

4.2 INTER-LINKED AND COMMON FUNCTIONAL REQUIREMENTS

Sl. No	Functionalities	Bidder's Compliance [Agree/ Disagree]
A. General		
1	Ability to initiate and track the approval process.	Agree
2	Ability to assign different levels of approval for the same user.	Agree
3	Provide workflow functionality in all system modules.	Agree
4	Reminders/ Notification to the employee for change or requirement of any additional data through mails/ SMS/ self service etc.	Agree
5	Ability to allow temporary status changes of the users (e.g., unavailable due to vacation, deputation, Study leave, etc.)	Agree
6	Ability to re-route workflow assignments based on availability triggered by unavailability status.	Agree
7	Ability to re-route workflow assignments based on availability triggered by system administration defined periods of no response.	Agree
8	Ability to maintain various Sections/ Divisions Sub-Sections of the Institute.	Agree
9	Ability to define various roles based on the nature of responsibility.	Agree
10	Ability to assign employees to their Sections/ Divisions/ Sub-sections.	Agree
11	Ability to attach document or add notes wherever needed.	Agree
12	Ability to view the list of alerts received by the employee.	Agree
13	Ability to view the list of records submitted by the employee based on the process.	Agree
14	System should have provision to store order / circular / notification which effected an organisational change for an employee and related reports should be developed.	Agree
15	System should have functionality to search orders/ circular/ notification through name, keyword, date, number and archive/ discard any order / circular / notification.	Agree
16	Ability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the controller of the authorised person – Multi Stage process.	Agree
17	Ability to change/ restore/ rollback changes to a previous (given) dates and report inconsistencies.	Agree

B. Reports		
1	Data filtering by various attributes can be used to limit the report to only desired information	Agree
2	Ability to provide pre-defined reports.	Agree
3	Custom data fields can be added to predefined report templates.	Agree
4	Charts and graphs can be added to the predefined report templates.	Agree
5	Report output can also be displayed in graphic and/ or chart format.	Agree
6	System must have the ability for appropriate users to create and print reports on their dashboard.	Agree
7	Report shall be prepared by any day of the week by Individual, Department, User defined.	Agree
8	The ability to format reports (e.g. headings, font, bolding, underlines, currency signs, etc.)	Agree
9	The ability to include headers, footers, pagination, etc.	Agree
10	The ability to produce reports that can be edited in MS Word / Excel or in the report writer itself.	Agree
11	Ability to export queries and reports to standard MS formats (Excel, Word, CSV, etc.) and PDF.	Agree
12	System will provide the ability to search for specific values within a report.	Agree
13	System will support simple and complex search and reporting functionality, using user defined criteria.	Agree
14	Ability for multiple users to access the same document/ reports simultaneously.	Agree
15	Ability to have access to data and report based on user authorizations.	Agree
16	Ability to provide standard report templates.	Agree
17	Ability to create custom reports using wizard.	Agree
18	Ability to print reports directly through networked printers.	Agree
19	System supports a graphical display of a wide variety of charts and graphs.	Agree
C. Constituting of Various committees & Meetings		
1	The system should have the capability to constitute the committee with its member and convener details.	Agree
2	The system should have the capability to capture various details of the committee such as terms of reference, tenure, committee members etc.	Agree
3	The system should have the capability to define the role of each committee member.	Agree

4	The system should have the capability to define the committee members from the internal departments as well as external users along with required details.	Agree
5	The system should have the capability to define the message template for sending the notification to respective committee members.	Agree
6	The system should have the capability to define the approval process for committee constituted.	Agree
7	The system should have the capability to circulate the Office Memoranda with the respective committee members/ stakeholders having details about the committee.	Agree
8	The system should have the capability to define the Meeting invitation templates for sending the notifications to all the committee members.	Agree
9	The system should provide the calendar view having details about the meeting schedule on a weekly / monthly basis.	Agree
10	The system should provide the capability to submit the response about their availability for the meeting scheduled.	Agree
11	The system should have the capability to capture the Minutes of Meeting.	Agree
12	The system should have the capability to assign the actionable to the respective committee members based on meeting decisions.	Agree
13	The system should provide the capability to define the deadlines of submitting the response for defined actionable.	Agree
14	The system should provide capability to design the template for circulating the Minutes of Meeting (MoM).	Agree
15	The system should provide the capability to send the MOM notification through email.	Agree
16	The system should allow allocating responsibilities and making online status updates.	Agree
17	The system should allow maintaining attendance records and drafting agendas, reports, and minutes of meetings.	Agree