

GM/HR-HRMS/O_HGB/ 7982

DATE :-10th April 2017

CIRCULAR

Sub : Implementation Of Online Higher Grade Benefit
Module

Various HRMS Modules are made live from time to time since 2008 and deployed on production for the use of end users. The main aim of developing all HRMS module is to achieve the paperless working and to reduce the mistakes to be done by the users in manual process. To achieve the objective of paperless working, it was in consideration to overcome from the practice of manual process of granting Higher Grade Benefit (i.e. G.O. 74/111(P)). Accordingly, the "Online Higher Grade Benefit Module" is developed and placed on production from the month of March 2017 for the use of end users.

The responsibility of Online Higher Grade Benefit Module in HRMS System is assigned to all HR Sectional Heads in field and Corporate Office. Hence now, the proposals for granting higher grade benefit should be generated through online module only and no manual process will be done at Corporate as well as Field level.

The process of granting HGB includes following steps;

- a) Generation of proposal,
- b) Sanction/rejection of the proposal,
- c) Audit/Audit Review
- d) To sanction/ generate HGB order,
- e) To generate Pay fixation order,
- f) To effect to the payroll,
- g) If reject, the proposal will reflect in HR Sectional Head HGB screen with remark of rejection.

The manual updation of higher scale in " HRMS Assignment window" for Higher Grade Benefit will be discontinued shortly, so, if the users proceed for the manual process for grant of HGB, they will not able to update the pay fixation data in system.

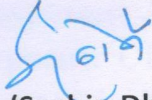
All the Corporate as well as Field users are hereby directed to update 100% HRMS data. The Higher Grade Benefit proposals will be generates wrong if data is not updated or wrong data updated in System.

The required Training is already given to the Dy. Manager (HR-HRMS) and UDC(HR-HRMS) of respective Zone and Circle. Therefore, in case of any difficulty, the concerned shall contact first to the Dy. Manager (HR-HRMS)/UDC (HR-HRMS) of the respective Zone/Circle and if not solved the problem then shall contact to HRMS Cell at Corporate Office.

The Use Manual is also uploaded on RAPDRP Portal.

This circular is available on company's RAPDRP Portal and no hard copy will be sent to any office.

Encl:- Annexure' A'


619/10/04/2017
(Sachin Dhole)
Executive Director (HR)

Guidelines for Higher Grade Benefit

1. Higher Grade Benefit Module is made live since 15th March 2017 for use of field as well as Corporate Office HR users.
2. Online Higher Grade Benefit (HGB) responsibility is assigned to HR Sectional Head i.e. GM(HR) of Regional Office, AGM (HR) of Zonal Office, Manager(HR) of Circle Office and Dy. Manager (HR) of Division Office. The responsibility is also assigned to Audit User and Audit Review User.
3. HR Sectional Head users can set the Competent Authority and BC User at field level and DC User for Corporate Office.
4. Update all Employees 1st, 2nd and 3rd GO data in HRMS Special Information window, if data is not updated or incorrect data is updated, the reports will be wrongly generated.

Following data must be correctly updated in system

- a) Correct Date of joining in the organisation
- b) Previous sanction of 1st, 2nd and 3rd benefit of Higher Grade Benefit information
- c) Caste verification details
- d) Departmental Exam passing details
- e) CR ratings should be updated
- f) Long leave details i.e. Lien Leave/Study Leave
- g) Promotion refusal details
- h) GO refusal details etc.

5. It is responsibility of respective HR section Head to get the HRMS data updated and validated in HRMS system.
6. All the parameters which are required for granting Higher Grade Benefit are covered in the module, e.g. passing of Exam, CR rating, Promotion details, DC cases, Seniority Number, completion of period required for granting of HGB (6 years, 9 years, 28 years) etc.
7. HR Sectional Head can generate the HGB proposal as per their eligibility (i.e 1st HGB, 2nd HGB or 3rd HGB and Review cases), as on Due date, designation wise, location wise etc.
8. Only HR Section Head of respective office, viz. Corporate Office, Regional Director Office, Zone Office, Circle Office can update the responsibility of DC user (only for Corporate Office), BC user, Competent Authority from his location.

9. Online Higher Grade Benefit module is work flow basis, so the HR users should submits the cases pertains to state level seniority to Regional Office or to Corporate Office as per the Competency prescribed on G.O. For other than statewise seniority employees, the process will be same as mentioned in the Admn. Circular No.446 dated 20/02/2013.

The process for submitting the statewise seniority cases and other than statewise seniority cases is as follows;

A) HGB Statewise Seniority Proposals:-

- 1) For granting Higher Grade Benefit pertains to S.E. equivalent and above designation, proposals are required to submit the online system generated proposals to Corporate Office without any remark.
- 2) After submission of online proposal to Corporate Office, the proposals will display on Online HGB Module of different HR Sectional Heads who has assigned the responsibility of Online HGB Module, e.g. for technical employees, the proposal will display on Technical Sectional Head login , for HR employees, the proposals will display on Non Technical Sectional head and for Account and Allied employees, the proposal will display on A&AE Sectional head.
- 3) At Corporate Office, the HR sectional head will set the DC User, BC User and Sanctioning Authority in Online HGB Module for further process of proposals.
- 4) For granting Higher Grade Benefit to below the rank of SE who are working in field offices, the proposals are required to submit the online system generated proposals to respective Regional Director Office through Online HGB Module for further process.
- 5) At Regional Director Office, the HR Sectional Head will set the BC user and Sanctioning Authority from Online HGB Module for further process of proposals

B) HGB Other than state wise seniority proposals:-

- 1) For granting Higher Grade Benefit to Circle Seniority Technical / Non-Technical Employees:- HR Sectional Head of respective Circle should generates the proposal at his level through Online HGB Module and submits the online proposals to respective Zone.

The HR sectional head of respective Zone will set the BC User and Sanctioning Authority from Online HGB Module for further process.

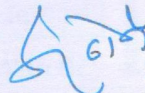
- 2) For granting Higher Grade Benefit to Divisional Seniority Technical / Non-Technical Employees:- HR Sectional Head of respective Division should generate the proposal at his level through Online HGB Module and submit the online proposals to respective Circle.
The HR section head of respective Circle will set the BC User and Sanctioning Authority from Online HGB Module for further process.
- C) In Online HGB Module, in the option of "Details of Employees considered for HGB", the report shows complete details of employees who are due for HGB.
- D) For DC user, BC user and Competent Authority same screen will be displayed for further necessary action.
- E) The proposals which are rejected by Sanctioning Authority for any reason, will be displayed in the HGB module of the HR section of respective office (i.e. Corporate Office, Regional Office, Zone office and Circle office etc.)
- F) After sanctioning the HGB through module, system will generate "Office Order with system generated Order Number".
- G) Once the office order will be generated, the list of eligible employee will be display in the Payroll module for Audit Review and Audit User at employees payroll location for audit purpose.
After Audit, the proposal will submit for Pay Fixation by Audit user.
- H) Audit Review Rejected records/employees will be displayed in Pending list with Sectional Head at Employees Location for further action.
- I) HR sectional Head of respective Office will generate the Pay Fixation Order.
Pay fixation order will be generated with system generated number.
Pay fixation order will contain "Existing pay scale", Pay scale and basic after HGB", "Basic after releasing of subsequent Increment", and "Next Increment Date".
Once the Pay Fixation Order generates, employee wise pay fixation will be automatically done at employees payroll location and effect of new pay scale will be implemented

from the same month.

J) The rejected HGB cases which are pending with HR section head will be display in next schedule when the proposal will generates by the HR Sectional Head.

e.g. If the HGB proposal will rejected for the reason of less CR rating, in that case the employee whose HGB is rejected will generates in next financial year after acceptance of CR.

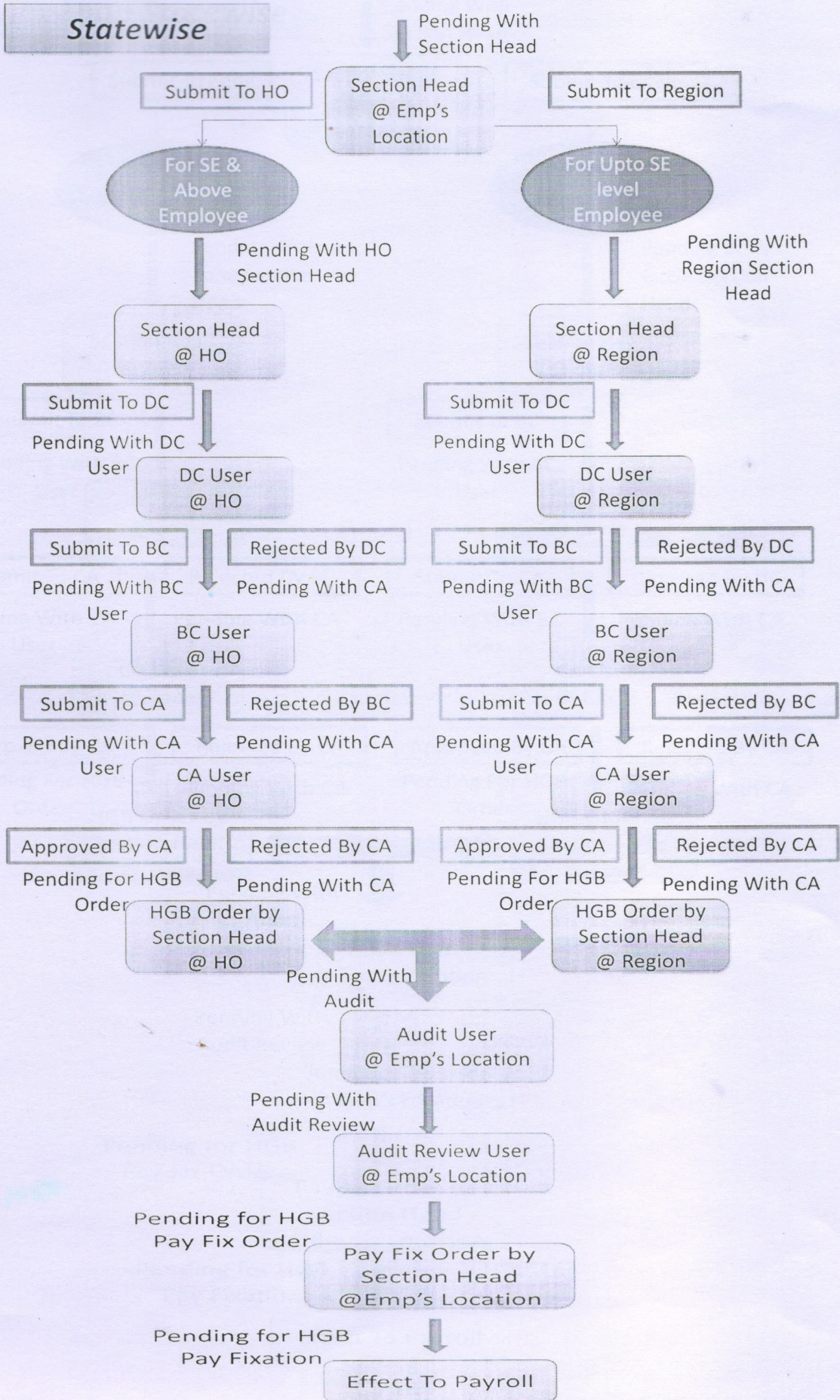
K) All users are directed to run the Online HGB proposals before running the Paybill Process (i.e before 15th of every month), so that it will not impact on payroll performance at the same time the effect can be given in the same month.

 61st
10/4/2017

(Sachin Dhole)

Executive Director (HR)

HGB Functional flow



Other Than Statewise

