

PRMS for Wetland

Dashboard Features:

1. **Legacy Reports:**
 - Conduct a 360-degree review of all legacy reports.
 - Analyze the average time taken for similar types of work.
 2. **Pending Work Summary:**
 - Display the number of pending tasks, completed tasks, and allotted tasks.
 - Represent data graphically for individual staff and unit-in-charge.
 3. **Trend Analysis (Workload):**
 - Show work trends for staff and supervisor, Cell Head
 - Focus on data for the past year.
 4. **Attendance Trends:**
 - Display attendance trends for staff, supervisor, Cell Head for the past year.
 5. **Risk Meter Analysis:**
 - Analyze performance metrics for staff, supervisor, Cell Head.
 - Highlight underperforming individuals with an alert on the dashboard.
 - Send alert notifications via SMS to mobile and web applications.
-

Additional Requirements:

1. **Leave Application Workflow:**
 - When staff apply for leave, it should first go to the supervisor for approval.
 - Approved leave requests should then go to the admin (Director, Additional Director, or CAO).
 - If the admin does not approve or reject a leave request within 24 hours, it should be automatically approved.
2. **Assay Study:**
 - Include a feature for conducting assay studies for clients.
3. **Alert Messages:**
 - Notify staff and unit-in-charge about pending tasks and the number of days they are overdue.
 - Ensure these alerts are also visible to the admin.
4. **Daily Updates:**
 - Add functionality for staff to input daily updates on tasks related to pollution analysis, GIS mapping, or CRZ demarcation.
5. **Attendance Tracking:**
 - Implement a QR code-based attendance system.
 - Allow field staff to log attendance manually as needed.

6. Task and Target Management:

- Align tasks with project objectives, such as wetland health monitoring or remote sensing data analysis.

7. Daily Progress Reports:

- Link daily progress reports to project deliverables.

8. Performance Rankings:

- Generate monthly performance rankings based on research contributions and attendance.

Updates from Today's Meeting (Date: 5/12/2024):

1. Project Assignment:

- Allow staff to work on multiple projects and collaborate with other departments.

2. Staff Details Entry:

- Add additional fields when entering details of staff hired from other departments.

3. Supervisor Role:

- Ensure the power of Supervisor is less than that of CAO or Cell Head.

4. Admin Control:

- Only admin users (Director, Additional Director, and CAO) can edit or delete staff details.

5. CAO Role:

- A CAO can have similar authority for certain cells.

6. Organizational Hierarchy:

- Maintain a clear hierarchical structure:

Director → Additional Director → CAO/Cell Head → Supervisor → Staff/Project Scientist/Field Staff.

7. Leave Approval Workflow:

- When a staff member applies for leave:
 - The request should first go to the unit-in-charge for approval.
 - If approved, it should proceed to the Director, Additional Director, and CAO/Cell Head.
 - If none of these authorities take action within 24 hours, the leave should be auto-approved.

Feel free to suggest any changes or additional requirements!

Department Hierarchy:-

CRZ / CZMP Cell (Costal Regulation Zone/ Costal Regulation Management Plan)

Director ->Addl. Director -> Cell Head (Higher Authority) -> Project Scientist

CMB (Chemistry Micro Biology Cell)

D -> CAO->Cell Head->Project Scientist (SRF, JRF) -> Field Assistant

Establishment Cell

D-> CAO-> Cell In charge -> Head

Finance

D->CAO-> i) Consultant Account and finance
ii)Cashier

IT Cell

D (Controlling Authority) -> IT Consultant

RTI , Public Revenue and law matter (legal) Cell

AD (Controlling Authority) -> Officer Assistance (cell head)

Report Compliance and central repository for document (CRD) cell

AD (Controlling Authority)-> Head->Officer Assistant (Multi Cell)

Procurement Cell

CAO(Controlling Authority) -> Senior Assistant (Head)

Feel free to suggest any changes or additional requirements!