

Software Requirements Specifications for

Human Resource Management Software

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INTRODUCTION

The Civil Supplies Department discharges the important responsibilities of Public Distribution, enforcement of market discipline and promotion of consumer awareness and protection of their interest. The Commissioner of Civil Supplies is the Principal Head of the Department and Principal Advisor to the Minister in charge of Food & Civil Supplies.

Now, it was decided to automate the transfer, promotion and deputation process of the employees of the civil department using the HRM software.

SCOPE OF THE WORK

The proposed project - Human Resource Planning and Management Software for Commissionerate of Civil Supplies shall have the following modules.

1. Employees Information Management System
2. Employee Profile Management
3. Service book Management
4. Process Automation of Transfer & posting
5. Information Management of Addl.charge
6. Information Management of Work arrangement
7. Process Automation of Deputation
8. Information Management of Deployment
9. Process Automation of Promotion
10. Office Duty Management
11. Staff Training and Support
12. Hosting, Annual maintenance and Technical Support for the Software

HUMAN RESOURCE MANAGEMENT SOFTWARE FOR CIVIL SUPPLIES DEPARTMENT

Employee Information Management System

The HRM software for the department intends to bring greater organizational effectiveness to the full range of Human Resource functions and responsibilities. HR management Software provides easy, accurate and activity-oriented information through user-friendly operations. The HRM Software need to integrate all the information needed for the authorities to support Decision making, Resource Planning, Monitoring and Control the staff related service matters.

The HRM Software mainly contains an employees database for handling all information regarding all employees working under the civil supplies department. The database shall be built in such a way to manage all types of employees from regular to daily wage. The employees' information need to be broadly divided into three categories. Each category of data is updated to the database through three steps - namely personal details, office details, service details. In the first steps of data updation personal details of the employee have to be entered into the software, after saving the personal details of the employee, his/her office details (i.e., 2nd step) need to be filed. After that the service details of that employee need to be updated as 3rd step to the database of the software. The information regarding the employees need to be collected through a general Performa. Once the database is updated, employee information need to be managed properly using the software.

Employee Profile Management

Users of the software need to be upgraded to employees/staff as per requirement and the service related information of employees need to be updated through employee information management module. History of Transfer and posting, deputation, deployment, work arrangement, addl. charge, & promotion, office relieving and joining regarding a particular employee need to be viewed in a single window. Employee profile pages need to be generated and need to be displayed to respective employees.

Service Book Management

The service book details of each and every employee need to be made available from the database to the concerned staff handling the establishment matters. The service details of all employees from his/her appointment in the department to the present date service need to be updated into the database of the software. This will provide information of an employee on the fingertips of the establishment section. The service data such as Permanent Employee Number

(PEN), the Name of the employee, Date of Birth, Age, Gender, Marital status, Father's/ Mother's name, Husband/Wife's name, Employee Local address and References details, contact details, Employee type, Identity details, Current Office, Date of joining in current office, Designation, grade, Date of joining in current designation, Identification details, Education qualification, Mode of appointment, Joining date in service, Date of retirement, Probation Confirmation, probation period, joining post, initial salary drawn, current salary, Pay scale, Basic pay, T.A, D.A, Department test details, Employee transfer detail, promotion details, Trainings attended by Employee and Family details. Digital copies of the employee service books need to be viewed and managed by the Establishment section.

Process Automation of Transfer and Posting

The transfer and posting module helps to handle the online management of Transfer procedures in the department. The module provides an office in the establishment to identify the 3 year service completed employees in a present office. Any employee who completes 3 years of service in the present office need to apply online for a transfer by filling an application form in the software. These transfer applications are submitted to the concerned office head for verification. The transfer applications will be numbered and the applicants will receive a message informing that the 'Your transfer application (number ****) is submitted successfully'.

These transfer applications should be verified with the service book and need to be forwarded to the higher officials for consideration and approval. If any discrepancy is found, the office head need to return the transfer application to the concerned submitter and will inform the submitter via rejection message. Now, the submitter will get the option to edit the transfer application for correcting the application details and need to resubmit to the same. The application resubmission status will be intimate to the submitter. Once again, the application reaches the office head and need to complete verification of the application and forward it to the approving authority. The forms will be cross checked with the available data in the establishment for its correctness and Document attached will also be verified. After the verification, it will be submitted to the higher official for approval with the recommendations. Once, the approving authority decides to consider the application based on its merit, then it is forwarded to the establishment section for processing and the acceptance of the transfer application will be intimation to the submitter. The concerned officer in the establishment receives the transfer applications for processing it in the upcoming general transfers. According to the assignment transfer applications will be sorted by designation wise and displayed to

concerned establishment section staff. In the transfer sorting, the application forms need to be sorted according to the designation, privilege group priorities, and other criteria fixed by department. The application forms in the ascending order may be selected one by one for preparing a seniority list. The vacancy list finalized by the office heads will also be finalized from the incumbency register by the establishment section. The vacancy list is also published after the approval of the concerned office authority. Now, the establishment section need to generate a seniority list based upon the general transfer guideline criteria for that particular designation. The draft of the seniority list will be published after approval of the concerned office authority. The applicants can raise grievances against the published seniority list and if necessary, changes need to be brought to the seniority list with the approval of the concerned approving authority.

The approved application will be moved to the transfer processing area and processed according to the finalised seniority list and using the general guideline for the transfer and posting. The applications will be processed depending upon the choices of the applicants in the seniority list with the vacancy list. The software will process the applications based upon the criteria and assign applicants to the vacant posts. After many iteration processes, software will predict apt posts for the transferring of employees. After processing transfer operation of all applications, a draft list of Transfer and posting need to be created and submitted to the concerned officers for sanctioning and approval. Once the draft transfer list gets approved, it is final and can't be changed. Based on the final transfer list, the posting orders need to be generated online and published in the website with the signature of the approving authority.

Information Management of Additional Charge

The establishment section need to process addl.charge duty of an employee through the information system and is forwarded to concerned officers for verification and approval. Once the higher official approves the process initiated by the establishment, posting orders need to be generated from the software. The additional charge details of employees such as Present office, Additional charges handling, duration of charge, monetary benefits, Order details, etc need to be processed and need to be managed properly in the software system and updated to the service book of the employee.

Information Management of Work Arrangement

The establishment section need to process the working arrangement of an employee through the information system and is forwarded to concerned officers for verification and approval. Once the higher authority approves the process initiated by the establishment, posting orders

need to be generated from the software. The working arrangement details of employees such as Present office, work arrangement office, duration of charge, monetary benefits, Order details, etc need to be processed and need to be managed properly in the system and updated to the service book of the employee.

Process Automation of Deputation

The civil supplies department deposes staff to SupplyCo, Food Commission and welfare fund offices. These deputation related processes need to be automated using the software based upon the vacancy posts reported on the 3 years completion of service. The staff need to apply for deputation in the aforesaid offices and those who required posting on the vacancy need to also apply for deputation. The applications are verified and eligible candidates are shortlisted as per seniority. Software will process the vacancy with the seniority list for deputation and suggest a deputation list. The draft deputation list will be submitted for approval of the approval authority and on the approval deputation list will be published. The information related to deputation need to be updated into the system and with data the deputed employees list need to be sorted and their details such as deputed offices and address, order of deputation, duration of deputation, details of earning from the office, etc. The software maintains the history of deputation and posting details of the employee.

Information Management of Deployment

The information regarding employees to be deployed at various offices from the department need to be managed through this information system. The details of employees with department office, deployed office, duration of deployment, charges handling, Order details, etc need to be processed.

Process Automation of Promotion

The promotion management system identified for the software is intended to manage activities of establishment related to promotion of employees in the department. Vacant posts in the civil supplies offices are reported through the software and establishment section of the department need to prepare a seniority list of promoting employees. Accordingly, the promotion list of employees need to be created through the software. This module consists of the following,

- ❖ Probation Declaration details
- ❖ Department test details / Assessment details
- ❖ Seniority list preparing
- ❖ Seniority List Approval

- ❖ Promotion grade fixing
- ❖ Vacant post reporting
- ❖ Assigning Post
- ❖ Office Assigning
- ❖ Promotion list preparing
- ❖ Promotion list approval
- ❖ Promotion order generation

Office Duty Management

Information regarding the relieving and joining of offices by any employee is managed by the module of the software.

❖ **Relieving from Duty**

In this module of the software, if any employee is leaving the charge of one seat, then the details such as the order details, present seat and office details, appointed new office or seat, charges handled and charged newly assigned, etc will be captured in this module. This segment is usable in transfer and posting of employees, promotion of employees, deployment of employees, deputation of employees, work arrangement of employees. Relieving order need to be generated by the concerned office head. Once relieving order is generated the employee status has been changed to inactive.

- ❖ **Relieving date extending:** Any Information related to the relieving date extension from an office before its current course of action need to be managed from this segment of the software. The order details of current course of action, reason for extension, elapsed days and dates. Order need to be generated accordingly from the system with the approval of the Authority.

❖ **Duty Joining**

The employees with the relieving order need to only join the currently assigned office. With the details of relieving order, the head of the joining office need to enter the details into the system and previous details of employee will be available on the software screen and now the Office head need to enter the joining details of the employee. After processing the joining, the head of the office need to generate the joining report of the employee from the software. Once the report has been generated the employee status in the software which is made inactive during relieving order generation is been changed to Active. Now the employee need to access the software with his PEN number

and password.

Training and Support

The training need to be conducted for making the software familiar and user friendly to officials as part of the change management programme. Training need to be conducted to officials selected by the Commissionerate of Civil Supplies. Department will provide a proper infrastructure facility for conducting training programmes. Commissionerate of Civil Supplies will organize training programmes and communicate with its officials, participation of officials is the sole authority of Commissionerate of Civil Supplies. A nodal officer from Commissionerate of Civil Supplies will coordinate and communicate with the Company for its requirement in training and support.

Hosting, Annual Maintenance

The Company shall host the Human Resource Planning and Management system in the web server space and domain provided by Commissionerate of Civil Supplies. The Company shall provide Annual maintenance and Technical support for the Human Resource Management System.

Task To Be Done By Startup Company

1. Design and Development of a web based software - Human Resource Planning and Management Software for Commissionerate of Civil Supplies
2. Hosting of the web application in the server space arranged by the Department.
3. Training and hand holding to the users of the project.
4. Procuring SSL Certification of the web application, if required.
5. Annual Maintenance and Technical support from the signing of MoU.
 - a. Any Technical issue/error addressed, shall be resolved within 8 Working hours, if the time limit exceeds, prior permission from the department shall be obtained for therelaxation in penalization.

Task To Be Done By Commissionerate Of Civil Supplies

1. Upgradation of existing infrastructure/ procurement of additional infrastructure for the successful implementation of the project.
2. Should provide all relevant data needed for developing and maintaining the Software from time to time to by the Company.
3. Assign a personnel from ITCell of Civil Supplies department as Nodal Officer for interacting with the Company.
4. Security Testing of the software by any Cert-In empanelled agency.

DURATION OF PROJECT

The estimated period for completion of the Human Resource Planning and Management project is 2 months from the date of signing of MoU. with the Company shall maintain and provide technical support for the software for one year from the commencement of the Project.

TERMS AND CONDITIONS

1. A work order may be issued after the approval of the project proposal.
2. Any taxes imposed by Govt. from time to time are applicable and will be charged extra at prevalent rates to the proposed amount.
3. A MoU shall be executed between Commissionerate of Civil Supplies and the Company for the design, development and maintenance of the system.
4. The work shall commence as per the plan and schedule mentioned in the MoU.
5. If the Company provides dedicated web server space and database support for Software, then the server charges will be billed extra.
- 6.

MODE OF PAYMENT

The payment may be credited to the bank account of the Company by the Department.

Sd/-

Commissioner of Civil Supplies & Consumer Affairs.

