#### **Guidelines for declaration of custodian of e-Service Book and Creation of Workflow**

# STEP-1

Symbol used				
Menu: -	<xxx></xxx>			
Button: -	[xxx]			
Tab: -	(xxx)			

A. Mapping of AA code with HOO code

Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

{Not required if done earlier by HOO/Workflow Nodal Officer; to check, use Menu <Organizational Structure and Workflow> <>> <Mapping of Appointing Authority (AA) with Head of Office (HOO)> <-> <Approved List>}









<u>Symbol used</u>					
Menu: - <xxx></xxx>					
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<u>Next Step</u>



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) or by Workflow Nodal Officer Approver of Cadre Controlling Authority.

Authority App	prover Role .Click HRMS under Application List.	
Go to HRMS : with HOO code:	Click <organisational and="" structure="" workflow="">&gt; <mapping &gt;&gt; <insert.></insert.></mapping </organisational>	of AA code
FIFMS Integrated Financial Mana	igement System, West Bengal	Home    Downloads   Switch Role   Log
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Ginese un capano an List an	Mapping of Appointing Authority with Head of Office  Please click 'SAVE' button to re  Level of Office and Administrative Department as created under Stakeholder module of HRMS (view only)	
e of Office Employee Mapping of Office Favlist set Pulling	Level: LS SUB-DIVISION/RANGE Administrative PO-Public Works Department	. 61
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Signature	Housel/ko/Street/Lene: ,City/Town/Village: ,Post Office: ,Police Station: ,District: ,State: ,Pin: Address:	
	If the AA Code of 'Appointing Authority Office Details' seems to be incorrect then please contact the 'Nodal Officer for Workflow Managem Management. Please contact Head of office / Budget Administrator (as the case may be) if there is no 'Nodal Officer for Workflow Management	ent' for reclification in User
	Save & Approve Back	

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).



HRMS HOO Code: SLDHO159 Name: SDOL SLA	SACH Role HRMS HOO Approver	
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g-Training		
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HRMS MIS		
Employee Information	Appointing Authority details(if nothing shown in the boxes below then insert the required information	here)
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Family & Nominee Declaration		
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B-Exit Management		
E-Transfer		
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# View Request Sent back to Operator for Rectification

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Approved List Create group/section/branch within office - Create group/section/branch head within of - Declaration of Approving Authority Workflow Service Book Intimation	Forwarded by Operator but not yet Approved         Entered/Modified by me but not yet           Show 10 • entries         Head of         Entered/Modified by me but not yet           Level Department         Office         Head of         Authority           Code         Description         Head of Office Address         Authority           Showing 0 to 0 of 0 entries         It of the second by th	t approved View Request Sent back to Operator for Rectifications Search Search Active Control of Activ
Not verified		

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



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Signature Not Verified	L1-DEPARTMENT	Finance	<u>118H0002</u>	FINANCE DEPARTMENT	HouseNo/Street/Lane: Naberne, 325 Serat Chatterjee Road Lity/Town/Villaga: Howrah. Post Office: Station: Shibour District Howrah State: West Bengel Pin: 711102	118AA254	WEST BENGAL ADMINISTRATIVE TRIBUNAL		SK. AMENA BEGUM	07-02- 2020	
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<u>Symbol used</u>					
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Button: -	[xxx]				
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2. Declaration of Approving Authority by AA in AA Role:

Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

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.

Login and select **WorkflowNodal Officer Approver log in of AA/ AA Approver Role** ->Go to HRMS : click <Organisational Structure and Workflow> C>Oeclaration of Approving Authority> CInsert> C [Service Book]



& Group accordingly. Select the Type of Custodian from the dropdown and [Save].

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naeuona suuduu and Worklow sping of Apponting Authority (AA) eate group/section/branch-within office eater group/section/branch head within relation of Approving Authority - Inbox - View/Nodify Approved List office softiow tryice Book Intimation	Module Type: Service Book          Cadre       Select cadre         Parent Department       -select-         Service Type       -select-         Group       -select-         Type of Custodian      Select Custodian         Save       Save	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 Cadle 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 the office where they are posted. Also if the Service Books of some of the employees of a specified Cadre and Group are maintained in a office and the Service Books of some of the office remployees of some of the office remployees of some cadre and Group are maintained in a office and the Service Books of some of the office remployees of some cadre and Group are maintained in a office and Group are maintained in a another office. Diese select





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i ⊂reare group/section/branch head within - Declaration of Approving Authority	Cadre	Others +
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## Pic -1

Collapse all Expand all Declaration of cus	stodianship for Service Book
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Pic -2



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#### View Request Sent back to Operator for Rectification

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~	Service Book	Cadry : Others Group C		FD-Finance	20200413759887	Yet To Approve B SK. AMENA BEGUM(Workflow Nodal Office Approvec)	
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Login and select **WorkflowNodal Officer Approver log in of AA/ AA Approver Role** ->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.

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eare group/section/branch head with adaration of Approving Authority - Insert	Cadre	Parent Dept	Service Type	Group	Type of Custodian	Details of Custodian	Description of Custodian of Serv Book
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arkflow Irvice Book Intimation	Others	FD-Finance	State Government	۵	Decentralised	Maintained in the office where posted	Maintained in th office where post
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	Indian Administrative Service	FD-Finance	<u>A15</u>	۵	Decentralised	Maintained in the office where posted	Maintained in the office where post
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NEXT

Login and select **WorkflowNodal Officer Approver log in of HOO/ HOO Approver Role** ->Go to HRMS : click <e-Service Book> <a href="https://www.select.com">Service Book Intimation> </a> <a href="https://www.select.com">Service Book Intimation> <a hre

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.

HRMS HOO Code: GLDHOOM Name: ICAUSE	HICK LARA R	ole: HE345 HOO Apprimit						
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e-Service Book    Service Book Intimation	1	Others	В	LD-Land and Land Reforms and Refugee Relief and Rehabilitation	State Government	4LDAA055-OFFICE OF THE D M COOCHBEHAR	194	Meintained centrally by cadri controlling authority
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Centralised (view) Decentralised	3	Others	c	LD-Land and Land Reforms and Refugee Relief and Rehabilitation	State Government	4LDA4055-OFFICE OF THE D M COOCHBEHAR	31	Meintained centrally by cadr controlling authority
Centralised / Contr	4	West Bengal General Service	A	ET-Technical Education, Training	ACCTE	4LDAA053-OFFICE OF THE D M COOCHBEHAR	2	Maintained centrally by cade

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





Symbol usedMenu: - <XXX>Button: - [xxx]Tab: - (xxx)

3. <u>Service Book Intimation</u> Only for Decentralised Cadre Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

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

Login and sel	ect WorkflowNodal Officer Approver	log in of HOO/ HOO Approver Role ->Go to
HRMS : click	< <e-service book=""> \_&gt; <service e<="" p=""> IEnter]</service></e-service>	Book Intimation └──,   ✓ Inbox of Service Book
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Service Book Request	Please read the instructions properly before proceeding further You shall find a list of employees here who are posted in this office and whose Cadre Controlling	Pleace read the instructions properly before proceeding further . You shall find a list of employees here who are not posted in this office and the Hisad of Office of such
Inbox for e-Service Book	Authority (s) have doclared you as the custodian of Service Book. After entering this link you can the employee for the purpose of custodianship of Service Book or you can forward any employee other office as anotherable.	accept employees hav dickared you as the custodian of Sorrice Book. After entering this link you can to any accept the employee for the purpose of custodianship of Service Book or you can decline the request for any uniformal second custodianship of Service Book or you can decline the request to any second second custodianship of Service Book or you can decline the request to any second
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l eft part indicat	es the employees who are <b>posted in</b>	Right part indicates the employees who
this officeand y	whose Cadre Controlling Authority(s)	are not posted in this office but their
have declared b	im ( her as the sustadian of convice	Head of Office (s)have declared this HOO
	inf/ her as the custodian of service	as the custodian of their Service Books
book in respect	of those employees	as the custodian of their service books.
HEMS HOO Code Manager	gement System, West Bengal	Ar Home   Downloads   Suitch Role   Lagout
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Service Book Request /	Showing 1 to 1 of 1 entries	First Previous 1 Next Last
Inbox for e-Service Book		
e-Service Book Entry		

On clicking any hyperlink row INTIMATIONS would be available

<u>Symbol used</u>	
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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.



<u>Symbol u</u>	ised
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Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

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adre	Others			Employee Group	A			
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### Fill in the **Office Details** as shown in **screen below** and **[Save]**:

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Under the **Saved List** tab, you will find all the saved intimations grouped either as Intimations Accepted or as Intimations Forwarded. (See diagram & Screenshot below).





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Service Bool	Saved list Saved list HRMS ID 1991007266 1985008559	d Service Book intimation Forwarded Name AMIYA NANDA BASAK GOUTAM CHANDRA CHATTERJEE	Personal Personal	Post Secretary Secretary	Search: Designation Personal Secretary Personal Secretary	





Symbol 1	used
Menu: -	<xxx></xxx>
Button: -	[xxx]
Tab: -	(xxx)

4. Workflow Chain Creation for Service Book

Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

Log in using Workflow Nodal Officer Approver of HOO, if any, or as HOO Role as declared by Appointing Authority(AA) as Custodian of Service Book.

For initiating **Workflow Chain Creation** use menu <Organisational Structure and Workflow>, <Workflow>then<Create>,under (Workflow Chain Details)tab select "Service Book" as the module and assign a name to it in the text box against "Insert workflow Chain Name" (See Screenshot below).

**Note:** If more than one Workflow Chain is to be created, the name should be so assigned that later on you can identify the employees to be covered by it. For example, "SB Chain for Exe Engrs" or "SB LDCs with First name A to G" or "SB Chain for JS and above" etc. There is no rule. Name them according to your convenience.

HRLE HOO Code: 170HO001 Name: CH	APDANI TUDU - Rele: Workflow Foodal Officer Approver	Aper 14, New York
Collapse all   Expand al	Workflow Chain Creation	0
<u>Urgenizations: Structure and Workflow</u> <u></u> Mapping of Appointing Authority <u></u> Declaration of Approving Authority <u></u> Service Book Intimation	Workflow Chain Details Select parameter for amployees to create Workflow chain workflow Chain Users	Please read the instructions properly before proceeding further
C Workflow Create Approved Chain Deletion of Approved Chain Exception Chain Exception Chain Signature Not Verified Signature	Workflow Description Module:* Finsert workflow chain Finante :*  Save Refresh	In this screen there are only two fields name Module' and insert. Workflow Chain Name'. The Module' field is automatically populated as per the selection made in the previous page. In the Inser Workflow Chain Name' field please type the name of the workflow chain as per the convenience of the user. For better understanding please see the example below. Example 1: A user may give the name of the workflow chain for Service Bookof the employee of Cadre X Croup A having name name alphabetically from A to D as 'Service Book workflow of Cadre X Group A with initials in the range of A to D' Example 2: The workflow chain for pay fibration ( cadre X Croup A hoking) is year of pleating the range of Cadre C Group A With initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with initials in the range of Cadre X Group A with a plane the opposite to 2005 may be named as "Pay Toxilion for employees of Cadre X Group A with a the plane the opposite of Cadre X Group A with a plane the opposite of the opposite the opposite of the opposite opposite opposite the opposite op

If it is properly saved, a success message is shown and a Request Id generated. Then click [Next].(See Screenshot below)



Symbol 1	used
Menu: -	<xxx></xxx>
Button: -	[xxx]
Tab: -	(xxx)

Abbreviation Used AA – Approving Authority HOO – Head of the Office CCA- Cadre Controlling Authority

The next 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.(See two Screenshots below)

HRMS HOO Code: 118110101 Name: ww1_	agi. Rele Workflow Nodal Officer Apparente	Age 19 (2004) 1 (27.47)
Collapse all Expand all	Workflow Chain Creation for :test123	BACK TO INBOX
() -re-Service Book     (Organizational Structure and Workflow     () - Mapping of Appointing Authority (AA) with     () - Create group/section/branch within office	Workflow Chain Details Select parameter for employees to create Workflow chain Workflow Chain Users	Please read the instructions properly before proceeding further
Create group/section/branch head within     Declaration of Approving Authority     Create     -Inbox     -Approved Chain     -Delebon of Approved Chain     -Delebon of Approved Chain	Workflow Description Module: * Service Book Description:* cest123	In this screen the field 'Module name' and 'Description' will be shown prefilied based upon the module name and description entered by the user in the tab 'Workflow Chain Delaits'. For entering parameters click on the 'Insert' button below and enter the parameters as per the requirement. All such entries relating to a
Inbox of User ReplaceOrInactive User Replace Dr Inactive D Service Book Intimation	Skow 10 V entries Search	cadre and group will be shown below in 'Parameter Details'. While entering the parameter details you will
Signature Not Verified	Cadre Group Type Pay BandiScale Grade Pay DDO Joning Name Stans With From - To No data evaleble in table Showing 0 to 0 of D entries Next Last	get 9 (nine) fields namety Cadre, Group, Service Type, ROPA, Year of Johning from , Year of Joining to, Treasury, DDO and Initial of Name. The fields which are marked in red asterix are mandatory fields. These parameters relate to those employees of the office for whom the 'Workflow Chain' will be created.
	Inset Previous	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

Select the "Cadre", "Group" and "Service type" and for better management, if required, some more details may be selected/entered under (Advanced Criteria). Then click [Save]. These parameters actually determine the group of employees/officials whose Service Books would move through this chain.

Collapse all Expand all Wor	Parameter Details	NEO
cabonal Structure and Workflow, Wor teg group/section/branch within office are group/section/branch head within of laration of Approving Authority teflow Create Inbox Approved Chain Exception Chain Exception Chain Liere Replace Of Inactive Liere Replace Of Inactive Liere Replace Of Inactive	Please select the criteria (as applicable for the Cadre and Group) appropriately to create the workflow for Service Book For example, if you are creating the workflow for Cadre X and Group Y then please select Cadre as X and Group as Y. Select the Service Type as applicable, if not automatically populated. You may also provide the ROPA, Year of Joining and Initial of name of the members of the cadre, if you want to create separate workflows relating to different ROPA. Year of Joining or Initial of Name(s).  Cadre* Others Group* C Advance Criteria	nami vasei ente in D the ters slatin bet
Arce Book Intimation	ROPA       ALL       •         Treasury       ALL       •         Year of Joining From       To         Initial of name :	Its y re, i ung nd tr ked parat offa eate emp ind S emp / fize

After successfully saving the details to move on to next page click **[Next]** button. Click **[Previous]** button to go back to the previous page.(See Screenshot below)



Symbol usedMenu: - <xxx>Button: - [xxx]Tab: - (xxx)</xxx>	Abbre AA - A HOO - CCA- 0	eviation Used Approving Authority Head of the Office Cadre Controlling Authority
WESS EXCASE. WESS EXCASE. Collapse all Excosed all A HEMS Service Book	Agement System, West Bengal	Henres   Downshoods   Switch Roke   Logout
Corganizational Structure and Workflow     E. Mapping of Appointing Authority (AA) with     Create group/section/branch within office     Create group/section/branch hand within of     Declaration of Approving Authority     CWorkflow	Workflow Chain Details Select parameter for employees to create Workflow chain Workflow Chain Users	Please read the instructions property before proceeding further
Create     Inbox     Approved Chain     Deletion of Approved Chain     Exception Chain     Inbox of User ReplaceOrInsctive    User Replace Or Insctive     Service Book Entimation	Workflow Description	In this screen the field Module name' and "Description' will be shown prefilled 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
Nor Verlified	Show 10 • entries         Search           Codre         Group         Service Type         Pay Band/Scale         Grade Pay         DDO         Jonan         Name Starts With Provide Type           Charse         C         State         Persmeter not entered         Parameter not entered         Note of entered         State           Charse         C         State         Persmeter not entered         Parameter not entered         Note of entered         Entered         antered         State           Showing 1 to 1 of 1 entries         First         Previous 1         Next Last	Parameter Details' While entering the parameter details you will get 9 (nine) fields namely Catre, Group, Service Type, ROPA, Year of Johing from , Year of Johing to Krisasur, DoC and Initial of Name. The fields which are marked in red asterits are mandatory fields. These parameters relate to those employees of the office for whom the Workflow Chain' will be created
	Insert Previous Next	Example 1: There are two employees belonging to Cadre X and Group Y and Service type - The Service Service dealt by dealing assistant A and approver B of the office. For another employees who poinced 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 2001.

In this step one has to assign Users at different levels in the Workflow Chainin the tab (Workflow chain users). After Clicking [Next] button, (Workflow chain users)'tab will open with Two Levels ('Top Level' and 'Level 2'). Levels can be added by clicking [Add Level After] button or to delete using [Delete Level] button.As many levels required in the office may be created, there is no restriction. Hosever, neither the 'Top Level' can be deleted nor can level be added before it.

For the "**Top Level**", In the drop down menu an employee having '**Service Book Appover**'Role only will be available and the desired name is to be selected to whom Service Books will reach for final Approval.User Name for the 'Top Level' is to be selected from the dropdown. As mentioned earlier only Users having'**Service Book Appover'** roles will be available here.Once created, HOO Approver/ Nodal Officer Approver can modify the Top level user afterwards. [**Save**] the details and click [**Next**]

HRMS HOO Cede: 138H0001 Name: 1991 app Collapse all   Expand all	Rola: Worldlow Nodal Officer Approver		
5 ers rvice Book	Workflow Chain Details Select parameter fo	or employees to create Workflow chain	Please read the instructions properly be proceeding further
nizational Structure and Workflow	Workflow Chain Users		46
apping of Appointing Submorty (EA) with reate group/section/branch within office reart group/section/branch head within o eclaration of Approving Authority	Showing 1 to 1 of 1 entries	First Previous 1 Next Last	Please read the instructions caref since the entries to be made here have vital impact on the workflow at
orkflow Create	- Details of Level		employees belonging to the Cadre
Inbox Approved Chain - Deletion of Approved Chain - Exception Chain	Two levels are incorporated in the screen by di more levels please click 'Add level after' or 'Ad Please save the user details for all individual le	efault to create the workflow chain. If you want to add Id level before' as per the requirement, evels before going to next level/leaving the screen	screen different chains for f of 'service related application reque shall be defined so that an applica shall ass through different level
- Inbox of User ReplaceOrInactive - User Replace Or Inactive rvice Book Intimation	Top Level Level2	r Name (Lookin 10) Delete	examining/checking authorities be the application reaches the appro for dispoasal.
	1 Sankar Prasad Thakur (dst)	• 8	Example 1: Some employ belonging to Carlie X applies for 30
Signature Not Verified	⇒Add User Save	Add Level After	advance through eSE the application of passess through a Dealing Assist and Head Assistant for the purpose
			examination and is then forwared the Additional District Magistrate approval. The workflow chain to
			<ul> <li>created shall have 3 levels in the level there shall be Additional Dist</li> </ul>
			Magistrate as approver below wit

Next, employees are to selected for the levels below the ,Top Level' to function as ,Recommending Authority' and ,Operator' and for these levels employees assigned with **Appover** and **Operator** roles will be available for selection. User has to enter 'User Name' and 'User in previous Level' in rest levels. Only users with **Appover** 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'.





For approval of the Workflow Chain(s) so created click <<u>Inbox</u>>.All created Workflow Chain request Ids would be available here. Click any row to view the details of that Workflow Chain.(*See Screenshot below*)

HRMS HOO Code 118110003 Name: wwl_sp2 E Collapse all   Expand all	ole: Workflow Nodal Officer App	CHART .				N HEI	
M5 sters ervice Book	Request Type wis	se Workflow Chain Creation	on Inbox	•		Pending For I Approved Det	Revision to Modified
Apping of Appointing Authority (AA) with Create group/section/branch within office	Forwarded by Operate	r bat not yet Approved Ent	cred by me but not yet Approved	View Request Sent ha	ck to Operator for Recti	fication	
Creare group/section/branch head within d To a Declaration of Approving Authority	modify row, click on th	e hyperlink.			Search:		
Create Approved Chain Deletion of Approved Chain	Workflow Type	Sub Maduie	Parameter Name	Request ID	Status	Select to Approve (Select All)	Delete
Exception Chain			Search	Search			
User Replace Or Inactive Service Book Intimation	<u>Normai</u>	Service Book	test123	20200419760043	Yet To Approve By SK. AMENA BEGUM(Approver)		Ť
	Exception	Service Book	abs	20200416759988	Yet To Approve By SK. AMENA BEGUM(Approver)		Û
Signature	Normal	Service Book	ялам	20200405759765	Yet To Approve By SK, AMENA BEGUM(Approver)		Ť
Not Verified	Exception	Service Book	<u>58</u>	20200225758109	Yet To Approve By SK, AMENA BEGUM(Approver)		Û
	Exception	Service Book	service book	20200225758065	Yet To Approve By SK, AMENA BEGUM(Approver)		Û
	Normal	Service Book	<u>1 to 4</u>	20200225758031	Yet To Approve By SK. AMENA BEGUM(Approver)		Î
	Exception	Service Book	exception training	20200224757950	Vet To Approve By SK. AMENA		ŵ

**Three options** would be available in Workflow Nodal Officer Approver <<u>Inbox</u>> all these are self explanatory

All the workflows thus created will be available in the Workflow Inbox grouped under **Three tabs** which are self explanatory :

**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.

For approval of them, select one or more Workflow Chain and Click [Approve] button at the lower part of the screen.(See Screenshot below)





Use<Approved Chain>menu under <Workflow> to view all the workflow chains so far approved. Click any one of them to view its details and click [Modify Chain] button for any type of modification subject to the conditions already specified. To modify the chain in all respect. (See Screenshot below)

Ø HRMS P. Mesters	Workflow Chain C	reation	•
e-Service Book Organizational Structure and Workflow	Workflow Chain Details	Select parameter for employees to create Workflow chain	Please read the instructions properly before proceeding further
Mapping of Appointing Authority (AA) with	Workflow Chain Users		
Creare group/section/branch head within t     Declaraban of Approving Authority     Create     Createe	Workflow Descript Module:* Insert workflow chain name :*	Service Book TestFlow1 Modify Chain Next	In this screen there are only two fields namely Module' and insert "Workflow Chain Name". The Module' field is automatically populated as per the selection made in the previous page. In the Insert Workflow Chain Name' field please type the name of the workflow chain as per the convenience of the user. For better understanding please see the examples below. Example 1: A user may give the name of the workflow chain for Service Bookof the employees of Cadre X Group A having name range alphabetically from A to D as "Service Book workflow of cadre X Group A with initials in the range of A to D. Example 2: The workflow chain for pay fixation of Cadre X Group A bekinging to year of joining 1989 to 2005 may be named as Pay Totation to

Use <Deletion of Approved Chain>under <Workflow> to delete any/all approved workflow chains. If any pending task is present in the workflow attempted to be deleted, an "Error Message" would be generated.

IRM5	Request Type wise Ap	proved Workflow Chain		
factors			Search	
rganizational Structure and Workflow	Workflow Type	Bub Module	Work Flow	
Mapping of Appointing Authority (4A) with	-		a second second	
Create group/section/branch within office	Normal	Service Book	TestFlow1	ĩ
Declaration of Approving Authority	Exception	ROPA 2019 Pay Fixation	Exceptional Chain for Tanay Adak	
Workflow	Normal	Service Book	SB	
- Create	Normal	Service Book	Testing for serv1	1
Approved Chain	Normal	Service Book	AAAAA	
Deletion of Approved Chain	Exception	ROPA 2019 Pay Fixation	Payfixation for approver	
	Exception	ROPA 2019 Pay Fixables	rerere	
User Replace Or Inactive	Normal	ROPA 2019 Pay Fixation	erterertetretr	
	Normal	ROPA 2019 Pay Fixation	To Test Approve form Backend	
	Normal	ROPA 2019 Pay Fixation	CIVIL DEFENCE	
	Normal	ROPA 2019 Pay Fixation	kdi	
	Normal	ROPA 2019 Pay Fixation	testttt	
Signature	Normal	ROPA 2019 Pay Fixation	22.22	
Not Vermed	Normal	ROPA 2019 Pay Fixation	titt	
	Normal	ROPA 2019 Pay Fixation	tyut	