

# **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***

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

##### **2) *Cadres Master Data***

| <b>Sl. No.</b> | <b>Data Item</b>  | <b>Source</b>                            |
|----------------|---|--|
| 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 – <b>Display from DoPP</b>    |
| 4.             | Type of Post<br>(Gazetted Post / Non-Gazetted Post)   | Selection from a dropdown                |
| 5.             | If Gazetted Post, What Level?<br>(1 <sup>st</sup> Level Gazetted / 2 <sup>nd</sup> Level Gazetted / 3 <sup>rd</sup> Level Gazetted / 4 <sup>th</sup> Level Gazetted / 5 <sup>th</sup> Level Gazetted / 6 <sup>th</sup> Level Gazetted / 7 <sup>th</sup> 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<br>i. By Direct recruitment<br>ii. By Promotion<br>iii. By Transfer of Service<br>iv. By Deputation   | Multi Selection from a dropdown  |
| 13.     | In case of Promotion and Transfer of Service as Method of Appointment, Feeder Cadre Details<br>i. Name of the Feeder cadre (list of cadres in the departments)<br>ii. Method of Appointment (By promotion / By Transfer of Service)<br>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<br>i. Lending Secretariat Department<br>ii. Lending Head of the Department<br>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<br><b>(in dropdowns of Depts &amp; HoDs, “Any Department” &amp; “Any HoD”, Not Applicable to be included. If selected, all posts in the Depts &amp; HoDs are to be given in dropdown)</b> |
| 15.     | Appointment Cycle Details (in case where more than one method of appointment is selected)<br>i. No. of cycle points<br>ii. Vacancy No.<br>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)<br>i. No. of cycle points<br>ii. Vacancy No.<br>iii. Method of Appointment (drop down with methods of appointment)<br>iv. Feeder Cadre (list of posts) | Data Entry   |
| 17.     | Appointing Authority (AA)<br>i. Office (Org Unit) of the AA<br>ii. Post of the AA  | Selection from respective dropdowns from DoPP / NIDHI Data of all Gazetted Post  |
| 18.     | Disciplinary Authority (DA)<br>i. Office (Org Unit) of the DA<br>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<br>(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<br>(Preference – 1 <sup>st</sup> preference / 2 <sup>nd</sup> preference / 3 <sup>rd</sup> 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<br>i. 1 <sup>st</sup> Preference :<br>ii. 2 <sup>nd</sup> Preference :<br>iii. 3 <sup>rd</sup> Preference :   | Data Entry                           |
| 23.     | Training (Note: If no training is specified in the service rules concerned, mention “Not Applicable” in the field)<br>i. 1 <sup>st</sup> Preference :<br>ii. 2 <sup>nd</sup> Preference :<br>iii. 3 <sup>rd</sup> Preference :   | Data Entry                           |
| 24.     | Tests (Note: If no tests are specified in the service rules concerned, mention “Not Applicable” in the field)<br>i. 1 <sup>st</sup> Preference :<br>ii. 2 <sup>nd</sup> Preference :<br>iii. 3 <sup>rd</sup> Preference :  | Data Entry                           |
| 25.     | Maximum Age Requirement<br>(As per Common Recruitment Norms / Special Requirement)   | Selection from a dropdown            |
| 26.     | Enter “Maximum Age”  | Selection from a dropdown of numbers |
| 27.     | Gender Preference<br>(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<br>i. GO Type (MS / RT)<br>ii. GO No.<br>iii. GO Date<br>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<br>i. Gazetted Post<br>ii. Non-Gazetted Post   | Selection from a dropdown   |
| 5.      | If Gazetted Post, What Level?<br>(1 <sup>st</sup> Level Gazetted / 2 <sup>nd</sup> Level Gazetted / 3 <sup>rd</sup> Level Gazetted / 4 <sup>th</sup> Level Gazetted / 5 <sup>th</sup> Level Gazetted / 6 <sup>th</sup> Level Gazetted / 7 <sup>th</sup> 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<br>i. By Direct recruitment<br>ii. By Promotion<br>iii. By Transfer of Service<br>iv. By Deputation   | Multi Selection from a dropdown  |
| 12. | In case of Promotion or Transfer of Service as Method of Appointment, Feeder Cadre Details<br>i. Name of the Feeder cadre<br>ii. Method of Appointment<br>iii. Minimum Service in Feeder Cadre   | Selection from respective dropdowns from DoPP / NIDHI Data   |
| 13. | In Case of Deputation as Method of Appointment<br>i. Lending Secretariat Department<br>ii. Lending Head of the Department<br>iii. Name of the Post in the lending department   | Selection from respective dropdowns from DoPP / NIDHI Data<br><b>(in dropdowns of Depts &amp; HoDs, “Any Department” &amp; “Any HoD”, Not Applicable to be included. If selected, all posts in the Depts &amp; HoDs are to be given in dropdown)</b> |
| 14. | Appointment Cycle Details (in case where more than one method of appointment is selected)<br>i. No. of cycle points<br>ii. Vacancy No.<br>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)<br>i. No. of cycle points<br>ii. Vacancy No.<br>iii. Method of Appointment (drop down with methods of appointment)<br>iv. Feeder Cadre (list of posts) | Data Entry   |
| 16. | Appointing Authority (AA)<br>i. Office (Org Unit) of the AA<br>ii. Post of the AA  | Selection from respective dropdowns from DoPP / NIDHI Data   |
| 17. | Disciplinary Authority (DA)<br>i. Office (Org Unit) of the DA<br>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<br>(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  |

|     |  |                                      |
|-----|--|--------------------------------------|
|     | divisionial Office / Circle Office / Mandal Office / Village Level Office / Gram Panchayat Level Office / Individual Office / Others, specify)   |                                      |
| 20. | Minimum Academic Qualifications (Preference – 1 <sup>st</sup> preference / 2 <sup>nd</sup> preference / 3 <sup>rd</sup> 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<br>i. 1st Preference:<br>ii. 2nd Preference:<br>iii. 3rd Preference:  | Data Entry                           |
| 22. | Training (Note: If no training is specified in the service rules concerned, mention “Not Applicable” in the field)<br>i. 1st Preference:<br>ii. 2nd Preference:<br>iii. 3rd Preference:  | Data Entry                           |
| 23. | Tests (Note: If no tests are specified in the service rules concerned, mention “Not Applicable” in the field)<br>i. 1st Preference:<br>ii. 2nd Preference:<br>iii. 3rd Preference:   | Data Entry                           |
| 24. | Maximum Age Requirement<br>(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<br>(None / Male / Female)  | Selection from a dropdown            |

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

| <b>Sl. No.</b> | <b>Data Item</b>  | <b>Source</b>                |
|----------------|---|------------------------------|
| 1.             | Secretariat Department  | Auto populate data           |
| 2.             | Head of the Department  | Auto populate data           |
| 3.             | Type of the General Service Rules<br>(Ministerial Service Rules / General<br>Subordinate Service Rules / Last<br>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                   |