User's Guide
<u>Human Resource Information System (HRIS)</u>

Introduction:

The HRIS is being developed by the IT (Division) of AIR for Prasar Bharati. The objective is to have an accurate, comprehensive, up-to-date online record of all employees of Prasar Bharati. This can be used for improving the management of personnel at different levels and locations.

<u>Responsibility of Heads of Offices:</u>

The Heads of Offices have a very important role and responsibility. They are required to ensure that the data for all the employees in their office is entered *correctly, completely, accurately and verified* so that there is absolutely no error in the data concerning any employee. They also have to ensure that the numbers of all sanctioned and/or transferred posts are correctly filled up.

The Heads of Offices have to ensure the security of the data and that no unauthorised person(s) are given access to the login credentials of the Heads of Offices.

<u>User Guide</u>

The aim of the User Guide is to provide simple, clear and understandable instructions so that the manner of entry of data, making additions, modifications or deletions and verifying the data are easily understood and carried out.

<u>Please note that the data of ALL employees working in a station/kendra/office as well as details of all sanctioned posts of that station/kendra/office, is to be entered in the online application</u>

The HRIS application, consists of the following sub-modules:

1. Registration by Stations/Kendras/Offices	REGISTER NOW
2. Logging into the HRIS	Login
3. Viewing/Editing/Verifying Employee Details	
4. Adding Details of New Employees	
5. Relieving of employees on Transfer/Promotion	
6. Joining of employees on Transfer/ Promotion	
7. Viewing/Editing Details of Sanctioned Posts	
8. Changing the Password	
9. Completion Status	

1. Registration by Stations/Kendras/Offices [REGISTER NOW]

i. All Stations/Kendras/Offices under Prasar Bharati are required to register themselves to gain access and to be able to login to the HRIS.

ii. The registration process starts by going to the web address (url): http://pbinfo.air.org.in/hrit/

iii. Once you are on this page, click on the link "Click Here to Register Your Station/Kendra/Office"

iv. On doing so, the Form for Registration page will open.

v. Select the organisation under which your office comes (AIR/AIR&DD/DD). Once you do this, the Stations/Kendras/Offices drop down menu appears from which you should select your Station/Kendra/Office

vi. Thereafter, fill in the details of the address as well as the City, District and State, and the PIN Code.

vii. The details of the Head of Office are to be filled up in the box titled "Head of Office" on the right side. Please ensure that all the Mandatory items are correctly filled up. Also try to fill up the other non-mandatory fields as map be applicable.

viii. Once all the details required for Registration are correctly and accurately filled up and checked, you should click on the "Register" button. This will result in an activation link being sent to the Head of Office at his/her email address(es) filled up.

ix. The verification is completed by clicking on the activation link provided in the email sent to the Head of Office.

x. On completion of the Verification, a password will be sent to the registered user (Head of the Office) at his/her email address (as filled in the registration form) for enabling access to the online application (HRIS).

2. Logging into the HRIS [Login]

i. The Login screen can be accessed either through the URL: http://pbinfo.air.org.in/hrit/login.aspx or through the link (to the HRIS) given on the home page of AIRNET, an intranet site of All India Radio.

ii. On the Login Page, first select the organisation by clicking the appropriate radio button after which a drop down menu of the Stations/Kendras/Offices, will appear. Select your Station/Kendra/Office from the drop down menu.

iii. Fill in the password in the box provided and click on the "Login" button to login to the HRIS. The Password is the one sent on completing the registration process outlined in the section on Registration by Stations/Kendras/Offices above.

iv. After you have logged in you will reach the home page of the HRIS which contains the different options detailed below.

v.   Note If the Station/office/Kendra has no staff posted at their Station, then it has to select **NO** from dropdown list shown under "**Whether Any Staff Posted at This Station**" and further need to select the station from the dropdown list under "**Station/Office is Managed By** " and click on the Submit button.

3. View, Edit and/or Verify Employee Details

i.   In order to view the details of employees posted at your office/ Station/Kendra, click on the menu option " View/Edit/Verify Employee Details".

ii.   You will get the complete details of the employees posted in your Office in a tabular form with 10 records per page.

iii.   You will now have access to the Edit, Delete and/or Verify options for each of the records available. Use whichever option(s) you need to do your work.

    a. **Edit** - By using the edit option, you can modify the data of the employee. In edit mode please ensure that any changes you make are correct and all items required to be filled in are completed.

    b. **Delete** –Use this option VERY CAREFULLY. It is for deleting the record of an employee who is no longer (or was never) posted in the station/kendra/office. Once you delete an employee's record, you will no longer have access to it.

    c. **Verify** – The verification of the data entry is a very IMPORTANT part of the data entry process. Please take sufficient care to ensure that ALL the data fields are filled up correctly. *Only after the data has been verified and found to be completely correct should the verification box at the end of the row of the record of an employee be marked as checked*.

iv.   In case an employee's data has not been entered at all i.e. his/her record is not shown in the list of employees for that station, the details of this employee may be added by using the Add New Employee Details option in the HRIS home page.

4. Add New Employee Details

i.   If an employee is posted at your Station/Kendra/Office and his name is not in the list of employees displayed for your Station/Kendra/Office (on clicking menu " View/Edit/Verify Employee Details"), his/her details can be added through the menu option of "Add New Employee Details" on the HRIS home page.

ii.   When you click the "Add New Employee Details" option, you will first be taken to the "Search Employee" screen to check if the employee's data has already been entered in some other station/kendra/office.

iii.   On the "Search Employee" page, either the Date of Birth and /or the Date of

Joining Service, in the appropriate search boxes and press the search button which has a magnifying glass symbol on it to the right of the Date of Joining Service box.

iv.   The details of all (if any) employees whose Dates of Birth or Dates of Joining match either of the dates entered, will be displayed.

v.   If the employee's record is found in these displayed search results, it can be added to the Station/Kendra/Office by selecting the record which is that of the employee. His/her data will be added to your Station/ Kendra/ Office.

Please note that in the case of Verified Employees displayed in the search results, you will not be able to add the employee unless he is relieved from the station where he is shown to be present. For relieving the employee, the procedure outlined below has to be followed.

vi.   If the employee is not found in the search results, you will need to add a new record by select the option "Add New Employee" displayed below the search results.

vii.   This results in the opening of the data entry form for New Employees.

The following points should be noted and kept in the mind while entering or editing employees' data:

Field Name	Details to be Filled up
Wing	Select the appropriate wing from following drop down menu: ENGG - For Engineering PROG - For Programme NEWS - For News ADMIN - For Administration Sec - For Security AR - For Audience Research CCW - For Civil Construction Wing
Designation	Select the designation from the drop down menu
First Name	Enter the First Name of the employee. If the employee has only one name, it should be filled in this field.
Middle Name	This is to be filled up only for those employees who have a Middle Name *in addition to* a First and Last Name. If an employee does NOT have a Middle Name, this field is to be left blank
Last Name	The Last Name (or Surname) of the Employee is to be entered in this field.
Gender	Select the gender through radio buttons provided, that is, either Male or Female
Date of Birth	The Date of Birth is to be entered in the format DD-MM-YYYY
Date of Joining Service	The Date of Joining Service is to be entered in the format DD-MM-YYYY

Category	Select the appropriate Category to which the employee belongs from one of the following from the drop down menu: **GEN** for General **OBC** for Other Backward Classes **SC** for Scheduled Tribe **ST** for Scheduled Caste
Whether Differently abled	Select either **Yes** or **No** through the radio buttons as the case may be.
Whether Ex-Service Man	Select either **Yes** or **No** through the radio buttons as the case may be.
Present Pay	Select the correct Pay Band and Grade Pay for the post from the Dropdown menu.
Date of Joining Present Place	Specify the date on which the employee joined the present place of posting by entering it in the format DD-MM-YYYY

5. Relieving of the employee on Transfer/Promotion

The Relieving of an Employee from a Station/Kendra/Office for a Regular Transfer or Promotion should be done through the following steps

i. Login to the HRIS by using the password for the Head of Office

ii. Select the "Relieving**"** option from the home page menu**.**

iii. The list of employees of your Station/Kendra/Office will be displayed.

iv. Select the employee who is to be relieved.

v. The form for filling in the details of the Transfer Order and the Relieving Order, will pop up.

vi. Fill in all the relevant details and click on the save button in order to compose the relieving order.

vii. While saving the relieving details a unique HR Reference ID will be generated and shown in the relieving order.

viii. To take the print out of the relieving order, go to the home page and click on button and then the Print Relieving Order from**.**

ix. The Details of the Relieving Order to be printed will be displayed. Please verify the details, make necessary corrections to ensure correctness of the order and press the Print button.

x. The printed copy of the Relieving Order should be signed by the appropriate authority and then issued.

xi. The official will only be relieved after clicking on Relieve the official button

in the Print Relieving order menu. The clicking on Relieve the Official button will update the Relieving Details in the Database of the HRIS and enable the relieved official to join at the new place of posting.

*Please note that the record of the Relieved Employee will no longer be accessible by the Relieving station as soon as Click on the **Relieve the official.***

6. Joining of an Employee on Transfer/ Promotion

The joining of an employee at a Station/Kendra/Office through a Regular Transfer or Promotion should be done by taking the following steps:

i. Login to the HRIS using password for the Head of Office

ii. Select the option for "Joining" on the home page.

iii. A list of the employee(s) *who have been relieved* and are supposed to join at your Station/Kendra/Office will be displayed.

iv. Select the employee from the list and fill up the form that opens up with the joining details. Click on the "Save" button to save the joining details.

v. To print the Joining Letter, go to home page, click on the button, select the employee from the list whose joining letter is to printed. Upon clicking the on the employee, the joining letter opens up, click on the "Print" link to take out print.

7. View/Edit Details of Sanctioned Posts

i. To enter the details of posts sanctioned at the Station/ Kendra, select the **Sanctioned Posts** option after logging into the system. Then select the appropriate wing from the drop down menu.

ii. A list of posts will be displayed along with the details of

(a) **Origin Sanction** number of posts,

(b) **Shifted in** *(means posts added after the original sanction either by creation of additional post(s) or by transfer of post(s) from another Station, Kendra, etc.)* and

(c) **Shifted out** *(means posts reduced after the original sanction either by transfer to another Station, Kendra, etc. or by cutting of post(s))* and

(d) **Post Sanction** which refers to the total posts in the Station/Kendra/Office.

You can add, modify or delete the details of posts.

For adding a new post in the selected wing click on **Add New Sanction Detail**, select the **Designation** from the drop down menu, fill in other relevant data and click on **Insert** button to save the information.

iii. Note: If the Station/office/Kendra has no post sanctioned/diverted against its strength, then he has to select **NO** from dropdown list shown under **"Any**

Post Sanctioned/Diverted to". If the Station/Office/Kendra is not able to see this option, it has to delete all the entries in **Sanction Post** and click on the **Submit** button

8. Change Password

i.   In order to ensure that the authorised access to the on line application is secured, it is advisable for you to change the passwords periodically and to keep the passwords confidential.

ii. Passwords may be changed by accessing the menu "Change Password" available on the HRIS home page.

9. Completion Status

To indicate the status of Data entry and Verification process, all stations/offices/kendras are required to fill up the form indicating the completion of Data entry and verification details of all employees in their respective stations/offices/kendras.