

eHRMS Manual

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Application Overview

Purpose of this user manual document is to explain the process of on board and manage new employee as below:

- Employee Establishment In charge Officer/Establishment In charge Clerk
- Office Admin(below Level like Division/Block Level can created by State Level Office Admin)
- On board new Employee(through the login of Establishment In Charge Clerk)
- Create and Assign Approver(through the login of Establishment In Charge Officer).

Getting Started

This section explains the steps/process to be followed by the user to login:

- 1. Accessing Application User has to open the URL: http://sarabhai-coe.mapit.gov.in/ehrms/main.
- 2. **Home Page -** As soon as the website is open they need to click on the Login option available on the top right side. User can login on eHRMS by clicking on LOGIN drop down button and select below options:
 - Login With SSO
 - Login With OTP
 - Login With Username

Covernment of Madhya Pradesh					Login With SSO Login With OTP Login With Username
Department Onboarded 50 Registered Employees 150	8	Self Verified Employees 90	21	Approved Employees 50	Ľ
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- A. Login With SSO User will be navigated on Single Sign ON(SSO) Page after clicking on Login With SSO option in LOGIN drop down on eHRMS Home Page:
 - \diamond User needs to provide SSO ID/Email ID, Password & Security Code
 - \diamond Clicking on SIGN IN Button will navigate the User-to-User Dashboard page.

Image: Constraint of Markey Product Image: Constraint of Mark		
Image: Contract of the contrac	Single Sign On (SSO) Government of Madhya Prad Member Sign in	
Forget Passed 2 Register New User Home: Forestack: 1000 Forestack:	Passord The feels results Passord The feels results Passord Contrast Cick here. Sign N 2000 To Late Adduction N 2000 To Late Adduction	
	Forget Passoid 2 Register M	Red De
Hyperfek Folcy Ferns of Use PhysicyFolcy Disclamer Consiste 8.001 US 503 Julien oursest		

B. Login With OTP - User will be navigated on login through OTP Page after clicking on Login With OTP option in LOGIN drop down on eHRMS Home Page:

 User needs to provide Mobile Number in Mobile No. Field and code in Captcha field as appears in image.

Click on Send OTP button will send the OTP on provided Mobile Number.		
eHRMS Government of Madhya Pradesh		
WHOME		7 HELP
	Ciptota: Cipto	
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 Clicking on "LOGIN WITH SSO" Button will navigate user to the Signal Sign Of(SSO) panel & "LOGIN WITH USER NAME " Button will navigate the user to Username Login panel:

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		Captcha:	
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		of SEND OTP	
		LOGIN WITH USR NAME	

- C. **Login With Username** User will be navigated on Username Login Page after clicking on Login With Username option in LOGIN Drop down on eHRMS Home Page:
 - ♦ User needs to provide the user name & password and code in Captcha field as appears in image.
 - Click on LOGIN Button will navigate to User Dashboard page.

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HOME & GUIDELINES			? HEL
	Usename	Blogh	
	Passed Captcha:	ILCOM	
	LOGIN WITH 550	LDGM, WITH GTP Forgot Your Password	

Click on Go To He	ome Link or Home Button will navigate the user to eHRMS Ho	me Page:
eHRMS Government of Madhya Pradesh		
		? HELP
	<u> </u>	
	Usemame	
	Password	
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	⊿ LOGIN	
	LOGIN WITH SSO	
	← Go To Home Forgot Your Password →	
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Clicking on Forgot Your Password Link will navigate the user on Forgot Password panel:

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eHRMS Government of Madhya Pradesh		
HOME & GUIDELINES		? HELP
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SITE COUNTER: 125	COPYRIGHT © 2021. ALL RIGHTS RESERVED.	W3C DBB W3C LO W3C MAI-AA

On Forgot Password panel, User has to provide the Username and click on SEND OTP button. OTP will be received on registered email id and mobile number.

	214
e Login	
Forgot Password	

 User has to provide received OTP, New Password and Confirm Password and then click on Change Password Button:

eHRMS Government of Madhya Pradesh		
		? HELP
	Olagin	
	Forgot Password	
	ravigyopmail.com	
	OTP New Password Confirm Password Confirm Password Description Des	
	Passivoir moit contain atleast 1 gonzalea a bhdad, 1 bioreasaid ag abhda 1 cumreic and 1 special character OrtAnce Passivoirib OrtAnce Passivoirib	
		^
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If user doesn't receive OTP then need to click on resend OTP button:

eHRMS Government of Madhya Pradesh		
		7 HELP
	Ologin	
	Forgot Password	
	ravlgyopmail.com	
	OTP New Password Confirm Password	
	Passend should contain minimum 5 characters and maximum 15 characters Passend must contain inflasti 1 rupeness alphabet, 1 lowercase alphabet, 1 numeric and 1 special dimensione	
	CHANGE RASSWORD	
งกับไปสารที่การเหตุการเหตุการที่เป็นการเราที่ส		^
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♦ Clicking on BACK TO LOGIN button will navigate user to Username login page:

eHRMS Government of Madhya Pradesh		
HOME & GUIDELINES		7 HELP
	(Alogin	
	Forgot Password	
	ravi⊜yopmail.com	
	OTP New Password Confirm Password	
	Peasevoir should contain minimum 5 characters and maximuth 15 characters Peasevoir muce contain atleast 1 uppercase alphabet, 1 lowercase alphabet, 1 numer and 1 special character	
	CHANGE PASSWORD ** BACK TO LOGIN	
		^
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OFFICE Admin

What Office Admin can do:-

Office Admin (Ministry/State/Division/Block)

- 1. On board Employee with minimum details.
- 2. Give roles to Employee Establishment In charge Clerk/Establishment In charge Officer.
- 3. Can create Office Admin of below level(e.g.:-State level office admin can create Division level Office admin as per department hierarchy)

Office Admin Login: Login with Office Admin, User will be navigated on Office Admin Dashboard.



a) User will be navigated on User Creation page after clicking on User Creation option in main menu:

		GENE	RAL ADMINISTRATION DEPAI	RTMENT			
eHRMS 🛪 User Creation						OFFICE ADMIN: @ FIRSTTESTOFFIC	EADMIN -
						Office Admin I	Dashboard
Onboarded Office 85 More Info	Onboar 10 More Info	ded Employees	Self Veril 20 More into	fied Employées	Approve 20 More Info	d Employees	8
							DIA
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							21
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b) Select Office level and Office Name from dropdown

			Dashboard	/ User C
SER CREATION				
Department *	H0D/Organization		Office Level *	
General Administration Department	- Lokayukta		StateLevel	•
Office Name *	Demography *			
Lokayukta - Office	 Madhya Pradesh 			
User Type *	User Role *		Nodal Officer Name *	
Select	- Select	*		
Nodal Officer Designation *	Email ID *		Mobile No *	
			S	AVE RES

- c) Select User Type from drop down
 - 1. If User Type selected is "Employee"
 - 2. Select User role from drop down:
 - i. Establishment In charge officer
 - ii Establishment In charge clerk

NOTE:-Both roles can be given to one employee or two different employees can be on boarded and assigned the above roles.

	GENERAL ADMINISTRATION	N DEPARTMENT
eHRMS 🖷 User Creation		OFFICE ADMIN: @ FIRSTTESTOFFICEAD
		Dashboard / User Cr
JSER CREATION		
Department *	HOD/Organization	office Level *
General Administration Department	- Lokayukta	StateLevel
Office Name *	Demography *	
Lokayukta - Office	 Madhya Pradesh 	
User Type *	User Role *	Nodal Officer Name *
Employee	- Select	•
Nodal Officer Designation *	Check All KUncheck All Establishment Incharge clerk	Mobile No *
Employee Treasury Code *	Establishment incharge officer	,
		SAVE RES
	AFRICALED & AFRICA ON AFRICTOR OF SY	

- d) Select User Type "Office Admin"
 - i. Select User Role: Office Admin

Note: - This is to create Office Admin of Below level.

		OFFICE ADMIN: O FIRSTTESTOFFICEADMIN
		Dashboard / User Creation
HOD/Organization	Office Level *	
- Lokayukta	DivisionLevel	-
Demography *		
Bhopal		
Select	•	
- Select	•]	
Wincheck All	Mobile No *	7
Office Admin		
		SAVE DESET
		Serve Redet
	HOD/Organization Lokayata Demography * Biopal User Role * Select *Check All Wicheck All Office Admin	HOD Organization Office Level * • Lotaguida • • Benography * • • Office Level * • • Benography * • • Office Addi • • • • </td

Note:

1 - All the mandatory fields are required to fill.

2 - Office Admin will not be able to create employees for subordinate Office Level.

3 - Office Admin can create the user and give role as Establishment in charge officer & Establishment In charge clerk.

4. Office Admin will not be able to create Office Admin for same Office Level.

Establishment In charge Clerk Login

1. User will be navigated on Employee Dashboard after login with Establishment In charge Clerk.

Oath of Allegiance panel will appear on page (for first time login only), where user has to click on, and "I Accept" button to agree the Oath of Allegiance:

	GENERAL ADMINISTRATION DEPARTMENT	
eHRMS # Dashboard -	Sanction Authority +	
	Declaration	Employee Dashboard
Leave Balance ar on 66 April, 2027 CML 4.00 0. COFF 0.00 0.	Oath of Allegiance "I TestHR do Swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established , that I will uphold the sovereignty and integrity of India. And that I will carry out the duties of my office loyally, honestly and with impartiality. Date: 08-06-2021 Name: TestHR	BHOPAL Location
	श्रापथ " में TestHR यपप लेता हूँ/सरानिष्ठा से प्रतिज्ञा करता हूँ कि मैं भारत और तिपि द्वारा स्थापित भारत के संविधान के प्रति श्रद्धा और सरानिष्ठा रखूँगा, मैं भारत की प्रमुता और अखंडता अक्षुण्य रखूँगा तथा मैं अपने पद के कर्तव्यों को राजभन्ति, ईमानदारी और निष्पश्चता से पालन करूंगा। दिनांक: 08-06-2021 नाम: TestHR	
	[Moopt	
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2. After clicking on "I Agree" button, user will be navigated on Employee Dashboard

				GENERA	L ADMINISTRATION DEPAR					
💮 eHRMS 🛛 🛪	Dashboard 👻	Pre Enrollement	 Service Book 							
									Employee Da	shboard
Leave Balance as on 06 April, 2021			View More	View Attendance April, 2021		My Calendar	Today's Attend	dance		
CML	4.00 0.00	LWP	0.00 0.00	Present	3 Leaves	0	10:15		BHOPAL	
coff	0.00 0.00	CL	3.32 0.00	Absent	0		In Time	Out Time	Location	
		View My 10 More Info	eServices Book Status		View Prof 20 More info	Ne Status				EDIARY / CALENDAR 2021
	LAST UPDATED: SITE COUNTER:	09-02-2021 125		DESIGNED & DEVE COPY	LOPED BY CENTER OF EXCELLENCE RIGHT © 2021. ALL RIGHTS RESER	E (COE), MAP_IT. VED.		WSC COB WSC 1.0	WSC WEAG 2.0	

3. Clicking on Dashboard in main menu will show options as Employee & Establishment In charge Clerk, from where user can navigate between dashboards:

	GENERAL ADMINISTRATION DEPARTMEN	IT I I I I I I I I I I I I I I I I I I
eHRMS # Dashboard - Pre Enrollement - Service Book -		O TEST -
Employee		Establishment Incharge clerk Dashboard
Establishment Incharge clerk		
2 Pending for E	mployees Verification Pending for Rea	Commendation Recommended to Approver
More Info	More info	More Info
Total Approved Employees	Rejected by Approver	Total Services Book Uploaded
More Info	More Info	More Info
		100
		A
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4. From Dashboard Menu- Click on Establishment In charge Clerk - will navigate the user to Establishment In charge Clerk Dashboard

	GENERAL ADMINISTR	RATION DEPARTMENT	
eHRMS 🛪 Dashboard - Pre Enrollement - Service Book -			\varTheta test -
			Establishment Incharge clerk Dashboard
Registered Employees 2 More refs More refs	ees Verification	Pending for Recommendation 0 More trio	Recommended to Approver 0 More Info
0 More Info	Rejected by Approver 0 More info	Total Services Book	Uploaded
			<u>_</u>
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How to On board employee

1. Click on Pre Enrolment >> On-board Employee. User can search the employee byproviding Employee Name or by providing Employee Treasury Code:

		Dnboard Employee								Employe	e Dashbi
	_						_	_			
eave Balance on 06 April, 2021			View More	View Attendance April, 2021			My Calendar	Today's Atten	Jance		
CML	4.00 0.00	LWP	0.00 0.00	Present	3	Leaves	0	10:15		BHOPAL	
COff	0.00 0.00	CL	3.32 0.00	Absent	0			in time	Out Time	Location	_
		View My eS 10	Services Book Status	5	22	View Profile Stat	tus		8		
		More info				More Info					
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ADD NEW employee

1. User needs to provide new Treasury Code into Employee Treasury Code field and click on Search button:

				2101	EMPLOYEE
		SEARCH Q	Employee Treasury Code		loyee Name
ACTION	CURRENT DETAIL			EMPLOYEE DETAIL	NO.
2	Designation : Test Appointment Type :		1651321 6632, Email-Id : Testj⊜yopmal.com	Employee Test Instantione Employee Treasury Code : 974651: Contact Details : +91 7412589632, DoJ :, Marital Status :	1
	Designation : HR Appointment Type :		1784596 5996, Email-Id : lokayukttestofficeruser@yopmail.com	Employee TestHR Polic Police Employee Treasury Code : 123784 Contact Details : +91 7412858596, DoJ :, Marital Status :	2.
			radsvo 1950, Email-Id : lokayukttestofficeruser@yopmail.com	Employee Treasury Gode : 123/64 Contact Details : +0 / 7412858596, DoJ : Marital Status :	

2. Clicking on Search button will show the message as "Searched employee not found Do you want to Add?" in popup window:

		GENERAL ADMINISTRATION DEPARTMENT	
eHRMS # Dashboard - Pre Enrollement -	Service Book -		
			Dashboard / Employee List
EMPLOYEE LIST			10 -
Employee Name	Employee Treasury Code 794651320	SEARCH Q	
S.NO. EMPLOYEE DETAIL			ACTION
Data Not found.			
		Searched employee not found	
		Do you want to Add?	
		Yes Cancel	
LAST UPDATED: 09-02-2021 SITE COUNTER: 125		DESIGNED & DEVELOPED BY CENTER OF EXCELLENCE (COE), MAP_IT. COPYRIGHT © 2021. ALL RIGHTS RESERVED.	WSC case WSC SS WSC WSC WSS AA

3. Clicking on Yes will navigate the user to Employee Profile panel, where user need to fill Personal Details as below:

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Apps 🔄 The Official Home 😨 Gosgle 😨 ADSL Router -	HUA Imported from IE	MapIT 🦪 Welcome to Facet	to 🛄 Download music, m 🕅 (5) IMG;	10181215 🗱 UAN login 📀 Pf Online Transfer 🗿 Employees' Pr	ovide # 📮 Other bookmarks 🖽 Reading
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	and a second second				
Employee Profile					
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- EMPLOYEE CODE AND DETAILS					
Cadre *	Emp	loyee Treasury Code *		Employee Code - Issued by Department	

Page	15
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in the second					
mployee Profile					
		Select Section			
		Personal Details (At the tir	ne of joining)	•	
BASIC DETAILS					
PERSONAL DETAILS					
Salutation * First Name ((In English) *		First Name (Hindi) *	Middle Name (In English)	
Select •					
Middle Name (Hindi)	Last Name (In Engli	ish)*	Last Name (Hindi) *	Father's Name	
					SERVICE BOOK PAGES
Mother's Name *	Gender *		DOB*	DOB (In Words)	
		santa)		Staladd for Restlementary *	
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	•	794651320			
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CONTACT DE TAILS	Alternate Mobile N	D. Contact No. *	Official Email id *	Alternate Email id	

***Note: Save button on Personal details (At the time of joining) form page will be enabled only after the user provides data in all mandatory fields.

4. Clicking on Save button will open the popup window for Establishment In charge Clerk password for confirmation:

orrespondence/ Postal Address					🔁 la same as Perm	anent Address?	
tate *		District *		City *			
MADHYA PRADESH		BHOPAL		· Bhopal			
ostal Gode *		Address *					
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						AVE CANCEL	

5. After providing the correct password and click on **save** button will create the employee profile, where user will be able to fill rest of the information like Profile picture, Service book Pages, etc. :

		GENERAL ADMINISTRATION DEPARTMEN		
eHRMS # Dashboard - Pre E	nrollement 🔹 Service Book 👻			O TEST
Employee Profile				
	Select Section			
	(and the second		-	
	Personal Detain	s (at the time of joining)	•	
BASIC DETAILS				
PERSONAL DETAILS				
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Gender	Date of Birth	Date of Birth (in word)	Marital Status	
Male	13-10-1987	Fourteenth October Nineteen Eighty Seven	Single	
Category	Blood Group	Height (Feet and Inches)	Identification Mark	Mr. teslokayuktemp teslokayuktem
General	A-	159	Test	okayukttestemployeeuser@yoph
Religion	Is Employee Physically Challenged	Disabilty Type		7459065906
Hinduism	No			1 URI 040
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Scheme Type	Scheme Number			LC
PF	79846510447			
- CONTACT DETAILS				
Mobile No.	Alternate Mobile No.	Official Email-id	Alternate Email-id	
7458965896		Okayukttestemployeeuser@Yopmail.Com		
EMERGENCY CONTACT DETAILS				
Contact Person Name	Contact No.	Relationship with Employee		

6. Clicking on Upload button on Service book page will navigate user to UPLOADING SERVICE BOOK page:

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2.	974651321	Test						C.
3.	123784596	TestHR						2
REASURY	CODE	NAME		DOB		JOINING DATE	DESIGNATION	
94651320	1	TESLOKAYUKTEMP TESLOKAYUKTEMP		13-10-1987		19-05-2021	Personal Secretary	
JPLOAD	PAGE WISE SERVICE E	юок:						
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	ice Book Section *		Upload Service Book Page					
lect eServ		•	Choose file		Browse	SAVE CANCEL		
ect eServ								

7. Now user has to fill the First Appointment Details(At the time of joining) form and click on save button, then only rest of the forms will be enabled:

		GENERAL ADMINISTRATION DEPARTMENT	
eHRMS # Dashboard * Pre E	Inrollement - Service Book -		
Employee Profile			
		elect Section) Personal Details (At the time of joining) Federal Events of Joining) Federal Events of At the times of Joining	
BASIC DETAILS		End Appointment (At the time of joinng) Educational Qualifications /Other Qualification	
PERSONAL DETAILS Employee Name Wr. Teslokayuktemp Teslokayuktemp Gender General Religion Hinduism EMPLOYEE CODE AND DETAILS	Employee Name (Hindi) देसारीवानुकामय देसारीकामुकाम Date of Birth 13-10-1987 Blood Group A- ts Employee Physically Chall No	Transmit Contains Transmit Con	Mi testaquidrem testaquidre ckayuktitestenpioyesuergyopm Loom 745995599
Cadre Mantralaya Scheme Type	Employee Treasury Code 794651320 Scheme Number	Employee Code - Issued by Department PAN AZEPN7892R	SERVICE BOOK PAGES
PF	79846510447		
CONTACT DETAILS	1724 02540 1 10 0 5 C		
Mobile No. 7458965896	Alternate Mobile No.	Official Email-id Alternate Email-id Okayukttestemployeeuser@Yopmail.Com	
- EMERGENCY CONTACT DETAILS -			
Contact Person Name	Contact No.	Relationship with Employee	

nployee Profile							
		Select Section					
		First Appointment (At the ti	ime of joining)		•		
RST APPOINTMENT DETAILS							
APPOINTMENT ORDER DETAILS							
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PROBATION DETAILS							
Probation Period Applicable							
REGULAR/PERMANENT DETAILS							
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		Choose file	Dr	UPLOAD			
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						AVE	

8. Educational Qualification/Other Qualification:

- a) Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b) Add new record fill in the empty details and click on save. Saved record will be visible in grid.

nployee Profile				
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Passing Year * Select • Select •	Degree/Certificate Issuing Date	lestinute/School *	University/Board *	Mr. Ramesh Shrivastava rameshs@yopmail.com 9917855659
Persentage/ Grade*	Remarks		1	SERVICE BOOK PAGES
Upload Document(Only PDEprog.jpg file allowed) Choose file	Browse			
Knowledge of Computer				
			SAVE CANCEL	
UALIFICATION DETAILS				1
QUALIFICATION TYPE QUALIFICATION STATUS P	ASSING YEAR PERCENTAGE/ GRADE ISSUED ON SUBJ	ECT INSTITUTION/SCHOOL UNIVERSITY/BOARD K	NOWLEDGE OF COMPUTER UPLOADED DOCUMENT ACTION	

9. Training/Orientation Details:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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10. Family Details:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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Build MATTY In real field State Mund I state Science Science <td>*</td> <td>Contact Number *</td> <td>Account Number</td> <td>Confirm Account Number</td> <td>Mr. Ramesh Shrivastava</td>	*	Contact Number *	Account Number	Confirm Account Number	Mr. Ramesh Shrivastava
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11. Employees Nomination:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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the Event of Nominee Predeceasing the Subscriber							SERVICE BOOK PAGES
NAME INT						EAVE CANCEL	
SCHEME NAME EF	FECTIVE FROM NOMINEE	RELATION	CONTACT NUMBER	DATE OF BIRTH	SHARE %	ACTION	

12. Banking:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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AR News * Bank * Bank * Bank * Bank Association * Bank # B	Ramesh Shrivastava techs@yopmail.com 9917855659 LIPLONG IK PAGES	Mr. Ramesh Shri rameshs@yopn 99178556 2.000.000 SSRVoCE BOOK PAGES	Mr. Ramesh Syno 99735 AME CANER		Branch *	ck Name *
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			ACTION	BANK BRANCH	BANK NAME BANK ACCOUNT NUMBER	BANK IFSC CODE

13. Upgradation promotion/Kramonnati/Time Scale/Selection:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

nployee Profile						
	Select	Section) adation-promotion/Kramonitets/T	Time scale/Belection			
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Pay Scale *			Effective Date*			Mr. Ramesh Shrivastava
Select		· · · · · · · · · · · · · · · · · · ·	DD-MM-YYYY			rameshs@yopmail.com 9917855659
APPROVING OFFICER DETAIL						1 UPLOAD
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DOCUMENT UPLOAD						
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14. Payscale Fixation:

- c. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- d. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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15. Awards and Punishment including suspension:

- e. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- f. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

nployee Profile					
	- Select	Section			
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eHRMS # Dashboard * Pre l	Enrollement * Sanction Authority * Service Book *				
ployee Profile					
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	Order No.	Order Issuing Authority	Type of Award / Punishment		
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DATE ORDER NO.	ORDER ISSUING AUTHORITY	TYPE OF AWARD / PUNISHMENT	ORDER DETAILS	ACTION	

16. Transfer & Posting:

- g. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- h. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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17. Leave Account:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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18. Department Enquiry and Court Cases:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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19. Loans and Interest bearing advances:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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Name of Advance [®]	Senction Order No.*	Senction Order Date* DD-MM-YYYY	
Sanctioned Isan Amount*	No of Installments for Principal Repayment [®]	Interest Amount*	Mr. Ramesh Shrivastava rameshs@yopmail.com
io of Installment for Interest Repayment ^A	Bemarks	8	9917855659
		SAVE CANCEL	SERVICE BOOK PAGES
DAN DETAILS	ORIGIE BATT, SANCTIONES LOAN AMOUNT, NO OF INSTALLMENTS FOR PERICIPAL REP	NUMBERT AMOORT NO OF INSTALLMENT FOR INTEREST REPAYMENT REMAINED ACTION	

20. GPF/DPF/Part/Final Withdrawal:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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anction Order No.		Sanci	tion Authority Name		Sanction Authority Design	ation		Sanction Amount				Mr. Ramesh Shr	ivastava
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21. NPS Part Final withdrawal:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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DD-MM-YYYY					Select	
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22. LTC:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it whileclick on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will bevisible in grid.

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rpe of LTC*	Block Year*	Sanction Order No.*	
Balect	Select	•	
Included and the second	Sanction Authority Name*	Details of Family for Which LTC is Being Availed*	Mr. Ramesh Shrivastava
furation of LTC(in days)*	Total Entitlement	of Leave Encashment During Service Days (60 days)*	9917855659
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23. Retirements Benefits:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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Effective from	•	DD-MM-YYYY Date of Payment		Amount Paid		_		
DD-MM-YYYY		DD-MM-YYYY	t	1			Mr. Ramesh Shrivastava rameshs@yopmail.com 9017855659	
					SAN	CANCEL	± UPLOAD	
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RETIREMENT BENEFIT DETAILS								
# RETIREMENT BENIFIT	ORDER DATE	ORDER NUMBER	EFFECTIVE FROM	DATE OF PAYMENT	AMOUNT ACTIO	IN .		

24. Arrear Payment

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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Voucher Number		Voucher Date DD-MM-YYYY	٥	Gross Total			Mr. Ramesh Shrivastava rameshs⊜yopmall.com 9917855659	
ARREAR LIST						SAVE CANCEL	SERVICE BOOK PAGES	
DATE OF PAYMENT	AMOUNT PAID	VOUCHER NUMBER	VOUCHER DATE	GROSS TOTAL	DETAIL	ACTION		

25. Recoveries:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

Page	26
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reason for Recovery	Princip +	al Amount		Interest					
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ECOVERY DETAILS LIST							1	SERVICE BOOK PAGES	
REASON FOR RECOVERY	PRINCIPAL AMOUNT	INTEREST	VOUCHER NO /CHALLAN NO		VOUCHER DATE	ACTION			

26. Other Events:

- a. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- b. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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NAME OF EVENT	DETAILS OF ORDER	ORDE	R DATE	DETAILS OF SANCTION	DATE OF EFFECT	REMARK	ACTION		
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27. Service Book Audit (Service Verification):

- c. Data from IFIMS -will be visible in lower grid, in charge clerk can update it while click on edit option under action button.
- d. Add new record fill in the empty details and click on save. Saved record will be visible in grid.

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Employee Profile					
		Select Section			
SERVICE BOOK AUDIT DETAILS					
Date of Audit	Audited by	Key Findings	Compliance date		
DD-MM-YYYY			DD-MMM-YYYY		
Remark					Mr. Ramesh Shrivastava rameshs⊚yopmail.com 9917855659 ⊈.tar;coto
SERVICE BOOK AUDIT DETAILS I	LIST			SAVE	SERVICE BOOK PAGES
# DATE OF AUDIT	AUDITED BY	KEY FINDINGS CO	MPLIANCE DATE REMARK	ACTION	1
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NOTE:-Final Submit button will be enabled after the user fills First Appointment Details (At the time of joining) form and click on save button:

nployee Profile				
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teligion linduism	Is Employee Physically Challenged No	Disabilty Type		Mr. teslokayuktemp teslokayukter okayukttestemployeeuser@yopn I.com
EMPLOYEE CODE AND DETAILS				7458965896
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CONTACT DETAILS				
tobile No. 458965896	Alternate Mobile No.	Official Email-id Okayukttestemployeeuser@Yopmail.Com	Alternate Email-id	

a) Clicking on Final Submit button will open the popup window for Establishment In charge Clerk password for confirmation:

nployee Profile				
	Educatio	tion) nal Qualifications /Other Qualification	•	
UALIFICATION DETAILS	Qualification Type * Select Degree/Certificate tasking Date DD-MM-YYYY Remarks	Confirm your password? Please confirm your current password to update Information?	CALARCETON BOULD I NOMONCLOCAL CODE ect pechalization ensity/Board *	Mr. tesilokayuktemp tesilokayukte okayuktemp lesilokayukte okayuktestemployeuse@yop 7459656996
Jpload Document(Only PDF,png,jpg file allowed) Choose file		Submit Cancel		SERVICE BOOK PAGES
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***Note: Once user submit the employee form by clicking on Final Submit button, then rest of the forms will be disabled and employee profile will be forwarded to Employee user. Now Employee user can edit his profile. b) User can see the On boarded Employee status on Pre Enrolment >> On-board Employee >> Employee List Panel:

		GENERAL ADMINISTRATION DEPARTMENT		
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EMPLOYE	ELIST			10 -
Employee Name	Employee Treasury Code	SEARCH Q C		
S.NO.	EMPLOYEE DETAIL		CURRENT DETAIL	ACTION
1.	Employee Test Trada Reason Employee Treasury Code : 974651321 Contact Details : +917412099032, Email-Id : Testglyopmal.com Do J., Martial Status :		Designation : Test Appointment Type :	
2.	Employee TestHR india hada Employee Treasury Code : 123784596 Contact Details : +01 7412805596, Email-Id : lokayukitestofficeruses(byopmail.com DoJ : Martial Status :		Designation : HR Appointment Type :	
3.	Employee Mr. Toelokayuktemp Teslokayukteme Employee Tressury Code: 79465120 Context Details + 71 25960586, Email-41 citiayuktestemptoyeexee(bycomal.com Boul May 19, 2021, Martal Bathis : Emple		Designation : Personal Secretary Appointment Type : Substantive	
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	LAST UPDATED: 09-02-2021 SITE COUNTER: 125	DESIGNED & DEVELOPED BY CENTER OF EXCELLENCE (COE), MAP_IT. COPYRIGHT © 2021, ALL RIGHTS RESERVED.	WSC COR WSC 240 WSC	WAS-AA WEAG 2.0