



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:

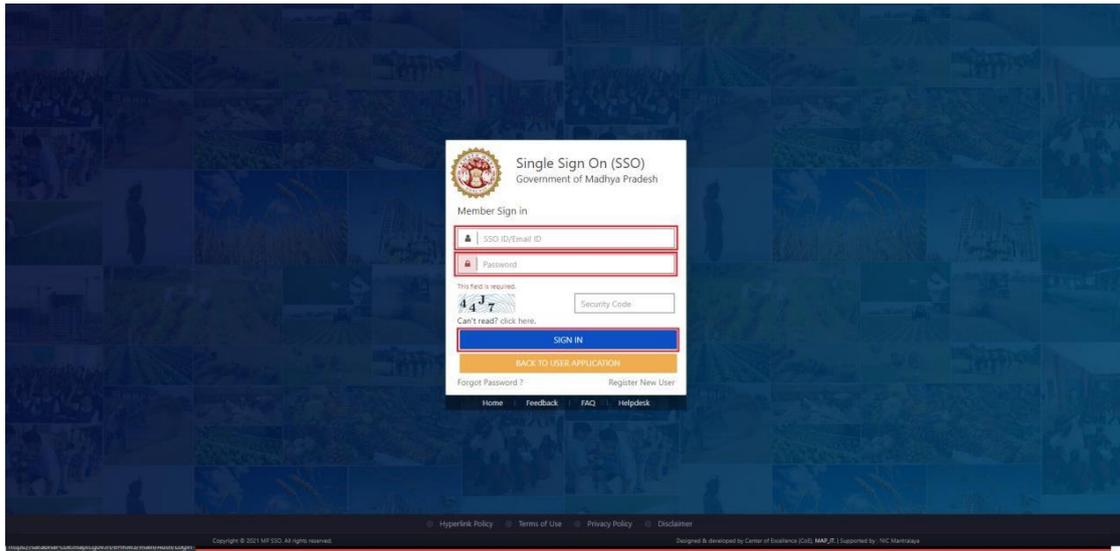
- Employee - Establishment In charge Officer/Establishment In charge Clerk
- Office Admin(below Level like Division/Block Level can created by State Level Office Admin)
- On board new Employee(through the login of Establishment In Charge Clerk)
- Create and Assign Approver(through the login of Establishment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

Getting Started

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

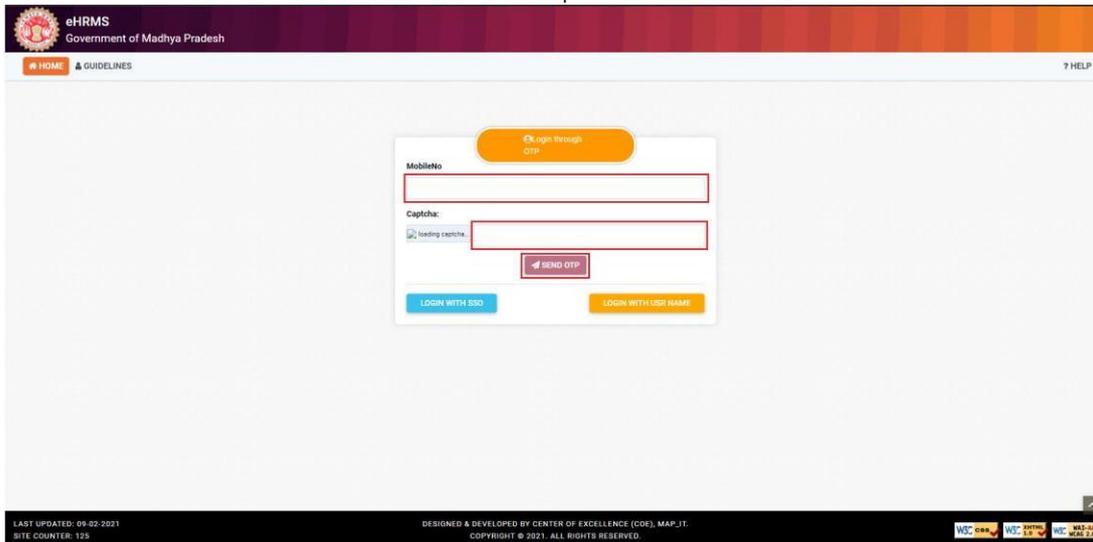
1. **Accessing Application** - User has to open the URL: <http://sarabhai-coe.mapit.gov.in/ehrms/main>.
2. **Home Page** - As soon as the website is open they need to click on the Login option available on the top right side. User can login on eHRMS by clicking on LOGIN drop down button and select below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

- 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:
 - ✦ User needs to provide SSO ID/Email ID, Password & Security Code
 - ✦ Clicking on SIGN IN Button will navigate the User-to-User Dashboard page.

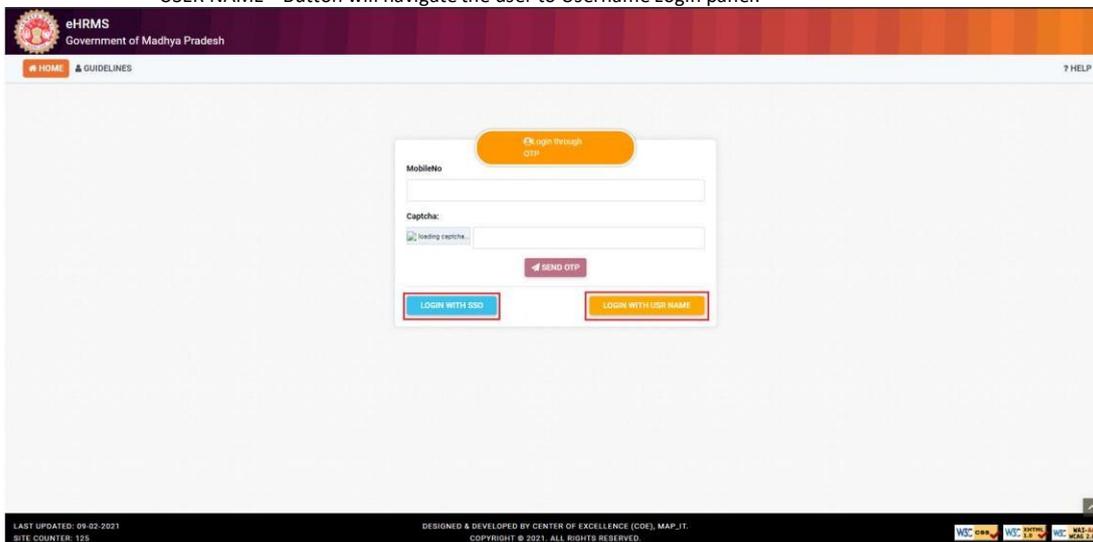


B. **Login With OTP** - User will be navigated on login through OTP Page after clicking on Login With OTP option in LOGIN drop down on eHRMS Home Page:

- ✦ 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.



- ✦ 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:



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.

eHRMS
Government of Madhya Pradesh

[HOME](#) [GUIDELINES](#) [HELP](#)

Login

Username

Password

Captcha:


LOGIN

[LOGIN WITH SSO](#) [LOGIN WITH ODP](#)

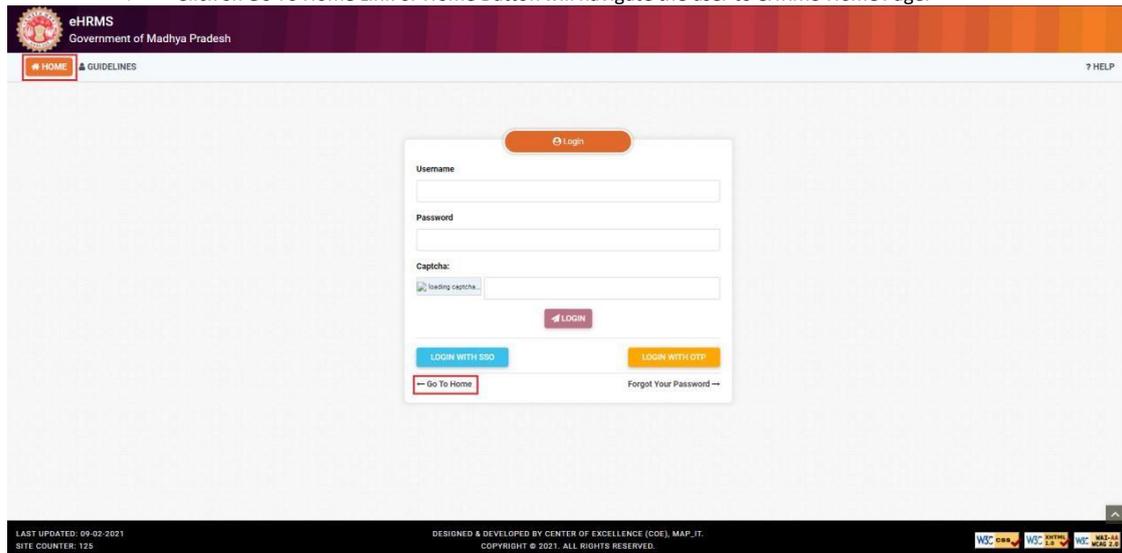
[Go To Home](#) [Forgot Your Password](#)

LAST UPDATED: 01-02-2021
SITE COUNTER: 125

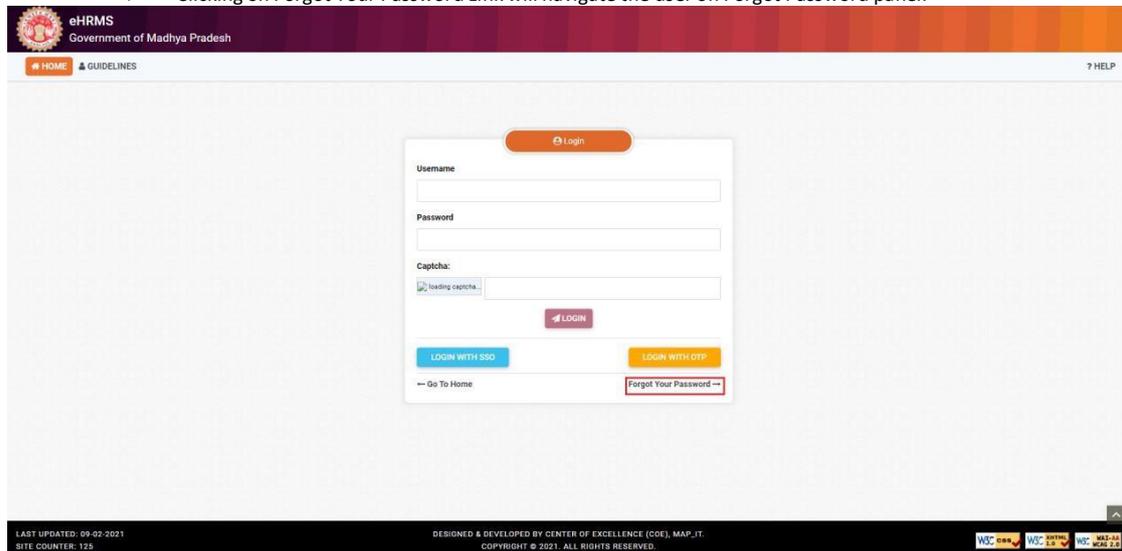
DESIGNED & DEVELOPED BY CENTER OF EXCELLENCE (COE), MAP, IT.
COPYRIGHT © 2021. ALL RIGHTS RESERVED.

WC 508-1 WC 507-1 WC 506-1 WC 505-1 WC 504-1 WC 503-1 WC 502-1 WC 501-1

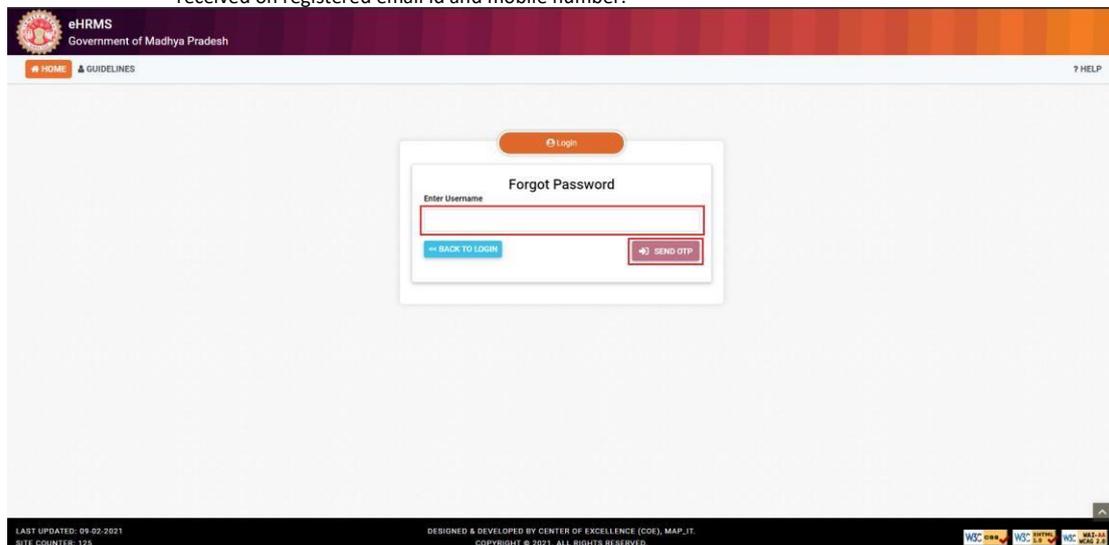
✦ Click on Go To Home Link or Home Button will navigate the user to eHRMS Home Page:



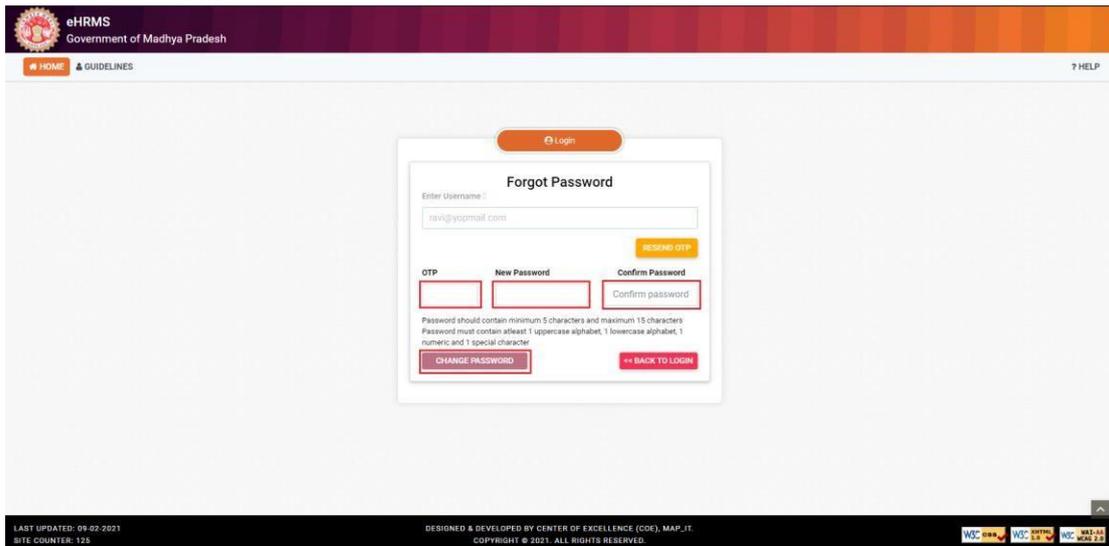
✦ Clicking on Forgot Your Password Link will navigate the user on Forgot Password panel:



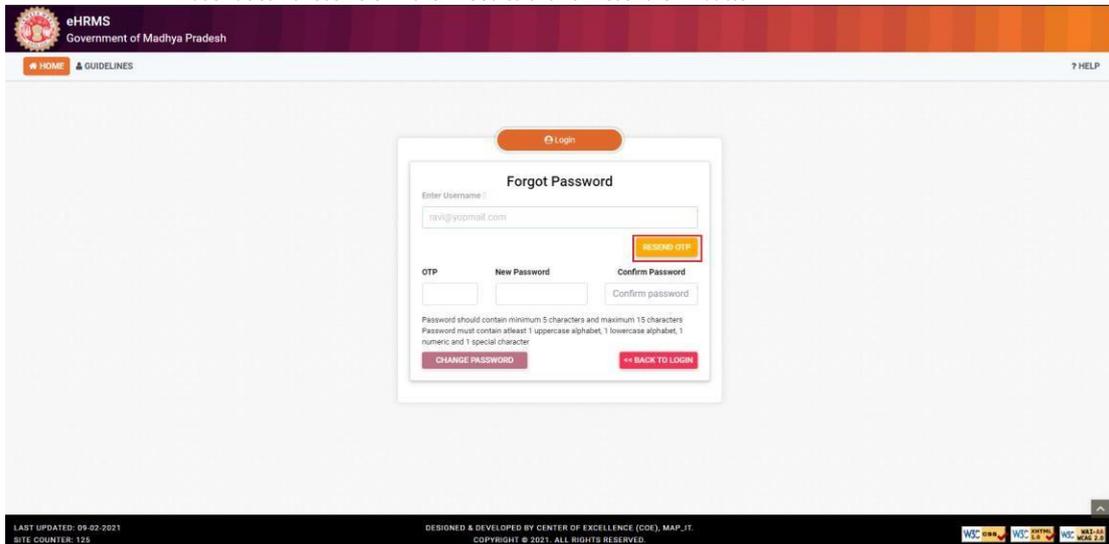
✦ On Forgot Password panel, User has to provide the Username and click on SEND OTP button. OTP will be received on registered email id and mobile number.



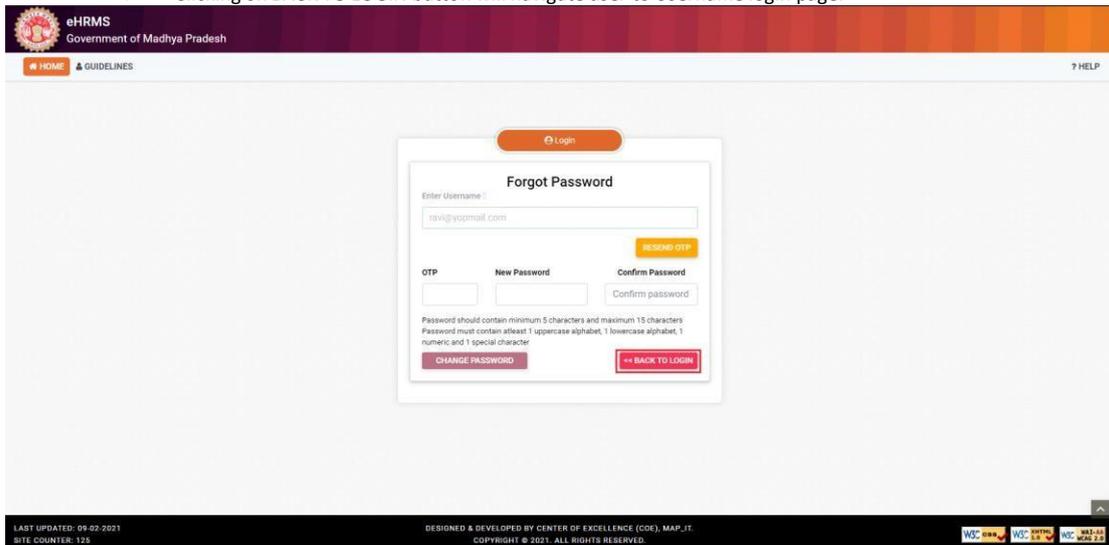
✦ User has to provide received OTP, New Password and Confirm Password and then click on Change Password Button:



✦ If user doesn't receive OTP then need to click on resend OTP button:



✦ Clicking on BACK TO LOGIN button will navigate user to Username login page:



OFFICE Admin

What Office Admin can do:-

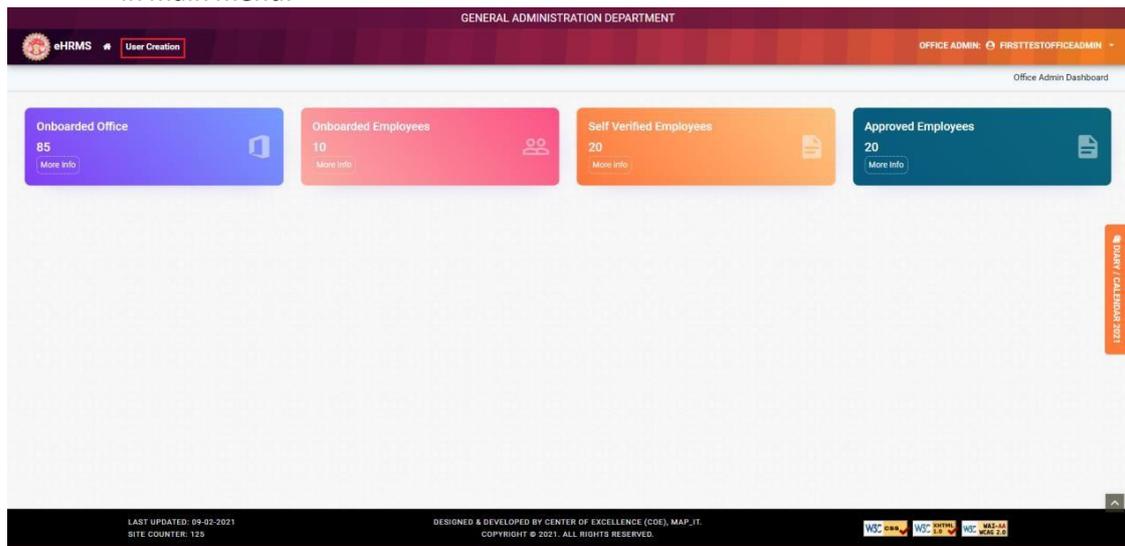
Office Admin (Ministry/State/Division/Block)

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)

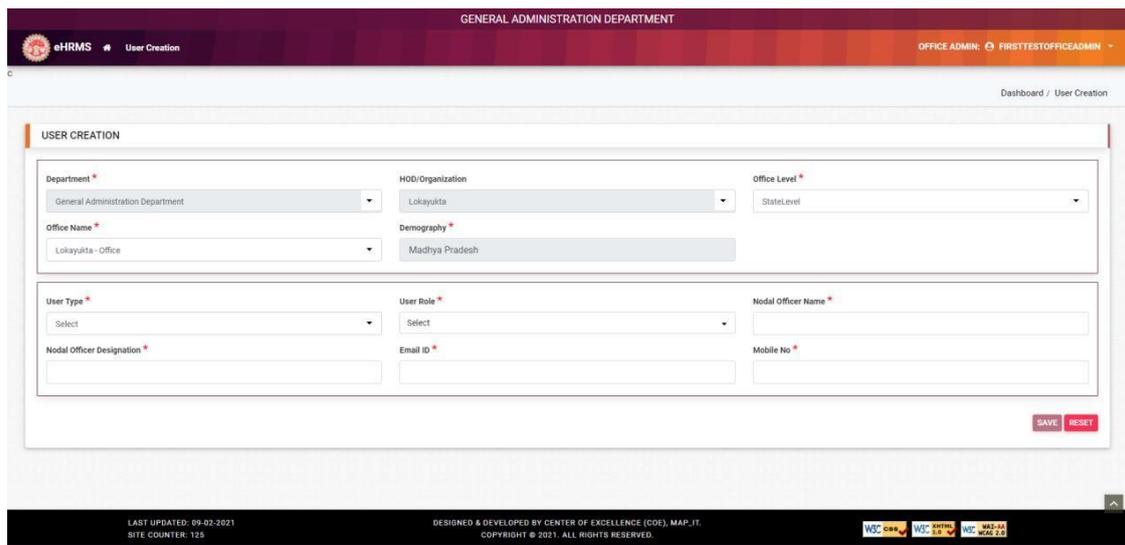
Office Admin Login: Login with Office Admin, User will be navigated on Office Admin Dashboard.



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



- b) Select Office level and Office Name from dropdown



- 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.

The screenshot shows the 'USER CREATION' form in the eHRMS system. The form is titled 'GENERAL ADMINISTRATION DEPARTMENT' and is accessed by 'OFFICE ADMIN' and 'FIRSTSTOFFICEADMIN'. The form fields are as follows:

- Department ***: General Administration Department
- HOD/Organization**: Lokayukta
- Office Level ***: State Level
- Office Name ***: Lokayukta - Office
- Demography ***: Madhya Pradesh
- User Type ***: Employee
- User Role ***: Select
 - Check All
 - Incheck All
 - Establishment Incharge clerk
 - Establishment Incharge officer
- Nodal Officer Name ***: (Empty field)
- Mobile No ***: (Empty field)
- Nodal Officer Designation ***: (Empty field)
- Employee Treasury Code ***: (Empty field)

Buttons: SAVE, RESET

Footer: LAST UPDATED: 09-02-2021, SITE COUNTER: 125, DESIGNED & DEVELOPED BY CENTER OF EXCELLENCE (COE), MAP, JT, COPYRIGHT © 2021. ALL RIGHTS RESERVED.

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

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

The screenshot shows the 'USER CREATION' form in the eHRMS system, configured for an Office Admin user type. The form is titled 'GENERAL ADMINISTRATION DEPARTMENT' and is accessed by 'OFFICE ADMIN' and 'FIRSTSTOFFICEADMIN'. The form fields are as follows:

- Department ***: General Administration Department
- HOD/Organization**: Lokayukta
- Office Level ***: Division Level
- Office Name ***: Lokayukta - Division Office
- Demography ***: Bhopal
- User Type ***: Office Admin
- User Role ***: Select
 - Check All
 - Incheck All
 - Office Admin
- Nodal Officer Name ***: (Empty field)
- Mobile No ***: (Empty field)
- Nodal Officer Designation ***: (Empty field)

Buttons: SAVE, RESET

Footer: LAST UPDATED: 09-02-2021, SITE COUNTER: 125, DESIGNED & DEVELOPED BY CENTER OF EXCELLENCE (COE), MAP, JT, COPYRIGHT © 2021. ALL RIGHTS RESERVED.

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:

The screenshot shows the 'Oath of Allegiance' panel in the eHRMS system. The panel is titled 'Declaration' and 'Oath of Allegiance'. It contains the following text:

"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

शपथ
 " में TestHR शपथ लेता हूँ/सख्योक्ति से प्रतिज्ञा करता हूँ कि मैं भारत और तिथि द्वारा स्थापित भारत के संविधान के प्रति श्रद्धा और सख्योक्ति रखूँगा, मैं भारत की प्रभुता और अखंडता अक्षुण्ण रखूँगा तथा मैं अपने पद के कर्तव्यों को राजभक्ति, ईमानदारी और निष्पक्षता से पालन करूँगा।

दिनांक: 08-06-2021 नाम: TestHR

Below the text is a red button labeled "I Accept".

2. After clicking on “I Agree” button, user will be navigated on Employee Dashboard

The screenshot shows the 'Employee Dashboard' in the eHRMS system. The dashboard is titled 'GENERAL ADMINISTRATION DEPARTMENT' and 'Employee Dashboard'. It contains the following sections:

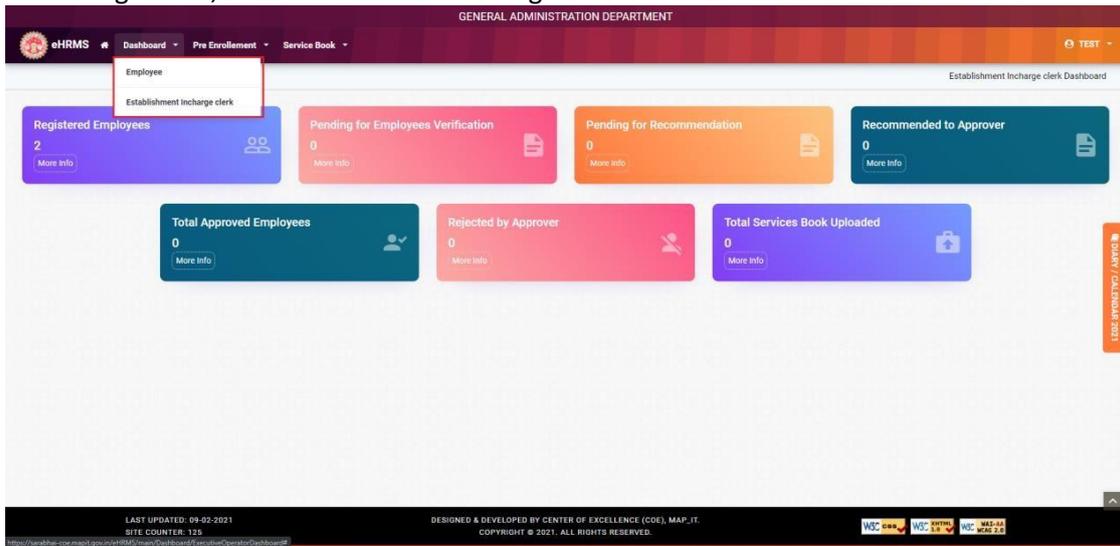
- Leave Balance** (as on 06 April, 2021):

| | | | | | |
|------|------|------|-----|------|------|
| CML | 4.00 | 0.00 | LWP | 0.00 | 0.00 |
| COFF | 0.00 | 0.00 | CL | 3.32 | 0.00 |
- View Attendance April, 2021** (My Calendar):

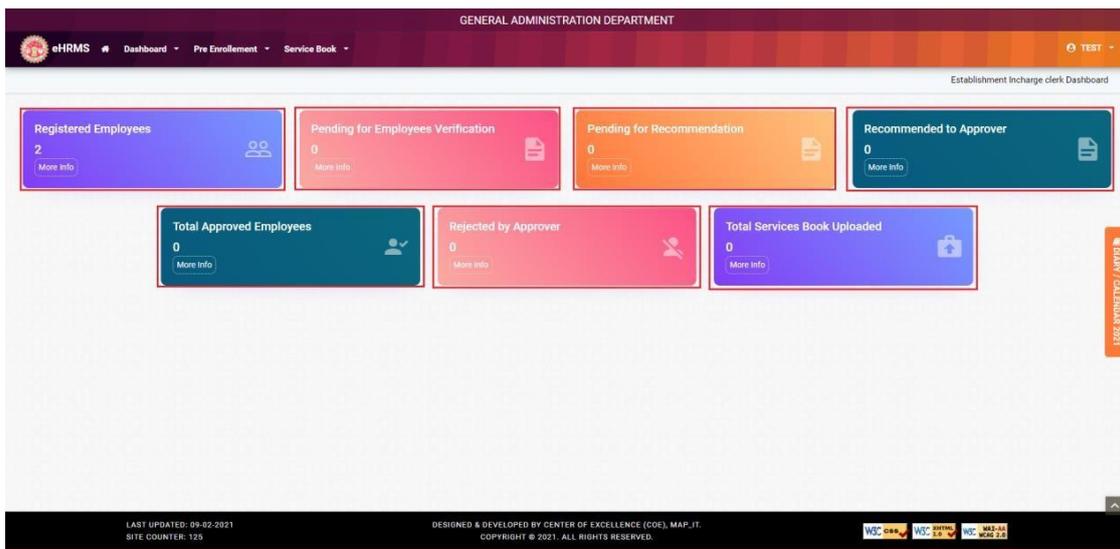
| | | | |
|---------|---|--------|---|
| Present | 3 | Leaves | 0 |
| Absent | 0 | | |
- Today's Attendance**:

| | | |
|---------|----------|----------|
| 10:15 | --- | BHOPAL |
| In Time | Out Time | Location |
- View My eServices Book Status**: 10 (More info)
- View Profile Status**: 20 (More info)

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

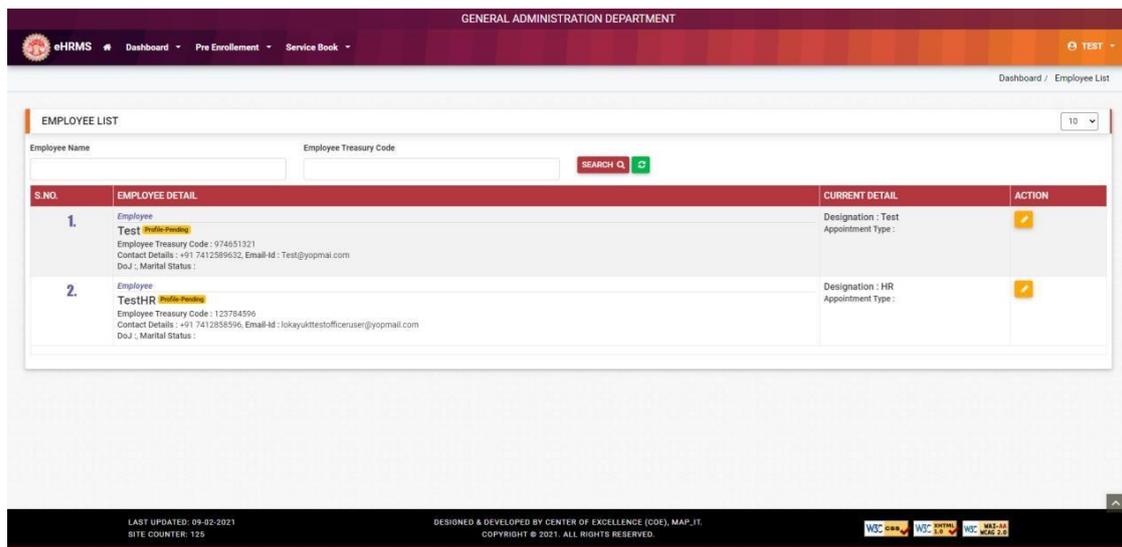
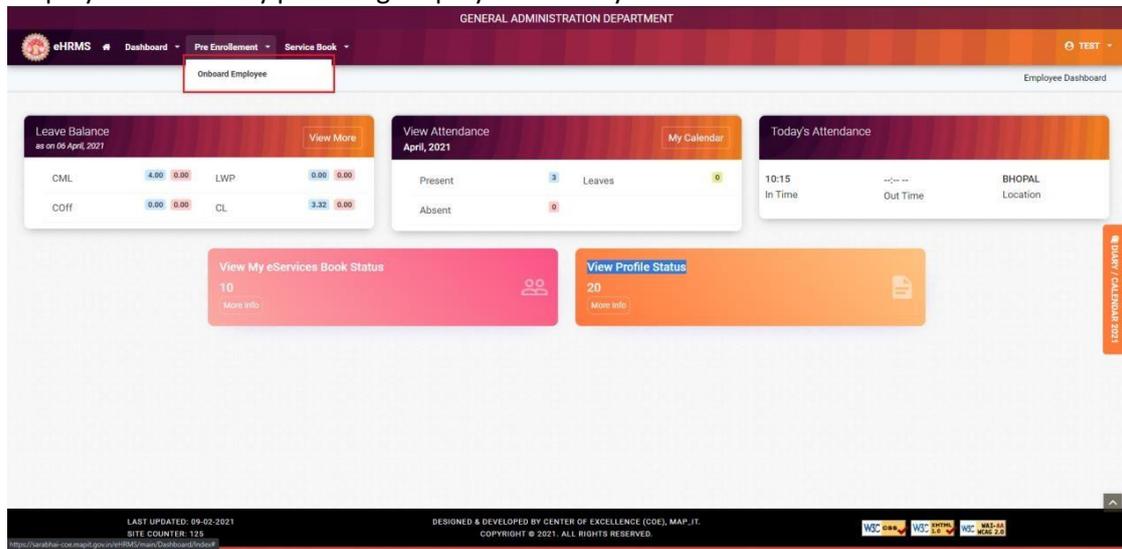


4. From Dashboard Menu- Click on Establishment In charge Clerk - will navigate the user to Establishment In charge Clerk Dashboard



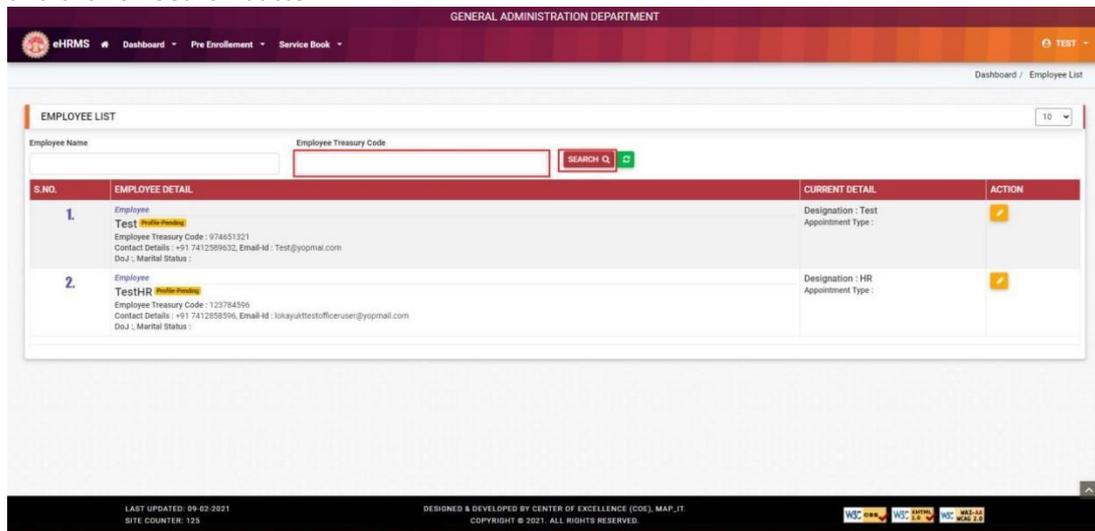
How to On board employee

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

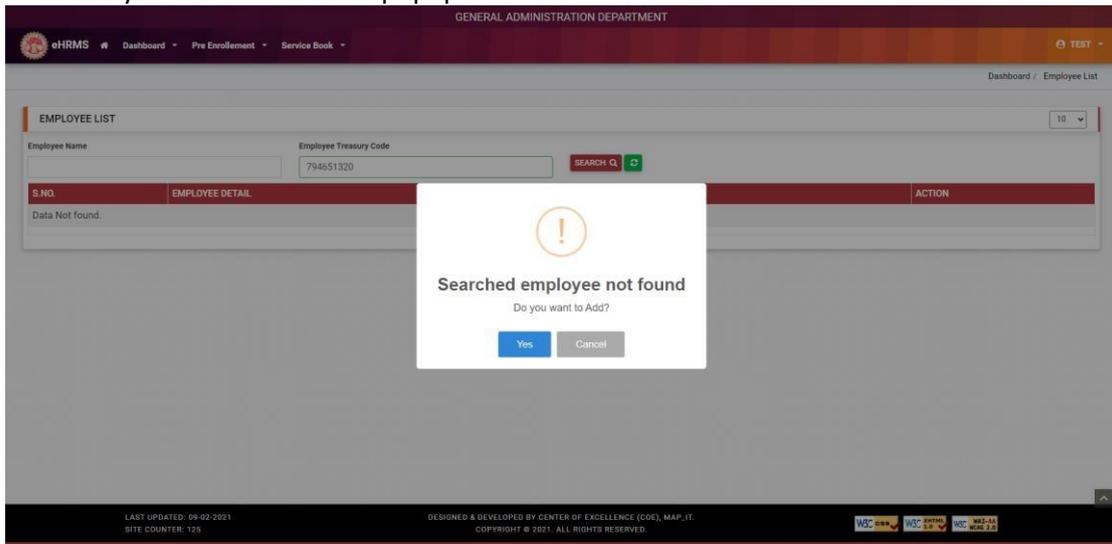


ADD NEW employee

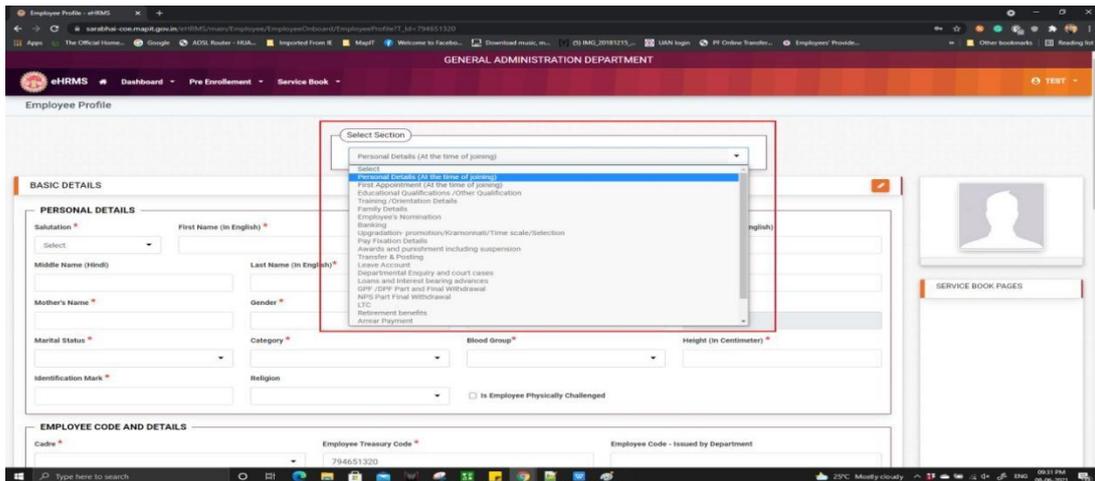
1. User needs to provide new Treasury Code into Employee Treasury Code field and click on Search button:



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



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



The screenshot shows the 'Employee Profile' page in the eHRMS system. The top navigation bar includes 'eHRMS', 'Dashboard', 'Pre Enrollment', and 'Service Book'. The page title is 'Employee Profile'. A dropdown menu is set to 'Personal Details (At the time of joining)'. The form is divided into several sections:

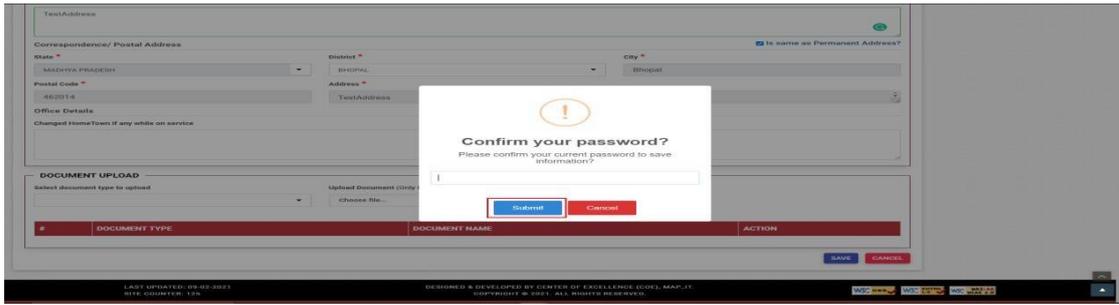
- PERSONAL DETAILS:** Includes fields for Salutation, First Name (English/Hindi), Middle Name (English/Hindi), Last Name (English/Hindi), Father's Name, Mother's Name, Gender, DOB (MM-DD-YYYY), Marital Status, Category, Blood Group, Height (Centimeter), Identification Mark, and Religion. There is a checkbox for 'Is Employee Physically Challenged'.
- EMPLOYEE CODE AND DETAILS:** Includes fields for Cadre, Employee Treasury Code (794651320), Employee Code - Issued by Department, PAN, Scheme Type, and Scheme Number.
- CONTACT DETAILS:** Includes fields for Mobile No., Alternate Mobile No., Official Email-id, and Alternate Email-id.
- EMERGENCY CONTACT DETAILS:** Includes fields for Contact Person Name, Contact No., and Relationship with Employee.
- ADDRESS DETAILS:** Includes sections for Permanent Address and Correspondence/Postal Address, with fields for State, District, City, and Postal Code.
- DOCUMENT UPLOAD:** Includes a dropdown for document type, a file upload field, and an 'UPLOAD' button.

At the bottom right of the form, there are 'SAVE' and 'CANCEL' buttons. A table header is visible at the bottom of the document upload section:

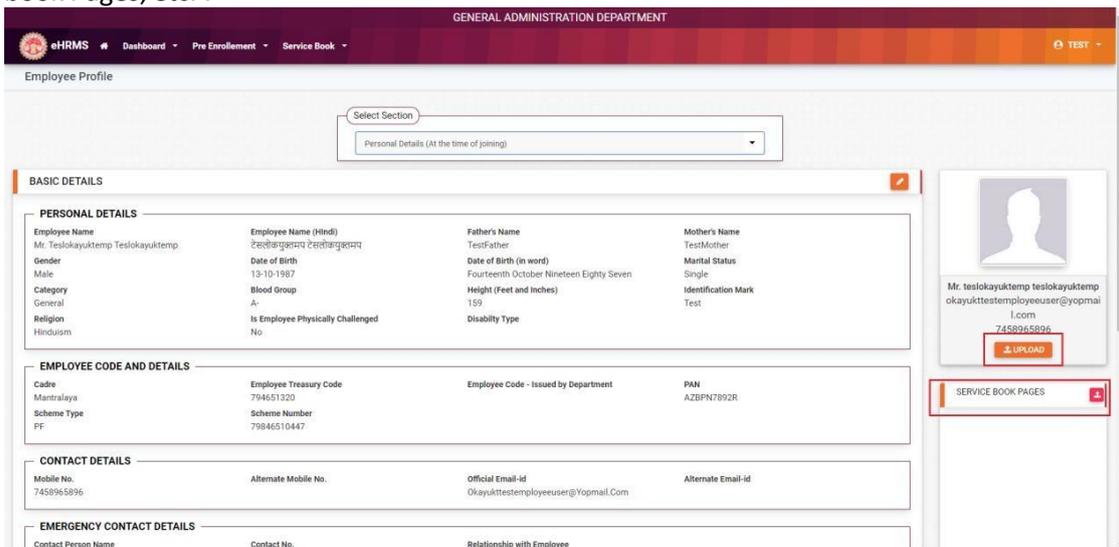
| # | DOCUMENT TYPE | DOCUMENT NAME | ACTION |
|---|---------------|---------------|--------|
|---|---------------|---------------|--------|

*****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.**

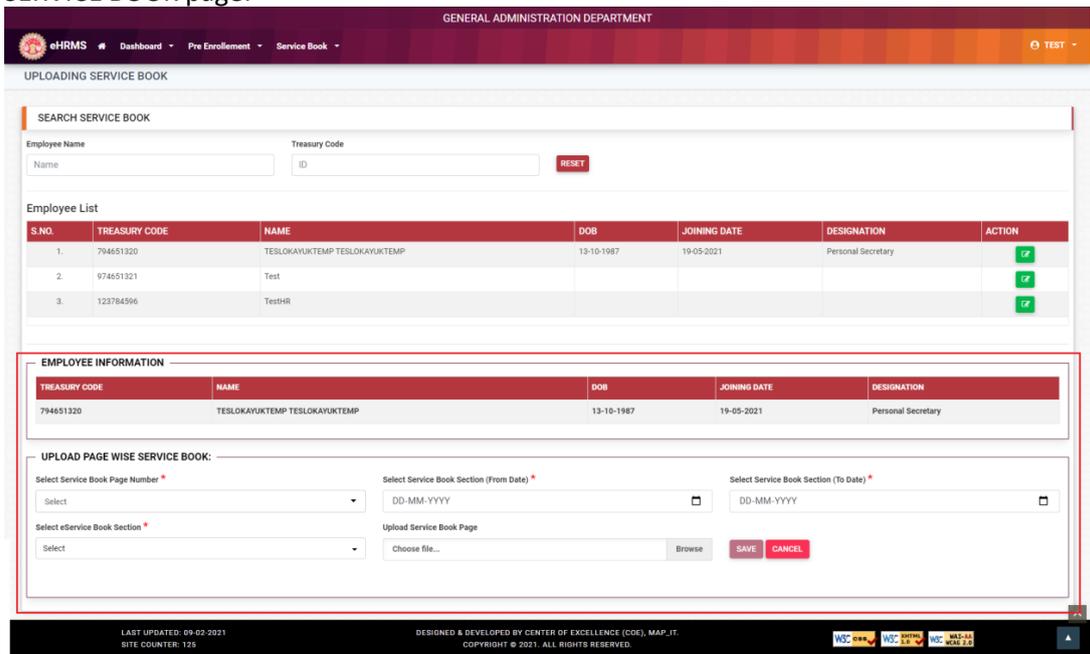
- Clicking on Save button will open the popup window for Establishment In charge Clerk password for confirmation:



- 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. :



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



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:

The screenshot shows the 'Employee Profile' form in the eHRMS system. A dropdown menu titled 'Select Section' is open, listing various sections. The option 'First Appointment (At the time of joining)' is highlighted. The form fields are partially visible, including 'PERSONAL DETAILS' with fields for Employee Name, Gender, Date of Birth, and Religion. Other sections include 'EMPLOYEE CODE AND DETAILS', 'CONTACT DETAILS', and 'EMERGENCY CONTACT DETAILS'. A user profile card for 'Mr. teslokayuktemp' is visible on the right side.

This screenshot shows the 'Employee Profile' form with the 'First Appointment (At the time of joining)' section selected. The 'FIRST APPOINTMENT DETAILS' section is expanded, containing sub-sections: 'APPOINTMENT ORDER DETAILS' (Department, Designation, Class, Appointment Order No.), 'JOINING DETAILS' (Date of Joining, Time of Joining), 'PROBATION DETAILS' (checkbox for Probation Period Applicable), and 'REGULAR/PERMANENT DETAILS' (checkbox for Regularization/Permanent Details Applicable). There is also an 'UPLOAD' section for documents. A table at the bottom shows columns for '#', 'DOCUMENT TYPE', 'DOCUMENT NAME', and 'ACTION'. The user profile card for 'Mr. teslokayuktemp' is on the right.

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.

The screenshot displays the 'Employee Profile' form with the 'Educational Qualification /Other Qualification' section selected. The 'QUALIFICATION DETAILS' section is active, featuring a form to add new qualifications with fields for Qualification Status, Type, Degree/Course, Subject, Passing Year, Degree/Certificate Issuing Date, Institute/School, and University/Board. There is also a 'Remarks' field and an 'Upload Document' section. Below the form is a table with the following columns: '#', 'QUALIFICATION TYPE', 'QUALIFICATION STATUS', 'PASSING YEAR', 'PERCENTAGE/ GRADE', 'ISSUED ON', 'SUBJECT', 'INSTITUTION/SCHOOL', 'UNIVERSITY/BOARD', 'KNOWLEDGE OF COMPUTER', 'UPLOADED DOCUMENT', and 'ACTION'. The user profile card for 'Mr. Ramesh Shrivastava' is on the right.

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.

The screenshot shows the 'Employee Profile' page in eHRMS. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. Below this, a 'Select Section' dropdown is set to 'Training/Orientation Details'. The main form area is titled 'TRAINING DETAILS' and contains several input fields: 'Training Type', 'Name', 'Duration (From)', 'Institute Name', 'Course Type', 'Remarks', and 'Training Certificate Issuing Date'. There are also buttons for 'ADD NEW DETAILS', 'SAVE', and 'CANCEL'. To the right, there is a profile card for 'Mr. Ramesh Shrivastava' with an 'UPLOAD' button. Below the form is a table with the following columns: #, TRAINING TYPE, NAME, INSTITUTE NAME, COURSE TYPE, DURATION, DEGREE/CERTIFICATE ISSUING DATE, VENUE, UPLOADED DOCUMENT, and ACTION.

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.

The screenshot shows the 'Employee Profile' page in eHRMS. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. Below this, a 'Select Section' dropdown is set to 'Family Details'. The main form area is titled 'FAMILY DETAILS' and contains several input fields: 'Salutation', 'Family Member Name', 'Gender', 'Relationship', 'DOB', 'Contact Number', 'Account Number', 'Confirm Account Number', 'IFSC', 'Marital Status', 'Disability Type', and 'PAN'. There are also buttons for 'ADD NEW DETAILS', 'SAVE', and 'CANCEL'. To the right, there is a profile card for 'Mr. Ramesh Shrivastava' with an 'UPLOAD' button. Below the form is a table with the following columns: #, FAMILY MEMBER DETAIL, BANK ACCOUNT DETAILS, PAN, IS GOVERNMENT EMPLOYEE, EMPLOYEE TREASURY CODE, DEPARTMENTAL EMPLOYEE CODE, and ACTION.

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.

The screenshot shows the 'Employee Profile' page in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. The page title is 'Employee Profile'. A dropdown menu labeled 'Select Section' is set to 'Employer's Nomination'. Below this is the 'NOMINEE DETAILS' form, which includes fields for 'Applicable Schemes', 'Effective From', 'Nominee Name', 'Gender', 'Relationship with Employee', 'Date of Birth', 'Account Number', 'IFSC', 'Marital Status', 'PAN', 'Share Percentage', and 'Contact Number'. There is also a text area for 'In the Event of Nominee Predeceasing the Subscriber'. To the right of the form is a profile card for 'Mr. Ramesh Shrivastava' with contact information and an 'UPLOAD' button. Below the form is a 'NOMINEE LIST' table with columns: #, SCHEME NAME, EFFECTIVE FROM, NOMINEE, RELATION, CONTACT NUMBER, DATE OF BIRTH, SHARE %, and ACTION. The table is currently empty.

12. Banking:

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

The screenshot shows the 'Employee Profile' page in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. The page title is 'Employee Profile'. A dropdown menu labeled 'Select Section' is set to 'Banking'. Below this is the 'BANKING DETAILS' form, which includes fields for 'Account Number', 'Confirm Account Number', 'Bank IFSC Code', 'Bank Name', and 'Branch'. To the right of the form is a profile card for 'Mr. Ramesh Shrivastava' with contact information and an 'UPLOAD' button. Below the form is a 'BANKING DETAILS' table with columns: #, BANK IFSC CODE, BANK NAME, BANK ACCOUNT NUMBER, BANK BRANCH, and ACTION. The table is currently empty.

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

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

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.

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.

The screenshot shows the 'Employee Profile' page for the 'GENERAL ADMINISTRATION DEPARTMENT'. The 'Select Section' dropdown is set to 'Awards and punishment including suspension'. The form below has fields for Date (DD-MM-YYYY), Order No., Order Issuing Authority, and Type of Award / Punishment. Below the form is a table titled 'AWARDS AND PUNISHMENT DETAILS LIST' with columns: #, DATE, ORDER NO., ORDER ISSUING AUTHORITY, TYPE OF AWARD / PUNISHMENT, ORDER DETAILS, and ACTION. A user profile card for Mr. Ramesh Shrivastava is visible on the right.

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.

The screenshot shows the 'Employee Profile' page for the 'GENERAL ADMINISTRATION DEPARTMENT'. The 'Select Section' dropdown is set to 'Transfer & Posting'. The form below has fields for Administrative/Self, Post held (Name and Code), Department, Sub Department, Office Level, Office, Demography, DDO code, Current Posting, Joining date, Relieving date, Order No., Order Date, and Deputation Details. Below the form is a table titled 'TRANSFER AND POSTING DETAILS' with columns: #, ADMINISTRATIVE/SELF, POST HELD (NAME AND CODE), OFFICE, DDO CODE, JOINING DATE, RELIEVING DATE, ORDER NO, ORDER DATE, DEPUTATION DETAILS, and ACTION. A user profile card for Mr. Ramesh Shrivastava is visible on the right.

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.

Employee Profile

Select Section
Leave Account

LEAVE DETAILS

LEAVE ACCOUNT DETAILS

Leave Type: Select
Debit Date From: DD-MM-YYYY
Debit Date To: DD-MM-YYYY
Leave Taken: [Field]

ADD NEW LEAVE DETAILS

SAVE CANCEL

EARNED LEAVE RECORDS

| # | PREVIOUS BALANCE | CREDIT DATE FROM | CREDIT DATE TO | TOTAL CREDIT | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | REMAINING BALANCE | ACTION |
|------------------|------------------|------------------|----------------|--------------|-----------------|---------------|-------|-------------------|--------|
| No Records Found | | | | | | | | | |

COMMUTED LEAVE RECORDS

| # | PREVIOUS BALANCE | CREDIT DATE FROM | CREDIT DATE TO | TOTAL CREDIT | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | REMAINING BALANCE | ACTION |
|------------------|------------------|------------------|----------------|--------------|-----------------|---------------|-------|-------------------|--------|
| No Records Found | | | | | | | | | |

CHILD CARE LEAVE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | REMAINING BALANCE | ACTION |
|------------------|-----------------|---------------|-------|-------------------|--------|
| No Records Found | | | | | |

MATERNITY LEAVE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | ACTION |
|------------------|-----------------|---------------|-------|--------|
| No Records Found | | | | |

PATERNITY LEAVE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | ACTION |
|------------------|-----------------|---------------|-------|--------|
| No Records Found | | | | |

STUDY LEAVE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | ACTION |
|------------------|-----------------|---------------|-------|--------|
| No Records Found | | | | |

EXTRAORDINARY LEAVE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | ACTION |
|------------------|-----------------|---------------|-------|--------|
| No Records Found | | | | |

LEAVE NOT DUE RECORDS

| # | DEBIT DATE FROM | DEBIT DATE TO | TAKEN | ACTION |
|------------------|-----------------|---------------|-------|--------|
| No Records Found | | | | |

Mr. Ramesh Shrivastava
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9917855659

SERVICE BOOK PAGES

LAST UPDATED: 09-03-2021
SITE COUNTER: 129

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18. Department Enquiry and Court Cases:

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

Employee Profile

Select Section
Departmental Enquiry and court cases

DEPARTMENTAL ENQUIRY AND COURT CASES

Court case / Departmental Enquiry: [Field]
Details: [Field]
Against Employee / By Employee: [Field]
Date of Initiation: DD-MM-YYYY

Court Case / DE Officer Name: [Field]
Status: Select
Remarks: [Field]

ADD NEW DETAILS

SAVE CANCEL

DEPARTMENTAL ENQUIRY AND COURT CASES

| # | COURT CASE / DEPARTMENTAL ENQUIRY | DETAILS | AGAINST EMPLOYER / BY EMPLOYEE | DATE OF INITIATION | COURT CASE / DE OFFICER | STATUS | REMARKS | ACTION |
|------------------|-----------------------------------|---------|--------------------------------|--------------------|-------------------------|--------|---------|--------|
| No Records Found | | | | | | | | |

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SERVICE BOOK PAGES

19. Loans and Interest bearing advances:

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

Employee Profile

Select Section
Loans and interest bearing advances

ADD NEW DETAILS

NAME OF ADVANCE*
SANCTIONED LOAN AMOUNT*
NO OF INSTALLMENT FOR INTEREST REPAYMENT*

SANCTION ORDER NO.*
NO OF INSTALLMENTS FOR PRINCIPAL REPAYMENT*

SANCTION ORDER DATE*
INTEREST AMOUNT*

REMARKS

SAVE CANCEL

LOAN DETAILS

| # | NAME OF ADVANCE | SANCTION ORDER NO | SANCTION ORDER DATE | SANCTIONED LOAN AMOUNT | NO OF INSTALLMENTS FOR PRINCIPAL REPAYMENT | INTEREST AMOUNT | NO OF INSTALLMENT FOR INTEREST REPAYMENT | REMARKS | ACTION |
|---|-----------------|-------------------|---------------------|------------------------|--|-----------------|--|---------|--------|
| | | | | | | | | | |

Mr. Ramesh Shivastava
rameshs@yopmail.com
9917835659
UPLOAD

SERVICE BOOK PAGES

20. GPF/DPF/Part/Final Withdrawal:

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

Employee Profile

Select Section
GPF /DPF Part and Final Withdrawal

ADD NEW DETAILS

GPF/DPF
WITHDRAWAL TYPE
GPF/DPF NO.
SANCTION ORDER DATE

SANCTION ORDER NO.
SANCTION AUTHORITY NAME
PURPOSE OF WITHDRAWAL

SANCTION AUTHORITY DESIGNATION
SANCTION AMOUNT

VOUCHER NO.
VOUCHER DATE

SAVE CANCEL

GPF /DPF PART AND FINAL WITHDRAWAL DETAILS

| # | GPF/DPF TYPE (PART AND FINAL) | SANCTION ORDER NO | SANCTION ORDER DATE | SANCTION ORDER NO | SANCTION AUTHORITY NAME | SANCTION AUTHORITY DESIGNATION | SANCTION AMOUNT | PURPOSE OF WITHDRAWAL | VOUCHER NO | VOUCHER DATE | ACTION | |
|---|-------------------------------|-------------------|---------------------|-------------------|-------------------------|--------------------------------|----------------------|-----------------------|------------|--------------|------------|--|
| 1 | | | | | | | | | | | | |
| 2 | DPF | Full Payment | hh6 | 07/06/2021 | 9996 | hj | Additional Secretary | 56 | vv | 43hj | 01/06/2021 | |

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UPLOAD

SERVICE BOOK PAGES

21. NPS Part Final withdrawal:

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

Employee Profile

Select Section
NPS Part Final Withdrawal

NPS PART FINAL WITHDRAWAL DETAILS

Sanction Order Date* DD-MM-YYYY
Sanction Order No.*
Sanction Authority Name*
Sanction Authority Designation*
Sanction Amount*
Date of withdrawal* DD-MM-YYYY
Purpose of withdrawal*
Registration no of DDO*

NPS PART FINAL WITHDRAWAL DETAILS

| # | SANCTION ORDER DATE | SANCTION ORDER NO. | SANCTION AUTHORITY NAME | SANCTION AUTHORITY DESIGNATION | AMOUNT | DATE OF WITHDRAWAL | PURPOSE OF WITHDRAWAL | REGISTRATION NO OF DDO | ACTION |
|---|---------------------|--------------------|-------------------------|--------------------------------|--------|--------------------|-----------------------|------------------------|--------|
| | | | | | | | | | |

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9917855659

SERVICE BOOK PAGES

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.

Employee Profile

Select Section
LTC

LTC DETAILS

Type of LTC*
Block Year*
Sanction Order No.*
Sanction Date* DD-MM-YYYY
Sanction Authority Name*
Details of Family for Which LTC is Being Availed*
Duration of LTC(in days)*
Total Entitlement of Leave Encashment During Service Days (60 days)*

LTC DETAILS

| # | TYPE OF LTC | BLOCK YEAR | SANCTION ORDER NO. | SANCTION DATE | SANCTION AUTHORITY NAME | DETAILS OF FAMILY FOR WHICH LTC IS BEING AVAILED | DURATION OF LTC(IN DAYS) | TOTAL ENTITLEMENT OF LEAVE ENCASHMENT DURING SERVICE ...DAYS (60 DAYS) | ACTION |
|---|-------------|------------|--------------------|---------------|-------------------------|--|--------------------------|--|--------|
| | | | | | | | | | |

Mr. Ramesh Shrivastava
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9917855659

SERVICE BOOK PAGES

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.

The screenshot shows the 'Employee Profile' page in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. The page title is 'Employee Profile'. A dropdown menu is set to 'Retirement benefits'. Below this is the 'RETIREMENT BENEFIT DETAILS' form, which includes fields for 'Retirement Benefit Type', 'Order Date', 'Order No.', 'Effective From', 'Date of Payment', and 'Amount Paid'. There are 'SAVE' and 'CANCEL' buttons. To the right is a user profile card for 'Mr. Ramesh Shrivastava'. Below the form is a table with the following columns: #, RETIREMENT BENEFIT, ORDER DATE, ORDER NUMBER, EFFECTIVE FROM, DATE OF PAYMENT, AMOUNT, and ACTION.

24. Arrear Payment

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

The screenshot shows the 'Employee Profile' page in the eHRMS system. The dropdown menu is set to 'Arrear Payment'. Below this is the 'EMPLOYEE ARREAR PAYMENT DETAILS' form, which includes fields for 'Date of Payment', 'Amount Paid', 'Detail', 'Voucher Number', 'Voucher Date', and 'Gross Total'. There are 'SAVE' and 'CANCEL' buttons. To the right is the same user profile card. Below the form is a table with the following columns: #, DATE OF PAYMENT, AMOUNT PAID, VOUCHER NUMBER, VOUCHER DATE, GROSS TOTAL, DETAIL, and ACTION.

25. Recoveries:

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

The screenshot shows the 'Employee Profile' page in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. The page title is 'GENERAL ADMINISTRATION DEPARTMENT'. Below the navigation, there is a 'Select Section' dropdown menu with 'Recoveries' selected. The main form is titled 'RECOVERY DETAILS' and contains several input fields: 'Reason for Recovery', 'Principal Amount', 'Interest', 'Voucher No /Challan No', and 'Voucher Date' (with a date picker set to DD-MM-YYYY). There are 'ADD NEW DETAILS', 'SAVE', and 'CANCEL' buttons. To the right, there is a user profile card for 'Mr. Ramesh Shrivastava' with contact information and an 'UPLOAD' button. Below the form is a table titled 'RECOVERY DETAILS LIST' with the following columns: #, REASON FOR RECOVERY, PRINCIPAL AMOUNT, INTEREST, VOUCHER NO /CHALLAN NO, VOUCHER DATE, and 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.

The screenshot shows the 'Employee Profile' page in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrollment', 'Sanction Authority', and 'Service Book'. The page title is 'GENERAL ADMINISTRATION DEPARTMENT'. Below the navigation, there is a 'Select Section' dropdown menu with 'Other Events' selected. The main form is titled 'OTHER EVENT DETAILS' and contains several input fields: 'Name of Event', 'Details of Order', 'Order Date' (with a date picker set to DD-MM-YYYY), 'Details of Sanction', 'Date of effect' (with a date picker set to DD-MM-YYYY), and 'Remark'. There are 'ADD NEW DETAILS', 'SAVE', and 'CANCEL' buttons. To the right, there is a user profile card for 'Mr. Ramesh Shrivastava' with contact information and an 'UPLOAD' button. Below the form is a table titled 'OTHER EVENT DETAILS LIST' with the following columns: #, NAME OF EVENT, DETAILS OF ORDER, ORDER DATE, DETAILS OF SANCTION, DATE OF EFFECT, REMARK, and ACTION.

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.

The screenshot shows the 'Employee Profile' page for the 'GENERAL ADMINISTRATION DEPARTMENT'. The 'SERVICE BOOK AUDIT DETAILS' section is active, with a dropdown menu set to 'Service Book Audit(Service Verification)'. The form contains the following fields:

- Date of Audit: DD-MM-YYYY
- Audited by: [Text Field]
- Key Findings: [Text Field]
- Compliance date: DD-MM-YYYY
- Remark: [Text Area]

Below the form is a table titled 'SERVICE BOOK AUDIT DETAILS LIST' with columns: #, DATE OF AUDIT, AUDITED BY, KEY FINDINGS, COMPLIANCE DATE, REMARK, and ACTION. The table is currently empty.

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:

The screenshot shows the 'Employee Profile' page with the 'PERSONAL DETAILS' section active. The 'FINAL SUBMIT' button is highlighted in red. The form includes the following sections and fields:

- PERSONAL DETAILS:** Employee Name, Employee Name (Hindi), Father's Name, Mother's Name, Gender, Date of Birth, Date of Birth (in word), Marital Status, Category, Blood Group, Height (Feet and Inches), Identification Mark, Religion, Is Employee Physically Challenged, Disability Type.
- EMPLOYEE CODE AND DETAILS:** Cadre, Employee Treasury Code, Employee Code - Issued by Department, PAN, Scheme Type, Scheme Number.
- CONTACT DETAILS:** Mobile No., Alternate Mobile No., Official Email-id, Alternate Email-id.
- EMERGENCY CONTACT DETAILS:** Contact Person Name, Contact No., Relationship with Employee.

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

The screenshot shows a 'Confirm your password?' popup window overlaid on the 'Employee Profile' page. The popup contains the following text:

Confirm your password?
Please confirm your current password to update information?

There is a text input field for the password and two buttons: 'Submit' and 'Cancel'.

*****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:

The screenshot shows the 'EMPLOYEE LIST' interface in the eHRMS system. At the top, there is a navigation bar with 'eHRMS', 'Dashboard', 'Pre Enrolment', and 'Service Book'. The main content area features a search bar with 'Employee Name' and 'Employee Treasury Code' fields, and a 'SEARCH Q' button. Below the search bar is a table with the following data:

| S.NO | EMPLOYEE DETAIL | CURRENT DETAIL | ACTION |
|------|---|--|--------|
| 1. | Employee Test Profile Feedback Employee Treasury Code : 974651321 Contact Details : +91 7412599532, Email-Id : Test@yopmail.com DoJ : , Marital Status : | Designation : Test Appointment Type : | |
| 2. | Employee TestHR Profile Feedback Employee Treasury Code : 123784596 Contact Details : +91 7412859596, Email-Id : lokayuktestofficeruser@yopmail.com DoJ : , Marital Status : | Designation : HR Appointment Type : | |
| 3. | Employee Mr. Teslokayuktemp Teslokayuktemp Profile Feedback Forwarded To Employee Employee Treasury Code : 794651320 Contact Details : +91 7459965996, Email-Id : okayuktestemployeeuser@yopmail.com DoJ : May 15, 2023, Marital Status : Single | Designation : Personal Secretary Appointment Type : Substantive | |

At the bottom of the page, there is a footer with the following information:

- LAST UPDATED: 08-03-2021
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