

## Employee Self Service (ESS)

### Application Modules

Leave Module	Taxi-Bills Module	FMTS Module	Tour & Bills Claim	Post-Retired Medical Allw	Lease Approval	Conf. Hall Booking	CAMS Module	Other Modules
Approval System of Leave requests	Entry and Bill Reg. of Office Vehicle / Taxi	File Movement Tracking System	Tour Approval, Personal Bills Claim & Imprest Claim System	Monthly Payment of Medical Allowance to Retired employee	Approval System of Leased-Accommodation Requested by user	Conference hall /Meeting Room Booking Sytem	CRIS Asset Management System	Self-Declaration, OS Staff, Enquiry, Poll & Survey, Special Right

#### Application Timelines:

May2012	Aug-2012	Oct-2012	Jan-2013	May-2014	Dec-2015	Feb-2016	Dec-2017	
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CRIS, Employee Self Service

Above mentioned modules have been implemented so far, as part of CRIS-ESS Application.

#### Main modules and their functionalities in brief:

<p>Leaves, Taxi Bills, File Movements, Tour Approval, Personal Claim Bills, Post-Retired Medical Allowances, Lease Approval, Telephone Bills, Self-Declaration, Enquiry/Downloads, Conference Booking, Bio-Data, Assets Management, Outsourced Staff, Special Privileges, Message &amp; SMS section, Poll &amp; Surveys, CRIS Utsav, Administrator Options</p> <ul style="list-style-type: none"> <li>✓ Facility to apply/withdraw/apply for cancellation/partial-cancellation for all type of Leave on-line i.e. CL, RH, LAP, LHAP, PL/ML, CCL, LVHQ, LWP, SCL.</li> <li>✓ Facility to take action on any leave application on-line or by SMS also.</li> <li>✓ Facility to forward-within-dept. and take action by P-Branch on -leave received because of its nature.</li> <li>✓ Facility of Admin Department to process bills of Hired/Office Vehicles.</li> <li>✓ Facility to keep details of tracking of all files in system.</li> <li>✓ Entry of movement of Files by officers/employees in system.</li> <li>✓ Facility to apply and approve tour program and advance on-line.</li> <li>✓ Facility to claim personal bills, advances i.e. mobile bill, conv. bill etc.</li> <li>✓ Option to manage and pay the post-retirement medical allowance to CRIS employees who have retired from CRIS.</li> <li>✓ Facility to get approval of leased-accommodation by P-Branch.</li> <li>✓ Option for entry and payment of mobile bills by CRIS that are being assigned to employees to be used for official purpose.</li> <li>✓ Options to download Salary Slips, I.TAX Schedule, Form-16, Office Orders, Proforma, and to declare VPF recovery and Rent Receipt.</li> <li>✓ Provision to book conference hall/meeting rooms and cancel/ withdraw the booked one and to generate MIS reports.</li> <li>✓ Provision to entry of employee's personal, educational, residential and dependants by employee and to verify by concern officer.</li> <li>✓ Option to entry, transfer and dispose-off of the CRIS assets &amp; manage.</li> <li>✓ Facility to entry and verification of outsourced staff to provide ESS access.</li> <li>✓ Options to upload Office Orders, Notices, Leave Calendar etc.</li> <li>✓ Facility to create group &amp; send the entered SMS text to targeted employees.</li> <li>✓ Option to conduct polls &amp; survey as when required by CRIS.</li> <li>✓ Provision to allow employee to get registered themselves to participate in coming events organized by CRIS.</li> <li>✓ Options to entry of dual charge of officer, maintain release history, to create users, to grant access rights of options to users.</li> </ul>	<h3 style="color: #FFD700;">Upcoming Modules</h3> <ul style="list-style-type: none"> <li>• <b>Ready to go live</b></li> <li>➤ Module for booking of vehicle required for urgent official work.</li> <li>➤ Reception module to enter visitor details, issue and return of pass/visitor-cards on-line.</li> <li>➤ ID-Card module to request for ID-Card, approval and printing of ID-Card on-line.</li> <li>➤ Module for CRIS-Intranet Options to access info. that were being accessed by CRIS-Intranet server.</li> </ul> <ul style="list-style-type: none"> <li>• <b>In pipe line -</b></li> <li>○ Module for claim, approval and reimbursement of medical bills.</li> <li>○ Module for approval of LTC and claim of fare Advance.</li> <li>○ Reimbursement of Tuition-Fee under Personal Claim Bills.</li> <li>○ Change-Request in Bio-data detail raised by user and verification to be done by concern officer.</li> </ul>
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