PART – 2

SRS for General Transfer of Employees coming under

'Workmen' Category.

General

Various types of transfer procedures for the employees coming under 'workmen' category are:

1. General Transfer (Inter District Transfer): Annual process as per the request of the employee and based on the guidelines and norms, enabling him/her to work in an office within his/her DOMICILE SECTION or DOMICILE STATION or DOMICILE ADJACENT STATION or DOMICILE DISTRICT.

2. Internal Transfer (Intra District Transfer): Annual process as per the request of the employee and based on the guidelines and norms, enabling him/her to work in a different office within his/her WORKING DISTRICT. This also includes shuffling of employees within the WORKING STATION who has already rendered 3 or 5 years of service in an office. Internal Transfer is broadly divided into two:

   a. Transfers involving change in station within the district.

   b. Transfers within the working station.

3. Promotion Transfer – Transfer effected on promotion.

4. Emergency Transfer – Transfer effected purely on the basis of service emergencies faced by KSEBL.

5. Punishment Transfer – Transfer effected on account of any disciplinary action.

6. Protection from Transfer - Certain employees are protected from transfer with proper orders.

In the case of promotion transfer, emergency transfer, punishment transfer, the system should provide a pick and choose facility for issuing transfer order. For general transfer, the system should process the requests and generate transfer order by applying the rules as stipulated in the guideline document.

The main sub-processes within the transfer process are listed below:

1 Transfer notification.

2 Online Application.

3 ARU Processing

4 Verification of Documents at CCA

5 Decision on Applied Protections by CCA

6   Nominated Protections by CPO/CCA

7   Supernumerary by CCA

8   Exercising of clause VIII (12) by CCA

9   Decision on Non-Duty status by CCA

10 Audit Module – 1 by CCA

11 Transfer Out discussions and locking data by CCA

12 Audit Module – 2 by CCA

13 Transfer Scheduler by CCA

14 Draft order by CCA

15 Final order by CCA

16 Relieving by ARU

I. Definitions

1. Cadre Controlling Authority (CCA): CCA is the top most authority for sanctioning and ordering of transfer orders. CCA for all cadres of workmen category is CE(HRM).

2. Cadre & Designations: General transfer is applicable to following cadres of workmen category. Each cadre may contain more than one designation. Designations available in HRIS as per Annexure I of Long Term Settlement 2016 are given below:

Sl	Cadre	Designation
1	Mazdoor	Mazdoor
2	Lineman	Lineman II, Lineman I
3	Meter Reader	Meter Reader
4	Overseer (civil)	Overseer (civil)
5	Overseer (electrical)	Overseer (electrical)
6	Sub Engineer (civil)	Sub Engineer (civil), Junior Engineer (civil)
7	Sub Engineer (electrical)	Sub Engineer (electrical)
8	Office Attendant	Office Attendant II, Office Attendant I Senior Office Attendant Clerical Attender II, Clerical Attender I
9	JA/Cashier	Junior Assistant Cashier

10	Senior Assistant	Senior Assistant Superintendent
11	Driver	Driver II Driver I Driver (Special Grade II) Driver (Special Grade I)
12	Sweeper/Cleaner	Scavenger III Sweeper III
		Sweeper II Scavenger II Sweeper I
		Scavenger I
13	Duplicate Operator	Duplicate Operator II Duplicate Operator I
14	Pharmacist	Pharmacist
15	Skilled Technician	Foreman II Foreman I Senior Foreman Skilled Technician Grade II Skilled Technician Grade I Foreman Grade II
16	Fair Copy Assistant	Junior Fair Copy Assistant Senior Fair Copy Assistant
17	Confidential Assistant	Confidential Assistant
18	Line Fitter	Junior Line Fitter Line Fitter Fitter II Fitter I Senior Line Fitter Line Fitter I
19	Mobile Crane Operator	Mobile Crane Operator II Mobile Crane Operator I Mobile Crane Senior Operator

3. Place of Domicile

Place of domicile is always related with employee. Place of domicile of an employee is defined as the name of the Electrical Section Office chosen by the employee in HRIS and recorded in the Service Book. An employee can select only one Electrical Section Office as place of domicile over a period of time. Place of domicile of an employee can be changed

based on his request as per the clause II of reference 2 and this shall be done as and when the employee actually changes his place of residence. It is mandatory for each employee to declare his/her place of domicile.

4. Station

   Station means all offices within the geographical area of an Electrical Division (Refer Clause II, Note-3 of reference 2). Boundary of each station is fixed and it consists of all KSEBL offices irrespective of SBU. Currently there are 71 stations. The list of stations and related offices shall be published in the 'self login role' of HRIS.

5. Station Group

   Certain adjacent stations are grouped together and is termed as Station Group. Station Group has importance while processing INTER DISTRICT transfers and while processing TRANSFER-IN/OUT. List of adjacent stations are given in the annexure -1 of reference 2.

6. Domicile Station

   Domicile Station is always related with an employee. It is the station (as defined in item 4 above) in which the place of domicile (Electrical Section Office) of that particular employee is attached with. At a point of time, no employee can have more than one Domicile Station.

7. Domicile Station Group

   Domicile Station Group is the station group (as defined in item 5 above) in which the Domicile Station (as defined in item 6 above) of that particular employee is attached with.

8. Domicile District

   Domicile District is the Revenue district in which the Domicile Station (as defined in item 6 above) of that particular employee is attached with.

9. Working Station

   Working station is the station (as defined in item 4 above) in which the present office (LIEN) of the employee is attached with. At a point of time, an employee can have only one working station.

10. Remote Area Offices

These are KSEBL offices which are marked as remote area offices for the purpose of processing general transfer. An indicative list of such offices is provided as annexure - II to reference 2.

11. Hilly Area Offices

These are KSEBL offices which are marked as hilly area offices for the purpose of processing general transfer. An indicative list of such offices is provided as annexure – II to reference 2.

12. North Kerala Offices

These are KSEBL offices which are marked as North Kerala offices for the purpose of processing general transfer. The list of such offices is provided by CE(HRM) and shall be published in 'self login role' of HRIS.

13. Women Friendly Offices

These are KSEBL offices which are marked as women friendly offices for the purpose of processing general transfer. The current list of such offices is provided as annexure -III to reference 2. The list of such offices shall be published in 'self login role' of HRIS.

14. Working Station Seniority (WSS) [STATION WISE DISTRICT SENIORITY]

WSS is a ranked list which consists of all the employees working (LIEN) in various offices of a particular station based on their service duration since their last joining in the District where the station is attached with. As per the direction vide note no.EB7/General/ Seniority List/Workmen/2017 of CE(HRM) dated 10-05-2017, a minimum out station service of 6 months is required for station change. WSS is prepared cadre wise, reckoning the service seniority in the present district and an employee shall not be present in more than one such seniority list. A typical WSS contains following information

Cadre

Employee Code, Name & Gender

Details of protection (if applicable and available)

Date of joining

Date of retirement

Lien Office

Lien Station

Lien District

Latest date of joining in Lien District

LWA days availed on Medical Ground

Period in active sports (for sports personnel)

Duty period in Remote areas in Lien District

Days reckoned for seniority

Category wise, station wise WSS shall be published in the 'self login role' of HRIS.

15. Off Domicile Station Seniority (ODSS)

ODSS of a station is the list of employees who are working away from their domicile station/district and has applied for the general transfer. ODSS is prepared cadre wise for each stations. ODSS basically contains details of the employee since he/she last left the domicile station. A typical ODSS may contain following details.

Cadre

Employee Code, Name & Gender

Date of retirement

Date of joining at the new station (for all categories except civil)

Date of joining at the new district (for civil category)

Offices and respective date of joining history since joining new station

Period in Malabar + 250 kms from domicile station later than joining new station

Period in Hilly Area later than joining new station

Period in Remote Area later than joining new station

Period in All offices later than joining new station

Period not reckoned for transfer eligibility later than joining new station

Category wise, station wise ODSS will be published in the 'self login role' of HRIS.

16. Office Seniority

Office seniority is a ranked list which consists of all the employees working (LIEN) in a particular office based on their service duration since their last joining in that office. Office seniority is prepared station wise, category wise and an employee shall not be

present in more than one such seniority list. A typical Office Seniority list may contain following fields

  Cadre

  Employee Code, Name & Gender

  Details of protection (if applicable)

  Date of retirement

  Latest Office

  Latest date of joining at that office

  Period not reckoned for office seniority.

Category wise, office wise office seniority shall be published in the 'self login role' of HRIS.

17. Reference Strength

Reference strength is the office wise break-up (count) of places in each category. Reference Strength may be SANCTIONED STRENGTH / POSTING STRENGTH. The list shall be published in the 'self login role'.

18. Working Strength

Working strength is the office (LIEN) wise break-up(count) of employees under each category with their respective service status as available in HRIS. Category wise, office wise working strength shall be published in the 'self login role' of HRIS.

19. Existing Vacancy / Surplus

Existing vacancy / surplus is found by computing office wise difference between Reference Strength and Working Strength. A **positive value denotes Existing Vacancy** and a **negative value denoted Surplus for the purpose of general transfer process.**

20. Protection

Protection is governed by clause VII of the reference 2. There are two types of protections.

1. Applied Protection. (Clause VII b,c,d,e,f,g,h,i,j,k,l,m,n,o,q & Clause IV Note 1)

2. Nominated Protection. (Clause VII a,p,r)

Those employees falling under clause VII (t) will only get 'same office protection' and others will be eligible for protection from transfer out, ie they are liable for internal

shuffle within the station. Clause VII (b), (c), (e), (i), and (k) are applicable only when the employee is working in his domicile district and in such cases protection will be limited to offices within domicile station. Supernumerary employees will be protected in same office.

21. Transfer In

After completing a stipulated period (1 or 2 years) of service outside the Domicile Station all employees are eligible to get transfer back to their Domicile Station and such transfer process is termed as **Transfer In**. Employees posted beyond 250kms of place of domicile and in North Kerala offices and those posted in remote/hilly area falls under **OYC (One Year Category)** and others under **TYC (Two Year Category)**. There is a third category **NYC (No Year Category)** to whom the distance and period criteria is void as per the provisions of clause VI (b) & (f) of reference 2.

22. District Transfer Out

Under general conditions, an employee is liable to be transferred out from his present WORKING DISTRICT after his/her completion of 3/5 years in that station based on the eligible Transfer In requests from other districts and available vacancies. Such type of employee transfer process is termed as District Transfer Out.   Employees in or below the cadre of Lineman will not be transferred out before completing 5 years and employees in all other cadres will not be transferred before completing 3 years. Electricity workers will be retained in the district of posting.

23. Station Transfer Out

Based on the requests to domicile station within a district, an employee is liable to be transferred out from his present WORKING STATION after his/her completion of 3/5 years in that station. Such type of employee transfer process is termed as Station Transfer Out.

24. Cut-Off dates

A. Station wise District Seniority Calculation Date

        The date upto which the working station seniority is calculated [for identifying employees who have completed 3/5 years in station]. This is applicable to all employees.

B. Domicile Out Service Calculation Date

The date upto which the domicile out service is calculated. This is applicable only for those employees who are currently working out of their domicile station.

C. Domicile Eligibility - Upper Cut-Off date

The latest date on or before an employee should join in an office outside the Domicile STATION for becoming eligible for applying for Transfer In request. OYC and TYC have separate cut-off dates. This date is applicable for Inter District and Intra District domicile requests.

D. Domicile Eligibility - Lower Cut-Off date

If the number of vacancies are not sufficiently available in the Domicile District, all employees who joined before Upper Cut-Off date may not get posting in Domicile District. If such a case arise, a Lower Cut-Off date is required to finalize the requests. This date is applicable only for Inter District domicile requests.

E. Retirement Protection Cut-Off date

The retirement date upto which the employee is to be protected from transfer.

F. Retirement date for vacancy

The date upto which the employees who are to retire is to be excluded while finding vacancies.

G. Shuffle Seniority Calculation date

The date upto which the office seniority is calculated [for identifying employees who have completed 3/5 years in office]

H. Internal Request Cut Off

The latest date of joining of an employee in present office for becoming eligible for applying for internal transfer.

25. Office Seniors

Office seniors are employees not marked under protection and occupy the top positions of the office seniority list by virtue of completing 3 / 5 years in same office and are liable for internal shuffle.

26. Station Seniors for District out

Station seniors for district out shall be found out by a three stage process.

Stage 1 – Fetching employees not marked under protection and occupy the top positions of the seniority list (by virtue of completing 3 / 5 years within the district) of station to which a domicile transfer in request is eligible.

Stage 2 – If sufficient employees are not obtained in stage 1 process, seniorities of adjacent stations (wherever applicable) are merged and employees are fetched from the top positions (by virtue of completing 3 / 5 years within the district).

Stage 3 – If sufficient employees are not obtained in stage 2 process or adjacent stations are not applicable, seniorities of stations within the district are merged and employees are fetched from the top positions (by virtue of completing 3 / 5 years within the district). While calculating seniority, LWA on medical grounds, duty in remote offices, period in active sports since last date of entry in the district will not be considered.

27. Station Seniors for Station out

    Station seniors for station out is based on the seniority of a particular station by virtue of completing 3 / 5 years within the station. While calculating seniority, LWA on medical grounds, duty in remote offices, period in active sports since last date of entry in the station will not be considered.

28. Online Transfer/Protection Application form

    It is the facility in HRIS through which an employee can apply for the **General Transfer (INTER DISTRICT) / Internal transfer (INTRA DISTRICT)/ Protection** as per the guidelines.

29. Office Choice

    In general transfer and internal transfer application, the employee can choose desired office of posting within the Station, Station Group or District. An employee may be provided with multiple office choices and also an option to choose 'apply for all office' within station. While serving domicile requests, as far as possible employee will be posted according to his/her choice and in cases where vacancies are not available in his/her office choices, the employee will be posted in the nearest office to his/her domicile section where the vacancy is available.

    For INTER DISTRICT transfer employees will be permitted to apply in the sequence of

Domicile Section, Offices within Domicile Station, Offices within Domicile Adjacent Stations, Offices within Domicile District.

For INTRA DISTRICT (INTER STATION) to domicile station, employees will be permitted to apply for any offices within their DOMICILE STATION.

For INTRA Station (WITHIN STATION), employees can apply for any offices within their DOMICILE STATION.

II.Functional Requirements

Policies:

1. **Distance Day Value (DDV)**

   DDV is the summation of the product of distance of lien office from place of domicile (in meters) and days spent in respective offices.

   Example: Consider an employee working in various offices away from place of domicile since he/she last left Domicile Station.

Sl (1)	Office (2)	Distance from place of domicile (in meters) (3)	Period in days (4)	(3) x (4)
1	Office-1	100500	370	37185000
2	Office-2	80750	300	24225000
3	Office-3	70000	60	4200000
DDV ------->				**65610000**

   Distance of all offices from each Place of Domicile (Section office) is published in the 'self login role' of HRIS.

2. **Within District Eligibility List (WDEL)**

   After scrutiny of transfer applications, a rank list of employees who are eligible to be considered for INTRA DIVISION transfer (including choices exercised in protection application) to their domicile station shall be prepared for each district as per the transfer guidelines. An employee's rank shall appear in only one WDEL as per his request. This list is termed as Within District Eligibility List. Employees who are performing non-cadre duties will also be included in the WDEL of their parent cadre (List of non-cadre duties

performed by workmen is shown in annexure).

The rank list shall be prepared using the following procedure.

a. Employees with priority claims shall be considered **first**

1.1   **Accepted top most priority claim** of each employee shall only be considered.

1.2   Ranking order shall be as given in clause VI of reference 2.

1.3   If more than one employee gets same ranking order, the employee with highest DDV shall be placed first and so on.

b. Employees from remote area shall be considered **second** according to their DDV.

1.1   The employee with highest DDV shall get higher rank and so on.

1.2   If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

c. Employees from hilly area shall be considered **third** according to their DDV.

1.1   The employee with highest DDV shall get higher rank and so on.

1.2   If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

d. Employees from North Kerala + 250km shall be considered **fourth** according to their DDV

1.1   The employee with highest DDV shall get higher rank and so on.

1.2   If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

e. All other employees shall be considered **fifth** according to their DDV.

1.1   The employee with highest DDV shall get higher rank and so on.

1.2   If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

3. **Within Station Eligible List (WSEL)**

After scrutiny of transfer applications, a rank list of employees who are eligible to be considered for internal transfer within the working station (including choices exercised in protection application) shall be prepared for each station as per the transfer guidelines. This list is termed as Within Station Eligibility List. **Employees who are**

performing non-cadre duties will also be included in the WSEL of their parent cadre.

The rank list shall be prepared using the following procedure.

(a)   Employees with priority claims shall be considered first.

(b)   Accepted top most priority claim of each employee shall only be considered.

(c)   Ranking order shall be as given in clause VI of reference 2.

(d)   If more than one employee gets same ranking order, domicile request shall

be placed first and so on.

4. **Within Station Shuffle List (WSSL)**

An employee working in a particular office for a continuous period of 3 / 5 years and also with no protection and not served internal transfer request is to be shuffled and placed in a nearby office within the station. A list of employees in the order of station who have completed 3 / 5 years in same office within a station, in the order of their position in station seniority shall be prepared for shuffling them to nearby offices as per clause V note 3 of reference 2. This list is termed as WSSL. Employees who are performing non-cadre duties shall also be included in the WSSL of their parent cadre (List of non-cadre duties performed by workmen is shown in annexure).

5. **Domicile District Eligibility List (DDEL)**

After scrutiny of transfer applications, a rank list of employees who are eligible to be transferred to their domicile station shall be prepared for each station as per the transfer guidelines. This list is termed as Domicile District Eligibility List. An employee's rank will appear in only one DDEL. Employees who are performing non-cadre duties shall also be included in the DDEL of their parent cadre. The rank list shall be prepared in following procedure.

A. Employees with priority claims shall be considered **first**

A.1   **Accepted top most priority claim** of each employee shall only be considered.

A.2   Ranking order shall be as given in clause VI of reference 2.

A.3   If more than one employee gets same ranking order, the employee with highest DDV shall be placed first and so on.

B. Employees from remote area shall be considered **second** according to their DDV.

B.1 The employee with highest DDV shall get higher rank and so on.

B.2 If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

C. Employees from hilly area shall be considered **third** according to their DDV.

C.1 The employee with highest DDV shall get higher rank and so on.

C.2 If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

D. Employees from North Kerala + 250 km shall be considered **fourth** according to their DDV

D.1 The employee with highest DDV shall get higher rank and so on.

D.2 If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

E. All other employees shall be considered **fifth** according to their DDV.

E.1 The employee with highest DDV shall get higher rank and so on.

E.2 If more than one employee gets same ranking order due to same DDV, the eldest shall be placed first and so on.

6. **Voluntary Eligibility List (VEL)**

   For employees who have applied for Voluntary transfer to remote offices, an eligibility list shall be prepared on the basis of their station wise district seniority. Employees who have obtained posting on account of Domicile Request or Transfer out shall be excluded from the list automatically.

7. **Head Quarters Eligibility List (HQEL)**

   As per the provisions in the guideline shown as reference – 2, a maximum of 10% places of Senior Assistants in Vydhyuthi Bhavanam, Trivandrum can be filled from those employees who have their declared place of domicile outside Trivandrum district. These employees should have applied for transfer to their respective domicile district and should have also chosen offices within Vydhyuthi Bhavanam. If such employees are not getting posting in their domicile district, they shall be posted in any of the office within Vydhyuthi Bhavanam, Trivandrum.

III.General Transfer Logic

1. **Marking District Wise Out and In**

   Based on the cut-off dates and eligibility lists, system shall exactly mark employees for domicile district request-in transfers and corresponding district transfer- outs. All these employees shall be lifted from their respective places and places should be marked as vacant.

2. **Station Wise Excess Reposting**

   a. Station wise excess shall be found out by comparing station working strength with station posting strength.

   b. Equivalent number shall be marked as District Out and lifted from their respective Station Seniors list.

   c. No vacancy is created in the station as a whole, but within the station, vacancies may arise, if the actual excess recorded offices and the Station Seniors are from different offices.

   d. If the actual excess recorded offices has employees over 3/5 years, the senior most is adjusted either by internal shuffling/station out as the case may be.

   e. If employees are of less than 3/5 years, the junior most is shifted to nearby office by virtue of internal shuffling, with a provision to shift back to original office, if vacancies are arising in between the transfer process.

3. **Lifting District Wise Inter Station**

   a. Lift all employees listed in WDEL and mark the places as vacant.

   b. Available vacancy in each station shall be found out.

   c. If sufficient number of vacancies are not available, employees who are station seniors and have completed 3/5 in stations, without protection shall also be lifted.

   d. If vacancy is arising at offices with excess repost, post back the junior.

4. **Lifting within station requests and shuffle**

   a. Lift all employees listed in WSEL and mark the places as vacant.

   b. Lift all employees listed in WSSL and mark the places as vacant.

5. **Processing WSEL and Shuffle**

ROUND – 1. Starting from most eligible of WSEL

a. Check if the domicile station is same as working station else skip the employee

b. Check choice and vacancies available and post

If unable to find a choice, rollback Round 1, lock employee to original office and redo.

ROUND – 2. Starting from most eligible of left out of WSEL

c. Check choice and vacancies available and post

d. If unable to find a choice, rollback Round 1,2 lock employee to original office and redo from ROUND-1

ROUND – 3. Starting from the top of WSSL

a. Post employee to the office which is near to the present office.

6. **Processing District Wise Inter Station**

ROUND – 1. Starting from most eligible of WDEL

a. Check if vacancy available at office choices starting from top

b. If available post else post to an office near to domicile section.

For inter Division transfer request to domicile station will only be considered.

c. Employees lifted as per 3(c) is posted in another station on an available nearest vacancy from their domicile section / present lien office

7. **Serving Domicile District Request In**

a. ROUND – 1. Starting from most eligible of DDEL

   i. Find domicile station.

   ii. Try choices

   iii. If no vacancy, skip to next till end of DDEL

b. ROUND – 2. Starting from the most eligible left out of DDEL

   i. Find domicile station group

   ii. Try choices with existing vacancies.

   iii. If no vacancy, skip to next till end of DDEL

c. ROUND – 3. Starting from the most eligible left out of DDEL

   i. Find domicile district

   ii. Try choices with existing vacancies.

        iii.   If no vacancy, skip to next till end of DDEL

    d.   ROUND – 4. Starting from the most eligible left out of DDEL

        [ROUND -4 is required, there may be cases when employees opts only for few offices]

8. **Transfer Out Posting Policy**

    a. Group of employees to be posted in a particular district, based on discussions with the various stakeholders shall be available in system.

    b. Female employees should be posted in the available women friendly offices

    c. Male employees should be posted in offices on priority described in reference

9. **Senior Assistants 10% Posting in Vydyuthi Bhavanam, Trivandrum**

    a. Transfer process of all districts except Thiruvananthapuram will be done as detailed above.

    b. The employees who have given their request to Vydyuthi Bhavanam, being eligible according to the cut-off dates of their respective domicile district and if they are not getting posting in their domicile district will be considered as eligible Domicile – In request of Kazhakoottam Geographical Area.

    c. Before shuffle posting of Kazhakoottam, these employees will be posted in any of the office located within Vydyuthi Bhavanam. Internal request from Vydyuthi Bhavanam should be considered prior to step c.

10. **Voluntary Request Posting**

    a. Starting from the most eligible rank of VEL after excluding those obtained posting in Domicile District or Transfer Out

    b. Check each choice. If the choice is within working station or domicile district skip.

    c. If the employee is already in district transfer out OR district domicile In, SKIP

    d. Else if vacancy, post employee there

    e. Proceed to next employee.

    f. Vacancy arising at parent office on account of voluntary posting, will be filled later from the eligible domicile queue.

Other Requirements

1. Incumbency

Software should have the facility to:

(1) View incumbency for self & ARU payroll users.

(2) Edit pre - system & system periods for ARU payroll users.

(3) Verify the incumbency details by SS and approval by ARU head (Payroll Authority).

(4) Three level certification of approved incumbencies up-to a period.

(5) Certified incumbencies cannot be altered within their certification span.

(6) Issue auto-certification if the decision parameters like office, designation, position, status etc are not changed.

(7) Re-certification alert for change in parameters like office, designation, position, status etc

2. Domicile declaration, alteration and approval

Software should have the facility to:

(1) Add the domicile by obtaining a declaration and relevant documents from the employee.

(2) Accept & approve domicile declarations by salary EB.

(3) Change place of domicile as per the conditions of clause II note of reference 2.

3. Distance Matrix

(1) Distance from each Place of Domicile (section office) to all other offices shall be available in the application.

(2) GIS team is responsible for co-ordinates collection of buildings/premises, maintaining building/premises to offices map and building to building distance.

(3) Provision to correct wrong co-ordinates and re-calculation.

(4) Provision to add new buildings / premises.

(5) Provision to add new offices in building to offices map.

(6) Converting building to building distance to office to office distance in HRIS

(7) Keeping log for change

4. Analysis

(1) Provide cadre wise WORKING STATION SENIORITY (WSS) of each stations as on a fixed date.

(2) Provide cadre wise details of employees working away from domicile station (district) and applied for Inter District Transfer.

The software application should have the facility to capture

    1.1   Start date of application (transfer & protection)

    1.2   Last date of application

    1.3   Last date of forwarding from ARU

    1.4   Last date of scrutiny of application at CCA

    1.5   Last date of acceptance/rejection of claims made in application

    1.6   Last date of finalization of protection.

    1.7   Last date of capturing Non-Applied protection

    1.8   monitor the application movement for Self, Salary EB, CCA, Personnel Department etc

5. Non Applied Protection

CPO is the concerned authority for processing non applied protection. The software should provide the following to CPO for processing non-applied protections:

(1) Screen to capture employee wise protection with categorization as per clauses VII a, p, r.

(2) Option for same office (or convenient office) protection or same station protection.

(3) Authority or reference of granting protection to be captured.

(4) Three level work flow for granting protection

(5) Status VIEW of applied and non-applied protections will be made available to all employees.

6. Application for General Transfer

(1) Facility for applying for **INTER DISTRICT TRANSFER (General Transfer)** or **INTRA DISTRICT TRANSFER (Internal Transfer)**

(2) Mazdoor category can apply for **INTRA DISTRICT TRANSFER** only.

Software should display the following parameters to an applicant,

1 Employee code, Name, Date of Birth & Date of retirement

2 Employee photo

3 Present designation and position

4 Present lien office and latest DOJ

5 Domicile section and station

6 SBUs & respective length of Service

7 If LIEN OFFICE within DOMICILE DISTRICT, show offices and respective DOJ since latest DOJ in Domicile District.

8 If LIEN OFFICE on NON-DOMICILE DISTRICT, show offices and respective DOJ since latest DOE from Domicile District

9 Total period away from Domicile

10 Malabar Service + 250 KM period

11 Remote Area service period

12 Hilly Area service period

Capturing Priority Claims

1 Display all the priority claims item wise as described in the annexure to this document indicating the relevant clause of reference 2.

2 Claims are to be pre - categorized as

   1.1 Document Required

   1.2 Document Not Required.

3 Document Required category is further classified as

   1.1 Original to be submitted

   1.2 Attested copy to be submitted

4 Employee should be able select one or more claims

5 If the claims selected falls under the category 'Claim with document' a provision to capture the name, number, date of issue.

6 A remark column for each claim for capturing any extra information which the incumbent want to convey

7 Facility to capture more than one document for a single claim

Document Upload

1 Show the list of documents as claimed by the incumbent.

2 Incumbent selects a document and system shows the upload screen for the selected

document.

3   Capture image in required format, date and time etc.

4   Incumbent may upload multiple documents for same claim.

Capturing Choice of Offices

1   Employees should be able to apply for any number of offices in Domicile District / Working District

2   System should show offices only where the incumbents cadre is notified in posting strength.

3   While applying for INTER DISTRICT TRANSFER (DOMICILE), the employees need to opt for offices within Domicile Section first, then offices within Domicile Station, then offices within the Domicile Station Group (if applicable) and then offices within Domicile District.

4   While applying for INTRA DISTRICT TRANSFER (INTERNAL), the employees can apply for any office within the Working District.

Any Other Relevant Information

There should be a provision in the software to capture any other relevant details which the incumbent wishes to state regarding his priority claims or any other details related to the transfer.

Capturing Communication Details

1   Display available mobile number and email of the incumbent.

2   Incumbent shall be allowed to edit the mobile number / email.

3   Mobile number is unique and cannot be left blank

Application Save

1   Incumbent shall be allowed to save the application at any stage.

2   On subsequent visits, the application should show the already captured data.

Validate and Submit

1   Show entire application with all the details.

2   On submit generate an OTP and send to incumbents mobile.

3   Incumbent enters OTP and the application gets submitted.

4   Submit acknowledgement goes to incumbents mobile and/or email.

Application Acknowledgment Print

1 Show acknowledgement with following details

    1.1   Employee Code, Name, Designation

    1.2   Place of domicile

    1.3   List of documents with number, date and document category

    1.4   Date of submission

    1.5   Salary ARU, EB and name of the basic user, supervisor & authority

2 Incumbent takes a print of the acknowledgement slip, sign and submit the same to basic user along with all the original documents

3 Application for protection

Display following available information

1 Employee Name, Date of Birth & Date of retirement

2 Present designation and position

3 Present lien office and latest DOJ

4 Domicile section and station

5 SBUs & respective length of Service

6 If LIEN OFFICE within DOMICILE DISTRICT, show offices and respective DOJ since latest DOJ in Domicile District.

7 If LIEN OFFICE in NON-DOMICILE DISTRICT, show offices and respective DOJ since latest DOE from Domicile District

8 Total period away from Domicile.

9 Malabar Service + 250 KM period

10 Remote Area service period

11 Hilly Area service period

Capturing Protection Claims (Applied Protections)

1 Display all the protection claims item wise as described in the annexure to this document indicating the relevant clause of reference 2.

2 Claims are to be pre - categorized as

    2.1   Document Required

    2.2   Document Not Required.

3 Document Required category is are further classified as

    3.1   Original Required

    3.2   Attested Copy Required

4 Employee can select one or more claims

5 If the claims selected falls under the category 'Claim with document' a provision to capture the name, number, date of issue.

6 A remark column for each claim for capturing any extra information which the incumbent want to convey

7 Facility to capture more than one document for a single claim

8 Details in annexure to this document.

Document Upload

1 Show the list of documents as claimed by the incumbent.

2 Incumbent selects a document and system show the upload screen for the selected document.

3 Capture image in required format, date and time etc

4 Incumbent may upload multiple document for same claim

Capturing Communication Details

1 Display available mobile number and email of the incumbent.

2 Incumbent shall be allowed to edit the mobile number / email.

3 Mobile number is unique and cannot be left blank

Application Save

1 Incumbent shall be allowed to save the application at any stage.

2 On subsequent visits, the application should show the already captured data.

Validate and Submit

1 Show entire application with all the details.

2 On submit generate an OTP and send to incumbents mobile.

3 Incumbent enters OTP and the application gets submitted.

4 Submit acknowledgement goes to incumbents mobile and/or email.

Application Acknowledgment Print

1 Show acknowledgement with following details

    1.1   Employee Code, Name, Designation

    1.2   Place of domicile

    1.3   List of documents with document name, number, date and document category.

    1.4   Date of submission

    1.5   Salary ARU, EB and name of the basic user, supervisor & authority

2 Incumbent takes a print of the acknowledgement slip, sign and submit the same to basic user along with all the original documents

3 Application Processing in Salary ARU

Salary users need not wait till the last date of receipt of application. As and when the application is received, following procedures can be initiated without delay.

Receiving of Application

1 Incumbent submits application acknowledgement in duplicate to Basic User of salary ARU along with documents in original (wherever applicable) as a set.

2 Basic user views application in system.

3 Document by document verification of the originals with copies available in HRIS.

4 Show list of original documents to be kept under ARU custody.

5 Scrutiny & sorting of documents by the basic user making marks on the acknowledgment.

6 Basic user shall ensure that all the scanned documents are clear and readable.

7 Document name, number, issue date etc shall be checked and tallied with the original.

8 Facility to note any information regarding the application and documents.

9 Certification of accepting the application, receipt of original documents and safe custody of documents.

10 Passing & forwarding of the application for VERIFICATION.

11 Sign the acknowledgment in duplicate and return a copy to the employee.

Verification of Application

1 Verification is done by Payroll Supervisor.

2 View the application.

3   Document by document comparison of originals with that available in the system.

4   Check the details of working arrangement entered.

5   Mark all the verification details in acknowledgement.

6   Facility to note any information regarding the application and documents.

7   Certification of accepting the application, receipt of original documents and safe custody of documents.

8   Passing & forwarding of the application for APPROVAL.

Approval and forwarding of Application

1   Approval and forwarding of the application is done by Payroll Authority.

2   View the application.

3   Document by document comparison of originals with that available in the system.

4   Check the details of working arrangement entered.

5   Mark all the verification details in acknowledgement.

6   Facility to note any information regarding the application and documents.

7   Certification of accepting the application, receipt of original documents and safe custody of documents.

8   Passing & forwarding of the application to CCA for further action.

Rollback and Withdrawal of Application

1   Facility to Rollback the application to following status.

   1.1   Submitted by applicant (This is to rectify and add any information at salary EB level)

   1.2   Entered by applicant (This is to make any changes or withdraw the application by incumbent).

2   Rollback / withdrawal shall be effected even after forwarding to CCA.

3   Authority only has the right to rollback the application.

4   Facility to withdraw the application by the incumbent before submitting to salary EB.

5   Application Processing By Cadre Controlling Authority.

General

1   Forwarded applications should be listed in Cadre Management role group.

2   Processing applications at CCA is expected to happen as and when the application is forwarded by ARU. No need of waiting till last date.

3   Each cadre has basic user, supervisor and authority.

4   Various levels of processing are intimated to the employee through SMS/EMAIL/HRIS alert.

5   An alert is also send to Salary EB dealing team through HRIS interface.

Documents Verification Level – 1

1   The mapped user for LEVEL-1 processing gets the list of forwarded applications from ARU under his dealing cadre.

2   Each application can be viewed separately. Those applications without any claim can be processed in bulk and forwarded to level-3 for passing.

3   For processing, displays all priority claims/protection claims along with documents wherever applicable.

4   Against each priority claims there are three options

   4.1   Claim Accepted

   4.2   Claim Rejected

   4.3   Call for original document from ARU

5   If the option chosen is 'reject' a provision to capture reason for rejection.

6   System should also display other relevant details entered by the applicant and also there should be a provision for the user to record his observation.

7   The application is forwarded to Level-2 dealing hand.

Documents Verification Level – 2

1   The mapped user for LEVEL-2 processing gets the list of applications under his dealing cadre which are forwarded by LEVEL-1.

2   Each application can be processed separately. Those applications without any claim can be processed in bulk and forwarded to level-3 for passing.

3   For processing, displays all priority claims and observations made by Level-1 user against each claim.

4   User can accept the recordings of Level-1 user and forward the same to Level-3 or can

object the recordings of Level-1 user and rollback the application to Level-1 status, with specific instructions to Level-1 user.

Document Verification Level – 3

1 The mapped user for LEVEL-3 processing gets the list of applications under his dealing cadre which are forwarded by LEVEL-2.

2 Each application can be processed separately. Those applications without any claim can be processed in bulk and can be passed in bulk.

3 For processing, display all priority claims and observations made by Level-1 user against each claim.

4 User can accept the recordings of Level-1 & Level-2 users and mark the application as claims processed or can reject the recordings of Level-1/Level-2 user and rollback the application to Level-1 status, with specific instructions to Level-1 user or to Level-2 status with instructions to Level-2 user.

5 Note: For applications with original documents required marking, the concerned Salary EB will get an alert through HRIS. Salary EB despatch the original documents and mark the same in the system. As soon as the originals are received by CCA, Document verification will be initiated from Level-1.

The system should also have provision for the following:

Nominated protections

1 Provision to capture nominated protections as per clause VIII (10) (Supernumerary).

2 Provision to capture employees codes of those retaining in IT wing as per clause VIII (21), Nodal Officers, etc

3 Three level verification.

Powers of CCA under clause

1 Facility to capture transfer, refrain from transfer, protection as per clause VIII (12)

2 Three level verification.

Protection Processing

1 This procedure is expected after last date of application submission and ensuring that all the applications received before last date has been transmitted to CCA.

2 List all the applications for protection grouped on their grounds.

3 CCA accepts / rejects the application with specific remarks (Off System).

4 Provision to record following options against each application

   4.1   Accept Office Protection (Office to be decided) [Protection from Transfer Out and Shuffle]

   4.2   Accept Station Protection [Protection from Transfer Out]

   4.3   Reject with reason.

5 To avoid data entry error, protection processing will be verified and passed through 3 levels with option for bulk processing.

6 The protection list will be available in HRIS after all the application passes Level-3.

Decision on LWA & Absent cases

1 Provision for capturing the following decision on employees on LWA, Absent etc

a. Proceed with Normal Transfer Process - The system should treat the employee as working in the present office.

b. Lien retained in present office, with substitute posting. In this case, the system should try to post a substitute.

Decisions needed for further processing

1 Provision to capture cut-off dates. (Domicile Eligibility - Lower Cut-Off date)

2 Provision to mark district for transfer out employees.

3 Lock records.

7. System Audit Module.

With all the above-mentioned data, the system should generate the transfer orders by running the transfer logic engine. Prior to running the transfer logic engine, the system should run an audit module to check that the data available is consistent. This system audit module should have the following features: constitute

1 Point out any missing operations.

2 Point out any deviation from certified incumbency.

8. Generation of Transfer Order

1 Initiated by Level – 1 user.

2   Lists various processes to be scheduled and their respective status. The number of process may vary from cadre to cadre.

3   User proceeds with each process. Errors, if any, will be notified in each process.

4   As soon as the last process is completed successfully, transfer list will be viewable.

5   Transfer list checking spans in 3 levels.

6   After approval of level-3, the transfer details are pushed to transfer order generation module.

References:
1. BO(FTD) No. 848/2017 (PS-I(A)/3879/2016) dated 31-03-2017
2. BO(FTD) No. 552/2018 (PS-I(A)/3879/2018) dated 01-03-2018