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सं. 10(1)/10/2022-S&D(ERP)/07

दिनांक: 05/01/2023

### कार्यालय ज्ञापन

#### **Subject:- Implementation of ERP system – Go-Live for HCM Module of Transfer, Posting, Relieving & Joining – regarding.**

Implementation of Enterprises Resource Planning (ERP) System is being carried out in CPWD under the guidance and close monitoring of MoHUA. As part of the Human Capital Management (HCM) module, seamlessly integrated applications for Transfer, Posting, Relieving and Joining by CPWD employees and issue of Joining Order have been made Go-Live.

2.0 All the CPWD officials/ employees at CPWD Headquarters and SDG offices (Co-ordination units) dealing with Transfer and Posting (T&P) are hereby directed to use the HCM-Transfer and Posting module for performing Transfer and Posting activities. The functionality can be accessed at the URL: <https://e-nirmit-launched.cpwdclld.net/>.

The employees transferred using ERP-T&P module will be relieved by their concerned Office Heads using ERP- Relieving functionality (Tile). Employees relieved by Office Heads may submit the joining report to the new office using ERP- Joining by Employee functionality (Tile). The transferred employee will be joined by new Office Head using ERP-Joining functionality (Tile).

3.0 All the necessary training resources and videos for HCM Transfer and Posting module related activities are available under "Training" tab on e-NIRMIT website <https://e-nirmit.cpwd.gov.in> and also on the users' dashboard at afore mentioned URL.

The respective SDGs are requested to direct the Co-ordination/ Personnel units/ Sections under their jurisdiction dealing with Transfer & Posting activities to mandatorily use the T&P Module of ERP actively and attend all related trainings for this process.

Any clarification in respect of ERP HCM-T&P module shall be provided by EE, ERP on receipt of the issue at the email id: [delee1-erp@cpwd.gov.in](mailto:delee1-erp@cpwd.gov.in).

4.0 This issues with the approval of DG, CPWD.

  
Yash Pal

Executive Engineer (S&D)

सेवा में, (सीपीडब्लूडी वेबसाइट द्वारा)

1. सभी विशेष महानिदेशक एवं अपर महानिदेशक
2. सभी मुख्य अभियंता, अधीक्षण अभियंता एवं समकक्ष
3. सभी कार्यपालक अभियंता एवं समकक्ष
4. अन्य सभी संबन्धित कर्मचारी



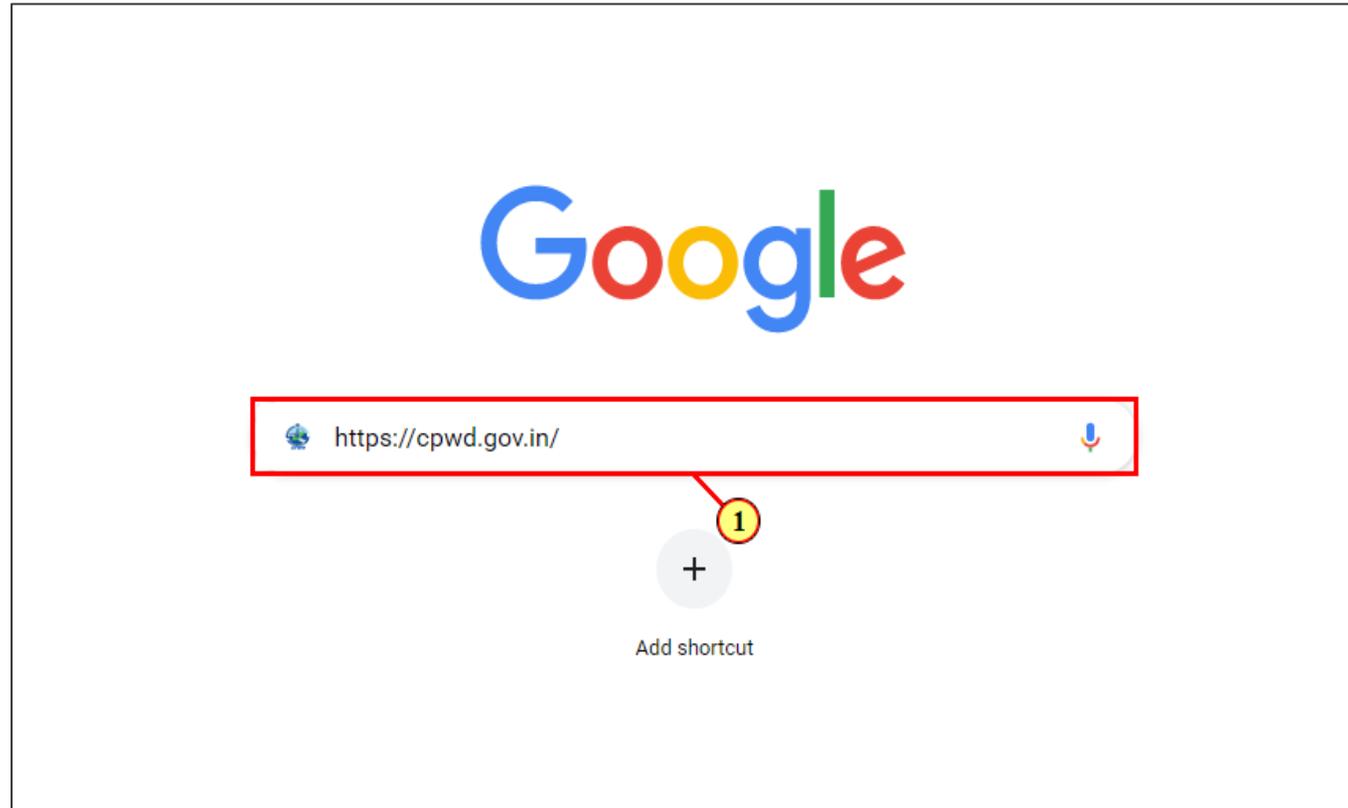
**Tech  
Mahindra**

# **User Manual of Transfer Posting, Relieving & Joining**





(1) For accessing **Transfer Posting and Relieving & Joining application**, please enter this URL in search bar. It will take you to cpwd main website.





# Tech Mahindra

(2) After entering login URL, you will reach to this page, Scroll down.

A screenshot of the CPWD website homepage. The page features the Government of India logo and the text 'Ministry of Housing &amp; Urban Affairs Central Public Works Department For Excellence In Public Works'. A search bar is located on the right. A navigation menu includes links for Home, About us, Citizen, Human Resource, Projects, Contractors, Documents, Vigilance, and Contact Us. A large banner at the bottom displays the slogan 'Sabka Saath Sabka Vikas' and '75 Azadi Ka Amrit Mahotsav' with a portrait of Prime Minister Narendra Modi. The page also includes utility links like Sitemap, External Links, Feedback, and Skip to Main Content, along with social media icons and accessibility options like Screen Reader and A+ A-.



(3) Click on **e-NIRMIT Implementation Website** tile to proceed.

It will take you to e-Nirmit implementation Website.

**Note :** You can also login from **e-NIRMIT Employees Login Tile,**

Click on this tile it will directly navigate you to application's login page.



# Tech Mahindra

(4) Go to the **Login tab**,  
Drop down list will appear,  
Click on **Live applications**.  
It will take you to **Live  
applications login page**.

GOVERNMENT OF INDIA  
MINISTRY OF HOUSING  
& URBAN AFFAIRS

GOVERNMENT OF INDIA  
CENTRAL PUBLIC WORKS  
DEPARTMENT

## CPWD ERP IMPLEMENTATION WEBSITE

e-NIRMIT  
NATIONWIDE INTELLIGENT  
RESOURCE MANAGEMENT WITH  
INFORMATION TECHNOLOGY

Vendors on their email id registered with Tenderwizard. | User credentials for all other modules have been sent to the CPWD Users on their email id registered with PIMS. | User credentials for e-tende

e-Nirmit | Our Team | Training | Implementation Journey | Circulars | Latest Updates | Contacts | Login

- Live Applications
- Training Environment 4
- Testing Environment
- Service Book Digitization
- ERP Data Entry Forms
- CPWD ERP Reports

https://cpwd-portal.cpwdcd.net



# Tech Mahindra

(5) Click here to enter your **Username**.

**Note :** Your username is your 21 digit's PIMS ID.

(6) Click here to enter your **Password** received on your e-mail id as per PIMS record.

**Note:** At first time login system will prompt you to set your password of your choice.

(7) Click here to enter **Security Captcha**.

**e-NIRMIT** Nationwide Intelligent Resource Management with Information Technology

Sign in with your organizational account

Username 5

Password 6

Enter code: 51532494 C 7

[Sign in](#)

[Forgot Password](#) [New User Sign-up](#)

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# Tech Mahindra

(8) In case if you **forgot your password**, you can reset your password by clicking on **Forgot Password**, or you can contact the support team to reset your password.

Support team's details: Mail ID.  
**cpwd.support@TechMahindra.com**

Helpdesk Toll Free Number  
**1800-180-3286**

(9) Click on **Sign in**.  
**It will take you to live applications dashboard page.**

**e-NIRMIT** Nationwide Intelligent Resource Management with Information Technology

Sign in with your organizational account

Username

Password

Enter code: 51532494

[Sign in](#) [Forgot Password](#) [New User Sign-up](#)

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(10) Click on **Human Capital Management (HCM)** tile, it will navigate you to application's dashboard.

The screenshot shows a web application dashboard with a dark blue header. On the left is the CPWD logo, and on the right is a user profile icon with the ID 'SPG12031981AEEE022005'. Below the header, there are two tabs: 'LIVE Application' and 'Resource Links'. The main content area contains eight application tiles arranged in a 2x4 grid. The tiles are: Service Support Request Tool (ITSM), E-Tender, Learning Management System (LMS), e-Auction, Human Capital Management (HCM), Work Lifecycle Management (WLCM), and e-NIRMIT Sanchar. The HCM tile is highlighted with a red border and a yellow circle containing the number '10'. At the bottom left, a URL is visible: <http://e-nirmit-launchpad.cpwdcltd.net>



(11) Click on **Employee** Tab.





# Tech Mahindra

(12) Click on **Administrative Transfer** tile to proceed.

A screenshot of the Tech Mahindra portal dashboard. The dashboard has a light blue header with a 'Home' dropdown menu and navigation links for 'Administrator', 'e-Nimit Sanchar', 'Employee', 'Leave Quota', 'Office Heads', 'Learning Management System', and 'Justification of Rates'. The main area contains a grid of orange tiles. The tiles are: 'My Leave Request' (Manage my leave requ...), 'My Inbox' (2), 'My Outbox' (0), 'My Team Calendar' (View my team), 'System Usage Analysis', 'e-Kiosk Admin', 'Organization Master', 'Collaboration Data', 'My Profile', 'Joining by Employee', 'My Profile 1', and 'Administrative Transfer'. The 'Administrative Transfer' tile is highlighted with a red border and a red callout line pointing to a yellow circle containing the number '12'. At the bottom left, there is a 'Leave Quota' link.





(15) Click on **this icon** to **select Cadre.**

(16) Select **Cadre** from drop down list.

Administrative Transfer Posting

Grade:\* Suptd. Engineer | Cadre:\* [---Select---] | Priority: Low | CPWD - All:\* [---Select---] | Clear | Go

Cut Off Date: dd.MM.yyyy | On Position More than: [---Select---] | On Location More than: [---Select---] | Hard Area:  | Sensitive Position:

Location: [---Select---] | Clear | Go

Search by PIMS or Name

<input type="checkbox"/> PIMS	Name	Designation	Org Unit
		No data	

Preview Submit



(17) Choose the employee category from the drop-down list.

Administrative Transfer Posting

Grade:\* Suptd. Engineer Cadre:\* 2 Items Priority: Low CPWD - All:\* **17** Clear Go

Cut Off Date: dd.MM.yyyy On Position More than: -----Select----- On Location More than: -----Select----- Ha Position:

Location: -----Select----- Clear Go

Search by PIMS or Name

<input type="checkbox"/> PIMS	Name	Designation	Org Unit
		No data	

Preview Submit



(18) After filling all the required details, click on **Go** button.

(19) All employees detail will appear here with their **PIMS ID, Name, Designation and Org Unit**. Select employees from the list to be transferred by selecting the check boxes.

The screenshot shows the 'Administrative Transfer Posting' web application interface. The top section contains a form with the following fields:

- Grade\*: Suptd. Engineer
- Cadre\*: 2 Items
- Priority: Low
- CPWD - All\*: CPWD HEAD QUARTE...
- HQ/SDG/ADG/Encadered: -----Select-----

A red box highlights these fields, and a yellow circle with the number '18' points to the 'Go' button. Below this, there are additional filters:

- Cut Off Date: dd.MM.yyyy
- On Position More than: -----Select-----
- On Location More than: -----Select-----
- Hard Area:
- Sensitive Position:
- Location: -----Select-----

A second red box highlights a table of employee details, and a yellow circle with the number '19' points to the 'Submit' button. The table has the following columns:

<input type="checkbox"/>	PIMS	Name	Designation	Org Unit
<input type="checkbox"/>	AKG15121961JECI011981	Anil Kumar Gupta	99999999 -	

Below the table, there are fields for 'Proposed Posting Location', 'Preferred Posting Location1', 'Preferred Posting Location2', 'Preferred Posting Location3', and 'Posting History'. At the bottom right, there are 'Preview' and 'Submit' buttons.



(20) After selecting employee from list, click on this icon to select the **Grades**.

**Note:** You can select multiple equilant grades from the drop-down list where this employee can be transferred.

(21) Click on this icon to select the employee category.

(22) After filling all required details, Click on **Go button**.

(23) Select the relevant category (Vacant/Occupied/Planned/All) against the transfer needs to be done.

Proposed place of posting

PIMS :AKG15121961JECI011981 Name :Anil Kumar Gupta

Designation : Organisation Unit :

Grade: CPWD - All:\*

Suptd. Engineer ⊗ Senior Architect ⊗

Filter

Hard Area: Sensitive Position:

CPWD - All:\*

-----Select-----

CPWD HEAD QUARTERS, NEW DELHI

ENCADRED POSTS

-----Select-----

Vacant  Occupied  Planned  All

Search by Position Name/Id Employee Name

Position Id	Position Name	Org. Unit Name	Vacant/Occupied/P...	Employee No.	Employee Name	Sensitive/Hard Area	City
No data							

Comments Comments History Remarks Attachments On Account of

Cancel Add



(24) After selecting the Position category, Select the particular position form the list against the transfer needs to be done and click on Add button.

Proposed place of posting

PIMS :AKG15121961JECI011981 Name :Anil Kumar Gupta

Designation : Organisation Unit :

Grade: CPWD - All: \* HQ/SDG/ADG/Encadared:

Senior Architect 1 More CPWD HEAD QUARTERS, NEW DELHI -----Select----- Clear Go

Filter Hide Filter Bar Clear Go

Hard Area: Sensitive Position: Location: -----Select-----

Vacant  Occupied  Planned  All Search by Position Name/Id Employee Name

Postion Id	Position Name	Org. Unit Name	Vacant/Occupied/...	Employee No.	Employee Name	Sensitive/Hard Area	City
<input checked="" type="radio"/>	20002459	Superintending Engineer- DC- III	Superintending Engineer-	Vacant		Sensitive Position	
<input type="radio"/>	24 20018616	SUPERINTENDING ENGINEER (E)	SDG-Kolkata-Office	Vacant		Sensitive Position	

Cancel Add



(25) Fill the **Preferred Posting Locations**.

(26) Click on **“Posting History”** to see the posting history details of the employee.

Administrative Transfer Posting

Grade: \* Suptd. Engineer | Cadre: \* 2 Items | Priority: Low | CPWD - All: \* CPWD HEAD QUARTE... | HQ/SDG/ADGI/Encadered: -----Select-----

Clear Go

<input type="checkbox"/>	PIMS	Name	Designation	Org Unit
<input checked="" type="checkbox"/>	AKG15121961JEC/011981	Anil Kumar Gupta	99999999 -	
Proposed Posting Location: 20002459-Superintending Engineer- DC- III- Superintending Engineer-		Preferred Posting Location1: Mumbai	Preferred Posting Location2: Pune	Preferred Posting Location3: [Empty]
Comments: [Empty]		Comments History: [Empty]	Remarks: Public Interest	Attachments: [Empty]
Relieving Date W.E.F: dd.MM.yyyy		Joining Date W.E.F: dd.MM.yyyy		On Current Position Since: [Empty]
[Empty]		[Empty]		Sensitive Position/Hard Area: NA
<input type="checkbox"/>	CHI09041962 JEC/031982	W.Chidambaram	99999999 -	

Posting History: [Icon]

Posting History: [Icon]

Public Interest

Preview Submit



(27) Here you can see the posting history detail of employee. After reviewing click on **close button**.

Administrative Transfer Posting

Grade:\* Suptd. Engineer    Cadre:\* 2 Items    Priority: Low    CPWD - All:\* CPWD HEAD QUARTE...    HQ/SDG/ADG/Encadere...: ----Select----

Posting History

PIMS :AKG15121961JECI011981    Name :Anil Kumar Gupta

Designation :    Organisation Unit :

CPWD Location	Geographical Location	Post Held	Org Unit	Org Unit Hierarchy	Additional Office Info	Date From	Till
						01-02-2021	31-
CHANDIGARH	CHANDIGARH	SE CIVIL		/ADG(NR)//NZ I/ZONAL OFFICE/ZONAL OFFICE		02-01-2019	04-
CHANDIGARH	CHANDIGARH	EE CIVIL	24/11/2017 TO 28/11/2017 JOINING	/ADG(NR)//SUB REGION/SUB REGION/SUB REGION		29-11-2017	02-
DELHI/NCR	NEW DELHI	EE CIVIL	13.5.10 TO 23.5.10 JOINING TIME	/ADG(DR)/NDZ IV/IPB CIRCLE/IPB DIVN		24-05-2010	08-

Relieving Date W.E.F.:    Joining Date W.E.F.:    On Current Position Since:    Sensitive Position/Hard Area:    On Current Location Since:

dd.MM.yyyy    dd.MM.yyyy    NA

**Close**

27



(28) Here you can type your **comments**.

(29) Click on this icon, drop down list will appear. Select the type of request from the options.

(30) By clicking on this **attachment icon**, you can attach any file for reference.

The screenshot shows the 'Administrative Transfer Posting' form. At the top, there are dropdown menus for 'Grade:\*' (Suptd. Engineer), 'Cadre:\*' (2 Items), 'Priority:' (Low), 'CPWD - All:\*' (CPWD HEAD QUARTE...), and 'HQ/SDG/ADG/Encaderec:' (----Select----). Below these are 'Clear' and 'Go' buttons. The main form area has a table with columns for 'PIMS', 'Name', 'Designation', and 'Org Unit'. The first row is selected, showing details for Anil Kumar Gupta. The form includes fields for 'Proposed Posting Location', 'Preferred Posting Location1', 'Preferred Posting Location2', and 'Preferred Posting Location3'. There are also fields for 'Comments', 'Comments History', 'Remarks', 'Attachments', 'On Account Of', 'Relieving Date V', 'Joining Date W.E.F.', 'Sensitive Position/Hard Area', and 'On Current Location Since'. Annotations 28, 29, and 30 are placed on the form: 28 is on the 'Comments' field, 29 is on the 'Remarks' dropdown menu, and 30 is on the 'Attachments' icon.

PIMS	Name	Designation	Org Unit
<input checked="" type="checkbox"/>	AKG15121961JECI011981 Anil Kumar Gupta	99999999 -	
<input type="checkbox"/>	CHI09041962JECI031982 W.Chidambaram	99999999 -	



(31) Click on **Add icon** to attach your files.

Attachments (File type: jpeg, pdf, txt & File Size: 5MB)

Attachments (0) Add



No files found.

Drop files to upload, or use the "Upload" button.

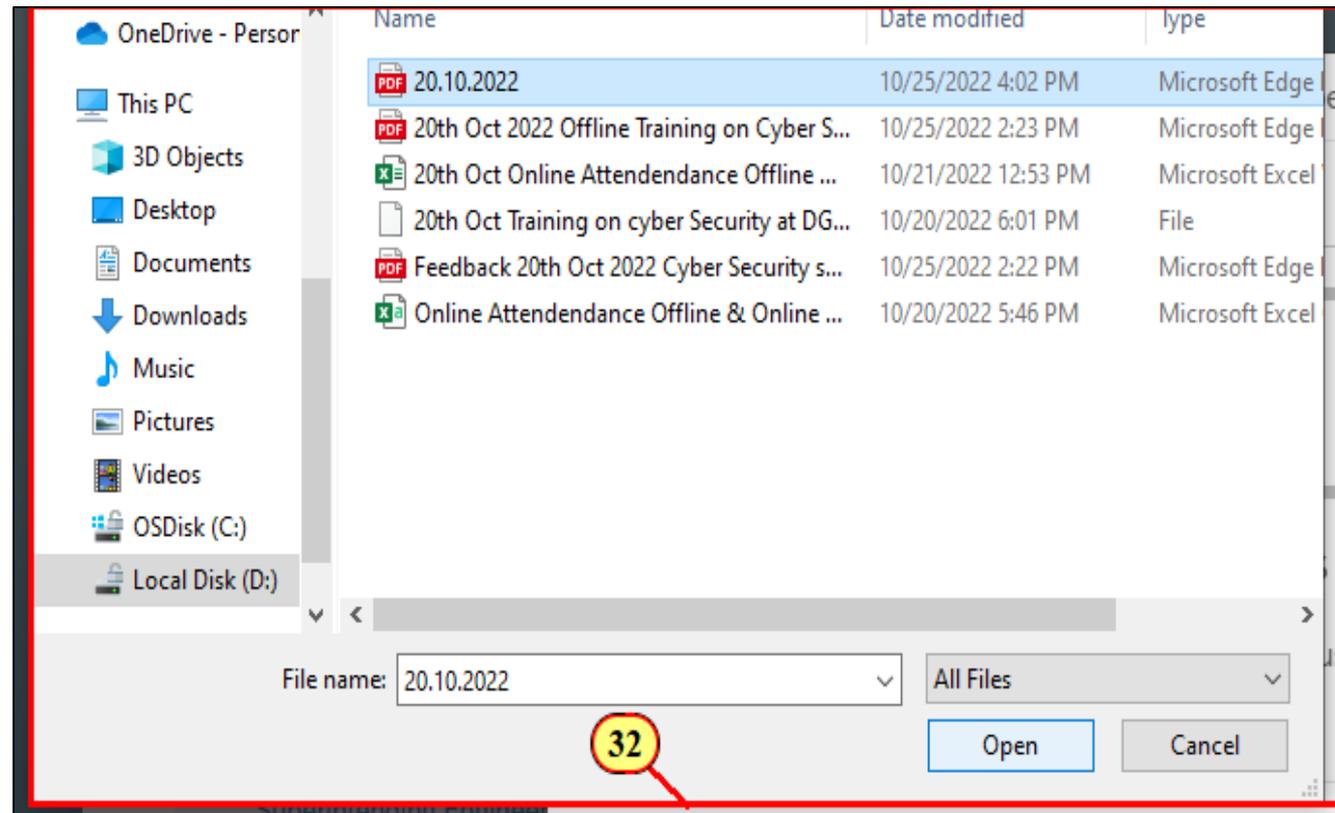
Download File(s) Close

Add

31



(32) It will browse to your files in the system. Select the file and then click on **Open button**. The selected file will be attached.





(33) Select the effective dates for the **Relieving and Joining**.

(34) Once all the employees are captured in the proposal, Click on **Preview button** to show the list of **Selected employees**.

Administrative Transfer Posting

Grade: \* Suptd. Engineer  
Cadre: \* 2 Items  
Priority: Low  
CPWD - All: \* CPWD HEAD QUARTE...  
HQ/SDG/ADG/Encadared: ----Select----

Clear Go

<input type="checkbox"/>	PIMS	Name	Designation	Org Unit
<input checked="" type="checkbox"/>	AKG15121961JECI011981	Anil Kumar Gupta	99999999 -	
Proposed Posting Location:		Preferred Posting Location1:	Preferred Posting Location2:	Preferred Posting Location3:
20002459-Superintending Engineer- DC- III- Superintending Engineer		Mumbai	Pune	Goa
Comments:	Comments History:	Remarks:	Attachments:	On Account Of:
Testing1		Public Interest	1 file(s) attached	
Relieving Date W.E.F.:	Joining Date W.E.F.:	On Current Position Since:	Sensitive Position/Hard Area:	On Current Location Since:
31 Oct 2022	03 Nov 2022		NA	
<input type="checkbox"/>	CHI09041962JFCI031982	W. C. Bharam	99999999 -	

Preview 34 hit



(35) Click on **Verify button** to do the validation checks then click on **Close button** to return to previous screen.

**Note:** The proposal will be submitted only when all the records are Valid. System will give relevant error if found.

Administrative Transfer Details

Preview

Considered  Not Considered  All

PIMS	Name	Designation	Org Unit	Status
AKG15121961JECI011981	Anil Kumar Gupta			Valid

Proposed Posting Location: 20002459-Superintending Engineer- DC- III-Superintending Engineer-

Preferred Posting Location1: Mumbai

Preferred Posting Location2: Pune

Preferred Posting Location3: Goa

Comments: Testing1

Remarks: Public Interest

On Account Of:

Relieving Date W.E.F: 31 Oct 2022

Joining Date W.E.F: 03 Nov 2022

On Current Position Since:

Sensitive Position/Hard Area: NA

Verify Close 35



(36) Click on **Submit** button. This will open a popup for selecting the next authority.

Administrative Transfer Posting

Grade:\* Suptd. Engineer    Cadre:\* 2 Items    Priority: Low    CPWD - All:\* CPWD HEAD QUARTE...    HQ/SDG/ADG/Encadere: ----Select----

Clear Go

<input type="checkbox"/>	PIMS	Name	Designation	Org Unit	
<input checked="" type="checkbox"/>	AKG15121961JECI011981	Anil Kumar Gupta	99999999 -		
Proposed Posting Location:		Preferred Posting Location1:	Preferred Posting Location2:	Preferred Posting Location3:	Posting History:
20002459-Superintending Engineer- DC- III- Superintending Engineer-		Mumbai	Pune	Goa	
Comments:		Comments History:	Remarks:	Attachments:	On Account Of:
Testing1			Public Interest	1 file(s) attached	
Relieving Date W.E.F.:		Joining Date W.E.F.:	On Current Position Since:	Sensitive Position/Hard Area:	On Current Location Since:
31 Oct 2022		03.11.2022		NA	
<input type="checkbox"/>	CHI09041962JECI031982	W Chidambaram	99999999 -		

Preview Submit 36

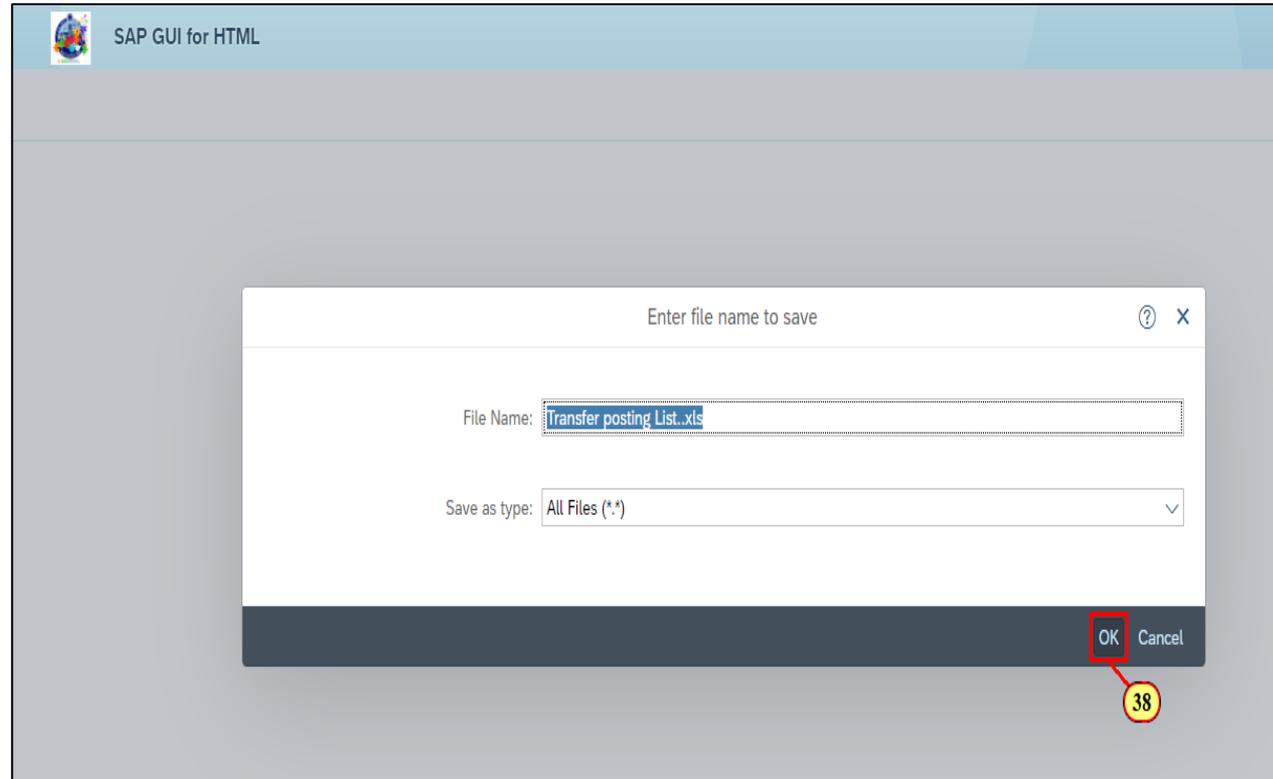


(37) Select the Next Authority from the list to whom the proposal to be submitted, **Add your comments (Mandatory)** and **attachment (Optional)** then click on **tick button** to send it to next selected authority.

The screenshot shows a web interface titled "Selection Screen". It contains a "Comment \*" text area, a user profile for "Vimal Kumar Tuli, Asst. Administrative Officer", and an "Attachments" section with a file type restriction of "jpeg, pdf, txt & File Size: 5MB". A red box highlights the comment and attachment areas. A yellow circle with the number "37" points to the "Add" button in the attachments section. Below the attachments section, there is a "No files found." message and a "Drop files to upload, or use the 'Upload' button." instruction. At the bottom right, there are "Close" and "Checkmark" buttons.



(38) Upon the Successful completion of the submission, system will give you option to download and save the excel file of submitted proposal. Click on **OK** to proceed the download.





(39) After successful submission system will generate the **Request Number** which is unique and is same throughout the process.

Click on **Close** to proceed.

The screenshot displays the 'Administrative Transfer Posting' interface. At the top, there are filters for Grade (Suptd. Engineer), Cadre (2 Items), Priority (Low), CPWD - All (CPWD HEAD QUARTE...), and HQ/SDG/ADG/Encadere (----Select----). A 'Success' message box is overlaid on the form, stating 'AT20221030222522 Request has been successfully submitted' with a 'Close' button. The form fields include: Grade: Suptd. Engineer, Cadre: 2 Items, Priority: Low, CPWD - All: CPWD HEAD QUARTE..., HQ/SDG/ADG/Encadere: ----Select----, Comments: Testing1, Relieving Date W.E.F.: 01 Nov 2022, Joining Date W.E.F.: 04 Nov 2022, Sensitive Position/Hard Area: NA, and Employee Details: AKU12031963.JECI051982, Anil Kumar, 20043203 - SUPERINTENDING ENGINEER (CIVIL) - I, /ADDITIONAL DIRECTOR GENER/CENTRAL PUBLIC WORKS DEPARTMENT. At the bottom, there are buttons for 'Preview' and 'Submit'.



(40) Click on this icon  
drop down list will  
appear.

(41) Click on **Sign Out**.

A screenshot of a web dashboard interface. At the top left, there is a 'Home' dropdown menu. Below it, a navigation bar contains several menu items: 'Administrator', 'e-Nirmit Sanchar', 'Employee' (which is underlined), 'Leave Quota', 'Office Heads', 'Learning Management System', and 'Justification of Ra'. The main content area is a grid of orange-tinted tiles. The top row includes 'My Leave Request', 'My Inbox' (with a checkmark and the number '2'), 'My Outbox' (with an envelope icon and '0'), 'My Team Calendar', 'System Usage Analysis', and 'e-Kiosk Admin'. The bottom row includes 'Organization Master', 'Collaboration Data', 'My Profile', 'Joining by Employee', 'My Profile 1', and 'Administrative Transfer'. In the top right corner, there is a user profile icon with a dropdown menu open. The menu lists the user's name 'Kumar Shekhar' and several options: 'Recent Activities', 'Frequently Used', 'App Finder', 'Settings', 'Edit Home Page', 'About', and 'Sign Out'. A red box highlights the 'Sign Out' option, and a yellow circle with the number '41' points to it. Another red box highlights the user profile icon, and a yellow circle with the number '40' points to it.



**Tech  
Mahindra**

# **Transfer Posting Proposal Submission Process for Next Level Authorities**





(43) Here you will find the submitted proposal for approval with unique **Approval Request Number**.

(44) Click on this icon to view the **comments for the submitted proposal**.

(45) Click on this attachment icon to view the attached documents in this approval request.

You can download the attached files or can upload new files by clicking on download and upload icon.

(46) The **History** functionality will give access to all the Logs relating to the given request id.

(47) Click here to review/modification in the proposal.

(48) This will help to Download the proposal into local system.

A screenshot of the Tech Mahindra portal's 'My Inbox' section. The main content area displays an 'Approval Request for Administrative Transfer Posting' with details like ID: AT20221030222522, Cadre: Grp A-CES(Civil), Grp A-CE&amp;MES, and Grade: Suptd. Engineer. The interface includes a search bar, a list of tasks, and a detailed view of a specific request. Numbered callouts (43-48) point to various UI elements: 43 points to a task entry in the list; 44 points to a comment icon; 45 points to an attachment icon; 46 points to the 'History' button; 47 points to the 'Review' button; and 48 points to the 'Download/Export' button. The bottom of the screen shows navigation options like 'Forward' and 'Send Back'.



(49) Here while reviewing you can add more employees in the existing proposal by clicking on this **Add Employee** button.

(50) Similarly, you can delete any employee from the existing list by clicking on this icon.

PIMS	Name	Designation	Org Unit	Proposed Posting Location	Preferred Posting Location1	Preferred Posting Location2	Preferred Posting Location3	Posting History
<input checked="" type="checkbox"/>	CHI09041962JECI031982	W Chidambaram	99999999 -					



(51) After completion of your review you can **Forward** the proposal to next authority for his review.  
(52) In case of seeking any query/correction you can send back the proposal to the previous authority.

The screenshot shows the 'My Inbox' view in the e-NIRMIT system. The main task is 'Approval Request for Administrative Transfer Posting'. The task details include:

- ID: AT20221030222522
- Cadre: Grp A-CES(Civil), Grp A-CE&MES
- Grade: Suptd. Engineer
- Status: INITIATE

Below the details is a table with the following data:

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 31 Oct 2022

At the bottom right, there are two buttons: 'Forward' (labeled 51) and 'Send Back' (labeled 52).



(53) After clicking on **Forward** button this screen will appear. System will give available options of the next authority to select.

The screenshot displays a 'Select Manager' dialog box overlaid on a web application interface. The dialog box has a search bar containing the text 'LOHRII KAPANI'. Below the search bar, a list of search results is shown, with the first entry highlighted: 'LOHRII KAPANI, DEPUTY DIRECTOR (ADMIN) - III, LKA10021970LDCL081993'. A red rectangular box encloses the search bar and the first search result. A yellow circular callout with the number '53' points to the first search result. The background interface shows an 'Administrative Transfer Posting' form with fields for 'Approval Request', 'e-NIRMIT', 'Medium', 'ID: AT20221030222522', 'Cadre: Grp A-CES(C', 'Grade: Suptd. Engin', 'S.No', 'PIMS', '1', 'CHIO', 'Chida', 'Preferred Posting Location', 'Remarks', '21083501-SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi', 'Relieving Date: 31 Oct 2022', 'Joining Date: 03 Nov 2022', and buttons for 'History', 'Download/Export', 'Review', 'Forward', and 'Send Back'. A 'Cancel' button is located at the bottom right of the dialog box.



(54) Add your comments in the comment box then click on **Submit button**.

The screenshot shows a web application interface for an approval request. A modal dialog titled "Submit Decision" is open, displaying the message "You selected 'Forward'." and a "Decision Note:" field containing the text "Testing2 Ok". The dialog has "Submit" and "Cancel" buttons. A red box highlights the "Submit" button, and a yellow circle with the number "54" is placed over it. The background interface shows a list of approval requests and a table with the following data:

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)- ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 03 Nov 2022



(55) Click on this icon drop down list will appear.

(56) Click on **Sign out**.

The screenshot shows the user interface of the Tech Mahindra portal. The user is logged in as Vimal Kumar Tuli. The main content area displays an 'Approval Request for Administrative Transfer Posting' for an 'Administrative' employee with ID AT20221030212205. The user profile dropdown menu is open, showing options like 'Recent Activities', 'Frequently Used', 'App Finder', 'Settings', 'About', 'Manage My Substitutes', 'Substitute For', 'Support Information', and 'Sign Out'. The 'Sign Out' option is highlighted with a red box and labeled with the number 56. The user profile icon in the top right corner is also highlighted with a red box and labeled with the number 55.

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	AKG15121961JECIO11981 / Anil Kumar Gupta	/	20001342-SUPERINTENDING ENGINEER (E)- II-Chief Engineer (CSQ)-Electrical	

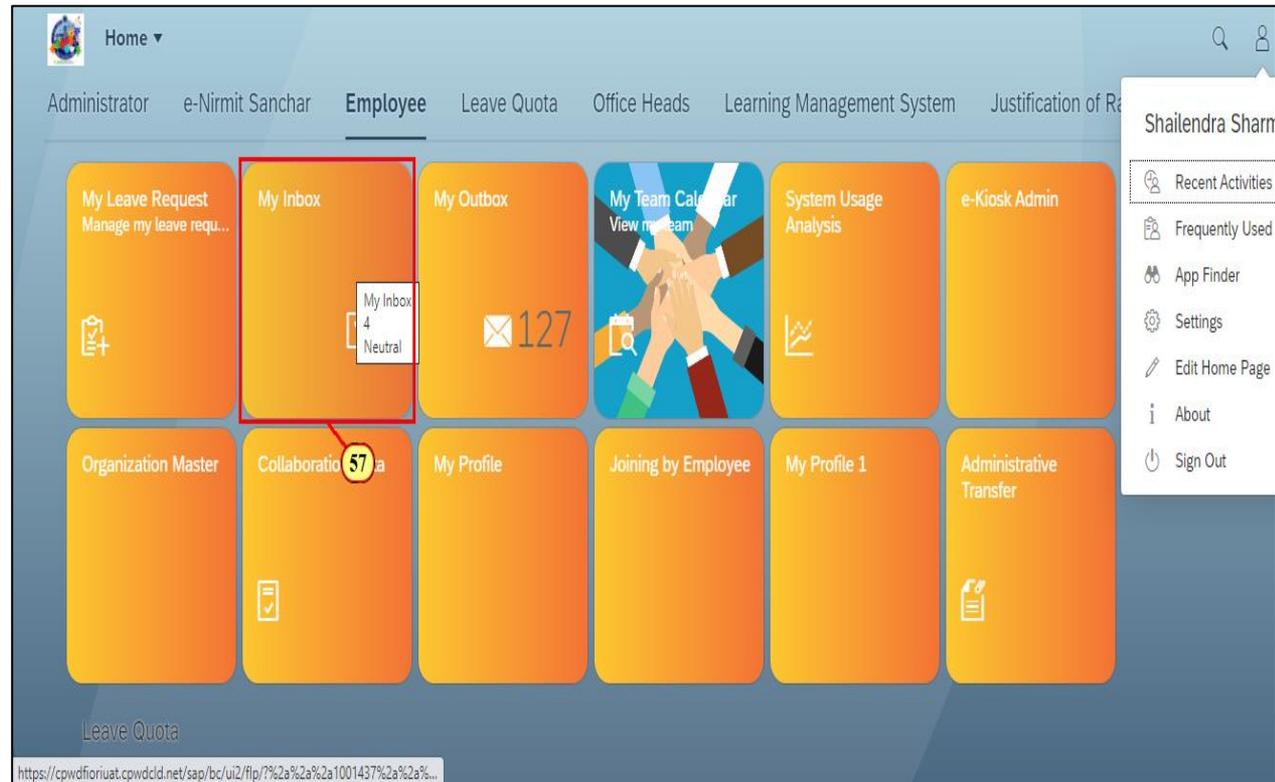


**Tech  
Mahindra**

# **Transfer Posting Final Approval Process for Next Level Authority**



(57) Now Director General will login for final approval. Click on **My Inbox Tile** under **Employee** Tab.





(58) Here you will find the submitted proposal for approval with unique **Approval Request Number**.

(59) Click on this icon to view the **comments for the submitted proposal**.

(60) Click on this attachment icon to view the attached documents in this approval request.

You can download the attached files or can upload new files by clicking on download and upload icon.

(61) The **History** functionality will give access to all the Logs relating to the given request id.

(62) This will help to Download the proposal into local system.

My Inbox ▾

All Tasks (4)

Search

Approval Request AT20221030222522 for... e-NIRMIT Medium

Approval Request AT20221018145831 for... e-NIRMIT Medium

Approval Request AT20221017151001 for... e-NIRMIT Medium

Approval Request for Administrative Transfer Posting

Administrative

ID: AT20221030222522

Cadre: Grp A-CES(Civil), Grp A-CE&MES

Grade: B4

Status: INITIATE

History (61) Download/Export (62) Review (63)

Approve/Comments (59)

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CH109041962JEC1031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)- ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 2022 (64)

Approve (65) Send Back



(63) Click here to review/modification in the proposal.

(64) After reviewing all details, click on **Approve** button for final approval.

**Note:** Once the final approving authority has approved the proposal it will become not editable and will route back through the same chain in the workflow.

(65) In case of seeking any query/correction you can send back the proposal to the previous authority.

My Inbox

All Tasks (4)

Search

Approval Request AT20221030222522 for... e-NIRMIT Medium

Approval Request AT20221018145831 for... e-NIRMIT Medium

Approval Request AT20221017151001 for... e-NIRMIT Medium

Administrative

ID: AT20221030222522 Status: INITIATE

Cadre: Grp A-CES(Civil), Grp A-CE&MES

Grade: B4

Approve Comments

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)- ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 2022

Approve Send Back



(66) Add your comments in the comment box then click on **Submit button**.

A screenshot of a web-based approval workflow interface. The main window shows a list of tasks under 'My Inbox'. The selected task is 'Approval Request AT20221017151001 for...'. A modal dialog box titled 'Submit Decision' is open, displaying the message 'You selected "Approve".' and a 'Decision Note:' field containing the text 'Approved'. The 'Submit' button in the dialog is highlighted with a red box. A red arrow points from the 'Submit' button in the dialog to a yellow circle with the number '66' in the bottom right corner of the screenshot. The background interface includes a search bar, task list, and a detailed view of the selected task showing the user 'Ranjit Singh Special Director General' and the status 'Sending for final approval'.



(67) While routing back through the same chain in the workflow the proposal will come into the inbox of the next authority.

(68) **Preview Order:** Once the proposal is finally approved this new option of Preview Order button will appear.

By clicking on this icon, the next authority can see a preview of the approved order.

**Note:** After final approval, the proposal will become non-editable and no any modification can be done in the proposal by the next authorities.

The screenshot displays the 'Admin List Approval Request' workflow interface. On the left, a task list shows three items: 'Admin List Approval Request AT20221030222522' (Medium priority), 'Vimal Kumar Tuli's Request' (Medium priority, Overdue), and 'Admin List Approval Request AT20220825210849' (Medium priority). On the right, the detailed view of the first task is shown, indicating it is 'APPROVED'. A 'Preview Order' button is highlighted with a red box and a callout '68'. Below this, a table lists the details of the approved request.

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962.JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)- ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 03 Nov 2022



(69) After clicking on **Preview Order Button**, System will open a new pop up to with editable Header and Footer along with the list of employees selected and approved for the transfer order. The header and footer section will be editable and will allow user to add/delete text as per their requirement.

(70) After adding header and footer click on **Preview button** to see a final Preview of the transfer order.

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi	Relieving Date: 31 Oct 2022, Joining Date: 03 Nov 2022

Footer

1.The Controlling officers of the above Suptd. Engineer are directed to relieve respective Suptd. Engineer under transfer immediately except stated otherwise in individual cases, on the basis of this order by making Local arrangements, without waiting for their substitutes. 2.In consequent of the joining of the above posted/transferred Suptd. Engineer, the additional charge Arrangement of the concerned posts if any, stands cancelled



(71) Click on **Publish** button to publish the final transfer order.

Preview Order

S.No	PIMS ID/Name	Designation/Org Unit	Preferred Posting Location	Remarks
1	CHI09041962JECI031982 / W Chidambaram	/	21083501-SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi	Relieving Date: 31 Oct 2022,Joining Date: 03 Nov 2022

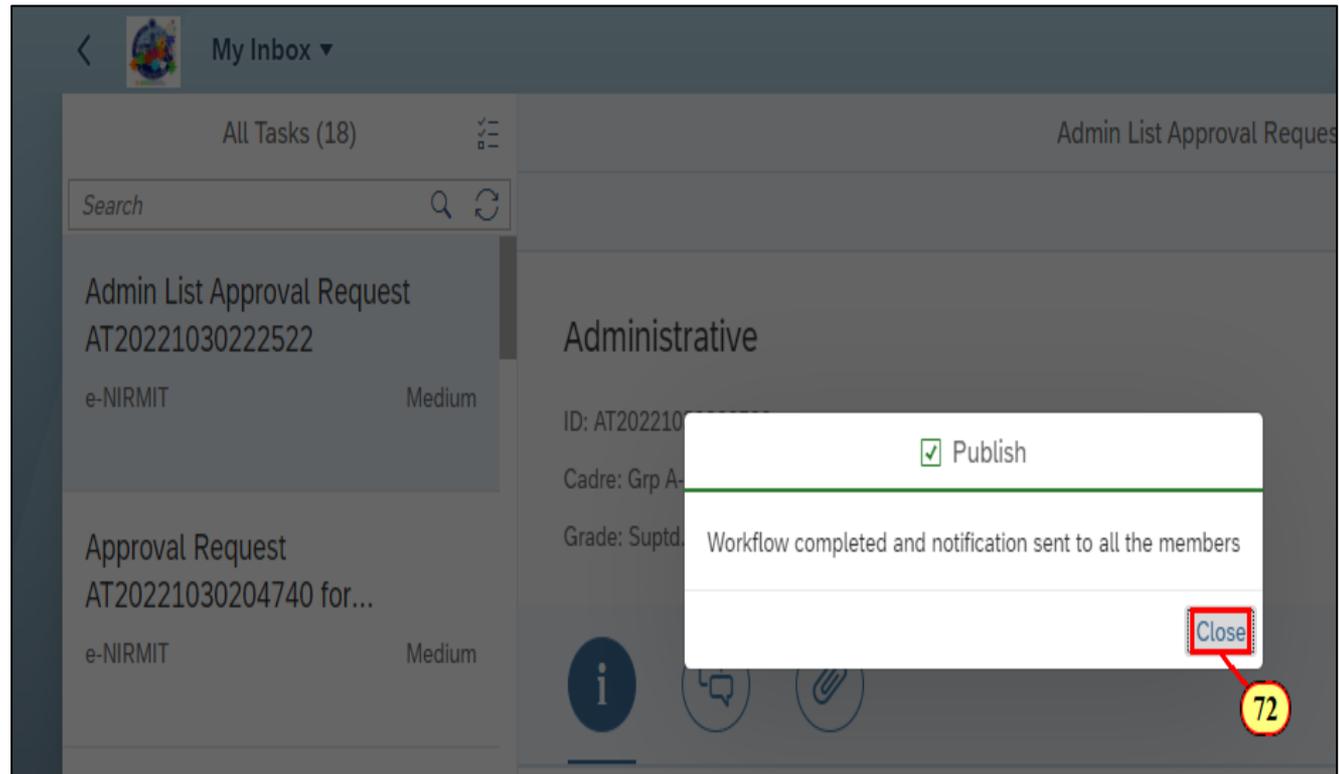
Footer

1.The Controlling officers of the above Suptd. Engineer are directed to relieve respective Suptd. Engineer under transfer immediately except stated otherwise in individual cases, on the basis of this order by making Local arrangements, without waiting for their substitutes. 2.In consequent of the joining of the above posted/transferred Suptd. Engineer, the additional charge Arrangement of the concerned posts if any, stands cancelled

Buttons: Publish, 71, New, Close



(72) After clicking on Publish, you will get this confirmation notification. Click on Close button.





(73) This Office Order will be generated, you can download this office order by clicking on download icon.

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Government of India  
Directorate General  
Central Public Works Department  
\*\*  
Nirman Bhawan, New Delhi  
Dated :30.10.2022

Office Order No. :-AT20221030222522

*The Director General, CPWD is pleased to decide the following transfer & posting in the grade of Suptd. Engineer in public interest with immediate effect except stated otherwise in individual cases*

S. No.	PIMS ID/Name	Designation/Organization Unit	Posting Location	Remarks
1	CHI09041962JEC10319 82/W Chidambaram		21083501- SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi	Relieving date :31.10.2022Joining date :03.11.2022

73



(74) You can also print this office order by clicking on print icon.

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82/W Chidambaram	SUPERINTENDING ENGINEER (ELECTRICAL)-ADG, Projects Delhi	date :03.11.2022
------------------	--	------------------

**1.** The Controlling officers of the above Suptd. Engineer are directed to relieve respective Suptd. Engineer under transfer immediately except stated otherwise in individual cases, on the basis of this order by making Local arrangements, without waiting for their substitutes. **2.** In consequent of the joining of the above posted/transferred Suptd. Engineer, the additional charge Arrangement of the concerned posts if any, stands **cancelle**

Name/Designation  
LOHRJI KAPANI/DEPUTY DIRECTOR (ADMIN) - III

To  
All Concerned through CPWD Website/Email/SMS/e-NIRMI 74 box.



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Mahindra**

# Relieving Process by Office Head



(75) For Relieving any employee from his office, the office head need to login and click on Relieving tile available under office head tab.





(76) The **scroll bar** is used to display the desired screen area.

Employee Relieving Interface

SELECT UNIT	ORG UNIT	ORGANIZATION NAME		
<input type="checkbox"/>	<input checked="" type="radio"/>	10005267	SE CUM PD- NITK SURATHKAL PRO. CIRCLE	10005267 SE cum PD- NITK Surat
<input type="checkbox"/>				
<input type="checkbox"/>				

Sr.No.	Position Code (Non Editable)	Position Text	PIMS ID(Regular)	Name	
<input type="checkbox"/>	1	S 20018724	SE CUM PD- NITK SURATHKAL PRO. CIRCLE	SKD13111978AECC082005	Suneet K Dadheech
<input type="checkbox"/>	2	S 20043203	SUPERINTENDING ENGINEER (CIVIL) - I	AKU12031963JECI051982	Anil Kumar
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					





(79) The system will prompt this confirmation message. Click on Yes to acknowledge.

A screenshot of a web application interface titled 'Employee Relieving Interface'. It shows a table with columns for 'Position Text', 'Reporting Officer PIMS ID', 'Reporting Officer', 'Transfer Order Number', and 'Action'. A modal dialog box is open in the foreground with the title 'Confirmation'. The dialog contains the text: 'Employees relieving from this Position has been validated to the best knowledge and as per available official records'. At the bottom of the dialog are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a red rectangle, and a yellow circle with the number '79' is pointing to it. The background table shows a row for 'DIRECTOR GENERAL - BANGALORE' and 'SURATHKAL PRO. CIRCLE'.



(80) After acknowledgement by office head system will generate the Relieving Order and the notification will be sent to all the concerned.

If required, you can download/print the relieving order.

PDF Preview



सत्यमेव जयते

**Government of India**  
SE CUM PD- NITK SURATHKAL PRO. CIRCLE  
YOGAKSHEMA BUILDING, BEACH ROAD, NITK  
CAMPUS  
**Central Public Works Department**  
Telephone No.



**Subject:- Relieving Order Anil Kumar/AKU12031963JECI051982**

Relieving No.RL80000010/31.10.2022

With reference to transfer order issued vide "AT20221031151226" dated 31.10.2022, Mr./Mrs. Anil Kumar/AKU12031963JECI051982 is hereby relieved from the Position of SUPERINTENDING ENGINEER (CIVIL) - I SE CUM PD- NITK SURATHKAL PRO. CIRCLE  
W.E.F 16:19:16 & 31.10.2022.

He/She needs to report to CHIEF ENGINEER (CSQ)-ELECTRICAL.

Cancel

**80**

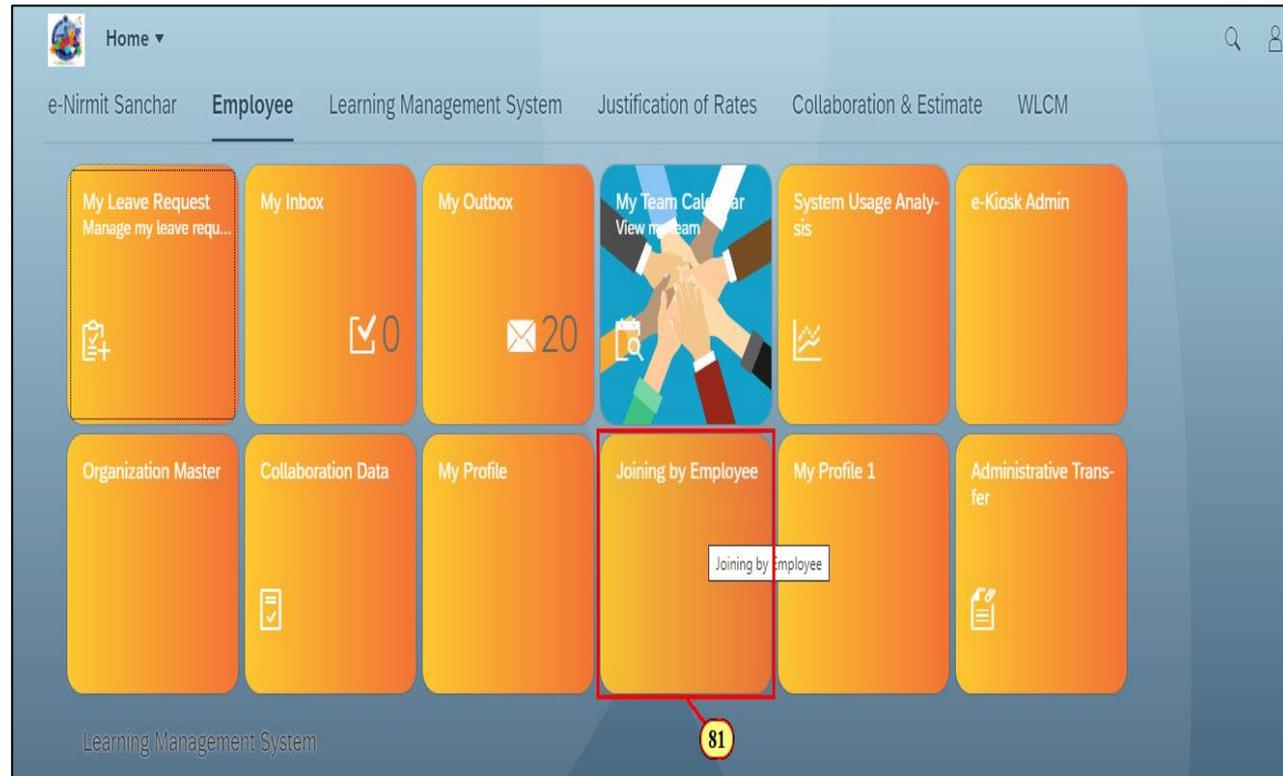


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# Joining Declaration Process by Employee



(81) Once the employee is relieved from his office, he need to fill the joining declaration by clicking on **Joining by Employee** tile under Employee tab.





(82) After clicking on Joining by Employee tile this screen will appear.

The **scroll bar** is used to display the desired screen area/to go to comment section..

The screenshot shows the SAP 'Declaration Form' for downloading a relieving letter. The form contains the following data:

PIMS ID:	AKU12031963JECI051982
Personnel No./Name:	1000321 Anil Kumar
Current Org. Unit:	10005267 SE CUM PD- NITK SURATHKAL PRO. CIRCLE
Current Position:	20043203 SUPERINTENDING ENGINEER (CIVIL) - I
New Org. Unit:	10000014 CHIEF ENGINEER (CSQ)-ELECTRICAL
New Position:	20001342 SUPERINTENDING ENGINEER (E)- II
Transfer Order No.:	AT20221031151226
Order Generate Date:	31.10.2022
Transfer Date:	31.10.2022
Relieving No.:	RL80000010

At the bottom of the form, there is a 'Comment' section with a text input field and a toolbar containing icons for copy, paste, search, and print. The 'Save' and 'Cancel' buttons are located at the bottom right of the form.

82



(83) Here employee can add his joining declaration.

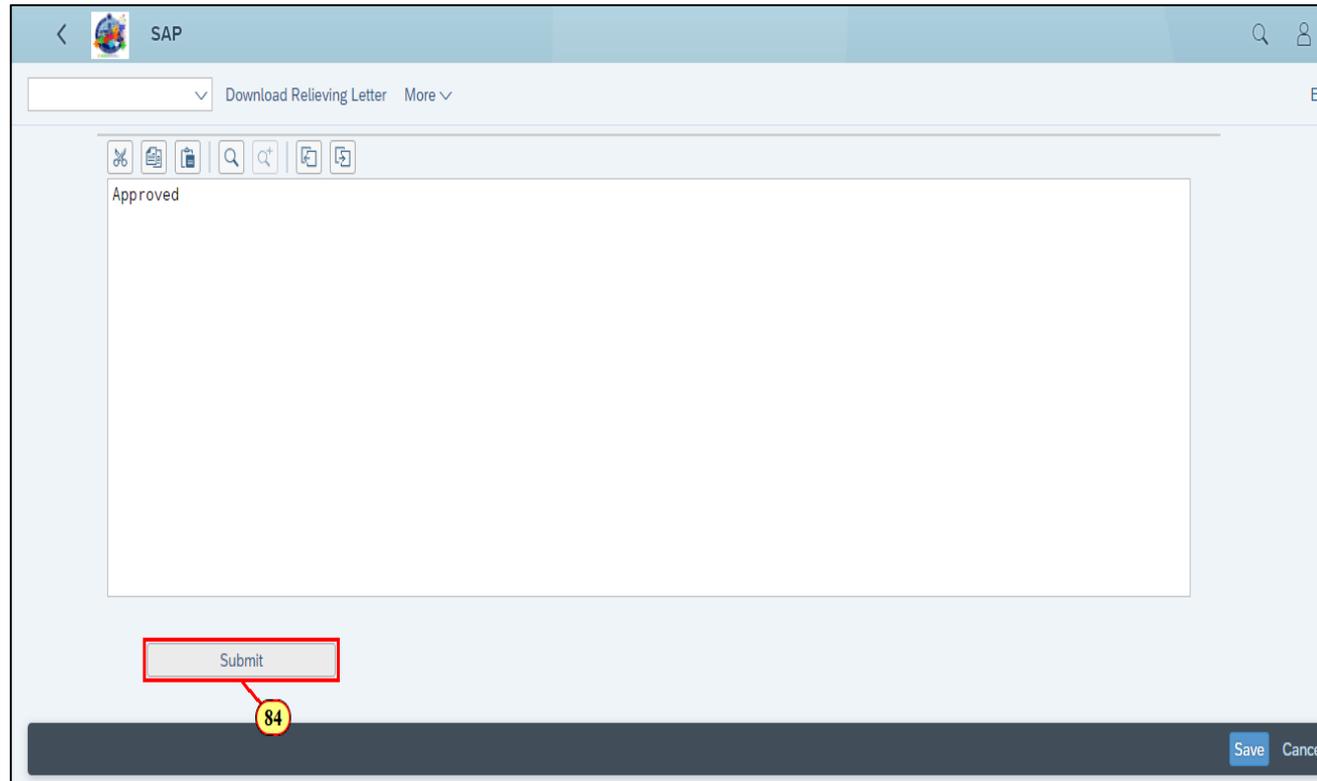
The screenshot shows the SAP 'Download Relieving Letter' form. The form includes the following fields:

- Transfer Order No.: AT20221031151226
- Order Generate Date: 31.10.2022
- Transfer Date: 31.10.2022
- Relieving No.: RL80000010

Below the fields is a 'Comment' section with a rich text editor toolbar containing icons for undo, redo, bold, italic, link, unlink, and list. A large red rectangular box highlights the empty text area of the comment field, indicating where the employee can add their joining declaration. A yellow circle with the number '83' is positioned at the bottom right corner of the red box.



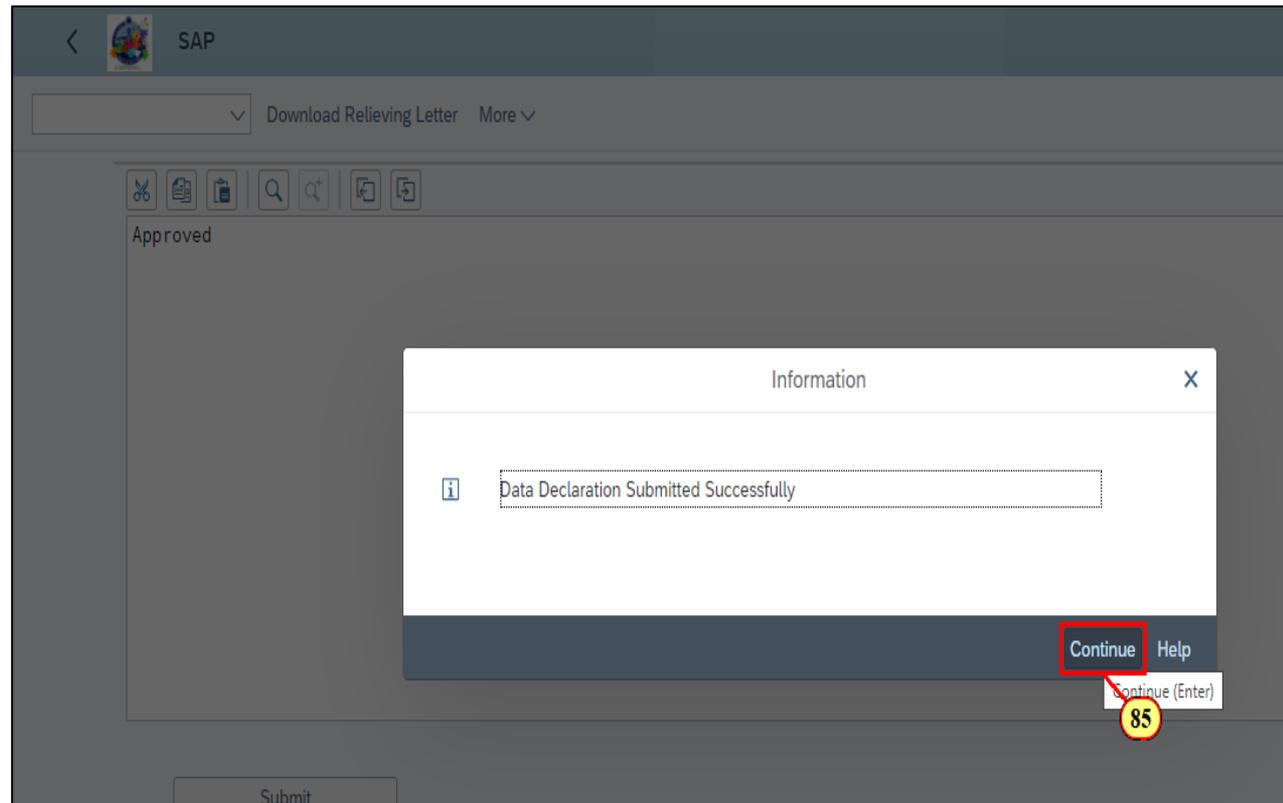
(84) After his joining declaration click on Submit button to **submit** his declaration.





(85) This pop message will appear.

Click on continue.





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# Employee Joining Process by Office Head



(86) Once employee has submitted his declaration the new office head can initiate the Joining process of employee under his office by clicking on Joining tile available under office head tab.





(87) After clicking on Joining tile this screen will appear where you can see the details of employees under transfer along with their transfer order number.

(88) Click on **Joining** button to join the employee in your office.

Joining (Name)	Transfer Order Number	Declaration Number	Relieving	Action
CI051982 Anil Kumar	AT20221031151226	CL30000019	RL80000010	Joining



(89) The system will prompt this confirmation message. Click on Yes to acknowledge.

The screenshot shows a web application interface titled "Employee Joining Interface". It features a table with columns for "Joining (Name)" and "CI051982". A confirmation dialog box is overlaid on the interface, displaying the following text:

Confirmation

Employee joined to this position has been validated to the best knowledge and as per available official records

Buttons: Yes, No, X Cancel

A red box highlights the "Yes" button, and a yellow circle with the number "89" is positioned below it, indicating the step number.

Joining (Name)	CI051982
ANIL KUMAR	



(90) After acknowledgement by office head system will generate the Joining Order and the notification will be sent to all the concerned.

If required, you can download/print the joining order.

PDF Preview

1 / 1 | - 74% + | [Download] [Print] [More]

 **Government of India**  
CHIEF ENGINEER (CSQ) ELECTRICAL  
CONTRACTS, SPECIFICATION & QUALITY  
ASSURANCE UNIT ELECT, CPWD ,NIRMAN  
BHAWAN



**Central Public Works Department**  
Telephone no.-

**Subject :- Joining Order Anil Kumar/AKU12031963JECI051982**

Joining No..JL20000050/31.10.2022

90 Cancel



# Tech Mahindra

## PDF Preview



Joining No.JL20000050/31.10.2022

With reference to transfer order issued vide "AT20221031151226" dated 31.10.2022 , reliving order issued vide RL80000010,31.10.2022 and joining submitted by Anil Kumar/AKU12031963JECI051982 vide declaration id CL30000019 dated on and Time . Anil Kumar/AKU12031963JECI051982 is here by joined against SUPERINTENDING ENGINEER (E)- II/ CHIEF ENGINEER (CSQ)-ELECTRICAL W.E.F 31.10.2022 & 16:58:19 .

Copy to All Concerned

Thanks & Regards,  
Vimal Kumar  
CHIEF ENGINEER (CSQ)  
ELECTRICAL  
CHIEF ENGINEER  
(CSQ)-ELECTRICAL

Cancel



**Tech  
Mahindra**

# Thank You

**Helpdesk** details for user assistance are mentioned below:

**Mail ID:** [CPWD.Support@TechMahindra.com](mailto:CPWD.Support@TechMahindra.com)

**Helpdesk Number:** -1800-180-3286