

## **HELP DOCUMENT FOR ICSR RECRUITMENT – Staff Extension or Relieving**

## Staff Extension or Relieving

This section describes the procedures involved in recruitment via Staff Extension or Relieving or Enhancement.

### Process Flow Diagram – Final

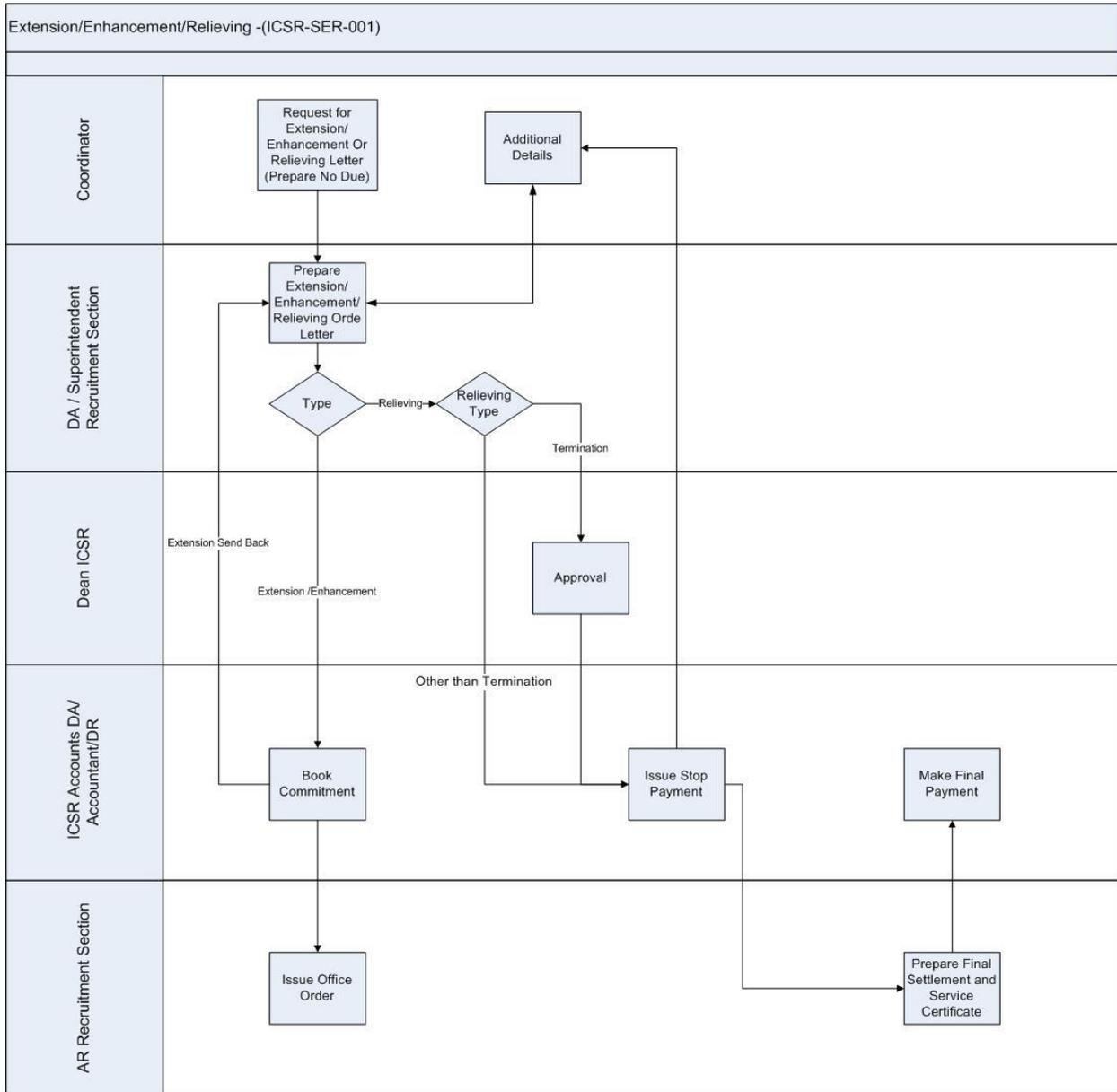


Figure 1: Recruitment (Staff Extension or Relieving) – Final Process Flow

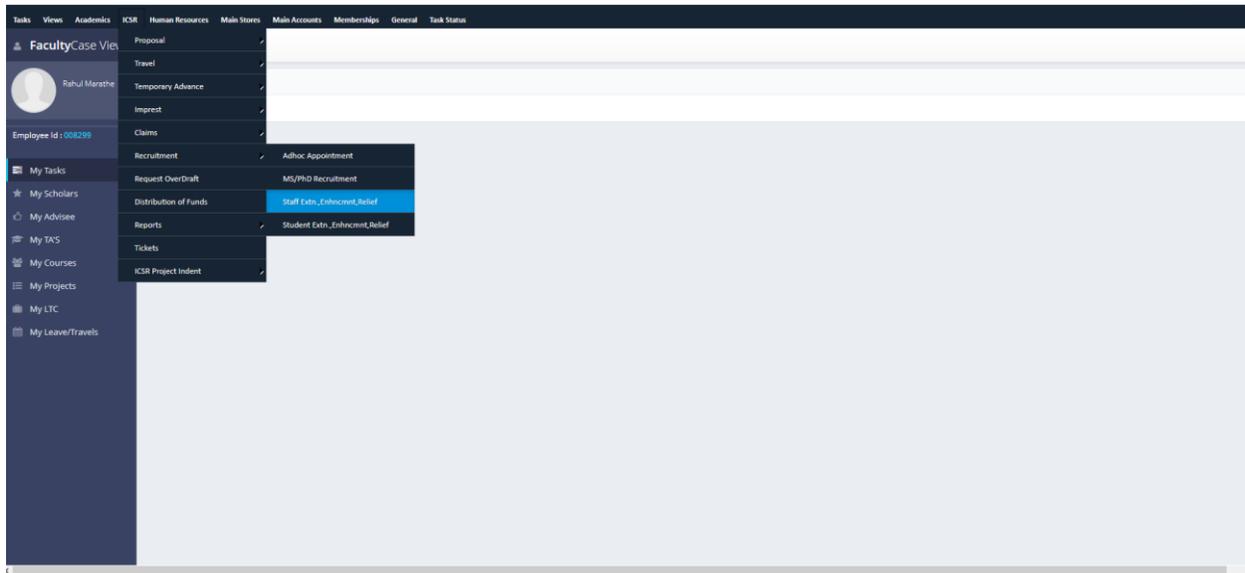
# User Roles

User	Role
<i>Coordinator</i>	Initiate the process of Staff Extension or Relieving or Enhancement.
<i>ICSR Recruitment DA</i>	Verify the Details of staff
<i>ICSR Dean</i>	Approval of Staff Extension or Relieving or Enhancement.
<i>ICSR Accounts DA</i>	Booking the commitment
<i>ICSR Recruitment Assistant Registrar</i>	Verify details of Staff Extension or Relieving or Enhancement.

# Step 1: Coordinator

Login Employee workflow at: <http://workflow.iitm.ac.in/employee>

Faculty and Staff: Please use your ADS user id/password



(i) Coordinator need to login in the workflow login using his ADS Username and password.

(ii) User needs to select the following Menu path for Adhoc

ICSR -> Recruitment -> Staff Extension or Relieving.

(iii) Coordinator screen will consists of six sections such as ,

*a)Project Details*

*b) Staff Details*

*c)Extension Details*

*d)Relieving Details*

*e)Enhancement details*

*f)Recommended Actions*

**Projects details :**

Request for Extension/Enhancement/Relieving

Co-Investigator Details    Staff Details

**Project Details**

Project Number *	-Select-		
Project Title			
Starting Date		Closing Date	
Department Name		Principal Investigator Name	Rahul Marathe-(RAHU)
Agency Name		Sanctioned Value	0
Available Amount in Project	0	Total Claims	0
Over Draft Utilized	0.00	Over Draft Limit	-5,00,000.00

**Projects details** section consists of request for Project number, project title, starting date, closing date, Department name ,principal investigator name,agency name, sanctioned value, available amount in project and total claims.Over Draft Utilized,Over Draft Limit.

Once user entered to the screen Pricipal Investigator Name, Over Draft Utilized, Over Draft Limit will be auto filled.

Once Project Number selected Other filed will be auto filled.

**Co – investigator details :**

Co-Investigator Details

Department Code	Department Name	Co-Investigator Code	Co-Investigator Name
No data found			

Page 1/1

Once Project Number selected in the project details section user able to view the co-investigator details by clicking the co-investigator details button.

**Staff Details Menu :**

Once Project Number selected in the project details section user able to view the Staff details by clicking the Staff details button.

Staff Details

Project Number

Sanctioned Staff Details

Designation	No of Persons	Man Months	Rate	Salary
No data found				

Page 1/1

Recruited Staff Details

Staff Id	Name	Designation	From ▲	To	Amount
No data found					

Page 1/1

**Staff details :**

Staff Details

Request For	<input style="width: 90%;" type="text" value="-Select-"/>	Staff Id *	<input style="width: 90%;" type="text"/>
Staff Name	<input style="width: 90%;" type="text"/>	Staff Designation	<input style="width: 90%;" type="text"/>
Start Date	<input style="width: 90%;" type="text"/>	End Date	<input style="width: 90%;" type="text"/>
Staff Duration	<input style="width: 90%;" type="text" value="0"/>	Consolidated Pay	<input style="width: 90%;" type="text" value="0"/>

**Staff details section** consists of Request For, staff id, staff name, start date, staff designation, start date, end date, staff duration and consolidated pay.

Once user selected Staff Id Other fields will be filled.

#### Extension details :

Extension Details			
Duration Requested From	<input type="text"/>	Duration Requested To	<input type="text"/>
Budget Head	-Select-	Available Amount in Budget	0
Consolidated Pay	<input type="text"/>		0

**Extension details** will consists of duration requested from, duration requested to, budget head, available amount in budget, consolidated pay.

Select the the duration requested from and resquested to .

Select Budget head based on available amount in budget will be filled.

Enter the consolidated pay.

#### Relieving details:

Relieving Details			
Relieving Date	<input type="text"/>	-Se	ID Card Submitted & No Dues <input type="checkbox"/>
Relieving Type	-Select-		

**Relieving details** will consist of relieving date, id card submitted and relieving type.

Select the reliving date and ID cards submitted & No Dues

Select the type of reliving

#### Enhancement details:

Enhancement Details	
Enhancement Date	<input type="text" value=""/>
Recommended Salary	<input type="text" value="0.00"/>

**Enhancement details** will consist of enhancement date and recommended salary

**Recommended actions :**

Recommended Actions	
Submit Request	<input type="checkbox"/>
Cancel Request	<input type="checkbox"/>
Remarks *	<input type="text" value="Max 500 Chars"/>
Max 500 Characters	

**Recommended actions** will consist of submit request and remarks column

Select the Enhancement Date and Enter Recommended Salary.

## Step 2: ICSR Dealing Assistant

Dealing assistant will get the ongoing process in his inbox

Extension Details			
Duration Requested From	<input type="text" value="20/10/2013"/>	Duration Requested To	<input type="text" value="08/01/2014"/>
Duration Recommended From	<input type="text" value="20/10/2013"/>	Duration Recommended To	<input type="text" value="08/01/2014"/>
Duration in	<input type="text" value="0"/> Years <input type="text" value="2"/> Months <input type="text" value="20"/> Days		
Budget Head	<input type="text" value="Salary"/>	Available Amount in Budget	<input type="text" value="-314470"/>
Consolidated Pay	<input type="text" value="15000"/>	Over Draft Utilized	<input type="text" value="0.00"/>
Over Draft Limit	<input type="text" value="0.00"/>	Over Draft Limit	<input type="text" value="-800000.00"/>
Medical Insurance	<input type="text" value="50.00"/> <input type="text" value="0"/> Months		

**Extension details** will consists of duration requested from,duration requested to,duration recommended from,duration recommended to,duration in,budget head,available amount in budget,consolidated pay,over draft utilized,over draft limit and medical insurance. After entering , click submit . It will go to dean inbox

## Step 3: DEAN Approval

The ongoing process from ICSR Dealing assistant will come to Dean Inbox only if it is *Extension*

*The Dean will approve the process and it will go to ICSR Accounts for booking commitment*

## Step 4: ICSR Project Accounts

The ongoing process from DEAN will come to accountant Inbox .

**Book commitment section** will consist of Book commitment , send back to DA and Incomplete data option.

- (i) **Extension** : Bookment will get committed and go to AR Recruitment section .
- (ii) **Relieving**: Stop payment should be made

## Step 5: ICSR AR Recruitment

After bookment committed it will come to AR inbox.

ICSR AR can issue the office order when the bookment is committed from project accounts.