

Guideline for declaration of custodian of e-Service Book and Creation of Workflow

Purpose of declaration of custodian:

The purpose of declaration of custodian of e-Service Book is to enable the employees to forward their e-Service Book online to his/her Custodian of Service Book through a predefined path and to forward e-Service Book from one Custodian to another Custodian when required.

Classification of Custodian:

Custodianship of Service Book is broadly classified in following two types:

- (i) **Centralised**- The Service Books of the members of a particular Cadre is maintained in a single specific office (Cadre Controlling Authority/Appointing Authority) or at an office other than CCA/AA.
- (ii) **Decentralised**- The Service Books of the members of a particular Cadre are not maintained in a single specific office; rather they are maintained in multiple offices where they are posted during their service tenure.

On the basis of the above classification of custodianship Cadre Controlling Authority/Appointing Authority (who is the CCA and/or AA of at least one Cadre) through his/her AA/DAA Approver role shall specify custodian/approver of service book in HRSMS as (i) Centralised and (ii) Decentralised manner.

Steps Involved:

For Centralised System (3 steps)	For Decentralised System (4 steps)
A. Mapping of AA code with HOO code, being custodian of Service Books	A. Mapping of AA code with HOO code, being custodian of Service Books
B. Declaration of Approving Authority i.e. determination of type of custodian on the basis of Cadre: Centralised/Decentralised	B. Declaration of Approving Authority i.e. determination of type of custodian on the basis of Cadre: Centralised/Decentralised
C. Creation of Workflow Chain	C. HOO should Accept/Forward Service Book intimation received from CCA or other Head of Offices
	D. Creation of Workflow Chain

Task (A) above is a onetime activity and shall be performed by a Cadre Controlling Authority and/or Appointing Authority through his/her **Head of Office Approver Role** or **Workflow Nodal Officer Approver** log in on behalf of the Head of Office .A Workflow Nodal Officer Approver Role has to be assigned to a Group A Officer against the concerned HOO code by Head of Office Approver. This is to be done **only by that Head of the office who himself/herself is also the Cadre Controlling Authority in respect of one or more Cadre(s)**

Task (B) above is a onetime activity and shall be performed by a Cadre Controlling Authority and/or Appointing Authority through his/her **AA/DAA Approver Role** only.

Tasks (C) and (D) above are not onetime activity and shall be performed as and when required by a Head of Office through his/her Head of Office Approver Role or Work Flow Nodal Officer Approver log in who has been assigned the role of a custodian of service Book either in centralised or decentralised manner.

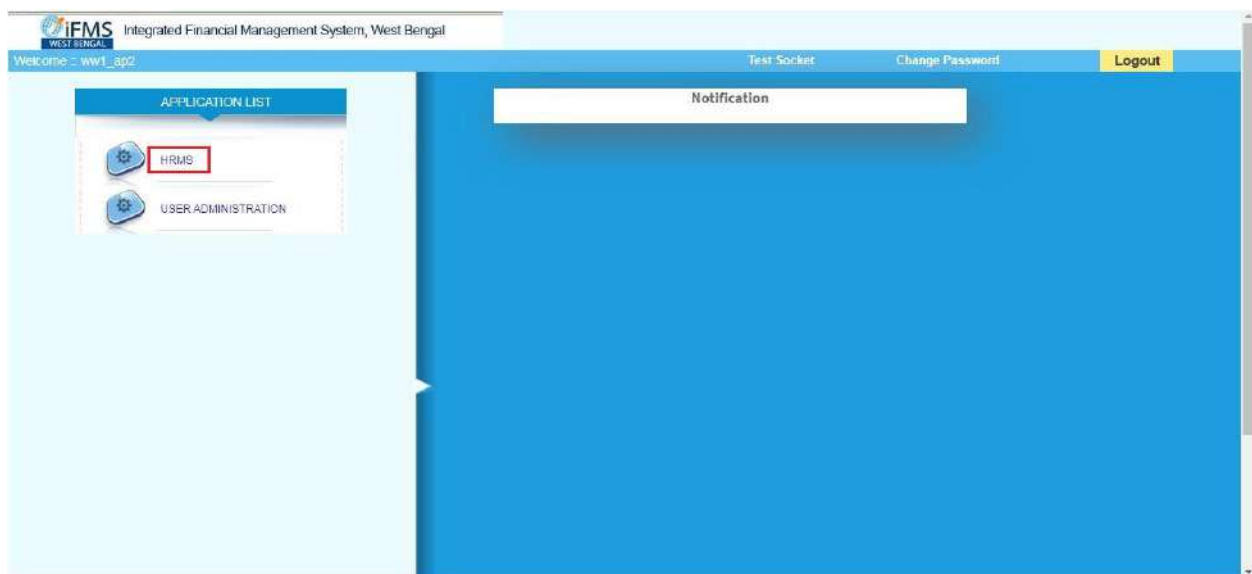
Note: A Workflow Nodal Officer Approver can create another Workflow Nodal Officer Approver at his/her own level and at the immediate lower level.

Steps to be followed to create workflow:

A. Mapping of AA code with HOO code

Step 1 :-

Login and select **HOO Approver Role/Workflow Nodal Officer Approver log in of AA**. Click HRMS under Application List.



Step 2 :-

Go to HRMS : Click **Organisational Structure and Workflow -> Mapping of AA code with HOO code -> Insert.**

Next task is to map the Head of Office code with Appointing Authority code. This is to be done **only by that Head of the office who himself/herself is also the Cadre Controlling Authority in respect of one or more Cadre(s)**. If the Cadre Controlling Authority (CCA), being a user of Stakeholder module of HRMS, is assigned with both the roles of HRMS AA Approver and HOO Approver through User Management, then both codes (Head of Office Details and Appointing Authority details) will be available in the page.

If the details are shown correctly then proceed with **Save** or **Save & Approve** button.

Otherwise the AA code is to be selected through the LoV(List of Values).

The User can **Save** or **Save & Approve** the data here.

Step 3 :-

These entries can also be viewed and approved in "Inbox".

Three options will be available in the "Inbox" such as:-

1.Forwarded by Operator but not yet Approved:- Which is forwarded to Approver by

Operator but not yet Approved.

2. Entered by me but not yet Approved :- Which is entered by Approver but not yet approved

3. View Request Sent back to Operator for Rectification:- Which is already sent back to Operator for rectification.

Selecting the data from this table these entries are to be Approved or Sent back to Operator for Rectification.

Mapping of Appointing Authority with Head of Office

Legend:

- New Entry
- Pending For Revision
- Approved Data Modified

Table Headers:

Level	Department	Head of Office Code	Head of Office Description	Head of Office Address	Appointing Authority Code	Appointing Authority Description	Appointing Authority Address	Select To Approve	Active Flag	Delete	Remarks
Showing 0 to 0 of 0 entries											

Step 4 :-

"Approved List" lets the User to go through the approved mapping and make any of the approved mappings active or inactive.

Approved List of Appointing Authority and Head of Office mapping

Legend:

- New Entry
- Pending For Revision
- Approved Data Modified

Table Headers:

Level	Department	HOO Office	HOO Description	Address	AA Code	AA Description	AA Address	Approver Name	Approve Date	Active Flag
LI-DEPARTMENT	Finance	118H0002	FINANCE DEPARTMENT	House/No/Street/Lane: Nabanna, 225 Sarat Chatterjee Road, City/Town/Village: Howrah, Post Office: Shibpur, Police Station: Shibpur, District: Howrah, State: West Bengal, Pin: 711102	118AA002	FINANCE DEPARTMENT	House/No/Street/Lane: 8, Sarat Chatterjee Street, City/Town/Village: Howrah, Post Office: Howrah, Police Station: Howrah, District: Howrah, State: West Bengal, Pin: 711102	SK AMENA BEGUM	25-02-2020	<input checked="" type="checkbox"/>
LI-DEPARTMENT	Finance	118H0002	FINANCE DEPARTMENT	House/No/Street/Lane: Nabanna, 225 Sarat Chatterjee Road, City/Town/Village: Howrah, Post Office: Shibpur, Police Station: Shibpur, District: Howrah, State: West Bengal, Pin: 711102	118AA254	WEST BENGAL ADMINISTRATIVE TRIBUNAL		SK AMENA BEGUM	07-02-2020	<input type="checkbox"/>
LI-DEPARTMENT	Finance	118H0002	FINANCE DEPARTMENT	House/No/Street/Lane: Nabanna, 225 Sarat Chatterjee Road, City/Town/Village: Howrah, Post Office: Shibpur, Police Station: Shibpur, District: Howrah, State: West Bengal, Pin: 711102	118AA339	WEST BENGAL TAXATION TRIBUNAL	House/No/Street/Lane: 50/51 Jagan Kason Lane, City/Town/Village: Kolkata, Post Office: BuoBuo, Police Station: BuoBuo, District: 24 Panchajanya, State: West Bengal, Pin: 742123	SK AMENA BEGUM	19-02-2020	<input type="checkbox"/>

B. Declaration of Approving Authority by AA in AA Role:

Step 1 :-

Go to HRMS : click **Organisational Structure and Workflow** -> **Declaration of Approving Authority** -> **Insert** -> **Service Book**

This process is to be used to declare the type of custodianship of Service Book, Cadre and Group. **This is also a function of the Cadre Controlling Authority who controls one or more Cadres.** The Cadre Controlling Authority shall declare whether the Service Book is maintained in **Centralised** or **Decentralised** manner. Such declaration should be made for all such Cadres which are controlled by the Cadre Controlling Authority.

Declaration Of Sanctioning Authority

Service Book

Please read the instructions properly before proceeding further

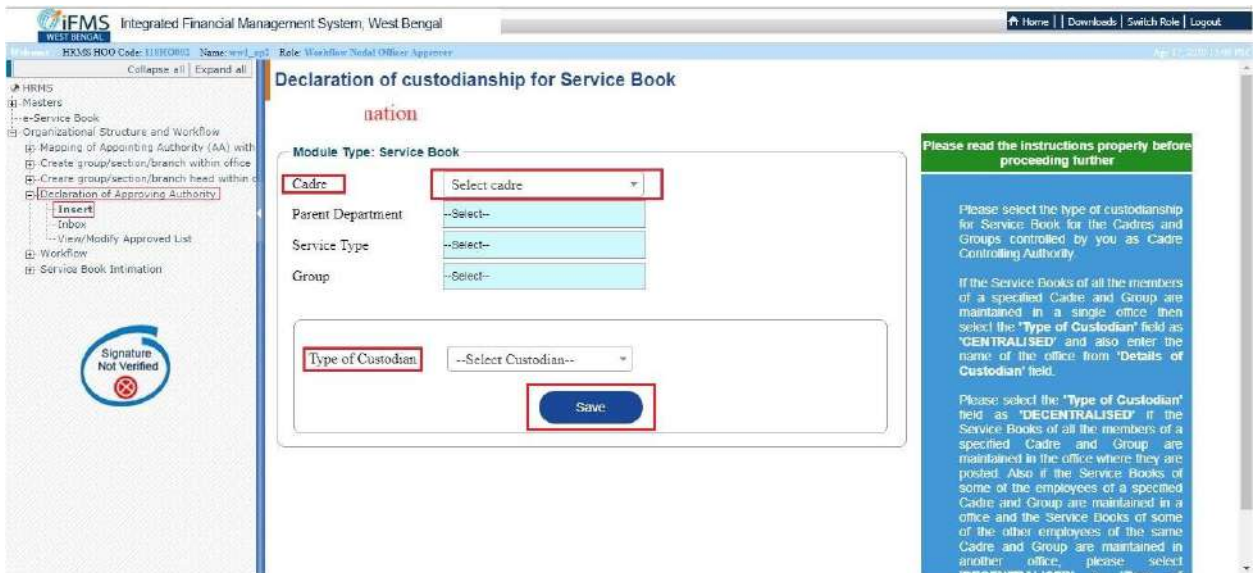
Purpose of the Screen: This screen is to be used to declare the type of custodianship of Service Book, Cadre and Group wise. This is a function of Cadre Controlling Authority who controls one or more Cadres. The Cadre Controlling authority shall declare whether the Service Book is maintained in Centralized or Decentralized manner. Such declaration should be made for all such cadres which are controlled by the Cadre Controlling Authority.

Example 1: Department A is the Cadre Controlling Authority of Cadres X and Y both belonging to Group A. This Service Books for Cadre X are maintained centrally in the office of Department A and the Service Books for Cadre Y are maintained centrally in office B. Department A shall declare from this screen the type of custodianship of Service Book which is 'Centralized' in both the cases and also specify the office where the Service Books are maintained centrally Cadre and group wise.

Example 2: District Magistrate office is the Cadre Controlling Authority of Cadre 'Others' having both Group B and C. The Service Books of Cadre 'Others' bearing Group A are maintained centrally in the Office of District Magistrate itself and the Service Books of Cadre 'Others' bearing Group B are maintained decentrally in the offices where the employees are posted. The office of District Magistrate shall declare in HRMS that the custodianship of Service Books of Cadre 'Others' bearing Group A is 'Centralized' in the office of the District Magistrate and the custodianship of Service Books of Cadre 'Others' bearing Group B is 'Decentralized' in the offices where the employees of that Cadre and Group are posted. In case of decentralized Service Books, there is no need to mention the office of the custodian in the system.

Step 2:-

Enter the name of Cadre from dropdown menu and enter Parent Department, Service Type & Group accordingly. Select the Type of Custodian from the dropdown and Save.

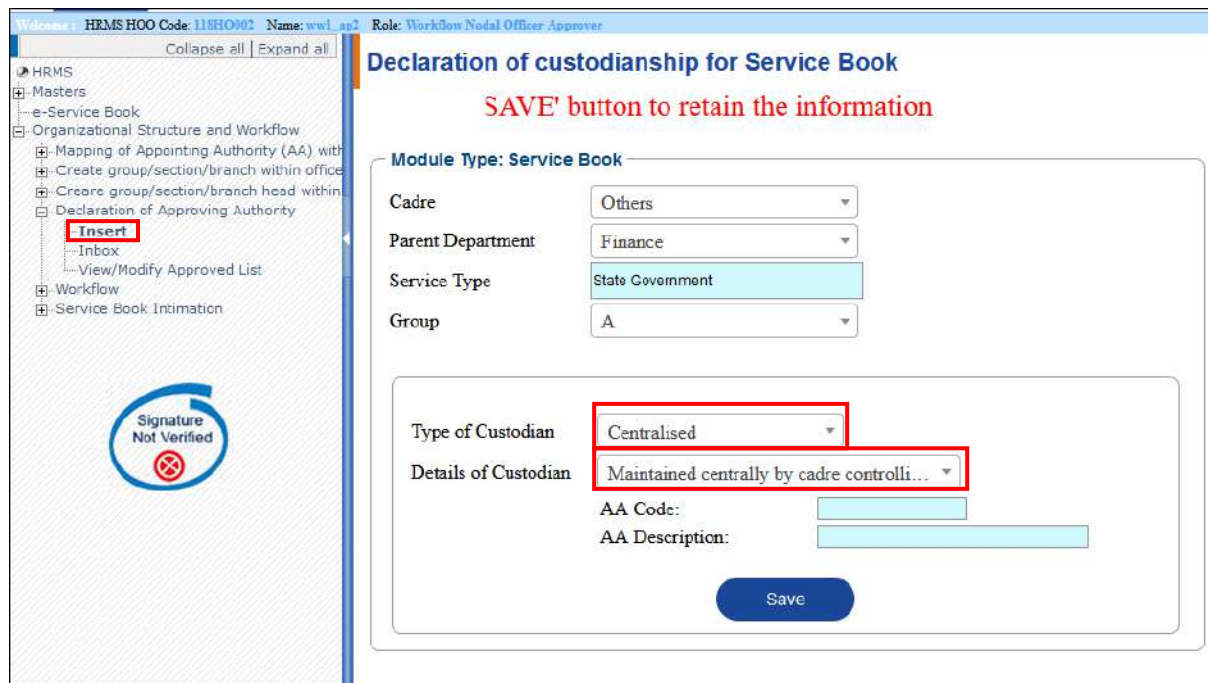


Step 3:-

Select the **Type of Custodian** from dropdown and select **Details of Custodian** according to **Type of Custodian**.

(i) Under **Centralised** type of Custodian **Details of Custodian** may be of 2 (two) types: (a) **Maintained centrally by CCA** and (b) **Maintained centrally by an office other than the CCA**.

If the first option is selected **AA Code** and **AA Description** will be auto-populated.



In case of selection of second option the concerned HOO code is to be selected by choosing the Level and Department.

Welcome: HRMS HOO Code: 118HO02 Name: wr1_ap2 Role: Workflow Nodal Officer Approver

Collapse all | Expand all

Declaration of custodianship for Service Book

SAVE' button to retain the information

Module Type: Service Book

Cadre: Others
 Parent Department: Finance
 Service Type: State Government
 Group: A

Type of Custodian: Centralised
 Details of Custodian: Maintained centrally by an office other ...
 Level: --Select Level--
 Department: --Select Department--
 HOO: --Select HOO--

Save

Signature Not Verified

(ii) Once the Type of Custodian of a Cadre is declared as **Decentralised**, on saving the entry an **INTIMATION** will be sent by the system to the Head(s) of Office where the member(s) of that cadre are posted. The intimation shall also be available in the **Workflow Nodal officer Approver Login** created in respect of the Head of Office code. The system does so on the basis of the logic of Sanctioned Strength.

****N.B.** If in any case, Service Books of some members of a **Cadre** are maintained centrally and those of the remaining at more than one office, **Decentralised** type of Custodian is to be selected.

After saving the details, a Request ID will be generated.

West Bengal Finance Department | Portal | IFMS Login | HRMS | IFMS Login | Workflow on a Service Book

202.61.117.50/hrms/globalLoginPostLogin.html

HRMS HOO Code: 118HO02 Name: wr1_ap2 Role: Workflow Nodal Officer Approver

Declaration of custodianship for Service Book

Please click 'SAVE' button to retain the inform:

Module Type: Service Book

Cadre: Others
 Parent Department: Finance
 Service Type: State Government
 Group: A

Type of Custodian: **Decentralised**
 Details of Custodian: Maintained centrally by an office other ...

The Custodian of Service Book for Cadre Others and Group A is declared as decentralised. It means that the Service Book is maintained in the office where the members of such Cadre and Group are posted or maintained in more than one office.

Save

Signature Not Verified

Please read the instructions properly before proceeding further

Please select the type of custodianship for Service Book for the Cadres and Groups controlled by you as Cadre Controlling Authority.

If the Service Books of all the members of a specified Cadre and Group are maintained in a single office then select the "Type of Custodian" field as "CENTRALISED" and also enter the name of the office from "Details of Custodian" field.

Please select the "Type of Custodian" field as "DECENTRALISED" if the Service Books of all the members of a specified Cadre and Group are maintained in a specified Cadre and Group are maintained in a office and the Service Books of some of the other employees of the same Cadre and Group are maintained in another office, please select "DECENTRALISED" in "Type of Custodian" field.

Step 4 :-

Here also the entries can be viewed and approved in the next tab "Inbox".

3 options will be available in Workflow Nodal Officer Approver "Inbox".

1.Forwarded by Operator but not yet Approved:- Which is forwarded to Approver by Operator but not yet Approved.

2.Entered by me but not yet Approved :- Which is entered by Approver but not yet approved

3.View Request Sent back to Operator for Rectification:- Which is already sent back to Operator for rectification.

Selecting the data from this table these entries are to be Approved or Sent back to Operator for Rectification.

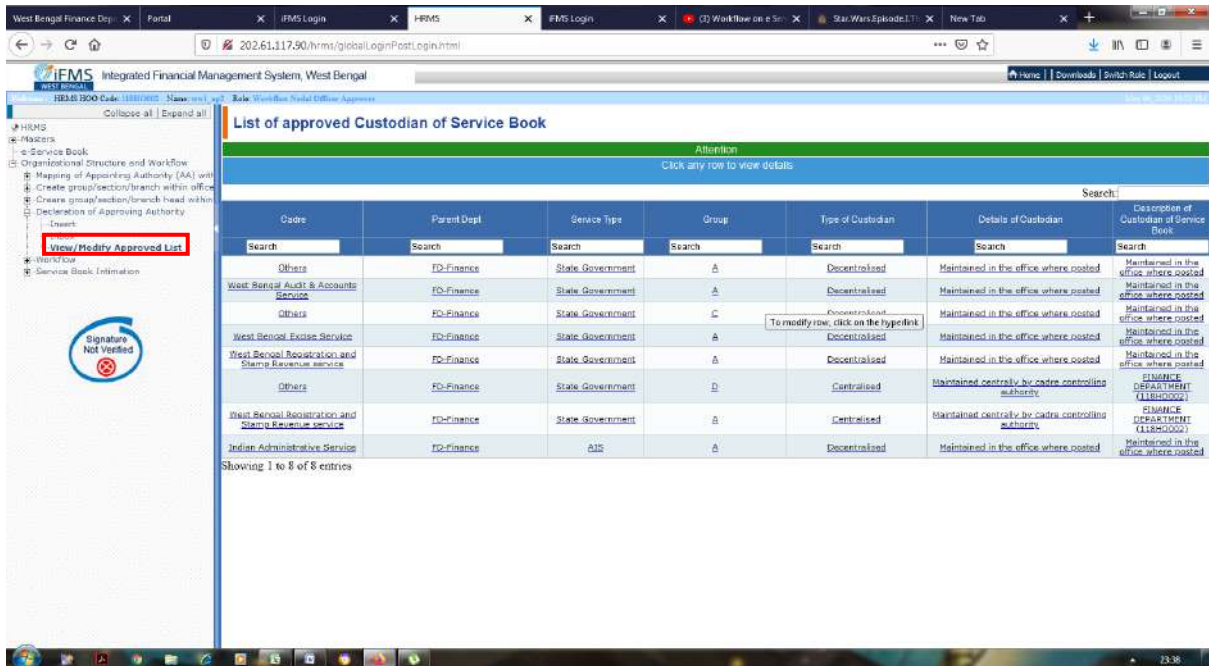
The screenshot displays the 'Declaration Of Sanctioning Authority' workflow in the FMS system. The interface includes a navigation menu on the left with options like 'HRMS', 'Masters', 'e-Service Book', and 'Declaration of Approving Authority'. The main content area shows a table with the following columns: Module, Cadre & Group, Parent Dept, Request ID, Status, and a 'Select to Approve (Select All)' checkbox. A red box highlights the 'Approve' button at the bottom of the page. The table contains one entry with the following details:

Module	Cadre & Group	Parent Dept	Request ID	Status	Select to Approve (Select All)
Service Book	Cadre - Officers Group - C	FD-Finance	20200413755887	Yet To Approve By SAC, AEP/PS, PFCNM/Workflow Nodal Officer Approved	<input type="checkbox"/>

Step 5:-

Go to HRMS : click **Organisational Structure and Workflow -> Declaration of Approving Authority ->View/ Modify Approved List**

Cadre wise list of the approved authorities declared as Custodian could be viewed here and could be modified if required.

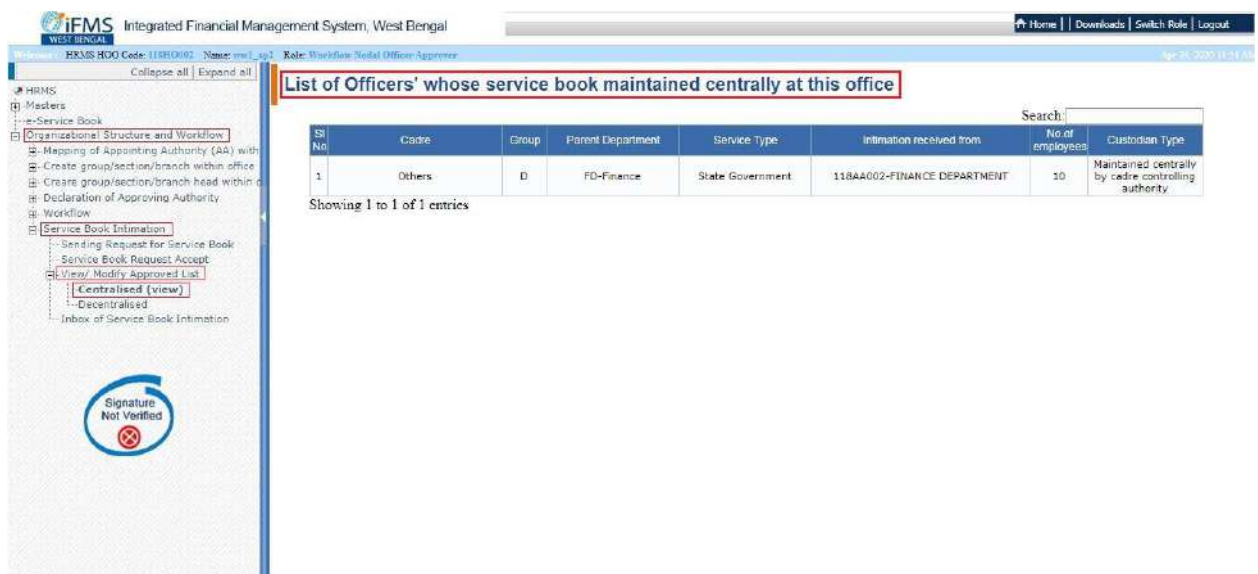


C. Service Book Intimation

Step 1:-

Go to HRMS : click **Organisational Structure and Workflow ->Service Book Intimation->View/ Modify Approved List->Centralised (view)**.

A List is available for such Employees in favour of whom the type of Custodian of Service Books is declared as Centralised by the Cadre Controlling Authority of such Cadre(s). Click any row to view the details.



List of Employees whose Custodian of Service Books is of Centralised type.

IFMS Integrated Financial Management System, West Bengal

Home | Downloads | Switch Role | Logout

HRMS HOO Code: 11810002 Name: wnl_107 Role: Workflow Nodal Officer Approver Apr 30, 2020 11:41 AM

Collapsible all | Expand all

HRMS
Masters
e-Service Book
Organizational Structure and Workflow
Mapping of Appointing Authority (AA) within office
Create group/section/branch within office
Create group/section/branch head within office
Declaration of Approving Authority
Workflow
Service Book Intimation
Sending Request for Service Book
Service Book Request Approval
View/Modify Approved List
Centralised (view)
Decentralised
Inbox of Service Book Intimation

Signature Not Verified

List of Officers' whose service book maintained centrally at this office

Back

Detail

Cadre: Group:
 Parent Department: Appointing Authority:

Sl No	HRMS ID	Name	Post	Designation
1	2017014764	ASIT KUMAR BISWAS	Group D	Group D
2	2018000334	DEBARSHI MUKHERJEE	Group D	Group D
3	2017014763	DEVAJYOTI DAS	Group D	Group D
4	2018000467	KRISHNA HARI	Group D	Group D
5	2017004322	PRANAB KUMAR SARDAR	Group D	Group D
6	2018000262	RUPSHA DUTTA	Group D	Group D
7	2018000263	SOURAV BANERJEE	Group D	Group D
8	2018000322	SUDIP DAS	Group D	Group D
9	2017004323	SUTAPA BISWAS	Group D	Group D
10	2018001115	VIVEK KUMAR GUPTA	Group D	Group D

Showing 1 to 10 of 10 entries

Similarly the list of the employees whose Custodian of Service Books is of Decentralised type could be viewed from **View/ Modify Approved List > Decentralised** tab.

On clicking on the names of individual employee, the details could be modified for both the cases, if required.

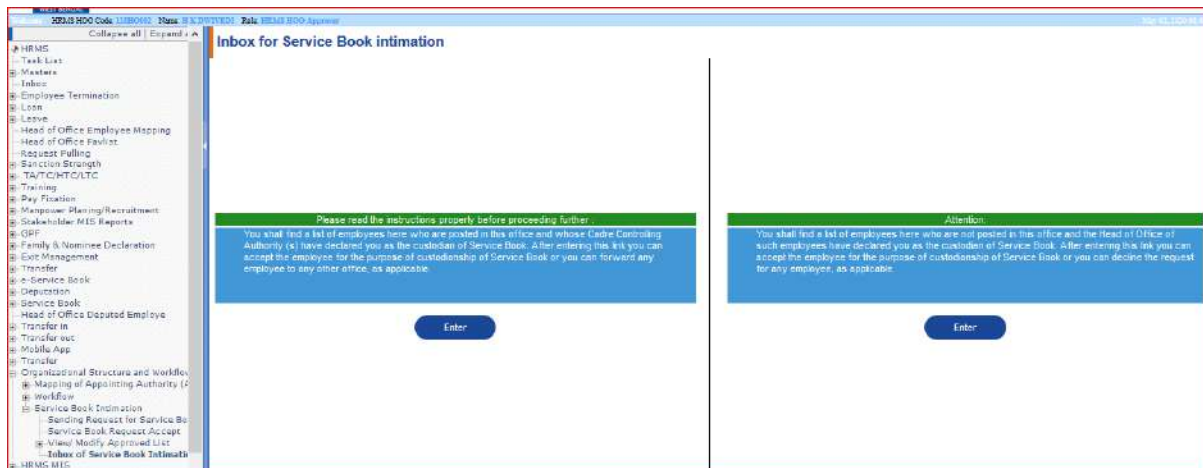
After this step is done, **Creation of Workflow Chain** of Service Books of the cadre members having Centralised Type of Custodian may be done. The workflow can be created through the HOO Approver/Workflow Nodal Officer Approver login of the HOO declared as Custodian. Here, the Service Books are maintained centrally at the Office of the CCA or at an Office other than the CCA.

D. Accept/Forward Service Book intimation (For Decentralised System only)

This step is required to be performed only for the members of a Cadre who comes under the perview of Decentralised maintenance of Service Book.

It has been mentioned in the earlier step that Once the Type of Custodian of a Cadre is declared as Decentralised, an INTIMATION will be sent by the system to the Head(s) of Office where the member(s) of that cadre are posted. The intimation shall also be available in the Workflow Nodal officer Approver log in, created in respect of the Head of Office code. The system does so on the basis of the logic of Sanctioned Strength.

Step 1:- These intimation shall be available in the link **Service Book Intimation > Inbox of Service Book Intimation > Enter**



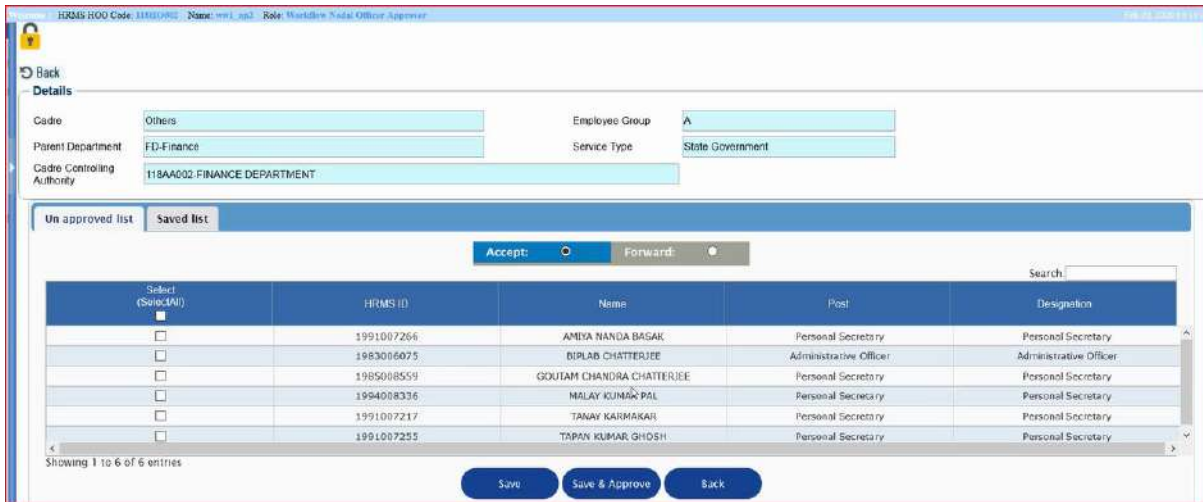
The screen is divided into two parts :-

Left part Indicates the employees who are **posted in this office** and whose Cadre Controlling Authority(s) have declared him/ her as the custodian of service book in respect of those employees. After entering into the link the INTIMATIONS could be accepted for the purpose of custodianship of Service Book for such employees or all or any of them could be forwarded to another Head(s) of Office.

Right part indicates the employees who **are not posted in this office** but their Head of Office (s) have declared this HOO as the custodian of their Service Books. After entering the link, the INTIMATIONS could be accepted for the purpose of custodianship of Service Book for such employees or could be declined.



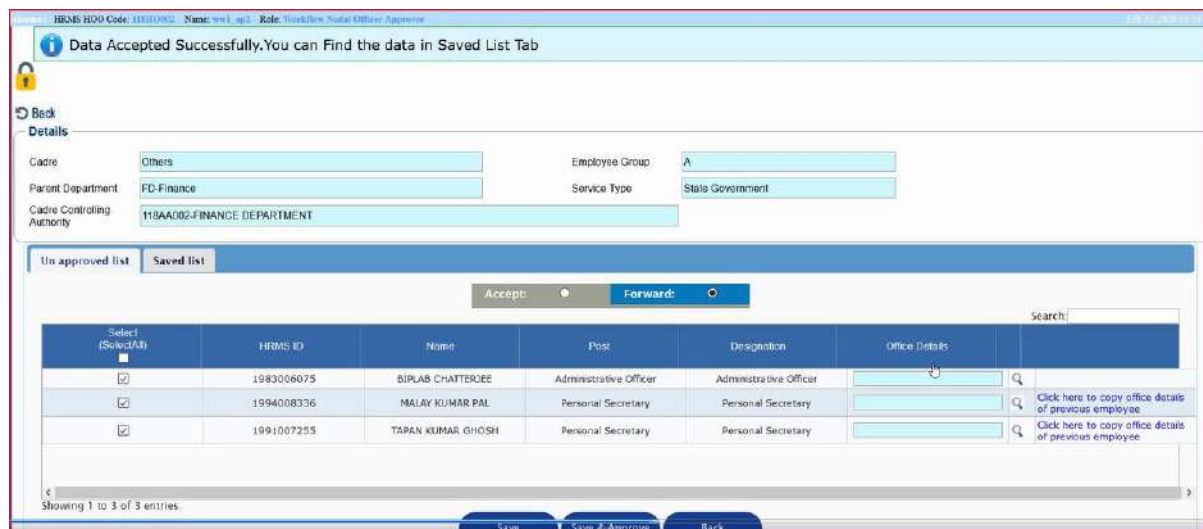
On clicking any [hyperlink row](#) INTIMATIONS would be available. After clicking on the hyperlink following screen will appear:



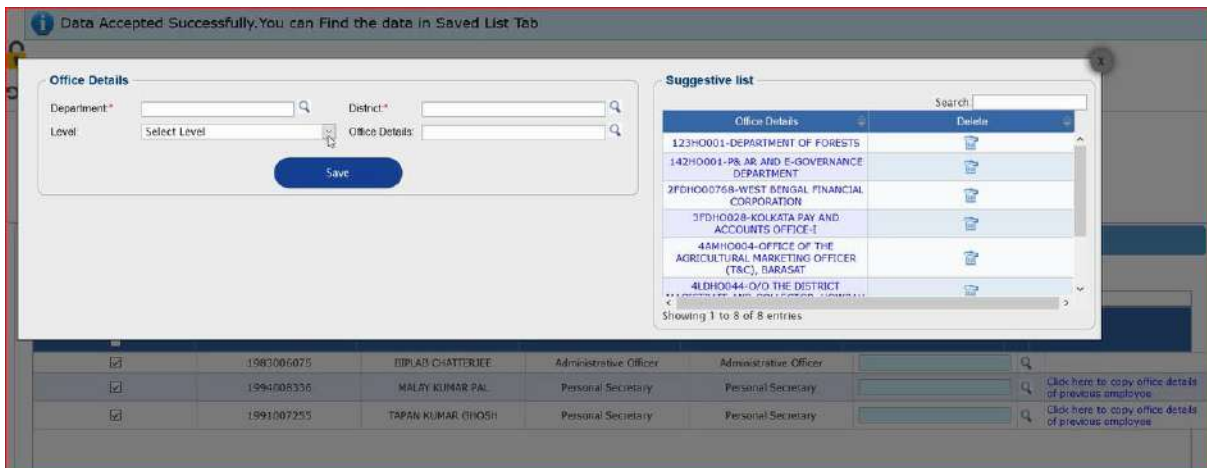
In the **Unapproved list tab** intimations/employees shall be available in respect of whom the HOO is declared as the custodian of Service Book by the CCAs of those employees. These intimations are either to be accepted or to be forwarded to the appropriate Custodian of Service Book at their respective HOO log in, selecting the correct data from LOV button, in case the HOO is not the custodian of Service Book of such employees.

Step2:-

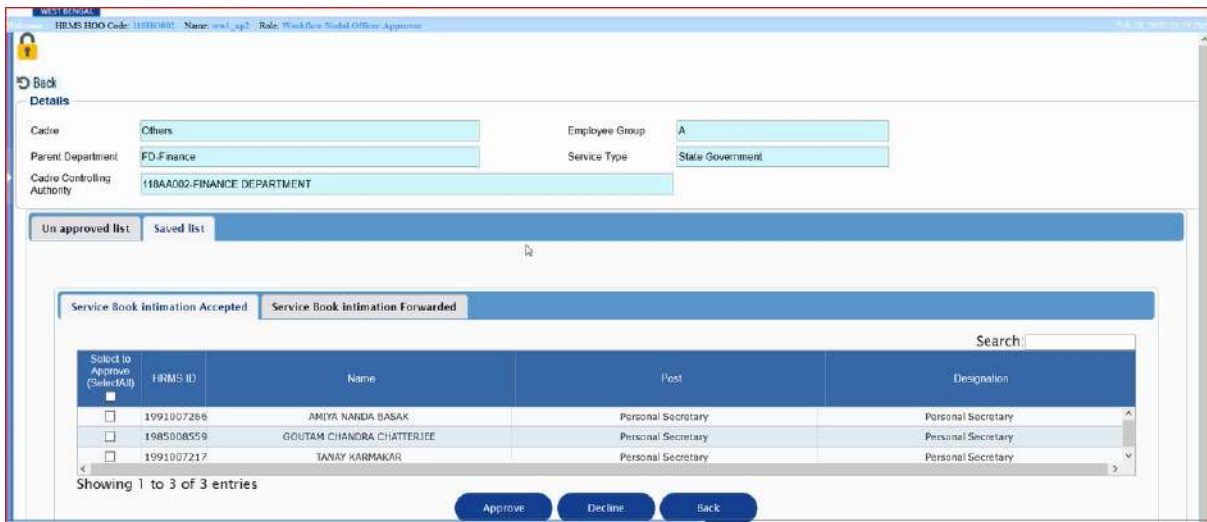
To accept click on the **Accept** radio button (by default selected) and **Select/Select All > Save**. To Forward click on the **Forward** radio button and **Select/Select All > Click on LOV of blank Office Details > Save**. The HOO details may be copied if others are also to be forwarded to the same HOO.



Fill up blank Office Details as per screen below and save:-

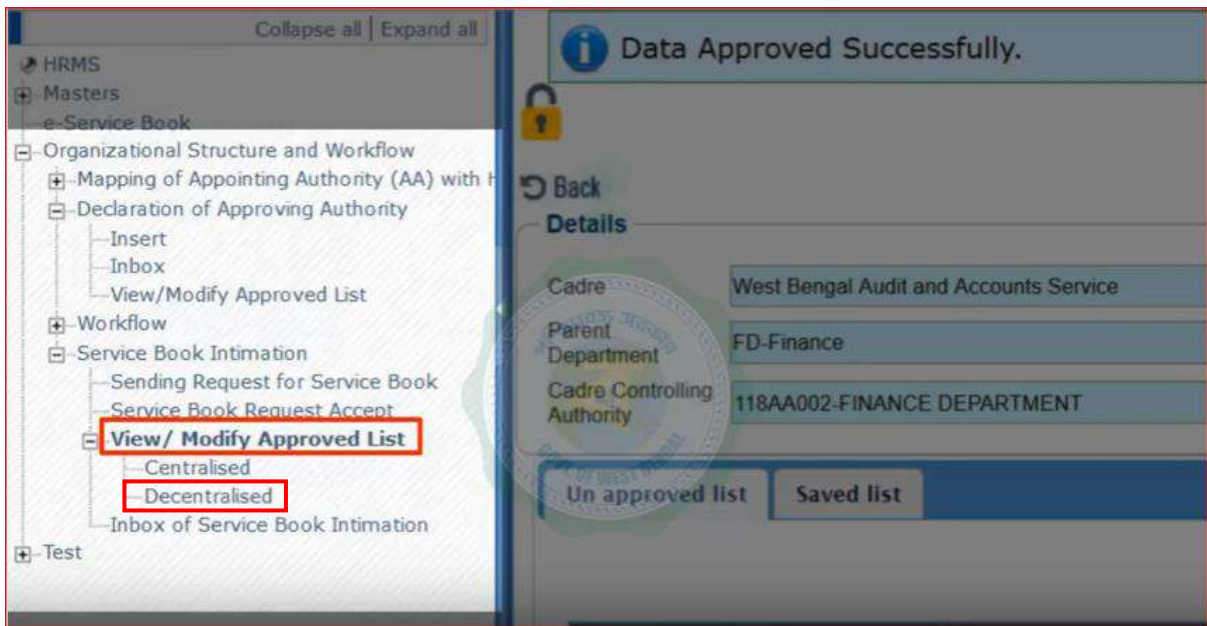


In the **Saved List**tab you shall have the Saved intimations either for Accepted intimations or for Forwarded intimations.



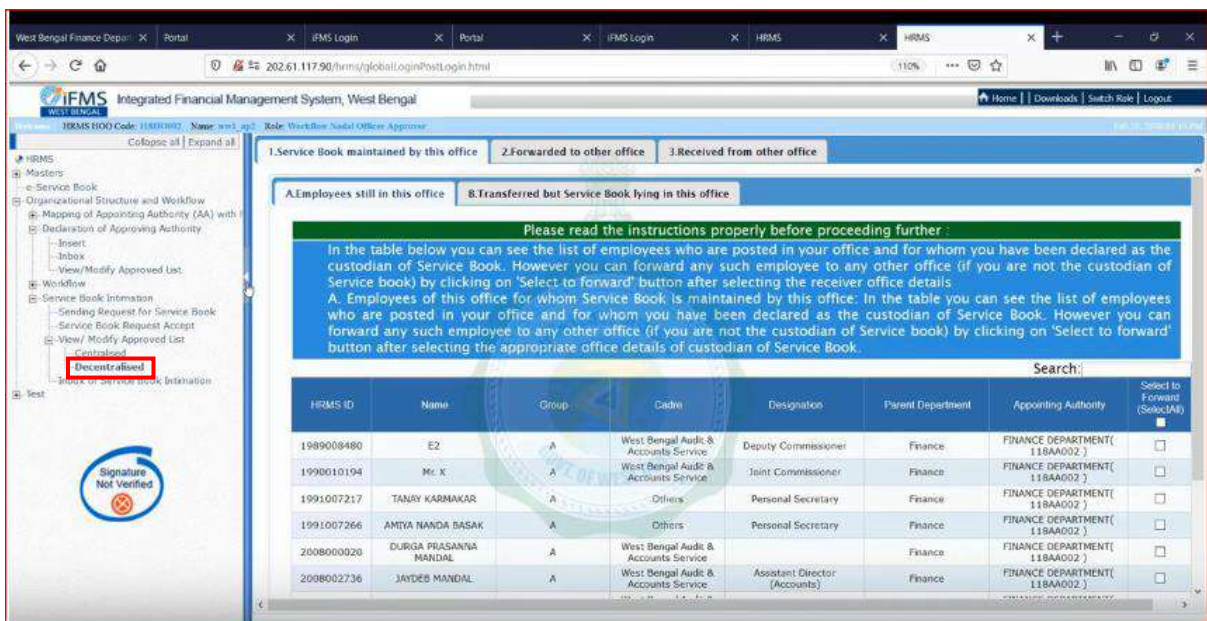
Step 3:-Approve the intimation regarding **Service Book Intimation Accepted** or **Service Book Intimation Forwarded**,as applicable.If the intimation under the tab **Service Book Intimation Accepted** are approved, the HOO is eligible to perform the role of Custodian of Service Book for such employees. And if the intimation under the tab **Service Book Intimation Forwarded** are approved, the intimation would be forwarded to the selected Head (s) of Office.

*****Declining the intimations in the Saved List will revert the intimation to the Unapproved list.**
The Approved list will be available in the link : **Service Book Intimation>View/Modify Approved List>Decentralised.**



Step 4:- Employees still in this office: tab

On clicking on the **Decentralised** link the screen will appear as shown below:



The above list under the tab **"1.Service Book Maintained by this office>A.Employees still in this office"** is showing the data as saved and approved in the previous step under the **Saved List >Service Book Intimation Accepted**. It means that the request to act as the custodian of the Service Books of such employees posted in that particular office have been accepted. However, any intimation could still be forwarded to any particular Head of Office by clicking on **"Select to Forward"** button and after selecting the receiver's office details if the HOO is not the custodian of Service Book of that employee.

Step 5:- Transferred but Service Book lying in this office:tab

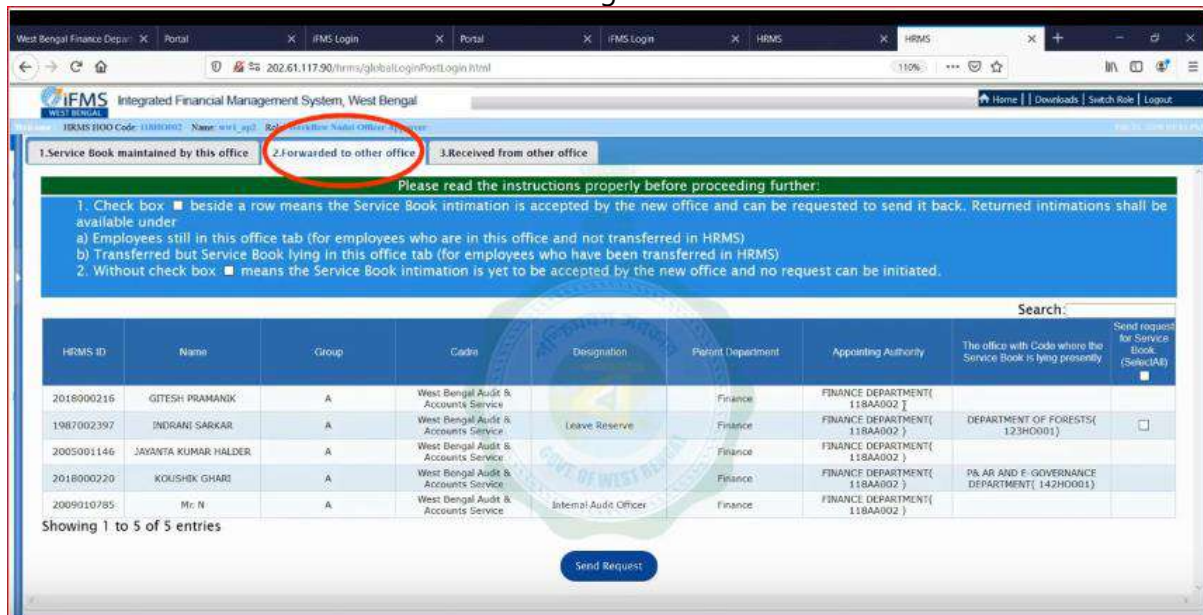
The above list under the tab **"1.Service Book Maintained by this office>B.Transferred but Service Book lying in this office"** will continue to show the employee(s) who have already

been transferred from this office but the Service Book(s) is (are) still lying with this office. The Service Book could be transferred to the appropriate custodian if the transfer request/intimation of Service Book is accepted from **Service Book Request Accept** sub menu under **Service Book Intimation** menu after such request is received from appropriate custodian of Service Book of such employee.

Step 6:- Forwarded to other office :tab

Service Book intimation (which has already been received from the CCA/other HOO and accepted as custodian) may be required to be forwarded to other office or to custodian of Service Book. The other office would find the intimation from menu **Inbox For Service Book Intimation>Other Heads of office declared you as custodian of Service Book**. See step 1 (Right side of screen).

If you have forwarded such intimation to any other office or custodian that can be viewed in the tab **"Forwarded to other office"**. See image below:

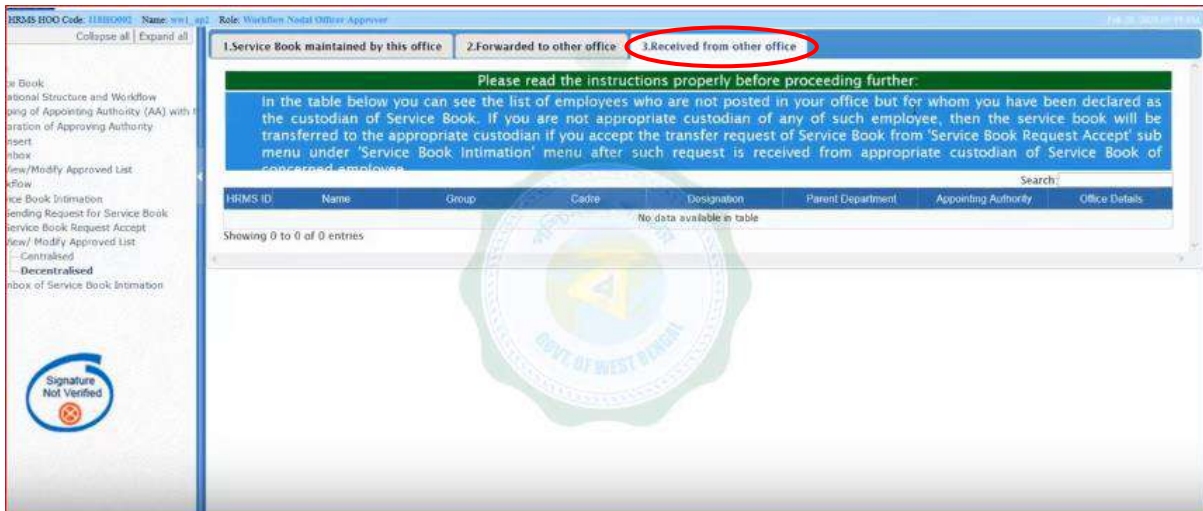


- Check box beside a row indicates that the Service Book forwarded intimation has been accepted by the other office and can be requested to send it back.
- Without Check box indicates that the Service Book forwarded intimation has not been accepted by the other office and no request can be initiated.

Step 7:- Received from other office: tab

The list of the employee(s) under this tab is of those employees who are not posted in this office but the HOO is still the custodian of their service Book and for transfer of the custodianship of their service Book, requests have been received from other Office

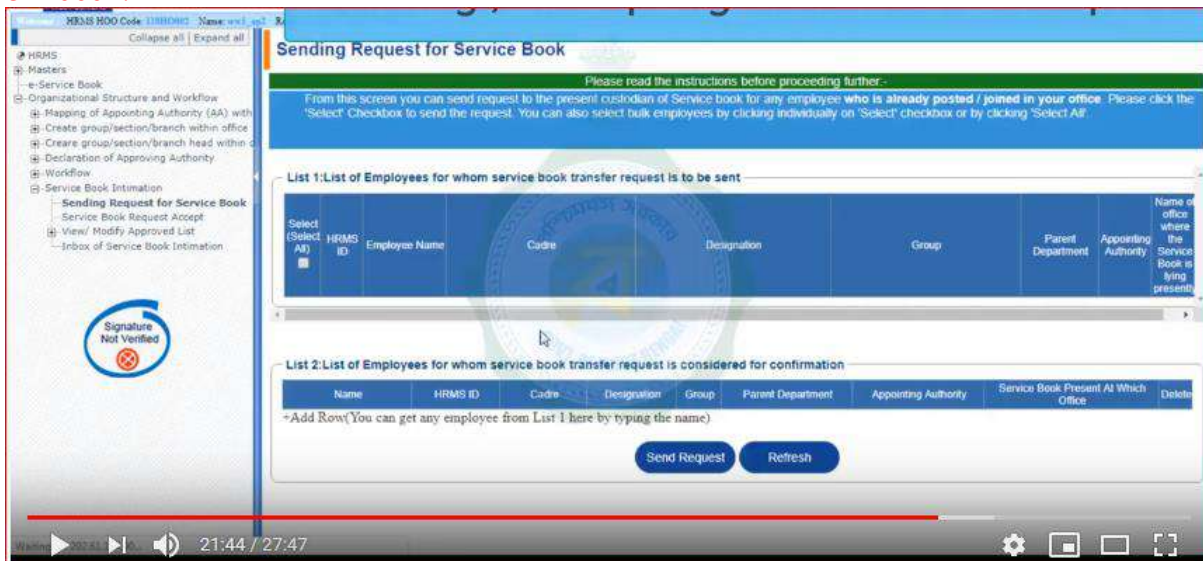
(s). If those requests are accepted through **Service Book Request Accept** sub menu under **Service Book Intimation** menu, the custodianship of the Service Books in respect of those employees will be transferred to the appropriate custodian of Service Book. See the image below:



Step 8:-Sending/Accepting Service Book request:

If an employee has joined the office on transfer or is already posted in the office and the Service Book is likely to be maintained at the office, a request is to be sent to the previous office for transferring the custodianship of Service Book to this office.

Go to the menu: **Service Book Intimation>Sending Request for Service Book**. To send a request no Head of Office (HOO) Code is required to be selected. Once the request is sent it reaches to the office/custodian where the Service Book of the employee is lying. **This functionality is similar as the sending and accepting of beneficiary request under the module-Pradan.**



Step 9: Service Book Request Accept:

Similarly a request, sent by any other office, may be accepted in the menu **Service Book Request Accept** to transfer the custodianship of Service Book to the requesting office. This request may also be declined to keep the custodianship in the present office.

Last Step: Workflow Chain Creation of Service Book

Workflow Chain creation needs some processes:–

Objective of Workflow Chain creation:

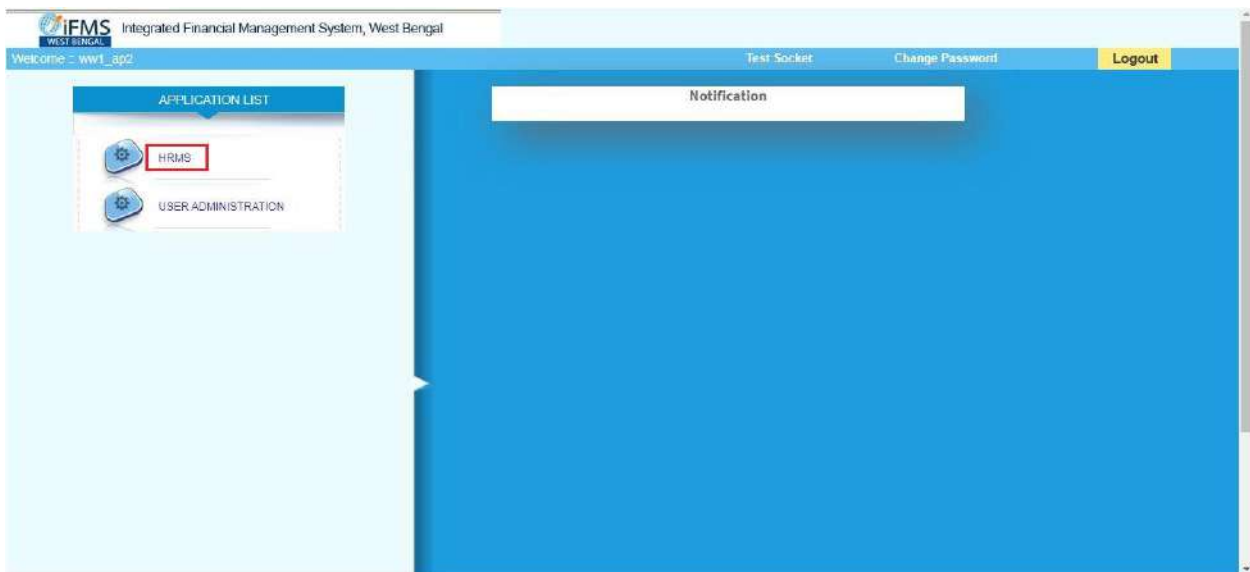
By creation of Workflow chain, the online application related to service matters, forwarded

by specific employee through ESE, will be automatically directed to the operator who deals with the service matters of such employee seamlessly. Similarly the operator will also be able to forward the application after examination to his/her immediate higher authority automatically. Also for the process, initiated directly by the operator of an office, can be forwarded to the immediate next level for examination/approval of the same as per the chain created.

A Workflow Nodal Officer Approver Role has to be assigned to a Group A Official in favour of the HOO code.

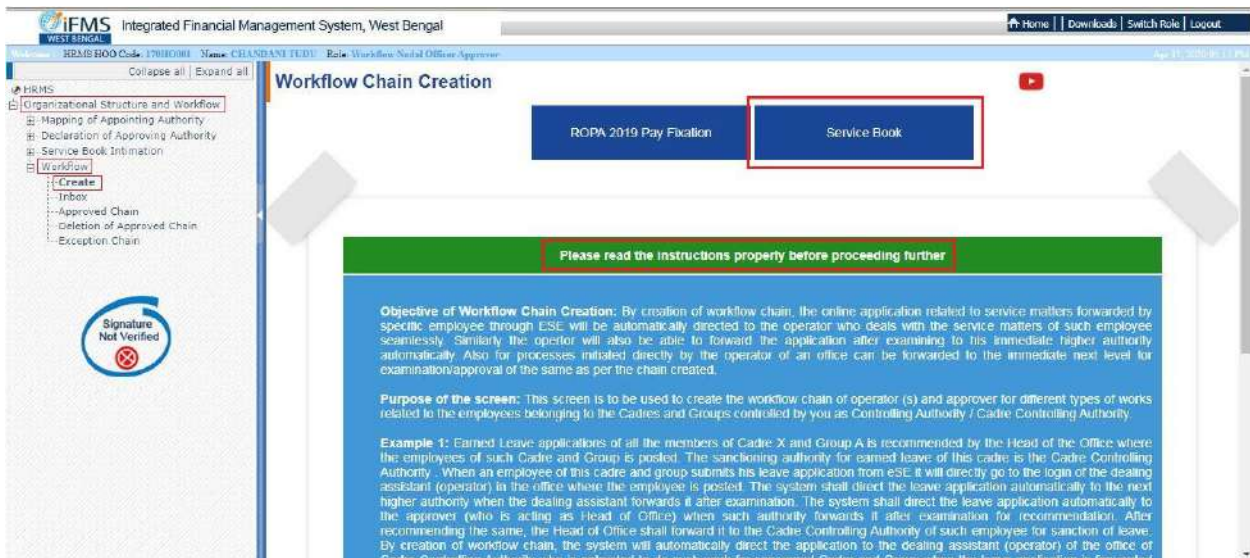
Step 1 :-

First enter the HOO Approver/ Nodal Officer Approver login and then click **HRMS** under Application List.



Step 2 :-

Organisational Structure and Workflow ->Workflow ->Create ->Then go toService Book



Step 3 :-

For initiating **Workflow Chain Creation** click "**Workflow Chain Details**" and insert chain name under "**Insert workflow Chain Name**" menu. Under "**Workflow Chain Details**", the name of the workflow chain should be meaningful in nature by which it could be identified later. Save the name.

Step 4 :- After saving successfully, a successful message is shown and Request Id generated. Then click "**Next**".

Step 5 :-

Now the employees' parameter is to be assigned. In this step under the tab "**Select parameter for employees to create Workflow chain**", click "**Insert**" button. Here some parameters, viz., "**Cadre**", "**Group**" and "**Service type**" are to be inserted.

Step 6 :- Select the "Cadre", "Group" and "Service type" and if required for better management some more details under "Advance Criteria". Fill in the details and Save. This parameter details illustrate the particular group of employees/Officials whose service Books would be flown through this chain.

Step 7 :- After successfully saving the details move on to next page by clicking on "Next" button. Clicking on "Previous" button one can move back to the previous page.

Parameter Details Saved Successfully.

Workflow Chain Creation for :test123

Workflow Chain Details Select parameter for employees to create Workflow chain

Workflow Chain Users

Workflow Description

Module: Service Book Description: test123

Parameter Details

Cadre	Group	Service Type	Pay Band/Scale	Grade Pay	DDO	Year of Joining From - To	Name Starts With
Others	C	State Government	Parameter not entered	Parameter not entered	Parameter not entered	Parameter not entered	Parameter not entered

Showing 1 to 1 of 1 entries

Buttons: Insert, Previous, Next

Please read the instructions properly before proceeding further

In this screen the field 'Module name' and 'Description' will be shown pre-filled based upon the module name and description entered by the user in the tab 'Workflow Chain Details'. For entering parameters click on the 'Insert' button below and enter the parameters as per the requirement. All such entries relating to a cadre and group will be shown below in 'Parameter Details'.

While entering the parameter details you will get 9 (nine) fields namely Cadre, Group, Service Type, ROPA, Year of Joining from, Year of Joining to, Treasury, DDO and Initial of Name. The fields which are marked in red asterisks are mandatory fields. These parameters relate to those employees of the office for whom the "Workflow Chain" will be created.

Example 1: There are two employees belonging to Cadre X and Group Y and Service Type "State Government". For the employee who joined in the year 2001 the pay fixation is dealt by dealing assistant A and approver B of the office. For another employee who joined in 1991 in the service, the pay fixation is dealt by dealing assistant C and approver D. Since the workflow of both the employees are different, two different parameters for workflow chain shall have to be created here- one with year of joining 1991 and another with year of joining 2001.

Step 8 :-

In this step one has to assign the Users in the Workflow Chain under the tab "**Workflow chain users**". After Clicking '**Next**' button, '**Workflow Chain Users**' Tab will open with Two Levels ('Top Level' and 'Level 2'). Users may Add ('Add Level After' Button) more Levels or delete ('Delete Level' Button) as per their requirement. 'Top Level' cannot be deleted And No Level can be added before 'Top Level'.

In the drop-down menu a User with only the **Approver** Role is to be selected under "**Top Level**" to whom Service Books are to be sent for final Approval. User Name for the 'Top Level' is to be selected from the dropdown. As mentioned earlier only Users having '**Service Book Approver**' roles will be available here. HOO Approver/ Nodal Officer Approver may add/delete more User Names in Top level. **Save** the details and click **Next**.

Workflow Chain Details Select parameter for employees to create Workflow chain

Workflow Chain Users

Showing 1 to 1 of 1 entries

Details of Level

Two levels are incorporated in the screen by default to create the workflow chain. If you want to add more levels please click 'Add level after' or 'Add level before' as per the requirement. Please save the user details for all individual levels before going to next level/leaving the screen

Top Level Level 2

Sl No	User Name (Login ID)	Delete
1	Sankar Prasad Thakur (dst)	

Buttons: Save, Add Level After, Previous, Approve

Please read the instructions properly before proceeding further

Please read the instructions carefully since the entries to be made here will have vital impact on the workflow at all the employees of your office/ all the employees belonging to the Cadre (s) controlled by you.

In this screen different chains for flow of 'service related application requests' shall be defined so that an application shall pass through different levels of examining/checking authorities before the application reaches the approver for disposal.

Example 1: Some employees belonging to Cadre X applies for 'SPF advance' through eSF. The application passes through a Dealing Assistant and Head Assistant for the purpose of examination and is then forwarded to the Additional District Magistrate for approval. The workflow chain to be created shall have 3 levels in the top level there shall be Additional District Magistrate as approver below whom there shall be the Head Assistant at level 2 and the dealing Assistant at level 3.

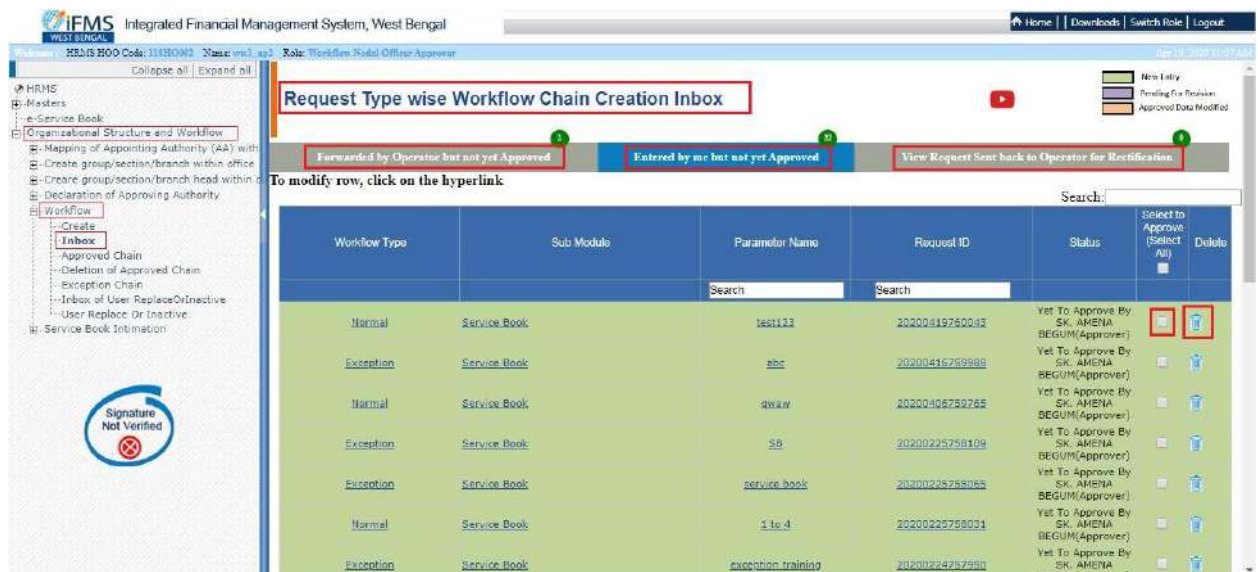
User has to enter 'User Name' and 'User in previous Level' in rest levels. Only users with **Approver** and **Operator** roles will be available under 'User Name' in the subsequent levels.

'User in previous Level' dropdown will be populated with last levels' 'User Name'.



Step 9 :-

For approval click "Inbox". All created request IDs would be available here. Click any row to view the details.



Three options would be available in Workflow Nodal Officer Approver "Inbox".

1. Forwarded by Operator but not yet Approved :- Which is forwarded to Approver by Operator but not yet Approved.
2. Enter by me but not yet Approved :- which is prepared by HOO Approver but not yet approved
3. View request sent back to operator for rectification :- Which is already sent back to HOO operator for rectification.

Click Approve for Approval of the Chains. See image below:

The screenshot shows the 'Workflow Chain Creation for test123' interface. The 'Workflow Chain Users' section displays a table with one user: Sankar Prasad Thakur (dst1). The 'Details of Level' section shows two levels (Level 2 and Level 3) with instructions to save user details for each level. A 'Signature Not Verified' icon is visible in the bottom left.

Step 10:-

Click on " **Approved Chain** " button where the approved workflow chain could be seen. Click any row to view the details and click on " **Modify Chain** " button to modify the chain in all respect.

The screenshot shows the 'Workflow Chain Creation' interface. The 'Workflow Description' section has 'Module' set to 'Service Book' and 'Insert workflow chain name' set to 'testFlow1'. The 'Approved Chain' button is highlighted in the left sidebar. A 'Signature Not Verified' icon is visible in the bottom left.

Step 11:- In " **Deletion of Approved Chain** " button one can delete any/ all approved workflow chains. Error would be shown if any pending task is present in this workflow.

IFMS Integrated Financial Management System, West Bengal

WEST BENGAL

HRMS BOD Code: 18310902 Name: wal... Role: Workflow Nodal Officer Approver

Home | Downloads | Switch Role | Logout

Apr 18, 2020 11:07 AM

Request Type wise Approved Workflow Chain

Workflow Type	Sub Module	Work Flow	
Normal	Service Book	TestFlow1	
Exception	ROPA 2019 Pay Fixation	Exceptional Chain for Tanay Adak	
Normal	Service Book	SB	
Normal	Service Book	Testing for serv.1	
Normal	Service Book	AAAAA	
Exception	ROPA 2019 Pay Fixation	Payfixation for approver	
Exception	ROPA 2019 Pay Fixation	rerere	
Normal	ROPA 2019 Pay Fixation	ertertertr	
Normal	ROPA 2019 Pay Fixation	To Test Approve form Backend	
Normal	ROPA 2019 Pay Fixation	CIVIL DEFENCE	
Normal	ROPA 2019 Pay Fixation	kd1	
Normal	ROPA 2019 Pay Fixation	testttt	
Normal	ROPA 2019 Pay Fixation	yyyy	
Normal	ROPA 2019 Pay Fixation	tttt	
Normal	ROPA 2019 Pay Fixation	tyut	

Showing 1 to 15 of 15 entries

Signature Not Verified

Relevant G.O.s:

1. 6000-F(Y) Dated:05.11.2019 -regarding online management of Service Book
2. 1880-F(Y) Dated:25.03.2019 -regarding uploading of scan copy of Service Book
3. 6716-F(Y) Dated:10.12.2019 -regarding creation and management of workflow

Thank You