

Process to update Feeder Cadre ,Joining Date and other details relates to Service book

During the 2.0 data migration, employee data was migrated based on the current working office. Since no proper updates were made in SAP service books, service book data was not considered for migration.

However, for applying to CE and LDCE, the **feeder cadre (eligible cadre)** is required. As a result, officials not currently working in feeder cadres (PA, SA, IP) but holding positions such as LSG, HSG-II, HSG-I, or ASP are unable to proceed with applications.

To update this missing information, the following process must be followed:

Example:

An LSG PA at Anaikattu SO, Vellore Division, wishes to apply for the LDCE for IP. In 2.0, only the LSG PA cadre is available. To add the feeder cadre (PA), the Vellore HO (DDO) must update the feeder cadre (PA) as per the process outlined below, using the Maker-Checker concept.

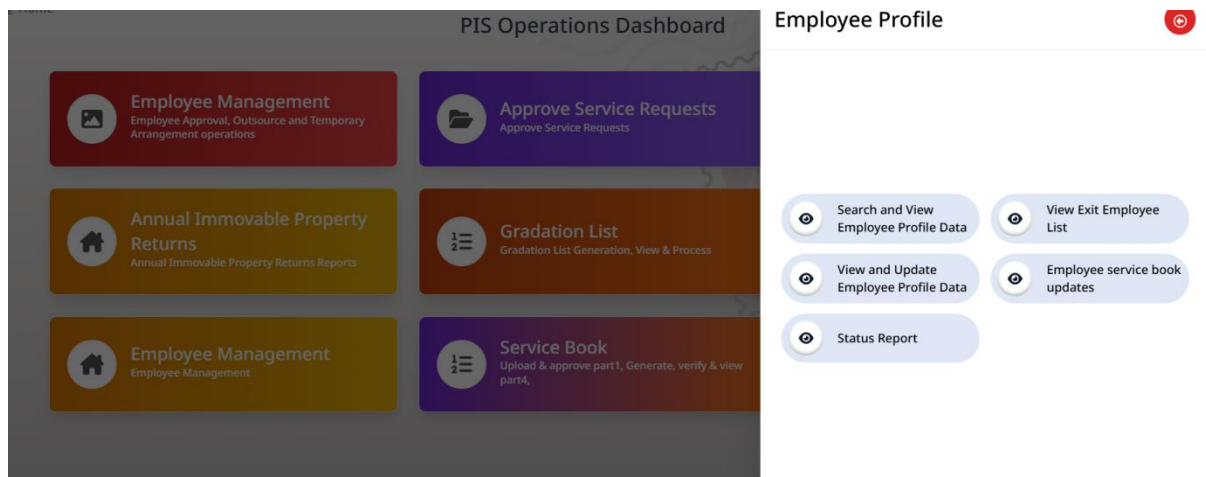
It involves two steps.

a) Entering service book entries (maker) b) Approving service book entries (checker)

a) Entering service book entries (maker):-

Role required :- **PIS-SA-CRU (Service book Assistant(maker service book at DDO))**

The designated employee with above role (usually Accountant) can login to Employee portal, click on Personal Information Sys (PIS) Card. Then click on Employee Management card --> Employee service book updates



Then following page will be displayed. Then click on **Fetch** button after selecting required employee.

Favourites (Ctrl+F)
Home > Operations > Update Employee Service Book

Update Employee Service Book

Office Type* Office* Employee**

Then following content will be displayed. Then click on Add New Entry button to add service related entries like Date of joining in department & cadre, promotions, ad-hoc promotions etc.

Employee Present Details

Employee Name AJAY KUMAR BONTHU	Employee ID 10122668	Designation Postal Assistant	Office of Working CEPT
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Service Book Entries

Search entries...

Sl.N	Event Type	Sub Event Type	From Date	To Date	Office & Cadre	Pay Level	Pay Index
1	Appointment	Direct Recruitment	28-02-2011	31-12-9999	Eluru H.O ID: 11360020 C: Postal Assistant(PA) D: Postal Assistant (SBCO)	Level 4	Index 1 (₹2)

Rows per page: 10 1-1 of 1

After adding all entries, click on Submit All Entries button.

b) Approving service book entries (checker)

Role required :- **PIS-SS-CRUD (Service Book Supervisor(DDO PM/APM))**

The designated employee with above role (usually Postmaster) can login to Employee portal, click on Personal Information Sys (PIS) Card. Then click on Employee Management card --> Approve Service Book Updates

Favourites (Ctrl+F)
Home

PIS Operations Dashboard

Employee Management
Employee Approval, Outsource and Temporary Arrangement operations

Approve Service Requests
Approve Service Requests

Annual Immovable Property Returns
Annual Immovable Property Returns Reports

Gradation List
Gradation List Generation, View & Process

[View Revised SOP For Outsource Creation and Temporary Arrangements](#)

Approve Employee

Update Employee Cadre, Designation & Lien Data

Search and View Employee Profile Data

Status Report of Employee Management

Approve Service Book Updates

Then following page will be displayed. Click on Approve button to approve the entries.

Favourites (Ctrl+F)

Home > Operations > Employee Service Book Updates Approve

Employee Service Book Updates Approve

Pending Service Book Approvals: 2

Q Search...

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Employee Id	Employee Name	Designation	Office Of Working	Actions
10122668	AJAY KUMAR BONTHU	Postal Assistant	CEPT	Approve