

Requirements of the Department of Soil Survey and Soil Conservation

To Implement an ERP system for the Soil Survey and Soil Conservation Department of Kerala for employee data management. The basic modules that should be covered in the ERP system include:

1. Employee Information Management

- **Personal Details:** Name, address, contact information, and emergency contacts.
- **Employment Details:** Job designation, employment status and service details/history.
- **Documents:** Upload and manage documents like ID proofs, certificates and contracts.
- **Leave Management:** Track various types of leave, manage leave requests, and approvals.
- **Employee transfer and vacancy Management:** To enable employees to submit transfer requests through a user-friendly interface. Provisions for seniority-based transfer criteria, Automated matching of transfer requests with vacant positions based on pre-defined criteria.
- **Vacancy Management:** Realtime tracking and display of vacant positions

2. Performance Management

- **Appraisals:** Track the performance and progress of the employees.
- **Training and Development:** Details of training and other career development programmes attended. Maintaining records of training attended and skills acquired. Tools for evaluating the effectiveness of training programs.
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3. Employee Self-Service Portal

- **Profile Management:** Allow employees to update personal information and track leave balances.
- Recording grievances

4. Communication

- **Internal Messaging:** Facilitate communication between employees and departments.

5. Administration

- Inventory management for office supplies and equipment (IT and lab equipment), vehicles (maintenance history, insurance details etc).
- Audit Management: Planning and conducting audits, tracking findings and follow-up actions.

6. Fund distribution and Expenditure: To manage financial operations related to fund requests, approvals and utilization.

7. Circulars and notifications issued by the HOD

- Automated sending of circulars.
- Receipt acknowledgment tracking.
- Archive for past circulars.