


2020

‘VRIKSH’ – A Cadre Management System USER MANUAL




VRIKSH
Cadre Management System



Pr. CCIT (UP East) Lucknow

Username

Password

Z4-Dz8 

Login

User Manual **Forgot password**

Visitor Count-1104

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1. Need for a Cadre Management System:

A reliable and updated database of all Human Resources is the key to good Cadre Management. Experience has shown that it is extremely challenging to maintain an updated database of Human Resources due to frequent transfers of the employees as well as the officers responsible for maintaining databases at the headquarters. Thus, even though data is available in the personal files of the employees or in a piecemeal manner in spreadsheet files in various computers, it is not very convenient for planning purposes. As a result, the data is compiled afresh in spreadsheet formats by headquarter officials each time it is required for any purpose such as to hold regular DPCs, hold review DPCs, bring transparency in transfers and postings, systematise nomination of employees for trainings, compilation of reports or to simply find out whether the workforce is equitably distributed across offices and whether the employees are getting adequately rotated across the various divisions of the department for a well-rounded career progression.

Vriksh is an attempt to simplify this process by providing intelligent data management features and user friendly interface for the hqrs users as well as for the employees. Vriksh is designed to ensure that the data once compiled should be available for meaningful use while ensuring that personal information of the employees is visible only to the authorised personnel.

Most software projects focus on the development of the software while the data compilation is left for the future. However, a reverse process has been followed in developing Vriksh. The employee data already available in bits and pieces in various places has been painstakingly compiled, cleaned and standardised. Such standardisation not only reduces the data entry effort subsequently, it will also ensure consistency in the data even with passage of time.

Furthermore, in order to ensure compatibility of data with other IT systems of the department, the post codes and employee codes are the same as used in ITBA. The software has been integrated with the Daksh Training management system of DTRTI Lucknow. This will help in ensuring that employees get the benefit of seamlessly navigating through the two software and the administration is also able to nominate employees based on training needs. Eventually, this will help in decision making at the time of posting of employees based on their competencies as mandated under the national training policy.

However, Vriksh is not a replacement for the HRMS system of ITBA or the SPARROW APAR system. It is envisaged as cadre Management System and a supplementary system to address the day to day requirements of the Hqrs officials.

The software leverages the experience of earlier attempts at development of Cadre Management Software – mainly the IRS Officers Online system.

This manual lists the features “Vriksh” as a user guide for the users of the system.

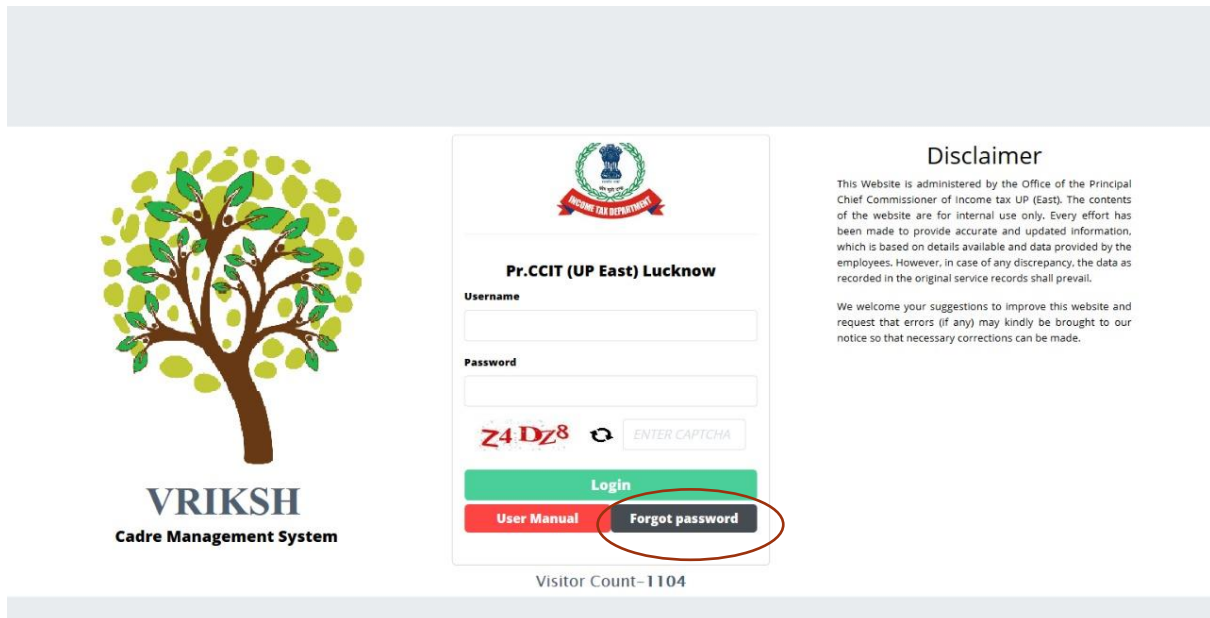
2. Types of users in Vriksh:

- i. Hqrs of CCA
- ii. Hqrs of CCsIT/DGsIT within the Region
- iii. Employees of ITD
- iv. System Administrators

The User ID for the for the employees is already configured as the unique 6 digit employee ID of the employees. As the data of almost all employees is already populated, the employees simply need to use the “Forgot Password” feature available on the login screen to request a new password. The new password will be sent both by SMS on the registered mobile numbers and on the name based incometax.gov.in email IDs of the employees.

In case any employee faces any difficulty, they can contact ITO(Hq) for assistance.

The User IDs for the Hqrs users and System Administrators are separately created in the software itself as described below.



VRIKSH
Cadre Management System

Pr.CCIT (UP East) Lucknow

Username

Password

Z4 DZ8 ENTER CAPTCHA

Login

User Manual **Forgot password**

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3. Features available for the various types of users:

3.1 Features for System Administrators:

One or two users in the Hqrs of the PCCIT are expected to act as System Administrators and be specifically responsible for management of Master Data in Vriksh as described below:

- **Standardised Office List-**
 - Post Codes of all officers (i.e upto ITO level) have been taken from HRMS and their nomenclature has been standardised.

- It was noticed that post codes for all the DDOs have still not been created ITBA. Therefore, DDO codes assigned by the ZAO have been used for the office of the DDOs.
 - Subordinate employees work under an officer and do not hold any independent office of their own. As such, the post codes of employees below ITO level have not been used in Vriksh.
- The complete hierarchy has been maintained in the standardised office list as it will be useful in generating statistical reports in future. The structure is as follows:

CCA – CCIT - PCIT/CIT - Division/Range – Station - Office

- The official post based emails, office numbers and addresses have also been provided. This will help generate an always updated online directory of officials in the region through the “Public Profile” page of the employees.

S.No	Identifier	Station	Division/Range	Office	Office Email	Field/NonField	Category	[CCA] [CCIT] [PCIT/CIT]	EDIT
2	LKNCCBAR6	Bareilly	O/o CCIT Bareilly	DDO O/o CCIT Bareilly	testing@gmail.com	N	A	[UP(E)] [CCIT Bareilly] [CCIT Bareilly]	Edit
3	LKNCCBAR5	Bareilly	O/o CCIT Bareilly	ITO(Hq)(T&J) O/o CCIT Bareilly		N	A	[UP(East)] [CCIT Bareilly] [CCIT Bareilly]	Edit
4	LKNCCBAR4	Bareilly	O/o CCIT Bareilly	ITO(Hq)(Admin) O/o CCIT Bareilly		N	A	[UP(East)] [CCIT Bareilly] [CCIT Bareilly]	Edit
5	LKNCCBAR3	Bareilly	O/o CCIT Bareilly	JCIT(AddlCIT)(Hq) O/o CCIT Bareilly		N	A	[UP(East)] [CCIT Bareilly] [CCIT Bareilly]	Edit
6	LKNCCBAR2	Bareilly	O/o CCIT Bareilly	O/o CCIT Bareilly		N	A	[UP(East)] [CCIT Bareilly] [CCIT Bareilly]	Edit
7	LKNCCBAR1	Bareilly	O/o CCIT Bareilly	CCIT Bareilly		N	A	[UP(East)] [CCIT Bareilly] [CCIT Bareilly]	Edit

- **Vriksh User Master –**

- To Add/Modify Hqrs Users in the system. These will be the most frequent users of the system

- **Education Qualifications Year Master-**

- This contains the List of Education qualifications from Class 1 to PhD levels. There is a remarks field available while populating data to fill in the specialisations.

- **Level/Grade Master-**

- To Add/Modify the various levels/grades of employees in the department viz, PCIT, JCIT, OS, ITI etc. It also has the level wise pay grades as per 6th as well as 7th pay commissions and the sanctioned strength of each grade in the region. This is essential for timely reporting of vacancies. In future it is planned to use Station wise

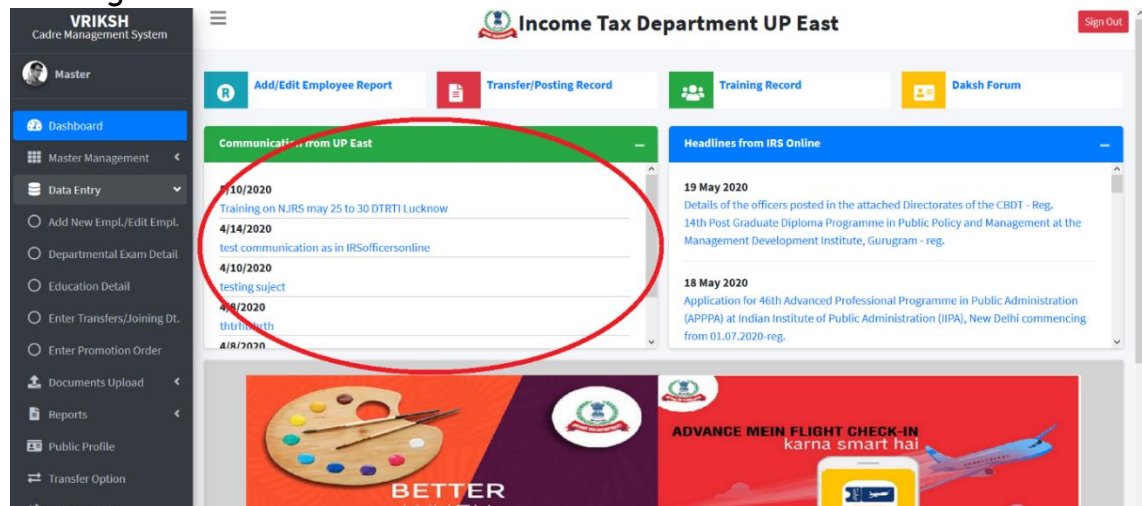
sanctioned strength to help in transfers and postings with the help of the Cadre Management Software.

3.2 Features for Hqrs Users

The officers in the Hqrs of the CCA, namely the ITO(Hq)(Admin, DC(Hq)(Admin), Addl.CIT(Hq)(Admin), CIT(Admin &TPS) and the dealings assistants dealing with the HR matters of Gazetted and Non Gazetted officials will be the most frequent users of the Cadre Management System. In addition to the Cadre Management, the software provides the facility to upload communications relevant to all officials in the Region.

- **Upload Orders and other communications relevant to all.**

This will help in creating a repository of all important orders issued in the region such as transfer orders, promotion orders, and dissemination of training circulars etc.



- **Upload Gradation lists** - it is proposed to upload all available gradation lists of all cadres in Vriksh. Subsequent gradation lists are also proposed to be uploaded every year.
- **Add New Employee** – Although all present employees have been added in the system already, a facility has been provided to add any missing or newly recruited as well as any newly transferred officials to the region in Vriksh. However, the identifier for each employee shall remain the Employee Code assigned in ITBA for compatibility of data with ITBA.

VRIKSH
Cadres Management System

Master

- Dashboard
- Master Management
- Data Entry
 - Add New Empl./Edit Empl.**
 - Departmental Exam Detail
 - Education Detail
 - Enter Transfers/Joining Dt.
 - Enter Promotion Order
- Documents Upload
- Reports
- Public Profile
- Transfer Option
- Daksh Website
- Daksh Forum
- Reset Password

Income Tax Department UP East Sign Out

Employee Basic Detail

Employee Code* Employee Name* Date of Birth* Category* Gender* Mobile Number* Name Based Official Email

Enter 6 Digit Employee Code. Enter Employee Name. Enter Date of Birth. -Select. -Select. Enter Mobile Number. Enter Email

Ex Serviceman?* Physically Handicaped?* Home Town

Select. Select. Select CITY

Employee Recruitment Detail

Dt of Joining Govt Service (before ITD) Dt of Joining ITD (on initial recruitment)* Grade at which recruited in ITD* Method of Recruitment*

Joining the Government. Joining on initial recruitment. Select Grade. Select

Dt of Notfn. of Vacancy Exam Year Result Date Rank in Recruit. Exam ICT Case?*

Notification of Vacancy. 2020. Notification of Vacancy. Enter Rank. Select

Employee Promotion Detail

Present Level/Grade* Pay Level(7th CPC)* Pay Level(6th CPC)* Grade Pay(6th CPC)* Adhoc/Reg Promotion* Own Merit ?*

Select Grade. Select. Select. Select. Select. -Select.

Dt of Promotion Order Dt of Joining Seniority No. in the level Remarks Consolidated Status Status Date

Joining on initial recruitment. Joining on initial recruitment. Active

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- **Edit Employee Data-** the software allows updating of particulars of an existing employee. For instance when an employee acquires a new qualification or when there is an error in the data already compiled. However, due process for authentication of data from the service books through the DDOs will be followed before updating the data in Vriksh.

VRIKSH
Cadres Management System

Master

- Dashboard
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 - Add New Empl./Edit Empl.
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 - Education Detail
 - Enter Transfers/Joining Dt.
 - Enter Promotion Order
- Documents Upload
- Reports
- Public Profile
- Transfer Option
- Daksh Website
- Daksh Forum
- Reset Password

Income Tax Department UP East Sign Out Print Record

Employee Report

Basic Detail

Employee Code:	222222	Name:	TEST1
Date of Birth:	2020-05-01	Category:	General
Gender:	M	Mobile Number:	9894655604
Name Based Official Email:	jaishwal879@gmail.com	Ex Serviceman:	Yes
Physically Handicaped:	No	PH Category:	HH
Home Town:	Bikaner	Retirement Date:	2080-04-30
Educational Details: BPed,-Select,MBA			
Departmental Exam Details: ITI-2019,ITO-2019			
Remarks Consolidated	testing		
Status:	Active	Status Date:	2020-05-01

Recruitment Detail

Dt of Joining Govt Service (before ITD):	2020-05-01	Dt of Joining ITD (on initial recruitment):	2020-05-01
Grade at which recruited in ITD:	PCCIT	Method of Recruitment:	Compassionate
Dt of Notfn. of Vacancy:	2020-05-01	Exam Year:	
Result Date:	2020-05-01	Rank in Recruit. Exam:	
ICT Case?:	IN	ICT Region from:	WB & Sikkim
Dt of Joining UP(E) (on ICT):	2020-05-01	Gr at which joined UP(E) (on ICT)	CCIT

Current Promotion Detail

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- **Enter Posting Profile of employees** – the software automatically calculates the stay period in a particular post and station. This will help in generating mandatory transfer cases and bring transparency in the process of Transfers and Postings.

Posting History

Employee Code* 222222

Employee Code	Employee Name	Phone	Email
222222	TEST1	9894655604	jaiswald879@gmail.com

Current Posting Details

Station	Office	Main/Addl.	Dt of Joining	Office Email	Office Phone	Office Fax	Office Address
Lucknow	Deputation	Substantive	Not Update		2222		
Bareilly	Ward-3(3) Bijnore	Substantive	2020-05-27	testing@gmail.com	101010101010	51515TEST	testing
Barabanki	Ward-5(5) Barabanki	Additional	2020-05-12				

Add Posting History/Joining Date

Grade/Level* Station* Office* Posted*

From Date* To Date Joining Date Remark

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- **Enter Details of a promotion order:**
This feature allows entry of an entire promotion order into the system thereby reducing the data entry effort.

Promotion Order

Order No* 1 Date of Order* 12/05/2020 Promotion to Grade/Level* ITI

Add Promotion

Employee Code* Employee Name Current Grade Category Own Merit Adhoc/Regular

S.No in promotion order Joining Date Remark

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- **Enter Details of a Departmental Exam.**

Income Tax Department UP East

Add/Edit Dept Exam Result

Employee Code* Official Name* Department Exam* Exam Year Result Date*

Pass/Fail* Remarks*

Departmental Exam Record

Show 10 entries Search:

EmpID	Name	Dept Exam	Result Date	Exam Year	Pass/Fail	Remarks	Edit
[REDACTED]	[REDACTED]	ITI	16/04/2020	2001	Pass	testing	<input type="checkbox"/>
[REDACTED]	[REDACTED]	ITO		2009	Pass	testing	<input type="checkbox"/>
[REDACTED]	[REDACTED]	ITI		2000			<input type="checkbox"/>
[REDACTED]	[REDACTED]	ITO		2009			<input type="checkbox"/>

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- **Record Transfer Options**

This feature allows the Hqrs to update the transfer choices submitted by employees. Although the employees can also fill up their choices online, this feature has been provided to facilitate entry of details if received in paper format by the hqrs.

Income Tax Department UP East

Profile

Search Employee Code AGT Year

Transfer Location Record

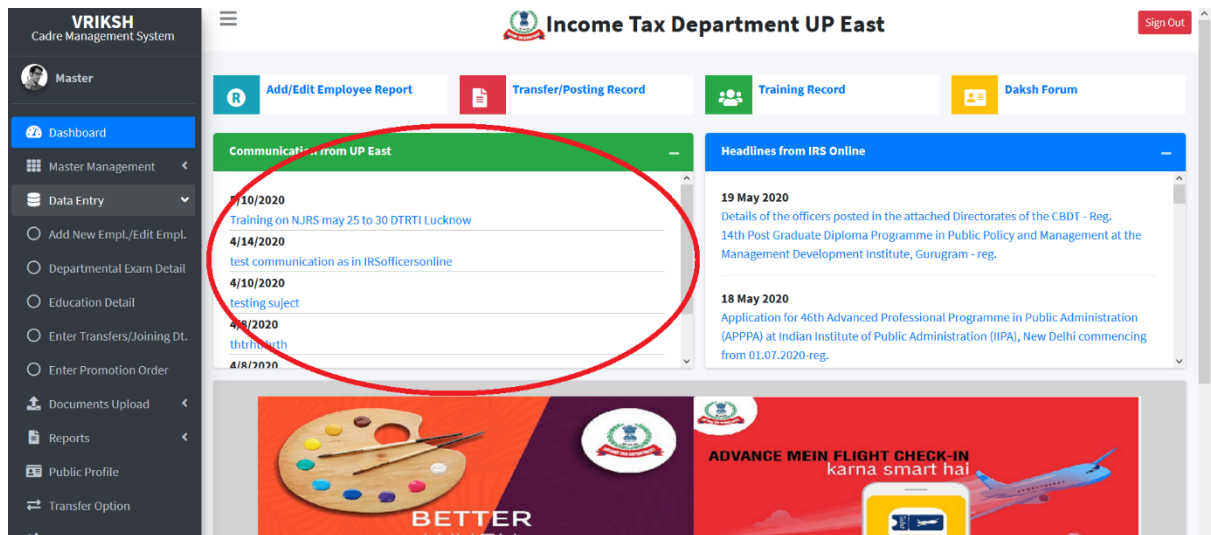
Name	Code	AGT Year	Grade/Level	Location 1	Location 2	Location 3	Remark	Action
TEST1	222222	2020	PCCIT	Ghazipur	Bareilly	Bijnore	testing	<input type="checkbox"/> Edit
TEST1	222222	1991	PCCIT	Bahraich	Barabanki	Faizabad	test	<input type="checkbox"/> Edit

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- **Generate Level wise report of all employees**
- **Generate summary report of the staffing position in the region**

3.3 Features for Employees of the Region

- View Communications from the Office of PCCIT UP (East)
- See headlines from IRS officers online



- View Gradation Lists – it is proposed to upload all available gradation lists of all cadres in Vriksh. Subsequent gradation lists are also proposed to be uploaded every year.
- View own profile comprising three sections –
 - Basic Profile such as name & gender etc
 - Recruitment Details such as the name of recruitment exam date, year of recruitment etc
 - Promotion profile containing details of each promotion since recruitment.

In case of any errors in the profile, the employee can take a printout and submit the corrections through his/her DDO.

- View Public profile of any employee of the region. The public profile has all current and prior posting details of the employees in the region. This will also act as a always updated online directory as the current place of posting, post based email, phone and address of the employee will be displayed in the public profile.
- View training history through the DTRTI website
- Request for nomination to a course through the DTRTI website
- Link to the Daksh Forum – an all India level forum exclusively for departmental employees so that the employees can freely ask questions as well as give answers on taxation issues.
- Submit Transfer options as and when the window is opened every year. Data of options filled in each year will be available to bring transparency into the system.

- Submit Posting profile. This feature has been opened for the initial period of the project to enable faster data collection. After the employee feeds in eth posting data, he is supposed to take a printout and send to PCCIT Hqrs through the DDO.

4. Suggested Features for future versions

Based on the utilisation and effectiveness of Phase 1 of the software, the following features can be thought over for implementation in future. The list is being placed here to give continuity to the software as a good software is a live system which should grow and improve with time to accommodate new or unfulfilled requirements. However, this is only a tentative list and wider consultation will be required to finalise the requirements for phase 2.-

- A system to facilitate preparation of Draft transfer orders which will automatically warn if the sanctioned strength is exceeded at a station, or if an employee is mistakenly assigned 2 substantive charges etc.
- A system to generate the seniority lists of employees in a grade automatically. This is a mathematical process and therefore should be possible through the software program. For DRs, the seniority is based on the relevant year and rank in the recruitment exam. For promotes the seniority is based on the year of promotion and the serial number of the promotion order. Interse seniority of DRs and promotes is determined based on defined ratios of DR vs Promotee. Similarly, the serial number in a promotion order can be determined based on the seniority number of the employees in the feeder cadres, the intense ratio of feeder cadres and the quota rules for various categories of employees.
- More reports to cater to all possible requirements
- A mobile app