



Panvel Municipal Corporation

Software Requirement Specification

Human Resource Management System



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1.0 Introduction

The Software Requirements Specification (SRS) document for the Human Resource Management System (HRMS). This document serves as a comprehensive guide outlining the requirements, functionalities, and specifications of the HRMS, designed to streamline and optimize various human resource processes within an organization.

1.1 Purpose

The purpose of this document is to provide a detailed understanding of the HRMS software, its features, and the requirements it must fulfil. It serves as a reference for stakeholders, including developers, designers, project managers, and end-users, to ensure a common understanding of the system's scope, objectives, and functionalities.

1.2 Scope of Work

Human Resource Management System may be defined as the discipline associated with control the process of Payroll, Service book, Provident Fund, National Pension Scheme, Contract Employees Payroll, Supplementary, Income Tax/Form-16, Pay commission, Pension process, Recruitment, Administration, Employee Self Service.

A Human Resource Management System (HRMS) with the scope of work you have described serves as a comprehensive tool for managing various aspects of human resources within a municipal organization. Here is an overview of the key functions and responsibilities it covers:

Payroll Management - The HRMS is responsible for efficiently handling payroll processes for municipal employees. This includes calculating salaries, wages, deductions, and taxes. It ensures that employees are accurately and promptly paid.

Specialized features of the system cater to municipal-specific financial aspects, such as Pay Commission adjustments, Provident Fund management, National Pension Scheme contributions, and handling supplementary income tax filings and Form-16 generation.

Service Book Management - Service books are fundamental records that track an employee's entire career within the municipal organization. The HRMS maintains these records, including updating critical information such as leave balances, attendance, and any service-related changes.

This process streamlines record keeping and alleviates the manual burden on both the establishment department and the department to which an employee belongs.

It is to be maintained for each gazetted and non-gazetted employee. It is to be maintained by the HOD in case of gazetted officers and by the Head of the office in case of non-gazetted employees. The Service Register contains every event in a government employee's life, including temporary and officiating promotions of all kinds, the date of completion of probation, increments, transfers, leave of absence taken, etc.

Employee Records Management - The HRMS maintains comprehensive employee records. It houses a wealth of information, including personal details (name, address, contact information), employment history (job titles,

departments, dates of employment), qualifications (educational background), and certifications (licenses, training).

These records are valuable for HR decision-making, tracking career progress, and ensuring the accuracy of employee data.

Leave Management - The module covers the various types of leaves applicable, the delegation of powers for sanction of leave, maintenance of leave records, etc.

Medical Reimbursements - The module facilitates the processing of applications for medical reimbursements submitted by employees who have undergone medical treatment. An employee can also apply for reimbursement of the expenses incurred for the treatment of his dependents.

Time and Attendance Tracking - The system meticulously tracks employee work hours, attendance, leaves, overtime, and compensatory time. This data is critical for determining accurate compensation and managing leave policies.

By automating this process, the HRMS reduces errors and prevents disputes related to working hours and attendance.

Benefits Administration - The HRMS administers employee benefits, including health insurance, retirement plans, and any other benefits unique to the municipal organization. It also assists employees in enrolling in these programs and making necessary changes.

This streamlines benefits management and ensures that employees have access to essential perks.

Document Management - The HRMS serves as a digital repository for various HR-related documents. This includes employment contracts, policies, and records required for audits or compliance with labor laws. Storing documents digitally improves accessibility, security, and compliance.

Employee Self-Service - The system often includes an employee self-service portal. This allows employees to access and update their personal information, view Payslips, and request leaves, reducing administrative work for HR staff.

Empowering employees to manage their own information enhances their engagement and satisfaction.

Recruitments/Appointments - The system manages the entire recruitment process, from creating job postings to applicant tracking. It helps in the selection process by facilitating interviews and assessments. This functionality simplifies the hiring process and ensures a standardized approach to candidate evaluation.

The recruitment/appointment module covers the recruitment and appointments procedures as per the relevant acts of the state and central Government. The recruitment and appointments are broadly covered as follows.

- Direct Recruitment by the Municipal Corporation
- Appointment of new recruitment.
- Promotion
- Contract/Agreement/ Reappointment
- Deputation Appointment

Probation - The module facilitates keeping track of probation details of the employees such as:

- Commencement of probation
- Period of probation
- Period which counts towards probation
- Change in the date of commencement of probation.
- Extension, Suspension, termination
- Declaration of probation

Promotions - Depending on the vacancies created for the year the promotions are initiated, Seniority list and employee details are the key inputs for processing the promotions.

Increments – The module deals, among other requirements, with the maintenance of the Increments Register. The process involves the recalculation of the allowances affected due to the increment and further making the necessary entries into the Service Register.

Provident Fund - The module facilitates the user to apply for admission to the GPF plan. It captures the relevant details of the employee. Once the approval is obtained from the Accountant General (AG)/ Pay and Accounts Officers (PAO), the employee is admitted to the General Provident Fund.

Supplementary - Every month zone-wise and department-wise Supplementary Bills like Medical, Mediclaim, Overtime, Supplementary Salary, etc. will be processed to clear the Arrears of employees, if Any. This module is used to handle this & generate Supplementary Bills for Process.

Income-Tax / Form-16 - This module allows users to declare their Investments under various IT Sections (Like Section 80C, 80D, and 24B...) and further allows Users to select Tax Regimes. Post Investment Declaration, the system calculates IT Worksheet with monthly Tax Deduction statement and finally it generates Form-16 Report as per IT Rules.

Pay Commission - Earlier up to the 6th pay Commission Pay Fixation was used. Recently, the 7th Pay Commission was implemented, and the system has a provision to select Level and basic Pay as per the Rule Sheet.

Pension - This module maintains the Regular and family Pension Records. The system allows the calculation of Gratuity and commutation after retirement. Further monthly Pension can be processed and various reports like Bank Statement, Pension Registers, etc. will be generated as per requirements Pension Department.

Seniority Matters - Manage and maintain details of department name, section details, name of the person, designation, qualification, date of birth, date of joining, period of service, whether probationer or approved (status), etc. are required to be recorded.

Processing of Transfer of Charge - The module relates to the processing of transfer requests from HOD's. The department receives the proposal from the competent authority. If any interpretation /relaxation of service rules are required, the file is sent to the commissioner. In the remaining cases the competent authority of the municipal corporation provides instructions for transfer.

Resignations - The module facilitates the processing of employee resignations. The steps include the receipt of the proposal from competent authority/ departments, preparation of a draft note for the proposal, and seeking advice from the referral departments, if necessary, before taking a decision on the case. Normally all resignation related matters are handled by the HODs, however, certain cases that don't fall under the HOD's jurisdiction are sent to the commissioner for approval. Relevant details such as letter number, name of the employee, designation, subject, date of resignation, remarks, etc. are captured during the process.

Retirements - The module covers the retirement age of employees, and provisions and rules which cover superannuating retirement, voluntary retirement, retirement on medical grounds, and compulsory retirement.

Establishment Department Support - In municipal corporations, the establishment department is responsible for keeping updated records of employees. This can be a cumbersome task, especially when dealing with leaves and attendance.

The HRMS assists in this endeavour by automating updates to the service books and thereby reducing the administrative load on both the establishment department and the employee's working department.

In summary, an HRMS designed for a municipal environment covers a wide array of HR functions, from payroll and benefits administration to employee record

keeping and document management. It streamlines processes, enhances data accuracy, ensures compliance, and provides self-service options for

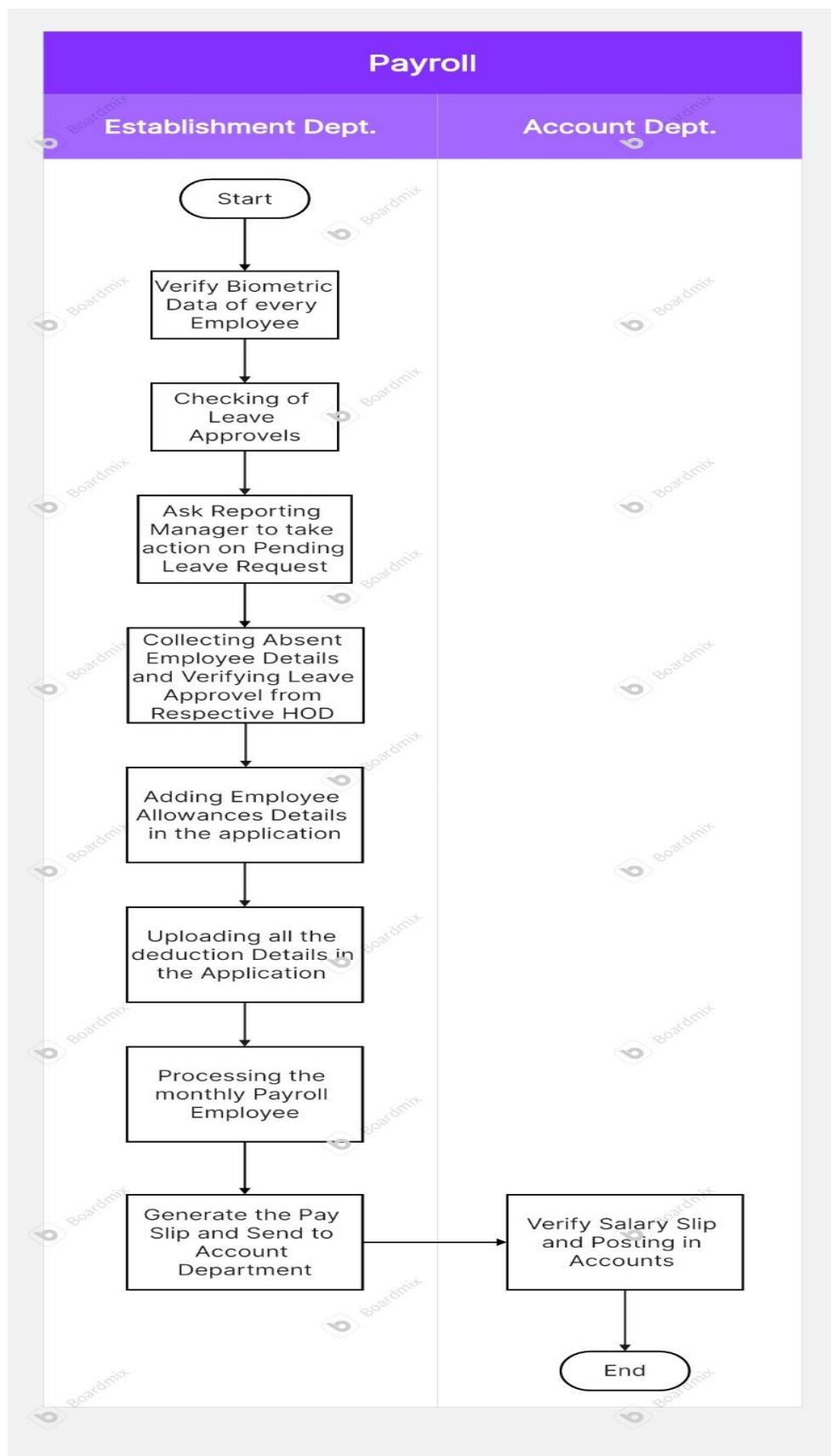
employees, ultimately contributing to more efficient and effective human resource management in the municipal context.

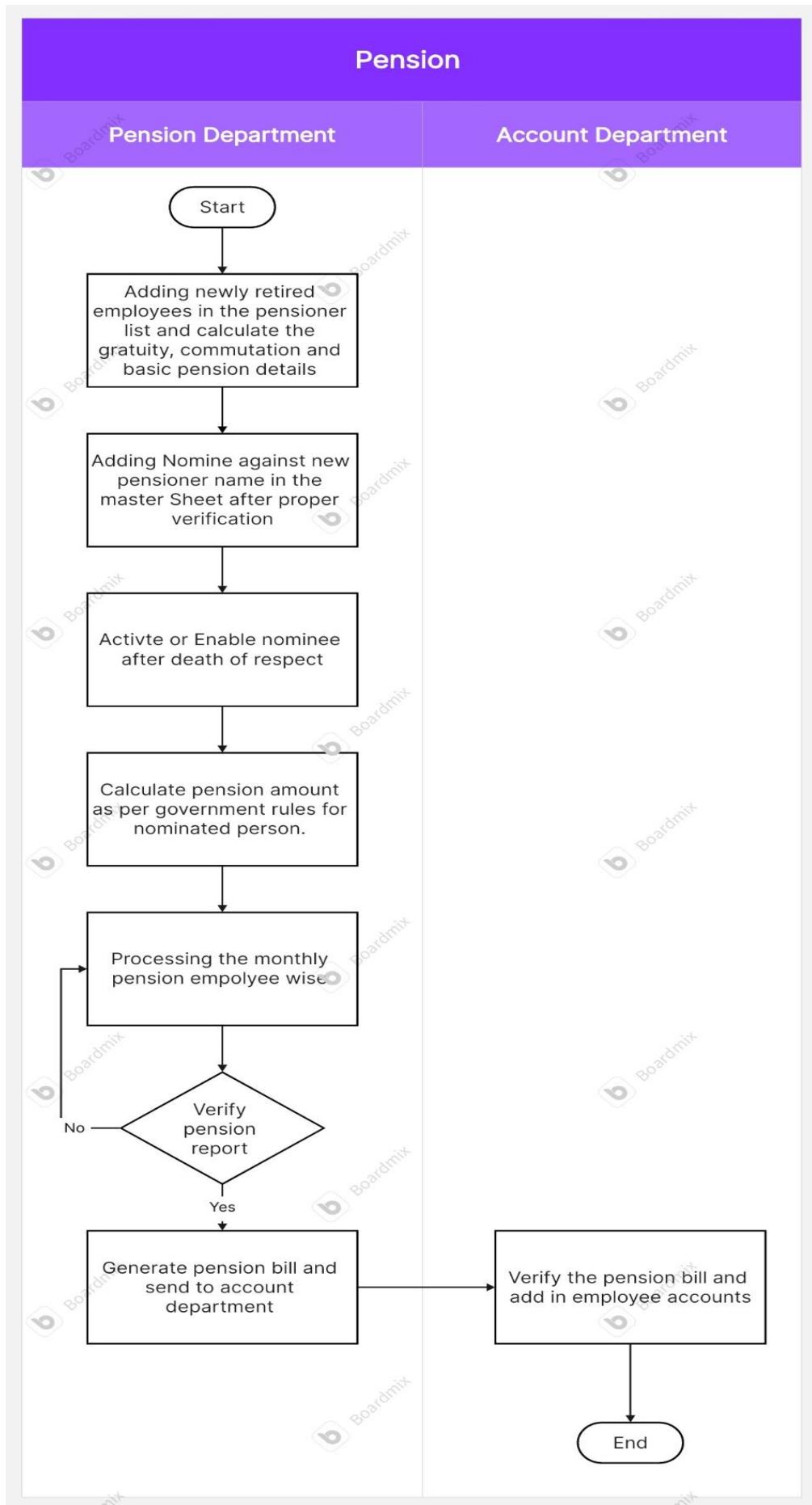
Maintain comprehensive records of all municipal employees, including their personal details, contact information, employment history, qualifications, and certifications. Manage the payroll process for the employees, including calculating salaries, wages, deductions, and taxes, and ensuring accurate and timely payments. Record and track employee work hours, attendance, leave management system, overtime, and compensatory time to ensure accurate compensation. Administering employee benefits, including health insurance, retirement plans, and other municipal-specific benefits, and assisting employees in enrolling or making changes. Manage the entire recruitment process from posting job openings to applicant tracking and facilitating the interview and selection process. Storing and managing municipal HR-related documents, including contracts, policies, and records required for audits or compliance.

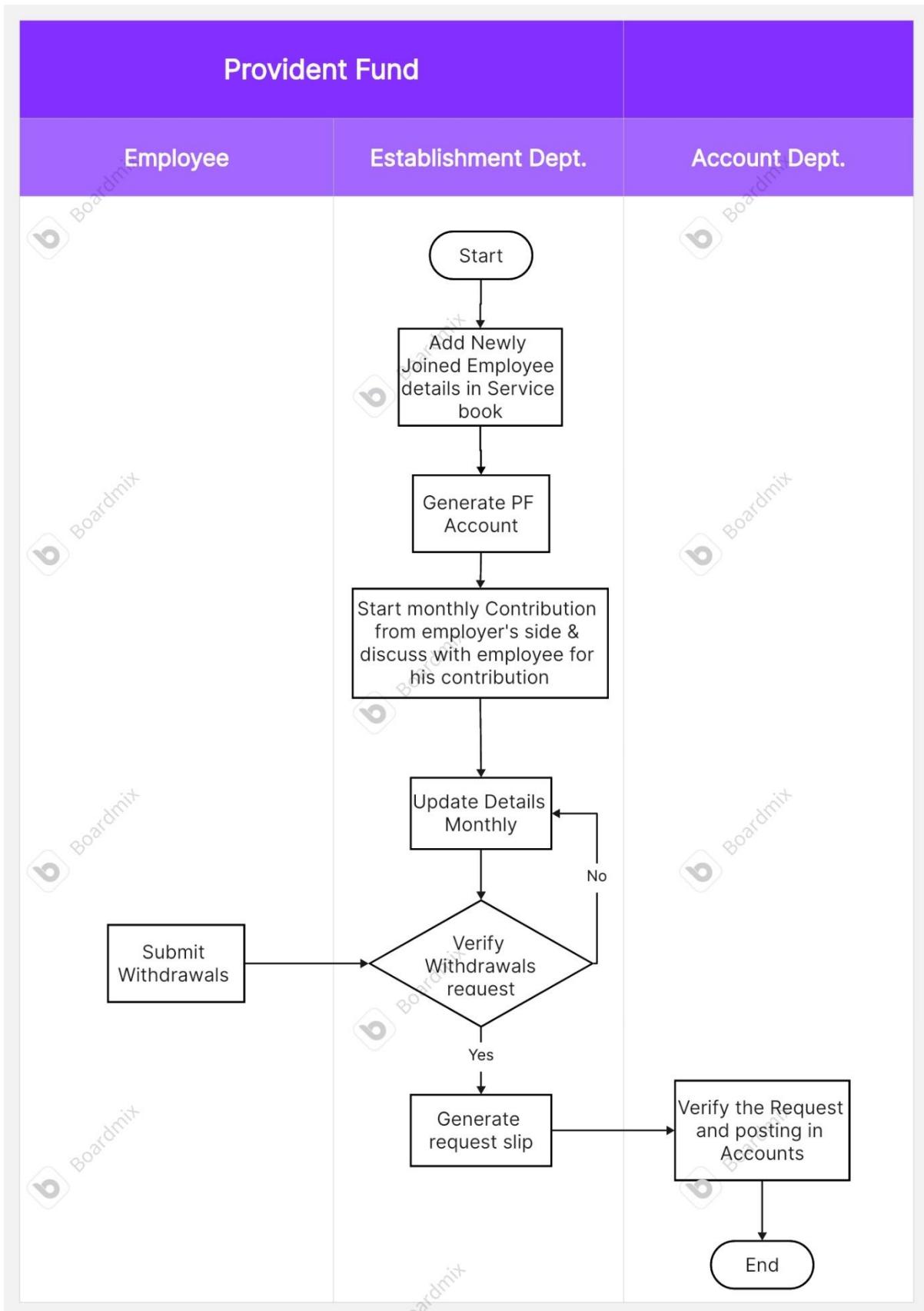
The Establishment department holds the responsibility to keep track of the updated information about the employees. Some information like leaves and attendance will be updated in the service book of each employee by the respective department. This is a tedious activity for both establishment department as well as the department where employee is working.

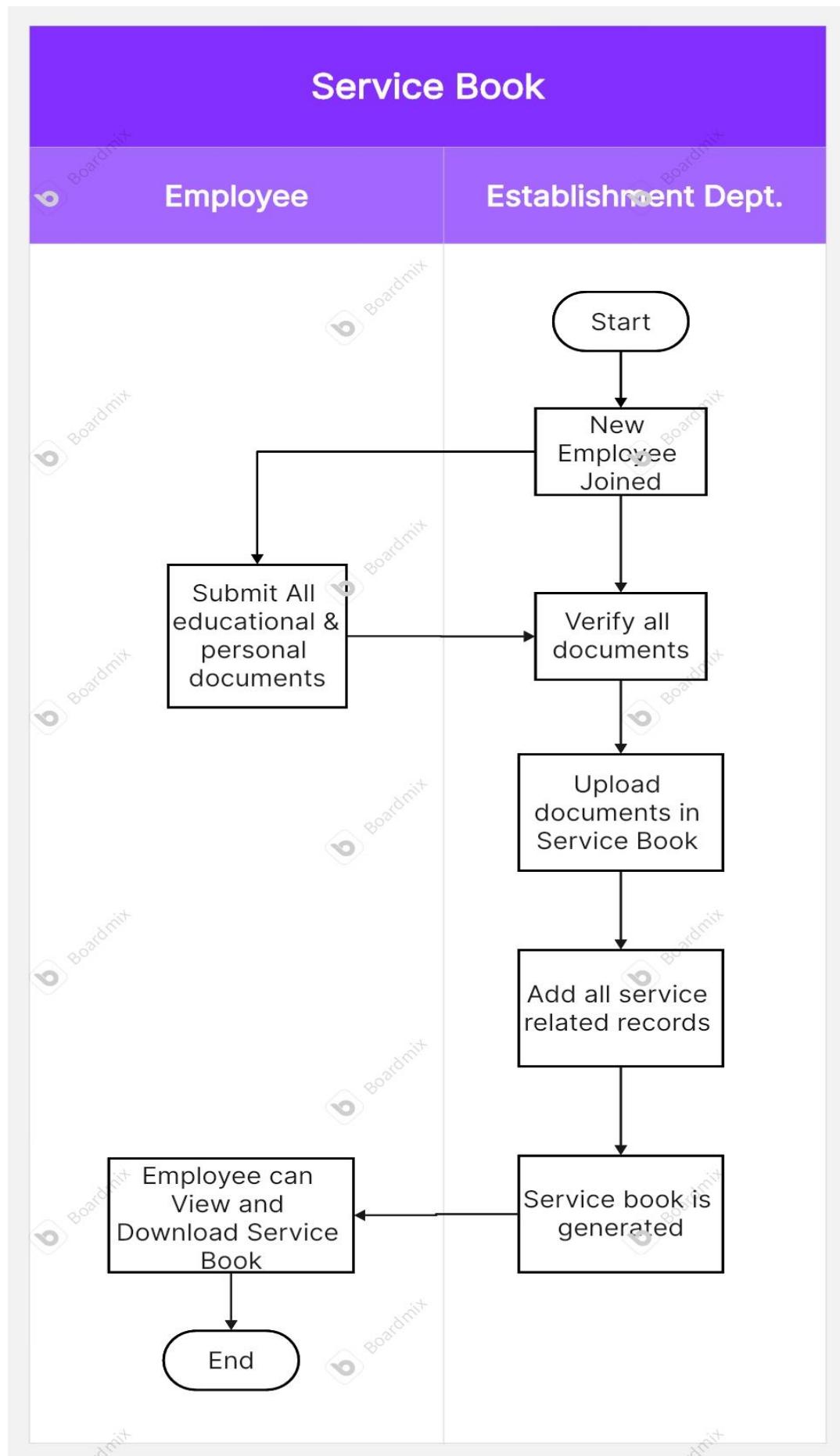
A centralized Personnel Management System would form a fundamental unit of a statewide strategy to manage the information on its human resources and bring in efficiency in the human resource management functions. A centralized system consisting of the various modules described in the earlier sections shall facilitate the standardization of HR practices across departments and result in better integration with the other core modules of the municipal corporation, thereby facilitating exchange of critical HR related data. Further, the Implementation of the employee self service module shall bring in a paradigm shift in the processing of HR related functions.

1.3 Flowchart









1.4 Solution Perspective

The objective of this application is to provide better & online mechanism and alignment of Human Resource Management System as per the PMC's policies and rules. This process provides the following functional processes.

Administration Process

HRMS – Administration process consists of tracking existing employee data which traditionally include personal histories, skills, capabilities, accomplishments & salary.

Employee Self Service Process

HRMS – Employee self-service process consists of tracking existing employee data which traditionally include personal histories, skills, capabilities, accomplishments and salary.

Payroll Process

Payroll process should calculate the pay for all the employees in the organization. It should have the provision to capture all types of allowances and deductions. It should provide Payslip and another accounting purpose reports. To reduce the manual workload of these administrative activities, organizations began to electronically automate many of these process by introducing specialized personnel, payroll and Pension management system.

- **Calculating Gross Pay:** Gross pay is calculated based on the hours worked and the employee's hourly rate or salary. This may include overtime pay, bonuses, commissions, and other forms of compensation.
- **Deductions:** Various deductions are made from the gross pay, including taxes (federal, state, and local), Social Security, Medicare, health insurance premiums, retirement contributions, and any other applicable deductions.
- **Net Pay Calculation:** After deductions are made, the net pay (the amount the employee actually receives) is calculated.

- **Payroll Taxes:** The employer is responsible for withholding payroll taxes from employees' pay checks and remitting them to the appropriate tax authorities.
- **Reconciliation:** Payroll records are reconciled regularly to ensure accuracy and to identify any discrepancies or errors that need to be corrected.
- **Communication:** Employers must communicate with employees regarding their pay, tax withholdings, benefits, and any changes to the payroll process.

Provident Fund

A provident fund is a retirement savings scheme that is typically sponsored by employers to help employees save for their retirement.

- **Employer Contributions:** Employers contribute a certain percentage of an employee's salary to the provident fund account. The contribution percentage can vary depending on the rules of the specific provident fund scheme and any regulations imposed by the government.
- **Employee Contributions:** In addition to the employer contributions, employees may also be required to contribute a portion of their salary to the provident fund. This contribution is deducted from the employee's salary and deposited into the provident fund account.

NPS

The National Pension System (NPS) is a voluntary, defined contribution retirement savings scheme in India. It was launched by the Government of India in 2004 with the aim of providing retirement income to Indian citizens.

Supplementary

Typically refers to additional payments or earnings beyond an employee's regular salary or wages. These supplementary payments can include bonuses, commissions, overtime pay, incentives, allowances, or any other form of compensation that is provided on top of the employee's base pay.

Service Book

Typically refers to a document or record maintained by an employer that contains detailed information about an employee's service history with the company. It serves as an official record of the employee's employment journey, documenting various aspects such as employment dates, job titles, promotions, salary adjustments, leaves taken, disciplinary actions, and other relevant information.

Leave Type Master

Type and details of the leaves will be entered / configured in this master form. Each leave type may have more than one criterion and reasons. There will be more than one purpose may be captured under a reason detail. The leave type & codes are not configurable hence user has to enter the leave code and type based on the rules followed in the PMC. The other details like Leave description, Minimum service period to be required to avail this leave type, applicable to either Male or Female or both genders, the particular leave type is applicable for LTC and what is the maximum terminal encashment of EL to be entered by the user specific to the PMC.

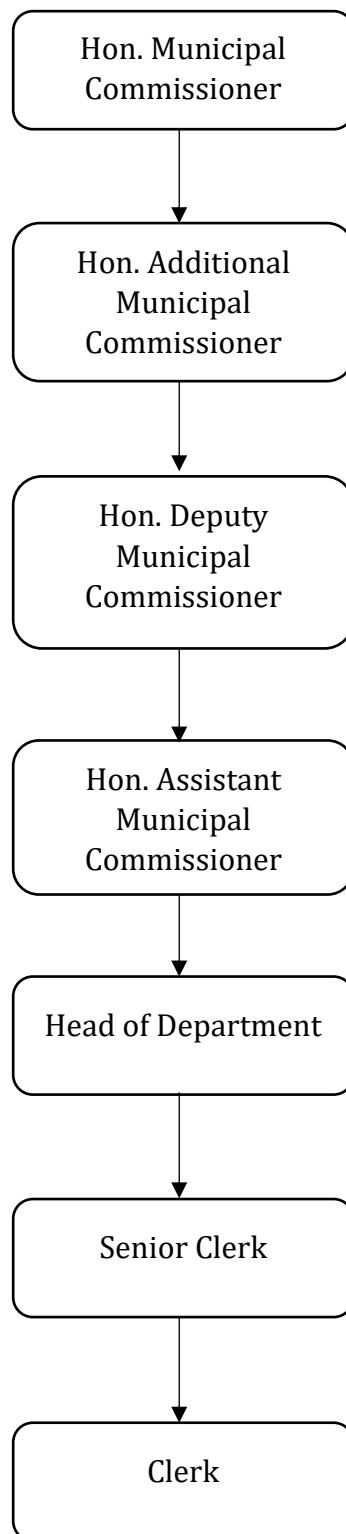
Following are the key activities proposed:

S. N	Categories	Particulars
1.	Payroll	<ul style="list-style-type: none">• We will provide "Upload" option in employee profile to upload all required documents.• On one click all details related to employee (DOB, Date of Retirement, PAN Number, Aadhar card Number, Academic qualifications, any notice given to him in working period, any suspension order etc.) will be available.• Will Add Customize option in salary % tab.• As instructed "Allowance" tab will be provided separately.• Increment tab with below 2 options will be included:<ul style="list-style-type: none">✓ 01 January (Customize option to give as in some cases date will be different)

S. N	Categories	Particulars
		<ul style="list-style-type: none"> ✓ 01 July (Customize option to give as in some cases date will be different) • Will include 2 categories in Basic Salary: <ul style="list-style-type: none"> ✓ Leave Salary ✓ कर्तव्य कालावधी • As instructed, leave sanction cut-off date will be the 25th of every month. (When an employee submits the leave application to the clerk, he will forward it to the HOD for approval, after approval it will be reflected to Establishment dept. for further salary calculation of the same month). • Will provide option to apply for “Casual Leave” after employee have utilized it. • Will provide 2 mandatory fields for marking attendance, viz- Biometric data (Thumb impression) & Sanction letter approved by HOD) if employee takes medical leave & his attendance will be marked only when he re-joins the office. • As instructed by Establishment team, we will be providing 2 Categories: a) Sanctioned Leave b) Un-sanctioned Leave for Medical leaves. • Existing data to be migrated from 2016. • Salary Slip will be provided in “Marathi” Language. • As instructed, Bonus to be shown separately & annual report will be generated. • Service book option should be separate. • Pension & leave salary contribution will be for deputation people.
2.	Provident Fund	<ul style="list-style-type: none"> • “Refundable” & “Non-Refundable” tab will be provided in PF Loan component. • Also, Option for changes in Contribution amount will be given.
3.	NPS	<ul style="list-style-type: none"> • As instructed, NPS deduction will be auto-generated, based on Calculation formula provided by Est dept.

S. N	Categories	Particulars
4.	Supplementary	<ul style="list-style-type: none"> • We will be providing two types of bills <ul style="list-style-type: none"> a. Supplementary (It will be released by the 15th of every month) b. Regular (After 15th it will be released from the regular bill).
5.	Form 16/Income TAX	<ul style="list-style-type: none"> • We will be providing Form 16 in every financial year based on format shared by Department.
6.	Service Book	<ul style="list-style-type: none"> • Add "LIC" Option separately with below categories: <ul style="list-style-type: none"> ✓ Policy ID, Policy Date, Policy details, Policy type etc. • For Retirement age 2 groups to be created with age limit: <ul style="list-style-type: none"> ✓ For State Government Employee – 58 years ✓ For Central Government Employee – 60 years • Generation of Yearly Employee Retirement report at start of year (Jan Month)

2. Designation Hierarchy



3. Objectives of Proposed System

Human Resource Management System helps the municipal to perform its role more effectively, efficiently, and transparently.

The system provides transparency and helps in tracking the activities conducted by the municipal. It not only helps make the decision-making process more efficient but also makes it accountable and effective.

This section details the system proposed for computerizing the Establishment & Payroll departments. The PMC required an effective system to follow certain norms and procedures for carrying out these activities in an efficient manner.

Human Resource Management System Module is part of e-Municipality System Software which is a comprehensive ERP solution well suited for the Municipal functions.

A brief overview of the functional requirements is as follows:

- Maintain records of the Contractual staff and Permanent staff.
- Maintain and Leave details of all employees.
- Maintain their Self-Service Requests
- Maintain attendance and personal record of staff.
- Training and Development programs.
- Enhanced Performance Management
- Compliance and Reporting
- MIS Reports.

To fulfil the department processes/functions, the HRMS module is organized as:

- Masters
- Transactions
- Reports

Following are the key activities proposed under the HRMS Module:

S.N.	Functionalities
Generic Features-Mandatory requirements	
1	System should provide for Retrospective calculations to be handled for all types of scenarios (employee joining, leaving, pay hike, promotions, etc.)
2	System should be able to handle all statutory regulations and maintain the details directly in the screens provided for data entry. All rules related to such acts should be preconfigured in the system.
3	Vendor to provide for Legal change patch to take care of any statutory changes.
4	System should provide the capability to upload documents of employees like certificates, transfer, promotion letters in a scanned format into the system and ability to retrieve them whenever required.
5	Capability to integrate with PMC web portal for employee's self service Employee Master Data.
Employee Master Data	
6	System should be able to record and store Master Data Information for an Employee for following areas and should be able to provide a snapshot of employee's history at any point in time on a click.
I.	Name
II.	Department
III.	Employee ID & Number
IV.	Mailing Address
V.	Permanent Address
VI.	Education Qualification
VII.	Previous Employment
VIII.	Phone numbers/Contact Information/Email Id
IX.	Emergency Contact Numbers
X.	Date of Birth
XI.	Blood Group
XII.	Gender
XIII.	Marital Status

XIV.	Religion
XV.	Category
XVI.	Physically handicapped status
XVII.	Work Experience
XVIII.	Languages Known
XIX.	Family Information (Parents/Spouse/Children and other family member details and dependants)
XX.	Employee Photo, Signature
XXI.	PAN No/Passport/PF number/GPF No/TAN No for department
XXII.	Bank account information
XXIII.	Employee blood group
XXIV.	Property Tax no
XXV.	Employee Type – (Permanent/temporary/contract workers)
XXVI.	Ex-service man/Handicap/Sports
XXVII.	Location (HO/Ward/Zone)
XXVIII.	Date of Joining
XXIX.	Date of Confirmation
XXX.	Date of Separation/termination/retirement/resignation
XXXI.	Promotion, transfers
XXXII.	Deputation, temporary transfers
XXXIII.	Increments
XXXIV.	Increment for passing of Govt. Exams
XXXV.	Date of Resignation
XXXVI.	Reason of Separation/termination/retirement/resignation
XXXVII.	Family photo in case of pension, nominee photograph
XXXVIII.	Components data including components of pay
XXXIX.	Components of pay for calculation of gratuity and pension
Payroll Management	
1	Ability to define flexible periods such as day, week, month for pay calculation

2	Ability to enable multiple payrolls that are generated based on employee's contract
3	Ability to enable multiple payrolls that are generated based on employee's assignment
4	Ability to define payroll for pensioners
5	Ability to define the employee bank to credit the salary
6	Facility for Electronic Clearing system (ECS)
7	Bank-wise / Bank branch wise summary statement
8	Ability to provide automatic calculation of deductions / earnings based on leave, bonus declaration, GPF Loan, Home Loan, Computer loan, tax deductions, etc.
9	Ability for rule-based pay calculation in case of pay hikes / Pay Commission with retrospective effect
10	Ability for rule-based pay calculation in case of pay hikes / Pay Commission with retrospective effect
11	Ability to apply the payment rules at personal / department / designation /organization level
12	Ability to allow exception definitions at employee/designation/department level.
13	Ability to define all India specific taxation rules.
14	Ability to automate increments (based on pre-defined rules - employee /designation / department / organization specific)
15	Facility to run payroll processing any number of times before authorization to ensure accurate pay calculation
16	Ability to maintain an integrated security design to ensure that employees don't get paid twice in one payroll period without authorization.
17	Ability to make automatic calculations for flexible benefits
18	Ability to gather attendance and leave information
19	Ability to view employee costs per Department/division and costs per job, position

20	Ability to generate monthly pay-slips for the employees, for at least last 6 months
21	Ability to pay an employee from more than one Department and split salary and benefits among Departments, including retirement benefits
22	Ability to process payroll terminations, vacation advance, court order, ratification
23	Ability to process payroll as per flexible benefits cycle- Mediclaim cycle, reimbursement cycle etc.
24	Ability to generate pay check including details of Employee name, PAN card, Department, Period starting, Period ending, Issue date, Gross pay, Current and year to date totals on Employee pension, Income tax, medical claims, taxable/ non-taxable earning, net pay.
25	Provision to allow deductions for specific purposes (like earthquake relief fund, CM relief fund, etc.)
26	Ability to automatically update payroll database when finance department makes any changes.
27	Ability to handle salary advances & facilitate recovery of salary advances on the payday.
28	Ability to make back dated calculations in case of promotion, arrears, bonus etc.
29	Ability to update master salary scales during wage/ salary revisions.

Specific Requirement

3.1 Admin

3.1.1 Login

- System must able to display following field;
 - Select Financial Year
 - User Name
 - Password
- Admin must able to enter above given field and click on “Login” button to enter in the application.
- System must display message “Successfully Login”.
- The system must check the username and password.
- If user name or password do not match the system must display the error message – “Username and Password not Match”.

3.1.2 Dashboard

- System must able to dashboard display with following details;
 - Total Employees
 - Suspended Employees
 - Ward
 - Department
 - Banks

3.1.3 Master

Master record once saved cannot be deleted. If the user wants to delete the the unwanted active entries, then they have to make it as “Inactive” in the status for the records. The “Inactive” records will not be available in any of the dropdowns/lists/fields/places wherever the dependency in the applications.

All the master entries created and submitted by the creator and it should be approved by the authorized person. If the submitted record not authorized by the approver, then the particular master entry no longer available in the depended processes.

❖ Ward

- Admin must click on “Ward” to create ward and view ward list

- System must able to display ward list with following details;
 - Serial Number
 - Ward Name
 - Initial
 - Action
 - Admin can click on “View” icon button to view department details.
 - Admin can click on “Edit” And “delete” icon button to edit and delete department details.
 - Add Department
 - Admin must click on “Add Ward” to create Ward.
 - System must display Add Department with following field;
 - ◆ Ward name
 - ◆ Initial
 - Admin must enter above given field and click on “Submit” button to add ward.

❖ **Department**

- Admin must able to click on “Department” menu to create department in the application.
- System must display all department list with following details;
 - Serial number
 - Department name
 - Action
 - Admin can click on “Edit” and “Delete” button to edit department name.
 - Add Department
 - Admin must click on “Add Department” button to create role in the application
 - System must display following field;
 - ◆ Department Name
 - Admin must enter above given field and click on “Submit” button to create department name.

❖ **Class**

- User must able to click on “Class” button to create unit in the application.

- System must display all unit list with following details;
 - Serial number
 - Class
 - Working Year
 - Action
 - Admin can click on “Edit” and “Delete” button to edit Unit name.
 - Add class
 - Admin must click on “Add” button to create role in the application
 - System must display following field;
 - ◆ Class Name
 - ◆ Select Working Year
 - Admin must enter above given field and click on “Submit” button to create class name.

❖ Bank

- User must able to click on “Bank” button to created bank list in the application.
- System must display all product list with following details;
 - Serial number
 - Bank Name
 - Bank Initial
 - Action
 - Admin can click on “View” button to view user details.
 - Admin can edit or delete user details to click on “Edit” or “Delete” button.
 - Add Bank
 - User must click on “Add Bank” button to create add bank in the application.
 - System must display Add Bank with following field;
 - ◆ Bank Name
 - ◆ Bank Initial
 - User must enter all above given field to add product in product list.
 - User must click on “Submit” button after enter all field.

❖ **Financial Year**

- User must able to click on “Financial Year” button to create Financial Year list in the application.
- System must display all vendor list with following details;
 - Serial Name
 - From Date
 - To Date
 - Title
 - Status
 - Action
 - Admin can click on “View” button to view financial year details.
 - Admin can edit or delete user details to click on “Edit” or “Delete” button.
 - Add Vendor
 - Admin must click on “Add Financial Year” button to create financial year in the application
 - System must display following field;
 - ◆ From Date
 - ◆ To Date
 - ◆ Title
 - User must enter all above given field to add financial year in financial year list.
 - User must click on “Submit” button after enter all above given field.
 - System must able to display added vendors in financial year list.

❖ **Allowance**

It is used to add the rules for the Allowance / Deduction components. There are allowance components which are based on Employee Cadre and Locations. It should be based on the percentage from Basic Pay or Fixed Amount from Pay Band & Grade Pay slab range or Slab based Amounts for some cases. The Component Name will be displayed from Approved - Allowance/Deduction Category Master.

This form will be capturing the rules of each component's specific to the PMC. Each component should have different rules and values will be entered.

- User must able to click on “Allowance” to create and view type of allowance list.
- System must able to list of allowance with following details;
 - Allowance
 - Select type
 - Amount/Percentage
 - Is Applicable on suspension
 - Allowance Calculation

❖ **Employee Allowance Mapping (Allowance/Deductions/Banks)**

Employee allowance mapping is used for mapping the applicable list of allowances, Deductions and banks when required/not required by using enable disable check box, and allowance/Deduction/Banks amount will display based on the allowance deduction master what the value we have configured and if any overridden amount required we can modify that here. This will reflect in the payroll process of particular employee.

3.1.4 User Management

❖ **User**

- Admin must click on “User” button to create and view user list.
- System must display user list with following details;
 - Serial Number
 - Full Name
 - Email
 - Mobile Number
 - Registered on
 - Action
 - Admin can click on “Edit” button to edit user details.
 - Admin can click on “Change Password” to change password.
 - Admin can click on “Assign Role” to assign role.
 - Add User
 - User must click on “Add User” button to create user in the application.
 - System must display Add User with following field;
 - ◆ Select Department
 - ◆ First name
 - ◆ Middle name

- ◆ Last name
- ◆ Email Id
- ◆ Mobile number
- ◆ Select User Type
- ◆ Password
- ◆ Confirm Password
- User must enter above given field and after click on “Submit” button to create user.
- System must add user details in user list.

❖ **Role**

- Admin must able to click on “Role” button to create and view role list
- System must able to display role list with following details;
 - Serial number
 - Role name
 - Action
 - Admin can click on “Edit” and “Delete” button to edit role name.
 - Add Role
 - Admin must click on “Add Role” button to create role in the application.
 - System must display following field;
 - ◆ Role Name
 - Admin must enter above given field and click on “Submit” button to create role name.

3.2 Department Functionalities

3.2.1 Ward

3.2.1.1 Employee

Employee Master is used for maintaining complete information about a present/new/transferred employee in the application. It contains employee personal and official information, status of an employee also maintained here. Pay fixation will be initiated here, Personal details of an employee will be captured here.

❖ **Employee list**

- User must able to click on “Employee list” to view employee list and add employee.
- System must able to display employee list with following details;
 - Serial Number
 - Employee ID
 - Employee name
 - Ward
 - Department
 - Designation
 - Class status
 - Action
 - User can edit employee details.

- User can add employee to click on “Add employee” to add employee.

❖ **Employee Status**

- User must able to click on “Employee Status” to view employee status.
- System must able to display employee status with the following details;
 - Serial number
 - Employee ID
 - Status
 - Remark
 - Applicable date
 - Is Salary applicable
 - Salary percent
 - Action
- User can edit or delete the employee status.
- User can add user status to click on “Add” Button to add employee status.

❖ **Pay Fixation**

Employee's basic pay will be determined by pay fixation. After pay fixation employee's basic pay shall be intimated to payroll. A next increment date and benefit effective date shall be captured here.

❖ **Suspension**

Suspension can be initiated by vigilance or by the supervisor. Suspension order will be issued after the approval by the competent authority and changing the grade/

cadre of the respective employee to the lower grade. This shall be realigned the salary fixation, leaves and other details. Reversion to be followed in the end of suspension process to change the grade/cadre of the respective employee to the previous position based on the suspension tenure completion or decision taken by the competent authority.

❖ **Termination of Employment**

Separation can be initiated by the employee or by the organization. Separation request has to be approved from various departments to get the NOC. Approved separation request will lead to full & final settlement.

3.2.1.2 Salary

❖ **Salary Structure**

- User must able to click on “Salary Structure” to view and create salary structure.
- System must able to display salary structure with following details;
 - Serial Number
 - Employee ID
 - Employee Name
 - Pay scale
 - Basic salary
 - Grade Pay
 - Action
 - User can edit salary structure to click on edit icon.

3.2.1.3 Loans

❖ **Loan and Advances Master**

Various types of loans and advance details will be entered in this master. Each loan and advance type have different configuration and applicable accounting head will be added. Any new loan or advance came in that will be captured on this screen and existing configuration also will change. In this form, User has to enter the Loan/Advance Name, short Name, effective from date and to date of this configuration entry. There are different sections available for House Building Advance configuration. User has to configure the minimum ceiling amount, maximum ceiling amount and whether Relaxation applicable or not. Related to EMI and Interest section, whether EMI applicable or not, is it interest bearing loan/advance, what is the maximum recoverable EMI months, whether EMI

generated from the sanctioned month or not. If not started in the sanctioned month, then user has to mention that EMI generated after the bill submission or after how many months from the date of loan approval, the EMI will generate.

The Interest details section will appear once the check box of interest-bearing loan/advance option was checked in the above section, the following data will be captured like Rate of Interest, how many recoverable months, Effective EMI start date and End date.

The minimum and maximum loan amount and its interest rate will be captured in the HBA loan interest section. The loan will be asking for the certain purposes and their predefined accounts groups needs to be mapped in House Building Advance Section.

❖ **Employee Loan**

- User must able to click on “Employee Loan” to view list of employee loans
- System must able to display employee loan list with following details;
 - Serial Number
 - Employee ID
 - Employee Name
 - Loan
 - Loan name
 - Loan amount
 - Instalment Amount
 - Start date
 - End date
 - Total instalment
 - Paid instalment
 - Status
 - Add
 - User can add employee loan details to click on “Add” button.

❖ **Monthly loan**

- User must be able to click on “Monthly Loan” to view monthly loan
- System must able to display monthly loan with following details;
 - Serial number
 - From date
 - To date

- Action
 - User can click on view icon to view monthly loan

3.2.1.4 Freeze Attendance

❖ Freeze

- User must able to click on “Freeze” button to freeze attendance.
- System must able to display freeze and unfreeze list with following details;
 - Serial number
 - From date
 - To date
 - Employee ID
 - Employee Name
 - Net salary
 - Action
 - User can freeze and unfreeze the attendance of employee.

3.2.1.5 Supplementary Bill

❖ Supplementary Bill

- User must able to click on “Supplementary Bill” to view bill
- System must able to display Supplementary Bill with following details;
 - Serial number
 - Employee ID
 - Name
 - From Date
 - To Date
 - Month
 - Action
 - Add
 - User can able to add Supplementary Bill to click on “Add” Button.

3.2.1.6 Pension Configuration Master

Configuration master is used to set the basic values which may vary or may not vary from time to time. These values shall be used in few transactions and it would also be referred in any other processes of the pension application

It has various subsections like:

1. Emoluments
2. Gratuity
3. Commutation
4. Pension calculation Values

These sections have the fields, which may change occasionally and user has the option to update the screen whenever there is a change. These values will be fetched in various processes throughout the pension module.

3.2.1.7 Recovery Master

When an employee retires, and during pension calculation process while giving the commutation and gratuity, if the pensioner has any pending society loans any unpaid advances taken cost of articles not returned or excess paid salary etc, in such case pension dept will recover that particular type of recovery amount from the Gratuity/Commuation.

3.2.1.8 Pensioner Nomination

These are the nomination details given by the pensioner. By selecting the PPO number user can access the basic required details of the pensioner and add the nomination details.

Before adding details in this master user should have created pension master for the PPO number and relationship master with all the required relation names. If the relation's name is not appeared in pension nomination master, user has to create that particular relation type in relationship master.

3.2.1.9 Income Tax Opening Balance

When an employee retires, records are moved to Pension department. If those pensioners are eligible for tax deduction, then Pension department users have to enter the opening balance for the pensioner, for Income Tax Calculation.

Before processing the screen user has to put data in pension calculation. User has to select the PPO number and date. After the selection of required PPO number, user has to provide the information for taxable income and recovered TDS.

3.2.1.10 PF Opening Balance

This process is used to capture the opening balance of the GPF amount of each and every existing employee to further process of PF recovery, Loan & Withdrawal purpose. This is the one-time activity for the PF department. User can add the PF opening balance through Data Entry option or User can do the bulk upload through CSV upload.

3.2.1.11 Leave Request

The system will allow employee to apply leave, check entire leave details, leave balances and leave history. The employee can avail from various leave types which is applicable to them. Availed leave will affect the payroll once it is approved by his/her supervisor.

3.2.2 Department

3.2.2.1 Employee

❖ Employee list

- User must able to click on “Employee list” to view employee list and add employee.
- System must able to display employee list with following details;
 - Serial Number
 - Employee ID
 - Employee name
 - Ward
 - Department
 - Designation
 - Class status
 - Action
 - User can edit employee details.
- User can add employee to click on “Add employee” to add employee.

❖ Employee Status

- User must able to click on “Employee Status” to view employee status.
- System must able to display employee status with the following details;
 - Serial number
 - Employee ID
 - Status
 - Remark

- Applicable date
- Is Salary applicable
- Salary percent
- Action

➤ User can edit or delete the employee status.

➤ User can add user status to click on “Add” Button to add employee status.

3.2.2.2 Salary

❖ Salary Structure

➤ User must able to click on “Salary Structure” to view and create salary structure.

➤ System must able to display salary structure with following details;

 - Serial Number
 - Employee ID
 - Employee Name
 - Pay scale
 - Basic salary
 - Grade Pay
 - Action
 - User can edit salary structure to click on edit icon.

3.2.2.3 Loans

❖ Employee Loan

➤ User must able to click on “Employee Loan” to view list of employee loans

➤ System must able to display employee loan list with following details;

 - Serial Number
 - Employee ID
 - Employee Name
 - Loan
 - Loan name
 - Loan amount
 - Instalment Amount
 - Start date
 - End date
 - Total instalment

- Paid instalment
- Status
- Add
 - User can add employee loan details to click on “Add” button.

❖ **Monthly loan**

- User must be able to click on “Monthly Loan” to view monthly loan
- System must able to display monthly loan with following details;
 - Serial number
 - From date
 - To date
 - Action
 - User can click on view icon to view monthly loan

3.2.2.4 Freeze Attendance

❖ **Freeze**

- User must able to click on “Freeze” button to freeze attendance.
- System must able to display freeze and unfreeze list with following details;
 - Serial number
 - From date
 - To date
 - Employee ID
 - Employee Name
 - Net salary
 - Action
 - User can freeze and unfreeze the attendance of employee.

3.2.2.5 Supplementary Bill

❖ **Supplementary Bill**

- User must able to click on “Supplementary Bill” to view bill
- System must able to display Supplementary Bill with following details;
 - Serial number
 - Employee ID
 - Name
 - From Date

- To Date
- Month
- Action
- Add
 - User can able to add Supplementary Bill to click on “Add” Button.

3.2.2.6 Recruitment Process

❖ Sanctioned Post

Sanctioned post is used to capture the Sanctioned post details against each and every cadre, Designation & Class Classification. Based on these data, system easily find the vacant positions in the Corporation. It will be useful when they are raising the Job Indent process & it will be fulfilling the Roaster Method of Recruitment.

❖ Job Indent (Manpower Request)

Job Indent shall be created for a respective cadre when the recruitment has to be done for that cadre, after evaluating vacancies for the respective cadre and recruitment method.

Following are the types of Indents:

- Sanctioned Post
- Contractual Appointments
- Outsourced Employee
- Contract Indent
- Deputation Indent

❖ Job Advertisement

After initiated the job indent, it will go for approval process. At the end of the approval process, the job posting details to be published in all the media. So the job advertisement process will capture the advertisement related information from the job indent. Advertisement to be given and published in the media is an offline process.

❖ Employee Joining Form

Employee joining form shall be filled by the candidate who is selected after the selection process.

❖ **Offer Letter**

Offer letters will be issued to the selected candidates for direct recruitment, contractual and deputation employees. On deputation, all remains same except the pay-band as per the new cadre is changed. If someone joins from a different government organization, then the EMP ID shall be generated.

❖ **Appointment Letter**

Appointment order will be issued once the employee accepts the offer letter. Appointment documents will vary based on the cadre and it will be verified. Joining date will be captured here.

❖ **Compassionate of Employment**

Compassionate recruitment is a type of recruitment in which wife / son / daughter of expired employee (was in the Service) of Organization will be recommended for recruitment based on the evaluation of the compassionate committee. Based on the qualification criteria the person will be recruited into the organization.

3.3 Reports and MIS

3.3.1 Report

- User must able to click on “Reports” to view reports
- System must able to display all reports with following list;
 - Salary Slip
 - Pay Sheet
 - Bank deduction employee wise list
 - Bank deduction report
 - Grand summery department wise
 - Pay sheet excel
 - Allowance report
 - Deduction report

3.4. Monitoring and Observation

3.4.1 Department HOD

3.4.1.1 Login

- - User must able to open application by entering URL in the web.
 - User must able to enter valid username and password.
 - System must able to display login page with following field;
 - Username
 - Password
 - User must able to enter above given field and click on “Login” button to enter in application home page.
 - System must able to verify enter username and password if it will not match display message “Username and Password not match”.

3.4.1.2 Dashboard

- System must able to dashboard display with following details;
 - Total Employees
 - Suspended Employees
 - Ward
 - Department
 - Banks

3.5. Monitoring and Controlling

3.5.1 Department

3.5.1.1 Login

- User must able to open application by entering URL in the web.
- User must able to enter valid username and password.
- System must able to display login page with following field;
 - Username
 - Password
 - User must able to enter above given field and click on “Login” button to enter in application home page.
 - System must able to verify enter username and password if it will not match display message “Username and Password not match”.

3.5.1.2 Dashboard

- System must able to dashboard display with following details;
 - Total Employees
 - Suspended Employees
 - Ward
 - Department
 - Banks

3.5.2 Ward

3.5.1.1 Login

- User must able to open application by entering URL in the web.
- User must able to enter valid username and password.
- System must able to display login page with following field;
 - Username
 - Password
 - User must able to enter above given field and click on “Login” button to enter in application home page.
 - System must able to verify enter username and password if it will not match display message “Username and Password not match”.

3.5.1.2 Dashboard

- System must able to dashboard display with following details;
 - Total Employees
 - Suspended Employees
 - Ward
 - Department
 - Banks

4. Acknowledgment

We are immensely appreciating to M/s. Geetsys Solutions for their effort, and engagement towards the successfully completion of Software Requirement Specification (SRS) document for the project of human resource management system and the Tender ID is 2024_PMC_990953_1. Your dedication and expertise greatly enhance the quality of Panvel Municipal Corporation in the digital transformation.

We extend our deepest gratitude to all those who contributed to the completion of 1st stage of milestone of this project. Firstly, we would like to express our sincere appreciation to M/s. Geetsys Solutions for their effort, and engagement throughout the duration of this endeavour.

Furthermore, we would like to acknowledge the submission of Software Requirement Specification (SRS) document from M/s. Geetsys Solutions. The 1st phase of milestone and paves will be played a crucial role in the successful completion of this project.

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THANK YOU