Functional Requirements Documentation for Service Book Digitization and Leave Management System for KSEBL

Kerala State Electricity Board Limited

Office of the Chief Engineer (IT,CR & CAPs)
Vydyuthi Bhavanam, Pattom, Thiruvananthapuram

Version : 1.0

Date : 06 March 2024

Overview

The Kerala State Electricity Board Limited is developed an ERP solution, SAMAGRA, by integrating multiple standalone modules serving various purposes for the Board's business operations. Human Resource Information (HRIS) System is one of the key modules under migration to the ERP solution.

The HRIS being in use for more than 10 years, captures various aspects of employee data and utilizes them in favor of the Board's vision and mission. The Kerala Service Rules (KSR) is the set of regulations and mandates to be followed by the government institutions and its employees. As per the KSR, a service book shall be maintained for each employee, which serves as a ledger of all employment related transactions with the institution and in general.

Currently, KSEBL is maintaining the service books in a physical book format where the custodian of the book makes updates in the service book upon each new event. Along with the physical updation of the service book, in most cases the custodian of the service book also requires to make respective updations in the HRIS also.

As the integration of HRIS to SAMAGRA is under process, to overcome the above constraint, a digital service book module has to be developed as part of the HRIS services in the SAMAGRA.

Objectives

1   To define all existing office processing operations involved in all types of entries required in the Service Book of an Employee and convert that process into system features.

2   Identify the services offered by HRIS and data collected / transacted as part of it which are relevant to digitizing service books. Plan to migrate those services or data as required for the transformation to Digital Service Book.

3   Convert the documented system feature into User Interface and design the data transactions required. Develop the system features in SAMAGRA adhering to the technical requirements of KSEB IT team and ensuring scalability.

4   Support the HRIS Team for implementation and adaptation of newly developed features and assist in mitigating flaws or process bottlenecks.

Process Routine

Process Initiation

- A process is any activity that results in an update in the Service Book of an Employee. For example
    - A new entry such as change in pay scale
    - A commutation of leave
    - Disciplinary Action
    - Promotion., etc
- A process can be initiated by a user with permission to do so. For example
    - A leave application will be initiated Employee self login
    - Suspension can be initiated by an ARU Head
- In some cases the process will be initiated by the system
    - A grade promotion due will be initiated by the system
    - An increment due will be initiated by the system

Process Activities (Task Tickets)

- Once a process is initiated, the same has to be completed by actions through defined users / user groups.
    - A leave application will be proceeded to
        - Controlling officer
        - Basic User
        - Supervisor
        - Approver
    - An Increment after initiation by the system will be proceeded through
        - Basic User
        - Supervisor
        - Approver
- Hence, whenever an action against a process is required by a user, such Action Tickets will be listed for them.
    - A basic user in ARU will have a list of pending action tickets corresponding to
        - Leave Sanctions
        - Increments Due
        - Salary Certificate Requests etc..,

Activity Properties

- For every process, a set of activities will be defined based on the workflow progression requirements of the process.
- Each activity will have some properties such as whether previously accumulated data can be updated, whether rollback possible closing time of activity, etc.,

Functionality Description

Recruitment

New Employee Entry, O/o CE HRM

- Type of Recruitment
  - PSC List
    - Upload Advice Memo
  - Board Order
    - Compassionate Appointment
    - Sports Quota
    - Physically Handicapped
  - By Transfer Appointment
- Basic Data Entry of available data
  - Basic Pay
  - Salary Scale
  - Designation
  - District for Posting
- Verification of Entry
- If worker category recruitment :
  - Approval and Forwarding of Entry to Dy.CE of District Headquarters.
- For categories other than worker
  - Select the office to post the Employee.
    - For certain categories, employees will have to first report to the Training Centers, PETARC or RPTI.
    - In such categories, selection of the Training center is also required.
    - There are also scenarios where the office selection cannot be fixed at the time of Employee Entry and the employee will be first assigned to Training only.
  - Approval and generation of Posting Order in defined format
  - Update confirmation against notifying the Posting Order to Employee
- Provision to view State-Wide Sanction List and Working Strength with current status distribution (Duty, LWA, Deputation etc.)

Posting Order Generation, O/o Dy.CE, District Head

- List of employees recommended for Posting will be available in Basic User Login.
- Select office to post the Employee.
- Verification of employee data and posting office.
- Approval and generation of Posting Order in defined format by Dy.CE, District Head.
- Update confirmation against notifying the Posting Order to the Employee.

Employee Reporting for Joining at Posting Office, Controlling Officer of Reporting Office of Employee.

- A list of new employees posted to the office will be available as a list for basic users.
- A checklist of mandatory documents with document verification guidelines will be available against each employee.
- Form to input further details of the employee in prescribed format will be available.
  - Scrutiny Process can be saved as draft and submitted once all processing is completed.
- Verification of scrutiny and data entry
- Approval and Forwarding of Employee Joining report to the ARU.
- Employee Code, Virtual ID Card, SAMAGRA Credentials will be generated by the system and notified to the employee through Email and SMS. Digital Service Book Instance will be Generated and the same will be available in self login of Employee.
- If the employee has to report at the Training Centre,
  - The Joining report will be generated at Training Center
  - If already posting office is selected
    - The Joining Report will be forwarded to ARU of posted office
  - If posting office is not selected at the time of employee entry
    - The Joining Report will be forwarded to CE HRM Office
    - The CE HRM office can change the posting office later.

Employee Acknowledgement of Basic Information and Profile Completion

- Employees can sign up in SAMAGRA and view the Basic Information Entry made by processing till then.
- Employees can raise requests for corrections in parameters which are permitted.
- Employees will have data fields such as Nomination, Family Details etc to be added to Profile.
  - OTP verification will be required in changing critical parameters.

Employee Assignment to Establishment Group, ARU

- Local Administrative Users can assign the newly joined Employee to a EB Group under their ARU.

Leave Management

Leave Processing Workflow

- Leave Application Submission by Employee through self login. Leave application form will capture all mandatory fields required.
  - Leave Application screen will also have provision to view the statement of leave and available leave category options.

- Leave Application submitted by employee will be available in the Login of Controlling Authority for recommendation to ARU.
  - Controlling authority can
    - Recommend and forward to ARU
    - Revert for further clarifications.
    - Reject Leave.
      - Controlling authority will have a defined time limit to take decisions against such tickets. If unattended, then the ticket will be forwarded to the next higher officer. Controlling authority will receive SMS notifications.
      - Applications for casual leave will be sanctioned by Controlling Officer and will not be forwarded to ARU for approval
  - The Controlling Authority can also mark the leave status of an Employee without a leave application. Such tickets will also get forwarded to ARU. Employees will also get notified.
- ARU basic user can view a list of leave Pending for sanction against employees under the EB Group.
- Sanctioned List will be verified and approved at ARU.
- Charge Transfer Certificate : For Officer category employees, leave sanctioning will also require selection of an employee to transfer charges.
  - For Corporate Office, selection of employees will be done by the controlling officer.

Leave Commutation

- An employee can raise a request to cancel or change the type of leave already availed.
- Requests will be validated by system to comply with the Leave rules.
- Such requests will traverse through the to 3 level passing at ARU.
- After sanctioning of reversal, the leave account of the Employee will get updated accordingly.

Leave Wallet System For Employees

- Employees will have a module to view and manage their Leave Wallet. Leave wallet is a concept where leave get credited to and debited from employees' entitlement based on leave rules and actions by Employees.
- Leave wallet will display statements of credits and debits invoked by
  - Sanction of leave by concerned authority
  - Accrual of leave.
  - Encashment of leave
- An overview of the leave wallet will be available for quick reference.

Leave Rule Engine

- All changes to Employee's Leave Wallet are based on the terms defined as Leave Rules.

- Such changes can be
    - a credit of leave made by system
    - or a debit of leave by availing them or by encashment
- Leave Types based balance keeping
    - System will run through the daily service status of employees to compute and create a new entry of leave account balance values according to each leave type.
    - Any recalculation required will revert entries from the start date of recalculation.
    - This includes
        - Accrual of leave based on service status, service period and calendar year.
            - System will check for various parameters such as probation, current leave balance, claims created such as pregnancy etc. Then to compute the leave to be accrued.
                - For example, every first day of a calendar year, casual leave balance will get reset to 20 days, for every 11 days of service an earned leave will get credited subject to conditions.
                - A claim for maternity leave when sanctioned will credit 180 days of leave under that leave type.
        - Granting of leave based on the initiation by employee or controlling authority or CE HRM office or Board.
            - Upon leave application submission and sanctioning a debit from relevant leave type balance will be made by the system. Debiting can also happen when an employee encashes leave.

Leave Rules

Earned Leave

- Leave Accrual
    - Only Casual Leave, Holidays and Duty days are counted. All other leave types, suspension, dies non etc will not be counted for period calculation.
    - For 6 months probationary period category employees
        - Until Probation is Declared
            - 1 accrual for 22 days
        - After probation declaration
            - 1 accrual for 11 days
            - Recast and recalculate at 1 earned leave for 11 days. with retrospective effect.
    - For 2 year probationary period category employees
        - Until completion of 1 year service
            - 1 accrual for 22 days
        - After completion of 1 year service

- - - 1 accrual for 11 days
      - Recast and recalculate at 1 earned leave for 11 days. with retrospective effect.
    - For Part Time Contingent Employees (PTC)
      - 1 accrual for 22 days limited to 15 Earned leave in a year.
    - Earned leave, once availed and deducted cannot be reverted.
  - Limits
    - Maximum accrual balance will be limited to 300 earned leave.
      - Any further period counted will be accounted as lapsed Earned Leave.
      - Any earned leave availed or encashed after this limit reaching will be deducted from 300 only.
      - For Part Time Contingent Employees (PTC) maximum 120 days
    - Maximum number of earned leave that can be availed in a continuous period is 180 days.
      - If LPR (Leave Preparatory to Retirement) then 300 days can be availed
  - Surrender of Earned leave
    - For each financial year, one instance of leave surrender that does not exceed more than 30 leave can be done.
    - But during retirement, a maximum of 300 earned leave can be surrendered at once.

Half Pay Leave Account

- Three types of leave coming under same account
  - Half Pay Leave
  - Commuted Leave
  - Leave Not Due
- After completion of each year of service, 20 half pay leave accrued.
- Commuted leave = 2 Half Pay leave
  - Officer Category can take commuted leave only after completion of 3 years of service
  - Workmen Category can take commuted leave after completion of 1 year of service.
- There is no limit for availing half pay leave and commuted leave on a continuous period
  - However, if combined with earned leave, a maximum limit of 240 continuous days is available.
- Leave Not Due
  - These are leave sanctioned under the discretion of the sanctioning authority as advance based on the assumption that the employee will earn those half pay leave through service.
  - These are accounted as Half Pay leave only
  - LND can be availed only if all other leave balances are exhausted.
  - Limit : 180 days without medical certificate and 180 days with medical certificate. (Total 360 days in entire service period)

Leave Without Allowance (LWA) under section 88 with or without medical certificate.

- Salary and allowances will not be available.
- Sanctioning Authority
  - Up to 120 days leave application can be sanctioned by ARU Head.
  - If more than 120 days sanctioning will be done by CE HRM or Board as per delegation.
    - Even if in multiple spells ie., For a continuous period more than 120 days.
- Sanctioning authority can define whether HPL will be eligible during the LWA period.

Special Disability Leave

- Sanctioning of Special Disability Leave
  - Provisional Sanction from ARU
  - Final Sanction from CE HRM Office
- Limit : maximum 24 months for a disability
  - Limit can be extended to specific instances through Board Order

Maternity Leave

- For delivery, Section 100
  - Limit 180 days on a single spell.
  - If extended to 60 days as LWA in continuation of Maternity leave, medical certificate is not required.
- Miscarriage or Abortion, Section 101
  - Limit : 42 days
  - Medical Certificate should be submitted.
- Hysterectomy. Section 101A
  - Limit : 45 days
- Child adoption leave, Section 102A
  - Limit : 180 days.

Paternity Leave

- Maximum Limit of 10 days as single stretch only.
- Can take from 10 days before delivery OR within 3 months after delivery
- Only two such instances against two surviving children.
- Medical Certificate mandatory

LWA under Appendix XIIA, XIIB, XIIC

- XIIA - For employment abroad or within India
  - Maximum limit 5 years during entire service
- XIIB - For Educational Purpose
  - Maximum limit 5 years during entire service

- XIIC - For Joining Spouse
    - Maximum limit 5 years during entire service
    - If 3 months earned leave is taken to join Spouse , if extended to LWA under XII-C this earned leave can be recast.
- Sanctioning Authority
    - For workmen and middle level - CE HRM
    - For Higher Level - Board Approval

Casual Leave

- 20 casual leave are available in a calendar year
    - For partial year, Controlling Officer can decide on awarding Casual Leave
- Limit : Cannot exceed 15 days of continuous absence including holidays.
- Except for casual leave, all other leave will get holidays debited from their leave balance.
    - Holidays will be not be counted within casual leave
- Casual leave can be availed as Half Day leave also
- Head of office can sanction casual leave, no need of forwarding to ARU for leave sanctioning.

Prefix and Suffix

- Not applicable in case of casual leave.
- If starting or ending of a leave is a holiday then it will be either prefix or suffix.
- For prefix or suffix, leave account will not be deducted but compensatory allowances will be cut. Pay will be available.

Migration of Leave Accounts

- For existing employees, an opening balance of leave accounts have to be computed by utilizing the existing data maintained in HRIS.
- The migration module will run through the service status of all employees from both pre-system data and service milestones data to compute the current leave balance.
  The computed result will be available for verification and approval in ARU.

Increment
Next Increment Date

- System will set the date of First Increment of all employees while setting the Date of Joining at the Reporting Office.
    - For workmen
        - Default date of first increment will be the date completing one year of service from the date of joining.
        - When the probation declaration status is updated, the date of increment will be set to the 1st of the month of one year completion from joining.
    - For Officers
        - Default date of first increment will be the 1st of the month of one year completion from the date of joining.

- Date of the next increment in normal circumstances (1st of the month of one year completion from the date of current increment) will be updated against the employee on every successful increment update.If LWA on personal grounds or under suspension or unauthorized absence occurred, those days cannot be counted as qualifying service for increment, then the date of next increment will get further extended to the extent that, if the increment date slips to next month then further increments will be awarded on the 1st day of that month..
- If under increment bar with cumulative effect, date of next increment will be extended according to the period of increment bar imposed

Barred / Witheld Increment

- Barred increment will step up the employees time-scale stage in pay scale without monetary benefits. Such increments will be displayed separately when showing the Actual Pay of the employee as Notional Pay.
- An increment will be added as barred in following scenarios
  - For officer category, if probation is not declared after first increment, subsequent increments will be added as barred only until probation declaration
    - After probation declaration, barred increments accumulated till then will be added to actual pay.
  - For employees under an increment bar without cumulative effect.
    - When the increment bar is lifted, increments accumulated notionally will be added to the monetary benefit.

Stagnation Increment

- With the increments, when the maximum amount in the pay scale is reached, stagnation increment will be added subsequently.
- During stagnation increment, increment amount added in the previous increment period will be added as increment.
- If the employee is in stagnation increment(SI) stage, then the current number of SI will be indicated along with the actual pay.

Increment Processing Workflow

- Basic users of ARU will have a list of employees due for increment in the current month.
- Basic user can initiate the increment process clicking the action button against each employee
  - When opening the increment approval screen of an employee, the system will compile the service details of the employee from the date of previous increment.
  - In this screen, a summary of information related to the increment will be displayed such as increment amount, employee details etc.
    - Basic User can verify and forward to Supervisor
    - Supervisor can forward to Authorizer or Roll back to basic user
    - Authorizer can rollback to basic user or approve the increment
  - In certain scenarios where the system identifies shortfall in mandatory criterias for awarding increment such as LWA on personal ground, unauthorized absence, suspension, increment bar etc., System will rework the actual due date for

increment and display for Basic User. Basic users can verify and close the activity. Tickets for processing increments of such employees will be open on the recomputed due date.
- If an increment processing is pending, system should prompt user to complete the Increment processing before salary processing. Salary can be processed only after completion of pending increment processing

Increment Rules
- Increment Bar Related Rules
    - Increment Bar and Retirement / No further increments : If an employee under increment bar at the time of retirement :
        - If cumulative effect : Three times increment amount will be recovered from the employee.
        - If without cumulative effect : For the barring period whatever the increment amount drawn from the last increment period will be recovered
    - Period for Increment Bar
        - Non-Cumulative Increment Bar following options will be available
            - 6 months, 1 year, 2 years and 3 years
        - Cumulative Increment Bar following options will be available
            - 1 year, 2 years and 3 years
    - If a promotion is due when the increment bar is in effect.
        - If under without cumulative effect increment bar
            - Bar will be applied only to increments against pay scale when the Increment Bar was imposed.
            - Monetary benefits will be available corresponding to the increment associated with pay fixation at the time of promotion
                - Promotion should be effected only after remitting amount equivalent to barred increment in lower time scale
        - If under with cumulative effect increment bar
            - Employees will not receive increments associated with fixation.
    - If multiple increment bar orders are there then both orders have to be executed one after the other
- Stagnation Increment Stages
    - Following number of stagnation increments will be available
        - For workmen
            - 6 Stagnation Increments will be available
                - 5 increments will be awarded annually
                - 1 increments will be awarded biennially
        - For Officer / Officer Scale
            - 6 Stagnation Increments will be available
                - 4 increments will be awarded annually
                - 2 increments will be awarded biennially
        - For Chief Engineer Category
            - 4 Stagnation Increments will be available

- 3 increments will be awarded annually
- 1 increments will be awarded biennially

Probation

Probation Declaration Process

- Notification Probation Period Completion in self login and basic user logins.
- Basic users of ARU in charge of employees will have a list of employees completed probationary period.
  - On clicking an employee, the view of service details of the employee generated till then will be displayed.
  - A list of checklist will be displayed to be marked as completed by the basic user
    - For different types of employees, checklists could be different
      - For workmen, a declaration mentioning the completion of 6 months service in a continuous period of one year will be captured.
      - For Special Recruitment such as Senior Assistant and officer category, a check box stating the Pass of Department Test will be available.
    - All necessary data will be collected such as date of declaration of probation, code / serial number of Departmental Exam by PSC, Start date of department test series etc.,
      - Employees will also have provision to upload department test result certificate, police clearance certificate etc.,
      - A proforma will be available as tickets in all Controlling Officer's login to submit the remarks and assessment of the employee based on conduct, character and work of the employee.
    - If employees age is 45 or above, then the marking of pass of department test will not be required for updating probation declaration
- Basic Users can submit data for scrutiny by Supervisor and approval by Approver.
- Supervisors and approvers can roll back the updations to Basic User if needed.

Probation Period Restart Process

- A list of employees who had taken LWA under XII-A,B,C (mentioning the restart of probation period by order from CE HRM) or unauthorized absence will be available in Basic User's pending action list.
  - View of service details of the employee generated till then will be displayed.
  - Basic users can verify and forward an employee for initiating restart of the Probation Period.
  - Supervisor and Approver will process the application according to their roles.
  - Proceedings of Appointing Authorities as per delegation to be generated.
  - All leave accounts will be restarted.

Probation Rules

- Minimum Period for Probation Declaration
  - For Workmen : 6 Months within a continuous period of 1 year
  - For Officers : 2 years within a continuous period of 3 years probation
- Department Test
  - For officer category and certain special recruitments, it is mandatory to pass the Departmental Examination
    - PSC conducts a series of Departmental Tests. Date after the last date of the test series in which the employee qualifies the Department Test is fixed as the date of probation declaration if the 2 year period is already completed.
- Probation after promotion to cadre change
  - A one year probation period will be applicable when the employee is promoted to a higher cadre.
    - Another promotion during this probation period is not possible
  - For employees who get promotion from workmen category to officer category a mandatory orientation level training should be attended to declare this one-year probation.

Promotion

Promotion Initiation

- Based on the type of promotion and cadre, the initiation point of promotion process will be different.
  - Cadre Promotion
    - Cadre Promotion will be initiated by the office of the CE HRM or BOARD
      - *System will raise alerts / restrict the cases where promotion cannot be initiated against employee(s), such as*
        - *Withholding of promotion (Disciplinary action)*
      - *Probation not declared in current cadre.*
    - Basic users of ARU will do the basic data entry required to initiate the promotion of employees which includes selection of employees, date of joining, new office to generate Promotion Order.
    - Process initiated will be verified by Supervisor and Approved by Approver.
    - Once approved, notification will be available in respective ARUs
    - Gradation List
      - Cadre Promotions are conducted based on the priority order of employees managed by the Gradation Section in CE HRM Office or Board Secretary Office called Gradation List
      - While processing a promotion, a list of eligible employees will be called out from the gradation list.

- ○ Ratio Promotion
  - ■ Ratio promotion is applicable to cadres where promotion to higher cadre is not available in normal circumstances.
    - ● Office Attendandants
    - ● Drivers
  - ■ Whenever there is change in the fixed ratio of employees, the system will generate a notification for initiating ratio promotion of required cadre and grade in the Office of the CE HRM.
  - ■ Basic users will have the provision to select/add employees, input necessary supporting information and attach documents.
  - ■ Process initiated will be verified by Supervisor and Approved by Approver.
  - ■ Once approved, notification will be available in respective ARUs
- ○ Grade Promotion
  - ■ Alert when due. Self login - Request and Undertaking for Grade Promotion. Forward to basic users.
  - ■ An employee will gain the eligibility to receive a promotion on achieving following years of service either from the date of joining or from the date of previous promotion(s).
    - ● 10th year after joining service or a promotion
    - ● 18th year after joining service or a promotion
    - ● 25th year after joining service or a promotion
  - ■ If a cadre promotion is not received during the above milestones, the system will initiate grade promotion, subject to certain conditions.
    - ● Pay scale of employees will be upgraded to that of the next higher cadre.
    - ● If a cadre promotion is applied to an employee who already received grade promotion equivalent to that cadre, no pay fixation will be required. Only the cadre pay of the employee will be upgraded
  - ■ System will list the employees due for grade promotion as a list in respective ARUs after conducting certain checks such as
    - ● Whether under Withholding of Promotion (Disciplinary Action).
    - ● Minimum Educational Qualification required for Higher Cadre Promotion
      - ○ For example Assistant Engineer - ITI ; Assistant Executive Engineer - Diploma etc.,.
    - ● Whether any probation declaration is pending.

Promotion Processing at ARU

- ● All promotions due (both system initiated or initiated by cadre controlling authority) will be listed for scrutiny and processing in the ARU of the newly joining office.
  - ○ Before relieving from the current office, a checklist for completing relieving processing will be available against respective ticket in basic user login.
- ● Basic user at ARU can click on a pending ticket to

- ○ View the digital service book of employee
- ○ A checklist of verifications required against promotion will be displayed along with the required supporting data.
  - ■ Basic users can mark completion status against the checklist after verification.
- ○ A system generated calculation table of Pay Fixation will be available along with the checklists, subject to conditions of increment bar
- Basic User on completing marking verification against all checklist items, forward the same to Supervisor for further scrutiny.
- Supervisor can forward the requests to the Approver for sanctioning the promotion to the employee.
- Upon sanctioning, all relevant status updates will be made in the service book of the employee. Employees will be notified in their self login

Pay Fixation

- Pay fixation is a process of upgrading the current Time Scale of an employee to the Time Scale of the immediate higher cadre while promotion. During the upgrading process, pay of the employee will be matched to a stage in the new Time Scale.
- Time Scale of Pay
  - ○ For every cadre a Time Scale of Pay exists, for example cadres Assistant Engineer/ Senior Superintendent/ Divisional Accounts Officer/ Senior Confidential Assistant/ Fair Copy Superintendent/ Foreman Grade 1 is having the below time scale
    - ■ 40975-1605/1-42580- 1745/6-53050-2085/8- 69730-2380/5-81630 (20 years)
    - ■ The scale can be interpreted as,
      - Minimum Pay of above cadres will be Rs.40975
      - On the next increment, an amount of Rs. 1605 will be added to pay, which will make the pay to Rs.42580
      - Subsequently, the next increment will be Rs. 1745 and Pay = Rs. 44325.
      - '/6' after increment amount indicates that, for 6 increment periods, increment amount will be the same as mentioned before the '/'.
      - Hence after 6 increments, Pay becomes Rs.53050.
      - Similarly, the time scale mentions the scope of up to 20 such increments resulting to the maximum pay of Rs.81630
      - Once the maximum limit is reached, subsequent increments will be the stagnation increments.
  - ○ A time scale master of pay against each cadre will be maintained as master data

- Pay Fixation as Per Rule 28A
  - ○ For promotions up to the cadre with a time scale starting with basic pay of 82,400, rule 28A will be applicable.

- Pay Fixation Calculation Logic
  - Compute Notional Pay
    - Notional Pay = Current Pay + Increment received in the current Increment Spell (notional increment).
      - If under stagnation increment also will be considered.
  - Check if the computed notional pay amount exists in the increment cycle stages of time scale of higher cadre.
    - If equal value exist then fix the pay to next immediate stage by adding one more increment
    - Else, fix the pay to the next immediate stage of increment cycles from the time scale of higher grade.
  - For example
    - Assume below pay scale of post before promotion 50000-2000/5-60000-3000/3-69000-4000/2-77000\
    - And pay scale of post after promotion 60000-3000/3-69000-4000/5-89000
    - Notional Pay = 66000(current pay) + 3000(notional increment)
      = 69000
    - Since 69000 exists in pay scale of higher cadre, Pay will be fixed to next higher stage, 69000 + 4000 = 73000
  - After pay fixation the system will recompute the next increment date OR refixation date whichever is applicable according the conditions for refixation.

- Refixation
  - After pay fixation against promotion, if there is an increment (in the time scale of pay of previous cadre) due in between fixation date and next increment date as per the fixation date one more pay fixation will be applied subject to the following conditions
    - Refixation Eligibility
      - Refixation is applicable only if there is a change of pay in the lower scale
      - Already all increments are over including stagnation, then no eligibility for Re-fixation
      - If increment not available in that year due to biennial arrangement, then also eligibility will not be available
    - Whether Refixation is beneficial or Not
      - Recalculate the Pay Fixation after applying increment due
        - Notional increment will be added to find notional pay
        - If the notional pay is equal or greater than the already fixed pay, then only benefit is available on re-fixation.
  - If eligibility and benefit is there, then the system will refix the pay.
    - System will update the next increment date as the first month of the date of refixation in next year.

- - Similar to the increment process, the system will list the employees eligible for re-fixation. Basic user can view the calculation table and forward for approval and sanctioning through Supervisor and Authority

- Pay fixation as per Rule 37(a)
  - For promotion to posts of Deputy Chief Engineer/Chief Personnel Officer/Chief Accounts Officer, Senior Accounts Officer, Senior Finance Officer and Chief Engineer/Financial Adviser/Chief Internal Auditor /Chief Accounts Officer fixation will be performed as per Rule 37(a). (For promotions to employees having the starting pay scale greater than 82400)
  - No notional increment is added to current pay before matching with the time scale of higher cadre. While matching with the time scale of higher cadre :
    - If not in stagnation stage or not at the maximum time scale stage of higher cadre, then one increment after matching to higher cadre pay scale will be available.
    - If on stagnation or at the maximum time scale stage of higher cadre, no fixing to the next higher stage, there will be no change in the current pay. Number of stagnations will be recomputed according to the new pay scale.

Personal Pay for Drivers and Office Attendants

- For ratio promotion category employees, during pay fixation, if the stagnation limit is reached, one more increment will be provided as Personal Pay.
  - Special Grade 1, Special Grade 2 and Vehicle Supervisor maximum limit is same.

Reversion

- Reversion will be initiated at the office of the CE HRM or Board.
- After initiation, reversion will be available in the ARU Basic User login for further processing
- Basic user can view all the data entered, files associated from the initiation and view the Pay Fixation calculation table :
  - Salary stage will be reduced to matching stage of lower cadre pay scale.
  - Excess of the amount currently received at the higher cadre level will be moved to a head called Personal Pay.
  - On subsequent increments the increment amount will be deducted from Personal Pay and once the Personal pay becomes zero, remaining amount will be added to pay.
- Reversion process will be passed through Supervisor and Authority for execution

Junior Senior Fixation

- When pay revision happens, a fixation of pay will be applied to match with the revised time scale of pay.
- If the date of increment of an employee is before the pay revision fixation date an added benefit will be available for them when compared with those employees whose increment date comes after pay revision fixation.
  - In such cases an employee can raise an anomaly for junior senior fixation such that
    - Another employee who is in the same cadre with date of joining is the same or a junior and both employees have the same type of appointment.
  - Application should be forwarded to the CE HRM Office through ARU.
- Chief Engineer HRM will release proceedings allowing junior senior fixation for employees who raise such anomalies.
- This will change the increment date of aggrieved employee to the date of increment of junior employee and the pay revision fixation will be recomputed.
- Monetary benefit of junior senior fixation will be available only for a maximum of two years backward from the date of application. Following will be mentioned in the proceedings :
  - Notionally With Effect From
  - Monetary Benefit With Effect From
- Notional increment will be available for the remaining period.

Suspension

Suspension Initiation

- A suspension order will be issued by the office of the respective Disciplinary Authority.
  - For cadres up to Sub Engineer and Senior Assistant - Executive Engineer with ARU.
  - For Assistant Engineer and Senior Superintendent and Below - Dy. CE with ARU
  - For Assistant Executive Engineer and AAO / AFO and Above or any employee- CE HRM
- While generating a suspension order, a Disciplinary Authority user will have to fill in all mandatory information required to mark the issuance of Suspension Order. (Form)
  - Employee(s) Selection
  - Reason for Suspension (master)
  - Date of Suspension initiation.
- Suspension will be in effect from the date of order OR date mentioned in the Order.
- Employee will be notified through email, sms and also in Self Login

Subsistence Allowance

- During the suspension period employees will have entitlement to receive Subsistence Allowance.
  - For Workmen Subsistence Allowance will be
    - 50% of pay for first 90 days of suspension
    - 75% of pay for the next 90 days
    - After 180 days 100% of pay will be allowed
  - For officer category Subsistence Allowance will be 50% of pay with no time limit.
  - Compulsory Deductions from Subsistence allowance
    - Income tax
    - House rent
    - Repayment of loans and advances taken from board
    - Cooperative society deductions.
    - EWF
  - Optional Deductions
    - GPF advance
    - PLI
    - SLI
  - Following deductions should not be recovered :
    - GPF subscription
      - Medical reimbursement can be given when under suspension
    - Recovery of loss to the board
    - Court attachments
  - Recoveries in total should not be greater than 1/3rd of subsistence allowance.
  - Leave surrender is not possible during suspension period
  - If any compensatory allowances including HRA is given with subsistence allowance, such allowance will be restricted to 120 days.
  - If an employee continuing in the LWA period is suspended, the subsistence allowance will not be provided in the LWA sanctioned period.
- When suspended during any other leave than LWA, leave automatically gets canceled.
- Employees should submit a request for allowing subsistence allowance through self login.
  - Basic users can also initiate such a process by selecting employee and upload / input all information required
  - Upload non-employment certificate attested by a gazetted officer.
    - Employee can download the template as pdf
  - Select which all optional deductions to be recovered from subsistence allowance.
- Based on the request, Basic User handling the employee will receive a ticket to process the subsistence allowance of the employee.
  - System will calculate the Subsistence Allowance amount and display the split up of calculations.
  - Basic user can verify and forward for approvals from Supervisor and Approver.

Reinstatement After Suspension

- All suspension orders generated will be notified to the Suspension Review Committee (separate for Officers and Workmen)
- Suspension review committee will conduct meetings in pre-defined intervals.
  - Suspension review committee can view all relevant details of the employee under suspension such as service history, disciplinary actions and its activities etc.,
- The Chairman of the Suspension Review Committee can generate an order to reinstate an employee under suspension. In a form, chairman will have provision to input
  - Office to report on reinstatement.
- Suspension reinstatement order will be notified to Basic User of newly mapped ARU.

Unauthorized Absence

Attendance Management By Controlling Officer

- This provision will be required in offices where Biometric Attendance Marking System is not installed.
- The Controlling Officer or an officer delegated by the controlling officer will have the role to mark the daily attendance status of employees in their office.
- The user interface for marking attendance status for employees will be similar to the physical attendance register.
  - A table format with each row corresponding to an employee in the office will be available.
  - Columns will be indicating the attendance status of employees on respective dates.
  - Column corresponding to the previous date will be highlighted and open for editing, (select from dropdown)
    - Employees who got their leave sanctioned for the previous date will have leave status marked.
    - Users can mark the attendance status of employees one by one.
    - User can select a group of employees in the table (select rows using checkbox)
      - And mark their attendance status collectively.
      - Or copy the previous date's attendance status.
    - User can select all employees using a single 'Select All' button and mark their attendance status or copy the previous date's attendance status
  - Once finished editing, users can either save as draft or submit the data.
- Alerts will be sent to the Controlling Officer if attendance status marking is not submitted within defined time.
- Rollback of marked attendance status..
  - Rollback and edit provision for already submitted data can be opened based on defined rules.
    - To edit on the same day, a time schedule can be defined, for example

- - Submission should be made before 12p.m, with a buffer period for late submission up to 30 minutes.
    - Rollback option can be opened up to 1.30p.m.
      - If after rollback open time, rollback can be opened by ARU head only.
        - The Controlling Officer can submit a request to open the attendance marking of a particular date after selecting or inputting the reason.
        - Date selection can be restricted to current salary month only.
  - If unauthorized absence is marked against an employee, the same will be communicated to that employee through SMS, email and as notification in self login.

Unauthorized Absence - Action Against Employee

- A list of employees who marked unauthorized absence for 10 consecutive days will be available in the Basic Users login for further processing.
- Basic Users can recommend issuing memo to the employee. Same will be verified by the supervisor and approved by the Approver.
  - ARU Head will also receive intimation of such instances.
  - ARU head will have provision to block the attendance marking provision of an employee.
- Employees will be notified about memo through SMS, Email and Alert in Self Login
- Employees can respond to memo through their self login within a defined period of memo issue.
- Unauthorized absence will not count for any service related periods and salary will not be provided.
  - Unauthorized absence can be regularized as leave later. If regularized, reworking of service status will be made from the start of the unauthorized absence period.
  - Disciplinary action may be taken and a final order would be issued mentioning how to treat the unauthorized absence period.
- ARU Head can initiate the process of reporting to the Public Relations Officer about the missing case by forwarding details of the employee, If memo letter returned undelivered in given time

Voluntary Retirement

Voluntary retirement Initiation

- Any employee who has completed 20 years of qualifying service will have provision to request Voluntary Retirement
  - Periods on Suspension and LWA without medical certificate will not be counted as qualifying service
- While submitting the request, a form for filling in required information will be available
  - Employee should mention date of Voluntary Retirement
  - Three months notice is mandatory for submitting a voluntary retirement request.

Processing of Voluntary Retirement

- Application for Voluntary Retirement will be available in the login of Basic User
  - Basic User will perform activities as per the below mentioned checklist
    - Initiating Non Liability Certificate / Liability Certificate
    - For employees whose NLC is already generated in previous service spells, NLC generation is required for the remaining period only.
  - After completion of activities against the checklist, basic user can forward the ticket to Supervisor.
  - Supervisor can verify all the information accumulated and forward it to the Approver.
  - Approver can approve the proceeding done so far and forward to CE HRM office or to Secretary Office depending on the cadre of applicant
- The CE HRM office or the Secretary Office will conduct the 3 level processing and scrutiny to either accept or reject the Voluntary Retirement.
  - Full period Non Liability Certificate is required for VR sanctioning
  - Vigilance Certificate
  - The Applicant will be notified and application will be further forwarded to the respective section for processing.
    - Pay Fixation Audit
    - Pension Processing
- Weightage in Qualifying Service
  - A five year added weightage limited to 30 years or Remaining Service Period, whichever is lesser, will be provided to Voluntary Retirement employees.
    - However, for calculating pension actual qualifying service + weightage will be limited to a maximum of 30 years.
  - Gratuity will not be available for the weightage period.
- Under LWA on appendix XII-A,XII-C and on personal ground can also request for VR. But weightage will not be available.
- While on LND if VR is requested, the date of commencement of leave not due will be considered as a voluntary retirement date.

Salary Certificate

- Salary Certificate will be issued for following purposes
  - As a proof of employment / income. Also known as Employment Certificate
    - Employees can generate a request for an Employment Certificate through their self login, whenever required
  - As a part of application to financial institutions for availing loans or chitty OR to give surety / guarantee to others.
    - Such salary certificates are provided with an undertaking from the Board or without undertaking based on request from the employee.
    - For salary certificates with undertaking, Board has commitment to engage recovery agreement with a list of approved financial institutions including

selected financial institutions KSFE, Cooperative Banks, Employees' Cooperative Societies etc.,

■ For employees who are maintaining their salary accounts in SBI can avail express loans from SBI. When availing such a loan, an obtention will be marked such that changing salary account will be restricted.

Request for Salary Certificate

- Employees can submit requests for availing Salary Certificate and Non Liability Certificate for the purpose of borrowing from financial institutions or to provide surety.
  - Request form will collect all necessary information such as
    - Name and address of Financial Institution
    - Whether Loan/ Chitty
    - Whether Debtor / Surety / Guarantee
    - If surety / Guarantee specify the relationship with principal debtor
    - Loan / Chitty Principal Amount
    - Monthly installment
- Requests for Salary Certificate and NLC for borrowing / surety purposes will be limited 3 times in a financial year.
- Also, following conditions has to be met for requesting Salary Certificate with undertaking for recovery to Financial Institutions
  - Loan repayment period should not exceed the remaining service period of the employee.
  - Total Cumulative Monthly Installment amount should not exceed ½ of Gross Salary.
  - Maximum Cumulative Borrowable Amount should not exceed
    - 75 times basic pay or 3 crores whichever is lesser if for Borrowing.
    - 50 times basic pay or 2 crores whichever is lesser if for Surety
- Only if the above conditions are met, the request for salary certificate with a recovery agreement can be submitted
- A table view of all previously availed salary certificates and their details such as
  - Issued Date
  - Total Loan Amount
  - Monthly Installment
  - Current Status
    - Open
    - Close

Will be available along with currently borrowable balance amount and available monthly installment amount will be displayed.

- Details of Cooperative Recovery, if any, will also be displayed.

Issue of Salary Certificate and NLC for Borrowing or Surety

- Basic user can view the list of currently issued salary certificates and their current status
  - Also, details of any forced recovery

- Basic users can recommend the request from employee to supervisor and supervisor can forward to approver for issuing the Salary Certificate and NLC.
- Issuance status of Salary Certificate and NLC can be viewed from Employee Self login after the final approval from Approver.
- A confirmation form will also be attached with the salary certificate. Employee should upload the confirmation form filled by the financial institution.
- New entries will be made in the digital register of issued salary certificates.

Stop Memo and Closure Certificate Submission

- Employees can view active recoveries against their current borrowings in their login.
- Employees can submit a stop memo for withholding recovery for a defined period.
  - A form for submitting a stop memo will be available where employees can input information and attach required documents.
  - A stop memo will not affect the register of issued salary certificates or the limits for computing eligibility for a new salary certificate as they are temporary withholding of loan installment recovery only.
  - All such applications will be processed by ARU and approved to remove recovery during the requested period.
- Closure Certificate is issued by the financial institution when all liabilities against the borrowing is completed. Employees can submit the closure certificate against the respective record in the salary certificate issuance register to initiate the closure process.
  - ARU will conduct verification and scrutiny of the closure application for updating the closure status against existing loan / chitty liability of the employee.
    - Basic Users will receive alerts on submission of closure certificates. Salary Bill processing may be locked if unprocessed.

Co-operative Recovery

- Against a salary certificate issued with a recovery agreement, if a financial institution reports payment default from the employee, the Board will initiate the recovery from the salary of employees. Such forced recoveries are called Co-operative Recovery.
  - Corporative recovery should not exceed ⅓ of the net salary of the employee.
- If any such recovery exists, ARU should not forward applications for LWA under XII-(A/B/C) from such employees.

Indemnity Bond

Board executes Indemnity Bond with employees in following situations
- While joining KSEBL service (for certain cadres only)
- While joining duty of a Cashier/Cashier Trainee from another post by working arrangement /promotion
- While joining duty under Sports Quota recruitment.
- For availing Medical Advance
- Permission to visit abroad

Apart from the above situations, an indemnity bond can be executed in miscellaneous provisions by mentioning its conditions and terms.

Updation of Indemnity Bond Execution

- System will initiate tickets in the Basic Users' pending actions page to mark execution of indemnity bond against relevant situations.
  - For certain types of bonds such as permission to visit abroad, medical advance initiation will be done when ARU heads take action against employee requests.
    - In such situations, surety details should be entered by the applicant through self login.
- Basic Users will have provision to upload the scanned document and add necessary supporting information against the ticket.
  - In the case of miscellaneous types of bond or LWA applications or medical advance, users have to input mandatory conditional fields such as period, amount, bond liability imposing conditions (a master of such conditions will be maintained).
- Similarly, the system will initiate tickets to mark the release of bonds against employees.
  - In certain cases, initiation to release bond will be done against the request of employees such as for cashier term deposit.
  - Based on the type of bond, there could be fields in the form where Basic Users have to upload proceedings from the concerned office for marking release of bonds. For example, sports quota employees.

Surety for Indemnity Bonds

- For bonds such as Sports Quota appointment or Medical Advance, 2 sureties are required such that employees should submit a willingness form for surety.
  - Based on the request for willingness form. ARU will process and release an employment certificate (in case of Sports Quota only) in required format for the employee
  - In case of
- Details of surety will be recorded in the service book and an employee can give surety to only one indemnity bond at a time.
- Employees requesting for surety should have enough service period required for bond period.

Bond Liability and Bond Cancellation

- For any type of bonds, if the condition for breaking the bond is happened, either system or the ARU level user can initiate the imposing of relevant liability to employee
  - Amount of liability estimated due to bond breaking will be communicated to the employee through SMS and EMail
    - Liability will be either recovered from Employee Salary or can be remitted by the Employee.

- ● If remitted by an Employee, details of remittance should be submitted through self login.
- ● Bond Cancellation
    - ○ In some situations such as demise / quitting service of surety, ARU basic user can initiate canceling the current bond and recommend for executing new bond for remaining period

Medical Advance

- ● For life saving treatment procedures, delegated authority can disburse medical advance to employees on following conditions
    - ○ Employees should apply with a medical certificate and estimate through self login.
    - ○ Employees should also give a declaration that the claim is for life saving treatment.
        - ■ Basic users can also initiate a medical advance process.
    - ○ ARU can process the application and forward the application to the respective delegated officer based on the amount to be disbursed.
        - ■ Amounts that can be disbursed by an Officer will be limited, hence the application will be forwarded to the office who can disburse the recommended amount.
    - ○ In case of emergencies at the workplace, ARU can initiate and process the medical advance claim without application from the employee.
    - ○ Within 6 months from the date of availing, advance amount should be settled by the employee.
        - ■ After the said time limit, the outstanding amount, if any, may be recovered with interest at the rate of 12% per annum.
            - ● Delay in settlement
        - ■ Employees should submit the actual invoice from the health institution within 3 months from the date of availing advance
            - ● If any advance amount availed is excess of the bill. Excess amount should be closed within 3 months from the date of availing. 12% interest p.a. will be applicable for excess amount from 3 months
- ● Indemnity Bond should be executed with 2 sureties shall be executed with employee with 2 surety when availing medical advance. Surety giving employees should have a minimum 5 years remaining service.
- ● If both employee and spouse are working in government services, a joint declaration form has to be submitted by employee and spouse stating that the medical advance is availed from one source only.

Disciplinary Action

Disciplinary action will be initiated by a disciplinary authority :

- Upto SA and SE - Executive Engineer with ARU.
- AE and SS - Deputy Chief Engineer
- AEE and AAO Above Chief Engineer
- EE, AO, FO and above - BOARD

Types of Punishments :

- Censure (recorded warning)
- Fine (only for workmen) - minor amount.
    - control classification and appeal regulation.
- Withholding of increment
    - Without cumulative effect
    - With cumulative effect
- Withholding of promotion
    - Seniority will not be lost.
    - On next promotion series, promotion will be done junior most
- Recovery from pay.
    - Loss to board or government
- Reduction to a lower rank
- Compulsory Retirement
- Removal
    - Pension eligibility
    - Future employment eligibility
- Dismissal
    - Past service is forfeited.
    - Future employment eligibility is not there.
- Reduction of pension.

As a part of disciplinary action an employee may be suspended. When the final order of disciplinary action is issued, it should mention how the suspension period has to be treated.

Departmental Inquiry Workflow for Disciplinary Action :

- Controlling officer can recommend disciplinary action against an employee to the Disciplinary Authority.
- The Disciplinary Authority can issue a Memo of Charges against the employee.
    - Statement of Allegations is an important part in Memo of Charges
- Employee can reply to memo using self login
    - Statement of Defence
- If the statement of defense is satisfactory the Disciplinary Authority can.

- - Memo is dropped / Further disciplinary action is canceled.
  - Else, if reply to memo is not satisfactory
    - Disciplinary Authority will designate an Inquiry Officer and Presenting Officer for conducting enquiry.
    - Inquiry Report will be submitted by the Inquiry Officer to Disciplinary Authority
      - If Inquiry report does not prove any Allegations
        - Further disciplinary action will be dropped
      - If all or partially proven allegations stands after inquiry, then a show cause notice mentioning proposed punishment will be sent to
        - Employees can reply to show cause notice.
      - An Inquiry report can be either accepted / partially accepted / rejected by the Disciplinary Authority after mentioning reasons.
    - Final Order will be released by the Disciplinary Authority.
      - Final order will mention the punishment
    - After the final order from the Disciplinary Authority, employees can raise an appeal within 60 days.
    - Any case under disciplinary inquiry can be called for and reviewed by the Board or Higher Authority.
      - Board can conduct such reviews of Suo Moto at any stage of inquiry.
      - Or, On request of the delinquent.
  - Punishment inflicted will be in effect from the date of Final Order and marked in the Service Book.

Employee Welfare Fund

- EWF Account will be created for newly joining employees using the information collected from self login and on the reporting day
- EWF contribution will be deducted from pay on a monthly basis
- If a request for LWA (XII-A,B,C) is provisionally sanctioned by concerned authority, demand to collect advance payment of employee welfare fund amount due on the LWA period will be generated.
  - The employee should pay the demand for getting formal sanction of LWA.
  - If EWF contribution amount changes during the LWA period, employee should settle the balance amount or will be deducted from salary as arrears
- During Retirement, the EWF account will be closed 3 months prior to the retirement date with advance payment. Alerts will be available in Basic User login for processing the same.
  - The Personnel department will process the settlement of the EWF amount after retirement.
- If the demise of an employee is reported, an immediate relief amount of Rs. 50,000 will be credited to the employee's nominee.
  - Only the remaining amount will be disbursed to the employee from the EWF claim.

Non Liability Certificate / Liability Certificate

- NLC/LC has to be generated whenever an employee relieves from an office or retires from service.
    - Tickets for generating NLC will be listed in the Basic User's pending actions page. ARU of the relieving should process the NLC
- Basic users can forward the NLC / LC generation ticket to concerned authorities such as RAO office, Section Office to get the non- liability / liability report.
- Based on the reports received, Basic User can generate the certificate and forward it to the supervisor and authority for attaching it with the service book.
- Liability Certificate can be initiated and generated by the ARU upon reporting from concerned authorities.

No Objection Certificate

- Employees can request for availing No Objection Certificate (NOC) for several purpose such as
    - Higher studies
    - Availing LWA on personal grounds.
    - Activities that require NOC as per the service rules. (Master of such activities will be maintained)
    - For Higher Studies purpose, the course should be approved by the Board
        - A master list of courses approved by the board will be maintained
    - Requests shall be placed by the Employee with necessary supporting documents in self login.
        - ARU will process the application and forward to CE HRM office for NOC

Periodic Allowances

- Employees can request for periodic allowances such as
    - Uniform Allowance
    - Spectacle Allowance
    - Warm Clothes Allowances
- For each allowance type, forms for submitting requests will capture necessary documents and supporting information.
    - For Uniform Allowance, Controlling Officer should certify in a defined format that the employee has procured a new uniform.
- System will validate the period of allowance by comparing with previous allocation.

Good Service Entry

- A recommendation for good service entry should be made by respective higher authority in the office hierarchy. Such requests will be available in the respective authoriser office.
- Proceedings for awarding good service entry will be generated from respective authorized seats.
    - While generating proceedings, all supporting information will be captured such as employee code, details of good service entry etc.,
- When the proceedings are generated and approved, communication will be received in respective ARU basic user for marking the good service entry in service book of employee.

Deputation

- Deputation will be allowed to an employee by order of respective authority.
- Salary processing of deputation employees will be processed in the department where deputation is serving.
    - Basic users of the current ARU of employee will be having provision to generate Last Pay Certificate and a statement of leave account and other generic details such as recoveries.
    - Generated details can be downloaded and shared with the other department.
- All updates on service books during deputation period will be done by the basic user of last worked ARU. For certain entries, such as leave marking, basic user should attach the communication from other department.
    - Updations such as increments will be updated by basic users and respective details can be downloaded as preformatted letters for intimating other department.
- For employees who joined before 01.04.2013, each year Leave Salary and Pension Contribution certificate should be uploaded by the basic user upon receipt from other department.
- Default deputation period will be one year, after each year completion, deputation extension will be processed upon communication from the department with respective sanction orders.
- An employee cannot serve deputation for more than 5 years.

Leave Travel Concession (LTC)

- LTC is eligible only for employees who have a minimum 15 years of service.
- Leave during LTC should be available as any type other than casual leave, maternity leave and paternity leave.
- Employees can request for LTC through their self login. Form for request will capture all required information.
    - Home Town and Destination should be declared.

- To and fro travel fare as per the TA allowance of employees to the shortest distance limited to 6500 km between the hometown and destination will be sanctioned.
- Employees can also avail 90% LTC allowance amount before leave. After the leave period, employees should submit bills within one month.
  - If advance availed, bills should be submitted within 1 year. If advance not availed bills should be submitted within 3 months.
- If both employee and spouse are working in government services, a no claim certificate from spouse has to be submitted.

Resignation

- For employees may request for resignation from service.
- Board will release an order on acceptance of resignation.
- ARU will process the order and approve the same.
- Employees will not have entitlement for any retirement benefits, if resignation is accepted.

Working Arrangement

- Initiation on order from CE HRM or ARU Head or Deputy Chief Engineer under respective jurisdiction.
  - Order will be generated by capturing necessary metadata such as selection of new office, date of effect, etc.,
  - Date of reporting by the employee at the new office will be recorded as the date of joining.
- For the first 90 days, HRA will be calculated based on the higher rate. After 90 days, it will be fixed based on the working office only.
- Attendance marking will be done by the Controlling officer of the new working office from the date of joining.

Relinquishment of Promotion

- Employees can apply for relinquishment of promotion.
  - Permanent Relinquishment
  - Temporary Relinquishment
- If a grade is already availed by an employee, then cadre promotion equivalent to that grade cannot be relinquished.
- Also employee cannot apply for grade promotion if promotion relinquished.

Running Data Entry / Updation in Digital Service Book

- All instances of running entry in the Service Book as per the rules should be captured in the Digital Service Book of employees.
- All status updates currently captured in HRIS, which requires an entry in the service book, will be integrated with the Digital Service Book and the system will mark the respective entry.
- For all entries, whose processes are not currently captured in HRIS, the respective EB group of employees will have provision to create a new entry. Such new entries will be verified and approved by the ARU.
- Opening Accounts of Critical Statuses
    - As the migration to digital service book is executing for existing employees, all identified critical entries such as increment bar, periodic allowances, etc., within the respective critical period will be captured using a data entry process at ARU.

Attendance Management By Controlling Officer

- Attendance Data in offices where Biometric Attendance Marking System is available will be integrated with respective data sources.
- This provision will be required in offices where Biometric Attendance Marking System is not installed.
- The Controlling Officer or an officer delegated by the controlling officer will have the role to mark the daily attendance status of employees in their office.
- The user interface for marking attendance status for employees will be similar to the physical attendance register.
    - A table format with each row corresponding to an employee in the office will be available.
    - Columns will be indicating the attendance status of employees on respective dates.
    - Column corresponding to the previous date will be highlighted and open for editing, (select from dropdown)
        - Employees who got their leave sanctioned for the previous date will have leave status marked.
        - Users can mark the attendance status of employees one by one.
        - User can select a group of employees in the table (select rows using checkbox)
            - And mark their attendance status collectively.
            - Or copy the previous date's attendance status.
        - User can select all employees using a single 'Select All' button and mark their attendance status or copy the previous date's attendance status
    - Once finished editing, users can either save as draft or submit the data.
- Alerts will be sent to the Controlling Officer if attendance status marking is not submitted within defined time.
- Rollback of marked attendance status..

- Rollback and edit provision for already submitted data can be opened based on defined rules.
    - To edit on the same day, a time schedule can be defined, for example
        - Submission should be made before 12p.m, with a buffer period for late submission up to 30 minutes.
        - Rollback option can be opened up to 1.30p.m.
    - If after rollback open time, rollback can be opened by ARU head only.
        - The Controlling Officer can submit a request to open the attendance marking of a particular date after selecting or inputting the reason.
        - Date selection can be restricted to current salary month only.
- If unauthorized absence is marked against an employee, the same will be communicated to that employee through SMS, email and as notification in self login.

Non Functional Requirements & Conditions

1.   **Assumptions and Constraints**

The factors that could affect the requirements stated in the requirement specifications document. These factors are not design constraints on the software, but are rather, any changes to them may affect the overall requirements. Following are the major assumptions and dependencies;

   1.1.   It is assumed that the system architecture with respect to hardware, software, connectivity and other infrastructure would be available as envisaged for the proper functioning of the application.
   1.2.   Interfaces to KSEBL applications will be provided as web services based on the formats devised by KSEBL IT Team.
   1.3.   The external interfaces would be dependent on services provided by other government agencies or service providers.
   1.4.   All the legal/regulatory/administrative approvals/changes, if any, would be undertaken by the KSEBL to enable the functionality covered in this document.

   The section identifies non-functional requirements to be supported by the portal. It also includes the non-functional requirements for the support &   management service, Design,development and testing of the service.

1.   **Application Requirement description Technology Platform should be**
         Portal should be platform independent of Operating System, browser etc

         The Application shall be developed in PHP/JAVA and DB in Opensource platform. The application shall be mobile responsive

2.   **Scalability Requirement description**
         The application must be scalable in design and implementation. The application can efficiently handle increased demand and adapt to changing requirements over time.

3. **Change requirement Management**

   During the support period, any enhancements or customizations that fall within the 7 person-days limit are to be provided without incurring any additional charges to KSEBL.

4. **User Manual**

   The firm should prepare detailed video-based user manuals covering "step-by-step" and "how to use" concepts for the portal.

5. **Training**

   End-User Training:

   Needs training to the Trainers of KSEBL for arranging training sessions   for individuals or groups who will be using the software. This includes guidance on how to navigate the interface, perform specific tasks, and make the most of the   software's features.

   Application knowledge Transfer:

   This training (Knowledge Transfer) shall be provided to the KSEBL's Core IT Team members (minimum 10 employees) at Thiruvananthapuram, Kerala. It includes Software Architecture, Design Pattern, Documentation, Deployment Process, Configuration Management, Data Model and Database Schema, API & Integration's, Security Considerations, De-Bugging and error handling etc..

6. **Training Materials**

   The firm shall be responsible for preparation of the training materials, handouts covering "step-by-step" and "how to use" concepts for the portal.

7. **Project Inception**

   The firm should prepare a detailed Project Plan detailing all tasks including the person in charge, allocated resources, timelines for each activity, milestones, and deliverables

8. **Requirement study**

   The firm should review and finalize proposed SRS in discussion with KSEBL and   <u>submit a detailed SRS to KSEBL.</u>

9. **System Design**

   Based on the SRS the firm should perform detailed system design. As part of this phase the firm should submit design documents. The portal shall be integrated with   KSEBL internal applications, SMS gateway, Payment Gateway etc and capable to send communications through email & other modes.

10. **User Acceptance Tests (UAT)**

The firm should conduct User Acceptance Tests (UATs) to ascertain whether the application and its sub-system is capable of meeting the functional requirement as per the requirement. Conducting such tests will be responsibility of the vendor.   KSEBL will provide full co-operation to the vendor in conduct of the tests.

11. **Source code & Documentation**

The source code of the application along with full documentation is to be handed over to IT wing of Kerala State Electricity Board (KSEB). The development firm shall Provide comprehensive technical documentation that covers the architecture, design decisions, and the internal workings of the application. The intellectual property rights of the application with KSEBL only

12. **Product Support**

The entire source code should be transferred to KSEBL. A detailed documentation explaining the structure of code should be submitted along with source code

13. **Security**

Ensure the design of the web-portal shall follows the NCIIPC, CERT-In guidelines and security auditing of the portal is also included in the scope of the work. Vendor   also must obtain certificate from CERT-In empaneled agency.

14. **Version Control System**

The application development shall follow version control system

15. **Time line**

   The selected firm shall complete the development and commissioning of the application with in 6 months from the date of issue of Letter of Award. The application shall be developed in a phased manner(in 2 phases).

16. The firm shall have successfully completed two similar projects for consideration in the pre-qualification process.