USER MANUAL

HRMS Module on
Out of turn Promotion
Award of Incentives
Pre-mature Retirement
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Human Resources Management System (HRMS) Module on Out of turn Promotion/Award of Incentives /Pre-mature Retirement

This document serves as the guide for the officials to use HRMS easily and efficiently to process cases for Out of turn Promotion / Award of Incentive / Premature Retirement of Government Employees. It provides detailed descriptions with relevant graphics of the various activities.

The users of the Module are broadly divided into the following three functional categories.

1. District Level Offices
2. District Collector / Heads of the Department
3. Administrative Department

The online Out of turn Promotion /Award of Incentives / Pre-mature Retirement Module will function in three levels / phases as narrated below.

First Phase:

All the District Level Offices (DLOs) are required to examine the cases of their employees and identify the ones they wish to nominate for Out of turn Promotion /Award of Incentives / Pre-mature Retirement. The DDOs of the respective offices can then be authorized to send the nominations along with all supporting documents to the District Collector/Head of Department (HoD) for necessary action.

Second Phase:

The District Collector/Head of the Department will login and view and download the nominations along with supporting documents sent by DLOs. The cases may be deliberated in the scrutiny committee constituted by District Collector/Head of Department. After recording remarks by the District Collector/Head of Department, the selected cases will be forwarded to the concerned Administrative Department (A/D) for further necessary action.

Third Phase:

The Administrative Department will be able to view and download all the nominations along with the supporting documents sent by the Collectors and HoDs and there will be an option for filtering the cases based on the nomination type and Group which can be placed before the Screening Committee for appropriate decision on the matter.
FLOW CHART

[online system set up on HRMS]

Field Office (DDO)

Submit nominations with supporting documents to the District Collector / HoD (as applicable) for necessary action

District Collector / Heads of Departments

Submit the nominations to the Administrative Department for necessary action

Administrative Department

Final Decision to be taken by the Screening Committee

View / download the nominations along with the supporting documents sent by the DDOs for scrutiny

View / download the nominations along with the supporting documents sent by the Collectors and HODs with group-wise, category of nomination-wise filtering option for discussion in the Screening Committee
First Phase (District Level Offices)

Step-1 - Login

The process of submission of nominations (along with the supporting document) is required to be initiated by DDO of the District Level Office concerned. The following procedure need to be followed for logging in to the system:

2. Click “PERSONAL LOGIN/HRMS LOGIN” on the top right corner of the home page. The HRMS login page appears as shown below.
3. Here the DDO concerned is required to enter the valid User ID and Password and click Login.

Step-2 – Accessing the Out of turn Promotion / Award of Incentive / Premature Retirement of Government Employees Module

The following Page appears after successful login to HRMS. All the HRMS features related to the User can be accessed from the links provided on this page. The DDO is required to access the “Out of turn Promotion / Award of Incentive / Premature Retirement of Government Employees Module” by clicking on the link as shown in the following figure.
Step-3 – Inside the Module

The DDO can initiate the proposal submission process through this Module. The following screen will appear after clicking on the “Out of turn Promotion / Award of Incentive / Premature Retirement of Government Employees Module” link.

New proposal for nomination can be initiated by clicking on the “Add New” button on the page as shown in the following figure.

Click on “Add New” button to initiate the proposal submission process.
Step-4 – Selecting the Nomination Type

Clicking on the “Add New” Button will lead to a new interface where the DDO is required to select the type of Nomination as depicted in the following image. The DDO has to choose from the four options viz. 1. Out of turn Promotion (Within Batch) 2. Out of turn Promotion (Across Batches) 3. Award of Incentives 4. Premature Retirement.

The DDO can choose one of the options from the Drop-down menu as shown above.

Step-5 – Creating a new Proposal

Following selection of the Nomination type, the DDO can create a new proposal where the names of the Employees can be included. The DDO is required to click on the “Create” button to initiate a new proposal.

Once the new proposal is created, the DDO will be able to add the Employees by clicking on “Add Employee” Button as shown in the following image.
Step-6 – Adding an Employee

On clicking the “Add Employee” button, the names of all the Employees of the concerned organisation / office will be listed in an alphabetical order as shown in the following image. The name of an employee can also be searched using the inbuilt Search option as shown in the following image.

After locating the Employee concerned, the DDO is required to click on the Add Button (highlighted in red circle in the above image) to add the selected employee to the newly created proposal at Step-5.

Similarly, following the above steps, the DDO can add the names of other Employees to the proposal.

Once the selected employees are added to the list, the DDO is required to click the “BACK” button to go back to Nomination Page.
Step-7 – Filling up the details of the Nominated Employee(s)

In the Nomination Page, under the “Action” tab, the DDO can click on the “Detail” button (as shown below) which will display the names of all the Nominated Employees who were added to the list at Step-6.

When the DDO will click on Detail button as indicated above, the list of all the Nominated employees will be displayed (as depicted in the following image).

Against the names of each of the Employees, you can find another “Detail” button under the “Details” tab.

The DDO can click on the “Detail” button against the name of a selected Employee to fill up the detailed information in support of the nomination of the employee concerned. Click on “Remove” button to remove the nominated employee from List.

Step-8 – Filling up the detailed information

Clicking on the “Detail” button against the name of a selected Employee will direct the page to the following screen where the DDO is required to fill up the complete information and upload the supporting documents in respect of the employee to justify the reason for of his/her name for Out of turn
Promotion (Within Batch) / Out of turn Promotion (Across the Batches) / Award of Incentives.

In case of nominating the name of an employee for Pre-mature Retirement, the DDO is required to fill up the appropriate information and upload the supporting documents by clicking on the “Choose File” button as shown in the following image.

Only one PDF document is allowed to be uploaded against each field. The upload option will allow only PDF files up to maximum size of 20 MB.

Step-9 – Submitting the final nomination

The DDO is required to enter all the information in the respective fields with the attachments (if any) and then Click on “Save” Button as shown below.
After saving the filled in proposal, the DDO can go back to the Nomination page to submit the proposal to the District Collector/ HoDs, as applicable, for necessary action at their end.

In order to do so, the DDO is required to click on the "Choose Authority" button, which pops up the following screen captioned as "Choose Office Name and Authority" where the DDO can select the appropriate Authority (District Collector/ HoD) from the dropdown list and click on "Submit" button to submit the proposal to District Collector/ HoD concerned.
After clicking on the “Submit” button, the following confirmation message will appear where the User is expected to click on the “OK” button for final submission of the proposal.

**Step-10 – Confirmation Status**

After the proposal is submitted, the following screen will appear which will display the proposal status under the “Sent to” tab.

Once the proposal is submitted, no more editing is allowed.
Second Phase (District Collector / HoDs)

In the second stage, the District Collector/ HoD is required to download the nominations received from the Field / District Offices. For the purpose, the District Collector / HoD may authorise the DDO to submit the nominations online.

The District Collector / HoD, through the concerned DDO, will scrutinise and accord approval to select nominations. The Collector/HoD have the right to add/delete name(s) to the list submitted by the subordinate offices based on their assessment and the information available to them on the performance of the employee(s).

Besides above, the District Collector/ HoD has been empowered to nominate the names of the employees under their jurisdiction, whose names have not been nominated by the Field / District Office. To add more nomination(s) please refer to the Step-6 below. The Departments can also nominate their own employee working in the Department, for this please refer to Step-2 under the Third Phase.

Step-1 - Login

The following procedure need to be followed for logging in to the system:

2. Click “PERSONAL LOGIN/HRMS LOGIN” on the top right corner of the home page. The HRMS login page will appear as shown below.
3. Here the DDO concerned is required to enter the valid User ID and Password and click Login.
Step-2 – Accessing the Module

The following Page will appear after successful login to HRMS.

In the Task List of the District Collector / HoD concerned, a new task bearing “Task name: Nomination” will automatically be created for each nomination proposal submitted by DDO.

To view the detailed list of employees nominated for Out of turn Promotion (Within Batch) / Out of turn Promotion (Across the Batches) / Award of Incentives/Premature Retirement, the District Collector / HoD is required to click on “Action link”.

Step-3 – Viewing the Nominated Employee(s) list

After clicking on the “Action link”, the following screen will appear displaying the Name and Designation of the nominated Employees proposed by the Field / District Office.
Step 4 – Viewing the proposal details

In order to view the complete information in respect of a particular nominated employee, the District Collector / HoD has to click on the “Detail” Button against the name of the Employee.

Clicking on the “Detail” button will lead you to a new page where the details submitted by the Field / District Office will be displayed. The detailed information can also be downloaded by clicking on the Document link.

After verifying all the details, the District Collector / HoD is required to **mandatorily give his/her remarks to justify the nomination** of the Employee for Out of turn Promotion (Within Batch) / Out of turn Promotion (Across Batches) / Award of Incentives/Premature Retirement. The District Collector / HoD is also required to upload additional document(s) in respect of the Nominations which they wish to Approve.

At the end, the District Collector / HoD may click “Approve” or “Decline” button to take suitable action on the proposal.
When the nomination is approved by clicking on the “Approve” Button, the following Screen appears where the concluding remarks / reason for finding the employee worthy of nomination is required to be entered as shown in the following image.

Overall views as to why premature retirement is recommended in respect of an Employee is mandatory

After reviewing all employee details and taking suitable action he/she is required to submit the proposal to the Administrative Department by clicking on “Submit” button.

After clicking on the “Submit” button, a request for “NOC” will automatically be generated and sent to the Crime Branch as well as the Directorate of Vigilance who will furnish the clearance reports in respect of the nominated officers.

Step-5 –Checking the proposal submission status

Once the proposals are approved/ declined by the District Collector / HoD and submitted to the Administrative Department by clicking on submit button, the status of the same can be viewed by the concerned District Collector/HoD by using the login credentials of their DDO.
Step-6 – Adding new nominations

The District Collector / HoD has been empowered to nominate the names of the employees under their jurisdiction, whose names have not been nominated by the Field / District Office.

To nominate more employee(s), the District Collector/ HoD, through the DDO of their office, is required to login to HRMS using the same procedure at Step-1. The following page will appear where the link for “Out of turn Promotion / Incentive / Premature Retirement” will be available under the “User Privilege” dashboard.

Step-7 – Adding new nominations contd...

After Clicking on the “Out of turn Promotion / Incentive / Premature Retirement” link, the following screen will appear. The District Collector/ HoD is required to click on “Do You want to Add more nomination?” Button which will provide the option to initiate a new proposal for nomination.

Step-8 – Adding new nominations contd...

After clicking on the “Do You want to Add more nominations?” Button, the following screen will appear, where the type of Nomination is required to be selected.
The DDO has to choose from the four options viz. 1. Out of turn Promotion (Within Batch) 2. Out of turn Promotion (Across Batches) 3. Award of Incentives 4. Premature Retirement.

Once the Nomination type has been selected, the DDO is required to click on the “Create” button as shown in the following image.

**Step-9 – Adding new nominations contd...**

After clicking on the Create button, a new proposal will be added as shown in the following image.

The Authority is required to nominate suitable employees by clicking on the “Add Employee” Button.
On clicking the “Add Employee” button, the names of all the Employees of the concerned organisation / office will be listed in an alphabetical order as shown in the following image. The name of an employee can also be searched using the inbuilt Search option as highlighted in red below.

Employee names arranged in Alphabetical

If the District Collector / HoD wishes to nominate the name of an employee outside his/her jurisdiction then the District Collector / HoD is required to click on “Add Employee from Other Office” button as shown below.
Step-10 – Adding new nominations contd...

After clicking on the “Add Employee from Other Office” a new window will open (as shown below) where the name of the office (to which the employee belongs) is required to be selected.

After selecting the name of the office, the DDO is required to click on the “Search” button which will display the names of employees of the selected office. The names of all the Employees of the concerned office will be listed in an alphabetical order.

The authority can now add the selected employee to the nomination list.

In the Nomination Page, under the “Action” tab, the DDO can click on the “Detail” button (as shown below) which will display the names of all the Nominated Employees.

Clicking on the “Detail” button will display the names of the recently added Employees.
When DDO will click on Detail button as indicated above, the list of all the Nominated employees will be displayed (as depicted in the following image).

Against the names of each of the Employees, you can find another “Detail” button under the “Details” tab.

The DDO can click on the “Detail” button against the name of a selected Employee to fill up the detailed information in support of the nomination of the employee concerned. Click on “Remove” button to remove the nominated employee from List.

**Step-11 – Filling up the detailed information**

Clicking on the “Detail” button against the name of a selected Employee will direct the page to the following screen where the DDO is required to fill up the complete information and upload the supporting documents in respect of the employee to justify the reason for his/her name for Out of turn Promotion (Within Batch) / Out of turn Promotion (Across Batches) / Award of Incentives.

Click on “Choose File” button to upload the documents

This field is Mandatory
In case of nominating the name of an employee for Pre-mature Retirement, the DDO is required to fill up the appropriate information and upload the supporting documents by clicking on the “Choose File” button as shown in the following image.

Only one PDF document is allowed to be uploaded against each field.

The upload option will allow only PDF files up to maximum size of 20 MB.

**Step-12 – Submission of Nominations to the Department**

After entering detailed information against each nomination made, the District Collector / HoD may go back to the Nomination list page to submit the proposal to the Administrative Department for further necessary action in the matter.

To submit the proposal to the Administrative Department he/she is required to click on “Submit to Department” button.

After clicking on the “Submit” button, the following confirmation message will appear where the User is expected to click on the “OK” button for final submission of the proposal.
On submission of the Proposal, a request for “NOC” will automatically be generated and sent to the Crime Branch as well as the Directorate of Vigilance who will furnish the clearance reports in respect of the nominated officers.
Third Phase (Administrative Department)

The Administrative Department will be able to view and download all the nominations along with supporting documents sent by the Collectors and HoDs and there will be an option for filtering the cases based on the nomination type and Group which can be placed before the Screening Committee for appropriate decision on the matter.

The DDO of the Administrative Department can also nominate their own employee working in the Department as well as other Employees from the Field Office(s) under the Department. For this please refer to Step-2 below.

The DDO of the Administrative Department is empowered to login to the Portal using his/her credentials.

Step-1 - Login

The following procedure need to be followed for logging in to the system:

5. Click "PERSONAL LOGIN/HRMS LOGIN" on the top right corner of the home page. The HRMS login page will appears as shown below.
6. Here the DDO concerned is required to enter the valid User ID and Password and click Login.

![Login Page](http://hrmsorissa.gov.in/)

Enter your Login

- Enter your Account
- [Login]

PLEASE CHECK DATE OF SUPERMANAGEMENT REPORT—EMPLOYEE LIST OF YOUR ESTABLISHMENT IF FOUND INCORRECT PLEASE CORRECT IT THROUGH EMPLOYEE PROFILE/PROFILE—BASIC PERSONAL INFO MODULE HRMS WILL AUTOMATICALLY STOP SUBSCRIPTION TOWARDS GPF/TF AND NPS FROM FEBRUARY 2020 ONWARDS.
Step-2 – Adding new nominations

The Administrative Department has been empowered to nominate the names of the employees under their jurisdiction, whose names have not been nominated by the Field Office / District Office / HoD.

To nominate more employee(s), the Administrative Department, through the DDO of their office, is required to login to HRMS. The following page will appear where the link for “Out of turn Promotion / Incentive / Premature Retirement” will be available under the “User Privilege” dashboard.

Step-3 – Adding new nominations contd...

After Clicking on the “Out of turn Promotion / Incentive / Premature Retirement” link, the following screen will appear. The DDO of the Administrative Department is required to click on “Do You want to Add more nomination?” Button which will provide the option to initiate a new proposal for nomination.

Step-4 – Adding new nominations contd...

After clicking on the “Do You want to Add more nominations?” Button, the following screen will appear, where the type of Nomination is required to be selected.
The DDO has to choose from the four options viz. 1. Out of turn Promotion (Within Batch) 2. Out of turn Promotion (Across Batches) 3. Award of Incentives 4. Premature Retirement.

Once the Nomination type has been selected, the DDO is required to click on the “Create” button as shown in the following image.

**Step-5 – Adding new nominations contd...**

After clicking on the Create button, a new proposal will be added as shown in the following image.

The DDO is required to nominate the names of suitable employees by clicking on “Add Employee” Button.
On clicking the “Add Employee” button, the names of all the Employees of the concerned Department will be listed in an alphabetical order as shown in the following image. The name of an employee can also be searched using the inbuilt Search option as highlighted below.

Employee names arranged in alphabetical

If the Administrative Department wishes to nominate the name of an employee outside their jurisdiction then the DDO is required to click on the “Add Employee from Other Office” button as shown below.
Step-6 – Adding new nominations contd...

After clicking on the “Add Employee from Other Office” a new window will open (as shown below) where the name of the office (to which the employee belongs) is required to be selected.

After selecting the name of the office, the DDO is required to click on the “Search” button which will display the names of employees of the selected office. The names of all the Employees of the concerned office will be listed in an alphabetical order.

The authority can now add the selected employee to the nomination list.

In the Nomination Page, under the “Action” tab, the DDO can click on the “Detail” button (as shown below) which will display the names of all the Nominated Employees.

Clicking on the “Detail” button will display the names of the recently added Employees
When the DDO will click on Detail button as indicated above, the list of all the Nominated employees will be displayed (as depicted in the following image).

Against the names of each of the Employees, you can find another “Detail” button under the “Details” tab.

The DDO can click on the “Detail” button against the name of a selected Employee to fill up the detailed information in support of the nomination of the employee concerned. You can Click on “Remove” button to remove the nominated employee from List.

Step-7 – Filling up the detailed information

Clicking on the “Detail” button against the name of a selected Employee will direct the page to the following screen where the DDO is required to fill up the complete information and upload the supporting documents in respect of the employee to justify the reason for of his/her name for Out of turn Promotion (Within Batch) / Out of turn Promotion (Across Batches) / Award of Incentives.

Click on “Choose File” button to upload the documents

This field is Mandatory
In case of nominating the name of an employee for Pre-mature Retirement, the DDO is required to fill up the appropriate information and upload the supporting documents by clicking on the “Choose File” button as shown in the following image.

Only one PDF document is allowed to be uploaded against each field.

The upload option will allow only PDF files up to maximum size of 20 MB.

**Step-8 – Submission of Nominations to the Department**

After entering detailed information against each nomination made, the DDO of the Administrative Department may go back to the Nomination list page to submit the proposal for further necessary action in the matter.

To submit the proposal the DDO is required to click on “Submit” button.

After clicking on the “Submit” button, the following confirmation message will appear where the User is expected to click on the “OK” button for final submission of the proposal.
On submission of the Proposal, a request for “NOC” will automatically be generated and sent to the Crime Branch as well as the Directorate of Vigilance who will furnish the clearance reports in respect of the nominated officers.

**Step-9 – Accessing the Nomination list submitted by the District Office / HoD**

After logging into the system (as described at Step-1), the DDO is required to click on the “Nomination List” link on the Dashboard as shown in the following image.

**Step-10 – Filtering the proposals**

In the following page, the Administrative Department are offered with the option of filtering the nominations based on the nomination type and Group of the employees concerned.

**Step-11 – Filtering the proposals Contd…**

In order to filter the nominations according to the Group of the Employee as well as the type of Nomination, the A/D is required initially to select the
“Group of the Employee” and then select the “Nomination Type” and click on the “Search” Button.

This will generate the list of employees of that particular Group for a particular type of Nomination.

<table>
<thead>
<tr>
<th>No.</th>
<th>GPF / PRAN No</th>
<th>Employee Name</th>
<th>Office Name</th>
<th>Nomination Type</th>
<th>Detail</th>
<th>PAR</th>
<th>NOC From Crime Branch</th>
<th>NOC From Vigilance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GA007257</td>
<td>SHRI KURESWAR MAJHI, ACCOUNTANT</td>
<td>SUB-TREASURY OFFICER, R UDAYAGIRI</td>
<td>Within Batch Promotion</td>
<td>Detail</td>
<td>PAR</td>
<td>NOC Requested</td>
<td>NOC Requested</td>
</tr>
</tbody>
</table>

### Step-12 – Viewing the proposal details

In order to view the complete proposal pertaining to each nomination, the Administrative Department can click the “Detail” button appearing against the name of a nominated employee from the list.

Clicking on the “Detail” button will lead you to a new page where the details submitted by the District Collector / HoD will be displayed along with the documents in pdf format.

The detailed information can be downloaded in Compressed PDF format by clicking on the Document link.
Step-13 – Assessment of the CCR/PAR position

The Administrative Department will be able to check the CCR / PAR (Performance Appraisal Report) position of the employee concerned by clicking on the “Detail Button under PAR Column” and can also view / download the NOC from the Crime Branch / Vigilance directorate by Clicking on “Download” button under the NOC Column appearing against the name of the employee concerned.

This image displays the year-wise CCR / PAR position
HELPLINE

If any clarification is needed on the HRMS Module for Out of turn Promotion / Award of Incentives / Pre-mature Retirement, the User may feel free to contact the Help Desk constituted for facilitating the above activities and answer the queries raised telephonically by the callers / offices.

The Help Desk will function from 10.00 AM to 8.00 PM in all working days w.e.f. 15.11.2020.

- 0674-2570150
- 0674-2572410