dropdown of numbers
26.	Gender Preference (None / Male / Female)	Selection from a dropdown

VI. Master Data Proposed to be Obtained in Phase-I for General Service Rules – HOD Logins

Sl. No.	Data Item	Source
1.	Secretariat Department	Auto populate data
2.	Head of the Department	Auto populate data
3.	Type of the General Service Rules (Ministerial Service Rules / General Subordinate Service Rules / Last Grade Service Rules)	Selection from a dropdown
4.	Name of the Post	Selection from the drop down
5.	Class of the Post	Auto populate from GAD Login
6.	Category of the Post	Auto populate from GAD Login
7.	Subcategory of the Post	Auto populate from GAD Login
8.	Cadre Strength	Data Entry