



# *Human Resource Information Management System*



**Draft**

## **Reference Manual**



*National Rural Health Mission*  
*Department of Health and Family Welfare*  
*Government of Orissa*



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This complete reference manual is prepared at Mission Directorate, NRHM and any suggestions/ Feedbacks are welcome from the stakeholders. Users of this manual are free to respond if they found any sort of difficulty in using it. They are requested to report their concerns/advices to HR Section of NRHM or can have mail to [consultit@nic.in](mailto:consultit@nic.in).



**CONTENTS**

<b>Chapters</b>	<b>Descriptions</b>	<b>Page No.</b>
<b>1</b>	<b>Introduction</b>	<b>1-4</b>
	Rationale behind the System	1
	Objectives	3
	Advantages	3
	Technology Specification	4
	Module Specifications	4
<b>2</b>	<b>Module Designs</b>	<b>5-10</b>
	How to Enter into HRMIS	5
	User Login	6
	Designation Coverage	8
	Change of Password	10
<b>3</b>	<b>Employee Entry</b>	<b>11-23</b>
	Personal information	11
	Tips for Photo Uploading	14
	Professional Information	14
	Contact information	16
	Account Information	16
	Emergency Contact Information	17
	Employee Record EDIT and DELETE	18
	Filtering View List	20
	Viewing Employee Detail in Printable form	21
<b>4</b>	<b>Working with Renewal Details</b>	<b>24-26</b>
	Viewing Renewal Details	26



<b>Chapters</b>	<b>Descriptions</b>	<b>Page No.</b>
<b>5</b>	<b>Performance Entry</b>	<b>27-28</b>
<b>6</b>	<b>Leave Entry</b>	<b>29-32</b>
	Validations	<b>32</b>
	Leave View	<b>32</b>
<b>7</b>	<b>Working with Reports</b>	<b>33-52</b>
	Employee Summary	<b>33</b>
	Employee Details	<b>34</b>
	Renewal Report	<b>38</b>
	Salary Report	<b>40</b>
	Pay-Slips	<b>42</b>
	Performance Report	<b>44</b>
	Vacancy Report	<b>45</b>
	Unique Employee ID	<b>46</b>
	Role Access	<b>47</b>
<b>8</b>	<b>Employee GIS</b>	<b>53-60</b>
	Advantages	<b>54</b>
	Working with Employee GIS	<b>54</b>
	Employee GIS sub menus	<b>56</b>
	Map Components	<b>56</b>
	Data View	<b>59</b>
<b>9</b>	<b>Training Session Schedule</b>	<b>61</b>
<b>10</b>	<b>Budget</b>	<b>62-63</b>
	Budget for TOT-At State Level	<b>62</b>
	Budget for District Level Training	<b>63</b>
<b>11</b>	<b>Annexure- Manage CUG</b>	<b>64-67</b>



## CHAPTER-1

### Introduction

NRHM, since its initiation, has come a long way in building human resource base. Effective Human Resource management is one of the key building blocks of Human strategy. As the resource network increases day by day due to widespread implementation of the programme, a responsive Human Resource Management Information System can help ensure that every stakeholder knows the human resource base of the structure.

### Rationale behind the System

#### Contract between Employer and Employee

Most of the employees of NRHM are hired employees, who are hired by the organization on a fixed and pre-defined term i.e on contractual basis. The contract of the employee is decided on following terms.

- a. The Director's office finalizes the employment contract of each employee.
- b. The specific conditions of employment should have a mention in the contract and the employee will be entitled to the benefits mentioned in writing in the contract.
- c. No employment contract is binding upon the organisation unless signed by the Mission Director/CDMO as the case may be.
- d. All appointments would be temporary and would be made for the contract / deputation period as determined by the Executive Committee.
- e. All contracts will be subject to review and renewal on an annual basis or as decided on case to case basis. Accordingly, proposals for review and renewal, where ever

applicable, should be submitted at least one month before the expiry of existing contracts.

Basing on these contract terms, there is a need to maintain the up to date status of all contract holders, as there is possibility of frequent change in the human resource base. Hence, the need of HRMS was felt.

### **Different Rules regarding Leave and Pay**

There are only three kinds of leave sanctioned to NRHM employees. They are

- **CASUAL LEAVE**
- **EARNED LEAVE**
- **MATERNITY LEAVE**

This leave structure is completely different from other regular employees

Regarding Pay, there is only Consolidated Remuneration, Increment and performance Incentives. Mobile Allowances and TDS deductions are other two aspects. There is no such facilities provident fund/Loan etc.

### **Decision Support for Renewal**

Since all employees of NRHM are engaged for a time-frame, there is a need of continuous renewal of their services. HRMIS is highly essential to maintain the upto date renewal records and notifying the pending tasks.

### **Decision Support for Performance Appraisal**

The performances of all employees of NRHM are periodically judged manually to determine the continuity of the service. System in place will make it automated and thus will make the process faster.

### Objectives

The broad objectives of HRMIS is as follows

- To create an information base of all employees working under the project directly in various units, with their necessary details, this will enhance the decision support system of the organization.
- To manage the contract terms of all employees
- To manage the pay processes of all employees
- To manage performance appraisal

### Advantages of the System

- It will help to keep all employees complete profile in a single automated framework.
- It can generate Employee reports as per the information stored and needed by the authorities.
- It can evaluate the performance of the employees basing the parameters, on which the increase of remuneration can be determined, if required.
- It can generate the month wise expenditure occurring for human resource in the organization, unit wise, which can be helpful for making strategic decisions.
- It can facilitate employees with Pay-Slips and employer with Bank Advices for Salary.
- The admin panel of the system provides complete administration control over the system, which includes Role management, User management and Data management.

## Technology Specifications

<b>Front End</b>	: ASP.Net2.0, Ajax control
<b>Backend</b>	: MSSQL 2000
<b>Other Technologies</b>	: Flash, Adobe Photoshop, Action Script, Java script, HTML and DHTML.
<b>Browser Support</b>	: Internet Explorer, Mozilla Firefox
<b>Operating Environment</b>	: OS- Windows Database- MS SQL Server 2000 for Windows Environment- .NET

## Module Specifications

As per requirement, the following modules has been incorporated in the system

1. User Login
2. Employee Entry/Update/View/Edit/Delete
3. Renewal Entry/Update
4. Performance Entry/Update
5. Leave Entry/Update
6. Reports
  - Employee Summary
  - Employee Details
  - Employee Renewal Details
  - Vacancy Report
  - Salary Report
  - Pay-Slips
  - Performance Report



# HRMIS-Complete Reference Manual

## CHAPTER-2

### Module Designs

#### How to Enter into HRMIS

The entire HRMIS system is hosted in the web site of NRHM (www.nrhmorissa.gov.in). A user has to move his mouse on Human Resource tab (Indicated in figure-1), from which he/she will get six subsequent tabs. They are as given below.

The screenshot displays the HRMIS website interface. At the top, there is a navigation bar with tabs: Home, Directors Desk, Event Calender, Success Stories, Photogallery, RTI, FAQ, News Archive, Important Links, and Feed Back. Below this, a sidebar on the left contains a menu with items like About us, Objectives, Programmes, Work Plan, Progress, Guidelines, Health Statistics, Reports, Externally Funded Programmes, Partners, and Webmail. A 'Members Login' section includes fields for Members ID and Password, and a Sign In button. The main content area features a large banner for 'Swine Flu, Influenza (H1N1)' with a message: "NO NEED TO PANIC FOR SWINE FLU. IT CAN BE CURED" and lists symptoms and guidelines. Below the banner, there are sections for 'What's New' (listing documents like 'Compendium Of Guidelines'), 'Document' (with a 'Download' column), and 'Tender Name' (with 'Last Date' and 'Download' columns). On the right side, there is a 'Latest News' section, an 'Access all Despatch Letters' form with date pickers and a search button, and several promotional banners for 'Where is my DOCTOR?', 'GIS IN PUBLIC HEALTH MANAGEMENT', 'Know your Asha', and 'Track Your Subcenter'. At the bottom right, there are links to 'orissa.gov.in' and 'india.gov.in'.

**Figure-1**



### Human Resource Management System

- Online Examination
- HR Manual
- ToRs
- PAR Formats
- Important Notifications

By clicking on Human Resource Management system, the user will find himself in the login module of HRMIS.

Removing the mouse pointer from Human Resource tab will result in disappearance of the six tabs mentioned above.

### User Login

The User Login requires three data inputs. They are

1. Area
2. User ID
3. Password

The Area is pre-defined and the user has to choose his/her respective district name from the combo box. There are 31 items, which includes 30 district names and State for personnels working in different head of the departments at Bhubaneswar.

The User IDs are retrieved from the user table of database as per the Area selection. Till date the following USER-ID has been created and functional.

- 314 BPMUs in the name of the Blocks
- 30 DPMUs in the name of the District followed by CDMO word
- 24 SDHs in the name of Sub divisions followed by SDMO word
- NRHM for Mission Directorate
- Admin for Administrator



- 3 Medical Colleges, Capital Hospital and RGH, Rourkela
- Secretariat and 7 directorates



**Figure-II**

- The respective block names and the district unit will come as per the district selection in Area.
- The SDHs will come as per the sub-division of the district.
- The three medical colleges and two Hospitals mentioned above will come under their respective district area.
- All directorates will come under the state area.

### Designation coverage

The following designations are covered under the Block user ID.

- BPO
- BADA
- Ayush Doctor
- Staff Nurse
- Addl. ANM
- Laboratory Technician
- Pharmacist & Store Keeper.
- ANM-MHU
- Attendant
- Driver
- Ayush Doctor(MHU)
- Block MCH Coordinator
- Cont. Doctor

The designations covered under SDH user IDs are as follows

- Programme Manager
- Accountant
- Doctors-FRU 24X 7
- Staff Nurse
- Laboratory Technician

The designations covered under District Units (Suffixed with CDMO word) are as follows

- DPM
- DAM
- DHIO
- District Asha Coordinator

- DPMU Accountant
- Addl. ANM
- Hospital Manager
- Office Assistant
- Sub Staff
- Immunization Assistant
- Staff Nurse
- MO, STD/RTD
- Work Consultant
- RI Coordinator
- RVS Coordinator
- Contractual Doctor
- MCH Coordinator
- Plumber
- Project Coordinator
- Laboratory Technician
- Epidemiologist
- Ayush Doctor(MHU)
- System Incharge cum DEO
- ADA
- Attendant
- Cold Chain Mechanic
- DHH Accountant
- Pharmacist & Store Keeper
- RTI/STI
- CH Coordinator
- Communication Facilitator



- Different Password has been created and assigned to each User ID for authentication purpose. User can only enter to the system by giving correct user ID and password. Since the Area and USER ID are to be chosen from combo box, only the user has to type the password field.
- If the password typed doesn't match with the selected USER ID then USER will get an invalid message and will be prompted to enter the password again. The selected USER ID and Area will remain the same.



The screenshot shows a web-based login form titled "Login Section". The form has a light orange background and a white border. At the top left, there is a small icon of a person. The main text reads "Enter Valid User ID or Password.". Below this, there are three input fields: "Area" with a dropdown menu showing "State", "User ID" with a dropdown menu showing "admin", and "Password" with an empty text box. At the bottom, there are two buttons: "Submit" and "Clear".

**Figure-III**

**Change of Password-** Users can change their password as per their requirement. The password can hold any kind of character which must be at least 8 characters. Users are advised to use passwords in such a way that he/she can remember it.

In case somebody forgets the password, the user has to send a request through mail/ phone to Mission Directorate. The State office, after verifying the authenticity of request will re-assign the password to the User.

**CHAPTER-3**

**Employee Entry**

The System begins with the recording of the information about all its employees. In this regard, the employee entry module provides the logged on users to submit the details of their employee online. The employee entry screen will appear immediately after logging in. The controls available in this module are divided into the following broad categories.

1. Personal Information
2. Professional Information
3. Contact Information
4. Account Information
5. Emergency Contact Information

The page also provides the following modules

- Submit
- Reset
- View- View/edit/delete records

**Personal information**

Under the Personal information, User is assigned to enter the following details of the Employee.

Sl. No	Name of the Field	Description	Whether Required
1	First Name	First Name of the Employee	Mandatory
2	Middle Name	Middle Name of the Employee, if any	
3	Surname	Surname of the Employee	Mandatory
4	Father's Name	Full Name of Father of the Employee	
5	Mother's Name	Full Name of Mother of the Employee	
6	Birth Date	Date of Birth of the employee. This can	Mandatory



		be typed in dd/mm/yyyy form by clicking in the date text box or can be chosen from the calendar by clicking on the calendar control appears at right of the text box.	
7	Sex	To be chosen from Male/Female combo box	Mandatory
8	Driving License	DL number of Employee, if any	
9	Marital Status	To be chosen from a combo box containing Single/Married. It is proposed to link it with the Maternity leave field and thus required to be updated, if any change of status.	Mandatory
10	Blood Group	Blood group of Employee is to be given	
11	Browse Photo	An upload text box with browse button at right side, prompts the user to upload a passport size photo from his/her local computer. It is advised to upload photos with minimum size so as to save both time of uploading and system storage space.	





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Department of Health & Family Welfare, Govt. of Orissa



Human Resources Management System

**Employee Entry**

Renewal Details

Performance Entry

Leave Entry

Reports

Sign Out

EMPLOYEE REGISTRATION

PERSONAL INFORMATION	PROFESSIONAL INFORMATION
First Name * : <input type="text"/>	Category * : --Select-- <input type="button" value="v"/>
Middle Name : <input type="text"/>	Designation * : <input type="button" value="v"/>
Surname * : <input type="text"/>	Experience : <input type="text"/>
Father's Name : <input type="text"/>	High School : <input type="text"/>
Mother's Name : <input type="text"/>	Place Of work : --Select-- <input type="button" value="v"/>
Birth Date : <input type="text"/>	Last Academic Qualification : <input type="text"/>
Sex * : --Select-- <input type="button" value="v"/>	Last Technical Qualification : <input type="text"/>
Driving Licence : <input type="text"/>	Date of Joining in NRHM * : <input type="text"/>
Marital Status * : --Select-- <input type="button" value="v"/>	
Blood Group : <input type="text"/>	
Browse photo : <input type="text"/> <input type="button" value="Browse..."/>	

CONTACT INFORMATION	ACCOUNT INFORMATION
Present Address * : <input type="text"/>	Base Remuneration * : <input type="text"/>
Permanent Address : <input type="text"/>	Increment * : <input type="text"/>
Home Phone : <input type="text"/>	Performance Incentive : <input type="text"/>
Mobile phone : <input type="text"/>	Gross Salary * : <input type="text"/>
E-Mail : <input type="text"/>	A/C No : <input type="text"/>
	Branch : <input type="text"/>
	Allowance-Mob : <input type="text"/>

EMERGENCY CONTACT INFORMATION
Emergency Contact : <input type="text"/>
Phone Number * : <input type="text"/>
Relation : <input type="text"/>
Address : <input type="text"/>



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**Figure-IV**



## Tips for Photo Uploading

It is suggested to the user to upload a maximum of 160X160 pixel size photo or of less width for easy uploading to the system. The HRMIS system will convert the photo into binary stream and store it in the Employee entry table of the database. The purpose behind saving the photo into binary stream is to take less storage space and for fast retrieval.

**To decrease the size of photo**, user can follow the following steps

- Open the photo with Microsoft Picture Manager
- Click on Edit Picture tab at tool bar
- Click on Resize at right pane
- Choose Email-160x160 px from predefined width x height combo box or choose custom width and height in pixel.
- Click on OK button below the options
- Save the file in a different name. The file is now ready to be uploaded in minimum time into the HRMIS system

## Professional Information

Under Professional information user has to enter the following details of the Employee.

Sl.No	Name of the Field	Description	Whether Required
1	Category	To be Chosen from a list i.e District Staffs for Employees working at District Head Quarter, Block Staffs for Employees working at Block Head Quarters and down below levels and SDMO staffs for Employee working in SDHs. The rest categories belongs to State Units.	Mandatory
2	Designation	To be chosen from a list of designations	Mandatory



		covered under different category.	
3	Experience	Total Post Qualification Experience in the area of Employee	
4	High School	The High School where the employee has studied	
5	Place of Work	The place of work where the employee is working currently to be chosen from the list. In case of Addl. ANMs the place of work may be the PHC/CHC, which later on is to be updated with the Sub center.	Mandatory
6	Last Academic Qualification	The highest Academic degree of the employee	
7	Last Technical Qualification	The technical degree/diploma of the employee	
8	Date of joining in NRHM	Date of Joining of the employee in current post. This can be typed in dd/mm/yyyy form by clicking in the date text box or can be chosen from the calendar by clicking on the calendar control which appears at right of the text box. (If an employee has new designation and contract after promotion/transfer, then the fresh joining date has to be mentioned).	

### Contact information

Under Contact information User has to enter the following details of the Employee.

Sl. No	Name of the Field	Description	Whether Required
1	Present Address	Present Address of Employee, which can be used for correspondence	Mandatory
2	Permanent Address	Permanent Address of Employee	
3	Home Phone	Land Line number of the Employee	
4	Mobile Phone	Mobile Number of the Employee	
5	E-Mail	E-Mail Address of the employee (Must contain a @ symbol)	

### Account Information

Under Account Information User has to enter the following details of the Employee.

Sl. No	Name of the Field	Description	Whether Required
1	Base Remuneration	The Remuneration of the employee which has been decided at the time of contract	Mandatory
2	Increment	The incremental amount of the employee	0 by default
3	Performance incentives	The performance incentive given to the employee.	0 by default
4	Gross Salary	The Gross remuneration calculated, is Base Remuneration + Increment + Performance Incentives.	
5	A/C No	Bank Account Number of the Employee, in which the remuneration is credited. If the Employee is not having an account	



		number and taking the salary by cheque, it is advised to create account to use the HRMIS facilities fully fledged.	
6	Branch	Name of the branch of the Bank having the account number of the employee	
7	Allowance-Mob	Mobile Allowance given to the Employee	

### Emergency Contact Information

Under Emergency Contact Information User has to enter the following details.

Sl. No	Name of the Field	Description	Whether Required
1	Emergency Contact	Name of the person to be called in emergency for the employee	Mandatory
2	Phone Number	Mobile/Landline of the Emergency contact Person	Mandatory
3	Relation	Relation of Emergency contact person with the Employee.	
4	Address	Address of the Emergency contact person	

**Submit-** After entering the employee information, user can click on the submit button to save the record in database. It will give a message “Record Saved Successfully” at the top, if the record is properly entered into the database.

**Reset-** If there is a need to refresh the page clearing all typed information, the user can click the Reset button. This will make all fields blank and reset the screen too the beginning status.

**View-** To view the employees entered, user can click the view button, which in turn will redirect to a new page.



### Employee Record EDIT and DELETE

After submission of records a user can view his/her employee details by clicking the view button. This will redirect the user to a grid view of all employees entered under the particular user. Different user category can view the details of employees, which are as follows:

- **Admin**- Authorized to view/edit/delete all records of the state
- **District Head Quarter Login (CDMO logins)** - Can view /edit records of the area choosen, which includes all Block staffs, SDMO staffs, Medical College Staffs, DHH Staffs etc.
- **User Login**- Any login except the above two are authorized to view/edit the employees entered under the particular user login only.

### View/Edit Module

The view screen contains the following details in tabular form.

Sl. No	Employee Name	Designation	Place of Work	Edit
--------	---------------	-------------	---------------	------

It shows only those employees which are entered with the particular login ID. However, the CDMO IDs and State Admin ID is an exception.



**CONTACT INFORMATION**

Browse photo :  Browse...

Present Address :

Permanent Address :

Home Phone :

Mobile phone :

E-Mail :

**ACCOUNT INFORMATION**

Base Remuneration :

Increment :

Performance Incentive :

Gross Salary :

A/C No :

Branch :

Allowance-Mob :

**EMERGENCY CONTACT INFORMATION**

Emergency Contact :

Phone Number :

Relation :

Address :

SUBMIT RESET **VIEW**

To view/Edit records of Employee

---

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**EMPLOYEE INFORMATION**

Designation : --Select-- SHOW

Sl No.	Employee Name	Designation	Place of Work	EDIT
1	Madhusmita Dwivedy	BPO	PHC ,Bantala	
2	Suresh Kumar Samanta	BADA	PHC ,Bantala	
3	Bhaktilata Samal	Staff Nurse	PHC(New) ,Purunagarh	
4	Iteesree Sarangi	Staff Nurse	PHC ,Bantala	
5	Jyotirmayee Behera	Addl. ANM	PHC ,Bantala	
6	Khirood Sahu	Ayush Doctor	PHC(New) ,Purunakote	
7	Jyotiprava Mishra	Ayush Doctor	PHC(New) ,Banamira	
8	Satyananarayan Sahu	Ayush Doctor	PHC(New) ,Purunagarh	
9	Deepak Kumar Sahoo	Ayush Doctor	PHC ,Bantala	
10	Bijay Kumar Pradhan	Ayush Doctor	PHC(New) ,Jagannathpur	
11	Hrudananda Rout Rout	Block MCH Coordinator	PHC ,Bantala	

Figure-V



## Filtering View List

User can filter the list designation wise to make the view more abstract. Only those designation will come in the combo box which appears at top of list, for which the employee has been entered in the particular login. User has to choose a designation and press show button for the filtration. Admin login can select district to get district wise list of employees also.

**EMPLOYEE INFORMATION**

Designation :

Sl No.	Employee Name	Designation	Place of Work	EDIT
1	Khirod Sahu	Ayush Doctor	PHC(New) ,Purunakote	
2	Jyotiprava Mishra	Ayush Doctor	PHC(New) ,Banamira	
3	Satyanarayan Sahu	Ayush Doctor	PHC(New) ,Purunagarh	
4	Deepak Kumar Sahoo	Ayush Doctor	PHC ,Bantala	
5	Bijay Kumar Pradhan	Ayush Doctor	PHC(New) ,Jagannathpur	

**Figure-VI**

## Viewing Employee Detail in Printable form

A user can get the complete profile page of an employee by clicking on an employee's name from view list. This will open the printable employee profile page in a separate window, which includes complete employee information along with photo and thumb (if recorded). The profile page has the following structure.

EMPLOYEE SUMMARY DETAILS					
<b>A. PERSONAL INFORMATION</b>					
Name of the Employee	: Bishnu Priya Dhal	 Photo	<div style="border: 1px solid black; width: 100%; height: 100%;"></div> Thumb		
Father's Name	: Nilamani Dhal				
Mother's Name	: Santilata Dhal				
Birth Date	: 15/09/1976				
Sex	: Female				
Driving Licence No.	:				
Martial Status	: Married				
Blood Group	: O +				
<b>B. PROFESSIONAL INFORMATION</b>					
Designation	: Staff Nurse			<b>C. CONTACT INFORMATION</b>	
Category	: SDMO Staffs	Permanent Address	: At- Gaudakatani Bus stand Po- Haladiabahal Via- Meramandali Dist- Dhenkanal		
Experience	: 7 yr	Present Address	: At-Patana Po- Hindol Dist- Dhenkanal		
High School	: Odapada HS	Home Phone	:		
Place of Work	: SDH, Hindol	Mobile Phone	: 9438665732		
Last Academic Qualification	: +3 Sc, DN	E-Mail	: bmohind@ori.nic.in		
Last Technical Qualification	: Diploma In Nursing				
Date of Joining in NRHM	: 24/08/2007				
<b>D. ACCOUNT INFORMATION</b>					
Base Remuneration	: 6510.00	<b>E. EMERGENCY CONTACT INFORMATION</b>			
Increment	: 0	Emergency Contact	: Santikata Pratap Singh		
Performance Incentive	: 0	Phone Number	: 9437307053		
Gross Salary	: 6510.00	Relation	: Husband		
A/C No	: 5816	Address	: At- Gaudakatani Bus stand Po- Haladiabahal Via- Meramandali Dist- Dhenkanal		
Branch	: NGB, Hindol				
Allownce-Mob	: 0				
<div style="display: flex; justify-content: center; gap: 20px;"> <span>Print</span> <span>Back</span> </div>					

**Figure-VII**



## Editing Employee Details

- To edit or update employee information, user has to click the Edit button which appears at last column of the view list of a particular employee.
- After clicking the user will get back to employee update screen, where all information entered for the employee will be filled at text boxes.
- User can edit any or all information as per need and has to press Update button to update the employee record.

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**EMPLOYEE REGISTRATION**

PERSONAL INFORMATION		PROFESSIONAL INFORMATION	
First Name *	: Satyanarayan	Category *	: Block Staffs
Middle Name	:	Designation *	: Ayush Doctor
Surname *	: Sahu	Experience	: 2 Years
Father's Name	: Late Gadadhar Sahu	High School	: BJB English Medium School
Mother's Name	: Rangalata Sahu	Place Of work	: PHC(New) ,Purunagarh
Birth Date	: 28/12/1980	Last Academic Qualification	: BAMS
Sex *	: Male	Last Technical Qualification	:
Driving Licence	: OR02N200611693	Date of Joining in NRHM *	: 01/10/2008
Marital Status *	: Married		
Blood Group	: A+ve		
Browse photo	: <input type="text"/> Browse...		
CONTACT INFORMATION		ACCOUNT INFORMATION	
Present Address *	: AT/PO-Purunagarh, Angul	Base Remuneration *	: 8000
Permanent Address	: At-Biswanath Colony, PO-Jatani, Dist-Khurda	Increment *	: 0
Home Phone	:	Performance Incentive	: 0
Mobile phone	: 9668121137	Gross Salary *	: 8000
E-Mail	:	A/C No	: 30621347581
		Branch	: SBI, Bantala
		Allowance-Mob	: 0
EMERGENCY CONTACT INFORMATION			
Emergency Contact	: Dr. Tapaswini Mishra		
Phone Number *	: 9338363132		
Relation	: Wife		
Address	: At-Biswanath Colony, PO-Jatani, Khurda		

To Update Records

Figure-VIII



After pressing the update button, a message “Record Updated Successfully” will come just below Employee Registration line.

### **Deleting a record**

- In case of admin login, the view list contains edit as well as deletes buttons at each row.
- Admin can delete a record from database by clicking on the delete button belonging to the row of a particular employee.

The facility may be assigned to CDMO logins later on.



**CHAPTER-4**

**Working with Renewal Details**

The renewal details contains the following details

Sl. No	Name of the Field	Description	Whether Required
1	Designation	To be chosen from the combo box. Only those designations will appear which are in the employee record of a particular login.	Mandatory
2	Name of the Employee	After Choosing designation, the name of employees coming under the designation will come in the list. User has to choose a particular name whose renewal detail is to be submitted/updated.	Mandatory
3	Term	Contract term of the employee.	Mandatory
4	Date of Joining	It is carried out from the employee entry screen automatically.	
5	First Date of renewal	By default, it is the date of joining + Term, if the date is less than the current date. If any deviation in the renewal date or break from service then fresh date can be entered	
6	Second date of renewal	By default, it is first date of renewal+ term, if the date is lesser than the current date. It will be appeared if the user click on the more buttons appears at the first renewal date.	

Employee Entry

Renewal Details

Performance Entry

Leave Entry

Reports

Sign Out

**RENEWAL DETAILS**

Designation\* : Hospital Manager

Name of the Employee\* : Arun Kumar Patro

Term\* : 2 Years

Date of Joining\* : 19/03/2008

First Date of Renewal\* : 19/02/2009

Second Date of Renewal : 19/01/2010 More

SUBMIT RESET VIEW

**Figure-IX**

- The third to fifth renewal dates will appear, if they are lesser than the current date.
- All renewal dates will be created newly by clicking on the more buttons appear just right to the previous renewal dates.
- All renewal dates can be updated/submitted using submit button. The reset button appears at middle is to refresh the dates.

## Viewing Renewal Details

By clicking view button the renewal details can be viewed in a tabular structure. User can edit/delete the renewal details of an employee from the list. The list contains information like Employee Name, Designation and Date of Joining.

The screenshot displays the HRMIS web application interface. At the top, there is a header for the National Rural Health Mission, Department of Health & Family Welfare, Govt. of Orissa. Below this is a navigation bar with icons for home, user, and mail. The main content area is titled 'Human Resources Management System' and features a table of renewal details. On the left side, there is a sidebar menu with options: Employee Entry, Renewal Details, Performance Entry, Leave Entry, Reports, and Sign Out. Below the menu is an image of a group of people holding hands. The table contains 11 rows of data, each with columns for SI No., Employee Name, Designation, Date of Joining, Edit, and Delete.

SI No.	Employee Name	Designation	Date of Joining	Edit	Delete
1	Bhaktilata Samal	Staff Nurse	21/05/2008		
2	Madhusmita Dwivedy	BPO	27/09/2007		
3	Satyanarayan Sahu	Ayush Doctor	01/10/2008		
4	Suresh Kumar Samanta	BADA	03/01/2008		
5	Bijay Kumar Pradhan	Ayush Doctor	01/10/2008		
6	Deepak Kumar Sahoo	Ayush Doctor	06/07/2007		
7	Khirod Sahu	Ayush Doctor	01/10/2008		
8	Iteesree Sarangi	Staff Nurse	10/07/2008		
9	Jyotiprava Mishra	Ayush Doctor	01/10/2008		
10	Jyotirmayee Behera	Addl. ANM	07/07/2008		
11	Hrudananda Rout Rout	Block MCH Coordinator	09/06/2009		

Figure-X

CHAPTER-5

**Performance Entry**

The performances of employees are judged time to time by various authorities. The grading of performance is based on the following ratings.

- Outstanding
- Good
- Average
- Poor



**Figure-XI**

The performance entry screen provides the following details to be entered/ chosen.

Sl. No	Name of the Field	Description
1	Employee Name	A list of employee names entered in a particular login will come automatically. User has to choose the employee name from the combo box, of whom the performance has to be updated.
2	Designation	This will come automatically as per the employee name chosen. It is given only to support the exact employee user is searching for.
3	Month	Month of the rating
4	Year	Year of the rating
5	Rating	Grade of the employee awarded

Clicking on Submit Button will save the entries in Performance table.

It is proposed to automate the rating system with current PAR (Performance Appraisal Reporting) with facility of authority approval soon.



## CHAPTER-6

### Leave Entry

Basically, three types of leave is applicable for the employees of NRHM . They are

#### Earned leave

Earned leave to the employees directly engaged on lump sum basis shall accrue at the rate of 2 ½ days for each completed month of service. Earned Leave to the extent of 50% of the unutilized leave can be carried forward after the year end which ends on 31st December only in case of those employees who have completed two years of contractual service under the society in the same designated post.

#### MATERNITY LEAVE

- I. Maternity leave to a female employee of the Project may be granted if she is not having more than two surviving children.
- II. The period of maternity leave granted may extend up to three months, with pay for a period of forty five days. The service continuity for this period will remain uninterrupted.
- III. Maternity leave may be combined with other regular leave. However, medical certificate in support of illness of self or illness of the new born baby is to be produced.
- IV. The maternity leave granted shall not be debited to the leave account of the female employee.



### CASUAL LEAVE

- I. Casual leave can be granted to an employee of the Society as per Govt. norms.
- II. An employee on casual leave shall be considered as on duty and his pay shall not be deducted.
- III. Casual leave cannot be combined with any other kind of leave but can be taken in continuation of holiday or holidays.
- IV. Casual leave and special casual leave shall not be granted to any employee in combination, or in excess of 10 days at a time.

The leave entry screen provides user to enter the following details.

Sl. No	Name of the Field	Description
1	Employee Name	A list of employee names entered in a particular login will come automatically. User has to choose the employee name from the combo box, of whom the leave has to be updated.
2	Designation	This will come automatically as per the employee name choosen. It is given only to support the exact employee, user is searching for.
3	Leave from	It's a calendar control text box, from which a user can enter the starting date of leave period.
4	Leave To	It's a calendar control text box, from which a user can enter the ending date of leave period. If the leave is for one day, then from date and to date are same.
5	Leave Type	EL/CL/Maternity- to be chosen by the user

Employee Entry

Renewal Details

Performance Entry

Leave Entry

Reports

Sign Out

**EMPLOYEE LEAVE INFORMATION**

Name of Employee : Bhaktilata Samal

Designation : Staff Nurse

Leave From : 05/01/2010

Leave To : 08/01/2010

Leave Type : CI

SUBMIT RESET VIEW

Figure-XI



### Validations

- Causal leave (CL) cannot be more than 12 days for a calendar year
- Earned leave (EL) cannot be more than 30 days for a calendar year.
- Maternity Leave is for female employees only and cannot be more than 90 days.
- Clicking the Submit button will save the leave entries in the database.

### Leave View

- The View Button will provide user the leave details of employee in a tabular form. The structure of table is as follows

Sl. No	Employee Name	Designation	No. of CL Taken	No. of EL Taken
--------	---------------	-------------	-----------------	-----------------

All leaves entered must be after duly approved by appropriate authority.



CHAPTER-7

Working with Reports

The following reports can be generated from the HRMIS.

- Employee Summary
- Employee Details
- Renewal Report
- Vacancy Report
- Salary Report
- Pay-Slips
- Performance Report

Employee Summary

SI No.	Employee Name	Designation	Category	Place of Work
1	Deepak Kumar Sahoo	Ayush Doctor	Block Staffs	PHC ,Bantala
2	Iteesree Sarangi	Staff Nurse	Block Staffs	PHC ,Bantala
3	Jyotirmayee Behera	Addl. ANM	Block Staffs	PHC ,Bantala
4	Madhusmita Dwivedy	BPO	Block Staffs	PHC ,Bantala
5	Suresh Kumar Samanta	BADA	Block Staffs	PHC ,Bantala
6	Hrudananda Rout Rout	Block MCH Coordinator	Block Staffs	PHC ,Bantala
7	Jyotiprava Mishra	Ayush Doctor	Block Staffs	PHC(New) ,Banamira
8	Bijay Kumar Pradhan	Ayush Doctor	Block Staffs	PHC(New) ,Jagannathpur
9	Bhaktilata Samal	Staff Nurse	Block Staffs	PHC(New) ,Purunagarh
10	Satyanarayan Sahu	Ayush Doctor	Block Staffs	PHC(New) ,Purunagarh
11	Khirod Sahu	Ayush Doctor	Block Staffs	PHC(New) ,Purunakote

Figure-XII

The employee summary report contains information about employees of a particular login. It gives information in the following structure.



Sl. No	Employee Name	Designation	Category	Place of Work
--------	---------------	-------------	----------	---------------

Further, the summary report can be filtered with district names and unit category. If a user selects Block staffs/District staffs/SDMO staffs, then employees belong to that particular category of the district will be displayed.

By clicking on the name of the employee, user can get the printable profile page of the Employee too.

### Employee Details

Employee Details gives the abstract of number of employees entered in the system.

For State User Login/Admin Login it gives the district wise abstract report in the following structure.

Sl. No	District	No. of Ayush Doctors	No. of Staff Nurses	No. of Adl. ANMs	No. of Other Employees	Total Staffs
1						
2						
:						
30						
	Total					

For CDMO Logins (District Head Quarter Users), the abstract sheet of Employees will appear in the following structure. (Area indicates User names under a district)

Sl. No	Area	No. of Ayush Doctors	No. of Staff Nurses	No. of Adl. ANMs	No. of Other Employees	Total Staffs
1						
2						
:						



:						
	Total					

For other logins the abstract report will of one line i.e the total of all the employees under different categories. The report will be generated in the following form.

Sl. No	Area	No. of Ayush Doctors	No. of Staff Nurses	No. of Addl. ANMs	No. of Other Employees	Total Staffs
1						

The abstract report gives user a clear picture about the no. of employees in position. The other employees includes all except Ayush Doctors, Staff Nurses and Addl. ANMs.

		Human Resources Management System				
		EMPLOYEE DETAILS				
SI No.	District	No. of Ayush Doctors	No. of Staff Nurses	No. of Addl. AINMs	No. of Other Employees	Total Staffs
1	angul	29	29	16	40	114
2	Balasore	75	51	29	36	191
3	bargarh	46	15	33	37	131
4	Bhadrak	53	27	2	29	111
5	bolangir	44	0	22	41	107
6	boudh	10	2	11	18	41
7	cuttack	65	16	62	38	181
8	deogarh	8	5	0	16	29
9	dhenkanal	39	35	35	37	146
10	gajapati	19	8	17	29	73
11	ganjam	94	22	13	58	187
12	jagatsinghpur	38	22	34	29	123
13	jajpur	59	27	37	38	161
14	jharsuguda	18	18	11	29	76
15	kalahandi	43	3	64	50	160
16	Kandhamal	36	8	23	33	100
17	kendrapada	48	22	24	33	127
18	keonjhar	66	75	31	42	214
19	khurda	61	25	27	28	141
20	koraput	42	15	62	56	175
21	malkangiri	13	1	35	23	72
22	Mayurbhanj	80	58	31	49	218
23	Nabarangpur	32	4	48	37	121
24	nayagarh	36	9	18	27	90
25	nuapada	19	10	28	35	92
26	puri	50	34	41	38	163
27	raygada	30	9	47	40	126
28	sambalpur	30	42	5	37	114
29	sonepur	20	5	13	23	61
30	sundargarh	66	76	53	77	272
	<b>Total:</b>	1269	673	872	1103	3917

Figure-XIII





**Figure-XIV**

The screenshot displays the HRMIS interface. At the top, there is a header with the National Rural Health Mission logo on the left, navigation icons (home, user, mail) in the center, and the text "National Rural Health Mission" and "Department of Health & Family Welfare, Govt. of Orissa". On the right, there is another logo for the National Rural Health Mission. Below the header, there is a sidebar on the left with a menu containing: Employee Entry, Renewal Details, Performance Entry, Leave Entry, Reports, Employee Summary, Employee Details, Salary Report, Pay Slips, Renewal Report, and Sign Out. The main content area is titled "Human Resources Management System" and contains a table titled "EMPLOYEE DETAILS". The table has the following data:

Sl No.	Area	No. of Ayush Doctors	No. of Staff Nurses	No. of Addl. AII Ms	No. of Other Employees	Total Staffs
1	angul	5	2	1	3	11

The interface also features a watermark "HRMS" repeated diagonally across the main content area and a group of stylized human figures holding hands in a circle at the bottom left.

Figure-XV

## Renewal Report

Renewal Report gives the user the information about renewal due dates of different employee. User has to select two date periods. The list of employees, whose renewal is to be done during the specified period, will appear in tabular form with following details.

Sl.No	Emp ID	Name	Date of Joining	Term	Renewal Due
1					
2					



Normally, renewal details are calculated as per the user input at renewal entry. But if user has not entered the renewal details, it will come as Date of Joining from Employee Record entry + term generally specified by the NRHM. User can update Renewal entry if found any discrepancy in the renewal due date.

**National Rural Health Mission**  
Department of Health & Family Welfare, Govt. of Orissa

**Human Resources Management System**

**RENEWAL DETAILS**

From Date\*: 01/01/2010 To Date\*: 31/03/2010 SHOW

Empld	Name	Designation	Date Of Joining	Terms	Renewal Date
790006	Bhaktilata Samal	Staff Nurse	21/05/2008	11 Month	21/03/2010

Employee Entry  
Renewal Details  
Performance Entry  
Leave Entry  
Reports  
Employee Summary  
Employee Details  
Salary Report  
Pay Slips  
Renewal Report  
Sign Out

Figure-XVI

### Salary Report

Salary report generates statement of salary for employees in a login. The structure of the report is as follows

Sl.No	Emp ID	Name	A/C No.	Branch	Salary
1					
2					
:					
:					
:					
				Total Salary	

From the report user can generate Bank Advice Statement.

- User has to select the employee by clicking on the check boxes appearing on right of every employee.
- If the user wants to select all employees at once, he/she can mark the checkbox at top.
- Clicking on Generate button will generate the advice statement of selected employees.
- The Total Salary in the report will be the sum of all employee remuneration for a single month.



**EMPLOYEE SALARY REPORT**

Sl No.	EmpId	Name	A/C No	Branch	Salary
1	810673	Bijay Kumar Pradhan	30526878236	SBI, Bantala	8000.00
2	810241	Deepak Kumar Sahoo	30253185603	ADB Hulurisingha Angul	8000.00
3	810001	Khirod Sahu	11739117102	SBI, Angul	8000.00
4	790023	Iteesree Sarangi	30431958573	SBI, Angul	6510.00
5	810062	Jyotiprava Mishra	10220974525	ADB Hulurisingha Angul	8000.00
6	800264	Jyotirmayee Behera	30521364087	ADB Hulurisingha Angul	5400.00
7	790006	Bhaktileta Samal	30088971262	SBI, Nayapalli, BBSR	6510.00
8	760026	Madhusmita Dwivedy	30271253801	ADB Hulurisingha Angul	10000.00
9	810213	Satyanarayan Sahu	30621347581	SBI, Bantala	8000.00
10	770033	Suresh Kumar Samanta	30379818400	SBI, Bantala	6000.00
11	1560364	Hrudananda Rout Rout	20029344521	SBI Bantala, Angul	10000.00
Total salary					84420.00

Figure-XVII

**Pay Slip**



The Employees pay slip can be generated from HRMIS. By clicking the Pay Slip User will get a list of employees in the following manner:

**EMPLOYEE PAY SLIP**

Category : All

SI No.	Employee Name	Designation	Category
1	Bijay Kumar Pradhan	Ayush Doctor	Block Staffs
2	Deepak Kumar Sahoo	Ayush Doctor	Block Staffs
3	Khirod Sahu	Ayush Doctor	Block Staffs
4	Iteesree Sarangi	Staff Nurse	Block Staffs
5	Jyotiprava Mishra	Ayush Doctor	Block Staffs
6	Jyotirmayee Behera	Addl. ANM	Block Staffs
7	Bhaktilata Samal	Staff Nurse	Block Staffs
8	Madhusmita Dwivedy	BPO	Block Staffs
9	Satyanarayan Sahu	Ayush Doctor	Block Staffs
10	Suresh Kumar Samanta	BADA	Block Staffs
11	Hrudananda Rout Rout	Block MCH Coordinator	Block Staffs

**Figure-XVIII**

- The list can be filtered category wise by choosing the category at the top combo box.
- By clicking on the employee name, a printable pay slip format will be generated. The Pay slip contains the following information.

By clicking on print button the following employee slip will be generated:

EMPLOYEE PAY SLIP	
Name of the Employee	: Madhusmita Dwivedy
Designation	: BPO
Branch	: ADB Hularisingha Angul
Bank A/C No	: 30271253801
Salary	: 10000.00
<b>Allowances</b>	
Mobile Allowances	: 250.00
<b>Deductions</b>	
Deductions	: 0.00
<b>Net Pay</b>	: 10250.00
<b>Signature</b>	

PRINT

BACK

**Figure-XIX**

- By clicking on the print button, the pay slip will go for print window, where user can select the printer and print the copy. Clicking on Back button will redirect the page to Employee Pay Slip window.



## Performance Report

The Performance report is meant for Admin only. This will show the employees whose performance has been rated and entered through Performance entry by the user. User has to choose a district name and then the user ID. A list of employees whose performance entry has been made will appear in the following structure

SI No.	EMP.ID	NAME	DESIGNATION	PERFORMANCE RATING
1	790006	Bhaktilata Samal	Staff Nurse	Good

**Figure-XX**

The list can also be filtered by ratings, which are Outstanding/Very Good/Good/Average.

## Vacancy Report

Vacancy Report gives the abstract of the number of sanctioned posts, employees in position and vacant posts. It can be generated, designation wise.

## Human Resources Management System

**Employee Entry**

Renewal Details

Performance Entry

Leave Entry

**Reports**

Employee Summary

**Employee Details**

Vacancy Report

Salary Report

Pay Slips

Renewal Report

Performance Report

**Sign Out**

**VACANCY REPORT**

Designation : Staff Nurse SHOW

Sl No.	District	Sactioned Post	In Post	Vacancy Post
1	Angul	63	29	34
2	Balasore	59	51	8
3	Bargarh	44	15	29
4	Bhadrak	38	27	11
5	Bolangir	68	0	68
6	Boudh	24	2	22
7	Cuttack	76	16	60
8	Deogarh	26	5	21
9	Dhenkanal	45	35	10
10	Gajapati	50	8	42
11	Ganjam	94	22	72
12	Jagatsinghpur	32	22	10
13	Jajpur	51	27	24
14	Jharsuguda	29	18	11
15	Kalahandi	83	3	80
16	Kandhamal	53	8	45
17	Kendrapada	47	22	25
18	Keonjhar	96	75	21
19	Khurda	123	25	98
20	Koraput	50	15	35
21	Malkangiri	32	1	31
22	Mayurbhanj	102	58	44
23	Nabarangpur	42	4	38
24	Nayagarh	47	9	38
25	Nuapada	28	10	18
26	Puri	54	34	20
27	Raygada	41	9	32
28	Sambalpur	63	42	21
29	Sonepur	27	5	22
30	Sundargarh	104	76	28
<b>Total:</b>		1691	673	1018

**Figure-XXI**

This report is till date applicable to Admin/State user only. Later, on it will be incorporated to CDMO logins with the same usage method. For Admin login this gives the district wise vacant posts of a selected designation.

### Unique Employee ID

The Unique employee code is designed to identify each and every employee of NRHM units independently. This is also used as a primary and foreign key constraint for various table used.



The key structure can be defined as follows:

**HM-** stands for Health Mission

**01-** first two digit stands for the section name as per designation

**0001-** Second four digits stands for the employee Sl. No

Thus the code will be like **HM0100001** and so on.



### Role Access

It is an Admin Panel which is created to manage user and its roles to work with the information of HRMIS. It has the following sub modules.

- Create New Role
- Create New User
- Manage Role Access

### Create new Role

This is just a role name creation under which specific types of user may be grouped together. It has the following input requirements

- **Role Name-** Any suitable name can be assigned for the role by the admin
- **View type-** All for admin control and user for user specific
  - After making the above entries the administrator may either click the submit button to save the record in database or reset for new entry.  
Submitting a new role will create a role ID automatically and immediately display below the submit section of the same screen.
  - Administrator can edit or delete the role at anytime just by clicking the edit or delete button respectively, which appears at the tabular form of the role list.

### Need for creating a new Role

Role is planned to be created as per hierarchy. The hierarchy may be of the following structure:

- **Admin-** All control / Roles
- **State User-** Maximum Control / Roles
- **District User-** Maximum Control /Roles related to area specific data
- **Block/SDMO user-** Minimum Control for own data

Till date only two roles has been created i.e - **Admin and User**. The disaggregation of user roles will be created as per need by the administrator.





**Figure-XXII**

## Create New User

A new user can be created by the administrator using this module. The following inputs are required to create a new user in HRMIS.

- **Area-** implies the district name or state
- **Area Category-** State/District/Block/SDMO category
- **User ID-** Any name to be assigned for the User for login purpose
- **Password-** Password for the User ID
- **Confirm Password-** Re-entering the password for authentication



- **Assign Role-** A particular Role name can be assigned, so that the user will have the privilege to access the modules of HRMIS.
- Out of the above inputs Area, Area Category and Assign Roles are to be selected from the combo boxes and User ID and Password are to be typed.

**CREATE USER**

Area \* :

Area Category \* :

User ID \* :

Password \* :

Confirm Password \* :

Assign Role \* :

Area	User Id	Role	Edit	Delete
angul	banarpal	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
angul	kishorenagar	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
angul	athamallik	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
angul	chhendipada	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
angul	angul	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
angul	angul	User	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Figure-XXIII**

- After making the above entries the administrator may either click the submit button to save the record in database or reset for new entry. Submitting a new user will display itself in a grid view below the submit section of the same screen.
- Administrator can edit or delete a user at anytime just by clicking the edit or delete button respectively, which appears at right columns of user lists.

### Manage Role Access

After creating a new Role or for an existing Role



- Administrator can decide the privilege assignment for them. This can be done by clicking the Manage Role Access Sub menu item.
- By clicking the Manage Role Access, the Administrator will get the following screen on which he/she can assign/withdraw the roles for a category of users.

The manage role access screen has the following inputs.

- It prompts the Administrator to select a role type first for which the role assignment is to be made. It's a radio button option and the Administrator can select only one role at a time.
- After selecting the role type, Administrator can select the check boxes for the required modules for which permissions has to be given. The screen contains all modules of HRMIS including Role access itself.
- First Administrator has to select the modules/Sub modules one by one by clicking the check boxes which appears left to the name of the modules/sub-modules.







## National Rural Health Mission

Department of Health & Family Welfare, Govt. of Orissa



Employee Entry

Renewal Details

Performance Entry

Leave Entry

Reports

**Role Access**

Create New Role

Create New User

Manage Role Access

Sign Out

### Human Resources Management System

MANAGE ROLE ACCESS

Select Role	Menu Name	Insert	Edit	Delete
<input checked="" type="checkbox"/> Admin	<input checked="" type="checkbox"/> Employee Entry			
<input type="checkbox"/> User	<input checked="" type="checkbox"/> Employee Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Renewal Details			
	<input checked="" type="checkbox"/> Renewal Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Performance Entry			
	<input checked="" type="checkbox"/> Performance Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Leave Entry			
	<input checked="" type="checkbox"/> Leave Entry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Reports			
	<input checked="" type="checkbox"/> Employee Summary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Pay Slips	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Renewal Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Salary Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Employee Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Performance Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Vacancy Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Role Access			
	<input checked="" type="checkbox"/> Create New Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Create New User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Manage Role Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> Sign Out			
	<input checked="" type="checkbox"/> Sign Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure-XIV**



Each module/Sub-Module has three privileges to work with. They are

**Insert-** To insert record into database

**Edit-**To edit any Particular Record and Update the same

**Delete-** To delete a record

Administrator has to select the required checkboxes corresponding to insert/edit/delete to assign the privileges for selective modules. Selecting all Check boxes will assign all controls to a user group.

### **Signing out of the System**

User can sign out from the system by clicking the sign out menu item.



**CHAPTER-8****Employee GIS**

A Geographic Information System (GIS) is any system that captures, stores, analyzes, manages, and presents data that are linked to location. The term describes any information system that integrates stores, edits, analyzes, shares, and displays geographic information. In the simplest terms, GIS is the merging of cartography and database technology.

Prior to Employee GIS, NRHM, Orissa has developed Web based GIS for its urban health institutional facilities. Employee GIS is a unique concept, which presents the information of the employees mapped to a location.

**Features:**

- It has been made for public benefit, by which the beneficiaries can track their service providers easily and get to know the details of the service provider.
- It is based on the place of work in which the employee is currently working.
- It has been made in a way that the locations can be identified easily.
- It has map zoom, rotate and movement facilities.
- Mapping of institutions are done with different categorizations and filtrations.
- It is having transparency view by which a visitor can easily switch over to the parent map, without going back.
- All institutions are having blinking indicators and tool tip facilities.

Tool used to develop Employee GIS :

-Flash, Adobe Photoshop, Action Script, Java script, HTML and DHTML.

**Advantages of Employee GIS**

- It helps the visitors to know their service providers (Staffs working in NRHM) by their entire details.
- It can be a way of communication between NRHM staffs and public.
- The Instant Resize of Maps will help visitor to know the location of health institutions precisely.



- A visitor can know the contact details of any staff of NRHM by a single click.

### **Working with Employee GIS**

The Employee GIS main screen can be started by clicking on the Employee GIS button which appears below the HRMIS login screen. It is important to note that Employee GIS has been made for public use and thus no user login is required to enter into the GIS system like HRMIS. The data shown in the GIS is for viewing only.

After Clicking the Employee GIS button, a visitor will get the main screen, which has the following structure.





### Employee GIS Sub Menus

The main screen of Employee GIS has two panes. The left pane contains all 30 district names and right pane contains the Orissa state political map, with all districts identified with different colors. Each district acts as a menu which has the following sub menus

- District Head Quarter Hospital
- Sub Divisional Hospital
- Community Health Center
- Primary Health Center
- Area Hospital
- PHC(New) /Single doctor PHC

Further, in a step ahead, the menus will be added with the Sub Centers, which will hold the information about ASHAs, ANMs and Addl. ANMs working in the facility.

To get an employee detail of a particular health institution, a visitor has to choose the district of the facility and then the category. For example, if the health institution is an Area Hospital, visitor has to click Area Hospital of the district Sub menu.

### Map Component

By clicking on the sub menu, a separate window will appear, overlapping the Orissa map of the Employee GIS screen. The window has the following components.

- District Name, NRHM and Orissa Govt. Logo
- Location Identification of the District- From India and Orissa Map
- Legends for Health Institutions and other indicators
- Pop up window for Dragging, Resizing and Transparent View
- District Map with institution blinking



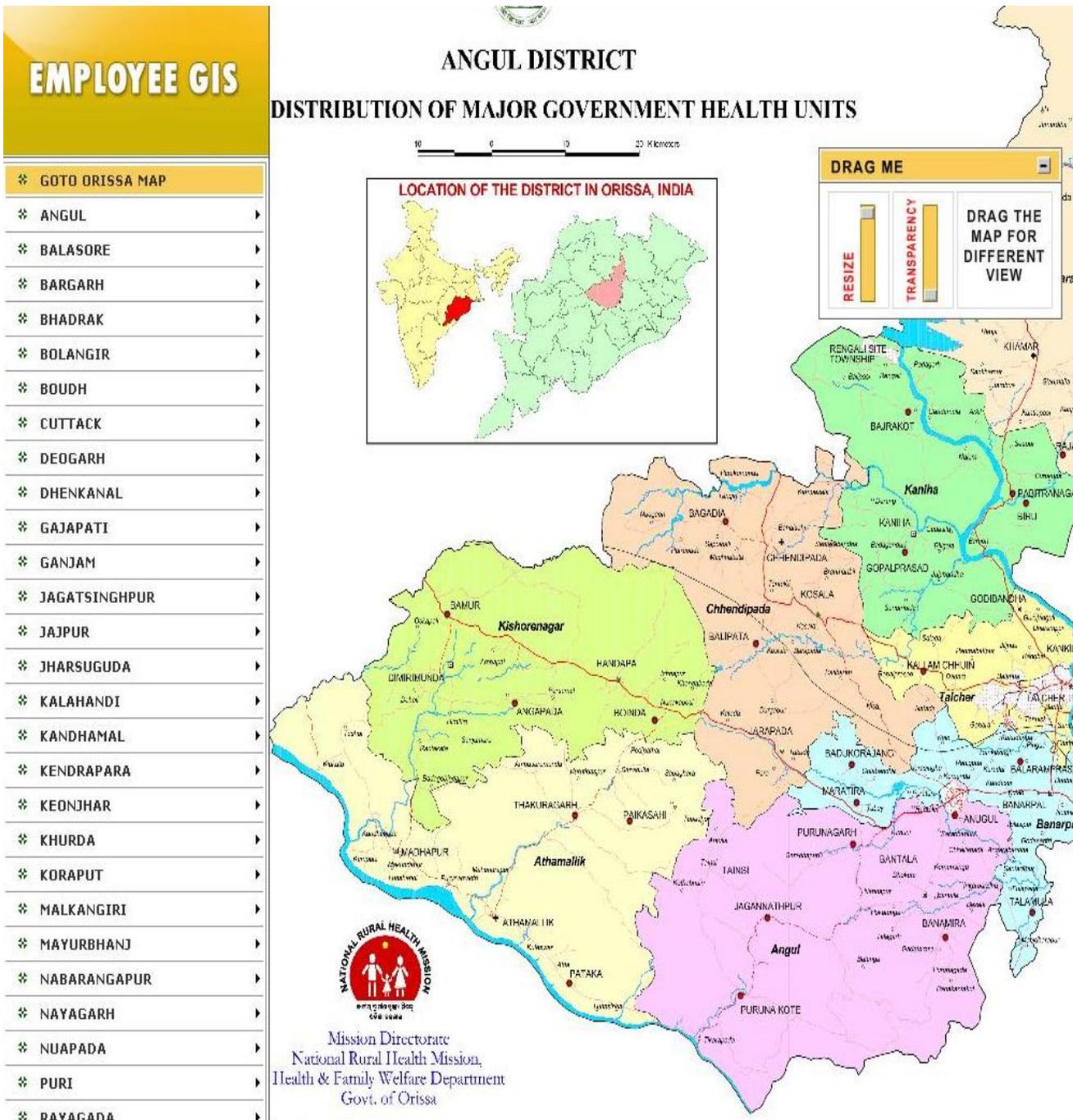


Figure-XXVII

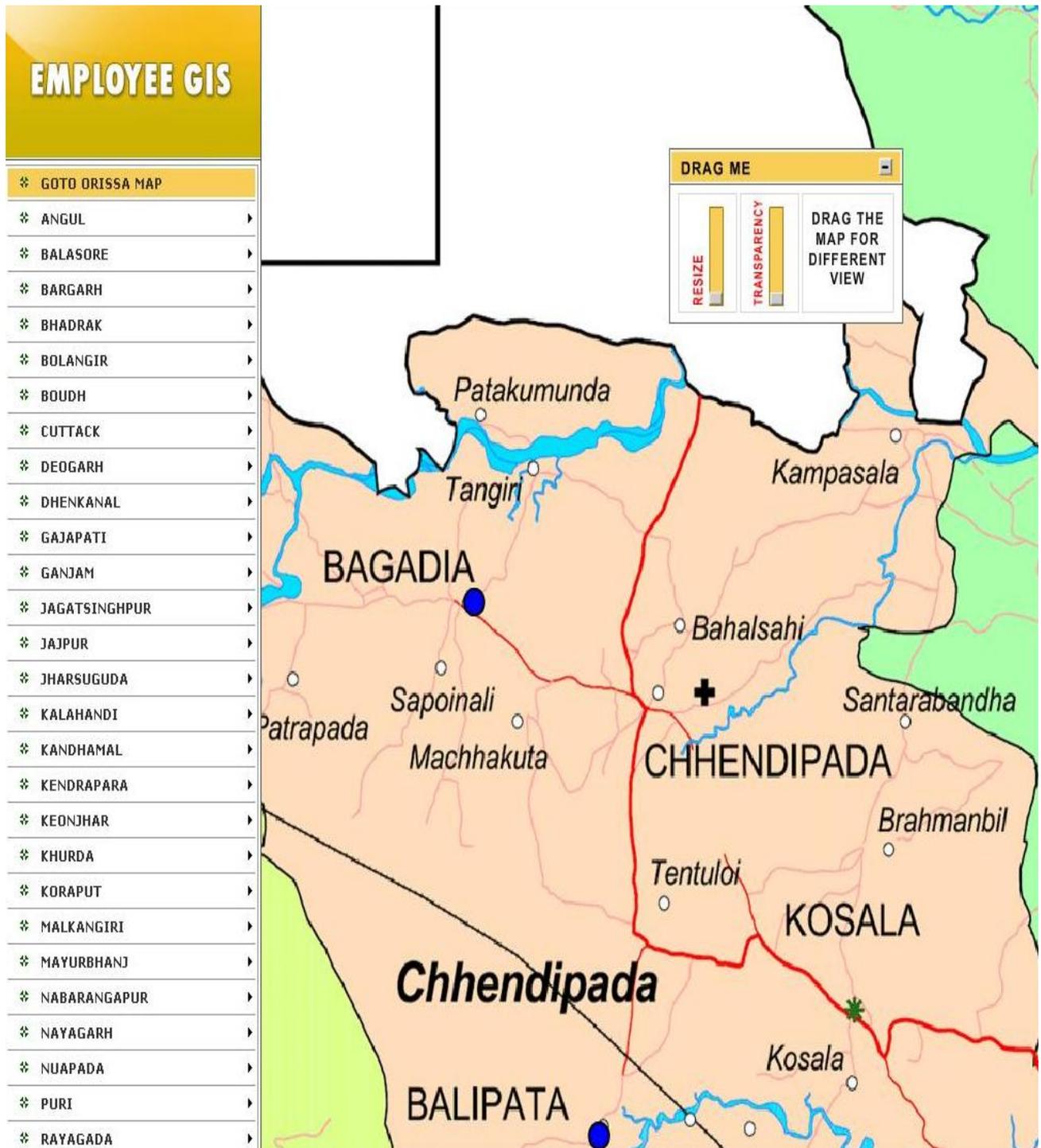


Figure-XXVII

Data View



Clicking on a blinking point will give the details of Employees working in the particular location and clicking on the Employee Name will redirect the visitor to the complete Profile page (Minus Account number and Branch) of the employee.



The screenshot displays the HRMIS interface. At the top, there is a header for the National Rural Health Mission, Department of Health & Family Welfare, Govt. of Orissa. Below this, the title 'Human Resources Management System' is visible. The main content area shows a table with the following data:

Sl No.	Employee Name	Designation	Mobile No.	Place of Work
1	Pravati Manjari Sahu	Staff Nurse	9938335713	PHC(New) ,Bagedia
2	Jugal Kishore Pradhan	Ayush Doctor	9777200119	PHC(New) ,Bagedia

Below the table, there is a 'Back' button. The interface also features a logo on the left and a group of stylized human figures at the bottom left.

Figure-XXVIII

**EMPLOYEE SUMMARY DETAILS**

**A. PERSONAL INFORMATION**

Name of the Employee :Jugal Kishore Pradhan  
 Father's Name :Late Ghanashyam Pradhan  
 Mother's Name :Late Baidehi Pradhan  
 Birth Date :22/06/1968  
 Sex :Male  
 Driving Licence :  
 No.  
 Martial Status :Single  
 Blood Group :B+ve



Photo



Thumb

**B.PROFESSIONAL INFORMATION**

Designation :Ayush Doctor  
 Category :Block Staffs  
 Experience :1 year  
 High School :Begedia High School, Angul  
 Place of Work :PHC(New) ,Bagedia  
 Last Academic Qualification:BAMS  
 Last TechnicalQualification :  
 Date of Joining in NRHM :01/10/2008

**C.CONTACT INFORMATION**

Permanent Address :At-Nuapada,Po-Aunli,Dist-Deogarh  
 Present Address :At-Nuapada,Po-Aunli,Dist-Deogarh  
 Home Phone :  
 Mobile Phone :9777200119  
 E-Mail :

**D.ACCOUNT INFORMATION**

Base Remuneration :8000.00  
 Increment :0  
 Performance Incentive :0  
 Gross Salary :8000.00  
 Allownce-Mob :0

**E.EMERGENCY CONTACT INFORMATION**

EmergencyContact:Pragatibala Pradhan  
 Phone Number :9777200119  
 Relation :Wife  
 Address :At- Nuapada, P.O- Aunli, Via- Riamal, Deogarh

Print

Back

Figure-XXIX



**CHAPTER-9**

**Training Session Schedule**

Session	Timing	Chapters to be covered
1st	10.30 A.M to 11.00 A.M	Chapter-1- Objectives and Advantages, Module and Technology Specifications. Design Issues. Chapter-2- User Login, Password Change
	11.00 A.M to 11.15 A.M	Tea-Snacks Break
2nd	11.15 A.M to 1.30 P.M	Chapter-3- Employee Entry Chapter-4- Renewal Entry Chapter-5-Performance Entry Chapter-6- Leave Entry
	1.30 P.M to 2.30 P.M	Lunch Break
3rd	2.30 P.M to 5.30 P.M	Chapter-7- Reports Chapter-8- Employee GIS Chapter 9 and 10- Training Methodology

The same schedule may be replicated in the district level trainings of BPOs/Pos/SDH accountants/BADAs.



**CHAPTER-10**

**Budget**

<b>Budget for TOT on HRMIS (State Level)</b>				
<b>No. of Participants</b>		<b>50</b>	<b>(30 DHIOS+ 5 Hospital Managers+ 3 resource Persons+5 Support staffs+ 7 SPMU staffs)</b>	
<b>Particulars</b>	<b>Unit Rate</b>	<b>Nos</b>	<b>Total</b>	
<b>Working Lunch</b>	150	50	7500	
<b>Tea and Snacks</b>	50	50	2500	
<b>Incidental Expenditure</b>	100	50	5000	
<b>Travelling Allowances (As per actual)</b>			15000	
<b>D.A (as per actual) to out station participants</b>	150	35	5250	
<b>Reference Manual (Printing and spiral Binding cost)</b>	100	400	40000	
<b>RPs Honorarium</b>	600	3	1800	
<b>Total</b>			<b>77050</b>	



<b>Budget for Training on HRMIS (District Level)- Per Participant</b>	
<b>Participants of District Level-</b>	<b>(BPOs+ 1 RPs+2 Support Staffs)</b>
<b>Particulars</b>	<b>Rate</b>
<b>Working Lunch</b>	100
<b>Tea and Snacks</b>	30
<b>Incidental Expenditure</b>	30
<b>Travelling Allowances (As per actual)</b>	40
<b>D.A (as per actual)</b>	100
<b>Budget per participant</b>	<b>300</b>
<b>RP's Honorarium</b>	300
<b>Total</b>	<b>Rs 300+ Rs 300* No. of Participants</b>
<b>Monitoring of District Level Trainings (Rs 2000 * 15 venues)-To be met at State level</b>	30000
<b>Total Budget for District Level Training of the State (314+90 persons)</b>	<b>160200</b>



## Annexure

### Managing Closed User Group Numbers

In a bid to improve communication among various field functionaries & programme officers of Health Dept., Govt. has commissioned closed user group (CUG) through post paid BSNL mobile.

CUG is a facility, wherein a group of subscribers within an organisation can talk to each other free of cost. These users are tied in a pre-specified loop whereby users can send or receive messages. At block level the programme officers like the MO I/C, BEE, BPO, BADA, at district level CDMO, Addl. CDMO, ADMO (PH, FW, Med.), DIO, DPM, DAM, DHIO, Work Consultant, Hospital Manager, ASHA Coordinator, Programme Asst., MEIO/Dy MEIO, DTO, Nucleus Leprosy Officer and similarly at state level Commissioner-cum-Secretary, Mission Director, DHS, DFW, DMET, all Addl./ Joint / Dy. Directors and Consultants of SPMU will be connected. Similarly the field functionaries like ANM to Commissioner-cum-Secretary will be connected. Total number of users comes to 18315, all of which are web-enabled.

### **So the Broad objectives of CUG is to**

- Strengthening MIS
- Develop interaction between User groups for professional growth
- Monitoring tools- Tracking performance of Individual Users
- Prompt information sharing during epidemic and other emergencies

For Public use the Mission connect tab appears at front page will take the visitor to a new page with two combo boxes containing District and Block/Head Quarter name.

The visitor can view the details in the following ways

1. Simply pressing the Go button without choosing District or Block will give the entire list of CUG numbers of the state.
2. Selecting a district from the first combo will give the CUG numbers of the particular district.
3. Selecting a Block/HQ from the second combo after selection of district will further filter the list of CUG numbers of that particular block only.



Home / CUG Details

**MISSION CONNECT - STATE WIDE CUG MOBILE NETWORK**

Select District:  Select Block / HQ:

SI No.	Name	Designation	Work Unit	CUG No	Status
1	Dr. Bidut Kuamr Nanda	DTO	DHH, Dhenkanal	9439981007	
2	Mr. Raj Kumar Sahoo	DPM	DHH, Dhenkanal	9439980663	
3	Mr. Ashok Kumar Sahu	DHIO	DHH, Dhenkanal	9439981000	
4	Dr. Satarupa Mishra	Hospital Manager	DHH, Dhenkanal	9439981100	
5	Pranab Kumar Mohapatra	Office Programme Assistant	DHH, Dhenkanal		
6	Dr. Laxmi Prasad Mohapatra	ADMO(FW)	DHH, Dhenkanal	9439981186	
7	Dr. Amarendranath Mohanty	Leprosy	LEU, Dhenkanal	9439980600	
8	Dr. Pravakar Sahoo	Addl. CDMO	DHH, Dhenkanal	9439980501	
9	Joytirmayee Jena	ASHA Coordinator	DHH, Dhenkanal	9439981010	
10	Dr. Kailash Natha Mohanty	ADMO(Med)	DHH, Dhenkanal	9439981040	
11	Raghu Natha Bastia	Dy MIEO	DHH, Dhenkanal	9439981020	
12	Dr. N.C. Raj	ADMO(PH)	DHH, Dhenkanal	9439980500	
13	Mr. Sudhansu Sekhar Swain	WC	DHH, Dhenkanal	9439981071	
14	Mr. Dhiren Ku Nanda	DAM	DHH, Dhenkanal	9439980616	
15	Mr. Nihar Ranjan Mishra	MCH	DHH, Dhenkanal	9439980583	
16	Dr Prafulla Kumar Sahoo	CDMO	DHH, Dhenkanal	9439981081	

**Figure-XXX**

## Managing the CUG number database

The District Health Information Officer will maintain the CUG numbers at Web. Thus, he/she will have the following permissions

- New CUG number entry for persons to whom CUG has newly been assigned
- Change/Update any existing information of his/her area
- Delete a record from the existing CUG members.

## How to manage

By logging in as State or CDMO, the user will get an option called Manage CUG at the left hand side menu items. Clicking on the Manage CUG will give the user a entry screen of CUG.

The screenshot shows the HRMIS interface for entering a new connection. On the left is a sidebar menu with options: Employee Entry, Renewal Details, Performance Entry, Leave Entry, Reports, Role Access, Sign Out, **Manage CUG** (highlighted), and Manage CUG. The main content area is titled 'ENTER NEW CONNECTION' and contains the following fields:

- District: Dropdown menu with "--Select--"
- Block / Hq: Dropdown menu with "--Select--"
- Name: Text input field
- Designation: Text input field
- Place of Work: Text input field
- CUG No: Text input field
- Status: Radio buttons for "Active" and "Deactive"

At the bottom of the form are three buttons: SUBMIT, RESET, and VIEW.

**Figure-XXXI**

**The following things have to be entered for a new connection.**

Sl. No	Name of the Field	Description
1	District	Choosing the District from Combo
2	Block/HQ	Choosing Block from Combo
3	Name	Entering Name of the Employee
4	Designation	Entering Designation of Employee
5	Place of Work	Entering the Work Place of Employee
6	CUG No.	Entering the CUG number assigned
7	Status	Choosing Active/De-active from radio Buttons appear

**Clicking on the submit Button will save the record into database.**



To view records and Manipulate (Edit/Delete/Update) the User has to click on the view button.

Sl No.	Name	Designation	Place of Work	CUG ID	Status	EDIT	DELETE
1	Pradyumna Nayak	Works Consultant	DPMU, Angul	9439981339			
2	Manas Ranjan Pradhan	DPM	DPMU, Angul	9439981333			
3	Jitendra Kumar Behera	ADA	DPMU, Angul	9439981345			
4	Dr. D.K. Biswal	DPM-DBCS	DHH, Angul	9439981335			
5	Alaka Mohanty	HW (F)	CDMO's Office, Angul	9439981880			
6	Swarup Kumar Patra	System I/C	CDMO's Office, Angul	9439981269			
7	Dr. A.C. Das	ADMO (PH)	ADMO PH Office, Angul				
8	Prativa Panigrahi	CHCC	DPMU, Angul	9439981250			
9	Dr. Khageswar Behera	DPM, DAPCU	CDMO's Office, Angul	9439981342			
10	Dr. Chanda Charan Sahoo	BBO, Angul	CDMO's Office, Angul	9439981343			
11	Chaitanya Pothal	HW (M)	ADMO PH Office, Angul	9439981879			
12	Saroj Kumar Panda	DAM	DPMU, Angul	9439981336			
13	Dr. A.C. Das	ADMO (FW)	DHH, Angul	9439981332			
14	Suwendu Kumar Parida	DHIO	DPMU, Angul	9439981777			
15	Smruti Ranjan Jena	ASHA CO	DPMU, Angul	9439981337			
16	Bhikhti Bhusan Mohapatra	Hospital Manager	DPMU, Angul	9439981888			
17	Annapura Dei	HW (F)	CDMO's Office, Angul	9439981411			
18	Dr. P.K. Rath	CDMO	DHH, Angul	9439981331			
19	Jayanti Rout	MPHS (F)	CDMO's Office, Angul	9439981437			
20	Abhaya Kumar Mohapatra	HW (M)	CDMO's Office, Angul	9439981330			

**Figure-XXXII**

This will give the CUG list for the entire district. It can be further filtered Block/HQ wise.

Clicking on Delete Button will delete the record from database.

Clicking the Edit button will take back the user to the entry like screen with filled information. User can make necessary changes and click on submit to update the record.

HRMIS  
HRMIS

HRMIS  
HRMIS