Annexure-I

OFFICE ORDER MODULE

Salient Features:

- ⇨ It captures all **career events** of an employee from Entry in IR to Exit.
- ⇨ It generates all office orders and simultaneously **updates all data in HRMS / IPAS** with trigger of joining / relieving date entry.
- ⇨ Transparency in terms of **instant availability of office order** to **all stake holders** including employee concerned through SMS and reflection on the dashboard of all concerned.
- ⇨ Use of **QR code** which contains information of Office Order attributes and a link to view the actual office Order. It makes the system **tamper proof.**
- ⇨ Option to use **Voice-to-text feature**. Using this a user will be able to enter details in Pre-text and Post-text Option to create **Customized templates** for use with different kinds of Office Orders.
- ⇨ **Auto-fetching of existing details** (Name, deptt, designation, pay level etc) of employee involved in the Office Order.
- ⇨ **Bilingual format** (Office Order are available in English and Hindi)
- ⇨ Security with **use of DSC** by the Accepting Authority while issuing Office Order. Can be made available to general public, if desired.

Annexure-III

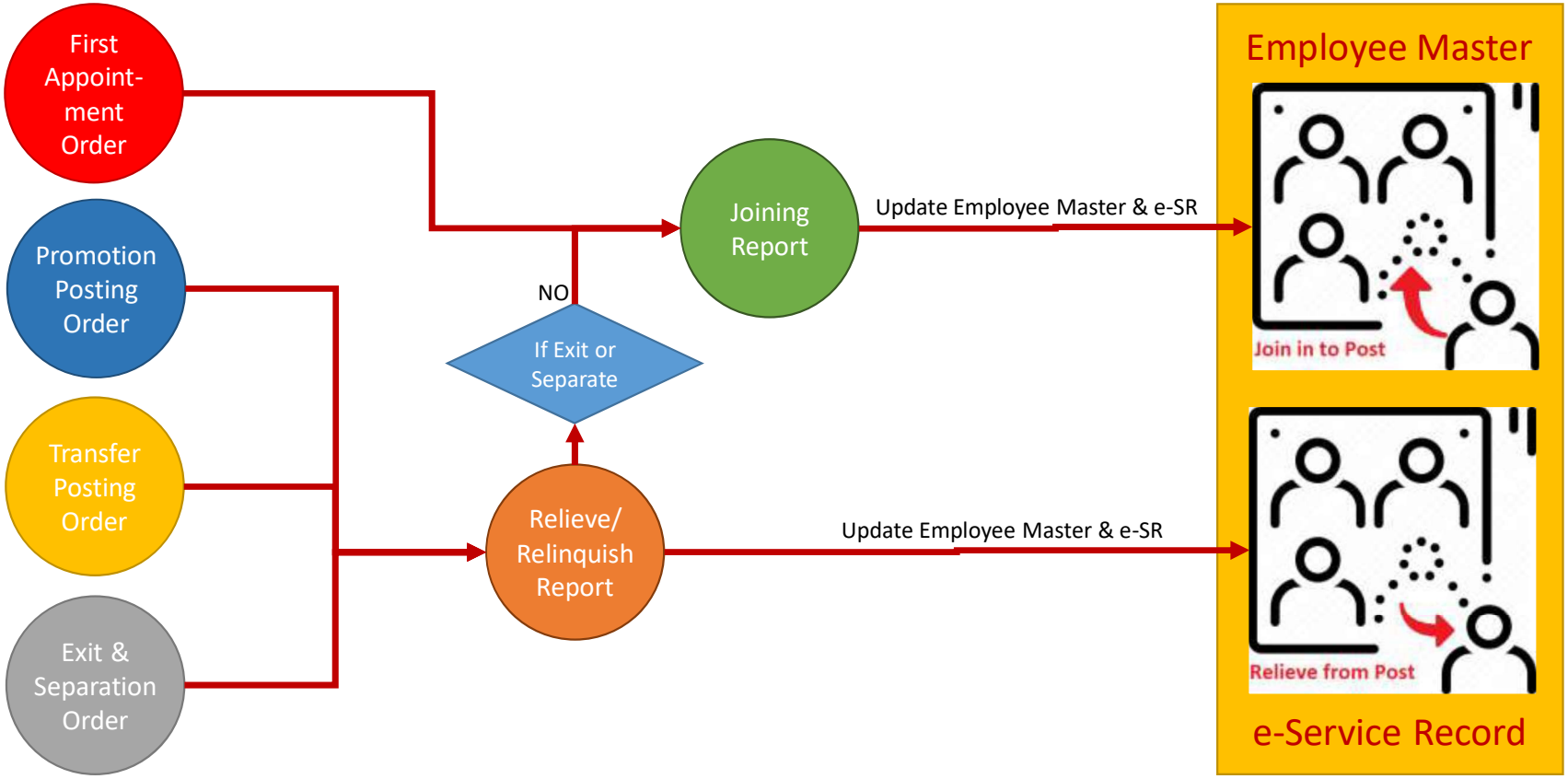
Office Order Module (Career Events)

Human Resources Management System for Indian Railways

Centre for Railway Information System

Career Events that Impact on Employee List

Objective of the Module



SOUTH CENTRAL RAILWAY

SECUNDERABAD/ DIV

OO No. No : OFFICERORDERNO/07/07/2020

Office Of CPO/SC
SC Railway
Date : 07-07-2020

Pre Note

With the above reference the following 02 staff nurse in Level-7 allotted through RRB Mumbai, E.No. 02/19 and reported to this office for initial posting after completion of all recruitment formalities.
The following posting order is issued with immediate effect.

Employee Details

Sr No	Employee Name HRMS ID	Existing Particular				Revised Particular				Sub Type	Remarks
		Designation	Station	Pay Level/Basic Pay	BU	Designation	Station	Pay Level/Basic Pay	BU		
1	ABBU VEERA SUDHAKAR OZMMXE	MEDICAL PHARMACIST (ENTRY GRADE)	VKB	5 42300	0905603	MECHANICAL CHIEF TYPIST	VKB	6 35400	0905603	Regualar Promotion with Transfer in Same Unit	DC remarks

Post Note

The above RRB candidates will be governed by New Pension Schemes in terms of Railway Boards letter no. F(E)/2003/PN-1/24 dated 31-12-2003 and 2002 AC-ii/21.1 dated 27/02/2004 with iits version time to time.
The appointment of staff Nurse will be purely on probation for period of 12 months and will be confirmed only if the services found to be satisfactory.
This has the approval of competent authority.

Issued by Mr RAM KUMAR
CPO/SC
SC Railway

File Reference No :

Copy forwarded for information and necessary action to:

Copy To

1. CMS/SC
2. ANO/SC
3. Sr. DFM/SC
4. COS P/SC./MPP, Cadre, O.O. & P/File

CPO/SC
SC Railway

Leave Approval and Misc office orders (For Officers only)

Leave Approval

Stage-1

Office Order to Approve Leave

Dealing Clerk

Drafts Office Order to Approve Leave

Verifying Authority

Verifies draft Office Order for Leave Approval

Accepting Authority

Approves Office Order for Leave

Data Update

Approved Leave is updated on e-Service Record of employee

ipas

Data Pushing to IPAS

IPAS is shared with Approved Leave for Salary Processing

Miscellaneous Office Order

Stage-1

Issue Miscellaneous Office Order

Dealing Clerk

Drafts Miscellaneous Office Order with list of employees and upload scanned document

Verifying Authority

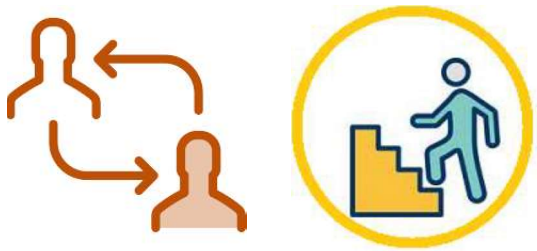
Verifies draft Miscellaneous Office Order prepared by DC

Accepting Authority

Approves Miscellaneous Office Order

Data Update

Miscellaneous O/O is updated to e-Service Record of concerned Employees



Office order for Transfer & Promotion

Relieve from Last Place of Working on Transfer/ Promotion Order

Iterative Office Order

Stage-1

Issuing Office Order for Transfer or Promotion Posting

Dealing Clerk

Drafts Office Order for Transfer or Promotion Posting

Verifying Authority

Verify draft Office Order prepared by DC

Accepting Authority

Approves Office Order with Digital Sign for Transfer Posting or Promotion Posting

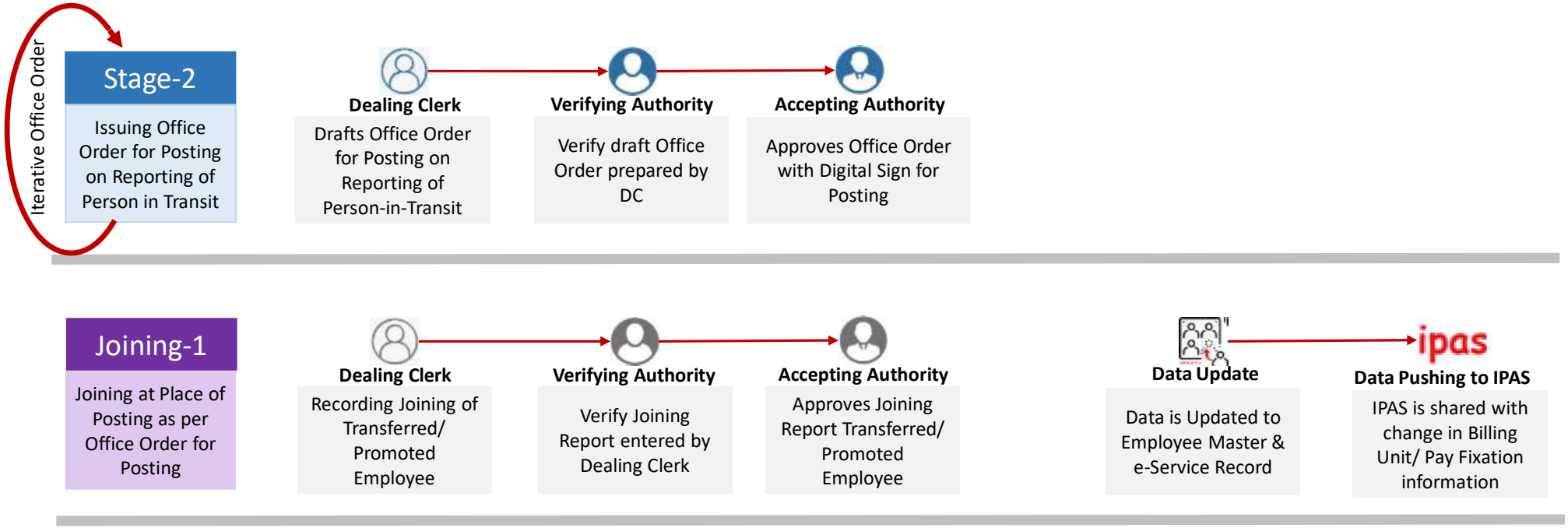
Relieve-1

Relieve from Last Place of Working as per Transfer/ Promotion Order

Dealing Clerk

Recording Joining of Transferred/ Promoted Employee

Data Update

Relieve Data is Updated to Employee Master & e-Service Record

Joining at Place of Posting on Office Order of Posting