CRIS

USER MANUAL

SYSTEM   :   HRMS

MODULE :   CADRE MANAGEMENT

Version 1.0

Table of Contents

Detailed training Video about the module has been updated online and can be accessed through the following link

https://www.youtube.com/watch?v=hPTfLMUEoQ4

1.   GENERAL INFORMATION

1.1   Purpose and Scope

Cadre Management including activities of maintenance of seniority lists, timely completion of promotions and selections and management of sanctioned posts is an integral and very important function performed by Personnel Department in Indian Railways. Detailed rules and instructions have been set that act as guide for management of these activities which are implemented at the field level by different Cadre Controlling units. The basic purpose of Cadre Management module is to provide a common platform for all these field units to perform their Cadre related activities under a uniform set of rules to bring in more efficiency and standardization.

1.2   Brief Overview of Application

This module is majorly divided into 4 major Heads based on their functionalities –

1. **Cadres** – This includes all the activities relating to creation and management of Cadre IDs, defining Cadre Controlling levels etc
2. **Seniority** – This includes all activities relating to creation, modification and publication of seniority lists.
3. **Book of Sanction** – This includes all activities relating to pinpointing of posts and creation of BoS summary
4. **Manpower Planning** – This includes all activities relating to Sanctioned posts like surrender of posts, transfer of posts, redistribution of posts etc.

1.3   Definitions

Few important terms which have been used in the Cadre Management module are defined here for better understanding

1.3.1   Cadre Code – This is a unique identification code assigned to each and every cadre. All the posts in a particular Cadre have some attributes like its various hierarchical Grade Pay levels, Medical Classification, safety aspect of its posts etc., which are uniform across all units in Indian Railways. All such common information about individual Cadres have been populated into the HRMS database and assigned this unique Cadre Code.

1.3.2 Cadre ID- This is a unique identification code that is assigned to a particular cadre operating in a particular unit. Though Cadre Code is common and uniform across Indian Railways, but every individual cadre Controlling Unit will be required to define and create the Cadre which is in operation in their unit. Once they define and create that Cadre, it will be assigned a unique ID which will be bound with that particular unit. **Thus, Cadre ID is unit specific to a Cadre Controlling Unit where a particular Cadre is being controlled and managed**.

1.3.3 Cadre Type –There are multiple ways in which a Cadre may be maintained at field level to suit their local requirement. A particular Cadre can be maintained in one of the following ways:

1 **Zonal Level** – where the entire Cadre is centrally controlled and maintained by Zonal HQ having a common and single seniority for all employees in that category across all units within the Zone.
2. **Unit level** – where each Cadre Controlling unit (Zonal HQ/Division/Workshop) is maintaining their own Cadre ID and seniority for that Cadre Code independent of other Cadre Controlling Units.
3. **Sub Zonal Wise** – where a Cadre has been segmented into many clusters comprising of different Primary units of the same zone and cadre of each cluster being controlled by one of the Primary units (Zonal HQ/Division/Workshop) as part of that cluster.
4. **Jointly** – where a Cadre is being jointly managed by both Zonal HQ and other primary units, ie one Grade is being managed by Zonal HQ for all units with common seniority and remaining grades are being managed by all units independently for themselves. For eg, there might be a scenario where in the Cadre of Welfare Inspector, Level 7 is being controlled by Zonal HQ for all units and Level 6 is being controlled by respective Primary units for their own units.
5. **Sub Division Wise** – where a Cadre of a division has been split into many sections (Like Trackmen into different ADEN sections) with each section having separate seniority assigned to them.

1.3.4 Primary Units – For the purpose of this system, Railway Zone, Division, Workshop, Construction, Production Units (PU) and Special Purpose Units (SPU) have been identified as Primary Units.

1.3.5 Org Unit – These are the units which users are required to create in the system through **Organisation Hierarchy module**.

1.3.6 Sub Unit–In the Organisation Hierachy module, the following units have been classified as Sub unit - Zonal railway HQ Office, Production Unit HQ Office, Divisional BO, Construction HQ, Workshop Training Centre (BTC), Workshop Department, Workshop Canteen, Workshop Shop

1.4 User Roles involved

One of the few prerequisites before accessing the Cadre Management Module is assignment of appropriate roles to the users. Following separate roles have been created and provided with different access privileges and purposes:

1. **Cadre Dealing Clerk (CDC)** – responsible for creation of cadre IDs, creation and modification of Seniority lists and pinpointing of sanctioned posts
2. **Cadre Verification Authority (CVA)** - responsible for verification of cadre IDs and Seniority lists
3. **Cadre Approving Authority (CAA)** - responsible for defining Cadre Control Levels, approval of cadre IDs, approval and publishing of Seniority lists and verification of pinpointing of posts

Unit Admin (UA) has to allot the appropriate role to the appropriate user through **"Admin Section Tab"** as shown below in order for user to access and work on the Cadre Management module. **(Image : 1)**
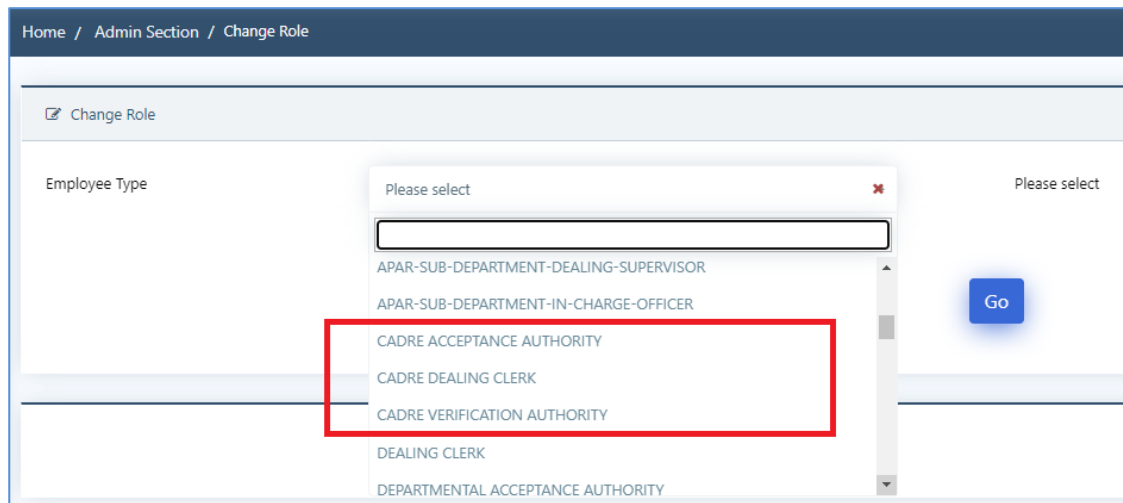
Image : 1

2. CADRE MANAGEMENT

Cadre Management module can be accessed by clicking on its link available on the left side menu of HRMS dashboard. Once clicked it will open the interface as shown below listing a host of other links having individual functionalities which are briefly described as below **(Image : 2)**
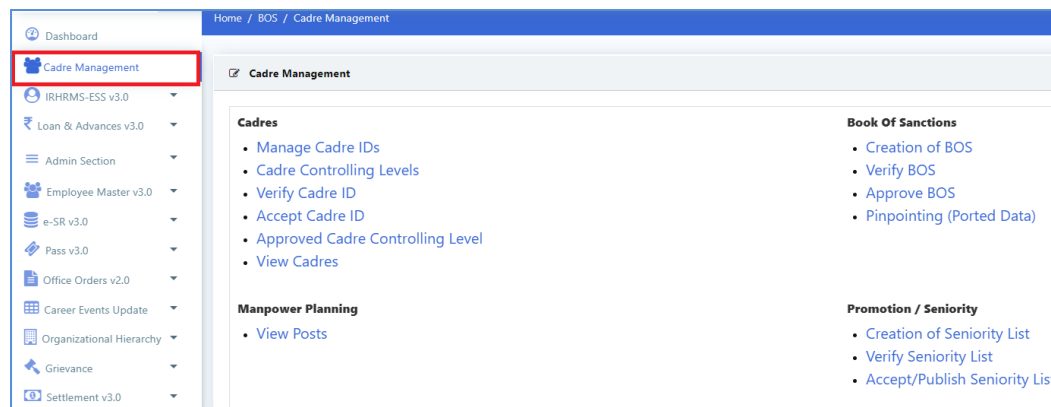
Image : 2

2.1 Cadres

This head consolidates and has all the links which will be used for creation and managing Cadres at field unit levels. Different interfaces with their brief description are explained below:

2.1.1 **Manage CadreIDs** – This link can be **accessed by CDC**. Through this link, a user can view all the Cadre IDs that have been created for a particular unit. The interface that opens on clicking this link further has the link to create fresh Cadre IDs

2.1.2 **Cadre Controlling Levels** – This link can be **accessed by Zonal HQ CAA**. Through this link, Zonal HQ CAA is required to declare the controlling levels of each cadre of all departments. Only after these levels have been declared by HQ CAA and the same have been accepted by Zonal HQ UA, then only other units in that Zonal Railway will be allowed to create Cadre IDs for their own units

2.1.3 **Verify Cadre ID** – This link can be **accessed by CVA**. Through this link, all the Cadre IDs that have been created by CDC will be shown to CVA for verification purpose. Once verified, it will be passed on to CAA for approval.

2.1.4 **Accept Cadre ID** – This link can be **accessed by CAA**. Through this link, CAA can approve the Cadre IDs created by CDC and verified by CVA.

2.1.5 **Approve Cadre Controlling Level**–This link can be accessed by **Zonal HQ UA** for accepting the Cadre Controlling Levels as declared by Zonal HQ AA.

2.1.6 **View Cadres** – This is a report which can be viewed by users to see the Cadres that have been created across different units

2.2 Promotion / Seniority

This head consolidates all the links used for creation, modification and publishing of seniority lists. Brief description of the links is as follows:

2.2.1 **Creation of Seniority List** – This link can be **accessed by CDC** and will be used for creation and modification of seniority lists for a particular Cadre ID that has been created. Once the Seniority lists has been created/modified by CDC, it will be sent to CVA for verification

2.2.2 **Verify Seniority List** – This link can be **assessed by CVA** for verifying the seniority lists submitted by CDC.

2.2.3 **Accept/Publish Seniority List** – This link can be **assessed by CAA** to accept and publish the seniority list.

2.3 Book of Sanction

This head provides links to create Books of Sanctioned Posts of a unit as well as pinpointing of posts. Different links which will be used along with their brief description are:

2.3.1 **Creation of BOS** – This link can be **accessed by CDC**. Through this link, user will be required to enter the details of posts of each Cadre ID so created along with the details of org unit where they are being operated at. That means along with the breakup into type of posts (temporary, permanent etc), user will also be required to indicate pinpointing of posts through this link.

2.3.2 **Verify BOS** – This link can be **accessed by CAA** to verify the BOS data so entered by CDC

2.3.3 **Approve BOS** – This link can be **accessed by UA** to approve the pin pointed BOS data as entered by CDC and verified by CAA

2.3.4 **Pinpointing (Ported Data)** – In case the BOS summary without pinpointing of a particular unit has been uploaded into the system, it is through this link that its pinpointing has to be done.

2.4 Manpower Planning

The links for all the activities used for modification of post attributes which will further modify the Book of Sanctioned post of a unit are given under this head.

2.4.1   **View Posts** – This is a report which helps users to view summary of BOS along with its post pinpointing once it has been accepted by UA.

3.   CADRES

There are different variations through which Cadres are being managed across different Zonal Railways to suit their local requirements. While some Cadres may be **Zonal controlled** wherein Zonal Railway HQ is responsible for promotions, seniority (common seniority across entire Zonal Railway including Divisions and Workshops) and transfers in that particular Cadre; and some cadres may be decentralized and **Divisions/Unit controlled** wherein seniority is Division/Unit wise and Division is solely responsible for its promotion, transfer etc. Yet there may be Cadres which have **Joint Control** wherein in the entire Cadre hierarchy some grades are being controlled by Zonal HQ for all Divisions/Units and other grades are being controlled by units for themselves independent of others.

Thus, the first and foremost step that has to be performed in the Cadre Management Module is the declaration of Cadre Controlling Levels. That is, the Zonal HQ of each Zonal Railway has to declare where a particular cadre is being controlled. This has to be done for all the Cadres of all Departments. Unless this step is completed, Divisions/Workshops etc would not be able to create Cadre IDs for their own units.

3.1 Declaring Cadre Controlling Levels

The declaration of Cadre Controlling Levels can be made by accessing the following interface by clicking **"Cadre Controlling Level"** in Cadres Head by **Cadre Approving Authority (CAA)** of Zonal HQ. Once the interface as shown below opens up, selection of appropriate department and sub-department is to be done. Once appropriate selection is done, the interface will display the exhaustive list of cadres as shown below. **(Image : 3& 4)**
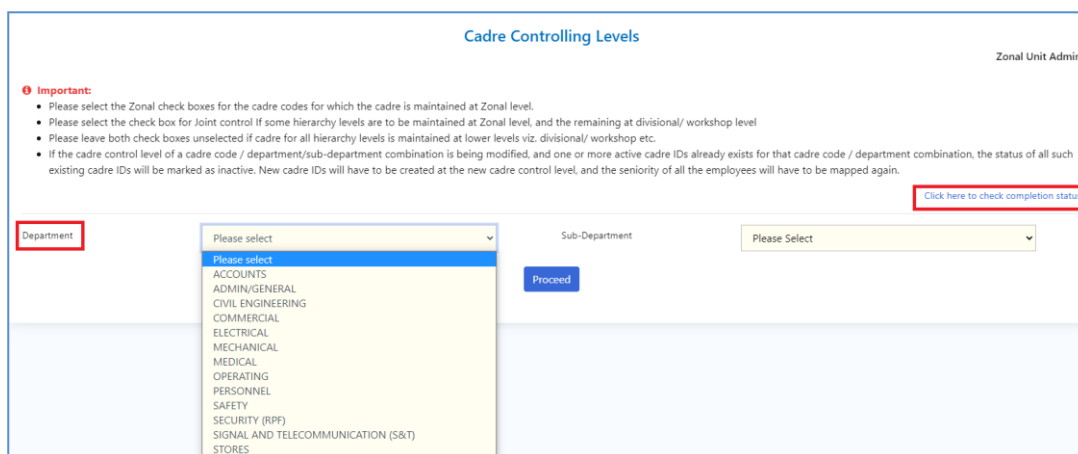
Image : 3

Note : The list displays the name of entire Cadre and not a particular hierarchy level within it. For ex Supervisor Cadre includes both SSE and JE, Technician Cadre includes Tech III, Tech II, Tech I and Sr Tech, so on and so forth.

Image : 4

Once the list opens up, there is a column where the admin has an option to declare Cadre Controlling Level in front of each Cadre. Here, there are three different options for admin to declare which are explained below:

1. **Zonal :** If a particular cadre is centrally maintained and controlled at Zonal level, this option needs to be selected. For example, cadre of Instructors or Supervisor/Track Machine in Civil Engg department may be maintained at Zonal level wherein a common seniority of employees across all divisions and workshops may be maintained and controlled at Zonal HQ. For such cadres, declaration needs to be Zonal and that check box needs to be selected. Once selected, no other unit in that particular Zone will be allowed to control and operate upon that particular cadre in terms of promotions, seniority, transfers etc.

    Further, there may also be instances wherein a Cadre is sub-zonal, ie, it is **either** centrally controlled for all units in a Zone but managed not by Zonal HQ but by one particular unit, eg Cadre of CMT in Mechanical Deptt may be managed by one of the bigger Workshops of the Zonal Railway for all units in that Zone **OR** a cadre may be split into multiple clusters – for eg Cadre of ChOS of a particular department may be split into 3-4 different clusters, with each cluster being controlled by one of the unit of that Zonal Railway. In all such cases also, option of Zonal needs to be selected here. Its further segmentation and allocation of controlling unit will be done at the time of Cadre ID generation which will be explained in Cadre ID generation part of this manual.

2. **Joint Control :** There may also be some Cadres where the control is being shared jointly between HQ and Divisions. For eg, in case of Ministerial Cadre of a particular department, it may be possible that level 7 (Ch. OS) is being controlled by Zonal HQ and rest all grades in the hierarchy are being controlled by respective units (Divisions and Workshops) of that Zonal Railway for themselves. In such cases, option of Joint Control needs to be selected. Once that selection is made, system will open a pop-up listing the various hierarchy levels in the selected Cadre and asking user to indicate the grades which are being controlled at HQ level. **Here user needs to select and indicate only those grades which are being controlled at HQ level and leave the others unchecked.(Image : 5)**
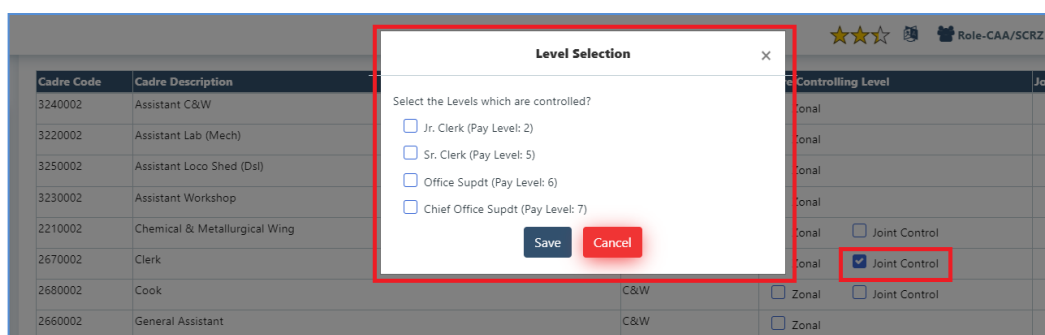
Image : 5

Note: For Cadres which include only single Grade pay/Level in them, no option of Joint Control will be shown.

3. **Cadres maintained both at Zonal and Divisional Level independently and separately :** There are also cases where Zonal HQ acts like any other Division or Workshop in terms of Cadre Management, ie, Zonal HQ is having its own cadre of the same department which is being maintained and controlled by Zonal HQ only for itself and Divisions and Workshops are managing the same cadre at their own level only for themselves. For ex ministerial cadre of one department may be managed and controlled by all units independently for their unit, including in case of Zonal HQ. In such cases, user **need not select any check box of Zonal or Joint Control** and **leave both of them as unchecked**. Once both the options are left unchecked, that particular cadre will be available to all the units including Zonal HQ for creation of their respective independent Cadre IDs.

The screen after final selection will look as shown below **(Image : 6)**:

Image : 6

There might also be case that for any particular department, no cadre is being maintained at Zonal level and all cadres are being maintained separately by all units including Zonal HQ. In such case, a separate button "**No Cadres Maintained at Zonal level**" is provided at the bottom of this interface. Once that button is selected, all the cadres shown for that department on that interface will be thrown open for all Cadre Controlling units within the Zone to create their respective independent Cadre IDs. **(Image : 7)**

Image : 7

3.2 Approve Cadre Controlling Levels

All the declarations regarding cadre Controlling Levels once submitted by CAA, will move to Zonal HQ UA for approval. The same can be accessed and viewed by clicking the link "**Approve Cadre Controlling Level**" under the Cadres Head in Cadre Management Module.

Once clicked, the interface as shown below will open up. Selection of Department for which Cadre Control Level declaration is to be approved needs to be made. Once selected, entire list will be opened up as shown below **(Image : 8)**:

Image : 8

Here in this interface, Zonal HQ UA has options of either accepting the declaration or returning the same for any correction.**(Image : 9)** Once it is accepted, that Controlling level will be finalized and accordingly different Cadres will be thrown open for different units for creation of Cadre IDs according to the Control level defined.

Image : 9

3.3 Cadre Control Level Completion Status

In order to view and monitor the progress regarding declaration of Cadre Control Level declaration, same can be seen by clicking the link completion status on the interface of Cadre Controlling Level by Zonal HQ CAA which will display the entire list of all departments along with their status.**(Image : 10)**

Image : 10

3.4 Creating Cadre IDs

Once Cadre Controlling Levels have been defined and accepted, next step is to creation of Cadre IDs by each Cadre Controlling unit for the cadre that it manages.

In order to create Cadre ID, user (CDC) of a unit has to go to Manage Cadre Link under Cadre head of Cadre Management module. Clicking the same will open the interface as shown below **(Image : 11)**. This is a report for the Unit CDC to view all the Cadre IDs that have been created at their unit so far.

Image : 11

At the right bottom screen of the Manage Cadre interface there is a button **"Create New Cadre ID"** clicking on which will open a new interface of "Add New Cadre". **(Image : 12)**

Image : 12

Here first and foremost, CDC has to select the Department and Sub Department for which Cadre has to be created. Based on the selection, drop down of Cadre Code will be populated **(Image : 13).** Once the Cadre Code for which Cadre ID has to be created is selected, the CDC is required to select the Cadre-type.

Image : 13

In Cadre-type, CDC will be given multiple options. **(Image : 14)**

In case the **CDC is from Zonal HQ**, one of the following options needs to be selected.

1. **Zone- Wise :** This option needs to be selected in case the Cadre ID being created is for Cadre which is completely controlled and managed by Zonal HQ for all units in that Zone and for which there is common seniority across all units. For Eg, if Cadre of Supervisor - Track Machine operator in Civil Engg is being managed at Zonal Level wherein Zonal HQ controls it for all units within the Zone, this option needs to be selected.
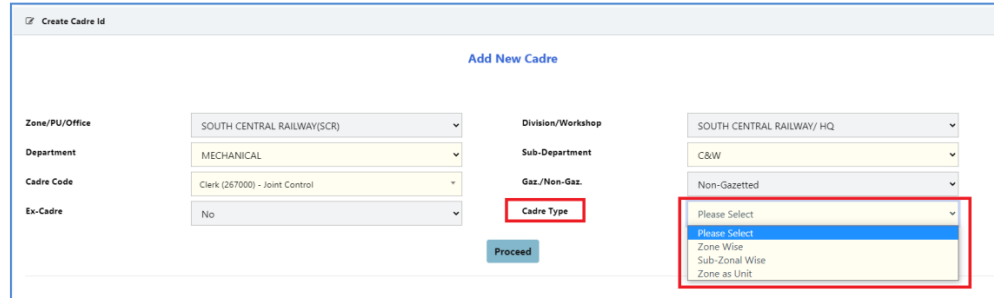
Image : 14

2. **Zone as Unit :** This option needs to be selected when creating Cadre ID for a Cadre which is existing independently and separately in Zonal HQ like any other Cadre Controlling Unit in a Zone. For ex, ministerial cadre of a department may be existing separately in Zonal HQ and separately in Divisions and Workshops with separate seniority. Cadre IDs for such Cadres may be created using this option.

3. **Zone as Unit (Multi-Cadre) :** This option needs to be selected when creating Cadre ID for a Cadre which is existing independently and separately in Zonal HQ like any other Cadre Controlling Unit in a Zone, but has been segmented into different seniority units. For ex, it might be possible that Cadre of General Assistant (Pay Level – 1/1800GP) in HQ though may be under the control of one department (Gen Admn, Personnel etc) but sub divided into different segments like peons, record sorters etc with each having separate seniority. In such case this option of Zone as Unit (Multi-Cadre) needs to be selected and separate Cadre IDs for each of such segment needs to be created.

4. **Sub-Zonal Wise** : There might also be few other scenarios like:
   a. When a Cadre though centrally controlled for all units in entire Zonal Railway but is managed and maintained by any one single unit other than Zonal HQ.
   b. When a complete Cadre or some grades of the entire cadre is segmented into different clusters with each cluster being managed and maintained by one of the Zonal HQ/Divisions/Workshops.

For all such scenarios, option of Sub-Zonal Wise needs to be selected. Once Sub-Zonal Wise option is selected from the drop down of Cadre-type, CDC will be asked to enter the name of Sub unit in a text box. **(Image : 15)** Here any indicative name as per user convenience may be entered.

Along with the name, user will also be required to enter the Cadre Controlling Unit for this Cadre. Here in this drop down, all the existing unit of that Zone will be displayed and user will be required to select the unit that will be controlling this Cadre. Once this selection is made and such cadre is created, any further processing like seniority assignment, posts pinpointing etc for the said cadre will be done by that Cadre Controlling unit only

Image : 15

Illustration : In a Zonal Railway, say SCR, there are six Divisions SC, HYB, BZA, GTL, GNT and NED and 3 Workshops LGDS, TPTY and RYPS. The ministerial Cadre of a particular Department in managed in a way that for grades from Jr Clerk to Office Suptd, the cadre is managed independently at respective unit level but the grade of Chief Office Suptd is managed in the form of clusters i.e common seniority for the grade of Chief Office Suptd for the units which are part of a common cluster)–

1. Cluster 1 includes Zonal Railway HQ + SC + HYB + LGD – controlled by **Zonal Railway**
2. Cluster 2 includes BZA + RYPS – controlled by **BZA**
3. Cluster 3 includes GTL + TPTY – controlled by **GTL**
4. **NED** and **GNT** managing their grades **independently**

In such cases steps to follow are

1. Define Cadre Controlling Level by Zonal HQ as **Joint control** with Level of Chief Office Suptd as Zonal Controlled. (i.e select Level 7 Ch. OS and leave other levels as unchecked)
2. Then Zonal HQ has to create different Cadre IDs for all the clusters. This they have to do by selecting that particular Cadre and creating Sub units for all such clusters and indicating Cadre Controlling Unit in front of each of those clusters. Thus every time a Sub unit will be created, it will get added to the existing list of Sub Unit.
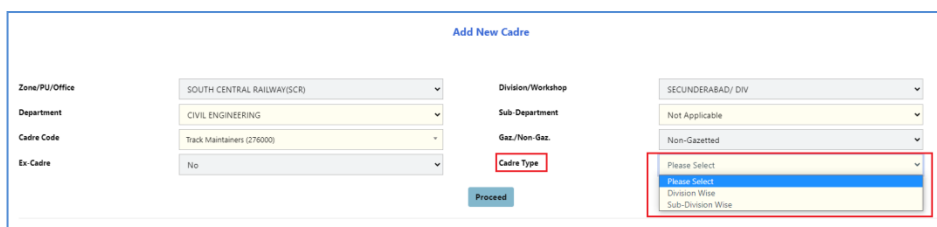
Cluster No	Name of Cluster	Cadre Controlling Unit
Cluster 1	Zonal Controlled	Zonal HQ
Cluster 2	BZA Controlled	BZA
Cluster 3	GTL Controlled	GTL
Cluster 4	NED Controlled	NED
Cluster 5	GNT Controlled	GNT

    Note : Once the Cadre is being divided in such way in different segments, **all segments have to be created by Zonal HQ only**. Also for primary units which are not part of any cluster and are handling their cadre independently only for

themselves, like NED and GNT in this illustration, separate sub unit for each and every such primary unit has to be created by Zonal HQ wherein that particular primary unit itself may be indicated as cadre Controlling Unit

In case the **CDC is from Division**, one of the following options needs to be selected **(Image : 16)**

1. **Division – Wise** : Whenever a Cadre is being maintained on a pan-Division wise and there is common seniority for that Cadre across the Division, this option needs to be selected at the time of Cadre ID creation.
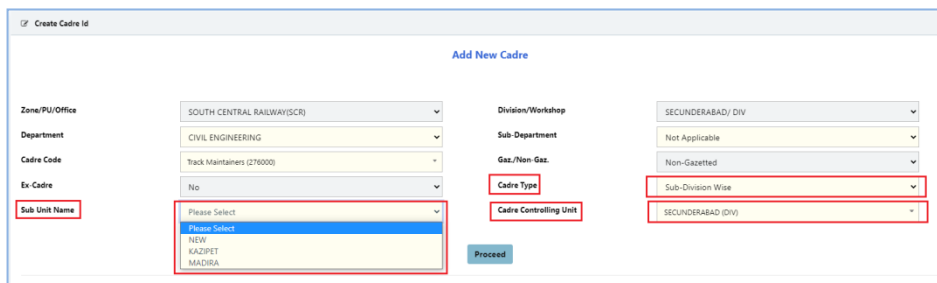
Image : 16

2. **Sub-Division Wise :** Whenever there is a Cadre which is further divided into different segments within the same Division like that of Trackman, and seniority is maintained for that particular section, the option of Sub-Division Wise needs to selected and different Cadre ID for each of the segment/Sub division needs to be created.

In case the option of Sub-Division wise is selected, CDC will be asked to enter the name of Sub unit in a text box. **(Image : 17)** Here any indicative name as per user convenience may be entered. Cadre Controlling Unit in this case will be set to the Division to which that CDC belongs

Image : 17

In case the **CDC is from Workshop**, one of the following options needs to be selected **(Image : 18)**

1. **Workshop Wise** : Whenever a Cadre is being maintained on a pan-Workshop wise and there is common seniority for that Cadre across the entire Workshop, this option needs to be selected at the time of Cadre ID creation

Image : 18

2. **Shop Wise :** Whenever in a Workshop, if the Cadre and seniority of employees in that Cadre is being maintained Shop wise the option of Shop Wise needs to selected and different Cadre ID for each of the Shop needs to be created.

Once, these selections are made and "Proceed" button is clicked, the interface detailing the various hierarchy levels in that particular Cadre will be displayed. **(Image : 19)**
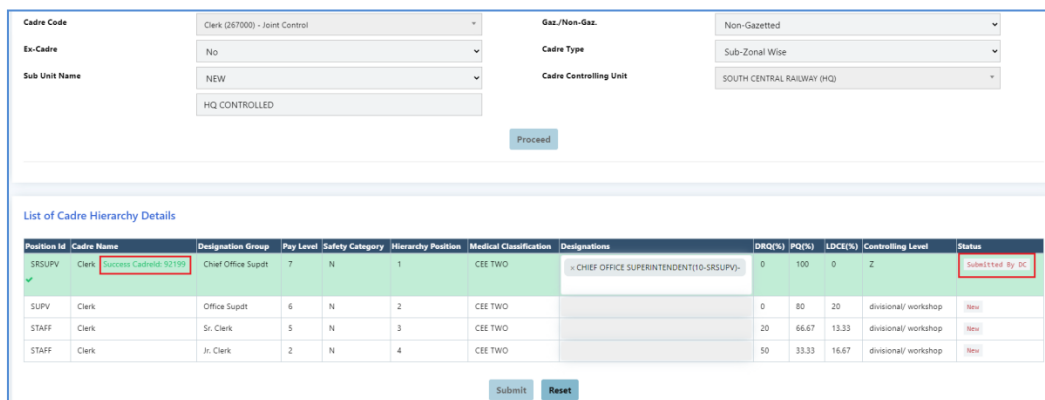
Image : 19

Herein various details like Cadre Name/Description, Grade Pay, Medical Classification, Different Quotas etc for that particular cadre and level will be shown. All these data are uniform across different Zonal Railways and will be commonly shown to all in non-editable format.

However, there will be one text box indicating the designation of that particular grade. Here, CDC is required to enter the designation that is being used in their unit to describe that particular Grade pay of that Cadre. The options displayed are the ones that are being currently fed and used in HRMS. More than one designation can also be added in the text box. Although entering designations is not mandatory.

It is to be noted that in case of Joint Control Cadres, CDC will only be able to enter details for only those grades for which Cadre Controlling Level was fixed as Zonal. Other Grades though will be shown to him but they will be in non-editable format and respective individual units will be allowed to enter data for them t the time of their Cadre ID creation.

After entering the required fields, CDC has to submit the data. System will check and freeze the data and will forward it to CVA for verification as shown below. **(Image : 20)**

Image : 20

3.5 Verification and Acceptance of Cadre IDs

Once the Cadre ID has been created by CDC and submitted, it will start reflecting in the account of CVA which can be accessed through the link Verify Cadre ID under the head Cadres in Cadre Management Module.

Once CVA clicks that link the following interface will open up **(Image : 21)** wherein all the Cadre IDs yet to be verified will be shown under the single dropdown. CVA can select the Cadre ID to be verified and click Proceed button which will show all the details as entered by CDC. If all the details are found correct, same can be verified and submitted to CAA for approval.

CAA can follow the same procedure to accept the Cadre IDs by going through the link of Accept Cadre ID in Cadre Management Module

Image : 21

3.6 View Cadres

In order to view the consolidated list of all the Cadres that have been created across different units, a report has been given under the head View Cadres. Here user can set the various filters given to him to take out the result set regarding the list of Cadres being operative in different units. **(Image : 22)**

Image : 22

4.   SENIORITY

Once Cadre IDs have been created by respective Cadre Controlling Units, next step is to map individual employees into those Cadres through already creation of respective Seniority lists. The links to perform these functions have been provided under the Head "Promotion / Seniority" in Cadre Management Module and the procedure is explained here as under

4.1 Creation of Seniority List

This link can be accessed by CDC. Once clicked, the interface of "**Seniority List Updation Status**" will open up. **(Image : 23)** Here the interface will show various filters through which CDC can select the Cadre ID for which he wishes to create seniority list.

Image : 23

On the same interface on the bottom will be shown a number of seniority lists which are either in draft mode or have already been approved and accepted by CAA.

Thus, this is the common interface for both, creation of fresh seniority lists of a freshly created cadre as well as for modification of already existing and accepted seniority list

Once, after setting the appropriate filters, "**Proceed**" button is clicked, system will show all the hierarchy levels in that particular Cadre. Only the cadres that are being controlled by that particular unit will be shown open for that and remaining ones will be shown in non-editable format.

Against each of the grades, the updation status will be shown either as New / Draft / Approved and an action button will be shown. **(Image : 24)**

Image : 24

In order to assist users, whenever a seniority list whose status is New is opened up through action button, system will automatically pick and populate the list with the names of employees whose details like department, designation, grade pay etc. matches with the details of that Cadre level.

CDC will then be required to indicate the following details in front of the names of all the employees **(Image : 25)**

1. Date of entry in scale
2. Effective Date (Date from which he is considered to be part of this seniority group. Can be same or different to that of Date of entry in scale as per individual cases)
3. Seniority Position – Here CDC has to indicate seniority position number on which a particular employee in the entire seniority lists stands.
4. Remarks – if any remarks need to be added it can be indicated here

Image : 25

There might be instances where some of the employees are not being shown by the system in the seniority list so created or some employees need to be added into the already created list. In order to add employee, 2 search methods have been provided.

1. **Search by designation :** using this method, if user wants to add employees with one particular designation to the list, they can be searched through the link "Search by Designation" and by setting appropriate filters necessary search can be made. **(Image : 26)**

Image : 26

2. **Search by HRMS ID** : In case any particular employee needs to be added in some place in the seniority list, user needs to click the + button shown in the row above. This will add another empty row below the + button. Here CDC can enter the HRMS ID of employee who needs to be added into the list and system will fetch its details and will show. Remaining details can be entered and list can be updated.**(Image : 27)**

Image : 27

The CDC is required to enter all the details of the employees along with seniority position numbers. **(Image : 28)**

Image : 28

There is no requirement of entering seniority position numbers in sequential manner at the time of entering of data. Once all the data are entered and "Save as Draft" button is clicked, system will automatically sort the seniority lists data sequentially as per the seniority position numbers. If the CDC has completed entry of all data satisfied with the sorted seniority lists, he can Submit the same. On submission, the list will be sent to CVA for verification.**(Image : 29)**

Image : 29

4.2 Verification of Seniority List

The seniority lists so created and submitted by CDC will start reflecting in the account of CVA for verification. Same can be accessed by CVA through the link Verify Seniority List in Cadre Management module. The interface will show the seniority lists that are pending for verification in a drop down. On selecting the appropriate seniority list from the dropdown, the interface for verification will open as shown below. If all details are found correct, CVA can verify the same which will push the seniority list to the account of CAA for acceptance. **(Image : 30)**

Image : 30

4.3 Accepting and Publishing Seniority List

All the seniority lists that have been verified by CVA will be reflected in the account of CAA for acceptance. There will be 2 options that will be shown to CAA – Approve and Publish. **(Image : 31)**

The verified Seniority list needs to be approved by CAA. Once approved, it will be finalized in the system for further selections and promotions. However, this approved seniority list will be visible only to Cadre dealing staff of Personnel department.

Cadre Level ID	Cadre ID	Designation	Cadre Type	Sub Unit	Department	Sub Department	Hierarchy Position	Pay Level	Cadre Strength	Updation Status
263	Clerk (56363)	Office Supdt	D		PERSONNEL	N/A	2	6		Approved

HRMS ID	Name	IPAS Id	Designation	Station	Community	User Unit	DOB	Date of Appointment	Date of Entry in scale	Effective Date	Seniority Position	Remarks	Status	Actions
SMXXOA	VARALAKSHMI B	24101243123	CHIEF TYPIST	SC	GEN	SCRZ	01/06/1962	19/03/1985	10/03/2011	10/03/2011	1		Approved	
CTNHLD	PRASAD A V R L N	24101816561	CHIEF TYPIST	SC	GEN	SCRZ	02/10/1962	24/02/1986	20/11/2012	20/11/2012	2		Approved	
WHFEKQ	KUMAR K B M	24101121674	CHIEF TYPIST	SC	GEN	SCRZ	30/05/1966	16/10/1989	25/09/2017	25/09/2017	3		Approved	

Publish

Image : 31

In order to publicize the finalized seniority list, option of Publish needs to be selected. Once selected, a pop-up will open up requesting user to sign the pdf copy of the Seniority list. **(Image : 32)** Once signed, the pdf will be stored and visible to all the employees.

Image : 32

4.4 View Published Seniority List

Once the seniority list has been approved and published, the published seniority list will be available for all to view. The status along with published seniority list can be viewed from the report View Cadres as shown below (**Image : 33**)

Image : 33

Here the status of seniority list – whether in Draft, Submitted, Approved or Published state – can be seen. Also on clicking on the icon, if the seniority list has been published, system will show the following pop – up. (**Image : 34**)

Image : 34

Here the pop up will show the details about all the seniority lists for that level which have been published in the past. It will show when the seniority list was published, who published it and it was effective till what date. On clicking the view pdf, published seniority pdf file can be seen as shown below **(Image : 35)**
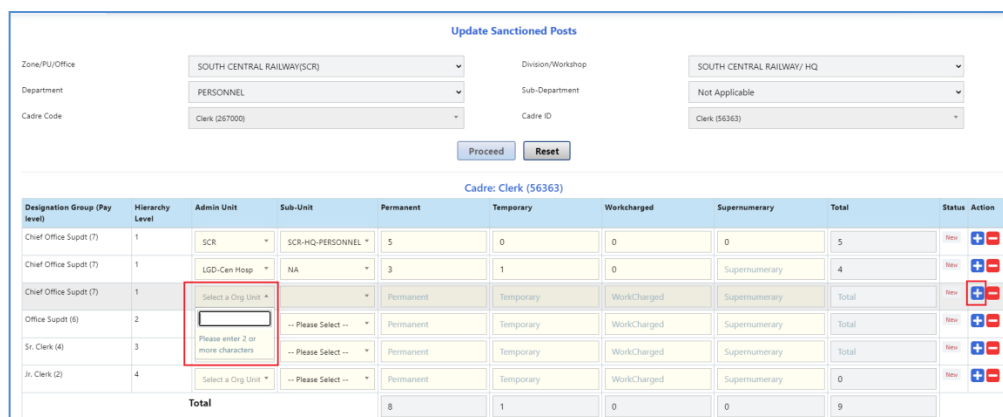

Image : 35

5. BOOK OF SANCTIONS

Once all the Cadre IDs of a unit have been generated, then creation of Book of Sanctions and Pinpointing of Posts needs to be done.

5.1 Creation of BOS

CDC has the option of creating a detailed pinpointed version of Book of Sanction by accessing the link **"Creation of BOS"** under the head Book of Sanction of Cadre Management Module. Here on clicking the link, the interface shown below will open up **(Image : 36)**. CDC will be required to open each and every Cadre ID and give the detailed breakup of all types of posts along with names of Org units and sub units where they are operating.

Image : 36

Here for pinpointing for these posts, the Org Units and Sub units will be those units which have been created by AA and UA through Organisation Hierarchy module. Thus, for every post of a particular grade being operated at a particular org unit, a separate row needs to be created by clicking the + sign of that grade and details needs to be entered.

It is to be noted that a Primary unit (Zonal HQ/Division/Workshop) will be able to indicate the unit (Org Unit & Sub unit) which lies within its jurisdiction. Once pinpointed, that particular post will start reflecting the BoS of the Primary Unit that has done the pinpointing.

In case of Zonal and Sub Zonal Cadres and posts :- These are the posts which, though are part of BoS belonging to some other unit, but their cadre is being controlled by some other units. In all such cases, initial pinpointing of posts have to be done by Cadre Controlling Unit which will declare which posts are belonging to which Primary Unit, and then further details of pinpointing have to be done by Primary units which control those posts.

![CRIS logo]

Illustration:

- **Zone :** South Central Railway (SCR)
- **Primary Units :** Zonal HQ, Divisions (SC, BZA, GNT, GTL, HYB, NED), Workshops (LGDS, TPTY, RNYP)
- **Cadre :** Staff and Welfare Inspector
- **Controlling Level :** Level -7 - HQ controlled (Controlled by PCPO Office)
  Level – 6 – Controlled by respective primary units

Consider a scenario wherein in a Zonal Railway (SCR in our illustration), the cadre controlling level of Welfare Inspector is such that Level-7 posts are controlled uniformly by Zonal HQ through PCPO office and level 6 posts are under the control of respective units. Thus the steps involved in such a scenario are details as follows:

Step – 1 : Declare Cadre control level as Joint Control and indicate Level -7 as Zonal Control. (i.e select Level 7 post and leave other as unchecked)

Step – 2 : All the primary units will create their respective Cadre IDs for Level – 6 posts. They will not be allowed to create Cadre ID for Level – 7 posts. Zonal HQ will only create Cadre ID for Level – 7 posts for all units.

Step – 3 : All the primary units will update the seniority lists for Level – 6 Cadre ID as they are the Cadre Controlling Level. Zonal HQ will update the seniority list for Level -7 as it is the Cadre controlling Unit for Level – 7.

Step – 4 : Respective Primary Units will pinpoint the Level – 6 posts. Here if all the posts are pinpointed at Sr DPO office they can select their Division Name in Org unit and BO unit name in Sub unit.

For Zonal Controlled posts of Level – 7, there will be 2 stages in pinpointing. In first stage, in org unit, the Zonal HQ will be required to indicate the Primary units in which those posts are being operated. So if Zonal HQ is declaring pinpointing for its own unit, they need to select Short code of their Zone in Org unit and select sub unit where the post is being operated. However, for the Level-7 posts of other primary units for which Zonal HQ is controlling the Cadre, Zonal HQ has to indicate only the short codes of those Primary units and Zonal HQ will not be able to select any sub unit. **(Image : 37)**

Image : 37

Once pinpointing for such posts has been submitted by the CDC of HQ, it will be sent to CAA for verification. Here, CAA will be shown the breakup of all the posts. The posts which have been sent to other Primary units for further pinpointing will be shown with grey colored background. **(Image : 38)**

Image : 38

Once this pinpointing has been accepted by the UA, these cadres along with their indicated posts break up will start reflecting in the account of those assigned Primary units (Divisions / Workshops) as pending for pinpointing. Respective Primary Units can then indicate precise pinpointing like, Sr DPO Office etc where those posts are operating by accessing the link **"Pinpointing (Ported Data)"** under Book of Sanction Sub Head. **(Image : 39)** The same can be accessed by CDC for indicating the detailed pinpointing of posts.
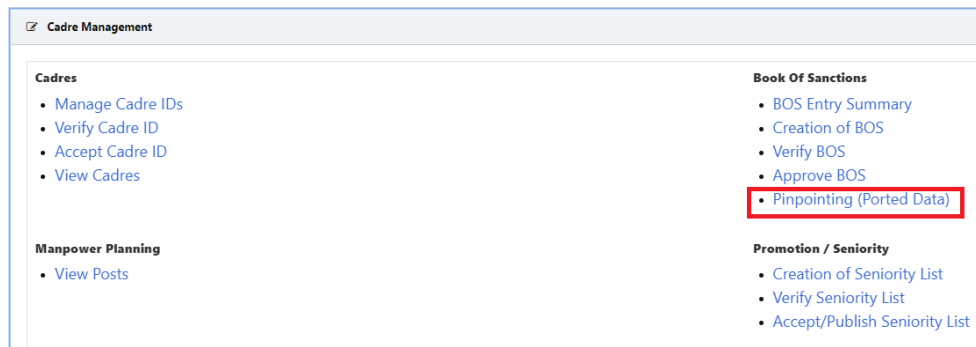
Image : 39

Once **"Pinpointing (Ported Data)"** link is clicked, it will open up the following interface. Here, only those cadre IDs whose pinpointing is pending and is yet to be done will be shown. The same can be selected from the dropdown as shown below. **(Image : 40)**
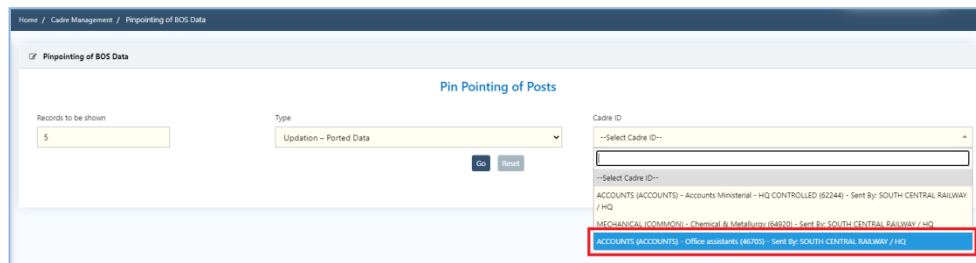

Image : 40

On selecting the appropriate Cadre ID, the interface as shown below will get opened up. Here the CDC can give the appropriate break-up of the posts as indicated by the other primary unit and indicate the units and sub units where those posts are operating. **(Image : 41)**
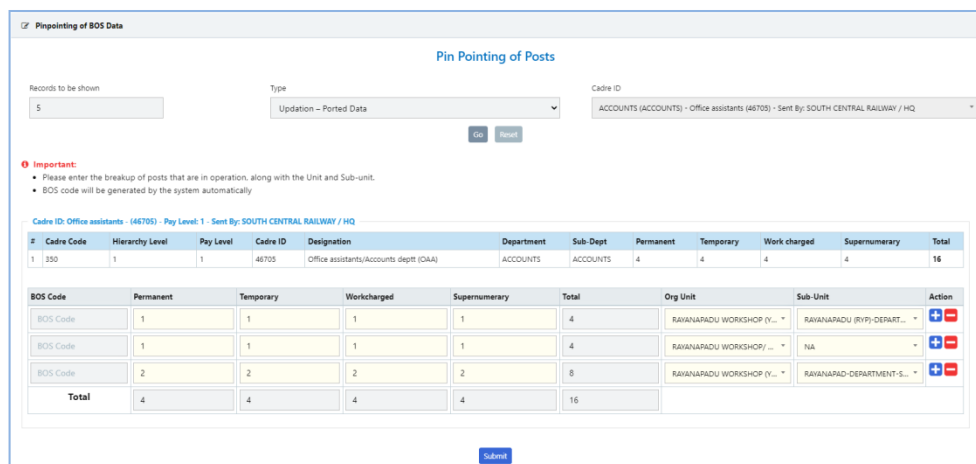
Image : 41

Note : While indicating the break-up of pinpointing here, it has to be ensured by the CDC that the total number of posts matches with that which has been sent for pinpointing by the other primary unit.

Once entire data entry has been done, the draft BoS can be submitted by CDC for verification which is to be done by CAA. **(Image : 42)**

Image : 42

5.2 Verification and Approving BoS

Once the CDC has entered all the details regarding pinpointing of posts and submitted the draft BoS, it will be pushed to CAA for verification. CAA can access the same through Verify BoS link and can verify the same. Once CAA verifies the BoS, it will be sent to UA for Approval who can access the same through Approve BoS link and approve the same. **(Image : 43)**
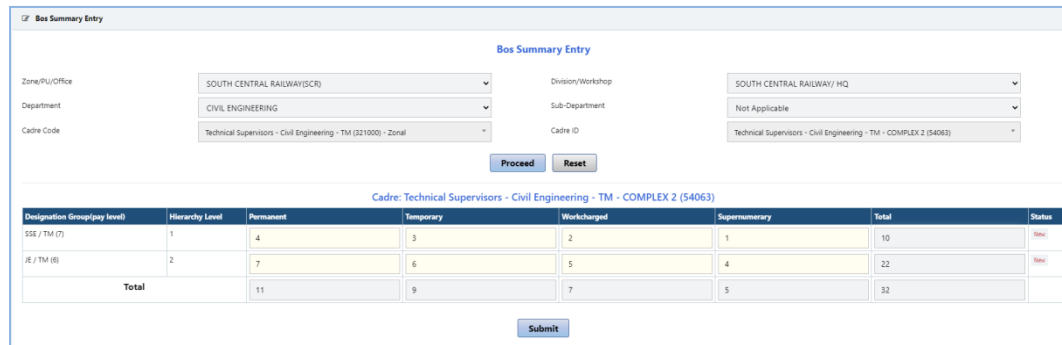

Image : 43

For the BoS summary data without pinpointing of station to org units, which has been uploaded into the system, CDC will be required to indicate pinpointing of posts by accessing the link Pinpointing (Ported Data).

Once the entire pinpointing of posts have been done and BoS have been accepted by UA, all the sanctioned posts of a particular Primary unit will be created with each post having its own independent post code.

5.3 BoS Summary Entry

In case there are instances where pinpointing of posts have not been done by units, there is a provision to enter the summary of BoS and pinpoint the posts at a later stage.

In order to do so, user is required to access the link BoS Summary Entry. On clicking the same, the following interface will be opened up wherein the user will be required to make selections for Cadre IDs whose data has to be entered. (**Image : 44**)

Image : 44

Once the details have been entered by CDC, it will sent for verification to be done by CAA. The same can be verified by accessing the details through Verify BoS link. Once clicked, the submitted Cadre ID will be shown in the drop down with **"Summary Entry"** written along with it. (**Image : 45**)
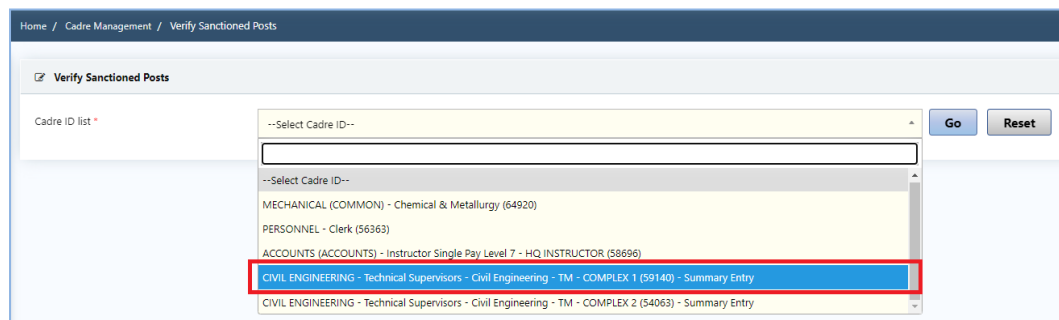

Image : 45

Selecting the Cadre ID will show the details which have been submitted by the CDC (**Image : 46**)

Zone Railway Unit	Designation Group (Pay Level)	Department/ Sub-Department	Hierarchy Level	Org Unit	Sub Unit	Permanent	Temporary	Workcharged	Supernumerary	Total	Status
SCR / SOUTH CENTRAL RAILWAY / HQ	SSE / TM (7)	CIVIL ENGINEERING / NA	1	SOUTH CENTRAL RAILWAY (SCR)	NA	3	1	1	0	5	For further Pin pointing
SCR / SOUTH CENTRAL RAILWAY / HQ	JE / TM (6)	CIVIL ENGINEERING / NA	2	SOUTH CENTRAL RAILWAY (SCR)	NA	4	2	1	0	7	For further Pin pointing
		Total				7	3	2	0	12	

Remarks

Date	Employee Name / Designation	Remarks	Status
13-01-2023 10:49:51	P. KISHORE BABU CPO(A) / PERSONNEL		Submitted

Remarks *

[Enter your remarks here]

Verify   Return

Image : 46

Once the data has been verified by CAA, it needs to be approved by UA which can be done by accessing the link "Approve BoS".

Once it has been approved, the detailed pinpointing for the Cadre ID can be done by selecting the same through "Pinpointing (Ported Data)" link, wherein after opening the link, appropriate Cadre Id can be selected and details regarding pinpointing can be entered.

6.   MANPOWER PLANNING

6.1 View Posts

This is a report format which has been provided to view all the posts that are sanctioned in a particular unit. In order to narrow down the search results, users have been provided with multiple filters to assist them **(Image : 47)**

Image : 47

7. DISCLAIMER

HRMS software and its different modules are continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves updated with the latest changes, and by taking note of the messages sent by the HRMS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.

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