

पत्रांक-बि०प्र०सु०मि०सो०/HRMS-07/2020, सो०-.....55/
बिहार प्रशासनिक सुधार मिशन सोसाइटी
(सामान्य प्रशासन विभाग)

प्रेषक,

डॉ० बी. राजेन्दर,
प्रधान सचिव, सामान्य प्रशासन विभाग-सह-
मिशन निदेशक।

सेवा में,

अपर मुख्य सचिव/प्रधान सचिव/सचिव, सभी विभाग।
पुलिस महानिदेशक, बिहार, पटना।
सभी प्रमण्डलीय आयुक्त।
सभी जिला पदाधिकारी।

पटना, दिनांक-13/02/2023

विषय:- HRMS पोर्टल पर उपलब्ध राज्य कर्मियों का प्रतियोगिता या गैर संवर्गीय पद पर प्रोन्नति के माध्यम से अन्य सेवा/संवर्ग में नियुक्ति के मामलों में Employee Conversion द्वारा On Boarding के सम्बंध में।

प्रसंग:- मिशन सोसाइटी का पत्रांक-2430, दिनांक-28.09.2022, पत्रांक-2517, दिनांक-18.10.2022 तथा पत्रांक-2583, दिनांक-28.10.2022।

महोदय,

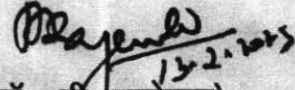
उपर्युक्त विषयक प्रासंगिक पत्रों के संदर्भ में कहना है कि इन पत्रों के माध्यम से क्रमशः नई नियुक्ति, CTMIS में उपलब्ध राज्य कर्मी तथा Pre CTMIS राज्य कर्मियों के HRMS पोर्टल पर On Boarding हेतु प्रक्रिया निर्धारित किया जा चुका है। HRMS पोर्टल पर उपलब्ध राज्य कर्मियों को प्रतियोगिता या गैर संवर्गीय पद पर प्रोन्नति के माध्यम से अन्य सेवा/संवर्ग में नियुक्ति के बाद On Boarding के प्रस्ताव प्राप्त हो रहे हैं। कुछ मामलों में LPC-out/In प्रक्रिया अपनाकर नई नियुक्ति के लिये भुगतान आदि की प्रक्रिया की जा रही है, जबकि सेवा जोड़ने एवं वेतन संरक्षण के लिये वित्त विभाग की सहमति से विभागीय आदेश निर्गम के पश्चात् सेवा अभिलेख में प्रविष्टि के बाद अगेतर लाभ देय होता है। इस प्रक्रिया के अपनाये जाने कारण नई नियुक्ति संबंधी सूचनायें भी Pay Roll में संकलित नहीं हो पायी है।

अतएव HRMS पोर्टल पर उपलब्ध राज्य कर्मियों का प्रतियोगिता या गैर संवर्गीय पद पर प्रोन्नति के माध्यम से अन्य सेवा/संवर्ग में नियुक्ति के मामलों में On Boarding के लिये पूर्व सेवा परित्याग कार्यालय तथा नव नियुक्ति प्राधिकार एवं पदस्थापन कार्यालय द्वारा अपनाये जाने वाली प्रक्रिया संबंधी Employee Conversion Manual संलग्न है। ऐसे मामलों में पूर्व सेवा परित्याग कार्यालय द्वारा LPC Out किये जाने की आवश्यकता नहीं होगी। नई सेवा के लिये Pay Entitlement के आधार पर मासिक वेतन आदि का भुगतान किया जायेगा।

प्रक्रिया प्रारंभ करने के पूर्व सेवा परित्याग कार्यालय का यह भी दायित्व होगा कि सुनिश्चित हो लें कि HRMS पोर्टल पर उक्त कर्मी के Login में कोई कार्य लंबित न रहे और Assigned किये गये Workroll Office Admin द्वारा Deassigned कर लिया गया हो।

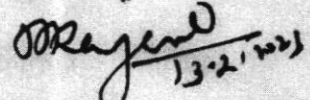
अनुरोध है कि विभागीय नियुक्ति प्राधिकारों तथा अपने नियंत्रणाधीन सभी कार्यालयों को इस प्रक्रिया से अवगत कराने की कृपा की जाय।
अनुलग्नक: यथोक्त।

विश्वासभाजन,


(डॉ० बी. राजेन्द्र)

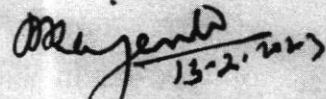
प्रधान सचिव, सामान्य प्रशासन
विभाग-सह-मिशन निदेशक।

ज्ञापांक: बि०प्र०सु०मि०सो०/HRMS-07/2020 सो० 551, दिनांक 13/07/2023
प्रतिलिपि: निबंधक (स्थापना), उच्च न्यायालय, पटना/सचिव, बिहार विधान सभा एवं बिहार विधान परिषद/सभी विभागाध्यक्ष को कृपया सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।


13-2-2023

प्रधान सचिव, सामान्य प्रशासन
विभाग-सह-मिशन निदेशक।

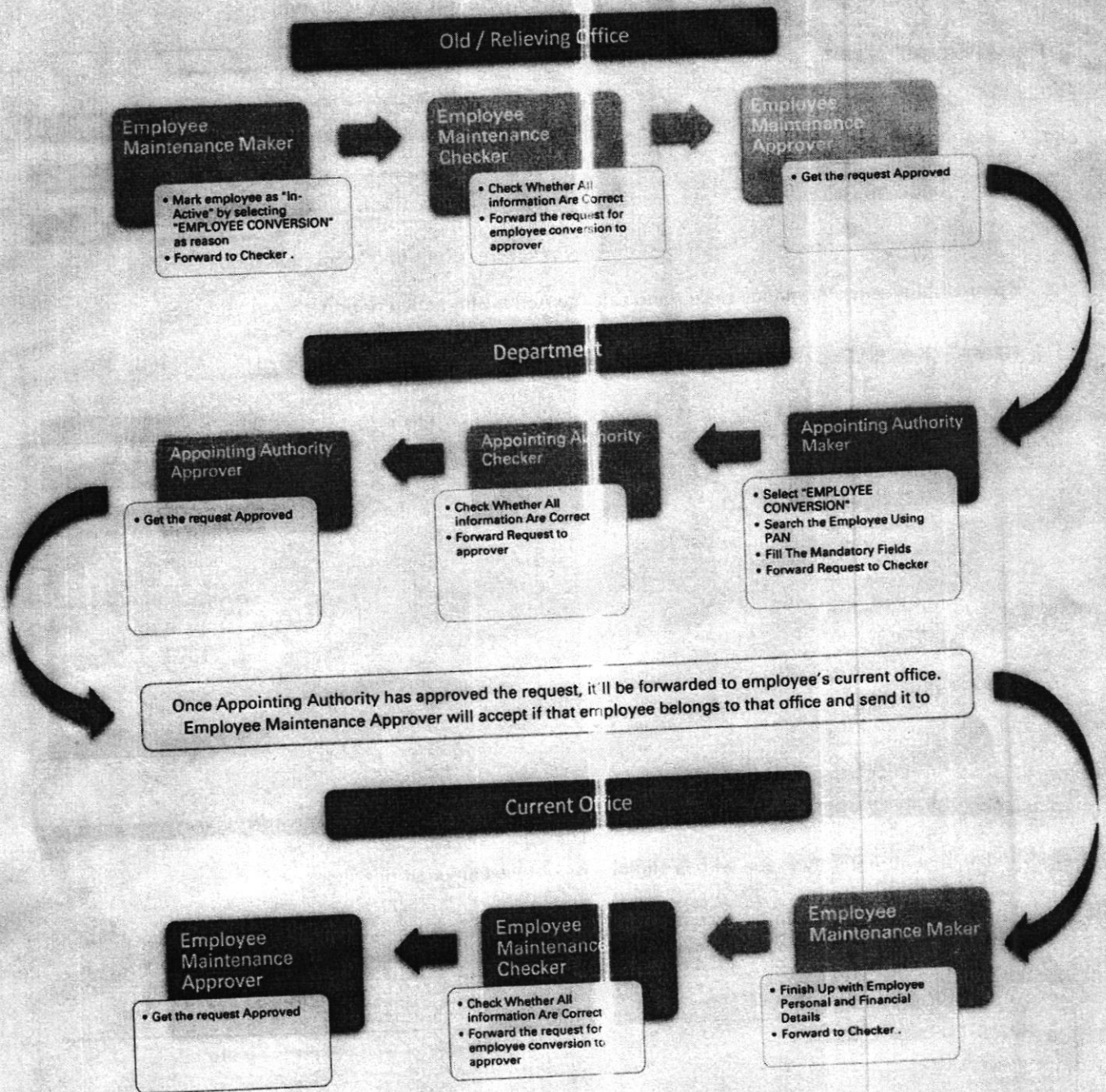
ज्ञापांक: बि०प्र०सु०मि०सो०/HRMS-07/2020 सो० 551, दिनांक 13/07/2023
प्रतिलिपि: 1. विशेष सचिव, वित्त विभाग, बिहार, पटना को कृपया सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।
2. M/s KPMG, पटना/श्री हिमांशु रंजन, M/sIPE Global, पटना को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित।


13-2-2023

प्रधान सचिव, सामान्य प्रशासन
विभाग-सह-मिशन निदेशक।

Employee Conversion Manual

(For onboarding employees who have joined services after resigning from other service)



1. Activity before making then inactive

- Please check of the employee is s user or not. If yes then move the pending task if any
- Please ensure that salary and other dues are processed till last working day.
- Deactivate the user id by the office admin from the office.

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In – Active Process in Previous Office / Relieving Office

1. Log In with Employee Maintenance Maker of office where last salary is drawn.

2. Open Employee maintenance maker and Choose Active / In- active option

3. Choose the name of Employee who is eligible for service conversion.

Note: If Employee is already In-Active, then active the employee for Employee service conversion. then then go to next step.

4. Check the Details of Employee. Note - In new office employee will be searched with PAN.

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Office: Finance Department | Sign in as: EMPLOYEE MAINTENANCE MAKER | Runy Tanna | 19-12-2021, 8:48:37 PM

Inactivate Employee

Select Employee Detail

Employee *	ASHOK KUMAR (PTSD-1712) Active
Department Name	Finance Department
Office	Finance Department
Employee Status	Active
Date of Joining	20-12-1990
Date of Retirement	21-01-2027

Employee Personal Information

Employee ID	10000007	Employee Name	ASHOK KUMAR
Service Type	State Govt. Employee(SGVT)	QPF/Prsn No	PTSD-1712
Current Department	Finance Department	Current office	Finance Department
Current Designation	Peon	Date Of Birth	05-01-1977
PAN No	DAJTHA003L		

5. Choose the Reason in Drop Down as "Employee Conversion"

Employee Personal Information

Employee ID	10000007	Employee Name	ASHOK KUMAR
Service Type	State Govt. Employee(SGVT)	QPF/Prsn No	PTSD-1712
Current Department	Finance Department	Current office	Finance Department
Current Designation	Peon	Date Of Birth	05-01-1977
PAN No	DAJTHA003L		

Separation Detail

Reason *	☐ Issued Separation ☐ Termination ☐ Voluntary Retirement ☐ Compulsory Retirement ☐ Death while in Service ☐ Other ☒ Employee Conversion
Order Date *	
Order No *	
Separation-In-Active Date *	
Order Issuing Authority / Office *	

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6. Fill the Order number, Order Date and In-Active Date With their Order Issuing Authority / Office

Employee Personal Information

Employee ID	10000007	Employee Name	ASHOK KUMAR
Service Type	State Govt. Employee(SGVT)	QPF/Prsn No	PTSD-1712
Current Department	Finance Department	Current office	Finance Department
Current Designation	Peon	Date Of Birth	05-01-1977
PAN No	DAJTHA003L		

Separation Detail

Reason *	Employee Conversion	
Order Date *	20-12-2022	X
Order No *	YU001	X
Separation-In-Active Date *	20-12-2022	X
Order Issuing Authority / Office *	Finance Department	X

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- Verify the PAN, click on Save as Draft and Confirm to Proceed.

The screenshot shows the 'Employee Personal Information' form. A modal dialog is displayed in the center asking: 'Have You Verified your PAN No: DNAPK4593... Is it correct? Confirm to proceed'. The dialog has 'Yes' and 'No' buttons. The form in the background includes fields for Employee ID, Service Type, Current Department, Current Designation, PAN No, and various dates. At the bottom, there are buttons for 'Save As Draft' and 'Confirm'.

- Forward this request to Employee Maintenance Checker / Approver.

The screenshot shows the 'Actions' section of the form. It includes a 'Send To' dropdown menu with 'Finance Select' selected, a 'Remarks' text area, and three buttons: 'Save As Draft', 'Confirm', and 'Cancel'.

- Get that request approved

After following Above mentioned steps, Employee Details get In-Active from the office where last salary is Drawn Then He will be Eligible for "Employee Service Conversion".

On Boarding Process in Joining Department

- Log in as Appointing Authority Maker of New Joining Department / Office
- Select "Employee Conversion" option

The screenshot shows the HRMS dashboard for an 'Appointing Authority Maker' in the 'Finance Department'. The dashboard includes a top navigation bar with the HRMS logo and user information. Below the navigation bar, there are four main action cards: 'Save As Draft' (3 Action), 'Submitted Request' (39 Request), 'Inbox' (0 Request), and 'Outbox' (1 Request). On the left side, there is a 'Holiday List' table and a 'Help Link Info' section. The main content area is titled 'Announcement'. On the right side, there is a sidebar with a search bar and a list of options: 'Modify Employee Details', 'On Boarding', and 'Employee Conversion'.

Sr	Holiday Name	Date	Day
1	Idar Holiday	5 July 2022	Tuesday
2	Idar Holiday	16 July 2022	Tuesday
3	Makar Sankranti	9 August 2022	Tuesday
4	Idar Holiday	19 August 2022	Tuesday

12. Search the Employee with PAN number.

13. Fill all the necessary fields in Employee Profile page

Following is a brief description of the fields available on the tab:

Section 1: Employee Personal Details

- Prefix: Mr./ Ms. / Mrs./ Dr./ Prof.
- First Name: Employee's first name.
- Middle Name: Employee's middle name.
- Last Name: Employee's last name.
- Gender: Employee's gender.
- Date of Birth: Employee's date of birth.
- Date of Birth in words: Employee's date of birth in words. (Will be auto populated)
- Height (CM / Feet-Inch): Employee's height in cm / feet-inch.
- Identification Mark: Identification mark on employee's face or body
- Father's Name: Employee's father's name.
- Mother's Name: Employee's mother's name.
- Marital Status: Employee's marital status.
- Spouse Name (Husband/ Wife): Employee's husband or wife's name.
- Disabled (Yes/ No): Select either one Yes/ No.
- Type of Disability: Select Type of disability if 'Yes' is selected under 'Disabled'. (Dropdown available)
- Percentage of Disability: Percentage of disability if 'Yes' is selected under 'Disabled'.
- Blood Group: O+/ A+/ B+/ AB+/ O-/ A-/ B-/ AB- (Dropdown available)
- Personal Email: Employee's personal email.
- Personal Mobile Number: Employee's personal mobile number.
- Official Email: Employee's official email.
- Official Mobile Number: Employee's official mobile number.

- Nationality: Employee's nationality.
- Social Category: Employee's social category. (Dropdown available)
- GPF/PRAN Type: Employee's pension scheme.
- PAN No.: PAN number of employee.
- Aadhaar Ref. No.: Enter Aadhaar number of employee and search. (System will populate Aadhar Ref. No.)

Current Employee Official Details

Employee Type:

Gender: ☐ Male ☐ Female

Current Designation:

Appointment Order No.:

Source of Recruitment:

Annual Increment Order Date:

Service Type:

Parent Department:

Current Office:

Appointment Order Date:

Joining / Charge Taken Date:

Superannuation Date:

Cadre:

Current Department:

Group:

Order Issuing Office/Authority:

Joining Time:

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Section 2: Employee Official Details

- Employee Type: Select Employee type. Regular / Probation
- Service Type: Select Service type of the employee. (Dropdown available)
- Cadre: Employee's service cadre. (Dropdown available)
- Parent Department: Employee's parent department. (Dropdown available)
- Current Department: Employee's current department (Dropdown available)
- Current Designation: Employee's current designation. (Dropdown available)
- Current Office: Employee's current office. (Search Office List available)
- Appointment Order No.: Enter Appointment Order No. of the employee.
- Appointment Order Date: Enter Appointment Order Date of the employee.
- Order Issuing Office/ Authority: Select order issuing authority's office. (Search Office List available)
- Source of Recruitment: Select source of recruitment for the employee.
- Joining / Charge Taken Date: Select joining date.
- Joining Time: Forenoon / Afternoon
- Superannuation Date: Will be auto calculated from DOB.

14. Click on "Save Personal Details" to save the request created with reference number.

Employee Convention request created successfully with ref no. EMPCONV0311112024

Employee Type:

Service Type:

Cadre:

15. Fill all the necessary fields in Address details page.

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Employee Conversion Process

Address

Follow these instructions
Employee Profile, Address, Bank Details, Pay Entitlement and Checklist are mandatory to forward the request.
Click on Update button to update and click on Submit button to forward the application.

Employee Details

Employee ID: [Field]
GPF PRAN No: PTB-40-112
Employee Name: ASHOK KUMAR

Permanent Address

Address Line 1: [Field]
Address Line 2: [Field]
District: [Field]
PIN Code: [Field]

Save Address

16. Add Additional Information.

Additional Information

Note: Only "PDF" Type Files are Supported and File Size Should Not exceed more than 1 MB.

Document Name	File Name	View	Action
Document Name	Choose File No file chosen		+ Add

17. Forward this request to Employee Maintenance Checker/ Approver

Actions

Send To: Please Select

Remark: [Field]

Approve Submit Cancel

18. Get the request approved

19. Once Appointing Authority has approved the request, it'll be forwarded to employee's current office. Employee Maintenance Approver will accept if that employee belongs to that office and send it to maker and follow the normal onboarding process.

Note: After New service On-Boarding User Have to Enter Bank details from Joining Office by Using "New Payee Creation" From "Employee Maintenance Maker"