# MANAV SAMPADA

## **GOVERNMENT OF PUNJAB**

**USER MANUAL** 

Version 1.0

**Submitted By** 



## NATIONAL INFORMATICS CENTRE

## PUNJAB

## DEPARTMENT OF INFORMATION TECHNOLOGY

MINISTRY OF COMMUNICATION & INFORMATION

## TECHNOLOGY

**GOVERNMENT OF INDLA** 

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## 1. Introduction

## 1.1. Objective

- To develop a complete HR solution for massive manpower of 2, 34,705 employees (4% of total population) of 146 Government departments/boards/corporations posted in 27,918 offices of Government of Himachal Pradesh.
- To collate the data for creation of posts, determining staff strength and expected number of retirements in a year and rational deployment of staff in various field offices
- To develop HR related databases for analyzing the skill set of each employee by collecting the information like skills, compensation, personal details, demographic information, and other detailed relevant information.
- To link with attendance management (Biometric Based attendance System) for collecting and analyzing information about employees working hours and then to use in evaluating cost account for the departments.
- For providing Salary and Compensation Management to the departments to compute the payroll details of the employees by using inputs of employees working hours and attendance.
- To develop a Benefits Management System for calculating additional allowances and benefits provided to employees using details about insurance policies, pension plans.
- Integration with 17 more applications extended its ambit to various other Government G2G, G2E and G2C services for user authentication, sharing of master data of offices, vacancy position, employee strength, online transactions etc.
- To preserve employees most useful information currently available in their manual service book record in electronic form (e-Service Book) and to create a Searchable Employee Service Book database through data entry of master service book and online transactions thereon.
- To make available eService book on the Internet supporting Governments effort to bring transparency in a user-friendly interface for use by both the department and Government employees.
- To reduce the manual effort in maintaining service book by decentralizing and timely updation of transactions such as (transfer, promotion, joining, relieving etc.)

- To achieve transparency and the objective of RTI Act with regard to employee posting and transfers.
- To develop work flow based product to eliminate paper use in the Government at various levels which will result in fast disposal of matters and thus improve the Carbon Credit Rating of the state by saving paper.

## 2. Manav Sampada Application

## 2.1. Web Based System

## 2.1.1. Introduction to Web Based System

Manav Sampada is web-based application software that can be accessed through the web browser. The software and database reside on a central server rather than being installed on the desktop system and is accessible over a network.

Web based application is a way to take advantage of today's technology to enhance the government productivity & efficiency. Web based application gives an opportunity to access the office information from anywhere in the world at anytime. It also facilitates to save time & money and improve the interactivity with higher authorities, subordinates and citizens.

With a computer connected to the Internet, a web browser and the right user name and password, officials can access the systems from any location. Web-based applications are easy to use and can be implemented without interrupting the existing work process.

#### **Client Server Architecture**

**Client** is a program that generates requests and **server** processes those requests in a meaningful way for the client. Web based application can also be called type of client-server application because it involves generating and processing requests. But client-server application is a broader term than web based, for example, in an office the use of a centralized printer or any other shared resource is client-server, but not web based.

Web based application is loaded on the central server. Client machine use the web application using **URL (Uniform Resource Locator)**. The URL is a unique address for a web-based application that is accessible through the Internet. For example <u>http://10.146.50.83/</u> is the URL to access Manav Sampada website. **Website** refers to a location on the Internet that is unique where web-based application is hosted and can be accessed through a URL.

In earlier types of client-server applications, each application had its own client program which served as its user interface and had to be separately installed on each user's personal computer. An upgrade to the server part of the application would typically require an upgrade to the clients installed on each user workstation, adding to the support cost and decreasing productivity.

In contrast, Web applications dynamically generate a series of Web documents/pages in a standard format supported by common browsers. A **browser** is an application program that provides a way to look at and interact with all the information on the World Wide Web through different URLs e.g. Internet Explorer, Google chrome, Mozilla Firefox etc.

Generally, each individual Web page is delivered to the client as a static document/page, but the sequence of pages can provide an interactive experience, as user input is returned through Web form elements embedded in the web page. The Web browser interprets and displays the pages, and acts as the universal client for any Web application.



Figure: Depicting Home Page of Manav Sampada application in a Web-Browser (Internet Explorer)

**Home page** is a start or main web page of a website that appears first on the screen, when a web based application is accessed through the web browser.

#### Benefits of Web Based application:

Below are some of the core benefits of web based applications:

#### Virtual Office:

The Officers/Officials can access the application from anywhere at any time using technology such as laptop, computers, cell phones and internet access. Officers / Officials can manage their daily tasks even from outside the office.

#### Cross platform compatibility:

Web based applications are far more compatible across platforms than standalone applications. Typically the minimum requirement would be a web browser of which there are many (Internet Explorer, Firefox, Netscape etc). These web browsers are available for a multitude of operating systems and so whether you use Windows, Linux or Mac OS you can still run the web application.

#### More manageable:

Web based systems need only be installed on the server placing minimal requirements on the end user workstation. This makes maintaining and updating the system much simpler as usually it can all be done on the server. Any client updates can be deployed via the web server with relative ease.

#### Highly deployable:

Due to the manageability and cross platform support deploying web applications to the end user is far easier. They are also ideal where bandwidth is limited and the system and data is remote to the user. At their most deployable you simply need to send the user a website address to log in to and provide them with internet access.

This has huge implications allowing you to widen access to your systems, streamline processes and improve relationships by providing more of your customers, suppliers and third parties with access to your systems.

#### Secure live data:

Web based system processes can often be consolidated reducing the need to move data around. Web based applications also provide an added layer of security by removing the need for the user to have access to the data and back end servers.

#### **Reduced costs:**

Web based applications can dramatically lower costs due to reduced support and maintenance, lower requirements on the end user system and simplified architecture.

### 2.1.2. Process Re-engineering

The goal of process reengineering is to achieve efficiency and effectiveness by radically rethinking existing processes; whereas the goal of total quality management is to undertake process change gradually by working in incremental steps

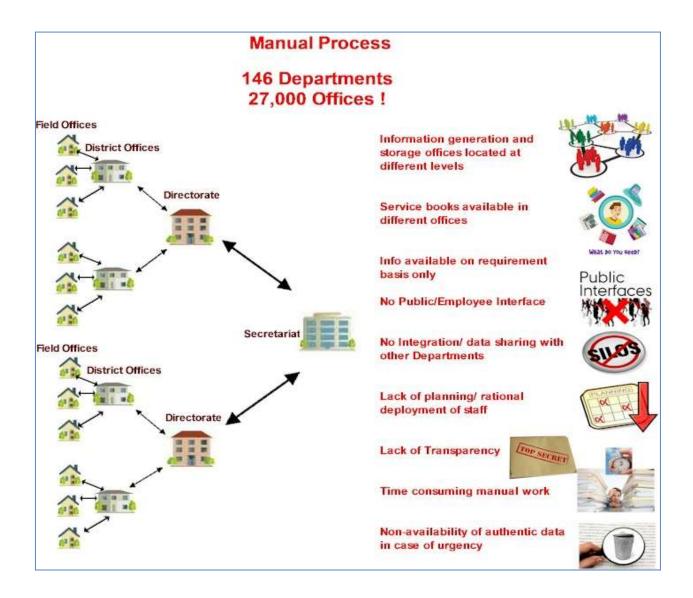
## Non-ICT

- Standardization of forms and procedures
- Improvement in Carbon-Credit rating by reducing the usage of paper
- All Establishment of all departments were linked together with centralized solution concept
- Discontinuation of Manual ACR/APR
- Discontinuation of manual method of sending various order from Sectt./Head office to field offices
- Discontinuation of gathering information regarding staff strength, service books and vacancy from field offices
- Issuance of gazette Notification for restructuring of 'Manav Sampada' application implementation.
- BSNL CUG for government employees

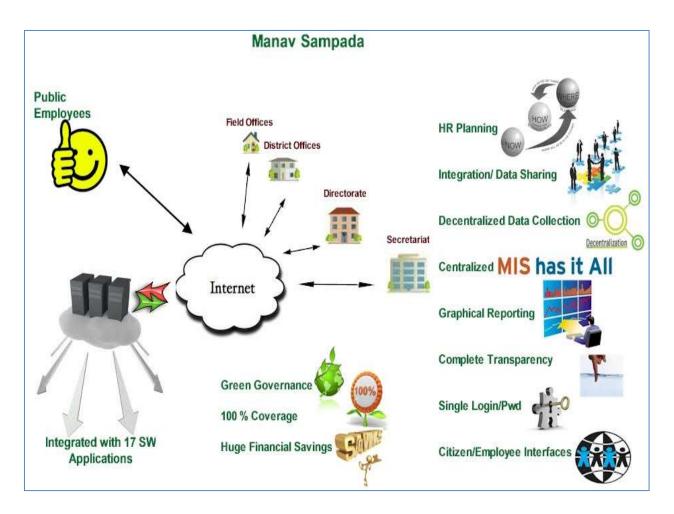
## ICT

- A front end of Manav Sampada was developed to integrate 17 different e-governance application for menus, roles, access control and user authentication
- Centralized solution for all government departments
- Online delivery of services to all stakeholders
- Availability of important master data of department, offices, designation and employees.
- Unique Employee ID to all employees.
- Integrated Dash Board of employee to view attendance, salary, service record, APR and ACR
- Employee Id Based User authentication for multiple e-Governance application. single sign on
- Manpower planning, employment, placement, training, appraisal and compensation of employees.
- SMS based information dissemination (Service Transaction, APR ) to employees

- Input gathering from citizen dissemination of power under 73 amendments of constitution
- Staff rationalization (Teacher student ratio in education)



#### Manav Sampada



## 2.1.3. Efficiency Improvement

#### Time Saving

- Order generation and manpower planning (delay in getting staff strength, vacancy position, previous 3 posting, spouse employment status, service in Hard/Tribal Area, compilation, preparing draft lists, order generation) (6-8 months)
- Timely updation of employee service book and available online for viewing (postal delay in receiving employee manual orders, maintain personal file and updation in service books, shortage of staff at establishment offices) (3 4 months)
- Postal delay while sending multiple copies of orders to various stakeholders (10 15 days up to field offices)
- Linkage with employee salary disbursement
- Monitoring of government order implementation status (joining and relieving report) – (1-3 Months)

#### Manpower Saving

- Searching of service book -Cadre/Designation based
- Maintenance of employee orders (maintaining copies of manual orders in personal files, to do entries in manual service books)
- Recording of employee orders in manual service book (manual service book movement – one office to another)
- Verification by DDOs (Dealing assistant Suptd. SO Verifying officer)
- Preparing reply to employees service book related queries (searching, reading of service record, drafting reply, finalize by superiors, dispatch, maintaining office copies)
- To create various monthly statistical reports and send them to head office
- To maintain information in register for annual increment, retirement, order details etc.
- Reduction in duplication of efforts (Manav Sampada restrict multiple entries against same orders)

### 2.1.4. Manav Sampada Dashboard

Module	
Module Name	Dashboard
User	Dept. Officer/Official or Citizens
Description	Dashboard facilitates in resource planning by-
	<ul> <li>Displaying compiled data of all the department in graphical form and</li> </ul>
	Providing the query resolution in drill down manner, on the Home Page of
	Manav Sampada application
How to Access	Manav Sampada:: Dash Board – for manpower planning

### Input Screen:

#### Dashboard:



## 2.1.5. User Authentication & Authorization

#### Authentication

Authentication verifies who you are. It is the process of validating the user. Authentication is the process of obtaining identification credentials such as name and password from a user and validating those credentials against some authority. If the credentials are valid, the entity that submitted the credentials is considered an authenticated identity. Once an identity has been authenticated, the authorization process determines whether that identity has access to a given resource/module.

There are many ways of authenticating a user like:

- Login/Password based authentication
- Device based authentication

• Biometric Authentication

#### Authorization

Authorization verifies what you are authorized to do. The purpose of authorization is to determine whether an identity should be granted the requested type of access to a given resource/module.

In Manav Sampada, the users have been categorised in 6 different roles as per their nature of job. The Users are able to access the modules as per the role assigned to them. The **Role-Based User Detail** is mentioned below:

#### 1. Role : - Head Office Administrator

#### **Permission:**

- Maintain Department Masters Designation, Office, Branch, Sanction Strength
- User Management Create Establishment wise Employee Master Record
- Role Management Assign Role to employees as per their nature of job

#### 2. Role : - Establishment Data Entry User

#### Permission:

- User Management Create Establishment wise Employee ID
- Enter service record in 12 Forms
- Submit service book for verification officer,
- can view all reports/Query,
- Can upload his/her property return,
- Update contact detail,
- Add education and training detail,
- Upload signature
- Change password

#### 3. Role : - Establishment Verifying User

#### Permission:

- View and verify employee service record submitted to them,
- can view all reports/Query,
- Can upload his/her property return,
- Update contact detail,
- Add education and training detail,
- Upload signature
- Change password

#### 4. Role : - Transfer/Promotion

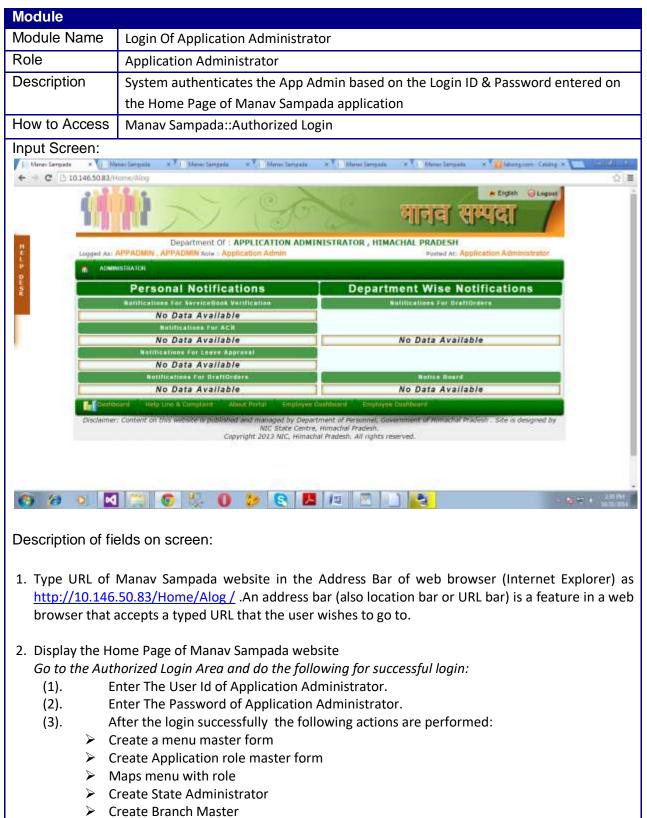
#### Permission:

- Draft Transfer/Promotion/Appointment Detail
- Draft Penalty/Termination/Cancellation/Suspension orders
- Finalization and automatic publishing on the Web
- Can upload his/her property return,
- Update contact detail,
- Add education and training detail,
- Upload signature
- Change password

#### 5. Role : - General User

#### **Permission:**

- Can upload his/her property return,
- Update contact detail,
- Add education and training detail,
- Upload signature
- Change password



### 3. Login Of Application Administrator

### Input Screen: Create Menu Master Form:

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Description of the given screen:

• By above given screen user can make a new menu entry and after entering all the details regarding the menu master form ,user can see his saved menu master details as given below in the search menu detail form.

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## Input Screen: Create Application Role Form:

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## Description of the given screen

• The above page help user to create the application role master form and user can see the all enteries in search application role form.

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## Input Screen: Mapping Menu With Role

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## Description of the given screen:

• In this page user have to select the particular state and role name and this page will show user the mapping of all menu details with its roles.

## Input Screen: Create State Administrator

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	USER MANAGEMENT FORM - CREATE STATE ADMIN USER  Create New State Administrator User	
	State Select  User tal User Password	
	SAVE	
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5 10		20 4 24 M

Description of the given screen:

• In this page ,user can create the state admin user by selecting the state and user id and user password. And user can see all the details after entering the values in search and edit State Administrator Detail form .

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## Input Screen: Create Branch Master

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## 4. Login Of State Administrator

Module		
Module Name	Login of State Administrator	
Role	State Administrator	
Description	System authenticates theState	Admin based on the Login ID & Password entered on
	the Home Page of Manav Samp	ada application
How to Access	Manav Sampada::Authorized Lo	ogin
Input Screen:		
← → C □ 10.146.50.83/H		
-	Department Of : HIMACHAL PI State Administrator , Blate Admini Rale : State Administra	ADESH, HIMACHAL PRADESH dor Persed At: State Administrator Office
P R ADMP	RETRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT	LEAVE MANAGEMENT
	Personal Notifications	Department Wise Notifications
	Notifications For NerviceBook Verification No Data Available	Notifications For DrattOrdere
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Disclame	NIC State Centr	erment of Personnel, Gowmment of Annachal Prodesh . Site is designed by e, Himachal Prodesh. chal Prodesh. All rights reserved.
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Description of fi		
Description of fie	eids on screen:	
http://10.146	·	e Address Bar of web browser (Internet Explorer) as s bar (also location bar or URL bar) is a feature in a e user wishes to go to.
4. Display the Ho	ome Page of Manav Sampada we	bsite
	horized Login Area and do the fol	
	nter The User Id of State Adminis	
	nter The Password of State Adm	
	nter The Password of State Adm fter the login successfully the fo	

Manav Samp						dae awa
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				मानव सम	ादा /	
	and Man					
	Logged As: State Administrat	Department Of : HIMACHAL or . State Admin Role : State Admini		Posted At: State Ad	ministrator Office	
		ADMINISTRATOR CONTENT MANAGENER	T LEAVE MANAGEMENT			
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	Controller Name		Action Name			
	Menu Order		Tool Tip			
		SAVE	0			
			- C			
	Company of the second s					

## 4.1 ADMINISTRATOR

## Description of the given screen:

• User can enter all the details for menu master form to create a new menu master and after saving all the data user can see it in the search menu Detail form.

10.146.50.83/MenuMaste	e/MenuMaster/	Soder/2				_	Ci Pop
	5	71	So.	MANAN	7 SAI		Sector Sector
Logged As: State Adm				, HIMACHAL PRADESH	ed At: State	Administrat	or Office
	STATE ADDRESS	STRATOR CONTEN	NT MANAGEMENT LEAVE MA	HAGEMENT			
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			MENU MASTER F	ORM			
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<ul> <li>Search Menu Det</li> </ul>	tail						
Show 5 •							Searchu
entries							
Menu	Parent Menu 🌐	Hodule #	Controller (	Action Name		Order No. :	i falt
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ACR Hovement A					1	1	Edit
ACR Hovement A Controlling R ACR Status Report					1		Edit Edit

## Input Screen: Mapping Menu With Role

Department Of:       HIMACHAL PRADESH, HIMACHAL PRADESH         Laged As:       State Administrator       State Administrator       Forted As:       State Administrator Office         ADMINISTRATION       STATE ADMINISTRATOR       CANDINI MANAGUNENT       LEANE MANAGUNENT       Forted As:       State Administrator Office         Management Administrator       CANDINI MANAGUNENT       LEANE MANAGUNENT       LEANE MANAGUNENT       LEANE MANAGUNENT         Management Administrator       Candinistrator       Controlling ACRMovement       Action Name       Order Ne.       Edit         Advorment       State Status       Controlling ACRMovement       Action Name       Order Ne.       Edit         Advorment       Advorment       Controlling ACRMovement       Action Name       Order Ne.       Edit         Advorment       Advorment       Controlling ACRMovement       Action Name       Order Ne.       Edit         Advorment       Advorment       Controlling ACRMovement       Action Name       Order Ne.       Edit         Action Name       OntentNaministrator       Controlling ACRMovement       Action       Edit       Edit         Action Name       OntentNaministrator       Controlling ACRMovement       Action       Edit       Edit         Action Name       Noten	C D	10.146.50.83/MenuMas		7100072	So	MANAV SA		C Pop-up bloc
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S       •         entriet       Name       Parent Mems #       Nodule #       Castrolier #       Action Name       Order Ne. #       Edit         Access Content Parent Management Administrator ACR Movement ACR Status Report       State Ruppet       ContentMight CreateContrentPanel       ContentPanel       Lili       Lili         Access Content Access Content Acce		Search Menu D	etail					
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		and the second second resident second s	1. 1.				1	1001
Administrator 1 68		Admin Reports	Seports.				1	
							1	1.00

## Description of the given screen:

• In this page user have to select the particular state and role name and this page will show user the mapping of all menu details with its roles.

## 4.2 STATE ADMINISTRATOR

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in in	यानन सम्पदा
Logged As	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH State Administrator , State Administrator Office Posted At: State Administrator Office
(8) AU	INISTRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT LEAVE MANAGEMENT
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	DEPARTMENT MASTER ENTRY
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Disclaim	er: Content on this website in published and managed by Department of Personnel, Government of Himachai Pradesh . Site is designed by NIC State Centre, Himachai Pradesh, Copyright 2013 NIC, Himachai Pradesh. All rights reserved.

## Description of the given screen:

• In This Page user can select any particular state and In search Option user can see all the departments of that state .user can also create a new department by clicking on the Add New Department Option.

	*	1					
2 (2 10,1	46,50.83/StateAdmin	lithrator/AdmiryDepartm	entMaster/7			_	
		5	(S	Pro Co	MANAV	SAMPAD	
	ogged As: State Ade	Departm ninistrator , State Adm	ent Of : HIMACHAL			At- State Administrator	Office
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			DEPARTM	ENT MASTER ENT	RY		
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	감사님 그것 때 .						
	Department (Local)			Abbreviation			
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## Input Screen: Create Designation Master

iji	eAdministrator/Admin/OenignationMaster/H
Logget As St	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH te Administrator , Blate Administrator Office
CONTRACTOR OF THE OWNER.	RATOR STATE ADMINISTRATOR CONTENT MANADEMENT LEAVE MANAGEMENT
_	
	DESIGNATION MASTER ENTRY
© Search De	signation
State	HIMACHAI, PRADESH
	SEARCH ADD NEW DESIGNATION
O New Desi	nation Betry
Cottoour	if welp Line & Complaint About Hortar Employue Dashtsant Employue Doshtsant
This launate 7	ontent on this website in published and managed by Department of Personnel, Government of Himachai Pradesh . Site is designed by NRC State Centre, Himachai Pradesh.
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	Copyright 2023 Mr., Himachai Prabesh, Ali rughts reserved.

### Description of the given screen:

• In This Page user can select any particular state and In search Option user can see the designation in the departments of that state .user can also create a new designation by clicking on the Add New Designation Option.

() 10.146.50.83/StateAdmini	htrator/AdmiryDetignationMaster/II			-
	>> 19	अ	नव सम्पदा	- gout
Legged As: State Admi	Department Of : HIMACHAL Inistrator , State Administrator , State Administ		Pested At: State Administrator Off	lice
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<ul> <li>Search Designation</li> </ul>	n.			
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Designation (Local)		Abbreviation		
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Disclaimer; Content o	ar from an children is published and managed by De	vartment of Personnel, Governme	n of Milliadow Probeits - Site is design	ind by
	N/C State Cer	itre, Himachal Fradesh. Iachal Fradesh, All rights reserved.		

## Input Screen: Create Department Administrator

C C	10.146.50.B3/AdmintherMgmt/Cro	sateDeptAdmin/Index/10			UEB
		718	P.C.	भागवा सम्पदा	et.
	Investige State Administrate	Department Of : HIMAC	HAL PRADESH , HIMAC	HAL PRADESH Pound At: State Administrator Office	
	other state and stat	OMMISTRATOR CONTENT MANAG			
		USER MANAGEMENT F	ORM - CREATE DEPARTME	INT ADMIN USER	
	Create New Department	Administrator User			
	State	HIMACHAL PRADESH	Department	Select Department +	
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	2-3323 16.0				
			BAVE		
	G Search & Edit Department	Administrator Detail			
		Mary Marking Section			
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Description of the given screen:

• In this page user can create the department admin user by entering all the details and after saving user can search and edit the department administrator detail as given below.

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Logged Ja: State Administrator . 8		PRADESH , HIMACHAL PRAD	ESH Posted At: State Admin	histrator Office
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	USER MANAGEMENT FORM	- CREATE DEPARTMENT ADMIN	USER	11
O Create New Department Adm	inistrator User			
Search & Edit Department Add	ministrator Detail			
Department Name	User Name	User 1d	Password	Action
HEALTH AND FAMILY WELFARE	AANCHAL	DPTADNHPHFW	DSED	Exilit
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and the second se		Department of Personnel, Government		ite is designed by
Strategic Contraction Strategic	NIC State C	entre, Himachal Pradesh. imachal Pradesh. All rights reserved.		

## Input Screen: Create Order Type

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	भ Erglah @Lagoot मानव सम्पदा	
	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged As: State Administrator . Blate Administrator Posted At: State Administrator Office	
	ADMINISTRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT LEAVE MANAGEMENT	
1	STATE ADMINISTRATIVE ORDER	1
	Create New State Order	i l
	Order Name Order Description	
	SAVE RESET	
	O View and Edit State Order	í.
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	Copyright 2023 MIC, Himachal Pradesh, All rights reserved.	

Description of the given screen:

• In this page user can create the State Admin Order by entering the order name and order description and after saving user can search and edit the State administrative Order as given below.

	5	1 St	भानव सम्प	Ergfeh OLogout
Longert Ast State Adm		ent Of : HIMACHAL	PRADESH , HIMACHAL PRADESH trailor Ported At: Blats Adm	sinistrator Office
	And a state of the	CONTENT MANAGEMENT	A DESCRIPTION OF A	
		STATE ADM	INSTRATIVE ORDER	]
O Create New State	e Dider			
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## Input Screen: Upload Notification

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	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged As: State Administrator , Blate Administrator Office	
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	UPLOAD NOTIFICATION	
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	To Date To Trate	
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	LAVE	
	6 Edit Notification	
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_	MUC State Central (Unitarital Product)	<b>1</b> 89 1

## Description of the given screen:

• User can upload the notification here and after saving the data user can edit the notification.

Image: State Administrator       State Adminis		Anna Lempada	*	16
	Logged Ar: State Administrator, State Administrator     Ported Ar: State Administrator Office      ADMINISTRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT     LEAVE MANAGEMENT     UPLOAD NO TIFICA TION     UPLOAD NO TIFICA TION     Get Notification:     Edit Notification     Ministration		A Engleh @Logout	
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Custometer Bully Line & Complaint About Partial Employeed Destingent Employee Destingent			Disclaimer: Content on this website is published and managed by Department of Personnel, Government of Personnel Padesh . Site is designed by NIC State Centre, Himachal Pradesh. Copyright 2013 NIC, Himachal Pradesh. All rights reserved.	
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## Input Screen: Create Static Web Page

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Loge	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH ged As: State Administrator Ported At: State Administrator Office Administrator State Administrator Office	
	PAGE CONTENT MANAGEMENT	
- <u> </u>	Editor For CMS	
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## Description of the given screen:

• In this Page user can create static web page, first user have to write the page name and after that user can write in the empty space and can use font styles ,colors etc from the given options

A Real Property of	0.146.50.83/Contenting	gntt/CinuteContentPage/9	Metropole:			
		5	(So	भान	व सम्पदा	Q Legest
	Logged As: State Add		ent Of : HIMACHAL PRADESH IS Role : State Administrator		1 sted At: State Administrat	or Office
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			PAGE CONTENT MAN	ACEMENT		
	O Editor For CNS		PROE CONTENT NAME	HOEMEN		
	Display Editor For	or CMS				
	SrNo		Page Name		Action	
	1		Manav sampada Scope		VIEW	
	2		Software Related		VIEW	
	3		ci sir		VIEW	
	4		Test Holp desk		VIEW	
	5		Test Page		VIEW	

## Input Screen: Panel Content Management

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Create Content For H	tenu			
Concent Name	Ditter Carliett Name			
Content Panel	Select			
Content Status	Enabled Content <sup>(3)</sup> Disa	ble Content.		
Content Link Type	0 URL 0 Document File(PC	ant commentation		
	SAVE			
Edit Content Manage	iment		1	
		Employee Goobleant Employee Doob		
Disclaimer: Content on t	NIC SL	t by Department of Personnel, Governm Re Centre, Humachal Pradesh. IC. Himachal Pradesh, All rights reserve	ent of Hanachal Pradesh . Site is designed by	

#### Description of the given screen:

 This page is used for the content Management and user can edit the records by using edit content management page.



## Input Screen: Acess Content Panel Management

C 🖸 10.	146.50.83/Contenth/gntt/Creat	eContrentPanel/ContentPanel/53	
		MANAV SAMPADA	
	Logged Ax: State Administrate	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH or , Blate Administrator Persed At: State Administrator Office	
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	Contant Pavel Printy	Aniar Ferrat Friendry	
	Frankel Stations	O Frankel Fried Consults Front	
		SAVE	
5	Cashoount meto Line I	a Complaint Allow Portar Employee Dashieart Employee Dashieart	

## Description of the given screen:

• This page is used to create the content panel Management and user can save the records by pressing the save button

## Input Screen: Upload State Logo

Manav Sergada		
< → C []1	0.146.50.83/StateAdministrator/Aploads.ogo/Index/III	-107 III
	भ Erglah @ Lagoot मानव सम्पदा	
-	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged Ax: State Administrator . Btate Administrator Posted At: State Administrator Office	
E.	ADMINISTRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT LEAVE MANAGEMENT	
D L	Upload State Logo	
* .	Choose File No file chosen URLOAD FILE	
	CHILDREN I WARE STAND	
	Casteoard Help Line & Complaint Alout Partal Employee Dathboard Employee Dathboard	
	Disclaimer: Content on this website in published and managed by Department of Fersonnel, Government of Himachal Prodesh . Site is designed by NIC State Centre, Himachal Prodesh. Copyright 2013 NIC, Himachal Prodesh. All rights reserved.	
6) (2)	o 🖸 🧊 😨 🧏 🚺 🙋 💽 🛤	2 4 1123 MM

## Description of the given screen:

• Here user can save the state logo by choosing the file from his pc and after selecting the file user can upload it.

## Input Screen: Create Tour Type

e D	10.146.50.B3/Tour/Management/TourTypes/Index/95	
	गानव सम्पदा	
	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged As: State Administrator	
	R ADMINISTRATON STATE ADMINISTRATOR CONTENT MANAGEMENT LEAVE MANAGEMENT	
	MANAGE TOUR TYPES	
	Manage Tour Types	
	Tour Type Name	
	SAVE CANCEL	
	© Tour Types Lut	
	Constant Help Une & Complaint Allout Pertail Employee Contrant Employee Dashboard	
	Disclaimer: Content on this website in published and managed by Department of Personnel, Government of Almachal Pradesh - Site is designed by NIC State Centre, Himachal Pradesh, Copyright 2013 NIC, Himachal Pradesh, All rights reserved.	

Description of the given screen:

• In this page user can manage the tour types by selecting the tour type name and after saving the tour type name user can see tour type list below.

10.146,50.83,TourManagement/TourType	71900	मानव	सम्पदा		
Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged As; Blate Administrator					
Construction of the owner of the owner of the	RATOR CONTENT MANAGEMENT LEAVE MANA	And a second			
	MANAGE TOUR TYP		)		
<ul> <li>Manage Tour Types</li> </ul>	MANAGE TOUR TYP	168			
Tour Types List					
Tour Type Name	Created Date	Locked	Edit		
Educational	12/09/2014	Locked			
Training	12/09/2014	Locked			
Adventure	12/09/2014	Locked			
3/22/AUSton	13/09/3014 12/09/3014	Locked			
Adventure					
Adventure Teorism	12/09/2014	Locked			
Adventure Teurism Test RA	12/09/2014 26/09/2014	Locked			

## **4.3 CONTENT MANAGEMENT**

C       D10465083/Resources/ManageHeasanzez/bidex/#         Department Of:       HIMACHAL PRADESH, HIMACHAL PRADESH         Logged Sat:       State Administrator,       State Administrator,       State Administrator,         AMMASSRATOR       STATE ADMINISTRATOR       CONTENT MARAGEMENT       LEAVE MARAGEMENT         Manage       Resources       State         Select       Language *       English       Search         S. •       .       .       .         Manage       Resources       .       .         Bissenic Res       .       .       .         Administrator       Administrator       Search       .         Sect       .       .       .       .         Manage       Resources       .       .       .         Bissenic Res       .       .       .       .       .         Administrator       Andinaer UID       .       .       .       .       .         Administration       Abbreviation       Abbreviation       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .       .		pide ×		181
Logged Act State Administrator       State Administrator         ALMANSINATION       STATE ADMINISTRATION       GENERATION ALLA DAMINISTRATION       GENERATION ALLA DAMINISTRATION         MANAGE RESOURCES       Imanage Resources       Imanage Resources       Search         State       Imanage Resources       Search	C	[] 10.146.50.83/Resources/ManageResources/Index/W7		
Manage Resources         Select Language *       English         Stars       Search         S *       Search         S *       Search         S *       Search         Addisart UID       Addisart UID         Abbreviation       Abbreviation         Abbreviation       Borr         Abbreviation       Borr         Abbreviation       Borr         Abbreviation       Borr         Abbreviation       Borr         Abbreviation       Borr         Borr       Borr         Borr       Borr         Borr       Borr         Borr       Borr         Borr       Borr         Borr       Borr				
Manage Resources         Select Language *       English         State       Search         S •       Search         Sector Language Association of the sector of		AUMINISTRATOR STATE AUMINISTRATOR CONTENT BAA	JAGEMENT LEAVENANAGEMENT	
Select Language *       English         Stame       Stame         S       *         S       *         Resource Karg       Resource Value         Addhaard3DD       Addhaard UDD         Addhaard3DD       Addhaard UDD         Abbreviation       Abbreviation         Abbreviation       Abbreviation         Abbreviation       Abbreviation         Abbreviation       Abbreviation         Abbreviation       Abbreviation and develops subordinates/work in a team         Abbreviation       Breig Sammary of duties and responsibilities (Not more than 200 by words)         Accomptishument OF exceptional Work/Uniforesees tasks Performe duties and comptional work /Uniforesees tasks Performe duties and text		(	MANAGE RESOURCES	ĺ
Since       Search         S       -         entrities       Resource Key         Ad. Powon       Resource Value         Ad. Powon       Powon Test         Ad. Powon       Addisart UID         Abbreviation       Abbreviation         Borr       So words}         AlleDAD       ABROAD         Accomptishment OFExceptional WorkUnforeseentasks Performe       Accomptishment OF Exceptional Work/Unforeseen tasks Performe         and is used to be to the too to the too to the toothe to the to too to the too to the toothe toothe too to the tooth		Manage Resources		
5       •         entries       Resource Key         Resource Key       Resource Value         AA_Powon       Powon Test         Aadhaar UID       SOIT         Abbreviation       Abbreviation         Abbreviation       Ab		Select Language * English		
Returners Key     Returners Value       AA_Powon     Powon Test     corr       AadhaartJID     Aadhaar UID     Still       Abbreviation     Abbreviation     Still <t< td=""><td></td><td></td><td>Baarch</td><td></td></t<>			Baarch	
AA_Powon     Powon Test     EDIT       AudhaarU1D     AadhaarU1D     SUIT       Abbreviation     Abbreviation     SUIT       AbilitytoMotivateanddevelopesabordinatesworkinateam     Ability to Motivate and develope subordinates/work in a team     FOIT       AbrefsammaryofdutiesandresponsibilitiesNotmorethanS0wor     Alifef Sammary of duties and responsibilities(Not more than 50 words).     EDIT       AliBOAD     ABROAD     ABROAD     EDIT       AccomplishmentOfExceptionalWorkUnforeseentasksPerforme de     Accomplishment of Exceptional Work/Unforeseentasks Performe de     EDIT		provide the second s		
AadhaarUID     AadhaarUID     6000       Abbreviation     Abbreviation     6000		Participation of the second seco	1000122333	
Abbreviation     Abbreviation     EIII       AbilitytoMotivateanddevelopesubordinatesworkinateam     Ability to Motivate and develope subordinates/work in a team     EIII       AbilitytoMotivateanddevelopesubordinatesworkinateam     Ability to Motivate and develope subordinates/work in a team     EIII       AbredSammaryofdutiesandrevelopesubordinatesworkinateam     Ability to Motivate and develope subordinates/work in a team     EIII       AbredSammaryofdutiesandrevelopesubordinatesworkinateam     A Brief Sammary of duties and responsibilities/Not moore than 50 words).     EIII       ABROAD     ABROAD     ABROAD     EIII       Accomplishment Of Exceptional Work/Unforeseen tasks Performe developes to team     EIII				
Ability to Motivate and develope subordinates/work in a team       Allity to Motivate and develope subordinates/work in a team       Fill         Allity to Motivate and develope subordinates/work in a team       Allity to Motivate and develope subordinates/work in a team       Fill         Allity to Motivate and develope subordinates/work in a team       Allity to Motivate and develope subordinates/work in a team       Fill         Allity to Motivate and develope subordinates/work in a team       Allity to Motivate and responsibilities (Not more than 50% of the second subordinates (Not more than 50% or ds)       Fill         AllROAD       ABROAD       Fill       Fill         Accomptishment Of Exceptional WorkUnforeseen tasks Performe       Accomptishment of Exceptional Work/Unforeseen tasks Performe       Fill				
ABriefSammaryofidatiesandresponsibilitiesNotmonthan30wor ds ABROAD AccomplishmentOfExceptionalWorkUnforeseentasksPerforme d		Abbreviation	Abbreviation	
AccomptishmentOfExceptionalWorkUnforeseentasksPerforme d d CEDIT				
d - was a second a second and a second		Ability to Motivate and develope subordinates work insteam ABriefSummary of dutie sandresponsibilities Notmore than?	Ability to Motivate and develope subordinates/work in a team SOwer A Brief Summary of duties and responsibilities(Not more than	
AccomplishmentofPlanaedWork Accomplishment of Planaed Work		AbilitytoNotivate and develope subordinates workinate am ABriefSommaryofduties and responsibilities Notmore than ds	Ability to Motivate and develope subordinates/work in a team Solver A Brief Sammary of duties and responsibilities(Not more than 50 words)	
		AbilitytoNotivateanddevelopesubordinatesworkinateam AbrieSommeryofdutiesandresponsibilitiesNotmorethan ds ABROAD AccomplishmentOExceptionalWorkUndoreseentasksPer	A Brief Summary of duties and responsibilities (Not more than 50 works) A Brief Summary of duties and responsibilities (Not more than 50 words) ABROAD formation Accomplishment Of Exceptional Work/Unforeseen tasks Perfo	

## Description of the given screen:

• Here user can manage the resources, first user have to select the language and then user can see the resource keys with its particular resource values. User can also edit them and after making editing user have to save the changes again.

### Input Screen: Manage Dynamic Database

G.	10.146.50.83/ManageDynamicFields/ManageDBCbjects/Aides/88	5
	गानव सम्पदा	Advinophe
	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Logged Asi State Administrator , State Administrator Posted At: State Administrator Office	
	ADMINISTRATOR STATE ADMINISTRATOR CONTENT MANAGEMENT LEAVE MANAGEMENT	
	MANAGE DATABASE OBJECTS	
	Create Database Tables	
	Table Name *	
	First Field Name (Frimary Key) * Second Field Name *	
	Display Name *	
	CREATE CANCEL	
	Warning: You will not be able to edit or delete database object once it is created, so create it with utrimit care.	
	O Datations Tables List	

#### Description of the given screen:

• Here user can create the Database by entering the table name , primary key etc and once it has been created, it can not be further changed .

i ji ji i	27	MAN	AV SAMPADA
Logged Ast State Adm	Department Of : HIM/ inistrator . State Admin Role : State /	ACHAL PRADESH , HIMACHAL PRA Administrator	DESH Posted At: State Administrator Office
ADMINISTRATOR	STATE ADMINISTRATOR CONTENT MAN	AGEMENT LEAVE MANAGEMENT	
_			
	MA	NAGE DATABASE OBJECTS	
O Create Database	Tables		
<ul> <li>Database Tables</li> </ul>	List		
Table Name	Display Name	Cruated Date	IP Address
AAAAtestTable	ALphabets List	August 13, 2014	10.146.50.29
AAA123	Test AAA	August 13, 2014	10.146.50.29
AAATest25Aug	Alphabets Ust	August 25, 2014	10,146,50.29
Test123	Testdata	August 27, 2014	10.146.50.83
abcde	Namo	September 29, 2014	10.140.50.83
C Harlage Table Da	i Brookers) 153 No Line & Complant, About Partal	Employee Onthinized Employee Daubi	a boo door share a

#### Description of the given screen:

• Here user can see the list of all tables that have been created by user , with created date and with IP address.

Looped As: State Administrat	Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH or , State Administrator Posted At: State Administrator Office-
	ADMINISTRATION CONTENT MANAGEMENT LEAVE MANAGEMENT
	MANAGE DATABASE OBJECTS
o create Database Tables	
O Database Tables List	
Manage Table Data	
Table Name *	Select Table *
Add Data From	Add from TextBox <sup>O</sup> Import from Escel file
Enter Value	
	ADD MORE
	SAVE VALUES
Desteouril Hitp Line	A Clenghant About Partal Employee Dastionard Employee Dastibuard
Disclaimer: Content on this i	ebile is published and managed by Department of Personnel, Government of Minachal Pradesh . Site is designed by NIC State Centre, Himachal Pradesh. Copyright 2013 NIC, Himachal Pradesh, All rights reserved.

#### Description of the given screen:

• In this page user can enter the data into the tables that have been created .

# Input Screen: Mapping DataSource With Table

Department Of : HIMACHAL PRADESH , HIMACHAL PRADESH Source State Administrator : State Administrator Pented At: State Administrator Office  Administrator : State Administrator : Content Manadement  MANAGE OP TIONAL FIELDS DATA SOURCES  MANAGE OP TIONAL FIELDS DATA SOURCES  Manage Optional Pields Data Sources  Data Source Name* Select DataSource   Data Value Field * Select Text Field *  Data Text Field* Select Text Field *  Data Text Field* CANCEL  O: Optional Fields DataSources List		57	r g	N.	भानव सम्पदा
ADMINISTRATOR         STATE ADMINISTRATOR         CONTENT MARAGEMENT         LEAVE MARAGEMENT           MANAGE OPTIONAL FIELDS DATA SOURCES         MANAGE OPTIONAL FIELDS DATA SOURCES         Image: Content field Sources           Data Source Name*         Select DataSource         Image: Content field         Image: Content field           Data Text Field*         Select Text Field         Image: Content         Image: Content           Data Text Field*         Select Text Field         Image: Content         Image: Content	Logged Asi State Adm				
Manage Optional Pields Data Sources         Data Source Name*       Select DataSource         Data Yako Field *       Select Value Field         Data Text Field*       Select Text Field         Display Name*       SAVE		STATE ADMINISTIKATOR	CONTENT MANAGEMENT	LEAVE MANAGEMENT	
SAVE CANCEL	Data Source Name* Data Value Field * Data Text Field*	HENS DOLL DOW (CS	Select Value Field		
	11040200000	itaSources List	SAVE CANCEL		
	Dathooard He		Address of the second sec	and the second se	lowermment of Humachin Prodect . Site is designed by

#### Description of the given screen:

• Here user can map the datasource with table and with its fields and save the changes.

		AVILAN	NAV	SAMPADA
Department Logged Aal State Administrator , Diate Admin Ro Administrator , State Administrator , CO	Manual States of Long States of Long States	SH , HIMACHAL P		AL State Administrator Office
	MANAGE OPTIONAL FIEL	DS DATA SOURCES		
Manage Optional Fields Data Sources     Optional Fields DataSources List				
Data Source Barne Data Value Field	Data Text Field	Display Burne	Locked	Action
AAAAtestTable AAAAPK	AAAAVahae	List ODL	Yes	Locked
Test123 Test	test12	test:	Yes	Locked

• After saving the data we can see the records in the optional field dataSources list.But once we lock the records ,we cannot change them .

Input Screen:
 Create Dynamic Field

C (10.146.50.83/ManageDy	ynamicFields/OptionalFi	ekds/lindex/76			. 3.
	5	1 St		भानव सम्पदा	
Logged As: State Ad		ment Of : HIMACHAL F nin Role : State Administ		Ported At: State Administrator Office	
ADMINISTRATOR	STATE ADMINISTRATOR	CONTENT MANAGEMENT	LEAVE MARAGEMENT		
		MANAGE	PTIONAL FIELDS		
Manage Option	al Fields				
Ferri Name*		Select Form	•		
Display Label*		Select Control Type			
Required Field Display Order *		8			
10000000000000000000000000000000000000		SAVE CANCEL			
	List				
O Optional Fields					

### Description of the given screen:

• In the above page user can create the optional fields in the table by selecting the particular form name and control type and user can see all the form names in the optional field list given below.

CO	10.146.50.83/ManageDynamicFields/Option	sall inids/Inideo/76					
	Dep Logget As: State Administrator, State	artment Of I HIMAC Admin Rule I State Ad		H, HIMACHAL P		t At: State Administrator O	ffice
		ATOR CONTENT MANAGE	MORT LOAVEN	ANAGE MENT			
	1	MAN	AGE OPTIONA	L FIELDS			
	O Manage Optional Fields						
	Optional Pields List						
	Show						Search:
	withhere						-
	Form Name Additional Information[Multiple	Field Name	Control Type	Display Laber Enter Guardian	Display O	and the second second	
	Entries]	enterguardianame	Textbox	Name	1	Locked	
	Additional Information[Multiple Entries]	unterttobbies	CheckBox	Select Hobby	2 10	Lochest	
	Additional Information[Multiple Entries]	testidat	DropDownList	Select One	5	in Locked	
	Additional Information[Multiple Entries]	seiMaritalStatuss	RadioButton	Marital Status	* 80	tocked	
	Additional Information(Multiple Entries)	TestfieldBirthDate	TextBox	Enter Birth Date	* 82	tocked	
	Employee AdditionalFields	gender	RadioBetton	Select Gender	1 6	and Locked	
	Employee AdditionalFields	FirstName	TextBox	First Name	2 11	Locket	
	Employee AdditionalFields	hobby	CheckBus	Select Hobbles		The Lucked	

#### Input Screen: Create Leave Master Entry

C 10.146.50.83/StateAdministrator/MasterLi	nweformat/Index/61	
	MANAV SAMPADA	
De Lugged As: State Administrator , Stat	apartment Of : HIMACHAL PRADESH , HIMACHAL PRADESH	
	And a second s	
	MASTER LEAVE FORMAT ENTRY	)
Leave Format		
State	HIDMUCHAI, PRUDESH •	
Leave Types	Select List 🔹	
Allowed Leaves		
	SAVE CANCEL	
O Leaves Details		
		ļ
Dasteouril Help Line & Campi	ant About Portal Employee Dualiboard Employee Dualiboard	
	poblished and managed by Department of Personnel, Government of Himschill Pistesh . Site is designed by	

#### Description of the given screen

• In the above page user can create leave entry by selecting the leave type and save the leave form and after saving user can see all leave details in the leave detail form.

1	h		719	MAR	IAV SAM	* English Q.Lugout
100	ded As: SI	late Administrator	Department Of : HIMACHAL State Admin Role : State Admini	PRADESH , HIMACHAL PRA		Iministrator Office
	-		ENISTIGATOR CONTENT MANAGE NEW			
-						
			MASTER LI	EAVE FORMATENTRY		
0	Loave Fo	irmat				
0	Leaves 0	Jetain				
	5.84	2	Leave Type	Allowed Leaves	Status	Action
	1	Earned Leaves		22	Locked	
	2	Medical Leave Casual Leave		44	Locked	
	4	Maternity Leave		15	Not Locked	Filt
<u>_</u>						
	Contexes	ent - Help une à Ce	englant: Above Pertai Emple	uyee Dastibuard Employee Dastib	ear-	
	adameter.		the state of the s	Separtment of Personnel, Gawening		<ul> <li>Our is dustinged by:</li> </ul>
. 15		summer of the second	NIC State Ca	entre, riimachal Pradesh.		
Di			Copyright 2013 MIC, Ph	imachal Pradesh. All rights reserved		
Di						
Di						

#### Input Screen: Holiday Calender

- C 01	0.146.50.8	tā/Holk	diiya/H	ieliday/	(early	Calend	ai/70															
			0.01	199				OF: I				ESH,	HIM	ACHAI	PRA			1	1		All all a	
	Logged	-			-	Contraction of the		Contraction of the	-	Color State						Post	ed At	State /	Admin	istrati	of Office	
	10 11	IMINIST	RATOR	STA	LAUM	NISTIKA	104	CONTENT	RAMAD	A MERT	-UA	et. No.H	ACCIMENT	81								
																						_
	(								YEA	RLY	OLIDA	YSTE	ST 201	4								
	-	zetted	at states		Trees	icted He	ata da	-	uman B													
	- Ga	224080	nouury	•	Hann	scare re	sunaya		anin o	cercays												
1	1		Janu	iary 2	014					Febr	uary 3	2014					Mai	ch 20	14		1	
	Su	Mo	Ти	we	Th	Fr	sa	56	мо	TIL	we	Th	Fr	5a	Su	Mo	Tu	We	Th	Fr	sa	
				1	2	3	4							1							1	
	5	6	7	8	9	10	11	2	3		5	6	7	8	-2	3	- 4	5	6	7	8	
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	.9	10	11	12	13	14	15	
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
	26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	
															30	31						
			Ap	ril 20	14					M	iy 20	4					Jui	ie 20	14			
	Su	Mo	Tu	We	Th	Fr	5a	54	мо	Tu	We	Th	Fr	5a	50	Мо	Tu	We	Th	Ŧr	sa	
	1.000		1	2	з	4	5					1	2	з	1	2	з	4	5	6	7	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	.14	
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
	27	28		.30				-	,26		28	79	.30	31	28	30						

Description of the given screen:

• Here we can see the holiday calendar and list of holidays of particular year.

10.146.50.B3/Holld	iya/Hollo	day/Yes	artyCalend	iai/70												_	
26 27	28	29 3	30 31		23 30	24	25	26	27	28	29	28	29	30	31		
						Yes	rty Ho	lidays	List	2014							
Himachai Dere											muary 2	8					
Appa.											abruary 1	_					
Нерру бау		_		_	_				_	-	ebruary 2					-	
Hull											arch 12	-				_	
Happy Women	Dey									M	arch 20					 _	
Happy April For	d Day									Â	pril 01					_	
Datasht										Λ.	pril 13					_	
Test May Hulid	ay .									- 14	ay 14						
Income.										A	rly 09						
Local Feethod										- (4	ily 14						
Harlish										- 3	11 21						
Test Woman											ity 26						
MI-UK-Film										a	ily 29						
Wethenday Hol	idary										ily 30						
Kartikeye Births											ugust 67					 	
Independence (	key										Apulit 15						
Ammashimi	_										ugunt 18						
Ten Hubby 12											optomber					1	
abcd											optember					_	
Dussehin	_										clober 03	<u></u>					
Meherlahi Valm	iki Jeyant	d j									ctober 08					 _	

# Input Screen: Manage Holiday Data

		PRADESH , HIMACHAL PRADESH	
Logged Ast Blate Administrator , State Admi	Conception of the second	A REAL PROPERTY AND A REAL	
	MANA	GE HOLIDAYS	
Manage Holidays			
State*	HIMACHAL PRADESH	•	
Year*	Select Year	•	
Holaday Type*	Select Holiday Type		
Holistay Date*			
Holiday Name*			
Holiday Description			
	SAVE CANCEL		
Vearly Holidays List 2014			
Contecorri Hato Line & Complaint	About Partal Employe	- Cashoard Department Cashoard	
		ourtment of Personnel, Government of Himlichia Postesh . Site is designed by	

### Description of the given screen:

• If user want to create the selected holidays of different states then user has to select holiday type ,holiday date and holiday name and description .After that user will be able to successfully save the data .

10.146.50.83/Holidays/Holiday/Inde	10/T4					
Logged As: State Administration		HIMACHAL PRADES	I, HIMA		State Administrator Office	
	CONTRATOR CONTRA	NT MANAGEMENT	ANAGEMENT			
ĺ.		MANAGE HOLI	AYS		1	
O Hanage Holidays						
Yearly Holidays List 2014						eptrent eptrent eptrent eptrent eptrent eptrent eptrent eptrent eptrent
Builday Name	Holiday Date	Holiday Type	Your	Holiday Description	Action	
Himachal Day	January 25	Restricted Holiday	2014		Leave Expired	
kjish	February 04	Restricted Holiday	2014		Leave Expired	
Happy day	February 20	Women Hollday	2014		Leave Expired	
Holt	March 17	Gazetted Holiday	2014	Featival of Colors	Laave Expired	
Happy Women Day	March 20	Women Holiday	2014		Leave Expired	
Happy April Fool Day	April 01	Gazetted Holiday	2014		Leave Expired	
Bolsokhi	April 13	Restricted Holiday	2014		Leave Espired	
Test May Holiday	May 14	Gazetted Holiday	2014		Leave Expired	
hms	July 09	Gazetted Holiday	2014	test	Leave Expired	
Local Firstivel	July 14	Gazetted Holiday	2014	due to Local boliday	Leave Expired	
Harish	3uly 21	Gazetted Holiday	2014	dgdg	Leave Expired	
Test Wassen	July 26	Women Holiday	2014	datidadt	Leave Expired	

Module		
Module Name	Login of Department Administrat	or
Role	Department Administrator	
Description		ment Admin based on the Login ID & Password
	entered on the Home Page of Ma	-
How to Access	Manav Sampada::Authorized Log	
Input Screen:		
← → C () 10.146.50.83/H	ank/Aiog	
11	12218	गानव सम्पदा
H Logged As: 1	Department Of : HEALTH AND FAMILY Headoffice Administrator , HOB sole : Department Administ	
	THENT ADMINISTRATOR	
and a second sec	Personal Notifications	Department Wise Notifications
	Notification For ServiceBoos Vetification	Nalifications For BrothOrdere
	Nolifications For ACI	
	No Data Available	
	No Data Available	Transfer Orders On 01/10/2014 (Onder No 15)
S	Rollfications For BratiOrders	Notice Board
E Centro	No Data Available	No Data Available
Disclamer	Content on this website is published and managed by Depart NRC State Centre, Copyright 2013 NIC, Himachi	
🚱 💋 🔯 📢	📜 😨 🧏 🚺 🐉 💽 🛤	< 🍇 🕾 4 - 36 PM 0.77704
Description of fie	elds on screen:	
http://10.146.		Address Bar of web browser (Internet Explorer) as bar (also location bar or URL bar) is a feature in a user wishes to go to.
Go to the Auth 4. E 5. E	ome Page of Manav Sampada web norized Login Area and do the follo nter The User Id of Department Ac nter The Password of Department fter the login successfully the follo	<i>wing for successful login:</i> Iministrator. : Administrator.

# 5. Login Of Department Administrator

### 5.1 DEPARTMENT ADMINISTRATOR

# Input Screen: Mapping of Department and Designation

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	ARTMENTADM	_										
				ASSIGN	DESIGNATION	TO DEPART	MENT					
O Ansign	n Designatio	n -										
State	HINACHAR	PRADESH MAP NEW D	SIGNATION	•	Deparm	ent	HEALTH ANI	PAMILY WE	LFARE	•		
• Result	ţ.											
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#### Description of the given screen:

In the given page user can assign the designation to department and map new • designation option will help user to map a new designation and all mapping of designation with departments can be shown in the search option.

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n nerv	STIMENT ADMINISTRATOR				
6		ASSIGN	DEBIGNATION TO DEPA	RTMENT	1
- Andrea	Design//ppn				
O Assign	i Desiĝnacion				
State	HDHACHAL PRADESH	•	Department	HEALTH AND FAMILY WELFARE	
	SEARCH MAP NEW DESIGNAT				
	SEARCH MAP NEW DESIGNAT	0.0%			
SrNo.	State		Department	Designation	Action
1	HIMACHAL PRADESH	HEALTH	H AND FAMILY WELFARE	bfgfigngfn	-Locked-
2	HIMACHAL PRADESH	HEALTH	FAND FAMILY WELFARE	twat	Locked
3	HIMACHAL PRADESH		HAND FAMILY WELFARE	Accountant	Locked
-4	HIMACHAE PRADESH	HEALTH	HAND FAMILY WELFARE	clerk	Locked
3	HIMACHAL PRADESH		I AND FAMILY WELFARE	Director	Locked
6	HIMACHAL PRADESH		H AND FAMILY WELFARE	Programme Officer	-Locked-
7	HIMACHAL PRADESH	HEALTH	HAND FAMILY WELFARE	Section Officer	-Lucked-
1.0					1
* 50					•
O Result					

#### Description of the given screen:

• The below screen will help user to map the designation with departments, if user want to map a new designation with department.

EXPANSION FORMATION TO DEPARTMENT      Assign Designation      Result      State     HUMICHAL PRADEEX      Constraint      Accountant      Programme Officer      Section Of	Assign Designation          Assign Designation         Result         State       reputClost, PhaDEtex         Designation         Accountant         Programme Officer         Section Officer         Designation         i         Director         i         biggingin	Logged As: He		Department OF : HI nistrator , HOD Role			HIMACHAL PRADESH Posted At: Depart	ment Head Office
Assign Designation     Result     State     Oringration     Orin     Oringration     Oringration     Orin	Assign Designation     Result     State     HOMICHAL PRODUCH     HEALTH AND FAMILY WELFARE     Accountant     Programme Officer     Section Officer     Section Officer     binector     binector     binector     test     binector	B ICPARI	MENT ADMINISTRA	ман				
Result      State     HIPARCHAL PRADEH     Oregonation     Accountant     Programme Officer     Section Officer     Section Officer     Linette     Director     test     bigforgin     test	Result     State     HOMACHAL PRADEEH     Oresignation     Accountant     Programme Officer     Section Officer     Section Officer     Director     test     blydgngfn     test				ASSIGN DESIG	SNATION TO DEPAR	TMENT	
State HDNACHAL PRADEEH	State HEMICHAL PRADEEH	G Assign Di	eignietion					
Designation  Desig	Designation  Designation	O Result						
Designation  Accountant  Programme Officer  Saction Officer  Clerk  Director  test bigfgrigfn  *	Designation  Accountant  Programme Officer  Section Officer  Clerk  Director  total  big/gogfn  *	State	нтялска	4. PRADEEH	•	Department	HEALTH AND FAMILY WELFARE	•
Besignation Besign	Designation	10000000		Dissonation				
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				orgrightight				
LANCEL				-	11320			
			CANCEL					

### Input Screen: Create office Level

- C C	10.146.50.83/DepartmentAdministrator/CreateOfficeLevel/CreateOfficeLevel/24	-10
	MANAGER SAMAPADA	
	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Logged An: Headoffice Administrator , HOD Role : Department Administrator Pasted At: Department Head Office	
	© DEPARTMENT ADMINISTRATON	
	OFFICE LEVEL MASTER FORM	
	Create Office Level Master	
	Office Level Office Level NameGraphich) Office Level Name(Hind)	
	Office Level 1 ADD OFFICE LEVEL	
	SAVE OFFICE LEVEL	
	Office Level Haster	
	Dankbaarii Help Line & Clemptant. Alinic Partel Employee Dankbaarel Employee Dankbaare	
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#### Description of the given screen:

• Here user can save the Office levels for eg head office ,zone office etc and in office level master form user can see all office levels .

		>>'Sos	मानव सम	* Erduh @Logove
1	ogord Ast Headoffice Ad	Department Of : HEALTH AND FAMILY WELFA Iministrator , HOD Role : Department Administrator IRATON		tment Head Office
ſ		OFFICE LEVEL MASTER	FORM	
12	Creater Office Level M     Office Level Master	and C f		
	Total Office Level	State	Status	Action
	6	HEMACHAL PRADESH	Yes	View
		un & Constant Aloue Patien Employee Controls of Re weakly if published and managed by Department of Re NC: State Centre, rimachai Copyright 2013 NIC, rimachai Pradesh.	Pradesh.	. Site is designed by

### Input Screen: Create office Master

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1	127	C.	OS.	मानव	सम्पदा	O Legost
Instant in Heart	Department Of office Administrator , HOD		FAMILY WELFARE ,		iH d At: Department Hea	d Citica
CONTRACTOR OF THE OWNER.	T ADMINISTRATON	to a coperandati	Portion and a concern			o onice
[		OF	FICE MASTER ENTRY			
Search Office	E					
Office Level	Select Office Level		District	Select District	•	
O Create Office						
Gastrourt	with Line & complaint	Allow Portar El	mployee coshosard Tim	ployun pastdisane		
Disclaimer: Con	tent on this website in public C	NIC State	by Department of Personn te Centre, Himachal Prades , Himachal Pradesh, All rig	m,	thal Prodesh . Site is d	engoed by

### Description of the given screen:

• Here user can create office master entry by selecting the values for office level and by selecting distt.

Create Office					
Section-1) Select Office	e Levels				
* Head					
© Zome					
Circle					
🗇 Olvision					
Sub Division					
Lower Division					
Section-11: Fill the Offi	ice Details				
Head Name	frame		Office Name (Local)	Arres	
Office Address	6.001910		Office Address (Local)	Addresse	
Destrict	Select District		Tefnsit	Select Tehsil	
Office Type	In the second	Rarat			
Town	Select Town	12	Ward	Select Ward	1.5
Constituency	Select Constituency	190	Office Head	Select Head	
Whether Site / Store	Select	•	Office Telephone No.	Teneghtune Russiber	
	Ground Inf		Mobile (Except 0 or +91)	Stabile Burelost	
Email 10					

#### Input Screen: Create Office Administrator

1000		epartment OF : HEALTH ANI alretor , HOD Role ; Department			ESH ted At: Department Head Office	
	ILEPARTMENT ADMINISTRATE	Mark Internet State				
-						
ſ		USER MANAGEMEN	FORM - OFFICE ADM	NISTRATOR USER		
•	Create New Office Adminis	trator User				
	State	HIMACHAL PRADESH				
	Department	HEALTH AND FAMILY WI	Office	Select Office		
	Officer Name		Officer Email			
	üser Mobile No.		Contact No			
	User Id		User Password			
			SAVE			
0	Search & Edit Office Admir	intrator User				
					)	
	Gastevent Help Line 6					

Description of the given screen:

• In this page user can create a new office administrator user and once all the records are entered into the form user can edit the records in the search and edit office administrator user form.

CONVENIENT ADDRESSERATED      USER MANAGEMENT FORM - OFFICE ADMINISTRATOR USER      Create New Office Administrator User      Search & Edit Office Administrator User      Office Name     Read Office     OFCADM1     test12     Cat     MoOffice?     OFCADM2     one     Fee     *      Control & Control      Contro      Control      Control      Contr	Logged Asi Headoffice Administrator , HOD Role	2 Department Administrator	Posted At: Depa	rtment Head Office
Create New Office Administrator User     Search & Edit Office Administrator User     Office Name     Head Office     OFCADM1     test12     Cat     CHC Office     OFCADM2     OFCADM2     one     Fair	CONTRACTOR ADDRESS CATCH			
Search & Edit Office Administrator User     Office Name     Head Office     Office Office     Office Office     Offi	USER MA	ANAGEMENT FORM - OFFICE ADMINISTRA	TOR USER	)
Office Name         User Id         Password         Action           Head Office         OFCADM1         Cet12         Cet           CHC Office         OFCADM2         Text12         Cet           BMD_Office2         OFCADM2         one         Cet	g Greate New Office Administrator User			
Head Office OFCADM1 test12 test CHC Office OFCADM2 Text12 test BMD_Office2 OFCADM2 ease test +	Search & Edit Office Administrator User			
CHC Office OFCADH7 Text12 CAL BMD_Office2 OFCADH2 eas CAL 4	Office Name	trace id	Password	Action
BMO_Office2 OFCADH2 000 F64	Head Office	OFCADM1	test12	Ede
	CHC Office	OFCADM7	Text12	CALC:
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### Input Screen: Service cadre Master

10.146	50.83/DepartmentA	dministrator/CreateServiceMaste	er/Index/34		
İ	i iii	アンハ	Jo S	* Erotek ©	Legout 1
Logg	ed Ax: Headoffice J	Department Of : HEAL Administrator , HOD Role : Dep	TH AND FAMILY WELFARE , partment Administrator	HIMACHAL PRADESH Posted At: Department Head Off	Nce
	DEPARTMENT ADMIN	IISTRATOR			
			DEPARTMENT SERVICE MASTE	ER	
•	Create New State	Service			
	Service Nar		Service Abbreviation		
			SAVE HESET		
0	view and Edit Serv	oce Master			
		p Line & Complaint Allow Per		igtoyne Gabbali z	
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#### Description of the given screen:

• Here user can create a new state service and editing can be done in view and edit service master form given below.

Logged As: Headoffice Autministr	ator , HOD Role : Department Administrator	LFARE , HIMACHAL PRADESH Posted At: De	partment Head Office
	DEPARTMENT SERVE	CE MASTER	
O Create New State Service			
• View and Edit Service Master	1		
ServiceCode	Service Name	Service Abbreviation	Action
1	TestService 1	tes	Edit
2	TestService2	nan	Lait
a:	TestService3	543	Edit
	TestService4	564	Edite
5	Service TestS	545	Edit
6	Test	т	Edit
10	fighdthits	żsx	Edit
11	szacyb	123	Edit
13	adsadf	abc	Edite
14	adsadf	abc	Edit
35	nanchal	123	E elle

### Input Screen: Update Sanction Strength

e d	3 10.146.50.83/DepartmentAdministrator/S	pdateSanctionPout/U	pdateSanctionPoot/15	-17	
	and the second second second second second second second second second second second second second second second		AND FAMILY WELFARE , HIMACHAL PRADESH Invent Administrator Posted At: Department Head Office		
	[		UPDATE SANCTION POST		
	O Update Sanction Post				
21	Office Name	Head Office	2		
	© Search Sanction Post	Select Head Office BMO_Office2 CMO_update			
	Bustaciant	CMO_1 BMO_Office	Employee Cashbriant Employee Cashbrard		
	Disclaimer: Content on this website	CHC Office sub center TESTING OFFICE Test BMOHospital	ed by Department of Personnel, Government of Annachal Pradesh - Site is designed by Itale Centre, Humachal Pradesh, NEC, Himachal Pradesh. All rights reserved.		

#### Description of the given screen:

• In this page user has to select a office name as given in the screen and after selecting the office , user can see all the sanction posts .

DEPARTMENT ADMINISTRATOR	rator , HOB Role : Department Administr		
	UPDATE SANC	TION POST	
O Update Sanction Post			
Search Sanction Post			
Show 5 •			Search
entriee Designation Name	saliction Post	e Filied Posts	
Accountant	н	2	
bfafanafin	11	1	
clerk	31	12	
Director	44	41	
Programme Officer	33	22	
Showing 1 to 5 of 7 entries			0
showing 1 to 5 of 7 entries	SAVE		

• Here all the sanction post will display after selecting the office name.

#### Input Screen: Update Training Master Detail

	10.146.50.83/DepartmentAdministrator	/TrainingDetallMaster/Viewtrainingdetail/94	M English @Legost
		71805	
DEPARTMENT ADMINISTRATOR      DEPARTMENT WISE TRAINING DETAIL      Enter Training Detail      Training Name      Search and UpdateTraining Detail      Content and UpdateTraining Detail      Department of Particles & Complete Advance of the Update State Content of Personnel, Government of Humachal Prodech - Site is designed by      NC State Content of this website of the Update Training Detail      Description			
Enter Training Detail      Training Hame      Sove      Search and UpdateTraining Detail      Callboard      Hulp Life & Completit      Anox Partal      Englingue Stabilization      Desphysics Diabloard      Desphysics Di	Contraction of the second second second second second second second second second second second second second s	an , side ride : coperantic reasonantication	Allow AL Opportunity was only
Enter Training Detail      Training Hame      Sove      Search and UpdateTraining Detail      Callboard      Hulp Life & Completit      Anox Partal      Englingue Stabilization      Desphysics Diabloard      Desphysics Di			
Training Name      Constraint of the stand and and the standard by Department of Personnel, Government of Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protesh . Site is designed by NC State Center, Himachal Protech . Site is designed by NC State Center, Himachal Protech . Site is designed by NC State Center, Himachal Protech . Site is designed by NC State Center, Himachal Protech . Site is designed by NC State Center, Himachal Protech . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center . Site is designed by NC State Center .		DEPARTMENT WISE TRAINING DE	TAIL
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Disclaimer: Content on this website in published and managed by Department of Personnel, Government of Himachar Prodesh . Site is designed by NIC State Centre, Himachal Prodesh.	<ul> <li>Search and UpdateTraining Det</li> </ul>	tail	
NIC State Centre, Himachal Pradesh.	Carlsoand - Help Line & Cor	glaint Aloce Partal Employue Daubbaard In	ployee Dishbuirz
	Disclaimer: Content on this website		

#### Description of the given screen:

• In this page ,user enters the training name and then save the value.

C 10.146.50.83/DepartmentAdm	ninistrator/TrainingDetailMaster/Viewtrainingdetail/94	1.1	1.1
	NY CAR	भागवा सम्पदा	
Legged As: Headoffice Ad	Department Of : HEALTH AND FAMILY WELFARE , HIMA Iministrator , HOD Role : Department Administrator	CHAL PRADESH Fasted At: Department Head Office	
TEPASTNEST ADMINIST	DEATON		
(	DEPARTMENT WISE TRAINING DETAIL		
o Enter Training Detail			
<ul> <li>Search and UpdateTra</li> </ul>	aining Detail		
SINO	Training Name	Action	
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	TESING123	-Locked	
2	test3	-Locked	
4	priti	-Locked-	
Ś	priti gupta	- Lucked-	
Cashonant Help L	ine & Complaint About Partial Employee Confidence Compleyee	Dashiwara	
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Desclasmer: Content on B	Copyright 2013 NIC, Himachai Pradesh. All rights res	AT THE	

• In this page all training names will display that is saved by user .Once it is locked it can not be changed.

#### Input Screen: Branch Master

1		アンプ	0	05	मानव	<b>सम्पदा</b>	C Logost
Logge		Department Of : HEALT ministrator , HOD Role : Dep				H j at: Department He	aut Chillican
	DEPARTMENT ADMINIST	RATON					
ſ		1	ENTER B	RANCH MASTER DI	ETAIL		
0 E	iter Branch Master D	etail					
	State	HIMACHAL PRADESH		Department	HEALTH AND FAMILY V	n •	
	Office Name	Select Office		Branch Name			
	earch and Update Bra	SAVE					
0.5	tartin and opdate on	Inclimater octae					J
lef.	Datheoant I Matp G	ine & Clempfailth Allout Pert	el - Em	physe Dethbard	Employee Dashbaare		
Dec	wimer: Content on th	os metrativ na publicited and mi		Department of Persi Centre, Himachai Pra		nin Prindestr , Side is i	heorgened by
				Centre, Himachai Pri Himachai Pradesh, Al			

- In this page, once user has selected the state and department then after that user has to create a branch name corresponding to the office name .
- After saving the branch name user can see all the details in the page given below.

Logged As: Headoff	Department OF : HEALTH AND FAMILY WELF/ ice Administrator , HOD Role : Department Administrator	Posted At: Departme	nt Head Office
	DMNISTRATON		
	ENTER BRANCH MASTER	I DETAIL	
O Enter Branch M	aster Detail		
O Search and Upd	ate Branch Master Detail		
Setto	Branch Name	Status	Action
1	ABC	Yes	View
2	DMD	Yes	View
3	CMO	Yes	Winter
4	HEAD	Yes	View
5	bmnooo	Yes	View
6	abotef	Yes	View
2	abc	No	Edil
	RCVC	No	Edit
9	abcds	No	Edit
10	hlv	Yes	Wierwe
-			

#### Input Screen: Online order Format

Mener Sergida	× 2	Administrator/DeptwiseOrder0	wtails/index/54			0:53W
	1	ילת	S	2 Co	भानव सम्पदा	
	Logged Ax: Headoffice	e Administrator , HOD Role : I		AMILY WELFARE , HIM dministrator	ACHAL PRADESH Posted At: Department Head Office	
	_		PARTMENTW	VISE ORDER FORMAT DET	AIL	
	Update Order Det     State     Transaction Type	HIMACHAL PRADEDH		Department Order Authority	HEALTH AND KANDY WELFARE Secretary (Health) to the	
	Change Designation Text Free Order	Dives Dives	,	Change Office Station	C YAS C NO	
	O Update and Search	th Order Format Detail				
	Disclaimer: Content o		d managed by NIC State C		n Dithlenn: wennnent of mmachail Pladesh - Site is designed by eserved.	
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Description of the given screen:

• In this page user can give the department wise order details and user can check all the order details in the update and search order detail page.

1	<u></u>		DEPARTMENT WISE	ORDER FORMAT DETAIL	)	
	O Update i	Order Detail				
	O Update i	and Search Order Format Deta	4			
- 1	Sitta	Authority Name	Transaction Type	Order Header	Action	
	1	Secretary (Health) to the	Transfer	abcde	Edit	
	2	Director Health Services	Transfer		Edit	
	3	Additional Director (Health Services)	Transfer	жемесе	Endet	
	4	Beingland Countrate (Manhh)	Transfer	XCVECVXC	Edit	
	5	Secretary (Health) to the	Promotion		(Felit	
	6	Director Health Services	Promotion	CKVEV	E dit	
	×	Additional Director (Health Services)	Promotion		ede	
		Principal Secretary (Health) to the	Promotion	XCVREAK	Edit	
	.9	Director Health Services	Appointment		Edit	
	10	Director Health Services	Joining At		Talit	
	11	Secretary (Health) to the	Relieve From	000000000000000	- Edit	
	12	Secretary (Health) to the	Corrigendum		Edit	
	13	Director Health Services	Corrigendum		Edit	
	14	Additional Director (Health Services)	Corrigendum		Fidit	
	15	fightering) for contacts (Harabity)	Corrigendum		Edit	

### Input Screen: View Office Master Hierarchy

ath firs	AMERICALA DEVICE A
Logged Asi Headlaffice	Department OF : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Idministrator , HOD Role : Department Administrator Posted At: Department Head Office
	KIRATOR
. HEALTH AND FAMILY	VELFARE
[Head]	
• mead office	
Zone Test B	AD4 resultat
• CHO 0	idane
0	de la la la la la la la la la la la la la
0	BMO_Office
0	TESTING OFFICE
CHD_1	
6	Ce .
0	BMO_Office2
Chathonard Het	Line & Complaint About Portal Employme Contributed Employme Doublinant
Disclaimer: Content of	(Init website in published and managed by Department of Personnel, Geveniment of Pennechal Pradesh - Site is designed by NuC State Centre, Humachal Pradesh, Al Copyright 2023 NUC, Franchel Pradesh, Al (rights reserved.)

- Here user can view Health and Family Welfare department in hierarchy of its offices.
- First user can see the head office after that zone and circle office.

# Input Screen: Create tour

Logged As: Headoff		It OF : HEALTH AND HOD Role : Department	FAMILY WELFARE , HTM Administrator	Postad At: Department Head Office	
	OMINISTRATOR				
ſ		т	UR MANAGEMENT		1
O Tour Managem	ent				
Tour Type From Date	Educational		Tour Title To Dute		
Tour Start Time	00:00 • (24 hour format)		Tour find Time	00:00 • (24 hoor farmat)	
Tour Location			Tour Description		
Instructions			Upload File	Chose File No file chosen	
	SAVE CANCEL				

### Description of the given screen:

- In this page user can select the followings:
  - > Tour type
    - (Here user will enter the tour type)
  - Tour title
     (Here user can select the tour name)
  - From date
    - (User will select the date from which the tour will start)
  - To date

(User enters the date when tour will end)

- Start time and Tour End time
- ➢ Tour location
- Tour description
- > Upload a file
- In this page user can enter all the details of the tour and user can save it and can view all the details of the tour in the Tour List form.

# Description of the given screen

• In this page user can view all the details of the tour in the Tour List form.

O Tour Manager	sent .				
O Tours List					
Tour Type	Tour Title	Location	Dates	Locked	Action
Advanture.	Shrikhand Mahadev Yatra 2014	No for	10/09/2014 - 16/09/2014	Yes	VIEW
Adventure	ahdi.	and	13/10/2014 - 16/10/2014	Yes	VIEW
Educational	Pathshala	Test School	20/08/2014 - 23/09/2014	Ves	VIEW
Training	Test	shimia	24/09/2014 - 26/09/2014	Yes	VIEW
Adventure	andauda	autani	09/09/2014-18/09/2014	Yes	VIEW
Tourism.	est3d	sadasdas	09/09/2014 - 22/09/2014	Ves	VIEW
Training	afpectivelt	ursets	03/10/2014 - 24/10/2014	Yes	MILEW
Test NR	Brazil Tour	Ro- De -Ganerio	01/10/2014 - 31/10/2014	Yes	VIEW
Test Tour	Test Tour	CGO Shimba	30/08/2014 - 07/10/2014	Yes.	VIEW
Adventure	tatvtan	shaig	07/10/2014 - 25/10/2014	Yes	view
Study	Taur12	atimia	17/10/2014 - 31/10/2014	Yes	VEW
Educational	Test Tory (23	HPCA DHARAMSHAULA	34/10/2014 + 17/11/2014	Ves	View

### Input Screen: Credit Leave to employee

Menev Sergade ×	
C [] 10.146.50.83/DepartmentAdministrator/LeaveEredit/Index/105	
	अानव सम्पदा
Department Of : HEALTH AND FAMILY Logged An: Headoffice Administrator, HOD Role : Department Administ	
DEPARTMENT ADMINISTRATOR	
CREDIT DEFA	ULTLEAVES
Credit Default Leaves	
Year 2014	
Select North Select Month • Leaves are already credited for current year.	
G Credit Leave History	
Calibbant Help Line & Comptaint Alcost Partal Employee Co	atthiant newtoyee bashboard
Disclaimer: Context on this website in published and managed by Departu /NIC State Centre, Copyright 2013 NIC, rimitchia	Himachal Pradesh.
🖰 🧀 刘 🔛 🙄 💽 💺 🚺 🤌 💽 🛤	- 👷 🕫 + 📑

#### Description of the given screen

• Here user has to select the month if the user wants to credit the leaves for that particular month and all the entries regarding credit leaves can be shown in the credit leave history form.

111	nu nAdministrator (LawyeCree	1900	MIANAV SAMPADA
Local In Lines		: HEALTH AND FAMILY WELFA	RE , HIMACHAE PRADESH Posted at: Opportment Head Office
and the second se	IT ADMINISTRATON		and our sector of the sector of the sector of the
-			
6		CREDIT DEFAULT LEA	ves
Credit Defai	at Leaves		
Credit Leave	History		
Veter	For Month	LP Address	Updated Date
2014	Jamany .	10.146.50.29	18/10/2014
2014	30%	10,146.90.29	16/16/2014
C Continuent	Help Line & Complaint	Alious Partal Displayee Daubistant	Developed Databases
Discharmer: Con	tant on this website is played	eed and managed by Department of Pe NIC State Centre, Humachal I	summer, Gevennment of Himachill Prodesh . Site is designed by
	ç	opyright 2023 NIC, Fomachal Fradesh.	

### Input Screen: **Create Service Grading Master**

2 10.146.50.83/5tateAdministrator/ServiceGrading/Index/106	
	भानव सम्पदा
Department Of : HEALTH AP Logged As: Headoffice Administrator , HOD sale : Departme	ND FAMILY WELFARE , HIMACHAL PRADESH ent Administrator Pasted At: Department Head Office
CEPARTMENT ADMINISTRATION	
SER	RVICE GRADING MASTER
<ul> <li>Service Grading Master</li> </ul>	
Service Name	·····548ct-···· *
Service Grading	
	SAVE CANCEL
O Service Grading Master List	
Distribuard Help Life & Complaint Abox Pirtal	Employue Dialiticiani Employue Daktorara
	ed by Department of Personnel. Government of Minischin Pendesh . Site is designed by
AIC 5	State Centre, Himachal Pradesh. NIC, Himachal Fradesh. All rights reserved.

#### Description of the given screen

• In this page user can select the service from the drop down and can give the grading for that service.

SERVICE GRADING MASTER							
G Serv	ice Grading Master						
O Serv	ice Grading Master List						
S.No	Service Name	Service Grading	Action				
1	TettService1	asaso123#	EOIT				
2	TemServices	363691111	EDIT				
3	TestService2		LOIT				
4	TestService2	statepv22444	101				
5	TestService2	mannailli	FOIT				
6	TestService3	uranan)	EOTT				
2	TestService3	sadadiad	EDIT				
8	TestService4	di/whi112222	FOIT				
	TestService4	(MMMMM112	EOIT-				
10	Test	anananaan 21	FOIT				
11	unicuti	KINTOR TIME SCALE	EDIT				
17	specifi	SENIOR TIME SCALE	EONT				

• Here user can see all the service gradings.

#### Input Screen: Manage Department wise order authority

10,146.50.83/DepartmentAdministrator/CreateOrderAu	
	e English @Lugout
	MANAV SAMPADA
Department Of : HE	ALTH AND FAMILY WELFARE , HIMACHAL PRADESH
Logged An Headoffice Administrator, HOD Role :	
DEPARTMENT ADMINISTRATOR	
-	ORDER AUTHORITY MASTER
Order Authority Master	
Authority Desc	
Authority Address	
	SAVE CANCEL
Order Authority List	
Contingent Hilp Line & Comptaint Aboot	Partal Employee Daubblant Employee Daubbarry
	nd managed by Department of Personnel, Government of Himachai Prodesh . Site is designed by
	NIC State Centre, Himachal Pradesh. abt 2013 NIC, Himachal Pradesh. All rights reserved.
supply s	And the state of the state of the state state state.

#### Description of the given screen:

• In this page user can manage department wise order authority and saved records can be seen in the order authority list .

Logged 3	s: Headoffice Administrator , HOD Role : Depar	AND FAMILY WELFARE , HIMACHAL PRADESH tment Administrator Posted	at: Department Head Office				
	R DEPARTMENT ADMINISTRATON						
_							
		RDER AUTHORITY MASTER					
	er Authority Master						
O Ord	er Authority List		-				
S.No	Authority Desc	Authority Address	Action				
4	Secretary (Health) to the	Government of Henachal Pradeate	EDIT				
1	Director Health Services	Harriactual Pradesh	EDIT				
3	Additional Director (Health Services)	Henacha) Pradaith	EDIT:				
*	Principal Decretary (Health) to the	Government of Himachail Practedin	EDIT				
5	Tett	Test address111	EDIT				
÷ŭ.	Testiiii	8899111111	LINE .				
7	anai:	ananati	<b>HEOLOGY</b>				
8	hata	did111111	EDIT				
9	adad	sebdod	EDIT				

#### Description of the given screen:

• If user wants to edit the records that has been entered by the user then user can edit the data by selecting the given edit option.

### Input Screen: Change Office Level Hierarchy



- In this page if the user wants to change the office levels then first user has to select the following
  - ➢ Office level 1
  - Office level 2
  - ➢ Office level 3
  - ➢ Office level 4
  - > Office level 5
- The user has to select the offices of the same level.
- After selecting the offices user can see the parent offices of those selected offices.

# Manav Sampada

Manay Sampada ×	DepartmentAdministrator/ChangeOfficeFilerarchy,8rdey/108	
C Change	✓ Head Office SAVE PARENT OFFICE	
	Loval : I Office (Reporting Office> None.)	
R CMO R CMO	Level : 2 update (Reporting Office -> Head Office ) _1 (Reporting Office -> Head Office ) RHOHospital (Reporting Office -> Head Office )	
B BMO	Level: 3 .office3 (Reporting Office → CNO_1) .office (Reporting Office → CNO update ) THG OFFICE (Reporting Office → CNO update )	
	Level : 4 Office (Reporting Office -> TESTING OFFICE )	
	Level : 5 Center (Reporting Office -> CHC office )	
	SHOW PARENT OFFICES	
😏 💋 🖸 🔣	1 💢 💿 🥵 0 🤣 💽 🛤	2 (10 H)

### Description of the given screen:

• Once the fields are selected in this page we can save the Parent Office.

le le	Change Parent Office	The page at 10.146.50.83 says: *	*	
Change office i	Head Office     SAVE PARENT OFFICE	Office Updated successfully_11		
Office Level : 1 Head office (#	SAVE PAIG NT OFFICE	ОК		
CMO_1 (Reports     Test BMOHospits     Office Level : 3     DMO_0ffice2 (Re	porting Office> Head Of og Office> Head Office al (Reporting Office> He operting Office> CMO_1	sd Office )		
Diffice Level : 4	orting Office -> CMO_1 ) E (Reporting Office -> CMO orting Office -> TESTING			_
Office Level : 5 Sub perter (Repo	orting Office -> CHC Offic	e j		-
	ARENT OFFICES			

#### 6. User Login

	Login of User	
Role	User	
Description	System authenticates the User	Admin based on the Login ID & Password entered on
	the Home Page of Manav Samp	C C
How to Access	Manav Sampada::Authorized Lo	
nput Screen:		
Mener Lettpide ×  ← → C [] 10.146.50.83/H	<u>N</u>	12301
<u>iii</u>	17/18	MANAV SAMPADA
	isrish Tiwari , Section Officer sele : Establishment Data	ILY WELFARE , HIMACHAL PRADESH Entry Pointed At: BMO_Office2
0	Personal Notifications	Department Wise Notifications
	Notifications For ServiceBook Verification	Balilications For BrattGreere
	No Data Available	
	No Data Available	Transfer Orders On 22/05/2014 (Order two 1)
	No Data Available	
0	Retifications For BraffOrders	i i i i i i i i i i i i i i i i i i i
		Autice Board
Control Constant	ant mitty Link & Completer Allocat Partial Employee	No Data Available
	Content on this website it published and managed by Dep NIC State Cent	artment of Personnel, Government of Himachal Prodesh . Site is designed by re, Himachal Pradesh. Ichal Pradesh. All rights reserved.
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- 7. Type URL of Manav Sampada website in the Address Bar of web browser (Internet Explorer) as <u>http://10.146.50.83/Home/ALog /</u> .An address bar (also location bar or URL bar) is a feature in a web browser that accepts a typed URL that the user wishes to go to.
- 8. Display the Home Page of Manav Sampada website Go to the Authorized Login Area and do the following for successful login:
  - 7. Enter The User Id of User Administrator.
  - 8. Enter The Password of User Administrator.
  - 9. After the login successfully the following actions are performed:

### 6.1 EMPLOYEE ENROLLMENT

# Input Screen:

Create	User
--------	------

	LIST	OF MASTER REPORT			
Create New User					
Fetch Data Novi UID	HETOH	Fetch Data from Treasury	FEIGH		
SECTION - 1 Employee Basic Deta	ifa				
	First Name	Middle Name	Last Name		
Employee	Name	1994 (7 + VPL) TO			
0.012/07/08/02/2	First Name	Middle Name			
Employee Name()	Rndi) First Name	Middle Name	Last Name	- C - 1	
Father * Husband ® Mother @	EINSC MAINE	MILLOW MARKIN	Last name		
Date of	Birth Ovite of Birth	Date of Retireme	tote of Robinson		
LECTION - 2 : Employee Current Po	ssting Details				
Current Posting Depart	issuit Select Department	Select Distr	C Select District		
Select Office	Level	Current Posting Offi	68		
	ution Select Current Designati	• Brate	ch.		

- In this page user can create a new user by entering the all the details of the employee .
- In section 1.User will enter only the basic details of the employee
  - > Name
  - Date of birth
  - > Date of retirement
- In the section 2. user will enter his posting details
  - Current posting department
    - (the name of the department where employee is currently posted)
  - office level
    - (level of the office)
  - > District
  - Posting office
  - Date of Joining
  - Mode of recruitment
     (user will select the mode means how he has been selected for the post)
  - Current designation
- In the section 3 user will give the establishment department name where the service book will be updated.

+ - C 0	10.146.50.83/l/ser/Munagement/EmpGenerate/EmpGenerate/17	-127
	भ Ergfah @Lagout पानव सम्पदा	
H E P D	Department OF : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Logard An: Harish Tiwari , Bection Officer scie : Establishment Data Entry Poised An: BMO_Office2	A
	LIST OF MASTER REPORT	
	Search & Edit User Detail	
	Edit Employee Detail	
	Einter Employee Code/Name Employee Code/Name Search	
	Castiliouri Velo Line & Complement Alloce Fortial Employue Dathlocant Employue Dathlocant      Deschammer: Content on this website to published and managed by Department of Personnel, Government of Himschol Postsch - Site is designed by      NIC State Centre, Himachal Pradesh.	
â /a	NIC State Centre, Himachal Pradesh, Copyright 2013 NIC, Himachal Pradesh, All rights reserved.	

### Description of the given screen:

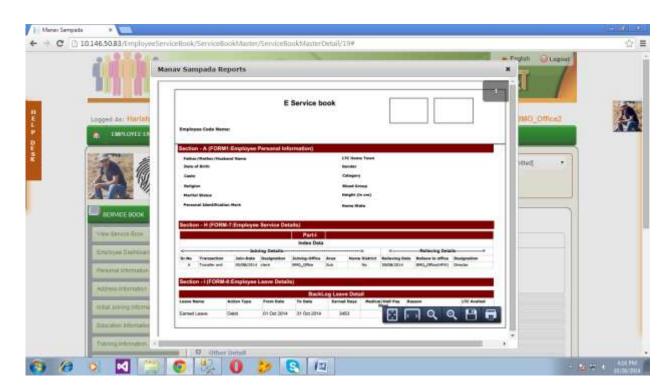
• Here user will get a employee code after filling the form . And user will use that code in order to search his all details.



#### 6.2 EMPLOYEE SERVICE BOOK DETAIL

- Here the user who has received his employee code can enter his code in the selected list and make a search . After making search user will be able to see his account only where all his personal information will be stored safely .
- Once the details has been saved successfully ,the particular user will be verified for that employee code.

Loggest As: Herich Towart.	Department Of : HEALTH AND FAMILY Section Officer Role / Establishment Data Ent		CHAL PRADESH Posted At: BMO_Off	ce2.
THE CONFERENCE LINES	T EMPLOYEE SERVICE HOOK DETAIL. REPORTS	TOUR MANAGEMENT 1	LAVE MARAGE MENT	
	© Enter Employee Code / ○ GPF No / ○ UID No Name Harish Tiwari	Date of Birth 29/05/1986	SEARCH Haruh Tivar(Sidentited) Unite Of Juliana 01/12/2013	
New Tensor Trise	Wiew & Upload Employee Hannel Service	OYEE DAS		
Engelsver Destinaer	Employee Photo Choos Fin		UPDATE SERVICE BOOK LASSATE PROTO UPDATE PROCEN PROV	
India Janong Melantamore	O Condeves Posting Detail O Simpleyee Contact Detail			
Character Enternation	O Employee Selary Daniel			
Carety Internation	- Control and			



#### **View Service Book**

- This page will help user to get the E-Service book in which all the details of the employee regarding his job are saved. Informations are following?
  - > Name
  - > Father Name
  - ≻ Age
  - Cast
  - Marital Status
  - ➢ Job joining date
  - > Transfer Date
  - > Joining office
  - Earned Leave

### **Employee Dashboard**

	ogged As: Harish Tiweri , S	Department OF : HEALTH AND FAMILY ection Officer Rele : Establishment Data Ent	Y	Posted At	BMO_Office2	
	EMPLOYEE ENROLIMENT	EMPLOYEE SERVICE BOOK DETAIL REPORTS	TOUR MANAGEMENT LEAVE	MANAGEMENT GENERAL		
1 Stanford		⊕ Enter Employee Code / ⊕ GPF № / ⊕ UID No Name	Date of Birth	SEARCH Hanh Tiwar(Su Date Of Joining	amitted)	Z
		Harish Tiwari	29/05/1986	01/12/2013		
	BERINCE BOOK	EMPLO	YEE DASHE	NOARD		
	View Barlina Book	100 C 100 C				
ľ	Course, and Datitionant		over Marrial Service Book	enserie en		
	Personal kitomatkin	Employee Photo Chicase File	Sector and a sector and a sector and a sector and a sector and a sector and a sector and a sector and a sector a sector and a sector an	UPDATE SERVICE BOOK UPDATE PHOTO		
	Adamse internation	Employee Finger Print Chossa Fix	io file chosen	UPDATE FINGER PRINT		
	Hotal Joseph Hornatori	O Employee Posting Defail				
	Exication Information	O Employee Contact Defail				
	Tasirving enformation	O Employee Solary Datal				
	Parsy Internation	O Other Detail				
		N				

- > Here user can see employee dashboard which consists:
  - Employee Posting Detail
     (consist the details where the employee has been posted)
  - Employee Contact Detail
  - Employee Salary Detail
  - > Other Detail

	C Enter Employee Code / C GPF No / C UID No Name Harish Tiwari	Date of Birth 29/05/1986	Date Of Joining 01/12/2013	ar(Submitted) •	
BERVICE BOOK	EMPLO	YEE PERSONAL I	FORMATION	-	1
View Defvice Base	Enter Employee Personal Detail				
Creatives Deathment	© Father © Mother © H	usband Name		1	
Personal Information	Marital Status -Select		Gender © Male © F	ernale	
Accives internation	Meeting Mark. Harton Any Sherton	ication Marika an Bid	y.		
Holder Journage Referried on	Medical Pitness 🗉 Character Certifica	ne 10	Heightün Cresj		
Country Mernatory	Casts Casts		CategorySelect		
Training interination	ReligionSalact		Bood Group -Select	*	
Parena letternation	Home State Select		Home District Select		
(Loss Date)	CadreSelect		ServiceSelect		
Gebra e Hatara	Service Grade Select	+ 5our	e of Appointment Select		
Case Dolar	Nome Town		Nearest Raflway		

### **Employee Information**

Description of the given screen:

> In this page user enters his personal Details.

#### **Address Information**

	10						
SERVICE DOOK		EMPL	OYEE ADDR	ESS INFORMATION			
View Berrine Book	Enter Employee	Address Detail					1000
Energy an Electrician	Present Address Detail	1				÷	20
Personal Information	Present Address	Present Adverse.					
Altrain Internation	Fiesen address						
Testial Jacobras Information	House Number	Mount Notelline		Street Number	Strend, Naturial		
Equiption Information	Mohalia / Village	Humilia/village		Ward Number	Ward Rambel	_	
Travery letternature	State	Salect-+	•	District	-select	•	
Parely Information	Block	·-Select··		Panchayat	-Select		
Last Detail	PinCode	mcade		Police Station	Penne station		
	Phone Number	Phone Monther		Mobile Number	mutula maniper		
Server Habry	t-mail	Renaul Advent					
Leave Dybe	Permanent Address Dr	ited.	_				
Capacitmental Proceeding		check If Permanent Adv	tress is same at	IOVE AL PRISENT Addres			
Restated Detail							
Award Detail	Permanent Address	fremanant Advan					

#### Description of the given screen:

In this page user enters his Address Details . If Present Address and Permanent Address is the same then user can simply click on the check box.

	Cimerces) research		2399991	900 01/12/201			
SERVICE BOCK EMPLOYEE INITIAL JOINING INFORMATION							
View Bender Brox							11.4
Employee Destlocald	Initial Joining Detail						I
Pleasand Information	State	-Select-	•	Department	Select	•	
Althese Internation	Select Office	Select Office at t	se time of in	tial joining in Current Depar	tment- •		
India Joong Montalion	Appointment Date	In Government		joining Date	In Garriere Department		
Elicator Hemplor	Mode of Recruitment	-select-	,	Vide Order Number	Croler Ter		
Transing Information	Initial Designation	Saliect	,	Class	Select		
Farms Information	Employee Type	-Select-	5.		· Gazetted * Non-G	azetted	
Cost Datal	Current Cadre	Select		Service	Select		
Barcka Habry		-Select-	,	Source of Appointment	Select		
Leave Detail	Appnisting Authority						
Departmental Proceeding	Seniority Vi		Number	Divisor			
Nontanae Debil	Salary Details - (At the tim		Hanner	LAWISCH	1		
Awatt Detat							
 Submit termiter Ventication	Pay Commission	Select					

# **Initial Joining Information**

#### **Description of the given screen:**

- > In the given page user can enter the initial joining information.
  - Initial Joining Detail

(user can enter all the details of joining )

Salary Detail
 (user can enter his salary details

### **Education Information**

10		Cater Employee Code / No Name	GPF No / 9 010	Date of Birth	Date Of 1		(Subsidied)	
1	(ALAND	Hartsh Tiwari		29/05/1986	01/12	2013		
- service	юск	1	EMPLO	OVER EDUCATION IN	FORMATION	1		
View Betrees	Bier.	Enter Employee Educi	ation Details					
Senantyee D	Admark .	A share a final	Tallact			Stream/Subject	- Automation .	
Personal and	makin	Strange	- 241462		-	sawanty sargess	- Selveor -	
-served little	reation (	Board/University Name				Passing Year		
(0.00.0.00.000)	Solemation .	Martic	6			Grade	Salact +	
Situation 11	10000		SAVE					
Toologia anto			No. of Concession					
Carera Inform	410T	O Tearth and fall Empl	oyaa Education D	hetaris .				
Loan Detail		2						
Owner Has	4							
Laser Const								

> In the given page user can enter his education information.

Training	Information
----------	-------------

	Enter Employee Code / @ GPT No / Non Name Harish Tiwari	Date of firth	SEARCH Hansh Tiss Date of Julining 01/12/2013	e(Submitted)	
SERVICE BOOM	Employee Training Details	EMPLOYEE TRAINING	DETAIL		28
Employee Ratificant	Hace #	INDIA C ABROAD			
Personal Information	Training Type	Select		•	
Address Information	Training Name				
INTER JUNNIN MERITADO	Institute Name				
Education Information	Remarks/Sponsored by				
Farley Information	Date From	and them		-	
Loan Detail	Date To				
Service Habry	Number Of Days				
Ceste Detar		SAVE			

- > In this Page user can enter his educational training details .
  - > Training Type
  - > Training Name
  - Institute Name
  - Date From
  - > Date To

Family	Information

	Enter Employee Code / GPF No / O UID No Name Harish Thwari	Date of Birth De	SEARCH Hansh Tie de Of Joining 01/12/2013	ar(Submitted)	
BERMICE ROOK	Enter Employee Family Details	OYEE FAMILY INFORMAT	NON		A
Employee Datrocart	Member Name				
Personal Information	RelationSelect- • Dependent * Yes © No		Date Of Birth Harris		
Initial Joseph Internation	Member E-Salary Code Whether in Same De	Duritment © Yes # No	mployee Code		
Encation Information Training Information	Name Of Department Other than Same De	partment			
Farety Internation		VE			
Laten Dietan dervice Hallery	o Search and Edit Employee Family Detail	5			
Labor Delar					

#### Description of the given screen:

Here user gives his family information and after clicking on the save button all the data will be saved .The saved data can be seen and edit in the search and edit employee family details form.

	-	Department Of : HEALTH AND FAMI	LY WELFARE , HIMAC	HAL PRADESH	
	Logged Asi Hartah Tiwari ;	Section Officer kele : Establishment Osta		Posted At: BMO_O	ffice2
	EMPLOYEE ENROLLMEN	I EMPLOYEE SERVICE DOOR DETWIN REPORT	BOOR MARAGEMENT 115	AVE MANAGEMENT OFFICIAL	
H ELP		Setter Employee Code / Set Ro / Set No	HD Date of Birth	SEARCH Hand Twar(Subnitted) Date Of Joining	•
	1019 Mar	Harish Tiwari	29/05/1986	01/12/2013	
	SERVICE BOOK	0			
	View, Sension Broat	Enter Englisyee Loan Detail			
	Seamule Derricourt	inan TypeSelect	<ul> <li>Loan A/C I</li> </ul>	No Account Inumber	
	Paranat Internation	Letter number Larmir sumber	Sanction the	de Garcitum Date	
	Accesse to by makers	Sanction Amount	Return De	in Beturn Date	
	Autor Josephy Printmatery	Armarka Reportly Rented	14		
	Citicator Monator		WE	2	
	Diamong Internation				
	Party Internation	<ul> <li>Search And Edit Employee Loan De</li> </ul>	tail		
	Lash Detail	-			
_	Dente Hoter				

### Loan Details

# Description of the given screen:

User can enter his loan details by entering all the details and editing can be done by selecting search and edit loan details.

### Manav Sampada

1				
	SERVICE BOOK	EMPLOYEE SERVICE HISTORY		
	Stee Beinia Bask	Imployee History Sheet		
	Employee Davidoani	If Additional Charges is given please (-) Check Circle 🗇 Yes 🏵 No		1
	Photonic Weimaber	Order Namber Spring State State Order Date Sight to Channe Safe		
	Aller was in Annual an	TransactionSelect • Posting AreaSelect	(	
	Index Jane 19 Additionation	Establishment Details		
	Enumer antimation	From State Salect + To State Salect +	•	
	Takong Arkenator	From To Department		
	Farey internation	Frees Office Te Office		
	Lasi Detal	From To Designation		
	Gerona Hasso	Remark (if any)		
	Laste Desil			
	Ostertnantal Placeauting	Juining Date (Section Charter)		
	Pasteries Date:	Financial Details		
	Awart Detail	Pay CommissionSelect		
	Charment Table Air Val Bugher	Basic Fay Double For		

# **Service History**

- User can enter service history by entering all the details and editing can be done by selecting search and edit Employee History Sheets.
- > User once click on final submit button then user can not change the data again.

INFORMATION CONTRACT NAME AND AND AND AND AND AND AND AND AND AND	Logged As: Harlah Tiwari , S	Department Of : HEALTH AND F Section Officer Role : Establishment			At: BMO_Office2
Scawor Book         Very Basical Book         Very Basical Book         Employee Book         Employee Book         Employee History Sheet         Search/Update Employee History Sheet         Search/Update Employee History Sheet         State Jessig Internation         Internation         Internation         Internation         Under Search/Update Employee History Sheet         Search/Update Employee History Sheet         Internation         Internation		View Eater Employee Code / View GPF No. No Name	/ 🔍 UID 📊 Date of Birth	SEARCH Hatsh Tiwar	
Strike         Strike         Transaction         Transaction Date         Order Number:         Attachment         Action           Activation         1         MACP         01/08/2014         1         -Submitted           2         Deputation         01/10/2014         20-26/2014         -Submitted           1         MACP         01/10/2014         20-26/2014         -Submitted           2         Deputation         01/10/2014         20-26/2014         -Submitted	View Betwee Book	© Employee History Sheet	EMPLOYEE SERVICE HI		
Escatoo Minneso	Percent Information Address Information	SrNo Transection To 1 MACP	musaction Date Onley N 01/08/2014 1	Netters and All and All and All and All and All and All and All and All and All and All and All and All and All	-Submitted
Thanking (Harmation)	Training letternation	· (			

### Leave Detail

	Enter Employee Code / 5 No Name Harish Tiwari	GPF No / @ UID	1 Date of 1 29/05	airth /1986	Date Of Joinin 01/12/201	9	al[Submitted]	
SERVICE MORE	Enter Employee Leave		EE LEAV	E DETAIL INFO	RMATION			
Employee Devideoent	Type Of Action	-Select	33	Leave Type	Select		*1	
Pyrasne htternakin	From Date	Fram Date		To Date	To them			
Address Internation	Reason	Select		Station Leave	© ves ⊕ No			
Initial Joint of Mannation	Availing ETC	© yes # No						
Education Afternation	Number Of Leaves							
Thairing information	Earned Leave	Errori Lassa		Medical Leave	matt/Tay La			
Garwy Information.	Remarks							
Calari Detari		SAVE				2		
Service rivery		DAVE	-					
Laser Debil	<ul> <li>Search and Edit Emp</li> </ul>	loyee Leave Detai	1					

## Description of the given screen:

User can enter leave details by entering all the details and editing can be done by selecting search and edit Employee Leave Detail.

	C Enter E Ne Name Harish	mployee Code / 🖗 Gi Tiwari	¶ No∕© UID	Date of Birth 29/05/1986	SEARC Date Of Jo 01/12/	ining	Submitted),	·	152
SERVICE BOOK	1		EMPLOY	EE LEAVE DET	AIL INFORMATION	e -			1
Shee Service Base	o Ente	ir Employee Leave D	etall						
Enginyee Bashtutaré	• Seat	rch and Edit Employe	e Leave Detail						
Personal Information	Leave	Balance Till Date							
Address Information	SiNo	Earner	Leave : -345		From Date	edical Leave : To Date	0 Action		
Introduction and a second second	1	Earned Leave	Debit	3453	01/10/2014	31/10/2014	Edit		
Escatoo Mumaton	).								
Togening Information	<u> </u>							2	
Party Internation									
LastiDebit									
Garana (Kabi)									
Lase Detail									
Gepathensal Prosenting -									

	C Enter Employee Code / 5 No Name	GPF No / © UID	1 Date of Birth		ining		
2010 - 1010	Harish Tiwari		29/05/19	86 01/12/2	013		-
SERVICE ROOK	(	EMPLOYE	E DEPARTM	ENTAL PROCEEDIN	3		
View Service Spox	C Employee Departroe	ntal Proceeding for	nm				17.
Engloyee Davidoard			Proceedin	g Detail			
Personal Stitumature	Order No	Elder Dreist No.		Order Date	Select Drive Date.		
Address Internation	Memo No	Endar Marris Sta.		Date	Salact Gata.		
Initial Junity Information	File Number	Enter File Rus.		File Date	Errise Frie Data-		
Education Montalian	Latter Number	Estar Littler WL		Letter Date	Finise Letter Date.		
Darreng information	Office where posted at the time of charges	Select	*	Designation	Select	•	
Parent Information	Autority Ordering Suspension						
Citati Dettel	Suspension order no	Inter Barperator	ander No.	Revocation order no	Even Recording to the In-		
Sente Hatter	Proceeding under Bale	Select Rule		Date of Suspension	Inter megalition trate .		
Lase Debi	Date of Revocation	Erem Neiscahus I	Cutter .	Proceeding	write Weinsteiling		

# **Departmental Proceeding**

## Description of the given screen:

User can enter Employee Departmental Proceeding details by entering all the details and editing can be done by selecting search and edit Employee Departmental Proceeding Detail form.

+ C 01	0.146.50.83/EmployeeServiceB	ook/ServiceBookManter/ServiceBookManterDeta	0/19#maindiv	\$
	Logged As: Harish Theart, S	Department Of : HEALTH AND FAMILY ection Officer Role - Establishment Data Ent	ry Posted Az: EMD_Office	e2
	CHARLOWEE ENVIREMENT	EMPLOYEE SERVICE DOOK DE CAL. HEPOLITS	IDUH MANAGEMENT I LEAVE MANAGEMENT (JENERAL	
		C Enter Employee Code / C GPF No / C UID No Name Hartsh Thwari	BSARCH         Harph Tward Tward Submitted           Date of Birth         Date Of Joining           29/05/1986         01/12/2013	
<u> </u>			E DEPARTMENTAL PROCEEDING	
	Viex Sendo Rost Stationed Castrolant	Employee Departmental Proceeding Fo     Search/Update Employee Departmenta		
	Feizerus Information	No Record	Found NEW ENTRY	
	Index Jerrory Information			-
	Encolory Information			
	Carry Internation			
	Carer Datel			

## **Nominee Detail**

And a state of the		Contraction of the second					
	Enter Employee Code / 5 No Name	GPF No / © UID	1 Date of Birth	BEARCH Date Of Joinin	Harsh Tiwar(Submitted)		
A	Harish Tiwari		29/05/19	86 01/12/201	3		17.
SERVICE DOOK		EMP	LOYEE NOM	INATION DETAIL			2
View Bernine Sook	Enter Employee Nom	inee Details					100
Employee Davidoont	Nominee Name						
Personal Information	Relation	Select		Nomination Type	-Select-	•	
Address Infantation	Date of firth	Dobe Of North		Numination Percentage	Ernter Age		
Initial Jenning Information	Aadhaar UID	HD		Bank Account Number	Rock Account Number		
Education Montalian	Minor Statuy	© yes # No					
Tuareng information	Present Address	Present Address					
Farely Internation	House Number	Hume Hatther		Street Number	mout mirelar		
Cash Debri	Mohalta / Village	Minuta/Village		Ward Number	ward humber		
Sense Hamry	State	Saliect	.,	District	-refect-		
Laser Drof	Block	Select		Panchayat	Select		
Clesarbherdal Proceedailing	N CONTRACTOR OF STREET	Enter Policy Station		2000	Inter Had Office		

## Description of the given screen

- Here user can enter Nominee Details
  - Nominee Name
  - Relation
  - Dob(date of birth)
  - > Aadhar uid(nominee's aadhar card number)
  - > Bank account number of nominee
  - > Address

(Including all the details like house num ,state,block,district, p o etc)

### Manav Sampada

	Sater Employee Code / S GPF No / S UID No Name Harish Thwari	Date of Birth Date Of Joining 29/05/1986 01/12/2013		
SERVICE BOOK	EMPLOYEE AWA	RDS & COMMENDATION INFORMATI	ON	
View Dervice Book	Enter Employee Award & Commendation	n Detail		
Employee Datriboard	Date Of Entry Among Com-	Nature	Select •	
Certanut Information	Description TomPy Description	-		
Astrona Internation	Lovicripcion	1	k i i i i i i i i i i i i i i i i i i i	
inter second eductration	54	AL		
Escaton information	Search and Edit Employee Award & Con	nmendation Detail		
Transse internation	L			
Party Internation				
Casi Debi				
Sents Hatey				
Lase Date:				
Onsertmental Proceeding :				

#### Award Detail

### Description of the given screen

In this page user will enter his details regarding Award and Commendation Information.

User have to enter the following :

- > Date of entry
- > Nature
- > Description
- > After entering all the details user has to save the records.

	C Enter Employée Code / C GPF No / U10 No Name Harish Tiwari	Date of Birth 29/05/1986	Date of Joining 01/12/2013	sa(Subertive) •	10.0
BERNCE BOOK	EMPLOYEE AV	ARDS & COMMEND	ATION INFORMATION		R
Size Bernie Book	o Enter Engloyee Award & Commendat	un Detail			
Creative Destioned	Search and Edit Employee Award & Co	mmendation Detail			
minural internation	SrNo Award Type		Date Of Award	Activit	
Antesas Internation	1 Decoration		01/12/2013 01/10/2014	Submitted	
lesse Janeng Manadan					
Elleration Providition					
Thereig to have a bar					
Family information					
Laan Detail					
Genica Hatay					
Game Deter					
Organitranian Proceeding					



## **Submit Form For Verification**

### Description of the given screen:

- In this page established data entry operator has to enter the details of verifying officer to whom service book is sent for verification .
- established data entry operator has to enter the followings:
  - Department Name
    - (Select verifying officer department name)
  - Office Name

(Select verifying officer department name)

 Employee Nam (Select verifying officer department name)

## **View E-Service Book**

	© Enter Employee Code / ∞ GPF No / ∞ U10 No Name Harish Thwari	1 Date of Birth 29/05/1986	Date Of Joining 01/12/2013		•	
SERVICE ICXXX	VERIFY EMPLOYEE SERVICE BOOK MA		EMPLOYEE SER	VICE BOOK MASTER /	FORM	4
View Bennite Book	PENDING LIST FOR VERIFICATION (MA:	STERS)			_	
Employee Davidoard	N	o Records Found				
Parasona http://www.shite	<u></u>					
Addresse Information						
Initial Junity Montalion						
Education Montalian						
Training information						
Farmy Information.						
Cash Detail						
Sente Hattry						
Lase Depar						
Cesamblertal Proceeding						

- This page will show employee's service book.
- Once the user has been entered in his account by selecting his employee code ,user will be able to see his all details as given in the screen.

6.3 REPORT

Manay Sergad	N.S.						U H W I P
e - c -	10.146.50.83/GeneralizedQuaryRep	oort/GeneralizedQuery/Generali	sielQumyth	des/30		_	R SA
	De Logged As: Harish Tiwori, Sec			Y WELFARE , HIMACHAL PRAI	DESH Posted At: BMO_0	Office2	
	THPI OVEL I MIRELINENT	IMPLOYEE SERVICE BOOK DETAIL	REPORTS	FOUR MANAGEMENT I LAVE MANAGE	MENT GENERAL		
H	(	GENERALIZED O		ORT-VERIFICATION STATUS		)	A
10	Section-1: Create Your Own Criter		ULTET THEFT	on the state of th			
ELP DESE	Select Department	HEALTH AND FAMILY WELFARE					
*	Office Present In Distric	t Select District					
	Select Office	Select Office					
	Establishment Check	E Check to get het of amployee on	live basis of Est	abilishment Office OK Uncheck for Peaking Offic			
	Current Designation	Select Designation	•				
	Category	Select Cateopry		Home District	Select District	*	
	Retirement Date	29-10-2014					
	Section-III More Filters						
	Select Report Fields	Report Fields List	÷.	Recruietment Mode	Select Recultiment Mode	352	
		Caste		Gazeeted/NonGazeeted	Select	1.55	
		E Category		Employee Type	Select Employee Type	•	
		Home District		DF Type	Select IF Type		
		U Home Town	. *	Gender	Select Gender		
	COLLECTIVE PARAMETER REARCH		LICK TO GENE	W-1700-1-1-00	ADVANCE PARAMETER SEAF		

Description of the given screen:

Input Screen:

- In this page established data entry operator has to enter the details for verification Status .
- This generalized query report will give the output of for the verification status.

Hetirement Dat	68 28-10-2014					
Section II:Nore Filters						
Select Report Field	IS R	eport Fields List	-	Recruietment Mode	Select Repubment Hode	•
1012101020001000	Caste .			Gareeted/NonGareeted	Swiet	0.00
	Cotager	y .		Employee Type	Select Employee Type	
	Home D			PE Type	Select PE Type	•
	SE Home T	(Int)		Gender	Select Gender	
Passe Line Lines Spect Heating	Name	List of Emplo	yes's as per the Selected	Parameters		
			Query Parameter Results			
Sort By Field	As Code	. •		Sort By Order	Anoending Order •	
1						.+
Cateoard Hitty Line	5 Complaint	Alloue Hortal	Employue Dastitional	D-ployee Dashbeiling		
Disclaimer: Content on His a	incover in boom		d by Department of Per tate Centre, Humachal P		minischul Pravlestr . Site is de	enigned by

## Input Screen: Data Entry Status Report

	10.146.50.83/ReportsAndQuaries/OtherReports/	-					12
	Department O Logged As: Harish Tiweri , Section Officer s				ACHAL PRADESH	Posted At: BMO_Office2	
	S EMPLOYEE ENROLEMENT EMPLOYEE SER	CE BOOK DETAI	HEPOHTS	TOUR MANAGEMENT	LEAVE MANAGEMENT	GENERAL	
E L	TO CH	ECK ESTABL	SHMENT OFF	ICE WISE DATA E	NTRY STATUS		
2	C Establishment Office Wise Status						an an antara an
÷.	Department N	mSelect-	ŧ				
	Select Office 1	witSelect-	e.				
	Generate Re	ort Select					
	Select Office	pe Select					
	Extablishment office				12		
	Dis	RCL			-		
		CLICK T	O GENERATE G		PORT		
			01	t			
	Cetableho	nt office At	Select-			NAMES OF TAXABLE PARTY.	
	10.000					LOAD OFFICES	
	Select 8	and and the second	alect				
			DUCK TO SEE R	ECORD IN GRID			
6) (3)	o 🖸 🔛 💿 🐕 🌔	2					20 - + 11.27 AM

- Data Entry operator will enter all the details to check the establishment office wise data entry status.
- After selecting all the details given above, click on the generate grid. (this will show the data in the form of grid)
  - Print Report will show the report that will generate after selecting the values in the given form.

## Input Screen: Nominee Detail Spouse Job Status

G [] 1	0.146.50.83/ReportsAndQuaries/ViewServiceRock/EmpNoorD	etallı/35		
		Jo S	भागव सम्पदा	
	Department Of : HEALTH Logged Jr.: Harish Tiwari , Section Officer scie : Establis	AND FAMILY WELFARE , HIN Interent Data Entry	ACHAL PRADESH	D_Office2
	EMPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK BET/	AL REPORTS TOUR MANAGEMENT	LEAVE MANAGEMENT GENERAL	
		LEAVE REPORT		
	View Office Specific Query			
	State Name	Select State		
	Department Name	Select Department		
	Select Office	Select Office		
	Select Designation	Select Designation		
		SUBMIT SPOUSE JOB STATU		
	Control Induction & Completel Allow Portal	Employee Statilicant Temploy	WITHOUGH IN COMPANY	
	Dischamer, Context on this weeklike appointed and man			
		C State Centre, Himachai Pradesh, C	overnment of Philachar Pracest . Size is	designed by

- Here data entry operator will enter the job details of the spouse job status.
- > State name
- > Department name
- > Office name
- > Designation
- > Select the submit after entering the details.

# Input Screen: Retiring –non Retiring Status Report

+ - C 0	10.146.50.83/ReportsAndQuartes/ViewServiceTook	/Retiringdetails/34		- 57
		AS M	ANAV SAMPADA	
HELP	Logged As: Harlah Tiwari , Section Officer Rol	HEALTH AND FAMILY WELFARE , HIM. - : Establishment Data Entry L DOOK BETAL BEPORTS - TOUR MANAGE MENT	Posted At: BMO_Office2	A
0 II SK		EMPLOYEE APPOINTMENT RETIREMENT ST.	ATUS	
	Employee Appointment/Retirement Repo	rt.		
	Department Name	Select Department	•	
	Select Report Type	Select •		
	Select Designation	Select Designation	•	
	Select Employee Type	Select Employee Type	*	
	From Date	Dets. From To Date	Date To	
	Select Year	Select .		
	From Year	-Seinch • To Year		
		GET REPORT PRINT REPORT		
		Contraction of the second second second second second second second second second second second second second s		

- Here employee can get his appointment and retirement status report.
- Get report will give the appointment and retirement status report.
- Print will print the report.

# Input Screen: Query on Edu –cum training Details

		conduction/ Annual etc.	corelook/QueryEducati	onOetailu/41				
	(i))i	1	7 10	Jo.	2	वानव	सम्पदा	and the second se
	cogged As: Hartati		ent Of : HEALTH AI			MACHAL PRADES	H Posted At: HMC	_Ciffice2
	CAPID/CE CA	ROLLMENT EMPLOYS	E SERVICE HOOK DETAIL	REPORTS	TOUR MANAGE MENT	IT AVE MANAGEMENT	GENERAL.	
		e Education Query D		By Educatio	n 🔍 Search By Train	ning		
	SECTION - 1   Edui							
		ect State		•				
	Department Name Sal	ect Department		S.#				
	District Name Sel	ect District		•	Office Name Sales	± Office		
	Select -Se Education	lect-		• ST	ream/Subject			
				AD	D			
5	I Centeround	Della Line & Conside	at Allow Partal	Engloyee		ved Dashboars.		

- Data entry operator will enter here his educational details ,there are two options to select the education details.
- User can select either by search by education or search by training as given in the screen above.

# Input Screen: Vacancy Position Detail

Logged As: Harish Tiwa	Department Of : HEALTH rl. Section Officer Role : Establi	I AND FAMILY WELFARE , HI shment Data Entry	MACHAL PRADESH Posted At: BMO_Offic	*2
- EMPLOYEE ENROLLS	ENT EMPLOYEE SERVICE BOOK DCT	AR REPORTS TOUR MANAGEMEN	I LLAVE MANAGEMENT GEHERAL	
	EMPI	OYEE VACANCY POSITION DET	48	_
O Vacancy Position	5.00C			
	State Name	Gelect State		
	Department Name	Select Department	2 <b>5</b>	
	District Name	-Select-		
		<ul> <li>Non-Selement of antive UMos of Designation is Select Office</li> </ul>	PMI	
		Check to get het an the basis of Standarbanet. Check to include employee Petrop Office along alles		
	Designation Name	Select Designation		
	Status	Post Filled		
	No of Employees			
		SUBMIT		

#### Description of the given screen:

- In the given page following values are to select :
  - > State name
  - > Department name
  - > District name
  - > Office name

(select office name either on the basis of the establishment office or by posting office )

Status no of employee

Enter the submit to save the values.

# Input Screen: Master Reports

C 10.14	*	/ViewServiceflock/MasterRepo	rts/42		1253
1		> 19	जि भाग	व सम्पदा	5
	gged As: Harlah Thwart, Se	ection Officer sale : Establish	ND FAMILY WELFARE , HIMACHAE PRAI ment Data Entry REPORTS FOUR MANAGEMENT LEAVE MANAGE	Posted At: BMO_Office2	
C			MASTER REPORTS LIST		
0	Master Data Report				
0	Transaction Data Report				
	. No. Naport Ma	1	Report Description	Arthini	1
1. 2. 3. 4.	Employee Employee Employee Office List	List	List of Employees which will be grouped by designation. List of Employees which will be grouped by Pisting Office. List of Employees which will be grouped by Employee Type. District Wise office.	Generate Report Generate Report Generate Report Generate Report	
	Destionant with Line	& Complaint Alinae Portal	Employee Detitionaria Employee Destitioning	Contraction of the second second second second second second second second second second second second second s	
5	Asclaimer: Context on this	AIC	ped by Department of Personnel, Government of Pr State Centre, Himachal Pradesh, NIC, Himachal Pradesh, All rights reserved.	imachaf Pradesh . Site is designed bj	K.

- Master reports holds the data about the all fields .
- It holds the data about the state ,department and employee.
- User can generate the report by clicking on the generate report link given in the action.

## Input Screen: Cast wise Annual Report Incumbency

	/VimeServiceBock,CatteWise	1 200		e Erglich	Lagoat
		it as	<u> </u>	सम्पदा	
Loged As: Herish Tower, Se			RE, HIMACHAL PRADESH	Posted At: BMO	Office 2
Contraction of the local division of the loc	EMPLOYEE SERVICE DOOR DET	the second second second second second second second second second second second second second second second se	AGENENT LEAVE MANAGENERT	CENERAL-	Childer.
Are previously to the two				al an amhra	
1	EMPLOYEE C	ASTEWISE ANNUAL REP	ORT INCUMBANCY		1
CasteWise Annual Report	t Incumbancy Detail				
	State Name	Select State			
	Department Name	Select Department	•		
	Office Name	Select Office			
	Designation Name	Select Designation			
	Branch Name	Select Branch			
CAST	EWISE ANNUAL REPORT	INCUMBENCY REPORT	MATRI INISTITUTION REPORT		
Daateoant mits Line	& Clevelant About Portal	Employee Deshboarth	Destroyed Dateboard		

- Employee can get cast wise annual report incumbency by entering the details .
- User can get the annual report by clicking on the cast wise annual report .
- User can get the employee's incumbency report by clicking on the Incumbency report .
- User will click on the matri institution report to get the details regarding it.

and the second se	in a little and little	a Stanow ite
100	Manav Sampada Reports *	DA
Logged au Die	Between Binning the Position of Total Nambur of Responses (Office and Designation was) Autod representation of 20:07:0912 and other to the Department dis. as on: 10:07:0714 Casterbrink Amazina Report	1 Other
- A Main on	Designation SecNo Socignation Name Gas SC ST OBC HANDRAP EX PF Other Total	
Castework		]

# Input Screen: Employee Identity Card

Manay Sergada	x 46.50.83/ReportsAndQuartes/ViewStrukcellock/Employed	deritityCant/45		
1		JOS M	ANAV SAMPADA	bfreads
10	gged An: Harish Tiwari , Section Officer Role : Establis	and the second state of th	Posted At: BMO_Office2	1
	LIMPLOYCE ENROLLMENT EMPLOYCE SERVICE BOOK DET	AL REPORTS TOUR MANAGEMENT	LEAVE MARAZEMENT GENERAL	:7.00
C		EMPLOYEE IDENTITY CARDS		)
C	Employee Identity Cards			
	State Name	Select State	•	
	Department Name	Select Department	•	
	Office Name	Select Office	•	
	Employee Name	Select Employee	•	
		GET REPORT		
	Califoord Rep Line & Complete About Partal			
-		aged by Department of Personnel, G C State Centre, Himachai Pradesh, 13 NIC, Himachai Pradesh, All rights	and the growth many construction of the second states when	
10 0	M 🖂 💿 🕾 🚺 🍃	8 12	Arrest Malery	22 4 H

## Description of the given screen:

• Employee can get the identity card report by selecting the all values given in the page.

# Input Screen: Employee Departmental Proceeding Details

COU	0.146.50.83/ReportsAndQuinties/ViewServiceEcok/EmpLintWithCharger/50	
	MANAV SAMPADA	out
	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Logged As: Harlah Tawari , Section Officer Rele : Establishment Data Entry Posted At: BMO_Office2	
	A LIMPLOYCE ENROLIMENT EMPLOYCE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL	
	EMPLOYEE DEPARTMENTAL PROCEEDING DETAIL	
	Employees Having Departmental Proceeding	
	Sonie Name Salect State +	
	Establishment Department select Department •	
	View Employee List in Establishment Office	
	Casteward Help Link & Complete About Portal Employue Dasteward Employue Dasteward	<b>_</b>
	Disclaimer, Content on this website il published and managed by Department of Personnel, Government of Himlichil Prodesh . Site is designed a NIC State Centre, Himachal Pradesh. Copyright 2023 NIC, Himachal Pradesh. All rights reserved.	by
		1 20 2 4 1

## Description of the given screen:

• Employee can get the employee departmental proceeding details by selecting the state and establishment department.

# Input Screen: Details of Online Submission of APR

- C 10.	146.50.83/ReportsAndQueries/ViewServiceRock/EmpAPR5t	itun/51		
		Jos L	भागव सम्पदा	
	Department Of : HEALTH Logget As: Harish Towart , Section Officer Role : Establis	AND FAMILY WELFARE , HIM Intent Data Entry	Posted At: BMO_Office2	1
	EMPLOYEE ENROCLMENT EMPLOYEE SERVICE BOOK DETA	AL REPORTS FOUR MANAGEMENT	LEAVE MARAGEMENT CERERAL	
C				7
1	View APR Status	L OF ONLINE SUBMISSION OF AP	H	ĥ
	State Name	Select State		
	Department Name	Select Department		
	Office Name	Select Office	0.e)	
	Designation Name	Select Designation		
		GET APR STATUS		
C			National Hospital	9
	Dischannet, Control on the survey of a postal	Employee Daalbbaard Employe		
	NI	2 State Centre, Himachai Pradesh, G 2 NIC, Himachai Pradesh, All rights	and the present of the second s	
14	s 🖸 🐃 👩 🖄 🚺 😕	R 19	1/2/2010/10/10	100 A

- User has to select the followings:
  - > State name
  - > Department name
  - > Office name
  - Designation name
- User can get APR status by clicking on the get APR Status.

6.4 TOUR MANAGEMENT

# Input Screen: Apply Tour

Logged As: Harloh Towart , Se			nt Data Entry			Posted At: EM	IO_Office2
	EMPLOYEE SER	INCE BOOK DETAIL	REPORTS FOUL MAY	IAGENENT LEAVE	EMANAGEMENT	GENERAL	
(			APPLY TOUR				j
Tours List.							
Tour Title	Tour Type	Location	Start Date Time	End Date Time	Tour Details	Status	Print
Test Toru123	Educational	HPCA DHARAMSHALLA	24/10/2014 00:00	17/11/2014	DETAILS	Four Ended	
Test12	Study	shimle	17/10/2014	31/10/2014 16:00	DETAILS	Tour Ended	
tahlah	Adventure	ahilia	07/10/2014 05:00	25/10/2014 04:00	DETAILS	Tour Ended	
Test Tour	Test Tour	CGO Shimla	30/09/2014 10:00	07/10/2014 17:60	DETAILS	Tour Ended	1
Brazil Tour	Test RM	Rio- De -Ganerio	01/10/2014 04:00	31/10/2014 07:00	DETAILS	Four Ended	
sfdsdfsdf	Training	studts	03/10/2014 04:00	24/10/2014 06:00	DETAILS	Tour Ended	1
asdad	Tourism	sadasdas	09/09/2014 06:00	22/09/2014 03:00	DETAILS	Tour Ended	
asdasda	Adventure	asdasa	09/09/2014 05:00	18/09/2014 06:00	DUTAILS	Four Ended	1
Test	Training	shimla	24/09/2014	26/09/2014	DETAILS	Tour Ended	

- This page will show all the tour details .
- If user want to see the details of the tour then user can click on the details given in the page.

# Input Screen: View Tour Application

	146,50,83/TourMunagement/1	710	00	भानव	· Erginh @Legont 김따리	blos
	Logged As: Harish Thwart, Se	Department Of : HEALTH AN Antion Officer Role / Establisher ENPLOYEE SERVICE BOOK DETAIL	And the other data is a second s		and the second second second second second second second second second second second second second second second	
[	Tiur Application Reques	ts.	TOUR APPLICATIONS			
	Tours Application Details Emp Code Tour Title Start Date	F	Employee Full Name Tour Type End Date			
	Tour Application Status Reason0f Any)	Select Status *		1		
	<ul> <li>Tours Cancellation Requi</li> </ul>	EAVE CANCEL				

- User can see the tour application Details.
- After entering of all the values click on the save to save the detail.

# Input Screen: Submit Tour Joining Report

	cogged As: Harish Tiwari , Section Officer Scio : Establishme	and the second se	Posted At: BMO_Office2	
	LANDI OVER ENROLEMENT CAMPLOYEE SERVICE DOOR DETAIL	REPORTS TOUR MANAGEMENT TEAMEN	ANNAGEMENT GENERAL	-
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	Tour Joining Report			-
	Select Tour Shrikhand Mahadey Tatz			
	Tour Tale Shrikhand Mahadey Yana 2014	Toor Type	Adverture	
	Shart Date 10/00/2014-08:00	Evel Date:	16:00:2014 20:00	
	Tear Location Sulla			
	Reporting Officer *			
	Conments			
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	An alternative and the state of the second			

- This page will show tour joining report .
- First user have to select the tour.

1	ogged As: Harish Tiwari , Bection Office		FAMILY WELFARE , HIMAC Data Entry		Anned At: EMD_Office2
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6					
		тош	R JOINING REPORT		
1	O Tour Joining Report				
	Tour Joinings				
	Tour Name	Tour Type	Joining Information	Filled Date	Attachment
	Shrikhand Mahadev Yatro 2014	Adventure	Minte	17/09/2014	
	Shrikhand Mahaduv Yatra 2014	Ahuar Partal Tro	playee Dastlikant Employee I	anthum.	Meth. Site is desirated by
	Endeander Content on This Heavieringer	NIC State	Centre, Humachal Pradesh. Humachal Pradesh. All rights resi		wear - one is weargined by

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# Input Screen: Create Tour Log Sheet

-					MACHAL PRADESH		
LD	god As: Harish Tiwari , Secti	No. of Concession, Name	No. of Concession, Name	the second second second second		Posted At: EMO_Office	2
	EMPLOYEE ENROLEMENT E	MPLOVER SERVICE DO	XX DETAIL REPORT	TOUR MANAGEMENT	LEAVE MANAGEMENT	GENERAL	
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0	Fill Tour Log						-1
			Tour	Log Sheet			
				IAL PRADESH			
				FAHOLY WELFARE			
	Engloves Name :	1 >> HarishTiwar			Date of Brittin	29/05/1986	
	Desertment :	HEALTH AND FAM	IULY WELFARE		400 1	28	-
8	Select Tours			Selait Reporting Office	r : Ajay Thakur		
	Place Peter	Plane be :	Indu of Velocity	Inter of West	Product Travial	maker during	
	Place I want		THE OTTOM OF THE	THE ST WANT	HOOL OF THEME	Training	
						400	
	Purpose of Your :						

- In this page data entry operator will select the tour and Reporting officer.
- The following values to enter by data entry operator are :
  - Place from
  - Place to
  - Date of transport
  - > Day of week
  - Mode of travel
  - Holiday during training
- Enter the purpose of the tour.
- After entering all the details save the data and submit it to the reporting officer.

# Input Screen: Tour Log Sheet Request

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🔶 🤿 😋 🗋 10.146.50.83/TourManage	emm//Tourt.ogDetailsApproval/Index/103		- 507 I III
	>> िक्टे मानव	A Erofeh O Leauwe	
Logged As: Harlah The	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADE ant , Section Officer sale : Establishment Data Entry	Posted At: BMO_Office2	1
	LMENT ENDLOYCE SERVICE BOOK BETAL. REPORTS TOUR MANAGEMENT LEAVE MANAGEME	INT GENERAL	
2	APPROVE/REJECT APPLIED TOURS	)	
Approve/Reject Ap	pplied Tours		
E. Controlate in	Alp Line & Complete Albuit Portal Employme Contopount Employme Contributed		
Disclaimer: Contant o	n this medicite is published and managed by Department of Personnet, Government of Per- NIC State Centre, Humachal Pradesh, Copyright 2023 NIC, Himachal Pradesh, All rights reserved.	achar Pradesh . Site is designed by	
	coppright 2022 Ave., Himachan Houlean, An rights reserved.		
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## Description of the given screen:

• This page will show the approval and rejection of the forms by reporting officer.

# Input Screen: View Tour Joining Report

Mener Lempade	46.50.83/TourMunagement/TourJoining/JoiningDetails/104	NEEKK A
	मानव सम्पदा	1
	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH agged Ani Harlah Tiwari , Section Officer Role : Establishment Data Entry Posted At: BMO_Office2 M ENVIOY/SERVICEMENT ENVIOYOE SERVICE DOOK DELAL. RECORDS TOUR MANAGEMENT LEAVE MANAGEMENT CEREAL	
6	TOUR JOINING DETAILS	7
12	No Records Found	1
	Control on the website patient Alloce Pertain Employee Cashibaine Employee Cashibaane Disclamer: Content on the website a patiential and managed by Department of Personnel, Government of Himachai Pradesh - Site is designed by     MIC State Centre, remachai Pradesh, All rights reserved.     Copyright 2013 MIC, Himachai Pradesh, All rights reserved.	
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# **6.5 LEAVE MANAGEMENT**

# Input Screen: Apply Leave

		Department Of : HEALTH AND FAMI action Officer Scie : Establishment Data		ACHAL PRADESH	Posted At: BMO_Office2	
1		ENPLOYEE SERVICE BOOK DETAIL REPORT		LEAVE MANAGEMENT	CENTRAL:	
r		EMPLOYE	E LEAVE FORM		)	
	Apply Leave					3
		Application For # Fre	sh Leave 🕆 Leave Extens	ion		
	State*	HIMACHAL PRADESH	1.00			
	Department*	HEALTH AND FAMILY WI				
	Office*	BMO_Office2				
	Financial Year*	2014-15				
	Reporting Officer*	Select Reporting Officer				
	Leave Type"	Select Leave Type				
	From Date*	29/30/2014				
	To Date*	39/30/2019				

### Description of the given screen:

- Here user will enter the details to apply leave either by selecting fresh leave or leave extension.
- Click on the apply leave to apply .

				EMPLOY	THE LEAVE F	ORM				
	Apply Lee	ψe								
•	Applied Le	aves								
	10W 20 •								Search:	
1111	Lanve Type	Leave Ref. No.	Applied Date	From Date	Date To	LOAVE	Reporting Officer Community	Extension	Action	
	Earned Leaves	L/Leave/201415/8147	17/10/2014	21/10/2014	24710/2014	Cancelled	Binga	No	Cascellation Approved	
	Earned Leaves	1/Leave/201415/0143	36/30/2014	18/10/2014	21/10/2014	Cancelled		No		
	Casual Leave	1/Leave/201415/0142	09/10/2014	09/30/3014	16/10/2014	Concolled		No		
	Casual Leave	1/Leave/201415/8139	09/10/2014	09/30/2014	10/10/2014	Cancelled		No		
5	himmig 1 to -	4 of 4 entries					Pint	Prévious	1 Next Last	
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			Copyright	2012 NIC, Prin			reserved.			

• This page will show all applied leaves.

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# Description of the given screen:

• This page will show leave balance with leave type .

# Input Screen: Holidays Calender

CC	10.146.50.83/Holidays/Holiday/VearlyCalend	ai/70			1
		1 St	मानव	* Erglah @Lagout	birmahir
	Departmen Looged As: Harish Tiwari , Section Offic		Y WELFARE , HIMACHAL PRADES	H Posted At: BMO_Office2	1
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		119			
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	lijkk Heppy dwy Holl Happy Women Day	Yearty Holida	January 25 February 28 February 28 March 12 March 20		
	lijkk Heppy day Heil Heppy Women Day Heppy April Fool Day	Yearty Holida	January 25 February 04 February 20 March 12 March 20 April 01		
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	Bytak Heppy day Heppy Women Day Heppy April Fool Day Detected Test May Holiday	Yearty Hollds	January 25 February 94 February 20 March 12 March 20 April 01 April 13 May 14		
	lijkk Hoppy dwy Holi Hoppy Women Day Hoppy April Fool Day Datodki Toot May Holiday Inema	Yearty Hollda	January 25 February 20 Marcin 12 Marcin 12 Marcin 20 April 01 April 13 May 14 July 25		

# Description of the given screen:

• This page will show holiday calendar of particular year .

## Input Screen: View Leave Request

	De Logged As: Harish Tiweri , Sec	epartment OF : HEALTH AI tion Officer Role : Establishe		HTMACHAL PRADESH	Posted At: EMO_Office2	
	THE ENGLISHENT	IMPLOYEE SERVICE BOOK DETAIL	REPORTS TOUR MANAGEM	INT LEAVE MANAGEMENT	GENERAL	
22						1
ſ			LEAVE REQUESTS		3	A.
	© Leave Detail					
	Employee Code		Employee Full Name			
	From Date		To Date			
	Leave ApplicationRef Number Leave Type	<b>a</b>	Leave Days Applied Date			
	Lauve Extension		Extended LeaveApplics	ation Ref.		
	Early Joining Request		Number Early joined Leave Ref.	20		
	Office		Office Address	THUS.		
	Address Ouring Leave					
	Remarks					
	Leave Status	Approved	•			
	Reason(If Any)					
	measonto why					
		SAVE CANCEL				
		Contract Contracts				

• In this page user can give the leave details and after entering all details user can save the data.

	THE DESCRIPTION OF THE PARTY OF	EMISTOR	E SCRWEE BOOK	UCTAL NOPO	100	II MANAGE BEI	NI LEAVEMA	NAGEMENT	CENTRAL.	
Í				LEA	VE REQU	ESTS				
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	C Leave Requests								Searc	n:
	C. C. C. C. C. C. C. C. C. C. C. C. C. C	Employee Full Rame	From Date	To Date	Leave Type	Laave	Applied Date	Lenve	Early Juluing Request	
	2/Leave/201415/8146	Rafad Kumar Rajput	22/10/2014	23/10/2014	Medical Leave	Approved	16/10/2014	No	Yes (2/Leave/201415/0145)	• (5)
	2/Leave/201415/0145	Rahui Kuusar Rajput	22/10/2014	25/10/2014	Medical Leave	Concelled	16/10/2014	No	No	
	2/Leave/201415/6144	Rahui Kunsar Rajput	20/10/2014	21/10/2014	Earned Leaves	Cancelled	16/10/2014	No	No	
	2/Leave/201415/8140	Rabul Kumar Rajput	09/10/2014	10/10/2014	Casual Leave	Approved	09/10/2014	No.	No	
	2/Leave/201415/7139	Rabul Kumar Roğput	02/10/2014	09/10/2014	Earned Leaves	Cancelled	01/10/2014	80	No	
	Showing 1 to 5 of 5 entrie							First	Previous 1 Next Last	

• This page will show all leave requests with leave ref num and employee name.

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Description of the given screen:

• Here we can see all approved leaves cancellation requests.

# Input Screen: Leave Joining Report

C [] 10.1	46,50.83/LeaveManagement/	(joiniogReport/Index/72				
1		> 10	10 g	मानव	सम्पदा	
		Department Of : HEALTH AP action Officer Role : Establisher		MACHAL PRADESH	Posted At: BMD_Office2	
	LIMPLOYEE ENROLLMENT	ENPLOYEE SERVICE DOOR DETAIL	REPORTS TOUR MANAGEMENT	LEAVE MANAGEMENT	CIERERAL.	
5			EAVE JOINING REPORT		)	
5	Leave Joining Report		EAVE JOINING REPORT			
	Employee Code Empliame E-mail	l Harish Tiwan testifigmail.com	Office Designation Telephone	Section Officer		
	Leave ApplicationRef Numl From Date Leave Type Name	ber	Applied Date To Date Leave Days			
	joining Time Upload Attachment	Forenoon      Afle     Af	e chosen			
	O Your Leave Joining Date					

## Description of the given screen:

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• This page will show Leave Joining report of employee .

Lucided as Har		ment Of : HEALTH AN Officer sele : Establishen		LFARE, HIMAC	HAL PRADESH	Pasted At: BMO_Office2	
Constant of the local division of the	the second second second second	WEE SERVICE BOOK DETAIL	in the second second second second second second second second second second second second second second second	IT MARAGEMENT 1.5	AVEMANAGEMENT	GENERAL	1
And in the local division of the local divis							
		L	EAVE JOINING F	REPORT			1
o Leave Init	ning Report						
O Your Leav	e Joining Dates						
Leave Type	Leave lief. No	From Date	To Date	Leave Days	Document	Jobdag Date	
© Employee	Leave Jurring Dates						1
_							2
and constitutions			Employee Dailble				
Dischamer: C	ontent on this website	NIC St	ate Centre, Hima	chal Pradesh.		Pladesh . Site is designed by	
		Copyright 2013 N	IC, Himachal Pra	desti, All rights rese	rved.		

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ſ				AVE JOINING	APRAKY				0
	C Leave Joining F		Ltr	AVE JOINING	REPORT				
	<ul> <li>Your Leave Joining P</li> </ul>								
	Employee Leav								
	Employee Full	Leave Type	Leave Ref. No.	Applied Date	From Date	To Date	Leave	Joining Date	Doctament
	Rabul Kumar Rajput	Medical	2/Leave/201415/8146	16/10/2014	22/10/2014	23/10/2014		24/10/2014	View Ducument
L	Nadioar	Landian		1	I	1	1.		
	Genticouni.	Help Line & Com	plaint About Portal E	mplayee Cashb	sorif Employ	ee Dushbairdi			
	Disclaimer: Conter	t on this website	is published and managed NIC Sta	by Department te Centre, Him		iowenment of a	Himschill	Pradesh Site a	s designed by
			Copyright 2013 NIC	C, Himachal Pra	desh. All rights	reserved.			

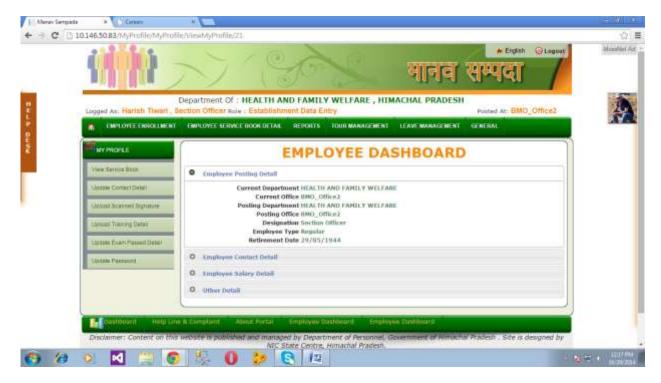
- This page will show Employee Leave Joining Dates with applied date ,from date and to date .
- User can view full document by clicking on the view document.

## Input Screen: Leave Early Joining Manav Sergada C [] 10.146.50.83/LeaveManagement/EarlyJoining/Index/73 ☆言 # Ergish 😔 Legout j MANAV SAMPAD Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH As: Harlah Th M Role : Est LIMPLOYTE ENROLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS FOUR MANAGEBENT LLAVE MANAGEBENT GENERAL EARLY JOINING C Early Joining Leave ApplicationRef Number SEARCH Disclaimer: Content on this website is published and managed by Department of Personnel, Governmen NIC State Centre, Homachal Pradesh, Copyright 2013 NIC, Himachal Fradesh, All rights reserved. Site is designed by 6 13 🖸 🙁 💿 🧶 🕕 🐎 💽 📖

- In this user can enter the application ref num and make a search for the leave early joining.
- Reporting officer will check the details of that employee and once it has been verified by the reported officer then the request of the employee will be accepted.

### 6.6 GENERAL

Input Screen: My Profile



- This page shows the all information of the employee:
  - Employee Posting Details (includes all the information about department ,current office ,posting office etc )
  - Employee Contact Detail (includes all the information about home and contact details)
  - Employee Salary Detail
  - Other Detail

# Input Screen: View Service Book

	yProfile/Viewh/yProfile/21# anav Sampada Reports	Tryfell O Legour
Largest Ast Hurlah	E Service book	
Man Property in	Section - A (FORM: Employee Personal Information) Peter (Matter Oracles Texes Devel Allow Exercise Exercise	
Vess Severa Bren,	Same Crimping	
En ante ante ante ante	Radigian Board Group Radial Datase Proph Docum	
Cantala ConsetDate	Hartel Neter Height (in on) Personal Libert/Ficalian Harts Faces Hala	
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No. of Concession, Name	Sochen - H (FORM-7:Employee Service Details)	
Calcut Tremps Sets	In the Cart of the	
Addate Every Porter	c	
Quinters Managered	5:00 Yanaction Jain-Bala Basignation Melling-Billis Area None Pathon Releves to stills the 8 Yanathr and 30/08/2014 view 3950_001e Jain No 1008/2014 (950_001e015) Dec	
Contra Canada -	And and the second se	
	Section - I (FORM-It Employee Lawye Details)	
	EDUCATE OF Leave Datable Leave Name Action Tape From Earle To Date Served Name Medited Half Pay Research Name	11C Available
		70
Controvers of	1 Charles C. See C. Street Constrained Street 140011 (1)	

• This page shows employee service book.

# Input Screen: Upload Scanned Signature

C 10.146.5083/MyProfile/MyProfi	- 10 - 0	*Ergfeit @Legoet
Logged As: Harlah Towart, S	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAE PRADESH ection Officer Role : Establishment Data Entry ENRIONCE SERVICE DOOR DETAIL REPORTS - TOUR MANAGEMENT - LLAVE MANAGEMENT	Posting At: BMO_Office2
View Service Gros	UPLOAD SCANNED SIGNATURE Department Name Index View View View Code Employee Name Index View Date of Birth	1.
States ConsetOntel ConsetOntel ConsetStates ConsetStates	Upload Scanned Signature     Choose File No file chosen	
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Charloparat Help Lin	A Compliant Alipse Partal Employue Dakkbaart Employue Dakkbaart	
and the second se	A Compliant Arout Partal Employee 2000baan Employee Dashbaans     weestre is publicated and managed by Department of Resonner, Government of Homoon     NGC State Control, Himachar Pradesh,     Copyright 2013 NIC, minachar Pradesh, Ari nahts reserved	I Pladesh . Site is designed by

# Input Screen: Upload Training Detail

	0.146.50.83/MyProfile/MyProfile	NY	F	× 1	lanav s	+ Erginh @Legovel	
	Logged As: Harinh Thwari , 8	Department Of : HEAL lection Officer sale : Esta ENDLOYEE SERVICE BOOK	iblishment Data Ent		LEAVEMANAGEMENT	Posted At: BMO_Office2	
4	IN PROPILE	(		TRAINING DET	AILS		5
	View Service Book	Department Name Employee Name	Health And Earnly W HarshTiwan	ertare Emplo Date O	yee Code It Birth	28/05/1994	
	Lastale Contect Detail	O Update/Add Trainin	ng Details				
	Unicod Scanned Signature				ABROAD		
	Colour Transg Data	Training Type	Basic		pic Name		
	Listen Even Passell Date:	Name of institution Date From			ionsored by		
	Utrian Parmenti	Choose File No file d	hosen	0	KE TO		
				SAVE			
		o Training Details					
		L					10
6	Dalboard Netp Lin	e & Complaint Alloct Re	etal Troptoyee Da	disart. Destry	ee Daahboars		

Description of the given screen:

• Here employee can upload his training details and if user want to update the details then this can be done training details.

# Input Screen: Update departmental Exams Passed Details

Contraction of the local division of the loc	ection Officer kele : Establishment	NAME OF TAXABLE PARTY OF TAXABLE PARTY.	And the second se	At: EMO_Office2	
B EMPLOYEE ENROLLMENT	EMPLOYEE SERVICE BOOK DETAIL OF	PORTS TOUR MANAGEMENT LEAVE	MANAGEMENT GENERAL		
WY PROFILE	UPDA	TE DEPARTMENTAL EXAMS PAS	SED DETAILS	<u></u>	8
. Yew Barring Book	O Update Departmental Exams	Passed Details			2
Castale Covari Delat	Department Name	Health And Family Welfare	Employee Code	1.	
Utilized Scanned Signature	Employee Name	HartstiTiwari Add Departmental Exams Passed	Date Of Birth Octails	29/05/1988	
Clarlood Training Detail	At Which Post	Select Designation	0.50		
Update Exam Possed Datal	Order No.				
Lippine Parenerd	Order Date/Date Of Passing	Exter Date			
	Remarks			2	
	Upload Certificate				
	OPLOND SOCOREAT	SAVE			

- In this page employee can update departmental exams passed details.
- In the below page employee can change his password.

Hanar Lange	10146-5082.049Pmblik.049Pmblik	n/ViewiłdyFrzikła/23#	MANAV SAMPADA	1001800
		Department Of : HEALTH AND FAMILY WELFA setten Officer Role : Entablishment Data Entry LMR DY22 5/20VCE BOXK DETAIL INEXTRA TOUR WAR	RE , HIMACHAL PRADESH Ported At: BMO_Office2	
	WY PROFILE	UPDAT	E PASSWORD	
	Cancel Roman Detail	Current Password New Password Confirm New Password		
	Calcula Econ Parset Deter	EAVE	CANER	
		A Complexit Allocst Portal Employee Detributed      Model and managed by Department of Po-     Mile State Centre, Himachail     Copyright 2013 MIC Primachail Prodeint.		

# Input Screen: Upload Annual Property Return

Mener Sergada	* 146.50.83//4/Profile/EmployeeProfile/EmpthopentyDetail/79	05800 10
	भ हाप्रका अत्वव्य	
	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Logged Av: Harish Thwari , Section Officer selv : Establishment Data Entry Pointed ar: BMO_Office2	,
ſ	Immovable Assets     Iquid Assets     Movable Assets     Provident Fund and Life insurance     Debts & Other Liabilities     Submit Annual Property Return For the Year     2008	]
		J
	Convisional Italip Line & Complaint Albaic Partal Employue Cashibuard Implement of Personnel, Convention of Prodech - Site is designed by NeC state Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by NeC state Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by NeC state Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by NeC state Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by NeC state Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by Net State Centre, Humarkal Fredesh, Albaic Prodech - Site is designed by Net State Centre, Humarkal Fredesh, Albaic Partalesh, Albaic Partalesh, Site is designed by Net State Centre, Humarkal Fredesh, Albaic Partalesh, Site is designed by Net State Centre, Humarkal Fredesh, Albaic Partalesh, Site Partalesh, Centre, Humarkal Fredesh, Albaic Partalesh, State Centre, Humarkal Fredesh, State Centre, State Centre,	
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- This will show the employee's property detail .
  - According to the page given above , employee has to select the values and click on the view .
  - After view , this will show a form where employee will enter his property details and save the details.

# Input Screen: Upload ACR Detail

C 010	3.146.50.83/MyProfile/ACR/AdewACR/82	
	महाप्रम अस्पदा	
	Department Of : HEALTH AND FAMILY WELFARE , HIMACHAL PRADESH Logged As: Harish Tiwari , Bection Officer Role : Establishment Data Entry Posted As: BMO_Office2	
	INPLOYEE ENROLLMENT EMPLOYEE SERVICE BOOK DETAIL REPORTS TOUR MANAGEMENT LEAVE MANAGEMENT GENERAL	
	EMPLOYEE ACR DETAIL	
	PPart A - Employee Detail	
	Employee Code Employee Name Date Of Birth	
	Harish Tiwari 29/05/1986     wow to FILL 4CR	
	O(Click Here To Fill Your Self Appraisal) Part B - To be filled by the Officer Reported Upon	
	0 (Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer	
	C (Click Hern To Add Browning Officer Assessment) Part B - Remarks Of The Reviewing Officer	
	Barboard Help Une & Complaint Allout Partal Employue Gastionant Employue Daviduard	
	Disclaimer: Content on this website in published and managed by Department of Personnel, Government of Minachai Peadesh . Site is designed by ACC State Centre, Himachai Pradesh. Copyright 2013 NUC, Himachai Pradesh. All rights reserved.	

- In this Page employee has to enter the ACR Details.
- If employee want to know how will he fill ACR then simply he can click on the how to fill ACR button and he will get a pdf as a solution .

## Description of the given screen:

- > Part A
  - In this part employee will simply enter his details .
  - Employee name
  - Employee code
  - Employee dob

Lug	ged As; Hariob Tiwari . Br			A Entry	ACHAL PRADESP	Postad At: BMO_Offic	e2
	PART OVER TRUNCLARE NT	CARLONDE SERVI	CT 10008 10 1A4 01 200	TS FOUL MANAGE BENT	ULAVE MARACEMENT	and in particular.	
ſ			EMPLOY	EE ACR DETAIL			
	OPert A - Employee Detail						
5	©{Click Hore Yo Fill Your S	aff Appraisal) Par	t it - To be filled by the Off	ficer Reported Upon			
	trenett Perandal Year		Select	• (260*1)	What you are doing to	FIR A(CK)	
	ACR No For Selected Year Date Solweens You Are Fil	loss the AFB	ACR 161				
	Rom Date	and the rest	Auto Press, Balance	Te	Date: Acce, to them	GETLENVE	
	NO-OF Leaves During The Abo	e Period	11111				
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	Convillout Summary						
	2. Please Specify important Its the reporting years	erne Of work in under	of priority where in quantity	ative / physical (financial targ	eutilitiesti veri goalis were e	er for you or set by yourself for	s
	Sr. Ro Iture Weath		Elegencal or Financial la abjectures / goals	rgets/ Achievenne	nte	Action	

- > Part B
  - This part will be filled by the officer reported upon.

	Department Of	22 C		
Logged As 1 , Role :			Postad At :	
			a state of the second s	
and the second sec				
				-
C	EMPLOYEE ACR I	AP YAN	3	
-	ENFLOYEE AGE	UE TAIL		
OPart A - Employee Detail				
Click Here To fill Your Self Appraisel) Pa	rt 8 -to be filled by the Officer Report	ted Upon		
			The second second second second second second second second second second second second second second second se	
Select Financial Year	2013-2014	<ul> <li>(Year In Which You Are G</li> </ul>	ong To Fill ACR)	
ACR No For Selected Year	1			
Date Setweens You Are Filling the ACR				
From Data	02/10/2014	To Date July To Oak	GETLEAVE	
			CONTRACTOR OF THE OWNER	
NO OF Leaves During The Above Period	Contraction of the second second second second second second second second second second second second second s			
1. A Brief Summary of duties and responsibilities	had more than \$10 country!	1.4		
Time and Summers	The set of the set we set at			
Company and Company of Company				
2. Steare Specify important items Of work in orde the reporting year:	e of promity where in quantitative / physic	oli /financial target/bloectives/posis	were set for you or set by yourself for	
Sr,Ne Item Work	Physical or Financial targets/ objectives / goals	Achievements	Action	

## Description of the given screen:

- > Part C
  - In this Part Assessment is given by the Reporting Officer.

OPart A - Engloyee Detail	
©(Click Here To Fill Your Self Approisal) Part 8 - To be filled by the Officer Reported Upon	
Click Here To Add Reporting Officer Assessment) Part C - Assessment By Reporting Officer	
1.Time Served By the Engineers Under The Reporting Office	1
2. Do You Agree with resume of work as indicated by the officer in the part 2 of the report in pricular regarding the special achievement , if any , mentioned by the efficer . If not , indicate briefly the measure for deagreeing with it and the extent of your deagreement.	N.
3 . State of Health 1	
Select •	
4.2rtagrits: [instructions contained in Minutry of Huma Alfans CMNo.51(4):64-Eatt.(A) , Gated 21-6-1995 simulit be least in minuf.	
Select T	
5. Attitude towards Scheduled Cates and Scheduled Titbes Felact	
6.Assessment Of Work Output>>>>>(Grader Should be arranged on a scale of 1-10) Reporting Authority	

### Part D:

✓ Remarks by the reviewing Officer.

	D (C	lick Hern To Add Reviewing Officer Assessment) Part D - Remarks Of The Amriewing Officer	
E.	1.40500	sment Of Work Outputs >>>>>(Grades Should be assigned on a scale of 1-10)	
			Reporting Authority
	1>>	Accomplishment of Renned Work	
	222	Quality Of Output	
	1>>:	Accomplianment Of Exceptional Work/Amforement basis Performant	
		Overall Grading On Work Output	
	Acies	ament Of Ressonal Attributes >>>> (Grades should be assigned on a scale of 5-8)	
1	_		Reporting Authority
	1>>	Antitude OF Work	
	1>>	Serve of Responsibility	
	1992 -	Overall Bearing and Personality	
	420	Emolional Stabity	
	\$>>:	Communication Skills	
	£+>.	More courage and willingness to take a professional stand	
	79.2	Leadership Qualities	
	62.5	Capacity to work in time limit	

# Input Screen: Update Single Additional Information

	MANAV SAMPAD			
	Department Of : HEALTH AND FAMIL ection Officer Rais : Establishment Data E			ed At: BMO_Office2
	EMPLOYEE SERVICE BOOK DETAIL REPORTS	TOUR MANAGEMENT LEAV	EMANAGEMENT GENER	AL
	EMPLOYEE AD	DITIONAL FIELDS		
Employee Additional Fig		I HORAL PIELOS		
Select Gender	D Nole # Female			
First Name	and application of the second s			
Mobile	5555555555555555			
Ration Card No	1000000000			
Select Hobbies	MARBR C			
	SAVE			
C Employee Additional Fie	sids Details			
1				

## Description of the given screen:

• This field is used to update single additional information.

in m		130		आनव र	सम्पदा	
Logged As: Harlah T	Department Of : Hi warl , Section Officer Role : I	ALTH AND FAMILY V stabilationent Data Entry		ACHAL PRADESH	Posted At: BMO_Office	ż
	CLINENT EMPLOYEE SERVICE OF	OK DETAL REPORTS P	DUIL MANAGE MENT	LEAVE MANAGEMENT	GENERAL.	
ſ		EMPLOYEE ADDIT	IONAL FIELDS			1
O Employee Additi	onal Pietida					
Employee Addit	onal Fields Details					
Select Gender	First Name	Select Hobbies	Mobile		Ration Card No	
female	dsfgghmmmmm	A,8,C	55555555	55555555	********	
	on this invosite is published a	Pattal Timployue Cash Nd managed by Departme NGC State Centre, Hu ght 2023 NIC, Humachal F	nt of Personnel, Ge machal Pradesh.		Madesh . Site is designed	by

# Input Screen: Update Multiple Additional Information

	27	10 se	भानव सम्पदा	O Logost
Logged As: Harish Toward	Department Of : HEALTH A , Bection Officer sele : Establish		MACHAL PRADESH Pointed At: BMO	Office2
	NT EMPLOYEE SERVICE BOOK DETAIL	REPORTS TOUR MANAGEMENT	LEAVEMANAGEMENT GENERAL	
(		ADDITIONAL DETAILS		
Additional Details		Annual Contractor Star ( 1995)		
Enter Guardian Name Select Hobby Marital Status Enter Birth Date	B Badminner B © Single © Man	Internet Sarfing 🐨 Kabaddi ræd 🔍 Diversett		
Select One	Select			
<ul> <li>Employee Additional</li> </ul>	Details	CEL		

## Description of the given screen:

• This field is used to update multiple additional information.

Department Of 1	EALTH AND FAMILY			F SAMORA	ADA
Lagged As: Harlah Tiwari , Section Officer Role	Establishment Data Ent	Y		Posted At: E	BMO_Office2
A EMPLOYEE ENROCEMENT EMPLOYEE SERVICE.	BOOK DETAL REPORTS	TOUIL MANAGE HEP	T LEAVE MANAGE	MENT CERERAL	
	ADDITIONAL	DETRIC D			
o Additional Details	ADDITIONAL	DETAILS			
Employee Additional Details					
Enter Guardian Name	Select Hobby	Select One	Marital Status	Enter Birth Date	
vinvvvv	Kabaddi	Testa	Divorsed	17/09/2014	E.d.F
hghkkkkkkggggggggggggggggggggg	Internet Surfing	testb	Married	10/09/2014	6.61
<u>R</u>					
	out Parta) . Employee Da		tryne Dathbare:		
Disclaimer: Content on this website in published	NIC State Centre, H right 2013 NIC, Himachai	imathai Pradesh	K.	macoar Pracestr - Side	r is designed by