ORGANIZATION MANAGEMENT (OM)
Organization Management Module

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OM Overview

• The Department of Posts (DoP) comes under the Ministry of Communications and Information Technology. The Postal Service Board, the apex management body of the Department, comprises the Chairman and Six Members.

• For providing postal services, the whole country has been divided into twenty two postal circles.

• For the purpose of administration, DoP is divided into three distinct wings viz., Postal Operations, Technical Wing (Civil/Electrical/Medical) and Accounts Wing.

• In the Circles and Regions there are other functional units like Circle Stamp Depots, Postal Stores Depots and Mail Motor Service, etc.

• Statistically, as on today, DoP Administrative Structure comprises of 1 Directorate, 22 circle Offices, 37 Region Offices, 512 Divisional Offices, and 1916 Sub-Divisional Offices.
Objects in OM

- Org Unit – O
- Position – S
- Duty – T
- Grade – C
- Cadre – JF
- Cost Center – K
- Person – P
- Competency – Q
- Competency Group – QK
OM Process Flow

Establishment Review Order

Finance & Accounts Administrator

Establishment Review Administrator

Mail Operations Administrator

Organization Management Administrator
## Organization Management Module

### Organization Structure view in SAP System

![Organization and Staffing Display](image)

The image shows the Organization and Staffing Display in SAP, displaying the Structure view. The table lists various assignments with details such as ID, Chief, Valid from, Valid to, Assigned to, and Percent.

### Example Entries
- **Postal Service Board**: ID 10000001, Chief: Kaveri Banerjee, Valid from: 01.01.2015, Valid to: Unlimited, Assigned to: Unlimited
- **Karnataka Circle**: ID 10000001, Chief: Jalal Khan, Valid from: 01.01.2015, Valid to: Unlimited, Assigned to: Unlimited
- **Circle Office**: ID 10000986, Chief: Jacksantan Das, Valid from: 01.01.2015, Valid to: Unlimited, Assigned to: Unlimited

The display allows for searching by different criteria such as Office, Grade, Employee, User, Duty, and Object.
OM Roles

• OM Administrator
• Establishment Review Administrator
• F&A Administrator
• Mail Ops Administrator
OM Processes

- Office Creation / Change / Delimit
- Post Creation / Change / Delimit
- Duty Creation / Change / Delimit
- Grade Creation / Change / Delimit
- Cadre Creation / Change / Delimit
- Competency Creation / Change / Delimit
- Competency Group Creation / Change / Delimit
Establishment Order

This Establishment Order PDF is mandatory for any OM Object Creation / Change / Delimit. On the basis of this order the Establishment Review Admin will make the necessary changes and send it to the OM Administrator for Final Approval.

1. Click **Browse**

2. Click **Upload**
Office Creation

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin enters the necessary details.
Office Creation

Mail is triggered to the **F & A Admin** in order to create the Cost Center for the New Office being created.
Office Creation

Mail is triggered to the **Mail Ops Admin** in order to create the Facility ID for the New Office being created.
Office Creation

Once the details are entered by the F&A Admin and the Mail Ops Admin, the workflow goes to the ER Admins who needs to share the same with the OM Admin for Final Approval
Office Change

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin changes the necessary details as mentioned in the Order.
Office Change

Once the ER Admin makes the necessary changes, the OM Admin receives a Work item to Approve the Changes
Office Delimit

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin change/abolishes the Office as mentioned in the Order by changing the End Date of the Object.
Office Delimit

The OM Admin receives a Work item to Approve the Changes
Post Creation

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin enters the necessary details like the Reporting Office, Grade of the Post and all the mandatory Relationships.
Post Change

Once the ER Admin makes the necessary changes, the OM Admin receives a Work item to Approve the Changes
Post Delimit

Once the ER Admin makes the necessary changes in the End Date of the Post, the OM Admin receives a Work item to Approve the Changes to abolish the Post.
Duty Creation

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin enters the necessary details. The Duty being created can be assigned to numerous Posts at a time.

1. Click **Save**
Duty Change

Once the ER Admin makes the necessary changes, the OM Admin receives a Work item to Approve the Changes

1. Click Save
Duty Delimit

Once the ER Admin makes the necessary changes in the End Date of the Duty, the OM Admin receives a Work item to Approve the Changes to remove the Duty from a particular Date.

1. Select Date
Grade Creation

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin enters the necessary details.

1. Click **Save**
Grade Change

Once the ER Admin makes the necessary changes, the OM Admin receives a Work item to Approve the Changes

1. Click Save
Grade Delimit

Once the ER Admin makes the necessary changes in the End Date of the Grade, the OM Admin receives a Work item to Approve the Changes to remove the Grade from a particular Date.

1. Select Date
2. Click Save
Cadre Creation

The trigger for this is the Order received from Establishment Review. Based on this the ER Admin enters the necessary details.

1. Click **Save**

2. Click **Submit**
Cadre Change

Once the ER Admin makes the necessary changes, the OM Admin receives a Work item to Approve the Changes.

1. Enter Cadre Name
2. Click Save
Cadre Delimit

Once the ER Admin makes the necessary changes in the End Date of the Grade, the OM Admin receives a Work item to Approve the Changes to remove the Cadre from a particular Date.

1. Select Date
2. Click Save
Competency / Competency Group

• Provision has been provided to create both Competency and Competency group in the system.

• Competency/Competency Group Creation/Change & Delimit options are similar to those as the rest of the objects mention above.

• But at the moment since DoP does not have Standard Competencies defined, the process has not been described in detail here.
Reporting Authority Report

Transaction Code: ZHR_REPORTING_AUTHORITIES
The details button will help obtain all the details.

<table>
<thead>
<tr>
<th>Group description</th>
<th>Cell Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td>49000991</td>
</tr>
<tr>
<td>Employee Name</td>
<td>Jayanth A</td>
</tr>
<tr>
<td>Post Name</td>
<td>Sr. Superintendent of Posts</td>
</tr>
<tr>
<td>Operationally Reports To</td>
<td>49000996,Lakshman S,Chief Post Master General</td>
</tr>
<tr>
<td>Granted Leave By(CL,RH)</td>
<td>49000990,Srikanth E,Post Master General</td>
</tr>
<tr>
<td>Granted Leave By(EL,ML,HPL)</td>
<td>49000996,Lakshman S,Chief Post Master General</td>
</tr>
<tr>
<td>APAR is Reported Upon By</td>
<td>49000935,LAKSHMIKANTA DASH,Director Postal Services</td>
</tr>
<tr>
<td>APAR is Reviewed By</td>
<td>49000990,Srikanth E,Post Master General</td>
</tr>
<tr>
<td>APAR Representation Authority</td>
<td>49000990,Srikanth E,Post Master General</td>
</tr>
</tbody>
</table>
Standard Reports
This report can be used to view the various OM objects created in the system.
## Organization Management Module

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan version</td>
<td>R</td>
<td>Example: 01</td>
</tr>
<tr>
<td>Object type</td>
<td>R</td>
<td>Example: C</td>
</tr>
</tbody>
</table>

### Screenshot

The screenshot shows a table titled "Existing Objects" with columns for **Object Type (OT)**, **Start Date**, **End Date**, **Object Name**, and **Ext.o00 ID**. Each row lists a different object with its respective attributes.

- **Object Type (OT):** C
- **Start Date:** 01.01.1900
- **End Date:** 31.12.9999
- **Object Name:** Various names such as `ExC2dure, Senior Administrative Grade`, `IP&T AFS, Senior Administrative Grade`, etc.
- **Ext.o00 ID:** Unique identifiers like `22000001`, `22000002`, etc.
Thank You