

# e-HRM System for Government by NIC

## Enabling Management of Employee Resources and their Service Books Easy

This recently launched Application enables creation of e-Service book of employees from physical service book and automate the updation of e-Service book. This makes day-to-day processing of various records of employee possible, resulting in real time updation of servicebook and uniform implementation of the service record rules across the Government.



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**P**roper maintenance of the service records is crucial to employees as well as to organization as it contains vital information with regard to every aspect of service of an employee. In actual practice, it is observed that though entries are being made in the service book and verification is also done, but in many cases the record is not up-to-date, verification of service book by employee does not happen regularly and in case of transfer of employees, the servicebook get transferred after long time. This results in delay in sanctioning & payment of due benefits/ pension etc. In the event of death of the employee and/ or in the absence of proper nomination in many cases, the

final payment is unnecessarily delayed. Many cases of regularisation of leave etc. received by Department after many years of retirement of employee which often lead to litigation and payment of uncalled for interest on delayed payments. This may perhaps be happening as the employee himself doesn't have easy access to his service record even though it is envisaged in the rules.

Department of Personnel and Training (DoPT), in its large nodal role, acts as the formulator of policy and the monitor of the Government ensuring that certain accepted standards and norms, as laid down by it, are followed by all Ministries/ Departments, in the recruitment, regulation of service conditions, posting/ transfers, deputation of personnel as well as other related issues. Guidelines are issued by it for the benefit of all Ministries/



Personal Details Dashboard of the e-HRMS

Departments and it monitors the implementation of these guidelines. It also advises all organizations of the central Government on issues of Personnel Management.

DoPT has entrusted National Informatics Centre (NIC) to design, develop, roll-out and maintain e-HRMS for Government of India employees.

e-HRMS (Human Resource Management System) is a web-based solution for Government of India Employees. The aim of this project is to build an application that computerizes the existing service book for existing employees, creation of service book for new joinee and automate the updation of service book thereafter for day-to-day processing of various records of employee. This results in real time updation of service-book and uniform implementation of the service record rules across the Government. e-HRMS consists of creation of e-Service Book and development of workflow-based solutions for all processes/ information impacting service-book.

### MODULES OF e-HRMS

e-Servicebook, Personal Information System, Integration with PFMS for salary, GPF, Retirement benefits, Loan/Advances, LTC, Tour, Leave, Integration with SPARROW for APAR/ AWR, Transfer and Postings, Promotions,

Vigilance and Penalty, Compliant/Grievances, integration with CGHS for Medical Benefits and integration with Directorate of Estate for Government Accommodation.

### TECHNOLOGY USED

e-HRMS is a single workflow-based solution for all Government employees of India. It will cater approximately 60 lakh employees across various offices of Government of India throughout the Country. Open source technology with front-end 'SPRING' and for Back-end

'Postgres' is used to minimize cost.

Each activity, which an employee does in e-HRMS is treated as service (e.g. apply for leave, cancel leave, extend leave or join office after leave). Each Service has three layers, first layer is a form to get input from employee, second layer is the service workflow which decides the path from which input will be taken from employee to entry in service book, third layer is the service rules e.g. CCS rules. Each Layer is developed separately and integrated as per the requirement. This makes the software light weight and scalable.

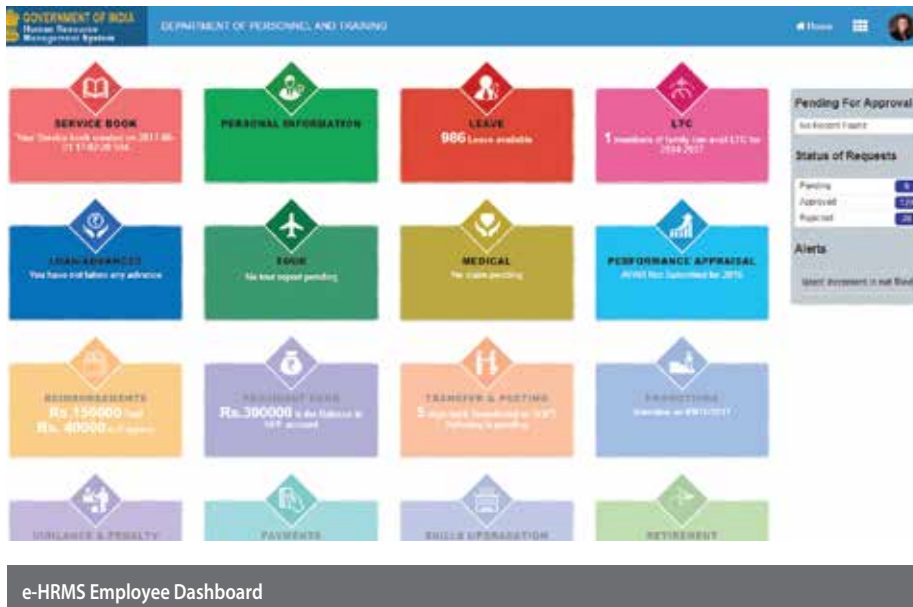
e-Sign is used for non repudiation which provide ease of use and easy to implement the Digital Sign for a large number of employees. SMS and email services will be used to send alerts, messages etc. to employees to improve and expedite the process. Single Sign-on will be used to provide single Dashboard to employee to access various services developed in other projects.

Data Exchange between various application like PFMS, SPARROW etc. will happen through WEB services. e-HRMS will create data exchange which will have latest data of all employees registered into e-HRMS.

### INTEGRATION WITH OTHER



e-HRMS Management Dashboard



e-HRMS Employee Dashboard

## APPLICATIONS

Data Exchange between various application like PFMS, SPARROW etc. will happen through WEB services. e-HRMS will create data exchange which will have latest data of all employees registered into e-HRMS and related code master data, which can be shared with other applications. This will expedite the development of other Applications and facilitate integration of Application.

## DASHBOARD

e-HRMS has dashboards for both Management and Employees separately.

## MANAGEMENT DASHBOARD

It is the display method to provide just in-time analysis/ access to human resources data of organization in an easily understandable format. Metrics considered while designing e-HRMS Management Dashboard are-

- HR Analytics
- HR Strength
- Pendency
- HR Development
- e-HRMS Rollout/ Implementation

## EMPLOYEE DASHBOARD

This provides the online access to various activities related to HR and impacting the Servicebook from the day of joining the government till retirement of employee. The dashboard also provides the alerts, status of request made by employee and Notifications to remind employee of activities to be done. Employees can also see the request pending with him for approval in addition to above mentioned options.

## TARGET USERS

- All Government Employees
- Transfer and posting controlling authorities
- Promotion controlling authorities
- Vigilance and penalty controlling authorities
- Administration section of each office
- Personnel section of each office
- Finance section of each office

## IMPLEMENTATION METHODOLOGY

- Organisations register themselves on [ehrms.gov.in](http://ehrms.gov.in)
- Separate instance for each organization
- Firstly, existing servicebook will be scanned

- Latest employee information which is required for decision making will be entered into software
- Scanned service books are uploaded for employees legacy data
- Employee information will be shown to employee for confirmation
- After that, employee information will be shown to administration for approval.
- All employees with approved service book (legacy data) can use e-HRMS i.e. personal information system, LTC, Leave, Advances, Tour etc. on day to day basis
- Administration will approve the details online
- Service book will be updated automatically
- e-Signed pdf file for each online service will be stored automatically

## IMPLEMENTATION SUPPORT

Department of Personnel and Training (DoPT) is facilitating the process of training and implementation of e-HRMS. A demo site is available to facilitate end users to explore the software with test data. User Manual has been prepared to enable better understanding on the usage of the software. All support materials are available on the demo site as well as the online site for public view and download.

## HOW TO ACCESS

To get hands-on experience and training, users can visit the demo site. Whereas, for actual data entry, they have to visit the URL, <http://ehrms.gov.in>.

For further information, please contact:

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