



CIRCULAR NO. CHO/PMG/2020-21/22

Date: 04.08.2020

**ALL OFFICES AND BRANCHES**

**Sub: Introduction of New Modules in HRMS**

- (i) **Compassionate Appointment**
- (ii) **Retiree Screen for Personnel Details updation of retirees**
- (iii) **LFC/LTC Bill Submission**
- (iv) **Capturing and Centralised payment of Retiree's Leave Encashment amount**
- (v) **Advance for TA/LFC**

-----

In-House HRMS package was started with the purpose of generation and disbursement of salary for Head Office staff only, afterwards implemented for all staffs. Thereafter, several important modules have been developed and integrated into HRMS which reduces repetitive administrative tasks, paperwork and automating some processes within bank to improve overall efficiency.

In order to speed up the HR process with accuracy, Department has further developed 5 more modules in HRMS.

The newly introduced modules in HRMS are explained in brief as under:

**1. Compassionate Appointment**

A module for 'Compassionate Appointment' has been provided in HRMS under 'Terminal Benefit' for submission of all required details of the applicant for compassionate appointment/Ex-gratia in lieu of compassionate appointment. On receiving application from the eligible dependent family member of the deceased employee/voluntarily retired on medical grounds, branch/office should submit all the details in the compassionate appointment module. Queries, if any, would also be raised by Personnel Services Department, Head Office, through the module only. Reply to queries are also to be submitted through this module.

However, hard copies of the application and all other required documents, as prescribed in our Circular No.CHO/PMG/34/2019-20 dated 27.12.2019, must be submitted to Personnel Services Department, Head Office. Detailed procedure to be followed in this regard is enclosed.

**2. Retiree Screen for Personnel Details updation of retirees**

Bank is using GBM module in finacle for disbursement of monthly pension as well as for collecting staff pensioners data. Since, there is no linkage of staff EMP No.





and Pension Payment Order (PPO) number in GBM, it is difficult to create retiree's login id in HRMS. Moreover, several essential information of staff pensioners are not available in GBM module.

To create staff pensioners' login in Bank's HRMS package, a onetime drive has been initiated to capture staff pensioners' data in HRMS and linking of staff EMP No. with their PPO No. After correct/proper capturing and linking of data, Bank shall introduce new feature in HRMS as **Retiree Corner** for various activities pertaining to retirees such as grievance redressal, booking of holiday home etc.

In order to capture essential information of staff pensioners, a module has been developed where Branch Heads have to enter/update data of staff pensioners drawing pension from their respective branches. The list of pensioners' of concerned branch will be auto populated in the above cited module. The Job Card/Standard Operating Procedure (SOP) for updating pensioner's data is enclosed for ready reference for Branch Heads.

In view of this, all Branch Heads are requested to meticulously enter/update staff pensioner's data and complete the task on or before **14.08.2020**. Zonal Offices are requested to follow-up with the Branch Heads for timely completion of data entry. Reports are available for Zonal offices in the HRMS package to monitor the progress of data entry. Detailed procedure to be followed in this regard is enclosed.

### 3. LFC/LTC Bill Submission

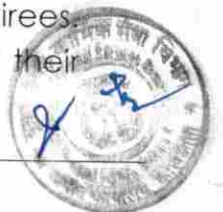
Henceforth, request for processing of LFC/LTC bills are to be submitted online through HRMS similar to the present practice with regard to TA Bills. Detailed procedure to be followed in this regard is enclosed.

### 4. Capturing and Centralised payment of Retiree's Leave Encashment amount

Manual system for payment of Leave Encashment to Retirees and deduction of TDS/Tax by Branches/Zonal Offices stands discontinued w.e.f. 01.08.2020.

All pending matters related to leave encashment payment to retirees (if eligible) should be immediately disposed off by respective Zonal Offices at the earliest, in terms of the Bank's guidelines and as per the presently prevailing manual system of payment.

As per the new system of leave encashment to retirees, the processing and sanctioning part of the procedure shall remain the same, as already adopted by the Zonal Offices at present. Zonal Offices may continue with their present system of processing and sanctioning the leave encashment to retirees. However, Zonal Managers may once again review the present system at their offices and strengthen the same, if need be.





Only the payment part of leave encashment to retirees shall be centralized w.e.f. 01.08.2020 and no further manual payment is to be made by Branches/Zonal Offices thereafter.

Once the leave encashment amount payable to retirees have been sanctioned by the respective authority, the Gross Amount and TDS figure are to be entered in the newly designed specified fields in the HRMS system by the respective Zonal Admin, verifying the same from the Sanction Note/Advice. The Gross Amount and TDS amount are to be then meticulously re-entered and again verified by the Deputy Zonal Head from the Sanction Note/Advice. These two steps by the Zonal Admin and Deputy Zonal Head must be very carefully executed as there shall be no further interference with the figures entered and verified by the Zonal Offices and the payment shall be made centrally at the HO PSD level, based on the amounts/figures already sanctioned and then entered & verified by the Zonal Offices. Detailed procedure to be followed in this regard is enclosed.

#### 5. Advance for TA/LFC/LTC

A module has been developed to handle the advances against TA/LFC/LTC Bills, which has been provided under 'Tour & TA Bill Management'. Implementation of this module through HRMS would enable to have adequate control in monitoring advances availed by the employees against Travelling Allowance and/or Leave Fare/Travel Concessions.

Henceforth, all advances against TA/LFC/LTC are to be applied through HRMS module only. No manual application would be entertained in this regard.

The User Manual for online processing of the aforesaid newly introduced modules are attached herewith.

All concerned are advised to follow the above guidelines and act accordingly.

(Naresh Kumar)  
General Manager  
HRM, PSD, Training & OL



Encl.: As stated above