

Standard Operating Procedure (SOP)

Substitute Arrangement Analysis Reports

Module	PIS / Operations /Employee management (Employee Approval, Outsource and Temporary Arrangement operations)/ Substitute Arrangement Analysis Reports
Prepared For	Supervisors and Admin users who need to review substitute arrangement reports
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Document Type	Standard Operating Procedure (SOP)

1. Purpose

This SOP explains how to open, use, filter, and Download the four reports available in the application. It also specifies the role required to access the reports and the expected business use of each report, using the same names shown in the UI.

2. Scope

This SOP covers:

- Opening the Reports Dashboard
- Accessing the four reports
- Understanding the available options on each report page
- Applying filters and drill-down navigation
- Downloading the report output

3. Roles / Access Requirement

Required role to open the report section:

- Role name : Substitute arrangement analysis Reports

Users who have this role will see the menu item “Substitute arrangement analysis Reports” in the relevant operations dashboard. If the menu is not visible, the user should confirm that the required role has been assigned.

4. Navigation Path

Open the report section from the operations dashboard using the menu item:

- Substitute arrangement analysis Reports

On opening the reports screen, the user will see four report cards:

1. Office wise consolidation of substitute arrangements in force - Temporary Arrangements
2. List of outsiders continuously working as substitute for more than 2 months
3. Office wise consolidation of GDS posts remain unfilled and on arrangements for more than 6 months
4. Office wise consolidation of substitute arrangements in force - Leave Arrangements

Click on Employee Management(Employee Approval, Outsource and Temporary Arrangement operations) and then select Substitute arrangement analysis report in the side menu

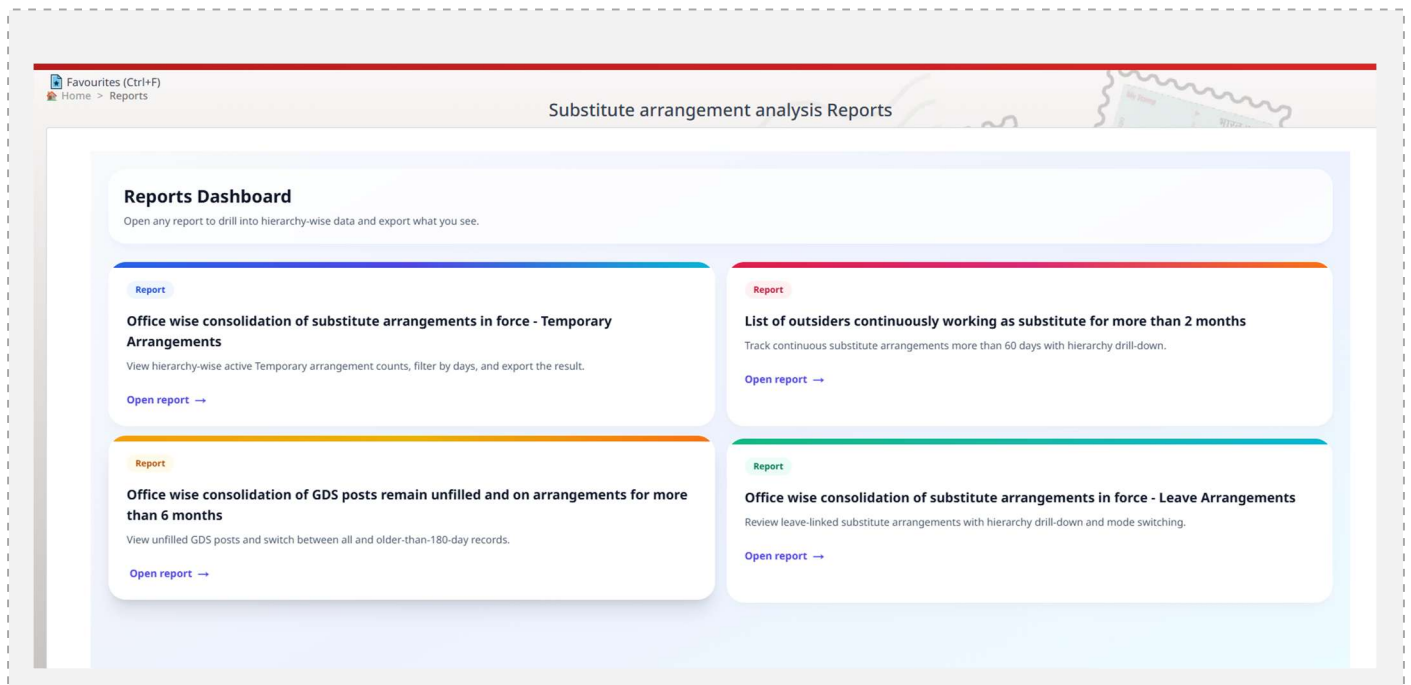
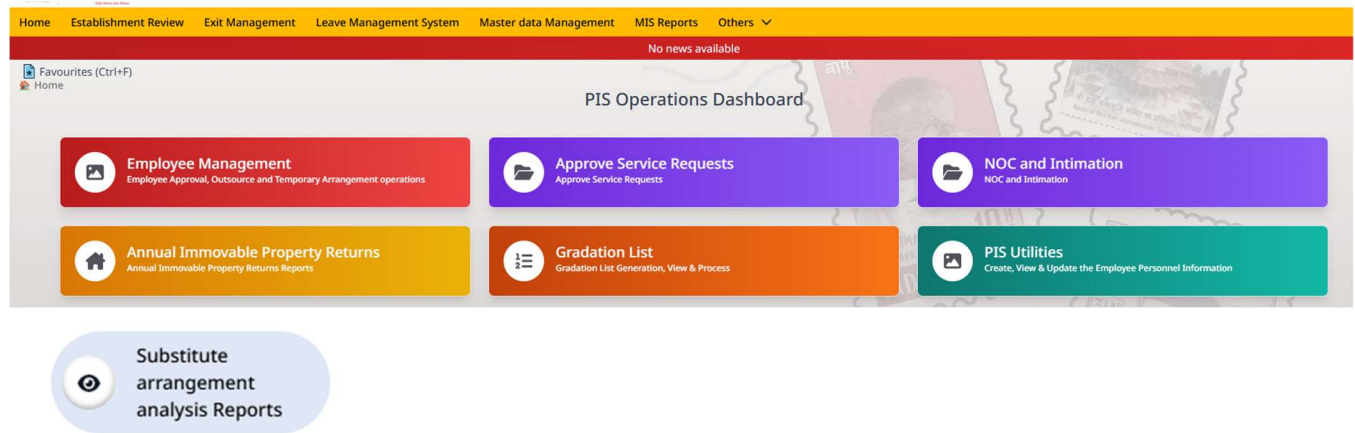


Figure: Reports Dashboard

5. Report Details

Report 1: Office wise consolidation of substitute arrangements in force - Temporary Arrangements

Purpose

This report is used to review active temporary substitute arrangements at office and hierarchy levels. It helps users monitor how many substitute arrangements are currently active and review related details by office.

Use of the Report

- Track active temporary arrangements currently in force
- Check arrangement details office-wise
- Review substitute employee details, office information, and arrangement duration
- Monitor active days and arrangement type

Available Options on the Page

Options

- Search
- Reset
- Back
- Hierarchy drill-down
- Download Excel
- Date filter using From Date and To Date
- Cadre filter

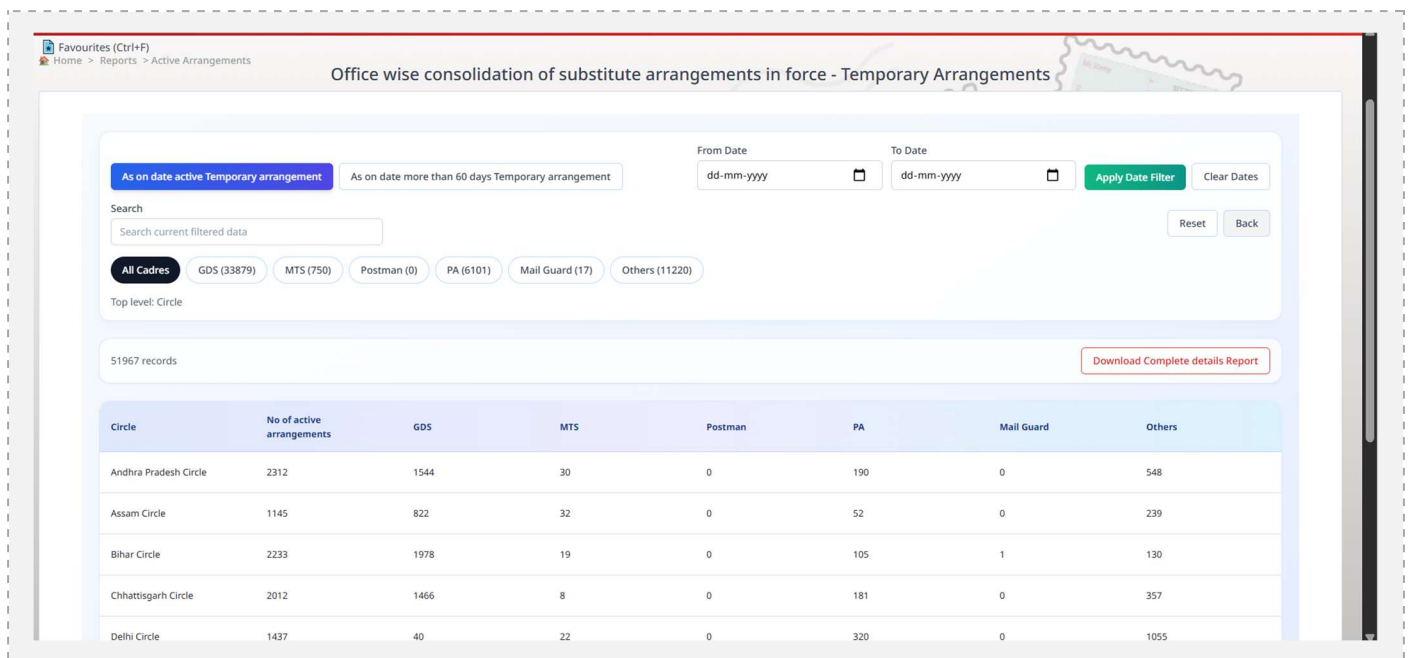


Figure: Office wise consolidation of substitute arrangements in force - Temporary Arrangements

Report 2: List of outsiders continuously working as substitute for more than 2 months

Purpose

This report is used to identify substitute arrangements that have continued for more than 60 days, especially for outsiders.

Use of the Report

- Identify arrangements that have continued beyond 60 days
- Review long-running substitute arrangements at office level
- Track substitute employee and office details
- Support monitoring of continuous arrangements

Available Options on the Page

Options

- Search
- Reset
- Back
- Hierarchy drill-down
- Download Excel

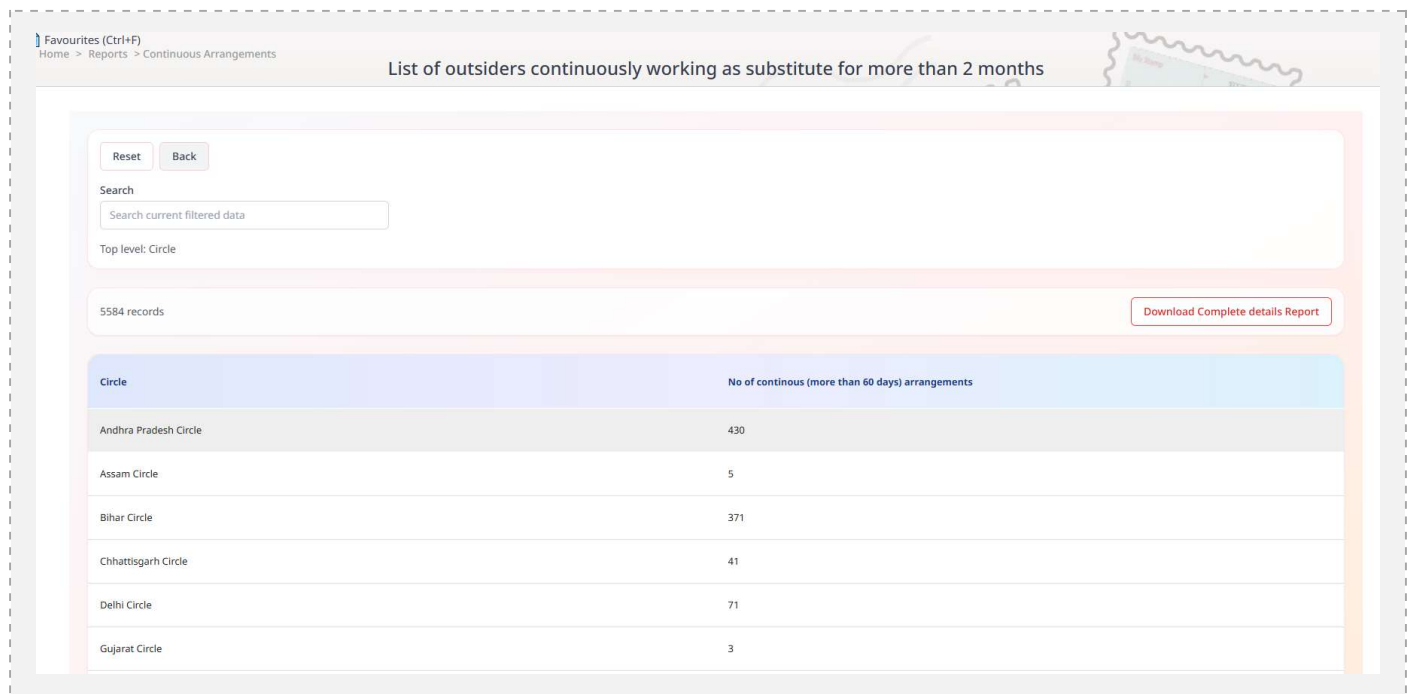


Figure: List of outsiders continuously working as substitute for more than 2 months

Report 3: Office wise consolidation of GDS posts remain unfilled and on arrangements for more than 6 months

Purpose

This report is used to monitor GDS posts that are still unfilled and are being handled through arrangements for a long period.

Use of the Report

- Monitor unfilled GDS posts
- Identify posts that are on arrangement for more than 6 months
- Review office-wise consolidation of open vacancies
- Support administrative follow-up for long-pending vacancies

Available Options on the Page

Options

- All unfilled GDS Posts
- Unfilled GDS Posts more than 6 months
- Search
- Reset
- Back
- Hierarchy drill-down
- Download Excel

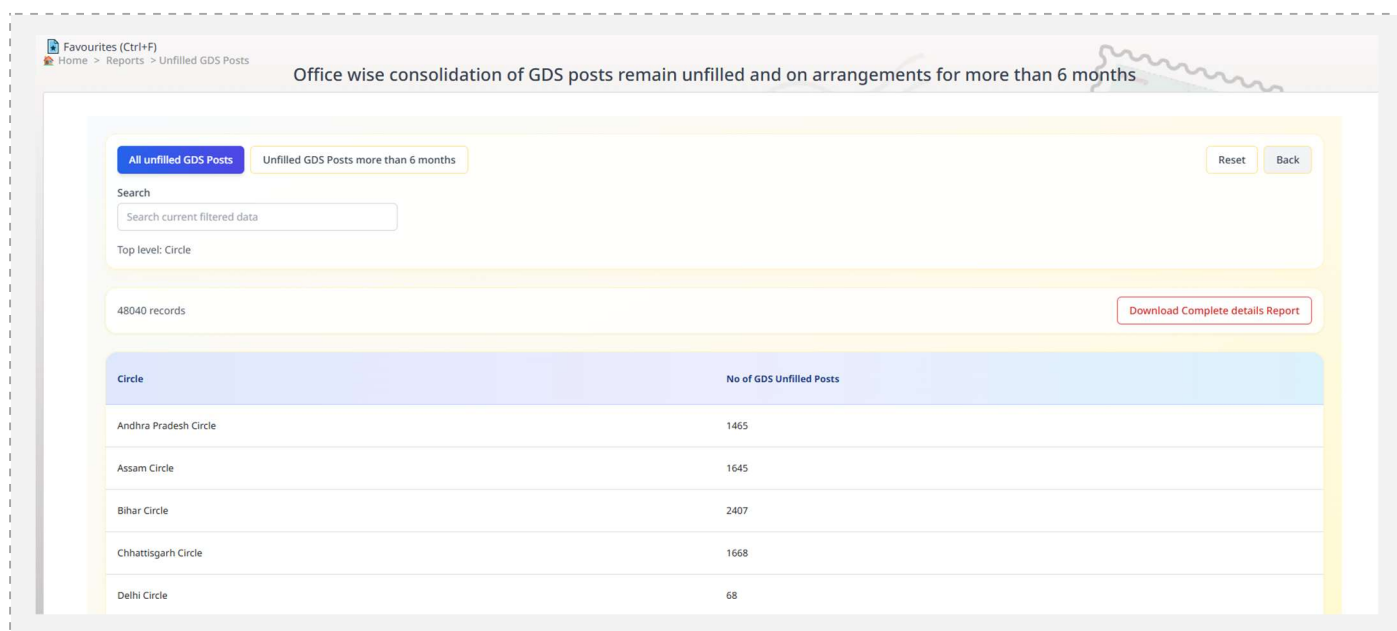


Figure: Office wise consolidation of GDS posts remain unfilled and on arrangements for more than 6 months

Report 4: Office wise consolidation of substitute arrangements in force - Leave Arrangements

Purpose

This report is used to review substitute arrangements linked to leave arrangements and monitor leave-related substitute deployment.

Use of the Report

- Review leave-based substitute arrangements
- Filter between all leave arrangements and the more-than-60-days category
- Review outsourced leave arrangements separately
- Support analysis of leave-related substitute coverage

Available Options on the Page

Options

- All Leave Arrangements
- Leave Arrangements > 60 Days
- Outsourced Leave Arrangements > 60 Days
- Search
- Reset
- Back
- Hierarchy drill-down
- Download Excel

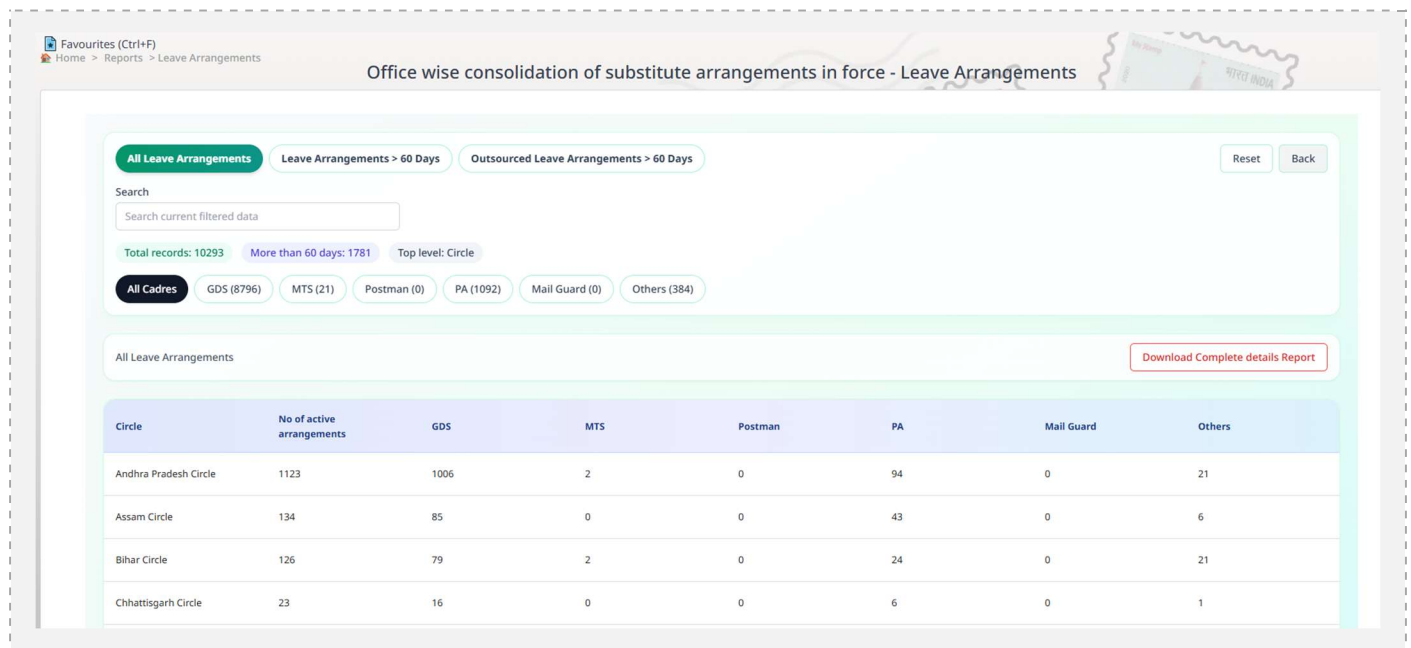


Figure: Office wise consolidation of substitute arrangements in force - Leave Arrangements

6. General Working Instructions

5. Open the reports menu from the dashboard.
6. Select the appropriate report card based on the business requirement.
7. Use the available buttons and filters to narrow the data.
8. Click a summary row to move deeper into the hierarchy.
9. Use the Back button to move up one level.
10. Download the report using the Download complete details button when a final copy is required.

7. Summary

These reports help users review substitute arrangements, identify long-running arrangements, monitor GDS vacancies, and analyze leave-based substitute coverage. They are designed to support operational monitoring and reporting with hierarchy-based drill-down and export capability.

— *End of SOP* —