सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें

भारतीय सर्वेक्षण विभाग
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भारत के महासर्वेक्षक का कार्यालय
Office of the Surveyor General of India
हाथीबड़कला एस्टेट, डाक बक्स सं. 37
Hathibarkala Estate, Post Box No. 37
देहरादून – 248 001 (उत्तराखण्ड), भारत
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, बेंगलूरू/ 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 सम्वेदन 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., बेंगलूरू/ 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 अरूणाचल प्रदेश जी.डी.सी., शिलांग/ राष्ट्रीय जी.डी.सी., देहरादून/ उड़ीसा जी.डी.सी., भुवनेश्वर/ पंजाब, हरियाणा और चंडीगढ़ 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, बेंगलूरू/ 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 सिंह)
कर्नल
अपर महासर्वेक्षक
कृते भारत के महासर्वेक्षक

JANABHILEKH

Human Resource Managment System

Survey of India, Dept of Science & Technology

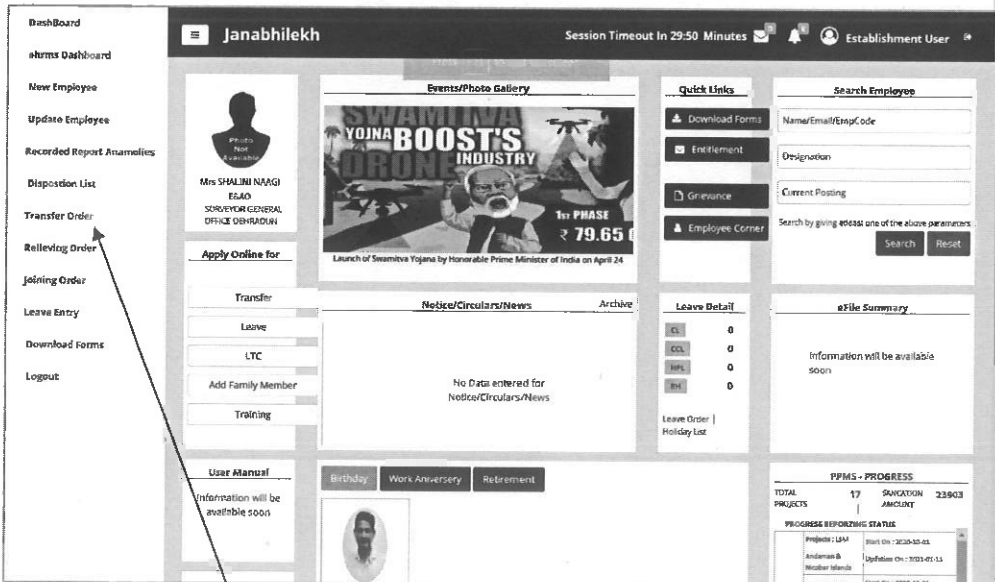## Ver 1.0

Help Document
FOR
TRANSFER/RELIEVING/ JOINING
MODULE

National Informatics Centre, Uttarakhand

Table of Contents

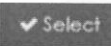Formatted: Right, None, Space Before: 0 pt, Don't keep with next, Don't keep lines together

Introduction

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

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

Search the employee from office list and Click on ✔ Select
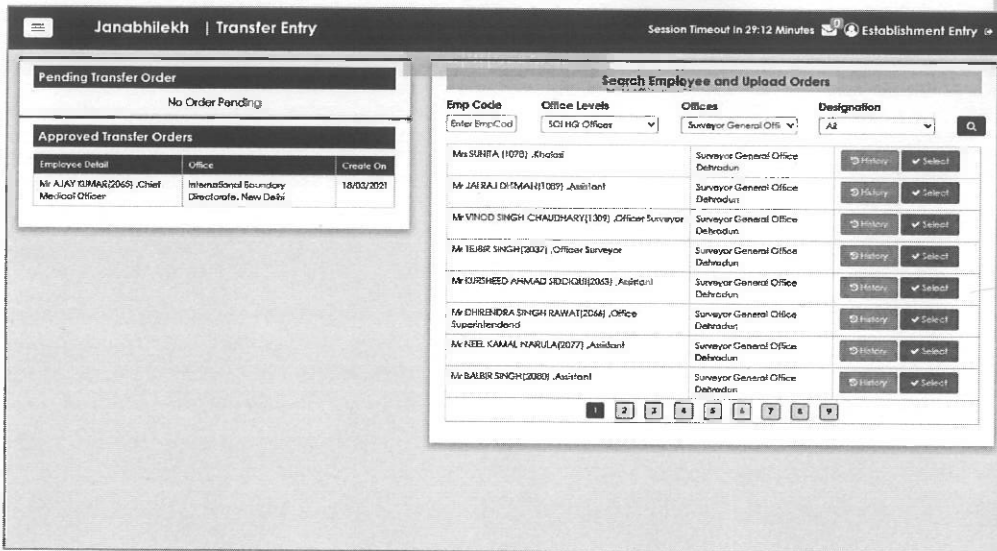
1.Transfer Order entry

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 B [✔ 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.
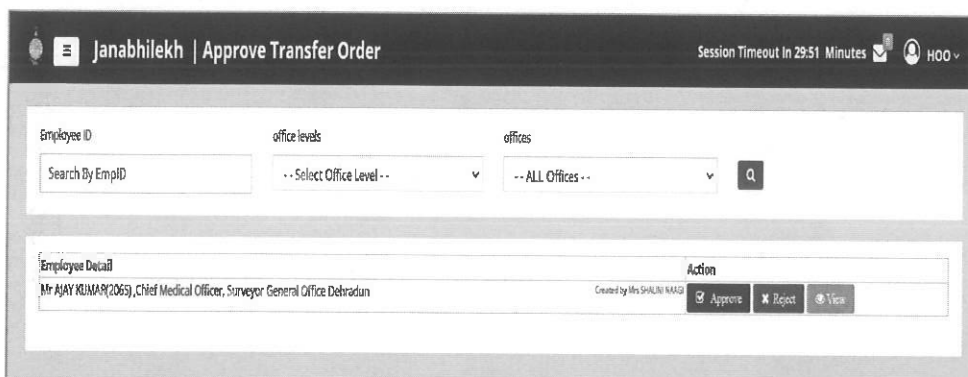
2.Transfer Order Approval

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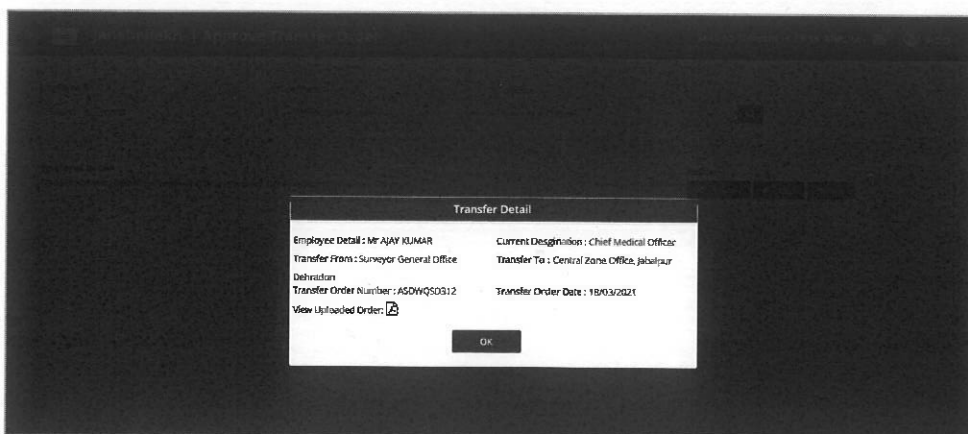
To approve the Transfer order, First HOO will login in to portal, He will have a list of employee whose transfer orders are pending for approval (as shown in below image)

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

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

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

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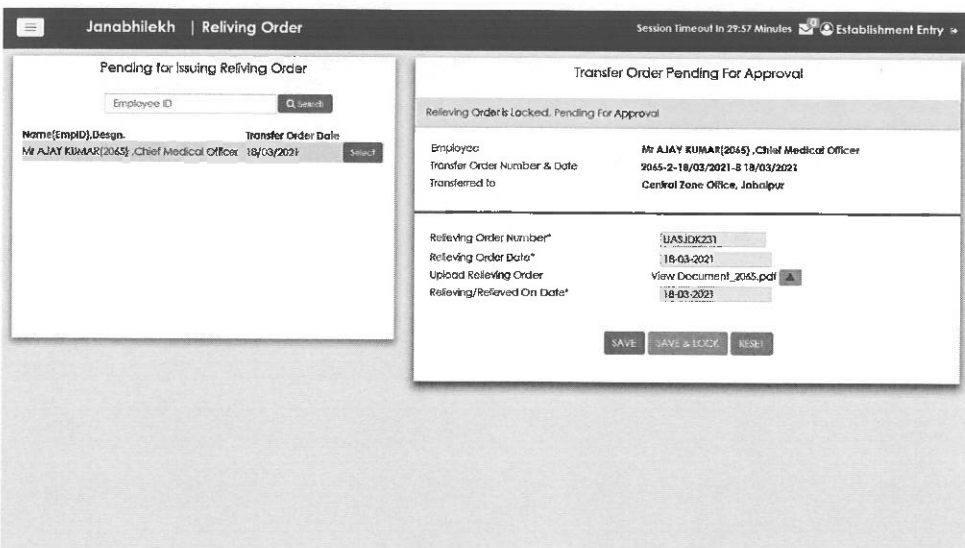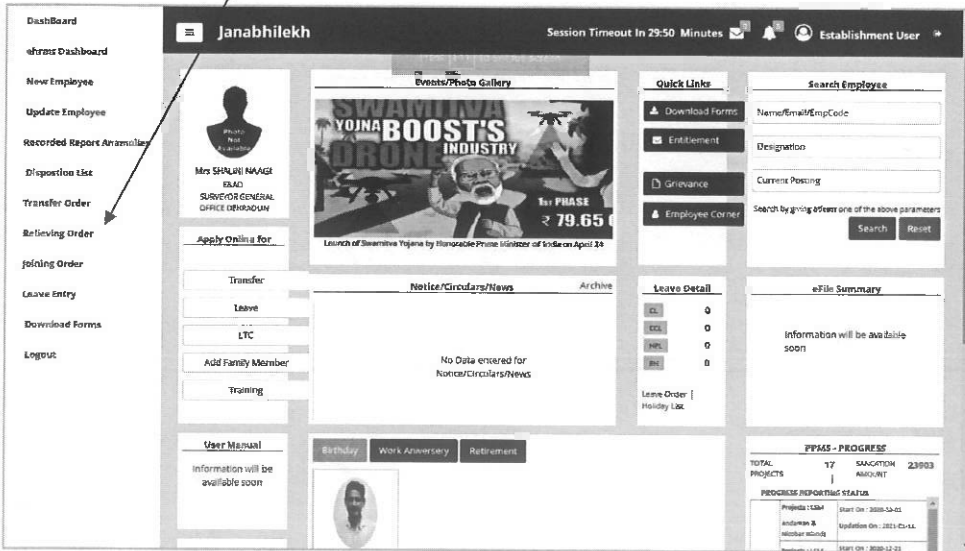
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1. Enter Relieving Order No.
2. Enter RelievingOrder date
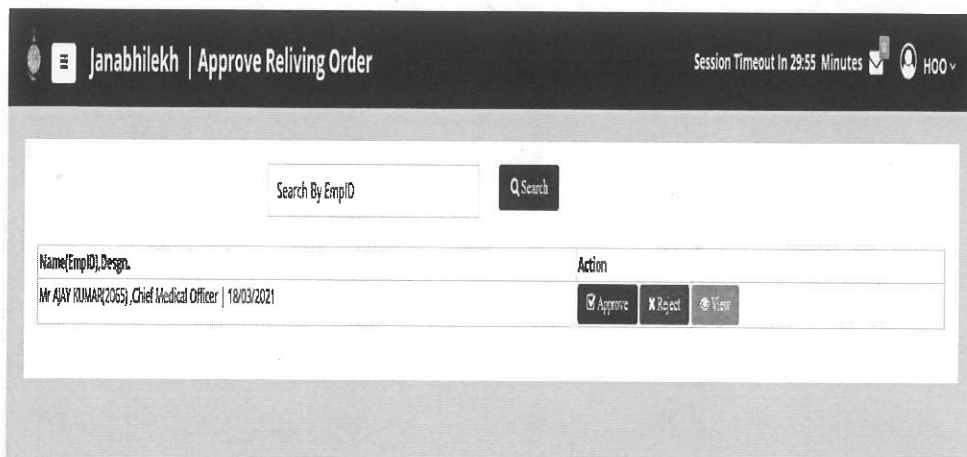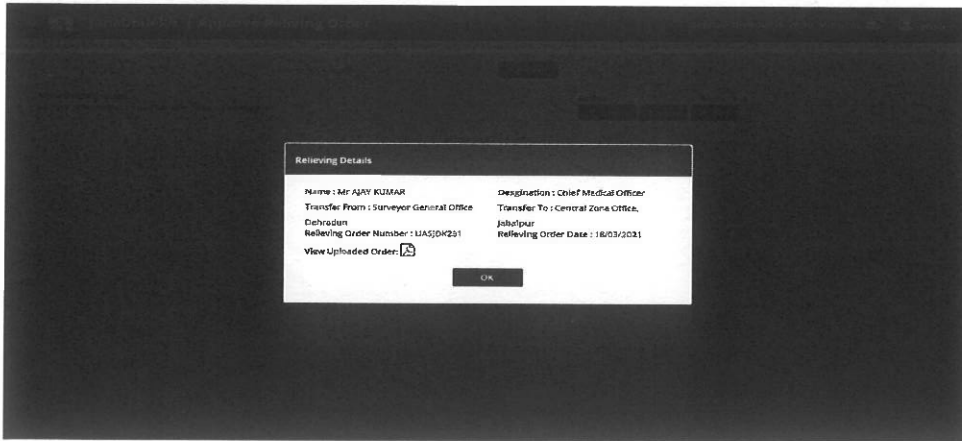3. Upload RelievingOrder
4. Select Relieving Date

Now click on the [✔ Save] to save record and to lock the record click on [🔒 Save & Lock] button. Once record gets locked, record not is available for modification.

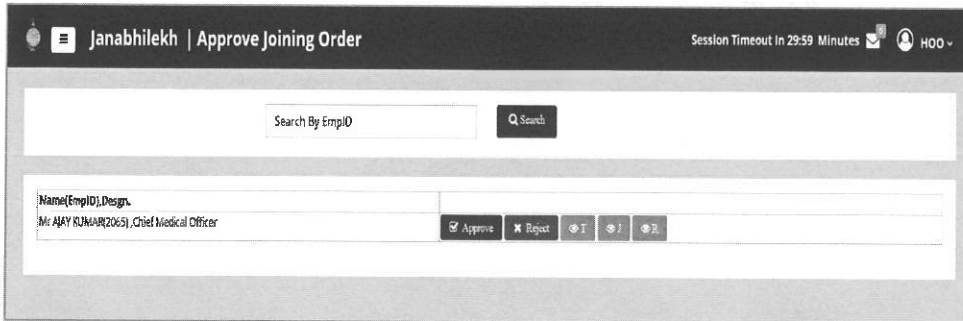After that application will submit for the approval.

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 [☑ Approve] button.

If HOO wants to reject the Relieving order than he has to click on [✖ Reject] button.

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If HOO wants to view the Relieving Order than he has to click on ⬤ View 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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1. Enter Joining Order No.
2. Enter JoiningOrder date
3. Upload JoiningOrder
4. Select JoiningDate

Now click on the B **✔ 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.

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 **☑ Approve**
button.

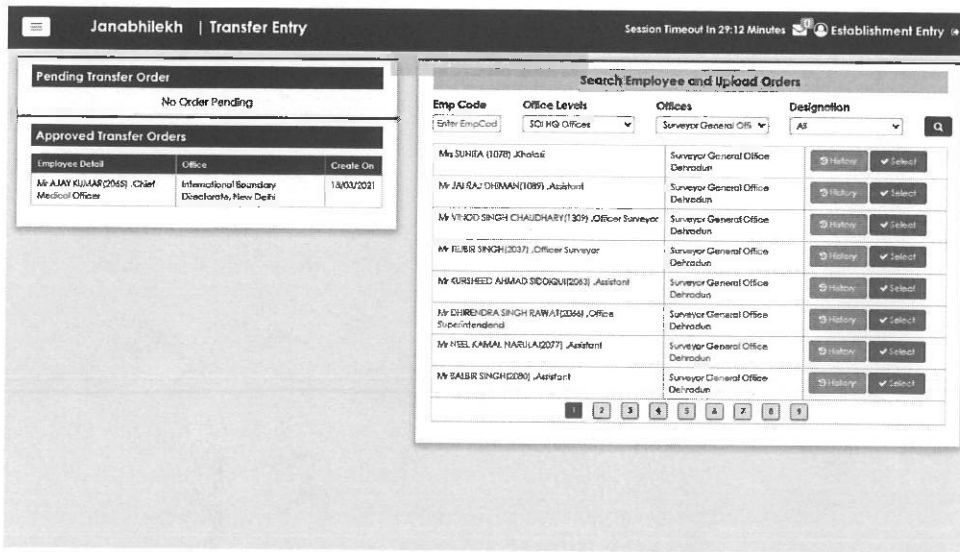If HOO wants to reject the Joining order than he has to click on **✖ Reject**
button.

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Don't keep with next, Don't keep lines together

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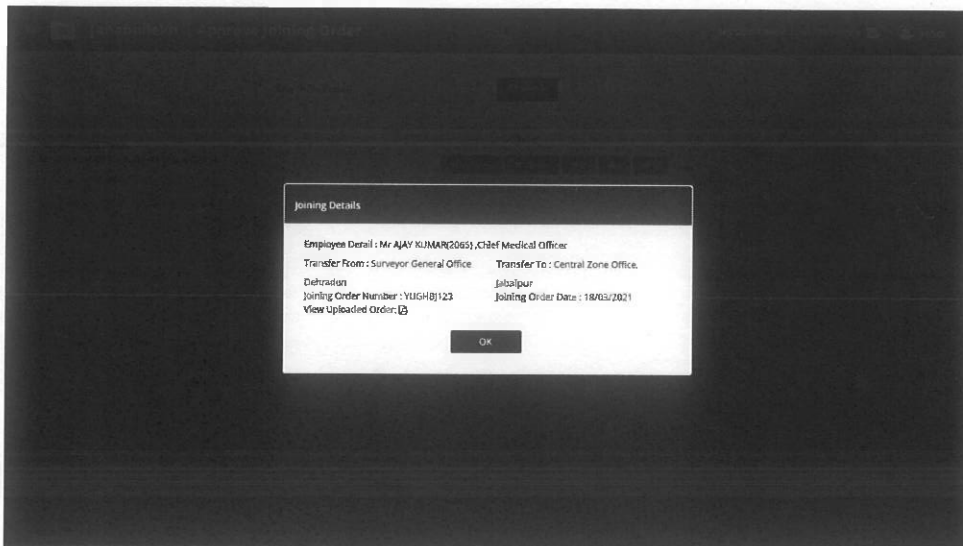
7.View History

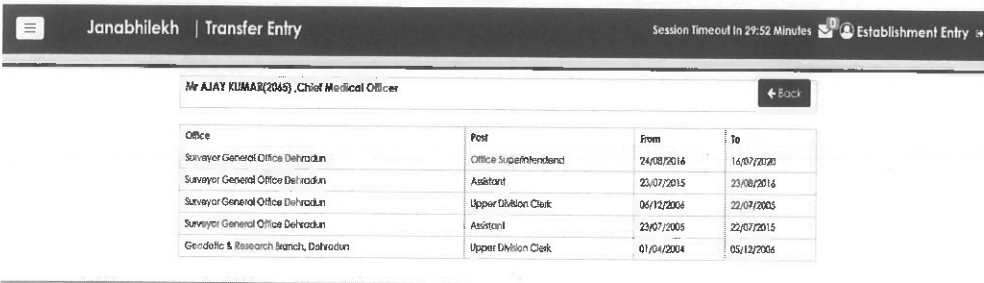SGO establishment user can also view the transfer history. To view the history, click on the [🕘 History] button