Registered No. HSE-49/2016

RIGHT TO INFORMATION

ఆంధ్రప్రదేశ్ రాజపత్రము

THE ANDHRA PRADESH GAZETTE

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PART I - NOTIFICATIONS BY GOVERNMENT, HEADS OF DEPARTMENTS AND OTHER OFFICERS

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NOTIFICATIONS BY GOVERNMENT

FINANCE DEPARTMENT

(HR-IV-FR&LR)

MAINTENANCE OF SERVICE REGISTER - REPLACING THE SERVICE REGISTER WITH e-SERVICE REGISTER (e-SR) - REVISED ORDERS ISSUED.

[G.O.Ms.No.99, Finance (HR-IV-FR&LR), 3rd December, 2020.]

Read the following:

1. G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept., Dt: 10.12.1999.
2. Office Memo No. F.No.21011/15/2010 ESH (Allowance), GOI, Ministry of Personnel, Public Grievance, and Pension Department of Personnel Training, New Delhi, Dt: 05.04.2016.
3. G.O.Ms.No.99, Finance (HR-II-FR) Department, Dt: 27.06.2018.
4. FINO-160134/2/2020-F-Sec-DTA, Dated: 10.05.2020 of the DTA, AP.

ORDER:

The Government of Andhra Pradesh, vide the reference 1st read above, has amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules and prescribed Form-10 for maintaining Service Registers of Gazetted and Non-Gazetted employees of the Government.

2. In the reference 2nd read above, the Government of India has suggested modernization of Service Register to make it user friendly.

3. In reference 3rd read above, Government has issued orders to substitute Form-10 under Part IV of Annexure-II, with e-Service Register (e-SR) in respect of all Government employees to whom Fundamental Rules apply.

4. Based on the feedback of employee associations, DDOs, and considering the issues faced during the pilot implementation, the Director of Treasuries and Accounts, AP, Ibrahimpatnam, vide reference 4th read above, has suggested some modifications to the e-SR Proforma.

5. Government, after careful examination of proposal of the Director of Treasuries and Accounts, AP, in supersession of the orders issued in the reference 3rd cited hereby order that the e-SR shall be maintained as defined in the Annexure appended this order.

6. The updated version of the e-SR module contains the following screens through which the employees / DDOs have to enter required data.

Sl. No.	Name of the Service	Description
PART - 1	PERSONAL DETAILS	Employees / DDOs can view and confirm the employee Personal Details such as name, gender, marital status, caste, Aadhar number etc., Family Details, Education Details, Address Details and Home Town Details & wherever necessary they can enter required data.
PART - 2	NOMINATIONS	Employees / DDOs can enter nominee details of the employees.
PART - 3	SERVICE (SR) EVENTS	Employees / DDOs can enter historical data of various events (such as appointment, service regularization, leave, transfer, increment, promotion, etc.) recorded in the existing service registers. The data is to be entered event-wise, in the same order, as they were entered in the service registers.
PART - 4	LEAVE TRAVEL CONCESSION DETAILS	This screen provides for entry of latest LTC details.
PART - 5	DEPARTMENTAL TESTS AND TRAININGS DETAILS	Employees / DDOs can enter details of training employees undergone & departmental tests passed.
PART - 6	INCENTIVES	Employees / DDOs can enter details of Incentives / Awards / Rewards / Seva Patakam etc.
PART - 7	DOCUMENT UPLOADS	Employees / DDOs can upload mandatory documents such as Proof of Date of Birth, etc.
PART - 8	LEAVE LEDGER	Employees / DDOs can enter details of various leaves availed.
PART - 9	eSR CONFIRMATION	This screen provides for view and confirmation of the employee details by the employee / DDO. The service register of the employee also needs to be scanned and uploaded.

7. All the employees and DDOs are instructed to go through the e-SR user manual enclosed tothis GO, which provides step-by-step instructions on entry and confirmation of data by the employees/DDOs. The same is also available on the website *esr.ap.gov.in.* The User Manual also contains procedural guidelines to be followed for implementation of e-SR.

8. The Heads of Offices / Heads of Departments who maintain Service Registers of the employees are directed to enter all required data in the e-SR Module by 31st December 2020.

SHAMSHER SINGH RAWAT,
Principal Secretary to Government.

E-SERVICE REGISTER (ANNEXURE TO G.O.Ms.No.99, FINANCE (HR-IV-FR&LR) DEPARTMENT, Dt: 3.12.2020)

The e-Service Register for Gazetted and Non-Gazetted employees of the Government, as per the amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules & Form-10 shall be maintained as per the following instructions.

1. The Head of office /DDO/Employee are collectively responsible for upload of e.SR data of the employees working in the office.
2. In respect of Grant-in-Aid employees drawing salaries under DH/SDH 060/061- GIA towards salaries, the salary bill counter signing authority in Government is responsible for upload of e.SR.
3. In respect of All India Service officers, the PAO, AP, Ibrahimpatnam shall upload e.SR data into the system under his authentication.
4. For the employees in Foreign Service Deputation, the last DDO in parent department is responsible for upload of eSR data.

EMPLOYEES FOR WHOOM E.SR DATA IS TO BE UPLOADED

1. All employees whose salary is drawn under 010-salaries.
2. All Grant-in-Aid employees whose salaries are drawn under DH/SDH 060/061.
3. All work charged employees whose salaries are drawn under DH/SDH 070/071.
4. Employee in Foreign Service Deputation.

PROCEDURE FOR UPLOAD OF E.SR DATA.

1. The e.SR data shall be uploaded by DDO in **https:// esr.ap.gov.in** . portal using his CFMS ID as login password.
2. The HOO/DDO shall immediately update all the entries in physical SR before commencement of upload of e.SR data.
3. All the pages in the physical SR shall be scanned / uploaded by the DDO into e.SR module.
4. Before scanning of pages in physical SR, all the pages in physical SR(s) shall be serially numbered by the DDO by affixing a stamp on the bottom of each page containing the words "**page no_____and also scanned /uploaded into e.SR**" under his/her signature. Better if the leave account(EL/HPL) is scanned at the end. At the end of each scanned copy of the e.SR, the DDO shall certify the number of scanned pages uploaded under his signature.
5. The physical SR can be scanned by the DDO by using conventional scanners or by using "Lens" APP of Microsoft Corporation.
6. Uploading of scanned SR shall be done by DDO using biometric authentication.

7. After upload of e.SR data, the physical copy of e.SR shall be in the custody of pension sanctioning Authority for which separate orders will be issued by the Government for discontinuance of physical SR.
8. In addition to uploading the scanned copy of the SR, the DDO shall enter the SR data on the relevant columns of e.SR data entry application duly attaching the following documents.
    a) Latest photograph
    b) SSC or equivalent certificate as proof of Date of Birth for superior service employees and Transfer certificate/relevant proof for last grade service employees.
    c) Caste certificate (for SC, ST, BC only)
    d) Aadhar card.
    e) Medical Certificate (Disabled persons only)
9. After entry of the data into e.SR application, the DDO shall download the e.SR data entered in PDF format, show it to the employee for cross-verification and obtain the employee's signature on the PDF format in token of having satisfied with the correctness of Data uploaded into HCM system. The DDO shall also affix his signature on the PDF format and upload in the e.SR application under his/her biometric authentication.
10. After upload of e.SR data by the DDO, the data shall be escalated to the Treasury/PAO where the salary bill of the employee is audited and approved.
11. The Treasury officer/APAO shall cross verify the data uploaded in eSR with the entries in the scanned / uploaded copy of the physical SR and confirm the correctness of Data entry of the following information
    a) Name of the employee as entered in the SR.
    b) Date of birth
    c) Date of initial entry into service.
    d) Community
    e) Disabilities, if any
    f) Latest Pay of the employee (by cross verifying with FLY leaf Register)
    g) Post held by the employee as on date.
    h) EL balance of the employee as on date of Upload.
    i) HPL balance of the employee as on date of Upload.
12. The Treasury officer/APAO shall confirm the above information under biometric authentication. After confirmation by the Treasury officer/APAO only, the e.SR. data shall be uploaded into HCM system by the SAP Team.

13. The upload of e.SR. data into HCM system shall be completed by all the DDOs by 31/12/2020.
14. The PAO, AP, Ibrahimpatnam shall co-ordinate the e.SR data entry work at HOD offices level and the DTA, AP, Ibrahimpatnam shall Co-ordinate work at District level through network of Treasury officers.
15. The CEO, APCFSS shall organize the data storage servers properly for smooth upload of e.SR data.
16. For the employees existing prior to 1-7-2020, the SR entry may be taken as an automatic process with due acknowledgement by the competent authority.
17. For the employees appointed on or after 1-7-2020, upload of each required certificate is mandatory.
18. DDOs may raise incident in CFMS for resolution of e-SR related issues.

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4.6. Incentives Details

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4.8. Leave Ledger

4.9. EeSR CONFIRMATION

1. About the e-Service Book

The e-Service Book is application, which allows the employees get access to enter\view the employee service details. This application was designed and developed by Finance Department, Government of Andhra Pradesh through APCFSS.

This application replaces the physical service registers of the employees and the data related will be maintained online and can be accessible to the employees at any time. Employees can view their own personal details, official documents, pay drawn details, leave details and other Service details.

Every employee will have access to the e-service book with secured login credentials. Initially, the Employees/DDOs shall update all entries in the new formats through the e-service book portal. This user manual guides the users on how to use the e-service book portal step-by-step through screen shots wherever required.

2. Service Access

The decision as to whether the eSR details are to be entered by the DDO himself or through the employees is left to the discretion of the DDO basing on the number of the employees working under the DDO. In this portal, Employees can enter the service details with the permission of the DDO. DDOs can also enter and confirm the details of the employees on their own and Treasury Officers / PAO can further confirm select employee's service details. The users can access these services through authorized CFMS ID.

1. **Employee**:

   - All employees need to submit their service details from part 1 to part 9 (sub menus) under e-Service Book Entry menu.
   - After submitting the details, these are available at one place under view and confirm sub-menu. Employee need to confirm the service details.
   - The confirmed details will be available in their respective DDOs login for further verification and confirmation.

2. **DDO**:

- DDO has to submit his /her service details and follow the steps as mentioned in Instructions to employees
- In addition, DDOs will get the list of employee's service details for confirmation, in his /her login.
- DDO has to go through each employee's details and confirm the same through biometric authentication.

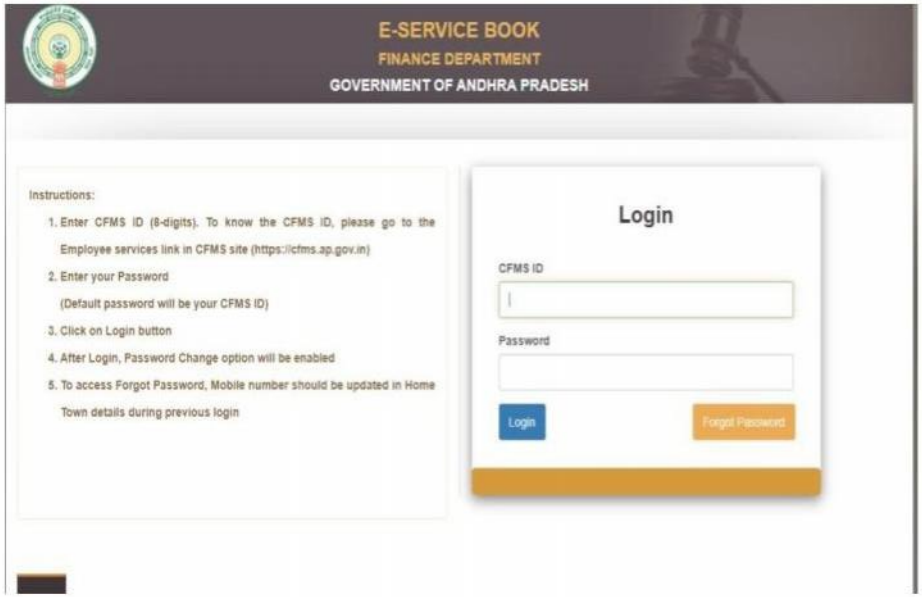
3. **Sub treasury Officer (STO) / PAO**:

- STO /PAO will access View & Confirm sub-menu, check and confirm (9) select details of the employee with reference to entries available in the scanned copy of the SR and confirm the same through biometric authentication.

The step by step instructions on how to use the portal are given below:

3. Login Details

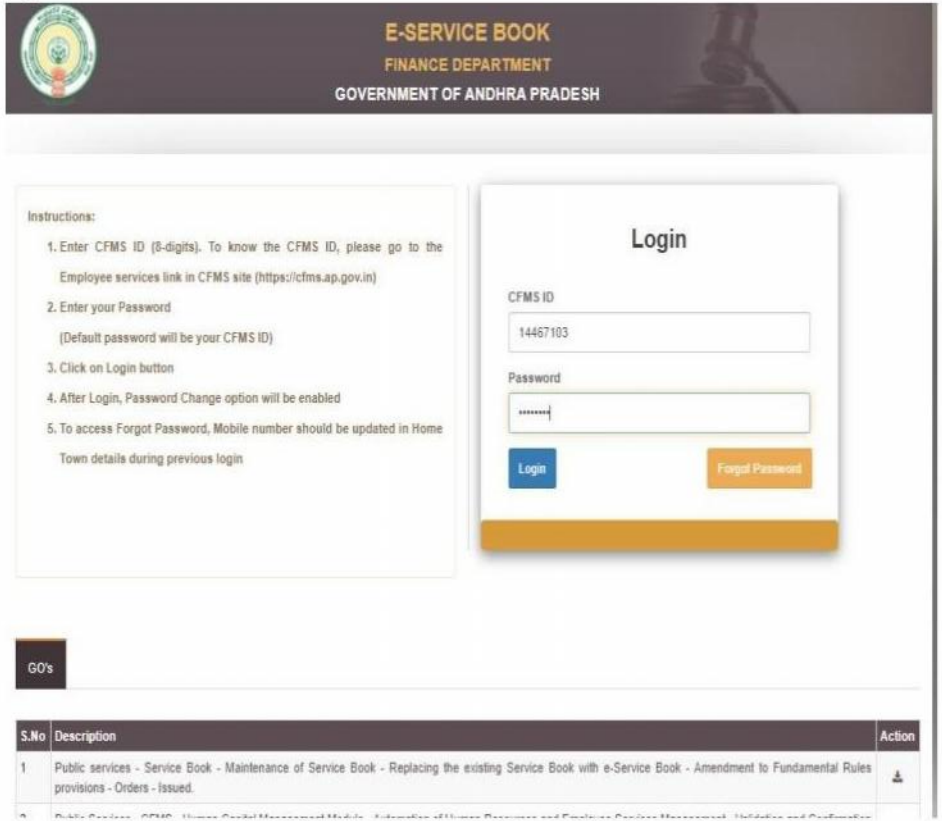
1. Enter URL https://www.esr.ap.gov.in the address bar.
2. Press Enter/Click **Go**, the following Login page will appear.



3. Enter CFMS ID (i.e. 8 digits unique employee id).
4. Also Enter CFMS ID as initial password for initial login (Update password through the menu item Change password After your initial login)

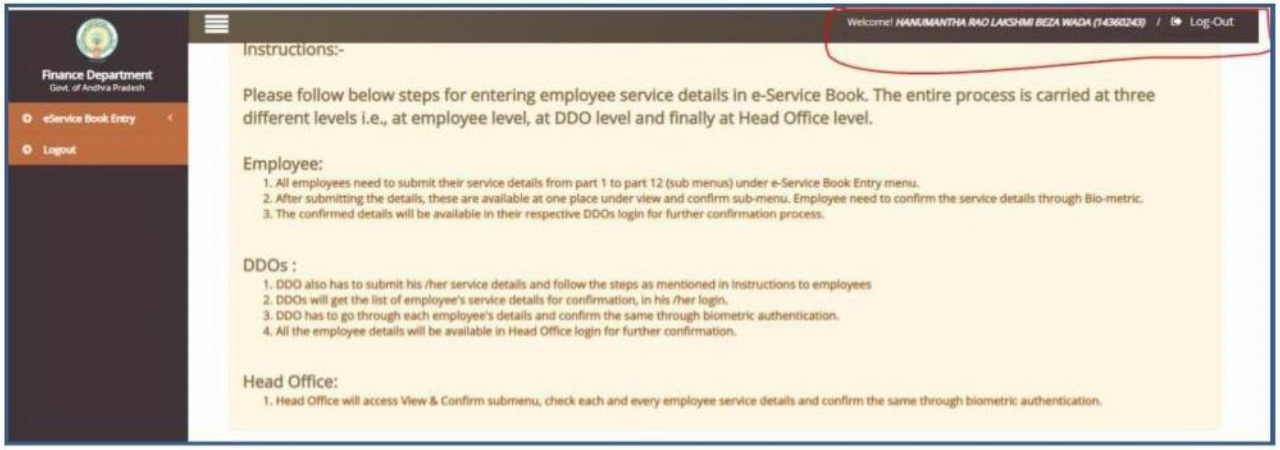
Note: If Employee forgot the password use 'Forgot password' option to reset password, new password will be sent to employee mapped Mobile Number.

Login:

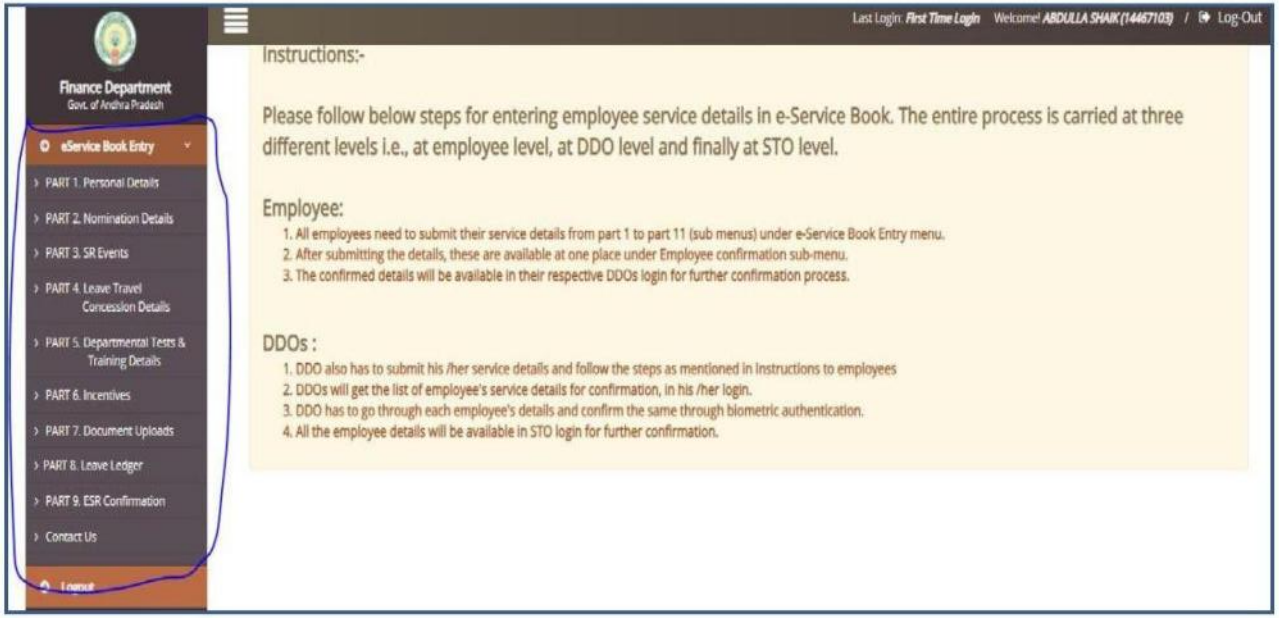


5. Click on "Login" button.

6. After successful authentication, system will navigate to the Home page as shown below screen.
7. This page contains employee name & logout option on the right side corner of the screen, main menu on the left side of the screen, and basic instructions on the home page.



8. If the user is employee, user has to click on the e-Service Book Entry menu item to enter the service details in the respective screens.
9. If the user is DDO or STO, List of all employees whose salaries are drawn and paid under the DDO code will appear under 'Confirm e-Service Book Entry' menu item. In addition names of the employees who are relieved by the DDO for FOREIGN SERVICE deputation also appear In the DDO login.
10. Service formats will appear when user clicks on "e-Service Book Entry" as shown below.



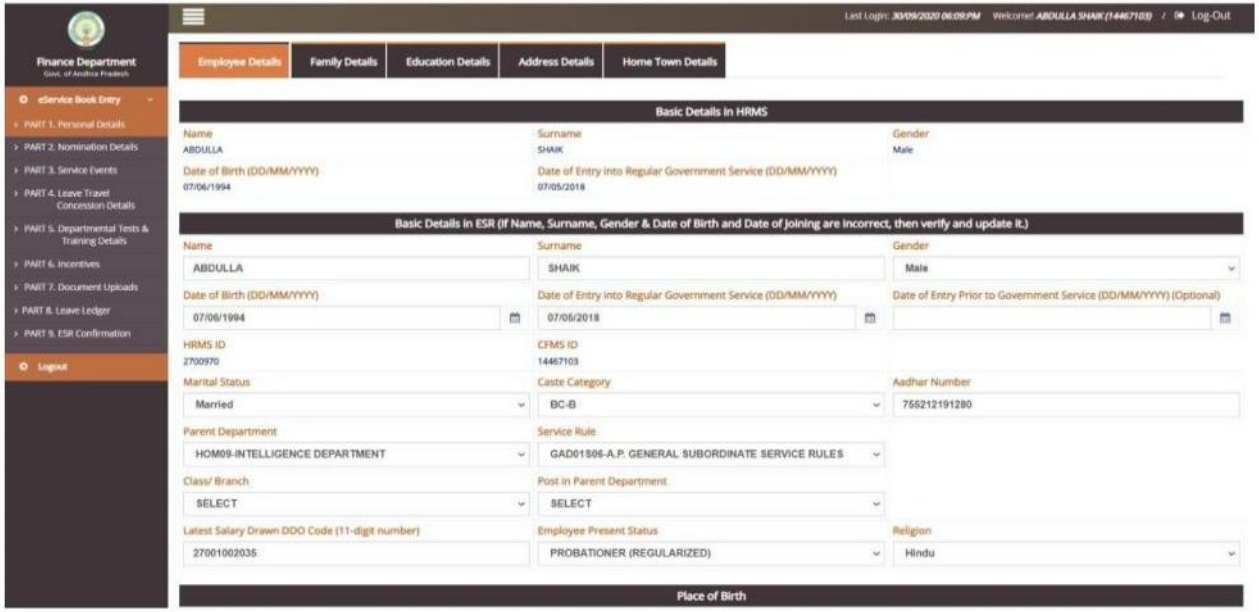
Part 1: Employee Personal Details	Enter Employee basic details, place of birth, disabled status, local status,family member details, educational details, Address details and Hometown details
Part 2: Nomination Details	Enter Nominations for Gratuity, GPF, APGLI already made by the employees and available in the SR.
Part 3: SR Events	Enter the data as per the manual service register. In each of the service event.There are multiple options available enabling the employee to enter each and every detail
Part 4: LTC Details	Enter the latest availed LTC details only and also confirm whether anywhere in the country facility is availed or not.
Part 5: Departmental Tests/Training Details	Enter Departmental Tests and training details already entered in the SR.

Part 6: Incentives	Enter incentives sanctioned to the employee.
Part 7: Document Uploads	Upload employee Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Other than OC), Medical Certificate (if employee disabled).
Part 8: Leave Ledger	Enter various types of Leaves earned and availed by the employee till date in the leave Ledger chronologically. (I.e E.L,HPL,etc.. credits and balances)
Part 9: ESR Data Confirmation	Employee / DDO has to confirm the data submitted. DDO has to confirm the data with biometric Authentication. The DDO has to submit the data only after upload of scanned copy of the Physical SR of the employee as detailed in the guidelines given above.
Confirmation by the Treasury officer / PAO	After submission by the DDO, entire data goes to the login of the accountant in the concerned Treasury / PAO where the salary bill is passed

4. e-Service Book Entry:

User has to click on '**Part 1: Personal Details**' sub menu item under e-Service Book entry menu item to enter the Personal details as shown below.

i. Employee Details:



The following data will be auto populated from HRMS with edit facility(except HRMS ID and CFMS ID)

- Name
- Surname
- Gender

- Date of Birth
- Date of Entry into Government Service
- HRMS ID
- CFMS ID

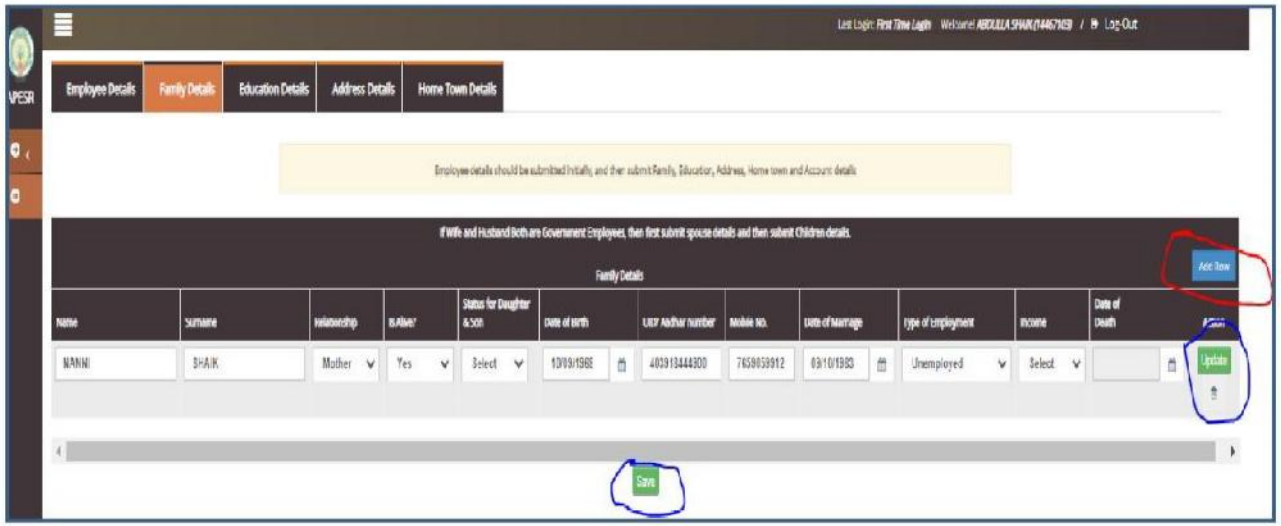
Sl. No	Column (Field) Name	Type of Field	Remarks
	1. Basic Details		
1	Name	Data Entry	Auto populated from HRMS portal. If any corrections, Employee / DDO can correct the nam of the employee
2	Surname	Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Surn of the employee
3	Gender	Drop down box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Gend of the employee
4	Date of Birth (DD/MM/YYYY)	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Da Birth of the employee
5	Date of Entry into Regular Government	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Date of Entry into Regular Government Service of the employee
6	Service (DD/MM/YYYY)	Select box	Select Date of Entry Prior to Government

			Service
7	Date of Entry Prior to Government	Read only	Auto populated from HRMS portal.
8	Service (DD/MM/YYYY) (Optional)	Read only	Auto populated from HRMS portal.
9	HRMS ID	Drop down box	Select Marital status (Eg: Married / Unmarried / Wid Divorced / Widower).
10	CFMS ID	Drop down box	Select caste for the employee (SC / ST/ BC-A /BC-B / BC-C /BC-D /BC-E /OTHERS)
11	Aadhar Number	Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the aadhar number of the employee
12	Parent Department	Drop down box	Please select Parent Department.
13	Service Rule	Drop down box	Please select Service Rule.
14	Class/ Branch	Drop down box	Select Class/ Branch for the employee (BRANCH-I / BRANCH-II / NONE)
15	Post in Parent Department	Drop down box	Please select Post in Parent Department.
16	Latest Salary Drawn DDO Code (11-digit num	Data Entry	Enter Latest Salary Drawn DDO Code.
17	Employee Present Status	Drop down box	Please select Employee Present Status.
18	Religion	Drop down box	Please select Religion for the employee (Hindu / Islam / Christianity / Buddhism / Sikh / Jain)
	2. Place of Birth		
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Mandal	Drop down box	Please select Mandal.

4	Village	Drop down box	Please select Village.
5	Pin code	Data Entry	Please enter six digit Pin code
6	Nationality	Read only	Auto populated.
	3. Local Status		
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Revenue Division	Drop down box	Please select Revenue Division.
4	Mandal	Drop down box	Please select Mandal.
	4. Differently Abled		
1	Differently Abled	Drop down box	Please select Differently Abled for the employee (NO/ ORTHO / DEAF & DUMB / VISUAL)
	5. PF Details		
1	Type of GPF	Drop down box	Please select Type of GPF for the employee (GPF (AG) / CLASS IV GPF / ZPPF / CPS / APPLICABLE)
2	Provident Fund Account Number	Data Entry	Please enter Provident Fund Account Number.
	6. Other Details		
1	Identification Marks (As per SSC) / Service Register	Data Entry	Please enter Identification Marks (As per SSC) / Service Register in one and two columns for the employee.
2	Height (in cm)	Data Entry	Please enter Height for the employee.

ii.Family member Details:

Employee has to enter the family member details. Employee can add, edit and delete the data. Once all the details are filled up in this section, employee should save the data.



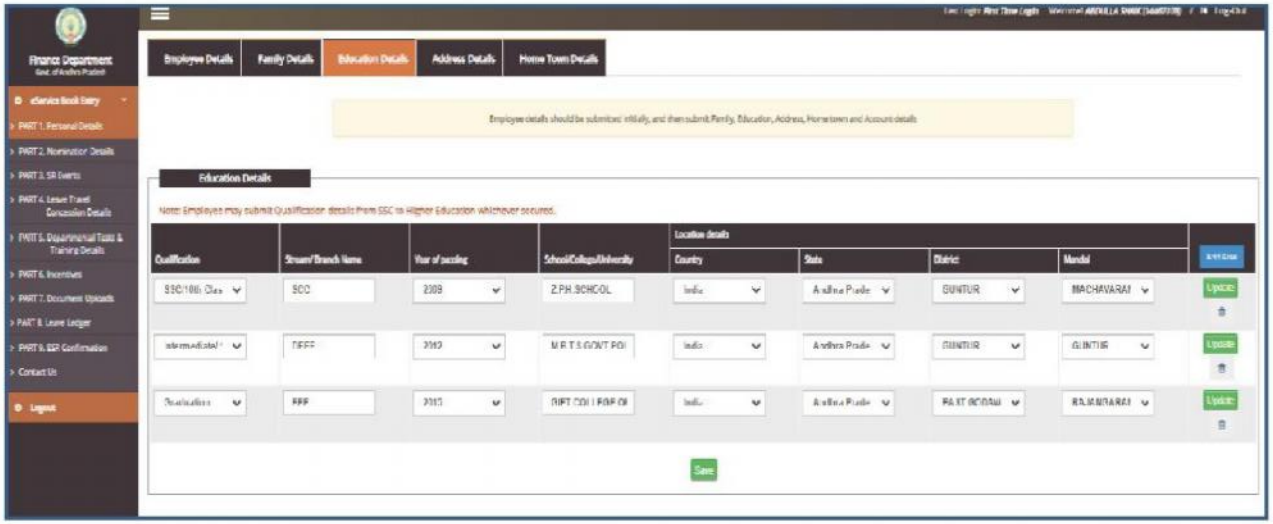
Sl. No	Column (Field) Name	Type of Field	Remarks
FAMILY MEMBER DETAILS			
1	Name	Data Entry	Please enter name of employee And also family members.
2	Surname	Data Entry	Please enter surname of employee

			And also family members.
3	Relationship	Drop down box	Please select Relationship of the employee.
4	Is Alive?	Drop down box	Please select Is Alive of the employee.
5	Marital Status	Drop down box	Please select Marital Status of the employee.
6	Date of Birth	Select Box	Please select Date of Birth.
7	UID /Aadhar number	Data Entry	Please enter UID /Aadhar number
8	Mobile number	Data Entry	Please enter Mobile number
9	Date of Marriage	Select Box	Please enter Date of Marriage
10	Type of Employment	Drop down box	Please select Type of Employeeme
11	Income Per Annum	Drop down box	Please select Income Per Annum.
12	Death of Death	Select box	Please select Death of Death.

Add Row option is provided for Adding Family member Details

iii. Education Details:

Employee has to enter the education details in chronological order. Employee can edit / delete the data. Once all the details are filled up in this section, employee should save the data.

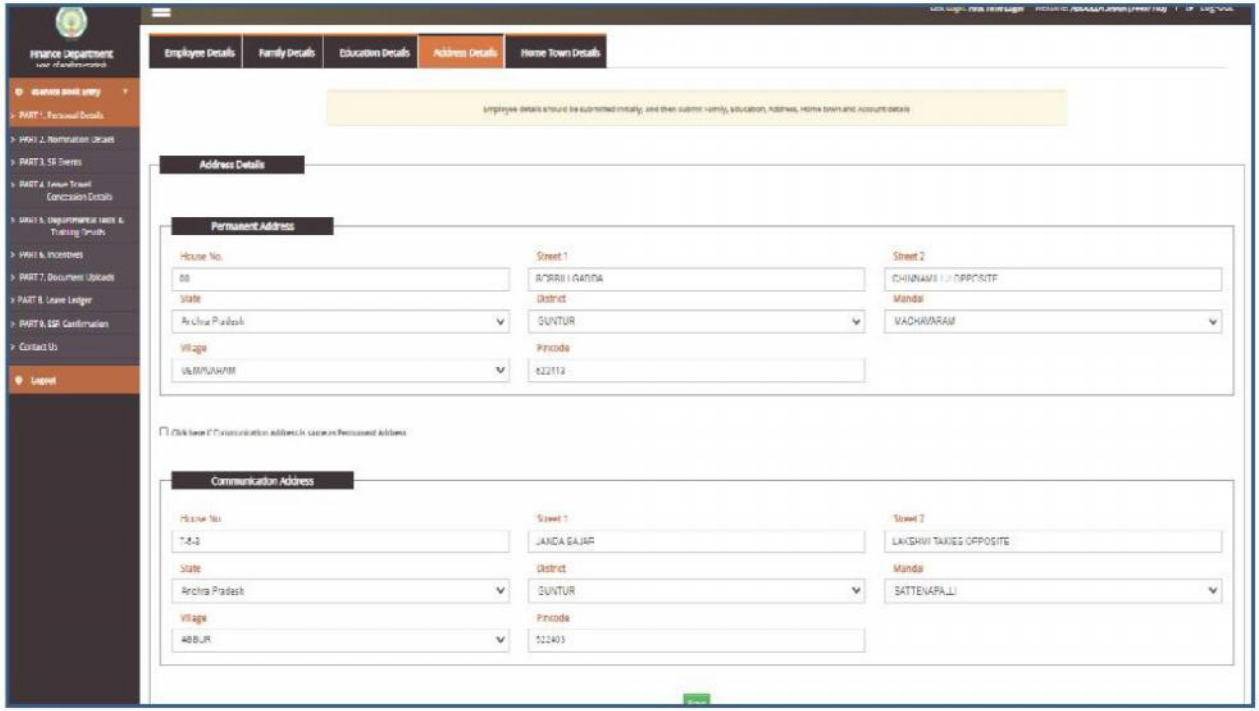


Sl. No	Column (Field) Name	Type of Field	Remarks
Education Details			
1	Qualification	Drop down box	Please select Qualification of the employee
2	Stream/ Branch Name	Data Entry	Please enter Stream/ Branch Nam Of the employee
3	Year of passing	Drop down box	Please select Year of passing of th employee

4	School/College/University	Data Entry	Please enter School/College/University of The employee
5	Country	Drop down box	Please select Country of the employee
6	State	Drop down box	Please select State of the employee
7	District	Drop down box	Please select District of the employee
8	Mandal	Drop down box	Please select Mandal of the employee

iv. Address Details:

Employee has to enter the Permanent address and communication address details. User can select the check box "Click here if communication address is same as permanent address" if both communication address and permanent address are same. Then the data in permanent address will be auto-populated in communication address to avoid the data re-entry. Once all the details are filled up in this section, employee should save the data.

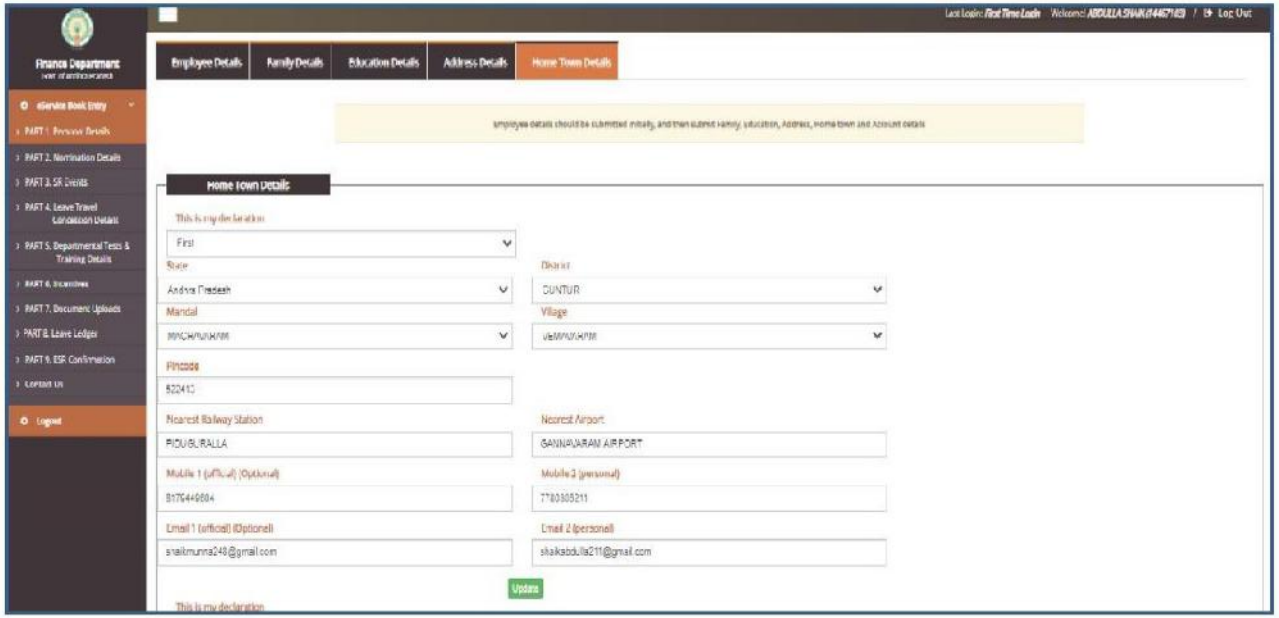


Sl. No	Column (Field) Name	Type of Field	Remarks
1. Permanent Address			
1	House No.	Data Entry	Enter Houes No.

2	Street 1	Data Entry	Entrer Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code
2. Communication Address			
1	House No.	Data Entry	Enter House No.
2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code

v. Hometown Details:

Employee has to enter the Hometown details. These details can be modified only two times in the entire employee's service. Once all the details are filled up in this section, employee should save the data.

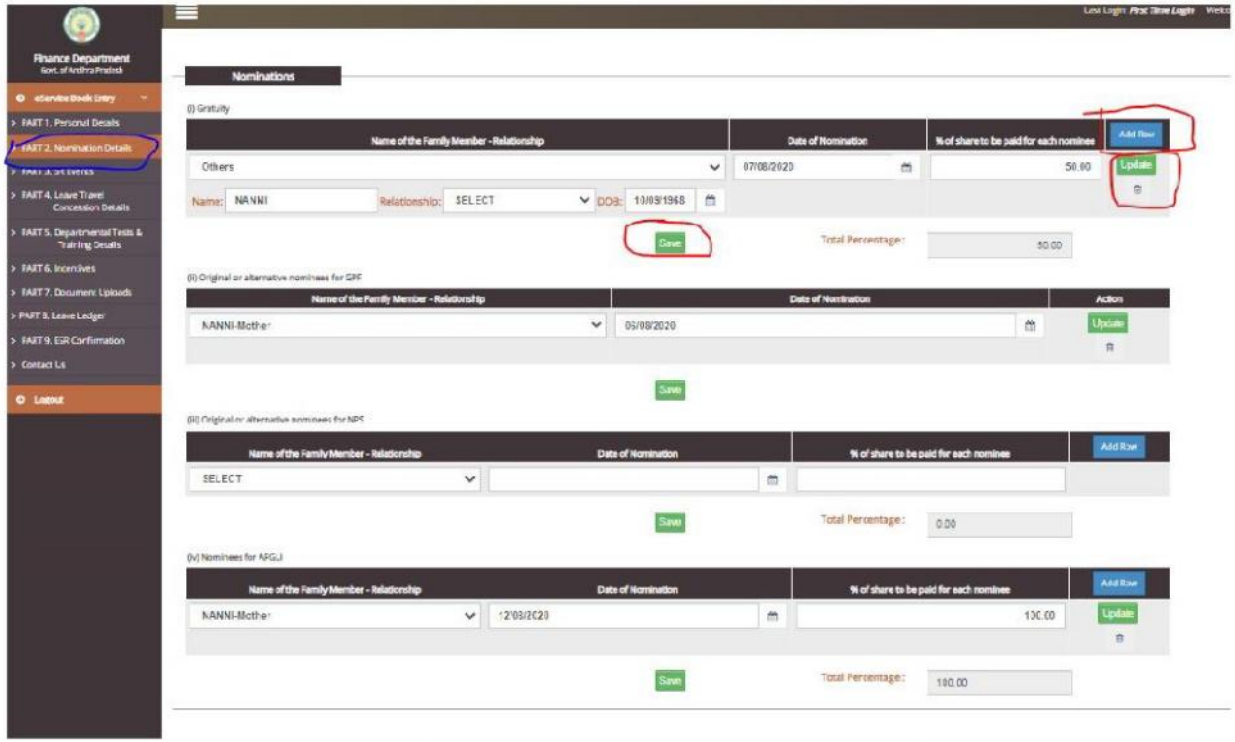


Sl. No	Column (Field) Name	Type of Field	Remarks
Home Town Details			
1	This is my declaration	Drop down box	Select This is my declaration
2	State	Drop down box	Select State
3	District	Drop down box	Select District
4	Mandal	Drop down box	Select Mandal
5	Village	Drop down box	Select Village

6	Pin code	Data Entry	Enter Pin code
7	Nearest Railway Station	Data Entry	Enter Nearest Railway Station
8	Nearest Airport	Data Entry	Enter Nearest Airport
9	Mobile 1 (official) (Optional)	Data Entry	Enter Mobile 1 (official) (Optional)
10	Mobile 2 (personal)	Data Entry	Enter Mobile 2 (personal)
11	Email 1 (official) (Optional)	Data Entry	Enter Email 1 (official) (Optional)
12	Email 2 (personal)	Data Entry	Enter Email 2 (personal)

Part 2: Nomination Details:

Employee has to enter the nominee's details for Gratuity and GPF/PRAN. Provision is given to edit / delete the data. Once all the details are filled up in this section, employee should save the data.



Sl. No	Column (Field) Name	Type of Field	Remarks
(i) Gratuity			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Mem Relationship
2	Date of Nomination	Select Box	Select Date of Nomination

3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(ii) Original or alternative nominees for GPF			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iii) Original or alternative nominees for NPS			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iv) Nominees for APGLI			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee

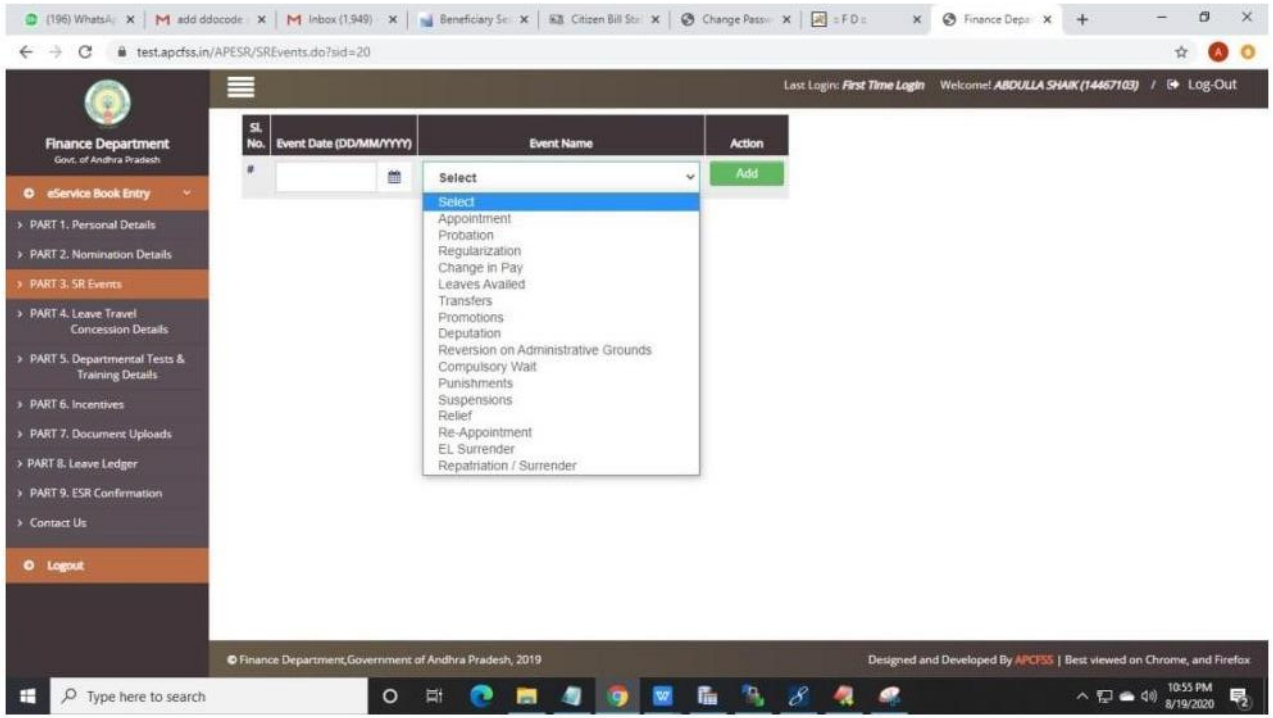
Part 3: SR Events

User has to click on 'Part 3: SR Events' sub menu item under e-Service Book entry menu item to record all the service events into this e-Service register. The elements to be recorded are as follows:

1. Appointment
2. Regularization
3. Probation
4. Change in Pay
5. Leaves Availed
6. Transfers
7. Promotions
8. Deputation
9. Reversion
10. Compulsory Wait
11. Punishments
12. Suspensions
13. Relief
14. Re-Appointment
15. EL Surrender
16. Repatriation / Surrender
17. Re-instatement
18. Reporting back to Duty
19. Regularisation of Absence
20. Others (No Impact on Pay)

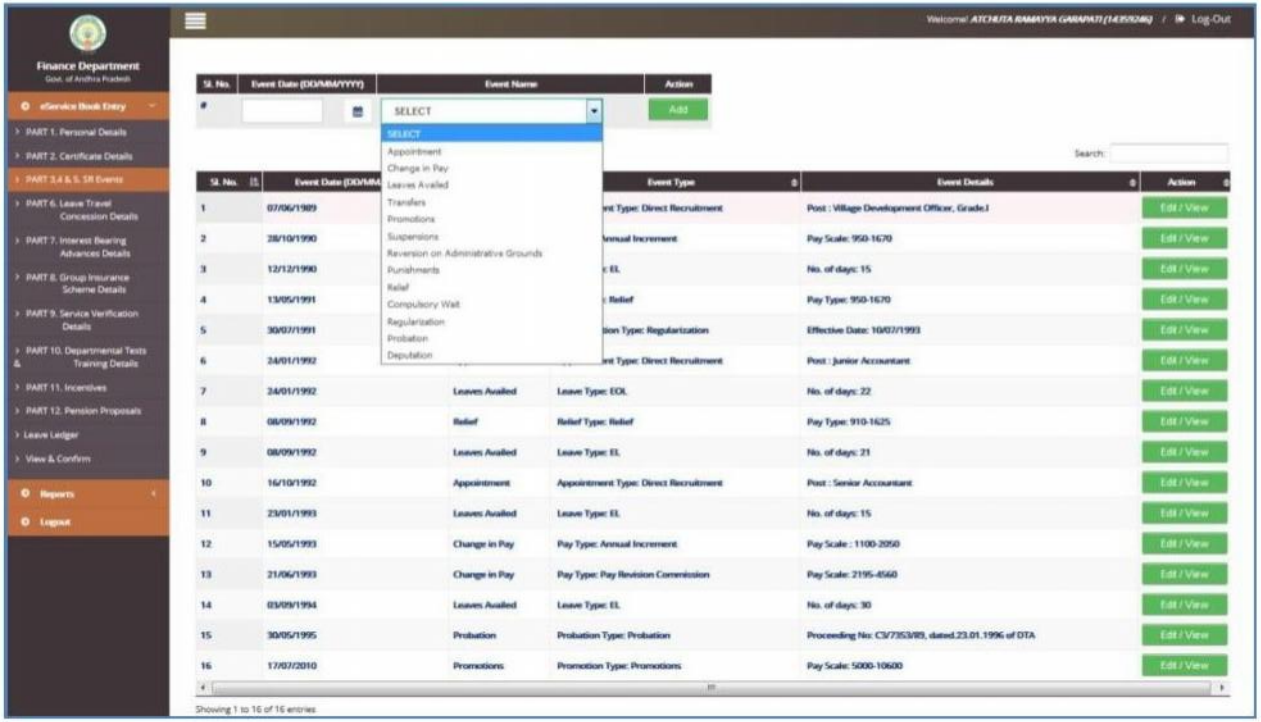
The above list is provided as drop down, employee has to select the event name and event date and click on “ADD” button. Dialogue boxes will be popped up for each of the event, in which employee enters the data as per the manual service register. In each of the service event, there were multiple options available enabling the employee to enter each and every detail. Once all the details are filled up in each of the section concerned, employee should save the data.

After saving the data in the respective dialogue boxes, the main page of the event capturing screen will be visible to view the recorded events. Further modifications to the entered data is enabled in this system as shown below.



A separate row is available to further add the events and employee has to follow the procedure to enter the data as mentioned above. The screen for this is viewed as below. A separate column by name “Data Entered” will be generated with main details.

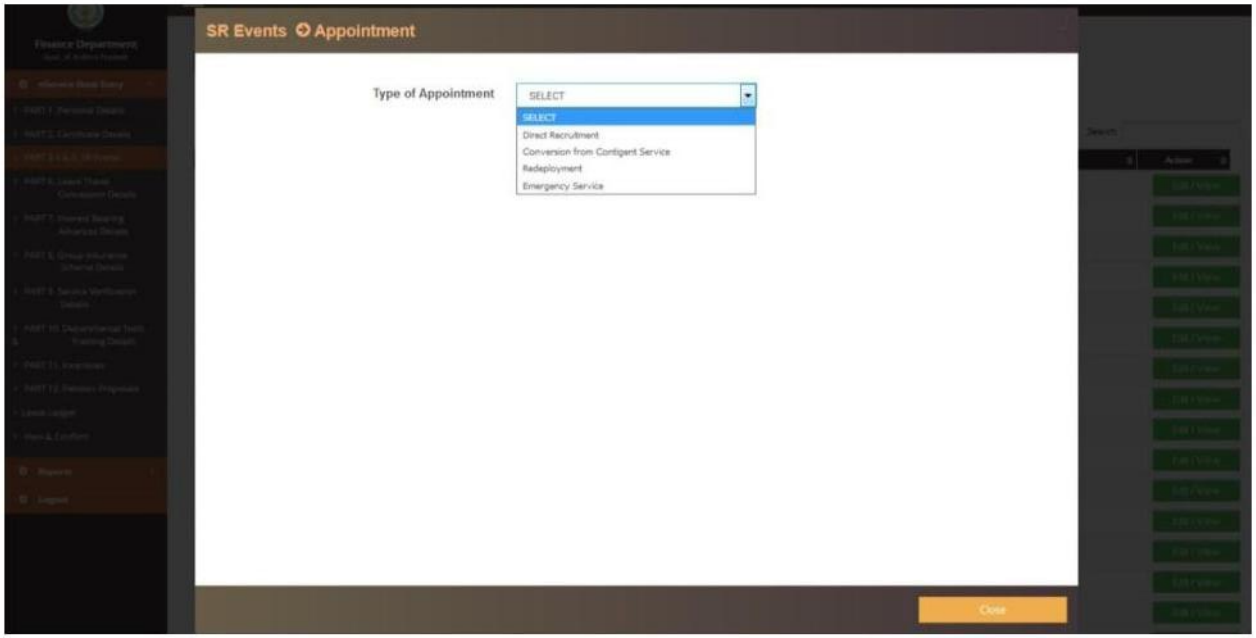
Select particular event from the dropdown and click on “ADD” button for adding the details as shown below.



Sl. No	Column (Field) Name	Type of Field	Remarks
1	SR Entry Date	Select box	Select SR Entry Date
2	Event Name	Drop down	Select Event Name

i. SR Event-Hiring:

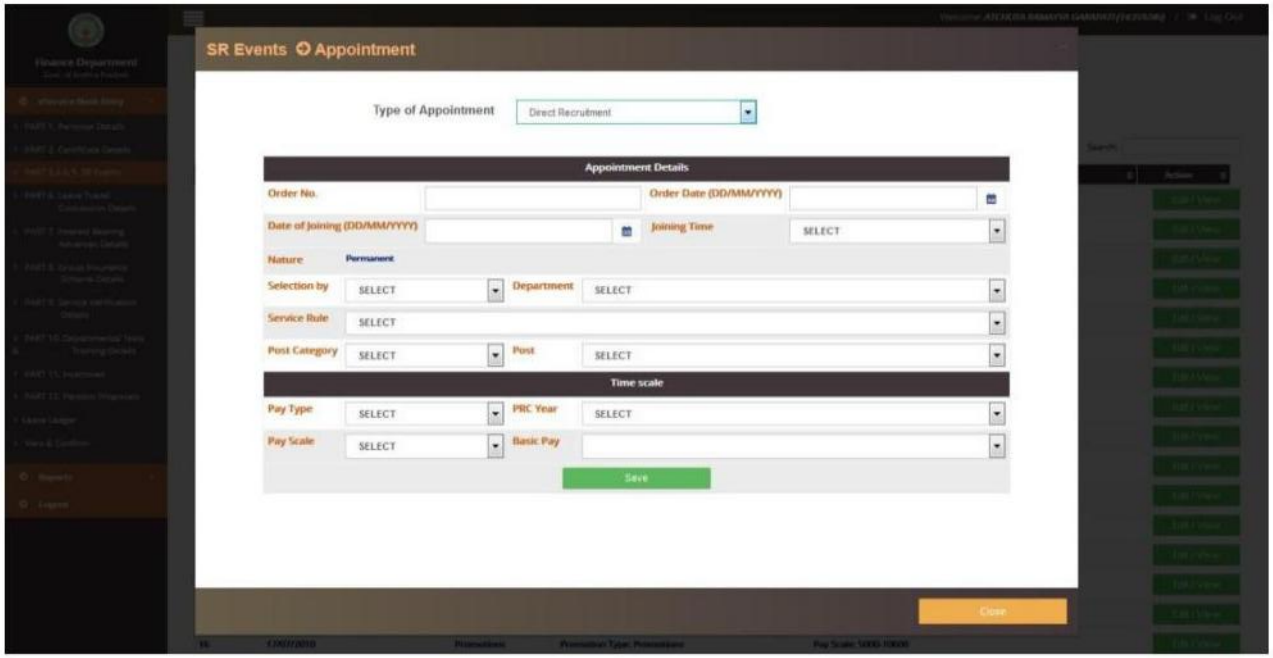
Employee has to enter his/her hiring details. There are four options available in **"Type of hiring".** If employee selects the "Type of hiring" from the drop down then the respective fields will be visible for data entry.



Sl. No	Column (Field) Name	Type of Field	Remarks
1	Type of Appointment	Select box	Select Type of Appointment

➢ **Hiring**: Direct Recruitment

If employee is hired through Direct Recruitment, then employee has to enter the details like appointment, post, and time scal e. Once all the details are filled up in this section, employee should save the data.

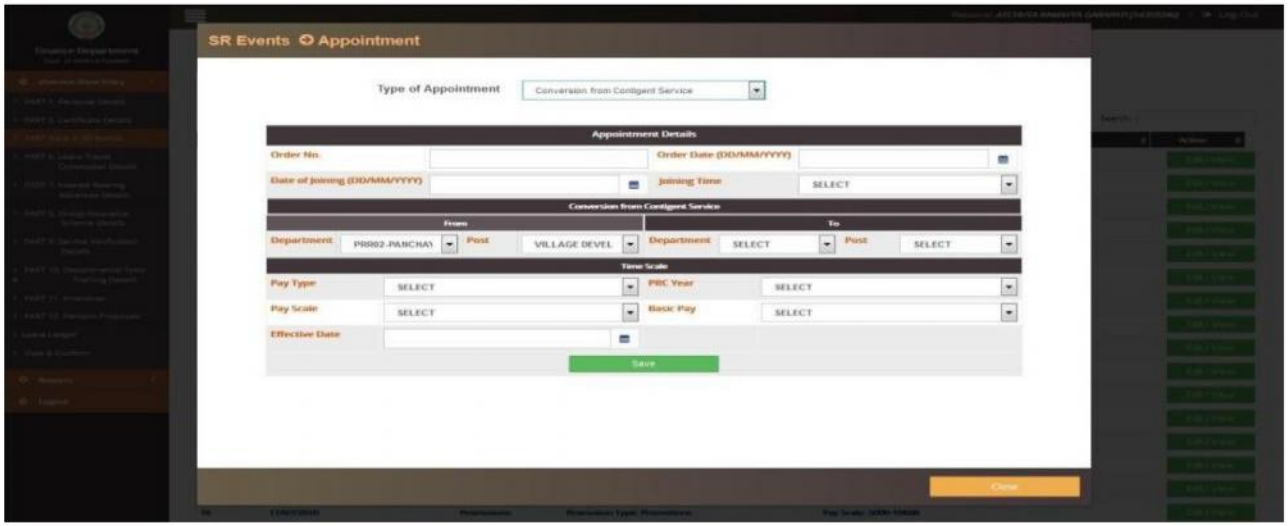


Sl. No	Column (Field) Name	Type of Field	Remarks
a)Direct Recruitment Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Direct Recruitment Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

➢ **Hiring**: Conversion from Contingent Service

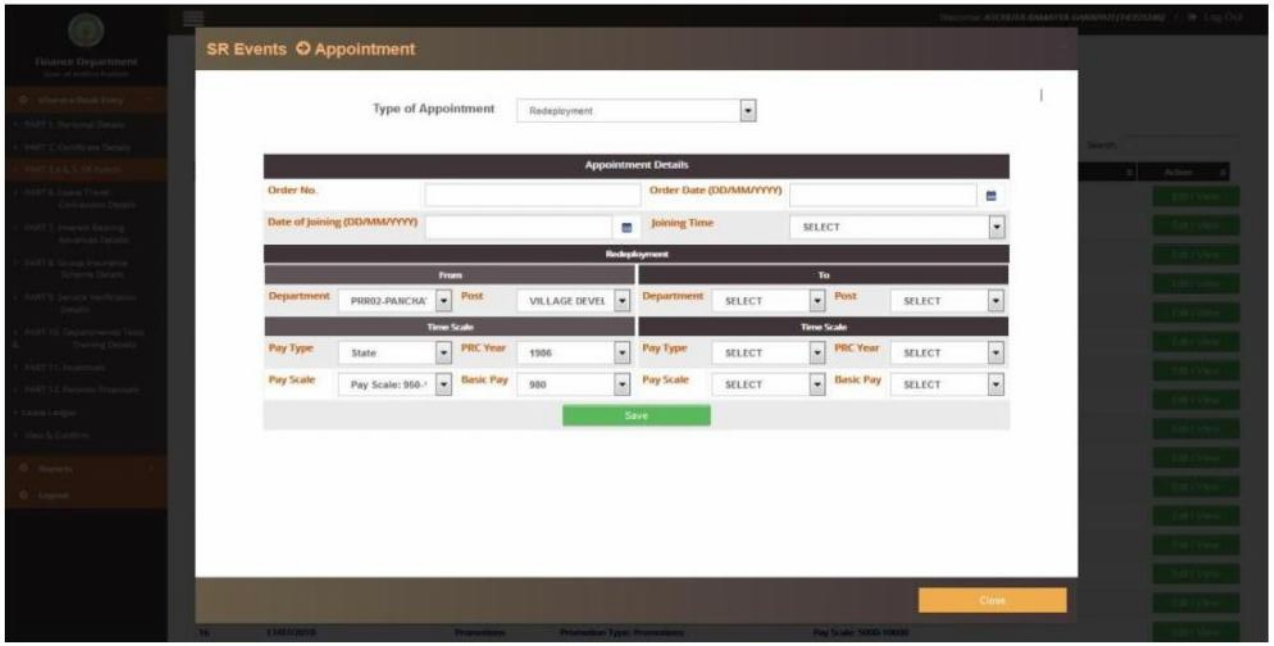
If employee is hired through "Conversion from contingent service", then employee has to enter the contingent service department, post, newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Contingent Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

b) Conversion from Contingent Service			
1	From Department	Drop down	Select From Department
2	From Service Rule	Drop down	Select From Service Rule
3	From Class/ Branch	Drop down	Select From Class/ Branch
4	From Post	Drop down	Select From Post
5	To Department	Drop down	Select To Department
6	To Service Rule	Drop down	Select To Service Rule
7	To Class/ Branch	Drop down	Select To Class/ Branch
8	To Post	Drop down	Select To Post
c) Conversion from Contingent Service Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Effective Date	Select box	Select Effective Date
6	Remarks	Data entry	Enter Remarks

➢ **Hiring**: Redeployment



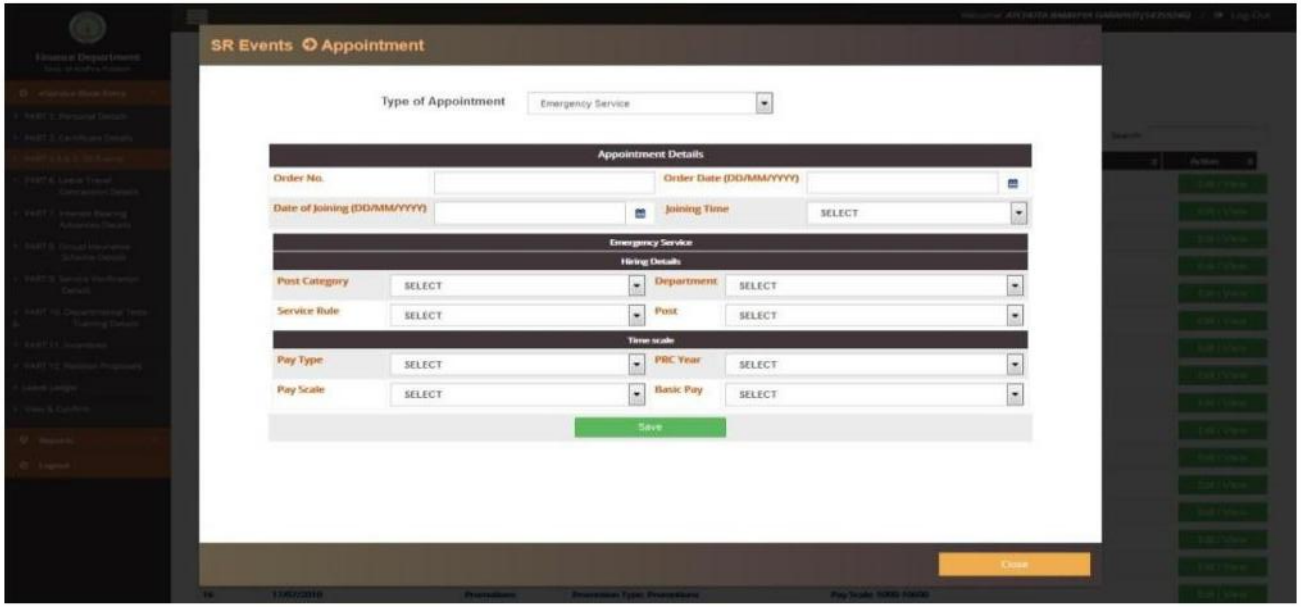
If employee is hired through "Redeployment", then employee has to enter the department, post from which he/she redeployed and also enters newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Redeployment / Conversion Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining

4	Joining Time	Drop down	Select Joining Time
5	From Department	Drop down	Select From Department
6	From Service Rule	Drop down	Select From Service Rule
7	From Class/ Branch	Drop down	Select From Class/ Branch
8	From Post	Drop down	Select From Post
9	To Department	Drop down	Select To Department
10	To Service Rule	Drop down	Select To Service Rule
11	To Class/ Branch	Drop down	Select To Class/ Branch
12	To Post	Drop down	Select To Post
b) Redeployment / Conversion (From / To Time Scale)			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➢ **Hiring**: Emergency service

If employee is hired through "Emergency Service", then employee has to enter the department, post and time scale details. Once all the details are filled up in this section, employee should save the data.

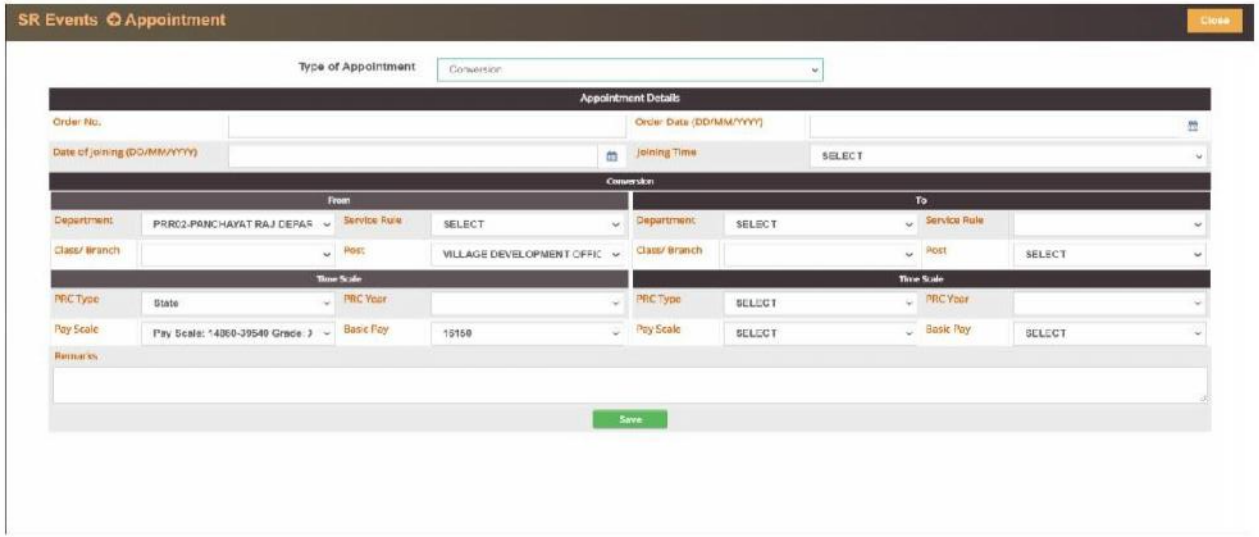


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Emergency Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Emergency Service Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

- **Hiring**: Conversion

  Conversion done as per rule 14 of AP MINISTERIAL service rules 1998 (Ex: conversion of Typist as Junior Assistant etc..)

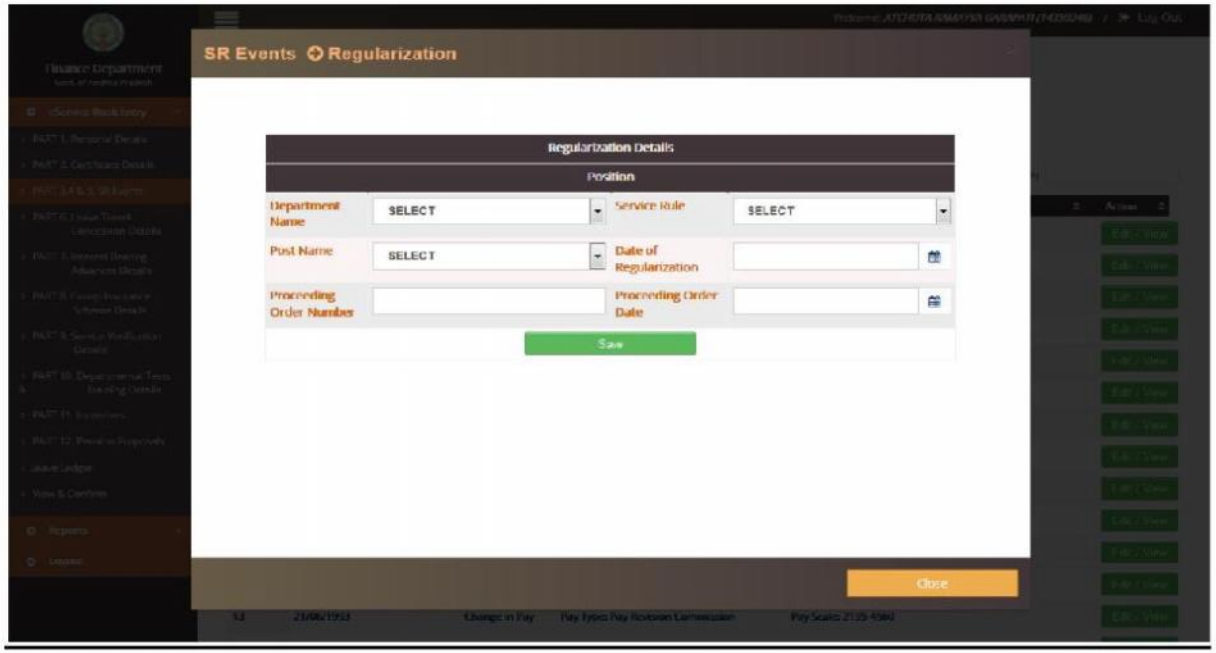


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time
5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

SR Event>>Regularization:

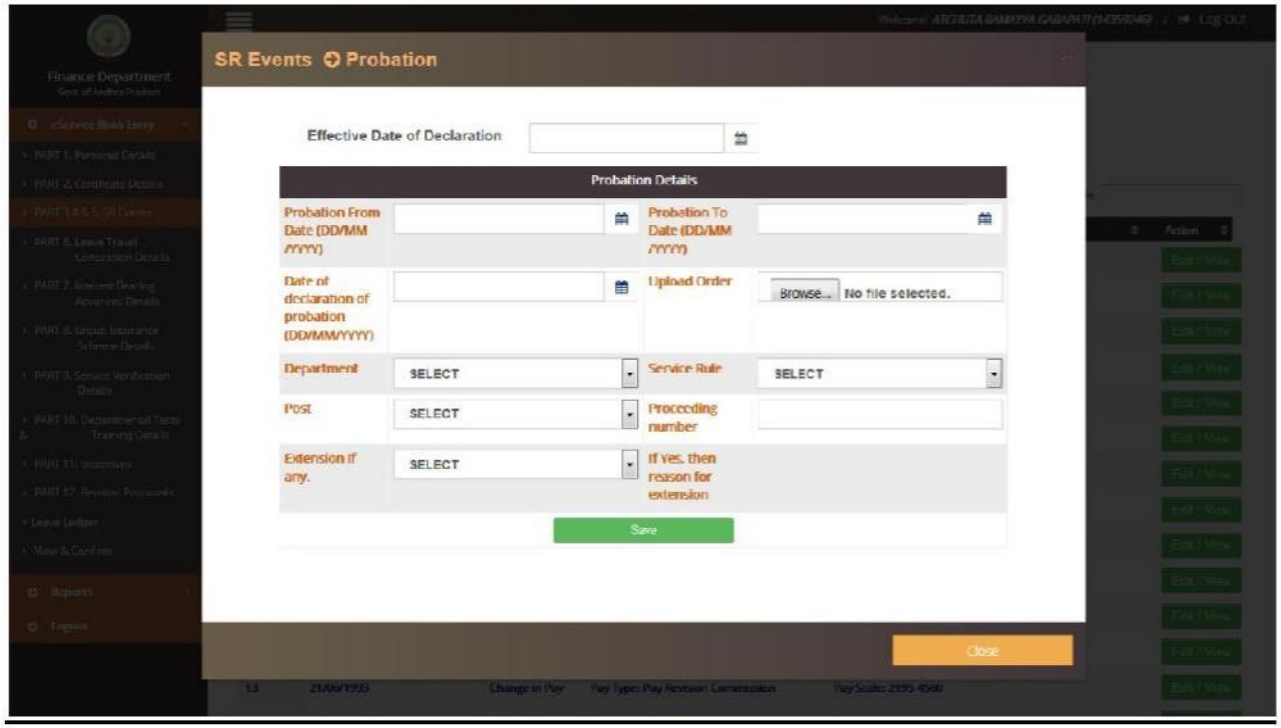
- **Regularization:**



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularization Details			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Date of Regularization	Select box	Select Date of Regularization
6	Proceeding Order Number	Data entry	Enter Proceeding Order Number
7	Proceeding Order Date	Select box	Select Proceeding Order Date
8	Remarks	Data entry	Enter Remarks

SR Event>>Probation:

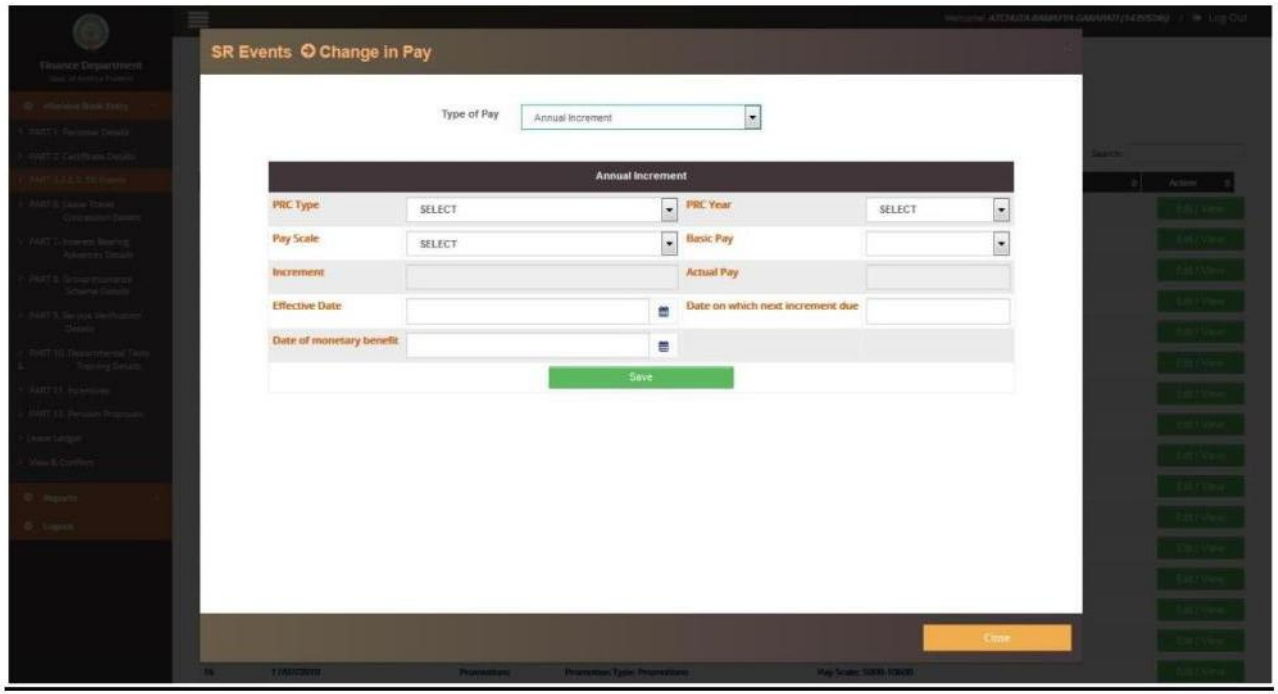
- **Probation:**



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Probation Details			
1	Probation From Date (DD/MM/YYY	Select box	Select Probation From (DD/MM/YYYY)
2	Probation To Date (DD/MM/YYYY)	Select box	Select Probation To (DD/MM/YYYY)
3	Date of declaration of prob. (DD/MM/YYYY)	Select box	Select Date of declaration of prob. (DD/MM/YYYY)
4	Department	Drop down	Select Nature of Increment/ Incentive
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
8	Proceeding number	Data entry	Proceeding number
9	Extension If any.	Drop down	Extension If any.
10	Reason for extension	Drop down	Reason for extension
11	Remarks	Data entry	Remarks

➢ **Change-in-pay**: Annual Increment

Employee has to enter the annual increment details by selecting the Annual increment in Type of Pay drop down. In this dialogue box, details like PRC type, year, scale, increment, Actual pay, effective date, date on which increment is due, date of monentary benefit are to be filled. Once all the details are filled up in this section, employee should save the data.

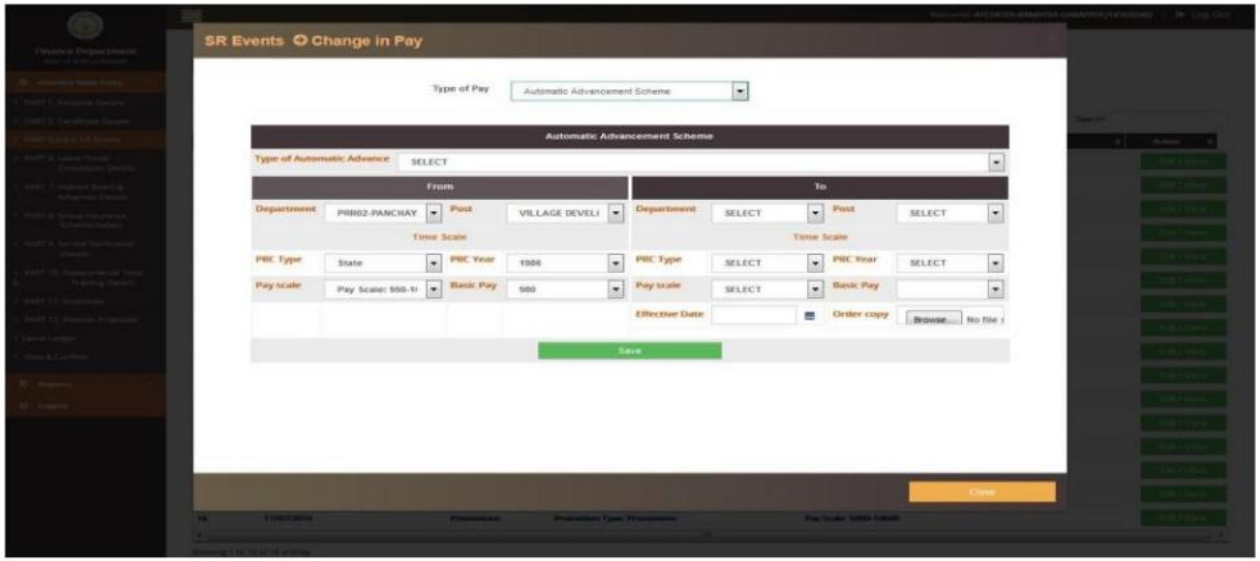


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Annual Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit

b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➢ **Change-in-pay**: Automatic Advancement Scheme

Next option in Type of pay is Automatic advancement scheme. In this, details like type of automatic advance, post, time scale and other details are to be filled by the employee. Once all the details are filled up in this section, employee should save the data.

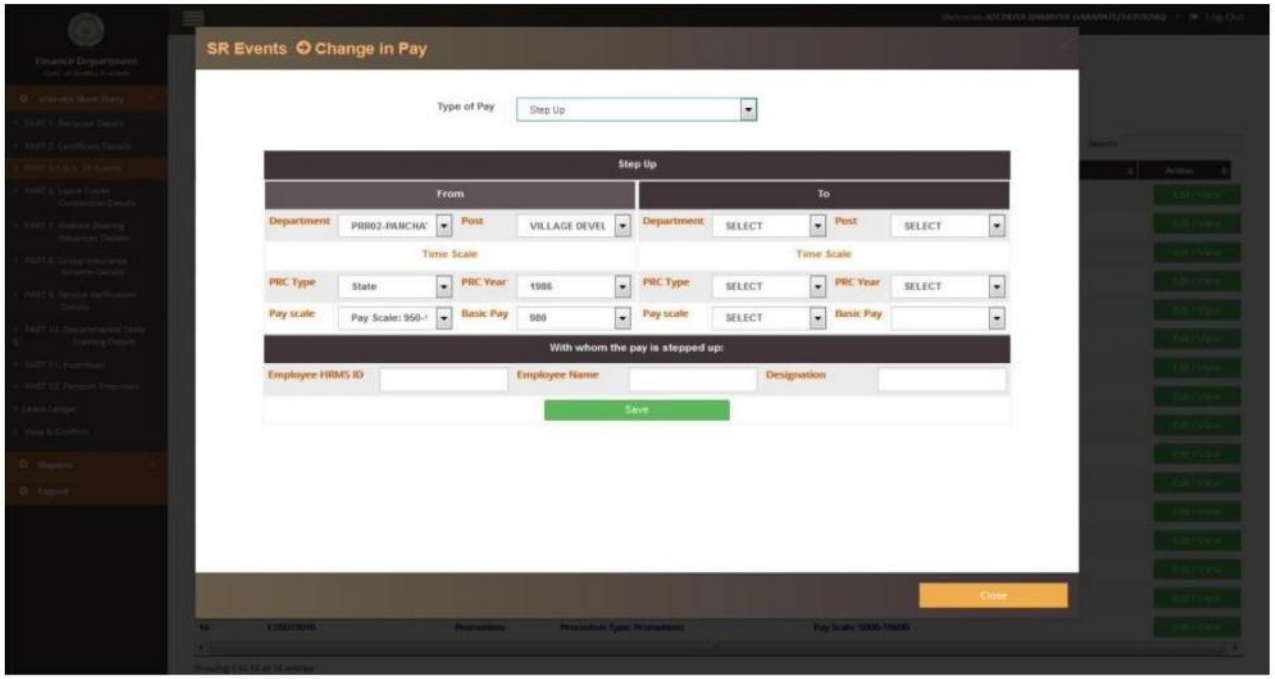


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Automatic Advancement Scheme			
1	Type of Automatic Advance	Drop down	Select Type of Automatic Advance
b) Automatic Advancement Scheme From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch

4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	To Effective Date	Select box	Select To Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➢ **Change-in-pay**: Step Up

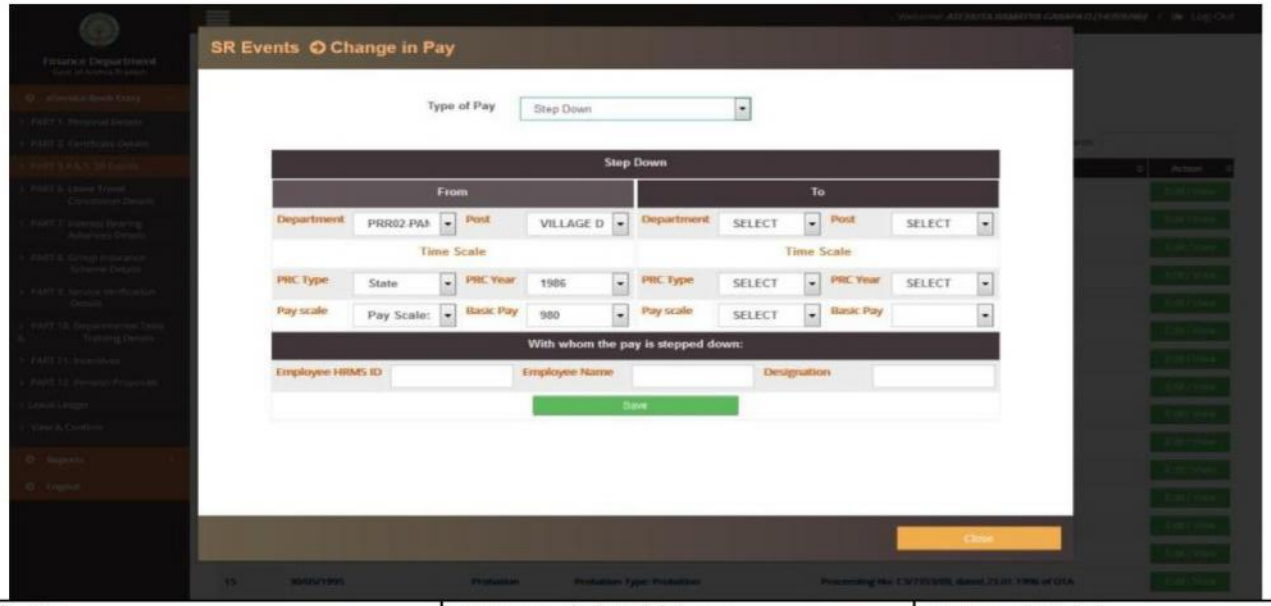
Likewise, step up and step down options are also available. For both the options, same type of fields is available to enter the data. The related screen shots are shown below. Once all the details are filled up in this section, employee should save the data.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post

5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
b) With whom the pay is stepped up : (If Employee HRMS ID not exists, then enter all 9's. Ex: 9999999)			
1	Employee HRMS ID	Data entry	Enter Employee HRMS ID
2	Employee Name	Data entry	Enter Employee Name
3	Designation	Data entry	Enter Designation
4	Remarks	Data entry	Enter Remarks
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➢ **Change-in-pay**: Step Down

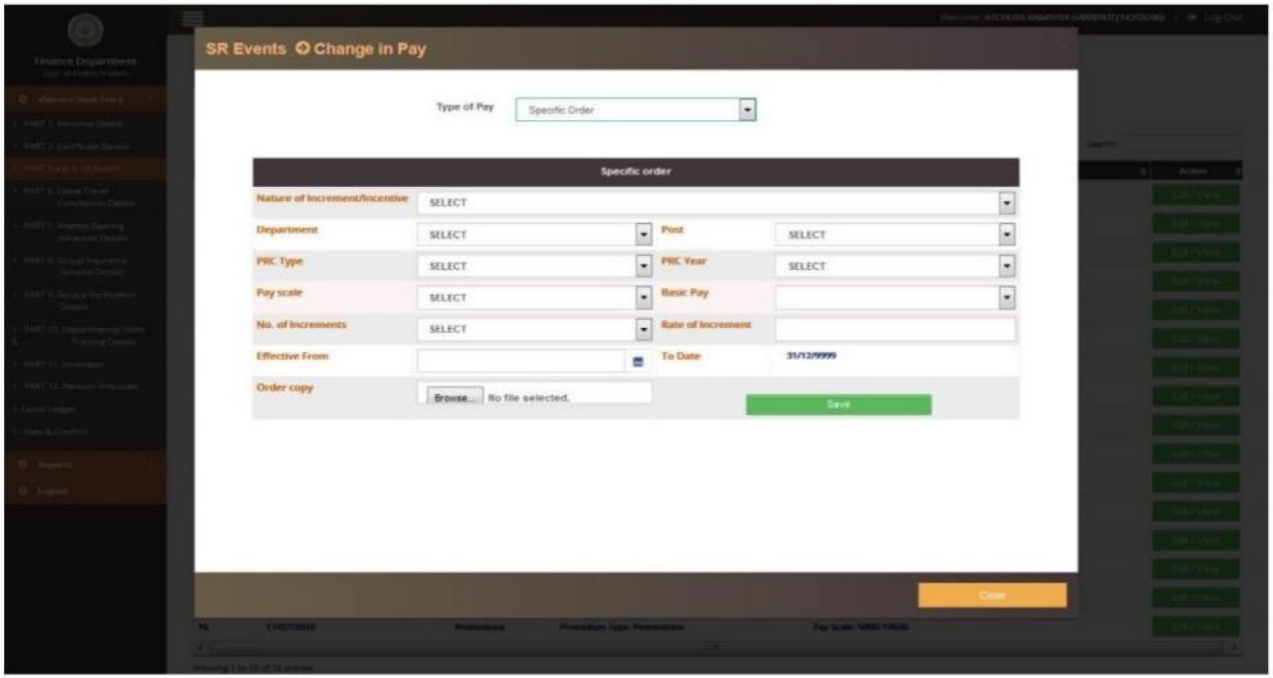


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➢ **Change-in-pay**: Specific Order

Specific Order is another type of Pay in which details like nature of increment, PRC type, year, pay scale, basic pay, no. of increments, rate of increment, effective from and to dates are to be filled. Once all the details are filled up in this section, employee should save the data.

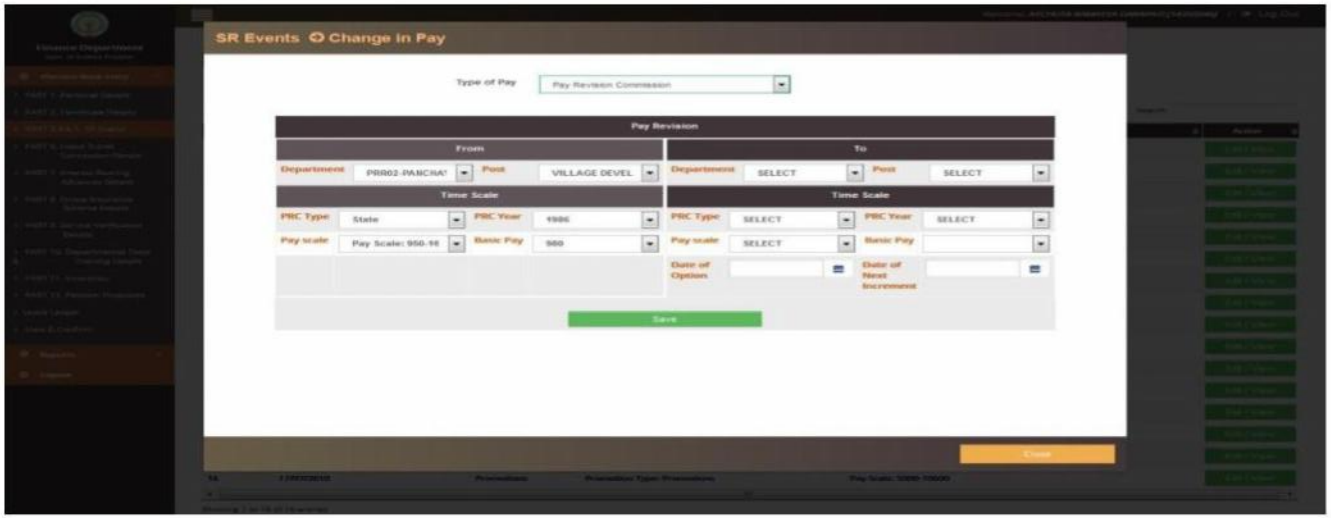


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Nature of Increment/Incentive	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	No. of Increments	Drop down	Select No. of Increments
10	Rate of Increment	Data entry	Enter Rate of Increment
11	Effective From	Select box	Select Effective From
12	To Date	Read only	31/12/9999
13	Remarks	Data entry	Enter Remarks
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

- **Change-in-pay**: Pay Revision Commission

Pay revision commission details like department, post name, time scale are to be filled under this section. Once all the details are filled up in this section, employee should save the data.

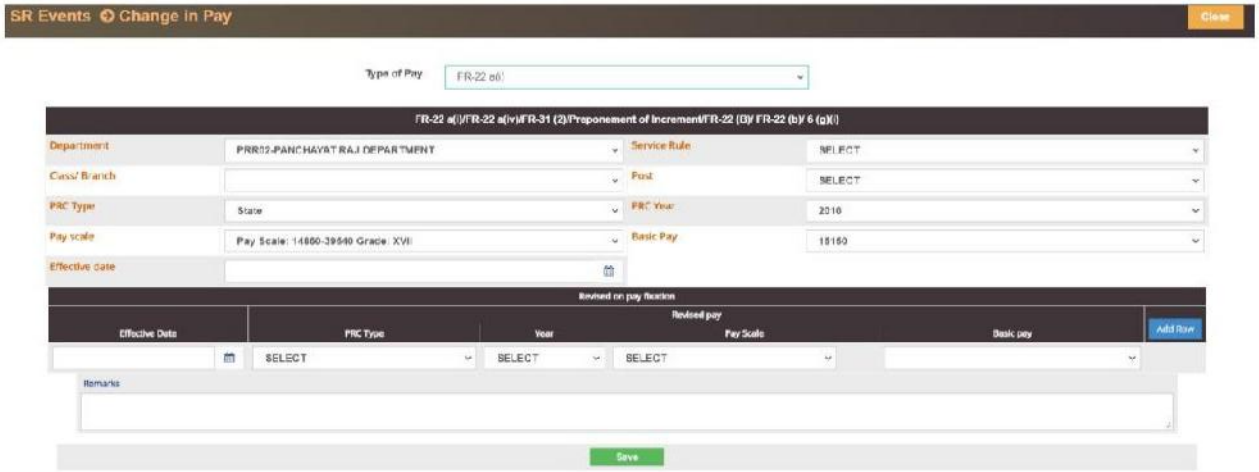


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Pay Revision Commission From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

b) Pay Revision Commission To			
1	Date of Option	Select box	Select Date of Option
2	Date of Next Increment	Select box	Select Date of Next Increment
3	PRC Effective Date	Select box	Select PRC Effective Date
4	Date of monetary benefit	Select box	Select Date of monetary benefit
c) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Depending upon the type of pay fixation, relevant type has to be selected. i.e, FR-22 a(i), FR-31(2), FR-22 a(iv), Preponement of Increment, FR- 22(B), FR-22 (b), 6 g(i) etc.. and the pay fixation details shall be entered in the relevant fields.

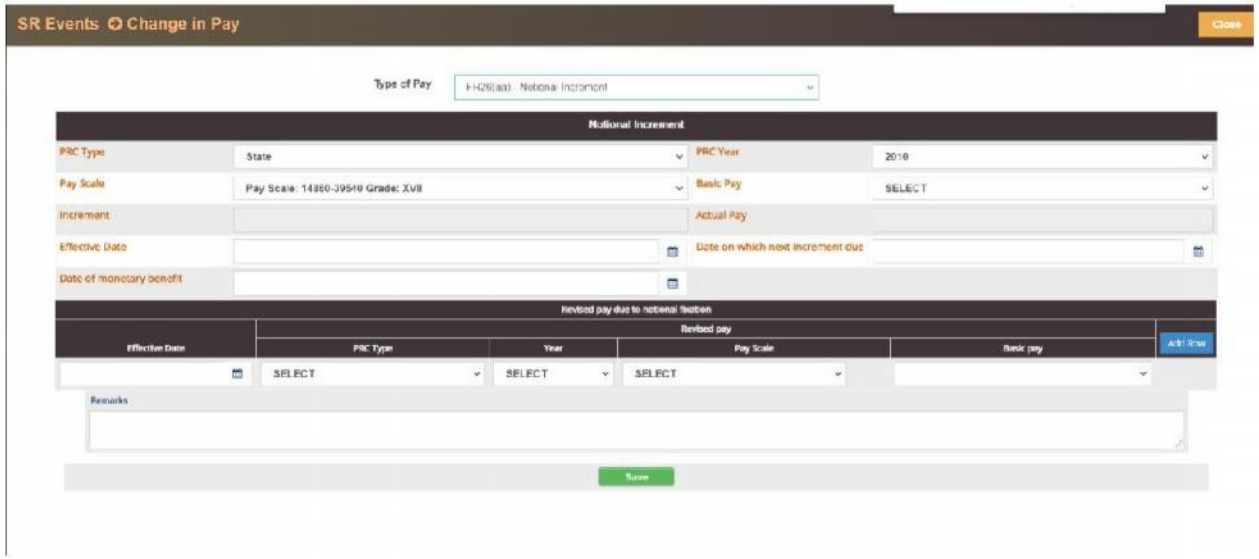
➢ **Change in Pay:** FR -22 a(i)



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale

8	Basic Pay	Drop down	Select Basic Pay
9	Effective date	Select box	Select Effective date
b) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

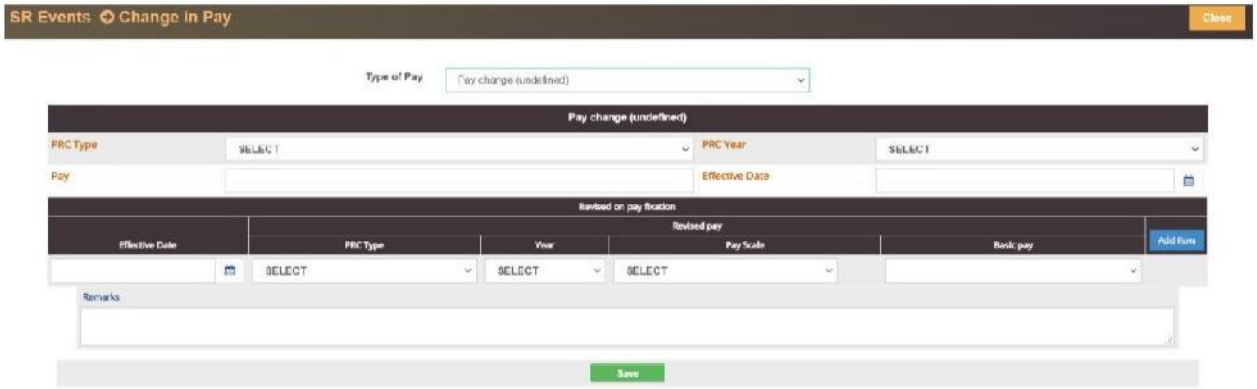
- **Change in Pay:** FR -26 (aa)-Notional Increment



Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Change in Pay: Pay change (undefined)

Here details of consolidated pay, if any, drawn by the employee in the initial period of the service / apprentice period etc.. shall be entered.

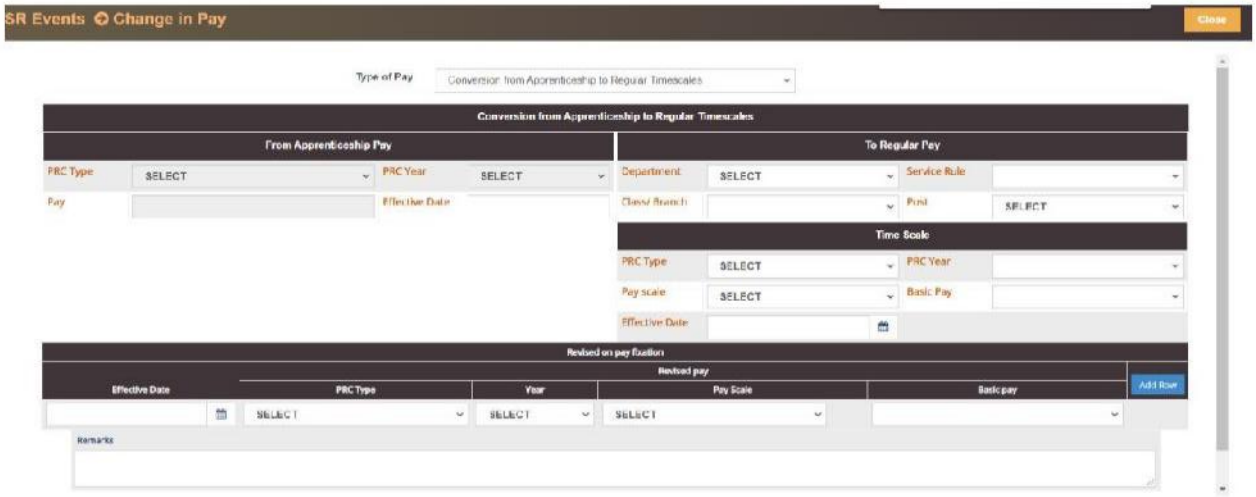


Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type

3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➢ **Change in Pay:** Conversion from Apprenticeship to Regular Timescales

When the employee is migrated into regular time scale from consolidated pay etc., relevant details are to be filled here.

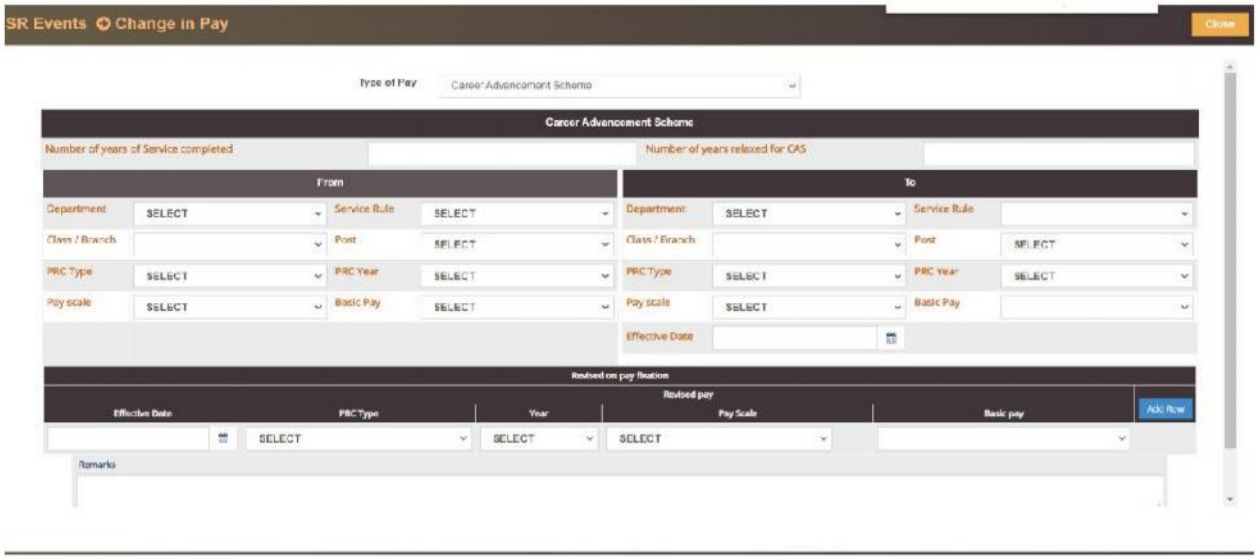


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Apprenticeship to Regular Timescales From / To			
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) To Regular Pay			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

- **Change in Pay:** Career Advancement Scheme

The details of CAS sanctioned to the employees drawing UGC / AICTE / JUDICIAL OFFICERS need to be entered here.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Career Advancement Scheme			
1	Number of years of Service completed	Drop down	Select PRC Type
2	Number of years relaxed for CAS	Drop down	Select PRC Year
b) Career Advancement Scheme From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	Year	Drop down	Select Year

e-Service Book Guidelines

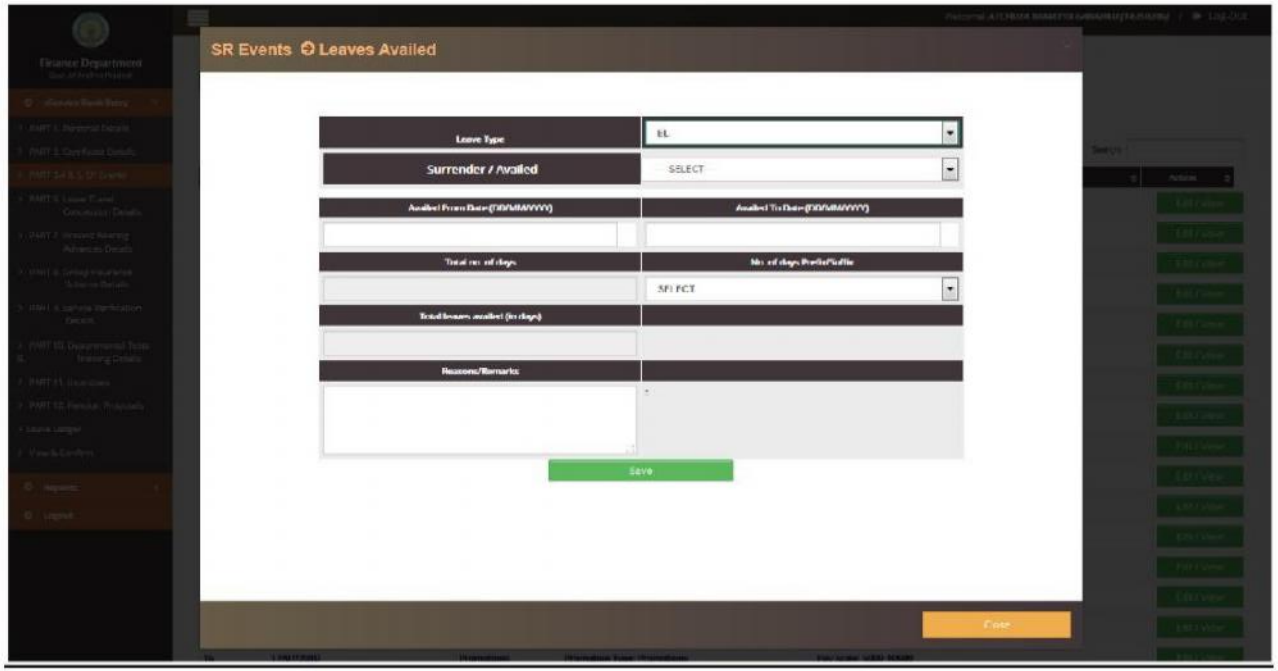
7	Pay Scale	Drop down	Select Pay Scale

8	Basic pay	Drop down	Select Basic pay
9	Effective Date	Select box	Select Effective Date
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

SR Event>> Leaves Availed:

Employee has to enter his/her Leaves Availed details as per the service register. He/she has to add the leave availed details in this eService register from time to time. There are eleven types of leaves available in **"Leave Type"** like EL, HPL, EOL, Maternity, Paternity, Study, Child care, Commuted, Leave not due, Special Disability, and Special Casual leave.

Employee selects the Leave Type and enter the leave availed from date, to date, total no. of days, no. of days prefix/suffix and reasons for leave. Once all the details are filled up in this section, employee should save the data



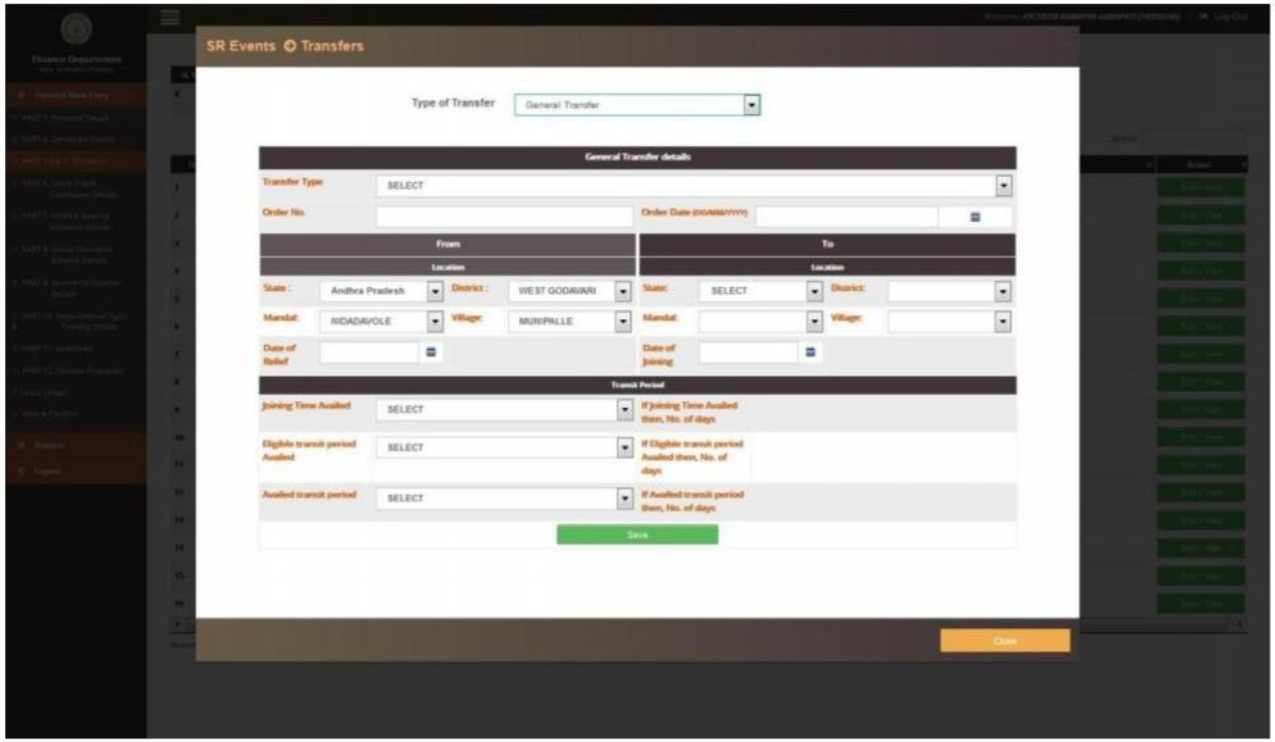
Sl. No	Column (Field) Name	Type of Field	Remarks
1	Leave Type	Drop down	Select Leave Type
2	Availed From Date	Select box	Select Availed From Date
3	Availed To Date	Select box	Select Availed To Date
4	Total no. of days	Read only	Auto populateTotal no. of days
5	No. of days Prefix	Drop down	SelectNo. of days Prefix
6	No. of days Suffix	Drop down	Select No. of days Suffix
7	Total leaves availed (in days)	Read only	Auto populateTotal leaves availed days)
8	Reasons/Remarks	Data entry	Enter Reasons/Remarks

ii. SR Event>>Transfers:

Employee has to enter his/her Transfer details as per the service register. There are four options available in **"Type of Transfer"** like General Transfer, Foreign Service, Transfer on promotion and Transfer of Reversion. If employee selects any "Type of Transfer" from the drop down, then the respective fields will be visible for data entry.

➢ **Transfers**: General Transfer

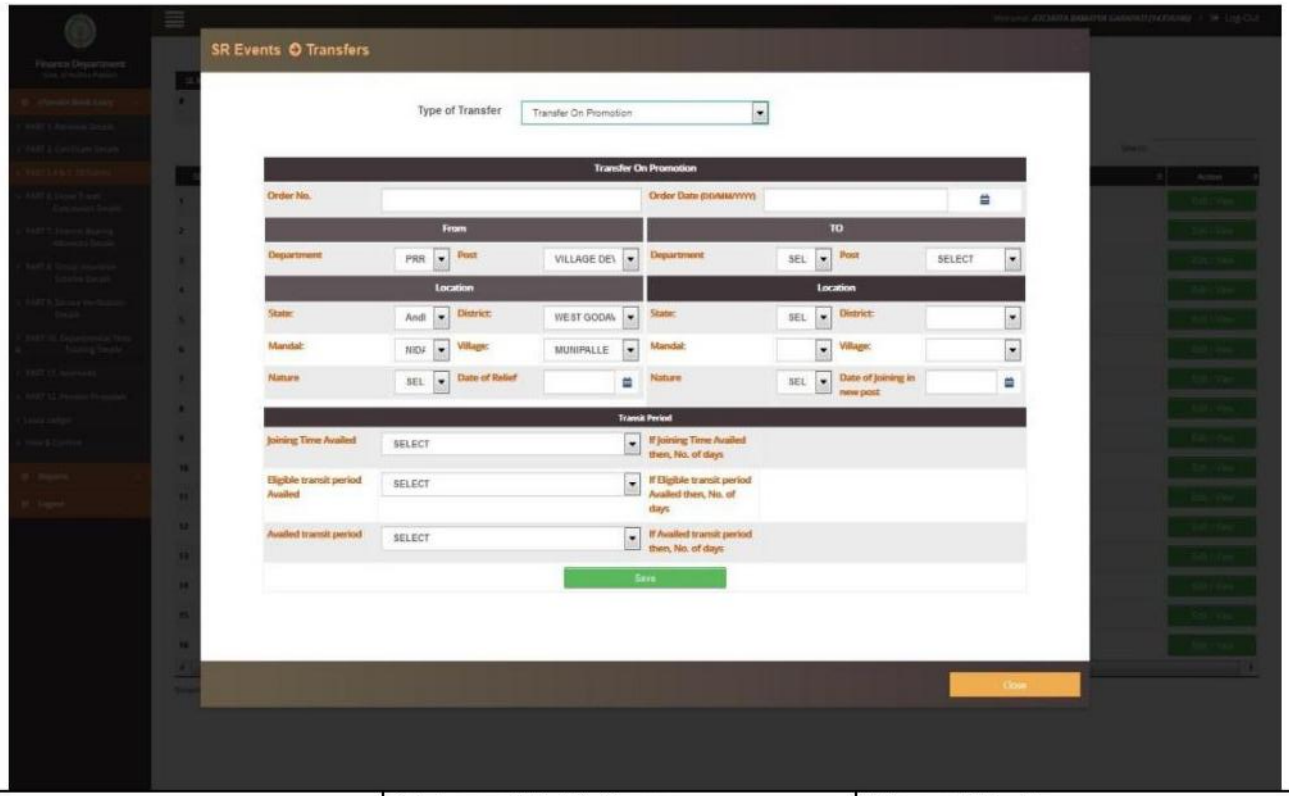
Employee has to enter the general transfer details by selecting the General Transfer in Type of Transfer drop down. In this dialogue box, details like district, mandal, village, date of relief, date of joining are to be filled. Once all the details are filled up in this section, employee should save the data.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) General Transfer details			
1	Transfer Type	Drop down	Select Transfer Type
2	Order No.	Data entry	Enter Order No.

3	Order Date	Select box	Select Order Date
b) General Transfer details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joining
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

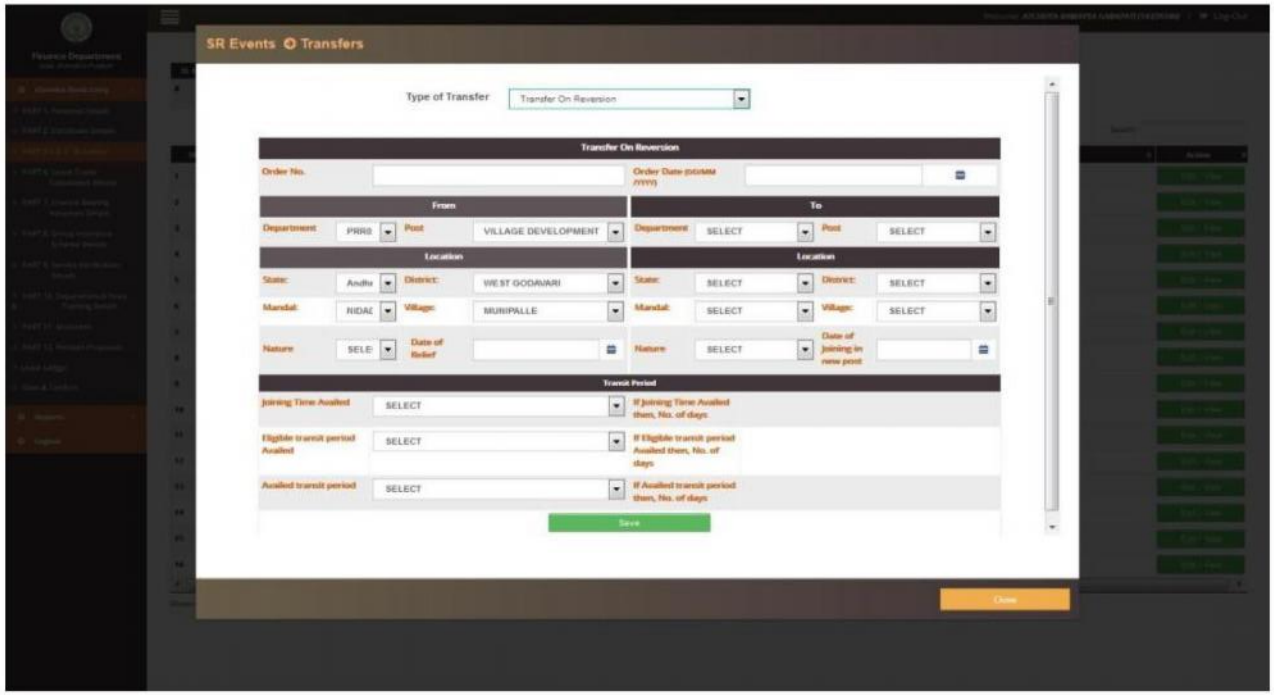
➢ **Transfers**: Transfer On Promotion



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Transfer On Promotion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Transfer On Promotion From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining in new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed

➢ **Transfers**: Transfer On Reversion

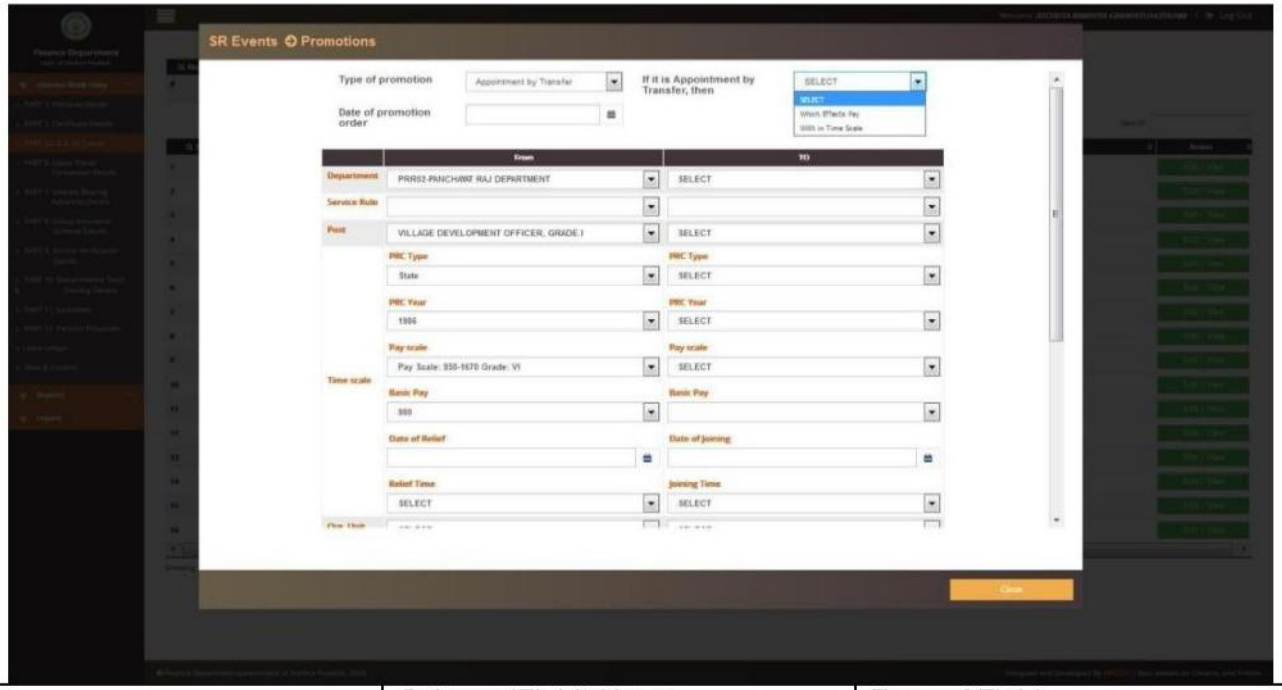


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Transfer On Reversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Transfer On Reversion From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

SR Event>>Promotions:

- **Promotions**: Appointment by Transfer

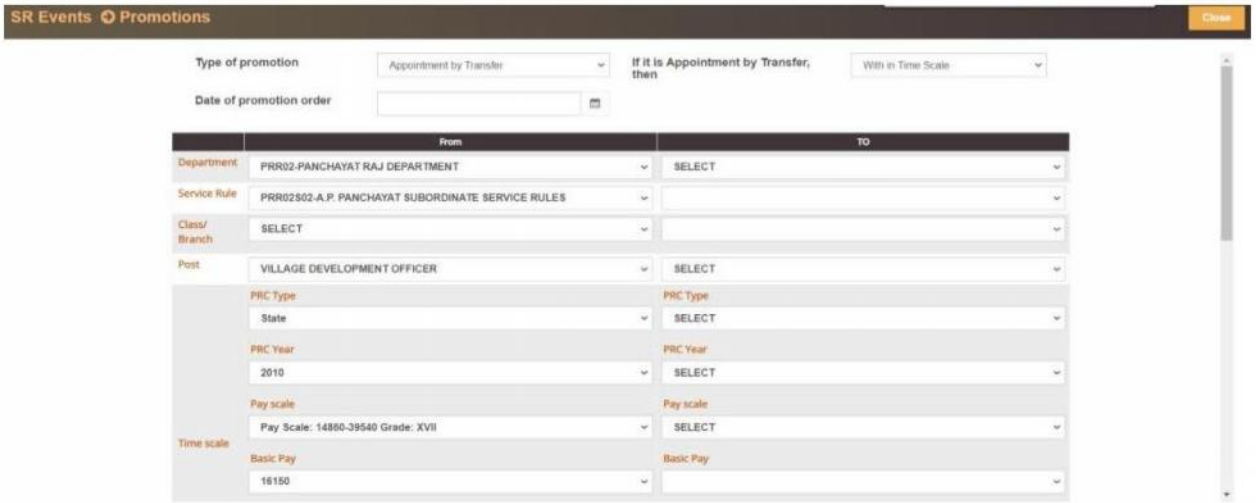


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Appointment By Transfer			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appointment By Transfer From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

➢ **Promotions**: Appointment by Transfer

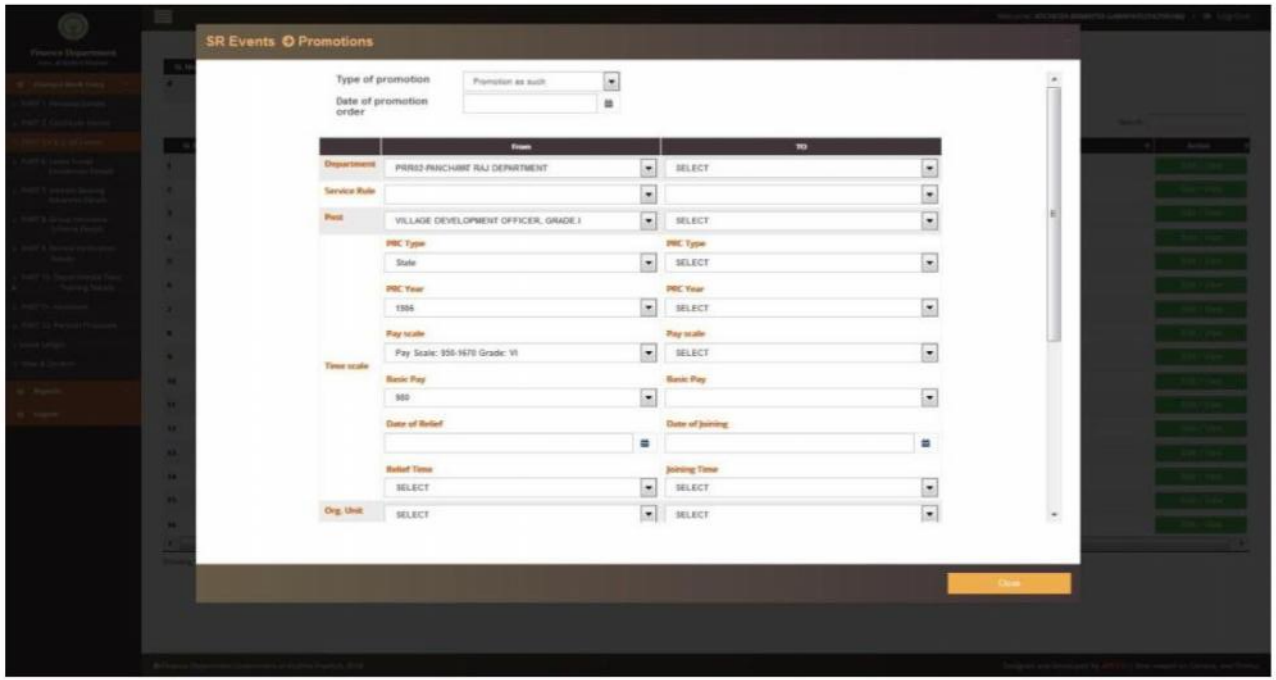
When the employee is promoted which involves change of service of rules from lower post to promoted post, It is called Appointment by transfer and the employee has to choose Appointment By Transfer option.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Apointment by Transfer From / To			
1	If it is Appointment by Transfer, the	Drop down	Select If it is Appointment by Tran then
2	Date of promotion order	Drop down	Select Date of promotion order
3	Department	Drop down	Select Nature of Increment/Incentive
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post

7	PRC Type	Drop down	Select PRC Type
8	PRC Year	Drop down	Select Year
9	Pay Scale	Drop down	Select Pay Scale
10	Basic Pay	Drop down	Select Basic Pay
11	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
12	Relief Time	Select box	Select Relief Time
13	Joining Time	Select box	Select Joining Time
14	State	Drop down	Select State
15	District	Drop down	Select District
16	Mandal	Drop down	Select Mandal
17	Village	Drop down	Select Village
19	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
20	Org. Unit	Drop down	Select Org. Unit
21	Position	Drop down	Select Position
22	Pin code	Data entry	Enter pin code
23	Joining Time Availed	Drop down	Select Joining Time Availed
24	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
25	Availed transit period	Drop down	Select Availed transit period
26	Remarks	Data entry	Enter Remarks
27	Pay Fixation Date	Select box	Select Pay Fixation Date
28	Next Increment Date	Select box	Select Next Increment Date

➢ **Promotions**: Promotion as such and Notional Promotion



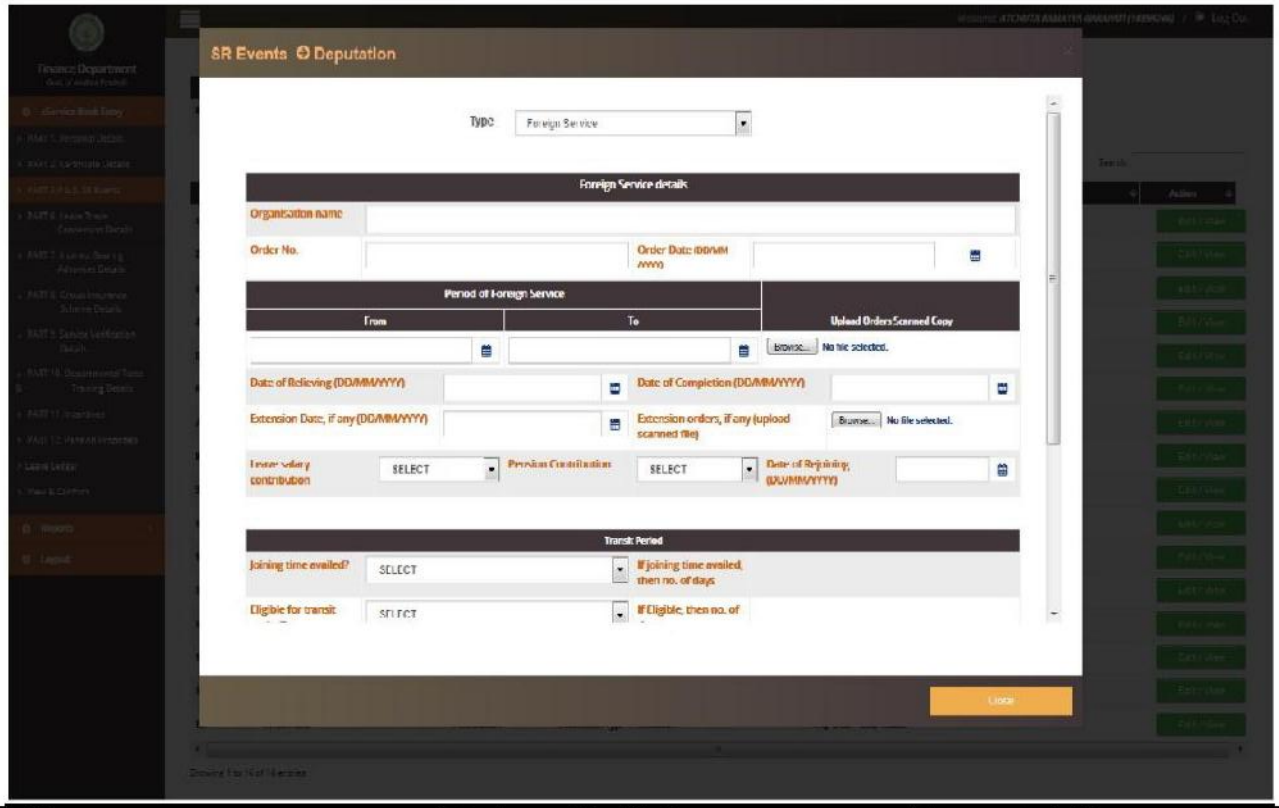
Sl. No	Column (Field) Name	Type of Field	Remarks
a) Promotion as Such From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select Year
7	Pay Scale	Drop down	Select Pay Scale
8	Basic Pay	Drop down	Select Basic Pay
9	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
10	Relief Time	Select box	Select Relief Time
11	Joining Time	Select box	Select Joining Time
12	State	Drop down	Select State
13	District	Drop down	Select District
14	Mandal	Drop down	Select Mandal
15	Village	Drop down	Select Village
16	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
17	Org. Unit	Drop down	Select Org. Unit
18	Position	Drop down	Select Position
19	Pin code	Data entry	Enter pin code
20	Joining Time Availed	Drop down	Select Joining Time Availed
21	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
22	Availed transit period	Drop down	Select Availed transit period

23	Remarks	Data entry	Enter Remarks
24	Pay Fixation Date	Select box	Select Pay Fixation Date
25	Next Increment Date	Select box	Select Next Increment Date

SR Event>>Deputation:

- **Deputation**: Foreign Service

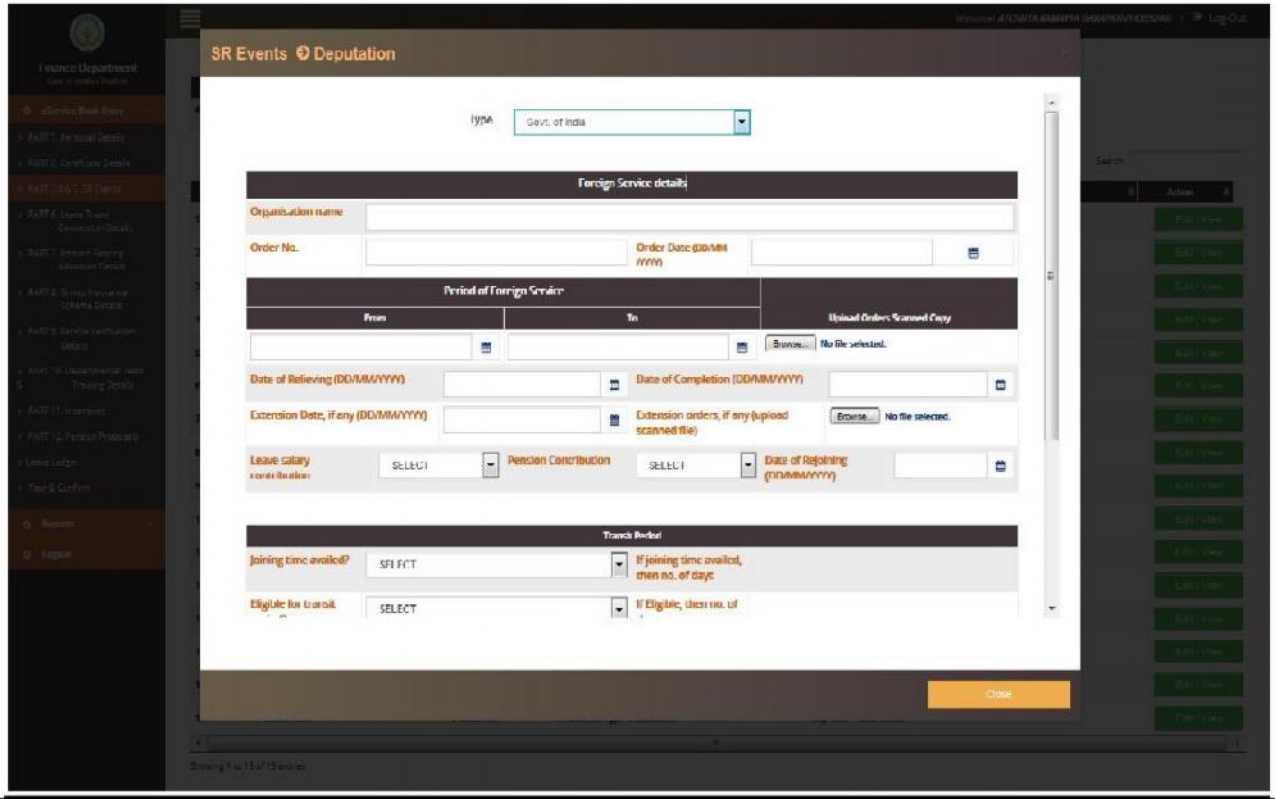


Sl. No	Column (Field) Name	Type of Field	Remarks

a) Foreign Service			
1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period of foreign service			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension da if te, (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compleon (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➢ **Deputation:** Govt. of India

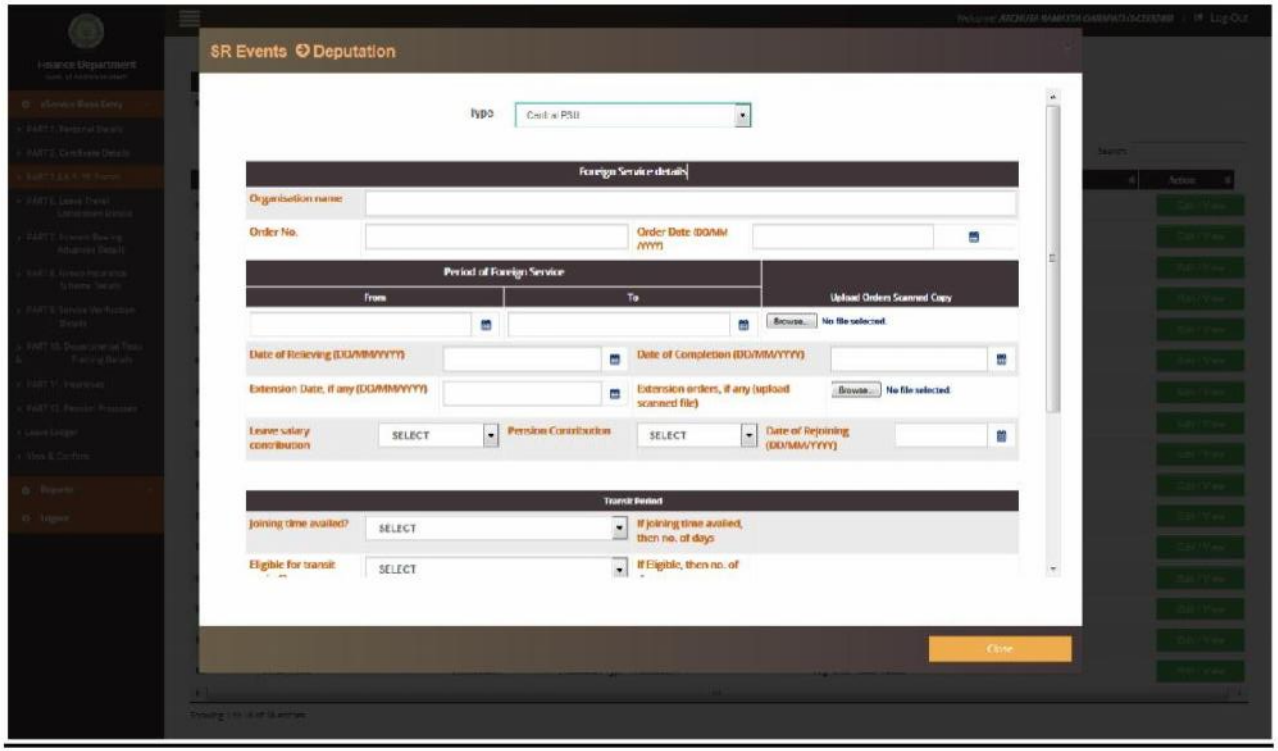


Sl. No	Column (Field) Name	Type of Field	Remarks

a) Govt. of India			
1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➢ **Deputation:** Central PSU

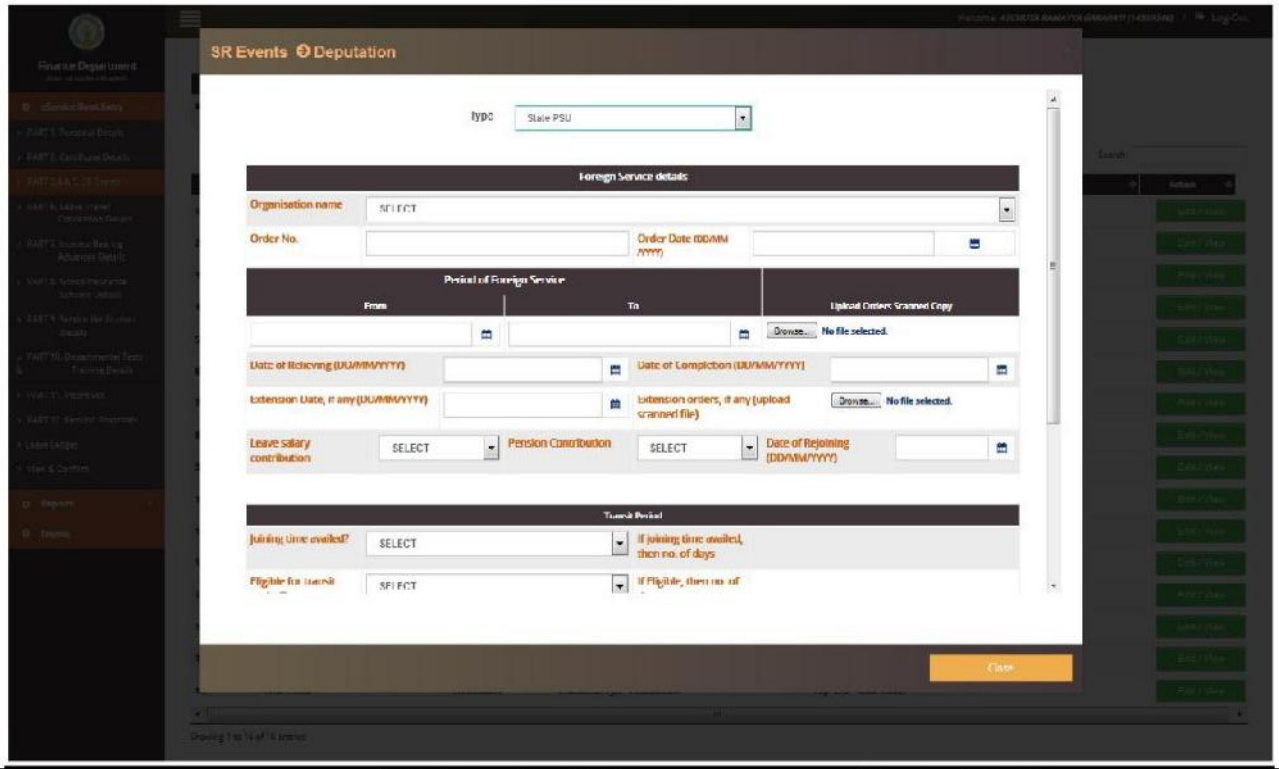


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Central PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➢ **Deputation:** State PSU

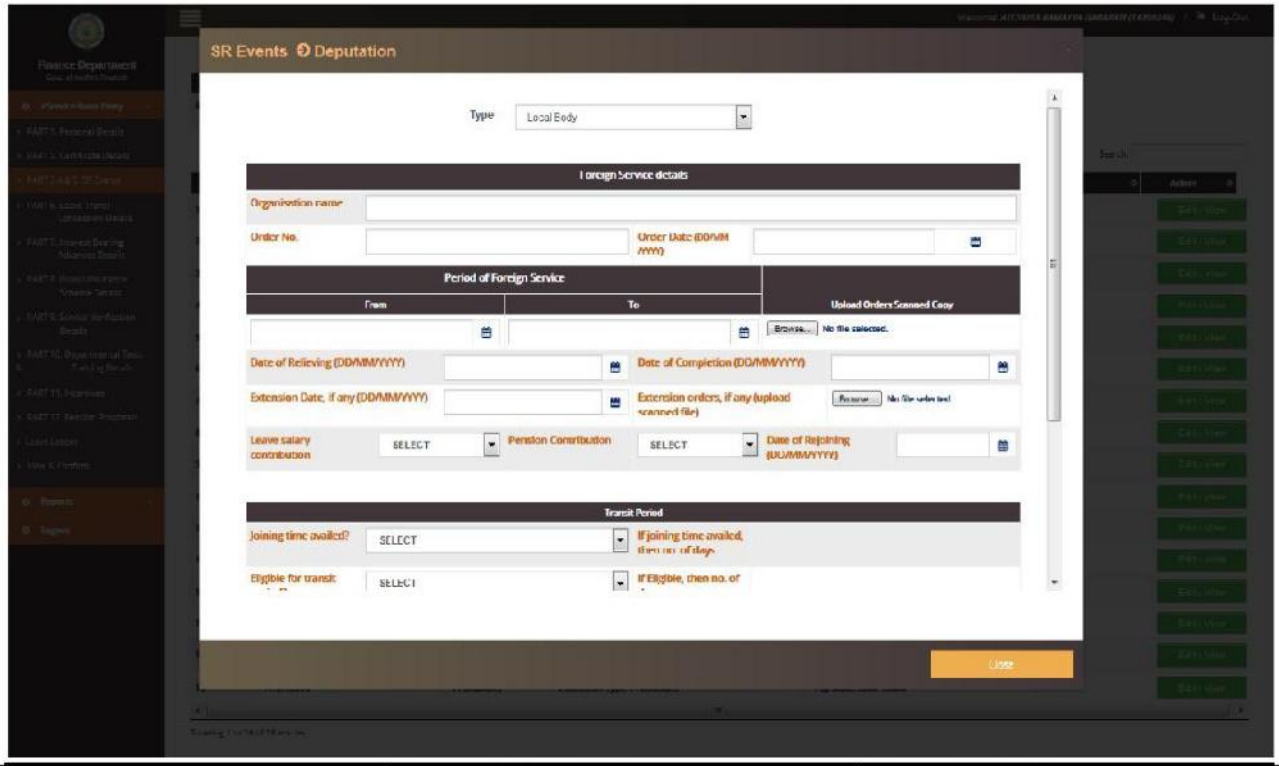


Sl. No	Column (Field) Name	Type of Field	Remarks
a) State PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➢ **Deputation:** Local Body

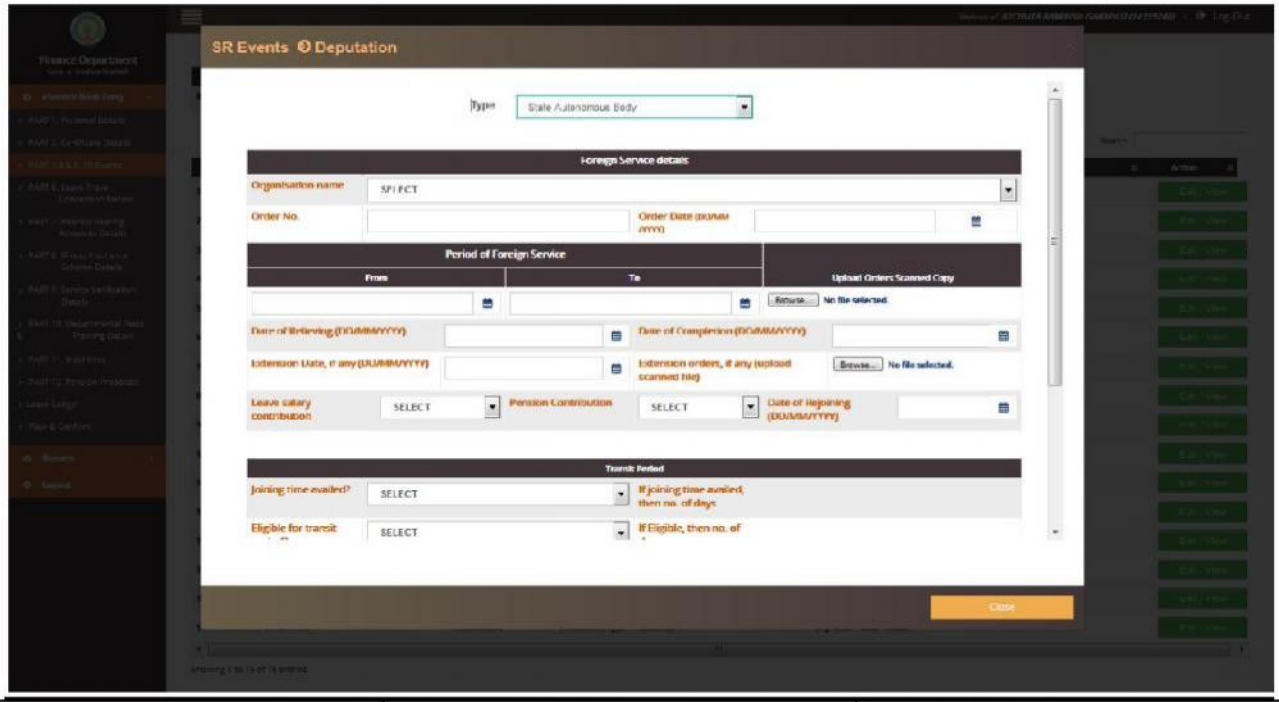


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Local Body			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➢ **Deputation:** State Autonomous Body

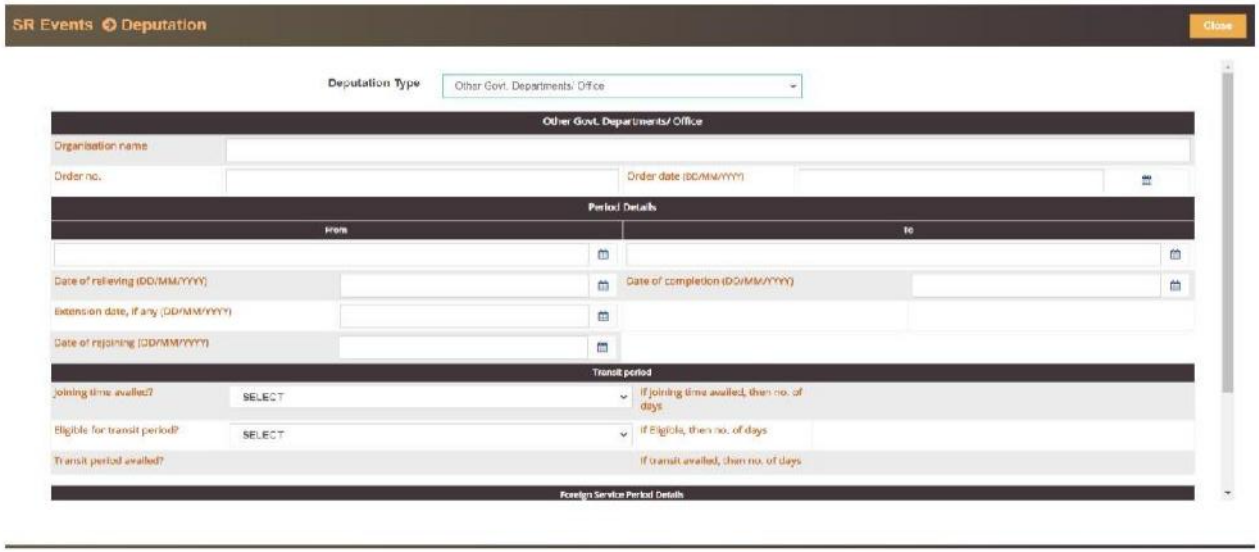


Sl. No	Column (Field) Name	Type of Field	Remarks
a) State Autonomous Body			
1	Organisation name	Data entry	Enter Organisation name

2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?

3	Remarks	Data entry	Enter Remarks

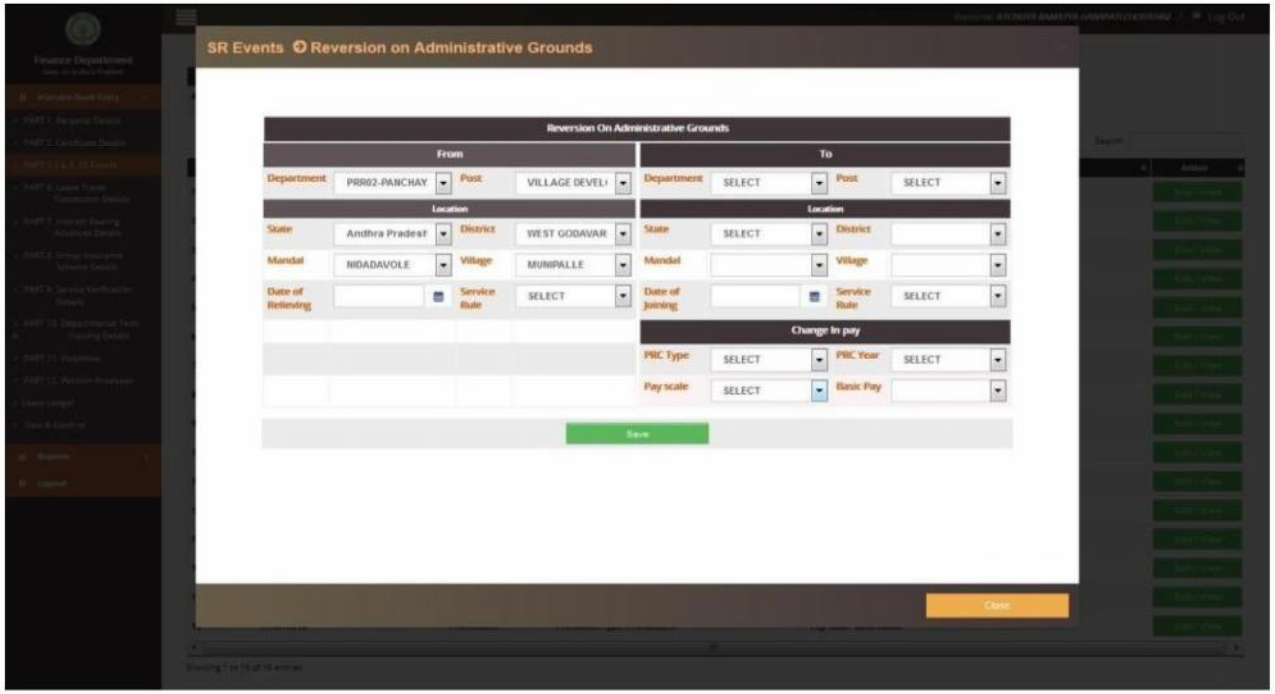
➢ **Deputation**: Other Govt. Departments / Office



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Other Govt. Departments / Office			
1	Organisation name	Data entry	Enter Organisation name
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY

4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

Please select the Reason for Reversion (Admin grounds / at Request) in the drop down menu and proceed with the filling up of the relevant fields



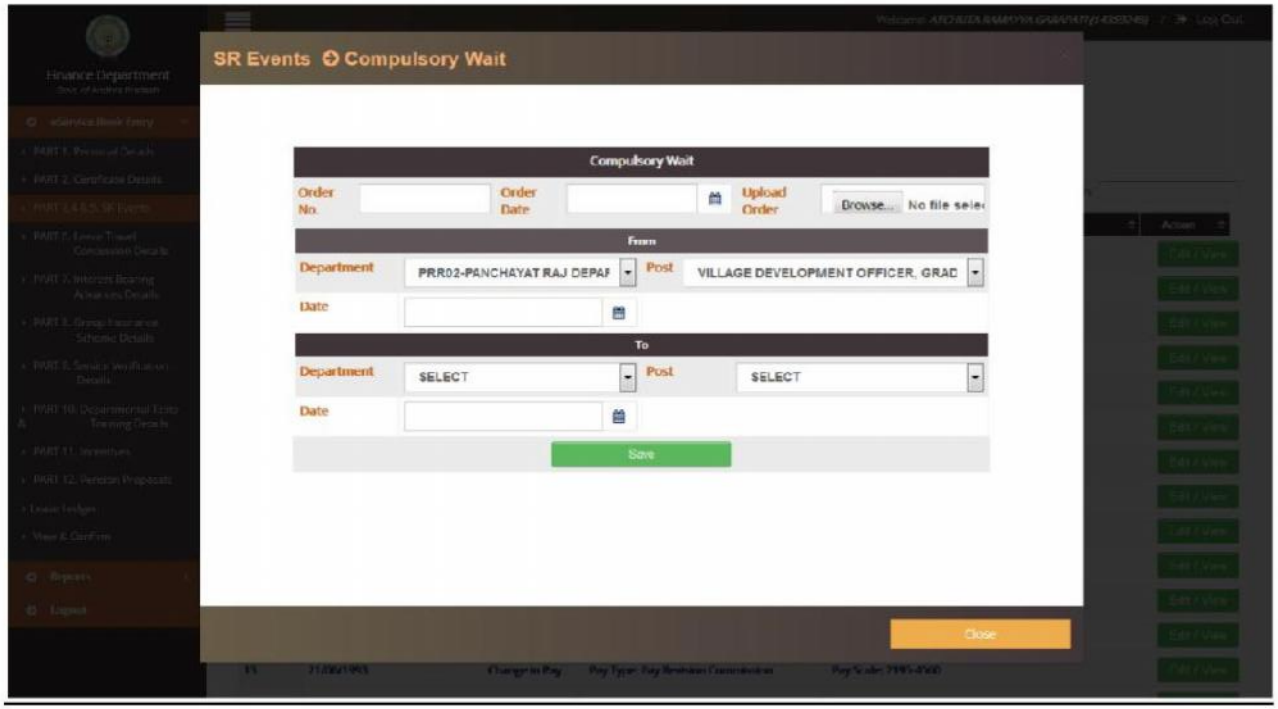
Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reversion on Administrative Grounds From / To			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	Date of Relieving / Date of Joining		
b) Change in pay			
10	PRC Type	Drop down	Select PRC Type
11	PRC Year	Drop down	Select Year
12	Pay Scale	Drop down	Select Pay Scale
13	Basic Pay	Drop down	Select Basic Pay
14	Remarks	Data entry	Enter Remarks

SR Event>>Compulsory Wait:

- **Compulsory Wait:**

Whenever there is a delay in issue of posting / re-posting orders to the employee due to administrative delays, such period Will be regularized through sanction of compulsory wait by the Government on application by the employee.



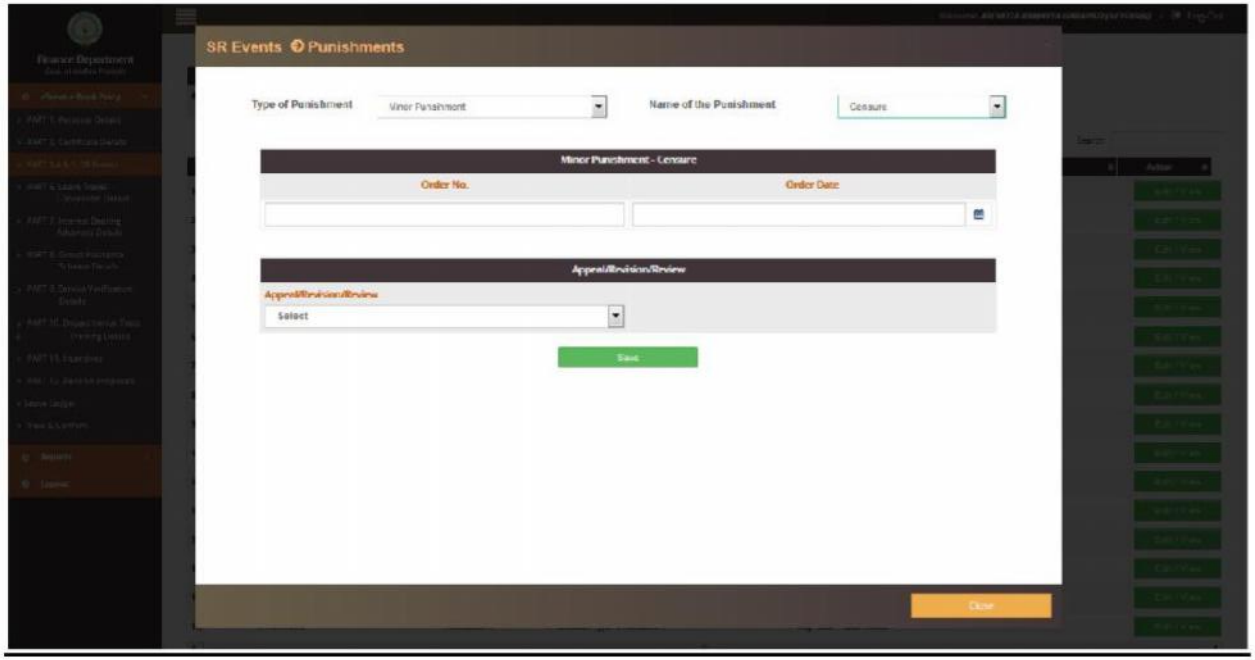
Sl. No	Column (Field) Name	Type of Field	Remarks
a) Compulsory Wait			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Compulsory Wait From / To			

3	Department	Drop down	Select Nature of Increment/Incentiv
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post
7	Date	Select box	Select Box
8	Remarks	Data entry	Enter Remarks

SR Event>>Punishments:

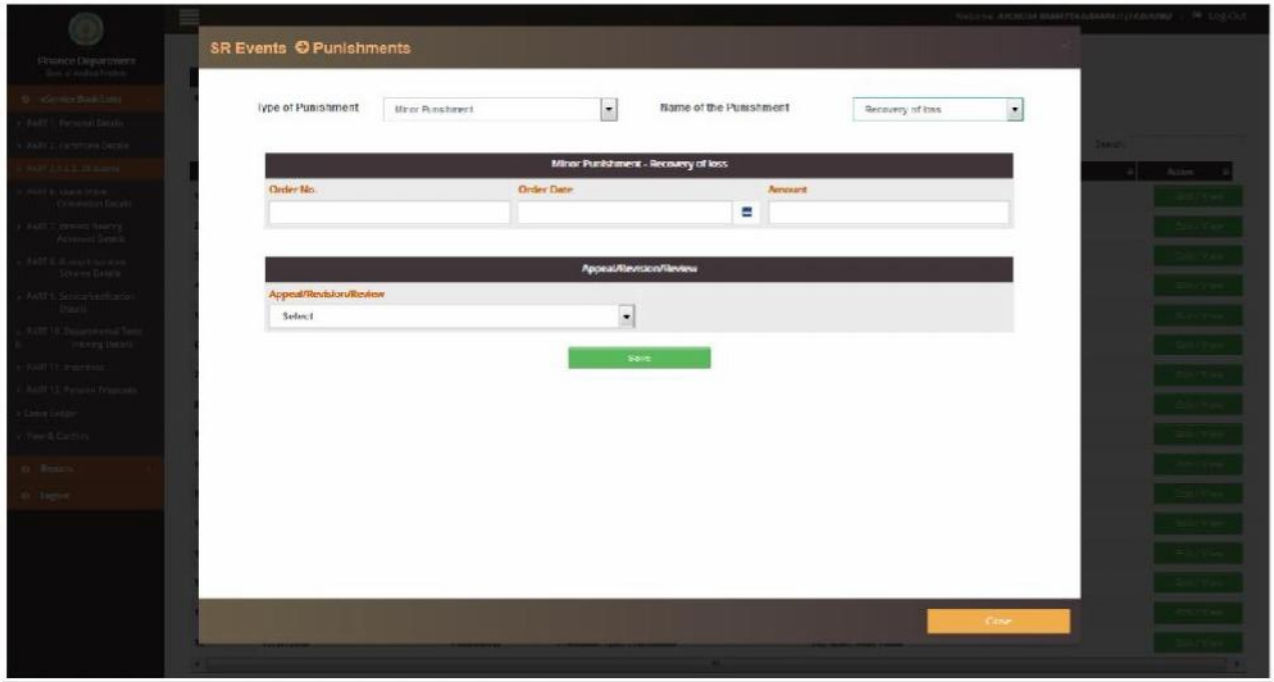
Details of Major / minor punishments awarded to the employee are to be entered under this column.

- **Punishments:** Minor Punishment>Censure



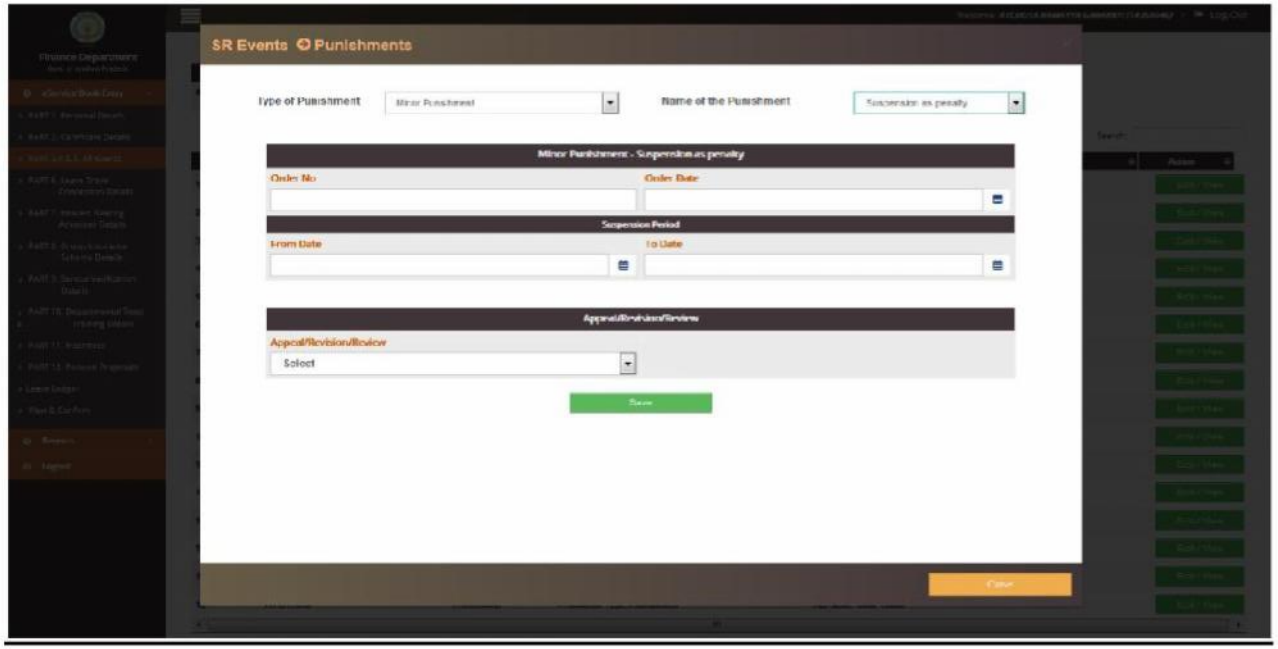
Sl. No	Column (Field) Name	Type of Field	Remarks
a) Censure			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

- **Punishments:** Minor Punishment>Recovery of loss



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Recovery of loss			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Amount	Data entry	Enter Amount
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

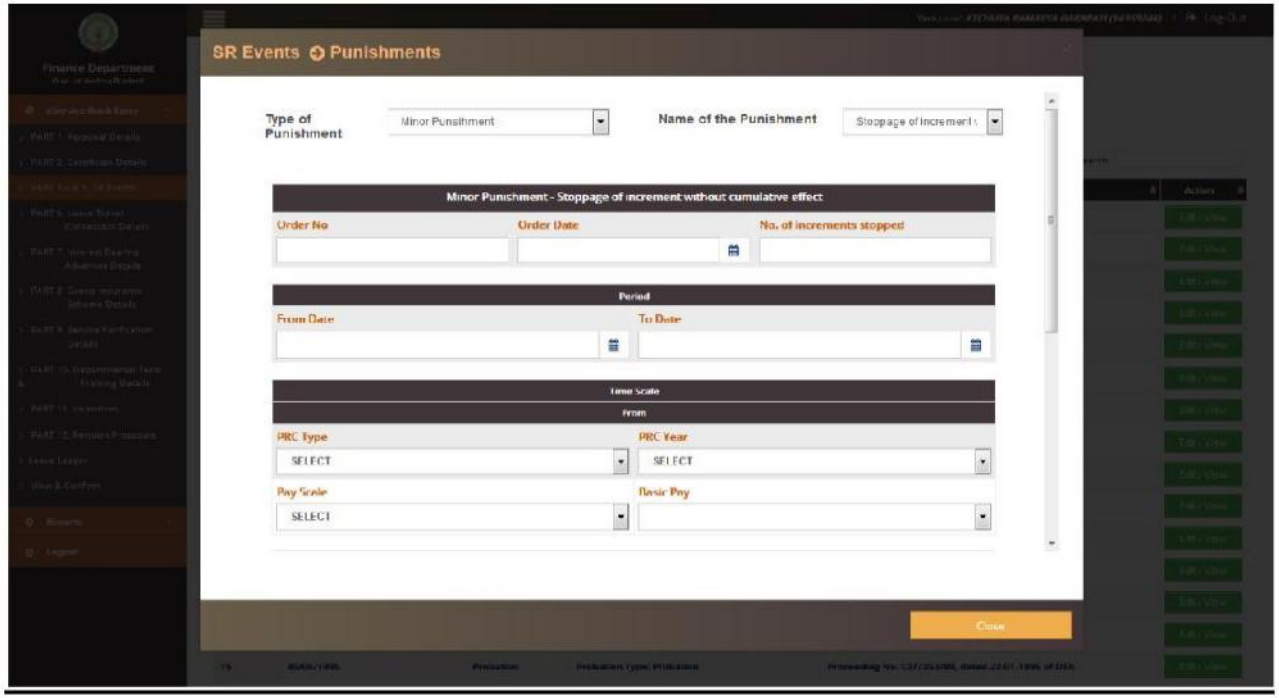
➢ **Punishments:** Minor Punishment>Suspension as penalty



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension as penalty			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Suspension Period			
3	From Date	Select box	Select From Date
4	To Date	Select box	Select To Date

c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

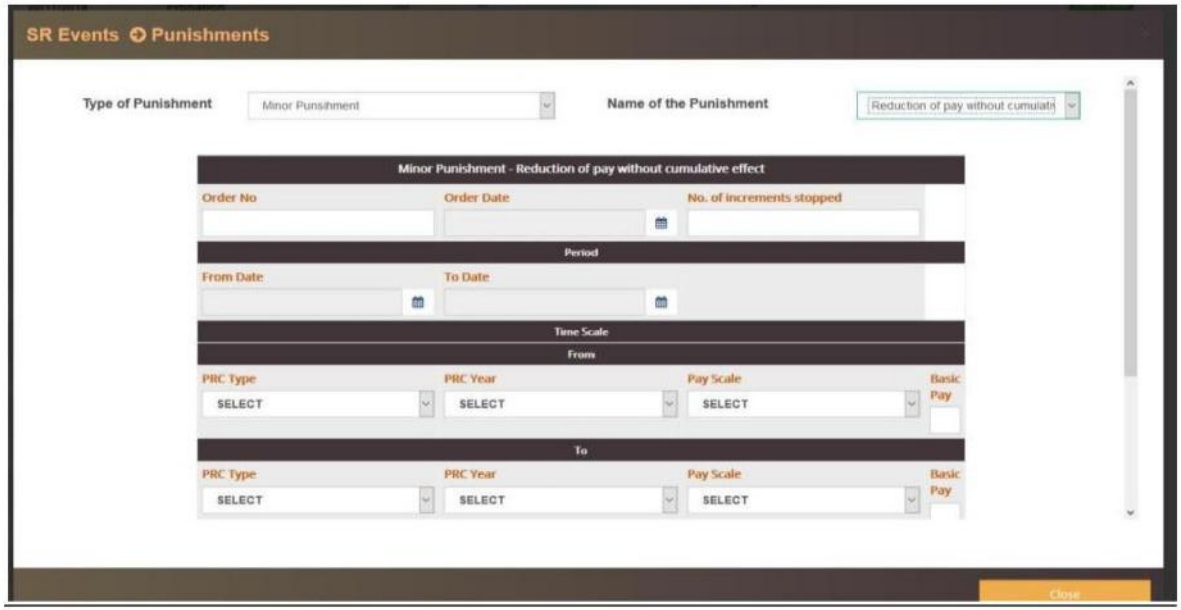
➢ **Punishments:** Minor Punishment>Stoppage of increment without cumulative effect



Sl. No	Column (Field) Name	Type of Field	Remarks

a) Stoppage of increment without cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

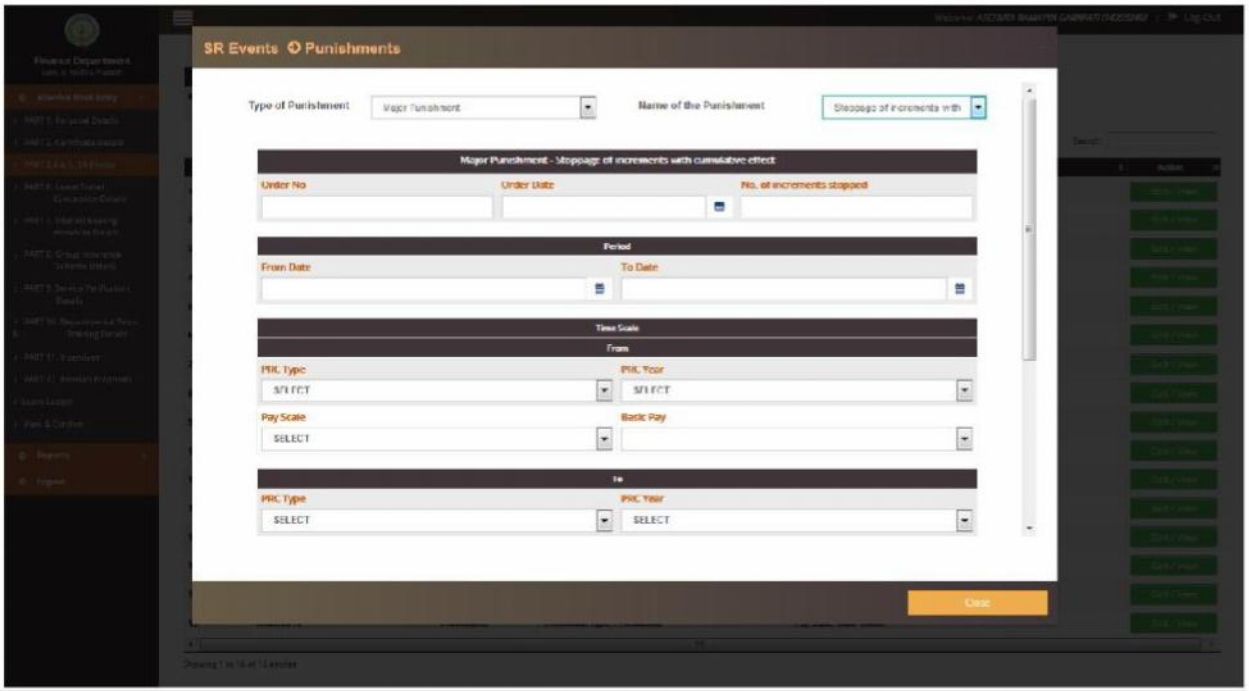
- **Punishments:** Minor Punishment>Reduction of pay without effect on future increments



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay without cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

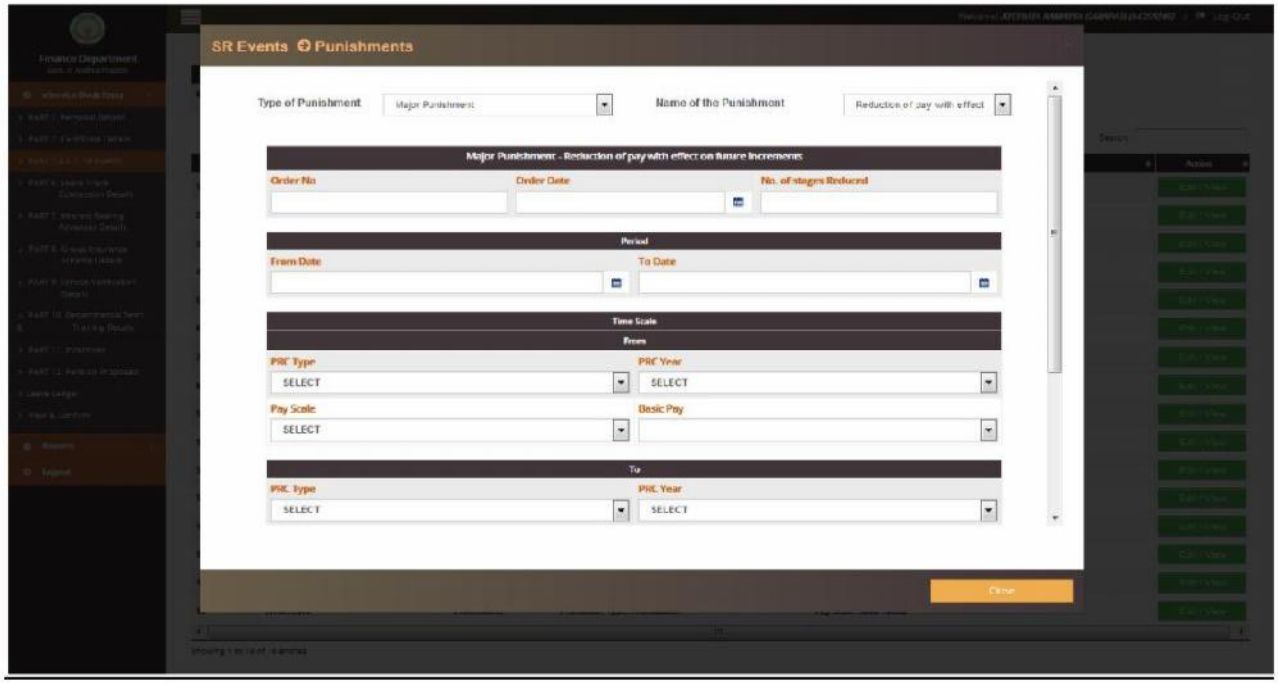
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

- **Punishments:** Major Punishment>Stoppage of increments with cumulative effect



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Stoppage of increments with cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

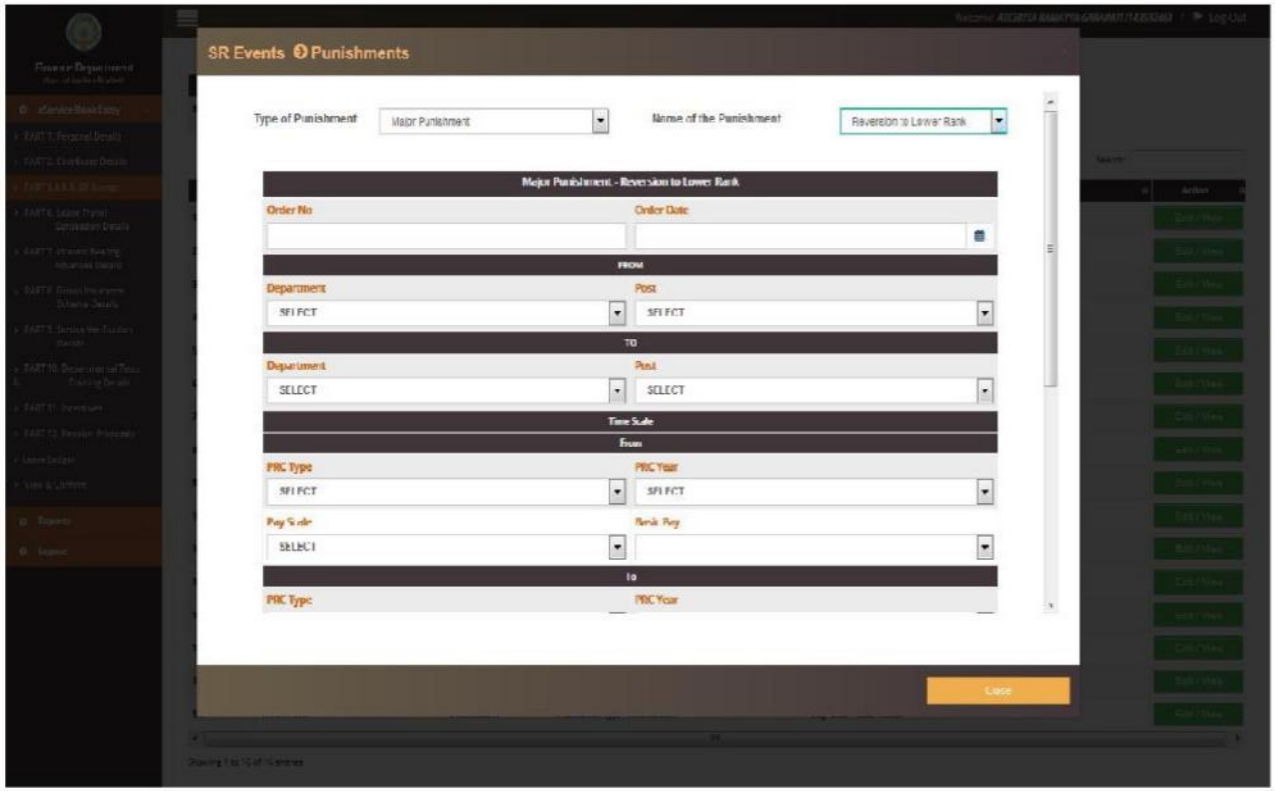
➢ **Punishments:** Major Punishment>Reduction of pay with effect on future increments



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay with effect on future increments			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date

2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

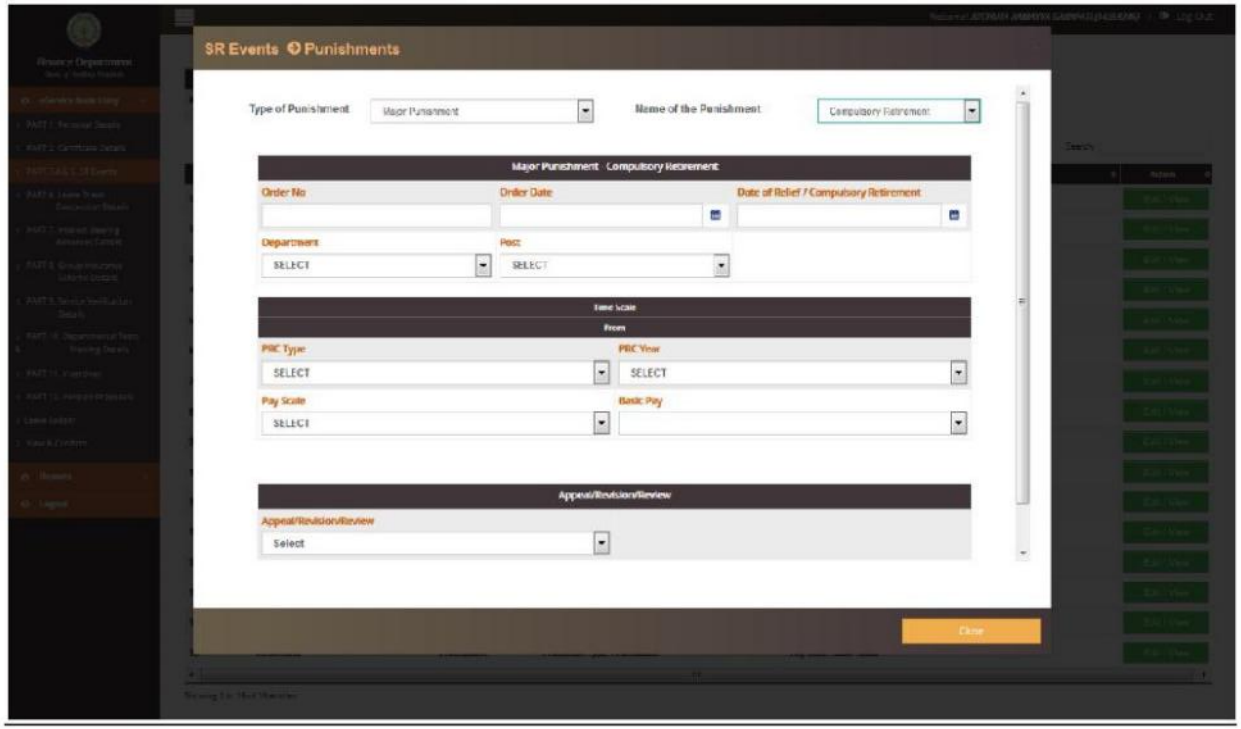
➢ **Punishments:** Major Punishment>Reversion to Lower Rank



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reversion to Lower Rank			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date

b) From / TO			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Pay Fixed at	Data entry	Enter Pay Fixed at
6	Date of Effect	Select box	Select Date of Effect
7	Restoration Date	Select box	Select Restoration Date
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

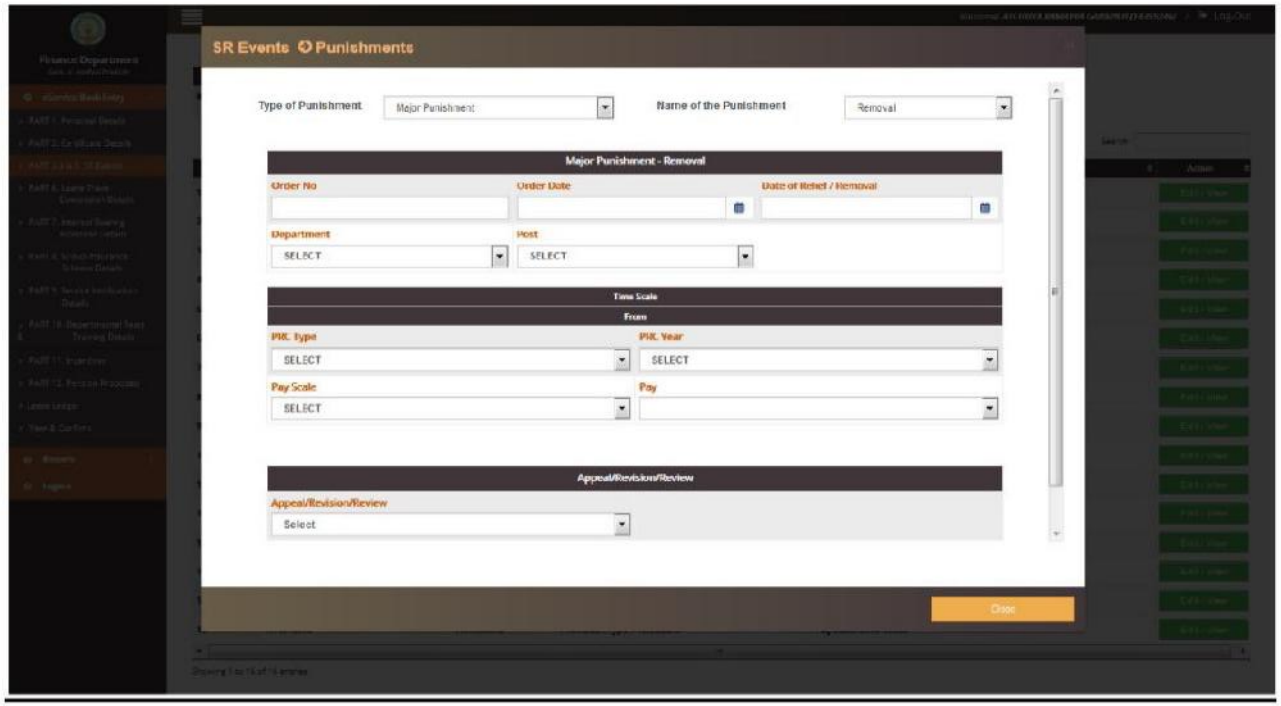
➢ **Punishments:** Major Punishment>Compulsory Retirement



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Compulsory Retirement			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retiren	Select box	Select Date of Relief / Compu Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

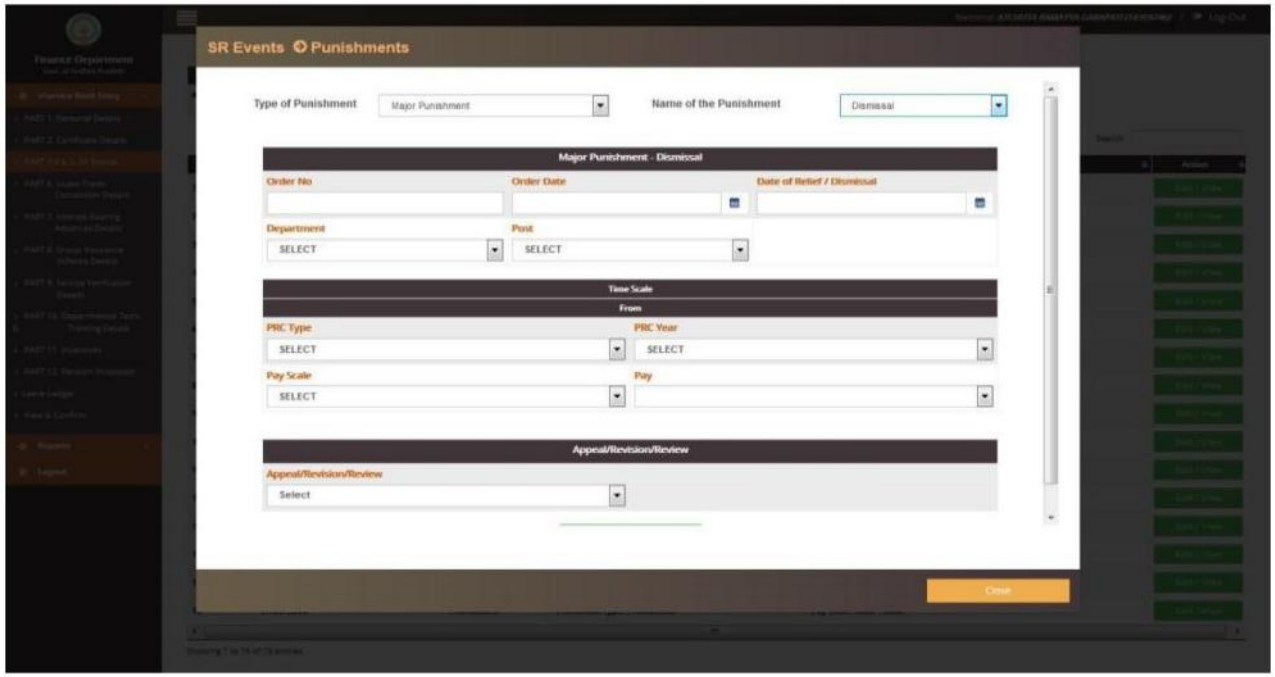
➢ **Punishments:** Major Punishment>Removal



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Removal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retiren	Select box	Select Date of Relief / Compu Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➢ **Punishments:** Major Punishment>Dismissal



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Dismissal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retiren	Select box	Select Date of Relief / Compu Retirement
4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule

6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

SR Event>>Suspensions:

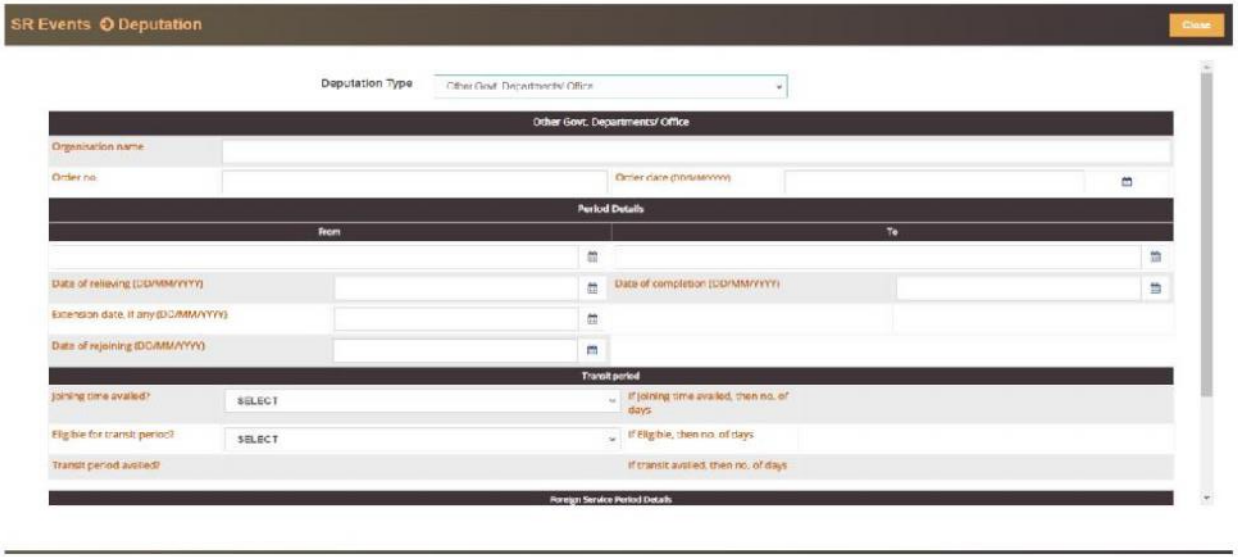
There are two columns under this

a) Suspension Ordered

b) Suspension Regularised

The employee has to select any one of the above two options in the drop down menu and proceed to enter the relevant data relating to Suspension.

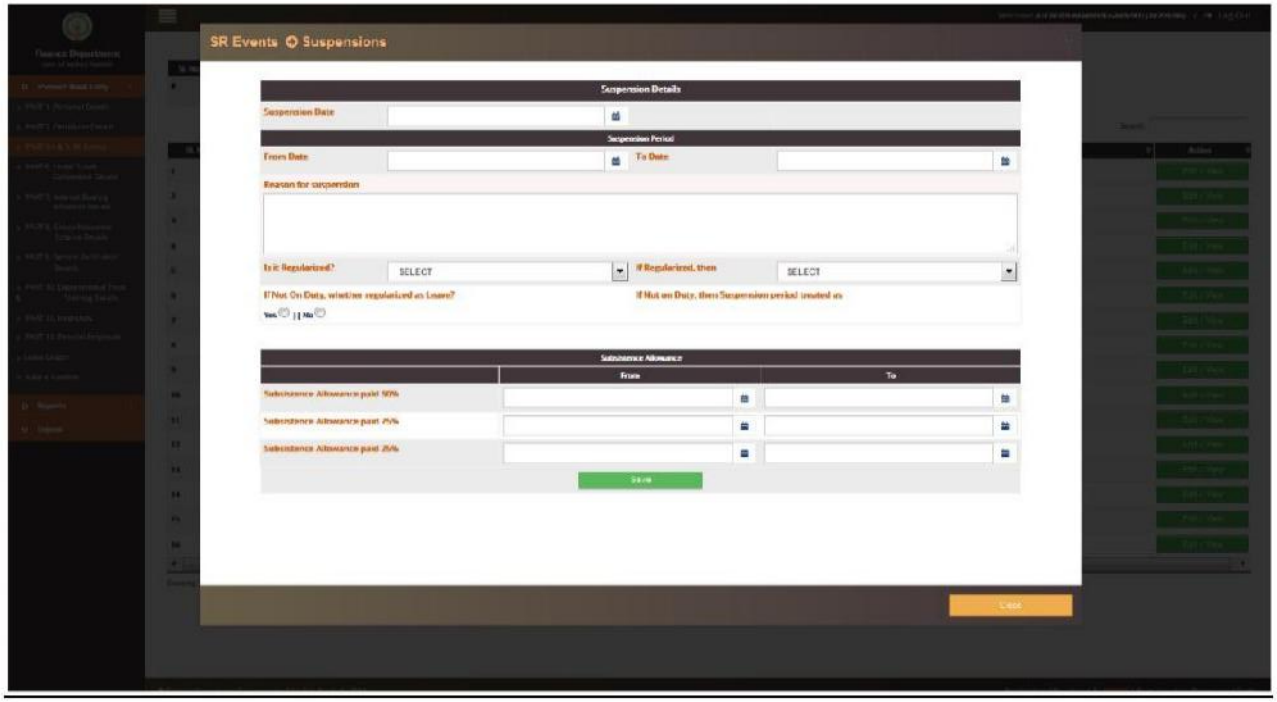
➢ **Suspensions**: Suspension Ordered.



Sl. No	Column (Field) Name	Type of Field	Remarks
a)Suspension Ordered			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Order No.	Data entry	Enter Order No.
6	Order Date	Select box	Select Order Date
7	Order issuing Authority	Data entry	Enter Order issuing Authority
8	Date of Relief from Duty (DD/MM/Y	Select box	Select Date of Relief from (DD/MM/YYYY)

9	Remarks	Data entry	Enter Remarks

➢ **Suspensions**: Suspension Regularised.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Details			
1	Suspension Type	Drop down	Select Nature of Increment/Incentiv
b) Suspension Period			

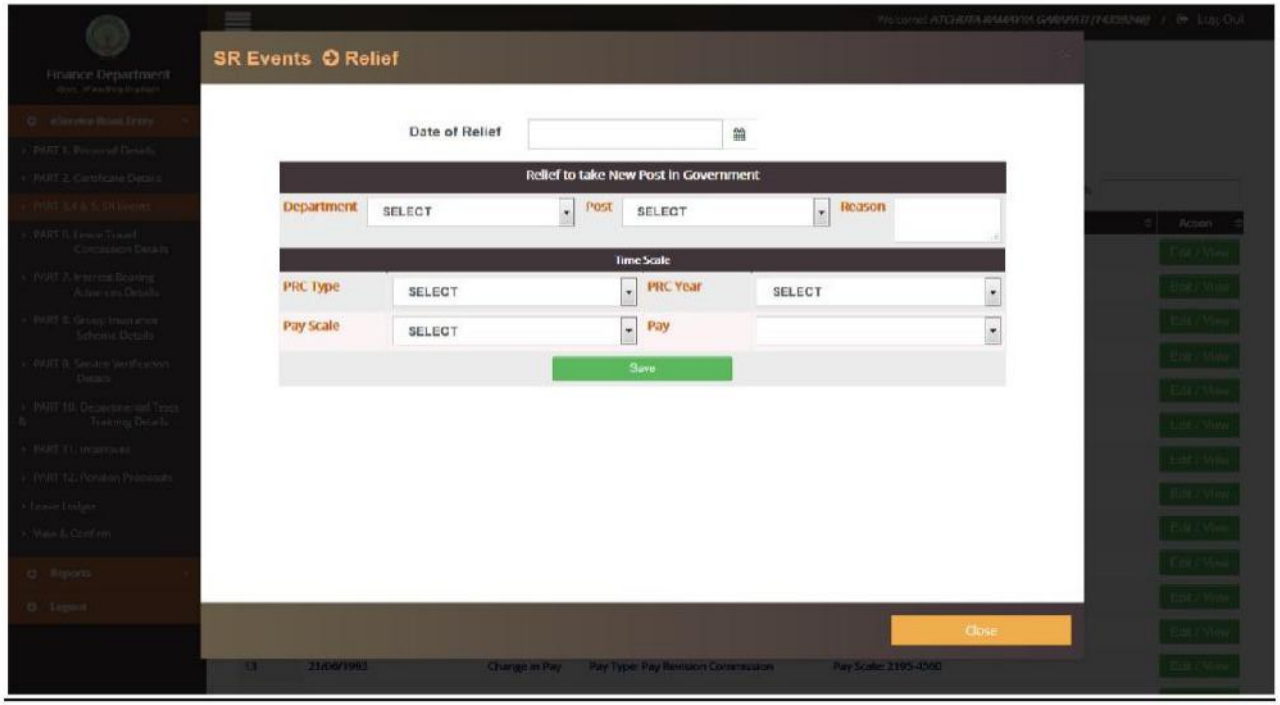
1	Suspension Date	Select box	Select Suspension Date
2	From Date	Select box	Select From Date
3	To Date	Select box	Select To Date
4	Reason for suspension	Data entry	EnterReason for suspension
5	Is it Regularized?	Drop down	Select Is it Regularized?
6	If Regularized, then	Drop down	Select If Regularized, then
7	Proceeding No.	Data entry	Enter Proceeding No.
8	Proceeding Date (DD/MM/YYYY)	Select box	Select Proceeding Date (DD/MM/Y
9	If Not On Duty, whether regularize Leave?	Radio button	Click (yes / no) If Not On Duty, wh regularized as Leave?
10	If Not on Duty, then Suspension period treated as	Check box	Check leave category.If Not on then Suspension period treated as
c) Subsistence Allowance			
1	Subsistence Allowance paid 50%	Select box	Select Subsistence Allowance paid
2	Subsistence Allowance paid 75%	Select box	Select Subsistence Allowance paid
3	Subsistence Allowance paid 25%	Select box	Select Subsistence Allowance paid
4	Remarks	Data entry	Enter Remarks

SR Event>>Relief:

There will be different reasons for relief like Discharge, Termination, Resignation, others (like long leave, training etc..)

Employee / DDO has to select the relevant reason and proceed with the data entry.

- **Relief:**

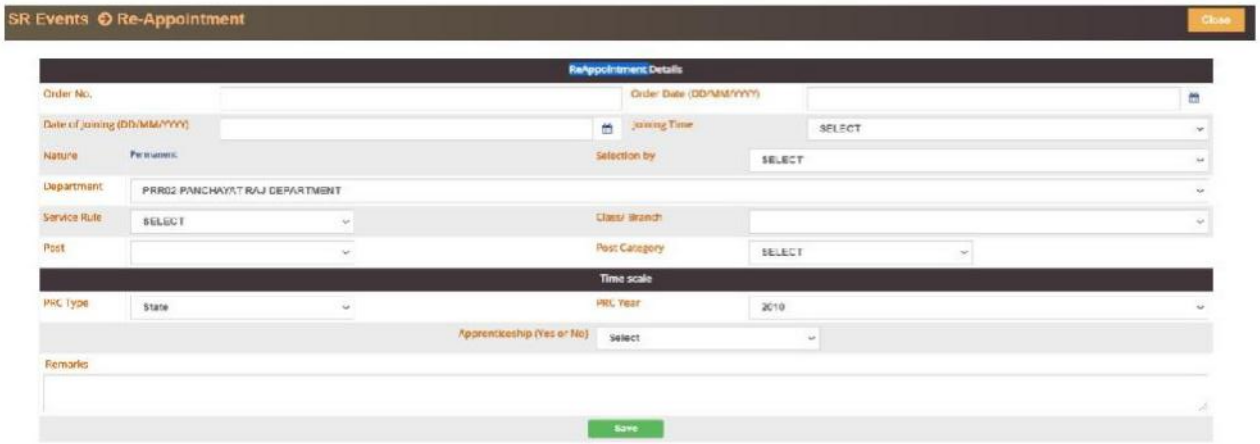


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Relief Details			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Reason	Data entry	Enter Data entry

b) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Apprenticeship (Yes or No)	Drop down	Select Yes or No
4	Remarks	Data entry	Enter Remarks

Reappointment :

When an employee working in department is selected to another post through APPSC / Other Govt. recruiting agency and joins the new Post after relief from the old post, the details relating to change to new job are to be entered under this module.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) ReAppointment Details			
1	Order No.	Data entry	Enter Order No.

2	Order Date	Select box	Select Order Date
3	Date of Joining (DD/MM/YYYY)	Select box	Select Date of Joining (DD/MM/YY
4	Joining Time	Select box	Select Joining Time
5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

EL Surrendered

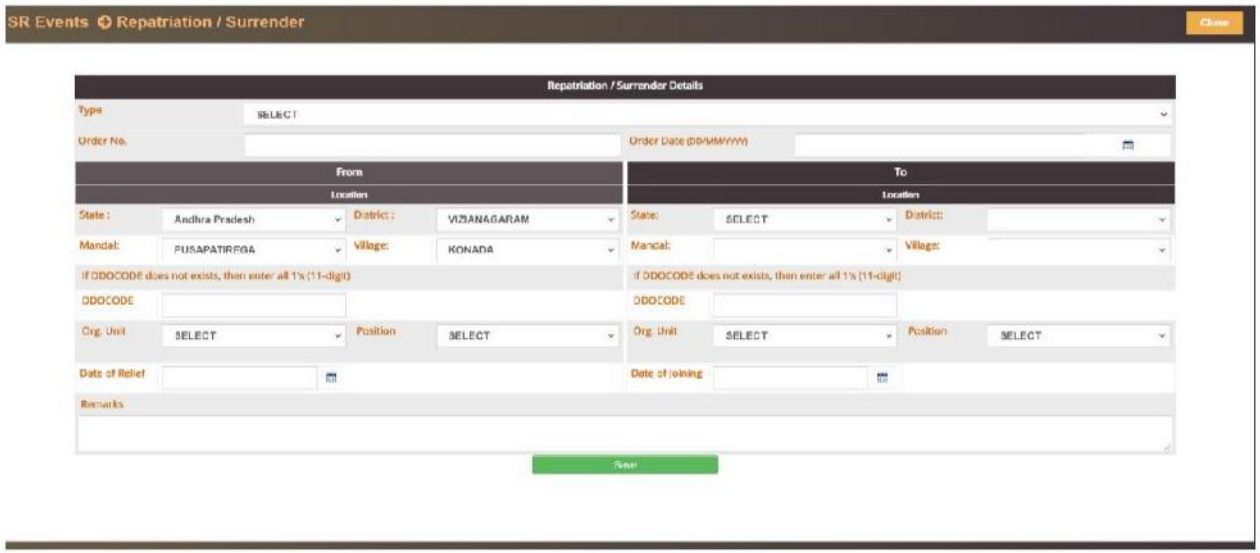
The details of annual Surrender leave availed by the employee every year needs to be entered here. Similarly additional surrender leave Availed by Police Personnel also need to entered here.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) EL Surrender			
1	No. of days Surrender	Data entry	No. of days Surrender
2	Date of Surrender (DD/MM/YYYY)	Data entry	Date of Surrender (DD/MM/YYYY)
3	Leave Availed Period	Drop down	Leave Availed Period
4	Year (YYYY)	Data entry	Year (YYYY)
5	Leave Type to be deducted from	Drop down	Leave Type to be deducted from
6	Remarks	Data entry	Remarks

Repatriation / Surrender

Employees working in foreign service deputation will be either repatriated / surrendered by the foreign employer. Similarly Collector or Other HODs may surrender some of the officers working under them. Such details need to be entered here.

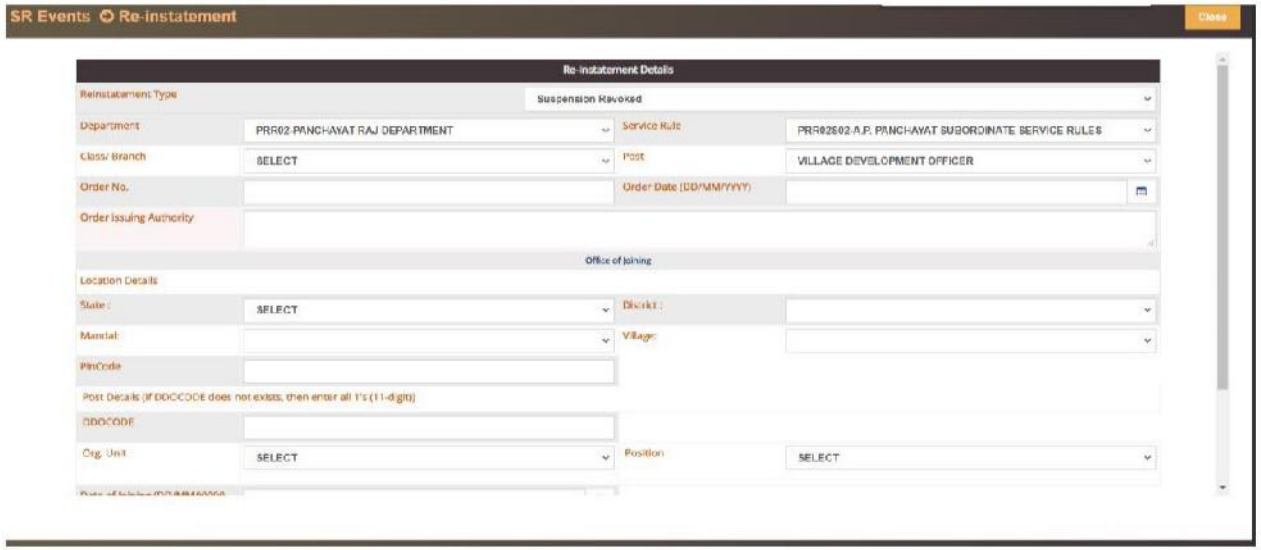


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Repatriation / Surrender Details			
1	Type	Drop down	Select Type
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Repatriation / Surrender Details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District

3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Suspension Revoked

When the suspension of the employee is revoked and re-instated to duty, such details need to entered here.

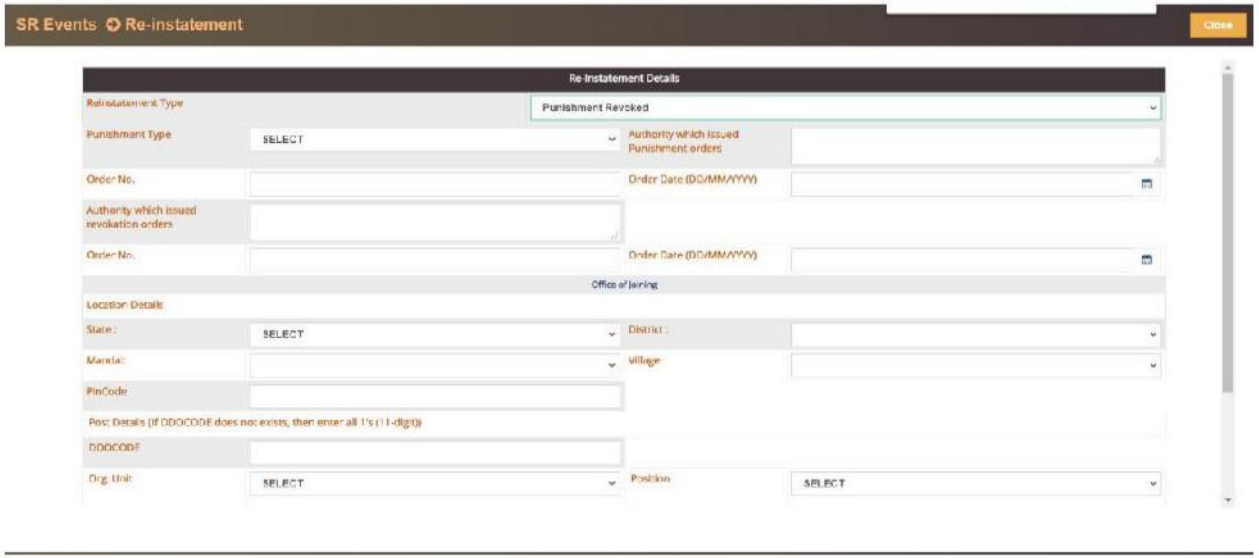


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	Order No.	Data entry	Enter Order No.
7	Order Date	Select box	Select Order Date
8	Order issuing Authority	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Punishment Revoked

When the punishment awarded to an employee is reviewed and revoked / rescinded by the appellate authority, the details need to be Entetred here.

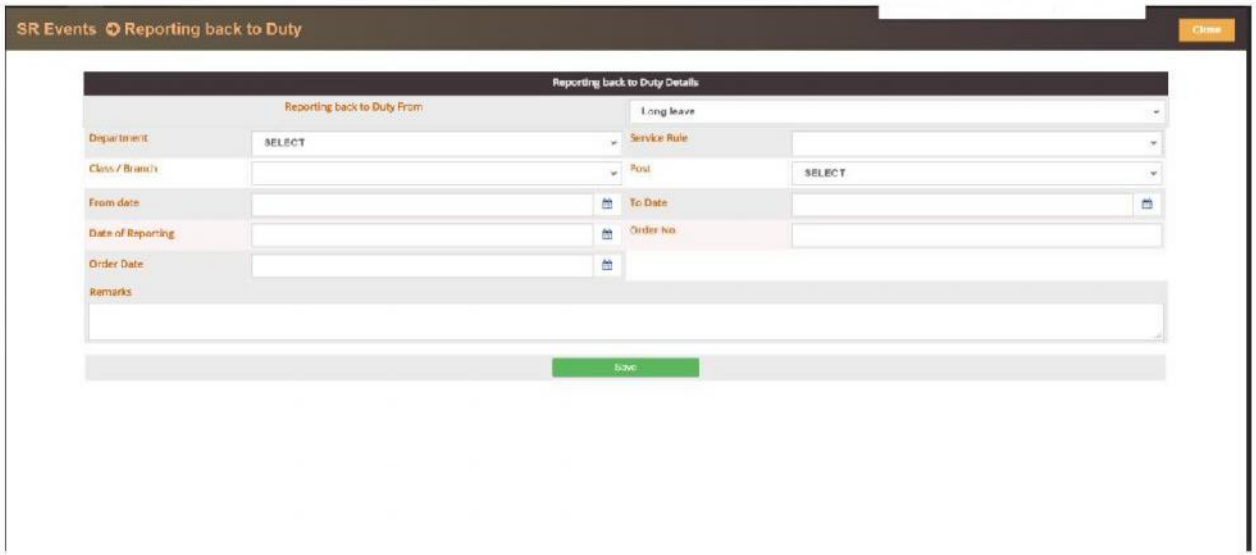


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Punishment Type	Drop down	Select Punishment Type
	Authority which issued Punishment orders	Data entry	Enter Authority which issued Punishment orders
3	Order No.	Data entry	Enter Order No.
4	Order Date	Select box	Select Order Date
5	Authority which issued revokation or	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
7	Position	Drop down	Select Position
8	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
9	Remarks	Data entry	Enter Remarks

Reporting back to Duty

Whenever employee reports back to duty after training, return from long leave, the details need to entered here.

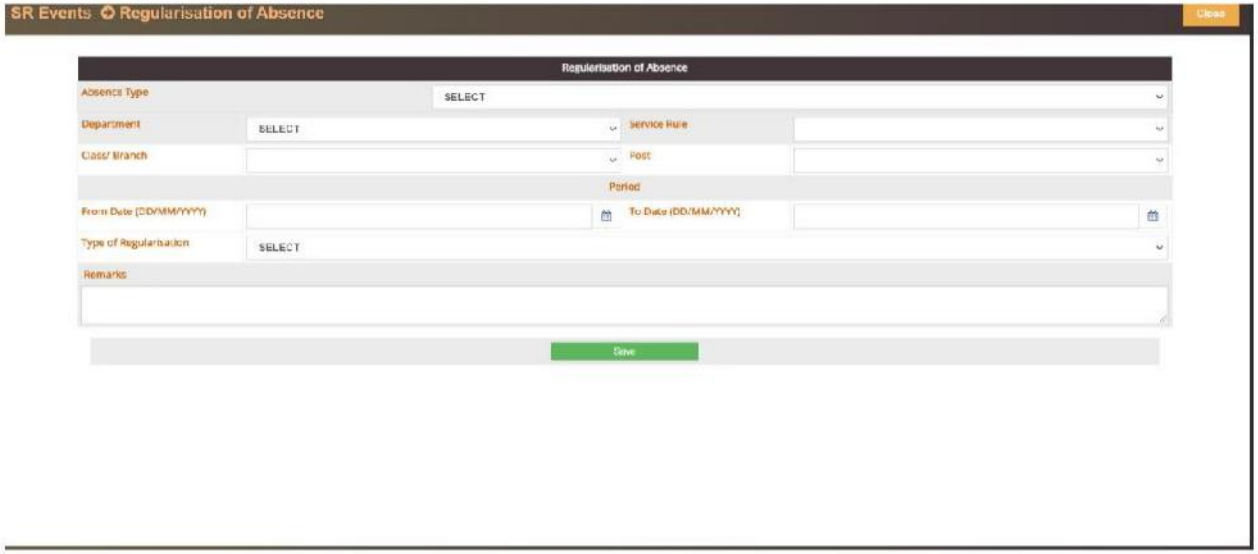


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reporting back to Duty			
1	Reporting back to Duty From	Drop down	Select Reporting back to Duty From
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Date of Reporting	Select box	Select Date of Reporting
9	Order No.	Data entry	Enter Order No.

10	Order Date	Select box	Select Order Date
11	Remarks	Text area	Enter Remarks

Regularisation of absence

When the absence period of the employee arising due to un authorised absence / Strike is regularised as eligible leave / Dies Non The details need to be entered here.

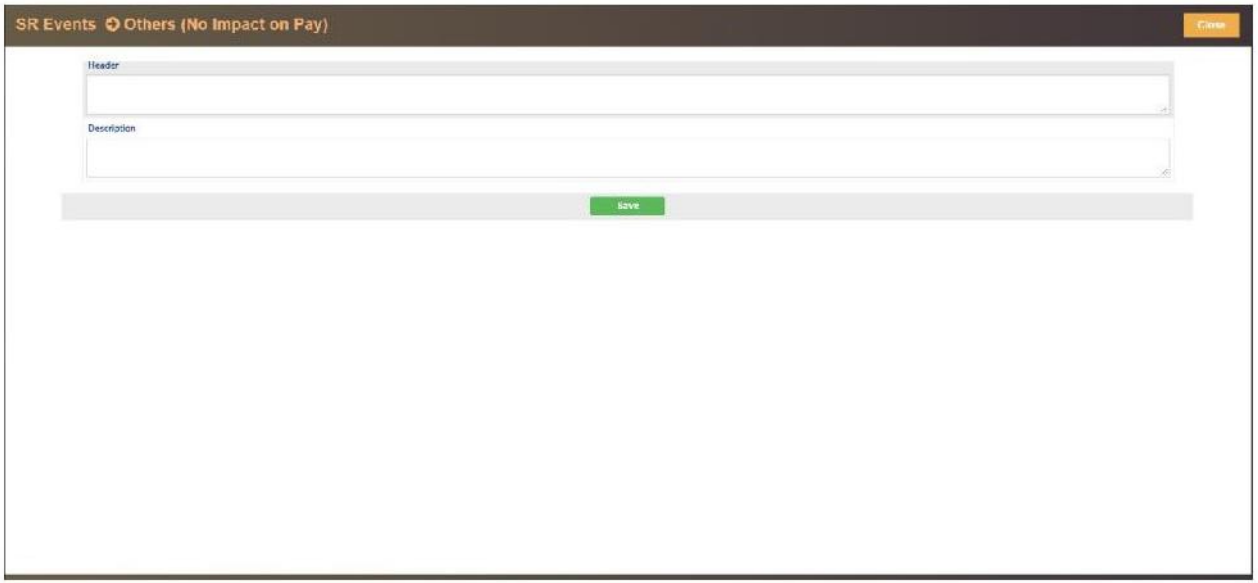


Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularisation of Absence			
1	Absence Type	Drop down	Select Absence Type

2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Type of Regularisation	Drop down	Select Type of Regularisation
9	Remarks	Data entry	Enter Remarks

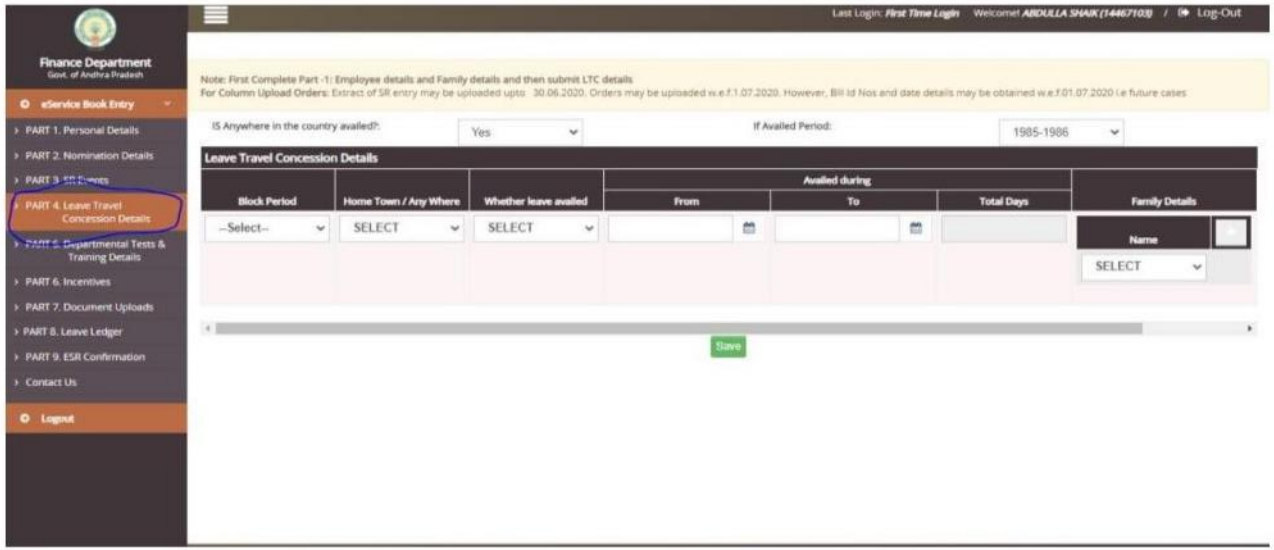
Others (No Impact on Pay)

Miscellaneous entries which does not fit into any of the above events and which does not effect pay are to be entered under this module.



Sl. No	Column (Field) Name	Type of Field	Remarks
a) Others (No Impact on Pay)			
1	Header	Data entry	Enter Header
2	Description	Data entry	Enter Description

Part 4: Leave Travel Concessions (Last availed only):

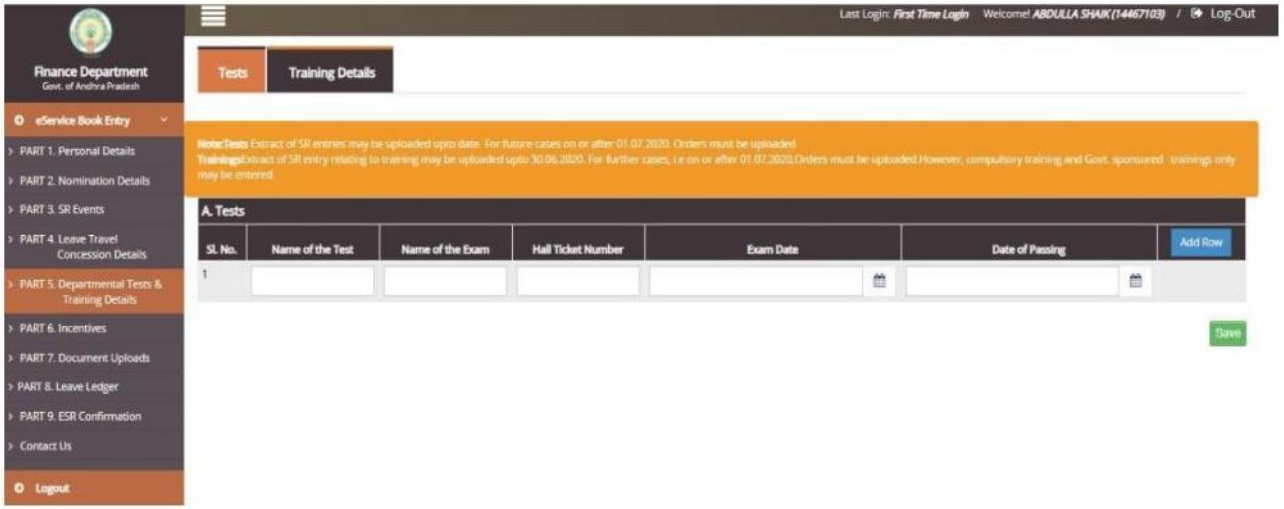


Sl. No	Column (Field) Name	Type of Field	Remarks
1	IS Anywhere in the country availed	Drop down	Select IS Anywhere in the co availed (YES / NO)
2	If Availed Period	Drop down	Select Availed Period Year
3	Block Period	Drop down	Select Block Period
4	Home Town / Any Where	Drop down	Select Home Town / Any Where
5	Whether leave availed	Drop down	Select Whether leave availed (YES / NO)
6	Availed during From	Select Box	Select Availed during From
7	Availed during To	Select Box	Select Availed during To
8	Availed during Total Days	Read only	Auto Populate value

9	Family Details	Drop down	Select Family Member Details

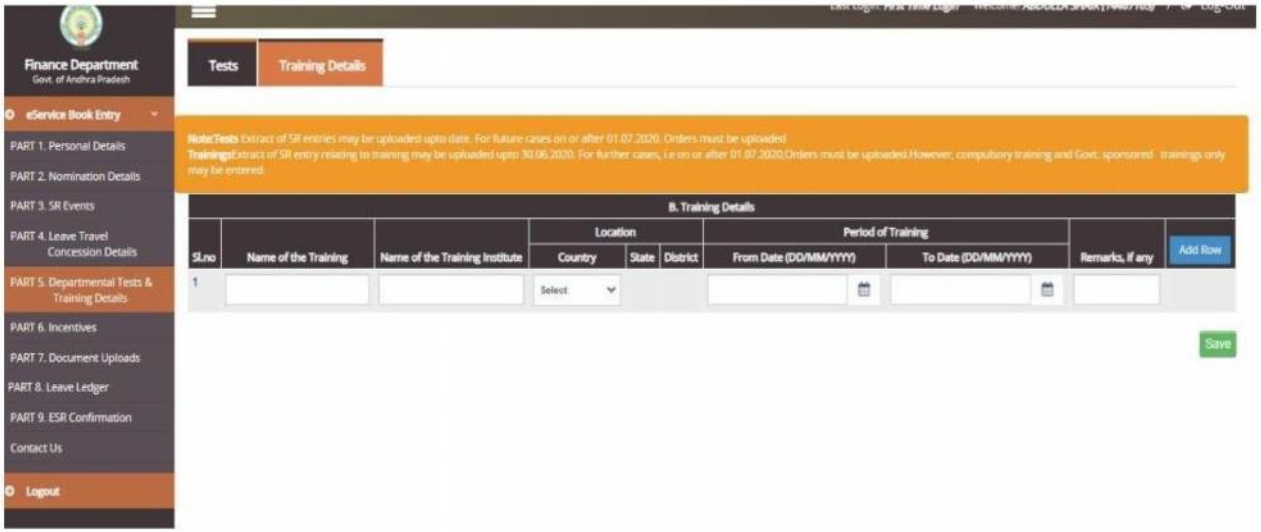
Part 5: Departmental Tests & Training:

i. Tests :



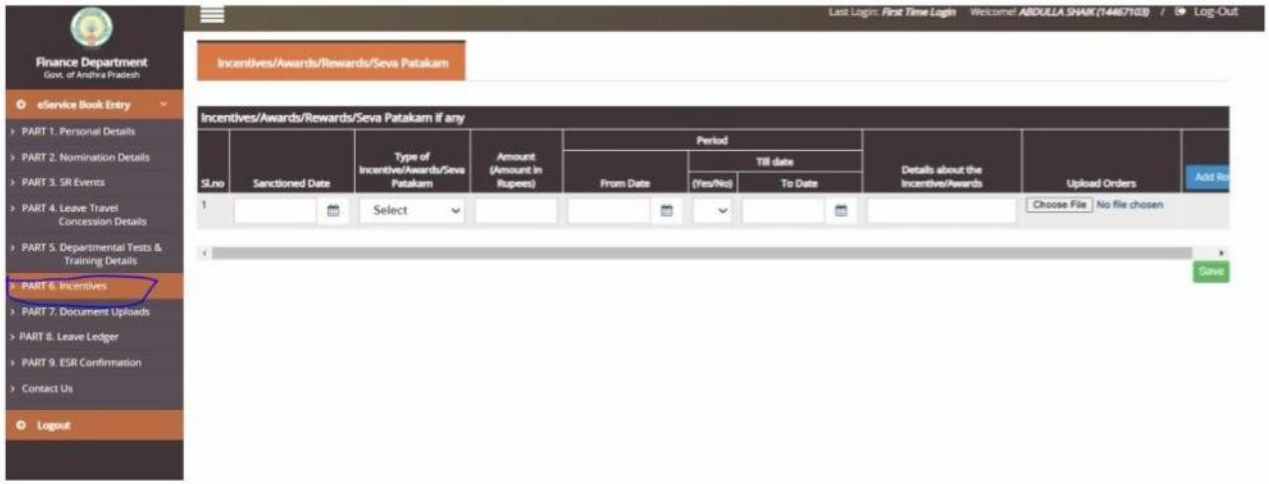
Sl. No	Column (Field) Name	Type of Field	Remarks
A. Tests			
1	Name of the Test	Data Entry	Enter Name of the Test
2	Name of the Exam	Data Entry	Enter Name of the Exam
3	Hall Ticket Number	Data Entry	Enter Hall Ticket Number
4	Exam Date	Select Box	Select Exam Date
5	Date of Passing	Select Box	Select Date of Passing

ii. Training Details :



Sl. No	Column (Field) Name	Type of Field	Remarks
B. Training Details			
1	Name of the Training	Data Entry	Enter Name of the Training
2	Name of the Training Institute	Data Entry	Enter Name of the Training Institut
3	Country	Drop down	Select Country
4	State	Drop down	Select State
5	District	Drop down	Select District
6	Period of Training From Date	Select Box	Select Period of Training From Dat
7	Period of Training To Date	Select Box	Select Period of Training To Date
8	Remarks, if any	Data Entry	Enter Remarks, if any

Part 6: Incentives/Awards/Rewards/Seva Patakam:

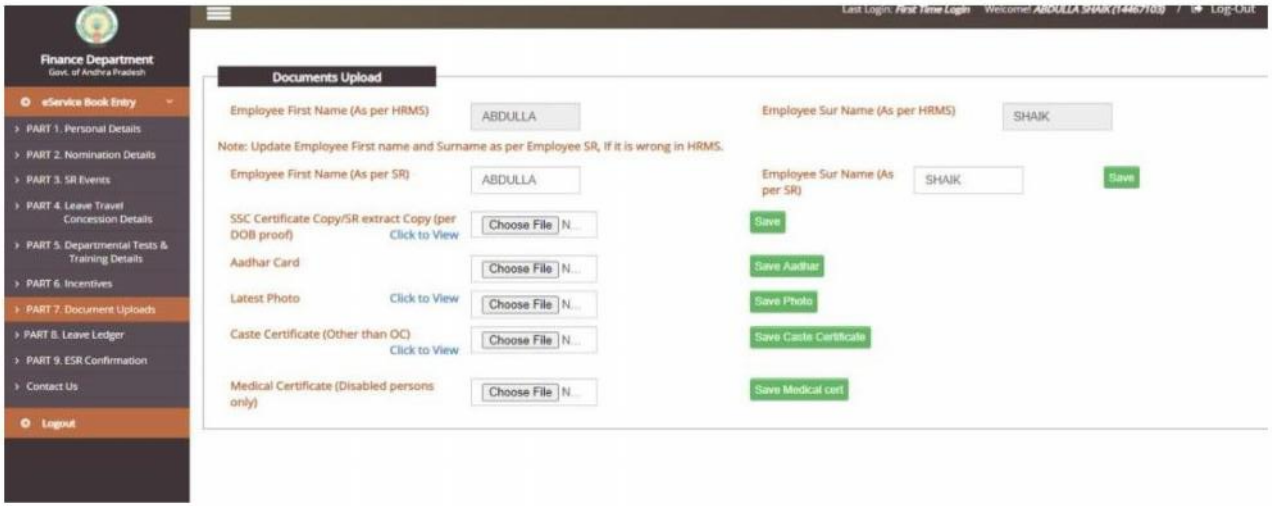


Sl. No	Column (Field) Name	Type of Field	Remarks
1	Sanctioned Date	Select box	Select Sanctioned Date
2	Type of Incentive/Awards/ Seva Patakam	Drop down	Select Type of Incentive/Awards/ Seva Patakam
3	Amount	Data Entry	Enter Amount
4	PeriodFrom Date	Select box	Select Period From Date
5	Period Till date (Yes/No)	Drop down	Select Period Till date (Yes/No)
6	Period To Date	Select box	Select Period To Date
7	Details about the Incentive/Awards	Data Entry	Enter Details about the Incenti Awards

Part 7: Employee Uploads:

User has to click on '**Employee Uploads**' sub menu item under e-Service Book entry menu item to upload Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Otherthan OC), Medical Certificate (if employee disabled) as shown below.

User can made any correction in Employee First name, surname displayed as per HRMS. (note: first name, surname can update as per SR only)

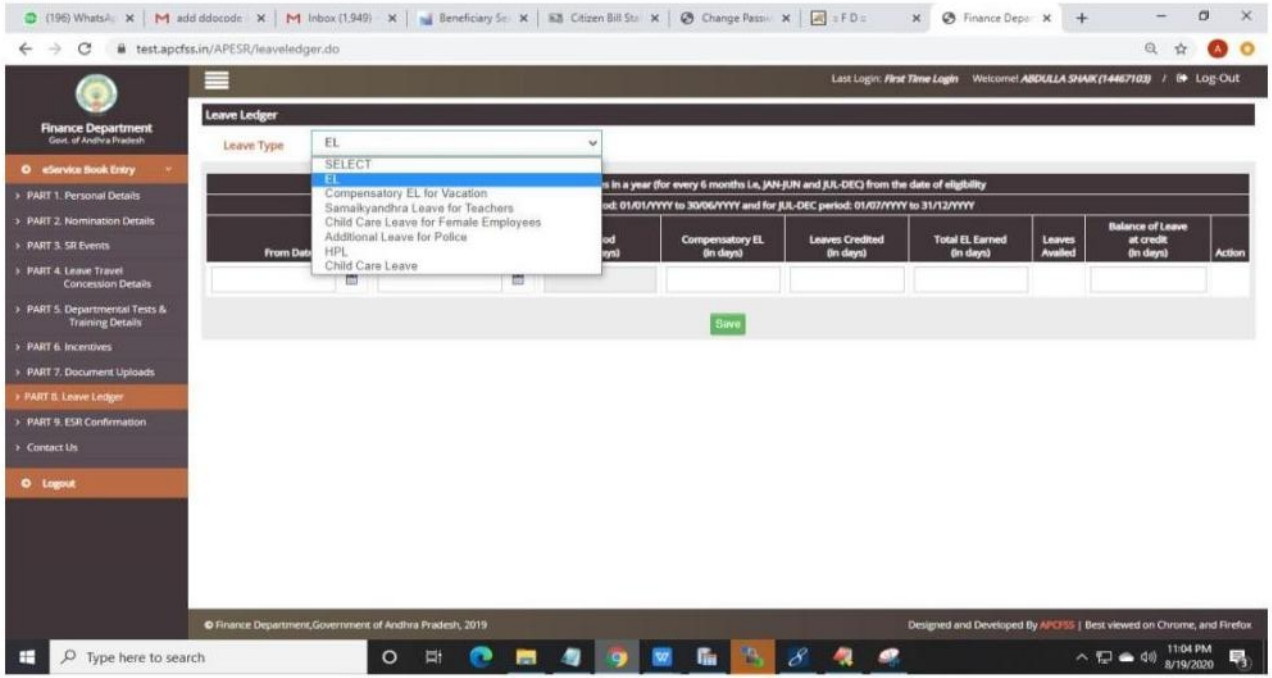


Sl. No	Column (Field) Name	Type of Field	Remarks
1	SSC Certificate Copy/SR extract Copy (per DOB proof)	Choose File	Upload SSC Certificate Copy/SR extract Copy (per DOB proof)
2	Aadhar Card	Choose File	Upload Aadhar Card
3	Latest Photo	Choose File	Upload Latest Photo
4	Caste Certificate (Other than OC)	Choose File	Upload Caste Certificate (Other than OC)

5	Medical Certificate (Disabled persons only)	Choose File	Upload Medical Certificate (Disabled persons only)

Part 8: Leave Ledger

Leave accounts relating to different types of leaves are to be entered manually and finally the leave balance appearing in the leave ledger Need to be tallied with the leave balance displayed in the physical SR.

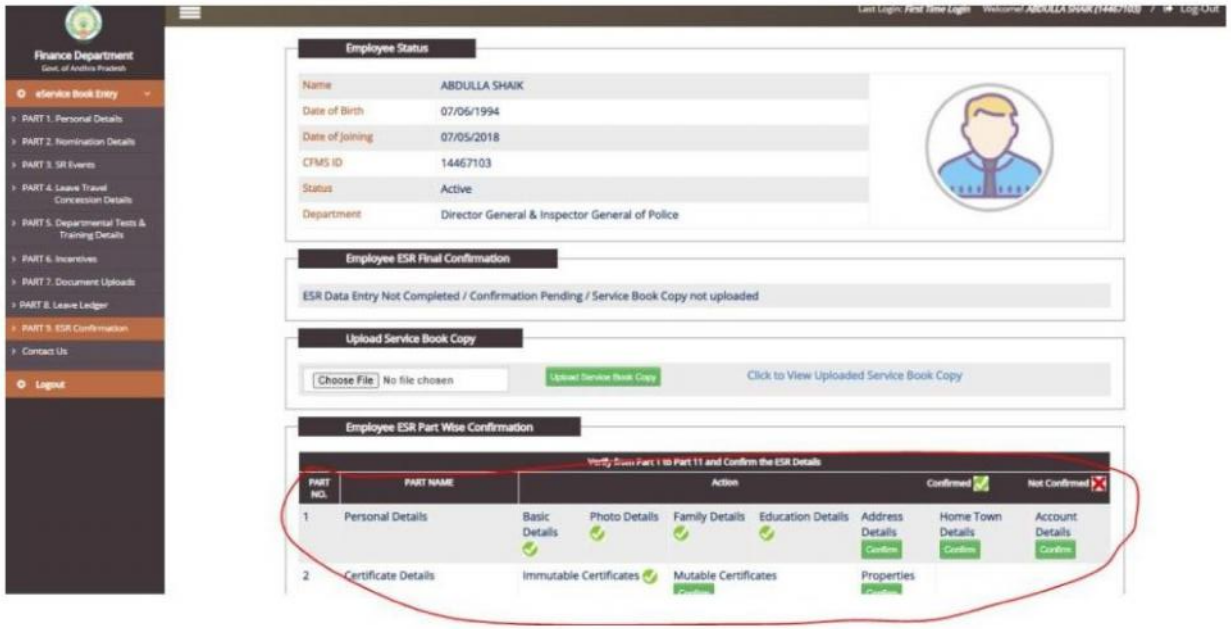


Sl. No	Column (Field) Name	Type of Field	Remarks
I) EL			
1	SR Entry Date	Select Box	Select SR Entry Date
2	Leaves Earned From Date	Select Box	Select Leaves Earned From Date
3	Leaves Earned To Date	Select Box	Select Leaves Earned To Date
4	Leave Type	Drop down	Select Leave Type
5	No. of days Leaves Earned	Data Entry	Enter No. of days Leaves Earned
6	Leaves at Credit	Data Entry	Enter Leaves at Credit
7	Leaves Availed From Date	Select Box	Select Leaves Availed From Date
8	Leaves Availed To Date	Select Box	Select Leaves Availed To Date
9	EL Type	Drop down	Select EL Type

10	No. of days	Data Entry	Enter No. of days
11	No. of days Leaves Balance	Data Entry	Enter No. of days Leaves Balance
2) Samaikyandhra Leave for Teachers			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	No. of days Worked From Date	Select Box	Select No. of days Worked From Date
3	No. of days Worked To Date	Select Box	Select No. of days Worked To Date
4	No. of days Leave Credit	Data Entry	Enter No. of days Leave Credit
5	No. of days Leave Availed	Data Entry	Enter No. of days Leave Availed
6	No. of days Balance	Data Entry	Enter No. of days Balance
3) Addition Leave for police			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	Working Period	Drop down	Select Working Period
3	No. of days Leave Sanctioned	Data Entry	Enter No. of days Leave Sanctioned
4) Child Care Leave for Female Employees			
1	Working Period From Date	Select box	Select Working Period From Date
2	Working Period To Date	Select box	Select Working Period To Date
3	No. of days CCL Sanctioned	Data Entry	Enter No. of days CCL Sanctioned
4	Date of Sanction / SR Entry date	Select box	Select Date of Sanction / SR Entry date
5)HPL			
1	LENGTH OF SERVICE From Date	Select box	Select LENGTH OF SERVICE From Date
2	LENGTH OF SERVICE To Date	Select box	Select LENGTH OF SERVICE To Date
3	NO.OF COMPLETED YEARS OF SERVICE	Data Entry	Enter NO.OF COMPLETED YEARS OF SERVICE
4	LEAVES EARNED (IN DAYS)	Data Entry	Enter LEAVES EARNED (IN DAYS)

5	LEAVES AT CREDIT (IN DAYS)	Data Entry	Enter LEAVES AT CREDIT (IN DAYS)
6	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date
7	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date
8	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days	Data Entry	Enter LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days
9	COMMUTED LEAVE ON M.C ON FULL PAY From Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY From Date
10	COMMUTED LEAVE ON M.C ON FULL PAY To Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY To Date
11	COMMUTED LEAVE ON M.C ON FULL PAY No. of days	Data Entry	Enter COMMUTED LEAVE ON M.C ON FULL PAY No. of days
12	COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7	Data Entry	Enter COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7

Confirm SR Data:



Sl. No	Column (Field) Name	Type of Field	Remarks
Upload Service Book Copy			
1	Upload Service Book Copy	Choose File	Upload Service Book Copy

- In this sub menu, employee can view all the filled parts in a tabular form. Employee has to visit each tab and confirm the details Part wise. Respective screens are shown below.
- If any field is unfilled, system throws an alert stating the employee to fill the respective fields. Then employee has to add the service details through eService register parts and save the data.
- The employee can edit the service details any point of time only before his / her details are being confirmed by the respective DDO. If DDO & Head Office confirms the service details of the employees then no modifications are allowed at any given

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