CRIS

USER MANUAL

SYSTEM : HRMS

MODULE : ORGANISATION HIERARCHY

Version 1.0

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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

As per current prevailing structure, Railway Administration is being operated in a 3 – Tier structure comprising of – Railway Board at Tier-I, Zonal Railways at Tier-II and Divisions and Workshops at Tier-III. These administrative units themselves are further divided into various separate entities like departments, sheds, maintenance units, health units etc for administrative and operative purpose. Each of these entities is either existing independently with separate posts as well as funds allotted to it or act as a sub unit of an independent org unit. The basic purpose of this module is to create all such entities which are existing and being operated at different levels across different administrative units of Indian Railways and map them into HRMS.

1.2 Brief Overview of Application

The entire process of creation of these organization units has been divided into a 2-step process. First, Approving Authority (AA) of already **existing primary units (Zonal railway, Divisional Railway, Workshop, Construction Unit and Production Units)** will log into their HRMS system and will start creating different units one at a time duly entering all the required details. Once the details for a particular entity is entered and submitted, then the Unit Administrator (UA) of that primary unit can log into the system and verify the details of the units so proposed to be created. Once the details are verified by the UA, the units are created and will start reflecting into the system.

1.3 User Roles involved

Approving Authority (AA)	-	for creation of org units
Unit Administrator (UA)	-	for verification and approving of org units

2. ZONAL AND DIVISIONAL UNITS

2.1 Creation of Units

This provision has been provided to create an org unit which currently does not exist in the system. Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process.

In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.**(Image : 1)**

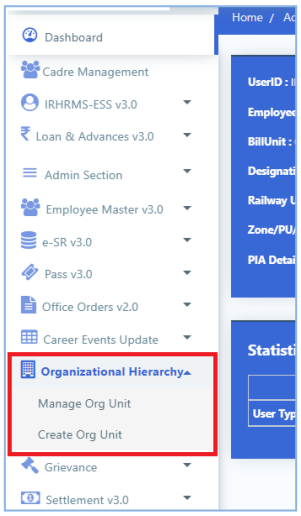

Image : 1

Once **"Create Org Unit"** option is selected and clicked, the following interface will be opened prompting AA to enter the details as shown in the screenshot **(Image : 2)**

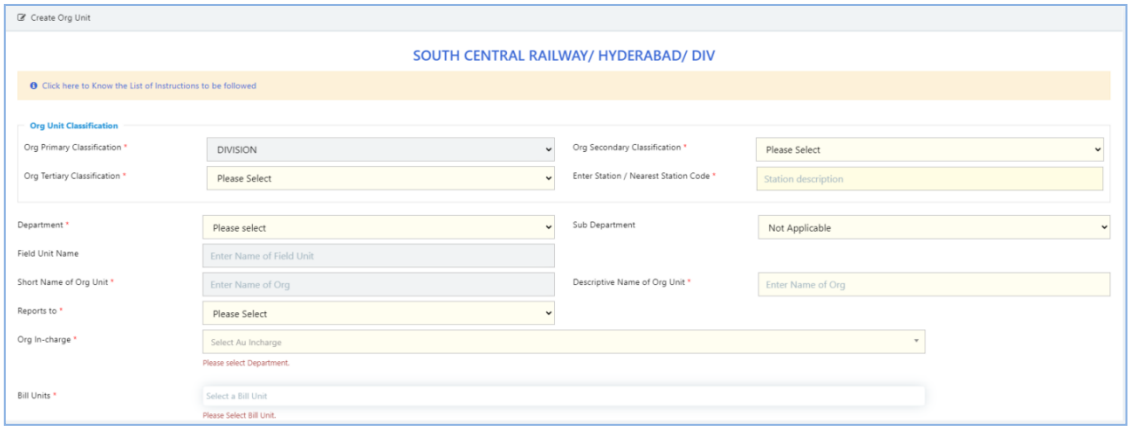

Image : 2

Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Org Secondary Classification :** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Central Hospital, HQ Office (PHOD's Office), Zonal Training Institute etc in case of Zonal Railways and Divisional BO (Divisional Branch Officer's office), Divisional Field Unit (for creating ADEN, ADSTE, RPF outposts etc), Divisional Health Units, Shed (Diesel or electric loco sheds) etc in case of Divisions as shown below **(Image : 3)**

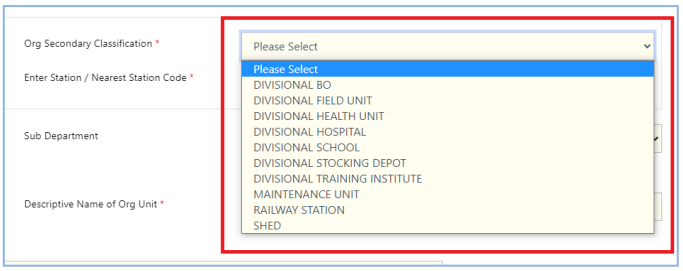

Image : 3

3. **Org Tertiary Classification :** This drop down defines the type of unit being created. For all the options selected from drop down under Secondary classification this drop down will be fixed and will not allow user to make any selection **except** only in case of **Maintenance unit** and **Shed**. Once one of these two options are selected, user is required to make selections regarding the type of that unit from this drop down as shown in the screenshots below **(Image 4 & 5)**

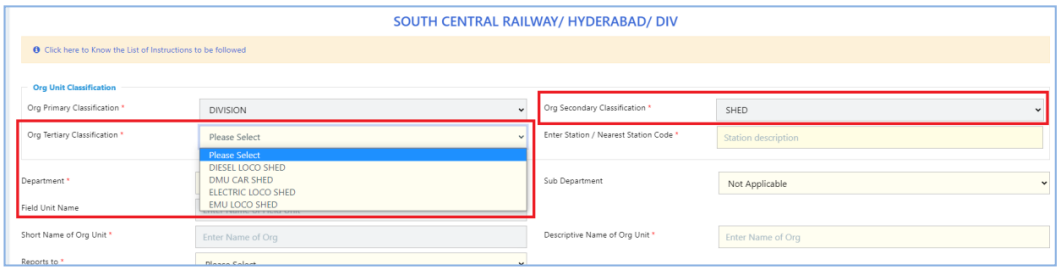

Image : 4

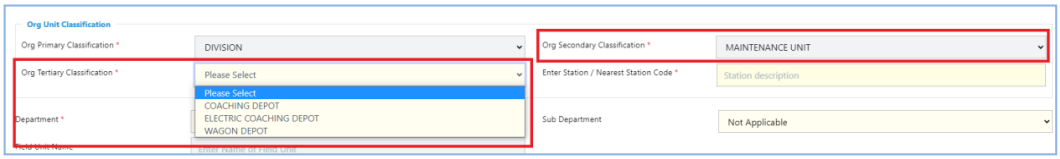

Image : 5

4. **Station / Nearest Station Code :** In this field user is required to identify the station where the unit being so created exists. Here option of dynamically searching stations across India by entering at least 2 characters has been given for ease of use. In case a user selects a station which is outside the territorial limit of his Railway Zone, system will prompt a warning message and after the confirmation by user, the said station may be selected.

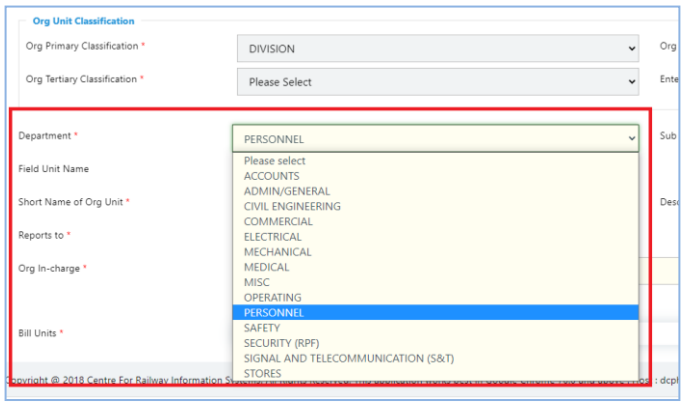

Image : 6

5. **Department :** Here in this field, it is required to indicate the Department to which the unit being created belongs. For eg it will be Security in case of RPF outpost, Medical in case of Divisional Hospital / Health unit and so forth**. (Image : 6)**

6. **Field Unit name :** This is a descriptive text box in which data can be entered only when Org unit being created is of **type Field Unit** selected in its **Secondary Classification**. Here user can indicate the name of field unit which is being created. For eg in case of Hyderabad division, if the office of ADEN Kurnool Town is being created, user may enter its name as ADEN/KRNT **(Image : 7)**

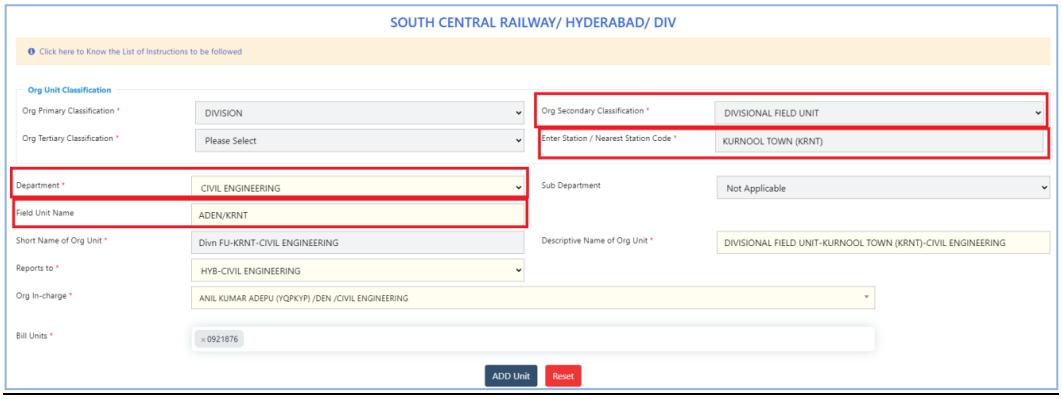

Image : 7

7. **Short name and Descriptive Name :** Short name of all units being created is in non-editable format. The Descriptive names of the unit being created will be prompted by the system and user has the option to edit it to suit their convenience for better identification of the units.

8. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. In this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop, Construction and Production Units have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

For example, when user logs into the system for the first time and no org unit has been created thus far, the only option of Zone/Division Name (Directly reporting to GM/DRM) will be displayed under this dropdown. Thus all those org units like Zonal HQ Office / Divisional BO etc who report directly to GM/DRM can be created first and their reporting may be assigned directly to GM/DRM. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to GM/DRM, this option may be selected. **(Image 8 & 9)**

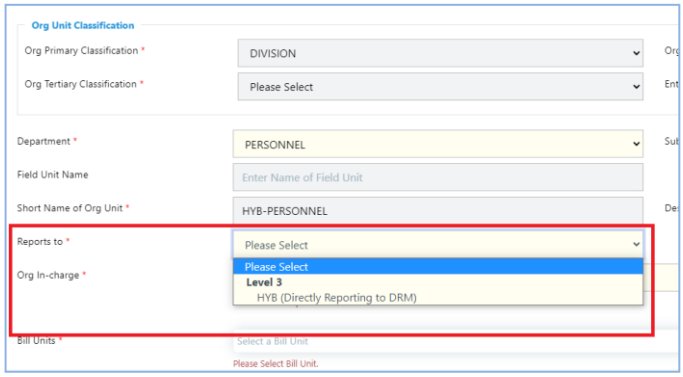

Image : 8

However, in case org units so being created reports to any Divisional Branch Office or any other unit further down the hierarchy, the same may be selected from the same drop down.

Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure.

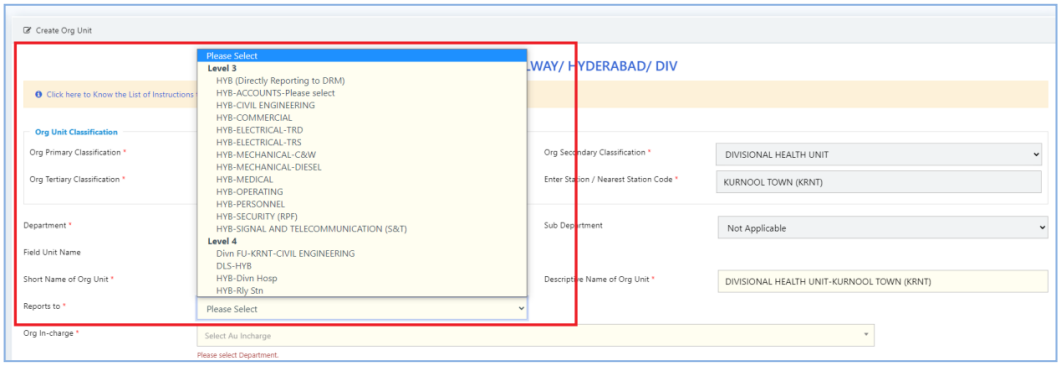

Image : 9

9. **<u>Org In-charge :</u>** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation and accordingly necessary selection may be made

10. **<u>Bill Unit :</u>** Bill units comprising of employees of that org units need to be added here

Once all these details are entered, user needs to submit the record for verification to be done by Unit Administrator (UA). Once clicked, the system will ask for confirmation of the same. When confirmed, the record will be sent to UA for verification.**(Image : 10)**

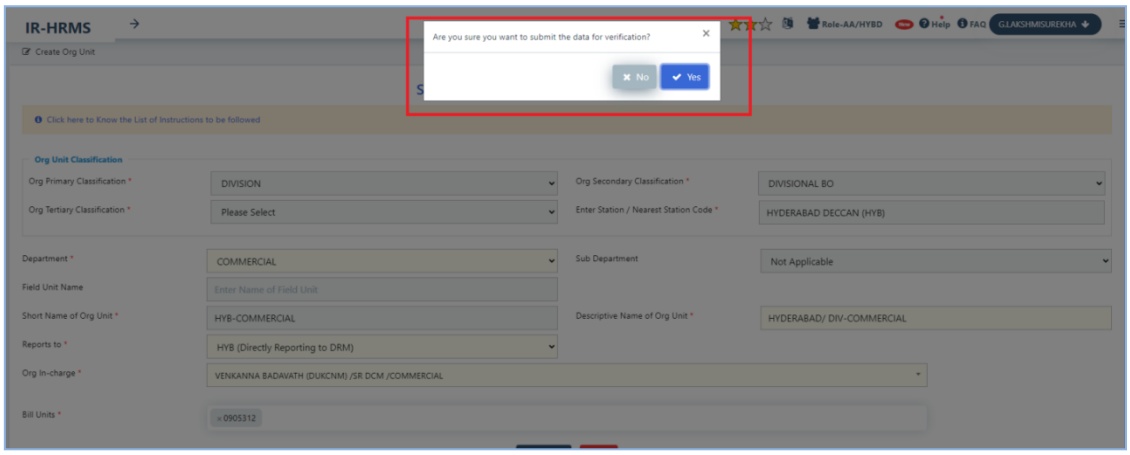

Image : 10

2.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 11)**

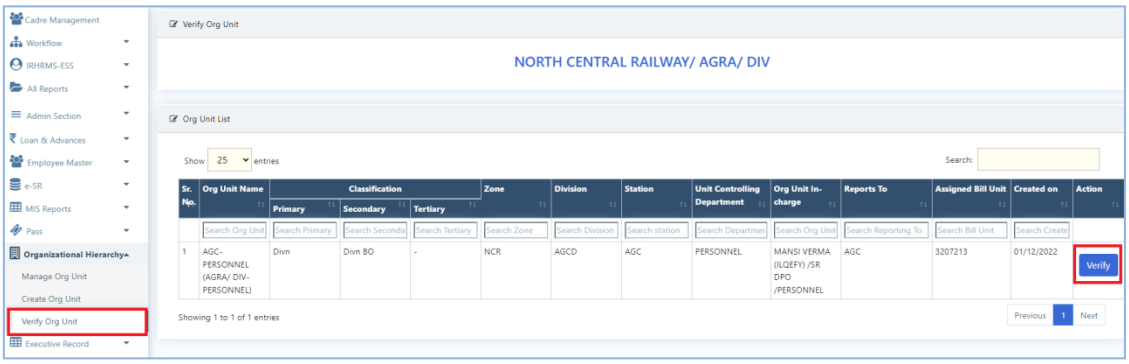

Image : 11

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details are found to be correct, the record can be verified. If any detail is found to be incorrect and UA needs to return the record, same can also be done along with remarks**. (Image : 12)**

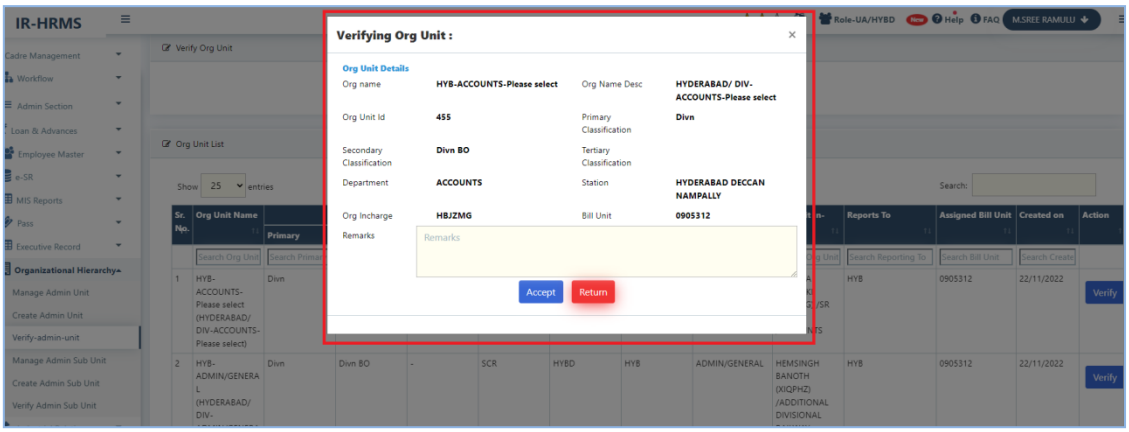

Image : 12

The records so verified and approved as well as those which have been returned back for correction, will start reflecting in the system and can be seen from **"Manage Org Units"** interface.

3. WORKSHOP UNITS

3.1 Creation of Units

The process for creation of organization units of a Workshop is similar to that of Zonal and Divisional Units. It is again a 2-step process wherein units are **proposed by Approving Authority (AA)** and **verified and approved by Unit Administrator (UA)**.

Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process. In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.

Once **"Create Org Unit"** option is selected and clicked, the following screen will be opened prompting AA to enter the details as shown in the screenshot **(Image : 13)**

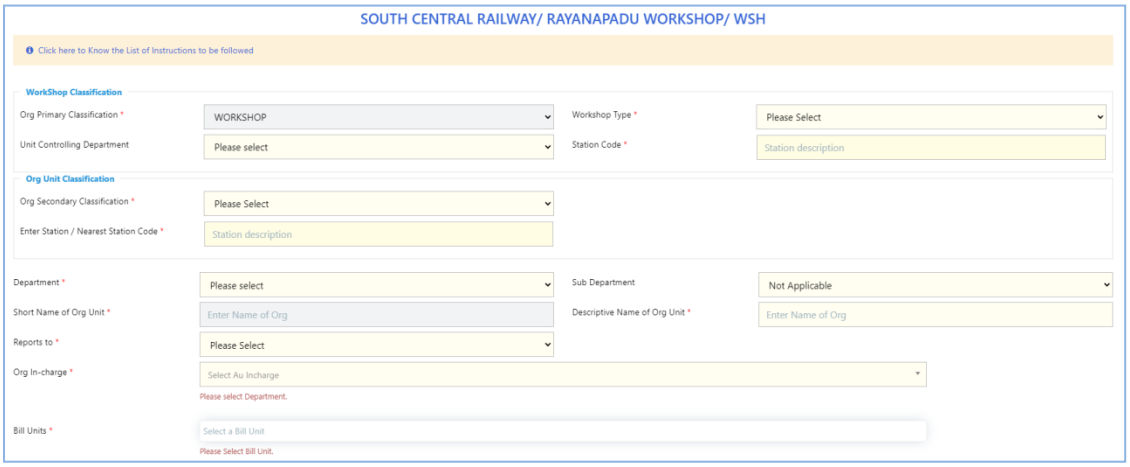

Image : 13

Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Workshop Type :** In case of Workshops, when logged into the system for the first time, AA will be required to select the type of Workshop and its controlling department. List of all types of Workshops will be displayed in this drop down and user can select the option based on its unit type. This selection is one time activity and once Workshop type,

Controlling Department and Station of Workshop are selected, they will remain frozen thereafter whenever user logs in and creates any further org units.**(Image : 14)**

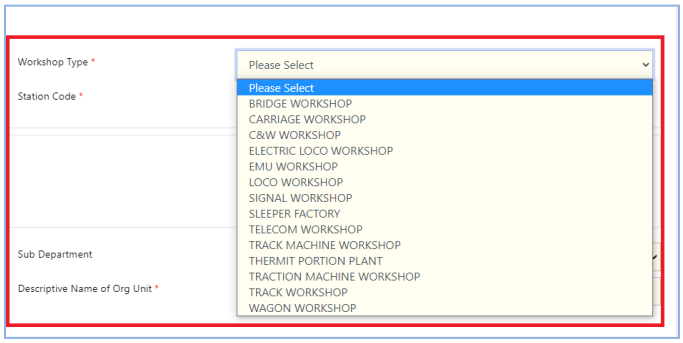

Image : 14

3. **<u>Org Secondary Classification :</u>** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Department (eg Personnel, Accounts etc), Shop (for eg Trimming shop, Welding Shop etc), Stocking Depot and Training Centre (BTC) as shown below **(Image : 15)**

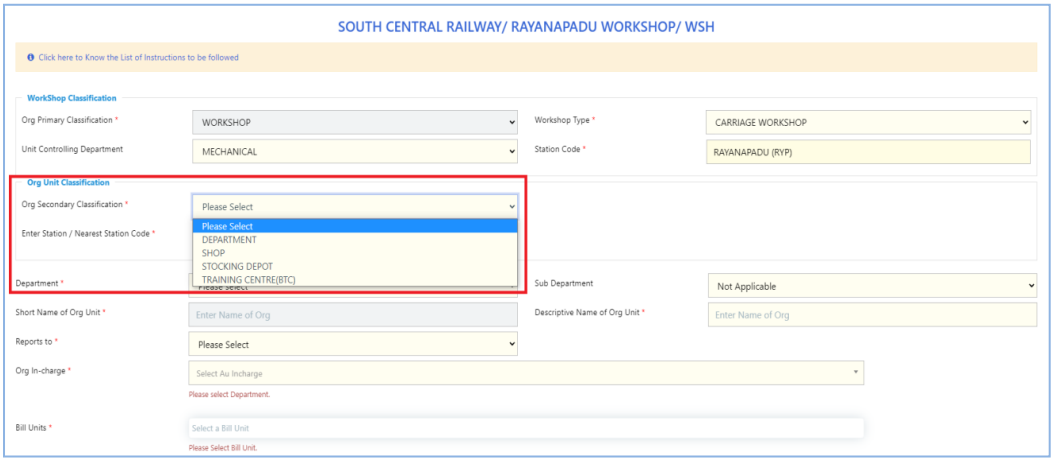

Image : 15

4. **<u>Department :</u>** Here in this field, it is required to indicate the Department to which the unit being created belongs. For eg it will be Mechanical in case of shop belonging to Mechanical department, Personnel while creating Personnel Department and so forth.

5. **<u>Short name and Descriptive Name :</u>** Short name of all units being created is in non-editable format. The Descriptive names of the unit being created will be prompted by the system and user has the option to edit it to suit their convenience for better identification of the units.

6. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop and Construction have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

   For example, when user logs into the system for the first time and no org unit has been created thus far, the only option of Workshop Name (Directly reporting to CWM) will be displayed under this dropdown. Thus all those org units like Shop / Department etc who report directly to CWM can be created first and their reporting may be assigned directly to CWM. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to CWM, this option may be selected.

   However, in case org unit so being created reports to any other unit further down the hierarchy, the same may be selected from this drop down.

   Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure.

7. **Shop name :** This is a descriptive text box in which data can be entered only when Org unit being created is of **type Shop** for which appropriate selection can be made through Secondary **Classification** drop down. Here user can enter the name of shop which is being created. **(Image : 16)**

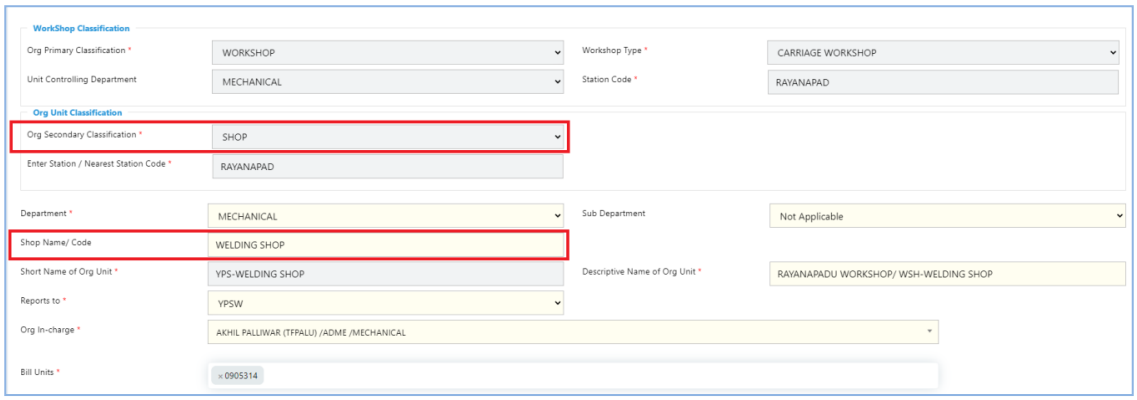

Image : 16

8. **Org In-charge :** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation.

9. **Bill Unit :** Bill units comprising of employees of that org units need to be added here

Once all the details required for creation of organization units has been entered into the system, the record may be submitted for verification. On submission of record, it will be forwarded to UA for verification.

3.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 17)**

Image : 17

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details found to be correct, the record can be verified. If any detail found to be incorrect and UA needs to return the record, same can also be done.

4. CONSTRUCTION UNITS

4.1 Creation of Units

The process for creation of organization units of Construction is similar to that of Zonal and Divisional Units. It is again a 2-step process wherein units are **proposed by Approving Authority (AA)** and **verified and approved by Unit Administrator (UA)**.

Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process. In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen.

Once **"Create Org Unit"** option is selected and clicked, the following screen will be opened prompting AA to enter the details as shown in the screenshot **(Image : 18)**

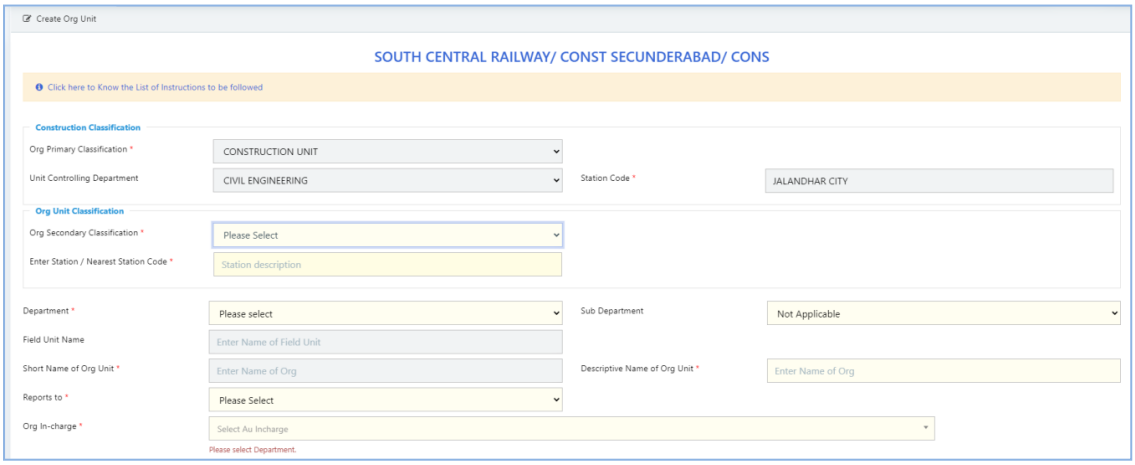

Image : 18

In order to create organization structure and different units of a Division, the interface as shown above will be opened when "Create Orgn Units" is clicked. Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (eg Zone / Division / Construction / Workshop). This is fixed and cannot be edited by the user.

2. **Unit Controlling Department :** In case of Construction, when logged into the system for the first time, users will be required to select the Unit controlling department and station. This selection is one time activity and once Controlling Department and Station are selected, they will remain frozen thereafter.

3. **Org Secondary Classification :** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Construction HQ (for creation of HQ Departments like Electrical, Civil Engg, Personnel etc) and Construction Field Units (for creation of different field units at different locations) **(Image : 19)**

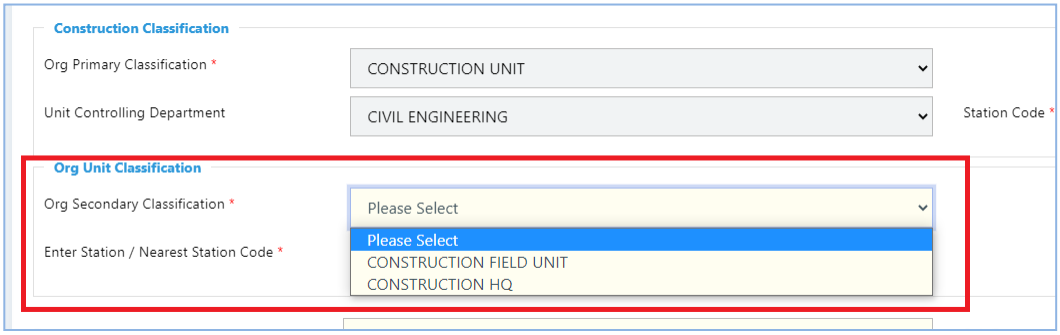

Image : 19

4. **Department :** Here in this field, it is required to indicate the Department to which the unit being created pertains. For eg if Electrical Department is being created at HQ, Electrical needs to be indicated or if S&T field unit is being created, S&T is to be indicated.

5. **Field Unit name :** This is a descriptive text box which will be opened only when Org unit being created is of type Construction Field Unit selected in its Secondary Classification. Here user can indicate the name of field unit which is being created. For eg if an office of Dy CSTE/C is being created, same may be indicated in this text box.**(Image : 20)**

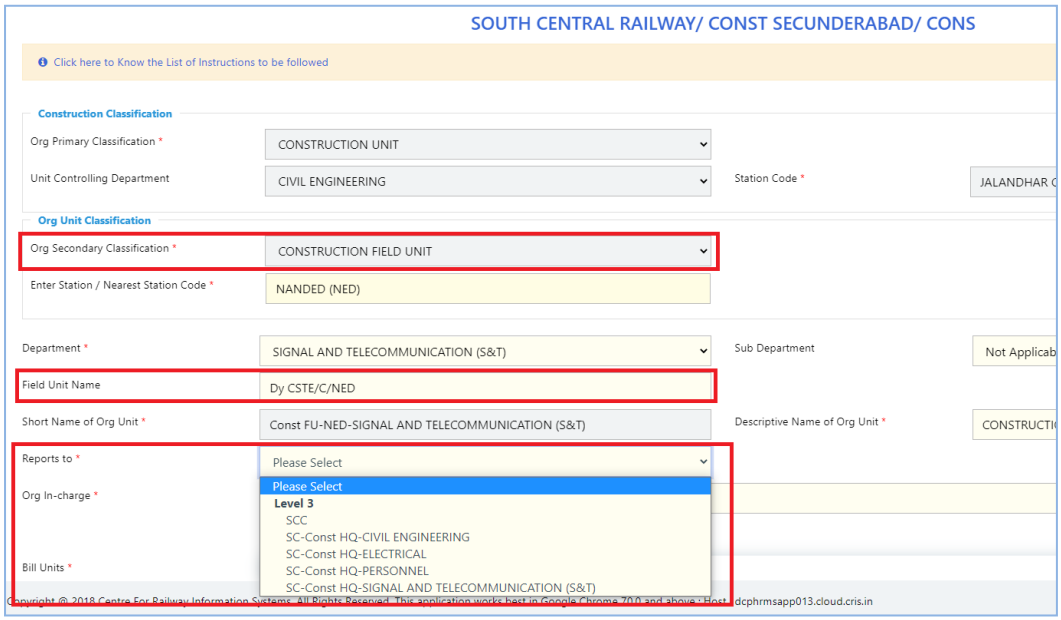

Image : 20

6. **Short name and Descriptive Name :** Short name of all units being created is in non-editable format. The Descriptive names of the unit being created will be prompted by the system and user has the option to edit it to suit their convenience for better identification of the units.

7. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop and Construction have already been updated into the system and by default will show only that value under this drop down. However, as multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

   When user logs into the system for the first time and no org unit has been created thus far, the only option of Construction Short Code (Directly reporting to CAO) will be displayed under this dropdown. Thus all those org units like Department etc which report directly to CAO can be created first and their reporting may be assigned directly to CAO. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to CAO, this option may be selected.

   However, in case org unit so being created reports to any other unit further down the hierarchy, the same may be selected from this drop down.

   Note : Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in hierarchical manner starting from top to bottom to properly establish their reporting structure

8. **Org In-charge :** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation.

9. **Bill Unit :** Bill units comprising of employees of that org units need to be added here

Once all the details required for creation of organization units has been entered into the system, the record may be submitted for verification. On submission, the details of the unit will be forwarded to Unit Administrator (UA) for verification

4.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 21)**

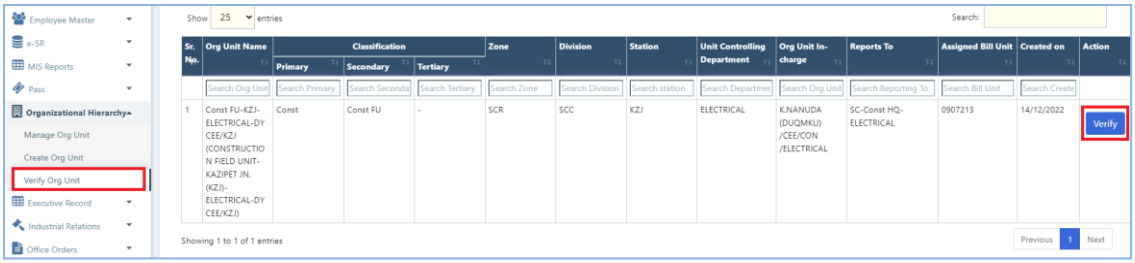

Image : 21

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details found to be correct, the record can be verified. If any detail found to be incorrect and UA needs to return the record, same can also be done.

5. PRODUCTION UNITS

5.1 Creation of Units

This provision has been provided to create an org unit which currently does not exist in the system. Whenever the admin (AA or UA) will log into the system for the first time, only their primary org unit will be shown as created and remaining org units they will be required to create through this interface and process.

In order to create an org unit which currently does not exist in the system, user (AA) needs to log into the system and select "**Create Org Units**" either from Organisation Hierarchy Tab on side menu or from Manage Org Units screen. **(Image : 22)**

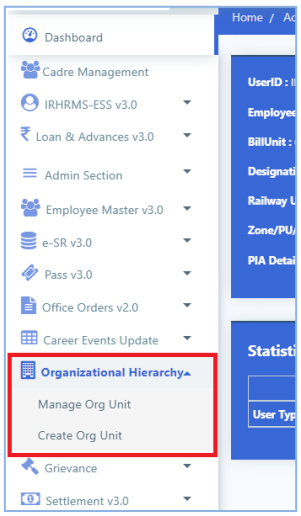

Image : 22

Once **"Create Org Unit"** option is selected and clicked, the following interface will be opened prompting AA to enter the details as shown in the screenshot **(Image : 23)**

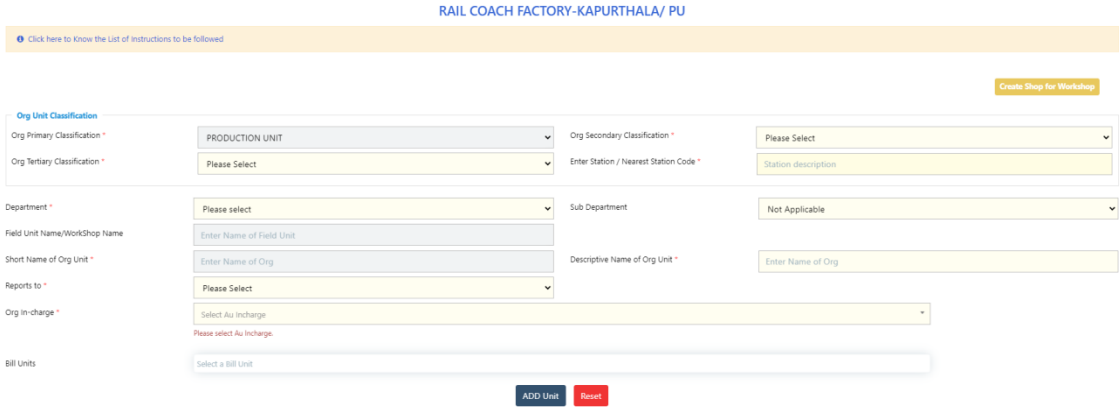

Image : 23

Various fields which need to be entered by the user for creation of field units are:

1. **Org Primary Classification :** This describes the classification of main unit from which user has logged in (e.g. Zone / Division / Construction / Workshop / Production Unit). This is fixed and cannot be edited by the user.

2. **Org Secondary Classification :** Here user is required to select the category of org unit which he wishes to create. The type of organization unit that needs to be created is selected from this drop down option. Various types given in this option include – Central Hospital, HQ Office (PHOD's office), Printing Press, PU Workshop (In case there are one or more bigger workshops within the PU which are further split into multiple shops), Railway School, Stocking Depot, Zonal Field Unit, Zonal Maintenance Units, Zonal Training Centre etc as shown below **(Image : 24)**

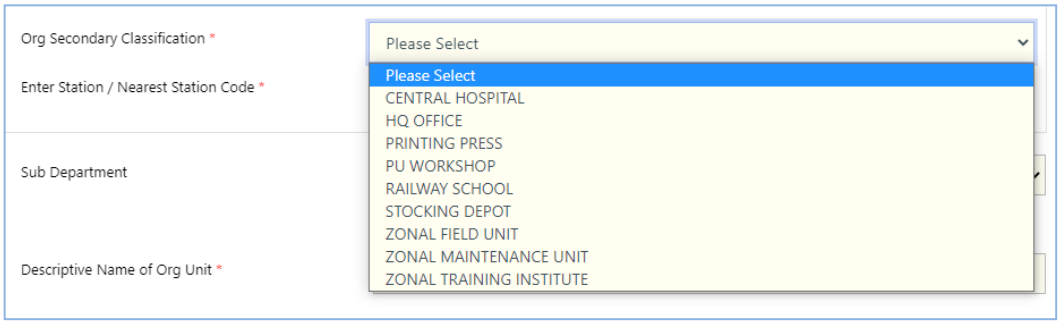

Image : 24

3. **Org Tertiary Classification :** This drop down defines the type of unit being created. For all the options selected from drop down under Secondary classification this drop down will be fixed in case of Production Units and will not allow user to make any selection.

4. **Station / Nearest Station Code :** In this field user is required to identify the station where the unit being so created exists. Here option of dynamically searching stations across India by entering at least 2 characters has been given for the ease of use. In case a user selects a station which is beyond the territorial limit of his Railway Zone, system will prompt a warning message and after the confirmation by user, the said station may be selected.

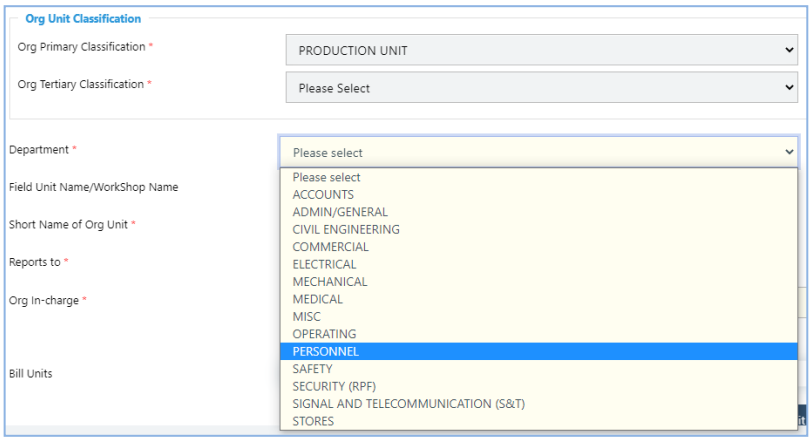

Image : 25

5. **Department :** Here in this field, it is required to indicate the Department to which the unit being created belongs. For eg it will be Security in case of RPF outpost, Medical in case of Hospital / Health unit and so forth**. (Image : 25)**

6. **Field Unit name :** This is a descriptive text box in which data can be entered only when Org unit being created is of **type Field Unit** selected in its **Secondary Classification**. Here user can indicate the name of field unit which is being created. **(Image : 26)**

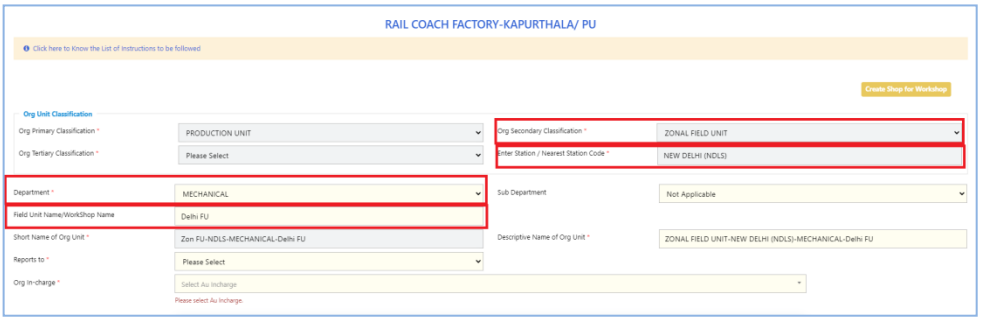

Image : 26

7. **Short name and Descriptive Name :** Short name of all units being created is in non-editable format. The Descriptive names of the unit being created will be prompted by the system and user has the option to edit it to suit their convenience for better identification of the units.

8. **Reports To :** Option indicated in this drop down provides flexibility to the admin to define the hierarchy of org units that is existing on field in their respective Primary Unit. Here in this field, it is required to indicate the existing unit to which the unit so being created reports in the organization hierarchy. Main primary units like Zone, Division, Workshop, Construction and Production Units have already been updated into the system and by default will show only that value under this drop down. However, as

multiple units will be created and will start to be updated into the system, they will start reflecting under this drop down from which appropriate selections could be made.

For example, when user logs into the system for the first time and no org unit has been created thus far, the only option of PU Name (Directly reporting to GM) will be displayed under this dropdown. Thus all those org units like Zonal HQ Office who report directly to GM can be created first and their reporting may be assigned directly to GM. Thus wherever any particular organization unit is such that its head/in-charge is reporting directly to GM, this option may be selected. **(Image 27)**

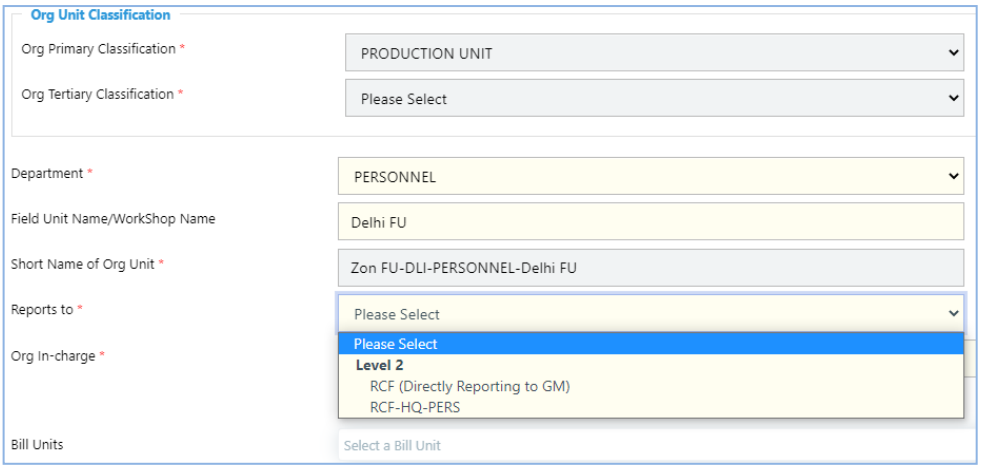

Image : 27

However, in case org units so being created reports to any Branch Office or any other unit further down the hierarchy, the same may be selected from the same drop down.

<u>Note :</u> Org Unit to which a particular unit being created reports will be reflected in this drop down only if that unit has been successfully verified and approved by UA. Thus it is advised that all org units are created, verified and approved strictly in <u>hierarchical manner starting from top to bottom</u> to properly establish their reporting structure.

9. **<u>Org In-charge :</u>** Here officer in-charge of that particular nit needs to be assigned. This field gives option of dynamic search by entering name / HRMS id / designation and accordingly necessary selection may be made

10. **<u>Bill Unit :</u>** Bill units comprising of employees of that org units need to be added here

Creating Shops for a bigger Workshop : In a PU, there may be 1 or more bigger workshops which are further divided into smaller shops. In order to create the same, first a bigger Workshop needs to be created by selecting option **"PU Workshop"** from Secondary Classification and entering all the above indicated details.

Once a PU Workshop has been created, then in order to create shops under the control of that particular Workshop, select the button "Create Shop for Workshop" shown on top right corner of the screen (**Image : 28**)

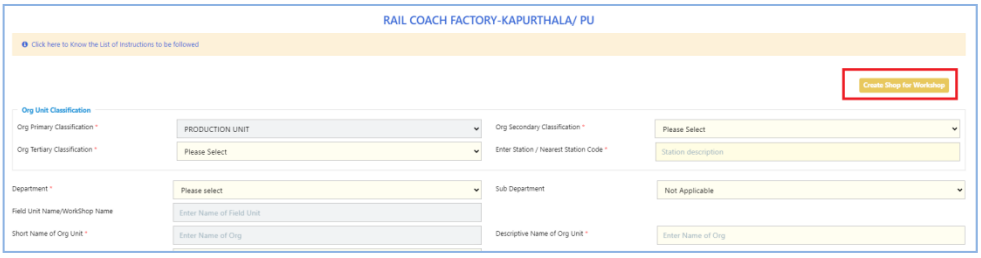

Image : 28

Once the button is clicked, user will be prompted to select one of the PU Workshop already created. Once appropriate selection has been made, required details of shop being created may be entered and submitted. **(Image : 29)**

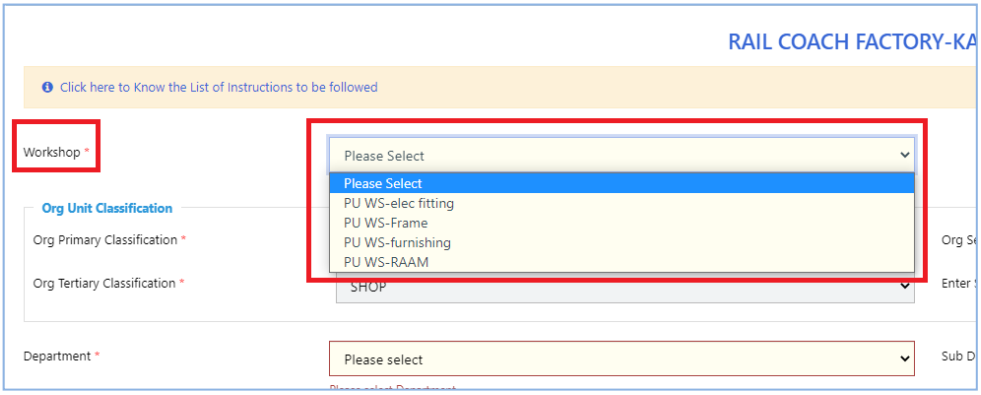

Image : 29

Once all these details are entered, user needs to submit the record for verification to be done by Unit Administrator (UA). Once clicked, the system will ask for confirmation of the same. When confirmed, the record will be sent to UA for verification**. (Image : 30)**

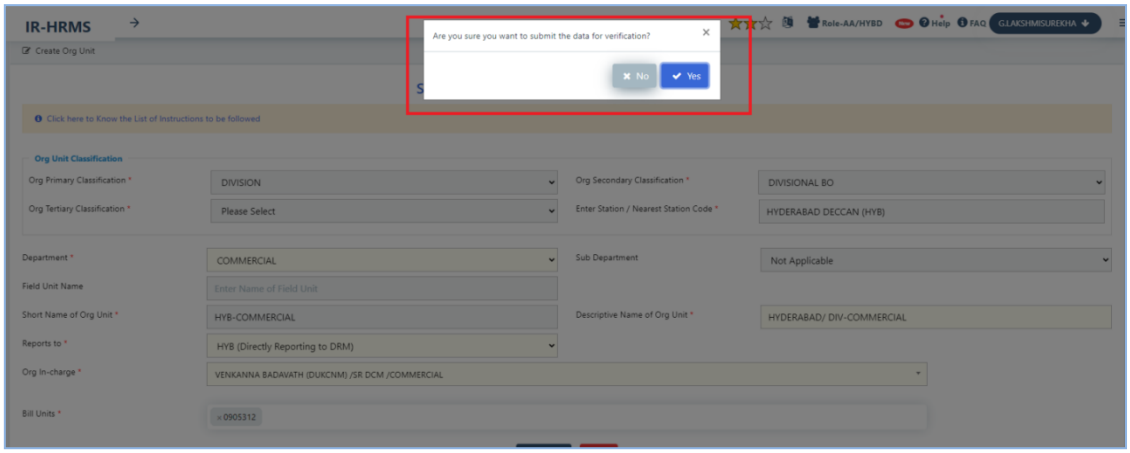

Image : 30

2.2 Verification of Units

Unit Administrator (UA) then needs to log into the system and verify the details of the units so proposed to be created as entered by AA. The same can be done by going through the link "**Verify Org Units**" under Organisation hierarchy tab. **(Image : 31)**

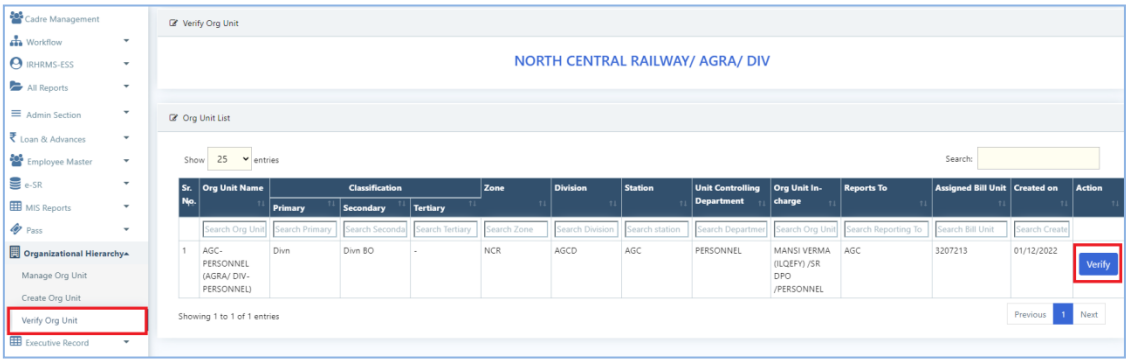

Image : 31

Then UA needs to click the verify button given in front of the unit to be verified. Once clicked, it will show a pop up screen which will display all the details of the unit. If all details are found to be correct, the record can be verified. If any detail is found to be incorrect and UA needs to return the record, same can also be done along with remarks**. (Image : 32)**

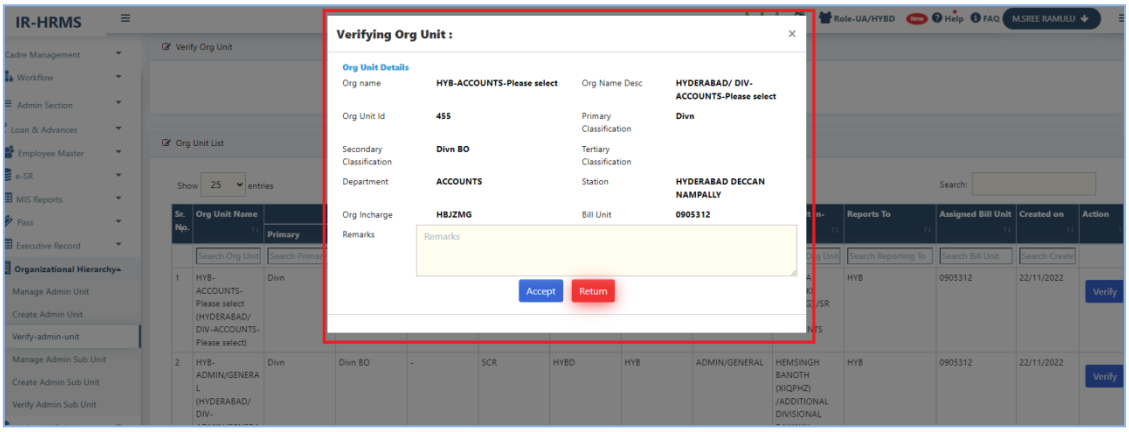

Image : 32

The records so verified and approved as well as those which have been returned back for correction, will start reflecting in the system and can be seen from **"Manage Org Units"** interface.

6. MANAGE ORGANISATION UNITS

The system also offers provision to users to monitor and view various organization units that have been created and exist in the system. The same can be seen in the form of a report from the interface of "**Manage Org Units"** as shown below **(Image : 33)**

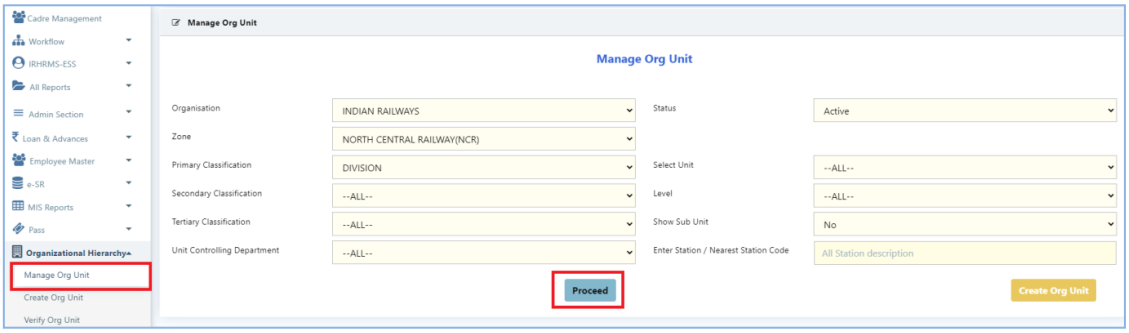

Image : 33

In "**Manage Org Unit**" Interface, user can view the list of already created organization units as per his requirement by applying various filters provided which are explained as follows:

1. **Status:** Here user can select the organization units based on their current status, i.e whether they are **Active** / **Under Approval** (created by AA and send for approval to UA and yet to be approved) / **Returned** (Returned by UA to AA with remarks to make changes) / **Discontinued** (Org Unit no longer in use and marked discontinued). (**Image : 34**)

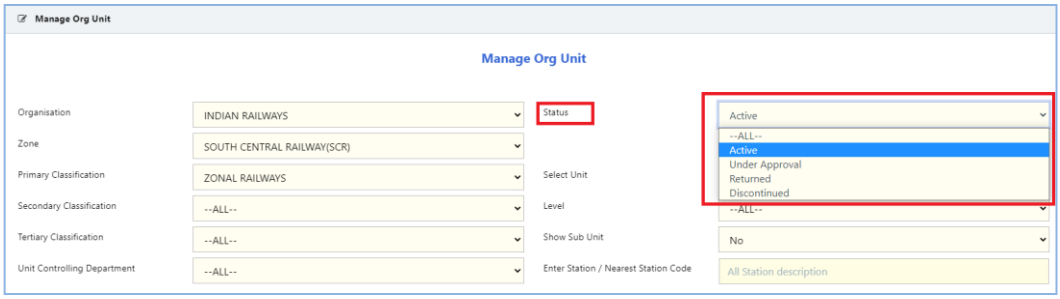

Image : 34

2. **Primary Classification :** Here option is given to select the type of Primary classification which will be displayed based on the selection of Zone and includes **Zonal Railway** (Zonal HQ Office), **Division**, **Workshop** and **Construction Unit** in case a Zonal Railway is selected from Zone option. However if a Production unit is selected, this option will automatically be set to **Production Unit**. (**Image : 35**)

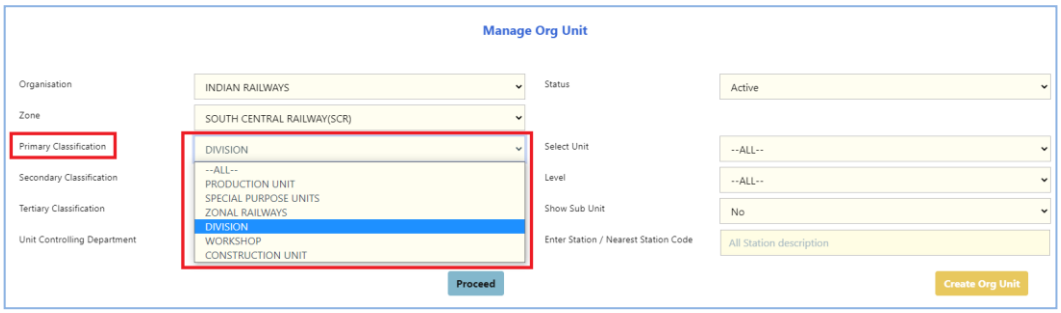

Image : 35

3. **<u>Select Unit :</u>** Once the user has selected a particular Zone, and a particular Primary Classification, various units existing within that unit can be selected from "Select Unit" option as shown below. (**Image : 36**)

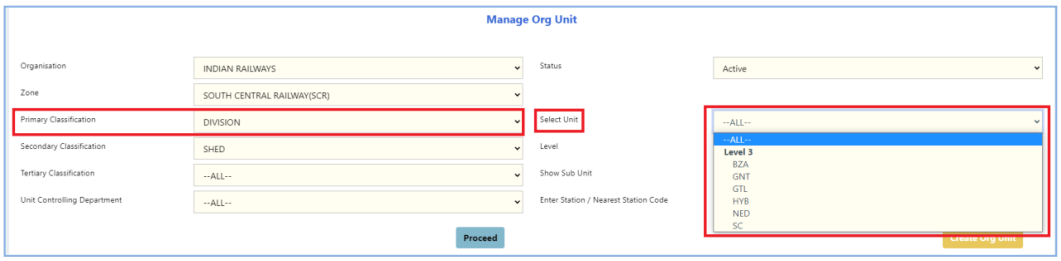

Image : 36

4. **<u>Secondary and Tertiary Classification :</u>** After setting the above filters, user can select a particular organization unit by making appropriate selection from Secondary and Tertiary Units filter. The option in these drop downs are same as that reflected at the time of creation of Organisation Units (**Image : 37** & **Image : 38**)

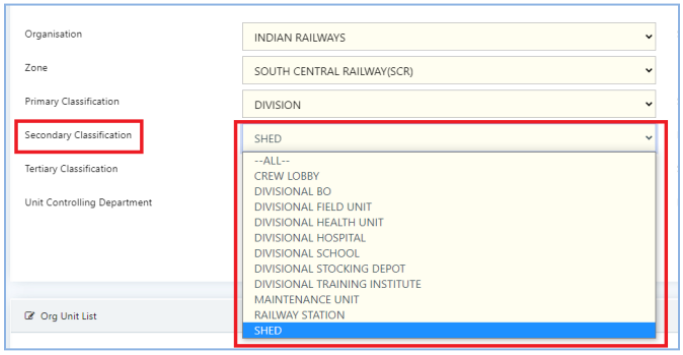

Image : 37

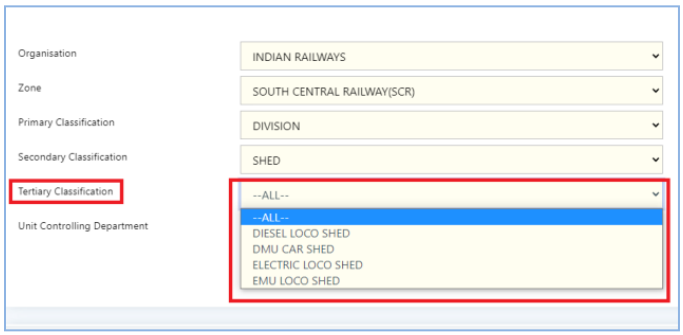

Image : 38

5. **Level :** In order to establish hierarchy of various units based on their reporting structure, all organization units have been assigned to a particular level. If a user wants to view organization belonging to a particular level, same can be viewed by selecting the Level number from the filter. **(Image : 39)**

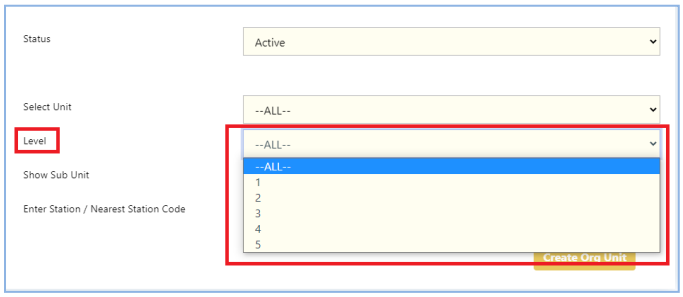

Image : 39

Details of different levels to which Organisation units have been assigned to are shown below:

Level	Organisation Units				
	Zone	**Division**	**Workshop**	**Construction**	**Production Unit**
2	1. HQ Office	----	----	----	1. HQ Office
3	1. Central Hospital 2. Central School 3. Printing press 4. Stocking Depot 5. Zonal Field Unit 6. Zonal Maintenance Unit 7. Zonal	1. Divisional BO	1. Training Centre (BTC) 2.Department, Shop 3. Canteen	1.Construction HQ	1. Central Hospital 2. Central School 3. Printing press 4. Stocking Depot 5. Zonal Field Unit 6. Zonal Maintenance Unit 7. Zonal

	Training Centre				Training Centre
4	---	1. Crew Lobby 2. Divisional Field Unit 3. Divisional Hospital 4. Divisional School 5. Divisional Stocking Depot 6. Divisional Training Institute 7. Maintenance Unit 8. Railway Station 9. Shed	1. Stocking Depot	1.Construction Field Unit	---
5	---	1. Divisional health Unit	---	---	---

6. **<u>Show Sub-unit :</u>** All the organization units have been further classified whether they are a sub-unit of a main Org Unit or not. In this filter, while generating the report, user can select whether to show Sub units also in the report so generated or otherwise. If No is selected, no sub-unit for the selected categories will be displayed in the report. (**Image : 40**)

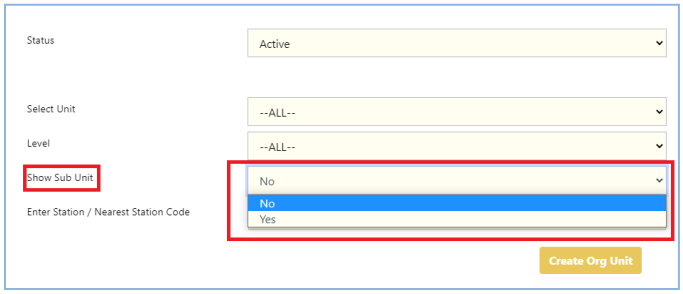

Image : 40

Only following units have been classified as Sub unit and will be shown in the Manage Org Units Report only when "show sub units" filter is selected as Yes

- Zonal railway HQ Office, Production Unit HQ Office, Divisional BO, Construction HQ, Workshop Training Centre (BTC), Workshop Department, Workshop Canteen, Workshop Shop

Once specific requirement has been set through appropriate selection in different filters, user will be shown the report in the format shown below.**(Image 41 & 42)**

#.	Level	Org	Zone	Org Unit Name	Classification			Controlling Department	Station	Unit Incharge	Reports To	Employee Count	status	Action
					Primary	Secondary	Tertiary							
LEVEL 3														
1	3	INDIAN RAILWAYS	SCR	HYB (HYDERABAD)	Divn	-	-	-	-	-	-	-	Accepted	
2	3	INDIAN RAILWAYS	SCR	HYB-ACCOUNTS-Please select (HYDERABAD/ DIV-ACCOUNTS-Please select)	Divn	Divn BO	-	ACCOUNTS	HYDERABAD DECCAN NAMPALLY	HARISHA VELLANKI (HBIZMG) /SR DFM /ACCOUNTS	HYB	-	Accepted	
3	3	INDIAN RAILWAYS	SCR	HYB-ADMIN/GENERAL (HYDERABAD/ DIV-ADMIN/GENERAL)	Divn	Divn BO	-	ADMIN/GENERAL	HYDERABAD DECCAN NAMPALLY	HEMSINGH BANOTH (XIQPHZ) /ADDITIONAL DIVISIONAL RAILWAY MANAGER /ADMIN/GENERAL	HYB	-	Returned to AA	
4	3	INDIAN RAILWAYS	SCR	HYB-CIVIL ENGINEERING (HYDERABAD/ DIV-CIVIL ENGINEERING)	Divn	Divn BO	-	CIVIL ENGINEERING	HYDERABAD DECCAN NAMPALLY	MOTHILAL BHOOKYA (FLLCJK) /SR DEN/CORD /CIVIL ENGINEERING	HYB	-	Accepted	
5	3	INDIAN RAILWAYS	SCR	HYB-COMMERCIAL (HYDERABAD/ DIV-COMMERCIAL)	Divn	Divn BO	-	COMMERCIAL	HYDERABAD DECCAN NAMPALLY	VENKANNA BADAVATH (DUKCNM) /SR DCM /COMMERCIAL	HYB	-	Accepted	

Image : 41

Org Unit List

Total Entries : 3

Show 100 entries

Search:

#.	Level	Org	Zone	Org Unit Name	Classification			Controlling Department	Station	Unit Incharge	Reports To	Employee Count	status	Action
					Primary	Secondary	Tertiary							
LEVEL 3														
1	3	INDIAN RAILWAYS	SCR	HYB-MEDICAL (HYDERABAD/ DIV-MEDICAL)	Divn	Divn BO	-	MEDICAL	HYDERABAD DECCAN NAMPALLY	DR K ANURADHA (ETZTYE) /ADDL CHIEF HEALTH DIRECTOR /MEDICAL	HYB	-	Accepted	
LEVEL 4														
2	4	INDIAN RAILWAYS	SCR	HYB-Divn Hosp (HYDERABAD DECCAN (HYB)-DIVISIONAL HOSPITAL)	Divn	Divn Hosp	-	MEDICAL	HYDERABAD DECCAN NAMPALLY	DR.RAMINDER KAUR (JPRBOO) /ADDL CHIEF MEDICAL SUPDT /MEDICAL	HYB-MEDICAL	-	Accepted	
LEVEL 5														
3	5	INDIAN RAILWAYS	SCR	Divn HU-KRNT (DIVISIONAL HEALTH UNIT-KURNOOL TOWN (KRNT))	Divn	Divn HU	-	MEDICAL	KURNOOL TOWN	DR. BEEMDAS MOODAVATH (QJFEBR) /ASSISTANT DIVISIONAL MEDICAL OFFICER /MEDICAL	HYB-Divn Hosp	-	Accepted	

Showing 1 to 6 of 6 entries

Previous 1 Next

Image : 42

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.

--- End of Document ---