

भारतीय डाक



India Post

ORGANIZATION MANAGEMENT (OM)



TATA CONSULTANCY SERVICES

- OM Overview
- Objects in OM
- OM Process Flow
- OM Org Structure View
- Roles in OM
- OM Processes
- OM Workflow
- Reporting Authority Report
- Standard Reports

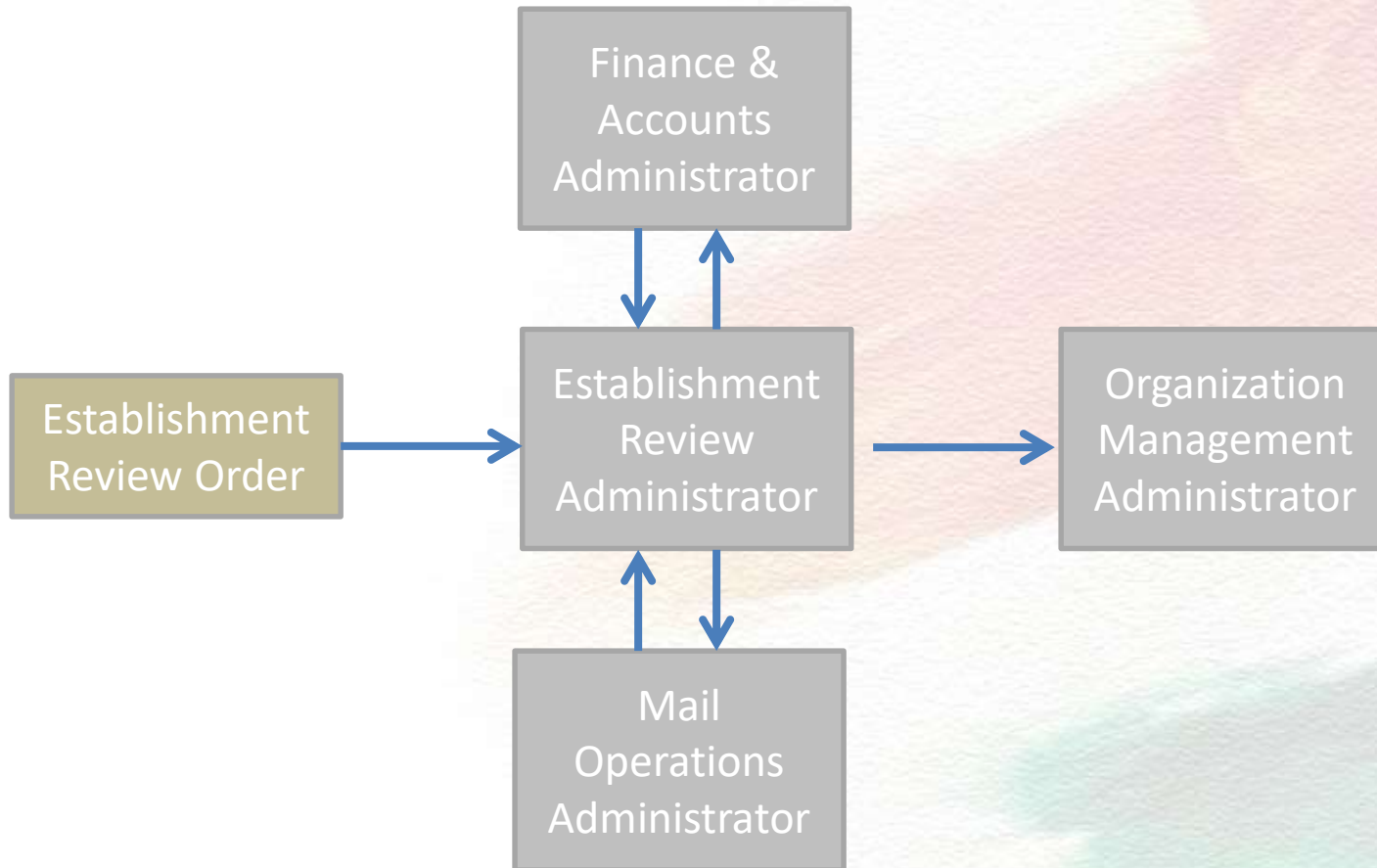
OM Overview

- 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



Organization Structure view in SAP System

Organization and Staffing Edit Goto Settings System Help

Organization and Staffing Display

25.05.2015 + 3 Months

Find by

- Office
 - Free search
 - Search Term
 - Structure Search
 - Object History
- Post
 - Grade
 - Employee
 - User
 - Duty
 - Object history

Staff Assignments (Structu...	ID	Chief	Valid from	Valid to	Assigned a...	Assigned u...	Percent...	Workfl...
Postal Service Board	O 10000001	Kaveri Banerjee	01.01.1600	Unlimited				
Secretary(Posts)&ChS	S 30000425		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member (Operations)	S 30000426		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member (Planning)	S 30000427		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member (HRD)	S 30000428		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member (Personnel)	S 30000429		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member (Technology)	S 30000430		01.01.1600	Unlimited	01.01.1800	Unlimited		
Member(PLI)&ChamS	S 30000431		01.01.1600	Unlimited	01.01.1800	Unlimited		
Joint Secretary & Fis	S 30000432		01.01.1600	Unlimited	01.01.1800	Unlimited		
Postal Directorate	O 10000002		01.01.1600	Unlimited	01.01.1800	Unlimited		
Karnataka Circle	O 10000091	Iqbal Khan	01.01.1600	Unlimited	01.01.1800	Unlimited		
Chief Post Master	S 30000203		01.01.1600	Unlimited	01.01.1800	Unlimited		
Circle Office	O 10009886	Jacksantan Das	01.01.1600	Unlimited	01.01.1800	Unlimited		
Director Post	S 30000502		01.01.1600	Unlimited	01.01.1800	Unlimited		
Q/o Chief Pos	O 10147967		01.01.1800	Unlimited	01.01.1800	Unlimited		
Postal Traini	O 10009888	Veena Kumari	01.01.1600	Unlimited	01.01.1800	Unlimited		
Returned Let	O 10009889	Manager - RLO	01.01.1600	Unlimited	01.01.1800	Unlimited		
Circle Stamp	O 10009891	Rama KJ	01.01.1600	Unlimited	01.01.1800	Unlimited		
Director (Acco	O 10009892		01.01.1600	Unlimited	01.01.1800	Unlimited		
Civil Wing	O 10009893	Raj Sharma	01.01.1600	Unlimited	01.01.1800	Unlimited		
Electrical Win	O 10009894	Chief Engineer ...	01.01.1600	Unlimited	01.01.1800	Unlimited		
Architectural	O 10009895		01.01.1600	Unlimited	01.01.1800	Unlimited		
North Karnataka	O 10000093	Pawan Kamath	01.01.1600	Unlimited	01.01.1800	Unlimited		
Circle Karnataka	O 10000094		01.01.1600	Unlimited	01.01.1800	Unlimited		

Details for Office Postal Service Board

Plan version Current plan was set

SAP

OM Roles

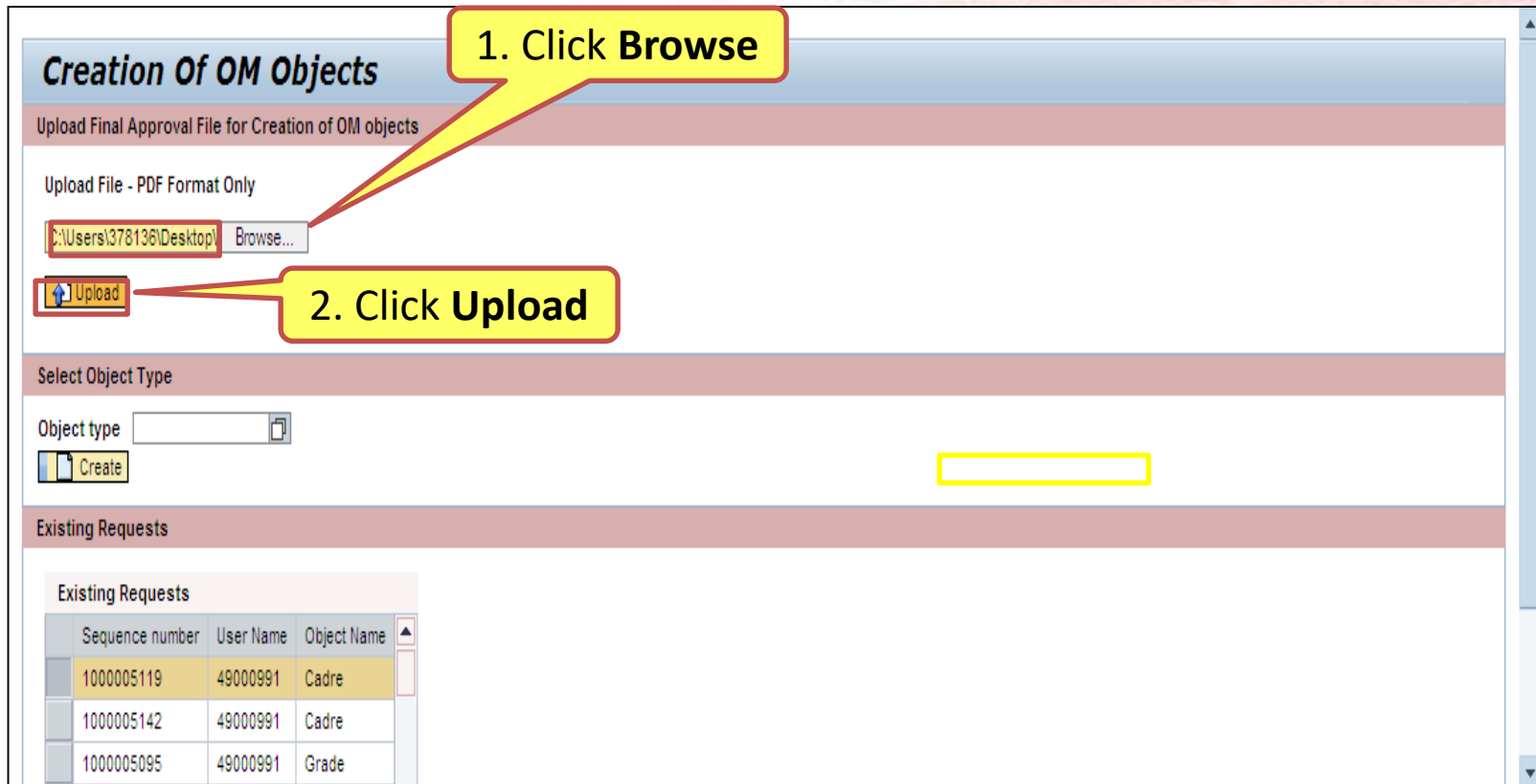
- OM Administrator
- Establishment Review Administrator
- F&A Administrator
- Mail Ops Administrator

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.



The screenshot shows the 'Creation Of OM Objects' web interface. It includes a file upload section with a 'Browse...' button and an 'Upload' button. Below this is a 'Select Object Type' section with a dropdown menu and a 'Create' button. At the bottom, there is a table titled 'Existing Requests' with columns for 'Sequence number', 'User Name', and 'Object Name'.

1. Click Browse

2. Click Upload

Existing Requests

Sequence number	User Name	Object Name
1000005119	49000991	Cadre
1000005142	49000991	Cadre
1000005095	49000991	Grade

Office Creation

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

Create Office

Basic Office Details

Abbreviation Office Name * Start Date End Date


Further Details

Administered By Text

Operationally Reports To Text

Cost Center Text

Facility ID Text

 Trigger Workflow To FI and MO Dept.

Hierarchy

* Type of Office

Hierarchy Details

Division Text

Region Text

Circle Text

Office Creation

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

Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Enter Cost Center

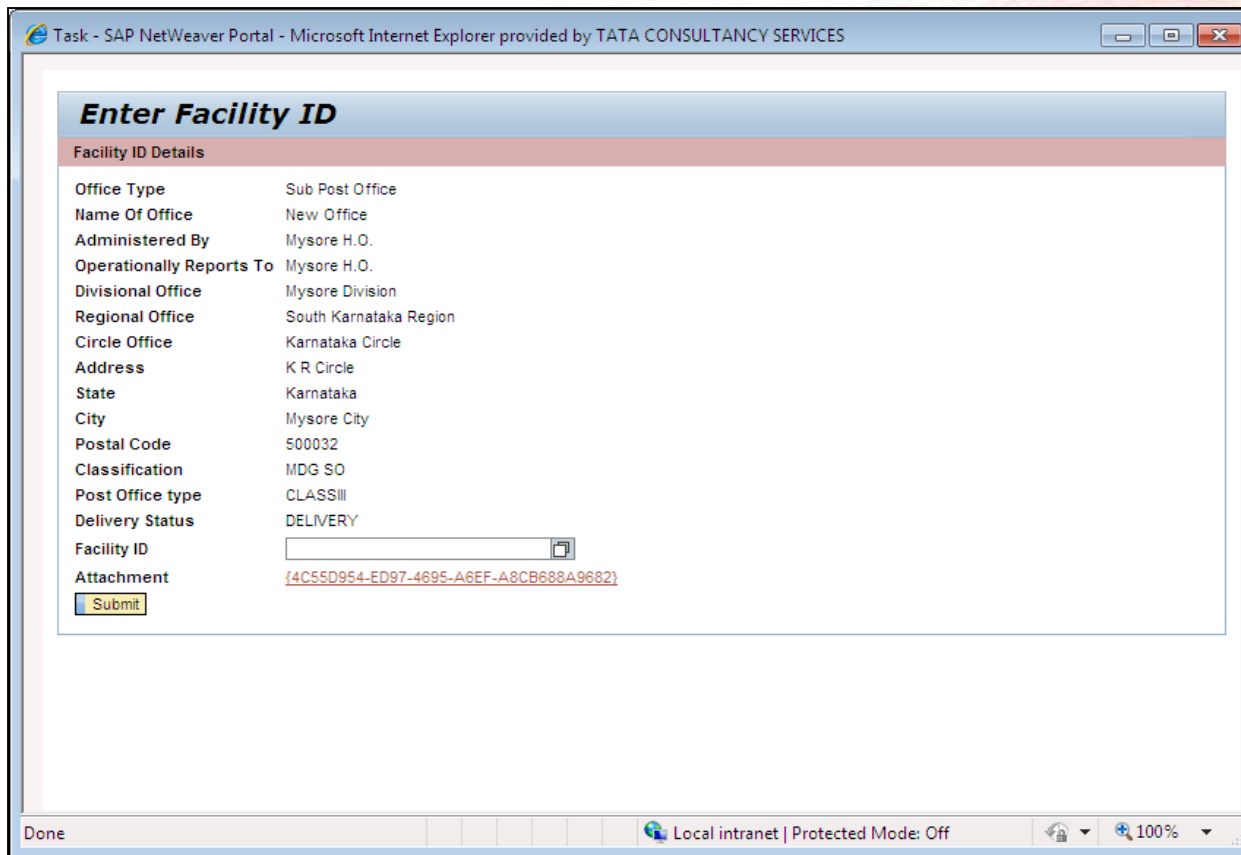
Cost Center Details

Office Type	Sub Post Office
Name Of Office	New Office
Administered By	Mysore H.O.
Operationally Reports To	Mysore H.O.
Divisional Office	Mysore Division
Regional Office	South Karnataka Region
Circle Office	Karnataka Circle
Address	K R Circle
State	Karnataka
City	Mysore City
Postal Code	500032
Classification	MDG SO
Post Office Type	CLASSIII
Delivery Status	DELIVERY
Cost Center	<input type="text"/>
Attachment	{4C55D954-ED97-4695-A6EF-A8CB688A9682}

Done Local intranet | Protected Mode: Off 100%

Office Creation

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



Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Enter Facility ID

Facility ID Details

Office Type	Sub Post Office
Name Of Office	New Office
Administered By	Mysore H.O.
Operationally Reports To	Mysore H.O.
Divisional Office	Mysore Division
Regional Office	South Karnataka Region
Circle Office	Karnataka Circle
Address	K R Circle
State	Karnataka
City	Mysore City
Postal Code	500032
Classification	MDG SO
Post Office type	CLASSIII
Delivery Status	DELIVERY
Facility ID	<input type="text"/>
Attachment	{4C55D954-ED97-4695-A6EF-A8CB688A9682}

Done Local intranet | Protected Mode: Off 100%

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

Address type	SUB POST OFFICE	
Address	K R Circle	
House No / Street		
District		
City	Mysore City	
Region	Karnataka	
Postal code	500032	
Country	In	
Telephone no		
Fax number		

Posts in Office

Head Of Office: 30014200 Text Postal Assistant
 Training Manager: 30000372 Text Senior Superintendent of Posts

Post ID	Post Name	Office Name
30013600	Postal Assistant	Bangalore HQ Region

Section Details

Abbreviation	Section Name
ACC CRIT (PA)	Account Current (PAO)
BOOK (PAO)	Book (PAO)
CENTRAL (PAO)	Central (PAO)

Enter Remarks (If Any)

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

Change Office

Basic Office Details

NOTE:- TO DELIMIT AN OFFICE, CHANGE END DATE OF AN OBJECT

Office ID Abbreviation Office Name Start Date End Date

Further Details

Administered By	<input type="text" value="10000172"/>	<input type="button" value="📄"/>	Text	<input type="text" value="Mysore H.O."/>
Operationally Reports To	<input type="text" value="10000172"/>	<input type="button" value="📄"/>	Text	<input type="text" value="Mysore H.O."/>
Cost Center	<input type="text" value="2130810000"/>	<input type="button" value="📄"/>	Text	<input type="text" value="Mysore H.O."/>
Facility ID	<input type="text" value="HO21308100000"/>	<input type="button" value="📄"/>	Text	<input type="text" value="Mysore H.O."/>

Trigger Workflow To FI and MO Dept.

Hierarchy

Type of Office

Hierarchy Details

Division	<input type="text" value="10000121"/>	Text	<input type="text" value="Mysore Division"/>
Region	<input type="text" value="10000094"/>	Text	<input type="text" value="South Karnataka Region"/>
Circle	<input type="text" value="10000090"/>	Text	<input type="text" value="Karnataka Circle"/>

Office Change

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

Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Change Office

Basic Details

Office ID	10246727	Abbreviation	Nw Ofc Tst	Office Name	New Office Test
Administered By	10000172	Text	Mysore H.O.		
Operationally Reports To	10000172	Text	Mysore H.O.		
Cost Center	2130810000	Text	Mysore H.O.		
Facility ID	HO21308100000	Text	Mysore H.O.		

Hierarchy

Divisional Office	10000121	Text	Mysore Division
Regional Office	10000094	Text	South Karnataka Region
Circle Office	10000090	Text	Karnataka Circle

Eshtablishment Details

Eshtablishment

Population	963214
Periodicity	3
Classification	MDG SO
Station	KA01
Post Office Type	CLASSIII
Delivery Status	DELIVERY
Functional Status	TEMPORARY

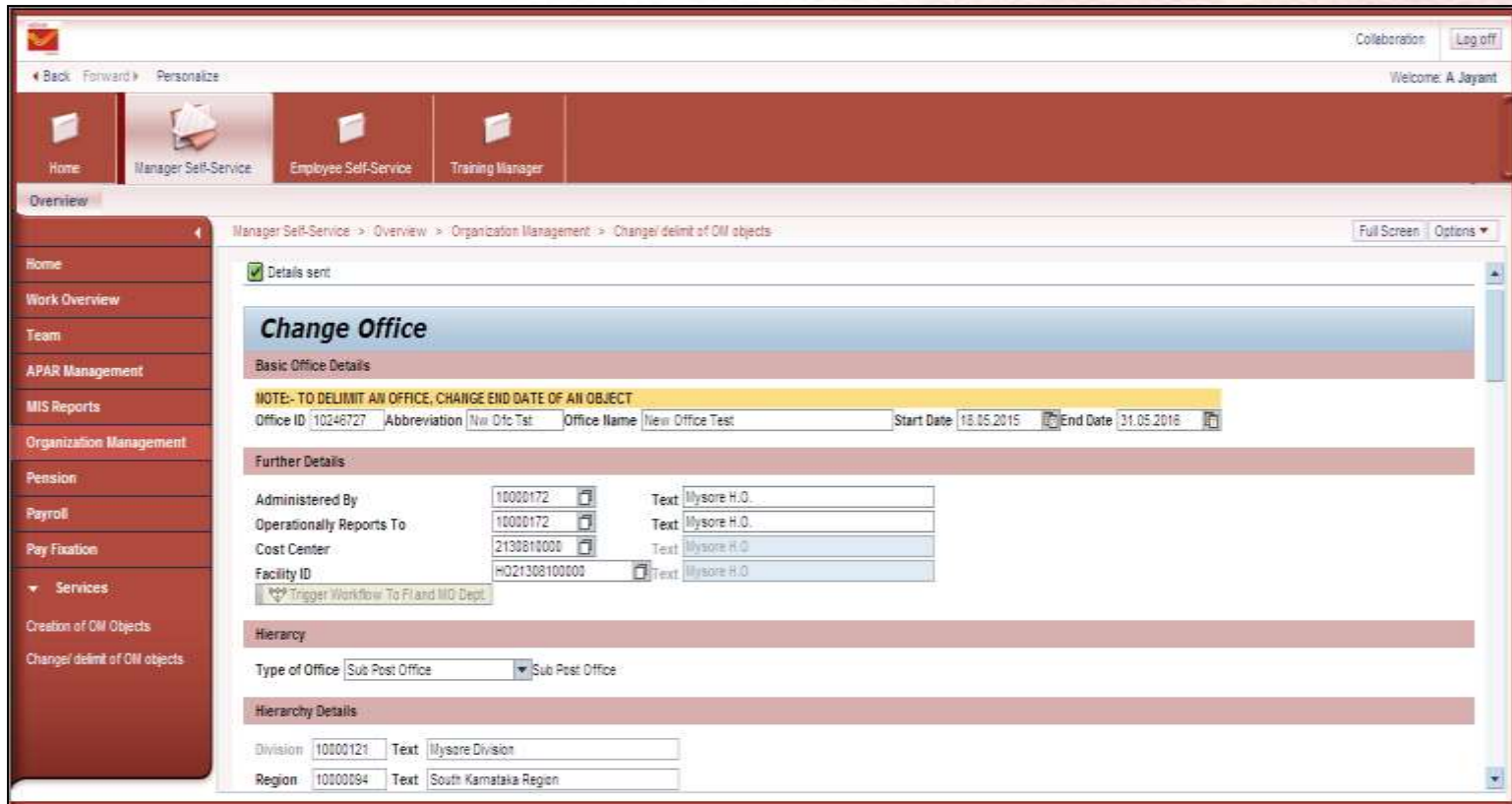
Establishment Review - Applicable Rules

Group D
 GDS
 Delivery Post Man
 Operative
 Supervisory

Done Local intranet | Protected Mode: Off 100%

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



Collaboration Log off

Back Forward Personalize

Welcome: A Jayant

Home Manager Self-Service Employee Self-Service Training Manager

Overview

Manager Self-Service > Overview > Organization Management > Change/ delimit of OM objects

Full Screen Options

Details sent

Change Office

Basic Office Details

NOTE:- TO DELIMIT AN OFFICE, CHANGE END DATE OF AN OBJECT

Office ID: 10246727 Abbreviation: New Ofc Test Office Name: New Office Test Start Date: 18.05.2015 End Date: 31.05.2016

Further Details

Administered By: 10000172 Text: Mysore H.O.

Operationally Reports To: 10000172 Text: Mysore H.O.

Cost Center: 2130810000 Text: Mysore H.O.

Facility ID: HO21308100000 Text: Mysore H.O.

Trigger Workflow To Fl and MD Dept.

Hierarchy

Type of Office: Sub Post Office Sub Post Office

Hierarchy Details

Division: 10000121 Text: Mysore Division

Region: 10000094 Text: South Karnataka Region

Office Delimit

The OM Admin receives a Work item to Approve the Changes

Office New Office Test (10246727) Deleted Successfully

Change Office

Basic Details

Office ID	10246727	Abbreviation	New Ofc Test	Office Name	New Office Test	Start Date	18.05.2015	End Date	31.05.2018
Administered By	10000172	Text	Mysore H.O.						
Operationally Reports To	10000172	Text	Mysore H.O.						
Cost Center	2130810000	Text	Mysore H.O.						
Facility ID	HD21308100000	Text	Mysore H.O.						

Hierarchy

Divisional Office	10000121	Text	Mysore Division
Regional Office	10000094	Text	South Karnataka Region
Circle Office	10000090	Text	Karnataka Circle

Establishment Details

Establishment

Population	953214
Periodicity	3
Classification	MDG SO
Station	KA01
Post Office Type	CLASSII
Delivery Status	DELIVERY
Functional Status	TEMPORARY

Establishment Review - Applicable Rules

Group D
 GDS
 Delivery Post Man
 Operative
 Supervisory

Establishment Review - Locality Status

Urban
 Rural
 Normal
 Hilly
 Special Duty
 Tribal Area
 Sundarbans
 Project Allowance - In Project
 Project Allowance - Out of Project
 Risk Allowance
 Bad Climate
 Tahuk HeadQuarters

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

Create Post

Basic Details

Abbreviation Post Name Start Date End Date

Belongs To Office

Sanction Particulars

Permanent
 Temporary

Controlling

Belongs To Grade

Requires Competency

Class Cadre Post Code Post Text

Responsible For Duty

Vacant

Duties

Duty : Duty Name

* Major Cases Appld Auth Is Post Master General
* Major Cases Revng Auth Is Director Postal Services

Appointing Authority

* Appointing Authority Asst Superintendent of Posts
* Service Book Post Master General

Vigilance & payroll

* Vigilance Asst Superintendent of Posts
* Payroll Related - Cash Officer Post Master General
* Payroll Related - Claims Approver Director Postal Services
* Payroll Related - GPF Approver Chief Post Master General
* Payroll Related - Loans / Advances Approver Post Master
* DDO Asst Superintendent of Posts

Account Assignment

Circle Karnataka
Location

Post Change

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

Task - SAP NetWeaver Portal - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Change Office

Basic Details

Office ID	10246727	Abbreviation	Nw Ofc Tst	Office Name	New Office Test
Administered By	10000172	Text	Mysore H.O.		
Operationally Reports To	10000172	Text	Mysore H.O.		
Cost Center	2130810000	Text	Mysore H.O.		
Facility ID	HO21308100000	Text	Mysore H.O.		

Hierarchy

Divisional Office	10000121	Text	Mysore Division
Regional Office	10000094	Text	South Karnataka Region
Circle Office	10000090	Text	Karnataka Circle

Eshtablishment Details

Eshtablishment

Population	963214
Periodicity	3
Classification	MDG SO
Station	KA01
Post Office Type	CLASSIII
Delivery Status	DELIVERY
Functional Status	TEMPORARY

Establishment Review - Applicable Rules

Group D
 GDS
 Delivery Post Man
 Operative
 Supervisory

Done Local intranet | Protected Mode: Off 100%

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

Change Post

Basic Details

NOTE:- TO DELIMIT POST, CHANGE END DATE OF AN OBJECT

Post ID Abbreviation Post Name Start Date End Date

Belongs To Office Sanction Particulars

Permanent
 Temporary

Controlling

Belongs To Grade Requires Competency

Class Cadre Post Code Post Text

Responsible for Duty

Vacant

Duty	Name
23000000	Admin

1. Change End Date

May 2015						
Mo	Tu	We	Th	Fr	Sa	Su
18	27	28	29	30	1	2
19	4	5	6	7	8	9
20	11	12	13	14	15	16
21	18	19	20	21	22	23
22	25	26	27	28	29	30
23	1	2	3	4	5	6

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

Create Duty

Basic Details

* Abbreviation Duty Start Date End Date

Controlling

Is Responsible For Text Office ID:

Post ID	Post Description	Office ID	Office Description

Actions

1. Click Save

Duty Change

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

Change Duty

Basic Details

NOTE:- TO DELIMIT DUTY, CHANGE END DATE OF AN OBJECT

Duty ID Abbreviation Task Name Start Date End Date

Controlling

Is Responsible For Text Office ID:

Post ID	Post Description	Office ID	Office Description
30000830	Post Master	10055247	Delivery Section

Actions

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

Change Duty

Basic Details

NOTE:- TO DELIMIT DUTY, CHANGE END DATE OF AN OBJECT

Duty ID Abbreviation Task Name Start Date End Date

Controlling

Is Responsible For Text Office ID:

Post ID	Post Description	Office ID	Office D

Actions

May 2016

Mo	Tu	We	Th	Fr	Sa	Su
17	25	26	27	28	29	30
18	2	3	4	5	6	7
19	9	10	11	12	13	14
20	16	17	18	19	20	22
21	23	24	25	26	27	28
22	30	31	2	3	4	5

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.

Create Grade

Basic Grade Details

* Abbreviation Task Name Start Date End Date

Controlling

Describes

Post ID	Post Description	Org. Unit	Char45

Actions

1. Click Save

Grade Change

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

Change Grade

Basic Grade Details

NOTE:- TO DELIMIT GRADE, CHANGE END DATE OF AN OBJECT

Grade ID Abbreviation Grade Name Start Date End Date

Controlling

Describes

Post ID	Post Description	Org. Unit	Name
30000455	Postal Assistant	10000172	Mysore H.O.

Actions

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

Change Grade

Basic Grade Details

NOTE:- TO DELIMIT GRADE, CHANGE END DATE OF AN OBJECT

Grade ID Abbreviation Grade Name Start Date End Date

Controlling

Describes Text

Post ID	Post Description	Org. Unit
30000455	Postal Assistant	10000172

Actions

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.

Create Cadre

Basic Cadre Details

* Abbreviation Task Name Start Date End Date

Controlling

Contains

Grade ID	Grade Description

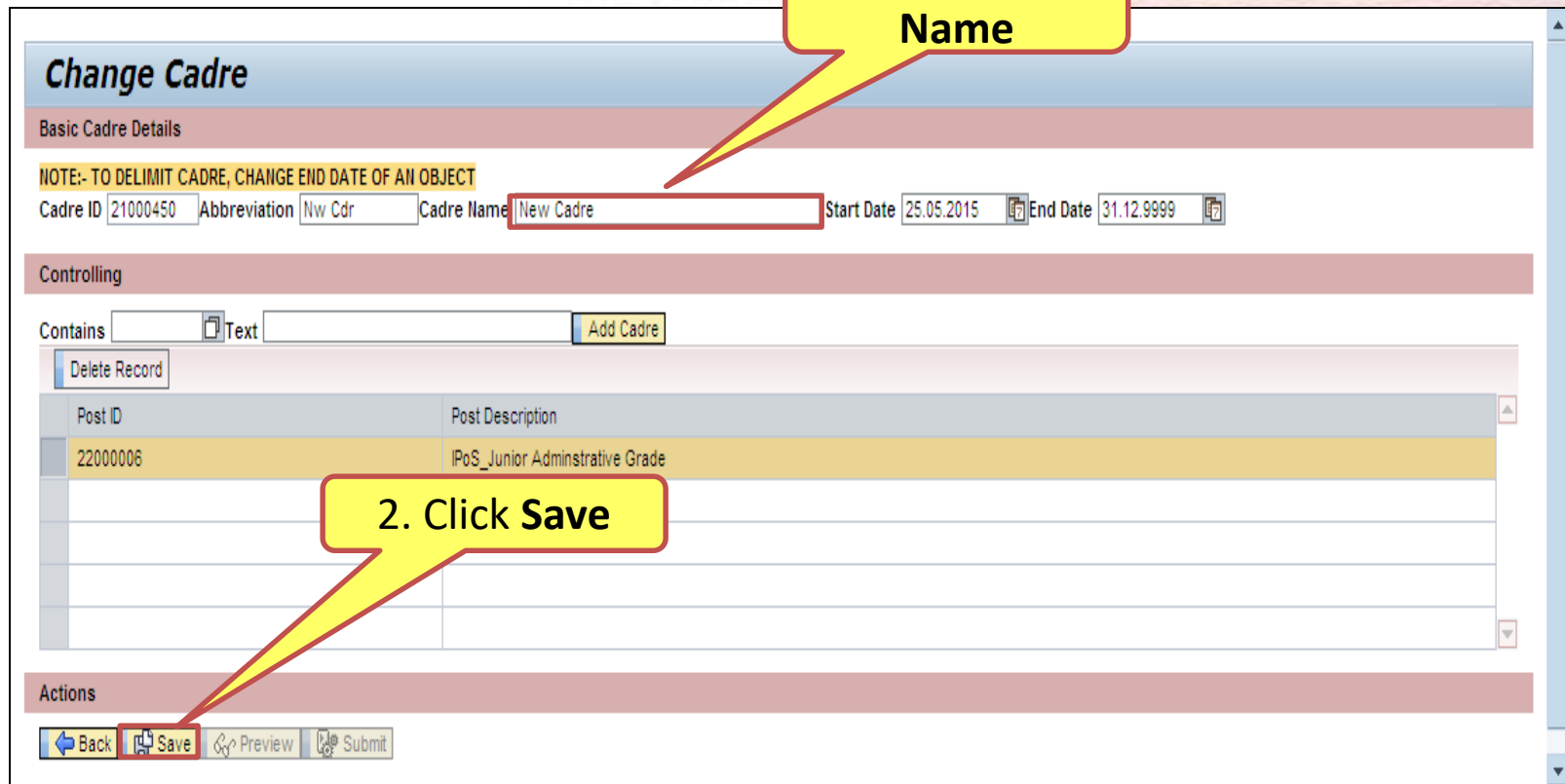
Actions

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



Change Cadre

Basic Cadre Details

NOTE:- TO DELIMIT CADRE, CHANGE END DATE OF AN OBJECT

Cadre ID Abbreviation Cadre Name Start Date End Date

Controlling

Contains

Post ID	Post Description
22000006	IPoS_Junior Administrative Grade

Actions

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

Change Cadre

Basic Cadre Details

NOTE:- TO DELIMIT CADRE, CHANGE END DATE OF AN OBJECT

Cadre ID Abbreviation Cadre Name Start Date End Date

Controlling

Contains

Post ID	Post Description
22000006	IPoS_Junior Administrative Grade

Actions

1. Select Date

2. Click Save

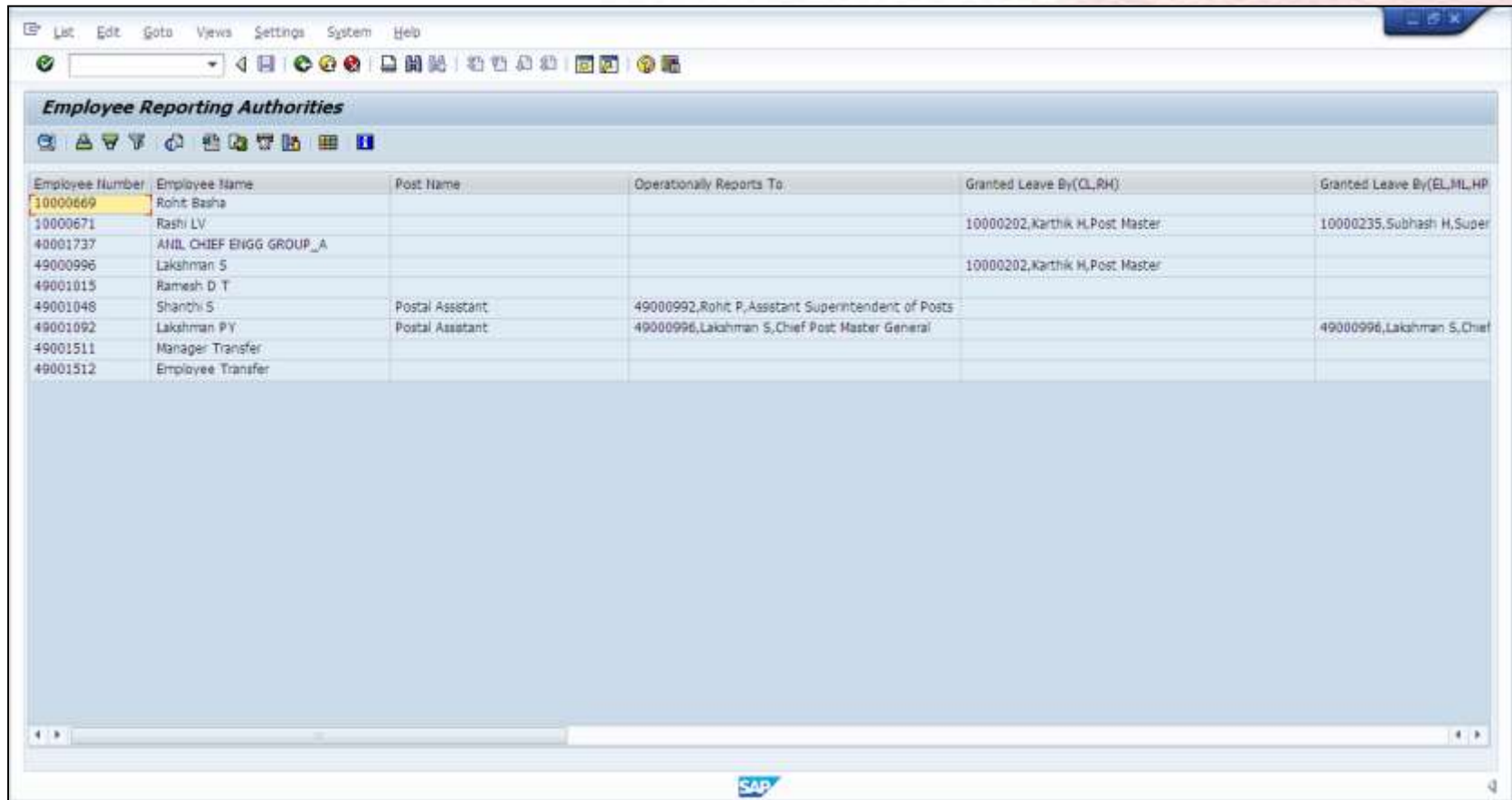
May 2015							
Mo	Tu	We	Th	Fr	Sa	Su	
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
23	1	2	3	4	5	6	7

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 screenshot shows the SAP Employee Reporting Authorities report. The table displays the following data:

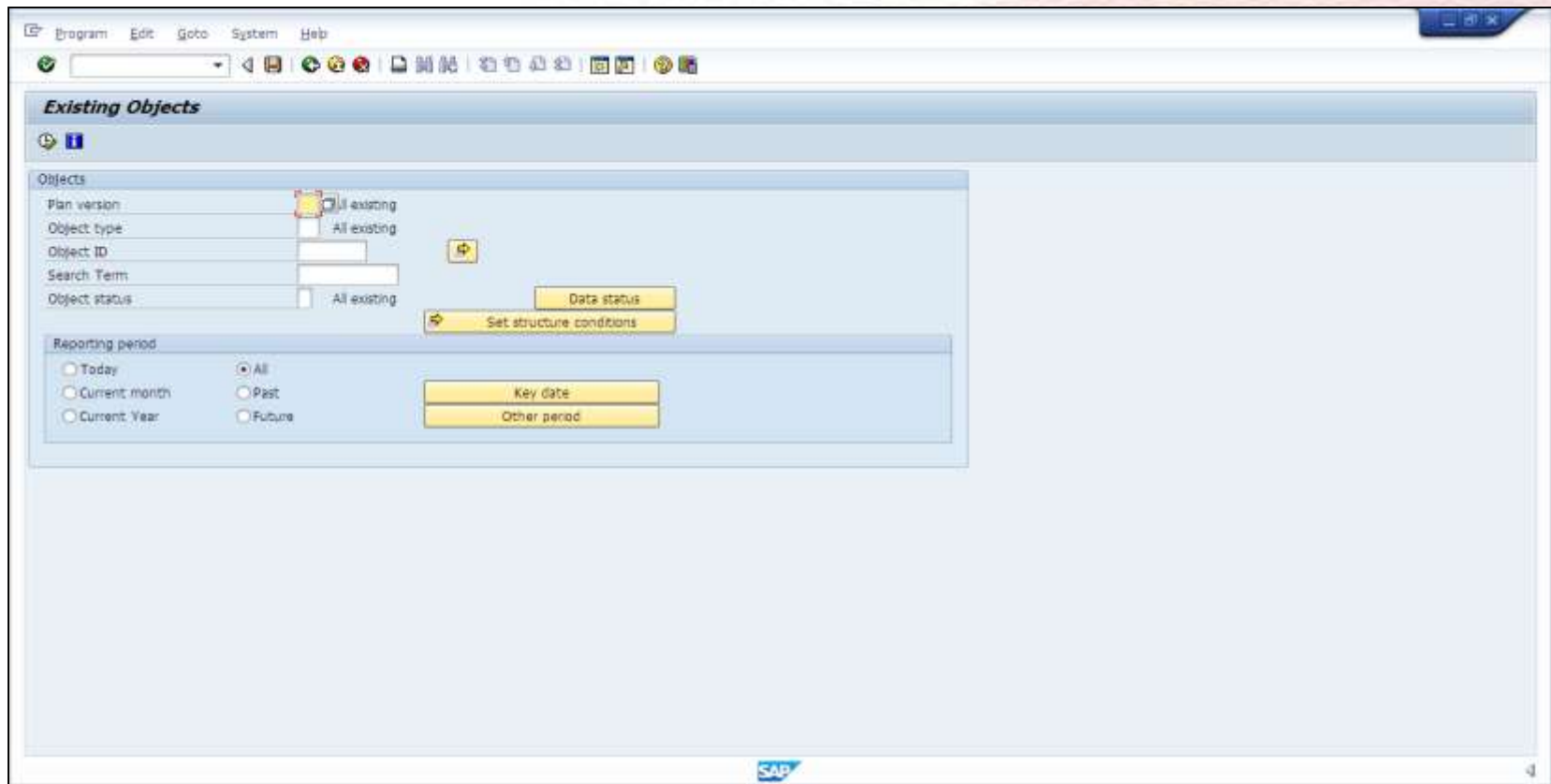
Employee Number	Employee Name	Post Name	Operationally Reports To	Granted Leave By (CL, RH)	Granted Leave By (EL, ML, HP)
10000669	Rohit Basha				
10000671	Rashi LV			10000202, Karthik H, Post Master	10000235, Subhash H, Super
40001737	ANIL CHIEF ENGG GROUP_A				
49000996	Lakshman S			10000202, Karthik H, Post Master	
49001015	Ramesh D T				
49001048	Shanthi S	Postal Assistant	49000992, Rohit P, Assistant Superintendent of Posts		
49001092	Lakshman PY	Postal Assistant	49000996, Lakshman S, Chief Post Master General		49000996, Lakshman S, Chief
49001511	Manager Transfer				
49001512	Employee Transfer				

The details button  will help obtain all the details.

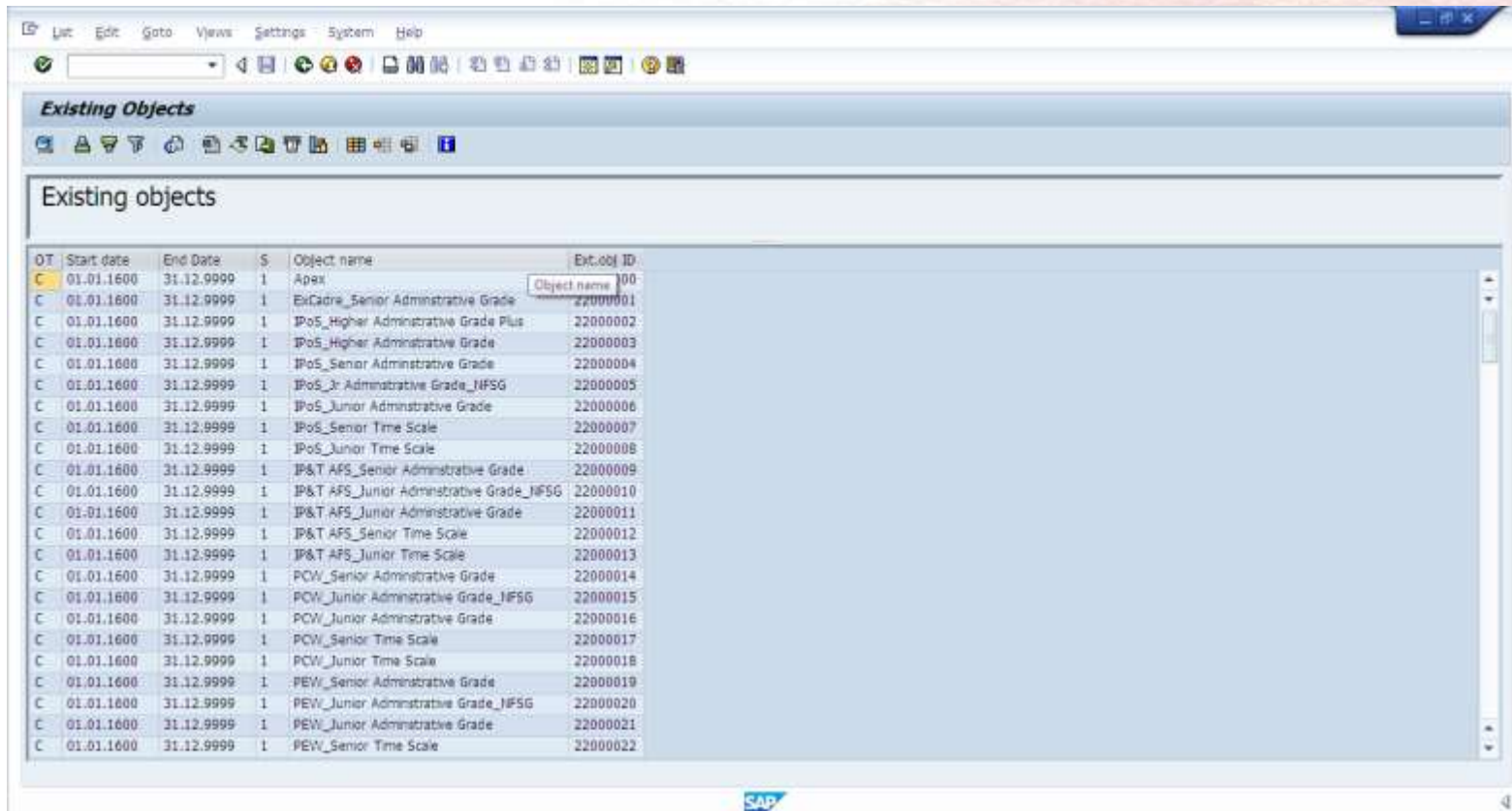
Details	
Group description	Cell Content
Employee Number	49000991
Employee Name	Jayanth A
Post Name	Sr.Superintendent of Posts
Operationally Reports To	49000996,Lakshman S,Chief Post Master General
Granted Leave By(CL,RH)	49000990,Srikanth E,Post Master General
Granted Leave By(EL,ML,HPL)	49000996,Lakshman S,Chief Post Master General
APAR is Reported Upon By	49000935,LAKSHMIKANTA DASH,Director Postal Services
APAR is Reviewed By	49000990,Srikanth E,Post Master General
APAR Representation Authority	49000990,Srikanth E,Post Master General

Standard Reports

This report can be used to view the various OM objects created in the system.



Field	R/O/C	Description
Plan version	R	Example: 01
Object type	R	Example: C



The screenshot shows the SAP 'Existing Objects' table. The table has columns for OT, Start date, End Date, S, Object name, and Ext. obj ID. The first row is highlighted in yellow and has a tooltip showing 'Object name' and '00'. The table contains 22 rows of data representing various administrative grades and time scales.

OT	Start date	End Date	S	Object name	Ext. obj ID
C	01.01.1600	31.12.9999	1	Apex	22000000
C	01.01.1600	31.12.9999	1	ExCadre_Senior Administrative Grade	22000001
C	01.01.1600	31.12.9999	1	IPoS_Higher Administrative Grade Plus	22000002
C	01.01.1600	31.12.9999	1	IPoS_Higher Administrative Grade	22000003
C	01.01.1600	31.12.9999	1	IPoS_Senior Administrative Grade	22000004
C	01.01.1600	31.12.9999	1	IPoS_Jr Administrative Grade_IFSG	22000005
C	01.01.1600	31.12.9999	1	IPoS_Junior Administrative Grade	22000006
C	01.01.1600	31.12.9999	1	IPoS_Senior Time Scale	22000007
C	01.01.1600	31.12.9999	1	IPoS_Junior Time Scale	22000008
C	01.01.1600	31.12.9999	1	IP&T_AFS_Senior Administrative Grade	22000009
C	01.01.1600	31.12.9999	1	IP&T_AFS_Junior Administrative Grade_IFSG	22000010
C	01.01.1600	31.12.9999	1	IP&T_AFS_Junior Administrative Grade	22000011
C	01.01.1600	31.12.9999	1	IP&T_AFS_Senior Time Scale	22000012
C	01.01.1600	31.12.9999	1	IP&T_AFS_Junior Time Scale	22000013
C	01.01.1600	31.12.9999	1	PCW_Senior Administrative Grade	22000014
C	01.01.1600	31.12.9999	1	PCW_Junior Administrative Grade_IFSG	22000015
C	01.01.1600	31.12.9999	1	PCW_Junior Administrative Grade	22000016
C	01.01.1600	31.12.9999	1	PCW_Senior Time Scale	22000017
C	01.01.1600	31.12.9999	1	PCW_Junior Time Scale	22000018
C	01.01.1600	31.12.9999	1	PEW_Senior Administrative Grade	22000019
C	01.01.1600	31.12.9999	1	PEW_Junior Administrative Grade_IFSG	22000020
C	01.01.1600	31.12.9999	1	PEW_Junior Administrative Grade	22000021
C	01.01.1600	31.12.9999	1	PEW_Senior Time Scale	22000022



Thank You