



1.1. Key Users

Key users of e-HRMS “Manav Sampada” application can be broadly classified into following four categories:

a. State & Central Government Employees

The employees of all registered State & Central Govt. departments will be the prime stakeholders of this project. Depending on the nature of responsibilities they will be classified as state admin, department admin, office admin, nodal officer, general user etc.

b. Recruitment Agencies

Recruitment Agencies approved by departments will be a stakeholder of this project. Agencies will have an admin and will be authorized to create data entry operators.

c. Job-seekers

Citizens seeking Govt. jobs will also be an external user of the project. They can view, apply and check results of any particular vacancy.

d. General Individuals

Citizen seeking information of any govt. employee or notices or notifications issued by departments is also a stakeholder of this project.

Manav Sampada (eHRMS) Roles Description:

Admin Users

i. App Admin Users

App Admin controls the entire application and will be responsible for creating State Admin users. App admin will also create Menu Masters, configure settings and manage agency requests.

ii. State Admin Users

State Admin users control the application for a particular state and create Department Admin Users. They also create Menu Masters, map menu with roles, manage agency requests, upload state logo, uploads notifications, manage Master data and create Master reports

iii. Department Admin Users

Department Admin users control the functions of different government departments and authorized to create Office Admin users. They manage Office

Masters, manage designation, manage online orders, manage service and training Masters, create tour and leave, manage recruitment processes and manage dynamic online service Masters.

iv. Office Admin Users

Office Admin users controls the functions of offices under different departments and creates the different Role Based Users. They are responsible for employee enrollment, NOC applications, leave management and create Master Reports.

Role Based Users

i. Establishment Data Entry User

Establishment Data Entry Users are primarily responsible for entry of Service Book of employees. They also registers new employee, manages pension, manages transfer and promotion, manages different types of reports, manages tour and leave and manages own profile

ii. Establishment Verifying

Establishment Verifying users are solely responsible to verify all Service Books entered in the application. They also manages tour and leave application and manages own profile

iii. General

General Users manages tour and leave application and manages own profile.

iv. Order Administrator

Order Administrator manages all orders to be published by any department or office. They also manages tour and leave application and manages own profile.

v. ACR Acceptance

ACR Acceptance users verify all ACRs submitted in the HRMS application. They also manages tour and leave application and manages own profile.

vi. Report Administrator

Report Administrator manages all reports to be generated by the application. They also manages tour and leave application and manages own profile.

vii. Self Registered User

Self Registered Users are responsible for entry of Service Book of employees.

viii. e-Correction

These users are responsible for rectifying wrong entries made in any module of the HRMS application. They also manages tour and leave application and manages own profile.

ix. Nodal Officer

Nodal Officers are created to reply to feedbacks/queries submitted in the Helpline.

External Users

i. Agency Administrator

Recruitment Agencies approved by departments will be external users of this project. Agency Administrators will be authorized to create data entry operators. They will be primarily responsible to manage recruitment process of any office or department.

ii. Job-seekers

Citizens seeking Govt. jobs will also be an external user of the project. They can view, apply and check results of any particular vacancy.

iii. Individuals

Citizen seeking information of any govt. employee or notices or notifications issued by departments is also a user of this project.

Requirement Specifications

➤ State Registration

State On-boarding Request

State Enrollment Form

Registration of Web API

General

System Login

Change Password-First Time

Forgot Password

➤ App Administrator

Administrator

Create Menu Master

Create Application Role

Mapping Menu with Role

Create Form Help

Reply of Feedback

Manage Agency Request

Configure Settings

Configure Application Level Settings

e-Profile

Update My Password

➤ State Administrator

Administrator

Create Menu Master

Mapping Menu With Role

Create Form Help

Reply Of Feedback

Manage Agency Requests

State Administrator

Upload State Logo

Upload State Wise Parameter Detail

Create Department Master

Create Department Administrator

Create Designation Master

Manage Master Data

Manage State Master Data

Create Category Master

Create Sub Category Master

Create Order Type

Create Tour Type

Update Cadre Master

Create Certificate Master

Update Notification Master

[Manage Form Label](#)

[Create Static Web Page](#)

[Panel Content Management](#)

Create Content for Menu

Edit Content Management

[API Subscription Request](#)

[Update Transfer Policy](#)

[Specify State wise Custom Control](#)

Create State Specific Forms

[Create Dynamic Master Database](#)

Create Database Tables

Manage Table Data

[Mapping Datasource with Table](#)

[Create User Defined Forms](#)

[Manage Location Data](#)

Update District Master

Manage Constituency Master

Manage Block Master

Manage Town Master

Manage Panchayat Master

[Leave Management](#)

Leave Master Entry

Holidays Calendar

Manage Holidays Data

[Update Exam-Recruitment Master](#)

Update Exam Location Detail

Update Exam Center

[e-Profile](#)

Update My Password

Master Report

➤ **[Department Administrator](#)**

[Department Administrator](#)

Upload Department Logo

Manage Office Master Detail

Create Office Level

Create Office Master

Create Office Administrator

Branch Master

Change Office Level Hierarchy

[View Office Level Hierarchy](#)

[Manage Designation Master Detail](#)

Mapping of Department and Designation

Create Sub Designation Category

Update Sanction Strength

Update Employee Seniority List

[Manage Online Order Detail](#)

Create Department Wise Order Authority

Online Order Format

[Manage Service and Training Master](#)

Create Type for Online Service Request

Service Cadre Master

Create Service Grading Master

Update Training Master Detail

[Update Nodal Officer Detail](#)

[Create Tour](#)

[Credit Leave to Employee](#)

[Upload Notification Detail](#)

[View Department Wise Service Book Hierarchy](#)

[Mapping of Designation with Reporting Officer](#)

[Designation Wise Organisation Structure](#)

[**Recruitment Master Detail**](#)

[Create Department Wise Vacancy](#)

[Create Vacancy Request](#)

[Update Job Seeker Application Status](#)

[Candidate Detail Without Fee](#)

[Update Job Seeker Merit List](#)

[Joining Process of Applicants](#)

[Generate Recruited Employee Appointment Order](#)

Create New Appointment Order

Search Recruited Employee

[Modification Advertisement Detail](#)

[View Candidate Application Status](#)

[**Dynamic Online Service Master-ACR**](#)

[Design Online Service Type Format](#)

Create Online Service Dynamic ACR Request Formats

Search Online ACR Request Formats

[Manage ACR- Filing Date](#)

[Designation Mapping for ACR Acceptance](#)

[**Re-Employment Master Detail**](#)

Update Re-Employment Detail

View Employee Exit Details From HRMS

[Leave Management](#)

Holidays_Calendar

[e-Profile](#)

Update My Password

Master Report

Master Data Collection Format

➤ **Office Administrator**

[Employee Enrollment](#)

Generate Employee

Assign Role To Employee

[NOC Applications](#)

View NOC

[Leave Management](#)

Credit-Debit Leaves

Holidays Calendar

[e-Profile](#)

Update My Password

Master Report

Master Data Collection Format

➤ **Establishment Data Entry**

[Employee Enrollment](#)

Generate Employee

Search Employee

[Employee Service Book Detail](#)

View Service Book

Employee Dashboard

Personal Information

Address Information

Initial Joining Information

Education Information

Training Information

Family Information

Loan Detail

Service History

- Leave Detail
- Departmental Proceeding
- Nominee Detail
- Award Detail
- Previous Leave Balance
- ACR Backlog Entry
- Submit Form for Verification

[Pension Management](#)

- Update Employee Pension Detail
- Verify Pension Report

[Transfer Promotion](#)

- Joining Relieving Index Card
- Joining Details
- Relieving Details
- Index Card

[Reports](#)

- Generalized Query
- e-Service Book Checklist
- Data Entry Status Report
- Nominee Detail Spouse Job Status
- Retiring –Non Retiring Status Report
- Query on Education-cum-Training Details
- Vacancy Position Details
- Master Report
- Caste Wise Annual Report Incumbency
- Employee Identity Card
- Custom Service Book Information
- Employee Departmental Proceeding Details
- Details of Online Submission of APR

[Tour Management](#)

- Apply Tour
- View Tour Application
- Submit Tour Joining Report
- View Tour Joining Report

[Leave Management](#)

- Apply Leave

Holidays Calendar
View Leave Requests
Leave Joining Report
Leave Early Joining

[General](#)

My Profile
Upload Annual Property Return
Upload ACR Detail-Fixed Format
Upload ACR Detail-User Defined Dynamic Format
User Defined Information-Single Entry
User Defined Information-Multiple Entry
Submit Your NOC Application
Update Custom Employee Detail
View and Submit Online Service Request
View Employee Transfer-Promotion Request

➤ [Establishment Verifying](#)

[Service Book Verification](#)

[Tour Management](#)

Apply Tour
View Tour Application
Submit Tour Joining Report
View Tour Joining Report

[Leave Management](#)

Apply Leave
Holidays Calendar
View Leave Requests
Leave Joining Report
Leave Early Joining

[General](#)

My Profile
Upload Annual Property Return
Upload ACR Detail-Fixed Format
Upload ACR Detail-User Defined Dynamic Format
Verify Annual Property Return
User Defined Information-Single Entry

User Defined Information-Multiple Entry
Submit Your NOC Application
Update Custom Employee Detail
View and Submit Online Service Request
View Employee Transfer-Promotion Request

➤ **Order Administrator**

Transfer Promotion

Draft Order List
Print Draft Orders
Create DPC List
Process DPC List

Tour Management

Apply Tour
View Tour Application
Submit Tour Joining Report
View Tour Joining Report

Leave Management

Apply Leave
Holidays Calendar
View Leave Requests
Leave Joining Report
Leave Early Joining

General

My Profile
Upload Annual Property Return
Upload ACR Detail-Fixed Format
Upload ACR Detail-User Defined Dynamic Format
User Defined Information-Single Entry
User Defined Information-Multiple Entry
Submit Your NOC Application
Update Custom Employee Detail
[View and Submit Online Service Request](#)
[View Employee Transfer-Promotion Request](#)

➤ **E-Correction**

[Employee Service Book Detail](#)

[Tour Management](#)

- Apply Tour
- View Tour Application
- Submit Tour Joining Report
- View Tour Joining Report

[Leave Management](#)

- Apply Leave
- Holidays Calendar
- View Leave Requests
- Leave Joining Report
- Leave Early Joining

[General](#)

- My Profile
- Upload Annual Property Return
- Upload ACR Detail-Fixed Format
- Upload ACR Detail-User Defined Dynamic Format
- User Defined Information-Single Entry
- User Defined Information-Multiple Entry
- Submit Your NOC Application
- Update Custom Employee Detail
- View and Submit Online Service Request
- View Employee Transfer-Promotion Request

➤ **ACR Acceptance**

[ACR Status Report](#)

- View ACR Status
- View ACR Submission Status
- ACR Movement Controlling
- Unlock Wrong ACR
- ACR Grading Wise
- Non Filled and Blank ACR
- ACR Pendancy District Wise

[Tour Management](#)

- Apply Tour
- View Tour Application

Submit Tour Joining Report

View Tour Joining Report

Leave Management

Apply Leave

Holidays Calendar

View Leave Requests

Leave Joining Report

Leave Early Joining

General

My Profile

Upload Annual Property Return

Upload ACR Detail-Fixed Format

Upload ACR Detail-User Defined Dynamic Format

User Defined Information-Single Entry

User Defined Information-Multiple Entry

Submit Your NOC Application

Update Custom Employee Detail

View and Submit Online Service Request

View Employee Transfer-Promotion Request

➤ General User

Tour Management

Apply Tour

View Tour Application

Submit Tour Joining Report

View Tour Joining Report

Leave Management

Apply Leave

Holidays Calendar

View Leave Requests

Leave Joining Report

Leave Early Joining

General

My Profile

Upload Annual Property Return

Upload ACR Detail-Fixed Format

- Upload ACR Detail-User Defined Dynamic Format
- User Defined Information-Single Entry
- User Defined Information-Multiple Entry
- Submit Your NOC Application
- Update Custom Employee Detail
- View and Submit Online Service Request
- View Employee Transfer-Promotion Request

➤ **Nodal Officer**

Tour Management

- Apply Tour
- View Tour Application
- Submit Tour Joining Report
- View Tour Joining Report

Leave Management

- Apply Leave
- Holidays Calendar
- View Leave Requests
- Leave Joining Report
- Leave Early Joining

General

- My Profile
- Upload Annual Property Return
- Upload ACR Detail-Fixed Format
- Upload ACR Detail-User Defined Dynamic Format
- User Defined Information-Single Entry
- User Defined Information-Multiple Entry
- Submit Your NOC Application
- Update Custom Employee Detail
- View and Submit Online Service Request
- View Employee Transfer-Promotion Request

Nodal Officer Specific Module

- Reply of Help Line Module

➤ **Self Registered User**

[Employee Service Book Detail](#)

[Agency Enrollment Form](#)

[Agency Administrator](#)

[Create Data Entry Operators](#)

[Update Password - Agency Admin](#)

[Recruitment Master Detail](#)

[View Vacancy Request](#)

[Update Job Seeker Application Request](#)

[Update Job Seeker Merit List](#)

[Joining Process of Applicant](#)

State Home Page

[Noticeboard & Notification](#)

[Employee Related](#)

[View Property Return](#)

[View eService Book](#)

[Search Orders](#)

[Telephone Directory](#)

[Send Feedback](#)

[Dashboard](#)

[Department Related](#)

[State Wise Data Entry Status](#)

[View Transactions](#)

[Vacancy Position Detail](#)

[Service Book Downloadable Form](#)

[Help Line and Complaint](#)

[View Vacancy Detail](#)