

Manav Sampada

A Green Governance Tool for Human Resource Management

Department of Personnel, Government of Himachal Pradesh (India)
National Informatics Centre, Himachal Pradesh State Centre

Highlights



Department of HEALTH AND FAMILY WELFARE

Logged As: 10003- SHARDA CHAUHAN, Junior Assistant

Posted At: Shimla, Directorate of Health and Family Welfare (DHS)

Initialization > eServiceBook Master > eServiceBook Transaction > Reports/Queries > Transfer/Promotion > My Profile >

Generalized HR Management System

<http://admis.hp.nic.in/genpmis>

Preserve, decentralization, timely updation, eliminate duplication and inconsistency of employee service book record.

The decision makers were facing challenge of taking right decision at right time and for that proper monitoring, manpower planning, recruitments, Postings, Promotion, Transfer based on employee skill set were essential, but in doing so manually, there was wastage of Government resources, and time that too without fruitful results which created lack of faith in Government system. National Informatics Centre, Himachal Pradesh developed "Manav Sampada"-a green governance tool for Human Resource Management, which brought a breakthrough in managing Human resource in Government efficiently and effectively. "Manav Sampada" was not only the solution to manpower planning but its integration with 17 more applications extended its ambit to various other Government G2G, G2E and G2C services. The "manav Sampada" was developed with following objectives of Good and Green Governance:-

Objectives

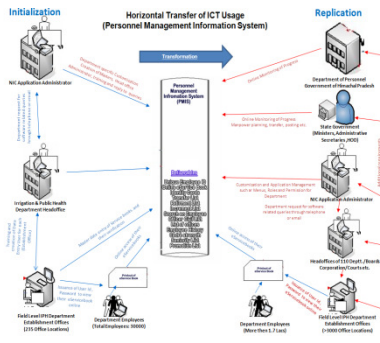
- To preserve employees most useful information currently available in their manual service book record to electronic form (e-Service Book) and to create a **Searchable Employee Service Book** database through data entry of master service book and online transactions thereon.
- To make available eService book on the Internet supporting government effort to bring **transparency** in a user-friendly interface for use by both the department and Government employees.
- To reduce the manual effort in maintaining service book **decentralizing** and timely updation of their transaction such as (transfer, promotion, joining, relieving etc.)
- To **achieve the objective of RTI Act** with regard to employee posting and transfers.
- Implementation of **work flow based package** will eliminate the redundant paper work to be performed at various levels which will result in fast disposal of matters.
- Outputs/Queries (on various selection criteria) generated by the computerized system will be useful at all the levels for **effective policy decision making** for manpower planning, deployment, financial cost, Transfer and recruitment
- Significant reduction in manual records/register maintenance at Establishment offices
- Elimination of duplicate and inconsistent record keeping
- Facilitate maintenance of details of Employee Service Records
- Keep track of the Status of Employee current posting detail
- Introducing element of transparency in the working
- Facilitating concern officials with availability of Records
- Facilitating supervision of service record by the Senior Officers
- Generate various reports required from time to time
- Faster Response to employee grievances related to promotion, transfer and posting.
- Decision Support System for manpower planning at the top.



Implemented in 146 Government departments in the state of Himachal Pradesh successfully.

Covers more than **2.33 Lacs** Government Employees working in different Departments and operates from more than **27,918 office** locations

Scope & Features:



Web Enabled – Generalized Online System for all departments

- **Digitally sign the Service Book** by getting digital signatures for department DDOs so that it can be downloaded and digitally verified online by them.
- **Liaison with AG Office** Provision to transfer the e-Service book electronically at the time to retirement for verifying service record by the AG office.
- **Online Drafting of Transfer/Appointment proposal** The service book data can be use for implementing Transfer policy based upon the various criteria such as employee served in Hard/Tribal area, Previous Posting Details, Skilled area etc.
- **Online Submission of Annual Property Returns** The employees can submit their Annual Property Return online directly on the application.
- **Interface with other application.** The User management feature of the application provides facility of user validation for authenticity of users in other software.
- **Separate Modules** for application customization and user management.

Initialization > eServiceBook Master > eServiceBook Transact

FORM1: Employee Details
 FORM2: Employee Address Information
 FORM3: Employee Initial Joining Information
 FORM4: Employee Education Information
 FORM5: Employee Family Information
 FORM6: Employee Loan Details
 FORM7: Employee Service History
 FORM8: Employee Leave Details
 FORM9: Employee Departmental Proceeding
 FORM10: Employee Old Department Information
 FORM11: Employee Nominee Details
 FORM12: Employee ACR Detail
 Employee Awards/Medals Detail
 Verification of eService Book Master

IMPORTANT INFO

Relate the previous
 Use the Update
 Question : If an
 Answer : In this

Benefits:

- Service book can be restored if damaged due to some reason
- Integration with other 17 web applications for user authentication, application role and permissions.
- Provision of tracking employee complete service history along with duration of stay in Hard, Tribal and Sub – Cadre and Home Postings.
- Quick search for employee in the complete employee database with in or inter department.
- Auto Generation of Unique Employee ID to all State Employees to access the software.
- Personnel Information such as Personnel, Professional, Address, Nominee, Family, Education, Training, Leaves, Loans, ACR, and Service History etc. is available on click of mouse to all employees helping all individuals to view their up to date service book from remote irrespective of their reporting office.
- Easy data availability for Manpower Planning at the higher levels. Work Flow System. Anytime anywhere availability
- System Transparency. Reduction of work load in department by elimination of repetitive work.
- Implementation of work flow based package will eliminate the redundant paper work to be performed at various levels which will result in fast disposal of matters.
- Transaction based system helps in system generated service history of all employees.

Contact

State Informatics Officer
National Informatics Centre
Himachal Pradesh State Centre
HP Secretariat, Shimla-171002
Phone: 0177-2624045
Email: sio-hp@nic.in



Please visit <http://admis.hp.nic.in/genpmis>