



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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DEHRADUN - 248 001 (UTTARAKHAND), INDIA

सं. E1- 1981 /644-eHRMS

दिनांक: 25 March, 2021

सेवा में

अपर महासर्वेक्षक: मध्य क्षेत्र, जबलपुर/पूर्वी क्षेत्र, कोलकाता/मुख्यालय, महासर्वेक्षक का कार्यालय, देहरादून/ पूर्वोत्तर क्षेत्र, शिलांग/ उत्तरी क्षेत्र, चण्डीगढ़/ राष्ट्रीय भू-सूचना विज्ञान एवं प्रौद्योगिकी संस्थान, हैदराबाद/ मुद्रण क्षेत्र, हैदराबाद/ दक्षिणी क्षेत्र, बेंगलुरु/ विशिष्ट क्षेत्र, देहरादून/ पश्चिमी क्षेत्र, जयपुर।

निदेशक: आन्ध्र प्रदेश एवं तेलंगाना जी.डी.सी., हैदराबाद/ असम और नागालैंड जी.डी.सी., गुवाहाटी/ बिहार जी.डी.सी., पटना/ छत्तीसगढ़ जी.डी.सी., रायपुर/ अंकीय मानचित्रण केन्द्र, देहरादून/ मानचित्र प्रकाशन निदेशालय, देहरादून/ पूर्वी उत्तर प्रदेश जी.डी.सी., लखनऊ/ पूर्वी मुद्रण वर्ग, कोलकाता/ ज्योडीय एवं अनुसंधान शाखा, देहरादून/ भौगोलिक सूचना पद्धति और सुदूर सम्बन्धन निदेशालय, हैदराबाद/ गुजरात, दमण एवं दीव जी.डी.सी., गांधीनगर/ हिमाचल प्रदेश जी.डी.सी., चण्डीगढ़/ जम्मू और कश्मीर जी.डी.सी., नगरोटा(जम्मू)/ झारखंड जी.डी.सी., रांची/ कर्नाटक जी.डी.सी., बेंगलुरु/ केरल और लक्षद्वीप जी.डी.सी., तिरुवनन्थापुरम/ मध्य प्रदेश जी.डी.सी., जबलपुर/ महाराष्ट्र एवं गोवा जी.डी.सी., पुणे/ मानचित्र अभिलेख एवं प्रसार केन्द्र, देहरादून/ मेघालय और अरुणाचल प्रदेश जी.डी.सी., शिलांग/ राष्ट्रीय जी.डी.सी., देहरादून/ उड़ीसा जी.डी.सी., भुवनेश्वर/ पंजाब, हरियाणा और चण्डीगढ़ जी.डी.सी., चण्डीगढ़/ राजस्थान जी.डी.सी., जयपुर/ दक्षिणी मुद्रण वर्ग, हैदराबाद/ सर्वेक्षण (हवाई) और दिल्ली जी.डी.सी., नई दिल्ली/ तमिलनाडु, पांडिचेरी और अण्डमान-निकोबार जी.डी.सी., चेन्नई/ त्रिपुरा, मणिपुर और मिजोरम जी.डी.सी., सिलचर/ उत्तराखण्ड एवं पश्चिमी उ.प्र.जी.डी.सी., देहरादून/ पश्चिमी बंगाल एवं सिक्किम जी.डी.सी., कोलकाता/ पश्चिमी मुद्रण वर्ग, नई दिल्ली को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

उप महासर्वेक्षक : मध्य क्षेत्र, जबलपुर/पूर्वी क्षेत्र, कोलकाता/पूर्वोत्तर क्षेत्र, शिलांग/ उत्तरी क्षेत्र, चण्डीगढ़/ राष्ट्रीय भू-सूचना विज्ञान एवं प्रौद्योगिकी संस्थान, हैदराबाद/दक्षिणी क्षेत्र, बेंगलुरु/ विशिष्ट क्षेत्र, देहरादून, पश्चिमी क्षेत्र, जयपुर।

उप महासर्वेक्षक: एच.आर., प्रशासन/ सतर्कता, तकनीकी/, निदेशक, प्रशा0 एवं वित्त/ तकनीकी अनुभाग (म.स.का.)/ सहायक महासर्वेक्षक (म.स.का.)।

विषय: भारतीय सर्वेक्षण विभाग में जन अभिलेख (eHRMS) के कार्यान्वयन के संबंध में

Transfer/Relieving/Joining Module to send the service record of transferred officer/staff to a new office has been prepared and made live now. Help document for the same is also enclosed herewith. It is requested to check and send your comments and suggestions within stipulated time. **As it is mandatory for all offices to send their comments or "Nil" report, as case may be, on or before 31st March, 2021.**

संलग्न- यथोपरि

अमरदीप

(अमरदीप सिंह)
कर्नल
अपर महासर्वेक्षक
कृते भारत के महासर्वेक्षक



JANABHILEKH
Human Resource Management System
Survey of India, Dept of Science & Technology

Ver 1.0

**Help Document
FOR
TRANSFER/RELIEVING/ JOINING
MODULE**

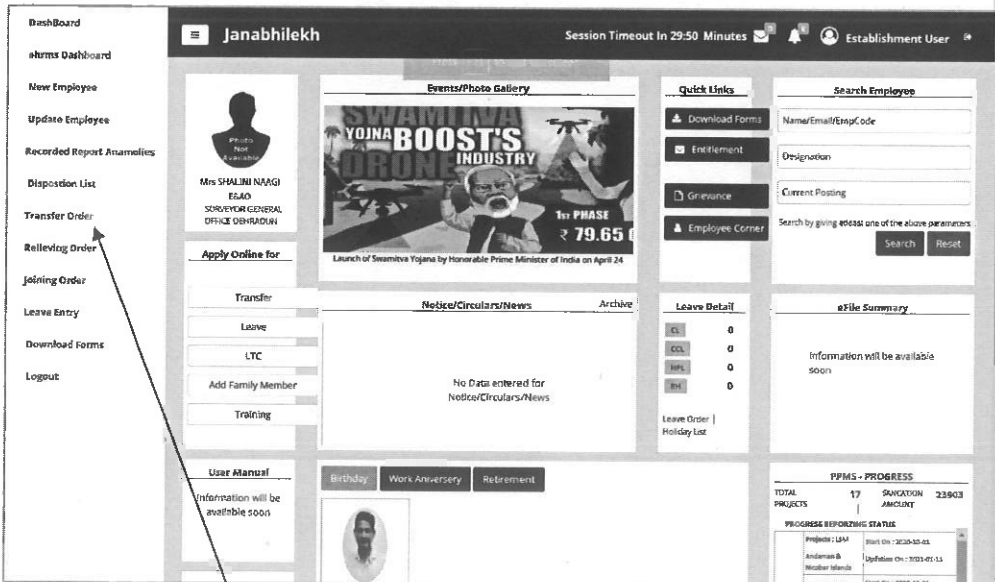
Table of Contents

1.Transfer Order entry	43
2.Transfer Order Approval	53
E3.Entry of Relieving Order	65
R4.Relieving Order Approval	76
E5.Entry of Joining Order	87
J6.Joining Order Approval	98
V7.View History	1110

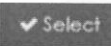
Introduction

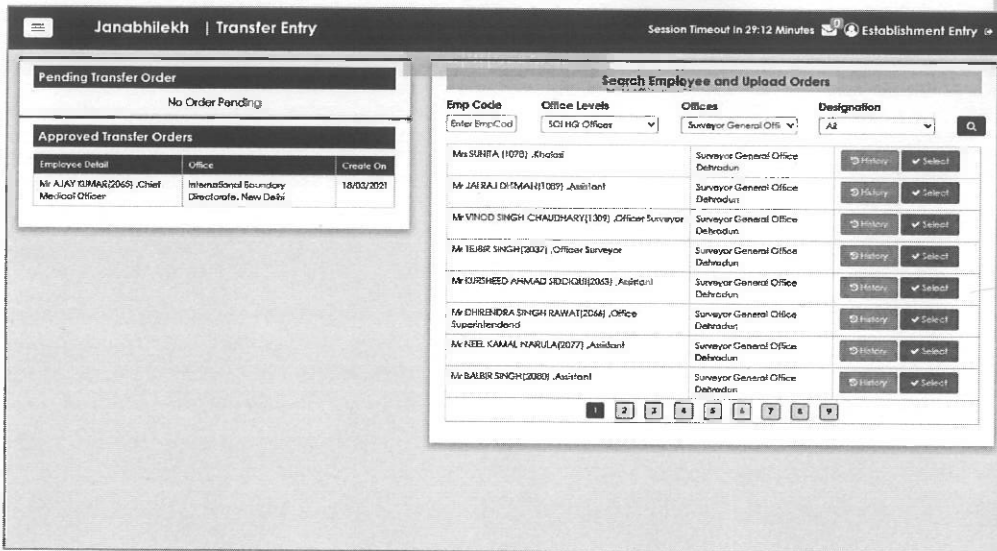
Establishment user of SGO office login with his login credentials to do transfer order entry of an employee which have been transferred.

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Click on the Transfer order link on the left side menu, below screen will open

Search the employee from office list and Click on 



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1. Transfer Order entry

1. Select reason of transfer
2. Select Transfer to Office level
3. Select Office
4. Enter Office Order No.
5. Enter Office Order date
6. Upload Transfer Order

Now click on the **Save** to save record and to lock the record click on **Save & Lock** record gets locked, record not is available for modification.

After that application will submit for the approval.

The screenshot shows the 'Employee Transfer Entry' form in the Janabhilekh application. The form is titled 'Transfer Entry' and has a session timeout of 29:56 minutes. The form is for Mr. AJAY KUMAR (2065), Chief Medical Officer, Surveyor General Office Dehradun. The form is currently in a 'locked' state, indicated by a message: 'Transfer Order is already locked Waiting For Approval'. The form fields are as follows:


Field	Value
Reason of Transfer *	Promotion
Transfer to office level *	Zone & Other Offices
Office *	Central Zone Office, Jabalpur
Office Order No *	ASDWQ30312
Office Order Date *	18/03/2021
Upload Transfer Order *	View TransferDocument_2065.pdf


Buttons at the bottom: Save, Save & Lock, Reset.

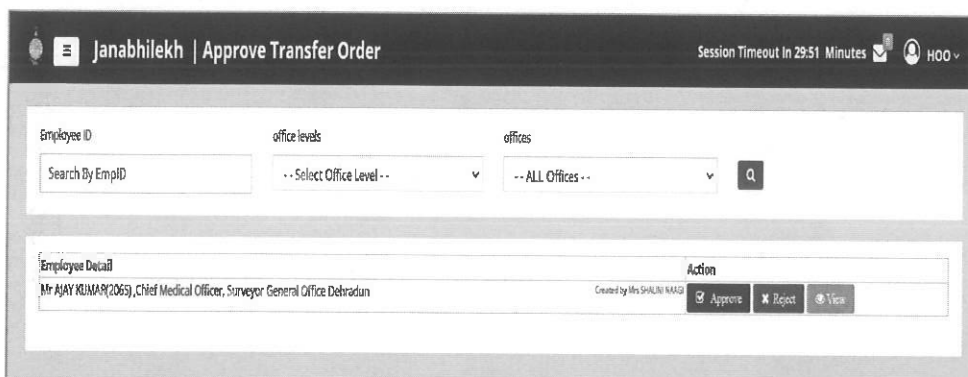
2. Transfer Order Approval


Once Transfer order gets saved it will appear in the HOO login for the approval.

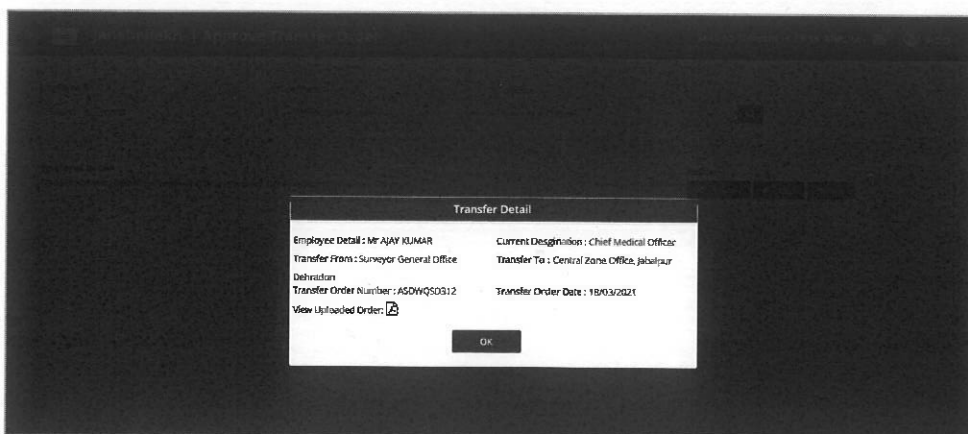
To approve the Transfer order, First HOO will login in to portal, He will have a list of employee whose transfer orders are pending for approval (as shown in below image)

If HOO wants to approve the Transfer order than he has to click on  button.

If HOO wants to reject the Transfer order than he has to click on  button.



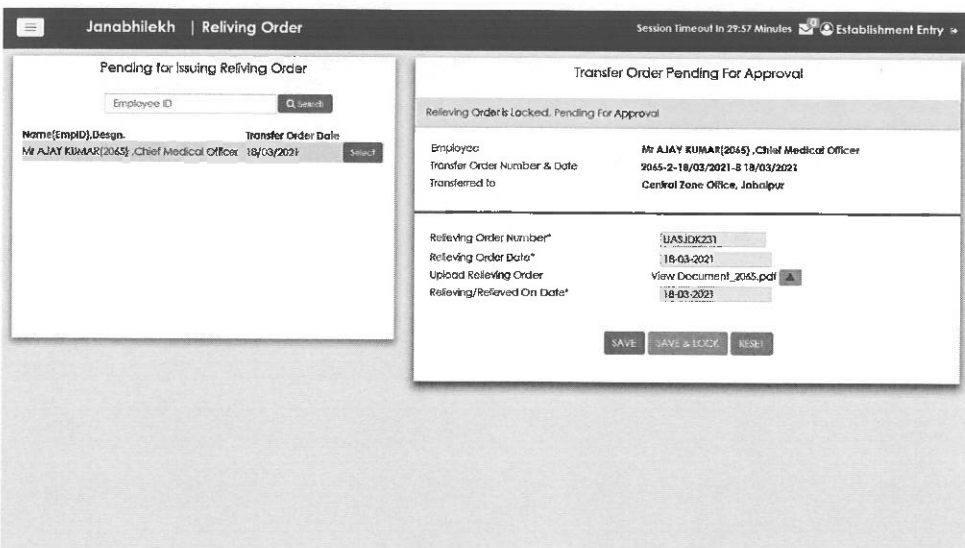
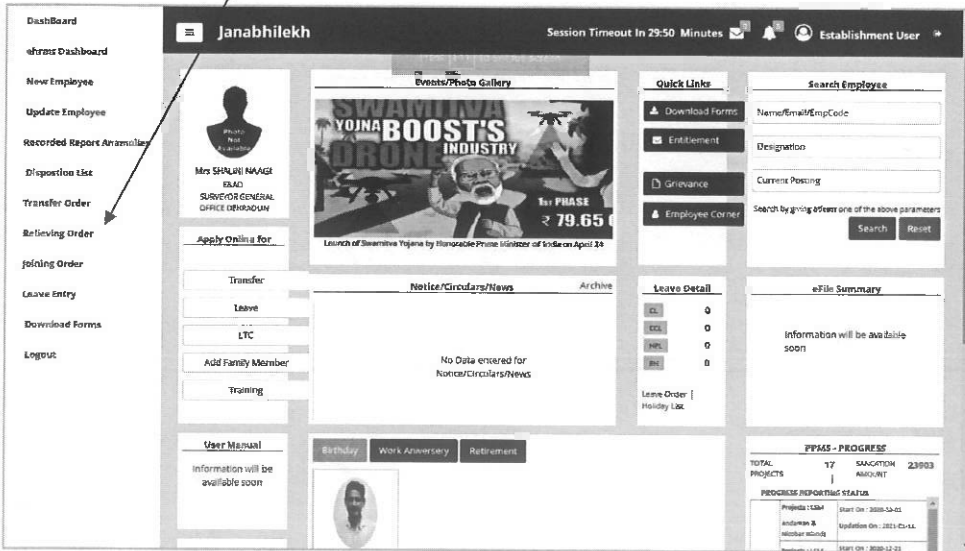
If HOO wants to view the Transfer Order than he has to click on  button, order details will appear on the screen.



3.Entry of Relieving Order



Establishment user of concerned office where employee was posted will login with his login credentials to do entry of relieving order.

Click on Relieving Order link



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1. Enter Relieving Order No.
2. Enter RelievingOrder date
3. Upload RelievingOrder
4. Select Relieving Date


Now click on the  to save record and to lock the record click on  button. Once record gets locked, record not is available for modification.


After that application will submit for the approval.

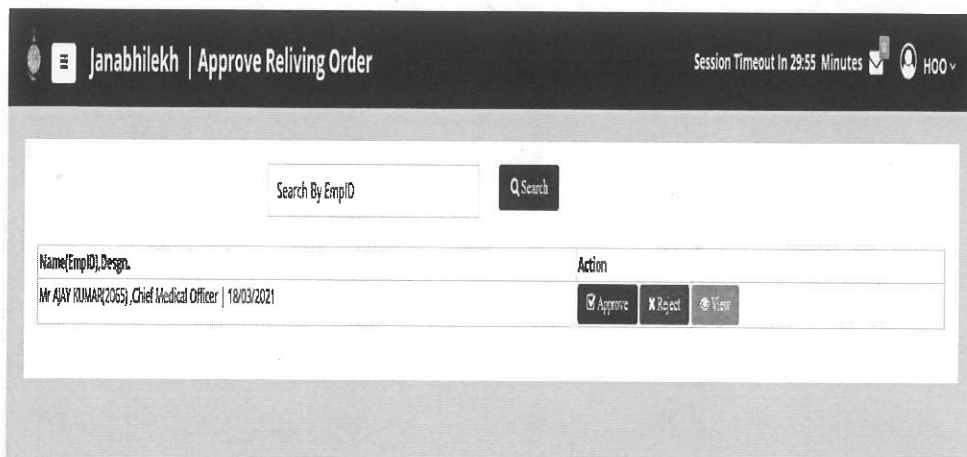
4. Relieving Order Approval


Once Relieving order gets saved it will appear in the HOO of concerned office, HOO will login for the approval.


To approve the Relieving order, First HOO will login in to portal; He will have a list of employee whose transfer orders are pending for approval (as shown in below image)

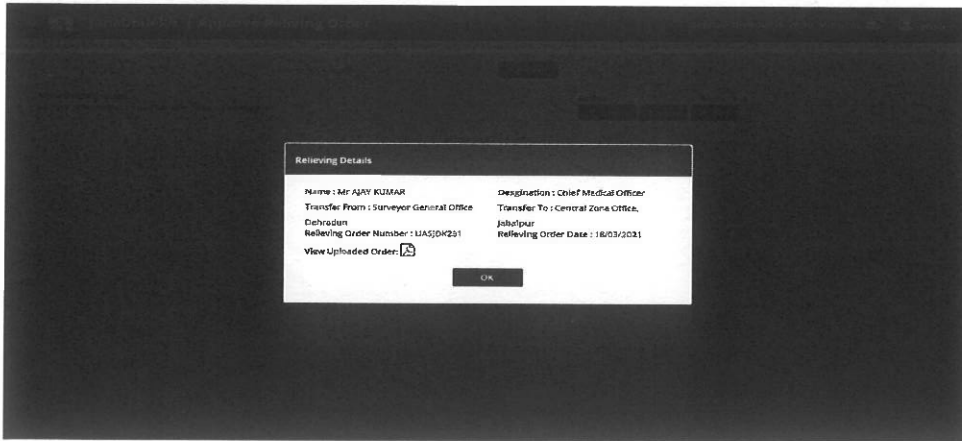
If HOO wants to approve the Relieving order than he has to click on  button.

If HOO wants to reject the Relieving order than he has to click on  button.



Name(EmpID),Design.	Action
Mr AJAY KUMAR(2065),Chief Medical Officer 18/03/2021	  

If HOO wants to view the Relieving Order than he has to click on  button, order details will appear on the screen.



5.Entry of Joining Order

Establishment user of concerned office where employee got transferred will login with his login credentials to do entry of joining order.

Click on the "Joining Order" link



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Janabhilekh | Joining Order

Session Timeout In 29:54 Minutes Establishment Entry

Pending for Joining Reliving Order

Employee ID

Name(EmpID),Design.	Relieving On Date
Mr AJAY KUMAR(2065) ,Chief Medical Officer	18/03/2021 <input type="button" value="Select"/>

Joining Order Pending For Approval

Joining Order is Already Locked, Pending For Approving

Employee: Mr AJAY KUMAR(2065) ,Chief Medical Officer
 Transfer Order Number & Date: ASDWQSD312 (18-03-2021)
 Transferred to: Central Zone Office, Jabalpur
 Reliving Order Number & Date: UASJDK231 (18/03/2021)
 Reliving On Date: 18/03/2021

Joining Order Number*
 Joining Order Date*
 Upload Joining Order
 Joining On Date*

1. Enter Joining Order No.
2. Enter JoiningOrder date
3. Upload JoiningOrder
4. Select JoiningDate

Now click on the **B** to save record and to lock the record click on record gets locked, record not is available for modification.

After that application will submit for the approval.

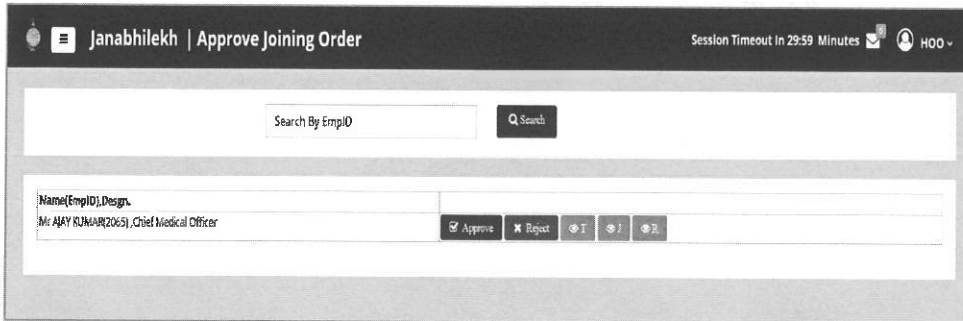
6. Joining Order Approval


Once joining order gets saved it will appear in the HOO of concerned office, HOO will login for the approval.

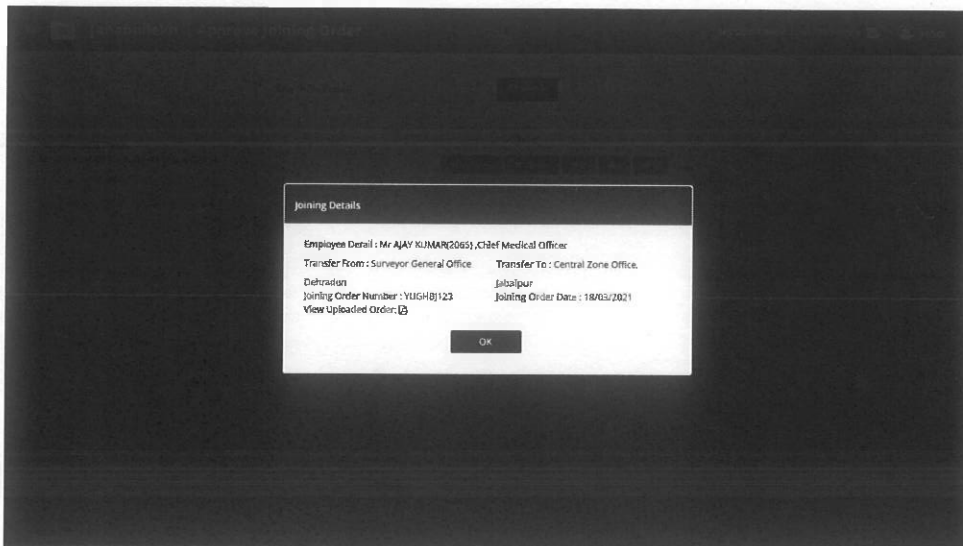
To approve the Joining order, First HOO will login in to portal; He will have a list of employee whose transfer orders are pending for approval (as shown in below image)

If HOO wants to approve the Joining order than he has to click on button.

If HOO wants to reject the Joining order than he has to click on button.




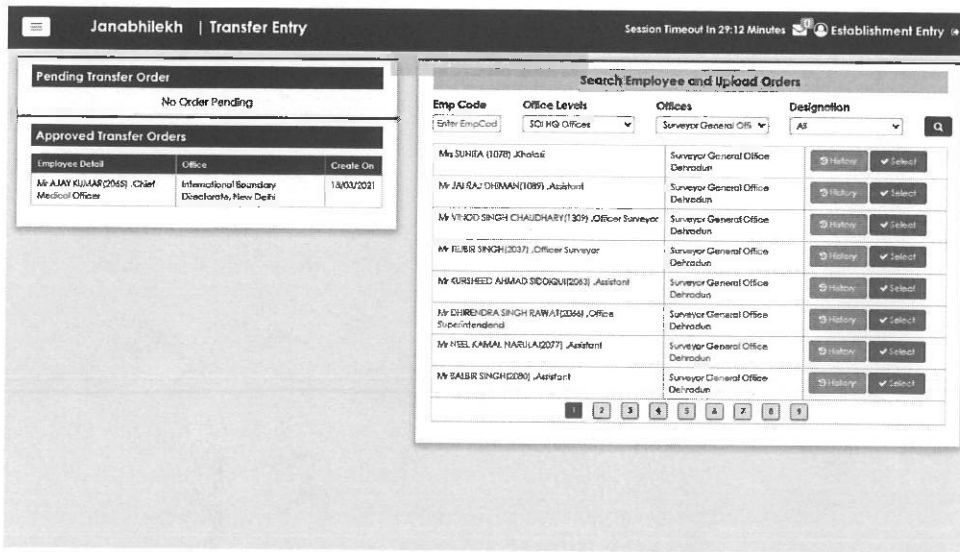
If HOO wants to view the Joining Order than he has to click on  button, order details will appear on the screen.



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7.View History

SGO establishment user can also view the transfer history. To view the history, click on the  button



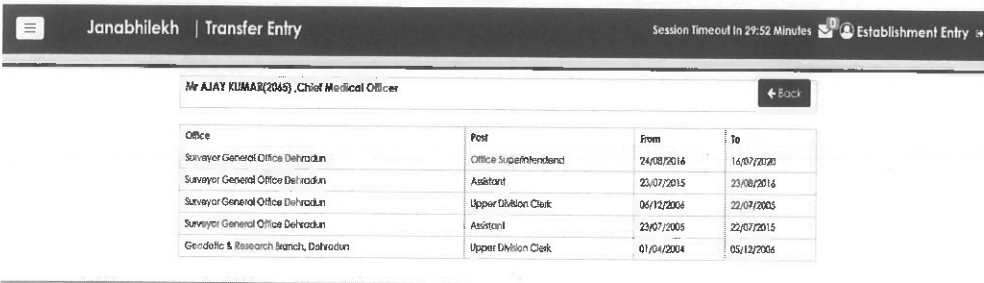
Pending Transfer Order
No Order Pending

Approved Transfer Orders

Employee Detail	Office	Create On
Mr AJAY KUMAR(2045) ,Chief Medical Officer	International Boundary Directorate, New Delhi	13/03/2021

Search Employee and Upload Orders

Emp Code	Office Levels	Offices	Designation
Mr SUNITA (1078) ,Jholaai	SGO HQ Offices	Surveyor General Office Dehradun	History Select
Mr JAI RAJ DHAMAN(1095) ,Atashahi		Surveyor General Office Dehradun	History Select
Mr VIJOD SINGH CHAUDHARY(1309) ,Officer Surveyor		Surveyor General Office Dehradun	History Select
Mr FLUR SINGH(2037) ,Officer Surveyor		Surveyor General Office Dehradun	History Select
Mr KURSHED AHMAD SIDDIQUI(2083) ,Assistant		Surveyor General Office Dehradun	History Select
Mr DHIRENDRA SINGH RAWAT(2364) ,Office Superintendent		Surveyor General Office Dehradun	History Select
Mr HEBL KAMAL NARULA(2077) ,Assistant		Surveyor General Office Dehradun	History Select
Mr BALR SINGH(2280) ,Assistant		Surveyor General Office Dehradun	History Select



Mr AJAY KUMAR(2045) ,Chief Medical Officer

Office	Post	From	To
Surveyor General Office Dehradun	Office Superintendent	24/08/2016	14/07/2020
Surveyor General Office Dehradun	Assistant	23/07/2015	23/08/2016
Surveyor General Office Dehradun	Upper Division Clerk	06/12/2006	22/07/2005
Surveyor General Office Dehradun	Assistant	23/07/2005	22/07/2015
Geodetic & Research Branch, Dehradun	Upper Division Clerk	01/04/2004	05/12/2006