



# **HR & Establishment Management System**



| INDEX   |   |          |
|---------|---|----------|
| SR. NO. | PARTICULARS   | PAGE NO. |
|         | <b>Admin Window</b>   |          |
| 1       | Post Grade Mapping  | 3        |
| 2       | Employee Upload   | 5        |
| 3       | Service Book  | 7        |
| 4       | Employee Transfer   | 10       |
| 5       | Adding Increment/Decrement, change of designation/Pay scale | 11       |
|         |   |          |
|         | <b>Faculty Window</b>                                       |          |
| 6       | Faculty Login   | 13       |
| 7       | Faculty Profile   | 14       |
|         |   |          |
|         | <b>Admin Report</b>   |          |
| 8       | Employee Promotion Details                                  | 18       |
| 9       | Employee Joining and Experience Details                     | 18       |
| 10      | Employee Nature of Appointment                              | 19       |
| 11      | Employee Resignation Details                                | 19       |
| 12      | Employee Transfer Cases Report                              | 20       |
| 13      | Relieved Employees  | 20       |



**Topic:** Post Grade Mapping

**Prerequisite:** Departments, Posts, Grades defined in system

**Roles:** Head Admin

**Path:** Posts » Post and Role Configuration » Post Grade Mapping

**Functionality:**

1. Addition of new posts in system.
2. Configuring GP/AGP for every post.

Options in Employee Life Cycle:

The screenshot shows the 'POSTS » POST AND ROLE CONFIGURATION' interface. It includes a breadcrumb trail, a search bar with 'Institute' and 'Program / Functional Department' options, and a 'Reset' button. Below the search bar is a navigation menu with 'Post Grade Mapping', 'Employee Upload', 'Service Book', and 'Role Mapping'. The 'Post Grade Mapping' menu item is highlighted. Below the navigation menu, there are dropdown menus for 'Post' (set to 'Teaching') and 'Grade Type' (set to 'VI Pay').

Callouts in the image:

- Creation of department wise post and adding GP/AGP
- Adding employee in system using form, or by uploading excel
- Filling service book of all the employees
- Mapping different roles to employees



## Adding New Post:

★ POSTS » POST AND ROLE CONFIGURATION MAR 08, 2020 2:40:29 PM

Institute  Program / Functional Department Reset

**Post Grade Mapping** | Employee Upload | Service Book | Role Mapping

Institute / Department: School of Basic and Applied Sciences | Post Type: Teaching | Grade Type: VI Pay

Select programme, post and grade type in which post has to be added

  

+ Add New Post Click here to add new post type Search:

| ▲ | Designation         | Pay Band (In ₹) | Scale From (In ₹) | Scale To (In ₹) | Annual Increment |  |
|---|---------------------|-----------------|-------------------|-----------------|------------------|--|
| + | Assistant Professor | - ∞             | ₹ 15,600.00       | ₹ 39,100.00     | 3.00%            |  |
| + | Associate Professor | - ∞             | ₹ 15,600.00       | ₹ 39,100.00     | 3.00%            |  |
| + | Associate Professor | - ∞             | ₹ 37,400.00       | ₹ 67,000.00     | 3.00%            |  |

## Configuring post details:

**Post Grade Mapping**

Designation: \*  Select designation from the list that has to be added

Pay Band: \*  Add New Click here to add new pay band if needed

Scale From: \* (In ₹)

Scale To: \* (In ₹)

Annual Increment By

Click to save details

Save Close



GP/AGP:

|  | Designation         | Pay Band (In ₹) | Scale From (In ₹) | Scale To (In ₹) | Annual Increment |     |
|--|---------------------|-----------------|-------------------|-----------------|------------------|-----|
| +  | Assistant Professor | -               | ₹ 15,600.00       | ₹ 39,100.00     | 3.00             |     |
| <b>+ Add GP/AGP</b> <span>Click here to add GP/AGP within the designation</span> |                     |                 |                   |                 |                  |     |
|  | Sr. No              | Qualification   | Experience        | Remark          | GP               | AGP |
|  | 1                   | -               | -                 | -               | 0                | 0   |

Configuring details:

### Post Grade Mapping

|              |                                    |
|--------------|------------------------------------|
| Qualificaion | <input type="text"/>               |
| Experience   | <input type="text"/>               |
| Remark       | <input type="text"/>               |
| GP           | <input type="text" value="0"/>     |
| AGP          | <input type="text" value="10000"/> |

**Fill the details and then save**

Save Close



**Topic:** Employee Upload

**Prerequisite:**

1. Departments, Posts, Grades defined in system.
2. Post creation with AGP/GP configuration.

**Roles:** Head Admin

**Path:** Posts » Post and Role Configuration » Employee Upload

**Functionality:**

1. Adding employee in system using form.
2. Employee Upload through excel.
3. Associate employees with other departments.
4. Can keep employee id system generated or email id as employee ID.
5. Change username of employee

**Employee upload**

The screenshot shows the 'Employee Upload' tab selected in a navigation menu. The interface includes a form with the following elements:

- Navigation:** Post Grade Mapping, Employee Upload (active), Service Book, Role Mapping.
- Institute:** A dropdown menu with the text 'and Applied Sciences'. A callout points to this field with the text: 'Click here to upload employees in svstem'.
- Department:** A dropdown menu. A callout points to this field with the text: 'Select department in which you want to add employees'.
- Excel Upload:** A checkbox labeled 'Upload' next to the text 'Do you want to upload employee data from excel file?'. A callout points to the 'Upload' checkbox with the text: 'Click here to add employees using form'.
- Action Buttons:** Three buttons are visible: 'Add employee using form', 'Associate your employee to other dept.', and 'Get employee from other Institute/Department'. A callout points to the 'Add employee using form' button with the text: 'Click here to add employees using form'.



## Adding Employee Using Form

### Add Employee

|                |   |   |
|----------------|---|---|
| Employee ID*   | <input type="text"/><br><input type="checkbox"/> Auto Generate<br><input type="checkbox"/> Consider Email-Id as Employee Id | Select option to keep employee id system generated or email id as employee ID |
| First Name *   | <input type="text"/>  |   |
| Middle Name    | <input type="text"/>  |   |
| Last Name      | <input type="text"/>  |   |
| Gender *       | Select  |   |
| Post Name*     | Select  |   |
| Email ID *     | <input type="text"/>  |   |
| Phone Number * | <input type="text"/>  | Fill the details and then save  |

## Upload using Template

Post Grade Mapping | **Employee Upload** | Service Book | Role Mapping

Institute: School of Basic and Applied Sciences

Do you want to upload employee data from excel file?  Upload

Select the desired file to upload the data

File to upload:

.xls, .xlsx files only  
Maximum file size limit 5 MB  
Contact No. should be maximum 10 digits

Download template, arrange data in this format



**Topic:** Service Book

**Prerequisite:**

1. Employee uploaded in system.
2. Data to be filled in service book.

**Roles:** Head Admin

**Path:** Posts » Post and Role Configuration » Service Book

**Functionality:**

1. Adding service book of an employee.
2. Details to be captured while filling service book of different posts.
3. Editing service book details.
4. Adding increment/decrement in service book.
5. Changing designation or pay band.
6. Relieving employee.
7. Transfer of employee.
8. Adding wages of visiting employee.

The screenshot shows a web application interface for managing service books. At the top, there are radio buttons for 'Institute' and 'Program / Functional Department', and a 'Reset' button. Below this is a navigation bar with tabs for 'Post Grade Mapping', 'Employee Upload', 'Service Book' (which is highlighted), and 'Role Mapping'. Under the 'Service Book' tab, there are dropdown menus for 'Programme / Course' and 'Post Type' (set to 'Teaching'), and a text input for 'Post' (set to 'Assistant Professor'). A search bar is located below these fields. The main part of the interface is a table with columns: 'Sr. No', 'Employee Id', 'Employee Name', 'Pay Band', and three action buttons: 'Service Book', 'Transfer', and 'Relieve'. The first row of the table contains the following data: Sr. No: 1, Employee Id: DYP/F/1275, Employee Name: Ms. Monica Muridhar Jagtap, Pay Band: 15600-39100 (VI Pay). A callout box with a blue border and a pointer to the 'Service Book' button in the table contains the text: 'Click here to add service book and manage it'.

| Sr. No | Employee Id | Employee Name              | Pay Band             |              |          |         |
|--------|-------------|----------------------------|----------------------|--------------|----------|---------|
| 1      | DYP/F/1275  | Ms. Monica Muridhar Jagtap | 15600-39100 (VI Pay) | Service Book | Transfer | Relieve |



**POSTS » POST AND ROLE CONFIGURATION**

Institute  Program / Functional Department

Post Grade Mapping | Employee Upload | **Service Book** | Role Mapping

Program Course: [Select] Post Type: Teaching Post: Assistant Professor

Select programme, post type and post, here employee list

| Sr. No | Employee Id     | Employee Name               | Pay Band             | Actions                 |
|--------|-----------------|-----------------------------|----------------------|-------------------------|
| 1      | DYP/F/12        | Ms. Monica Murlidhar Jagtap | 15600-39100 (VI Pay) | Service Book   Transfer |
| 2      | rkumar@gems.com | Rishi Kumar                 | 15600-39100 (VI Pay) | Add Service Book        |

## Service Book (Teaching/Non-Teaching Permanent)

**Employee Pay Band**

Designation: Associate Professor Pay Band: (In ₹) 37400-67000 (IMTG Faculty Category) Scale From: 37400 Scale To: 2000000

Select Designation, Pay band

Employee:

Pay in Pay Band: (In ₹) 45000 Grade Pay(GP): (In ₹) [Select] Academic Grade Pay(AGP): (In ₹) No AGP for [Select]

Basic Salary: (In ₹) 45000 ₹ University: [Select] University Defined Post: [Select]

Condition For Approval(from university): Regular WEF Date: Feb 01,2018 Salary With Effect From Date: Feb 01,2018

Enter WEF date of designation and salary

Post Class: [ ] Remarks: [ ]

Type: Current Till Date: Not Required Substantive Appointment: General

If condition of approval is regular system will not ask for these dates

Condition For Approval(from Society): [ ] Order No.: [ ] Expected Renewal Date: [ ]

Fill all these details and then save

Save Back

## Service book (Contractual Employee)



| Employee Promotion / Increment   |                       |                                  |                              |  |                   |
|--|-----------------------|----------------------------------|------------------------------|--|-------------------|
| <b>Employee Pay Band</b>   |                       |                                  |                              |  |                   |
| Designation : *  | Horticulture Officer  | Pay Band : (In ₹) *              | Select Designation, Pay band | Scale From : 1                           | Scale To : 100000 |
| <b>Employee Increment</b>  |                       |                                  |                              |  |                   |
| Pay in Pay Band : * (In ₹)   | 50000                 | Grade Pay(GP): (In ₹)            | No GP for                    | Academic Grade Pay(AGP): (In ₹)          | Select            |
| Basic Salary : (In ₹)  | 50000 ₹               | University :                     | Select                       | University Defined Post:                 | Select            |
| Condition For Approval(from university):                                 | Consolidated          | WEF Date : *                     |                              | Enter WEF date of designation and salary |                   |
| Post Class :   |                       | Salary With Effect From Date : * |                              |  |                   |
| Type : *   | Current               | Remarks :                        |                              | Substantive Appointment : *              | General           |
| Condition For Approval(from Society) : *                                 | Contract/Consolidated | Order No.:                       |                              | Expected Renewal Date :                  |                   |
| If condition of approval is consolidated system will ask for these dates |                       | Dec 01,2017                      | Nov 30,2018                  | Fill all these details and then save     |                   |
| <input type="button" value="Save"/> <input type="button" value="Back"/>  |                       |                                  |                              |  |                   |

## Visiting Employee Service Book:

### 1. Day Basis Configuration

| Visiting Faculty ServiceBook  |        |
|---|--------|
| <input checked="" type="radio"/> Day Basis <input type="radio"/> Session Basis <input type="button" value="Reset"/> |        |
| Substantive Appointment :   | Select |
| WEF Date :  |        |
| <b>Remuneration per Day (in Rs.) :</b>  |        |
| Is against project? <input type="checkbox"/>  |        |
| <input type="button" value="Save"/> Fill details of wages for day basis and then save                               |        |
| <input type="button" value="Close"/>  |        |

### 2. Session Basis Configuration



**Visiting Faculty ServiceBook** X

Day Basis
  Session Basis
 Reset

Substantive Appointment : Select

WEF Date :

Remuneration per Session (in Rs.) :

Is against project?

Save
Fill details of wages for session basis and then save

Close

Employee » Employee Details » Employee Transfer Cases

You can accept/reject the transfer request by verifying details

| EMPLOYEE » EMPLOYEE DETAILS » EMPLOYEE TRANSFER CASES                         |             |  |                        |                                | FEB 10, Duty Allocation  |
|---|-------------|--|------------------------|--------------------------------|--|
| Show <span style="border: 1px solid black; padding: 0 5px;">10</span> entries |             | Search: <input style="width: 100px;" type="text"/> |                        |                                |  |
| Photo   | Employee Id | Employee Name                                      | Transferred To         | Last Attended Institute/Depart | Accept/Reject transfer request   |
|   |             | Monica Jagtap                                      | Destination department | Source Institute/Department    | Assistant <input checked="" type="checkbox"/><br>Professor <input checked="" type="checkbox"/> |
| Showing 1 to 1 of 1 entries   |             |  |                        |                                |  |

Configuring transfer details:



**Employee Transfer**

**Monica Jagtap**

|                           |  |                   |                                     |
|---------------------------|--|-------------------|-------------------------------------|
| Select Level :            | <input type="radio"/> Institute <input type="radio"/> Department | Department :      | <input type="text" value="Select"/> |
| Post Type :               | <input type="text" value="Select"/>                              | Post :            | <input type="text" value="Select"/> |
| Pay Band :                | <input type="text" value="Select"/>                              | Scale From(Rs.) : | Scale To(Rs.) :                     |
| Pay in pay band :         | <input type="text" value="0"/>                                   | Grade Pay(GP) :   | <input type="text" value="Select"/> |
| Academic Grade Pay(AGP) : | <input type="text" value="Select"/>                              | Basic Pay :       | <input type="text"/>                |
| Post Class :              | <input type="text"/>   | Remarks :         | <input type="text"/>                |
| WEF Date :                | <input type="text"/>   | Salary WEF Date : | <input type="text"/>                |

Configure employee transfer details and then save

## Employee Relieve

**Relieve Rohan Mathur**

|                |                      |
|----------------|----------------------|
| Relieve Date : | <input type="text"/> |
| Comment :      | <input type="text"/> |

Mention relieve date and put the comment for reference

**Topic:** Adding Increment/Decrement, change of designation/Pay scale

**Prerequisite:**

1. Employee uploaded in system with filled service book.
2. Data of increment/decrement to be added in service book.

**Roles:** Head Admin

**Path:** Posts » Post and Role Configuration » Service Book

**Functionality:**

1. Adding increment/decrement in service book of an employee.
2. Pay Band I.e. Designation can be changed.
3. Joining date can be changed that will be used for many finance related things.



## Edit Service Book:

Institute  Program / Functional Department Reset

[Post Grade Mapping](#) [Employee Upload](#) **[Service Book](#)** [Role Mapping](#)

Program:  Post Type: Teaching Post: Assistant Professor

Select programme, post type and post of employee

Search:

| Sr. No | Employee Id | Employee Name              | Pay Band             |                              |                          |                         |
|--------|-------------|----------------------------|----------------------|------------------------------|--------------------------|-------------------------|
| 1      | DYP/F/1275  | Ms. Monica Muridhar Jagtap | 15600-39100 (VI Pay) | <a href="#">Service Book</a> | <a href="#">Transfer</a> | <a href="#">Relieve</a> |

## Managing Service Book:



Back

**Employee Details**

|             |            |               |                            |               |             |   |
|-------------|------------|---------------|----------------------------|---------------|-------------|---|
| Employee Id | DYP/F/1275 | Employee Name | Ms. Monica Muridhar Jagtap | Joining Date* | Jul 01,2017 | ✎ |
|-------------|------------|---------------|----------------------------|---------------|-------------|---|

Employee Post-Pay Band
Praise/Memo Notes
Preview Service Book

**Employee Promotion / Increment**

+ Add New Pay Band

|   | Department | Designation         | Pay Band (In ₹) | Pay Grade From (In ₹) | Pay Grade To (In ₹) | Type    |
|---|------------|---------------------|-----------------|-----------------------|---------------------|---------|
| ☰ | IT         | Assistant Professor | 15600-39100     | ₹ 15,600.00           | ₹ 39,100.00         | Current |

+ Increment/Decrement

| Pay In Pay Pand (In ₹) | GP (In ₹) | AGP (In ₹) | Basic Pay (In ₹) | Start Date  | End Date | Type    |   |
|------------------------|-----------|------------|------------------|-------------|----------|---------|---|
| ₹ 21,600.00            | ₹ 0.00    | ₹ 6,000.00 | ₹ 27,600.00      | Jul 01,2017 |          | Current | ⌘ |

Click here to view Increment/Decrement

14

# HIMACHAL PRADESH TECHNICAL UNIVERSITY



**Topic:** Faculty Login

**Prerequisite:**

1. Faculty should be registered into JUNO Campus.
2. User should have faculty role.

**Roles:** Faculty

**Path:** <http://erp.himtu.ac.in/> Enter Username and Password then click on Login Button.

**Faculty login screen:**

**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Username  Enter Username

Password  Enter Password

Click to login



**Employee Details:**

**Topic:** Employee Profile Details

**Prerequisite:**

1. Employee uploaded in system with filled service book.

**Roles:** Faculty/ Staff

**Path:** Personal » Profiles

**Functionality:**

2. Able to fill profile details.

Personal Details-

★ PERSONAL » PROFILES MAR 08, 2020 5:06:19 PM

|                       |                         |                    |                   |  |                    |                             |                 |
|-----------------------|-------------------------|--------------------|-------------------|--|--------------------|-----------------------------|-----------------|
| Personal Details      | Family Details          | Medical Details    | Qualification     | Subject Taught                           | Training           | Conference/Seminar/Conclave | Workshop        |
| Publications          | Consultancy             | Research Project   | Research Guidance | Membership                               | Patents/Copyrights | Skill Upgradation           | Work Experience |
| Research Interest     | Significant Achievement | Appointment Status | Service Book      | Self Contribution/ Addl.Responsibilities | Print Profile      | Authority                   |                 |
| Other Document Upload | Download All Documents  |                    |                   |  |                    |                             |                 |

**Employee Personal Details**

|   |  |                    |   |  |
|---|--|--------------------|---|--|
| Salutation*<br>Mr.  | Name*<br>Saroj    Enter Middle Name    Sharma                                      |                    |  |  |
| Date of Birth*<br>Mar 1, 1983<br><small>Please Select Date of Birth</small> | Upload Your Signature here<br><input type="button" value="Upload Your Signature"/> |                    |   | <input type="button" value="Upload Image"/><br><small>(Size less than 340KB)</small> |
| Gender*<br>Male   | Marital Status*<br>Married   | Blood Group*<br>A+ |   | Religion*<br>Hindu   |



| Permanent Address Details                                     |   | Current Address Details   |   |
|---|---|---------------------------|---|
| Permanent Address * :   | <input type="text" value="Hamirpur, HP"/>         | Current Address :         | <input type="text" value="Hamirpur, HP"/>     |
| Country * :   | <input type="text" value="India"/>                | Country * :               | <input type="text" value="India"/>            |
| State * :   | <input type="text" value="Himachal Pradesh"/>     | State * :                 | <input type="text" value="Himachal Pradesh"/> |
| City * :  | <input type="text" value="Hamirpur"/>             | City * :                  | <input type="text" value="Hamirpur"/>         |
| <input checked="" type="checkbox"/> Same As Permanent Address |   |                           |   |
| Permanent Address Proof                                       | <input type="button" value="Upload"/>             | Current Address Proof     | <input type="button" value="Upload"/>         |
| Nationality :   | <input type="text" value="Select"/>               |                           |   |
| Contact Details   |   | Emergency Contact Details |   |
| Contact No:   | <input type="text"/>                              | Name of Person:           | <input type="text"/>                          |
| E-Mail * :  | <input type="text" value="kqipandoga@gmail.com"/> | Relationship:             | <input type="text"/>                          |
| Alternate E-mail :  | <input type="text"/>                              | Contact No * :            | <input type="text"/>                          |
| Mobile No * :   | <input type="text" value="9805095101"/>           |                           |   |
| Alternate Mobile No:  | <input type="text"/>                              |                           |   |

| Brief Details  |   |                                       |                                     |
|--|---|---------------------------------------|-------------------------------------|
| Domain of Expertise:   | <input type="text" value="English Literature"/>   | Skill Description:                    | <input type="text"/>                |
| Hobbies:   | <input type="text" value="Reading"/>  | Strengths:                            | <input type="text"/>                |
| Date of Joining:   | <input type="text" value="May 01,2010"/>  | Designation on Paper:                 | <input type="text" value="Select"/> |
| Defence Or Ex-Serviceman ?   | <input type="radio"/> Defence<br><input type="radio"/> Ex-Serviceman<br><input checked="" type="radio"/> Not Applicable | Weaknesses:                           | <input type="text" value="NA"/>     |
| Unique Identifications   |   |                                       |                                     |
| Pan card No: *   | <input type="text" value="CJG1243G"/>   | <input type="button" value="Upload"/> | Passport No:                        |
| Aadhaar Card No:   | <input type="text" value="456786754323"/>   | <input type="button" value="Upload"/> | Licence No:                         |
| Pension Registration Account No (PRAN No.):  | <input type="text"/>  | <input type="button" value="Upload"/> | Voter ID No:                        |
| Provident Fund No(PF No.):   | <input type="text"/>  | <input type="button" value="Upload"/> | Universal Account No(UAN No.):      |
| Employees' State Insurance No (ESI No.):   | <input type="text"/>  | <input type="button" value="Upload"/> | ORCID No:                           |
| <div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Click to Save employee details</div> |   |                                       |                                     |
| <input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>                       |   |                                       |                                     |



## Qualification-

★ PERSONAL » PROFILES MAR 08, 2020 5:17:11 PM

|                       |                         |                    |                      |  |                    |                             |                 |
|-----------------------|-------------------------|--------------------|----------------------|--|--------------------|-----------------------------|-----------------|
| Personal Details      | Family Details          | Medical Details    | <b>Qualification</b> | Subject Taught                           | Training           | Conference/Seminar/Conclave | Workshop        |
| Publications          | Consultancy             | Research Project   | Research Guidance    | Membership                               | Patents/Copyrights | Skill Upgradation           | Work Experience |
| Research Interest     | Significant Achievement | Appointment Status | Service Book         | Self Contribution/ Addl.Responsibilities | Print Profile      | Authority                   |                 |
| Other Document Upload | Download All Documents  |                    |                      |  |                    |                             |                 |

Qualification Details

Click to add qualification

[+ Add Qualification](#)



**Topic:** Reports

**Prerequisite:**

1. Configuration required to manage all employee related work in system.
2. Data to be entered in proper and systematic manner.

**Roles:** Head Admin

**Path:** Quick Reports » HR Reports » Employee Promotion Details

Quick Reports » HR Reports » Employee Joining and Experience Details

Quick Reports » HR Reports » Employee Nature of Appointment

Quick Reports » HR Reports » Employee Resignation Details

Quick Reports » HR Reports » Employee Transfer Cases Report

Quick Reports » HR Reports » Relieved Employees

**Functionality:** Reports are nothing but an abstract which make possible to get output in systematic/standard format, at one click and can be viewed in one glance. Also, it can be exported in excel and Pdf.

Promotion Details:



## Experience Details:

**QUICK REPORTS » HR REPORTS » EMPLOYEE JOINING AND EXPERIENCE DETAILS** FEB 13, 2018 2:04:33

Institute  Department

Department:  ACCOUNTS  ADMIN  ESTABLISHMENT  
 LIBRARY  SECURITY  STORE  
 TPO  B ARCH  CHEMICAL  
 CIVIL  COMPUTER SCIENCE ENGG  ELECTRONICS  
 IT  MECHANICAL  PRODUCTION  
 TRUST

Select All Department:

By Designation:

| Sr.No | Employee ID | Name | Gender | Age | Date Of Joining | Designation | Department | Confirmation Date | Service In Years/Months/Days |
|-------|-------------|------|--------|-----|-----------------|-------------|------------|-------------------|------------------------------|
|-------|-------------|------|--------|-----|-----------------|-------------|------------|-------------------|------------------------------|

## Nature of Appointment (Regular/Permanent/Adhoc/Contract/Consolidated):

**QUICK REPORTS » HR REPORTS » EMPLOYEE NATURE OF APPOINTMENT** MAR 08, 2020 5:30:53 PM

Policy Name:  Post Type:

Today  Weeks  Month

Current Month  Previous Month  Next Month

From Date:  To Date:

Institute  Department

Department:  M.Sc. Physics  Department  MBA

Select All Department:



## Resignation Details:

**QUICK REPORTS » HR REPORTS » EMPLOYEE RESIGNATION DETAILS** FEB 13, 2018 2:03:4

From Date:  To Date:

Institute  Department

Department:

Select All Department:

- ACCOUNTS
- ADMIN
- ESTABLISHMENT
- LIBRARY
- SECURITY
- STORE
- TPO
- B ARCH
- CHEMICAL
- CIVIL
- COMPUTER SCIENCE ENGG
- ELECTRONICS
- IT
- MECHANICAL
- PRODUCTION
- GENERAL ENGINEERING
- TRUST

**Click to export details** **Select required department and click here**

| Sr.No | Employee ID | Name | Gender | Age | Department | Designation | Resignation Date | Notice Period | Settlement Date |
|-------|-------------|------|--------|-----|------------|-------------|------------------|---------------|-----------------|
|-------|-------------|------|--------|-----|------------|-------------|------------------|---------------|-----------------|

## Transfer Cases:

**QUICK REPORTS » HR REPORTS » EMPLOYEE TRANSFER CASES REPORT** FEB 13, 2018 2:05:45

From Date :  To Date :

Institute  Department

Department:

Select All Department:

- ACCOUNTS
- ADMIN
- ESTABLISHMENT
- LIBRARY
- SECURITY
- STORE
- TPO
- B ARCH
- CHEMICAL
- CIVIL
- COMPUTER SCIENCE ENGG
- ELECTRONICS
- IT
- PRODUCTION
- GENERAL ENGINEERING
- TRUST

**Select department and choose required option** **Click to export details**

Record Highlighted In Yellow Indicates Transferred Employees with Pending Servicebook



## Relieved Employees Details:

**QUICK REPORTS » HR REPORTS » RELIEVED EMPLOYEES** FEB 13, 2018 2:08:51

|  |  |  |              |
|--|--|--|--------------|
| <b>From:</b>   | Feb 01, 2018   | <b>To:</b>   | Feb 13, 2018 |
| <b>Post Type:</b>                                      | <input checked="" type="checkbox"/> Teaching               | <input checked="" type="checkbox"/> Non Teaching   |              |
|  | <input checked="" type="checkbox"/> Committee              | <input checked="" type="checkbox"/> Contractual  |              |
|  | <input checked="" type="checkbox"/> Outsourced Contractual | <input checked="" type="checkbox"/> Visiting Faculty   |              |
| <input type="button" value="Submit"/>                  |  |  |              |
| All records per page                                   | Search:  |  |              |
| <b>Employee Name</b>                                   | <b>Relieved By</b>   | <b>Department</b>  |              |
| No data available in table                             |  |  |              |
| <input type="button" value="Click to export details"/> |  | <input type="button" value="Generate PDF"/> <input type="button" value="Generate ExcelSheet"/> |              |