AUTOMATION OF HRM MATTERS:
HIERARCHY & CONCEPTUAL PLANNING

1. Ref this HQ letter No 32501/Auto/769/EIR (Coord) dated 30 Dec 2019 (Copy enclosed) and DG (Pers), MES, E-in-C’s branch letter No 41003/Automation/EIDPC (PP & SUB) dated 30 Dec 2019.

2. It is intimated that software Application HRM version (1.0) is in advanced stage of development but hierarchy details of all units not received. It is requested to forward these details on the proforma attached as Appx ‘A’. Based on this details, all units shall be given the user’s right to publish their PTOs.

3. Please forward the details by 31 May 2020 positively by Fax/Mail.

Encle: As above.

Copy to:
 Internal
 Cyber Cell : For uploading on MES Website.

(Rajeev Kumar, IDSE)
SE (SAG)
Dir (Records)
Nodal Officer
Automation Service Matters
# AUTOMATION OF HRM MATTERS HIERARCHY OF UNITS

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Sus No</th>
<th>Name of unit</th>
<th>Administrative Channel</th>
<th>Parent CWE channel for Industrial Staff</th>
<th>Record Office for subordinate staff</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CWE</td>
<td>Zone</td>
<td>Command/ADG</td>
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<td>Command</td>
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</tbody>
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SE (SAG)
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HQ CE Western Command
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2. It has been entrusted upon HQ CE WC to carry out the automation of HRM matter under the aegis of E-in-Cs Br / HQ MES. Presently a web based pilot project of Software Application (β-Version) of service book updation for subordinate and industrial staff is in vogue since 2016 in AOR of Western Command and all its 92 units are publishing online PTOs.

3. The modifications in the (β Version) software are being initiated to cater for pan MES users and also to meet larger numbers of utility such as preparation of pay bills, generation of seniority lists, proforma for MACP, Pay parity, DPC pay fixation etc for entire civilian Officers, Subordinate and Industrial staff. The entire automation shall be carried out in 2 phases. In first phase, the HRM Software version 1.0 shall be launched by 31 Mar 2020 for creating user’s right for all MES units. The all units shall be able to upload their data from 01 Apr 2020, and data bank of employees shall be created. In second phase the software application version 2.0 will be launched, that will enable all users to avail the various utilities created for various HRM functions. It is likely that modification in version software 1.0 version (i.e. version 2.0) will be functional by 30 Jun 2020 and 01 Jul 2020 onwards, the application software shall be fully equipped to serve the desired functions. The trials & training will also be carried out before actually launching the Software applications.

4. The HRM version 1.0 of the software application is likely to be ready shortly after due audit from CERT and will be hosted on NIC server. The MES units upto AGE (I)/GE level shall be given the rights to update the data by way of publishing PTOs of the employees posted on their strength. The initial uploading of data shall also be required to be done and it will be carried out by the parent GWEs/Record Offices Command HQ and CRO (O) Delhi Cantt for the employees whose service books are maintained by them.

Contd/........
5. In order to update the data and also to utilise the data for various utilities, the user's rights shall be given to each unit. The following pattern in suggested:-

<table>
<thead>
<tr>
<th>Task</th>
<th>Rights available to Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>To Publish PTOs for all civilian officers &amp; staff posted at their strength</td>
</tr>
<tr>
<td>(b)</td>
<td>To update any data other than published through PTOs &amp; print out service books of Industrial staff</td>
</tr>
<tr>
<td>(c)</td>
<td>To update any data other than published through PTOs and take print out of service books of Subordinate (Basic &amp; Non Basic)</td>
</tr>
<tr>
<td>(d)</td>
<td>To update any data other than published through PTOs and take print out of service books of Officers</td>
</tr>
<tr>
<td>(e)</td>
<td>To view and collate the data of Industrial staff</td>
</tr>
<tr>
<td>(f)</td>
<td>To view and collate the data of subordinate basic &amp; non basic Staff</td>
</tr>
<tr>
<td>(g)</td>
<td>To view and collate the data of Officers</td>
</tr>
</tbody>
</table>

(b) Therefore, to discharge the above functions a hierarchy of command & control shall be created in the software application. All ADGs/Command HQs are requested to send their proposal for creating users right based on their hierarchal functions for all units in their HQ and AOR.

(c) In case of industrial staff, there may be different administrative channel and parent CWE channel, therefore, both hierarchy need to be suggested for incorporation in the software application.

(d) It is proposed that all sub dtes of HQ MES and also sections of command HQ dealing with pers matters be given user's right for viewing and collation of data. Therefore, their list alongwith their functions may also be furnished.

6. The necessary information as well as comments from all addressee are solicited by 15 Jan 2020.

(Rajeev Kumar, IDSE)
SE (SAG)
Dir (Records)
Nodal Officer
Automation Service Matters

Engls: As above
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Internal
Cyber Cell : For uploading on MES Website.