

PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Appointment Details

Service Type *	State Government
Mode Of Recruitment *	Select Recruitment Type
Appointment Order No *	<input type="text"/>
Appointment Order Date *	<input type="text"/>
Date of Joining in Service *	<input type="text"/>
Parent Department *	<input type="text"/>
Cadre in which appointment is made *	<input type="text"/>
Group *	<input type="text"/>
Post *	<input type="text"/>
Designation *	<input type="text"/>
Year Of Allotment	Select Allotment Year
HRMS ID (Other than Present if any)	<input type="text"/>
Remarks	<input type="text"/>









Save & Continue

Save

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Post Details

Post *	<input type="text"/>	
Designation *	<input type="text"/>	
Nature Of Joining In New Post *	Select Nature of Joining	▼
Posting Order No *	<input type="text"/>	
Posting Order Dt *	<input type="text"/>	
Whether the office where Joined is within HRMS *	Yes	▼
Level *	Select Level	▼
Department under Which the Office Belongs	<input type="text"/>	
Head Of Office Details	<input type="text"/>	
Whether Substantive/ Officiating/ Additional	Select Type	▼
Order No For Joining In Present Post	<input type="text"/>	
Order Date For Joining In Present Post	<input type="text"/>	
Joining Date in Present Post *	<input type="text"/>	
Joining Time In Present Post	--Joining Time--	▼
Order No. For Release From Present Post	<input type="text"/>	
Order Date For Release From Present Post	<input type="text"/>	
Release Date from Present Post	<input type="text"/>	
Release time from Present Post	--Release Time--	▼










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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Promotion

Service Type *	Select Service Type  
Type of Promotion *	Select Promotion Type 
Date of Effect *	<input type="text"/>
ROPA/CPC *	--Select ROPA/CPC-- 
Old PayBand / (Minimum Entry Point) *	<input type="text"/> 
New PayBand / (Minimum Entry Point) *	<input type="text"/> 
New Basic (without grade pay) (in Rs.) *	<input type="text"/>
Grade Pay after promotion (in Rs.) *	<input type="text"/> 
Order No For Promotion *	<input type="text"/> 
Order Date For Promotion *	<input type="text"/>
Date of Option for Pay Fixation	<input type="text"/>
Remarks	<input type="text"/> 








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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Pay Info

Service Type *	Select Service Type <input type="text"/>  
Pay Scale Due To *	Select Pay Scale Reason <input type="text"/>
ROPA/CPC *	Select ROPA <input type="text"/>
PayBand / (Minimum Entry Point) *	<input type="text"/> 
Basic (in Rs.) *	<input type="text"/>
Grade Pay (in Rs.) *	<input type="text"/> 
Dt Of Notional Effect	<input type="text"/>
Dt Of Actual Effect *	<input type="text"/>
Order No *	<input type="text"/> 
Order Date *	<input type="text"/> 
Remarks	<input type="text"/> 

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Service Verification

From Date *	<input type="text" value="31"/>
To Date	<input type="text" value="31"/>
Whether the office where Joined is within HRMS *	Yes
Level *	Select Level
Department *	<input type="text"/>
Name of the Office Where Posted *	<input type="text"/>
Service Verification Done on the Basis of Acquittance Roll or any Other Records *	<input type="text"/>
Service Verification Date	<input type="text" value="31"/>
Memo No	<input type="text"/>
Memo Dt	<input type="text"/>



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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert GISS Details

Service Type *	Select Service Type ▼ 
From Date *	<input type="text"/>
To Date	<input type="text"/>
ROPA *	Select ROPA ▼
Pay Band *	<input type="text"/> 
Name of GISS Scheme *	Select GISS Scheme ▼
Subscription (Insurance)	Select Insurance Component ▼
Subscription Amt(Insurance) (in Rs.)	<input type="text"/>
Subscription (Savings)	Select Savings Component ▼
Subscription Amt(Savings) (in Rs.)	<input type="text"/>
Memo No	<input type="text"/>
Memo Dt	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Leave Details

Type Of Leave *	Select Leave Type ▼
Leave Addition (+) and Deduction (-) *	Leave Deduction (-) ▼
Period From (Excluding Prefix Period) *	<input type="text" value="31"/>
Period To (Excluding Suffix Period) *	<input type="text" value="31"/>
No of Days of Deduction (-) *	<input type="text"/>
Sanction Order No	<input type="text"/>
Sanction Order Dt	<input type="text" value="31"/>
Remarks	<input type="text"/>





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Insert TC/LTC/HTC Details

Type *	Select Type ▼
Service Type *	State Government ▼
Memo No.	<input type="text"/> 
Memo Date	<input type="text"/> 
From *	<input type="text"/> 
To *	<input type="text"/> 
Place Visited *	<input type="text"/>
Sanctioned Amount (in Rs.)	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Loan

Nature of Loan *	Select Loan Type ▼
Sanction No *	<input type="text"/>
Sanction Date *	<input type="text" value="31"/>
Sanction Amount (in Rs.) *	<input type="text"/>
Mode of Recovery	Select Mode of Recovery ▼
Amount of 1st Installment (Principal)(in Rs.)	<input type="text"/>
Amount of Last Installment (Principal) (in Rs.)	<input type="text"/>
Amount of 1st Installment (Interest) (in Rs.)	<input type="text"/>
Amount of Last Installment (Interest) (in Rs.)	<input type="text"/>
Recovery Start Date	<input type="text" value="31"/>
Recovery End Date	<input type="text" value="31"/>
Clearance Certificate No	<input type="text"/>
Clearance Certificate Dt	<input type="text" value="31"/>









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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Training

Order No *	<input type="text"/>	
Order Date *	<input type="text"/>	
Name of the Training *	<input type="text"/>	
Name of the Institution *	<input type="text"/>	
From Date *	<input type="text"/>	
To Date *	<input type="text"/>	
Category *	Select Training Categor 	
Remarks	<input type="text"/>	





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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Departmental Proceedings Details

Order No. for Initiation of DP *	<input type="text"/>	
Date of Initiation of DP	<input type="text"/>	
Date of Serving of Charge Sheet to the Charged Officer *	<input type="text"/>	
Office of the Disciplinary Authority	<input type="text"/>	
Designation of the Disciplinary Authority	<input type="text"/>	
Whether DP Concluded (Y/N)	<input type="text" value="---"/>	

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Suspension

Suspension Order No *	<input type="text"/>
Suspension Order Date *	<input type="text"/>
Date of Suspension *	<input type="text"/>
Reason for Suspension *	<input type="text"/>
Percentage of Subsistence Allowance Allowed *	<input type="text"/>
Date of Effect of Subsistence Allowance Allowed *	<input type="text"/>
Subsistence Allowance Order No *	<input type="text"/>
Subsistence Allowance Order Date *	<input type="text"/>
Remarks	<input type="text"/>
Date of Revocation of Suspension(If Any)	<input type="text"/>
Revocation of Suspension Order No	<input type="text"/>
Revocation of Suspension Order Date	<input type="text"/>
Remarks	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Award / Reward Details

Name of the Award *	<input type="text"/>
Name of the Granting Authority/Body *	<input type="text"/>
Order No *	<input type="text"/>
Order Date *	<input type="text"/>
Type of Award/Reward(Monetary/Certificate/Citation,others) *	Select Award Type ▼
Amount,If monetary Award/ Reward (in Rs.)	<input type="text"/>
Remarks	<input type="text"/>

Save & Continue

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Publication

Subject of Publication *	<input type="text"/>
Date of Publication *	<input type="text"/>
Name of Book / Journal *	<input type="text"/>
Details of Publication House	<input type="text"/>
Remarks	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Foreign Service or on Deputation Details

Name of Post *	<input type="text"/>
Order No *	Please mention Order No issued by the CCA or Finance Department <input type="text"/>
Order Date *	<input type="text"/>
Name of Borrowing Authority *	<input type="text"/>
Date of Joining *	<input type="text"/>
Pay in Rs.	<input type="text"/>
Deputation Allowance, If Any in Rs.	<input type="text"/>
Date of Release from Foreign Service	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Foreign Service contribution

Name of Borrowing Authority *	Select Foreign Service <input type="text"/>
Period From *	<input type="text"/>
Period To *	<input type="text"/>
Amount (in Rs.)	<input type="text"/>
Type of Contribution	Select Contribution Type <input type="text"/>
Payment Details: Challan No	<input type="text"/>
Payment Details: Challan Dt	<input type="text"/>

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PLEASE BRING YOUR CURSOR OVER THE FIELDS TO SEE THE GUIDING MESSAGES

Insert Details of Special Entries

Special Entry *	<input type="text"/>
Date of Entry *	<input type="text"/>
Entry Made By *	<input type="text"/>

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