



Instructions/Key Notes
For
IFHRMS Post Mapping

Instructions/ Keynotes For

Integrated Finance and Human Resource Management System (IFHRMS-POST MAPPING) Government of Tamil Nadu

Human Resource Management System

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Instructions/Key Notes
For
IFHRMS Post Mapping

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Table of Contents

1. Introduction	2
1.1 Purpose	2
1.2 Document Conventions	2
1.3 Intended Audience and Reading Suggestions	2
1.4 References	2
2. Employee Movement and Post Mapping	3
3. Post Mapping for individual Employee	9
4. Uploading Mapped Post	11
5. Verification of Mapped Post.....	19



**Instructions/ Key notes
For
IFHRMS Post Mapping**



1. Introduction

1.1 Purpose

This document will provide the detailed functionality & Role based Instruction for the IFHRMS Core


- Mapping New Post against targeted employee
- Employee Movement

Following **IFHRMS** Roles/ Users will have the access to the above Processes:

- Head of the Department(HOD)
- District Treasury Officer(DTO)

1.2 Document Conventions

The format of this manual is simple.

- Bold face with **blue color highlights** is label or field name.
- Red box  is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.

1.3 Intended Audience and Reading Suggestions

- The main intended audience for this document is Head of Department(HOD) and District Treasury Officer(DTO)for creating new post.

1.4 References

1. Discussions with the subject matter experts appointed by the TN e-Governance Team.
2. SRS document reference number TNTr_30.04-IFHRMS_POST_MAPNG_SRS_V2.0.



Instructions/ Key notes For IFHRMS Post Mapping

2. Employee Movement and Post Mapping

As directed by e-team, employees were moved to the DDO(s) from whom the Jun'19 Salary has been drawn in Web payroll. So, these employees will be reflected in your Pending Post Mapping report and they needs to be mapped to their current post.

We would like to inform that we have enhanced the updation of Post Null cases by creating a new form where only the Post where employees are not mapped will be displayed and employee can be tagged to the post on the same page. This will help the DDO(s) to easily complete their pending post null cases. Also, bulk upload (excel) functionality has been provided wherein employees for whom post not mapped only will be listed.

These functionalities are available under Human Resource-->Post Mapping.

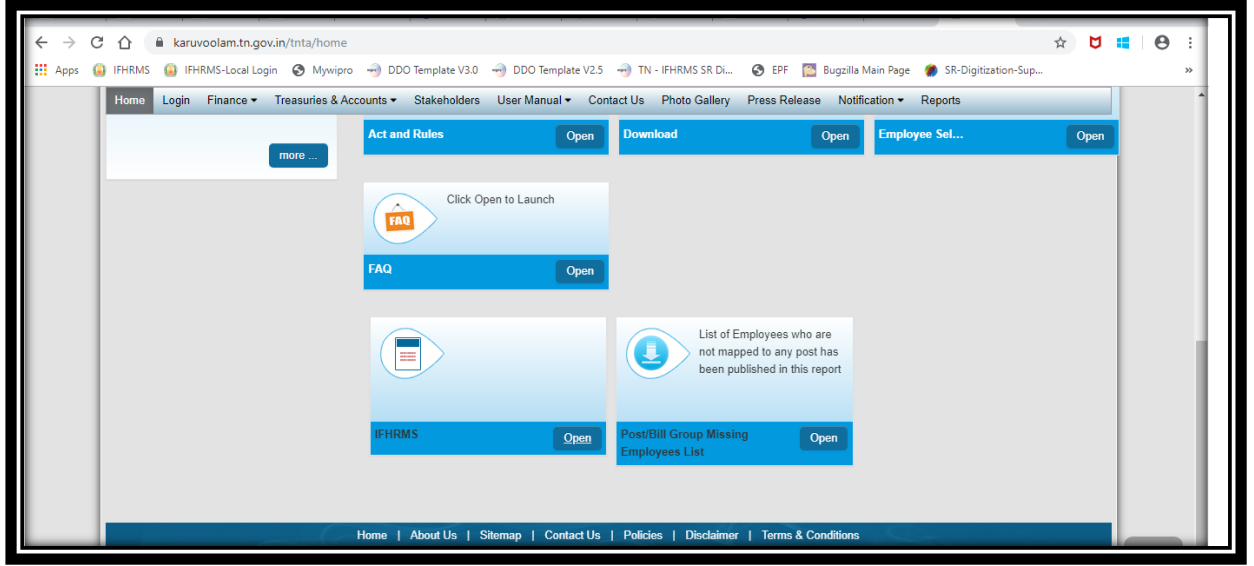
- To Run employees salary in IFHRMS, post has to be mapped to respective DDO office. Thus DDOs requested to concentrate on post mapping process.
- DDO HR Initiator to Generate 'Employee List View Detail Report' in Human Resource module to validate whether all the Posts & Employees are available in their respective login.
- Generate Employee List View Report by following the below mentioned navigation Path.
- **Navigation → Human Resource → HRMS Reports → Employee List View Detail Report.**

Step	Action
1.	Login into www.karuvoolam.tn.gov.in with office HR Initiator login.

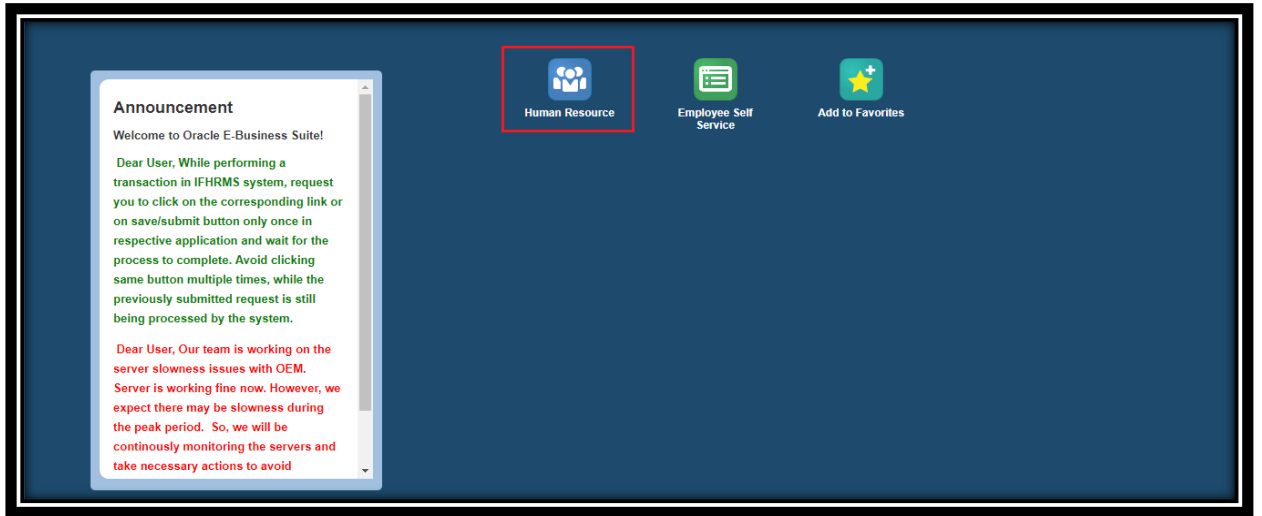




Instructions/ Key notes For IFHRMS Post Mapping



Step	Action
2.	HR Initiator -ஐ login செய்த பிறகு Human Resource ஐ Click செய்ய வேண்டும்



Step	Action
3.	> -ஐ Click செய்ய வேண்டும்



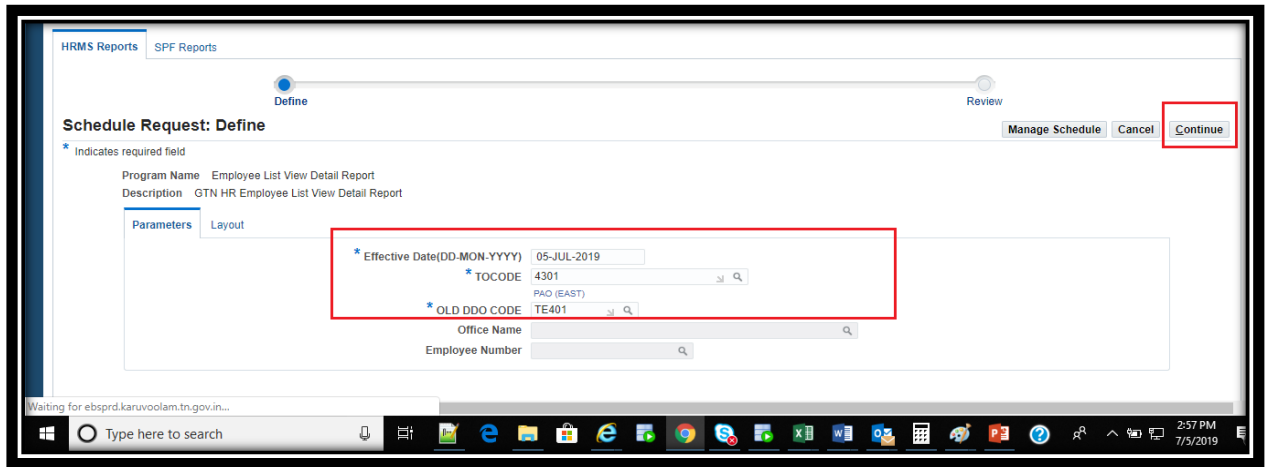
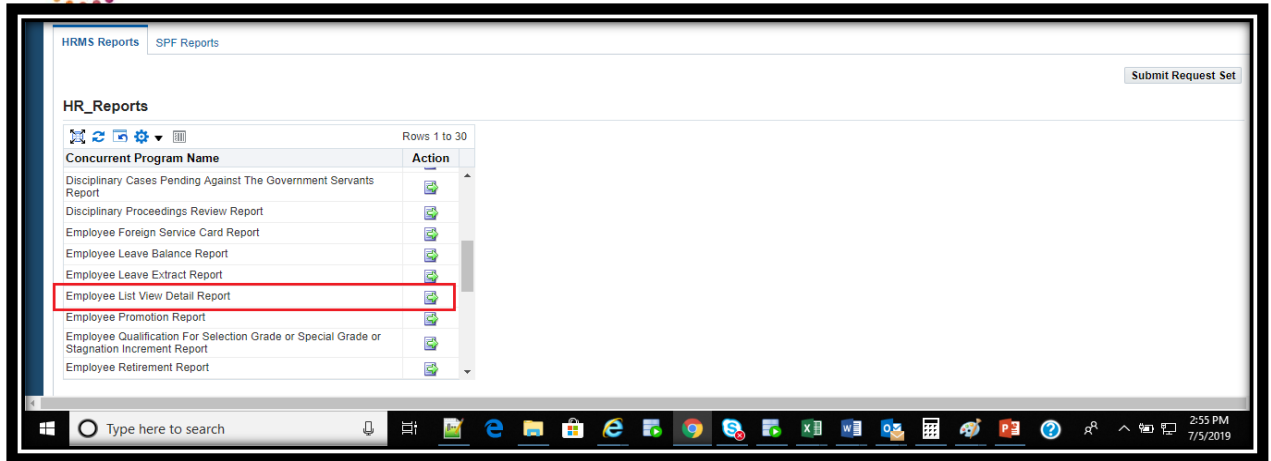
Instructions/ Key notes For IFHRMS Post Mapping

Step	Action
4.	Post Mapping Menu --ஐ Click செய்யவும்

Step	Action
5.	அதற்கு முன் உங்கள் Office Employees list view Details report எடுத்து அதில் Post Name blanks filter -ஐ செய்து Post Map செய்யாத employees -ஐ தெரிந்து கொள்ளவும்



Instructions/ Key notes For IFHRMS Post Mapping



S.NO	User Name	Employee Number	Full Name	GPF CPS Number	Post	Post T
1	3010559197	3010559197	Dhanalakshmi R	7000348047/JUDL		Tempo
2	26010001188	26010001188	THYAGARAJAN N R	105189/GA		Tempo
3	26010165110	26010165110	Jeyanthi J	94365/GA		Tempo
40	26020008770	26020008770	Natash K.S	CPS700297623		Tempo
52	26020011957	26020011957	Mohamadali Jinna S	CPS700297628		Tempo
104	26020218756	26020218756	Rajakumar G	104312/MEDL		Tempo
105	26020246510	26020246510	Sivakumar P	116177/GA		Tempo
106	26020281913	26020281913	Swarnam P	121609/GA		Tempo
107	26020502538	26020502538	Chenguttuvan S	7132234/GA		Tempo

Step	Action
6.	Post Mapping WEBADI -Bulk ah Employees Post Mapping செய்ய உபயோகப்படுத்தி கொள்ளலாம்



**Instructions/ Key notes
For
IFHRMS Post Mapping**

7.	Post Mapping Details Update -தனியாக Employees Map செய்ய உபயோகப்படுத்தி கொள்ளலாம்
8.	Post Mapping WEB ADI -ஐ click செய்து Call WebADI Select செய்யவும்

Step	Action
9.	Create Button -ஐ click செய்யவும் .Document Create ஆகும் வரை wait செய்யவும்



Instructions/ Key notes For IFHRMS Post Mapping

Step	Action
10.	Confirmation message வந்தவுடன், Close button-ஐ click செய்யவும்.
11.	Document Create ஆன பிறகு ஒரு excel open ஆகும் அந்த excel -ல் உங்கள் office -ல் உள்ள Post mapping செய்யப்படாத post கள் திரையில் தோன்றும்

Step	Action
12.	Unprotected view click செய்து employee Number & Employee Category & Present post joining date Expand செய்யவும்



Instructions/ Key notes For IFHRMS Post Mapping

Oracle Web ADI: Select Employee Number

Select Employee Number

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by **Employee Number** % **Go**

Results

Results table contains 17 items.

Select Item **Select** **Cancel** Previous 1-10 of 17 Next 7

Employee Number

- ☐ 03010559197
- ☐ 26010001188
- ☐ 26010165110
- ☐ 26020008770
- ☐ 26020011957
- ☐ 26020218756
- ☐ 26020246510

WebADI

Oracle Web ADI: Select Employee Category

Select Employee Category

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by **Employee Category** % **Go**

Results

Results table contains 15 items.

Select Item **Select** **Cancel** Previous 1-10 of 15 Next 5

Employee Category

- ☐ Aided Institution Staff
- ☐ CHIEF JUSTICE
- ☐ Deputy Secretary to Government (Public SC Dept)
- ☐ Divisional Accountants
- ☐ HIGH COURT JUDGE
- ☐ IAS
- ☐ IFS

WebADI



Instructions/ Key notes For IFHRMS Post Mapping

Post Name	Post Type	HOA	GO Num and Date	Employee Number	EMP Category	Present Post Joining Messages
Senior Research As	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017	03010559197	TN GOVT SERV	01-Mar-19
Deputy Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD(2) DEPARTMENT 09-MAR-2018			
Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD(2) DEPARTMENT 09-MAR-2018			
Assistant Accounts	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Assistant	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Steno Typist	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Supervisor	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Senior Research As	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Senior Research As	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Driver	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Superintendent	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Blue Printer	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Blue Printer	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Gold Assistant	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			

4. Uploading Mapped Posts

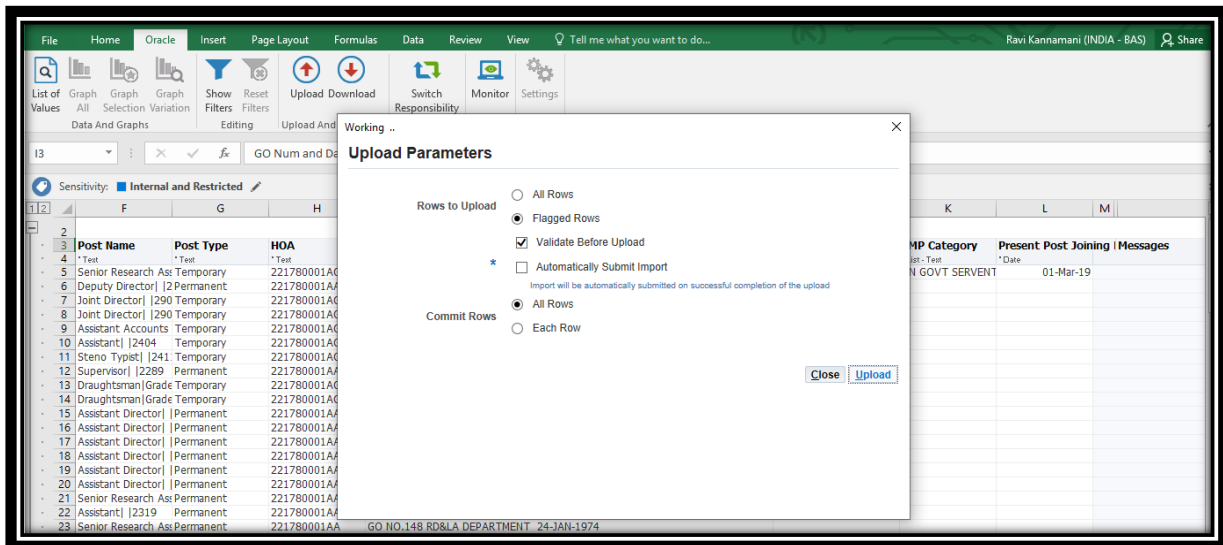
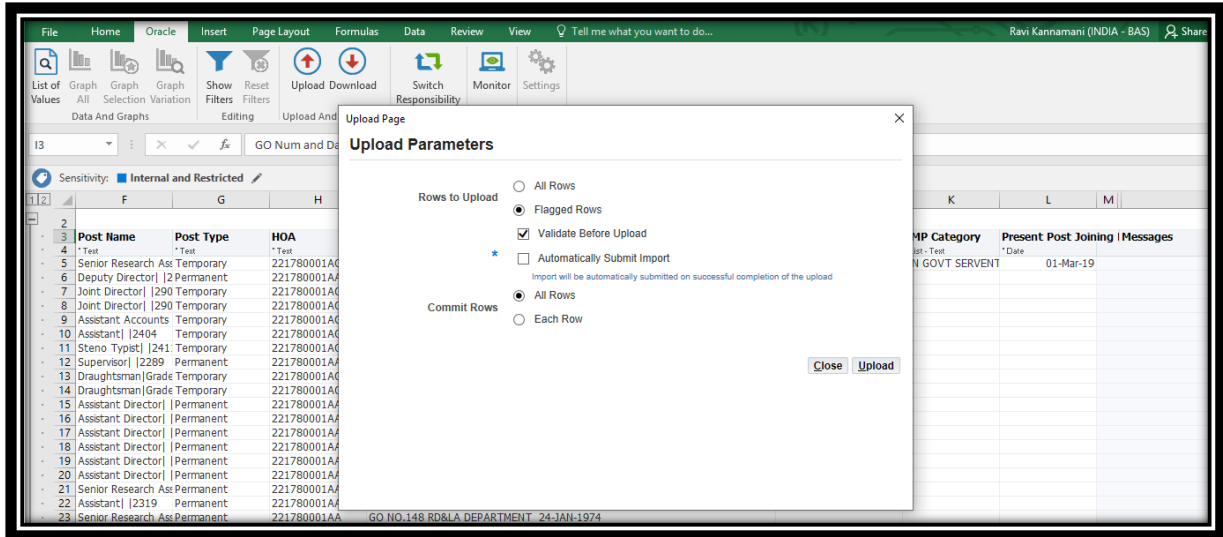
Step	Action
14.	தேவையான விவரங்களை பதிவு செய்த வுடன் Upload icon -ஐ click செய்யவும்

Post Name	Post Type	HOA	GO Num and Date	Employee Number	EMP Category	Present Post Joining Messages
Senior Research As	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017	03010559197	TN GOVT SERV	01-Mar-19
Deputy Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD(2) DEPARTMENT 09-MAR-2018			
Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD(2) DEPARTMENT 09-MAR-2018			
Assistant Accounts	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Assistant	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Steno Typist	Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Supervisor	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD(2)DEPARTMENT 04-JAN-2017			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Senior Research As	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Assistant	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Senior Research As	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Driver	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Superintendent	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Blue Printer	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Blue Printer	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			
Gold Assistant	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974			



Instructions/ Key notes For IFHRMS Post Mapping

Step	Action
15.	அடுத்து Upload Parameters page -ல் flagged Row –வை Click செய்து upload button -ஐ select செய்யவும்



Step	Action
16.	Upload Successful ஆன பிறகு green color ஐ-கான் திரையில் தோன்றும்



Instructions/ Key notes For IFHRMS Post Mapping

File Home Oracle Insert Page Layout Formulas Data Review View Tell me what you want to do... Ravi Kannamani (INDIA - BAS) Share						
List of Values	Graph All	Graph Selection	Graph Variation	Show Filters	Reset Filters	Upload Download
Data And Graphs				Editing	Upload And Download	Switch Responsibility
					Roles	Monitor
					Request	Settings
GO Num and Date						
Sensitivity: Internal and Restricted						
	F	G	H	I	J	K
	Post Name	Post Type	HOA	GO Num and Date	Employee Number	EMP Category
3	Senior Research As	Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017	03010559197	TN GOVT SERV
4	Deputy Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
5	Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD2(2) DEPARTMENT 09-MAR-2018		
6	Joint Director	Temporary	221780001AG	G.O.MS.NO.32 H&UD UD2(2) DEPARTMENT 09-MAR-2018		
7	Assistant Accounts	Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017		
8	Assistant	Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017		
9	Steno Typist	Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017		
10	Supervisor	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
11	Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017		
12	Draughtsman	Grade Temporary	221780001AG	GO MS NO.2 H&UD2(2)DEPARTMENT 04-JAN-2017		
13	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
14	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
15	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
16	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
17	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		
18	Assistant Director	Permanent	221780001AA	GO NO.148 RD&LA DEPARTMENT 24-JAN-1974		

Step	Action
17.	Post Mapping Details Update –ஐ Click செய்யவும்

Post Mapping Web ADI
Post Mapping Details Update

Post Updation

DDO Name AAO, DTCP, Chennai
DDO Code 43011127

Office Name
Post Change Date 05-Jul-2019

Position Employee

Step	Action
17.	Office Name -ஐ Search Box Click செய்யவேண்டும்

Home
Employee Profile
Transfer and Postings
Disciplinary Actions
Leave Process
Employee Bills and ...
GTN Pay Service
Advances

Post Mapping Web ADI
Post Mapping Details Update

Post Updation

DDO Name AAO, DTCP, Chennai
DDO Code 43011127

Office Name
Post Change Date 05-Jul-2019

Position Employee



**Instructions/ Key notes
For
IFHRMS Post Mapping**

Step	Action
18.	உங்கள் DDO -க்கு கீழ் உள்ள offices தோன்றும் Office Name - Click செய்யவேண்டும்

Step	Action
19.	உதாரணத்திற்கு: Chenguttuvan S இவர் Post இல்லாமல் உள்ளார் இவரை எந்த post ல் mapping செய்ய வேண்டுமோ அந்த post -ல் map செய்து கொள்ளலாம் நான் இவரை Junior Assistant (Permanent type) ஆக Map செய்கிறேன் Post Type Permanent - Click செய்யவேண்டும்



Instructions/ Key notes For IFHRMS Post Mapping

Home Employee Profile Transfer and Postings Disciplinary Actions Leave Process Employee Bills and ... GTN Pay Service Advances

Post Mapping Web ADI Post Mapping Details Update

Post Updation

DDO Name AAO, DTCP, Chennai
* Office Name THE DIRECTORATE OF T
* Post Change Date 05-Jul-2019
DDO Code 43011127
* Post Type Temporary Permanent
Position Employee

Step	Action
20.	Employees -ஐ Select செய்யவேண்டும்.

Home Employee Profile Transfer and Postings Disciplinary Actions Leave Process Employee Bills and ... GTN Pay Service Advances

Post Mapping Web ADI Post Mapping Details Update

Post Updation

DDO Name AAO, DTCP, Chennai
* Office Name THE DIRECTORATE OF T
* Post Change Date 05-Jul-2019
DDO Code 43011127
* Post Type Permanent
Position Employee

Step	Action
21.	இப்போது அந்த office -ல் உள்ள அனைத்து Post களும் (Map செய்ய பட்டது and செய்ய வேண்டியது தோன்றும்)



Step	Action
22.	<p>எந்த Post க்கு நேராக employee number Mapping செய்யாமல் உள்ளதோ அந்த post கெல்லாம் Map செய்ய வேண்டும் நான் எடுத்துக்கொண்டது Junior Assistant Post.</p> <p>இந்த திரையில் Junior assistant post தோன்றவில்லை அதனால் next click செய்து Junior assistant post க்கு நேராக உள்ள Update icon -ஐ Click செய்ய வேண்டும்</p>

Step	Action
23.	Update Button -ஐ Click செய்யவும்



Instructions/ Key notes For IFHRMS Post Mapping

Post Name	HOA	GO Number	Date	Number	Category	Effective Date	Pay Reason	Salary Effective Date	Code	Code	Name	Approval Group	Approval Date
Field Assistant [2344]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974										Common Approval Group - SR - 613	
Field Assistant [2345]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVANT							Common Approval Group - SR - 613	
Joint Director [294705]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974										Common Approval Group - SR - 613	
Junior Assistant [2372]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVANT							Common Approval Group - SR - 613	
Junior Assistant [2373]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVANT							Common Approval Group - SR - 613	
Junior Assistant [2374]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974										Common Approval Group - SR - 613	
Junior Assistant [2375]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	2602006247	TN GOVT SERVANT							Common Approval Group - SR - 613	
Junior Assistant [2376]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020005965	TN GOVT SERVANT							Common Approval Group - SR - 613	
Junior Assistant [2377]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974										Common Approval Group - SR - 613	
Junior Assistant [2378]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974										Common Approval Group - SR - 613	

Step	Action
24.	இப்போது அந்த Post க்கு நேராக field கள் Enable ஆகும்

Post Name	HOA	GO Number	Start Date	Employee Number	Employee Category	Salary Effective Date	Pay	Pay Reason	Next St Date
Field Assistant [2344]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974							
Field Assistant [2345]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVANT				
Joint Director [294705]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974							
Junior Assistant [2372]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVANT				
Junior Assistant [2373]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVANT				
Junior Assistant [2374]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974							
Junior Assistant [2375]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	2602006247	TN GOVT SERVANT				
Junior Assistant [2376]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020005965	TN GOVT SERVANT				

Step	Action
25.	Start Date என்பது அந்த post -ல் அவர் Join செய்ய பட்ட date (Present Post Joining Date)



Instructions/ Key notes For IFHRMS Post Mapping

Post Name	HOA	GO Number Date	Start Date	Employee Number	Employee Category	Salary Effective Date	Pay	Pay Reason	Next Si Date
Field Assistant [2344]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974							
Field Assistant [2345]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020015783	TN GOVT SERVANT				
Joint Director [294705]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974							
Junior Assistant [2372]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020064224	TN GOVT SERVANT				
Junior Assistant [2373]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020008929	TN GOVT SERVANT				
Junior Assistant [2374]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	13-Mar-2019						
Junior Assistant [2375]	221780001AA	GO NO. 148 RD&LA DEPARTMENT 24-JAN-1974	01-Oct-2018	26020006247	TN GOVT SERVANT				

Step	Action
26.	அடுத்து Employee number -ல் search icon -ஐ click செய்ய வேண்டும் செய்தால் அந்த office ல் உள்ள post mapping செய்ய வேண்டிய அனைத்து Employees ன் Number மற்றும் Name கள் திரையில் தோன்றும்
27.	அதில் Junior assistant post -ல் யாரை Map செய்ய வேண்டுமோ அவரை select செய்யவும் நான் chenguttavan -ஐ select செய்கிறேன்

Search and Select:				Cancel	Select
Search					
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.					
Search By	EmployeeNumber		Go		
Results					
	Quick Select	EmployeeNumber	FullName	OrganizationId	
		26020281913	Swarnam P	613	
		26020502538	Chenguttuvan S	613	
		26020011957	Mohamadaliijina S	613	
		26020008770	Natesh K S	613	
		26020246510	Sivakumar P	613	
		26021004845	Sabarinathan K	613	
		26021005114	Murugavel Nachiyar P	613	
		26021004938	Revathi M	613	
		26021005488	Gopi K	613	
		26021005404	Kanimozhi D	613	

Step	Action
28.	அடுத்து அவரின் employee Category search ஐகான்-ஐ use செய்து select செய்ய வேண்டும் மற்றும் அவரின் Present Pay மற்றும் அதற்க்கான effective date & Pay Reason select செய்ய வேண்டும்
29.	Post Mapping & Pay Details Update செய்வதற்க்கு TO Code மற்றும் DDO Code மற்றும் office Name கொடுக்க வேண்டிய அவசியமில்லை அதன் அவசியம் எப்போது என்றால் அந்த employee -ஐ வேறு office மற்றும்



**Instructions/ Key notes
For
IFHRMS Post Mapping**

	<p>Approval group க்கு Tag செய்து கொள்வதற்கு பயன்படுத்தி கொள்ளலாம்</p> <p>Note: Post mapping செய்வதற்கு TO Code & DDO Code & Office Name Select செய்ய வேண்டியதேவையில்லை</p>
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Employee Number	Employee Category	Salary Effective Date	Pay	Pay Reason	Next Sal Review Date	To Code	DDO Co
26020015783	TN GOVT SERVENT						
26020064224	TN GOVT SERVENT						
26020008929	TN GOVT SERVENT						
26020502538	TN GOVT SERVENT	01-Mar-2019	20600	Annual Increment	01-Jan-2020		
26020006247	TN GOVT SERVENT						
26020005965	TN GOVT SERVENT						

Step	Action
30.	அனைத்தும் Select செய்த பிறகு சரிபார்த்து விட்டு Save ஐ காணை click செய்யவும்
31.	அதன் பிறகு Post Updated Successfully Confirmation Message திரையில் தோன்றும்

<p>Post Mapping Web ADI Post Mapping Details Update</p> <p>Confirmation</p> <p>Post updated Successfully</p> <p>Post Updation</p>
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4. Verification of mapped post

Step	Action
32.	Post Mapping சரியாக செய்தவுடன் அந்த employee சரியாக அவருக்கு ஏற்ற Post –இல் map ஆகி உள்ளாரா என்பதனை உறுதி படுத்தி கொள்ளவும்.
33.	End of Procedure.